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<p>ITEKA RYA MINISITIRI W'INTEBE N°102/03 RYO KU WA 10/08/2017 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO GISHINZWE MINE, PETEROLI NA GAZI MU RWANDA</p> <p>Minisitiri w'Intebe;</p> <p>Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo, iya 119, iya 120, iya 122 n'iya 176;</p> <p>Ashingiye ku Itegeko n° 07/2017 ryo ku wa 03/02/2017 rishyiraho Ikigo gishinzwe Mine, Peteroli na Gazi mu Rwanda rikanagena inshingano, imiterere n'imikorere byacyo;</p> <p>Ashingiye ku Itegeko n° 86/2013 ryo ku wa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta, cyane cyane mu ngingo yaryo ya 52;</p> <p>Bisabwe na Minisitiri w'Abakozi ba Leta n'Umurimo;</p> <p>Inama y'Abaminisitiri yateranye ku wa 30/06/2017, imaze kubisuzuma no kubyemeza.</p> <p>ATEGETSE:</p>	<p>PRIME MINISTER'S ORDER N°102/03 OF 10/08/2017 DETERMINING THE ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA MINES, PETROLEUM AND GAS BOARD</p> <p>The Prime Minister;</p> <p>Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 119, 120, 122 and 176;</p> <p>Pursuant to Law n° 07/2017 of 03/02/2017 establishing the Rwanda Mines, Petroleum and Gas Board and determining its mission, organisation and functioning;</p> <p>Pursuant to Law n° 86/2013 of 11/09/2013 establishing the general statutes for public service, especially in Article 52;</p> <p>On proposal by the Minister of Public Service and Labour;</p> <p>After consideration and approval by the Cabinet, in its session of 30/06/2017.</p> <p>HEREBY ORDERS:</p>	<p>ARRETE DU PREMIER MINISTRE N°102/03 DU 10/08/2017 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DES MINES, DU PETROLE ET DU GAZ</p> <p>Le Premier Ministre;</p> <p>Vu la Constitution de la République du Rwanda de 2003 révisée en 2015, spécialement en ses articles 119, 120, 122 et 176;</p> <p>Vu la Loi n° 07/2017 du 03/02/2017 portant création de l'Office Rwandais des Mines, du Pétrole et du Gaz et déterminant sa mission, son organisation et son fonctionnement;</p> <p>Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en son article 52;</p> <p>Sur proposition du Ministre de la Fonction Publique et du Travail;</p> <p>Après examen et adoption par le Conseil des Ministres, en sa séance du 30/06/2017.</p> <p>ARRETE:</p>
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<p><u>Ingingo ya mbere: Icyo iri teka rigamije</u></p> <p>Iri teka rishyiraho imbonerahamwe y'imyanya y'imirimu, imishahara n'ibindi bigenerwa abakozi b'Ikigo gishinzwe Mine, Peteroli na Gazi mu Rwanda.</p> <p><u>Ingingo ya 2: Imbonerahamwe y'imyanya y'imirimu n'ibisabwa ku myanya y'imirimu</u></p> <p>Imbonerahamwe y'imyanya y'imirimu n'ibisabwa ku myanya y'imirimu mu Kigo gishinzwe Mine, Peteroli na Gazi mu Rwanda biri ku migereka ya I na II y'iri teka.</p> <p><u>Ingingo ya 3: Igenwa ry'umushahara</u></p> <p>Imishahara y'abakozi b'Ikigo gishinzwe Mine, Peteroli na Gazi mu Rwanda igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimu kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu butegetsi bwa Leta.</p> <p>Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo mu Kigo gishinzwe Mine, Peteroli na Gazi mu Rwanda biri ku mugereka wa III w'iri teka.</p> <p><u>Ingingo ya 4: Ibigize umushahara mbumbe</u></p> <p>Umushahara mbumbe wa buri kwezi ku mukozi ukubiyemo iby'ingenzi bikurikira:</p> <p>1° umushahara fatizo;</p>	<p><u>Article One: Purpose of this Order</u></p> <p>This Order determines the organisational structure, salaries and fringe benefits for employees of Rwanda Mines, Petroleum and Gas Board.</p> <p><u>Article 2: Organisational structure and job profiles</u></p> <p>The organisational structure and job profiles of Rwanda Mines, Petroleum and Gas Board are respectively in Annex I and II of this Order.</p> <p><u>Article 3: Determination of the salary</u></p> <p>Salaries of Rwanda Mines, Petroleum and Gas Board employees are determined on the basis of the job classification and in accordance with general principles on salary calculation in public service.</p> <p>The level, index, index value and the gross salary corresponding to each job position in Rwanda Mines, Petroleum and Gas Board are in Annex III of this Order.</p> <p><u>Article 4: Composition of the gross salary</u></p> <p>The monthly gross salary for each employee is mainly composed of the following:</p> <p>1° basic salary;</p>	<p><u>Article premier: Objet du présent arrêté</u></p> <p>Le présent arrêté détermine la structure organisationnelle, salaires et autres avantages accordés au personnel de l'Office Rwandais des Mines, du Pétrole et du Gaz.</p> <p><u>Article 2: Structure organisationnelle et profils d'emplois</u></p> <p>La structure organisationnelle et les profils d'emplois de l'Office Rwandais des Mines, du Pétrole et du Gaz sont respectivement en annexes I et II du présent arrêté.</p> <p><u>Article 3: Détermination du salaire</u></p> <p>Les salaires accordés aux agents de l'Office Rwandais des Mines, du Pétrole et du Gaz sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.</p> <p>Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi de l'Office Rwandais des Mines, du Pétrole et du Gaz sont en annexe III du présent arrêté.</p> <p><u>Article 4: Composition du salaire brut</u></p> <p>Le salaire brut mensuel de chaque agent comprend principalement:</p> <p>1° le salaire de base;</p>
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<p>2° indamunite y'icumbi;</p> <p>3° indamunite y'urugendo;</p> <p>4° inkunga ya Leta mu bwiteganyirize bw'umukozi;</p> <p>5° inkunga ya Leta yo kuvuza umukozi.</p> <p>Indamunite y'urugendo ivugwa mu gace ka 3° k'igika cya mbere cy'iyi ngingo ntigenerwa abayobozi bari ku nzego z'imirimo za "F", "G/1.IV", na "2.III" boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze. Ntigenerwa kandi abakozi ba Leta bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.</p> <p><u>Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru</u></p> <p>Umuyobozi Mukuru w'Ikigo gishinzwe Mine, Peteroli na Gazi mu Rwanda agenerwa ibindi bimufasha gutunganya umurimo bikurikira:</p> <p>1° amafaranga y'u Rwanda ibihumbi ijana (100.000 FRW) y'itumanaho rya telefoni yo mu biro buri kwezi, amafaranga y'u Rwanda ibihumbi mirongo ine (40.000 FRW) buri kwezi ya internet igendanwa n'ay'itumanaho rya telefoni igendanwa</p>	<p>2° housing allowance;</p> <p>3° transport allowance;</p> <p>4° employee social security State contribution;</p> <p>5° employee medical care State contribution.</p> <p>The transport allowance specified in item 3° of Paragraph One of this Article is not granted to officials positioned on "F", "G/1.IV" and "2.III" job classification level whose transport is facilitated in accordance with instructions of the Minister in charge of transport. It is not also granted to public servants positioned on "3" job classification level who are entitled to special transport allowance in accordance with instructions of the Minister in charge public service.</p> <p><u>Article 5: Fringe benefits of the Chief Executive Officer</u></p> <p>The Chief Executive Officer of Rwanda Mines, Petroleum and Gas Board is entitled to the following fringe benefits:</p> <p>1° one hundred thousand Rwandan francs (FRW 100,000) per month for office landline communication allowance and forty thousand Rwandan francs (FRW 40,000) per month for wireless internet connection and one hundred and fifty</p>	<p>2° l'indemnité de logement;</p> <p>3° l'indemnité de transport;</p> <p>4° la contribution de l'Etat à la sécurité sociale;</p> <p>5° la contribution de l'Etat aux soins médicaux.</p> <p>L'indemnité de transport visée au point 3° du présent article n'est pas allouée aux dirigeants aux postes de niveau "F", "G/1.IV" et "2.III" pour lesquels le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions. Elle n'est pas non plus allouée aux agents de l'Etat 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.</p> <p><u>Article 5: Avantages alloués au Directeur Général en Chef</u></p> <p>Le Directeur Général en Chef de l'Office Rwandais des Mines, du Pétrole et du Gaz bénéficie des avantages suivants:</p> <p>1° les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 FRW) par mois et les frais d'internet sans fil équivalant à quarante mille francs rwandais (40.000 FRW) par mois et ceux de communication</p>
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<p>angana n'ibihumbi ijana na mirongo itanu (150.000 FRW) buri kwezi;</p> <p>2° amafaranga y'u Rwanda ibihumbi magana atatu (300.000 FRW) yo kwakira abashyitsi mu kazi buri kwezi anyura kuri konti y'urwego bireba;</p> <p>3° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.</p>	<p>thousand Rwandan francs (FRW 150,000) per month for mobile phone communication allowance;</p> <p>2° office entertainment allowance equivalent to three hundred thousand Rwandan francs (FRW 300,000) per month and transferred to the institution's account;</p> <p>3° transport facilitation in accordance with instructions of the Minister in charge of transport.</p>	<p>par téléphone portable équivalant à cent cinquante mille francs rwandais (150.000 FRW) par mois;</p> <p>2° les frais de représentation au service équivalant à trois cent mille francs rwandais (300.000 FRW) chaque mois et domiciliés au compte de l'institution concernée;</p> <p>3° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.</p>
<p><u>Ingingo ya 6: Ibindi bigenerwa Umuyobozi Mukuru Wungirije ushinzwe Ibikorwa</u></p> <p>Umuyobozi Mukuru Wungirije Ushinzwe Ibikorwa w'Ikigo gishinzwe Mine, Peteroli na Gazi mu Rwanda agenerwa ibindi bimufasha gutunganya umurimo bikurikira:</p> <p>1° amafaranga y'u Rwanda ibihumbi ijana (100.000 FRW) y'itumanaho rya telefoni yo mu biro buri kwezi n'ay'itumanaho rya telefoni igendanwa angana n'ibihumbi ijana (100.000 FRW) buri kwezi;</p> <p>2° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.</p>	<p><u>Article 6: Fringe benefits of the Chief Operating Officer</u></p> <p>The Chief Operating Officer of Rwanda Mines, Petroleum and Gas Board is entitled to the following fringe benefits:</p> <p>1° one hundred thousand Rwandan francs (FRW 100,000) per month for office landline communication allowance and one hundred thousand Rwandan francs (FRW 100,000) per month for mobile phone communication allowance;</p> <p>2° transport facilitation in accordance with instructions of the Minister in charge of transport.</p>	<p><u>Article 6: Avantages alloués au Directeur Général Adjoint chargé des Opérations</u></p> <p>Le Directeur Général Adjoint chargé des Opérations de l'Office Rwandais des Mines, du Pétrole et du Gaz bénéficie des avantages suivants:</p> <p>1° les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 FRW) par mois et ceux de communication par téléphone portable équivalant à cent mille francs rwandais (100.000 FRW) par mois;</p> <p>2° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.</p>

<p><u>Ingingo ya 7: Ibindi bigenerwa Umuyobozi Mukuru Wungirije ushinzwe Imari</u></p> <p>Umuyobozi Mukuru Wungirije ushinzwe Imari w’Ikigo gishinzwe Mine, Peteroli na Gazi mu Rwanda agenerwa ibindi bimufasha gutunganya umurimo bikurikira:</p> <p>1 ° amafaranga y’u Rwanda ibihumbi ijana (100.000 FRW) y’itumanaho rya telefoni yo mu biro buri kwezi n’ay’itumanaho rya telefoni igendanwa angana n’ibihumbi ijana (100.000 FRW) buri kwezi;</p> <p>2 ° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n’ibintu mu nshingano ze.</p>	<p><u>Article 7: Fringe benefits of the Chief Financial Officer</u></p> <p>Chief Financial Officer of Rwanda Mines, Petroleum and Gas Board is entitled to the following fringe benefits:</p> <p>1 ° one hundred thousand Rwandan francs (FRW 100,000) per month for office landline communication allowance and one hundred thousand Rwandan francs (FRW 100,000) per month for mobile phone communication allowance;</p> <p>2 ° transport facilitation in accordance with instructions of the Minister in charge of transport.</p>	<p><u>Article 7: Avantages alloués au Directeur Général Adjoint chargé des Finances</u></p> <p>Le Directeur Général Adjoint chargé des Finances de l’Office Rwandais des Mines, du Pétrole et du Gaz bénéficie des avantages suivants:</p> <p>1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 FRW) par mois et ceux de communication par téléphone portable équivalant à cent mille francs rwandais (100.000 FRW) par mois;</p> <p>2 ° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.</p>
<p><u>Ingingo ya 8: Ibindi bigenerwa Heads of Departments bari ku rwego rwa “1.IV”</u></p> <p>Buri <i>Head of Department</i> agenerwa ibindi bimufasha gutunganya imirimo bikurikira:</p> <p>1 ° amafaranga y’u Rwanda ibihumbi ijana (100.000 FRW) y’itumanaho rya telefoni yo mu biro buri kwezi n’ay’itumanaho rya telefone igendanwa angana n’ibihumbi ijana (100.000 FRW) buri kwezi;</p> <p>2 ° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n’ibintu mu nshingano ze.</p>	<p><u>Article 8: Fringe benefits of Heads of Departments on “1.IV” job classification level</u></p> <p>Each Head of Department is entitled to the following fringe benefits:</p> <p>1 ° one hundred thousand Rwandan francs (FRW 100,000) per month for office landline communication allowance and one hundred thousand Rwandan francs (FRW 100,000) for mobile telephone communication allowance;</p> <p>2 ° transport facilitation in accordance with instructions of the Minister in charge transport.</p>	<p><u>Article 8: Avantages alloués aux Chefs de Départements au poste de niveau “1.IV”</u></p> <p>Chaque Chef de Département bénéficie des avantages suivants:</p> <p>1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs Rwandais (100.000 FRW) par mois et ceux de communication par téléphone portable équivalant à cent mille francs rwandais (100.000 FRW) par mois;</p> <p>2 ° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.</p>

<p><u>Ingingo ya 9: Ibindi bigenerwa Abayobozi b'Amashami bari ku rwego rwa "2.III"</u></p> <p>Buri Muyobozi w'Ishami agenerwa ibi bikurikira:</p> <p>1° amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 FRW) y'itumanaho rya telefoni yo mu biro buri kwezi n'ay'itumanaho rya telefone igendanwa angana n'ibihumbi mirongo irindwi (70.000 FRW) buri kwezi;</p> <p>2° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.</p>	<p><u>Article 9: Fringe benefits of Division Managers on "2.III" job classification level</u></p> <p>Each Division Manager is entitled to the following fringe benefits:</p> <p>1° each Division Manager is entitled to seventy thousand Rwandan francs (FRW 70,000) each month for office land line communication allowance and seventy thousand Rwandan francs (FRW 70,000) per month for mobile phone communication allowance;</p> <p>2° transport facilitation in accordance with instructions of the Minister in charge of transport.</p>	<p><u>Article 9: Avantages alloués aux Chefs de Divisions aux postes de niveau "2.III"</u></p> <p>Chaque Chef de Divison bénéficie des avantages suivants:</p> <p>1° frais de communication par téléphone de bureau équivalent à soixante-dix mille francs Rwandais (70.000 FRW) et ceux de communication par téléphone portable équivalent à soixante-dix mille francs rwandais (70.000 FRW) par mois;</p> <p>2° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.</p>
<p><u>Ingingo ya 10: Ibindi bigenerwa Abayobozi b'Udushami n'abakozi bari ku rwego rw'imirimo rwa "3"</u></p> <p>Buri Muyobozi w'Agashami na buri mukozi uri ku rwego rw'imirimo rwa "3" agenerwa ibindi bimufasha gutunganya imirimo ku buryo bukurikira:</p> <p>1° amafaranga y'u Rwanda ibihumbi mirongo itatu (30.000 FRW) y'itumanaho rya telefoni igendanwa buri kwezi;</p> <p>2° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.</p>	<p><u>Article 10: Fringe benefits of Directors of Units and Officials on "3" job classification level</u></p> <p>Each Director of Unit and official on "3" job classification level is entitled to fringe benefits as follows:</p> <p>1° a mobile phone communication allowance of thirty thousand Rwandan francs (FRW 30,000) per month;</p> <p>2° a special transport allowance as determined by instructions of the Minister in charge public service.</p>	<p><u>Article 10: Avantages alloués aux Directeurs d'Unités et aux cadres aux postes de niveau "3"</u></p> <p>Chaque Directeur d'Unité et chaque cadre au poste de niveau "3" bénéficie des avantages comme suit:</p> <p>1° les frais de communication par téléphone portable équivalent à trente mille francs rwandais (30.000 FRW) par mois;</p> <p>2° indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.</p>

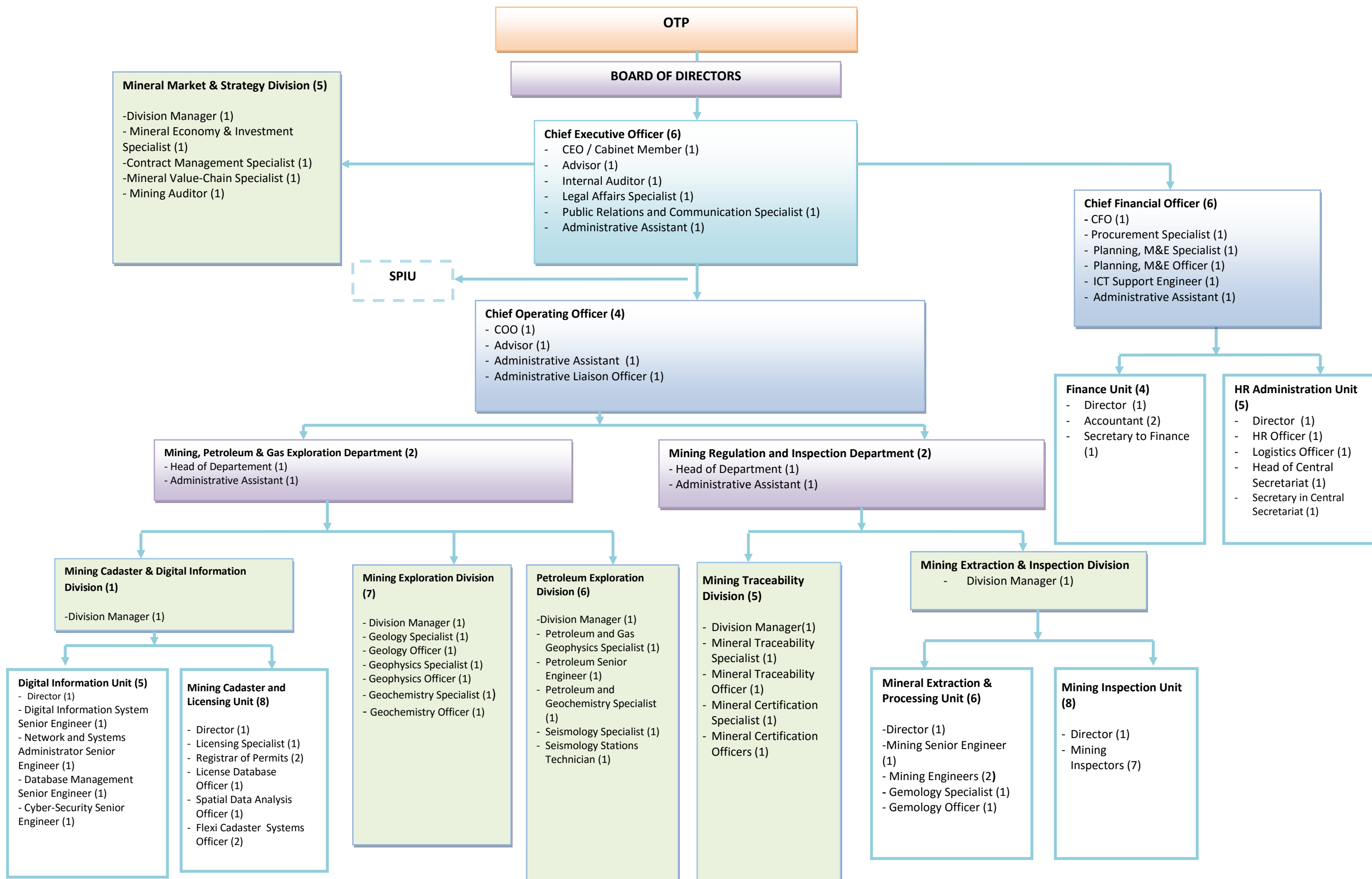
<p>Buri Muyobozi w'Agashami uri ku rwego rw'imirimu rwa "3" ufite itsinda ry'abakozi ba Leta ayobora hashingiwe ku mbonerahamwe yemewe y'urwego akorera, agenerwa kandi amafaranga y'u Rwanda ibihumbi ijana (100.000 FRW) buri kwezi ya telefoni yo mu biro.</p> <p><u>Ingingo ya 11: Indamunite z'urugendo rw'imodoka</u></p> <p>Iyo umuyobozi mukuru uri ku rwego rwa "F", "G/1.IV" na "H/2" agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.</p> <p><u>Ingingo ya 12: Abashinzwe gushyira mu bikorwa iri teka</u></p> <p>Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Umutungo Kamere na Minisitiri w'Imari n'Igenamigambi bashinzwe gushyira mu bikorwa iri teka.</p> <p><u>Ingingo ya 13: Ivanwaho ry'ingingo zinyuranyije n'iri Teka</u></p> <p>Ingingo z'amateka abanziriza iri kandi zinyuranyije na ryo zivanyweho.</p>	<p>Each Director of Unit on "3" job classification level with a pool of public servants under his/her responsibilities in accordance with the approved organisational structure is also entitled to office landline communication allowance equivalent to one hundred thousand Rwandan francs (FRW 100,000).</p> <p><u>Article 11: Mileage allowances</u></p> <p>If a senior official on "F", "G/1.IV", and "H/2" job classification goes on official mission inside the country with his/her vehicle, the Government pays him/her mileage allowances in accordance with instructions of the Minister in charge of transport.</p> <p><u>Article 12: Authorities responsible for the implementation of this Order</u></p> <p>The Minister of Public Service and labour, the Minister of Natural Resources and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.</p> <p><u>Article 13: Repealing provision</u></p> <p>All prior provisions contrary to this Order are repealed.</p>	<p>Chaque Directeur d'Unité au poste de niveau "3" ayant des agents de l'Etat placés sous ses responsabilités suivant la structure organisationnelle approuvée, bénéficie aussi des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 FRW) par mois.</p> <p><u>Article 11: Indemnités kilométriques</u></p> <p>Lorsqu'un haut cadre au poste de niveaux "F", "G/1.IV", et "H/2" va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie une indemnité kilométrique conformément aux instructions du Ministre ayant le transport dans ses attributions.</p> <p><u>Article 12: Autorités chargées de l'exécution du présent arrêté</u></p> <p>Le Ministre de la Fonction Publique et du Travail, le Ministre des Ressources Naturelles et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.</p> <p><u>Article 13: Disposition abrogatoire</u></p> <p>Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.</p>
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<p><u>Ingingo ya 14: Igihe iri teka ritangira gukurikizwa</u></p> <p>Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda.</p>	<p><u>Article 14: Commencement</u></p> <p>This Order comes into force on the date of its publication in the Official Gazette of the Republic of Rwanda.</p>	<p><u>Article 14: Entrée en vigueur</u></p> <p>Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda.</p>
<p>Kigali, ku wa 10/08/2017</p> <p align="center">(sé) MUREKEZI Anastase Minisitiri w'Intebe</p>	<p>Kigali, on 10/08/2017</p> <p align="center">(sé) MUREKEZI Anastase Prime Minister</p>	<p>Kigali, le 10/08/2017</p> <p align="center">(sé) MUREKEZI Anastase Premier Ministre</p>
<p align="center">(sé) UWIZEYE Judith Minisitiri w'Abakozi ba Leta n'Umurimo</p>	<p align="center">(sé) UWIZEYE Judith Minister of Public Service and Labour</p>	<p align="center">(sé) UWIZEYE Judith Ministre de la Fonction Publique et du Travail</p>
<p align="center">Bibonywe kandi bishyizweho Ikirango cya Repubulika:</p> <p align="center">(sé) BUSINGYE Johnston Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta</p>	<p align="center">Seen and sealed with the Seal of the Republic:</p> <p align="center">(sé) BUSINGYE Johnston Minister of Justice/Attorney General</p>	<p align="center">Vu et scellé du Sceau de la République:</p> <p align="center">(sé) BUSINGYE Johnston Ministre de la Justice/Garde des Sceaux</p>

<p>UMUGEREKA WA I W'ITEKA RYA MINISITIRI W'INTEBE N°102/03 RYO KU WA 10/08/2017 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO GISHINZWE MINE, PETEROLI NA GAZI MU RWANDA</p>	<p>ANNEXE I TO PRIME MINISTER'S ORDER N°102/03 OF 10/08/2017 DETERMINING THE ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA MINES, PETROLEUM AND GAS BOARD</p>	<p>ANNEXE I A L'ARRETE DU PREMIER MINISTRE N°102/03 DU 10/08/2017 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DES MINES, DU PETROLE ET DU GAZ</p>
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RWANDA MINES, PETROLEUM AND GAS BAORD STRUCTURE



Official Gazette n° 33 bis of 14/08/2017

<p>Bibonywe kugira ngo bishyirwe ku mugereka w’Iteka rya Minisitiri w’Intebe n° 102/03 ryo ku wa 10/08/2017 rishyiraho imbonerahamwe y’imyanya y’imirimo, imishahara n’ibindi bigenerwa abakozi b’Ikigo gishinzwe Mine, Peteroli na Gazi mu Rwanda</p>	<p>Seen to be annexed to Prime Minister’s Order n° 102/03 of 10/08/2017 establishing the organisational structure, salaries and fringe benefits for employees of Rwanda Mines, Petroleum and Gas Board</p>	<p>Vu pour être annexé à l’Arrêté du Premier Ministre n° 102/03 du 10/08/2017 déterminant la structure organisationnelle, salaires et avantages accordés au personnel de l’Office Rwandais des Mines, du Pétrole et du Gaz</p>
<p>Kigali, ku wa 10/08/2017</p> <p>(sé)</p> <p>MUREKEZI Anastase Minisitiri w’Intebe</p>	<p>Kigali, on 10/08/2017</p> <p>(sé)</p> <p>MUREKEZI Anastase Prime Minister</p>	<p>Kigali, le 10/08/2017</p> <p>(sé)</p> <p>MUREKEZI Anastase Premier Ministre</p>
<p>(sé)</p> <p>UWIZEYE Judith Minisitiri w’Abakozi ba Leta n’Umurimo</p>	<p>(sé)</p> <p>UWIZEYE Judith Minister of Public Service and Labour</p>	<p>(sé)</p> <p>UWIZEYE Judith Ministre de la Fonction Publique et du Travail</p>
<p>Bibonywe kandi bishyizweho Ikirango cya Repbulika:</p> <p>(sé)</p> <p>BUSINGYE Johnston Minisitiri w’Ubutabera/Intumwa Nkuru ya Leta</p>	<p>Seen and sealed with the Seal of the Republic:</p> <p>(sé)</p> <p>BUSINGYE Johnston Minister of Justice/Attorney General</p>	<p>Vu et scellé du Sceau de la République:</p> <p>(sé)</p> <p>BUSINGYE Johnston Ministre de la Justice/Garde des Sceaux</p>

<p>UMUGEREKA WA II W'ITEKA RYA MINISITIRI W'INTEBE N°102/03 RYO KU WA 10/08/2017 RISHYIRAHO IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO GISHINZWE MINE, PETEROLI NA GAZI MU RWANDA</p>	<p>ANNEXE II TO PRIME MINISTER'S ORDER N°102/03 OF 10/08/2017 DETERMINING THE ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA MINES, PETROLEUM AND GAS BOARD</p>	<p>ANNEXE II A L'ARRETE DU PREMIER MINISTRE N°102/03 DU 10/08/2017 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DES MINES, DU PETROLE ET DU GAZ</p>
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RWANDA MINES, PETROLEUM AND GAS BOARD - JOB PROFILES

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Chief Executive Officer and Cabinet Member	Chief Executive Officer	Chief Executive Officer	Political Appointee	1
	Advisor	Advisor	<p>A0 in Mines,Petroleum Studies, Geology, Environmental Sciences, Geotechnical Engineer,International Relations, Public Administration ,Administrative Sciences, Political Sciences, Law, Public Policy, International Development, Management with 3 years of working experience Or Master or Equivalent in Mines,Petroleum Studies, Geology, Environmental Sciences, Geotechnical Engineer,International Relations, Public Administration ,Administrative Sciences, Political Sciences, Law, Public Policy, International Development, Management with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Strong knowledge in Good Governance principles and strategies;-Analytical and problem-solving. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Good presentation skills, and ability to communicate with various audiences, including end users and managers -Hardworking and demonstrate capacity to work under pressure with minimum supervision, -High sense of responsibility and integrity; -Maturity and confidence in dealing with the staff of government institutions and private sector; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; -Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Internal Auditor	Internal Auditor	<p>A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Detailed knowledge of financial and audit standards, HR and Financial regulations, procedures; - Knowledge of Financial software; - Planning skills; - Excellent communication, organisation and interpersonal skills; - Computer skills; - High analytical skills; - Report writing and presentation skills; - Time management skills; - Team working skills; - Excellent problem solving skills and clear logical sens; - Fluent in Kinyarwanda, English and/or French 	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Computer Skills - Office Management Skills; - Excellent Communication, Organizational, and 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Public Relations and Communication Specialist	Public Relations and Communication Specialist	<p>A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature with 3 years of working experience or Master's Degree in Journalism, Communication, International Relations, Marketing, Linguistics and Literature</p> <p>Key Technical Skills & Knowledge required :</p> <ul style="list-style-type: none"> - Excellent communication skills both oral and in writing - Excellent interpersonal skills; - Report writing & Presentation skills; - Creativity & Initiative; - Good Organizational and Time-management Skills, - Teamworking Skills; - Effective Public relations & Public speaking skills; - Interviewing Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Legal Affairs	Legal Affairs Specialist	<p>A0 in Law with Diploma in Legal practice with 3 years of experience or Master's Degree in Law with Diploma in Legal practice</p> <p><u>Key Technical skills and Knowledge required :</u></p> <ul style="list-style-type: none"> - Extensive knowledge of Rwanda mining sector - Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues; - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	1
S/Total				6

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Mineral Market & Strategy Division	Division Manager	Mineral Market & Strategy Division Manager	<p>A0 in mining, Mineral Economics, Petroleum Management, Economics, Business Administration, Development Studies with 5 years of working experience or Master's Degree in Mining, Mineral Economics, Petroleum Management, Economics, Business Administration, Development Studies with 3 years of working experience.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - High analytical and problem solving skills; - Knowledge of Mineral sector; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1
	Mineral Economy & Investment Specialist	Mineral Economy & Investment Specialist	<p>A0 in mining, Mineral Economics, Petroleum Management, Economics, with 3 years of working experience or Master's Degree in Mining, Mineral Economics, Petroleum Management, Economics,</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - High analytical and problem solving skills; - Knowledge of petroleum sector; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Contract Management Specialist	Contract Management Specialist	<p>A0 in Law with 3 years of experience or Master's Degree in Law with Diploma in Legal practice (ILPD)</p> <p>Key Technical skills and Knowledge required :</p> <ul style="list-style-type: none"> -Extensive knowledge of Rwanda mining sector - Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues; - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Mineral Value-Chain Specialist	Mineral Value-Chain Specialist	<p>A0 in mining engeeniring , Mineral Economics, Economics, statistics, with 3 years of working experience or Master's Degree in Mining, Mineral Economics, Economics, business administration,statistics, with experience in value chain of commodities</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Mineral/petroleum sector is an advantage - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1
	Mining Auditor	Mining Auditor	<p>A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Detailed knowledge of financial and audit standards, Financial regulations and procedures; - Knowledge of Financial software; - Planning skills; - Excellent communication, organisation and interpersonal skills; - Computer skills; - High analytical skills; - Report writting and presentation skills; - Time management skills; - Team working skills; - Excellent problem solving skills and clear logical sens; - Fluent in Kinyarwanda, English and/or French 	1
S/Total				5

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of Chief Operation Officer	Chief Operation Officer	Chief Operation Officer	Appointee	1
	Advisor	Advisor to the COO	<p>A0 in Mines,Petroleum and Gaz Studies, Geology, Environmental Sciences, Geotechnical Engineer, Earth Sciences with 3 years of working experience Or Master or Equivalent in Mines,Petroleum and Gaz Studies, Geology, Environmental Sciences, Geotechnical Engineer, Earth Scienceswith 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Strong knowledge in Good Governance principles and strategies;-Analytical and problem-solving. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Good presentation skills, and ability to communicate with various audiences, including end users and managers -Hardworking and demonstrate capacity to work under pressure with minimum supervision, -High sense of responsibility and integrity; -Maturity and confidence in dealing with the staff of government institutions and private sector; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; -Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law <u>Key Technical Skills & Knowledge required:</u> - Computer Skills - Office Management Skills; - Excellent Communication, Organizational, and 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
	Administrative Liaison Officer	Administrative Liaison Officer	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law <u>Key Technical Skills & Knowledge required:</u> - Computer Skills - Office Management Skills; - Excellent Communication, Organizational, and 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
S/Total				4

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Mining, Petroleum & Gas Exploration Department	Head of Department	Head of Mining, Petroleum & Gas Exploration Department	<p>A0 in Geology, Mining, Metallurgy, Mines and Petroleum Studies, Geology, Environmental Sciences and Geotechnical Engineer with 7 years working experience with 2 years in a senior position or Masters in Geology, Mining, Metallurgy, Mines and Petroleum Studies, Geology, Environmental Sciences and Geotechnical Engineer with 3 years of working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Excellent organizational skills; - Ability to organize, schedule and utilize time well; - Ability to coordinate, organize and anticipate details for special programs and events; - Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities; - Ability to manage multiple projects and to work under pressure; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making, project management, and budgeting; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Ability to work as a team coordinator and ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	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>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Computer Skills - Office Management Skills; - Excellent Communication, Organizational, and 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
S/Total				2
Mining Cadaster & Digital Information Division	Division Manager	Mining Cadaster & Digital Information Division Manager	<p>Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering, Geoinformation, GIS with 3 years of working experience in ICT OR A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 5 years of working experience and Certifications in A+, N+; Certifications in CCNA, MCSE, MCSD, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's justice ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyze technology problems, issues, and program requirements. - Knowledge of computer hardware/software technologies. - 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
S/Total				1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Digital Information Unit	Director of Unit	Director of Digital Information Unit	<p>Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering, GIS with 1 year of working experience in ICT OR A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering, GIS with 3 years of working experience and Certifications in A+, N+; Certifications in CCNA, MCSE, MCSD, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's justice ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyze technology problems, issues, and program requirements. - Knowledge of computer hardware/software technologies. - 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Digital Information System Senior Engineer	Digital Information System Senior Engineer	<p>Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical skills and knowledge required</p> <ul style="list-style-type: none"> - Certification in A+, N+, Linus+ and MCITP or MCSE, MCSA, CCNA and Server; - Knowledge in network equipment debugging technology, hacker attack and defense technology and bandwidth management; - Excellent analytical, mathematical, and creative problem-solving skills; - Excellent understanding of the organization's goals and objectives; - Excellent listening, interpersonal, written, and oral communication skills; - Logical and efficient, with keen attention to details; - Highly self-motivated and directed; - Ability to effectively prioritize and execute tasks while under pressure; - Strong customer service orientation; - Communicates effectively with clients to identify needs and evaluate alternative business solutions with project management; - Experience working in a team-oriented, collaborative environment; - Analytical/technical mindset - Possesses understanding in the areas of application programming, database and system design - Interpersonal communication skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Network and Systems Administrator Senior Engineer	Network and Systems Administrator Senior Engineer	<p>Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or AO in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical skills and knowledge required</p> <ul style="list-style-type: none"> - Certification in A+, N+, Linus+ and MCITP or MCSE, MCSA, CCNA and Server; - Knowledge in network equipment debugging technology, hacker attack and defense technology and bandwidth management; - Excellent analytical, mathematical, and creative problem-solving skills; - Excellent understanding of the organization's goals and objectives; - Excellent listening, interpersonal, written, and oral communication skills; - Logical and efficient, with keen attention to details; - Highly self-motivated and directed; - Ability to effectively prioritize and execute tasks while under pressure; - Strong customer service orientation; - Communicates effectively with clients to identify needs and evaluate alternative business solutions with project management; - Experience working in a team-oriented, collaborative environment; - Analytical/technical mindset - Possesses understanding in the areas of application programming, database and system design - Interpersonal communication skills; 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Database Management Senior Engineer	Database Management Senior Engineer	<p>Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering, GIS or A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering, GIS with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical skills and knowledge required</p> <ul style="list-style-type: none"> - Certification in A+, N+, Linus+ and MCITP or MCSE, MCSA, CCNA and Server; - Knowledge in network equipment debugging technology, hacker attack and defense technology and bandwidth management; - Excellent analytical, mathematical, and creative problem-solving skills; - Excellent understanding of the organization's goals and objectives; - Excellent listening, interpersonal, written, and oral communication skills; - Logical and efficient, with keen attention to details; - Highly self-motivated and directed; - Ability to effectively prioritize and execute tasks while under pressure; - Strong customer service orientation; - Communicates effectively with clients to identify needs and evaluate alternative business solutions with project management; - Experience working in a team-oriented, collaborative environment; - Analytical/technical mindset - Possesses understanding in the areas of application programming, database and system design - Interpersonal communication skills; 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Cyber-Security Senior Engineer	Cyber-Security Senior Engineer	<p>Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering, GIS or A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering, GIS with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical skills and knowledge required</p> <ul style="list-style-type: none"> - Certification in A+, N+, Linus+ and MCITP or MCSE, MCSA, CCNA and Server; - Knowledge in network equipment debugging technology, hacker attack and defense technology and bandwidth management; - Excellent analytical, mathematical, and creative problem-solving skills; - Excellent understanding of the organization's goals and objectives; - Excellent listening, interpersonal, written, and oral communication skills; - Logical and efficient, with keen attention to details; - Highly self-motivated and directed; - Ability to effectively prioritize and execute tasks while under pressure; - Strong customer service orientation; - Communicates effectively with clients to identify needs and evaluate alternative business solutions with project management; - Experience working in a team-oriented, collaborative environment; - Analytical/technical mindset - Possesses understanding in the areas of application programming, database and system design - Interpersonal communication skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/Total				5

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Mining Cadaster and Licensing Unit	Director of Unit	Director of Mining Cadaster and Licensing Unit	<p>A0 in Mining, Geology, Geography, Geomatics, Surveying & Geomatics Engineering, Geoinformatics and Cartography, Economics and Development Economics with 3 years of working experience or Master's Degree in Mining, Geology, Geography, Geomatics, Surveying & Geomatics Engineering, Geoinformatics and Cartography, Economics and Development Economics with 1 of working experience.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Licensing Specialist	Licensing Specialist	<p>A0 in Mining, Geology, Geography, Economics and Development Economics with 3 years of working experience or Master's Degree in Mining, Geology, Geography, Economics and Development Economics .</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1
	Registrar of Permits	Registrar of Permits	<p>A0 in Law, Geography, Geology</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - good training in GIS. - High analytical and problem solving skills; - Knowledge of minerals sector; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	License Database Officer	License Database Officer	<p>A0 in Computer Science, Information Technology, Geography, Geomatics, Geoinformatics and Cartography</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of FlexiCadastre Software; - High analytical and problem solving skills; - Knowledge of petroleum sector; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1
	Spatial Data Analysis Officer	Spatial Data Analysis Officer	<p>A0 in Geography, Geomatics, Surveying & Geomatics Engineering, Geoinformatics, Cartography</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of FlexiCadastre Software; - High analytical and problem solving skills; - Knowledge of petroleum sector; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Flexi Cadaster Systems Officer	Flexi Cadaster Systems Officer	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Basic knowledge in Geographical Information System(GIS) as applied in any organization Information system(s) - Required Certification in MCTs (.NET) or Java Programming or visual studio,PHP and LAMP/WAMP; - Certification in Typo 3 (CMS), Java Programming, MySQL/ SQL server, PostgreSQL, and Oracle - Basic Network troubleshooting - Hands on development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript J2EE, Servlets, Struts, spring and Hibernate - Open source technologies skills - Knowledge of web server infrastructure - Knowledge of Server environments (window, linux, unix) - Ability to work in a team - Analytical/technical mindset - Interpersonal communication skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
S/Total				8

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Mining Exploration Division	Division Manager	Mining Exploration Division Manager	<p>A0 in Geophysics, Physics, Earth Sciences, Geology, Chemistry, Geogchemistry, with 5 years of working experience or Master's Degree in Geophysics, Physics, Earth Sciences, Geology, Chemistry, Geogchemistry, with 3 years of working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - High analytical and problem solving skills; - Knowledge of minerals sector; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1
	Geology Specialist	Geology Specialist	<p>A0 in Geology, Earth Sciences with 3 years or working experience or Master's Degree in Geology, Earth Sciences</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - High analytical and problem solving skills; - Knowledge of minerals sector; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Geology Officer	Geology Officer	<p>A0 in Geology, Earth Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical and problem solving skills; - Knowledge of minerals sector; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1
	Geophysics Specialist	Geophysics Specialist	<p>A0 in Geophysics, Physics, Earth Sciences with 3 years of working experience or Master's Degree in Geophysics, Physics, Earth Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical and problem solving skills; - Knowledge of minerals sector; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Geophysics Officer	Geophysics Officer	<p>A0 in Geophysics, Physics, Earth Sciences.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical and problem solving skills; - Knowledge of minerals sector; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1
	Geochemistry Specialist	Geochemistry Specialist	<p>A0 in Chemistry, Geogchemistry with 3 years of working experience or Master's Degree in Chemistry, Geogchemistry</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical and problem solving skills; - Knowledge of minerals sector; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Geochemistry Officer	Geochemistry Officer	A0 in Chemistry, Geogchemistry <u>Key technical skills and knowledge required:</u> - High analytical and problem solving skills; - Knowledge of minerals sector; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.	1
S/Total				7

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Petroleum and Gaz Exploration Division	Division Manager	Petroleum and Gaz Exploration Division Manager	<p>A0 in Petroleum Geology, Petroleum Geosciences, Petroleum Geophysics, Petroleum Engineering, Chemical Engineering with 5 years of working experience; Or Master's Degree or Equivalent in Petroleum Geology, Petroleum Geosciences, Petroleum Geophysics, Petroleum Engineering, Chemical Engineering with 3 years of working experience.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Excellent organizational skills; - Ability to organize, schedule and utilize time well; - Ability to coordinate, organize and anticipate details for special programs and events; - Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities; - Ability to manage multiple projects and to work under pressure; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making, project management, and budgeting; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Ability to work as a team coordinator and ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Petroleum and Gas Geophysics Specialist	Petroleum and Gas Geophysics Specialist	<p>A0 in Petroleum Geology, Petroleum Geosciences, Petroleum Geophysics and Petroleum Engineering with 3 years of working experience or Master's Degree in Petroleum Geology, Petroleum Geosciences, Petroleum Geophysics and Petroleum Engineering</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Excellent organizational skills; - Ability to organize, schedule and utilize time well; - Ability to coordinate, organize and anticipate details for special programs and events; - Ability to coordinate and handle multiple priorities; - Ability to juggle multiple/conflicting priorities and set priorities; - Ability to manage multiple projects successfully; - Ability to work under pressure on a variety of projects simultaneously; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making, project management, and budgeting; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Detail oriented and the ability to set priorities and objectives; - Organized, detail oriented, neat and able to meet deadlines; - Ability to work as a team coordinator; - Ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Petroleum Senior Engineer	Petroleum Senior Engineer	<p>A0 in Petroleum Geology, Petroleum Geosciences, Petroleum Geology and Petroleum Engineering, Civil Engineering, Mechanical Engineering, Chemical engineering with 3 years of working experience or Manster's Degree in Petroleum Geology, Petroleum Geosciences, Petroleum Geology and Petroleum Engineering, Civil Engineering, Mechanical Engineering, Chemical engineering</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Excellent organizational skills; - Ability to organize, schedule and utilize time well; - Ability to coordinate, organize and anticipate details for special programs and events; - Ability to coordinate and handle multiple priorities; - Ability to juggle multiple/conflicting priorities and set priorities; - Ability to manage multiple projects successfully; - Ability to work under pressure on a variety of projects simultaneously; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making, project management, and budgeting; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Detail oriented and the ability to set priorities and objectives; - Organized, detail oriented, neat and able to meet deadlines; - Ability to work as a team coordinator; - Ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Petroleum and Geochemistry Specialist	Petroleum and Geochemistry Specialist	<p>A0 in Petroleum Geology, Petroleum Geosciences, Petroleum Geology and Petroleum Engineering with 3 years of working experience or Master's Degree in Petroleum Geology, Petroleum Geosciences, Petroleum Geology and Petroleum Engineering</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Excellent organizational skills; - Ability to organize, schedule and utilize time well; - Ability to coordinate, organize and anticipate details for special programs and events; - Ability to coordinate and handle multiple priorities; - Ability to juggle multiple/conflicting priorities and set priorities; - Ability to manage multiple projects successfully; - Ability to work under pressure on a variety of projects simultaneously; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making, project management, and budgeting; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Detail oriented and the ability to set priorities and objectives; - Organized, detail oriented, neat and able to meet deadlines; - Ability to work as a team coordinator; - Ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Seismology Specialist	Seismology Specialist	<p>A0 in Seismology, Earth Sciences with 3 years of working experience or Master's Degree in Seismology, Earth Sciences</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Analytical and problem solving skills; - Knowledge of petroleum or mineral sector; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Seismology Stations Technician	Seismology Stations Technician	<p>A1 in Geology and/or Applied Sciences, Advanced diploma in mining engineering</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Analytical and problem solving skills; - Knowledge of petroleum or mineral sector; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1
S/Total				6
Mining Regulation and Inspection Department	Head of Department	Head of Mining Regulation and Inspection Department	<p>A0 in Geology, Geography, Biological Sciences , Physics, Mining Engineering, Gemology, Mineralogy and Metallurgy, Law, Occupational Safety and Health, Environmental Sciences with 7 years working experience or Masters degree in Geology, Geography, Biological Sciences , Physics, Mining Engineering, Gemology, Mineralogy and Metallurgy, Law, Occupational Safety and Health, Environmental Sciences with 5 years working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of Rwanda mining sector - Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	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>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Computer Skills - Office Management Skills; - Excellent Communication, Organizational, and 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
S/Total				2
Mining Traceability Division	Division Manager	Mining Traceability Division Manager	<p>A0 in Geology, Geography, Biological Sciences , Physic, Natural Resources Management, Environmental Management, Law, Business Administration with 5 years working experience or Masters degree in Geology, GIS, Geography, Biological Sciences , Physics, Geography, Natural Resources Management, Environmental Management, Law, Business Administration with 3 years working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of Rwanda mining sector - Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Mineral Traceability Specialist	Mineral Traceability Specialist	<p>A0 in Geology, Geography, Project Management, Business Administration, Management with 3 years of working experience or Masters degree in Geology, GIS, Geography, Project Management, Business Administration, Management</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of Rwanda mining sector - Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1
	Mineral Traceability Officer	Mineral Traceability Officer	<p>A0 in Geology, Geography, Project Management, Business Administration, Management</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of Rwanda mining sector - Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Mineral Certification Specialist	Mineral Certification Specialist	<p>A0 in Mining, Geology, Biological Sciences , Physics, Geography, Law,Economics and Development Economics with 3 years of working experience or Master's Degree in Mining, Geology, Biological Sciences , Physics, Geography,Law Economics and Development Economics,</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1
	Mineral Certification Officer	Mineral Certification Officer	<p>A0 in Mining, Geology, Biological Sciences , Physics, Geography,Law, Economics and Development Economics</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1
S/Total				5

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Mining Extraction & Inspection Division	Division Manager	Mining Extraction and Inspection Division Manager	<p>A0 in Mining Engineering, Geology, Gemology, Mineralogy and Metallurgy, Mines management with 5 years of working experience; Or Master's Degree or Equivalent in Mining Engineering, Geology, Gemology, Mineralogy and Metallurgy, Mines management with 3 years of working.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues - Excellent organizational skills; - Ability to organize, schedule and utilize time well; - Ability to coordinate, organize and anticipate details for special programs and events; - Ability to coordinate and handle multiple priorities; - Ability to juggle multiple/conflicting priorities and set priorities; - Ability to work under pressure on a variety of projects simultaneously; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making, project management, and budgeting; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Detail oriented and the ability to set priorities and objectives; - Organized, detail oriented, neat and able to meet deadlines; - Ability to work as a team coordinator; - Ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
S/Total				1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Mineral Extraction & Processing	Director of Unit	Director of Mineral Extraction & Processing Unit	<p>Master's Degree in Mining Engineering,Geology,Gemology, Mineralogy with 1 year of working experience or A0 in Mining Engineering,Geology,Gemology, Mineralogy with 3 years of working experience with 3 years of working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1
	Mining Senior Engineer	Mining Senior Engineer	<p>A0 in Mining Engineering,Geology and Civil Engeeniring</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Mining Engineers	Mining Engineers	<p>A0 in Mining Engineering, Geology and Civil Engineering</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	2
	Gemology Specialist	Gemology Specialist	<p>A0 in Gemology, Mineralogy or A1 with proven practical skills</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - High analytical and problem solving skills; - Knowledge of minerals sector; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Gemology Officer	Gemology Officer	A0 in Gemology, Mineralogy Key technical skills and knowledge required: - High analytical and problem solving skills; - Knowledge of minerals sector; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.	1
S/Total				6
Mining Inspection Unit	Unit Director	Director of Mining Inspection Unit	A0 in Mining Engineering, Geology and Metallurgy, Law,Occupational Safety and Health, Environmental Sciences,Mine Management with 3 years of working experience; Or Master's Degree or Equivalent in Mining Engineering, Geology and Metallurgy, Law,Occupational Safety and Health, Environmental Sciences,Mine Management with 1 year of working. Key technical skills and knowledge required: -Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues - Excellent organizational skills; - Ability to organize, schedule and utilize time well; - Ability to coordinate, organize and anticipate details for special programs and events; - Ability to coordinate and handle multiple priorities; - Ability to juggle multiple/conflicting priorities and set priorities; - Ability to manage multiple projects successfully; - Ability to work under pressure on a variety of projects simultaneously; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making, project management, and budgeting; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Detail oriented and the ability to set priorities and objectives; - Organized, detail oriented, neat and able to meet deadlines; - Ability to work as a team coordinator; - Ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Inspector	Mine Inspectors	<p>A0 in Mining Engineering, Geology, Geography, Occupational Safety and Health and Environmental Sciences.Law, Mine management</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues; - Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	7
S/Total				8

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Chief Financial Officer	Chief Financial Officer	Chief Financial Officer	<p>Master's Degree in Accounting, Finance or related field (MBA preferred) Professional accounting designation (ACCA, CMA or CPA) or Bachelor's degree in Accounting, Public Finance, Finance, or Management with specialisation in Finance with 5 years working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Excellent communication skills - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Financial Law; - Deep knowledge of Rwandan public service and labor law; - Knowledge in Conflict Management; - Knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices,policies, and procedures; - Leadership and management skills; - Planning and organisational, Budgeting skills; 	1
	Procurement Specialist	Procurement Specialist	<p>A0 in Procurement, Management,Public Finance, Economics, Law, Accounting with 3 years of working experience or Master's Degree in Procurement, Management,Public Finance, Economics,Law, Accounting</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - High Analytical Skills; - Negotiation 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; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Planning, M&E Specialist	Planning, M&E Specialist	<p>A0 in Management, Economics, Development Studies, Project Management, Business Administration with 3 years of working experience or Master's Degree in Management, Economics, Public Policy, Development Studies, Project Management, Business Administration with 1 year of working experience</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 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
	Planning, M&E Officer	Planning, M&E Officer	<p>A0 in Management, Economics, Development Studies, Project Mngement, 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 Strategic planning; - Knowledge of organizational structure, workflow and operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	ICT Support Enginee	ICT Support Enginee	<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, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p><u>Key Technical skills and knowledge required</u></p> <ul style="list-style-type: none"> - Certification in A+, N+, Linux+ and MCITP or MCSE, MCSA - Certifications in A+, N+ , CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP; - Proficiency in basic computer network theory to correct the rational design of planning a network environment, network management platform design - Knowledge in network equipment debugging technology, hacker attack and defense technology, bandwidth management. - Good command of oral language skills and writing ability, interpersonal communication skills and ability to work with others under pressure and solve problems - Ability to work in a team - Analytical/technical mindset - Interpersonal communication skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	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"> - Computer Skills - Office Management Skills; - Excellent Communication, Organizational, and 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
S/Total				6
Finance Unit	Director of Unit	Director of Finance	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA,IPSAS,IFRS) or Bachelor's degree in Accounting, Public Finance, Finance, or Mngement with specialisation in Finance with at least 3 years working experience</p> <p>Key Tchnical skills and knowledge required</p> <ul style="list-style-type: none"> - Excellent communication skills - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - 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 - Interviewing Skills; - Judgment & Decision making skills; - Complex Proble solving; - Fluent in Kinyarwanda, English and/ or French; 	1
	Accountant	Accountant	<p>A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA,IPSAS,IFRS, etc)</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Excellent communication skills both oral and in writing - Excellent interpersonnal skills - Good IT skills - Presentation skills - Creativity & Initiative - Abilitiy to prioritize and plan effectively - Team work; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Secretary	Secretary to Finance Unit	<p>A1 in Secretarial Studies,Accounting, Office Management, or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social work, Law</p> <p>Key Technical Skills and Knowledge required:</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; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/Total				4
Human Resources and Administration Unit	Director of Unit	Director of Human Resources and Administration	<p>A0 in HR Management, Management with Specialization in Human Resource, Public Administration,Administrative Sciences,with 3 years of working experience or Master's Degree in HR Management, Management with Specialization in Human Resource,Administrative Sciences, Public Administration with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan public service and labor law; - Knowledge in Confilct Management; - Knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices,policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Human Resource	Human Resource Officer	<p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Logistics	Logistics Officer	<p>A0 in Store Management, Management, Accounting, Economics, Administrative Sciences, Public Administration, Finance</p> <p>Key Technical Skills & Knowledge required:</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 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Central Secretariat	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management, Library and Information Science with 2 years of working experience or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science</p> <p>Key Technical Skills & Knowledge required:</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; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Central Secretariat	Secretary in Central Secretariat	<p>A1 in Secretarial Studies, Office Management, or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social work, Law</p> <p>Key Technical Skills and Knowledge required:</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; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/Total				5
Grand Total				81

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<p>Bibonywe kugira ngo bishyirwe ku mugereka w’Iteka rya Minisitiri w’Intebe n° 102/03 ryo ku wa 10/8/20017 rishyiraho imbonerahamwe y’imyanya y’imirimo, imishahara n’ibindi bigenerwa abakozi b’Ikigo gishinzwe Mine, Peteroli na Gazi mu Rwanda</p>	<p>Seen to be annexed to Prime Minister’s Order n° 102/03 of 10/8/20017 establishing the organisational structure, salaries and fringe benefits for employees of Rwanda Mines, Petroleum and Gas Board</p>	<p>Vu pour être annexé à l’Arrêté du Premier Ministre n° 102/03 du 10/8/20017 déterminant la structure organisationnelle, salaires et avantages accordés au personnel de l’Office Rwandais des Mines, du Pétrole et du Gaz</p>
<p>Kigali, ku wa 10/8/20017</p> <p>(sé)</p> <p>MUREKEZI Anastase Minisitiri w’Intebe</p>	<p>Kigali, on 10/8/20017</p> <p>(sé)</p> <p>MUREKEZI Anastase Prime Minister</p>	<p>Kigali, le 10/8/20017</p> <p>(sé)</p> <p>MUREKEZI Anastase Premier Ministre</p>
<p>(sé)</p> <p>UWIZEYE Judith Minisitiri w’Abakozi ba Leta n’Umurimo</p>	<p>(sé)</p> <p>UWIZEYE Judith Minister of Public Service and Labour</p>	<p>(sé)</p> <p>UWIZEYE Judith Ministre de la Fonction Publique et du Travail</p>
<p>Bibonywe kandi bishyizweho Ikirango cya Repubulika:</p> <p>(sé)</p> <p>BUSINGYE Johnston Minisitiri w’Ubutabera/Intumwa Nkuru ya Leta</p>	<p>Seen and sealed with the Seal of the Republic:</p> <p>(sé)</p> <p>BUSINGYE Johnston Minister of Justice/Attorney General</p>	<p>Vu et scellé du Sceau de la République:</p> <p>(sé)</p> <p>BUSINGYE Johnston Ministre de la Justice/Garde des Sceaux</p>

<p>UMUGEREKA WA III W'ITEKA RYA MINISITIRI W'INTEBE N° 102/03 RYO KU WA 10/8/20017 RISHYIRAHO IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO GISHINZWE MINE, PETEROLI NA GAZI MU RWANDA</p>	<p>ANNEXE III TO PRIME MINISTER'S ORDER N° 102/03 OF 10/8/20017 DETERMINING THE ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA MINES, PETROLEUM AND GAS BOARD</p>	<p>ANNEXE III A L'ARRETE DU PREMIER MINISTRE N° 102/03 DU 10/8/20017 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DES MINES, DU PETROLE ET DU GAZ</p>
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SALARY STRUCTURE OF RWANDA MINES, PETROLEUM AND GAS BOARD

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Chief Executive Officer/Cabinet Member	500	D	3,819	2,541,695
Chief Operating Officer	441	F	2,869	1,617,505
Chief Financial Officer	441	F	2,869	1,617,505
Head of Mines,Petroleum and Gas Exploration Department	400	1.IV	2,608	1,333,657
Head of Mining Regulation and Inspection Department	400	1.IV	2,608	1,333,657
Mining Cadaster & Digital Information Division Manager	400	2.III	1,890	1,085,308
Mining Extraction & Inspection Division Manager	400	2.III	1,890	1,085,308
Exploration Division Manager	400	2.III	1,890	1,085,308
Mineral Market & Strategy Division Manager	400	2.III	1,890	1,085,308
Petroleum and Gas Exploration Division Manager	400	2.III	1,890	1,085,308
Mineral Traceability Division Manager	400	2.III	1,890	1,085,308
Advisor to CEO	400	2.III	1,890	1,085,308
Director of Mineral Extraction & Processing Unit	400	3.II	1,369	814,962
Director of Digital Information System Unit	400	3.II	1,369	814,962
Advisor to COO	400	3.II	1,369	786,131
Director of Mining Inspection Unit	400	3.II	1,369	786,131
Director of Mining Cadaster and Licensing Unit	400	3.II	1,369	786,131
Director of Finance Unit	400	3.II	1,369	786,131
Director of Human Resource Administration	400	3.II	1,369	786,131
Legal Affairs Specialist	400	3.II	1,369	786,131
Public Relations and Communication Specialist	400	3.II	1,369	786,131
Mining Senior Engineer	400	3.II	1,369	786,131
Mineral Economy & Investment Specialist	400	3.II	1,369	786,131
Contract Management Specialist	400	3.II	1,369	786,131
Mineral Value - Chain Specialist	400	3.II	1,369	786,131
Mineral Traceability Specialist	400	3.II	1,369	786,131
Geophysics Specialist	400	3.II	1,369	786,131
Petroleum and Gas Geophysics Specialist	400	3.II	1,369	786,131
Licensing Specialist	400	3.II	1,369	786,131
Digital Information Systems Senior Engineer	400	3.II	1,369	786,131
Database Management Senior Engineer	400	3.II	1,369	786,131
Network and Systems Administrator Senior Engineer	400	3.II	1,369	786,131
Cyber- Security Senior Engineer	400	3.II	1,369	786,131
Petroleum Senior Engineer	400	3.II	1,369	786,131
Petroleum and Geochemistry Specialist	400	3.II	1,369	786,131
Seismology Specialist	400	3.II	1,369	786,131
Geochemistry Specialist	400	3.II	1,369	786,131

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Geology Specialist	400	3.II	1,369	786,131
Mineral Certification Specialist	400	3.II	1,369	786,131
Procurement Specialist	400	3.II	1,369	786,131
Gemology Specialist	400	3.II	1,369	786,131
Planning, M&E Specialist	400	3.II	1,369	786,131
Human Resources Officer	400	4.II	1,141	648,675
Geophysics Officer	400	4.II	1,141	648,675
Seismology Stations Technician	400	4.II	1,141	648,675
Mining Engineers	400	4.II	1,141	648,675
Registrar of Permits	400	4.II	1,141	648,675
License Database Officer	400	4.II	1,141	648,675
Spatial Data Analysis Officer	400	4.II	1,141	648,675
Geochemistry Officer	400	4.II	1,141	648,675
Geology Officer	400	4.II	1,141	648,675
Mining Inspectors	400	4.II	1,141	648,675
Flexi Cadastre Systems Officer	400	4.II	1,141	648,675
ICT Support	400	5.II	951	540,657
Mineral Certification Officer	400	5.II	951	540,657
Mineral Traceability Officer	400	5.II	951	540,657
Gemology Officer	400	5.II	951	540,657
Mining Auditor	400	5.II	951	540,657
Internal Auditor	400	5.II	951	540,657
Planning, M&E Officer	400	5.II	951	540,657
Accountant	400	5.II	951	540,657
Administrative Assistant to the CEO	400	5.II	951	540,657
Administrative Assistant to the COO	400	5.II	951	540,657
Administrative Assistant to the CFO	400	5.II	951	540,657
Logistics Officer	400	5.II	951	540,657
Administrative Liaison Officer	400	5.II	951	540,657
Administrative Assistant to Head of Departments	400	7.II	660	375,219
Head of Central Secretariat	400	7.II	660	375,219
Secretary in Central Secretariat	400	8.II	508	288,805
Secretary to Finance Unit	400	8.II	508	288,805

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<p>Bibonywe kugira ngo bishyirwe ku mugereka w’Itaka rya Minisitiri w’Intebe n° 102/03 ryo ku wa 10/8/20017 rishyiraho imbonerahamwe y’imyanya y’imirimo, imishahara n’ibindi bigenerwa abakozi b’Ikigo gishinzwe Mine, Peteroli na Gazi mu Rwanda</p>	<p>Seen to be annexed to Prime Minister’s Order n° 102/03 of 10/8/20017 establishing the organisational structure, salaries and fringe benefits for employees of Rwanda Mines, Petroleum and Gas Board</p>	<p>Vu pour être annexé à l’Arrêté du Premier Ministre n° 102/03 du 10/8/20017 déterminant la structure organisationnelle, salaires et avantages accordés au personnel de l’Office Rwandais des Mines, du Pétrole et du Gaz</p>
<p>Kigali, ku wa 10/8/20017</p> <p>(sé) MUREKEZI Anastase Minisitiri w’Intebe</p>	<p>Kigali, on 10/8/20017</p> <p>(sé) MUREKEZI Anastase Prime Minister</p>	<p>Kigali, le 10/8/20017</p> <p>(sé) MUREKEZI Anastase Premier Ministre</p>
<p>(sé) UWIZEYE Judith Minisitiri w’Abakozi ba Leta n’Umurimo</p>	<p>(sé) UWIZEYE Judith Minister of Public Service and Labour</p>	<p>(sé) UWIZEYE Judith Ministre de la Fonction Publique et du Travail</p>
<p>Bibonywe kandi bishyizweho Ikirango cya Repubulika:</p> <p>(sé) BUSINGYE Johnston Minisitiri w’Ubutabera/Intumwa Nkuru ya Leta</p>	<p>Seen and sealed with the Seal of the Republic:</p> <p>(sé) BUSINGYE Johnston Minister of Justice/Attorney General</p>	<p>Vu et scellé du Sceau de la République:</p> <p>(sé) BUSINGYE Johnston Ministre de la Justice/Garde des Sceaux</p>

<p>ITEKA RYA MINISITIRI W'INTEBE N°103/03 RYO KU WA 10/08/2017 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B' IKIGO GISHINZWE GUCUNGA NO GUTEZA IMBERE AMAZI N'AMASHYAMBA MU RWANDA</p> <p style="text-align: center;"><u>ISHAKIRO</u></p> <p><u>Ingingo ya mbere:</u> icyo iri teka rigamije</p> <p><u>Ingingo ya 2:</u> Imbonerahamwe n'incamake y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo</p> <p><u>Ingingo ya 3:</u> Igenwa ry'umushahara</p> <p><u>Ingingo ya 4:</u> Ibigize umushahara mbumbe</p> <p><u>Ingingo ya 5:</u> Ibindi bigenerwa Umuyobozi Mukuru</p> <p><u>Ingingo ya 6:</u> Ibindi bigenerwa <i>Heads of Departments</i> bari ku rwego rwa "1.IV"</p> <p><u>Ingingo ya 7:</u> Ibindi bigenerwa Abayobozi b'Amashami bari ku rwego rwa "2.III"</p> <p><u>Ingingo ya 8:</u> Ibindi bigenerwa Abayobozi b'Udushami n'abakozi bari ku rwego rw'imirimo rwa "3"</p>	<p>PRIME MINISTER'S ORDER N°103/03 OF 10/08/2017 DETERMINING THE ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA WATER AND FORESTRY AUTHORITY</p> <p style="text-align: center;"><u>TABLE OF CONTENT</u></p> <p><u>Article One:</u> Purpose of this Order</p> <p><u>Article 2:</u> Organizational structure and summary of job positions</p> <p><u>Article 3:</u> Determination of the salary</p> <p><u>Article 4:</u> Composition of the gross salary</p> <p><u>Article 5:</u> Fringe benefits of the Director General</p> <p><u>Article 6:</u> Fringe benefits of Heads of Departments on "1.IV" job classification level</p> <p><u>Article 7:</u> Fringe benefits of Division Managers on "2.III" job classification level</p> <p><u>Article 8:</u> Fringe benefits of Directors of Units and Officials on "3" job classification level</p>	<p>ARRETE DU PREMIER MINISTRE N°103/03 DU 10/08/2017 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DES EAUX ET DES FORETS</p> <p style="text-align: center;"><u>TABLE DES MATIERES</u></p> <p><u>Article premier:</u> Objet du présent arrêté</p> <p><u>Article 2:</u> Structure organisationnelle et synthèse des emplois</p> <p><u>Article 3:</u> Détermination du salaire</p> <p><u>Article 4:</u> Composition du salaire brut</p> <p><u>Article 5:</u> Avantages alloués au Directeur Général</p> <p><u>Article 6:</u> Avantages alloués au Chefs de Département au poste de niveau "1.IV"</p> <p><u>Article 7:</u> Avantages alloués aux Chefs de Divisions aux postes de niveau "2.III"</p> <p><u>Article 8:</u> Avantages alloués aux Directeurs d'Unités et cadres aux postes de niveau "3"</p>
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<p><u>Ingingo ya 9:</u> Indamunite z'urugendo rw'imodoka</p> <p><u>Ingingo ya 10:</u> Abashinzwe gushyira mu bikorwa iri teka</p> <p><u>Ingingo ya 11:</u> Ivanwaho ry'ingingo zinyuranyije n'iri teka</p> <p><u>Ingingo ya 12:</u> Igihe iri teka ritangira gukurikizwa</p>	<p><u>Article 9:</u> Mileage allowances</p> <p><u>Article 10:</u> Authorities responsible for the implementation of this Order</p> <p><u>Article 11:</u> Repealing provision</p> <p><u>Article 12:</u> Commencement</p>	<p><u>Article 9 :</u> Indemnités kilométriques</p> <p><u>Article 10:</u> Autorités chargées de l'exécution du présent arrêté</p> <p><u>Article 11:</u> Disposition abrogatoire</p> <p><u>Article 12:</u> Entrée en vigueur</p>
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<p>ITEKA RYA MINISITIRI W'INTEBE N°103/03 RYO KU WA 10/08/2017 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO GISHINZWE GUCUNGA NO GUTEZA IMBERE AMAZI N'AMASHYAMBA MU RWANDA</p> <p>Minisitiri w'Intebe;</p> <p>Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo, iya 119, iya 120, iya 122 n'iya 176;</p> <p>Ashingiye ku Itegeko n° 06/2017 ryo ku wa 03/02/2017 rishyiraho Ikigo gishinzwe Gucunga no Guteza Imbere Amazi n'Amashyamba mu Rwanda rikanagena inshingano, imiterere n'imikorere byacyo, cyane cyane mu ngingo yaryo ya 28;</p> <p>Ashingiye ku Itegeko n° 86/2013 ryo ku wa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta, cyane cyane mu ngingo yaryo ya 52;</p> <p>Bisabwe na Minisitiri w'Abakozi ba Leta n'Umurimo;</p> <p>Inama y'Abaminisitiri yateranye ku wa 30/06/2017 imaze kubisuzuma no kubyemeza;</p>	<p>PRIME MINISTER'S ORDER N°103/03 OF 10/08/2017 DETERMINING THE ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA WATER AND FORESTRY AUTHORITY</p> <p>The Prime Minister;</p> <p>Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 119, 120, 122 and 176;</p> <p>Pursuant to Law n° 06/2017 of 03/02/2017 establishing Rwanda Water and Forestry Authority and determining its mission, organization and functioning, especially in Article 28;</p> <p>Pursuant to Law n° 86/2013 of 11/09/2013 establishing the general statutes for public service, especially in Article 52;</p> <p>On proposal by the Minister of Public Service and Labour;</p> <p>After consideration and approval by the Cabinet, in its session of 30/06/2017;</p>	<p>ARRETE DU PREMIER MINISTRE N°103/03 DU 10/08/2017 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DES EAUX ET DES FORETS</p> <p>Le Premier Ministre;</p> <p>Vu la Constitution de la République du Rwanda de 2003 révisée en 2015, spécialement en ses articles 119, 120, 122 et 176;</p> <p>Vu la Loi n° 06/2017 of 03/02/2017 portant création de l'Office Rwandais des Eaux et des Forêts et déterminant sa mission, son organisation et son fonctionnement, spécialement en son article 28;</p> <p>Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en son article 52;</p> <p>Sur proposition du Ministre de la Fonction Publique et du Travail;</p> <p>Après examen et adoption par le Conseil des Ministres en sa séance du 30/06/2017;</p>
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<p>ATEGETSE:</p> <p><u>Ingingo ya mbere:</u> Icyo iri teka rigamije</p> <p>Iri teka rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo gishinzwe Gucunga no Guteza Imbere Amazi n'Amashyamba.</p> <p><u>Ingingo ya 2:</u> Imbonerahamwe n'incamake y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo</p> <p>Imbonerahamwe n'incamake y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo by'Ikigo gishinzwe Gucunga no Guteza Imbere Amazi n'Amashyamba biri ku mugereka wa I n'uwa II y'iri teka.</p> <p><u>Ingingo ya 3:</u> Igenwa ry'umushahara</p> <p>Imishahara y'Abakozi b'Ikigo gishinzwe Gucunga no Guteza Imbere Amazi n'Amashyamba igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu butegetsi bwa Leta.</p> <p>Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo mu Kigo gishinzwe Gucunga no Guteza Imbere Amazi n'Amashyamba mu Rwanda biri ku mugereka wa III w'iri teka.</p>	<p>HEREBY ORDERS:</p> <p><u>Article One:</u> Purpose of this Order</p> <p>This Order determines the organizational structure, salaries and fringe benefits for employees of Rwanda Water and Forestry Authority.</p> <p><u>Article 2:</u> Organizational structure and summary of job positions</p> <p>The organizational structure and summary of job positions of Rwanda Water and Forestry Authority are respectively in Annex I and II of this Order.</p> <p><u>Article 3:</u> Determination of the salary</p> <p>Salaries of Rwanda Water and Forestry Authority employees are determined on the basis of the job classification and in accordance with general principles on salary calculation in public service.</p> <p>The level, index value and the gross salary corresponding to each job position in Rwanda Water and Forestry Authority are in Annex III of this Order.</p>	<p>ARRETE:</p> <p><u>Article premier:</u> Objet du présent arrêté</p> <p>Le présent arrêté détermine la structure organisationnelle, salaires et avantages accordés aux personnels de l'Office Rwandais des Eaux et des Forêts.</p> <p><u>Article 2:</u> Structure organisationnelle et synthèse des emplois</p> <p>La structure organisationnelle et la synthèse des emplois de l'Office Rwandais des Eaux et des Forêts sont respectivement en annexes I et II du présent arrêté.</p> <p><u>Article 3:</u> Détermination du salaire</p> <p>Les salaires accordés aux agents de l'Office Rwandais des Eaux et des Forêts sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.</p> <p>Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi de l'Office Rwandais des Eaux et des Forêts sont en annexe III du présent arrêté.</p>
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<u>Ingingo ya 4: Ibigize umushahara mbumbe</u>	<u>Article 4: Composition of the gross salary</u>	<u>Article 4: Composition du salaire brut</u>
<p>Umushahara mbumbe wa buri kwezi ku mukozi ukubiyemo iby’ingenzi bikurikira:</p> <ul style="list-style-type: none"> 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. 	<p>The monthly gross salary of the employee is mainly composed of the following:</p> <ul style="list-style-type: none"> 1 ° basic salary; 2 ° housing allowance; 3 ° transport allowance; 4 ° State contribution for social security; 5 ° State contribution for medical care. 	<p>Le salaire brut mensuel d’un employé comprend principalement de ce qui suit:</p> <ul style="list-style-type: none"> 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.
<p>Indamunite y’urugendo ivugwa mu gace ka 3° k’igika cya mbere cy’iyi ngingo ntigenerwa abayobozi bari ku nzego z’imirimo za “F”, “G/1.IV” na “2.III” boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n’ibintu mu nshingano ze. Ntigenerwa kandi abakozi bari ku rwego rwa “3” bagenerwa indamunite yihariye y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.</p>	<p>The transport allowance specified in item 3° of Paragraph One of this Article shall not be granted to officials positioned on levels “F”, “G/1.IV” and “2.III” whose transport is facilitated in accordance with instructions of the Minister in charge of transport. It shall not also be granted to public servants positioned on level “3” who are entitled to special transport allowance in accordance with instructions of the Minister in charge of public service.</p>	<p>L’indemnité de transport visée au point 3° de l’alinéa premier du présent article n’est pas allouée aux agents de l’Etat aux postes de niveau “F”, “G/1.IV” et “2.III” pour lesquels le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions. Elle n’est pas non plus allouée aux agents de l’Etat aux postes de niveau “3” qui bénéficient l’indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.</p>
<p><u>Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru</u></p>	<p><u>Article 5: Fringe benefits of the Director General</u></p>	<p><u>Article 5: Avantages alloués au Directeur Général</u></p>
<p>Umuyobozi Mukuru w’ Ikigo gishinzwe Gucunga no Guteza Imbere Amazi n’Amashyamba</p>	<p>The Director General of Rwanda Water and Forestry Authority is entitled to the following fringe benefits:</p>	<p>Le Directeur Général de l’Office Rwandais des Eaux et des Forêts bénéficie des avantages suivants :</p>

<p>agenerwa ibindi bimufasha gutunganya imirimo bikurikira:</p> <p>1 ° amafaranga y’u Rwanda ibihumbi ijana (100.000 FRW) y’itumanaho rya telefoni yo mu biro buri kwezi n’ay’itumanaho rya telefoni igendanwa angana n’ibihumbi ijana (100.000 FRW) buri kwezi;</p> <p>2 ° amafaranga y’u Rwanda ibihumbi magana abiri (200.000 FRW) yo kwakira abashyitsi mu kazi buri kwezi anyura kuri konti y’urwego bireba;</p> <p>3 ° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n’ibintu mu nshingano ze.</p>	<p>1 ° one hundred thousand Rwandan francs (FRW 100,000) per month for office landline communication allowance and one hundred thousand Rwandan francs (FRW 100,000) per month for mobile phone communication allowance;</p> <p>2 ° office entertainment allowance of two hundred thousand Rwandan francs (FRW 200,000) per month transferred to the institution’s account;</p> <p>3 ° transport facilitation in accordance with instructions of the Minister in charge of transport.</p>	<p>1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 FRW) par mois et ceux de communication par téléphone portable équivalant à cent mille francs rwandais (100.000 FRW) par mois ;</p> <p>2 ° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 FRW) chaque mois domiciliés au compte de l’institution concernée;</p> <p>3 ° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.</p>
<p><u>Ingingo ya 6: Ibindi bigenerwa Heads of Departments bari ku rwego rwa “1.IV”</u></p>	<p><u>Article 6: Fringe benefits of Heads of Departments on “1.IV” job classification level</u></p>	<p><u>Article 6: Avantages alloués au Chefs de Département au poste de niveau “1.IV”</u></p>
<p>Buri <i>Head of Department</i> agenerwa ibindi bimufasha gutunganya imirimo bikurikira:</p>	<p>Each Head of Department is entitled to the following fringe benefits:</p>	<p>Chaque Chef de Département bénéficie des avantages suivants:</p>
<p>1 ° amafaranga y’u Rwanda ibihumbi ijana (100.000 FRW) y’itumanaho rya telefoni yo mu biro n’ay’itumanaho rya telefoni igendanwa angana n’ibihumbi ijana (100.000 FRW) buri kwezi;</p>	<p>1 ° one hundred thousand Rwandan francs (FRW 100,000) per month for office landline communication allowance and one hundred thousand Rwandan francs (FRW 100,000) per month for mobile phone communication allowance;</p>	<p>1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs Rwandais (100.000 FRW) et ceux de téléphone portable équivalant à cent mille francs rwandais (100.000 FRW) par mois;</p>
<p>2 ° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n’ibintu mu nshingano ze.</p>	<p>2 ° transport facilitation in accordance with instructions of the Minister in charge of transport.</p>	<p>2 ° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.</p>

<p><u>Ingingo ya 7: Ibindi bigenerwa Abayobozi b'Amashami bari ku rwego rwa "2.III"</u></p> <p>Buri Muyobozi w'ishami agenerwa ibi bikurikira:</p> <p>1 ° amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 FRW) y'itumanaho rya telefoni yo mu biro buri kwezi n'ay'itumanaho rya telefone igendanwa angana n'ibihumbi mirongo irindwi (70.000 FRW) buri kwezi;</p> <p>2 ° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.</p>	<p><u>Article 7: Fringe benefits of Division Managers on "2.III" job classification level</u></p> <p>Each Division Manager is entitled to the following fringe benefits:</p> <p>1 ° each Division Manager is entitled to seventy thousand Rwandan francs (FRW 70,000) per month for office landline communication allowance and seventy thousand Rwandan francs (FRW 70,000) per month for mobile phone communication allowance;</p> <p>2 ° transport facilitation in accordance with instructions of the Minister responsible for transport.</p>	<p><u>Article 7: Avantages alloués aux Chefs de Divisions aux postes de niveau "2.III"</u></p> <p>Chaque Chef de Division bénéficie des avantages comme suit:</p> <p>1 ° frais de communication par téléphone de bureau équivalant à septante mille francs Rwandais (70.000 FRW) et ceux de téléphone portable équivalant à septante mille francs rwandais (70.000 FRW) par mois;</p> <p>2 ° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.</p>
<p><u>Ingingo ya 8: Ibindi bigenerwa Abayobozi b'Udushami n'abakozi bari ku rwego rw'imirimo rwa "3"</u></p> <p>Buri muyobozi w'Agashami na buri mukozi uri ku rwego rw'imirimo rwa "3" agenerwa ibindi bimufasha gutunganya imirimo ku buryo bukurikira:</p> <p>1 ° amafaranga y'u Rwanda ibihumbi mirongo itatu (30.000 FRW) y'itumanaho rya telefoni igendanwa buri kwezi;</p> <p>2 ° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.</p>	<p><u>Article 8: Fringe benefits of Directors of Units and Officials on "3" job classification level</u></p> <p>Each Director of Unit and official on "3" job classification level is entitled to fringe benefits as follows:</p> <p>1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (FRW 30,000) per month;</p> <p>2 ° a special transport allowance as determined by instructions of the Minister in charge of public service.</p>	<p><u>Article 8: Avantages alloués aux Directeurs d'Unités et cadres aux postes de niveau "3"</u></p> <p>Chaque Directeur d'Unité et chaque cadre au poste de niveau "3" bénéficie d'autres avantages comme suit:</p> <p>1 ° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 FRW) par mois.</p> <p>2 ° indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.</p>

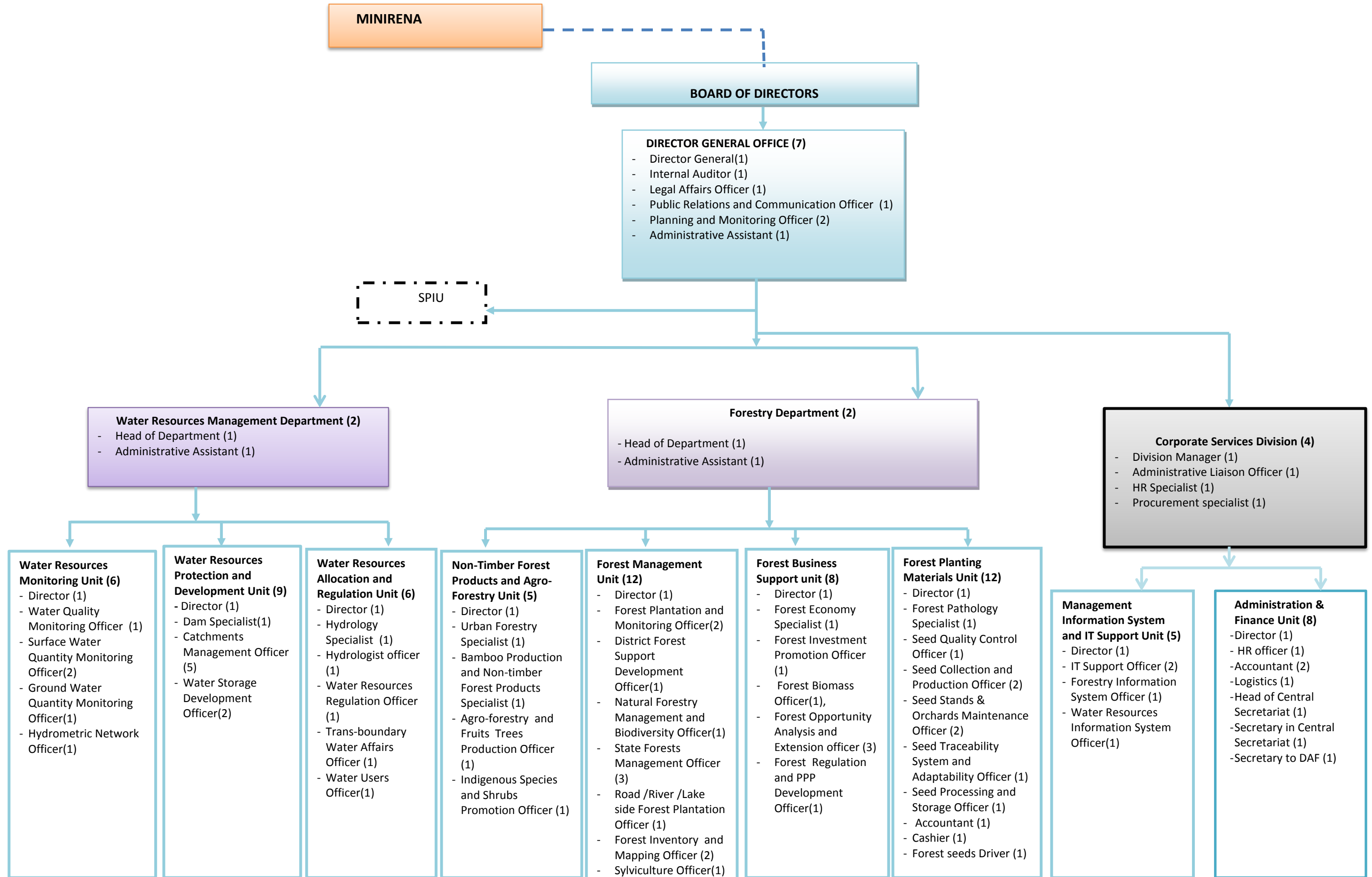
<p>Buri Muyobozi w'Agashami uri ku rwego rw'imirimu rwa "3" ufite itsinda ry'abakozi ba Leta ayobora hashingiwe ku mbonerahamwe yemewe y'Urwego akorera, agenerwa kandi amafaranga y'u Rwanda ibihumbi ijana (100,000 FRW) buri kwezi y'itumanaho rya telefoni yo mu biro.</p> <p><u>Ingingo ya 9: Indamunite z'urugendo rw'imodoka</u></p> <p>Iyo Umuyobozi Mukuru uri ku rwego rwa F, G/1.IV na 2III agiye mu butumwa imbere mu gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.</p> <p><u>Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka</u></p> <p>Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Umutungo Kamere na Minisitiri w'Imari n'Igenamigambi bashinzwe gushyira mu bikorwa iri teka.</p> <p><u>Ingingo ya 11: Ivanwaho ry'ingingo zinyuranyije n'iri teka</u></p> <p>Ingingo z'amateka abanziriza iri kandi zinyuranyije na ryo zivanyweho.</p>	<p>Each Director of Unit on level "3" with a pool of public servants under his/her responsibilities in accordance with the approved organizational structure is also entitled to one hundred thousand Rwandan francs (FRW 100,000) per month for office landline communication allowance.</p> <p><u>Article 9: Mileage allowances</u></p> <p>If a Senior official on levels F, G/1.IV, and 2III goes on official mission inside the country with his/her vehicle, the State pays him/her mileage allowances in accordance with instructions of the Minister in charge of transport.</p> <p><u>Article 10: Authorities responsible for the implementation of this Order</u></p> <p>The Minister of Public Service and labor, the Minister of Natural Resources Authority and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.</p> <p><u>Article 11: Repealing provision</u></p> <p>All prior provisions contrary to this Order are repealed.</p>	<p>Chaque Directeur d'Unité au poste de niveau "3" ayant des agents de l'Etat placés sous sa responsabilité suivant la structure organisationnelle approuvée, bénéficie aussi des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 FRW) par mois.</p> <p><u>Article 9: Indemnités kilométriques</u></p> <p>Lorsqu'un Haut Cadre au poste de niveau F, G/1.IV, et 2III va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie chacun une indemnité kilométrique conformément aux instructions du Ministre ayant le transport dans ses attributions.</p> <p><u>Article 10: Autorités chargées de l'exécution du présent arrêté</u></p> <p>Le Ministre de la Fonction Publique et du Travail, le Ministre des Ressources Naturelles et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.</p> <p><u>Article 11: Disposition abrogatoire</u></p> <p>Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.</p>
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<p><u>Ingingo ya 12: Igihe iri teka ritangira gukurikizwa</u></p> <p>Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda.</p>	<p><u>Article 12: Commencement</u></p> <p>This Order comes into force on the date of its publication in the Official Gazette of the Republic of Rwanda.</p>	<p><u>Article 12: Entrée en vigueur</u></p> <p>Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda.</p>
<p>Kigali, ku wa 10/8/2017</p> <p align="center">(sé) MUREKEZI Anastase Minisitiri w'Intebe</p>	<p>Kigali, on 10/8/2017</p> <p align="center">(sé) MUREKEZI Anastase Prmie Minister</p>	<p>Kigali, le 10/8/2017</p> <p align="center">(sé) MUREKEZI Anastase Premier Ministre</p>
<p align="center">(sé) UWIZEYE Judith Minisitiri w'Abakozi ba Leta n'Umurimo</p>	<p align="center">(sé) UWIZEYE Judith Minister of Public Service and Labour</p>	<p align="center">(sé) UWIZEYE Judith Ministre de la Fonction Publique et du Travail</p>
<p>Bibonywe kandi bishyizweho Ikirango cya Repubulika:</p> <p align="center">(sé) BUSINGYE Johnston Minisitiri w'Ubutabera/ Intumwa Nkuru ya Leta</p>	<p>Seen and sealed with the Seal of the Republic:</p> <p align="center">(sé) BUSINGYE Johnston Minister of Justice/ Attorney General</p>	<p>Vu et scellé du Sceau de la République:</p> <p align="center">(sé) BUSINGYE Johnston Ministre de La Justice/ Garde des Sceaux</p>

<p>UMUGEREKA WA I W'ITEKA RYA MINISITIRI W'INTEBE N°103/03 RYO KU WA 10/08/2017 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B' IKIGO GISHINZWE GUCUNGA NO GUTEZA IMBERE AMAZI N'AMASHYAMBA MU RWANDA</p>	<p>ANNEXE I TO PRIME MINISTER'S ORDER N°103/03 OF 10/08/2017 DETERMINING THE ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA WATER AND FORESTRY AUTHORITY</p>	<p>ANNEXE I DE L'ARRETE DU PREMIER MINISTRE N°103/03 DU 10/08/2017 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DES EAUX ET DES FORETS</p>
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ORGANIZATION STRUCTURE RWANDA WATER AND FORESTRY AUTHORITY 2017



<p>Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 103/03 ryo ku wa 10/8/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b' Ikigo gishinzwe Gucunga no Guteza Imbere Amazi n'Amashyamba mu Rwanda</p>	<p>Seen to be annexed to Prime Minister's Order n° 103/03 of 10/8/2017 determining the organizational structure, salaries and fringe benefits for employees of Rwanda Water and Forestry Authority</p>	<p>Vu pour être annexés à l'arrêté du Premier Ministre n° 103/03 du 10/8/2017 déterminant la structure organisationnelle, salaires et avantages accordés au personnel de l'Office Rwandais des Eaux et des Forêts</p>
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<p>Kigali, ku wa 10/8/2017</p> <p>(sé)</p> <p>MUREKEZI Anastase Minisitiri w’Intebe</p>	<p>Kigali, on 10/8/2017</p> <p>(sé)</p> <p>MUREKEZI Anastase Prime Minister</p>	<p>Kigali, le 10/8/2017</p> <p>(sé)</p> <p>MUREKEZI Anastase Premier Ministre</p>
<p>(sé)</p> <p>UWIZEYE Judith Minisitiri w’Abakozi ba Leta n’Umurimo</p>	<p>(sé)</p> <p>UWIZEYE Judith Minister of Public Service and Labour</p>	<p>(sé)</p> <p>UWIZEYE Judith Ministre de la Fonction Publique et du Travail</p>
<p>Bibonywe kandi bishyizweho Ikirango cya Repubulika:</p> <p>(sé)</p> <p>BUSINGYE Johnston Minisitiri w’Ubutabera/ Intumwa Nkuru ya Leta</p>	<p>Seen and sealed with the Seal of the Republic:</p> <p>(sé)</p> <p>BUSINGYE Johnston Minister of Justice/ Attorney General</p>	<p>Vu et scellé du Sceau de la République:</p> <p>(sé)</p> <p>BUSINGYE Johnston Ministre de la Justice/ Garde des Sceaux</p>

<p>UMUGEREKA WA II W'ITEKA RYA MINISITIRI W'INTEBE N°103/03 RYO KU WA 10/08/2017 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B' IKIGO GISHINZWE GUCUNGA NO GUTEZA IMBERE AMAZI N'AMASHYAMBA MU RWANDA</p>	<p>ANNEXE II TO PRIME MINISTER'S ORDER N°103/03 OF 10/08/2017 DETERMINING THE ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA WATER AND FORESTRY AUTHORITY</p>	<p>ANNEXE II DE L'ARRETE DU PREMIER MINISTRE N°103/03 DU 10/08/2017 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DES EAUX ET DES FORETS</p>
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RWANDA WATER AND FORESTRY AUTHORITY (RWFA) - JOB PROFILES 2017

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Director General	Director General	Director General	Political Appointee	1
	Internal Auditor	Internal Auditor	<p>A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Detailed knowledge of financial and audit standards, HR and Financial regulations, procedures; - Knowledge of Financial software; - Planning skills; - Excellent communication, organisation and interpersonal skills; - Computer skills; - High analytical skills; - Report writing and presentation skills; - Time management skills; - Team working skills; - Excellent problem solving skills and clear logical sens; - Fluent in Kinyarwanda, English and/or French 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Legal	Legal Affairs officer	<p>A0 in Law</p> <p><u>Key Technical skills and Knowledge required :</u></p> <ul style="list-style-type: none"> - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	1
	Public Relations and Communication Officer	Public Relations and Communication Officer	<p>A0 in Journalism, Communication, International Relations, 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 wittingg & Presentation skills; - Creativity & Initiative; - Good Organizational and Time-management Skills, - Teamworking Skills; - Effective Public relations & Public speaking skills; - Interviewing Skills; - Fluent in Kinyarwanda, Englishand/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Planning. M&E Officer	Planning. M&E Officer	<p>A0 in Management, Economics, Development Studies, Project Mnagement, 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 Strategic planning; - Knowledge of organizational structure, workflow and operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Computer Skills - Office Management Skills; - Excellent Communication, Organizational, and 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
Sub Total				7

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Water Resources Management Department	Head of Department	Head of Water Resources Management Department	<p>A0 in Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Natural Sciences with 7 years of working experience or 2 years in a senior position or Master's Degree in Water Resource, Natural Resources, Water Resource Planning, Hydrology, environment with 3 years of working experience.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in water resources planning and management; - Knowledge in integrated water resources management, water security , water regulations - Strong Leadership skills; - Excellent organizational skills; - Ability to coordinate, organize and anticipate details for special programs and events; - Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities; - Ability to manage multiple projects and to work under pressure; - Effective management, organizational, budgeting and planning skills; - Time management skills; - Successful experience in the areas of decision making, project management, and budgeting; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Ability to work as a team coordinator and ability to work and make decisions with minimal 	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management, or AO in Public Administration, Administrative Sciences, Law, Social work, and Sociology</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Computer Skills - Office Management Skills; - Excellent Communication, Organizational, and 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
Sub Total				2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Water Resource Monitoring Unit	Unit Director	Director of Water Resources Monitoring Unit	<p>A0 in Water Resources management, hydrology, water engineering, Environment or Natural Resources with 3 years of working experience; Or Master's Degree in Water Resources management, hydrology, water engineering, Environment or Natural Resources with 1 year of working experience in water sector.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in water resources planning and management; - Knowledge in water laws, water institutions - Deep knowledge of water resources policies, laws and regulations; - Comprehensive knowledge on Integrated Water Resources Management approach - Knowledge of water resources monitoring framework. - Strong Leadership skills; - Excellent organizational skills; - Ability to coordinate, organize and anticipate details for special programs and events; - Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities; - Time management skills; - Ability to work as a team coordinator and ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Water Quality Monitoring Officer	Water Quality Monitoring Officer	<p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, chemistry, Environmental Management.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Comprehensive knowledge on water quality parameters and effects - Knowledge of water quality monitoring processes - Knowledge of water quality analysis techniques - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Surface Water Quantity Monitoring Officer	Surface Water Quantity Monitoring Officer	A0 in Hydrology, Water Resources Management or Water Engineering, Water Resource Planning, Key technical skills and knowledge required: -Knowledge of river flow measurement techniques -Knowledge of hydrological models -Knowledge of GIS and Remote sensing skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Ground Water Quantity Monitoring Officer	Ground Water Quantity Monitoring Officer	A0 in hydro-geology, Hydrology, Water Resources Management or Water Engineering Key technical skills and knowledge required: -Knowledge of ground water monitoring techniques -Knowledge of geological formations -Knowledge of the interactions between soil types, geology and ground water - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Hydrometric Network Officer	Hydrometric Network Officer	A1 in Water Engineering, Hydrology, Water Resource Planning, Natural Sciences or Civil Engineering with 3 years of working experience or A0 in Water Engineering, Hydrology, Water Resource Planning, Natural Sciences or Civil Engineering Key technical skills and knowledge required: -Knowledge in river networks -Knowledge in hydraulic infrastructures installation -Skills in GIS - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
Sub Total				6

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Water Resources Protection and Development Unit	Unit Director	Director of Water Resources Protection and Development Unit	<p>A0 in Water Resources management, hydrology, water engineering, Environment or Natural Resources with 3 years of working experience; Or Master's Degree in Water Resources management, hydrology, water engineering, Environment or Natural Resources with 1 year of working experience in water sector.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in water resources planning and management; - Knowledge in water laws, water institutions - Deep knowledge of water resources policies, laws and regulations; - Comprehensive knowledge on Integrated Water Resources Management approach - Knowledge of water resources monitoring framework. - Strong Leadership skills; - Excellent organizational skills; - Ability to coordinate, organize and anticipate details for special programs and events; - Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities; - Time management skills; - Ability to work as a team coordinator and ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Dam Specialist	Dam Specialist	<p>A0 in Hydraulics, Dam Engineering or Water Engineering, Water Resource Management, Water Resource Planning, Hydrology,</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in Dam design - Extensive Knowledge in Dam safety - Knowledge in Dam construction - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Catchments Management Officer	Catchments Management Officer	A0 in Water Resources, Natural Resources, Natural Sciences, Environmental Management or Geography <u>Key technical skills and knowledge required:</u> -Knowledge on catchments planning -Knowledge on catchment management practices -Extensive knowledge on catchments management practices -Extensive knowledge on catchments monitoring tools and approaches -Knowledge in GIS skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	5
	Water Storage Development Officer	Water Storage Development Officer	A0 in Water Engineering, Agriculture Engineering, Water Resources, Natural Resources or Environment Management <u>Key technical skills and knowledge required:</u> -Knowledge on the types of water storage infrastructures -Knowledge on water storage design -Knowledge on water storage safety - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	2
Sub Total				9

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Water Resources Allocation and Regulation Unit	Unit Director	Director of Water Resources Allocation and Regulation Unit	<p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, with 3 years of working experience; Or Master's Degree in Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Natural Sciences with 1 year of working experience.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> -Extensive knowledge in water allocation principles -Knowledge of the water regulation framework including the international water law - Comprehensive knowledge of the work practices, processes and procedures relevant to water resources regulations. -Good negotiation skills -Knowledge on the hydro-diplomacy -Knowledge of water allocation tools and models - Ability to work as a team coordinator and ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Hydrology Specialist	Hydrology Specialist	<p>A0 in Hydrology, Water Resources Management or Water Engineering with 3 years of working experience or Master's Degree in Hydrology, Water Resources Management or Water Engineering</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of hydrological processes and analysis -Extensive knowledge in water resources modeling with appropriate water allocation models -Knowledge in GIS and remote sensing - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Hydrology Officer	Hydrology Officer	<p>A0 in Hydrology, Water Resources Management or Water Engineering</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of hydrological processes and analysis -Extensive knowledge in water resources modeling with appropriate water allocation models -Knowledge in GIS and remote sensing - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Water Resources Regulation Officer	Water Resources Regulation Officer	A0 in Law, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology Key technical skills and knowledge required: -- Knowledge of the water regulation framework including the international water law - Knowledge of the work practices, processes and procedures relevant to water resources regulations -Knowledge of the water resources licensing principles and procedures -Knowledge in contracts drafting and management -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Trans-boundary Water Affairs Officer	Trans-boundary Water Affairs Officer	A0 in Natural Sciences, Water Resource Management, Environmental Management, Water Resource Planning, Hydrology Key technical skills and knowledge required: -Knowledge of the institutional, policy and legal frameworks for water resources management -Knowledge of the international water law -Knowledge of water cooperation principles -Good negotiation skills -Good communication skills -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Water Users Officer	Water Users Officer	A0 in Water Engineering, Agriculture, Water Resources, Natural Resources or environment Environmental Management, Water Resource Planning, Hydrology Key technical skills and knowledge required: -Knowledge in water use efficiency practices -Knowledge in water productivity -Knowledge in water use principles -Extensive knowledge in stakeholders engagement -Good communication skills -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
Sub Total				6

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Forestry Department	Head of Department	Head of Forestry Department	<p>Master's Degree or Equivalent in Forestry, Agriculture, Biodiversity Conservation, Environmental and Natural Resources Management with 5 years of working experience and with at least 2 years in a senior position or A0 in forestry, Agriculture, Biodiversity Conservation, Environmental and Natural Resources Management with 7 years of working experience with at least 2 years in a senior position</p> <p>Key technical skills and knowledge required: Extensive knowledge in forest resources, - Good experience in forestry research and extension, forest management, forest resource conservation and environmental protection - Good knowledge of Forestry Governance; - High analytical skills; - Coordination, planning and organizational skills; - Interpersonal skills; - Effective communication skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</p>	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p>Key Technical Skills & Knowledge required: - Computer Skills - Office Management Skills; - Excellent Communication, Organizational, and 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>	1
Sub Total				2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Non-Timber Forest Products and Agro-Forestry Unit	Unit Director	Director of Non-Timber Forest Products and Agro-Forestry Unit	<p>A0 in Agro-forestry, Forestry, Natural resource management; Agronomy with 3 years of working experiences Or Master's Degree in Agro-forestry, Forestry, Natural resource management; Agronomy with 1 year of working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of agro-forestry and urban forestry, - Knowledge of the forestry sector policies and issues; - Extensive knowledge of Forestry and agro-forestry interface, - Extensive knowledge of urban forestry and beautification of cities, - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organizational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French; Knowledge of all is an advantage. <p>☐</p>	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Urban Forestry Specialist	Urban Forestry Specialist	<p>A0 in Forestry, Agroforestry; Agriculture Extension, Environmental Sciences, Urban Environment, Urban Planning, Nature Conservation and Horticulture with 3 years of working experience or Master's Degree in Forestry, Agroforestry; Agriculture Extension, Environmental Sciences, Urban Environment, Urban Planning, Nature Conservation and Horticulture</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and expertise in Urban Forestry and Beautification of cities; - Good knowledge in the ornamental seedlings production; - Capacity to develop, operate, maintain and design beautification of urban parks and recreation facilities; - Knowledge of the hazards and safety practices common in urban trees preservation programs; - Knowledge in operating and maintenance of forest machinery; - Enough skills in riparian buffer management; - Computer literate; - High presentation and reporting skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1
	Bamboo Production and Non-timber Forest Products Specialist	Bamboo Production and Non-timber Forest Products Specialist	<p>A0 in Forestry, Agroforestry, Agro-forestry, Botany , Biodiversity and Nature Conservation with 3 years of working experience or Master's Degree in Forestry, Agroforestry, Agro-forestry, Botany , Biodiversity and Nature Conservation</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Bamboo production and processing skills - Knowledge of monitoring existing forestry practices, - Communication, reporting and writing skills - Understanding Rwanda's environment system - Computer literate; - High presentation and reporting skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Agro-forestry and Fruits Trees Production Officer	Agro-forestry and Fruits Trees Production Officer	A0 in Forestry , Agriculture, Agro-forestry, Horticulture or Environmental sciences Key Technical Skills & Knowledge required: - Extent of knowledge and expertise in agro-forestry species and shrubs management, - Extensive knowledge and understanding of Land Management principles and practices, - Knowledge of the land use policies - Better understanding of agriculture and forestry interface, - High analytical skills, - Computer literate; - High presentation and reporting skills, - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.	1
	Indigenous Species and Shrubs Promotion Officer	Indigenous Species and Shrubs Promotion Officer	A0 in Forestry , Agriculture, Agro-forestry; Horticulture sciences, Botany and Biology Key Technical Skills & Knowledge required: - Extent of knowledge and expertise in fruits and indigenous species; - Better understanding of fruits, agro-forestry and forestry interface; - High analytical skills; - Computer literate; - High presentation and reporting skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.	1
Sub Total				5

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Forest Management Unit	Unit Director	Director of Forest Management Unit	<p>Master of Science degree in Forestry, Nature or Biodiversity Conservation, Natural resource management or Environmental Economics; Or A0 in forestry with 3 year of working experience in Forestry Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Natural Resources Management - Knowledge of the Environment and Natural Resources sector policies and issues; - Extensive knowledge of Forestry management; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organizational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French; Knowledge of all is an advantage. 	1
	Forest Plantation and Monitoring Officer	Forest Plantation and Monitoring Officer	<p>A0 in Forestry, Agroforestry, Agronomy or Environmental sciences</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of forest site reconnaissance (climate, soil type, topography, vegetation etc.) and capability to advise beneficiaries on these site parameters - Good skills in forestry plantation site selection - Ability to make the most optimum forestry species selection - Capacity to lead and advise on forest planting site preparation works - Capacity to advise on the best timing for planting - Capacity to lead the planting activities; - Capacity to monitor the growth of the planted trees - Ability to lead the follow up on the growth of the planted trees. - Computer literate; - High presentation and reporting skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	District Forest Support Development Officer	District Forest Support Development Officer	A0 in Forestry, Agro-forestry, Nature or Biodiversity Conservation, Environmental Sciences Key technical skills and knowledge required: <ul style="list-style-type: none"> - Knowledge in Forest management, - Extensive knowledge in forest conservation and environmental protection - Multicultural working environment skills - Planning and organization skills - Communication, reporting and writing skills - Interpersonal and team working skills - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1
	Natural Forestry Management and Biodiversity Officer	Natural Forestry Management and Biodiversity Officer	A0 in Forestry, Agroforestry, Biodiversity Conservation, Nature Conservation, Environmental Sciences Key technical skills and knowledge required: <ul style="list-style-type: none"> - High skills in Botany, Ecology, Genetics, and plant breeding; - Good knowledge of natural forest regeneration practices, - Capacity to assess tree planting material provenance and genotype, - Good knowledge of the different forest tending techniques like enrichment planting, - Computer literate; - High presentation and reporting skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1
	State Forests Management Officer	State Forests Management Officer	A0 in Forestry, Agro-forestry, Nature or Biodiversity Conservation, Geography or Environmental Sciences Key technical skills and knowledge required: <ul style="list-style-type: none"> - Knowledge in Forest management, - Extensive knowledge in forest conservation and environmental protection - Multicultural working environment skills - Planning and organization skills - Communication, reporting and writing skills - Interpersonal and team working skills - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	3

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Road /River /Lake side Forest Plantation Officer	Road /River /Lake side Forest Plantation Officer	<p>A0 in Forestry, Agro-forestry, Nature or Biodiversity Conservation, Environmental Sciences</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in Forest management, - Extensive knowledge in forest conservation and environmental protection - Multicultural working environment skills - Planning and organization skills - Communication, reporting and writing skills - Interpersonal and team working skills 	1
	Forest Inventory and Mapping Officer	Forest Inventory and Mapping Officer	<p>A0 in Forestry, Agro-forestry, Nature or Biodiversity Conservation, Geography, Topography</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of forestry and or forests' dynamic - Good knowledge in forestry survey, biometrics and statistical knowledge and skills - Ability to assess inventory conditions as it relates to forest business options - Ability to leverage the inventory and associated technologies to support other individuals and teams in achieving improved business results - Understanding and knowledge of: <ul style="list-style-type: none"> - Inventory variables such as stand tables, diameter distributions, log-stock tables, taper, growth, merchandising - Computer literacy and a good command of GIS software's - Excellent verbal and written communication skills. - High organizational and analytical skills; - High presentation and reporting skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage 	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Sylviculture Officer	Sylviculture Officer	<p>A0 in Forestry, Agro-forestry, Environmental Sciences,</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - High skills in Botany, Ecology, Genetics, and plant breeding; - Good knowledge of forestry regeneration practices both natural and artificial - Capacity to assess tree planting material provenance and genotype. - Good knowledge of the different forest tending techniques like enrichment planting, weeding, clearing, thinning, pruning and forest care. - Computer literate; - High presentation and reporting skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1
Sub Total				12
Forest Business Support Unit	Unit Director	Director of Forest Business Support Unit	<p>Master'S Degree in Forest Economics, Forestry, or Environmental Economics with 1 year of working experience; Or A0 in Forestry, Forestry, Forest economist, Environmental Economics with 3 years of working experience in Forest Inspection and Protection;</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of wood industry and value addition - Extensive knowledge in forestry industry and economic analysis, - High analytical skills; - Computer Literate; - Coordination, planning and organizational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French; Knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Forest Economy Specialist	Forest Economy Specialist	<p>A0 in Economics, Agriculture economics, Forestry, or Environmental Economics</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Demonstrated expertise in domestic log and stumpage prices as well as export log price trends, - Extensive knowledge and expertise in forest economy, - Demonstrated understanding of regional and local forest supply/demand relationships, - Good knowledge in compiling and analyzing data profitability of forests, forest ownership structures, forest land prices, wood-energy etc - Computer literate; - High presentation and reporting skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1
	Forest Investment Promotion Officer	Forest Investment Promotion Officer	<p>A0 in Economics, Agriculture economics, Forest economist, or Environmental Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Outstanding skills in development of new forest multi-client service opportunities, - Good knowledge in development of forest service concept proposals and life-cycle plans for new services, - Computer literate; - High presentation and reporting skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Forest Biomass Officer	Forest Biomass Officer	<p>A0 in Forestry, Agro-forestry, Environmental sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good skills in planning, monitoring, and supervision of all Biomass Energy Component activities designed for the districts, - Strong skills in preparation of detailed Biomass Energy technologies (rocket stoves, gasifiers, etc.) required, - Outstanding skills in wood biomass supply/demand analysis for proper planning purpose, - Good communication, interpersonal and team work skills. - Computer literate; - High presentation and reporting skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1
	Forest Opportunity Analysis and Extension officer	Forest Opportunity Analysis and Extension officer	<p>A0 in Forestry, Agroforestry, Agriculture Economics, Environmental Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good skills in planning and implementing programs, - Keen interest and knowledge of forestry and natural resources, - Capacity to work with the local people and foreigners, - Good communication, interpersonal and team work skills, - Possession of persuasive abilities, - Good and careful speaking or behavior in the community, - Being vibrant, convincing, leading in conversation, - Capacity to help the people improve the quality of their lives, - Good understanding the Rwanda socio-economic and cultural system, - Enjoying working outdoors, - Computer literate; - High presentation and reporting skills; - Fluent in Kinyarwanda, English and, French; knowledge of all is an advantage. 	3

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Forest Regulation and PPP Development Officer	Forest Regulation and PPP Development Officer	A0 in law, Key Technical Skills & Knowledge required: - Excellent knowledge of standards and laws related to Forests and Land Management; - Proven track record in the field of natural resources, forest and land Rights, - Proven skills in regulation of forest management agreements and forest concessions - Keen interest and knowledge of forestry and natural resources - Good and careful speaking or behavior in the community. - Computer literate; - High presentation and reporting skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.	1
Sub Total				8
Forest Planting Materials Unit	Unit Director	Director of Forest Planting Materials Unit	Master of Science degree in Forestry, Crop Breeding, Agronomy, Environmental Sciences with 1 year of working experience Or A0 in Forestry, Crop Breeding, Agronomy, Environmental Sciences with 3 year of working experience in Forest tree seed production and handling or in crop breeding Key technical skills and knowledge required: - Extensive knowledge and understanding of the Forest Resources Management in Rwandan context, - Extensive knowledge of Forest planting materials and seedlings management, tree breeding; - Forestry research and tree seed technology, - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organizational skills; - Interpersonal skills; - Collaboration and team working skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Forest Pathology Specialist	Forest Pathology Specialist	<p>Master of Science degree in Forestry pathology, Biology, Pathology or Crop Laboratory sciences Or A0 in FForestry pathology, Biology, Pathology or Crop Laboratory sciences with 3 year of working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Research skills - Laboratory skills - Knowledge in international standards of environment. - Planning and organization skills - Communication, reporting and writing skills - Interpersonal and team working skills - Spoken and written English and Swahili skills - Understanding Rwanda's environment system - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Seed Quality Control Officer	Seed Quality Control Officer	<p>A0 in Forestry, Agroforestry, Biology, or Crop Laboratory sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Research skills - Laboratory skills - Knowledge in international standards of environment. - Planning and organization skills - Communication, reporting and writing skills - Interpersonal and team working skills - Spoken and written English and Swahili skills - Understanding Rwanda's environment system - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Seed Collection and Production Officer	Seed Collection and Production Officer	A0 in Forestry, Agroforestry, Biology & Botany, Crop sciences Key Technical Skills & Knowledge required: - Extensive Knowledge in Seed Production and handling, - Research skills, - Knowledge in seed standards, - Communication, reporting and writing skills, - Interpersonal and team working skills - Understanding Rwanda's environment system, - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
	Seed Stands & Orchards Maintenance Officer	Seed Stands & Orchards Maintenance Officer	A0 in Forestry, Agroforestry, Biology & Botany, Crop sciences Key Technical Skills & Knowledge required: - Extensive Knowledge in seed sources management, - Knowledge in seed stands & orchards management. - Research skills - Communication, reporting and writing skills - Interpersonal and team working skills, - Understanding Rwanda's environment system, - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
	Seed Traceability System and Adaptability Officer	Seed Traceability System and Adaptability Officer	A0 in Forestry, Agroforestry, Botany, Crop sciences Key Technical Skills & Knowledge required: - Extensive Knowledge in Seed Production and handling - Research skills - Knowledge in seed standards. - Communication, reporting and writing skills - Interpersonal and team working skills - Understanding Rwanda's environment system - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Seed Processing and Storage Officer	Seed Processing and Storage Officer	<p>A1 in Forestry, Agroforestry , Biology & Botany</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive Knowledge in Seed Production and handling - Research skills - Knowledge in seed standards. - Communication, reporting and writing skills - Interpersonal and team working skills - Understanding Rwanda's environment system - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Accountant	Accountant	<p>A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc)</p> <p>Key Technical Skills & Knowledge required:</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; - Knowledge to analyse complex financial information & Produce reports - Deep understanding of financial accounts; - 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Cashier	Cashier	A2 in Accounting, Commerce Key technical skills and knowledge required: - knowledge in financial business; - Knowledge of operating cash register and maintaining cash drawer; - Proven knowledge of processing exact and efficient sale and return transactions; - Planning skills; - Communication skills. - Computer skills; - Fluent in Kinyarwanda, English and/or French. i	1
	Forest seeds Driver	Forest seeds Driver	Certificate (A2), Driving License B and D with Mechanical certificate Key Technical Skills and Knowledge required: - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Team work spirit; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
Sub-Total				12

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Corporate Services Division	Division Manager	Corporate Services Division Manager	<p>A0 in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance or Accounting with 5 years of working experience or 2 years in a senior position; or Master's Degree in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance or Accounting with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</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; - 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Human Resources Management Specialist	Human Resources Management Specialist	<p>A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with specialisation in Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Deep knowledge of Rwandan public service and labor law; - Knowledge in Conflict Management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices,policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Procurement Specialist	Procurement Specialist	<p>A0 in Procurement, Management,Public Finance, Economics,Law, Accounting with 3 years or working experience or Master's Degree in Procurement, Management,Public Finance, Economics,Law, Accounting</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - High Analytical Skills; - Negotiation 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; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Administrative Liaison	Administrative Liaison Officer	<p>A1 in Secretarial Studies, Office Management, or A0 in Public Administration, Administrative Sciences, Management, Law, Sociology, and social work</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Computer Skills - Office Management Skills; - Excellent Communication, Organizational, and 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
Sub Total				4
Management Information System and IT Support Unit	Unit Director	Director of Management Information System and IT Support Unit	<p>A0 in Management information System, Knowledge Management system, Business information System, Natural Ressources information system, Geo Information system, Computer Science, Computer Engineering, Information Communication Technology, Electronics and telecommunication with 3 years of working experience and Certifications in A+, N+; Certifications in CCNA, MCSE, MCSA, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage or Master's Degree in Management information System, Knowledge Management system, Business information System, Natural Ressources information system, Geo Information system, Computer Science, Computer Engineering, Information Communication Technology, Electronics and telecommunication with 1 year of working experience in ICT .</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's justice ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyze technology problems, issues, and program requirements. - Knowledge of computer hardware/software technologies. - 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	IT Support	IT Support Officer	<p>A0 in Computer Engineering, Management Information System, Communication Technology, Electronics and Telecommunication Engineering ,Software Engineering, , Information and Communication Technology,,Electronics and Telecommunication Engineering or A1 in Computer Engineering, Management Information System, Communication Technology, Electronics and Telecommunication Engineering ,Software Engineering, , Information and Communication Technology,,Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (NET),LAMP/WAMP Framework or MCITP are an added advantage</p> <p><u>Key Technical skills and knowledge required</u></p> <ul style="list-style-type: none"> - Certification in A+, N+, Linux+ and MCITP or MCSE, MCSA - Certifications in A+, N+ , CCNA, MCSE, MCSD, MCTs (.NET), LAMP/WAMP Framework or MCITP; - Proficiency in basic computer network theory to correct the rational design of planning a network environment, network management platform design - Knowledge in network equipment debugging technology, hacker attack and defense technology, bandwidth management. - Good command of oral language skills and writing ability, interpersonal communication skills and ability to work with others under pressure and solve problems - Ability to work in a team - Analytical/technical mindset - Internpersonal communication skills: 	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Forestry Information System Officer	Forestry Information System Officer	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering.</p> <p>Key Technical skills and knowledge required</p> <ul style="list-style-type: none"> - Basic knowledge in Geographical Information System(GIS) as applied in any organization Information system(s) - Required Certification in MCTs (.NET) or Java Programming or visual studio, PHP and LAMP/WAMP; - Certification in Typo 3 (CMS), Java Programming, MySQL/ SQL server, PostgreSQL, and Oracle - Basic Network troubleshooting - Basic knowledge of Forestry management aspects - Hands on development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript J2EE, Servlets, Struts, spring and Hibernate - Open source technologies skills - Knowledge of web server infrastructure - Knowledge of Server environments (window, linux, unix) - Ability to work in a team - Analytical/technical mindset 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Water Resources Information System Officer	Water Resources Information System Officer	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Basic knowledge in Geographical Information System(GIS) as applied in any organization Information system(s); - Certification in MCTs (.NET) or Java Programming or visual studio, PHP and LAMP/WAMP; Certification in Typo 3 (CMS), Java Programming, MySQL/ SQL server, PostgreSQL, and Oracle - Basic Network troubleshooting - Basic knowledge of Water and administrative management aspects - Basic knowledge of Geographical Information Systems(GIS) - Hands on development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript J2EE, Servlets, Struts, spring and Hibernate - Open source technologies skills - Knowledge of web server infrastructure - Knowledge of Server environments (window, linux, unix) - Ability to work in a team - Analytical/technical mindset - Interpersonal communication skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
Sub-Total				5

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Administration & Finance Unit	Unit Director	Director of Administration & Finance Unit	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</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 Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Proble solving; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Human Resource	HR Officer	<p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Accountant	Accountant	<p>A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, IPSAS, IFRS, etc)</p> <p>Key Technical Skills & Knowledge required:</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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Logistics	Logistics	<p>A0 in Store Management, Management, Finance, Accounting, 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; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Secretary	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management, Library and Information Science with 2 years of working experience or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science</p> <p>Key Technical Skills & Knowledge required:</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; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Secretary	Secretary in Central Secretariat	<p>A1 in Secretarial Studies, Office Management, or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social work, Law</p> <p>Key Technical Skills and Knowledge required:</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; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Secretary	Secretary to DAF Unit	<p>A1 in Secretarial Studies, Accounting, Office Management, or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social work, Law</p> <p>Key Technical Skills and Knowledge required:</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; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
Sub-Total				8
Grand Total				86

<p>Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 103/03 ryo ku wa 10/08/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b' Ikigo gishinzwe Gucunga no Guteza Imbere Amazi n'Amashyamba mu Rwanda</p>	<p>Seen to be annexed to Prime Minister's Order n° 103/03 of 10/08/2017 determining the organizational structure, salaries and fringe benefits for employees of Rwanda Water and Forestry Authority</p>	<p>Vu pour être annexés à l'arrêté du Premier Ministre n° 103/03 du 10/08/2017 déterminant la structure organisationnelle, salaires et avantages accordés au personnel de l'Office Rwandais des Eaux et des Forêts</p>
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<p>Kigali, ku wa 10/08/2017</p> <p>(sé)</p> <p>MUREKEZI Anastase Minisitiri w'Intebe</p>	<p>Kigali, on 10/08/2017</p> <p>(sé)</p> <p>MUREKEZI Anastase Prime Minister</p>	<p>Kigali, le 10/08/2017</p> <p>(sé)</p> <p>MUREKEZI Anastase Premier Ministre</p>
<p>(sé)</p> <p>UWIZEYE Judith Minisitiri w'Abakozi ba Leta n'Umurimo</p>	<p>(sé)</p> <p>UWIZEYE Judith Minister of Public Service and Labour</p>	<p>(sé)</p> <p>UWIZEYE Judith Ministre de la Fonction Publique et du Travail</p>
<p>Bibonywe kandi bishyizweho Ikirango cya Repubulika:</p> <p>(sé)</p> <p>BUSINGYE Johnston Minisitiri w'Ubutabera/ Intumwa Nkuru ya Leta</p>	<p>Seen and sealed with the Seal of the Republic:</p> <p>(sé)</p> <p>BUSINGYE Johnston Minister of Justice/ Attorney General</p>	<p>Vu et scellé du Sceau de la République:</p> <p>(sé)</p> <p>BUSINGYE Johnston Ministre de la Justice/ Garde des Sceaux</p>

<p>UMUGEREKA WA III W'ITEKA RYA MINISITIRI W'INTEBE N°103/03 RYO KU WA 10/08/2017 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B' IKIGO GISHINZWE GUCUNGA NO GUTEZA IMBERE AMAZI N'AMASHYAMBA MU RWANDA</p>	<p>ANNEXE III TO PRIME MINISTER'S ORDER N° 103/03 OF 10/08/2017 DETERMINING THE ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA WATER AND FORESTRY AUTHORITY</p>	<p>ANNEXE III DE L'ARRETE DU PREMIER MINISTRE N° 103/03 DU 10/08/2017 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DES EAUX ET DES FORETS</p>
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RWANDA WATER AND FORESTRY AUTHORITY - SALARY STRUCTURE 2017

POST	I.V	Nbr	Level	Index	Gross Salary (Rwf/Month)
Director General	441	1	F	2,869	1,617,505
Head of Forestry Department	400	1	1.IV	2,608	1,333,657
Head of Water Resources Management Department	400	1	1.IV	2,608	1,333,657
Corporate Services Division Manager	400	1	2.II	1,890	1,085,308
Director of Management Information System and IT Support Unit	400	1	3.II	1,369	786,131
Director of Administration & Finance Unit	400	1	3.II	1,369	786,131
Director Water Resources Monitoring Unit	400	1	3.II	1,369	786,131
Director Water Resources Protection and Development Unit	400	1	3.II	1,369	814,962
Director Water Resources Allocation and Regulation Unit	400	1	3.II	1,369	814,962
Director of Non-Timber Forest Products and Agro- Forestry Unit	400	1	3.II	1,369	814,962
Director of Forest Management Unit	400	1	3.II	1,369	786,131
Director Forest Business Support unit	400	1	3.II	1,369	814,962
Director Forest Planting Materials Unit	400	1	3.II	1,369	786,131
Procurement specialist	400	1	3.II	1,369	786,131
HR Specialist	400	1	3.II	1,369	786,131
Dam Specialist	400	1	3.II	1,369	786,131
Hydrology Specialist	400	1	3.II	1,369	786,131
Urban forestry specialist	400	1	3.II	1,369	786,131
Forest pathology specialist	400	1	3.II	1,369	786,131
Forest economy specialist	400	1	3.II	1,369	786,131
Bamboo production and non-timber forest products specialist	400	1	3.II	1,369	786,131
Legal Affairs Officer	400	1	4.III	1,313	746,459
Forest inventory and mapping officer	400	2	4.II	1,141	648,675
Transboundary Water Affairs Officer	400	1	4.II	1,141	648,675
Forest regulation and PPP development officer	400	1	4.II	1,141	648,675
Human Resources Officer	400	1	4.II	1,141	648,675
Public Relations and Communication Officer	400	1	4.II	1,141	648,675
Catchments Management Officer	400	5	5.II	951	540,657
Forest opportunity analysis and extension officer	400	3	5.II	951	540,657
State forests management officer	400	3	5.II	951	540,657
Water storage development Officer	400	2	5.II	951	540,657
Seed collection and Production officer	400	2	5.II	951	540,657
Seed Stands & Orchards Maintenance Officer	400	2	5.II	951	540,657
Water Quality Monitoring Officer	400	1	5.II	951	540,657

Surface water quantity monitoring Officer	400	2	5.II	951	540,657
Ground water quantity monitoring Officer	400	1	5.II	951	540,657
Hydrometric Network officer	400	1	5.II	951	540,657
Hydrology Officer	400	1	5.II	951	540,657
Water Resources Regulation Officer	400	1	5.II	951	540,657
Water Users Officer	400	1	5.II	951	540,657
Agro-forestry and Fruits trees Production officer	400	1	5.II	951	540,657
Indigenous species and shrubs promotion officer	400	1	5.II	951	540,657
Forest Plantation and monitoring Officer	400	2	5.II	951	540,657
District forest support development officer	400	1	5.II	951	540,657
Natural forestry management and biodiversity officer	400	1	5.II	951	540,657
Forestry information system officer	400	1	5.II	951	540,657
Water resources information system Officer	400	1	5.II	951	540,657
Road /river /lake side forest plantation officer	400	1	5.II	951	540,657
Sylviculture officer	400	1	5.II	951	540,657
Forest investment promotion officer	400	1	5.II	951	540,657
Forest Biomass officer	400	1	5.II	951	540,657
Seed quality control officer	400	1	5.II	951	540,657
Seed traceability system and adaptability officer	400	1	5.II	951	540,657
Internal Auditor	400	1	5.II	951	540,657
IT Support Officer	400	2	5.II	951	540,657
Planning and Monitoring Officer	400	2	5.II	951	540,657
Accountant	400	2	5.II	951	540,657
Accountant in Forestry Planting Material Unit	400	1	5.II	951	540,657
Logistics Officer	400	1	5.II	951	540,657
Administrative Assistant to DG	400	1	5.II	951	540,657
Administrative Liaison Officer	400	1	5.II	951	540,657
Head of Central Secretariat	400	1	7.II	660	375,219
Administrative Assistant to Head of Department	400	2	7.II	660	375,219
Cashier to Forestry Planting Material Unit	400	1	7.II	660	375,219
Seed processing and storage officer	400	1	5.II	951	540,657
Secretary in Central Secretariat	400	1	8.II	508	288,805
Secretary to DAF Unit	400	1	8.II	508	288,805
Driver in Forestry Seed Unit	400	1	10.II	300	170,554

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<p>Kigali, ku wa 10/08/2017</p> <p>(sé)</p> <p>MUREKEZI Anastase Minisitiri w’Intebe</p>	<p>Kigali, on 10/08/2017</p> <p>(sé)</p> <p>MUREKEZI Anastase Prime Minister</p>	<p>Kigali, le 10/08/2017</p> <p>(sé)</p> <p>MUREKEZI Anastase Premier Ministre</p>
<p>(sé)</p> <p>UWIZEYE Judith Minisitiri w’Abakozi ba Leta n’Umurimo</p> <p>Bibonywe kandi bishyizweho Ikirango cya Repubulika:</p> <p>(sé)</p> <p>BUSINGYE Johnston Minisitiri w’Ubutabera/ Intumwa Nkuru ya Leta</p>	<p>(sé)</p> <p>UWIZEYE Judith Minister of Public Service and Labour</p> <p>Seen and sealed with the Seal of the Republic:</p> <p>(sé)</p> <p>BUSINGYE Johnston Minister of Justice/ Attorney General</p>	<p>(sé)</p> <p>UWIZEYE Judith Ministre de la Fonction Publique et du Travail</p> <p>Vu et scellé du Sceau de la République:</p> <p>(sé)</p> <p>BUSINGYE Johnston Ministre de la Justice/ Garde des Sceaux</p>

<p>ITEKA RYA MINISITIRI W'INTEBE N°104/03 RYO KU WA 10/08/2017 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B' IKIGO GISHINZWE IMICUNGIRE N'IMIKORESHEREZE Y'UBUTAKA MU RWANDA</p> <p style="text-align: center;"><u>ISHAKIRO</u></p> <p><u>Ingingo ya mbere:</u> icyo iri teka rigamije</p> <p><u>Ingingo ya 2:</u> Imbonerahamwe n'incamake y'imyanya y'imirimo</p> <p><u>Ingingo ya 3:</u> Igenwa ry'umushahara</p> <p><u>Ingingo ya 4:</u> Ibigize umushahara mbumbe</p> <p><u>Ingingo ya 5:</u> Ibindi bigenerwa Umuyobozi Mukuru</p> <p><u>Ingingo ya 6:</u> Ibindi bigenerwa <i>Heads of Departments</i> bari ku rwego rwa "1.IV"</p> <p><u>Ingingo ya 7:</u> Ibindi bigenerwa Abayobozi b'Amashami bari ku rwego rwa "2.III"</p> <p><u>Ingingo ya 8:</u> Ibindi bigenerwa Abayobozi b'Udushami n'Abakozi bari ku rwego rw'imirimo rwa "3"</p>	<p>PRIME MINISTER'S ORDER N°104/03 OF 10/08/2017 DETERMINING THE ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA LAND MANAGEMENT AND USE AUTHORITY</p> <p style="text-align: center;"><u>TABLE OF CONTENTS</u></p> <p><u>Article One:</u> Purpose of this Order</p> <p><u>Article 2:</u> Organisational structure and summary of job positions</p> <p><u>Article 3:</u> Determination of the salary</p> <p><u>Article 4:</u> Composition of the gross salary</p> <p><u>Article 5:</u> Fringe benefits for the Director General</p> <p><u>Article 6:</u> Fringe benefits of Heads of Departments on "1.IV" job classification level</p> <p><u>Article 7:</u> Fringe benefits of Division Managers on "2.III" job classification level</p> <p><u>Article 8:</u> Fringe benefits of Directors of Units and Officials on "3" job classification level</p>	<p>ARRETE DU PREMIER MINISTRE N°104/03 DU 10/08/2017 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DE GESTION ET D'UTILISATION FONCIERES</p> <p style="text-align: center;"><u>TABLE DES MATIERES</u></p> <p><u>Article premier:</u> Objet du présent arrêté</p> <p><u>Article 2:</u> Structure organisationnelle et synthèse des emplois</p> <p><u>Article 3:</u> Détermination du salaire</p> <p><u>Article 4:</u> Composition du salaire brut</p> <p><u>Article 5:</u> Avantages alloués au Directeur Général</p> <p><u>Article 6:</u> Avantages alloués au Chefs de Départements au poste de niveau "1.IV"</p> <p><u>Article 7:</u> Avantages alloués aux Chefs de Divisions aux postes de niveau "2.III"</p> <p><u>Article 8:</u> Avantages alloués aux Directeurs d'Unités et cadres aux postes de niveau "3"</p>
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<p><u>Ingingo ya 9:</u> Indamunite z’urugendo rw’imodoka</p> <p><u>Ingingo ya 10:</u> Abashinzwe gushyira mu bikorwa iri teka</p> <p><u>Ingingo ya 11:</u> Ivanwaho ry’ingingo zinyuranyije n’iri teka</p> <p><u>Ingingo ya 12:</u> Igihe iri teka ritangira gukurikizwa</p>	<p><u>Article 9:</u> Mileage allowances</p> <p><u>Article 10:</u> Authorities responsible for the implementation of this Order</p> <p><u>Article 11:</u> Repealing provision</p> <p><u>Article 12:</u> Commencement</p>	<p><u>Article 9:</u> Indemnités kilométriques</p> <p><u>Article 10:</u> Autorités chargées de l’exécution du présent arrêté</p> <p><u>Article 11:</u> Disposition abrogatoire</p> <p><u>Article 12:</u> Entrée en vigueur</p>
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<p>ITEKA RYA MINISITIRI W'INTEBE N°104/03 RYO KU WA 10/08/2017 RISHYIRAHO IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B' IKIGO GISHINZWE IMICUNGIRE N'IMIKORESHEREZE Y'UBUTAKA MU RWANDA</p> <p>Minisitiri w'Intebe;</p> <p>Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo, iya 119, iya 120, iya 122 n'iya 176;</p> <p>Ashingiye ku Itegeko n° 05/2017 ryo ku wa 03/02/2017 rishyiraho Ikigo Gishinzwe Imicungire n'Imikoreshereze y'Ubutaka mu Rwanda rikanagena inshingano, imiterere n'imikorere byacyo, cyane cyane mu ngingo yaryo ya 27;</p> <p>Ashingiye ku Itegeko n° 86/2013 ryo ku wa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta, cyane cyane mu ngingo yaryo ya 52;</p> <p>Bisabwe na Minisitiri w'Abakozi ba Leta n'Umurimo;</p> <p>Inama y'Abaminisitiri yateranye ku wa 30/06/2017 imaze kubisuzuma no kubyemeza;</p>	<p>PRIME MINISTER'S ORDER N°104/03 OF 10/08/2017 DETERMINING THE ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA LAND MANAGEMENT AND USE AUTHORITY</p> <p>The Prime Minister;</p> <p>Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 119, 120, 122 and 176;</p> <p>Pursuant to Law n° 05/2017 of 03/02/2017 establishing Rwanda Land Management and Use Authority and determining its mission, organization and functioning, especially in Article 27;</p> <p>Pursuant to Law n° 86/2013 of 11/09/2013 establishing the general statutes for public service, especially in Article 52;</p> <p>On proposal by the Minister of Public Service and Labor;</p> <p>After consideration and approval by the Cabinet, in its session of 30/06/2017;</p>	<p>ARRETE DU PREMIER MINISTRE N°104/03 DU 10/08/2017 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DE GESTION ET D'UTILISATION FONCIERES</p> <p>Le Premier Ministre;</p> <p>Vu la Constitution de la République du Rwanda de 2003 révisée en 2015, spécialement en ses articles 119, 120, 122 et 176;</p> <p>Vu la Loi n° 05/2017 du 03/02/2017 portant création de l'Office Rwandais de Gestion et d'Utilisation Foncières et déterminant sa mission, son organisation et son fonctionnement, spécialement en son article 27;</p> <p>Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en son article 52;</p> <p>Sur proposition du Ministre de la Fonction Publique et du Travail;</p> <p>Après examen et adoption par le Conseil des Ministres en sa séance du 30/06/2017;</p>
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<p>ATEGETSE:</p> <p><u>Ingingo ya mbere:</u> Icyo iri teka rigamije</p> <p>Iri teka rishyiraho imbonerahamwe y’imyanya y’imirimo, imishahara n’ibindi bigenerwa abakozi b’Ikigo gishinzwe Imicungire n’Imikoreshereze y’Ubutaka mu Rwanda.</p> <p><u>Ingingo ya 2:</u> Imbonerahamwe n’incamake y’imyanya y’imirimo</p> <p>Imbonerahamwe n’incamake y’imyanya y’imirimo mu Ikigo gishinzwe Imicungire n’Imikoreshereze y’Ubutaka mu Rwanda biri ku mugereka wa I n’uwa II y’iri teka.</p> <p><u>Ingingo ya 3:</u> Igenwa ry’umushahara</p> <p>Imishahara y’abakozi b’Ikigo gishinzwe Imicungire n’Imikoreshereze y’Ubutaka mu Rwanda, igenwa hashingiwe ku mbonerahamwe y’urutonde rw’imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu butegetsi bwa Leta.</p> <p>Urwego, umubare fatizo, agaciro k’umubare fatizo n’umushahara mbumbe bigendana na buri mwanya w’umurimo mu Kigo cy’Igihugu gishinzwe Ubutaka biri ku mugereka wa III w’iri teka.</p> <p><u>Ingingo ya 4:</u> Ibimize umushahara mbumbe</p> <p>Umushahara mbumbe wa buri kwezi ku mukozi ukubiyemo iby’ingenzi bikurikira:</p>	<p>HEREBY ORDERS:</p> <p><u>Article One:</u> Purpose of this Order</p> <p>This Order determines the organizational structure, salaries and fringe benefits for employees of Rwanda Land Management and Use Authority.</p> <p><u>Article 2:</u> Organisational structure and summary of job positions</p> <p>The organizational structure and the summary of job positions in Rwanda Land Management and Use Authority are respectively in Annex I and II of this Order.</p> <p><u>Article 3:</u> Determination of the salary</p> <p>Salaries for employees of Rwanda Land Management and Use Authority are determined on the basis of the job classification and in accordance with general principles on salary calculation in public service.</p> <p>The level, index, index value and the gross salary corresponding to each job position within Rwanda Land Management and Use Authority are in Annex III to this Order.</p> <p><u>Article 4:</u> Composition of the gross salary</p> <p>The monthly gross salary for each employee is mainly composed of the following:</p>	<p>ARRETE:</p> <p><u>Article premier:</u> Objet du présent arrêté</p> <p>Le présent arrêté détermine la structure organisationnelle, salaires et avantages alloués au personnel de l’Office Rwandais de Gestion et d’Utilisation Foncières.</p> <p><u>Article 2:</u> Structure organisationnelle et synthèse des emplois</p> <p>La structure organisationnelle et la synthèse des emplois au sein de l’Office Rwandais de Gestion et d’Utilisation Foncières sont respectivement en annexe I et II du présent arrêté.</p> <p><u>Article 3:</u> Détermination du salaire</p> <p>Les salaires accordés aux agents de l’Office Rwandais de Gestion et d’Utilisation Foncières sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.</p> <p>Le niveau, l’indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi dans l’Office Rwandais de Gestion et d’Utilisation Foncières sont en annexe III du présent arrêté.</p> <p><u>Article 4:</u> Composition du salaire brut</p> <p>Le salaire brut mensuel de chaque agent comprend principalement:</p>
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<p>1 ° umushahara fatizo;</p> <p>2 ° indamunite y’icumbi;</p> <p>3 ° indamunite y’urugendo;</p> <p>4 ° inkunga ya Leta mu bwiteganyirize bw’umukozi;</p> <p>5 ° inkunga ya Leta yo kuvuza umukozi.</p> <p>Indamunite y’urugendo ivugwa mu gace ka 3° k’igika cya mbere cy’iyi ngingo ntigenerwa Abayobozi bari ku nzego z’imirimo za “F”, “G/1.IV”, na “2.III” boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n’ibintu mu nshingano ze. Ntigenerwa kandi abakozi ba Leta bari ku rwego rwa “3” bagenerwa indamunite yihariye y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.</p> <p><u>Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru</u></p> <p>Umuyobozi Mukuru w’Ikigo gishinzwe Imicungire n’Imikoreshereze y’Ubutaka mu Rwanda agenerwa ibindi bimufasha gutunganya umurimo bikurikira:</p> <p>1 ° amafaranga y’u Rwanda ibihumbi ijana (100.000 FRW) y’itumanaho rya telefoni yo mu biro buri kwezi n’ay’itumanaho rya</p>	<p>1 ° basic salary;</p> <p>2 ° housing allowance;</p> <p>3 ° transport allowance;</p> <p>4 ° employee social security State contribution;</p> <p>5 ° employee medical care State contribution.</p> <p>The transport allowance specified in item 3° of Paragraph One of this Article shall not be granted to officials positioned on levels “F”, “G/1.IV” and “2.III” whose transport is facilitated in accordance with instructions of the Minister in charge of transport. It shall not also be granted to public servants positioned on level “3” who are entitled to special transport allowance in accordance with instructions of the Minister in charge public service.</p> <p><u>Article 5: Fringe benefits for the Director General</u></p> <p>The Director General of Rwanda Land Management and Use Authority is entitled to the following fringe benefits:</p> <p>1 ° one hundred thousand Rwandan francs (FRW 100,000) each month for office landline communication allowance and one hundred thousand Rwandan francs</p>	<p>1 ° le salaire de base;</p> <p>2 ° l’indemnité de logement;</p> <p>3 ° l’indemnité de transport;</p> <p>4 ° la contribution de l’Etat à la sécurité sociale;</p> <p>5 ° la contribution de l’Etat aux soins médicaux.</p> <p>L’indemnité de transport visée à l’alinéa 3° du présent article n’est pas allouée aux dirigeants aux postes de niveau “F”, “G/1.IV” et “2.III” pour lesquels le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions. Elle n’est pas non plus allouée aux agents de l’Etat 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.</p> <p><u>Article 5: Avantages alloués au Directeur Général</u></p> <p>Le Directeur Général de l’Office Rwandais de Gestion et d’Utilisation Foncières bénéficie des avantages suivants:</p> <p>1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 FRW) par mois et ceux de communication par téléphone portable</p>
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<p>telefoni igendanwa angana n'ibihumbi ijana (100.000 FRW) buri kwezi;</p> <p>2° amafaranga y'u Rwanda ibihumbi magana abiri (200, 000 FRW) yo kwakira abashyitsi mu kazi buri kwezi anyura kuri konti y'urwego bireba;</p> <p>3° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.</p>	<p>(FRW 100,000) per month for mobile phone communication allowance;</p> <p>2° a monthly office entertainment allowance equivalent to two hundred thousand Rwandan francs (FRW 200,000) transferred to the institution's account;</p> <p>3° transport facilitation in accordance with instructions of the Minister in charge of transport.</p>	<p>équivalent à cent mille francs rwandais (100.000 FRW) par mois;</p> <p>2° les frais de représentation au service équivalent à deux cent mille francs rwandais (200.000 FRW) chaque mois et domiciliés au compte de l'institution concernée;</p> <p>3° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.</p>
<p><u>Ingingo ya 6: Ibindi bigenerwa Heads of Departments bari ku rwego rwa "1.IV"</u></p> <p>Buri <i>Head of Department</i> agenerwa ibindi bimufasha gutunganya imirimo bikurikira:</p> <p>1° amafaranga y'u Rwanda ibihumbi ijana (100.000 FRW) y'itumanaho rya telefoni yo mu biro buri kwezi n'ay'itumanaho rya telefoni igendanwa angana n'ibihumbi ijana (100.000 FRW) buri kwezi;</p> <p>2° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.</p>	<p><u>Article 6: Fringe benefits of Heads of Departments on "1.IV" job classification level</u></p> <p>Each Head of Department is entitled to the following fringe benefits:</p> <p>1° one hundred thousand Rwandan francs (FRW 100,000) each month for office landline communication allowance and one hundred thousand Rwandan francs (FRW 100,000) per month for mobile phone communication allowance;</p> <p>2° transport facilitation in accordance with instructions of the Minister responsible for transport.</p>	<p><u>Article 6: Avantages alloués au Chefs de Départements au poste de niveau "1.IV"</u></p> <p>Chaque Chef de Département bénéficie des avantages suivants:</p> <p>1° les frais de communication par téléphone de bureau équivalent à cent mille francs rwandais (100.000 FRW) par mois et ceux de communication par téléphone portable équivalent à cent mille francs rwandais (100.000 FRW) par mois;</p> <p>2° les facilités le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.</p>
<p><u>Ingingo ya 7: Ibindi bigenerwa Abayobozi b'Amashami bari ku rwego rwa "2.III"</u></p> <p>Buri Muyobozi w'Ishami agenerwa ibi bikurikira:</p>	<p><u>Article 7: Fringe benefits of Division Managers on "2.III" job classification level</u></p> <p>Each Division Manager is entitled to the following fringe benefits:</p>	<p><u>Article 7:Avantages alloués aux Chefs de Divisons aux postes de niveau "2.III"</u></p> <p>Chaque Chef de Division bénéficie des avantages suivants :</p>

<p>1 ° amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 FRW) y'itumanaho rya telefoni yo mu biro buri kwezi n'ay'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi (70.000 FRW) buri kwezi;</p> <p>2 ° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.</p>	<p>1 ° seventy thousand Rwandan francs (FRW 70,000) each month for office landline communication allowance and seventy thousand Rwandan francs (FRW 70,000) per month for mobile phone communication allowance;</p> <p>2 ° transport facilitation in accordance with instructions of the Minister responsible for transport.</p>	<p>1 ° les frais de communication par téléphone de bureau équivalant à soixante-dix mille francs rwandais (70.000 FRW) par mois et ceux de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 FRW) par mois;</p> <p>2 ° les facilités le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.</p>
<p><u>Ingingo ya 8: Ibindi bigenerwa Abayobozi b'Udushami n'Abakozi bari ku rwego rw'imirimo rwa "3"</u></p>	<p><u>Article 8: Fringe benefits of Directors of Units and Officials on "3" job classification level</u></p>	<p><u>Article 8: Avantages alloués aux Directeurs d'Unités et cadres aux postes de niveau "3"</u></p>
<p>Buri Muyobozi w'Agashami na buri mukozi uri ku rwego rw'imirimo rwa "3" agenerwa ibindi bimufasha gutunganya imirimo ku buryo bukurikira:</p>	<p>Each Director of Unit and official on "3" job classification level is entitled to fringe benefits as follows:</p>	<p>Chaque Directeur d'Unité et chaque cadre au poste de niveau "3" bénéficie des avantages comme suit:</p>
<p>1 ° amafaranga y'u Rwanda ibihumbi mirongo itatu (30.000 FRW) y'itumanaho rya telefoni igendanwa buri kwezi;</p> <p>2 ° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.</p>	<p>1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (FRW 30,000) per month;</p> <p>2 ° a special transport allowance as determined by instructions of the Minister in charge of public service.</p>	<p>1 ° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 FRW) par mois.</p> <p>2 ° indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.</p>
<p>Buri Muyobozi w'Agashami uri ku rwego rw'imirimo rwa "3" ufite itsinda ry'abakozi ba Leta ayobora hashingiwe ku mbonerahamwe yemewe y'Urwego akorera, agenerwa kandi amafaranga y'u Rwanda ibihumbi ijana (100,000</p>	<p>Each Director of Unit on level "3" with a pool of public servants under his/her responsibilities in accordance with the approved organizational structure is also entitled to a monthly office telephone communication allowance equivalent to</p>	<p>Chaque Directeur d'Unité au poste de niveau "3" ayant des agents de l'Etat placés sous sa responsabilité suivant la structure organisationnelle approuvée, bénéficie aussi des frais de communication par téléphone de bureau</p>

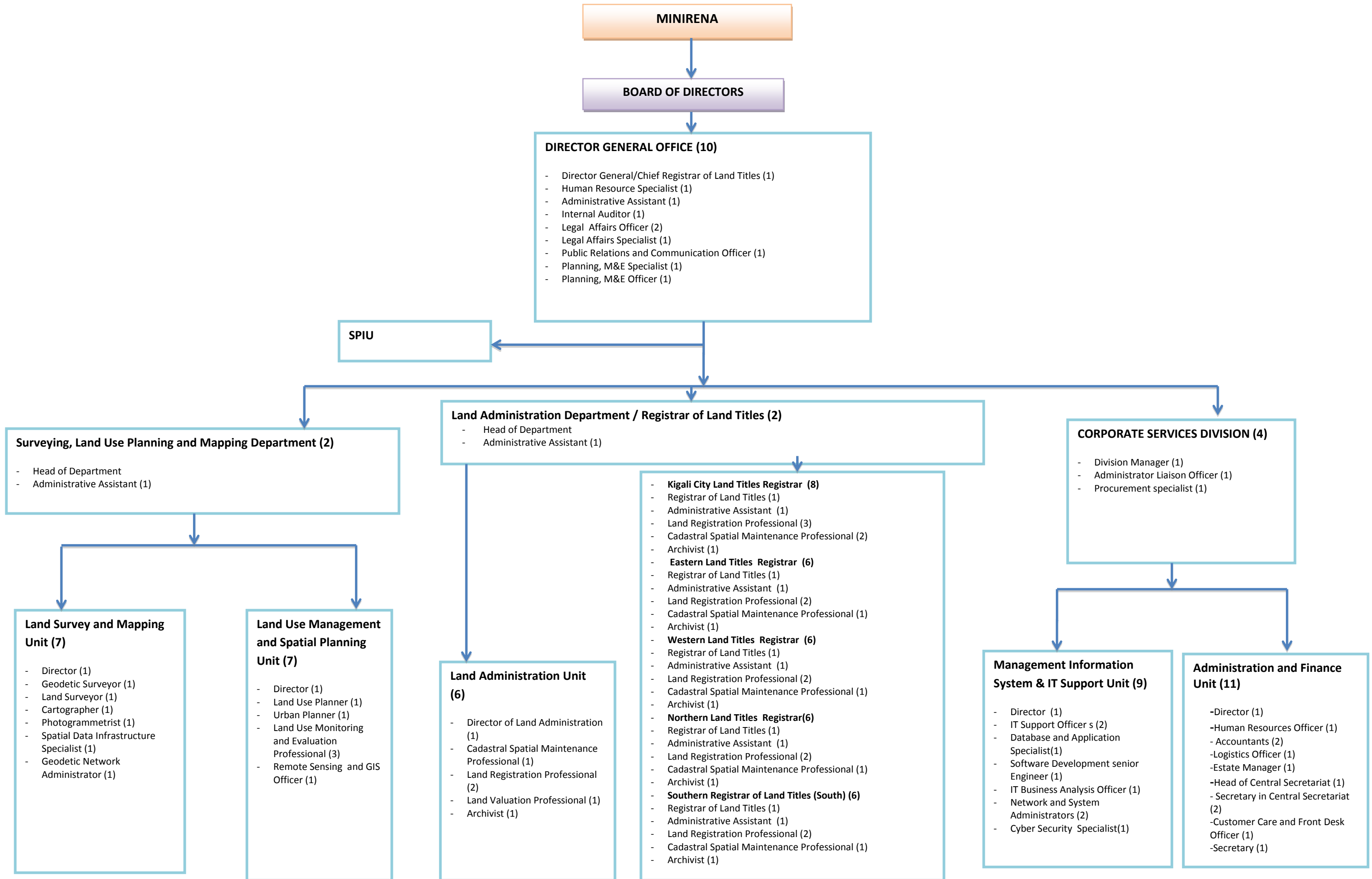
<p>FRW) buri kwezi y'itumanaho rya telefoni yo mu biro.</p> <p><u>Ingingo ya 9: Indamunite z'urugendo rw'imodoka</u></p> <p>Iyo umuyobozi mukuru uri ku rwego rwa F, G/1.IV na H/2 agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.</p> <p><u>Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka</u></p> <p>Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Umutungo Kamere na Minisitiri w'Imari n'Igenamigambi bashinzwe gushyira mu bikorwa iri teka.</p> <p><u>Ingingo ya 11: Ivanwaho ry'ingingo zinyuranyije n'iri teka</u></p> <p>Ingingo z'amateka abanziriza iri kandi zinyuranyije na ryo zivanyweho.</p> <p><u>Ingingo ya 12: Igihe iri teka ritangira gukurikizwa</u></p> <p>Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda.</p>	<p>one hundred thousand Rwandan francs (FRW 100,000).</p> <p><u>Article 9: Mileage allowances</u></p> <p>If a senior official on levels F, G/1.IV, and H/2 goes on official mission inside the country with his/her vehicle, the State pays him/her mileage allowances in accordance with instructions of the Minister in charge of transport.</p> <p><u>Article 10: Authorities responsible for the implementation of this Order</u></p> <p>The Minister of Public Service and labor, the Minister of Natural Resources Authority and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.</p> <p><u>Article 11: Repealing provision</u></p> <p>All prior provisions contrary to this Order are repealed.</p> <p><u>Article 12: Commencement</u></p> <p>This Order comes into force on the date of its publication in the Official Gazette of the Republic of Rwanda.</p>	<p>équivalent à cent mille francs rwandais (100.000 FRW) par mois.</p> <p><u>Article 9: Indemnités kilométriques</u></p> <p>Lorsqu'un haut cadre au poste de niveau F, G/1.IV, et H/2 va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie une indemnité kilométrique conformément aux instructions du Ministre ayant le transport dans ses attributions.</p> <p><u>Article 10: Autorités chargées de l'exécution du présent arrêté</u></p> <p>Le Ministre de la Fonction Publique et du Travail, le Ministre des Ressources Naturels et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.</p> <p><u>Article 11: Disposition abrogatoire</u></p> <p>Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.</p> <p><u>Article 12: Entrée en vigueur</u></p> <p>Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda.</p>
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Official Gazette n° 33 bis of 14/08/2017

<p>Kigali, ku wa 10/8/2017</p> <p>(sé) MUREKEZI Anastase Minisitiri w’Intebe</p>	<p>Kigali, on 10/8/2017</p> <p>(sé) MUREKEZI Anastase Prime Minister</p>	<p>Kigali, le 10/8/2017</p> <p>(sé) MUREKEZI Anastase Premier Ministre</p>
<p>(sé) UWIZEYE Judith Minisitiri w’Abakozi ba Leta n’Umurimo</p>	<p>(sé) UWIZEYE Judith Minister of Public Service and Labour</p>	<p>(sé) UWIZEYE Judith Ministre de la Fonction Publique et du Travail</p>
<p>Bibonywe kandi bishyizweho Ikirango cya Repubulika:</p> <p>(sé) BUSINGYE Johnston Minisitiri w’Ubutabera / Intumwa Nkuru ya Leta</p>	<p>Seen and sealed with the Seal of the Republic:</p> <p>(sé) BUSINGYE Johnston Minister of Justice /Attorney General</p>	<p>Vu et scellé du Sceau de la République:</p> <p>(sé) BUSINGYE Johnston Ministre de la Justice /Garde des Sceaux</p>

<p>UMUGEREKA WA I W'ITEKA RYA MINISITIRI W'INTEBE N°104/03 RYO KU WA 10/08/2017 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO GISHINZWE IMICUNGIRE N'IMIKORESHEREZE Y'UBUTAKA MU RWANDA</p>	<p>ANNEX I TO PRIME MINISTER'S ORDER N°104/03 OF 10/08/2017 DETERMINING THE ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS OF RWANDA LAND MANAGEMENT AND USE AUTHORITY EMPLOYEES</p>	<p>ANNEXE I A L'ARRETE DU PREMIER MINISTRE N°104/03 DU 10/08/2017 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DE GESTION ET D'UTILISATION FONCIERES</p>
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ORGANIZATIONAL CHART FOR RWANDA LAND MANAGEMENT AND USE AUTHORITY



Official Gazette n° 33 bis of 14/08/2017

<p>Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 104/03 ryo ku wa 10/08/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo gishinzwe Imicungire n'Imikoreshereze y'Ubutaka mu Rwanda</p>	<p>Seen to be annexed to Prime Minister's Order n° 104/03 of 10/08/2017 establishing the organisational structure, salaries and fringe benefits for employees of Rwanda Land Management and Use Authority</p>	<p>Vu pour être annexé à l'Arrêté du Premier Ministre n° 104/03 du 10/08/2017 déterminant la structure organisationnelle, salaires et avantages accordés au personnel de de l'Office Rwandais de Gestion et d'Utilisation Foncières</p>
<p>Kigali, ku wa 10/08/2017</p> <p>(sé) MUREKEZI Anastase Minisitiri w'Intebe</p>	<p>Kigali, on 10/08/2017</p> <p>(sé) MUREKEZI Anastase Prime Minister</p>	<p>Kigali, le 10/08/2017</p> <p>(sé) MUREKEZI Anastase Premier Ministre</p>
<p>(sé) UWIZEYE Judith Minisitiri w'Abakozi ba Leta n'Umurimo</p>	<p>(sé) UWIZEYE Judith Minister of Public Service and Labour</p>	<p>(sé) UWIZEYE Judith Ministre de la Fonction Publique et du Travail</p>
<p>Bibonywe kandi bishyizweho Ikirango cya Repubulika:</p> <p>(sé) BUSINGYE Johnston Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta</p>	<p>Seen and sealed with the Seal of the Republic:</p> <p>(sé) BUSINGYE Johnston Minister of Justice / Attorney General</p>	<p>Vu et scellé du Sceau de la République:</p> <p>(sé) BUSINGYE Johnston Ministre de la Justice/ Garde des Sceaux</p>

<p>UMUGEREKA WA II W'ITEKA RYA MINISITIRI W'INTEBE N°104/03 RYO KU WA 10/08/2017 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO GISHINZWE IMICUNGIRE N'IMIKORESHEREZE Y'UBUTAKA MU RWANDA</p>	<p>ANNEX II TO PRIME MINISTER'S ORDER N°104/03 OF 10/08/2017 DETERMINING THE ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS OF RWANDA LAND MANAGEMENT AND USE AUTHORITY EMPLOYEES</p>	<p>ANNEXE II A L'ARRETE DU PREMIER MINISTRE N°104/03 OF 10/08/2017 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DE GESTION ET D'UTILISATION FONCIERES</p>
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RWANDA LAND MANAGEMENT AND USE AUTHORITY - JOB PROFILES

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Director General/Chief Registrar	Director General	Director General	Political Appointee	1
	Human Resources Management Specialist	Human Resources Management Specialist	<p>A0 in Human Resources Management, Management with Specialization in Human Resource, Business Administration with specialisation in Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Deep knowledge of Rwandan public service and labor law; - Knowledge in Conflict Management; - knowledge of the regulations applying to payroll procedures; - Human resources development skills - Knowledge of human resources concepts, practices, policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Planning M&E Specialist	Planning M&E Specialist	<p>A0 in Management, Economics, Development Studies, Project Management, Buseness Administration with 3 years of working experience in Planning monitoring and evaluation or Master's Degree in Management, Economics, Buseness Administration, Development Studies, Project Management with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Knowledge of results based management, logical framework approach, strategic planning processess and tools; - Knowledge of organizational structure, workflow and operation procedures; -Coordination in planning processes, - High collaboration skills - Knowledge of Strategic planning; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Legal Affairs	Legal Affairs Specialist	<p>Master's Degree in Law with 1 year of working experience or A0 in Law with Diploma in legal practice and 3 years of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of government contract law; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures related to Court Procedures and Pleading - Planning & Organizational Skills; - Conflict management skills - Team working skills; - Decision making skills - High analytical skills; - Legal drafting 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Legal Affairs	Legal Affairs Officer	AO in Law. <u>Key Technical Skills & Knowledge required:</u> - Knowledge of government contract law; - Planning & Organizational Skills; - Team working skills; - High analytical skills; - Legal drafting skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - Fluency in Kinyarwanda, English and/ or French;knowledge of all is an advantage .	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Planning ,Monitoring and Evaluation	Planning, Monitoring and Evaluation Officer	<p>A0 inManagement, Economics, Development Studies, Project Management, Buseness Administration</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge of Research and development policies and strategies; - Knowledge to conduct monitoring exercises; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage</p>	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Internal Auditor	Internal Auditor	<p>A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Detailed knowledge of financial and audit/accounting standards, HR and Financial regulations, procedures; - Knowledge of Financial software; - Planning skills; - Excellent communication, organisation and interpersonal skills; - Computer skills; - High analytical skills; - Report writing and presentation skills; - Time management skills; - Team working skills; - Excellent problem solving skills and clear logical sens; - Fluent in Kinyarwanda, English and/or French 	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Administrative Sciences, Management, Social work, Sociology, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Computer Skills - Office Management Skills; - Excellent Communication, Organizational, and 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Public Relations and Communication	Public Relations and Communication Officer	<p>A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature</p> <p>Key Technical Skills & Knowledge required :</p> <ul style="list-style-type: none"> - Excellent communication skills both oral and in writing; - Mass communication and outreach skills; - Marketing skills - 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; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
SUB/TOTAL				10

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Land Administration Department	Head of Department	Head of Land administration Department	<p>Bachelor's degree in Law, Geography, Physical Planning, Land Administration, land surveying, Geomatics Engineering, Surveying and Geomatics Engineering, with 6 years of experience with 2 years in senior position or Master's degree in Law, Geography, Physical Planning, Land Administration, land surveying, Geomatics Engineering, Surveying and Geomatics Engineering with 4 years of experience with 1 year in senior position.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in either in land use planning theories and practices or legislation and laws or appeal process or surveying and GIS and negotiations processes; - Extensive knowledge in Tenure system; - Excellent organizational skills; - Time Management skills; - Excellent Communication, Organizational, and Interpersonal Skills; - Computer knowledge - Analytical and problem solving skills; - Successful experience in the areas of decision making - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Ability to work as a team coordinator and ability to work and make decisions with minimal supervision; 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management, or AO in Public Administration, Administrative Sciences, Management, SocialWork, Sociology, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Computer Skills - Office Management Skills; - Excellent Communication, Organizational, and 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
	sub/total			2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Land Administration Unit	Director	Director of Land Administration	<p>A0 in Geography, Physical Planning, Land surveying, Geomatics Engineering, Surveying and Geomatics Engineering, Land administration, Law, public administration, Administrative Sciences with 3 years of working experience or Masters Degree in Geography, Physical Planning, Land surveying, Geomatics Engineering, Surveying and Geomatics Engineering, Land administration Law, public administration, Administrative Sciences with 1 year of working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in land use planning theories and practices, legislation and by laws, appeal process, claims and negotiations processes; - Extensive knowledge in Land law and Tenure system; - Excellent organizational skills; - Time Management skills; - Excellent Communication, Organizational, and Interpersonal Skills; - Computer knowledge - Analytical and problem solving skills; - Successful experience in the areas of decision making - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Ability to work as a team coordinator and ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Land Registration	Land Registration Professional	<p>A0 in Law, Land Administration, Public Administration, Administrative Sciences, Geography, Physical Planning, Land Surveying, Geomatics Engineering, Surveying and Geomatics Engineering</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good command of GIS; - Knowledge in Land use and Planning; - Knowledge in Land law and Tenure system; - Excellent organizational skills; - Ability to manage multiple projects and to work under pressure; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Land Valuation	Land Valuation Professional	<p>A0 in Land Valuation</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good command of GIS; - Extensive knowledge in Land use and Planning ; - Knowledge in Land law and Tenure system; - Excellent organizational skills; - Ability to manage multiple projects and to work under pressure; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Archives	Archivist	<p>A1 in Library & information system, Office Management, Public Administration, Administrative Sciences, or A0 in Library & information Science</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge in Land law and Tenure system - proficiency in information technology; - Computer literacy; - Bookkeeping Skills; - Knowledge of integrated document management - Knowledge of archive management software - Knowledge of the documentation management system (DMS) would be an advantage. - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writing & Presentation skills; - fluent in Kinyarwanda, English and/ or French; 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Cadastral Spatial Maintenance Professional	Cadastral Spatial Maintenance Professional	<p>A0 in Geography, Land Surveying, Geomatics Engineering, Surveying and Geomatics Engineering, Land administration</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge in Land law and Tenure system; - Excellent organizational skills; - Time Management skills; - Excellent Communication, Organizational, and Interpersonal Skills; - Computer knowledge - Analytical and problem solving skills; - Successful experience in the areas of decision making - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Ability to work as a team coordinator and ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	sub/total			6

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Registrar of Land Titles (Kigali, East, West, North, and South)	Registrar of Land Titles	Registrar of Land Titles	<p>A0 in Bachelor’s degree in Law, Public administration, Geography, Land surveying, Geomatics Engineering, Surveying and Geomatics Engineering, Land Administration with 5 years of working experience or Master’s degree in Law, Public administration, Geography, Land surveying, Surveying and Geomatics Engineering, Land Administration with 2 years of experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in land use planning theories and practices, legislation and by laws, appeal process, claims and negotiations processes; - Extensive knowledge in Land law and Tenure system; - Excellent organizational skills; - Time Management skills; - Excellent Communication, Organizational, and Interpersonal Skills; - Computer knowledge - Analytical and problem solving skills; - Successful experience in the areas of decision making - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Ability to work as a team coordinator and ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	5

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management, or AO in Public Administration, Administrative Sciences, Management, SocialWork, Sociology, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Computer Skills - Office Management Skills; - Excellent Communication, Organizational, and 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 	5
Sub-Total				10

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Land Registration(Kigali, East, West, North, South)	Land Registration Professional	<p>A0 in Law, Land Administration, Public Administration, Geography, Physical Planning, Land Surveying, Geomatics Engineering, Surveying and Geomatics Engineering</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in land use planning theories and practices, legislation and by laws, appeal process, claims and negotiations processes; - Extensive knowledge in Land law and Tenure system; - Excellent organizational skills; - Time Management skills; - Excellent Communication, Organizational, and Interpersonal Skills; - Computer knowledge - Analytical and problem solving skills; - Successful experience in the areas of decision making - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Ability to work as a team coordinator and ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	11

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Cadastral Spatial Maintenance Professional	Cadastral Spatial Maintenance Professional	<p>A0 in Geography, Land Surveying, Geomatics Engineering, Surveying and Geomatics Engineering, Land administration</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge in Land law and Tenure system; - Excellent organizational skills; - Time Management skills; - Excellent Communication, Organizational, and Interpersonal Skills; - Computer knowledge - Analytical and problem solving skills; - Successful experience in the areas of decision making - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Ability to work as a team coordinator and ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	6

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Land Titles Archives	Land Titles Archivist	<p>A1 in Library & information system, Office Management, Public Administration, Administrative Sciences, or A0 in Library & information Science</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge in Land law and Tenure system - proficiency in information technology; - Computer literacy; - Bookkeeping Skills; - Knowledge of integrated document management - Knowledge of archive management software - Knowledge of the documentation management system (DMS) would be an advantage. - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writing & Presentation skills; - fluent in Kinyarwanda, English and/ or French; 	5
Sub-Total				22

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Surveying, Land Use Planning and Mapping Department	Head of Department	Head of Department of Surveying, Land Use Planning and Mapping	<p>A0 in Land Surveying, Geomatics Engineering, Surveying and Geomatics Engineering, Land Use Planning and Management, Urban and Regional Planning, Geography, Environment and Natural Resources Management, Physical Planning with at least 1 year of working experience in the field of surveying, land Management and/or Spatial Planning with 7 years of experience with 2 years in senior position; Or Master's Degree in land surveying, Geomatics Engineering, Surveying and Geomatics Engineering, Land Use Planning and Management, Urban and Regional Planning, Geography, Environment and Natural Resources Management, Physical Planning with 4 years of experience with 1 year in senior position.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in land surveying and mapping; - Knowledge in Geographic Information System (GIS) and mapping, and Remote Sensing - Knowledge in land use planning theories and practices, legislation and by laws, appeal process, claims and negotiations processes; - Extensive knowledge in Land law and Tenure system; - Excellent organizational skills; - Strong Leadership skills; - Excellent Communication, Organizational, and Interpersonal Skills; - Analytical and problem solving skills; - Successful experience in the areas of decision making - Ability to work as a team coordinator and ability to work and make 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management, or AO 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"> - Computer Skills - Office Management Skills; - Excellent Communication, Organizational, and 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
		Sub-Total		2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Land Surveying and Mapping Unit	Unit Director	Director of Land Surveying and Mapping Unit	<p>A0 in Land Surveying, Mapping Sciences, Geomatics Engineering, Surveying and Geomatics Engineering with 3 years of Experiences or MSc in Land Surveying, Mapping Sciences, Geomatics Engineering, Surveying and Geomatics Engineering with 1 year of Experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge in land surveying and mapping; - Knowledge in land surveying and mapping; - Knowledge in Geographic Information System (GIS) and mapping, and Remote Sensing; - Knowledge in Land law and Tenure system; - Excellent organizational skills; - Ability to coordinate, organize and anticipate details for special programs and events; - Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities; - Ability to manage multiple projects and to work under pressure; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Ability to work as a team coordinator and ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Geodetic Surveyor	Geodetic Surveyor	<p>A0 in Land surveying, Geomatics Engineering, Surveying and Geomatics Engineering with 3 years of experience or MSc Degree in Land Surveying , Geomatics Engineering, Surveying and Geomatics Engineering with 1 year of experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge in land surveying and mapping ; - Knowledge in Geodesy and experienced in Geodetic survey Projects; - Excellent organizational skills; - Ability to manage multiple projects and to work under pressure; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Land Surveyor	Land Surveyor	<p>A0 in Land surveying, Geomatics Engineering, Surveying and Geomatics Engineering</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge in land surveying and mapping Sciences; - Knowledge in Land law and Tenure system; - Excellent organizational skills; - Ability to manage multiple projects and to work under pressure; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Spatial Data Infrastructure	Spatial Data Infrastructure Specialist	<p>A0 in Geoinformatics, Geograhya, Geomatics Engineering Surveying and Geomatics Engineering, Cartography with 3 years of working experience or Master's in Geoinformatics, Geograhya, Geomatics Engineering Surveying and Geomatics Engineering, Cartography</p> <p>Key technical skills and knowledge required:</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of in geospatial applications Software; - High analytical and problem solving skills; - High command in GIS skills and webmapping Knowledge; - High command in ICT programating - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Extensive knowledge in technological and methodological aspects of geo-information processing and infrastructure to solve complex application problems and to develop technology-oriented concepts for the new geo-information society. - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Cartographer	Cartographer	<p>A0 in Land surveying, Geomatics Engineering, Surveying and Geomatics Engineering, Mapping Sciences, Geography, Engineering Surveying, Cartography</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good command of GIS - Extensive knowledge in land surveying and mapping ; - Knowledge in Land law and Tenure system; - Excellent organizational skills; - Ability to manage multiple projects and to work under pressure; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Photogrammetrist	Photogrammetrist	<p>A0 in Photogrammetry, Remote Sensing, Geomatics Engineering, Surveying and Geomatics Engineering, land surveying, Geoinformatics, Geography</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge in remote sensing, and GIS - Extensive knowledge in land surveying and mapping; - Knowledge in Land law and Tenure system; - Excellent organizational skills; - Ability to manage multiple projects and to work under pressure; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Geodetic Network Administrator	Geodetic Network Administrator	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical skills and knowledge required:</p> <ul style="list-style-type: none"> -GPS Reference Stations Networks & Monitoring Applications - Certification in A+, N+, Linus+ and MCITP or MCSE, MCSA, CCNA and Server; - Knowledge in network equipment debugging technology, hacker attack and defense technology and bandwidth management; - Excellent analytical, mathematical, and creative problem-solving skills; - Excellent understanding of the organization's goals and objectives; - Excellent listening, interpersonal, written, and oral communication skills; - Logical and efficient, with keen attention to details; - Highly self-motivated and directed; - Ability to effectively prioritize and execute tasks while under pressure; - Strong customer service orientation; - Communicates effectively with clients to identify needs and evaluate alternative business solutions with project management; - Experience working in a team-oriented, collaborative environment; - Analytical/technical mindset 	1
		Sub/Total		7

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Land Use Management and Spatial Planning Unit	Unit Director	Director of Land Use Management and Spatial Planning Unit	<p>A0 in Land Use Planning and Management, Urban and Regional Planning, Geography, Environment and Natural Resources Management, Physical Planning with 3 years of working experience or masters in Land Use Planning and Management, Urban and Regional Planning, Geography, Environment and Natural Resources Management, Physical Planning with 1 year of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good command of GIS; - Extensive knowledge in land surveying and mapping - Knowledge in Land law and Tenure system; - Excellent organizational skills; - Strong Leadership skills; - Ability to manage multiple projects and to work under pressure; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; <p>Computer skills, especially knowledge of MS Word, MS Excel, PowerPoint and ArcGIS ;</p> <ul style="list-style-type: none"> - Ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Land Use Planning	Land Use Planner	<p>A0 in Conservation and Land Management, Geography, Environment and Natural Resource management, Physical Planning, Land Use Planning and Management and Urban Planning.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good command of GIS; - Extensive knowledge in Land use and Planning ; - Knowledge in Land law and Tenure system; - Excellent organizational skills; - Ability to manage multiple projects and to work under pressure; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Urban Planning	Urban Planner	<p>A0 in Conservation and Land Management, Geography, Environment and Natural Resource Management, Physical Planning and Urban Planning</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good command of GIS; - Extensive knowledge in Land use and Planning ; - Knowledge in Land law and Tenure system; - Excellent organizational skills; - Ability to manage multiple projects and to work under pressure; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Land Use Monitoring and Evaluation	Land Use Monitoring and Evaluation Professional	<p>A0 in Conservation and Land Management, Geography, Environment and Natural Resource Management, Physical Planning, Land Use Planning and Management and Urban Planning</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good command of GIS; - Extensive knowledge in Land use, Planning and valuation ; - Knowledge in Land law and Tenure system; - Excellent organizational skills; - Ability to manage multiple projects and to work under pressure; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	3

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Remote Sensing and GIS Officer	Remote Sensing and GIS Officer	<p>A0 in Remote Sensing, Geography, Geology, Geomatics Engineering, Surveying and Geomatics Engineering, Environment and Natural Resource management</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge of GIS and other Remote sensing software applications; - Extensive knowledge in Land use, Planning and valuation ; - Knowledge in Land law and Tenure system; - Excellent organizational skills; - Ability to manage multiple projects and to work under pressure; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
		Sub-Total		7

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Corporate Services Division	Division Manager	Corporate Services Division Manager	<p>A0 in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance or Accounting with 5 years of working experience or 2 years in a senior position; or Master's Degree in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance or Accounting with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</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; - 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 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Procurement	Procurement Specialist	<p>A0 in Procurement, Management, Public Finance, Economics, Law, Accounting with 3 years working experience, or Masters in Procurement, Management, Public Finance, Economics, Law, Accounting with 1 year working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -High Analytical Skills; - Strong background in procurement processes - Negotiation 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; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Administrative Liaison	Administrative Liaison Officer	<p>A1 in Secretarial Studies, Office Management, or AO in Public Administration, Administrative Sciences, Management, Sociology, and social work</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Computer Skills - Office Management Skills; - Excellent Communication, Organizational, and 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
Sub Total				3

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Administration & Finance Unit	Unit Director	Director of Administration & Finance	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or Bachelor's degree in Accounting, Public Finance, Finance, or Management with specialisation in Finance with at least 3 years working experience or Masters in Accounting, Public Finance, Finance, or Management with specialisation in Finance with at least 1 year working experience</p> <p>Key Technical skills and knowledge required</p> <ul style="list-style-type: none"> - Excellent communication skills - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Proble solving; - Fluent in Kinyarwanda, English and/ or French; 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Accountant	Accountant	<p>A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc)</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 - 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
	Secretary	Secretary to Finance Unit	<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 and 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; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Human Resource	HR Officer	<p>A0 in Management, Public Administration, Administrative Sciences, Human Resources Management</p> <p>Key Technical Skills & Knowledge required:</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 resources concepts, practices, policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Customer Care	Customer Care Officer	<p>A0 in Communication, International Relations, Linguistics and Literature, Journalism, Public Relation</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Excellent interpersonal skills; - Knowledge in Customer care satisfaction; - Knowledge in Hospitality management; - Public speaking skills; - Time management skills; - Organizational skills; - Excellent communication skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Logistics	Logistics Officer	<p>A0 in Store Management, Management, Accounting, Economics, Administrative Sciences, Public Administration, Finance</p> <p>Key Technical Skills & Knowledge required:</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 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Estate Management	Estate Manager	<p>A0 in Civil Engineering, Building Science and Sustainable Design, Estate Management and Valuation Engineering, Architecture, Urban Planning, Design & Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Housing regulations and standards; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Secretary	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management, Library and Information Science with 2 years of working experience or A0 in Secretariat Studies, Office Management, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science</p> <p>Key Technical Skills & Knowledge required:</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; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Secretary	Secretary in Central Secretariat	<p>A1 in Secretarial Studies, Office Management, or A0 in Secretariat Studies, Office Management, Public Administration, Administrative Sciences, Management, Sociology, Social work, Law</p> <p><u>Key Technical Skills and 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; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
Sub-Total				11

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Management Information System Unit	Unit Director	Director of Management Information System Unit	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience and Certifications in A+, N+; Certifications in CCNA, MCSE, MCSD, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 1 year of working experience in ICT .</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's justice ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyze technology problems, issues, and program requirements. - Knowledge of computer hardware/software technologies. - Interpersonal Skills; 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Software Development	Software Development Senior Engineer	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience or Master's degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering</p> <p>Key Technical skills and knowledge required</p> <ul style="list-style-type: none"> -Basic knowledge in Geographical Information System(GIS) as applied in any organization Information system(s); - Required Certification in MCTs (.NET) or Java Programming or visual studio, PHP and LAMP/WAMP; - Certification in Typo 3 (CMS), Java Programming, MySQL/ SQL server, PostgreSQL, and Oracle - Basic Network troubleshooting - Basic knowledge of Land and administrative management aspects - Hands on development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript J2EE, - Knowledge of web server infrastructure - Knowledge of Server environments (window, linux, unix) - Analytical/technical mindset - Interpersonal communication skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	IT Business Analysis	IT Business Analysis Officer	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering.</p> <p><u>Key Technical skills and knowledge required</u></p> <ul style="list-style-type: none"> - Basic knowledge in Geographical Information System(GIS); - skills in MCTs (.NET) or Java Programming or visual studio, PHP and LAMP/WAMP; - knowledge in Typo 3 (CMS), Java Programming, MySQL/ SQL server, PostgreSQL, and Oracle - Basic Network troubleshooting - Basic knowledge of Land and administrative management aspects - Programming skills in C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript J2EE, - Excellent analytical, mathematical, and creative problem-solving skills. - Excellent understanding of the organization's goals and objectives. - Excellent listening, interpersonal, written, and oral communication skills. - Logical and efficient, with keen attention to details. - Highly self-motivated and directed. - Ability to effectively prioritize and execute tasks while under pressure. - Strong customer service orientation. - Communicates effectively with clients to identify needs and evaluate alternative business solutions with project management 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Network and Systems Administration	Network and Systems Administrator	<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, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience and one of the Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p><u>Key Technical skills and knowledge required</u></p> <ul style="list-style-type: none"> - Certification in A+, N+, Linus+ and MCITP or MCSE, MCSA, CCNA and Server; - Knowledge in network equipment debugging technology, hacker attack and defense technology and bandwidth management; - Excellent analytical, mathematical, and creative problem-solving skills; - Excellent understanding of the organization's goals and objectives; - Excellent listening, interpersonal, written, and oral communication skills; - Highly self-motivated and directed; - Ability to effectively prioritize and execute tasks while under pressure; - Strong customer service orientation; - Communicates effectively with clients to identify needs and evaluate alternative business solutions with project management; 	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Cyber Security	Cyber- Security Specialist	<p>Master's Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A0 in mentioned fields with 3 years of working experience in securing information systems or Network Administration is required Certifications in Security+, CCNA, CCNA Security is required Certifications in MCITP, CCNP, and CWSP CCSP are added advantage</p> <p><u>Key Technical Skills & Knowledge required :</u></p> <ul style="list-style-type: none"> - Proficient in basic computer network theory to correct the rational design of planning a network environment - Proficient in network equipment debugging technology, hacker attack and defense technology, information security, technology, data analysis techniques, - Proficient in network management platform design and the design of network security solutions. - Good command of oral language skills and writing ability in all stages of the implementation of network security, such as users, programs and tender writing, and answering the above standard, user training and documentation preparation and other work completed, writing and oral skills are important basic qualities. - Good interpersonal communication skills and ability to work with others under pressure and solve problems 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	IT Support	IT Support Officer	<p>A0 in 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, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience and one of the Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p><u>Key Technical skills and knowledge required</u></p> <ul style="list-style-type: none"> - Certification in A+, N+, Linux+ and MCITP or MCSE, MCSA - Certifications in A+, N+ , CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP; - Proficiency in basic computer network theory to correct the rational design of planning a network environment, network management platform design - Knowledge in network equipment debugging technology, hacker attack and defense technology, bandwidth management. - Good command of oral language skills and writing ability, interpersonal communication skills and ability to work with others under pressure and solve problems - Ability to work in a team - Analytical/technical mindset 	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Database and Application Specialist	Database and Application Specialist	<p>Bachelor's degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or ICT with 3 years of working experience or Master's Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or ICT</p> <p>Key Technical Skills & Knowledge required :</p> <ul style="list-style-type: none"> -Hands on development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript J2EE, Servlets, Struts, spring and Hibernate - Open source technologies skills -Knowledge of web server infrastructure - Experience leading teams of software engineers in the development of web applications Advanced knowledge of Server environments (window, linux, unix) - XML experience - Proficient in RDBMS (expertise with Stored Procedures and User-Defined Functions), database structures, and ADO). - Database performance tuning experience - Knowledge in Project management - Leadership and team-building & Analytical/technical mindset 	1
		Sub-Total		9
		Total		89

Official Gazette n° 33 bis of 14/08/2017

<p>Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 104/03 ryo ku wa 10/08/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo gishinzwe Imicungire n'Imikoreshereze y'Ubutaka mu Rwanda</p>	<p>Seen to be annexed to Prime Minister's Order n° 104/03 of 10/08/2017 establishing the organisational structure, salaries and fringe benefits for employees of Rwanda Land Management and Use Authority</p>	<p>Vu pour être annexé à l'Arrêté du Premier Ministre n° 104/03 du 10/08/2017 déterminant la structure organisationnelle, salaires et avantages accordés au personnel de de l'Office Rwandais de Gestion et d'Utilisation Foncières</p>
<p>Kigali, ku wa 10/08/2017</p> <p>(sé) MUREKEZI Anastase Minisitiri w'Intebe</p>	<p>Kigali, on 10/08/2017</p> <p>(sé) MUREKEZI Anastase Prime Minister</p>	<p>Kigali, le 10/08/2017</p> <p>(sé) MUREKEZI Anastase Premier Ministre</p>
<p>(sé) UWIZEYE Judith Minisitiri w'Abakozi ba Leta n'Umurimo</p>	<p>(sé) UWIZEYE Judith Minister of Public Service and Labour</p>	<p>(sé) UWIZEYE Judith Ministre de la Fonction Publique et du Travail</p>
<p>Bibonywe kandi bishyizweho Ikirango cya Repubulika:</p> <p>(sé) BUSINGYE Johnston Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta</p>	<p>Seen and sealed with the Seal of the Republic:</p> <p>(sé) BUSINGYE Johnston Minister of Justice / Attorney General</p>	<p>Vu et scellé du Sceau de la République:</p> <p>(sé) BUSINGYE Johnston Ministre de la Justice/ Garde des Sceaux</p>

<p>UMUGEREKA WA III W'ITEKA RYA MINISITIRI W'INTEBE N°104/03 RYO KU WA 10/08/2017 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO GISHINZWE IMICUNGIRE N'IMIKORESHEREZE Y'UBUTAKA MU RWANDA</p>	<p>ANNEX III TO PRIME MINISTER'S ORDER N° 104/03 OF 10/08/2017 DETERMINING THE ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS OF RWANDA LAND MANAGEMENT AND USE AUTHORITY EMPLOYEES</p>	<p>ANNEXE III A L'ARRETE DU PREMIER MINISTRE N° N°104/03 DU 10/08/2017 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DE GESTION ET D'UTILISATION FONCIERES</p>
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RWANDA LAND MANAGEMENT AND USE AUTHORITY - SALARY STRUCTURE

POST	I.V	Nbr	Level	Gross Salary (Rwf/Month)
Director General/Chief Registrar of Land Titles	441	1	F	1,617,505
Head of Land Administration Department	400	1	1.IV	1,333,657
Head of Surveying, Land Use Planning and Mapping Department	400	1	1.IV	1,333,657
Corporate Services Division Manager	400	1	2.III	1,085,308
Land Registration Zonal Offices Division Manager & Deputy Registrar of Land Titles	400	5	2.III	1,085,308
Director of Land Survey and Mapping Unit	400	1	3.II	814,962
Director of Management Information System and IT Support Unit	400	1	3.II	814,962
Director of Land Administration Unit	400	1	3.II	786,131
Director of Land Use Management and Spatial Planning Unit	400	1	3.II	786,131
Director of Administration and Finance Unit	400	1	3.II	786,131
Legal Affairs Specialist	400	1	3.II	786,131
Human Resources Specialist	400	1	3.II	786,131
Planning, M & E Specialist	400	1	3.II	784,008
Procurement Specialist	400	1	3.II	784,008
Software Development Senior Engineer	400	1	3.II	784,008
Cyber-Security Specialist	400	1	3.II	784,008
Spatial Data Infrastructure Specialist	400	1	3.II	784,008
Database & Application Specialist	400	1	3.II	784,008
Legal Affairs Officer	400	2	4.III	744,659
Human Resources Officer	400	1	4.II	647,110
Public Relations and Communication Officer	400	1	4.II	647,110
Network and System Administrator	400	2	5.II	540,657
Geodetic Network Administrator	400	1	5.II	540,657
Planning, M& E Officer	400	1	5.II	540,657
Geodetic Surveyor	400	1	5.II	540,657
IT Business Analysis Officer	400	1	5.II	540,657
Land Valuation Professional	400	1	5.II	540,657
Urban Planner	400	1	5.II	540,657

Land Use Planner	400	1	5.II	540,657
Land Surveyor	400	1	5.II	540,657
Cartographer	400	1	5.II	540,657
Remote Sensing and GIS Officer	400	1	5.II	540,657
Photogrammetrist	400	1	5.II	540,657
Internal Auditor	400	1	5.II	540,657
Accountant	400	2	5.II	540,657
Estate Manager	400	1	5.II	540,657
Logistics Officer	400	1	5.II	540,657
Administrative Assistant to DG	400	1	5.II	540,657
Administrative Liaison Officer	400	1	5.II	540,657
IT Support Officer	400	2	5.II	540,657
Land use Monitoring and Evaluation Professional	400	3	5.II	540,657
Lands Archivist (Provinces)	400	5	5.II	540,657
Archivist to the Land Administration Unit	400	1	5.II	540,657
Cadastral Spatial Maintenance Professional (Provinces)	400	6	5.II	540,657
Cadastral Spatial Maintenance Professional	400	1	5.II	540,657
Land Registration Professional	400	2	5.II	540,657
Land Registration Professional (Provinces)	400	11	5.II	540,657
Customer Care and Front Desk Officer	400	1	6.II	450,832
Administrative Assistant to Head of Department	400	2	7.II	375,219
Head of Central Secretariat	400	1	7.II	375,219
Administrative Assistant to Registrar of Land Titles (Provinces)	400	5	7.II	375,219
Secretary in Central Secretariat	400	2	8.II	288,805
Secretary to DAF	400	1	8.II	288,805

<p>Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 104/03 ryo ku wa 10/08/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo gishinzwe Imicungire n'Imikoreshereze y'Ubutaka mu Rwanda</p>	<p>Seen to be annexed to Prime Minister's Order n° 104/03 of 10/08/2017 establishing the organisational structure, salaries and fringe benefits for employees of Rwanda Land Management and Use Authority</p>	<p>Vu pour être annexé à l'Arrêté du Premier Ministre n° 104/03 du 10/08/2017 déterminant la structure organisationnelle, salaires et avantages accordés au personnel de de l'Office Rwandais de Gestion et d'Utilisation Foncières</p>
<p>Kigali, ku wa 10/08/2017</p> <p>(sé) MUREKEZI Anastase Minisitiri w'Intebe</p>	<p>Kigali, on 10/08/2017</p> <p>(sé) MUREKEZI Anastase Prime Minister</p>	<p>Kigali, le 10/08/2017</p> <p>(sé) MUREKEZI Anastase Premier Ministre</p>
<p>(sé) UWIZEYE Judith Minisitiri w'Abakozi ba Leta n'Umurimo</p>	<p>(sé) UWIZEYE Judith Minister of Public Service and Labour</p>	<p>(sé) UWIZEYE Judith Ministre de la Fonction Publique et du Travail</p>
<p>Bibonywe kandi bishyizweho Ikirango cya Repubulika:</p> <p>(sé) BUSINGYE Johnston Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta</p>	<p>Seen and sealed with the Seal of the Republic:</p> <p>(sé) BUSINGYE Johnston Minister of Justice / Attorney General</p>	<p>Vu et scellé du Sceau de la République:</p> <p>(sé) BUSINGYE Johnston Ministre de la Justice/ Garde des Sceaux</p>