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**Amabwiriza ya Minisitiri w’Intebe / Prime Minister’s Instructions /
Instructions du Premier Ministre**

N° 001/03 ryo ku wa 21/11/2016

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Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 Kamena 2003 ryavuguruwe mu 2015, iya 119, iya 120, iya 122 n'iya 176;

Bisabwe na Minisitiri w'Abakozi ba Leta n'Umurimo;

Inama y'Abaminisitiri yateranye ku wa 25/05/2016 imaze kubisuzuma;

ATANZE AMABWIRIZA AKURIKIRA:

Ingingo ya mbere: Icyo aya mabwiriza agamije

Aya mabwiriza aGENA imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi mu bitaro bikuru, ibitaro by'intara, ibitaro by'uturere, Ibitaro by'Indwara zo mu Mutwe bya Ndera n'ibigo nderabuzima.

The Prime Minister;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 revised in 2015 in articles 119, 120, 122 and 176;

On proposal by the Minister Public Service and Labour;

After consideration and approval by the Cabinet in its Session of 25/05/2016;

HEREBY ISSUES THE FOLLOWING INSTRUCTIONS:

Article One: Purpose of this Instructions

These instructions determine organizational structure, salaries and fringe benefits for employees of referral hospitals, provincial hospitals, district hospitals, Ndera Neuro-Psychiatric Hospital and health centres.

Le Premier Ministre;

Vu la Constitution de la République du Rwanda du 04 juin 2003 révisée en 2015 en ses articles 119, 120, 122 et 176;

Sur proposition du Ministre de la Fonction Publique et du Travail;

Après examen et adoption par le Conseil des Ministres en sa séance du 25/05/2016 ;

DONNE LES INSTRUCTIONS SUIVANTES:

Article premier: Objet des présentes Instructions

Les présentes Instructions portent structure organisationnelle, salaires et autres avantages accordés au personnel des hôpitaux de référence, hôpitaux de provinces, hôpitaux de district, Hôpital Neuropsychiatrique de Ndera et établissements sanitaires.

Ingingo ya 2: Abo aya mabwiriza areba

Aya mabwiriza areba abakozi mu nzego z'ubuvuzi zikurikira:

1. Ibitaro by'Indwara zo mu mutwe bya Ndera;
2. Ibitaro bikuru usibye CHUK na CHUB;
3. Ibitaro by'Intara;
4. Ibitaro by'Uturere;
5. Ibigo Nderabuzima.

Ingingo ya 3: Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo biri ku mugereka wa I n'uwa II y'aya Mabwiriza.

Ingingo ya 4: Igenwa ry'umushahara

Imishahara y'abakozi igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu butegetsi bwa Leta.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo mu mu bitaro bikuru, ibitaro by'intara, ibitaro by'uturere, ibitaro by'indwara zo mu mutwe

Article 2: Scope of this Instructions

These instructions shall apply to following health establishments:

1. Ndera Hospital;
2. Public Referral Hospitals in exception of CHUK and CHUB;
3. Provincial Hospitals;
4. District Hospitals;
5. Health Centres.

Article 3: Organizational structure and job profiles

The organizational structure and job profiles are respectively in annex I and II of these instructions.

Article 4: Determination of the salary

Salaries for employees shall be determined basing on the job classification and in accordance with general principles on salary calculation in public service.

The level, index value and gross salary corresponding to each job position in referral hospitals, provincial hospitals, district hospitals, Ndera neuro-psychiatric hospital and health centres are in annex III to these instructions.

Article 2 : Champ d'application

Les présentes instructions s'appliquent aux établissements suivants:

1. Hôpital de Ndera;
2. Hôpitaux publics de référence excepté CHUK et CHUB;
3. Hôpitaux de Provinces;
4. Hôpitaux de Districts;
5. Centres de Santé.

Article 3: Structure organisationnelle et profils d'emplois

La structure organisationnelle et les profils d'emplois sont respectivement en annexes I et II des présentes instructions.

Article 4: Détermination du salaire

Les salaires accordés au personnel sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi du personnel des hôpitaux de référence, hôpitaux de provinces, hôpitaux de district, hôpital neuropsychiatrique de

bya Ndera n'ibigo nderabuzima biri ku mugereka wa III w'iri teka

Ingingo ya 5: Ibigize umushahara mbumbe

Umushahara mbumbe wa buri kwezi ku mukozi ukubiyemo iby'ingenzi bikurikira:

1. umushahara fatizo;
2. indamunite y'icumbi;
3. indamunite y'urugendo;
4. inkunga ya Leta mu bwiteganyirize bw'umukozi;
5. inkunga ya Leta yo kuvuza umukozi.

Indamunite y'urugendo ivugwa mu gika kibanziriza iki ntigenerwa abakozi bari ku nzego z'imirimo za E, F, G na 2.III boroherewe ingengo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze; ntihabwa kandi Abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

Ingingo ya 6: Ibindi bigenerwa Umuyobozi Mukuru w'Ibitaro bya Ndera uri ku rwego rwa E

Umuyobozi Mukuru w'Ibitaro bya Ndera agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

1. amafaranga yo kwishyura telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi, aya interneti igendanwa angana n'ibihumbi mirongo ine (40.000 Frw) buri kwezi,

Article 5: Composition of the gross salary

The monthly gross salary for each employee shall mainly be composed of the following:

1. basic salary;
2. housing allowance;
3. transport allowance;
4. State contribution for social security;
5. State contribution for medical care.

The transport allowance specified in the previous paragraph shall not be granted to officials positioned on levels E, F, G and 2.III whose transport is facilitated in accordance with Instructions of the Minister in charge of transport; nor to public servants positioned on level "3" who shall be entitled to special transport allowance in accordance with Instructions of the Minister responsible for public service.

Article 6: Fringe benefits for the Director General of Ndera Hospital on E job level

The Director General of Ndera Hospital shall be entitled to the following fringe benefits:

1. One hundred thousand Rwandan francs (100.000 Rwf) per month for office land line, forty thousand rwandan francs (40.000 Rwf) for wireless internet per month and one hundred

Ndera et établissements sanitaires sont en annexe III des présentes instructions.

Article 5: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement:

1. le salaire de base;
2. l'indemnité de logement;
3. l'indemnité de transport ;
4. la contribution de l'Etat à la sécurité sociale ;
5. la contribution de l'Etat aux soins médicaux.

L'indemnité de transport dont question à l'alinéa précédent n'est pas allouée aux agents de l'Etat aux postes de niveau E, F, G et 2.III pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions; ni à ceux ainsi que ceux aux postes de niveau 3 qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Article 6: Avantages alloués au Directeur Général de l'Hôpital de Ndera au poste de niveau E

Le Directeur Général de l'Hôpital de Ndera bénéficie des avantages suivants:

1. les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw), les frais d'internet sans fil équivalent à quarante mille francs (40.000 Frw)

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| n'aya telefoni igendanwa angana n'ibihumbi ijana na mironko itanu (150.000 Frw) buri kwezi; | fifty thousand Rwandan francs (150.000 Rwf) per month for mobile phone; | et de téléphone portable équivalant à cent cinquante mille francs rwandais (150.000 Frw) par mois; |
| 2. amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana atatu y'u Rwanda (300. 000 Frw) buri kwezi anyura kuri konti y'Ikigo; | 2. office guest's entertainment allowance of three hundred thousand Rwandan francs (300.000 Rwf) per month and transferred to the institution's account; | 2. les frais de représentation au service équivalant à trois cent mille francs rwandais (300.000 Frw) chaque mois et domiciliés au compte bancaire de l'institution; |
| 3. Leta imworohereza mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze. | 3. the Government shall facilitate his/her transport in accordance with the Instructions of the Minister responsible for transport. | 3. l'Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions. |

Ingingo ya 7: Ibindi bigenerwa Abayobozi Bakuru ba Referral Hospital bari kuri F n'Abayobozi Bakuru b'Ibitaro by'Intara bari kuri 1.IV

Abayobozi Bakuru ba Referral Hospital bari kuri F n'Abayobozi Bakuru b'Ibitaro by'Intara bari kuri 1.IV bagenerwa buri wese ibindi bibafasha gutunganya umurimo bikurikira:

1. amafaranga yo kwishyura telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi, n'aya telefoni igendanwa angana n'ibihumbi ijana (100.000 Frw) buri kwezi;
2. amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200. 000 Frw) buri kwezi anyura kuri konti y'Ikigo;

Article 7: Fringe benefits for Heads of Referral Hospital on F job level and Heads of Provincial Hospital on "1.IV" job level

Heads of Referral Hospital on F job level and Heads of Provincial Hospital on "1.IV" job level shall each be entitled to fringe benefits as follows:

1. one hundred thousand Rwandan francs (Rwf 100,000) each month for mobile phone communication and one hundred thousand Rwandan francs (Rwf 100,000) each month for landline phone;
2. office guest's entertainment allowance of two hundred thousand Rwandan francs (200.000 Rwf) per month and transferred to the institution's account;

Article 7: Avantages alloués aux dirigeants des Hôpitaux de Référence au poste de niveau F et dirigeants des hôpitaux de province au poste de niveau 1.IV

Les dirigeants des Hôpitaux de Référence au poste de niveau F et dirigeants des Hôpitaux de Province au poste de niveau 1.IV, bénéficient des avantages comme suit :

1. les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) et de téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois;
2. les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte bancaire de l'institution;

3. Kworoherezwa mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Ingingo ya 8: Ibindi bigenerwa Abayobozi Bakuru b'Ibitaro by'Uturere bari ku rwego rwa "2.III" n'abayobozi ba za serivisi

Abayobozi Bakuru b'Ibitaro by'Uturere bari ku rwego rwa "2.III" n'abayobozi ba za serivisi bari ku rwego rwa "2.III" bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe bagenerwa buri wese ibindi bibafasha gutunganya imirimo mu buryo bukurikira:

1. amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;
2. Leta iborohereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Ingingo ya 9: Ibindi bigenerwa Abayobozi b'amashami na Administrative staff bari ku rwego rw'imirimo rwa "3"

Abayobozi b'Amashami bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y'urwego bakorera hamwe na administrative staff bari ku rwego rw'imirimo rwa

3. Transport facilitation in accordance with the Instructions of the Minister in charge of transport.

Article 8: Fringe benefits for Heads of District Hospitals and heads of services on "2.III" job level

Heads of District Hospitals and heads of services on "2.III" job level with a pool of public servants under their responsibilities in accordance with the approved organizational structure shall each be entitled to fringe benefits as follows:

1. seventy thousand Rwandan francs (Rwf 70,000) each month for mobile phone communication and seventy thousand Rwandan francs (Rwf 70,000) each month for landline phone;
2. the Government shall facilitate their transport in accordance with the Instructions of the Minister in charge of transport.

Article 9: Fringe benefits for Directors of Units and Administrative staff on "3" job level

Directors of Units with a pool of public servants under their responsibilities in accordance with the approved organizational structure and Administrative staff on 3 job level shall each be entitled to fringe benefits as follows:

3. facilité de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 8: Avantages alloués dirigeants des Hôpitaux de District et chefs de services aux postes de niveau "2.III"

Les dirigeants des Hôpitaux de District et chefs de services aux postes de niveau "2.III" ayant des agents de l'Etat placés sous leur responsabilité suivant la structure organisationnelle approuvée, bénéficient chacun des avantages comme suit:

1. les frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000Frw) par mois et frais de communication par téléphone de bureau équivalant à soixante-dix mille francs rwandais (70.000Frw) par mois;
2. l'Etat leur facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 9: Autres avantages alloués aux Directeurs d'Unités et Agents administratifs aux postes de niveau "3"

Les directeurs d'unités ayant des agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée ainsi que les agents administratifs au postes de niveau "3" bénéficient chacun d'autres avantages comme suit:

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“3” bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

1. amafaranga y’itumanaho rya telefoni igendanwa angana n’ibihumbi mirongo itatu y’u Rwanda (30.000 Frw) buri kwezi.
2. indamunite yihariye y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

Abayobozi b’Amashami bari ku rwego rwa 3 bafite itsinda ry’abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y’urwego bakorera bagenerwa kandi amafaranga ibihumbi ijana y’u Rwanda (100.000Frw) buri kwezi ya telefoni yo mu biro.

Ingingo ya 10: Indamunite z’urugendo rw’imodoka

Iyo Abayobozi Bakuru bari ku rwego rwa E, F, 1.IV na 2.III bagiye mu butumwa imbere mu Gihugu bakoresheje imodoka zabo, Leta ibagera indamunite y’urugendo hakurikijwe ibiteganywa n’Amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

Ingingo ya 11: Ivanawaho ry’ingingo zinyuranyije n’iri teka

Ingingo z’amabwiriza anyuranyije n’iri teka zivanyweho.

1. a mobile phone communication allowance of thirty thousand Rwandan francs (30,000 Rwf) per month.
2. a special transport allowance as determined by the instructions of the Minister responsible for public service.

Directors of Units on 3 job level with a pool of public servants under their responsibilities in accordance with the approved organizational structure shall also be entitled to one hundred thousand Rwandan francs (Rwf 100,000) each month for landline phone.

Article 10: Mileage allowances

When Senior Officials on levels E, F, 1.IV na 2.III go on official mission inside the country using their own vehicles, the State shall pay them mileage allowances specified in the relevant Ministerial Instructions issued by the Minister in charge of transport.

Article 11: Repealing provision

All prior provisions contrary to these instructions are hereby repealed.

1. les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois.

2. l’indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique.

Les directeurs d’unités au poste de niveau 3 ayant des agents de l’Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient aussi des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) pour chacun chaque mois.

Article 10: Indemnités kilométriques

Lorsque les hauts cadres aux postes de niveaux E, F, 1.IV na 2.III vont en missions officielles à l’intérieur du pays en utilisant leurs propres véhicules; l’Etat leur octroie des indemnités kilométriques conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 11: Disposition abrogatoire

Toutes les dispositions antérieures contraires aux présentes instructions sont abrogées.

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Ingingo ya 12: Igihe amabwiriza atangira gukurikizwa

Aya mabwiriza atangira gukurikizwa ku muni atangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda.

Kigali, ku wa 21/11/2016

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

Article 12: Commencement

These instructions shall come into force on the date of their publication in the Official Gazette of the Republic of Rwanda.

Kigali, on 21/11/2016

(sé)
MUREKEZI Anastase
Prime Minister

Article 12: Entrée en vigueur

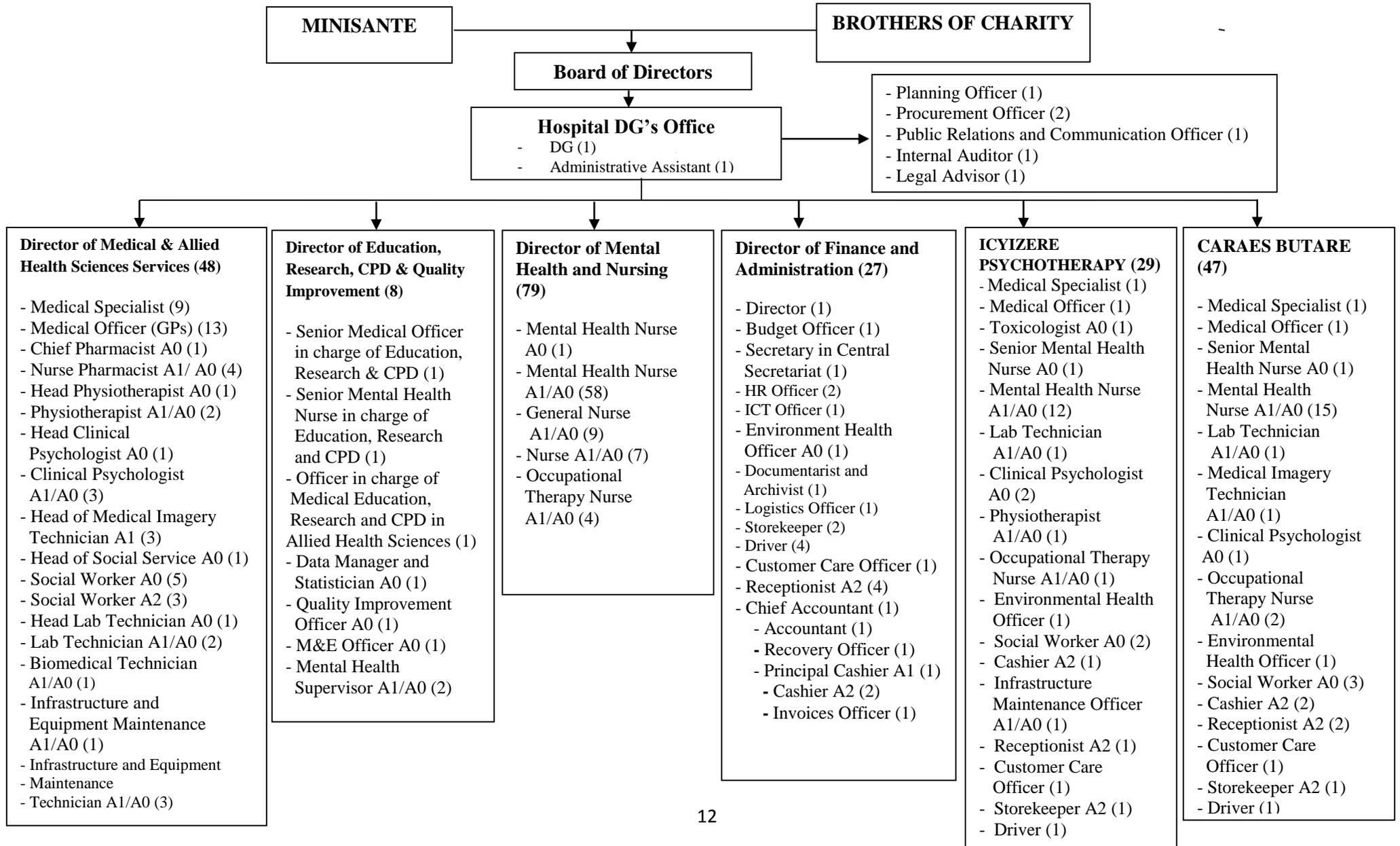
Les présentes instructions entrent en vigueur le jour de leur publication au Journal Officiel de la République du Rwanda.

Kigali, le 21/11/2016

(sé)
MUREKEZI Anastase
Premier Ministre

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| UMUGEREKA WA I W'AMABWIRIZA YA MINISITIRI W'INTEBE N°001/03 YO KU WA 21/11/2016 AGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MU NZEGO Z'UBUVUZI ZA LETA N'IZISHAMIKIYE KURI LETA | ANNEX I TO PRIME MINISTER'S INSTRUCTIONS N°001/03 OF 21/11/2016 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF PUBLIC AND GOVERNMENT SUBSIDIZED HEALTH FACILITIES | ANNEXE I AUX INSTRUCTIONS DU PREMIER MINISTRE N°001/03 DU 21/11/2016 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DES ETABLISSEMENTS SANITAIRES PUBLICS ET SUBSIDIES |
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ORGANIZATIONAL STRUCTURE FOR NDERA NEURO-PSYCHIATRIC HOSPITAL 2016



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NDERA NEURO - PSYCHIATRIC HOSPITAL JOB PROFILES - 2016

| Administrative Unit | Job Title | Title of Job positions linked to the Job | Job Profile | Proposed Jobs |
|------------------------------------|---|--|---|---------------|
| Office of the DG | DG | Director General | Brother of Charity at AO in Public health, hospital management and related field | 1 |
| Ndera Hospital headquarters | Administrative Assistant to Head of Referral Hospital | Administrative Assistant | <p>A0 in Office Administration and Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Planning | Planning Officer | <p>A0 in Economics, Development Studies, Business Administration, Project Management, Management, Public Health or a Master's in Economics, Development Studies, Business Administration, Project Management, Public Health.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Planning & Organizational Skills; - Leadership Skills - Prioritization of multiple work streams - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| | Procurement | Procurement Officer | <p>A0 in Procurement, Management, Accounting, Public Finance, Economics, Law.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - High Analytical Skills; - Knowledge of basic business and purchasing practices; - Excellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills; - Decision making Skills; - Computer Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 2 |
| | Public Relations and Communication | Public Relations and Communication Officer | <p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature .</p> <p><u>Key Technical Skills & Knowledge required :</u></p> <ul style="list-style-type: none"> - Excellent communication skills both oral and in writing - Excellent interpersonnal skills - Report writing & Presentation skills; - Creativity & Initiative - Good Organizational and Time-management Skills, - Teamworking Skills; - Skills in customer care - Effective Public relations & Public speaking skills; - Interviewing Skills - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| | Internal Audit | Internal Auditor | <p>A0 in Finance, Accounting or Management with specialization Finance / Accounting or a professional qualification such as ACCA, CPA.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Knowledge in procurement and financial la; ,- Planning Skill; - High Analytical skills; - Report writing and presentation skills; - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Legal Advisor | Legal Advisor Officer | <p>A0 in Law</p> <p><u>Key technical skills and knowledge required :</u></p> <ul style="list-style-type: none"> - Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; - Knowledge in patients' right, Knowledge in Labour Law - Judgment and Decision Making skills - Considering the relative costs and benefits of potential actions to choose the most appropriate one; - Negotiation skills; - Skills in mental health advocacy - Analytical and problem solving skills; - Attention to detail and high level of accuracy; - Very effective organizational skills; - Ability to demonstrate confident and offer pragmatic and logical judgment. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage | 1 |
| Sub total | | | | 8 |

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| | <p>Director of medical and allied mental health services</p> | <p>Neurologist / Psychiatrist</p> | <p>Masters in Neurologist, or Psychiatrist Specialist/ with 3years of working experience in Neuropsychiatry</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Organize and coordinate all medical activities in the hospital - Initiate measures to boost science-medical activities - Assuming the clinical activities of the hospital; - Organize consultations for outpatients and guards as well as inpatient services and participate personally; - Assist the CEO in the preparation of action plans and strategic plans of the hospital; - member of the medical and therapeutic committee; Good knowledge of Rwanda Health System - Planning & Organizational Skills; - Research Skills & Writing Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision-making skills; - Complex Problem solving Skills; Team work skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | <p>1</p> |
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| | Specialists Neurologist | Neurologist | <p>Masters in Neurlogist specialist with 3 years of working experience in Neuropsychiatry</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <p>Specialized in Neurology and Neuropsychiatry</p> <ul style="list-style-type: none"> -Knowledge in Electroencephalography and in Eletromiography -Knowledge in Anatomopathology - Knowledge in mental health care - Assuming the clinical activities -Organize consultations for outpatients and inpatients -Good knowledge of Rwanda Health System - Research Skills & Writing Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; Team work skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 2 |
| | Specialists in Pedopsychiatry | Pedopsychiatrist | <p>Post graduate degree in Pedopsychiatrist specialist</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <p>Specialized in Pedopsychiatry</p> <ul style="list-style-type: none"> -Knowledge in children psychology -Knowledge in systemic approach -Organize consultations for outpatients and inpatients -Good knowledge of Rwanda Health System - Research Skills & Writing Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Team work skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| | Psychiatrist | Psychiatrist Specialists | <p>Masters in Psychiatrist specialists</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Specialized in Psychiatry; - Care mental health skills; - Knowledge in systemic approach; - Organize consultations for outpatients and inpatients; - Good knowledge of Rwanda Health System; - Research Skills & Writing Skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Team work skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 3 |
| | Specialists in Geriatric | Geriatrist | <p>Post Graduate Degree in Geriatrist specialist</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Specialized in Geriatry (Mental health care to old persons) -Knowledge in geriatrist psychology -Knowledge in systemic approach -Organize consultations for outpatients and inpatients -Good knowledge of Rwanda Health System - Research Skills & Writing Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Team work skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| | Medical officers | Medical Officer (GPs) | <p>A0 in General Medicine</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Psychiatry - Care mental health skills - Knowledge in systemic approach - Knowledge in General Medicine - Organize consultations for outpatients and inpatients - Good knowledge of Rwanda Health System - Research Skills & Writing Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Team work skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 9 |
| | Chief Pharmacist | Pharmacist | <p>A0 in Pharmacy</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Clinical Pharmacy skills - Knowledge in mental health - Knowledge in Pharmacology - Good knowledge of Rwanda Health System, - Research Skills in pharmacology & Writing Skills; - Knowledge in toxicology - Effective communication skills and Interpersonal Skills - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Team work skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| | Nurse pharmacist | Nurses | <p>A1 in Mental Health / General Nursing, A2 General Nursing with 3years of working experience in Hospital Pharmacy.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Care mental health skills - Knowledge in dispensing drugs - Knowledge in Management of drugs - Effective communication skills; - Interpersonal Skills and - Time Management Skills; - Computer Skills; - Team work skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 4 |
| | Head Physiotherapist | Physiotherapist | <p>A0 in Physiotherapy</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in respiratoy system and cardiology system - Knowledge in Mental Health care - Knowledge in physical therapy - Knowledge in Rymathology - Knowledge in electrotherapy - Knowledge in Pediatrics system - Knowledge in neurology system - Good knowledge of Rwanda Health System - Interpersonal Skills and Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Team work skill - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| | Physiotherapist | Physiotherapist Officer | <p>A1/ A0 in Physiotherapist</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in respiratory system and cardiology system - Knowledge in Mental Health care - Knowledge in physical therap - Knowledge in neurology system - Knowledge in Geriatry - Knowledge in orthopedy and traumoatology - Knowledge in electrotherapy - Knowledge in Pediatrics system - Good knowledge of Rwanda Health System - Interpersonal Skills and Effective communication skills; - Time Management Skills; - Computer Skills; - Team work skills - Fluent in Kinyarwanda, English and/ or French; - knowledge of all is an advantage | 2 |
| | Head of Clinical Psychologists | Head of Clinical Psychologists | <p>A0 in Clinical Psychology / Master of Systemic Sciences and Family Therapy</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in human development - Knowledge in Mental Health care - Knowledge in psychometry - Knowledge in systemic approaches to counseling - Knowledge psychopathology - Knowledge about normal family accross cultures - Knowledge on alcohol and drug abuse - Knowledge on Violence prevention and intervention - Good knowledge of Rwanda Health System - Interpersonal Skills and Effective communication skills; - Time Management Skills; - Computer Skills; - Team work , creativity and human interaction management skills - Fluent in Kinyarwanda, English and/ or French; - knowledge of all is an advantage. | 1 |

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| | Clinical Psychologist | Clinical Psychologist Officer | <p>A0 in Clinical Psychology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in human development - Knowledge in Mental Health care - Knowledge in psychometry - Knowledge in social and systemic problem management - Knowledge psychopathology - Good knowledge of Rwanda Health System - Interpersonal Skills and Effective communication skills; - Time Management Skills; - Computer Skills; - Team work, creativity and human interaction management skills - Fluent in Kinyarwanda, English and/ or French; - knowledge of all is an advantage. | 3 |
| | Head of imagery technician | Technogist | <p>A0 in Electroencephalography Diagnosis</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in human development - Knowledge in neurophysiology clinic - Knowledge in Mental Health and Neurology care - Basic Knowledge, Biology and anatomy - Good knowledge of Rwanda Health System - Interpersonal Skills and Effective communication skills; - Time Management Skills; - Judgment & Decision-making skills; - Complex Problem solving Skills; - Team work skills - Computer Skills; - Fluent in Kinyarwanda, English and/ or French; - knowledge of all is an advantage. | 1 |

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| | Medical imagery Technician | Technogist | <p>A1/ A0 in Electroencephalography Diagnosis</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in human development; - Knowledge in neurophysiology clinic; - Knowledge in Mental Health and Neurology care - Basic Knowledge in maths, Biology and anatomy; - Good knowledge of Rwanda Health System; - Interpersonal Skills and Effective communication skills; - Time Management Skills; - Complex Problem solving Skills; - Team work skills; - Computer Skills; - Fluent in Kinyarwanda, English and/ or French; - knowledge of all is an advantage. | 4 |
| | Head of Social Service | Social Worker | <p>A0 in Social Worker / Sociology / Public Health</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Social psychology - Knowledge in Mental Health care - Knowledge in sociometry - Knowledge in social Change - Knowledge in social law - Knowledge in social health and social protection - Knowledge in advocacy for the rights of patients - Good knowledge of Rwanda Health System -Judgment & Decision-making skills; - Complex Problem solving Skills; -Team work skills -Customer care skills - Interpersonal Skills and Effective communication skills; - Time Management Skills; - Computer Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| | Social Workers | Social worker s | <p>A0 in Social Worker / Sociologist</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Social psychology; - Knowledge in Mental Health care; - Knowledge in sociometry; - Knowledge in social Change; - Knowledge in conflict management; - Knowledge in social law; - Knowledge in social intervention theories nearby individuals, families and small groups; - Knowledge in advocacy for the rights of patients; - Knowledge in social health and social protection; - Good knowledge of Rwanda Health System; - Interpersonal Skills and Effective communication skills; - Time Management Skills; - Computer Skills; - Team work skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 5 |
| | Social Worker | Social Worker Assistant | <p>A2 Social Worker Assistant</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in social service - Knowledge in Mental Health care - Knowledge in Sociology - Knowledge in family health - Knowledge psychology - Knowledge in social law - Interpersonal Skills and social communication - Time Management Skills; - Computer Skills; - Team work , - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 3 |

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| | Head of Lab Technicians | Head of Lab Technicians | <p>A0 in Biomedical Engineering, Biology, Laboratory</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Knowledge in value of Laboratory medicine to the health care; - Knowledge in Laboratory information systems; - Knowledge in Laboratory medicine Technology; - Knowledge in Medical Procedures and Operations; - Knowledge in Care Diagnostics; - Basic knowledge in mental health care - Knowledge in Medical Devices & Diagnosis; - Knowledge in Clinical pathology; - Knowledge in Laboratory standardization and harmonization; - Leadership skills; - Skills in Laboratory planning; - Deep knowledge in Analysing Laboratory system; - Knowledge in the Structure of the national laboratory system - Planning & Organizational Skills; - Research Skills & Writing Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
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| | Laboratory Technicians | Medical Laboratory Technician | <p>A1/ A0 in Biomedical Engineering, Biology, Laboratory</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Knowledge in value of Laboratory medicine to the health care; - Knowledge in Laboratory information systems; - Knowledge in Laboratory medicine Technology; - Knowledge in Medical Procedures and Operations; - Knowledge in Care Diagnostics; - Knowledge in Medical Devices & Diagnosis; - Knowledge in Clinical pathology; - Basic knowledge in mental health care - Knowledge in Laboratory standardization and harmonization; - Skills in Laboratory planning skills; - Deep knowledge in Analysing Laboratory system; - Knowledge in the Structure of the national laboratory system - Planning & Organizational Skills; - Interpersonal Skill - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 2 |
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| | Biomedical Technician | Technician | A1 in Biomedical Engineering, <u>Key Technical Skills and Knowledge required:</u> <ul style="list-style-type: none">- Knowledge in the Rwanda Health Sector;- Knowledge in maintenance Strategy;- Knowledge in developing maintenance plans;- Basic knowledge in mental health care;- Knowledge of all operational processes;- Knowledge in Business development;- Knowledge in Medical Equipment Systems;- Knowledge in Medical Equipment Applications, and Quality Assurance;- Risk Management skills;- High Critical Thinking Skills;- Judgment and Decision Making Skills;- Planning & Organizational Skills;- Interpersonal Skills;- Effective communication skills;- Time Management Skills;- Computer Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
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| | <p>Director of Education, Research, CPD & Quality Improvement</p> | <p>Senior Medical Officer</p> | <p>Specialist in Mental Health / A0 in Medicine, Public Health, with 5 years of working experience in Mental Health policy.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Development of measurable objectives, operational plans and measurable indicators/targets for community health programs and projects focused on mental health - Having strong interest in medical education - Knowledge in Mental Health care - Having good relationship with different health Universities - Development of CPD activities related to psychiatric and neurologic care - Ability to manage multiple priorities and projects - Good knowledge of Rwanda Health and WHO System - Planning & Organizational Skills; - Research Skills & Writing Skills; - finding solutions to scientific, nonscientific and social problems - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills;- Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | <p>1</p> |
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| | Senior medical Officer in charge of education, Research, CPD | Senior Medical Officer | <p>Specialist in Mental Health/ masters or A0 in Medicine, Public Health with 5 years of working experience in Mental Health care</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Development of measurable objectives, operational plans and measurable indicators/targets for community health programs and projects focused on mental health - Having knowledge in medical education - Knowledge in Mental Health care - Having good relationship with different health Universities - Development of CPD activities related to psychiatric and neurologic care - Ability to manage multiple priorities and projects - Good knowledge of Rwanda Health and WHO System - Planning & Organizational Skills; - Research Skills & Writing Skills; - Finding solutions to scientific, nonscientific and social problems - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision-making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
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| | Senior mental Health Nurse in charge of education, Research & CPD | Senior Mental Health Nurse | <p>A0 in Mental Health, General Nursing</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Having good relationship with National Nursing council and High Nursing schools, - Having strong interest in medical education - Ability to manage multiple priorities and projects - Knowledge in Mental Health care - Good knowledge of Rwanda Health System - Development of CPD activities related to psychiatric and neurologic care - Planning & Organizational Skills; - Research Skills & Writing Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision-making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
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| | <p>Medical Education, Research and CPD in allied Mental Health Sciences</p> | <p>Officer in charge of Medical Education, Research and CPD</p> | <p>A0 in General Medicine or Masters in Medical Health, Public Health.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Development of measurable objectives, operational plans and measurable indicators/targets for community health programs and projects focused on mental health - Having strong interest in medical education - Knowledge in Mental Health care - Having good relationship with different health Universities - Development of CPD activities related to psychiatric and neurologic care - Ability to manage multiple priorities and projects - Good knowledge of Rwanda Health and WHO System - Planning & Organizational Skills; - Research Skills & Writing Skills; - Finding solutions to scientific, nonscientific and social problems - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | <p>1</p> |
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| | Senior Mental Mealth Nursing | Senior Mental Mealth Nursing | <p>A0 in Public Health / Mental Health</p> <p><u>Technical Skills & Knowledge required :</u></p> <ul style="list-style-type: none"> - Knowledge in Mental Health care - Knowledge and ability to Supervise and review of nursing staff <ul style="list-style-type: none"> - Knowledge in Overseeing the department budgets - Knowledge of Reporting to high-level staff members - Knowledge of Maintaining high standards of care - Knowledge of Managing patients' data and medical records - Knowledge of Interacting with doctors, patients and family members - Be registred in National Council of Nurses - Good knowledge of Rwanda Health System <ul style="list-style-type: none"> - Interpersonal Skills and Effective communication skills; - Time Management Skills; - Computer Skills; - Team work , creativity and human interaction management skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Data manager and Statistician | Data Manager and Statistician Officer | <p>A0 in Statistics or applied Mathematics</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of Rwanda's Health Policies and Strategies; - Knowledge of various statistical software packages; - Knowledge to Prepares and publishes statistical and technical reports and research papers; - Knowledge of the theory, systems and application of statistical research methodology - Organizational Skills & High analytical Skills; - Communication Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French knowledge of all is an advantage | 1 |

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| | Quality Improvement Officer | Quality Improvement Officer | <p>A0 Public Health , Health System Management, Mental Health</p> <p><u>Key technical skills & knowledge required :</u></p> <ul style="list-style-type: none"> - Knowledge in health management system - Knowledge in neurology and psychiatry - Knowledge in social psychology - Knowledge in community environment - Knowledge in customer services standards - Knowledge in social Change - Knowledge in local and international standards of quality care - Knowledge in research methodology - Organisational skills - Planning skills- Problem solving skills - A good teacher and mento - Communication and writing skills - Excellent Team work skills - computer skills | 1 |
| | M&E Officer | M&E Officer | <p>A0 in Hospital Management, Public Health, Economics, Project Management, Strategic Management.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Planning & Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Monitoring and evaluation skills - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| | Mental Health Supervisor | Mental Health Supervisor | <p>A0 in Public Health / Mental Health</p> <p><u>Key Technical Skills & Knowledge required</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Planning & Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 2 |
| | Director of Mental Health Nursing | Director of Mental Health Nursing | <p>A0 in Mental Health, General Nursing with 3 years of experience in Nursing care.</p> <p><u>Technical Skills & Knowledge required :</u></p> <ul style="list-style-type: none"> - Knowledge in Mental Health care - Knowledge and ability to Supervise and review of nursing staff - Knowledge in Overseeing the department budgets - Knowledge of Reporting to high-level staff members - Knowledge of Maintaining high standards of care - Knowledge of Managing patients' data and medical records - Knowledge of Interacting with doctors, patients and family members - Be registered in National Council of Nurses - Good knowledge of Rwanda Health System - Interpersonal Skills and Effective communication skills; - Time Management Skills; - Computer Skills; - Team work , creativity and human interaction management skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| | Mental Health Nurses | Mental Health Nurses | <p>A1/ A0 Mental Health and General Nursing</p> <p><u>Technical Skills & Knowledge required :</u></p> <ul style="list-style-type: none"> - Knowledge in Mental Health care and General nursing - Knowledge in Social psychology - Skilled in building relationships with patients to encourage trust, while listening to and interpreting their needs and concerns; - Skilled in ensuring the correct administration of medication, including injections, and monitoring the results of treatment; - Skilled in responding to distressed patients in a non-threatening manner and attempting to understand the source of distress; - Knowledge of Managing patients' data and medical records; - Knowledge of Interacting with doctors, patients and family members; - Be registered in National Council of Nurses; - Good knowledge of Rwanda Health System; - Interpersonal Skills and Effective communication skills; - Time Management Skills; - Computer Skills; - Team work , creativity and human interaction management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 58 |
| | General Nurses | General Nurses | <p>A1 in General Nursing with 2 years of working experience in mental health</p> <p><u>Technical Skills & Knowledge required :</u></p> <ul style="list-style-type: none"> - Having experience in Mental Health care - Knowledge in Social psychology - Skilled in building relationships with patients to encourage trust, while listening to and interpreting their needs and concerns; - Skilled in ensuring the correct administration of medication, including injections, and monitoring the results of treatment; - Skilled in responding to distressed patients in a non-threatening manner and attempting to understand the source of distress; - Knowledge of Managing patients' data and medical records; - Knowledge of Interacting with doctors, patients and family members; - Be registered in National Council of Nurses; - Good knowledge of Rwanda Health System; - Interpersonal Skills and Effective communication skills; | 9 |

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| | | | <ul style="list-style-type: none"> - Time Management Skills; - Computer Skills; - Team work; - creativity and human interaction management skills; -Fluent in Kinyarwanda, English and/ or French; - knowledge of all is an advantage. | |
| | Nurse A2 | Nurse A2 | <p>A2 in General Nursing</p> <p><u>Technical Skills & Knowledge required :</u></p> <ul style="list-style-type: none"> - Having experience in Mental Health care - Skilled in building relationships with patients to encourage trust, while listening to and interpreting their needs and concerns; <ul style="list-style-type: none"> - Skilled in ensuring the correct administration of medication, including injections, and monitoring the results of treatment; - Having experience in responding to distressed patients in a non-threatening manner and attempting to understand the source of distress; - Knowledge of Managing patients' data and medical records; - Knowledge of Interacting with doctors, patients and family members - Be registered in National Council of Nurses; - Good knowledge of Rwanda Health System; - Interpersonal Skills and Effective communication skills; - Time Management Skills; - Computer Skills; - Team work , creativity and human interaction management skills -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 7 |
| | Occupational Therapy Nurses | Occupational Therapy Nurses | <p>A1 Mental Health with professional certificate in occupational therapy.</p> <p><u>Technical Skills & Knowledge required :</u></p> <ul style="list-style-type: none"> - Knowledge in Mental Health care - Knowledge in Social psychology - Skilled in building relationships with patients to encourage trust, while listening to and interpreting their needs and concerns; <ul style="list-style-type: none"> - Knowledge in occupational therapy; - Skilled in responding to distressed patients in a non-threatening manner and attempting to understand the source of distress; | 4 |

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| | | | <ul style="list-style-type: none"> - Knowledge of Managing patients' data and medical records; - Knowledge of Interacting with doctors, patients and family members - Be registred in National Council of Nurses - Good knowledge of Rwanda Health System <ul style="list-style-type: none"> - Interpersonal Skills and Effective communication skills; - Time Management Skills; - Computer Skills; - Team work, creativity and human interaction management skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | |
| | Director Finance & Administration | Director Finance & Administration | <p>A0 in Administration, Business Administration, Hospital Management, Management (with specialization in Finance/ Accounting) with 3 year working experience or A Master Degree in Administration, Business Administration, Hospital Management, Management (with specialization in Finance/ Accounting) with 1 year working experience Professional qualification such as ACCA, CPA are an added value</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting; - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management Skills - Judgment & Decision making skills; - Complex Problem solving; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| | Secretary | Secretary to DAF Unit | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology and Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Accounting | Chief Accountant | <p>A0 Finance, Accounting, Management specialized in Finance/Accounting with 2 years of working experience</p> <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA)</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - High Analytical Skills; - Interpersonal skills; - Time management Skills; - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| | Accountant | Accountant | <p>A0 in Finance, Accounting or Management with specialization in Finance/Accounting Accounting Professional Qualification recognised by IFAC (ACCA, CPA)</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making Skills; - High Analytical Skills; - Interpersonal skills; - Time management Skills; - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Budget Officer | Budget Officer | <p>A0 in Finance, Accounting, Management, Economics</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; -Flexibility Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| | Principal cashier | Cashier | <p>A0 in Finance, Accounting or Management with specialization in Finance</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports; - Knowledge in Finance law - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Negotiation skills - Strong IT skills, particularly in Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - Interpersonal skills; - Time management Skills; - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Cashiers | Cashiers | <p>A1 Accounting, Business Adminstration or Finance/ A2 With 3 years of working experience in Accounting</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in accounting - Excellent Communication, Organizational, Interpersonal Skills; - Knowledge to analyse complex financial information & Produce reports; - Computer knowledge - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 2 |

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| | Recovery Officer | Recovery Officer | <p>A0 in Finance, Accounting or Management with specialization in Finance</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none">- Knowledge of cost analysis techniques;- Knowledge to analyse complex financial information & Produce reports;- Knowledge in Finance law- Deep understanding of financial accounts;- Planning and organisational skills;- Communication skills;- Strong in negociation skills- Strong IT skills, particularly in Financia software (SMART IFMIS);- Judgment & Decision Making Skills;- High Analytical Skills;- Interpersonal skills;- Time management Skills;- Complex Problem solving;- Flexibility Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
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| | Invoicing Officer | Invoicing Officer | A0 in Finance, Accounting or Management with specialization in Finance <u>Key Technical Skills & Knowledge required:</u> <ul style="list-style-type: none">- Knowledge of cost analysis techniques;- Knowledge to analyse complex financial information & Produce reports;- Knowledge in Finance law;- Deep understanding of financial accounts;- Planning and organisational skills;- Communication skills;- Negotiation skills- Strong IT skills, particularly in Finance software- Judgment & Decision Making Skills;- High Analytical Skills;- Interpersonal skills;- Time management Skills;- Complex Problem solving;- Flexibility Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 4 |
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| | Environment Health Officer | Environment Health Officer | <p>A0 or A1 in Environmental Health Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Health System - Knowledge of clinical services Policy and procedure - Administrative and leadership skills; - Environmental protection skills; - Infection control skills; - Waste management skills; - Housing standards skills; - Attention to detail; - Good team working skills; - Ethics; - Quality Assurance and Improvement skills: - Ability to train and educate people; - Procurement Skills; - Monitoring and inventory skills; - Knowledge in computer; - Critical thinking; - Excellent Communication, Organizational Skills; - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage. | 1 |
| | Receptionist | Receptionist | <p>A1 in Secretarial studies or A2 in Secretarial studies with 3 years of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in secretarial studies - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 4 |

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| | Customer Care Officer | Customer Care Officer | A0 in Communication, Journalism, International Relations, Marketing <u>Key Technical Skills & Knowledge required:</u> - Excellent telephone and written communication skills; - Critical thinking Skills; - Effective people management, negotiation and motivational skills; - Leadership and presentation skills; - Management and coordination skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
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| | Human Resources | Human Resources Officer | <p>A0 in Human Resource Management, Management, Business Administration, Public Administration, Administrative Sciences.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none">- Knowledge of Human Resources Policy and procedures;- Knowledge of Accounting principles and practices and financial data reporting.- Knowledge of Rwanda Public Servant & Labour laws and Financial Law;- Knowledge of Electronic equipment and computer hardware and software;- Knowledge in conflict management;- Leadership skills;- Coordination, Planning & Organizational Skills;- Interpersonal Skills;- Effective Communication Skills;- Judgment and Decision Making Skills;- Complex Problem Solving;- Negotiation Skills;- Time Management Skills;- Team work skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 2 |
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| | Documentalist & Archivist | Documentalist & Archivist Officer | <p>A1/ A0 in Library Science and Documentation, Library and Archive Management, Bibliotheconomy.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Analysis, recovery and spreading of the relevant information generated in each sector; - Management of contents for web sites; - Design and implementation of documentary management systems; - Analysis and planning skills; - Summarising skills; - Organizational skills; - Use of the new technologies; - Communication skills with users of its services; - Knowledge in medical records keeping; - Interpersonal Skills; - Effective Communication Skills; - Negotiation Skills; - Time Management Skills; - Team work skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
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| | Logistics Officer | Logistics Officer | <p>A0 in Store Management, Management, Accounting, Finance, Economics, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Team working Skills - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | ICT Officer | ICT Officer | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Software Engineering, Computer Engineering.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies; - Proficiency in web application security and database security; - Knowledge of all database vendor versions; - Proficiency in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |

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| | Infrastructure Officer | Infrastructure Officer | <p>A1/ A0 in Construction, Electricity or Plumbing</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in the Rwanda Infrastructure Sector; - Knowledge in infrastructure technologies; - Knowledge in healthcare regulatory compliance programs; - Knowledge in health Infrastructure, noms and Standards; - Knowledge in Public health Infrastructure, - Knowledge in health systems; - Master planning skills; - Presentation skills; - Quality Control Analysis Skills; - Complex Problem Solving Skills - Planning & Organizational Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 3 |
| | Drivers | Drivers | <p>Driving Licence at least category B</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Having driving licence (permis de conduire) - Knowledge of Code de la route of Rwanda - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 4 |

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| | Store Keeper | Store Keeper | <p>A1 in Store Management, Management, Economics, Administrative Sciences, Public Administration</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Excellent communication skills both oral and in writing - Excellent interpersonal skills - Good IT skills - Presentation skills - Creativity & Initiative - Ability to prioritize and plan effectively - Team work; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 2 |
| Sub total | | | | 185 |
| Psychotherapy Center ICYIZERE | | | | |
| | Medical officer | Medical Officer | <p>A0 in medicine with 1 year of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <p>Knowledge in Psychiatry-Care mental health skills-Knowledge in systemic approach-Organize consultations for outpatients and inpatients-Good knowledge of Rwanda Health System- Research Skills & Writing Skills;- Interpersonal Skills-Effective communication skills; - Time Management Skills;- Computer Skills;- Judgment & Decision making skills; -Team work skills- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p> | 1 |

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| | Toxicologist | Toxicologist | <p>A0 or a Masters in Medical Sciences with postgraduate qualification in toxicology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Producing risk analyses - Psychosocial skills - Knowledge in social change, - Assessment and management of risk including risk of suicide and harm to others, - assessment of psychiatric and physical comorbidity, - collaborating and sharing expertise and research findings with scientific and technical staff - Supervising staff - Managing laboratories - Writing reports, reviews and papers - Possessing a logical and independent mind - Having meticulous attention to details - Excellent written and oral communication skills - Good teamworking abilities - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Team work skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
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| | Senior Mental Health Nursing | Senior Mental Health Nursing | <p>A0 in Public Health / Mental Health with 2 years in Mental health care</p> <p><u>Key technical Skills & Knowledge required :</u></p> <ul style="list-style-type: none"> - Knowledge in Mental Health care - Knowledge and ability to Supervise and review of nursing staff - Knowledge in Overseeing the department budgets - Reporting and writing skills - Knowledge of Maintaining high standards of care - Knowledge of Managing patients' data and medical records - Knowledge of Interacting with doctors, patients and family members - Good knowledge of Rwanda Health System - Interpersonal Skills and Effective communication skills; - Time Management Skills; - Computer Skills; - Team work , creativity and human interaction management skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
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| | Mental Health Nurses | Mental Health Nurses | <p>A1/ A0 Mental Health</p> <p><u>Key Technical Skills & Knowledge required :</u></p> <ul style="list-style-type: none"> - Knowledge in Mental Health care; - Knowledge in Social psychology; - Skilled in building relationships with patients to encourage trust, while listening to and interpreting their needs and concerns; - Skilled in ensuring the correct administration of medication, including injections, and monitoring the results of treatment; - Skilled in responding to distressed patients in a non-threatening manner and attempting to understand the source of distress; - Knowledge of Managing patients' data and medical records - Knowledge of Interacting with doctors, patients and family members - Be registred in National Council of Nurses - Good knowledge of Rwanda Health System - Interpersonal Skills and Effective communication skills; - Time Management Skills; - Computer Skills; - Team work , creativity and human interaction management skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 12 |
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| | Laboratory Technician | Laboratory Technician | <p>A1/ A0 in Laboratory, Biomedical Engineering</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Knowledge in value of Laboratory medicine to the health care; - Knowledge in Laboratory information systems; - Knowledge in Laboratory medicine Technology; - Knowledge in Medical Procedures and Operations; - Knowledge in Medical Devices & Diagnosis; - Knowledge in Clinical pathology; - Knowledge in Laboratory standardization and harmonization; - Leadership skills; - Skills in Laboratory planning skills; - Deep knowledge in Analysing Laboratory system; - Knowledge in the Structure of the national laboratory system - Planning & Organizational Skills; - Research Skills & Writing Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
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| | Clinical Psychologist | Clinical Psychologist Officer | <p>A0 Clinical Psychology or a Masters in Clinical Psychology.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in human development - Knowledge in Mental Health care - Knowledge in psychometry - Knowledge in social and systemic problem management - Knowledge psychopathology - Good knowledge of Rwanda Health System- Interpersonal Skills and Effective communication skills; - Time Management Skills;- Computer Skills;- Team work , creativity and human interaction management skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 2 |
| | Physiotherapist | Physiotherapist Officer | <p>A1/A0 in Physiotherapie</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Health System - Knowledge of clinical services Policy and procedure - A genuine concern for the physical health and wellbeing of patients; - Psychomotor/Physical skills; - Knowledge in complex physiotherapy machinery use; - Patience, sensitivity and tact; -Critical thinking; -Safety and Risk management skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer and other Health Information System skills; - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |

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| | Occupational Therapy Nurse | Occupational Therapy Nurse | <p>A1 Mental Health with professional certificate in occupational therapy.</p> <p><u>Technical Skills & Knowledge required :</u></p> <ul style="list-style-type: none"> - Knowledge in Mental Health care - Knowledge in Social psychology - Skilled in building relationships with patients to encourage trust, while listening to and interpreting their needs and concerns;- Knowledge in occupational therapy- Skilled in responding to distressed patients in a non-threatening manner and attempting to understand the source of distress;- Knowledge of Managing patients' data and medical records- Knowledge of Interacting with doctors, patients and family members - Be registred in National Council of Nurses - Good knowledge of Rwanda Health System- Interpersonal Skills and Effective communication skills; - Time Management Skills;- Computer Skills;- Team work , creativity and human interaction management skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
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| | Environment Health Officer | Environment Health Officer | <p>A0 in Environmental Health science,Public health, Community Health, Health Administration, Hospital Administration with 2 years of working experience in Immunization Service</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in prevention and control of communicable diseases - skills in public premises inspection - Knowledge in occupational health prevention - Knowledge on Health care waste management - Knowledge on Injection safety for immunization services - Knowledge in education for behavioral change in hygiene and sanitation - Knowledge in water supply and treatment - Knowledge in disaster management - Knowledge in waste water management. - Ability to manage multiple priorities and projects - Extensive knowledge and understanding of the Rwandan Health system; - Planning & Organizational Skills; - Research Skills & Writing Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
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| | Social workers | social worker s | <p>A0 in Social Worker / Sociologist with 2 years of working experience in mental health</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <p>Knowledge in Social psychology- Knowledge in Mental Health care</p> <ul style="list-style-type: none"> - Knowledge in sociometry - Knowledge in social Change - Knowledge in conflict management - Knowledge in social law - Knowledge in social intervention theories nearby individuals, families and small groups - Knowledge in advocacy for the rights of patients - Knowledge in social health and social protection - Good knowledge of Rwanda Health System - Interpersonal Skills and Effective communication skills; - Time Management Skills; - Computer Skills; - Team work skills; <p>-Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p> | 2 |
| | Cashiers | Cashiers | <p>A0 Accounting, Business Administration or Finance/ A2 With 3 years of working experience in Accounting</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in accounting - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; <p>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p> | 1 |

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| | Infrastructure Officer | Infrastructure Officer | <p>A1 in construction, Electricity or Plumbing with 2 years of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in the Rwanda Infrastructure Sector; - Knowledge in infrastructure technologies; - Knowledge in healthcare regulatory compliance programs; - Knowledge in health Infrastructure, norms and Standards; - Knowledge in Public health Infrastructure, - Knowledge in health systems; - Master planning skills; - Presentation skills; - Quality Control Analysis Skills; - Complex Problem Solving Skills - Planning & Organizational Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
| | Receptionist | Receptionist | <p>A2 in Secretarial studies</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in secretarial studies - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| | Customer Care | Customer Care Officer | <p>A0 in Communication, International Relations, Marketing, Linguistics and Literature, Law</p> <p>Key Technical Skills & Knowledge required :</p> <ul style="list-style-type: none">- Excellent communication skills both oral and in writing- Knowledge in Mental Health- Excellent interpersonal skills- Report writing & Presentation skills;- Creativity & Initiative- Negotiation skills- Knowledge in patient advocacy- Good Organizational and Time-management Skills,- Teamworking Skills;- Effective Public relations & Public speaking skills;- Interviewing Skills- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
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| | Store keeper | Store keeper | <p>A2 in Accounting with 2 years working experience in stock management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Knowledge in stock management - Store and release supplies or equipments skills - Skilled in Compiling the records of the supplies - Checking the supplies from time to time skills - Skilled in Recording the number and the kinds of supplies - Skilled in disseminating the supply in its designated areas. - Skilled in Securing the status of each supply. - Skilled in Checking possible damages or scratches - Communication skills; - IT skills, particularly stock software - High Analytical Skills; - Interpersonal skills; - Time management Skills; - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Drivers | Drivers | <p>At least having 3 years post primary school with 5 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Having driving licence (permis de conduire) - Knowledge of Code de la route of Rwanda - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
| Sub total | | | | 29 |

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| CARAES BUTARE | | | | |
| | Medical officer | Medical Officer | <p>A0 in medicine</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Psychiatry -Care mental health skills -Knowledge in systemic approach -Organize consultations for outpatients and inpatients -Good knowledge of Rwanda Health System - Research Skills & Writing Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; -Team work skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| | Senior mental health Nursing | Senior Mental Health Nursing | <p>A0 in Public Health / Mental Health</p> <p><u>Technical Skills & Knowledge required :</u></p> <ul style="list-style-type: none"> - Knowledge in Mental Health care - Knowledge and ability to Supervise and review of nursing staff <ul style="list-style-type: none"> - Knowledge in Overseeing the department budgets - Knowledge of Reporting to high-level staff members - Knowledge of Maintaining high standards of care - Knowledge of Managing patients' data and medical records - Knowledge of Interacting with doctors, patients and family members - Be registered in National Council of Nurses - Good knowledge of Rwanda Health System <ul style="list-style-type: none"> - Interpersonal Skills and Effective communication skills; - Time Management Skills; - Computer Skills; - Team work , creativity and human interaction management skills -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
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| | Mental Health Nurses | Mental Health Nurses | <p>A1 Mental Health</p> <p><u>Technical Skills & Knowledge required :</u></p> <p>- Knowledge in Mental Health care</p> <ul style="list-style-type: none"> - Knowledge in Social psychology - Skilled in building relationships with patients to encourage trust, while listening to and interpreting their needs and concerns; - Skilled in ensuring the correct administration of medication, including injections, and monitoring the results of treatment; - Skilled in responding to distressed patients in a non-threatening manner and attempting to understand the source of distress; - Knowledge of Managing patients' data and medical records - Knowledge of Interacting with doctors, patients and family members - Be registred in National Council of Nurses - Good knowledge of Rwanda Health System - Interpersonal Skills and Effective communication skills; - Time Management Skills; - Computer Skills; - Team work , creativity and human interaction management skills -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 15 |
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| | Laboratory Technician | Medical Laboratory Technician | <p>A1 in Biomedical Engineering, Biology, Laboratory with 3 Years of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Knowledge in value of Laboratory medicine to the health care; - Knowledge in Laboratory information systems; - Knowledge in Laboratory medicine Technology; - Knowledge in Medical Procedures and Operations; - Knowledge in Care Diagnostics; - Knowledge in Medical Devices & Diagnostics Products; - Knowledge in Anatomic pathology, and Clinical pathology; - Knowledge in Laboratory standardization and harmonization; - Leadership skills; - Skills in Laboratory planning skills; - Deep knowledge in Analysing Laboratory system; - Knowledge in the Structure of the national laboratory system; - Diagnostic skills; - Planning & Organizational Skills;- Research Skills & Writing Skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
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| | Medical imagery Technician | Medical imagery Technician | <p>A1 in Electroencephalography Diagnosis</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <p>Knowledge in human development</p> <ul style="list-style-type: none"> - Knowledge in neurophysiology clinic - Knowledge in Mental Health and Neurology care - Basic Knowledge in maths, Biology and anatomy - Good knowledge of Rwanda Health System - Interpersonal Skills and Effective communication skills; - Time Management Skills; - Complex Problem solving Skills; Team work skills - Computer Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 4 |
| | Clinical Psychologist | Clinical Psychologist Officer | <p>A0 Clinical psychology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <p>Knowledge in human development</p> <ul style="list-style-type: none"> - Knowledge in Mental Health care - Knowledge in psychometry - Knowledge in social and systemic problem management - Knowledge psychopathology - Good knowledge of Rwanda Health System - Interpersonal Skills and Effective communication skills; - Time Management Skills; - Computer Skills; - Team work , creativity and human interaction management skills -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| | Occupational Therapy Nurses | Occupational Therapy Nurses | <p>A1 Mental Health with professional certificate in occupational therapy.</p> <p><u>Technical Skills & Knowledge required :</u></p> <ul style="list-style-type: none"> - Knowledge in Mental Health care - Knowledge in Social psychology - Skilled in building relationships with patients to encourage trust, while listening to and interpreting their needs and concerns; <ul style="list-style-type: none"> - Knowledge in occupational therapy - Skilled in responding to distressed patients in a non-threatening manner and attempting to understand the source of distress; - Knowledge of Managing patients' data and medical records - Knowledge of Interacting with doctors, patients and family members - Be registred in National Council of Nurses - Good knowledge of Rwanda Health System <ul style="list-style-type: none"> - Interpersonal Skills and Effective communication skills; - Time Management Skills; - Computer Skills; - Team work , creativity and human interaction management skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 2 |
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| | Environment Health Officer | Environment Health Officer | <p>A0 in Environmental Health science,Public health, Community Health, Health Administration, Hospital Administration with 2 years of working experience in Immunization Service</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in prevention and control of communicable diseases - skills in public premises inspection - Knowledge in occupational health prevention - Knowledge on Health care waste management - Knowledge on Injection safety for immunization services - Knowledge in education for behavioral change in hygiene and sanitation - Knowledge in water supply and treatment - Knowledge in disaster management - Knowledge in waste water management. - Ability to manage multiple priorities and projects- Extensive knowledge and understanding of the Rwandan Health system; - Planning & Organizational Skills; - Research Skills & Writing Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
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| | Social Workers | Social Workers | <p>A0 in Social Worker / Sociologist with 2 years of working experience in mental health</p> <p><u>Key Technical Skills & Knowledge required:</u> Knowledge in Social psychology - Knowledge in Mental Health care - Knowledge in sociometry - Knowledge in social Change - Knowledge in conflict management - Knowledge in social law - Knowledge in social intervention theories nearby individuals, families and small groups - Knowledge in advocacy for the rights of patients - Knowledge in social health and social protection - Good knowledge of Rwanda Health System - Interpersonal Skills and Effective communication skills; - Time Management Skills; - Computer Skills; - Team work skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p> | 3 |
| | Cashiers | Cashiers | <p>A2 in Accounting</p> <p><u>Key Technical Skills & Knowledge required:</u> - Knowledge in accounting - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p> | 2 |

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|--|------------------------|------------------------|--|---|
| | Infrastructure Officer | Infrastructure Officer | <p>A1 in construction, Electricity or Plumbing</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in the Rwanda Infrastructure Sector; - Knowledge in infrastructure technologies; - Knowledge in healthcare regulatory compliance programs; - Knowledge in health Infrastructure, norms and Standards; - Knowledge in identifying potential health sites; - Knowledge in Public health Infrastructure, - Knowledge in health systems; - Master planning skills; - Presentation skills; - Quality Control Analysis Skills; - High Critical Thinking Skills; - Complex Problem Solving Skills; - Judgment and Decision Making Skills; - Planning & Organizational Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
| | Receptionist | Receptionist | <p>A2 in Secretarial studies</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in secretarial studies - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 2 |

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|--|---------------|-----------------------|--|---|
| | Customer Care | Customer Care Officer | <p>A0 in Communication, International Relations, Marketing, Linguistics and Literature, Law</p> <p>Key Technical Skills & Knowledge required :</p> <ul style="list-style-type: none">- Excellent communication skills both oral and in writing- Knowledge in Mental Health- Excellent interpersonal skills- Report writing & Presentation skills;- Creativity & Initiative- Negotiation skills- Knowledge in patient advocacy- Good Organizational and Time-management Skills,- Teamworking Skills;- Effective Public relations & Public speaking skills;- Interviewing Skills- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
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| | Store keeper | Store keeper | <p>A2 in Accounting with 2 years working experience in stock management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Knowledge in stock management - Store and release supplies or equipments skills - Skilled in Compiling the records of the supplies - Checking the supplies from time to time skills - Skilled in Recording the number and the kinds of supplies - Skilled in disseminating the supply in its designated areas. - Skilled in Securing the status of each supply. - Skilled in Checking possible damages or scratches - Communication skills; - IT skills, particularly stock software - High Analytical Skills; - Interpersonal skills; - Time management Skills; - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Drivers | Drivers | <p>At least having 3 years post primary school with 5 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Having driving licence (permis de conduire) - Knowledge of Code de la route of Rwanda - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
| | Sub total | | | 37 |
| | GRAND TOTAL | | | 219 |

NDERA NEURO-PSYCHIATRIC HOSPITAL SALARY STRUCTURE 2016

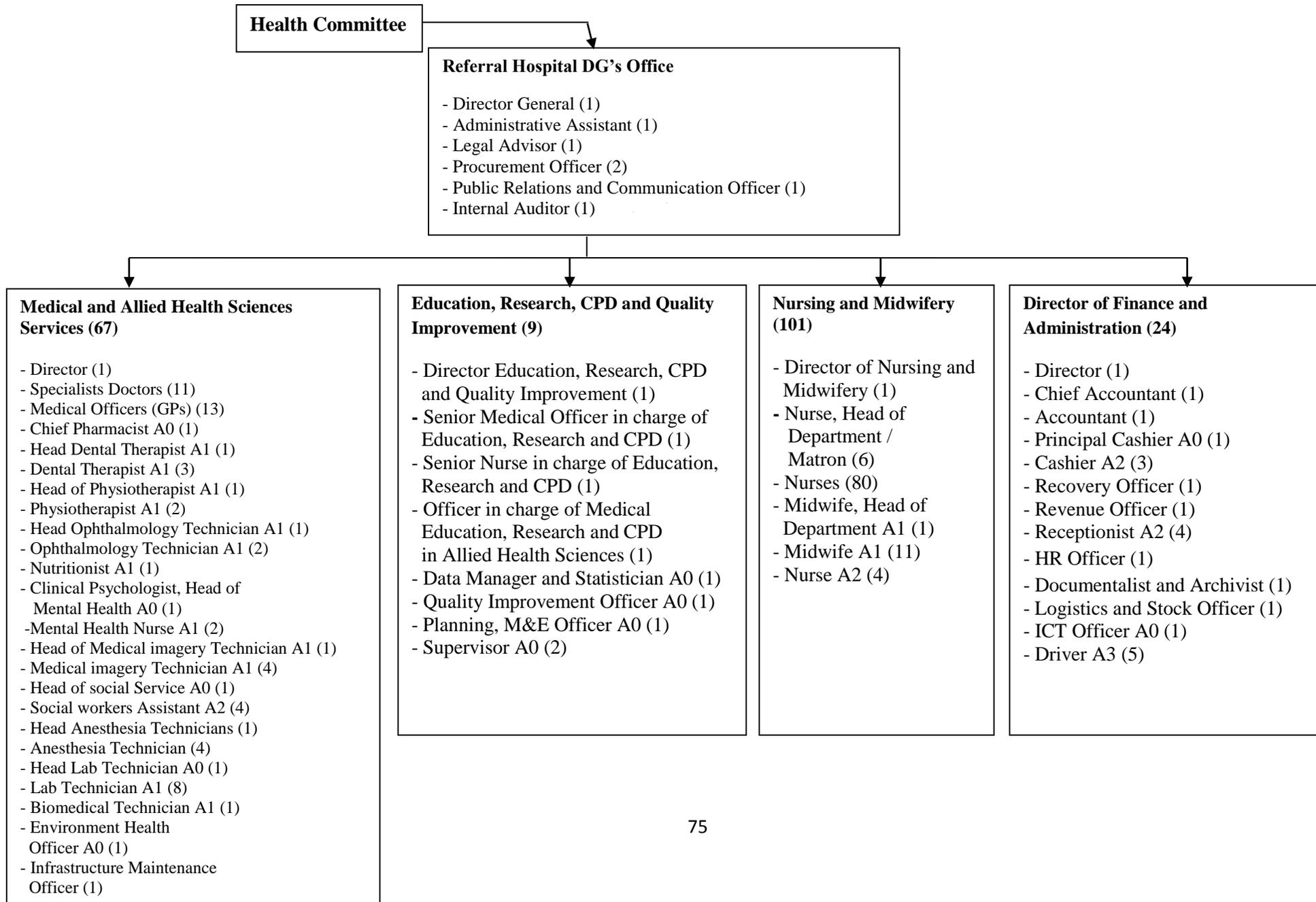
| N° | POST | I.V | Nbr | Level | Index | Basic Salary | Net Salary | Annual Gross Budgeted |
|----|--|-----|-----|-------|-------|--------------|------------|-----------------------|
| 1 | Director General of Referral Hospital | 500 | 1 | F | 2,869 | 1,434,500 | 1,150,280 | 24,645,566 |
| 2 | Senior Consultant | 441 | 1 | F | 2,869 | 1,265,229 | 1,016,435 | 21,526,968 |
| 3 | Consultant | 350 | 2 | 1.IV | 2,608 | 912,800 | 737,764 | 31,061,280 |
| 4 | Director of Medical and Allied Health Sciences Services Unit | 350 | 1 | 2.III | 1,890 | 661,500 | 539,058 | 11,364,965 |
| 5 | Junior Consultant | 350 | 8 | 2.III | 1,890 | 661,500 | 539,058 | 90,039,600 |
| 6 | Chief Medical Officer | 350 | 2 | 4.V | 1,588 | 555,800 | 455,479 | 18,913,080 |
| 7 | Senior Medical Officer in charge of Education, Research and CPD | 350 | 1 | 4.IV | 1,444 | 505,400 | 415,627 | 8,599,020 |
| 8 | Senior Medical Officer | 350 | 4 | 4.IV | 1,444 | 505,400 | 415,627 | 34,396,080 |
| 9 | Director of Mental Health and Nursing | 350 | 1 | 3.II | 1,369 | 479,150 | 394,871 | 8,232,083 |
| 10 | Director of Education, Research, CPD and Quality Improvement Unit | 350 | 1 | 3.II | 1,369 | 479,150 | 394,871 | 8,232,083 |
| 11 | Director of Administration and Finance | 330 | 1 | 3.II | 1,369 | 451,770 | 373,221 | 7,761,678 |
| 12 | Senior Mental Health Nurse in charge of Education, Research and CPD | 350 | 1 | 4.II | 1,141 | 399,350 | 331,772 | 6,794,655 |
| 13 | Legal Affairs Officer | 300 | 1 | 4.III | 1,313 | 393,900 | 327,462 | 6,701,927 |
| 14 | Medical Officer | 350 | 5 | 4.III | 1,313 | 459,550 | 379,373 | 39,094,575 |
| 15 | Junior Medical Officer | 350 | 2 | 4.II | 1,141 | 399,350 | 331,772 | 13,589,310 |
| 16 | Quality improvement Officer | 350 | 1 | 4.II | 1,141 | 399,350 | 331,772 | 6,794,655 |
| 17 | Human Resources Officer | 300 | 2 | 4.II | 1,141 | 342,300 | 286,662 | 11,647,980 |
| 18 | Public Relations and Communication Officer | 300 | 1 | 4.II | 1,141 | 342,300 | 286,662 | 5,823,990 |
| 19 | Planning Officer | 300 | 1 | 4.II | 1,141 | 342,300 | 286,662 | 5,823,990 |
| 20 | Senior Mental Health Nurse A0 | 350 | 2 | 5.III | 1,094 | 382,900 | 318,765 | 13,029,540 |
| 21 | Head of Pharmacy | 350 | 1 | 5.III | 1,094 | 382,900 | 318,765 | 6,514,770 |
| 22 | Chief Accountant | 300 | 1 | 5.III | 1,094 | 328,200 | 275,512 | 5,584,089 |
| 23 | Head of Social Services A0 | 350 | 1 | 5.III | 1,094 | 382,900 | 318,765 | 6,514,770 |
| 24 | Head Clinical psychologist | 350 | 1 | 5.III | 1,094 | 382,900 | 318,765 | 6,514,770 |
| 25 | Head of Lab Technician A0 | 350 | 1 | 5.II | 951 | 332,850 | 279,189 | 5,663,205 |
| 26 | Monitoring and Evaluation Officer | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 27 | Toxicologist | 350 | 1 | 5.II | 951 | 332,850 | 279,189 | 5,663,205 |
| 28 | Mental Health Supervisors | 350 | 2 | 5.II | 951 | 332,850 | 279,189 | 11,326,410 |
| 29 | Data Manager and Statistician A0 | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 30 | Officer in charge of Medical Education, research and CPD in allied Health Sciences | 350 | 1 | 5.II | 951 | 332,850 | 279,189 | 5,663,205 |
| 31 | Budget Officer | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 32 | Accountant | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 33 | ICT Officer | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |

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|----|---|-----|----|-------|-----|---------|---------|-------------|
| 34 | Logistics Officer | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 35 | Environmental Health Officer | 350 | 3 | 5.II | 951 | 332,850 | 279,189 | 16,989,615 |
| 36 | Social Workers A0 | 300 | 10 | 5.II | 951 | 285,300 | 241,591 | 48,541,757 |
| 37 | Procurement Officer | 300 | 2 | 5.II | 951 | 285,300 | 241,591 | 9,708,351 |
| 38 | Internal Auditor | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 39 | Invoices Officer A0 | 300 | 4 | 5.II | 951 | 285,300 | 241,591 | 19,416,703 |
| 40 | Recovery Officer A0 | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 41 | Clinical psychologist | 350 | 6 | 5.II | 951 | 332,850 | 279,189 | 33,979,230 |
| 42 | Head of Physiotherapist A0 | 350 | 1 | 5.II | 951 | 332,850 | 279,189 | 5,663,205 |
| 43 | Administrative Assistant to the Head of Referral Hospital | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 44 | Customer Care Officer | 300 | 3 | 6.II | 793 | 237,900 | 204,111 | 12,143,096 |
| 45 | Documentalist and Archivist | 300 | 1 | 6.II | 793 | 237,900 | 204,111 | 4,047,699 |
| 46 | Senior Mental Health Nurse A1 | 350 | 2 | 7.III | 760 | 266,000 | 226,330 | 9,051,600 |
| 47 | Head of Medical Imagery Technician | 350 | 1 | 7.III | 760 | 266,000 | 226,330 | 4,525,800 |
| 48 | General Nurse A1 | 350 | 9 | 7.II | 660 | 231,000 | 198,655 | 35,372,700 |
| 49 | Mental Health Nurse A1 | 350 | 58 | 7.II | 660 | 231,000 | 198,655 | 227,957,400 |
| 50 | Lab Technician A1 | 350 | 4 | 7.II | 660 | 231,000 | 198,655 | 15,721,200 |
| 51 | Principal Cashier A1 | 300 | 1 | 7.II | 660 | 198,000 | 172,561 | 3,368,829 |
| 52 | Medical Imagery Technician A1 | 350 | 4 | 7.II | 660 | 231,000 | 198,655 | 15,721,200 |
| 53 | Physiotherapist | 350 | 3 | 7.II | 660 | 231,000 | 198,655 | 11,790,900 |
| 54 | Nurse Pharmacists | 350 | 4 | 7.II | 660 | 231,000 | 198,655 | 15,721,200 |
| 55 | Occupational Therapy A1 | 350 | 7 | 7.II | 660 | 231,000 | 198,655 | 27,512,100 |
| 56 | Infrastructure and Equipment Maintenance Officer A1 | 300 | 5 | 7.II | 660 | 198,000 | 172,561 | 16,844,143 |
| 57 | Biomedical Technician | 300 | 1 | 7.II | 660 | 198,000 | 172,561 | 3,368,829 |
| 58 | Social Worker A2 | 300 | 3 | 8.II | 508 | 152,400 | 136,505 | 7,778,931 |
| 59 | Secretary in Central Secretariat | 300 | 1 | 8.II | 508 | 152,400 | 136,505 | 2,592,977 |
| 60 | Nurse A2 | 350 | 7 | 8.II | 508 | 177,800 | 156,589 | 21,175,980 |
| 61 | Cashier A2 | 300 | 5 | 8.II | 508 | 152,400 | 136,505 | 12,964,886 |
| 62 | Storekeeper | 300 | 4 | 8.II | 508 | 152,400 | 136,505 | 10,371,909 |
| 63 | Receptionist A2 | 300 | 7 | 8.II | 508 | 152,400 | 136,505 | 18,150,840 |
| 64 | Driver | 300 | 6 | 10.II | 300 | 90,000 | 87,164 | 9,187,714 |

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| UMUGEREKA WA II W'AMABWIRIZA YA MINISITIRI W'INTEBE N°001/03 YO KU WA 21/11/2016 AGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MU NZEGO Z'UBUVUZI ZA LETA N'IZISHAMIKIYE KURI LETA | ANNEXE II TO PRIME MINISTER'S INSTRUCTIONS N°001/03 OF 21/11/2016 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF PUBLIC AND GOVERNMENT SUBSIDIZED HEALTH FACILITIES | ANNEXE II AUX INSTRUCTIONS DU PREMIER MINISTRE N°001/03 DU 21/11/2016 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DES ETABLISSEMENTS SANITAIRES PUBLICS ET SUBSIDIES |
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STRUCTURE FOR REFERRAL HOSPITAL 2016



REFERAL HOSPITAL JOB PROFILES - 2016

| Administrative Unit | Job Title | Title of Job positions linked to the Job | Job Profile | Proposed Jobs |
|---------------------|------------------------------------|--|--|---------------|
| Office of the DG | Director General | Director General | A0 General Medicine with experience of 3 years with Master in Public Health, Epidemiology, Hospital Management | 1 |
| | Public Relations and Communication | Public Relations and Communication Officer | <p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature with two years of experience in health sector and Fluent in English French and Kinyarwanda</p> <p><u>Key Technical Skills & Knowledge required :</u></p> <ul style="list-style-type: none"> - Excellent communication skills both oral and in writing - Excellent interpersonnal skills - Report witting & Presentation skills; - Creativity & Initiative - Good Organizational and Time-management Skills, - Teamworking Skills; - Effective Public relations & Public speaking skills; - Interviewing Skills - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| | Administrative Assistant | Administrative Assistant | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Internal Audit | Internal Auditor | <p>A0 in Finance, Accounting or Management with specialization Finance / Accounting or a professional qualification such as ACCA, CPA, CIA</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| | Data Manager & Statistics | Data Manager & Statistician | <p>A0 General nursing, Public Health, Statistics, applied sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Procurement officer | Procurement officer | <p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - High Analytical Skills; - Knowledge of basic business and purchasing practices; - Excellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills; - Decision making Skills; - Computer Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 2 |
| Medical & Allied Health Sciences Services Unit | | | | 7 |

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| <p>Medical & Allied Health Sciences Services Unit</p> | <p>Director of Unit</p> | <p>Director of Medical & Allied Health Sciences Services Unit</p> | <p>A0 in General medicine with specialisation in clinical domain</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial Regulations, Procedures ; - Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluency in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage</p> | <p>1</p> |
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| | Specialist MMed | Specialist Mmed in departments (surgery,MI,G&O,Pediatrics,anesthesiologist) | <p>A0 in General medicine with specialization in the specific skills in clinic(Surgery,Internal Medecine,G&O,Pediatrics,anesthesiologist)</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Health System - Research Skills & Writing Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Knowledge in specialized Medical Procedures and Operations; - Knowledge in specialized Care Diagnostics; - Knowledge in specialized Medical Devices & Diagnostics Products; - Knowledge in Anatomic pathology, and Clinical pathology; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision-making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage</p> | 16 |
|--|-----------------|---|---|----|

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| | Medical officers | Medical Officer | <p>A0 in general medicine</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Health System - Research Skills & Writing Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Knowledge in Medical Procedures and Operations; - Knowledge in Care Diagnostics; - Knowledge in Medical Devices & Diagnostics Products; - Knowledge in Anatomic pathology, and Clinical pathology; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision-making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage</p> | 20 |
| | Head of pharmacy | Chief of pharmacy | <p>A0 in Pharmacy</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |

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| | Nurse | Nurse pharmacists | <p>A2 in general nursing with experience in dispensing medicine of minimum 3 years</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 4 |
| | Head Anesthesia technics | Head Anesthesia technician | <p>A0 in Anaesthesiology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |

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| | Anesthesia technician | Anesthesia technician | <p>A1 in Anaesthesiology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 4 |
| | Head Imagery Technician | Head Imagery Technician | <p>A1 in Medical imaging/Radiology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |

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| | Imagery Technicians | Imagery Technicians | <p>A0 in Medical imaging/Radiology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 4 |
| | Head of lab | Head of lab | <p>A0 in Laboratory</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |

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| | Lab technicians | Lab technicians | A1 in general nursing with special training and experience <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 8 |
|--|-----------------|-----------------|---|---|

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|--|---------------|----------------------|---|---|
| | Mental health | Mental health nurses | <p>A1 in mental health</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -skills in management of patients with complaint of psychiatric disorders -Skills in Conducting the therapeutic better care; either chemotherapeutic, Psychotherapeutic ,ergotherapeutic examined patients - Conduct regular follow up of patients with psychological disorders - Ensure the social rehabilitation and reintegration of mental patients - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 2 |
|--|---------------|----------------------|---|---|

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|--|--|--|---|---|
| | Clinical psychologist, Head of Mental Health | Clinical psychologist, Head of Mental Health | <p>A0 in Clinical psychology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Skills in clinical psychologist assesement, diagnostic and management of psychological disorders and other mental conditions; refer accordingly. -Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |
| | Head Dental therapist | Head Dental therapist | <p>A0 in Dental therapy</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |

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|--|----------------------|----------------------|--|---|
| | Dental therapist | Dental therapist | <p>A0 in Dental therapy</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 3 |
| | Head Physiotherapist | Head Physiotherapist | <p>A0 in Physiotherapie</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage . | 1 |

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|--|-------------------------------|-------------------------------|--|---|
| | Physiotherapy | Physiotherapist | <p>A1 in Physiotherapie</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 2 |
| | Head Ophthalmology technician | Head Ophthalmology technician | <p>A0 in Ophtalmology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |

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|--|--------------------------------|-----------------------------|--|---|
| | Ophthalmology technician A1 | Ophthalmology technician A1 | <p>A1 in Ophtalmology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 2 |
| | Nutritionist | Nutritionist | <p>A1 in Nutrition</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |

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|--|--|-----------------------|---|-----------|
| | Infrastructure and equipment maintenance | Biomedical Technician | <p>A0 in civil engineering.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in the Rwanda Infrastructure Sector; - Knowledge in infrastructure technologies; - Knowledge in healthcare regulatory compliance programs; - Knowledge in health Infrastructure, noms and Standards; - Knowledge in identifying potential health sites; - Knowledge in Public health Infrastructure, - Knowledge in health systems; - Master planning skills; - Presentation skills; - Quality Control Analysis Skills; - High Critical Thinking Skills; - Complex Problem Solving Skills; -Judgment and Decision Making Skills; - Planning & Organizational Skills; - Research Skills & Writing Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage.</p> | |
| Medical & Allied Health Sciences Services Unit, Sub-Total | | | | 75 |

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|--------------------------|---------------------------|-----------------------------------|--|----------|
| Nursing & Midwifery Unit | Director | Director | <p>Master in General nursing</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial Regulations, Procedures ; - Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluency in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage</p> | 1 |
| | Nurse, Head of Department | Nurse, Head of Department /Matron | <p>A0 in general nursing or midwifery and experience of 4 years</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 6 |

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|--|------------------------------|------------------------------|--|-----------|
| | Nurses | Nurses | <p>A1 in General nursing</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 80 |
| | Midwives, Head of Department | Midwives, Head of Department | <p>A1 in Midwifery with training Emoc, ETAT and other special training plus experience of 3 years</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |

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|--|----------|---|---|-----------|
| | Midwives | Midwives | <p>A1 in Midwifery</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 11 |
| Nursing & Midwifery Unit, Sub-Total | | | | 99 |
| Administratio,HR and Finance Unit | Director | Director of Administration and Finance Unit | <p>Basic skills in Management, Finances, Accounting with Master in Hospital Administration or Health Care Management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Planning & Organizational Skills; - Leadership Skills - Prioritization of multiple work streams - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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|--|------------------|------------------|--|---|
| | Chief Accountant | Chief Accountant | <p>A0 in Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - High Analytical Skills; - Interpersonal skills; - Time management Skills; - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
|--|------------------|------------------|--|---|

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|--|------------|------------|--|---|
| | Accountant | Accountant | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - High Analytical Skills; - Interpersonal skills; - Time management Skills; - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
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| | Human Resource Officer | Human Resource Officer | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences with 3 years of working experience or Master's Degree in Human Resource Management, Management, Public Administration or Administrative Sciences, with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of organizational structure, workflow, and operating procedures; - Knowledge in Monitoring & System Evaluation; - Leadership and management skills; - Planning and organisational skills; - High Analytical Skills; - Communication skills; - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem Solving Skills; - Fluency in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage</p> | 1 |
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| | Logistics Officer | Logistics Officer | <p>A0 in Store Management, Management, Accounting, Finance, Economics, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Team working Skills - Fluency in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage</p> | 1 |
| | Documentalist & archivist | Documentalist & archivist | A1 in Librarian | 1 |

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|--|-------------|-------------|---|---|
| | ICT Officer | ICT Officer | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none">- Knowledge of Rwanda's ICT Policies and Strategies;- Proficiency in web application security and database security;- Knowledge of all database vendor versions;- Proficiency in designing, writing, editing, and debugging programs and databases;- Interpersonal Skills;- Communication skills- Negotiation Skills;- Problem-solving skills;- Analytical skills a- Fluency in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage.</p> | 1 |
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|--|------------------------------|------------------------------|---|---|
| | Environmental Health Officer | Environmental Health Officer | <p>A0 in Environmental health with experience of</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Planning & Organizational Skills; - Prioritization of multiple work streams - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage</p> | 1 |
| | Head of Social Services | Social Worker | <p>A0 in sociology</p> <p>Key technical skills and knowledge required :</p> <ul style="list-style-type: none"> - Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; - Judgment and Decision Making skills- Considering the relative costs and benefits of potential actions to choose the most appropriate one; - Negotiation skills; - Analytical and problem solving skills; - Attention to detail and high level of accuracy; - Very effective organizational skills; - Ability to demonstrate confident and offer pragmatic and logical judgment. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage | 1 |

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|--|--------------------------|--------------------------|---|---|
| | Social Worker assistants | Social Worker assistants | <p>A2 in sociology</p> <p>Key technical skills and knowledge required :</p> <ul style="list-style-type: none"> - Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; - Judgment and Decision Making skills- Considering the relative costs and benefits of potential actions to choose the most appropriate one; - Negotiation skills; - Analytical and problem solving skills; - Attention to detail and high level of accuracy; - Very effective organizational skills; - Ability to demonstrate confident and offer pragmatic and logical judgment. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage | 4 |
| | Principal Cashier | Principal Cashier | <p>A0 in Accountancy</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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|--|----------------------|----------------------|---|---|
| | Cashier | Cashier | <p>A2 in Accountancy</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 3 |
| | In charge of invoice | In charge of invoice | <p>A2 in Accountancy</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| | In charge of recovery | In charge of recovery | <p>A2 in Accountancy</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Receptionist | | <p>A2 in Secretariat or in Linguistics and Literature</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 4 |

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| | Customer care officer | Customer care officer | A0 in public relation, communication, marketing Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | |
| | Drivers | | Driving license category B at least | 5 |
| Education, Research / CPD and Quality Insurance Unit | Director | | A0 in general medicine with a Master <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage -knowledge of Rwandan national accreditation standards and follow up on their implementation | 28 |

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| | Quality improvement, Research and Education | Quality improvement, Research and Education specialist | <p>A0 General medicine, Quality management with special training.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Education, research & CPD | Medical officer in charge of education, research & CPD | <p>A0 General medicine, Public Health, Statistics with 4 years of experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage -Skills in research and publication studies | |

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| | Nurse /Midwife in charge of education, research &CPD (1) | | <p>A0 General nursing, Midwifery, Public Health, Statistics, allied sciences with 4 years experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage -Skills in research and publication studies | |
| | Allied Health Sciences Officer in charge of medical education, research & CPD (1) in allied Health sciences | | <p>A0 General nursing/ Midwifery, Statistics, allied Health sciences with 4 years experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | |

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| | M&E Officer A0 | | <p>A0 General nursing, Midwifery, Public Health, Statistics, applied sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Supervision | Supervisors Medical officer | <p>A0 General Medecine .They will coordinate supervision</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| | Supervision | Supervisor Nurse | <p>A0 General nursing, Midwiferys.They will coordinate supervision</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Data Manager & Statistician A0 | Data Manager & Statistician | <p>A0 General nursing, Public Health, Statistics, applied sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

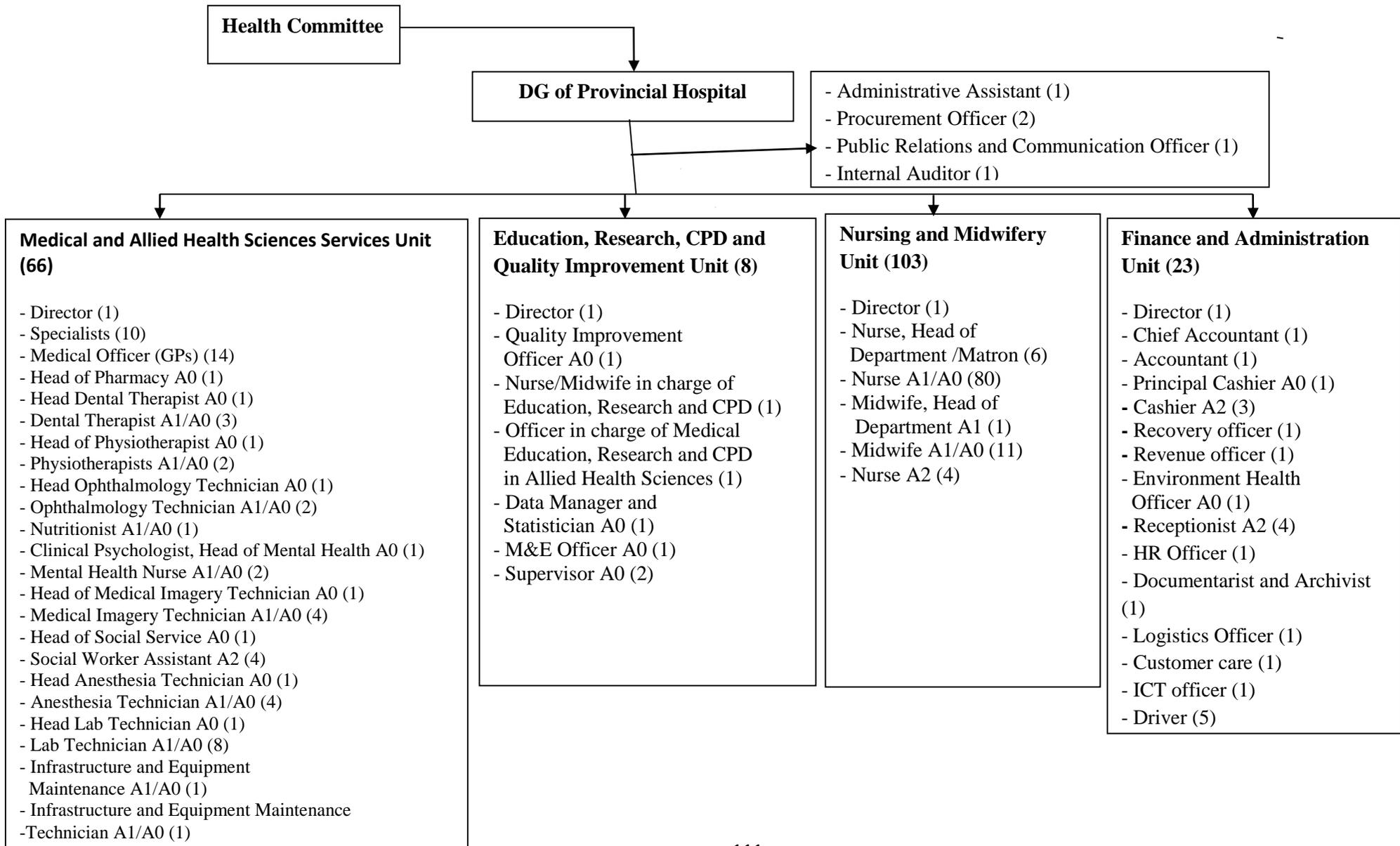
SALARY STRUCTURE FOR REFERRAL HOSPITAL 2016

| ° | POST | I.V | Nbr | Level | Index | Basic Salary | Net Salary | Annual Gross Budgeted |
|----|--|-----|-----|-------|-------|--------------|------------|-----------------------|
| 1 | DG of Referral Hospital | 441 | 1 | F | 2869 | 1,265,229 | 1,016,435 | 21,737,390 |
| 2 | Senior Consultant | 441 | 1 | F | 2869 | 1,265,229 | 1,016,435 | 21,526,968 |
| 3 | Consultant | 350 | 2 | 1.IV | 2608 | 912,800 | 737,764 | 31,061,280 |
| 4 | Junior Consultant | 350 | 8 | 2.III | 1890 | 661,500 | 539,058 | 90,039,600 |
| 5 | Director of Medical and Allied Health Sciences Services Unit | 350 | 1 | 2.III | 1890 | 661,500 | 539,058 | 11,364,965 |
| 6 | Chief Medical Officer | 350 | 2 | 4.V | 1588 | 555,800 | 455,479 | 18,913,080 |
| 7 | Senior Medical Officer in charge of Education, Research and CPD | 350 | 1 | 4.IV | 1444 | 505,400 | 415,627 | 8,683,074 |
| 8 | Senior Medical Officer | 350 | 4 | 4.IV | 1444 | 505,400 | 415,627 | 34,396,080 |
| 9 | Director of Nursing and Midwifery Unit | 350 | 1 | 3.II | 1369 | 479,150 | 394,871 | 8,232,083 |
| 10 | Director of Education, Research/CPD and Quality Assurance Unit | 350 | 1 | 3.II | 1369 | 479,150 | 394,871 | 8,232,083 |
| 11 | Director of Administration and Finance | 330 | 1 | 3.II | 1369 | 451,770 | 373,221 | 7,761,678 |
| 11 | Legal Advisor | 300 | 1 | 4.III | 1313 | 393,900 | 327,462 | 6,701,927 |
| 12 | Medical Officer | 350 | 5 | 4.III | 1313 | 459,550 | 379,373 | 39,094,575 |
| 13 | Quality Improvement Officer | 350 | 1 | 4.III | 1313 | 459,550 | 379,373 | 7,818,915 |
| 14 | Junior Medical Officer | 350 | 2 | 4.II | 1141 | 399,350 | 331,772 | 13,589,310 |
| 15 | Senior Nurse in charge of Education, Research and CPD | 350 | 1 | 4.II | 1141 | 399,350 | 331,772 | 6,794,655 |
| 16 | Human Resources Officer | 300 | 1 | 4.II | 1141 | 342,300 | 286,662 | 5,823,990 |
| 17 | Public Relations and Communication Officer | 300 | 1 | 4.II | 1141 | 342,300 | 286,662 | 5,823,990 |
| 18 | Planning, M&E Officer | 300 | 1 | 4.II | 1141 | 342,300 | 286,662 | 5,823,990 |
| 19 | Officer in charge of Medical Education, research and CPD in allied Health Sciences | 350 | 1 | 4.II | 1141 | 399,350 | 331,772 | 6,794,655 |
| 20 | Chief Pharmacist | 350 | 1 | 5.III | 1094 | 382,900 | 318,765 | 6,514,770 |
| 21 | Chief Accountant | 300 | 1 | 5.III | 1094 | 328,200 | 275,512 | 5,584,089 |
| 22 | Head of Lab A0 | 350 | 1 | 5.II | 951 | 332,850 | 279,189 | 5,663,205 |
| 23 | Clinical Psychologist, Head of Mental Health A0 | 350 | 1 | 5.II | 951 | 332,850 | 279,189 | 5,663,205 |
| 24 | Supervisor | 300 | 2 | 5.II | 951 | 285,300 | 241,591 | 9,708,351 |
| 25 | Data Manager and Statistician | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 26 | Accountant | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 27 | ICT Officer | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 28 | Logistics & Stock Officer | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 29 | Environmental Health Officer | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 30 | Head of Social Services A0 | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 31 | Principal Cashier A0 | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 32 | Procurement Officer | 300 | 2 | 5.II | 951 | 285,300 | 241,591 | 9,708,351 |
| 33 | Internal Auditor | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 34 | Revenue Officer | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 35 | Documentalist & Archivist | 300 | 1 | 6.II | 793 | 237,900 | 204,111 | 4,047,699 |
| 36 | Head of Anesthesia Technician A0 | 350 | 1 | 7.III | 760 | 266,000 | 226,330 | 4,525,800 |
| 37 | Head of Medical Imagery Technician A0 | 350 | 1 | 7.III | 760 | 266,000 | 226,330 | 4,525,800 |
| 38 | Head Dental therapist A0 | 350 | 1 | 7.III | 760 | 266,000 | 226,330 | 4,525,800 |
| 39 | Head Physiotherapist A0 | 350 | 1 | 7.III | 760 | 266,000 | 226,330 | 4,525,800 |
| 40 | Head of Ophthalmology Technician A0 | 350 | 1 | 7.III | 760 | 266,000 | 226,330 | 4,525,800 |
| 41 | Nurse, Head of Department/Matron A0 | 350 | 5 | 7.III | 760 | 266,000 | 226,330 | 22,629,000 |
| 42 | Midwife, Head of Department A0 | 350 | 1 | 7.III | 760 | 266,000 | 226,330 | 4,525,800 |
| 43 | Anesthesia Technician A1/A0 | 350 | 4 | 7.II | 660 | 231,000 | 198,655 | 15,721,200 |

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|----|---|-----|----|-------|-----|---------|---------|-------------|
| 44 | Medical Imagery Technician A1/A0 | 350 | 4 | 7.II | 660 | 231,000 | 198,655 | 15,721,200 |
| 45 | Lab Technician A1/A0 | 350 | 8 | 7.II | 660 | 231,000 | 198,655 | 31,442,400 |
| 46 | Mental Health Officer A1/A0 | 350 | 2 | 7.II | 660 | 231,000 | 198,655 | 7,860,600 |
| 47 | Dental therapist A1/A0 | 350 | 3 | 7.II | 660 | 231,000 | 198,655 | 11,790,900 |
| 48 | Physiotherapist A1/A0 | 350 | 2 | 7.II | 660 | 231,000 | 198,655 | 7,860,600 |
| 49 | Ophthalmology Technician A1/A0 | 350 | 2 | 7.II | 660 | 231,000 | 198,655 | 7,860,600 |
| 50 | Nutritionist A1/A0 | 350 | 1 | 7.II | 660 | 231,000 | 198,655 | 3,930,300 |
| 51 | Nurses A1/A0 | 350 | 80 | 7.II | 660 | 231,000 | 198,655 | 314,424,000 |
| 52 | Midwives A1/A0 | 350 | 11 | 7.II | 660 | 231,000 | 198,655 | 43,233,300 |
| 53 | Infrastructure Maintenance Officer A1 | 300 | 1 | 7.II | 660 | 198,000 | 172,561 | 3,368,829 |
| 54 | Biomedical Technician A1/A0 | 300 | 1 | 7.II | 660 | 198,000 | 172,561 | 3,368,829 |
| 55 | Administrative Assistant to the Head of Referral Hospital | 300 | 1 | 7.II | 660 | 198,000 | 172,561 | 3,368,829 |
| 56 | Nurse Pharmacist | 350 | 4 | 8.II | 508 | 177,800 | 156,589 | 12,100,560 |
| 57 | Social Workers Assistant A2 | 300 | 4 | 9.II | 391 | 117,300 | 108,751 | 7,983,103 |
| 58 | Cashier A2 | 300 | 3 | 9.II | 391 | 117,300 | 108,751 | 5,987,327 |
| 59 | Recovery Officer A2 | 300 | 1 | 9.II | 391 | 117,300 | 108,751 | 1,995,776 |
| 60 | Receptionist A2 | 300 | 4 | 9.II | 391 | 117,300 | 108,751 | 7,983,103 |
| 61 | Driver | 300 | 5 | 10.II | 300 | 90,000 | 87,164 | 7,656,429 |

STRUCTURE FOR PROVINCIAL HOSPITAL 2016



PROVINCIAL HOSPITAL JOB PROFILES - 2016

| Administrative Unit | Job Title | Title of Job positions linked to the Job | Job Profile | Proposed Jobs |
|----------------------------|------------------------------------|---|---|----------------------|
| Office of the DG | Director General | Director General | A0 General Medicine with experience of 3 years with Master in Public Health, Epidemiology, Hospital Management | 1 |
| | Public Relations and Communication | Public Relations and Communication Officer | A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature with two years of experience in health sector and Fluent in English French and Kinyarwanda Key Technical Skills & Knowledge required : <ul style="list-style-type: none"> - Excellent communication skills both oral and in writing - Excellent interpersonnal skills - Report writing & Presentation skills; - Creativity & Initiative - Good Organizational and Time-management Skills, - Teamworking Skills; - Effective Public relations & Public speaking skills; - Interviewing Skills - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Administrative Assistant | Administrative Assistant | A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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|---|---------------------------|-----------------------------|---|----------|
| | Internal Audit | Internal Auditor | <p>A0 in Finance, Accounting or Management with specialization Finance / Accounting or a professional qualification such as ACCA, CPA, CIA</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Data Manager & Statistics | Data Manager & Statistician | <p>A0 General nursing, Public Health, Statistics, applied sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Procurement officer | Procurement officer | <p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - High Analytical Skills; - Knowledge of basic business and purchasing practices; - Excellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills; - Decision making Skills; - Computer Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 2 |
| Medical & Allied Health Sciences Services Unit | | | | 7 |

| | | | | |
|--|-------------------------|---|--|-----------|
| <p>Medical & Allied Health Sciences Services Unit</p> | <p>Director of Unit</p> | <p>Director of Medical & Allied Health Sciences Services Unit</p> | <p>A0 in General medicine with master in clinical domain</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial Regulations, Procedures ; - Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | <p>1</p> |
| | <p>Specialist MMed</p> | <p>Specialist Mmed in departments (surgery,MI,G&O,P ediatrics,anesthesiologist)</p> | <p>A0 in General medicine with specialization in the specific skills in clinic</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Health System - Research Skills & Writing Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Knowledge in specialized Medical Procedures and Operations; - Knowledge in specialized Care Diagnostics; - Knowledge in specialized Medical Devices & Diagnostics Products; - Knowledge in Anatomic pathology, and Clinical pathology; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision-making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | <p>10</p> |

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|--|------------------|-------------------|--|----|
| | Medical officers | Medical Officer | <p>A0 in general medicine</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Health System - Research Skills & Writing Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Knowledge in Medical Procedures and Operations; - Knowledge in Care Diagnostics; - Knowledge in Medical Devices & Diagnostics Products; - Knowledge in Anatomic pathology, and Clinical pathology; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision-making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 14 |
| | Head of pharmacy | Head of pharmacy | <p>A0 in Pharmacy</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |
| | Nurse | Nurse pharmacists | <p>A2 in general nursing with experience in dispensing medicine of minimum 3 years</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 4 |

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|--|--------------------------|----------------------------|--|---|
| | Head Anesthesia technics | Head Anesthesia technician | A0 in Anaesthesiology <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |
| | Anesthesia technician | Anesthesia technician | A1/A0 in Anaesthesiology <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 4 |
| | Head Imagery Technician | Head Imagery Technician | A0 in Medical imaging/Radiology <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |
| | Imagery Technicians | Imagery Technicians | A0 in Medical imaging/Radiology <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 4 |

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|--|-----------------|----------------------|--|---|
| | Head of lab | Head of lab | A0 in Laboratory <u>Key Technical Skills & Knowledge required:</u> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |
| | Lab technicians | Lab technicians | A1/A0 in general nursing with special training and experience <u>Key Technical Skills & Knowledge required:</u> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 8 |
| | Mental health | Mental health nurses | A1/A0 in mental health <u>Key Technical Skills & Knowledge required:</u> <ul style="list-style-type: none"> -skills in management of patients with complaint of psychiatric disorders -Skills in Conducting the therapeutic better care; either chemotherapeutic, Psychotherapeutic ,ergotherapeutic examined patients - Conduct regular follow up of patients with psychological disorders - Ensure the social rehabilitation and reintegration of mental patients - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 2 |

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|--|--|--|---|
| Clinical psychologist, Head of Mental Health | Clinical psychologist, Head of Mental Health | A0 in Clinical psychology <u>Key Technical Skills & Knowledge required:</u> -Skills in clinical psychologist assesement, diagnostic and management of psychological disorders and other mental conditions; refer accordingly. -Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |
| Head Dental therapist | Head Dental therapist | A0 in Dental therapy <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |
| Dental therapist | Dental therapist | A0/A1 in Dental therapy <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 3 |
| Head Physiotherapist | Head Physiotherapist | A0 in Physiotherapie <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |

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|--|-------------------------------|-------------------------------|---|---|
| | Physiotherapy | Physiotherapist | A1/A0 in Physiotherapie <u>Key Technical Skills & Knowledge required:</u> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 2 |
| | Head Ophthalmology technician | Head Ophthalmology technician | A0 in Ophthalmology <u>Key Technical Skills & Knowledge required:</u> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |
| | Ophthalmology technician A1 | Ophthalmology technician A1 | A1/A0 in Ophthalmology <u>Key Technical Skills & Knowledge required:</u> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 2 |
| | Nutritionist | Nutritionist | A1/A0 in Nutrition <u>Key Technical Skills & Knowledge required:</u> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |

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|--|---|--|--|--|
| | <p>Infrastructure and equipment maintenance</p> | <p>Infrastructure and equipment maintenance Engineer</p> | <p>A0 in civil engineering.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in the Rwanda Infrastructure Sector; - Knowledge in infrastructure technologies; - Knowledge in healthcare regulatory compliance programs; - Knowledge in health Infrastructure, noms and Standards; - Knowledge in identifying potential health sites; - Knowledge in Public health Infrastructure, - Knowledge in health systems; - Master planning skills; - Presentation skills; - Quality Control Analysis Skills; - High Critical Thinking Skills; - Complex Problem Solving Skills; - Judgment and Decision Making Skills; - Planning & Organizational Skills; - Research Skills & Writing Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage.</p> | |
|--|---|--|--|--|

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|--|--|--|--|-----------|
| | Infrastructure and equipment maintenance | Infrastructure and equipment maintenance officer | <p>A1/A0 in civil engineering.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in the Rwanda Infrastructure Sector; - Knowledge in infrastructure technologies; - Knowledge in healthcare regulatory compliance programs; - Knowledge in health Infrastructure, noms and Standards; - Knowledge in identifying potential health sites; - Knowledge in Public health Infrastructure, - Knowledge in health systems; - Master planning skills; - Presentation skills; - Quality Control Analysis Skills; - High Critical Thinking Skills; - Complex Problem Solving Skills; - Judgment and Decision Making Skills; - Planning & Organizational Skills; - Research Skills & Writing Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
| Medical & Allied Health Sciences Services Unit, Sub-Total | | | | 63 |
| Nursing & Midwifery Unit | Director | Director | <p>Master in General nursing</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial Regulations, Procedures ; - Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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|--|------------------------------|-----------------------------------|---|-----------|
| | Nurse, Head of Department | Nurse, Head of Department /Matron | <p>A0 in general nursing or midwifery and experience of 4 years</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; <p>Knowledge of all is an advantage</p> | 6 |
| | Nurses | Nurses | <p>A1 in General nursing</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; <p>Knowledge of all is an advantage</p> | 80 |
| | Midwives, Head of Department | Midwives, Head of Department | <p>A1 in Midwifery with training Emoc, ETAT and other special training plus experience of 3 years</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; <p>Knowledge of all is an advantage</p> | 1 |

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|---|----------|---|--|-----------|
| | Midwives | Midwives | <p>A1 in Midwifery</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; <p>Knowledge of all is an advantage</p> | 11 |
| Nursing & Midwifery Unitl, Sub-Total | | | | 99 |
| Administratio,HR and Finance Unit | Director | Director of Administration and Finance Unit | <p>Basic skills in Managment, Finances, Accounting with Master in Hospital Administration or Health Care Management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Planning & Organizational Skills; - Leadership Skills - Prioritization of multiple work streams - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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|--|------------------|------------------|--|---|
| | Chief Accountant | Chief Accountant | <p>A0 in Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - High Analytical Skills; - Interpersonal skills; - Time management Skills; - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Accountant | Accountant | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - High Analytical Skills; - Interpersonal skills; - Time management Skills; - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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|--|---------------------------|---------------------------|---|---|
| | Human Resource Officer | Human Resource Officer | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences with 3 years of working experience or Master's Degree in Human Resource Management, Management, Public Administration or Administrative Sciences, with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of organizational structure, workflow, and operating procedures; - Knowledge in Monitoring & System Evaluation; - Leadership and management skills; - Planning and organisational skills; - High Analytical Skills; - Communication skills; - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem Solving Skills; - Fluency in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage</p> | 1 |
| | Logistics Officer | Logistics Officer | <p>A0 in Store Management, Management, Accounting, Finance, Economics, Public Administration, Administrative Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Team working Skills - Fluency in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage</p> | 1 |
| | Documentalist & archivist | Documentalist & archivist | A1 in Librarian | 1 |

| | | | | |
|--|------------------------------|------------------------------|---|---|
| | ICT Officer | ICT Officer | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies; - Proficiency in web application security and database security; - Knowledge of all database vendor versions; - Proficiency in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
| | Environmental Health Officer | Environmental Health Officer | <p>A1/A0 in Environmental health with experience of</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Planning & Organizational Skills; - Prioritization of multiple work streams - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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|--|-------------------------|--------------------------|--|---|
| | Head of Social Services | Social Worker | <p>A0 in sociology</p> <p>Key technical skills and knowledge required :</p> <ul style="list-style-type: none"> - Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; - Judgment and Decision Making skills- Considering the relative costs and benefits of potential actions to choose the most appropriate one; - Negotiation skills; - Analytical and problem solving skills; - Attention to detail and high level of accuracy; - Very effective organizational skills; - Ability to demonstrate confident and offer pragmatic and logical judgment. - Fluent in Kinyarwanda, English and/or French. <p>Knowledge of all is an advantage</p> | 1 |
| | | Social Worker assistants | <p>A2 in sociology</p> <p>Key technical skills and knowledge required :</p> <ul style="list-style-type: none"> - Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; - Judgment and Decision Making skills- Considering the relative costs and benefits of potential actions to choose the most appropriate one; - Negotiation skills; - Analytical and problem solving skills; - Attention to detail and high level of accuracy; - Very effective organizational skills; - Ability to demonstrate confident and offer pragmatic and logical judgment. - Fluent in Kinyarwanda, English and/or French. <p>Knowledge of all is an advantage</p> | 4 |
| | Principal Cashier | Principal Cashier | <p>A0 in Accountancy</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage</p> | 1 |

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|--|-----------------------|-----------------------|---|---|
| | Cashier | Cashier | A2 in Accountancy <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 3 |
| | In charge of invoice | In charge of invoice | A2 in Accountancy <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | In charge of recovery | In charge of recovery | A2 in Accountancy <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Receptionist | | A2 in Secretariat or in Linguistics and Literature <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 4 |

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|---|---|--|---|-----------|
| | Customer care officer | Customer care officer | A0 in public relation, communication, marketing Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | |
| | Drivers | | Driving license category B at least | 5 |
| Education, Research / CPD and Quality Insurance Unit | Director | | A0 in general medicine with a Master <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage - knowledge of Rwandan national accreditation standards and follow up on their implementation | 28 |
| | Quality improvement, Research and Education | Quality improvement, Research and Education officer | A0 General medicine, Quality management with special training. <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Education, research & CPD | Medical officer in charge of education, research & CPD | A0 General medicine, Public Health, Statistics with 4 years of experience <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage - Skills in research and publication studies | |

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| | Nurse /Midwife in charge of education, research &CPD (1) | | A0 General nursing, Midwifery, Public Health, Statistics, applied sciences with 4 years experience <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage -Skills in research and publication studies | |
| | Allied Health Sciences Officer in charge of medical education, research & CPD (1) in allied Health sciences | | A0 General nursing/ Midwifery, Statistics, allied Health sciences with 4 years experience <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | |
| | M&E Officer A0 | | A0 General nursing, Midwifery, Public Health, Statistics, applied sciences <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Supervision | Supervisors Medical officer | A0 General Medecine .They will coordinate supervision <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| | Supervision | Supervisor Nurse | <p>A0 General nursing, Midwiferys.They will coordinate supervision</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Data Manager & Statistician A0 | Data Manager & Statistician | <p>A0 General nursing, Public Health, Statistics, applied sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

SALARY STRUCTURE FOR PROVINCIAL HOSPITAL 2016

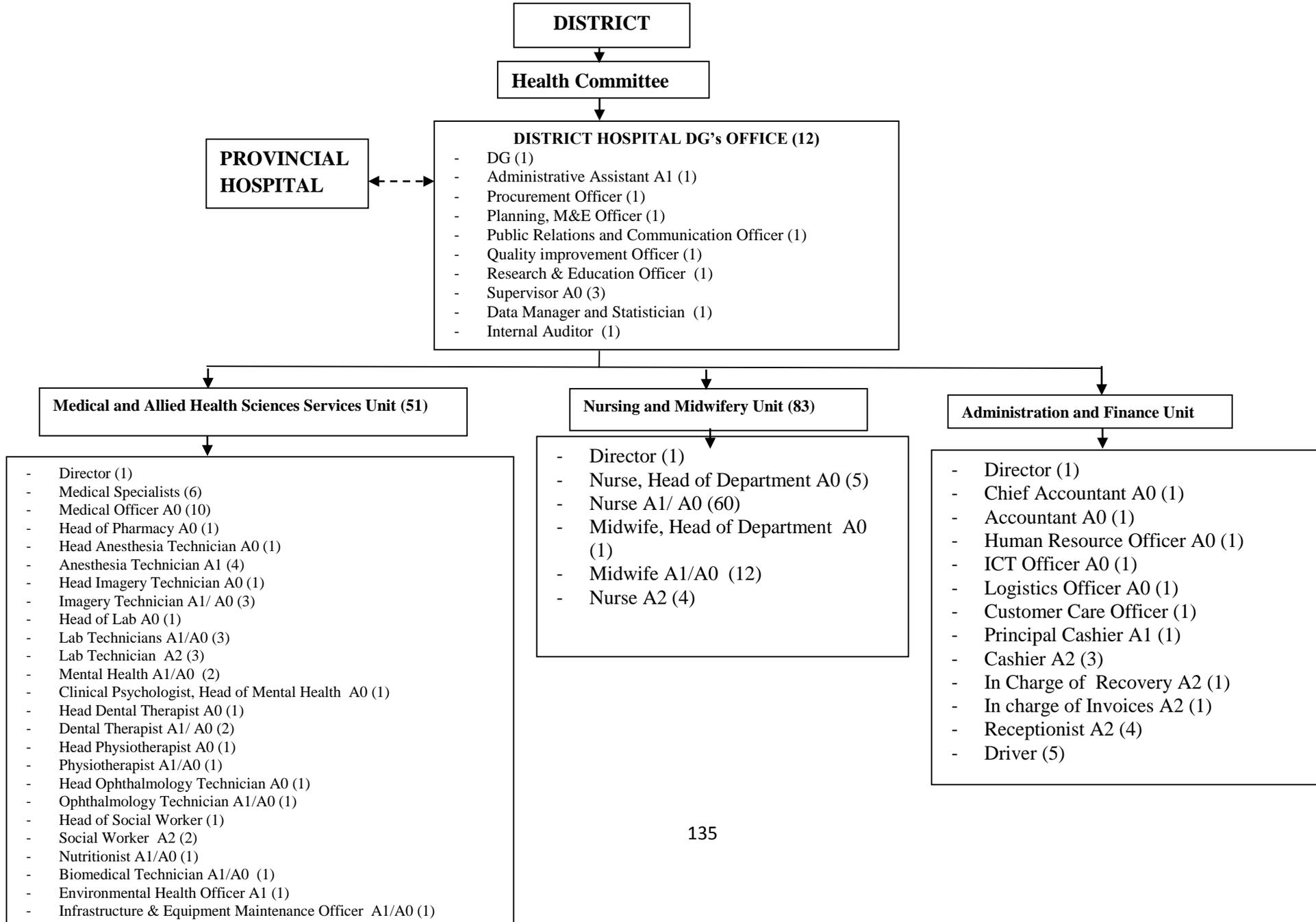
| N° | POST | I.V | Nbr | Level | Index | Net Salary | Annual Gross Budgeted |
|----|--|-----|-----|-------|-------|------------|-----------------------|
| 1 | Head of Provincial Hospital | 350 | 1 | 1.IV | 2,608 | 737,764 | 15,682,449 |
| 2 | Consultant | 350 | 4 | 1.IV | 2,608 | 737,764 | 62,122,560 |
| 3 | Junior Consultant | 350 | 6 | 2.III | 1,890 | 539,058 | 67,529,700 |
| 4 | Director of Medical and Allied Health Sciences Services Unit | 350 | 1 | 2.III | 1,890 | 539,058 | 11,364,965 |
| 5 | Chief Medical Officer | 350 | 1 | 4.V | 1,588 | 455,479 | 9,456,540 |
| 6 | Senior Medical Officer | 350 | 4 | 4.IV | 1,444 | 415,627 | 34,396,080 |
| 7 | Director of Nursing and Midwifery Unit | 350 | 1 | 3.II | 1,369 | 394,871 | 8,232,083 |
| 8 | Director of Education, Research/CPD and Quality Assurance Unit | 350 | 1 | 3.II | 1,369 | 394,871 | 8,232,083 |
| 9 | Director of Administration and Finance | 330 | 1 | 3.II | 1,369 | 373,221 | 7,761,678 |
| 10 | Quality Improvement Officer | 350 | 1 | 4.III | 1,313 | 379,373 | 7,895,343 |
| 11 | Medical Officer | 350 | 5 | 4.III | 1,313 | 379,373 | 39,094,575 |
| 12 | Junior Medical Officer | 350 | 4 | 4.II | 1,141 | 331,772 | 27,178,620 |
| 13 | Nurse in charge of Education, Research and CPD | 350 | 1 | 4.II | 1,141 | 331,772 | 6,794,655 |
| 14 | Human Resources Officer | 300 | 1 | 4.II | 1,141 | 286,662 | 5,823,990 |
| 15 | Public Relations and Communication Officer | 300 | 1 | 4.II | 1,141 | 286,662 | 5,823,990 |
| 16 | Head of Pharmacy | 350 | 1 | 5.III | 1,094 | 318,765 | 6,514,770 |
| 17 | Chief Accountant | 300 | 1 | 5.III | 1,094 | 275,512 | 5,584,089 |
| 18 | Head of Lab A0 | 350 | 1 | 5.II | 951 | 279,189 | 5,663,205 |
| 19 | Clinical Psychologist, Head of Mental Health A0 | 350 | 1 | 5.II | 951 | 279,189 | 5,663,205 |
| 20 | Monitoring and Evaluation Officer | 300 | 1 | 5.II | 951 | 241,591 | 4,854,176 |
| 21 | Supervisors | 350 | 2 | 5.II | 951 | 279,189 | 11,326,410 |
| 22 | Data Manager and Statistician | 350 | 1 | 5.II | 951 | 279,189 | 5,663,205 |
| 23 | Officer in charge of Medical Education, research and CPD in allied Health Sciences | 350 | 1 | 5.II | 951 | 279,189 | 5,663,205 |
| 24 | Accountant | 300 | 1 | 5.II | 951 | 241,591 | 4,854,176 |
| 25 | ICT Officer | 300 | 1 | 5.II | 951 | 241,591 | 4,854,176 |
| 26 | Logistics Officer | 300 | 1 | 5.II | 951 | 241,591 | 4,854,176 |
| 27 | Environmental Health Officer | 350 | 1 | 5.II | 951 | 279,189 | 5,663,205 |
| 28 | Head of Social Services A0 | 300 | 1 | 5.II | 951 | 241,591 | 4,854,176 |
| 29 | Principal Cashier A0 | 300 | 1 | 5.II | 951 | 241,591 | 4,854,176 |

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|----|---|-----|----|-------|-----|---------|-------------|
| 30 | Procurement Officer | 300 | 2 | 5.II | 951 | 241,591 | 9,708,351 |
| 31 | Internal Auditor | 300 | 1 | 5.II | 951 | 241,591 | 4,854,176 |
| 32 | Revenue Officer A2 | 300 | 1 | 8.II | 951 | 241,591 | 4,854,176 |
| 33 | Customer Care Officer | 300 | 1 | 6.II | 793 | 204,111 | 4,047,699 |
| 34 | Head of Anesthesia Technician A0 | 350 | 1 | 7.III | 760 | 226,330 | 4,525,800 |
| 35 | Head of Medical Imagery Technician A0 | 350 | 1 | 7.III | 760 | 226,330 | 4,525,800 |
| 36 | Head Dental Therapist A0 | 350 | 1 | 7.III | 760 | 226,330 | 4,525,800 |
| 37 | Head Physiotherapist A0 | 350 | 1 | 7.III | 760 | 226,330 | 4,525,800 |
| 38 | Head of Ophthalmology technician A0 | 350 | 1 | 7.III | 760 | 226,330 | 4,525,800 |
| 39 | Mental Health Nurse A1/A0 | 350 | 2 | 7.II | 660 | 198,655 | 7,860,600 |
| 40 | Midwives, Head of Department A0 | 350 | 1 | 7.III | 760 | 226,330 | 4,525,800 |
| 41 | Anesthesia Technician A1/A0 | 350 | 4 | 7.II | 660 | 198,655 | 15,721,200 |
| 42 | Medical Imagery Technician A1/A0 | 350 | 4 | 7.II | 660 | 198,655 | 15,721,200 |
| 43 | Lab Technician A1/Ao | 350 | 8 | 7.II | 660 | 198,655 | 31,442,400 |
| 44 | Nurse Pharmacist | 350 | 4 | 8.II | 508 | 156,589 | 12,100,560 |
| 45 | Dental therapist A1/A0 | 350 | 3 | 7.II | 660 | 198,655 | 11,790,900 |
| 46 | Physiotherapist A1/A0 | 350 | 2 | 7.II | 660 | 198,655 | 7,860,600 |
| 47 | Ophthalmology Technician A1/A0 | 350 | 2 | 7.II | 660 | 198,655 | 7,860,600 |
| 48 | Nutritionist A1/A0 | 350 | 1 | 7.II | 660 | 198,655 | 3,930,300 |
| 49 | Nurse, Head of Department/Matron A0 | 350 | 6 | 7.III | 760 | 226,330 | 27,154,800 |
| 50 | Midwives A1/A0 | 350 | 11 | 7.II | 660 | 198,655 | 43,233,300 |
| 51 | Infrastructure Maintenance Officer A1 | 300 | 1 | 7.II | 660 | 172,561 | 3,368,829 |
| 52 | Infrastructure and Equipment Maintenance Technician/ Biomedical | 300 | 1 | 7.II | 660 | 172,561 | 3,368,829 |
| 53 | Administrative Assistant to the Head of District Hospital | 300 | 1 | 7.II | 660 | 172,561 | 3,368,829 |
| 54 | Nurses A1/ A0 | 350 | 80 | 7.II | 660 | 198,655 | 314,424,000 |
| 55 | Social Workers Assistant A2 | 300 | 4 | 8.II | 508 | 136,505 | 10,371,909 |
| 56 | Cashier A2 | 300 | 3 | 8.II | 508 | 136,505 | 7,778,931 |
| 57 | Recovery Officer A2 | 300 | 1 | 8.II | 508 | 136,505 | 2,592,977 |
| 58 | Receptionist A2 | 300 | 4 | 8.II | 508 | 136,505 | 10,371,909 |
| 59 | Driver | 300 | 5 | 10.II | 300 | 87,164 | 7,656,429 |

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| UMUGEREKA WA IV W'AMABWIRIZA YA MINISITIRI W'INTEBE N°001/03 YO KU WA 21/11/2016 AGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MU NZEGO Z'UBUVUZI ZA LETA N'IZISHAMIKIYE KURI LETA | ANNEXE IV TO PRIME MINISTER'S INSTRUCTIONS N°001/03 OF 21/11/2016 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF PUBLIC AND GOVERNMENT SUBSIDIZED HEALTH FACILITIES | ANNEXE IV AUX INSTRUCTIONS DU PREMIER MINISTRE N°001/03 DU 21/11/2016 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DES ETABLISSEMENTS SANITAIRES PUBLICS ET SUBSIDIES |
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ORGANIZATIONAL STRUCTURE OF DISTRICT HOSPITAL 2016



DISTRICT HOSPITAL JOB PROFILES - 2016

| Administrative Unit | Job Title | Title of Job positions linked to the Job | Job Profile | Proposed Jobs |
|---------------------|------------------------------------|--|---|---------------|
| Office of the DG | Director General | Director General | <p>A0 General Medicine with experience of 3 years with Master in Public Health, Epidemiology, Hospital Management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Health System - Knowledge of clinical Research Policy and procedures; - Computer skills; - Leadership skills; - Coordination, Planning & Organizational Skills; - Interpersonal Skills; - Effective Communication Skills; - Judgment and Decision Making Skills; - Complex Problem Solving; - Negotiation Skills; - Time Management Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
| | Public Relations and Communication | Public Relations and Communication Officer | <p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p><u>Key Technical Skills & Knowledge required :</u></p> <ul style="list-style-type: none"> - Excellent communication skills both oral and in writing - Excellent interpersonnal skills - Report witting & Presentation skills; - Creativity & Initiative - Good Organizational and Time-management Skills, - Teamworking Skills; - Effective Public relations & Public speaking skills; - Interviewing Skills - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| Administrative Assistant | Administrative Assistant | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| Internal Audit | Internal Auditor | <p>A0 in Finance, Accounting or Management with specialization Finance / Accounting or a professional qualification such as ACCA, CPA</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| Research and education | Research and Education officer | <p>A0 in General Nursing or Public Health.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| Quality improvement, Research and Education | Quality Improvement Officer | <p>A0 in General Nursing</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage -knowledge of Rwandan accreditation standards and their implementation -Knowledge on other Quality improvement strategies | 1 |
| Supervision | Supervisors | <p>A0 General Nursing, Midwifery, Public Health, Statistics, allied sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 3 |

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| Planning, M&E | Planning, M&E Officer | <p>A0 in Economics, Project Management, Management, Development Studies, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| Data Management and Statistics | Data Manager & Statistician | <p>A0 in Statistics or applied Mathematics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of Rwanda's Health Policies and Strategies; - Knowledge of various statistical software packages; - Knowledge to Prepares and publishes statistical and technical reports and research papers; - Knowledge of the theory, systems and application of statistical research methodology - Organizational Skills & High analytical Skills; - Communication Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French knowledge of all is an advantage | 1 |

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| | Procurement Officer | <p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - High Analytical Skills; - Knowledge of basic business and purchasing practices; - Excellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills; - Decision making Skills; - Computer Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| Office of the Director General | | | 12 |

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| <p>Medical & Allied Health Sciences Services Unit</p> | <p>Medical & Allied Health Sciences Services</p> | <p>Director</p> | <p>A0 in General Medicine with experience of 3 years in clinical and special trainings</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Development of measurable objectives, operational plans and measurable indicators/ targets for Health Programs - Ability to establish and maintain effective working relationships with donors, implementing partners and other stakeholders - Ability to manage multiple priorities and projects - Good knowledge of Rwanda Health System - Knowledge in Medical Procedures and Operations; - Knowledge in Care Diagnostics; - Knowledge in Medical Devices & Diagnostics Productsis; - Knowledge in Anatomic pathology, and Clinical pathology; - Planning & Organizational Skills; - Research Skills & Writing Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision-making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | <p>1</p> |
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| Consultants | Consultant Doctor | <p>Consultant Doctor</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Health System - Knowledge of clinical services Policy and procedures; - Conflict management skills - Ability to deal with patient complaints - Ability to provide help to the team during the emergency and medical treatment - Good knowledge of medical or surgical equipments use - Time management skills - Training mentor skills - Excellent Communication/inter personal skills - Skills in the field of clinical research and writing articles - Ability to follow professional ethics - Capability to work under pressure and strenuous conditions - Able to lead and motivate staff. - Able to develop, implement, review, evaluate and update local guidance and policy in light of research findings - Good leadership and management skills - Innovation skills in medical science and quality improvement - Fluency in Kinyarwanda, English and/ or French | 2 |
|-------------|-------------------|--|---|

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| | Junior Consultant Doctor | <p>Junior Consultant Doctor</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Health System - Knowledge of clinical services Policy and procedures; - Conflict management skills - Strong negotiation Skills - Good specialized medical care skills - Drive to continue learning throughout career - Ability to deal with patient complaints. - Ability to prioritize workloads during busy periods - Ability to train the medical students and general practionners, - Ability to provide help to the team during the emergency and medical treatment - Good knowledge of medical or surgical equipments use - Time management skills - Strong concentration skills - Attention to detail - Good stamina - Well versed all the medical terminologies - Training mentor skills and good bedside manner - Excellent Communication/inter personal skills - Skills in the field of clinical research and writing articles - Ability to follow professional ethics - Capability to work under pressure and strenuous conditions - Fluency in Kinyarwanda, English and/ or French | 4 |
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| Medical Officers | Chief Medical Officer | <p>A0 in General Medicine</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Health System - Knowledge of clinical services Policy and procedures; - Research Skills & Writing Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Knowledge in Medical Procedures and Operations; - Knowledge in Care Diagnostics; - Knowledge in Medical Devices & Diagnostics Products; - Knowledge in Anatomic pathology, and Clinical pathology; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision-making skills; and good bedside manner - Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
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| | | <p>Senior Medical Officer</p> <p>A0 in General Medicine</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none">- Good knowledge of Rwanda Health System- Knowledge of clinical services Policy and procedures;- Research Skills & Writing Skills;- Creative, proactive, customer focused, solutions led and outcome driven Skills and Drive to continue learning throughout career- Knowledge in Medical Procedures and Operations;- Knowledge in Care Diagnostics;- Knowledge in Medical Devices & Diagnostics Products;- Knowledge in Anatomic pathology, and Clinical pathology;- Interpersonal Skills- Effective communication skills;- Time Management Skills;- Computer Skills;- Judgment & Decision-making skills;- Complex Problem solving Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 2 |
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| | | <p>Medical Officer</p> <p>A0 in General Medicine</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none">- Good knowledge of Rwanda Health System- Knowledge of clinical services Policy and procedures;- Research Skills & Writing Skills;- Creative, proactive, customer focused, solutions led and outcome driven Skills and Drive to continue learning throughout career- Knowledge in Medical Procedures and Operations;- Knowledge in Care Diagnostics;- Knowledge in Medical Devices & Diagnostics Products;- Knowledge in Anatomic pathology, and Clinical pathology;- Interpersonal Skills- Effective communication skills;- Time Management Skills;- Computer Skills;- Judgment & Decision-making skills;- Complex Problem solving Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 4 |
|--|--|--|---|

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| | | <p>Junior Medical Officer</p> <p>A0 in General Medicine</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none">- Good knowledge of Rwanda Health System- Knowledge of clinical services Policy and procedures;- Research Skills & Writing Skills;- Creative, proactive, customer focused, solutions led and outcome driven Skills and Drive to continue learning throughout career- Knowledge in Medical Procedures and Operations;- Knowledge in Care Diagnostics;- Knowledge in Medical Devices & Diagnostics Products;- Knowledge in Anatomic pathology, and Clinical pathology;- Interpersonal Skills- Effective communication skills;- Time Management Skills;- Computer Skills;- Judgment & Decision-making skills;- Complex Problem solving Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 3 |
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| Pharmacy | Head of pharmacy | <p>A0 in Pharmacy</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Health System - Research Skills & Writing Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision-making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage - Computer knowledge (Work Processing, Power Point and Internet) - Knowledge in procurement, dispensing and distribution of drugs, record keeping, preparation of inventory list, need based quantification and consumer education | 1 |
| Anesthesia | Head Anesthesia Technician | <p>A0 in Anaesthesiology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Health System - Research Skills & Writing Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision-making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage - Computer knowledge (Work Processing, Power Point and Internet) - Knowledge in anesthesia and resuscitation technics - knowledge in storage and management of anesthetic products and equipments | 1 |

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| | Anesthesia Technician | <p>A1/A0 in Anaesthesiology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Health System - Research Skills & Writing Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision-making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage - Computer knowledge (Work Processing, Power Point and Internet) - Knowledge in anesthesia and reanimation technics | 4 |
| Imagery | Head Imagery Technician | <p>A1 in Medical imaging/Radiology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Health System - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Judgment & Decision-making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage - Computer knowledge (Medical Imagery Software) | 1 |

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| | Imagery Technician | <p>A1/A0 in Medical Imaging/Radiology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Health System - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Judgment & Decision-making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage - Computer knowledge (Medical Imagery Software) | 3 |
| Laboratory | Head of Laboratory | <p>A0 in Laboratory Science, Biomedical Laboratory Science</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Health System - Skills in Laboratory planning skills; - Knowledge in value of Laboratory medicine to the health care; - Knowledge in Laboratory information systems; - Knowledge in Laboratory medicine Technology; - Knowledge in Laboratory standardization and harmonization; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Judgment & Decision-making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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|--|----------------|--|---|
| | Lab Technician | <p>A1 /A0 in Laboratory Science, Biomedical Laboratory Science</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Health System - Knowledge in value of Laboratory medicine to the health care; - fKnowledge in Laboratory information systems; - Knowledge in Laboratory medicine Technology; - Knowledge in Laboratory standardization and harmonization; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Judgment & Decision-making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 3 |
| | Lab technician | <p>A2 in Laboratory Science</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Health System - Knowledge in value of Laboratory medicine to the health care; - fKnowledge in Laboratory information systems; - Knowledge in Laboratory medicine Technology; - Knowledge in Laboratory standardization and harmonization; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Judgment & Decision-making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 3 |

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| Mental Health | Mental Health Nurse | <p>A1/A0 in Mental Health, Clinical Psychology.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) -Ethical Professional Practice -Good Observational Skills -Social Perceptiveness and Psychosocial Skills -Patience & Empathy Skills -Effective Communication - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 2 |
| | Clinical Psychologist, Head of Mental Health | <p>A0 in Clinical Psychology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Office Management Skills; -Excellent Communication, Organizational, Interpersonal Skills; -Computer knowledge (Work Processing, Power Point and Internet) -Skills in Scientifically Based Assessment techniques of Cognitive and Intellectual Functioning, Psychopathology, and Personality -Ethical Professional Practice -Good Observational Skills -Social Perceptiveness and Psychosocial Skills -Patience & Empathy Skills -Effective Communication -Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |

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|----------------|-----------------------|---|---|
| Dental Therapy | Head Dental Therapist | <p>A0 Dental Therapist</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Health System - Knowledge of clinical services Policy and procedures; - Meticulous attention to detail; - Written and oral communication skills; - Good team working skills; - Compassion skills; - Attention to patient detail and specimen identification skills; - Dexterity; - Stamina; - Knowledge in complex dental machinery and computer programs use; - Critical thinking; - Excellent Communication, Organizational Skills; - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage. | 1 |
| | Dental Therapist | <p>A1/A0 Dental Therapist</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Skills in dental preventive and curative technics and management - Ethical Professional Practice - Good Observational Skills - Social Perceptiveness and Psychosocial Skills - Patience & Empathy Skills - Effective Communication - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 2 |

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| Physiotherapy | Head Physiotherapist | A0 in Physiotherapie <u>Key Technical Skills & Knowledge required:</u> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage - Knowledge in physiotherapy technics and management of physio equipment and products | 1 |
| | Physiotherapist | A1/A0 in Physiotherapie <u>Key Technical Skills & Knowledge required:</u> <ul style="list-style-type: none"> - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage -Knowledge in physiotherapy technics and management of physio equipment and products | 1 |
| Ophthalmology | Head Ophthalmologist | A0 in Ophtalmology <u>Key Technical Skills & Knowledge required:</u> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |

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|-----------|--------------------------|--|---|
| | Ophthalmology Technician | <p>A1/A0 in Ophthalmology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage -Knowledge in ophthalmology technics and management of ophthalmologic equipment and products | 1 |
| Nutrition | Nutritionist | <p>A1/A0 in Nutrition</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage -Skills in counselling,treatment and follow up on nutrition aspect | 1 |

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| <p>Infrastructure and Equipment Maintenance</p> | <p>Infrastructure and Equipment Maintenance Officer</p> | <p>A1/A0 in Civil Engineering or Biomedical</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in health systems; - Knowledge in the Rwanda Infrastructure Sector; - Knowledge in infrastructure technologies; - Knowledge in healthcare regulatory compliance programs; - Knowledge in health Infrastructure, noms and Standards; - Knowledge in identifying potential health sites; - Knowledge in Public health Infrastructure, - Extensive knowledge and understanding of the Rwandan Health system; - Knowledge in Medical Technology; - Knowledge in Medical Infrastructure; - Knowledge in Physical Infrastructure of the healthcare and medical field; - Knowledge in Medical Procedures and Operations; - Knowledge in Medical Robotist; - Knowledge in sophisticated quantitative approaches and experimental technologies; - Master planning skills; - Presentation skills; - Quality Control Analysis Skills; - High Critical Thinking Skills; - Complex Problem Solving Skills; - Judgment and Decision Making Skills; - Planning & Organizational Skills; - Research Skills & Writing Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | <p>1</p> |
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| Social Services | Head of Social Services | <p>A0 in Social Science, Social Work</p> <p>Key technical skills and knowledge required :</p> <ul style="list-style-type: none"> - Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; - Judgment and Decision Making skills- Considering the relative costs and benefits of potential actions to choose the most appropriate one; - Negotiation skills; - Analytical and problem solving skills; - Attention to detail and high level of accuracy; - Very effective organizational skills; - Ability to demonstrate confident and offer pragmatic and logical judgment. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage | 1 |
| | Social Worker | <p>A2 in Social Science, Art and Humanities</p> <p>Key technical skills and knowledge required :</p> <ul style="list-style-type: none"> - Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; - Judgment and Decision Making skills- Considering the relative costs and benefits of potential actions to choose the most appropriate one; - Negotiation skills; - Analytical and problem solving skills; - Attention to detail and high level of accuracy; - Very effective organizational skills; - Ability to demonstrate confident and offer pragmatic and logical judgment. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage | 2 |

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| Environmental Health | Environmental Health Officer | <p>A1/A0 in Biology, Environmental Health</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none">- Extensive knowledge and understanding of the Rwandan Health system;- Ability to learn and apply investigative methods, laws, regulations pertaining to pest control and management- Familiar with a variety of the field's concepts, practices, and procedures- Proven participation in recognised research/assessment of infectious diseases- Creative, proactive, customer focused, solutions led and outcome driven Skills;- Interpersonal Skills- Effective communication skills;- Time Management Skills;- Computer Skills;- Judgment & Decision making skills;- Complex Problem solving Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage-skills in waste management strategies and technics | 1 |
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|--|-----------------------|--|-----------|
| Biomedical Technician | Biomedical Technician | <p>A1 /A0 in Biomedical Engineering, Clinical Engineering, Electronics, Electromechanical</p> <p><u>Key Technical Skills and Knowledge:</u></p> <ul style="list-style-type: none"> - Knowledge in the Rwanda Health Sector; - Knowledge in maintenance Strategy; - Knowledge in developing maintenance plans; - Demonstrated deep knowledge in supply chain management; - Knowledge in Equipment Control & Asset Management; - Data Quality Management skills; - Medical Equipment Maintenance Management skills; - Risk Management skills; - Knowledge in standards required to preserve the Medical equipment; - Knowledge in Medical Equipment Applications, and Quality Assurance; - Risk Management skills; - High Critical Thinking Skills; - Complex Problem Solving Skills; - Judgment and Decision Making Skills; - Planning & Organizational Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
| Medical & Allied Health Sciences Services Unit, Sub-Total | | | 51 |

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|-------------------------------------|---------------------|-----------------------------------|---|----------|
| Nursing & Midwifery Unit | Nursing & Midwifery | Director | <p>A0 in General Nursing</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Active Listening & Observation Skills - Social Perceptiveness - Care, Compassion and Communication Skills - Infection Prevention and Control Knowledge - Nutrition Management Knowledge - Skills on Dealing with emotionally charged situations - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |
| | Nursing | Nurse, Head of Department /Matron | <p>A0 in General Nursing/ Midwifery with special training</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Active Listening & Observation Skills - Social Perceptiveness - Care, Compassion and Communication Skills - Infection Prevention and Control Knowledge - Nutrition Management Knowledge - Skills on Dealing with emotionally charged situations - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 5 |

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|-----------|------------------------------|--|----|
| | Nurses | <p>A1/ A0 in General Nursing</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Active Listening & Observation Skills - Social Perceptiveness - Care, Compassion and Communication Skills - Infection Prevention and Control Knowledge - Nutrition Management Knowledge - Skills on Dealing with emotionally charged situations - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 60 |
| Midwifery | Midwives, Head of Department | <p>A0 in Midwifery with Training Emoc, ETAT and other special training</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Active Listening & Observation Skills - Social Perceptiveness - Care, Compassion and Communication Skills - Infection Prevention and Control Knowledge - Nutrition Management Knowledge - Skills on Dealing with emotionally charged situations - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |

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|---|--|--|-----------|
| | | <p>Midwives</p> <p>A1/A0 in Midwifery</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Active Listening & Observation Skills - Social Perceptiveness - Care, Compassion and Communication Skills - Infection Prevention and Control Knowledge - Nutrition Management Knowledge - Skills on Dealing with emotionally charged situations - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 12 |
| | | <p>Nurse</p> <p>A2 in General Nursing with Knowledge in Pharmacy</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Health System - Research Skills & Writing Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision-making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage - Computer knowledge (Work Processing, Power Point and Internet) -Knowledge in procurement,dispensing and distribution of drugs,record keeping,preparation of inventory list,need based quantification and consumer education | 4 |
| Nursing & Midwifery Unitl, Sub-Total | | | 83 |

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| <p>Administration and Finance Unit</p> | <p>Administration and Finance</p> | <p>Director of Administration and Finance Unit</p> | <p>A0 in Administration, Business Administration, Hospital Management, Management (with specialization in Finance/ Accounting) with 3 year working experience or A Master Degree in Administration, Business Administration, Hospital Management, Management (with specialization in Finance/ Accounting) with 1 year working experience</p> <p>Professional qualification such as ACCA, CPA are an added value</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting; - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management Skills - Judgment & Decision making skills; - Complex Problem solving; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | <p>1</p> |
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| | Accounting | Chief Accountant A0 in Finance, Accounting, Management (with a specialization in Accounting/ Finance) with 3 years working experience or a Professional qualification such as ACCA, CPA. <u>Key Technical Skills & Knowledge required:</u> - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; - Flexibility Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
|--|------------|---|---|

| | | | |
|--|------------|--|---|
| | Accountant | <p>A0 in Finance, Accounting, Management (with a specialization in Accounting/ Finance) or a Professional qualification such as ACCA, CPA.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none">- Knowledge of cost analysis techniques;- Planning and organisational skills;- Communication skills;- Strong IT skills, particularly in Financial software (SMART IFMIS);- Judgment & Decision Making Skills;- Deep understanding of financial accounts;- High Analytical Skills- Interpersonal skills;- Time management Skills- Complex Problem solving;- Flexibility Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
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| Principal Cashier | <p>A1 in Accountancy</p> <p><u>Key Technical Skills & Knowledge required:</u> -Knowledge of various Software such as EMR (Electronic Medical Records or Open Clinic or other Software used in Health Institutions) -Planning and organisational skills; -Communication skills; -Strong IT skills, particularly in Financia software (SMART IFMIS); -Judgment & Decision Making Skills; -Interpersonal skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p> | 1 |
| Cashier | <p>A2 in Accountancy</p> <p><u>Key Technical Skills & Knowledge required:</u> -Knowledge of various Software such as EMR (Electronic Medical Records or Open Clinic or other Software used in Health Institutions) -Planning and organisational skills; -Communication skills; -Strong IT skills, particularly in Financia software (SMART IFMIS); -Judgment & Decision Making Skills; -Interpersonal skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p> | 3 |

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| In charge of Invoice | <p>A2 in Accountancy</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Knowledge of various Software such as EMR (Electronic Medical Records or Open Clinic or other Software used in Health Institutions) -Planning and organisational skills; -Communication skills; -Strong IT skills, particularly in Financia software (SMART IFMIS); -Judgment & Decision Making Skills; -Interpersonal skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| In Charge of Recovery | <p>A2 in Accountancy</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Planning and organisational skills; -Communication skills; -Judgment & Decision Making Skills; -Interpersonal skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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|-----------------|------------------------|---|---|
| Human Resources | Human Resource Officer | <p>A0 in Human Resources Management ,Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Deep knowledge of Rwandan public service and labor laws; - Knowledge in Conflict Management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resource concepts, practices, policies, and Procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Teamworking Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| Logistics | Logistics Officer | <p>A0 in Store Management, Management, Accounting, Finance, Economics, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Team working Skills - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| ICT | ICT Officer | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies; - Proficiency in web application security and database security; - Knowledge of all database vendor versions; - Proficiency in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
| Customer care officer | Customer Care Officer | <p>A0 in Public Relation, Communication, Marketing</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| Receptionist | Receptionist | <p>A2 in Secretariat or in Linguistics and Literature</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 4 |
| Drivers | | Driving license category B at least | 5 |
| Sub/Total | | | 22 |
| DISTRICT HOSPITAL TOTAL STAFF | | | 168 |

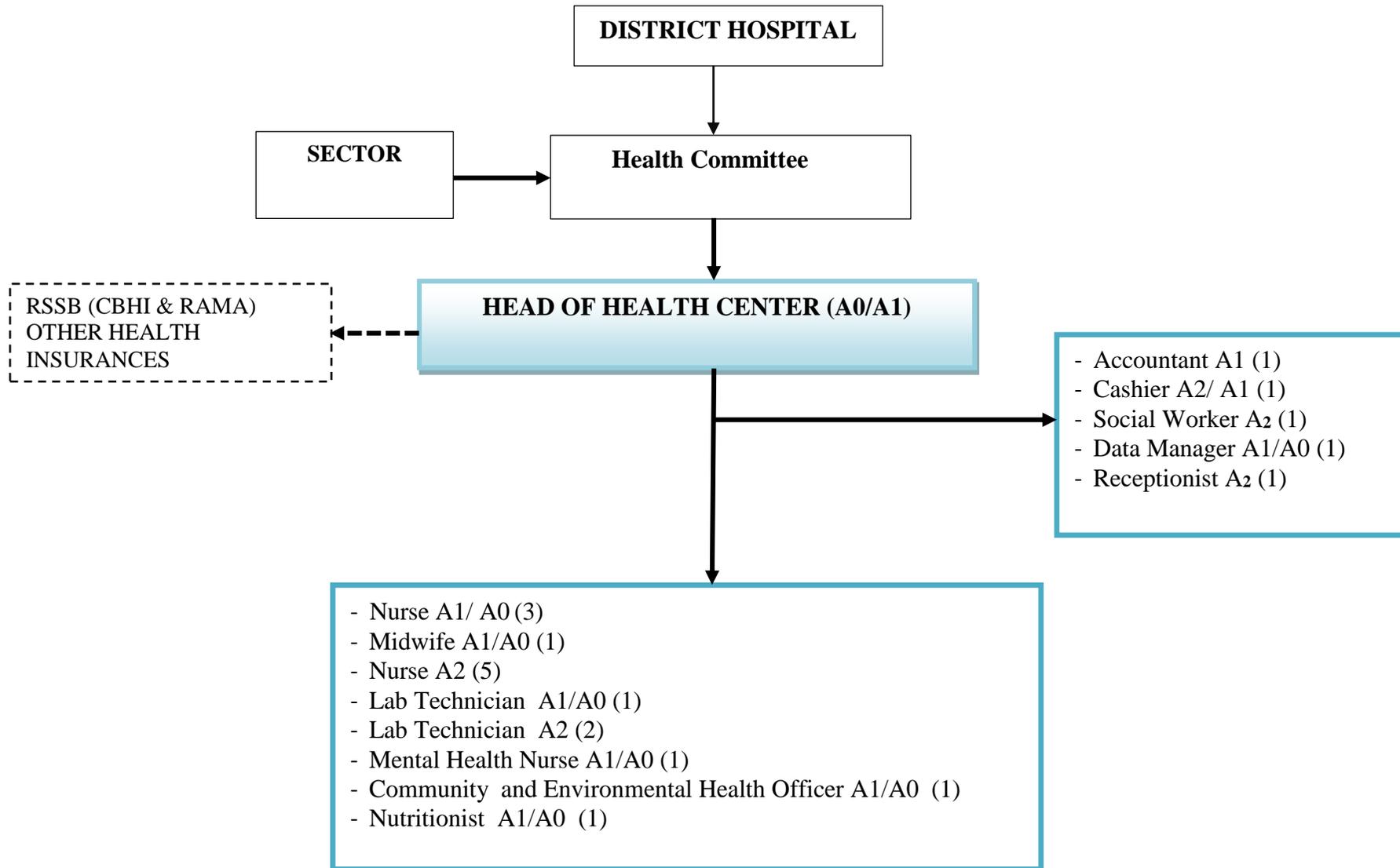
DISTRICT HOSPITAL SALARY STRUCTURE 2016

| N° | POST | I.V | Nbr | Level | Index | Basic Salary | Net Salary | Annual Gross Budgeted |
|----|--|-----|-----|-------|-------|--------------|------------|-----------------------|
| 1 | DG of District Hospital | 350 | 1 | 2.III | 1,890 | 661,500 | 539,058 | 11,364,965 |
| 2 | Consultant | 350 | 2 | 1.IV | 2,608 | 912,800 | 737,764 | 31,061,280 |
| 3 | Junior Consultant | 350 | 4 | 2.III | 1,890 | 661,500 | 539,058 | 45,019,800 |
| 4 | Chief Medical Officer | 350 | 1 | 4.V | 1,588 | 555,800 | 455,479 | 9,456,540 |
| 5 | Senior Medical Officer | 350 | 2 | 4.IV | 1,444 | 505,400 | 415,627 | 17,198,040 |
| 6 | Director of Medical and Allied Health Sciences Services Unit | 350 | 1 | 3.II | 1,369 | 479,150 | 394,871 | 8,232,083 |
| 7 | Director of Nursing and Midwifery Unit | 350 | 1 | 3.II | 1,369 | 479,150 | 394,871 | 8,232,083 |
| 8 | Director of Administration and Finance | 330 | 1 | 3.II | 1,369 | 451,770 | 373,221 | 7,761,678 |
| 9 | Medical Officer | 350 | 4 | 4.III | 1,313 | 459,550 | 379,373 | 31,275,660 |
| 10 | Junior Medical Officer | 350 | 3 | 4.II | 1,141 | 399,350 | 331,772 | 20,383,965 |
| 11 | Human Resources Officer | 300 | 1 | 4.II | 1,141 | 342,300 | 286,662 | 5,823,990 |
| 12 | Research & Education Officer | 350 | 1 | 4.II | 1,141 | 399,350 | 331,772 | 6,794,655 |
| 13 | Planning, M&E Officer | 300 | 1 | 4.II | 1,141 | 342,300 | 286,662 | 5,823,990 |
| 14 | Public Relations and Communication Officer | 300 | 1 | 4.II | 1,141 | 342,300 | 286,662 | 5,823,990 |
| 15 | Head of Pharmacy | 350 | 1 | 5.III | 1,094 | 382,900 | 318,765 | 6,514,770 |
| 16 | Chief Accountant | 300 | 1 | 5.III | 1,094 | 328,200 | 275,512 | 5,584,089 |
| 17 | Clinical Psychologist A0 | 350 | 1 | 5.II | 951 | 332,850 | 279,189 | 5,663,205 |
| 18 | Accountant | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 19 | ICT Officer | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 20 | Logistics Officer | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 21 | Environmental Health Officer | 350 | 1 | 5.II | 951 | 332,850 | 279,189 | 5,663,205 |
| 22 | Head of Social Services A0 | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 23 | Principal Cashier | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 24 | In charge of Invoices | 300 | 1 | 8.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 25 | Procurement Officer | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 26 | Quality Improvement Officer | 350 | 1 | 5.II | 951 | 332,850 | 279,189 | 5,663,205 |
| 27 | Supervisors | 350 | 3 | 5.II | 951 | 332,850 | 279,189 | 16,989,615 |
| 28 | Internal Auditor | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 29 | Data Manager and Statistician | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 30 | Customer Care Officer | 300 | 1 | 6.II | 793 | 237,900 | 204,111 | 4,047,699 |
| 31 | Nurse, Head of Department/Matron A0 | 350 | 5 | 7.III | 760 | 266,000 | 226,330 | 22,629,000 |
| 32 | Head Anesthesia Technician | 350 | 1 | 7.III | 760 | 266,000 | 226,330 | 4,525,800 |
| 33 | Head Imagery Technician | 350 | 1 | 7.III | 760 | 266,000 | 226,330 | 4,525,800 |
| 34 | Head of Lab | 350 | 1 | 7.III | 760 | 266,000 | 226,330 | 4,525,800 |
| 35 | Head Dental Therapist A1 | 350 | 1 | 7.III | 760 | 266,000 | 226,330 | 4,525,800 |
| 36 | Head Physiotherapist | 350 | 1 | 7.III | 760 | 266,000 | 226,330 | 4,525,800 |
| 37 | Head Ophthalmology technician | 350 | 1 | 7.III | 760 | 266,000 | 226,330 | 4,525,800 |
| 38 | Midwives, Head of Department A0 | 350 | 1 | 7.III | 760 | 266,000 | 226,330 | 4,525,800 |
| 39 | Anesthesia Technician A1 | 350 | 4 | 7.II | 660 | 231,000 | 198,655 | 15,721,200 |
| 40 | Imagery Technician A1/A0 | 350 | 3 | 7.II | 660 | 231,000 | 198,655 | 11,790,900 |
| 41 | Lab Technician A1/A0 | 350 | 3 | 7.II | 660 | 231,000 | 198,655 | 11,790,900 |
| 42 | Mental Health A1/A0 | 350 | 2 | 7.II | 660 | 231,000 | 198,655 | 7,860,600 |

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| 43 | Dental Therapist A1/A0 | 350 | 2 | 7.II | 660 | 231,000 | 198,655 | 7,860,600 |
| 44 | Physiotherapist A1/A0 | 350 | 1 | 7.II | 660 | 231,000 | 198,655 | 3,930,300 |
| 45 | Ophthalmology Technician A1/A0 | 350 | 1 | 7.II | 660 | 231,000 | 198,655 | 3,930,300 |
| 46 | Nutritionist A1/A0 | 350 | 1 | 7.II | 660 | 231,000 | 198,655 | 3,930,300 |
| 47 | Nurses A1/A0 | 350 | 60 | 7.II | 660 | 231,000 | 198,655 | 235,818,000 |
| 48 | Midwives A1/A0 | 350 | 12 | 7.II | 660 | 231,000 | 198,655 | 47,163,600 |
| 49 | Biomedical Technician A1/A0 | 350 | 1 | 7.II | 660 | 231,000 | 198,655 | 3,930,300 |
| 50 | Infrastructure and Equipment Maintenance Officer A1/A0 | 300 | 1 | 7.II | 660 | 198,000 | 172,561 | 3,368,829 |
| 51 | Administrative Assistant to DG | 300 | 1 | 7.II | 660 | 198,000 | 172,561 | 3,368,829 |
| 52 | Nurse A2 (Pharmacy) | 350 | 4 | 8.II | 508 | 177,800 | 156,589 | 12,100,560 |
| 53 | Lab Technician A2 | 350 | 3 | 8.II | 508 | 177,800 | 156,589 | 9,075,420 |
| 54 | Social Worker A2 | 300 | 2 | 8.II | 508 | 152,400 | 136,505 | 5,185,954 |
| 55 | Cashier A2 | 300 | 3 | 8.II | 508 | 152,400 | 136,505 | 7,778,931 |
| 56 | In charge of Recovery A2 | 300 | 1 | 8.II | 508 | 152,400 | 136,505 | 2,592,977 |
| 57 | Receptionist | 300 | 4 | 8.II | 508 | 152,400 | 136,505 | 10,371,909 |
| 58 | Driver | 300 | 5 | 10.II | 300 | 90,000 | 87,164 | 7,656,429 |

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| UMUGEREKA WA V W'AMABWIRIZA YA MINISITIRI W'INTEBE N°001/03 YO KU WA 21/11/2016 AGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MU NZEGO Z'UBUVUZI ZA LETA N'IZISHAMIKIYE KURI LETA | ANNEXE V TO PRIME MINISTER'S INSTRUCTIONS N°001/03 OF 21/11/2016 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF PUBLIC AND GOVERNMENT SUBSIDIZED HEALTH FACILITIES | ANNEXE V AUX INSTRUCTIONS DU PREMIER MINISTRE N°001/03 DU 21/11/2016 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DES ETABLISSEMENTS SANITAIRES PUBLICS ET SUBSIDIES |
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HEALTH CENTER JOB PROFILES - 2016

| Administrative Unit | Job Title | Title of Job positions linked to the Job | Job Profile | Proposed Jobs |
|-------------------------------------|-----------------------|--|--|---------------|
| Office of the Health Center Manager | Health Center Manager | Head of Health Center | <p>A0 General Nursing, Nursing Sciences or Midwifery with special training and 3 years of working experience</p> <p><u>Key Technical Skills and Required knowledge:</u></p> <ul style="list-style-type: none"> - Active Listening & Observation Skills - Social Perceptiveness - Care, Compassion and Communication Skills - Infection Prevention and Control Knowledge - Nutrition Management Knowledge - Skills on Dealing with emotionally charged situations - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |
| | Accountant A1 | Accountant A1 | <p>A1 In Accounting, Finances</p> <p><u>Key Technical Skills and Required knowledge:</u></p> <ul style="list-style-type: none"> - Knowledge of various financial Software used in Health Institutions - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making Skills; - Interpersonal skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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|--|--------------|--------------|---|---|
| | Cashier | Cashier | <p>A1 in Accounting, Finances or A2 in Accounting</p> <p><u>Key Technical Skills and Required knowledge:</u></p> <ul style="list-style-type: none"> - Deep understanding of financial accounts; - Knowledge to analyse complex financial information, and to produce reports; - Computer skills - Planning and organisational skills; - Communication skills; - Interpersonal skills; - Time management Skills; - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Data Manager | Data Manager | <p>A1 or A0 in Health Sciences with certificate in using Microsoft Office</p> <p><u>Key Technical Skills and Required knowledge:</u></p> <ul style="list-style-type: none"> - Deep understanding of Statistics Concepts; - Knowledge of various statistical software packages; - Knowledge of the theory, systems and application of statistical research methodology - Organizational Skills & High analytical Skills; - Communication Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French knowledge of all is an advantage | 1 |

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|--|---------------|---------------|---|---|
| | Receptionist | Receptionist | <p>A2 in any field</p> <p><u>Key Technical Skills and Required knowledge:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| | Social Worker | Social Worker | <p>A2 in Arts and Humanities</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems related to patients; - Judgment and Decision Making skills- Considering the relative costs and benefits of potential actions to choose the most appropriate one for the patient; - Negotiation skills; - Analytical and problem solving skills; - Attention to detail and high level of accuracy; - Very effective organizational skills; - Ability to demonstrate confident and offer pragmatic and logical judgment. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage | 1 |

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|--|-------|-------|--|---|
| | Nurse | Nurse | <p>A1 in General Nursing</p> <p><u>Key Technical Skills & Required knowledge</u></p> <ul style="list-style-type: none"> - Deep knowledge of clinical protocols, standards and procedures ; - Care, Compassion and Communication Skills - Infection Prevention and Control Knowledge - Active Listening & Observation Skills - Social Perceptiveness - Skills on Dealing with emotionally charged situations - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 3 |
| | Nurse | Nurse | <p>A2 in General Nursing with Knowledge in Pharmacy</p> <p><u>Key Technical Skills & Required knowledge:</u></p> <ul style="list-style-type: none"> - Deep knowledge of clinical protocols, standards and procedures ; - Care, Compassion and Communication Skills - Infection Prevention and Control Knowledge - Active Listening & Observation Skills - Social Perceptiveness - Skills on Dealing with emotionally charged situations - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 5 |

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|--|----------------|----------------|--|---|
| | Midwife | Midwife | <p>A1/A0 in Midwifery</p> <p><u>Key Technical Skills & Required knowledge:</u></p> <ul style="list-style-type: none"> - Active Listening & Observation Skills - Social Perceptiveness - Care, Compassion and Communication Skills - Infection Prevention and Control Knowledge - Nutrition Management Knowledge - Skills on Dealing with emotionally charged situations - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |
| | Lab Technician | Lab Technician | <p>A1/A0 in Laboratory Science, Biotechnology</p> <p><u>Key Technical Skills & Required knowledge:</u></p> <ul style="list-style-type: none"> - Knowledge in value of Laboratory medicine to the health care; - Knowledge in Laboratory information systems; - Knowledge in Laboratory medicine Technology; - Knowledge in Laboratory standardization and harmonization; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Judgment & Decision-making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |

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| | Lab Technician | Lab Technician | <p>A2 in Laboratory Sciences/ Biomedical Laboratory Technicians</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in value of Laboratory medicine to the health care; - Knowledge in Laboratory information systems; - Knowledge in Laboratory medicine Technology; - Knowledge in Laboratory standardization and harmonization; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Judgment & Decision-making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 2 |
| | Mental Health nurse | Mental Health | <p>A1/A0 in Mental Health or in Clinical Psychology</p> <p><u>Key Technical Skills & Required knowledge:</u></p> <ul style="list-style-type: none"> -Skills in Scientifically Based Assessment techniques of Cognitive and Intellectual Functioning, Psychopathology, and Personality - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Ethical Professional Practice - Good Observational Skills - Social Perceptiveness and Psychosocial Skills - Patience & Empathy Skills - Effective Communication - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage | 1 |

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| | Community & Environmental Health | Community and Environmental Health Officer | <p>A1/A0 in Environmental Health Sciences, Public Health, Community Health, Clinical Psychology, Hygiene and Sanitation.</p> <p><u>Key Technical Skills & Required knowledge:</u></p> <ul style="list-style-type: none"> - Planning & Organizational Skills; - Prioritization of multiple work streams - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
|--|----------------------------------|--|---|---|

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|-----------------------------|--------------|--------------|---|-----------|
| | Nutritionist | Nutritionist | <p>A1/A0 in Nutrition</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Planning & Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1 |
| HEALTH CENTER, TOTAL | | | | 21 |

HEALTH CENTER SALARY STRUCTURE 2016

| N° | POST | I.V | Nbr | Level | Index | Basic Salary | Net Salary | Annual Gross Budgeted |
|-----------|--|------------|------------|--------------|--------------|---------------------|-------------------|------------------------------|
| 1 | Health Center Manager A0/A1 | 300 | 1 | 5.II | 951 | 285,300 | 241,591 | 4,854,176 |
| 2 | Nurse A1/A0 | 300 | 3 | 7.II | 660 | 198,000 | 172,561 | 10,106,486 |
| 3 | Midwife A1/A0 | 300 | 1 | 7.II | 660 | 198,000 | 172,561 | 3,368,829 |
| 4 | Mental Health Nurse A1/A0 | 300 | 1 | 7.II | 660 | 198,000 | 172,561 | 3,368,829 |
| 5 | Community & Environmental Health Officer A1/A0 | 300 | 1 | 7.II | 660 | 198,000 | 172,561 | 3,368,829 |
| 6 | Nutritionist A1/A0 | 300 | 1 | 7.II | 660 | 198,000 | 172,561 | 3,368,829 |
| 7 | Data Manager A1/A0 | 300 | 1 | 7.II | 660 | 198,000 | 172,561 | 3,368,829 |
| 8 | Lab Technician A1/A0 | 300 | 1 | 7.II | 660 | 198,000 | 172,561 | 3,368,829 |
| 9 | Accountant A2 | 300 | 1 | 9.II | 391 | 117,300 | 108,751 | 1,995,776 |
| 10 | Lab Technician A2 | 300 | 2 | 9.II | 391 | 117,300 | 108,751 | 3,991,551 |
| 11 | Nurse A2 | 300 | 5 | 9.II | 391 | 117,300 | 108,751 | 9,978,879 |
| 12 | Cashier A2 | 300 | 1 | 9.II | 391 | 117,300 | 108,751 | 1,995,776 |
| 13 | Social Worker A2 | 300 | 1 | 9.II | 391 | 117,300 | 108,751 | 1,995,776 |
| 14 | Receptionist | 300 | 1 | 9.II | 391 | 117,300 | 108,751 | 1,995,776 |

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| <p>Bibonywe kugira ngo bishyirwe ku mugereka w'Amabwiriza ya Minisitiri w'Intebe n°001/03 yo ku wa 21/11/2016 agena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi mu nzego z'ubuvuzi za Leta n'izishamikiye kuri Leta</p> | <p>Seen to be annexed to the Prime Minister's Instructions n°001/03 of 21/11/2016 determining organizational structure, salaries and fringe benefits for employees of public and government subsidized health facilities</p> | <p>Vu pour être annexé aux Instructions du Premier Ministre n°001/03 du 21/11/2016 portant structure organisationnelle, salaires et avantages accordés au personnel des établissements sanitaires publics et subsidiés</p> |
| <p>Kigali, ku wa 21/11/2016</p> <p style="text-align: center;">(sé)</p> <p style="text-align: center;">MUREKEZI Anastase Minisitiri w'Intebe</p> | <p>Kigali, on 21/11/2016</p> <p style="text-align: center;">(sé)</p> <p style="text-align: center;">MUREKEZI Anastase Prime Minister</p> | <p>Kigali, le 21/11/2016</p> <p style="text-align: center;">(sé)</p> <p style="text-align: center;">MUREKEZI Anastase Premier Ministre</p> |