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PRIME MINISTER'S ORDER N° 130/03 OF 23/12/2017 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE MINISTRY OF TRADE AND INDUSTRY

ARRETE DU PREMIER MINISTRE N°130/03 DU 23/12/2017 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DU COMMERCE ET DE L'INDUSTRIE

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**PRIME MINISTER'S ORDER N°130/03 OF 23/12/2017 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE MINISTRY OF TRADE AND INDUSTRY**

**ARRETE DU PREMIER MINISTRE N°130/03 DU 23/12/2017 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DU COMMERCE ET DE L'INDUSTRIE**

**Minisitiri w'Intebe;**

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;

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;

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

Inama y'Abaminisitiri yateranye ku wa 08/11/2017 imaze kubisuzuma no kubyemeza;

**ATEGETSE:**

**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya

**The Prime Minister;**

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 119, 120, 122 and 176;

Pursuant to Law n° 86/2013 of 11/09/2013 establishing the general statutes for public service, especially in Article 52;

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet, in its session of 08/11/2017;

**HEREBY ORDERS:**

**Article One: Purpose of this Order**

This Order determines mission and functions, organizational structure, job profiles, salaries and

**Le Premier Ministre;**

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

Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en son article 52;

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

Après examen et adoption par le Conseil des Ministres, en sa séance du 08/11/2017;

**ARRETE:**

**Article premier: Objet du présent arrêté**

Le présent arrêté porte mission et fonctions, structure organisationnelle, profils d'emplois,

y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ubucuruzi n'Inganda (MINICOM).

fringe benefits for employees of the Ministry of Trade and Industry (MINICOM).

salaires et autres avantages accordés au personnel du Ministère du Commerce et de l'Industrie (MINICOM).

## **Ingingo ya 2: Inshingano**

Minisiteri y'Ubucuruzi n'Inganda ifite inshingano rusange yo guteza imbere ubucuruzi mpuzamahanga n'ubw'imbere mu Gihugu, amasosiyeti y'ubucuruzi n'amakoperative bifite ubushobozi bwo guhangana ku isoko, ndetse no guteza imbere ishoramari n'uburenganzira bw'abaguzi.

## **Article 2: Mission and functions**

The general mission of the Ministry of Trade and Industry is to lead the development of external and internal trade, competitive companies and cooperatives on the market and promotion of investment and consumer rights.

## **Article 2: Mission et fonctions**

Le Ministère du Commerce et de l'Industrie a pour mission générale de promouvoir le développement du commerce intérieur et extérieur, des sociétés commerciales et des coopératives compétitives sur le marché, ainsi que la promotion des investissements et des droits des consommateurs.

By'umwihariko Minisiteri y'Ubucuruzi n'inganda ishinzwe ibi bikurikira:

Specifically, the Ministry of Trade and Industry is responsible for:

Plus particulièrement, le Ministère du Commerce et de l'Industrie est chargé de:

1 ° guteza imbere, kumenyekanisha no guhuza ishyirwa mu bikorwa rya politiki, ingamba na gahunda z'Igihugu z'ubucuruzi n'inganda ibinyujije mu:

1 ° developing, disseminating and coordinating the implementation of sector policies, strategies and programs related to trade and industry through:

1 ° élaborer, diffuser et coordonner l'exécution des politiques, des stratégies et des programmes en rapport avec le commerce et l'industrie à travers:

a. guteza imbere ubucuruzi n'inganda;

a. developing the trade and industry;

a. le développement du commerce et de l'industrie;

b. gushishikariza abanyamahanga n'abanyarwanda gushora imari yabo mu Rwanda;

b. encouraging foreign and local investors to invest in Rwanda;

b. l'encouragement des investisseurs locaux et internationaux à investir au Rwanda;

c. guteza imbere no kuzamura inganda n'indi mirimo ibyara inyungu, ndetse n'ibicuruzwa bishobora guhangana ku isoko

c. promoting and developing strategic industries and services to produce high added value and competitive products and

c. la promotion et le développement des industries et des services stratégiques en vue des produits de qualité pour les marchés internes et pour l'exportation;

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| <p>ryo hanze n'iry'imbere mu Gihugu;</p> <p>2 ° gushyiraho amategeko agenga ubucuruzi n'inganda n'ibifitanye isano na byo ibinyujije mu:</p> <p>a. gushyiraho no kumenyekanisha amategeko yorohereza iterambere ry'ubucuruzi, inganda, amakoperative, ubukerarugendo ndetse n'ubucuruzi bwa peterori;</p> <p>b. gushyiraho no kumenyesha ibipimo by'ireme n'amategeko y'ubucuruzi no gushyiraho ingamba zo kuyubahiriza;</p> <p>c. gushyiraho no gushyira mu bikorwa politiki yo guhangana ku isoko na politiki y'umutungo bwite ushingiyeye ku bwenge hagamijwe kugera ku ihangana rishingiyeye ku mategeko ndetse no kutabangamira uburenganzira bw'umuguzi;</p> <p>3 ° kuzamura inzego z'ubucuruzi n'inganda ndetse n'abakozi bazo ibinyujije mu:</p> | <p>services for both domestic and foreign markets;</p> <p>2 ° regulating the trade and industry sector and all other attached sectors through:</p> <p>a. establishment and dissemination of legislative frameworks that favour promotion of trade industry, cooperatives, tourism as well as the petroleum sector;</p> <p>b. establishment and dissemination of quality standards and norms on trade and elaboration of mechanisms to ensure their compliance;</p> <p>c. elaboration and implementation of competitive policies and intellectual property policy to foster fair and healthy competition as well as ensuring the respect of consumer rights;</p> <p>3 ° developing institutional and human resources capacities in the industrial and commercial sector through:</p> | <p>2 ° réglementer le secteur du commerce et de l'industrie et les secteurs connexe à travers:</p> <p>a. l'élaboration et la diffusion d'un arsenal juridique favorable à la promotion du commerce, de l'industrie, des coopératives, du tourisme ainsi que du secteur pétrolier;</p> <p>b. la mise en place et la dissémination des normes standards dans le domaine du commerce et l'élaboration des mécanismes de leur mise en œuvre;</p> <p>c. l'élaboration et l'exécution de la politique de la compétition et de la propriété intellectuelle pour stimuler la concurrence loyale tout en protégeant les droits du consommateur;</p> <p>3 ° renforcer les capacités institutionnelles et du personnel dans le secteur du commerce et de l'industrie à travers:</p> |
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| <p>a. guteza imbere uburyo bwo kwihangira imirimo binyuze cyane cyane mu bigo bito n'ibiciriritse;</p> <p>b. kuzamura ubushobozi bw'ibigo kugira ngo byongere umusaruro no guhangana ku isoko;</p> <p>c. gushyiraho uburyo bworohereza abashoramari mu gutangira no gukora ubucuruzi;</p> | <p>a. promoting entrepreneurship development with special focus on small and medium enterprises;</p> <p>b. building capacity of enterprises in order to increase their efficiency and competitiveness;</p> <p>c. building a sound business environment which eases starting and doing business;</p>   | <p>a. la promotion de l'esprit de création des emplois en mettant l'accent sur les petites et moyennes entreprises;</p> <p>b. le renforcement de la capacité des entreprises en vue d'accroître leur efficacité et leur compétitivité;</p> <p>c. l'établissement d'un environnement susceptible de faciliter les affaires;</p> |
| <p>4 ° gukurikirana no kugenzura ishyirwa mu bikorwa rya politiki, ingamba na gahunda z'ubucuruzi n'inganda;</p>  | <p>4 ° monitoring and evaluating the implementation of sector and sub-sector policies, strategies and programs;</p>   | <p>4 ° assurer le suivi et l'évaluation de la mise en œuvre des politiques, des stratégies et des programmes relatifs au commerce et à l'industrie;</p>  |
| <p>5 ° kugenzura inzego ziyishamikiyeho n'izo ireberera ibinyujije mu:</p> <p>a. kugenzura imikorere n'imirungire y'inzego n'ibigo bya Leta ireberera kugira ngo bigaragaze umusaruro n'imikorere myiza mu bucuruzi kandi byubahirize ibidukikije;</p>                                    | <p>5 ° overseeing the institutions under its supervision through:</p> <p>a. supervision of the functioning and management of public institutions and agencies under its supervision for the purpose of ensuring cost effectiveness, safety, management of cross-cutting issues in trade and industry development and safeguarding of environment;</p> | <p>5 ° surveiller les institutions sous sa tutelle à travers:</p> <p>a. la supervision du fonctionnement et de la gestion des institutions publiques et des organes sous sa tutelle afin d'assurer leur rentabilité et le développement du commerce et de l'industrie tout en protégeant l'environnement;</p>                  |

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b. guha ibigo ireberera umurongo ngenderwaho kuri gahunda bigomba gushyira mu bikorwa;

6° gushaka no gukusanya ibyangombwa bikenewe mu gushyira mu bikorwa gahunda zayo ibinyujije mu:

a. gushaka no gukusanya ibikenewe no gukurikirana ko bikorehwa neza;

b. guteza imbere ubufatanye n'izindi nzego ndetse no gushishikariza abikorera gushora imari mu rwego rw'ubucuruzi n'inganda;

7° kuyobora imishyikirano y'ubucuruzi mu rwego rw'Ibihugu no mu rwego rw'imiryango mpuzamahanga igamije guteza imbere inyungu z'u Rwanda.

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

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo bya Minisiteri y'Ubucuruzi n'Inganda biri ku mugereka wa I n'uwa II y'iri teka.

**Ingingo ya 4: Igenwa ry'umushahara**

Imishahara y'abakozi ba Minisiteri y'Ubucuruzi n'Inganda igenwa hashingiwe ku mbonerahamwe

b. orientation on specific programs to be implemented by the institutions under its supervision;

6° mobilizing the necessary resources for implementing programs through:

a. identification and mobilization of resources and their efficient management;

b. promotion of partnerships with other institutions and private investment in the sector;

7° conducting bilateral and multilateral trade negotiations aimed at promoting Rwanda's interests.

**Article 3: Organizational structure and job profiles**

The organizational structure and job profiles for the Ministry of Trade and Industry are respectively in annex I and II of this Order.

**Article 4: Determination of salary**

Salaries for employees of the Ministry of Trade and Industry are determined basing on the job

b. l'orientation des institutions sous sa tutelle sur les programmes à exécuter;

6° mobiliser les ressources nécessaires pour exécuter ses programmes à travers:

a. l'identification et la mobilisation des ressources et leur utilisation rationnelle;

b. la promotion du partenariat avec d'autres institutions et des investissements privés dans le secteur;

7° organiser des négociations commerciales bilatérales et multilatérales en vue de promouvoir les intérêts du Rwanda.

**Article 3: Structure organisationnelle et profils d'emplois**

La structure organisationnelle et les profils d'emplois du Ministère du Commerce et de l'Industrie sont respectivement en annexes I et II du présent arrêté.

**Article 4: Détermination du salaire**

Les salaires accordés au personnel du Ministère du Commerce et de l'Industrie sont déterminés

y'urutonde rw'imirimu kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu butegetsi bwa Leta.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri Minisitiri y'Ubucuruzi n'Inganda biri ku mugereka wa III w'iri teka.

**Ingingo ya 5: Ibigize umushahara mbumbe**

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

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

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo, ntigenerwa abakozi bari ku nzego z'imirimu za "F" na "2.III" boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu 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.

classification and in accordance with general principles on salary calculation in public service.

The level, index value and gross salary corresponding to each job position in the Ministry of Trade and Industry are in annex III to this Order.

**Article 5: Composition of gross salary**

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

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

The transport allowance specified in Paragraph One of this Article shall not be granted to officials positioned on levels "F" 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

suyivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi du Ministère du Commerce et de l'Industrie sont en annexe III du présent arrêté.

**Article 5: Composition du salaire brut**

Le salaire brut mensuel pour chaque agent comprend principalement:

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

L'indemnité de transport dont il est question à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat aux postes de niveau "F" 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

Instructions of the Minister in charge of public service.

Ministre ayant la fonction publique dans ses attributions.

**Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho**

**Article 6: Fringe benefits for the Permanent Secretary**

**Article 6: Avantages alloués au Secrétaire Permanent**

Umunyamabanga Uhoraho muri Minisitiri y'Ubucuruzi n'Inganda agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

The Permanent Secretary in the Ministry of Trade and Industry is entitled to the following fringe benefits:

Le Secrétaire Permanent au sein du Ministère du Commerce et de l'Industrie bénéficie des avantages suivants:

1 ° amafaranga y'u Rwanda ibihumbi ijana (100.000 Frw) buri kwezi yo kwishyura itumanaho rya telefoni yo mu biro,

1 ° one hundred thousand Rwandan francs (Frw 100.000) per month for office land line communication allowance;

1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois;

2 ° amafaranga y'u Rwanda ibihumbi ijana (100.000 Frw) buri kwezi y'itumanaho rya telefoni igendanwa ;

2 ° one hundred thousand Rwandan francs (Frw 100.000) per month for mobile phone communication allowance;

2 ° les frais de communication par téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois;

3 ° amafaranga y'u Rwanda angana n'ibihumbi magana abiri (200.000 Frw) buri kwezi yo kwakira abashyitsi mu kazi anyura kuri konti ya Minisitiri;

3 ° office entertainment allowance of two hundred thousand Rwandan francs (Frw 200.000) per month and transferred to the Ministry's account;

3 ° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte bancaire du Ministère;

4 ° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

4 ° transport facilitation in accordance with the Instructions of the Minister in charge of transport.

4 ° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 7: Ibindi bigenerwa Abayobozi Bakuru n'Umujyanama wa Minisitiri bari ku rwego rwa "2.III"**

**Article 7: Fringe benefits for Director Generals and Advisor to the Minister on "2.III" job level**

**Article 7: Avantages alloués aux Directeurs Généraux et au Conseiller du Ministre aux postes de niveau "2.III"**

Abayobozi Bakuru n'Umujyanama wa Minisitiri bari ku rwego rwa "2.III" bagenerwa buri wese

Director Generals and the Advisor to the Minister on "2.III" job level are each entitled to fringe benefits as follows:

Les Directeurs Généraux et le Conseiller du Ministre aux postes de niveau "2.III" bénéficient chacun des avantages comme suit:

ibindi bibafasha gutunganya umirimo mu buryo bukurikira:

1 ° Abayobozi Bakuru bagenerwa amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) n'irya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;

2 ° Umujiyanama wa Minisitiri agenerwa amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw);

3 ° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

**Ingingo ya 8: Ibindi bigenerwa Abayobozi b'Amashami n'Abakozi bari ku rwego rw'imirimo rwa "3"**

Abayobozi b'Amashami n'abakozi bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bukurikira:

1 ° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi;

1 ° Director Generals are each entitled to seventy thousand Rwandan francs (Frw 70,000) per month for office land line communication allowance and seventy thousand Rwandan francs (Frw 70,000) per month for mobile phone communication allowance.

2 ° the Advisor to the Minister is entitled to seventy thousand Rwandan francs (Frw 70,000) per month for mobile phone communication allowance;

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

**Article 8: Fringe benefits for Directors of Units and Officials on "3" job level**

Directors of Units and Officials on "3" job level are each entitled to fringe benefits as follows:

1 ° thirty thousand Rwandan francs (Frw 30,000) per month for a mobile phone communication allowance;

1 ° les Directeurs Généraux bénéficient chacun des frais de communication par téléphone de bureau équivalant à soixante-dix mille francs rwandais (70.000 Frw) et des frais de communication de téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois ;

2 ° le Conseiller du Ministre bénéficie des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois;

3 ° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Article 8: Avantages alloués aux Directeurs d'Unités et aux Cadres aux postes de niveau "3"**

Les Directeurs d'Unités et les Cadres aux postes de niveau "3" bénéficient chacun d'autres avantages comme suit:

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

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2° indamunite yihariye y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

2° a special transport allowance in accordance with the instructions of the Minister in charge for public service.

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

Abayobozi b’Amashami bari ku rwego rw’imirimo rwa “3.II” bafite itsinda ry’abakozi ba Leta bayobora hashingiwe ku mbonerahamwe ya Minisitiri, bagenerwa kandi amafaranga ibihumbi ijana y’u Rwanda (100.000 Frw) buri kwezi y’itumanaho rya telefoni yo mu biro.

Directors of Units on level “3.II” with a pool of public servants under their responsibilities in accordance with the organizational structure of Ministry are also each entitled to an office telephone communication allowance of one hundred thousand Rwandan francs (Frw 100.000) per month.

Les Directeurs d’Unités aux postes de niveau “3.II” ayant des agents de l’Etat placés sous leurs responsabilités suivant la structure organisationnelle du Ministère, bénéficient également chacun des frais de communication par téléphone de bureau équivalant à cent mille francs Rwandais (100.000 Frw) par mois.

**Ingingo ya 9: Indamunite z’urugendo rw’imodoka**

**Article 9: Mileage allowances**

**Article 9: Indemnités kilométriques**

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

When Senior Officials on levels F and 2.III go on official mission inside the country by using their vehicles, the State pays them mileage allowances in accordance with Instructions of the Minister in charge of transport.

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

**Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka**

**Article 10: Authorities responsible for the implementation of this Order**

**Article 10: Autorités chargées de l’exécution du présent arrêté**

Minisitiri w’Abakozi ba Leta n’Umurimo, Minisitiri w’Ubucuruzi n’Inganda, Minisitiri w’Ibikorwaremezo na Minisitiri w’Imari n’Igenamigambi bashinzwe gushyira mu bikorwa iri teka.

The Minister of Public Service and Labour, the Minister of Trade and Industry, the Minister of Infrastructure and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.

Le Ministre de la Fonction Publique et du Travail, le Ministre du Commerce et de l’Industrie, le Ministre des Infrastructures et le Ministre des Finances et de la Planification Economique sont chargés de l’exécution du présent arrêté.

**Ingingo ya 11: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

Ingingo zose z'amateka abanziriza iri kandi zinyuranyije na ryo zivanyweho.

**Ingingo ya 12: Igihe iri teka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda.

Kigali, ku wa **23/12/2017**

(sé)

**Dr. NGIRENTE Edouard**  
Minisitiri w'Intebe

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

(sé)

**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

**Article 11: Repealing provision**

All prior provisions contrary to this Order are repealed.

**Article 12: Commencement**

This Order comes into force on the date of its publication in the Official Gazette of the Republic of Rwanda.

Kigali, on **23/12/2017**

(sé)

**Dr. NGIRENTE Edouard**  
Prime Minister

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Minister of Public Service and Labour

**Seen and sealed with the Seal of the Republic:**

(sé)

**BUSINGYE Johnston**  
Minister of Justice/Attorney General

**Article 11: Disposition abrogatoire**

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Article 12: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda.

Kigali, le **23/12/2017**

(sé)

**Dr. NGIRENTE Edouard**  
Premier Ministre

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Ministre de la Fonction Publique et du Travail

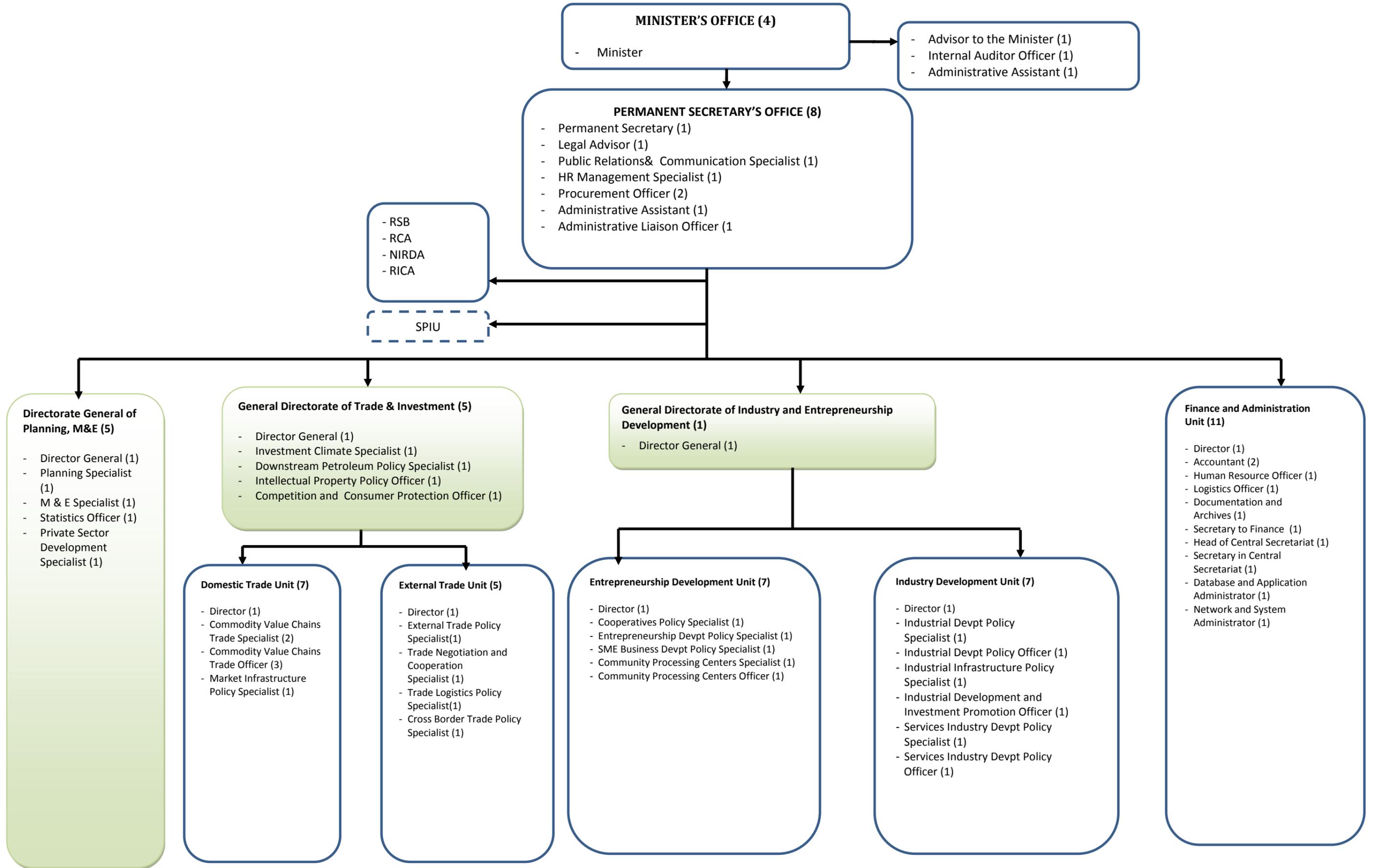
**Vu et scellé du Sceau de la République:**

(sé)

**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

|   |   |  |
|---|---|--|
| <b>UMUGEREKA WA I W'ITEKA RYA<br/>MINISITIRI W'INTEBE N°130/03 RYO KU<br/>WA 23/12/2017 RIGENA INSHINGANO,<br/>IMBONERAHAMWE Y'IMYANYA<br/>Y'IMIRIMO, IBISABWA KU MYANYA<br/>Y'IMIRIMO, IMISHAHARA N'IBINDI<br/>BIGENERWA ABAKOZI MURI<br/>MINISITERI Y'UBUCURUZI N'INGANDA</b> | <b>ANNEX I TO PRIME MINISTER'S ORDER<br/>N°130/03 OF 23/12/2017 DETERMINING<br/>MISSION AND FUNCTIONS,<br/>ORGANISATIONAL STRUCTURE, JOB<br/>PROFILES, SALARIES AND FRINGE<br/>BENEFITS FOR EMPLOYEES IN THE<br/>MINISTRY OF TRADE AND INDUSTRY</b> | <b>ANNEXE I A L'ARRETE DU PREMIER<br/>MINISTRE N°130/03 DU 23/12/2017<br/>PORTANT MISSION ET FONCTIONS,<br/>STRUCTURE ORGANISATIONNELLE,<br/>PROFILS D'EMPLOIS, SALAIRES ET<br/>AVANTAGES ACCORDES AU<br/>PERSONNEL DU MINISTERE DU<br/>COMMERCE ET DE L'INDUSTRIE</b> |
|---|---|--|

# MINICOM ORGANIZATIONAL CHART



*Official Gazette n° 52 of 25/12/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 130/03 ryo ku wa 23/12/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisitiri y'Ubucuruzi n'Inganda**

Kigali, ku wa 23/12/2017

(sé)

**Dr. NGIRENTE Edouard**  
Minisitiri w'Intebe

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

(sé)

**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

**Seen to be annexed to the Prime Minister's Order n° 130/03 of 23/12/2017 determining mission and functions, organizational structure, job profiles salaries and fringe benefits for employees in the Ministry of Trade and Industry**

Kigali, on 23/12/2017

(sé)

**Dr. NGIRENTE Edouard**  
Prime Minister

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Minister of Public Service and Labour

**Seen and sealed with the Seal of the Republic:**

(sé)

**BUSINGYE Johnston**  
Minister of Justice/Attorney General

**Vu pour être annexé à l'Arrêté du Premier Ministre n° 130/03 du 23/12/2017 portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère du Commerce et de l'Industrie**

Kigali, le 23/12/2017

(sé)

**Dr. NGIRENTE Edouard**  
Premier Ministre

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Ministre de la Fonction Publique et du Travail

**Vu et scellé du Sceau de la République :**

(sé)

**BUSINGYE Johnston**  
Ministre de la Justice Garde des Sceaux

**UMUGEREKA WA II W'ITEKA RYA  
MINISITIRI W'INTEBE N°130/03 RYO KU  
WA 23/12/2017 RIGENA INSHINGANO,  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IBISABWA KU MYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MURI  
MINISITERI Y'UBUCURUZI N'INGANDA**

**ANNEX II TO PRIME MINISTER'S ORDER  
N°130/03 OF 23/12/2017 DETERMINING  
MISSION AND FUNCTIONS,  
ORGANISATIONAL STRUCTURE, JOB  
PROFILES, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES IN THE  
MINISTRY OF TRADE AND INDUSTRY**

**ANNEXE II A L'ARRETE DU PREMIER  
MINISTRE N°130/03 DU 23/12/2017  
PORTANT MISSION ET FONCTIONS,  
STRUCTURE ORGANISATIONNELLE,  
PROFILS D'EMPLOIS, SALAIRES ET  
AVANTAGES ACCORDES AU  
PERSONNEL DU MINISTERE DU  
COMMERCE ET DE L'INDUSTRIE**

**MINISTRY OF TRADE AND INDUSTRY - JOB PROFILES**

|    | <b>Administrative Unit</b>    | <b>Job Title</b> | <b>Title of Job positions linked to the Job</b> | <b>Job Profile</b>  | <b>Number of Jobs</b> |
|----|-------------------------------|------------------|---|---|-----------------------|
| 1. | <b>Office of the Minister</b> | Minister         | Minister  | Political appointee   | 1                     |
| 2. | <b>Office of the Minister</b> | Minister         | Advisor to the Minister                         | <p>A0 in Business Administration, Economics, Development Economics, Development Studies, Management, Business Law with 5 years of working experience; Or Master or Equivalent in Business Administration, Economics, Development Economics, Development Studies, Management, Business Law with 3 years of working experience</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Industry and Trade sector</li> <li>- Good knowledge of government policy-making and industrial processes;</li> <li>- Knowledge of the trade sector policies and issues;</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1                     |

|    |  |                          |                          |  |          |
|----|--|--------------------------|--------------------------|--|----------|
| 3. |  | Internal Audit           | Internal Auditor         | <p>A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial regulations, Procedures and Financial software;</li> <li>- Planning Skill;- High Analytical skills;</li> <li>- Report writing and presentation skills.- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1        |
| 4. |  | Administrative Assistant | Administrative Assistant | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                           | 1        |
|    | <b>S/Total</b>                           |                          |                          |  | <b>4</b> |
| 1. | <b>Office of the Permanent Secretary</b> | Permanent Secretary      | Permanent Secretary      | Political Appointee  | 1        |

|    |  |                                       |                                       |  |   |
|----|--|---------------------------------------|---------------------------------------|--|---|
| 2. |  | 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><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French;</li> </ul> <p>Knowledge of all is an advantage</p>   | 1 |
| 3. |  | Human Resources Management Specialist | Human Resources Management Specialist | <p>A0 in Human Resource Management, Management with Specialization in Human Resource Management, Business Administration with Specialization 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><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwandan public service and labor law;</li> <li>- Knowledge in Conflict Management;</li> <li>- knowledge of the regulations applying to payroll procedures;</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> </ul> | 1 |

|    |  |                        |                                |   |   |
|----|--|------------------------|--------------------------------|---|---|
|    |  |                        |                                | <ul style="list-style-type: none"> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>   |   |
| 4. |  | Legal Advisor          | Legal Advisor                  | <p>A0 in Law with 3 years of working experience or Master's Degree in Law</p> <p><b>Key Technical skills and Knowledge required :</b></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Legal research and analysis in complex areas of law;</li> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Decision making skills; Experience in contract drafting and negotiation;</li> <li>- Excellent communication skills</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1 |
| 5. |  | Administrative Liaison | Administrative Liaison officer | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> </ul>  | 1 |

|    |  |                                 |  |   |   |
|----|--|---------------------------------|--|---|---|
|    |  |                                 |  | <ul style="list-style-type: none"> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French;</li> <li>Knowledge of all is an advantage</li> </ul>   |   |
| 6. |  | Procurement                     | Procurement Officer                        | <p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills</li> <li>- Computer Skills;</li> <li>- Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.</li> </ul> | 2 |
| 7. |  | Public Relation & Communication | Public Relation & Communication Specialist | <p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature with 3 years of working experiences or Master's Degree or Equivalent in Communication, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> </ul>  | 1 |

|                |   |                  |  |   |          |
|----------------|---|------------------|--|---|----------|
|                |   |                  |  | <ul style="list-style-type: none"> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time-management skills</li> <li>- Team working skills</li> <li>- Effective public relations and public speaking skills</li> <li>- Interviewing skills</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage</li> </ul>   |          |
| <b>S/Total</b> |   |                  |  |   | <b>8</b> |
| 1.             | <b>Trade and Investment General Directorate</b> | Director General | Director General of Trade and Investment | <p>A0 in Business Administration, Economics, Development Economics, Development Studies, Management with 5 years of working experience or 2 years in senior position or Master or Equivalent in Business Administration, Economics, Development Economics, Development Studies, Management with 3 years of working experience</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Trade and investment system;</li> <li>- Organizational Skills;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven Skills;</li> <li>- Knowledge and experience in investment.- Analytical, problem-solving and critical thinking skills.</li> <li>- Strong Leadership Skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take</li> </ul> | 1        |

|    |  |                               |                               |   |   |
|----|--|-------------------------------|-------------------------------|---|---|
|    |  |                               |                               | <p>charge of or facilitate requirement-gathering sessions.</p> <ul style="list-style-type: none"> <li>- Interpersonal Skills</li> <li>- negotiation skills;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>  |   |
| 2. |  | Investment Climate Specialist | Investment Climate Specialist | <p>A0 in Economics, Business Administration, Business Law, Management with 3 years of working experience; or Master or Equivalent in Economics, Business Administration, Business Law, Management with 1 year of working experience</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge and experience in investment.</li> <li>- Analytical, problem-solving and critical thinking skills.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users, managers</li> <li>- -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- -Strong attention to detail organizational skills.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies.</li> </ul> | 1 |

|    |  |  |  |  |   |
|----|--|--|--|--|---|
| 3. |  | Downstream Petroleum Policy Specialist | Downstream Petroleum Policy Specialist | <p>A0 in Chemistry, Economics, Management, Geology, Engineering, Business Administration, with 3 years of working experience; Or Master or Equivalent in Chemistry, Economics, Management, Geology, Engineering, Business Administration</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Organizational Skills;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven Skills;</li> <li>- Interpersonal Skills</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1 |
| 4. |  | Intellectual Property Policy Officer   | Intellectual Property Policy Officer   | <p>A0 in Law, Business Administration, Arts, and Commerce</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge and experience particularly in Investment Development.</li> <li>- Knowledge in Intellectual Property law and regulations;</li> <li>- Analytical, problem-solving and critical thinking skills.</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> </ul>  | 1 |

|    |                            |   |   |   |          |
|----|----------------------------|---|---|---|----------|
|    |                            |   |   | <ul style="list-style-type: none"> <li>- Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Strong attention to details and organizational skills.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul>   |          |
| 5. |                            | Competition and Consumer Protection Officer | Competition and Consumer Protection Officer | <p>A0 in Law, Business Law, Trade, Economics</p> <p><b><u>Key Technical skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Trade and Competition Law;</li> <li>- High analytical and problem solving skills;</li> <li>- Legal research and analysis in complex areas of Trade;</li> <li>- Knowledge of Industrial and Company Law;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1        |
|    | <b>S/Total</b>             |   |   |   | <b>5</b> |
| 1. | <b>Domestic Trade Unit</b> | Director of Unit                            | Director of Domestic Trade Unit             | <p>A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; or Master or Equivalent in Trade, Economics, Business Administration, Management with 1 year working experience;</p>   | 1        |

|    |  |                             |             |  |             |  |   |
|----|--|-----------------------------|-------------|--|-------------|--|---|
|    |  |                             |             | <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Trade system;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- High Analytical &amp; Complex Problem Solving Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Able to work well with both internal and external clients.</li> <li>- -Good presentation skills, and ability to communicate with various audiences, including end users and managers.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Strong attention to detail organizational skills.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies;</li> <li>- Time Management Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul> |             |  |   |
| 2. |  | Commodity Chains Specialist | Value Trade | Commodity Chains Specialist  | Value Trade | <p>A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; Or Master or Equivalent in Trade, Economics, Business Administration, Management</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Trade system;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> </ul> | 2 |

|    |  |                              |                                      |  |   |
|----|--|------------------------------|--------------------------------------|--|---|
|    |  |                              |                                      | <ul style="list-style-type: none"> <li>- High Analytical &amp; Complex Problem Solving Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Strong attention to detail organizational skills.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies;</li> <li>- Time Management Skills;</li> <li>- Computer Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> |   |
| 3. |  | Commodity value chains trade | Commodity value chains trade officer | <p>A0 in Trade, Economics, Business Administration, Management, Economics,</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Trade system;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- High Analytical &amp; Complex Problem Solving Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Able to work well with both internal and external clients.</li> </ul>  | 3 |

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|----|--|---|---|---|---|
|    |  |   |   | <ul style="list-style-type: none"> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Strong attention to detail organizational skills.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> <li>- Time Management Skills;</li> <li>- Computer Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>  |   |
| 4. |  | Market Infrastructure Policy Specialist | Market Infrastructure Policy Specialist | <p>A0 in Economics, Business Administration, Technology ,Civil Engineering, Environmental Engineering and Sanitation, Urban planning, Building Construction with 3 years of working experience; Or Master or Equivalent in Economics, Business Administration, Technology ,Civil Engineering, Environmental Engineering and Sanitation, Urban planning, Building Construction</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Trade system;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- High Analytical &amp; Complex Problem Solving Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers.</li> </ul> | 1 |

|                |                            |                  |                                 |  |          |
|----------------|----------------------------|------------------|---------------------------------|--|----------|
|                |                            |                  |                                 | <ul style="list-style-type: none"> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Strong attention to detail organizational skills.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> <li>- Time Management Skills;</li> <li>- Computer Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>   |          |
| <b>S/Total</b> |                            |                  |                                 |  | <b>7</b> |
|                | <b>External Trade Unit</b> | Director of Unit | Director of External Trade Unit | <p>A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; Or Master or Equivalent in Trade, Economics, Business Administration, Management with 1 year working experience</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Trade system;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- High Analytical &amp; Complex Problem Solving Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Strong attention to detail organizational skills.</li> </ul> | 1        |

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|----|--|----------------------------------|----------------------------------|---|---|
|    |  |                                  |                                  | <ul style="list-style-type: none"> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> <li>- Time Management Skills;</li> <li>- Computer Skills</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>  |   |
| 1. |  | External Trade Policy Specialist | External Trade Policy Specialist | <p>A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; Or Master or Equivalent in Trade, Economics, Business Administration, Management</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Trade system;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- High Analytical &amp; Complex Problem Solving Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.-Strong attention to detail organizational skills.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> <li>- Time Management Skills;</li> <li>- Computer Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1 |

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|----|--|--|--|--|---|
|    |  |  |  |  |   |
| 2. |  | Trade Negotiation and Cooperation Specialist | Trade Negotiation and Cooperation Specialist | <p>A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; Or Master or Equivalent in Trade, Economics, Business Administration, Management</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Analytical, problem-solving and critical thinking skills.</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- -Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Strong attention to detail organizational skills.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies.</li> </ul> | 1 |
| 3. |  | Trade Logistics Policy Specialist            | Trade Logistics Policy Specialist            | <p>A0 in Trade, Economics, Business Administration, Management and Commerce with 3 years of working experience; Or Master' Degree in Trade, Economics, Business Administration, Management</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Analytical, problem-solving and critical thinking</li> </ul>  | 1 |

|    |  |                                      |                                      |   |   |
|----|--|--------------------------------------|--------------------------------------|---|---|
|    |  |                                      |                                      | <p>skills.</p> <ul style="list-style-type: none"> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Strong attention to detail organizational skills.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> |   |
| 4. |  | Cross Border Trade Policy Specialist | Cross Border Trade Policy Specialist | <p>A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; Or Master or Equivalent in Trade, Economics, Business Administration, Management</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Analytical, problem-solving and critical thinking skills.</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to</li> </ul>   | 1 |

|                |  |                  |   |   |          |
|----------------|--|------------------|---|---|----------|
|                |  |                  |   | <p>communicate with various audiences, including end users and managers.</p> <ul style="list-style-type: none"> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Strong attention to detail organizational skills.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul>  |          |
| <b>S/Total</b> |  |                  |   |   | <b>5</b> |
| 1.             | <b>Industry and Entrepreneurship Development General Directorate</b> | Director General | Director General of Industry and Entrepreneurship Development | <p>A0 in Entrepreneurship, Commerce, Economics, Agribusiness, Industrial Chemistry, Food Sciences, Management, Development Studies with 5 years of experience or 2 years in senior position; Or Master or Equivalent in Entrepreneurship, Commerce, Economics, Agribusiness, Industrial Chemistry, Food Sciences, Management, Development Studies with 3 years of working experience</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's trade and industry Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Leadership Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> </ul> | 1        |

|    |  |                  |   |   |          |
|----|--|------------------|---|---|----------|
|    |  |                  |   | <ul style="list-style-type: none"> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>  |          |
|    | <b>S/Total</b>                           |                  |   |   | <b>1</b> |
| 1. | <b>Entrepreneurship Development Unit</b> | Director of Unit | Director of Entrepreneurship Development Unit | <p>A0 in Entrepreneurship, Commerce, Economics, Agribusiness, Industrial Chemistry, Food Sciences, Management, Development Studies with 3years of experience; Or Master or Equivalent in Entrepreneurship, Commerce, Economics, Agribusiness, Industrial Chemistry, Food Sciences, Management, Development Studies with one (1) year of working experience</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's trade and industry Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Leadership Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French;</li> </ul> | 1        |

|    |  |   |   |   |   |
|----|--|---|---|---|---|
|    |  |   |   | knowledge of all is an advantage  |   |
| 2. |  | Cooperatives Policy Specialist          | Cooperatives Policy Specialist          | <p>A0 in Economics, Agribusiness, Entrepreneurship, Trade, Business administration, Commercial sciences, Agribusiness with 3 years of working experience; Or Master or Equivalent in Economics, Agribusiness, Entrepreneurship, Trade, Business administration, Commercial sciences, Agribusiness</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Cooperative Sector;</li> <li>- Knowledge in Project planning and Management;</li> <li>- Deep understanding of laws and regulations applied to Cooperatives;</li> <li>- Leadership skills;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.</li> </ul> | 1 |
| 3. |  | Community Processing Centers Specialist | Community Processing Centers Specialist | <p>A0 in Animal Production, Crop Production, Agribusiness, Agriculture, Tourism, Development Studies, Economics, Commerce, Business Administration with specialization in Marketing with 3 years of working experience; Or Master or Equivalent in</p>  | 1 |

|    |  |                                      |                                      |  |   |
|----|--|--------------------------------------|--------------------------------------|--|---|
|    |  |                                      |                                      | <p>Animal Production, Crop Production, Agribusiness, Agriculture, Tourism, Development Studies, Economics, Commerce, Business Administration with specialization in Marketing</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Industrial Development and Trade Sector;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> |   |
| 4. |  | Community Processing Centers Officer | Community Processing Centers Officer | <p>A0 Animal Production, Crop Production, Agribusiness, Agriculture, Development Studies, Economics, Commerce, Business Administration with specialization in Marketing</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Industrial Development and Trade Sector;</li> <li>- Leadership skills;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> </ul>   | 1 |

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|----|--|--|--|---|---|
|    |  |  |  | <ul style="list-style-type: none"> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage</li> </ul>   |   |
| 5. |  | Entrepreneurship Development Policy Specialist | Entrepreneurship Development Policy Specialist | <p>A0 in Entrepreneurship, Economics, Agribusiness, Management, Development Studies with 3 years of working experience; Or Master or Equivalent in Entrepreneurship, Economics, Agribusiness, Management, Development Studies</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Analytical, problem-solving and critical thinking skills.</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users, managers.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Strong attention to detail organizational skills.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1 |

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|----|----------------------------------|--|--|---|----------|
| 6. |                                  | SME Business Development Policy Specialist | SME Business Development Policy Specialist | <p>A0 in Commerce, Economics, Agribusiness, Industrial Chemistry, Entrepreneurship with 3 years of working experience; Or Master or Equivalent in Commerce, Economics, Agribusiness, Entrepreneurship, Industrial Chemistry</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Analytical, problem-solving and critical thinking skills.</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users, managers.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Strong attention to detail organizational skills.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1        |
|    |                                  | <b>S/Total</b>                             |  |   | <b>6</b> |
| 1. | <b>Industry Development Unit</b> | Director of Unit                           | Director of Industry Development Unit      | <p>A0 in Entrepreneurship, Commerce, Economics, Agribusiness, Industrial Chemistry, Food Sciences, Management, Development Studies with 3 years of experience; Or Master or Equivalent in Entrepreneurship, Commerce, Economics, Agribusiness, Industrial Chemistry, Food Sciences, Management, Development Studies with one (1) year of working experience</p>   | 1        |

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|    |  |  |  | <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's trade and industry Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Leadership Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> |   |
| 2. |  | Industrial Development Policy Specialist | Industrial Development Policy Specialist | <p>A0 in Economics, Commerce, Agribusiness, Chemistry, Industrial Chemistry, Technology, with 3 years of working experience; Or Master or Equivalent in Economics, Commerce, Agribusiness, Chemistry, Industrial Chemistry, Technology, Industrial Development</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Analytical, problem-solving and critical thinking skills.</li> <li>- Technical understanding of system being analyzed</li> </ul>  | 1 |

|    |  |   |   |   |   |
|----|--|---|---|---|---|
|    |  |   |   | <p>and how it affects the various business units.</p> <ul style="list-style-type: none"> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.-Good presentation skills, and ability to communicate with various audiences, including end users and managers.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Strong attention to detail organizational skills.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul>                              |   |
| 3. |  | Industrial Infrastructure Policy Specialist | Industrial Infrastructure Policy Specialist | <p>A0 in Civil Engineering, Environmental Engineering and Sanitation with 3 years of working experience in Urban planning, Building Construction; Or Master or Equivalent in Civil Engineering, Environmental Engineering and Sanitation</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Analytical, problem-solving and critical thinking skills.</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> </ul> | 1 |

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|----|--|---|---|---|---|
|    |  |   |   | <ul style="list-style-type: none"> <li>- Good presentation skills, and ability to communicate with various audiences, including end users, managers, and members of the IT team.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Strong attention to detail organizational skills.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul>  |   |
| 4. |  | Services Industry Development Policy Specialist | Services Industry Development Policy Specialist | <p>A0 in Economics, Agribusiness, Chemistry, Development studies, Project management with 3 years of working experience; Or Master or Equivalent in Commerce, Economics, Agribusiness, Industrial Chemistry</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Industrial Development and Trade Sector;</li> <li>- Analytical, problem-solving and critical thinking skills.</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Leadership skills;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> </ul> | 1 |

|    |  |   |   |  |   |
|----|--|---|---|--|---|
|    |  |   |   | <ul style="list-style-type: none"> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>   |   |
| 5. |  | Industrial Development and Investment Promotion Officer | Industrial Development and Investment Promotion Officer | <p>A0 in Economics, Commerce, Agribusiness, Chemistry, industrial engineering</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Understanding Rwanda's infrastructure development and management priorities and agenda of EAC member countries in respect to each of these fields.</li> <li>- Understanding of Regional integration principles, processes, challenges, etc</li> <li>- Understanding of the EAC Treaty and related protocols.</li> <li>- Negotiation and influencing skills</li> <li>- Strategic thinking skills</li> <li>- Communication, Reporting and Writing Skills</li> <li>- Interpersonal and Team Working Skills</li> <li>- Spoken and Written English and Swahili Skills</li> <li>- Understanding of Infrastructure Disciplines</li> </ul> | 1 |
| 6. |  | Services Industry Development Policy Officer            | Services Industry Development Policy Officer            | <p>A0 in Economics, Agribusiness, Chemistry, Development studies and Project management</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- knowledge and understanding of the Rwandan Industrial Development and Trade Sector;</li> </ul>   | 1 |

|    |  |                                       |                                       |   |   |
|----|--|---------------------------------------|---------------------------------------|---|---|
|    |  |                                       |                                       | <ul style="list-style-type: none"> <li>- Analytical, problem-solving and critical thinking skills.</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Computer Skills;</li> <li>- Judgment skills</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> |   |
| 7. |  | Industrial Development Policy Officer | Industrial Development Policy Officer | <p>A0 in Economics, Commerce, Agribusiness, Chemistry, Industrial Chemistry, Technology,</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Analytical, problem-solving and critical thinking skills.</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end</li> </ul>  | 1 |

|                |   |                  |                  |  |          |
|----------------|---|------------------|------------------|--|----------|
|                |   |                  |                  | <p>users and managers.</p> <ul style="list-style-type: none"> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Strong attention to detail organizational skills.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul>   |          |
| <b>S/Total</b> |   |                  |                  |  | <b>7</b> |
| 1.             | <b>General Directorate of Planning, M&amp;E</b> | Director General | Director General | <p>A0 in Economics, Management, Development Studies, Project Management, Business Administration with 5 year working experience; Or 2 years in senior position or Master or Equivalent in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's trade and industry Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Leadership Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French;</li> </ul> | 1        |

|    |  |                                      |                                      |  |   |
|----|--|--------------------------------------|--------------------------------------|--|---|
|    |  |                                      |                                      | knowledge of all is an advantage   |   |
| 2. |  | Planning Specialist                  | Planning Specialist                  | <p>A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience or Master's degree in Economics, Management, Development Studies, Project Management, Business Administration</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's trade and industry Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1 |
| 3. |  | Monitoring and Evaluation Specialist | Monitoring and Evaluation Specialist | <p>A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience; Or Master's Degree or Equivalent in Economics, Management, Development Studies, Project Management, Business Administration</p>   | 1 |

|    |  |                    |                    |   |   |
|----|--|--------------------|--------------------|---|---|
|    |  |                    |                    | <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Trade and Industry system;</li> <li>- Excellent leadership skills;</li> <li>- Coordination, Planning &amp; Organizational Skills;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven Skills;</li> <li>- Interpersonal Skills</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- High Analytical &amp; Complex Problem solving Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>          |   |
| 4. |  | Statistics Officer | Statistics Officer | <p>A0 in Statistics, Applied Mathematics, Economics</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Deep understanding of Research Methodologies and Statistics Concepts;</li> <li>- Knowledge of Rwanda's Trade and Industrial Policies and Strategies;</li> <li>- Knowledge of various statistical software packages;</li> <li>- Knowledge to Prepares and publishes statistical and technical reports and research papers;</li> <li>- Knowledge of the theory, systems and application of statistical research methodology</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> </ul> | 1 |

|    |  |  |   |   |          |
|----|--|--|---|---|----------|
|    |  |  |   | - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage   |          |
| 5. |  | Private Sector<br>Development Specialist | Private Sector<br>Development Specialist    | <p>A0 in Economics, Business Administration, Business Law, Management with 3 years of working experience; Or Master or Equivalent in Economics, Business Administration, Business Law, Management with 1 year of working experience</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge and experience particularly in Investment Development.</li> <li>- Analytical, problem-solving and critical thinking skills.</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Strong attention to details and organizational skills.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1        |
|    | <b>S/Total</b>                         |  |   |   | <b>5</b> |
| 1. | <b>Administration and Finance Unit</b> | Director of Unit                         | Director of Administration and Finance Unit | Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or Management with specialization in  | 1        |

|    |  |            |            |   |   |
|----|--|------------|------------|---|---|
|    |  |            |            | <p>Finance/Accounting with 3 years of working experience</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> |   |
| 2. |  | Accountant | Accountant | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills;- Interpersonal skills;</li> <li>- Time management Skills;</li> </ul>   | 2 |

|    |  |                 |                         |  |   |
|----|--|-----------------|-------------------------|--|---|
|    |  |                 |                         | <ul style="list-style-type: none"> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>   |   |
| 4. |  | Human Resources | Human Resources Officer | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1 |
| 5. |  | Logistics       | Logistics Officer       | <p>A0 in Store Management, Management, Finance, Economics, Accounting, Public Administration, Administrative Sciences,</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> </ul>  | 1 |

|    |  |                            |                                    |   |   |
|----|--|----------------------------|------------------------------------|---|---|
|    |  |                            |                                    | <ul style="list-style-type: none"> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>  |   |
|    |  | Documentation and Archives | Documentation and Archives Officer | <p>A0 in Library &amp; information Science or A1 in Library &amp; information Science, Office Management, Biblioteconomy</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- proficiency in information technology;</li> <li>- Computer literacy;</li> <li>- Bookkeeping Skills;</li> <li>- Knowledge of integrated document management</li> <li>- Knowledge of archive management software</li> <li>- Knowledge of the documentation management system (DMS) would be an advantage.</li> <li>- Organizational Skills;- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1 |
| 10 |  | Secretary in DAF Unit      | Secretary                          | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p>  | 1 |

|    |  |  |  |   |   |
|----|--|--|--|---|---|
|    |  |  |  | <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>  |   |
| 11 |  | Database and Application Administrator | Database and Application 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 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><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and</li> </ul> | 1 |

|     |  |                                  |                                  |  |   |
|-----|--|----------------------------------|----------------------------------|--|---|
|     |  |                                  |                                  | <p>wireless internet access;</p> <ul style="list-style-type: none"> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>   |   |
| 12. |  | Network and System Administrator | Network and System 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 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><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic</li> </ul> | 1 |

|    |  |                     |                             |   |   |
|----|--|---------------------|-----------------------------|---|---|
|    |  |                     |                             | <p>equipment, and computer hardware and software, including applications and programming;</p> <ul style="list-style-type: none"> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>   |   |
| 6. |  | Central Secretariat | Head of Central Secretariat | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law with 2 years of working experience</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1 |
|    |  | Secretary           | Secretary                   | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> </ul>   | 1 |

|  |                    |  |  |  |    |
|--|--------------------|--|--|--|----|
|  |                    |  |  | <ul style="list-style-type: none"> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French;<br/>knowledge of all is an advantage</li> </ul> |    |
|  | <b>Sub Total</b>   |  |  |  | 11 |
|  | <b>Grand Total</b> |  |  |  | 59 |

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 130/03 ryo ku wa 23/12/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisitiri y'Ubucuruzi n'Inganda**

**Seen to be annexed to the Prime Minister's Order n° 130/03 of 23/12/2017 determining mission and functions, organizational structure, job profiles salaries and fringe benefits for employees in the Ministry of Trade and Industry**

**Vu pour être annexé à l'Arrêté du Premier Ministre n° 130/03 du 23/12/2017 portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère du Commerce et de l'Industrie**

Kigali, ku wa 23/12/2017

Kigali, on 23/12/2017

Kigali, le 23/12/2017

(sé)

**Dr. NGIRENTE Edouard**  
Minisitiri w'Intebe

(sé)

**Dr. NGIRENTE Edouard**  
Prime Minister

(sé)

**Dr. NGIRENTE Edouard**  
Premier Ministre

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Minister of Public Service and Labour

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Ministre de la Fonction Publique et du Travail

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

**Seen and sealed with the Seal of the Republic:**

**Vu et scellé du Sceau de la République:**

(sé)

**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(sé)

**BUSINGYE Johnston**  
Minister of Justice/Attorney General

(sé)

**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA III W'ITEKA RYA  
MINISITIRI W'INTEBE N°130/03 RYO KU  
WA 23/12/2017 RIGENA INSHINGANO,  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IBISABWA KU MYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MURI  
MINISITERI Y'UBUCURUZI N'INGANDA**

**ANNEX III TO PRIME MINISTER'S ORDER  
N°130/03 OF 23/12/2017 DETERMINING  
MISSION AND FUNCTIONS,  
ORGANISATIONAL STRUCTURE, JOB  
PROFILES, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES IN THE  
MINISTRY OF TRADE AND INDUSTRY**

**ANNEXE III A L'ARRETE DU PREMIER  
MINISTRE N°130/03 DU 23/12/2017  
PORTANT MISSION ET FONCTIONS,  
STRUCTURE ORGANISATIONNELLE,  
PROFILS D'EMPLOIS, SALAIRES ET  
AVANTAGES ACCORDES AU  
PERSONNEL DU MINISTERE DU  
COMMERCE ET DE L'INDUSTRIE**

**MINICOM SALARY STRUCTURE**

| <b>POST</b>   | <b>I.V</b> | <b>Level</b> | <b>Index</b> | <b>Gross Salary (Rwf/Month)</b> |
|---|------------|--------------|--------------|---------------------------------|
| Minister  | 500        | D            | 3819         | 2,541,695                       |
| Permanent Secretary   | 441        | F            | 2869         | 1,617,505                       |
| Director General of Trade & Investment                      | 400        | 2.III        | 1890         | 1,085,308                       |
| Director General of Industry & Entrepreneurship Development | 400        | 2.III        | 1890         | 1,085,308                       |
| Director General of Planning, M&E                           | 400        | 2.III        | 1890         | 1,085,308                       |
| Advisor to the Minister                                     | 400        | 2.III        | 1890         | 1,085,308                       |
| Director of Administration & Finance Unit                   | 400        | 3.II         | 1369         | 786,131                         |
| Director of External Trade Unit                             | 400        | 3.II         | 1369         | 814,962                         |
| Director of Domestic Trade Unit                             | 400        | 3.II         | 1369         | 814,962                         |
| Director of Industry Development Unit                       | 400        | 3.II         | 1369         | 814,962                         |
| Director of Entrepreneurship Development Unit               | 400        | 3.II         | 1369         | 814,962                         |
| Legal Advisor   | 400        | 3.II         | 1369         | 786,131                         |
| HRM Specialist  | 400        | 3.II         | 1369         | 786,131                         |
| Commodity Value Chains Trade Specialist                     | 400        | 3.II         | 1369         | 786,131                         |
| Market Infrastructure Policy Specialist                     | 400        | 3.II         | 1369         | 786,131                         |
| External Trade Policy Specialist                            | 400        | 3.II         | 1369         | 786,131                         |
| Trade Negotiation and Cooperation Specialist                | 400        | 3.II         | 1369         | 786,131                         |
| Trade Logistics Policy Specialist                           | 400        | 3.II         | 1369         | 786,131                         |
| Cross Border Trade Policy Specialist                        | 400        | 3.II         | 1369         | 786,131                         |
| Industrial Development Policy Specialist                    | 400        | 3.II         | 1369         | 786,131                         |
| Industrial Infrastructure Policy Specialist                 | 400        | 3.II         | 1369         | 786,131                         |
| Services Industry Policy Development Policy Specialist      | 400        | 3.II         | 1369         | 786,131                         |
| Community Processing Centers Specialist                     | 400        | 3.II         | 1369         | 786,131                         |
| Entrepreneurship Development Policy Specialist              | 400        | 3.II         | 1369         | 786,131                         |
| SMEs Business Development Policy Specialist                 | 400        | 3.II         | 1369         | 786,131                         |
| Investment Climate Specialist                               | 400        | 3.II         | 1369         | 786,131                         |
| Downstream Petroleum Policy Specialist                      | 400        | 3.II         | 1369         | 786,131                         |

|   |     |      |      |         |
|---|-----|------|------|---------|
| Cooperatives Policy Specialist                          | 400 | 3.II | 1369 | 786,131 |
| Private Sector Development Specialist                   | 400 | 3.II | 1369 | 786,131 |
| Monitoring and Evaluation Specialist                    | 400 | 3.II | 1369 | 786,131 |
| Public Relations and Communication Specialist           | 400 | 3.II | 1369 | 786,131 |
| Commodity Value Chains Trade Officer                    | 350 | 4.II | 1141 | 567,590 |
| Services Industry Policy Development Policy Officer     | 350 | 4.II | 1141 | 567,590 |
| Community Processing Centers Officer                    | 350 | 4.II | 1141 | 567,590 |
| Industrial Development Policy Officer                   | 350 | 4.II | 1141 | 567,590 |
| Planning Specialist                                     | 350 | 4.II | 1141 | 567,590 |
| Intellectual Property Policy Officer                    | 350 | 4.II | 1141 | 567,590 |
| Competition & Consumer Protection Officer               | 350 | 4.II | 1141 | 567,590 |
| Statistics Officer                                      | 350 | 4.II | 1141 | 567,590 |
| Industrial Development and Investment Promotion Officer | 350 | 4.II | 1141 | 567,590 |
| Human Resource Officer                                  | 350 | 4.II | 1141 | 567,590 |
| Database & Application Administrator                    | 350 | 4.II | 1141 | 567,590 |
| Network and System Administrator                        | 350 | 4.II | 1141 | 567,590 |
| Internal Auditor  | 350 | 5.II | 951  | 473,075 |
| Public Procurement Officer                              | 350 | 5.II | 951  | 473,075 |
| Accountant  | 350 | 5.II | 951  | 473,075 |
| Administrative Assistant to Minister                    | 350 | 5.II | 951  | 473,075 |
| Administrative Assistant to Permanent Secretary         | 350 | 5.II | 951  | 473,075 |
| Administrative Liaison Officer                          | 350 | 5.II | 951  | 473,075 |
| Logistics Officer                                       | 350 | 5.II | 951  | 473,075 |
| Documentation & Archives                                | 350 | 6.II | 793  | 394,478 |
| Head of Central Secretariat                             | 350 | 7.II | 660  | 328,317 |
| Secretary in DAF Unit                                   | 350 | 8.II | 508  | 252,705 |
| Secretary in Central Secretariat                        | 350 | 8.II | 508  | 252,705 |

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 130/03 ryo ku wa 23/12/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisitiri y'Ubucuruzi n'Inganda

Kigali, ku wa 23/12/2017

(sé)

**Dr. NGIRENTE Edouard**  
Minisitiri w'Intebe

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

(sé)

**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Seen to be annexed to the Prime Minister's Order n° 130/03 of 23/12/2017 determining mission and functions, organizational structure, job profiles salaries and fringe benefits for employees in the Ministry of Trade and Industry

Kigali, on 23/12/2017

(sé)

**Dr. NGIRENTE Edouard**  
Prime Minister

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Minister of Public Service and Labour

**Seen and sealed with the Seal of the Republic:**

(sé)

**BUSINGYE Johnston**  
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 130/03 du 23/12/2017 portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère du Commerce et de l'Industrie

Kigali, le 23/12/2017

(sé)

**Dr. NGIRENTE Edouard**  
Premier Ministre

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Ministre de la Fonction Publique et du Travail

**Vu et scellé du Sceau de la République :**

(sé)

**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

ITEKA RYA MINISITIRI W'INTEBE N°131/03 RYO KU WA 23/12/2017 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'IBIDUKIKIJE

PRIME MINISTER'S ORDER N° 131/03 OF 23/12/2017 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE MINISTRY OF ENVIRONMENT

ARRETE DU PREMIER MINISTRE N° 131/03 DU 23/12/2017 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES, PROFILS D'EMPLOIS ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE L'ENVIRONNEMENT

**ISHAKIRO**

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**ITEKA RYA MINISITIRI W'INTEBE N°131/03 RYO KU WA 23/12/2017 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'IBIDUKIKIJE**

**PRIME MINISTER'S ORDER N° 131/03 OF 23/12/2017 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE MINISTRY OF ENVIRONMENT**

**ARRETE DU PREMIER MINISTRE N° 131/03 DU 23/12/2017 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES, PROFILS D'EMPLOIS ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE L'ENVIRONNEMENT**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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'ya 176;

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 119, 120, 122 and 176;

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

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;

Pursuant to Law n° 86/2013 of 11/09/2013 establishing the general statutes for public service, especially in Article 52;

Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en son article 52;

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

On proposal by the Minister Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 08/11/2017 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet, in session of 08/11/2017.

Après examen et adoption par le Conseil des Ministres, en sa séance du 08/11/2017.

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE:**

**Ingingo ya mbere: Icyo iri teka rigamije**

**Article One: Purpose of this Order**

**Article premier: Objet du présent arrêté**

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya

This Order determines mission and functions, organisational structure, job profiles, salaries and

Le présent arrêté porte mission et fonctions, structure organisationnelle, profils d'emplois,

y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ibidukikije (MoE).

fringe benefits for employees of the Ministry of Environment (MoE).

salaires et avantages accordés au personnel du Ministère de l'Environnement (MoE).

### **Ingingo ya 2: Inshingano**

Minisiteri y'Ibidukikije ifite inshingano yo gushyiraho uburyo bwo kurinda, kubungabunga no guteza imbere ibidukikije. Igomba kandi kubungabunga no guharanira ko ibihe bimeze neza kandi bidahindagurika hagamijwe iterambere ry'ubukungu.

### **Article 2: Mission and functions**

The Ministry of Environment has the mission to ensure the conservation, protection and development of the environment. It must also ensure the safeguard of green and climate resilient for growth of the economy.

### **Article 2: Mission et fonctions**

Le Ministère de l'Environnement a pour mission d'assurer la protection, la conservation et le développement de l'environnement. Il doit également garantir la sauvegarde du climat vert et résistant pour la croissance de l'économie.

By'umwihariko, Minisiteri y'Ibidukikije ishinzwe ibi bikurikira:

Specifically, the Ministry of Environment is responsible for the following:

Particulièrement, le Ministère de l'Environnement est chargé de ce qui suit:

1° gushyiraho no kumenyekanisha politiki, ingamba na gahunda bijyanye n'ibidukikije n'imihindagurikire y'ibihe binyuze mu:

1° to develop and disseminate the environment and climate change policies, strategies and programs through:

1° développer et diffuser les politiques, les stratégies et les programmes relatifs à l'environnement et au changement climatique à travers:

a. gushyiraho ingamba zigamije guteza imbere ubufatanye no kubaka ubushobozi bw'abikorera mu gushora imari mu bikorwa bijyanye n'ibidukikije n'imihindagurikire y'ibihe mu guteza imbere ubukungu burambye;

a. to develop strategies to promote partnership and enhance capacity of private sector to invest in activities of environment and climate change for sustainable economic development;

a. élaborer des stratégies pour promouvoir le partenariat et renforcer les capacités du secteur privé pour investir dans des activités d'environnement et de changements climatiques pour un développement économique durable;

b. gushyiraho amategeko n'amabwiriza agenga ibidukikije no kubungabunga urusobe rw'ibidukikije;

b. to develop laws and regulations to ensure protection of the environment and conservation of natural ecosystems;

b. élaborer des lois et règlements pour assurer la protection de l'environnement et la conservation des écosystèmes naturels;

*Official Gazette n° 52 of 25/12/2017*

c. kubaka ubushobozi bw'inzego n'ubw'abakozi mu bidukikije n'imihindagurikire y'ibihe.

c. to develop institutional and human resources capacities in environment and climate change.

c. développer des capacités institutionnelles et humaines en matière d'environnement et de changement climatique.

2° gukurikirana no kugenzura ishyirwa mu bikorwa rya politiki, ingamba na gahunda bijyanye n'ibidukikije n'imihindagurikire y'ibihe no gukora ku buryo bishyirwa mu nzego zose cyane cyane izigamije inyungu;

2° to monitor and evaluate the implementation and mainstreaming of environment and climate change policies, strategies and programs across all sectors, especially productive sector;

2° faire le suivi et évaluer la mise en œuvre et l'intégration des politiques, des stratégies et des programmes relatifs à l'environnement et au changement climatique dans tous les secteurs, en particulier dans le secteur productif;

3° gukurikirana no kugenzura ibigo bishamikiye kuri Minisiteri mu gutanga umurongo ngenderwaho mu ishyirwa mu bikorwa rya za gahunda zihariye zigomba gukorwa n'ibyo bigo biyishamikiyeho n'inzego z'ibanze;

3° to oversee and evaluate institutions under its supervision by providing guidance on the implementation of specific programs to be realised by the institutions under its supervision and local government;

3° surveiller et évaluer les institutions sous sa tutelle en fournissant des orientations sur la mise en œuvre de programmes spécifiques à réaliser par ces institutions sous sa tutelle et les entités décentralisées;

4° gushaka umutungo ukenewe mu guteza imbere, kurinda no kubungabunga ibidukikije, hagamijwe kugabanya imihindagurikire y'ibihe.

4° to mobilise the necessary resources for the development, protection and conservation of the environment for the climate change adaptation and mitigation.

4° mobiliser des ressources nécessaires pour le développement, la protection et la conservation de l'environnement, pour l'atténuation du changement climatique.

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

**Article 3: Organisational structure and job profiles**

**Article 3: Structure organisationnelle et profils d'emplois**

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo bya Minisiteri y'Ibidukikije biri ku mugereka wa I n'uwa II y'iri teka.

The organisational structure and job profiles for the Ministry of Environment are respectively in Annex I and II of this Order.

La structure organisationnelle et les profils d'emplois du Ministère de l'Environnement sont respectivement en annexes I et II du présent arrêté.

**Ingingo ya 4: Igenwa ry'umushahara**

**Article 4: Determination of the salary**

**Article 4: Détermination du salaire**

Imishahara y'abakozi ba Minisiteri y'Ibidukikije igenwa hashingiwe ku mbonerahamwe y'urutonde

Salaries for employees of the Ministry of Environment are determined basing on the job

Les salaires accordés au personnel du Ministère de l'Environnement sont déterminés suivant la

rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu butegetsi bwa Leta.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri Minisitiri y'Ibidukikije biri ku mugereka wa III w'iri teka.

**Ingingo ya 5: Ibigize umushahara mbumbe**

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

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

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo, ntigenerwa abakozi bari ku nzego z'imirimo za "F" na "2.III" boroherazwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu 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.

classification and in accordance with general principles on salary calculation in public service.

The level, index, index value and gross salary corresponding to each job position in the Ministry of Environment are in Annex III to this Order.

**Article 5: Composition of the gross salary**

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

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

The transport allowance specified in Paragraph One of this Article shall not be granted to officials positioned on levels "F" 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

classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi du Ministère de l'Environnement sont en annexe III du présent arrêté.

**Article 5: Composition du salaire brut**

Le salaire brut mensuel pour chaque agent comprend principalement:

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

L'indemnité de transport dont il est question à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat aux postes de niveau "F" 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

Instructions of the Minister in charge of public service.

conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

**Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho**

**Article 6: Fringe benefits for the Permanent Secretary**

**Article 6: Avantages alloués au Secrétaire Permanent**

Umunyamabanga Uhoraho muri Minisitiri y'Ibidukikije agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

The Permanent Secretary in the Ministry of Environment is entitled to the following fringe benefits:

Le Secrétaire Permanent au sein du Ministère de l'Environnement bénéficie des avantages suivants:

1° amafaranga y'u Rwanda ibihumbi ijana (100.000 Frw) buri kwezi yo kwishyura itumanaho rya telefoni yo mu biro ;

1° one hundred thousand Rwandan francs (Frw 100.000) per month for office land line communication allowance;

1° les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois;

2° amafaranga y'u Rwanda ibihumbi ijana (100.000 Frw) buri kwezi y'itumanaho rya telefoni igendanwa ;

2° one hundred thousand Rwandan francs (Frw 100.000) per month for mobile phone communication allowance;

2° les frais de communication par téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois ;

3° amafaranga y'u Rwanda angana n'ibihumbi magana abiri (200. 000 Frw) buri kwezi yo kwakira abashyitsi mu kazi anyura kuri konti ya Minisitiri;

3° office entertainment allowance of two hundred thousand Rwandan francs (Frw 200.000) per month transferred to the Ministry's account;

3° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois domiciliés au compte bancaire du Ministère;

4° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

4° transport facilitation in accordance with the Instructions of the Minister in charge of transport.

4° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 7: Ibindi bigenerwa Abayobozi Bakuru n'Umujyanama wa Minisitiri bari ku rwego rwa "2.III"**

**Article 7: Fringe benefits for Director Generals and Advisor to the Minister on "2.III" job classification level**

**Article 7: Avantages alloués aux Directeurs Généraux et au Conseiller du Ministre aux postes de niveau "2.III"**

Abayobozi Bakuru n'Umujyanama wa Minisitiri bari ku rwego rwa "2.III" bagenerwa buri wese

Director Generals and the Advisor to the Minister on "2.III" job classification level are each entitled to fringe benefits as follows:

Les Directeurs Généraux et le Conseiller du Ministre aux postes de niveau "2.III" bénéficient chacun des avantages suivants:

ibindi bibafasha gutunganya umurimo mu buryo bukurikira:

4° Abayobozi Bakuru bagenerwa amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) n'irya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;

5° Umujyanama wa Minisitiri agenerwa amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw);

6° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

4° Director Generals each are entitled to seventy thousand Rwandan francs (Frw 70,000) per month for office land line communication allowance and seventy thousand Rwandan francs (Frw 70,000) per month for mobile phone communication allowance;

5° the Advisor to the Minister is entitled to seventy thousand Rwandan francs (Frw 70,000) per month for mobile phone communication allowance;

6° transport facilitation in accordance with the Instructions of the Minister in charge of transport.

4° les Directeurs Généraux bénéficient chacun des frais de communication par téléphone de bureau équivalent à soixante-dix mille francs rwandais (70.000 Frw) et des frais de communication par téléphone portable équivalent à soixante-dix mille francs rwandais (70.000 Frw) par mois ;

5° le Conseiller du Ministre bénéficie des frais de communication par téléphone portable équivalent à soixante-dix mille francs rwandais (70.000 Frw) par mois;

6° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 8: Ibindi bigenerwa Abayobozi b'Amashami n'abakozi bari ku rwego rw'imirimo rwa "3"**

Abayobozi b'Amashami n'abakozi bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bukurikira:

3° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi;

4° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

**Article 8: Fringe benefits for Directors of Units and officials on "3" job level**

Directors of Units and Officials on "3" job level are each entitled to fringe benefits as follows:

3° thirty thousand Rwandan francs (Frw 30,000) per month for a mobile phone communication allowance;

4° a special transport allowance in accordance with the instructions of the Minister in charge for public service.

**Article 8: Avantages alloués aux Directeurs d'Unités et aux cadres aux postes de niveau "3"**

Les Directeurs d'Unités et Cadres aux postes de niveau "3" bénéficient chacun d'autres avantages comme suit :

3° les frais de communication par téléphone portable équivalent à trente mille francs rwandais (30.000 Frw) par mois;

4° l'indemnité spéciale de transport conformément aux Instructions du

Ministre ayant la fonction publique dans ses attributions.

Abayobozi b'Amashami bari ku rwego rw'imirimu rwa "3.II" bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe ya Minisitiri, bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi y'itumanaho rya telefoni yo mu biro.

Directors of Units on level "3.II" with a pool of public servants under their responsibilities in accordance with the organizational structure of Ministry, are also each entitled to an office telephone communication allowance of one hundred thousand Rwandan francs (Frw 100.000) per month.

Les Directeurs d'Unités aux postes de niveau "3.II" ayant des agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle du Ministère, bénéficient également chacun des frais de communication par téléphone de bureau équivalant à cent mille francs Rwandais (100.000 Frw) par mois.

**Ingingo ya 9: Indamunite z'urugendo rw'imodoka**

**Article 9: Mileage allowances**

**Article 9: Indemnités kilométriques**

Iyo Abayobozi Bakuru bari ku rwego rwa F na 2.III bagiye mu butumwa imbere mu Gihugu bakoresheje imodoka zabo, Leta ibagenera indamunite y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

When Senior Officials on levels F and 2.III go on official mission inside the country by using their vehicles, the State pays them mileage allowances in accordance with Instructions of the Minister in charge of transport.

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

**Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka**

**Article 10: Authorities responsible for the implementation of this Order**

**Article 10: Autorités chargées de l'exécution du présent arrêté**

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ibidukikije, Minisitiri w'Ibikorwaremezo na Minisitiri w'Imari n'Igenamigambi bashinzwe gushyira mu bikorwa iri teka.

The Minister of Public Service and Labour, the Minister of Environment, the Minister of Infrastructure and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.

Le Ministre de la Fonction Publique et du Travail, le Ministre de l'Environnement, le Ministre des Infrastructures et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

**Ingingo ya 11: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

**Article 11: Repealing provision**

**Article 11: Disposition abrogatoire**

Ingingo zose z'amateka abanziriza iri kandi zinyuranyije na ryo zivanyweho.

All prior provisions contrary to this Order are repealed.

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Ingingo ya 12: Igihe iri teka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda.

Kigali, ku wa 23/12/2017

(sé)

**Dr. NGIRENTE Edouard**  
Minisitiri w'Intebe

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

(sé)

**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

**Article 12: Commencement**

This Order comes into force on the date of its publication in the Official Gazette of the Republic of Rwanda.

Kigali, on 23/12/2017

(sé)

**Dr. NGIRENTE Edouard**  
Prime Minister

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Minister of Public Service and Labour

**Seen and sealed with the Seal of the Republic:**

(sé)

**BUSINGYE Johnston**  
Minister of Justice/Attorney General

**Article 12: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda.

Kigali, le 23/12/2017

(sé)

**Dr. NGIRENTE Edouard**  
Premier Ministre

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Ministre de la Fonction Publique et du Travail

**Vu et scellé du Sceau de la République:**

(sé)

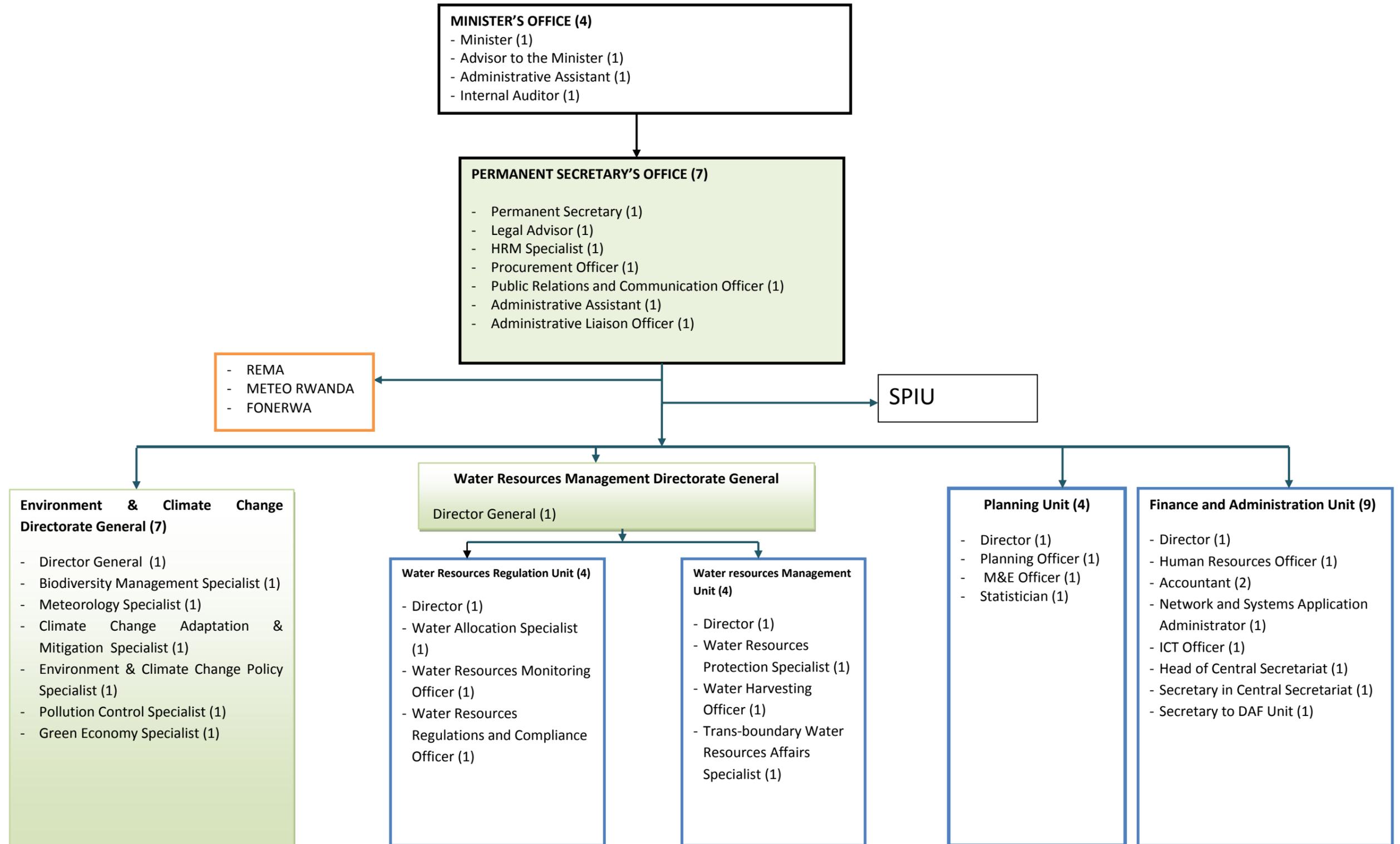
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA  
MINISITIRI W'INTEBE N° 131/03 RYO KU  
WA 23/12/2017 RIGENA INSHINGANO,  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IBISABWA KU MYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MURI MINISTERI  
Y'IBIDUKIKIJE**

**ANNEX I TO PRIME MINISTER'S ORDER  
N° 131/03 OF 23/12/2017 DETERMINING  
MISSION AND FUNCTIONS,  
ORGANISATIONAL STRUCTURE, JOB  
PROFILES, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF THE  
MINISTRY OF ENVIRONMENT**

**ANNEXE I A L'ARRETE DU PREMIER  
MINISTRE N° 131/03 DU 23/12/2017  
PORTANT MISSION ET FONCTIONS,  
STRUCTURE ORGANISATIONNELLE,  
PROFILES D'EMPLOIS, SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DU MINISTERE DE L'ENVIRONNEMENT**

## MINISTRY OF ENVIRONMENT (MoE) ORGANISATIONAL CHART



**Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 131/03 ryo ku wa 23/12/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ibidukikije**

**Seen to be annexed to the Prime Minister's order n° 131/03 of 23/12/2017 determining mission and functions, organizational structure, job profiles, salaries and fringe benefits for employees of the Ministry of Environment**

**Vu pour être annexé à l'Arrêté du Premier Ministre n° 131/03 du 23/12/2017 portant mission et fonctions, structure organisationnelle, profiles d'emplois, salaires et avantages accordés au personnel du Ministère de l'Environnement**

Kigali, ku wa 23/12/2017

Kigali, on 23/12/2017

Kigali, le 23/12/2017

(sé)  
**Dr. NGIRENTE Edouard**  
Minisitiri w'Intebe

(sé)  
**Dr. NGIRENTE Edouard**  
Prime Minister

(sé)  
**Dr. NGIRENTE Edouard**  
Premier Ministre

(sé)  
**RWANYINDO KAYIRANGWA Fanfan**  
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)  
**RWANYINDO KAYIRANGWA Fanfan**  
Minister of Public Service and Labour

(sé)  
**RWANYINDO KAYIRANGWA Fanfan**  
Ministre de la Fonction Publique et du Travail

**Bibonywe kandi bishyizweho Ikirango cya Repbulika:**

**Seen and sealed with the Seal of the Republic:**

**Vu et scellé du Sceau de la République:**

(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(sé)  
**BUSINGYE Johnston**  
Minister of Justice/Attorney General

(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA II W'ITEKA RYA  
MINISITIRI W'INTEBE N° 131/03 RYO KU  
WA 23/12/2017 RIGENA INSHINGANO,  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IBISABWA KU MYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MURI MINISITERI  
Y'IBIDUKIKIJE**

**ANNEX II TO PRIME MINISTER'S ORDER  
N° 131/03 OF 23/12/2017 DETERMINING  
MISSION AND FUNCTIONS,  
ORGANISATIONAL STRUCTURE, JOB  
PROFILES, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF THE  
MINISTRY OF ENVIRONMENT**

**ANNEXE II A L'ARRETE DU PREMIER  
MINISTRE N° 131/03 DU 23/12/2017  
PORTANT MISSION ET FONCTIONS,  
STRUCTURE ORGANISATIONNELLE,  
PROFILES D'EMPLOIS, SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DU MINISTERE DE L'ENVIRONNEMENT**

**MINISTRY OF ENVIRONMENT - JOB PROFILES**

|  | <b>Administrative Unit</b>    | <b>Job Title</b> | <b>Title of job position linked with the job</b> | <b>Required qualification, Experience and Profiles</b>   | <b>Number of proposed Job Positions</b> |
|--|-------------------------------|------------------|--|--|---|
|  | <b>Office of the Minister</b> | Minister         | Minister   | Political Appointee  | 1                                       |
|  |                               | Advisor          | Advisor to the Minister                          | <p>A0 Environmental Sciences, Land Management, Agriculture, Development Studies, Geography, Management, Public Administration, Administrative Sciences, Civil Engineering; with 5 years of working experience and 2 years in a senior position; or Master or Equivalent in Environmental Sciences, Land Management, Ecology, Agriculture, Development Studies, Geography Information System &amp; Remote sensing, Management, Public Administration, Administrative Sciences, Hydrology, Civil Engineering; with 3 years of working experience.</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Natural Resources Management</li> <li>- Good knowledge of government policy on Natural Resources;</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/or French,</li> </ul> | 1                                       |

|  |                         |                          |  |   |          |
|--|-------------------------|--------------------------|--|---|----------|
|  |                         |                          |  | knowledge of all is an advantage  |          |
|  |                         | Administrative Assistant | Administrative Assistant to the Minister | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work , Sociology, Law</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge in Office management;</li> <li>- Knowledge of customer care satisfaction;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Fluent in Kinyarwanda, English and/or French, knowledge of all is an advantage</li> </ul>   | 1        |
|  |                         | Internal Auditor         | Internal Auditor                         | <p>A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting.</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and audit standards, HR and Financial regulations, procedures;</li> <li>- Knowledge of Financial software;</li> <li>- Planning skills;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Excellent problem solving skills and clear logical sense;</li> <li>- Fluent in Kinyarwanda, English and/or French, knowledge of all is an advantage</li> </ul> | 1        |
|  |                         | <b>Sub total</b>         |  |   | <b>4</b> |
|  | <b>Office of the PS</b> | Permanent Secretary      | Permanent Secretary                      | Political Appointee   | 1        |

|  |  |                |                |  |   |
|--|--|----------------|----------------|--|---|
|  |  | Legal Advisor  | Legal Advisor  | <p>A0 in law with 3 years of working experience; Or Master's Degree or Equivalent in Law with 1 year working experience.</p> <p><b>Knowledge and technical skills required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Report writing and presentation skills;</li> <li>- Analytical and problem solving;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French. Knowledge of all is an advantage</li> </ul>  | 1 |
|  |  | HRM Specialist | HRM 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><b>Knowledge and technical skills required:</b></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwandan Public Service and Labor Law;</li> <li>- Knowledge in Conflict Management;</li> <li>- Knowledge of Human Resources Concepts, Practices, Policies and Procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgement and Decision Making Skills;</li> <li>- Time Management Skills;</li> <li>- Interview Skills;</li> <li>- High Analytical Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/or French ;knowledge of all is an advantage</li> </ul> | 1 |

|  |  |                                  |  |   |   |
|--|--|----------------------------------|--|---|---|
|  |  | Procurement                      | Procurement Officer                      | <p>A0 in Procurement, Management, Public Finance, Economics, Law, Accounting</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- High analytical skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Knowledge of state contracting law, regulations and procedures;</li> <li>- Knowledge of grade, qualities, suppliers and prices tenders of commodities;</li> <li>- Knowledge in contract drafting and negotiation;</li> <li>- Category management skills;</li> <li>- Time management skills;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French.</li> <li>- knowledge of all is an advantage</li> </ul> | 1 |
|  |  | Public Relations & Communication | Public Relations & Communication Officer | <p>A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing;</li> <li>- Excellent interpersonal skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer skills;</li> <li>- Creativity and initiative;</li> <li>- Good organisational and time-management skills;</li> <li>- Team working skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage</li> </ul>  | 1 |

|  |   |                          |                                      |  |          |
|--|---|--------------------------|--------------------------------------|--|----------|
|  |   | Administrative Liaison   | Administrative Liaison Officer       | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- -Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>   | 1        |
|  |   | Administrative Assistant | Administrative Assistant to the PS   | <p>A1 in Secretariat Studies, Office Management; Or A0 in Secretariat Studies, Office Management, Administrative Sciences, Public Administration, Management, sociology, social work, Law</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge in Office management;</li> <li>- Knowledge of customer care satisfaction;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer knowledge (Word processing, Power Point and Internet);</li> <li>- Time management skills;</li> <li>- Analytical and problem solving;</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul> | 1        |
|  |   | <b>Sub Total</b>         |                                      |  | <b>7</b> |
|  | <b>Directorate General of Environment &amp;</b> | Directorate General      | Directorate General of Environment & | A0 in Environmental Sciences, Natural Sciences, Ecology, Biology and Forestry, Meteorology, Climatology, Climate sciences with 5 years of working experience; Or Master's  | 1        |

|  |                       |                                    |                                    |  |   |
|--|-----------------------|------------------------------------|------------------------------------|--|---|
|  | <b>Climate Change</b> |                                    | Climate Change                     | <p>Degree or Equivalent in Environmental Sciences, Natural Sciences, Ecology, Biology, Forestry, Meteorology, Climatology, Climate sciences, Development Economics with 3 years of working experience</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Natural Resources Management</li> <li>- Advanced scientific skills in meteorological applications,</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- High analytical skills and practical knowledge of Inter-disciplinary development issue;</li> <li>- Demonstrated understanding of the Implications of Climate change on the key sector and provide guidance on the Integration of climate risk management.</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French, knowledge of all is an advantage.</li> </ul> |   |
|  |                       | Biodiversity Management Specialist | Biodiversity Management Specialist | <p>A0 in Forestry, Agroforestry, Biodiversity Conservation, Nature Conservation, Environmental Sciences with 3 years of working experience or Master's degree in Forestry, Agroforestry, Biodiversity Conservation, Nature Conservation, Environmental Sciences</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- High skills in Botany, Ecology, Genetics, and plant breeding;</li> <li>- Good knowledge of natural forest regeneration practices,</li> </ul>   | 1 |

|  |  |   |   |  |   |
|--|--|---|---|--|---|
|  |  |   |   | <ul style="list-style-type: none"> <li>- Capacity to assess tree planting material provenance and genotype,</li> <li>- Good knowledge of the different forest tending techniques like enrichment planting,</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>   |   |
|  |  | Meteorology Specialist                              | Meteorology Specialist                              | <p>A0 in Meteorology, Climatology, Climate sciences, Agro meteorology with 3 years of working experience; Or Master's Degree or Equivalent in Meteorology, Climatology, Climate sciences, Agro meteorology.</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Natural Resources Management</li> <li>- Advanced scientific skills in meteorological applications,</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French, knowledge of all is an advantage.</li> </ul> | 1 |
|  |  | Climate Change Adaptation and Mitigation Specialist | Climate Change Adaptation and Mitigation Specialist | <p>A0 in Meteorology, Climatology, Climate sciences, Environmental Sciences, Development Economics with 3 years of working experience with 3 years of working experience Or Master's Degree or Equivalent in Meteorology, Climatology, Climate sciences, Agro meteorology, Climate Change Adaptation and Climate Change Mitigation,</p>  | 1 |

|  |  |                              |                              |   |   |
|--|--|------------------------------|------------------------------|---|---|
|  |  |                              |                              | <p>Environmental Sciences, Development Economics .</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Natural Resources Management</li> <li>- Advanced scientific skills in meteorological applications,</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- High analytical skills and practical knowledge of Inter-disciplinary development issue;</li> <li>- Demonstrated understanding of the Implications of Climate change on the key sector and provide guidance on the Integration of climate risk management.</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French, knowledge of all is an advantage.</li> </ul> |   |
|  |  | Pollution Control Specialist | Pollution Control Specialist | <p>A0 in natural sciences, environmental sciences, rural engineering with 3 years of working experience or Master's degree in natural sciences, environmental sciences, rural engineering</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Negotiation &amp; influencing skills</li> <li>- Planning and organisation skills</li> <li>- Communication, reporting and writing skills</li> <li>- Interpersonal and team working skills</li> <li>- Spoken and written English and Swahili skills</li> <li>- Understanding Rwanda's environment system</li> <li>- knowledge in international standards of environment.</li> </ul>   | 1 |

|  |  |  |  |  |   |
|--|--|--|--|--|---|
|  |  | Green Economy Specialist                       | Green Economy Specialist                       | <p>A0 in Environmental Sciences, Natural Sciences, Ecology, Biology and Forestry, Meteorology, Climatology, Climate sciences, Economics with 3 years of working experience; Or Master's Degree or Equivalent in Environmental Sciences, Natural Sciences, Ecology, Biology, Forestry, Meteorology, Climatology, Climate sciences, Economics environmental economist</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Natural Resources Management</li> <li>- Advanced scientific skills in meteorological applications,</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French, knowledge of all is an advantage.</li> </ul> | 1 |
|  |  | Environment & Climate Change Policy Specialist | Environment & Climate Change Policy Specialist | <p>A0 in Environmental Sciences, Natural Sciences, Ecology, Biology and Forestry, Meteorology, Climatology and Climate sciences with 3 years of working experience or Master's degree in Environmental Sciences, Natural Sciences, Ecology, Biology and Forestry, Meteorology, Climatology and Climate sciences</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Natural Resources Management</li> </ul>   | 1 |

|  |  |                     |   |  |          |
|--|--|---------------------|---|--|----------|
|  |  |                     |   | <ul style="list-style-type: none"> <li>- Advanced scientific skills in meteorological applications,</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French, knowledge of all is an advantage.</li> </ul>   |          |
|  | <b>Sub total</b>                                 |                     |   |  | <b>7</b> |
|  | <b>Directorate of Water Resources Management</b> | Directorate General | Directorate General of Water Resources Management | <p>A0 in Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Natural Sciences with 5 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><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in water resources planning and management;</li> <li>- Knowledge in integrated water resources management, water security , water regulations</li> <li>- Strong Leadership skills;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and</li> <li>- set priorities;</li> </ul> | 1        |

|  |                                 |          |   |  |   |
|--|---------------------------------|----------|---|--|---|
|  |                                 |          |   | <ul style="list-style-type: none"> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> </ul>   |   |
|  | Water Resources Regulation Unit | Director | Director of the Water Resources Regulation Unit | <p>A0 in Law, 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, Environmental Law with 1 year of working experience.</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in water allocation principles</li> <li>- Knowledge of the water regulation framework including the international water law</li> <li>- Comprehensive knowledge of the work practices, processes and procedures relevant to water resources regulations.</li> <li>- Good negotiation skills</li> <li>- Knowledge on the hydro-diplomacy</li> <li>- Knowledge of water allocation tools and models</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French;</li> </ul> | 1 |

|  |  |                                    |                                    |  |   |
|--|--|------------------------------------|------------------------------------|--|---|
|  |  |                                    |                                    | knowledge of all is an advantage.  |   |
|  |  | Water allocation Specialist        | Water allocation Specialist        | <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.</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- knowledge in water allocation principles</li> <li>- Knowledge of the water regulation framework including the international water law</li> <li>- knowledge of the work practices, processes and procedures relevant to water resources regulations.</li> <li>- Good negotiation skills</li> <li>- Knowledge on the hydro-diplomacy</li> <li>- Knowledge of water allocation tools and models</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1 |
|  |  | Water Resources Monitoring Officer | Water Resources Monitoring Officer | <p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, chemistry, Environmental Management.</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Comprehensive knowledge on water quality parameters and effects</li> <li>- Knowledge of water quality monitoring processes</li> <li>- Knowledge of water quality analysis techniques</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>   | 1 |

|  |  |  |  |   |          |
|--|--|--|--|---|----------|
|  |  | Water resources regulations and compliance officer | Water resources regulations and compliance officer | <p>A0 in Law, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of the water regulation framework including the international water law</li> <li>- Knowledge of the work practices, processes and procedures relevant to water resources regulations</li> <li>- Knowledge of the water resources licensing principles and procedures</li> <li>- Knowledge in contracts drafting and management</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>   | 1        |
|  | <b>Sub total</b>                       |  |  |   | <b>5</b> |
|  | <b>Water resources Management Unit</b> | Director of Unit                                   | Director of Water Resources Management Unit        | <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><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in water resources planning and management;</li> <li>- Knowledge in integrated water resources management, water security , water regulations</li> <li>- Strong Leadership skills;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and</li> </ul> | 1        |

|  |  |                                       |                                       |  |   |
|--|--|---------------------------------------|---------------------------------------|--|---|
|  |  |                                       |                                       | <ul style="list-style-type: none"> <li>- set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines.</li> </ul>  |   |
|  |  | Water Resources Protection Specialist | Water Resources Protection Specialist | <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</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in water resources planning and management;</li> <li>- Knowledge in water laws, water institutions</li> <li>- Deep knowledge of water resources policies, laws and regulations;</li> <li>- Comprehensive knowledge on Integrated Water Resources Management approach</li> <li>- Knowledge of water resources monitoring framework.</li> <li>- Strong Leadership skills;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Time management skills;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal</li> </ul> | 1 |

|  |  |  |  |   |   |
|--|--|--|--|---|---|
|  |  |  |  | <ul style="list-style-type: none"> <li>- supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>  |   |
|  |  | Water Harvesting Officer                             | Water Harvesting Officer                             | <p>A0 in hydro-geology, Hydrology, Water Resources Management or Water Engineering</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of ground water monitoring techniques</li> <li>- Knowledge of geological formations</li> <li>- Knowledge of the interactions between soil types, geology and ground water</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>   | 1 |
|  |  | Trans-boundary Water Resources Initiative Specialist | Trans-boundary Water Resources Initiative Specialist | <p>A0 in Environmental Management, Political Science, Public Administration, International Relations with 3 years of working experience; Or Master’s Degree or Equivalent in Environmental Management, Political Science, Public Administration, International Relations.</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Natural Resources Management</li> <li>- Good knowledge of Trans-boundary Water management government policy;</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- International Relations skills;</li> <li>- Collaboration and team working skills;</li> </ul> | 1 |

|                  |                      |                  |                      |   |          |
|------------------|----------------------|------------------|----------------------|---|----------|
|                  |                      |                  |                      | <ul style="list-style-type: none"> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French knowledge of all is an advantage.</li> </ul>   |          |
| <b>Sub Total</b> |                      |                  |                      |   | <b>4</b> |
|                  | <b>Planning Unit</b> | Director of Unit | Director of Planning | <p>A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience; Or Master' or Equivalent in Economics, Management, Development Studies, Project Management with 1 year of working experience</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's Public service and labour Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Leadership Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1        |
|                  |                      | Planning Officer | Planning Officer     | A0 in Economics, Project Management, Management, Development Studies, Business Administration   | 1        |

|  |  |                                   |                                   |  |   |
|--|--|-----------------------------------|-----------------------------------|--|---|
|  |  |                                   |                                   | <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes' and tools;</li> <li>- Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> |   |
|  |  | Monitoring and Evaluation Officer | Monitoring and Evaluation Officer | <p>A0 in Economics, Project Management, Management, Development Studies, Business Administration</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge and understanding of the Rwandan Public Service and Labor sector;</li> <li>- Excellent leadership skills;</li> <li>- Coordination, Planning &amp; Organizational Skills;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven</li> <li>- Skills;</li> <li>- Interpersonal Skills</li> <li>- Effective communication skills;</li> </ul>  | 1 |

|  |  |            |   |  |          |
|--|--|------------|---|--|----------|
|  |  |            |   | <ul style="list-style-type: none"> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- High Analytical &amp; Complex Problem solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an</li> <li>- advantage.</li> </ul>   |          |
|  |  | Statistics | Statistician                                | <p>A0 in Statistics, Applied Mathematics, Economics</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Deep understanding of Research Methodologies and Statistics Concepts;</li> <li>- Knowledge of Rwanda's Trade and Industrial Policies and Strategies;</li> <li>- Knowledge of various statistical software packages;</li> <li>- Knowledge to Prepares and publishes statistical and technical reports and research papers;</li> <li>- Knowledge of the theory, systems and application of statistical research methodology;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1        |
|  | <b>Sub Total</b>                         |            |   |  | <b>4</b> |
|  | <b>Finance &amp; Administration Unit</b> | Director   | Director of Finance and Administration Unit | <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</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p>  | 1        |

|  |  |                 |                         |  |   |
|--|--|-----------------|-------------------------|--|---|
|  |  |                 |                         | <ul style="list-style-type: none"> <li>- Leadership and management skills;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software(SMART IFMIS);</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Knowledge of organizational structure, workflow, and operating procedures;</li> <li>- -Knowledge in Monitoring &amp; System Evaluation;</li> <li>- Time management Skills- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- fluent in Kinyarwanda, English and/ or French;</li> </ul> <p>knowledge of all is an advantage</p>                |   |
|  |  | Secretary       | Secretary to DAF Unit   | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Office Management, Social Work, Sociology, Law</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French;</li> </ul> <p>knowledge of all is an advantage</p> | 1 |
|  |  | Human Resources | Human Resources Officer | <p>A0 in Management, Public Administration, Administrative Sciences, Human Resources Management</p>  | 1 |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  | <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- -Deep knowledge of Rwandan public service and labor law;</li> <li>- Knowledge in Conflict Management;</li> <li>- knowledge of the regulations applying to payroll procedures;</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> |  |
|--|--|--|--|--|--|

|  |  |             |             |  |   |
|--|--|-------------|-------------|--|---|
|  |  | Accounting  | Accountant  | <p>A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc)</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and French ; knowledge of all is an advantage</li> </ul> | 2 |
|  |  | ICT Officer | ICT Officer | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, 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><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's justice ICT policies and strategies;</li> </ul>   | 1 |

|  |  |   |   |   |   |
|--|--|---|---|---|---|
|  |  |   |   | <ul style="list-style-type: none"> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>  |   |
|  |  | Network and Systems Application Administrator | Network and Systems Application Administrator | <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+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added 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 or advantage.</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Strategies of National ICT Policy;</li> <li>- Deep Understanding of information technology and telecommunications;</li> <li>- Knowledge to research and analyze technology problems, issues, and program requirements.</li> <li>- Knowledge of computer hardware/software technologies.</li> </ul> | 1 |

|  |  |                     |                                  |   |   |
|--|--|---------------------|----------------------------------|---|---|
|  |  |                     |                                  | <ul style="list-style-type: none"> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills a</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>  |   |
|  |  | 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><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- -Bookkeeping Skills;</li> <li>- -Analytical &amp; Problem solving Skills;</li> <li>- -Decision Making Skills;</li> <li>- -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1 |
|  |  | Central Secretariat | Secretary in Central Secretariat | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> </ul>  | 1 |

|  |                  |  |  |  |          |
|--|------------------|--|--|--|----------|
|  |                  |  |  | <ul style="list-style-type: none"> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- -Bookkeeping Skills;</li> <li>- -Analytical &amp; Problem solving Skills;</li> <li>- -Decision Making Skills;</li> <li>- -fluent in Kinyarwanda, English and/ or French;<br/>knowledge of all is an advantage</li> </ul> |          |
|  | <b>Sub Total</b> |  |  |  | <b>9</b> |
|  | GrandTotal       |  |  |  | 40       |
|  |                  |  |  |  |          |

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 131/03 ryo ku wa 23/12/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ibidukikije**

**Seen to be annexed to the Prime Minister's order n°131/03 of 23/12/2017 determining mission and functions, organizational structure, job profiles, salaries and fringe benefits for employees of the Ministry of Environment**

**Vu pour être annexé à l'Arrêté du Premier Ministre n° 131/03 du 23/12/2017 portant mission et fonctions, structure organisationnelle, profiles d'emplois, salaires et avantages accordés au personnel du Ministère de l'Environnement**

Kigali, ku wa 23/12/2017

Kigali, on 23/12/2017

Kigali, le 23/12/2017

(sé)

**Dr. NGIRENTE Edouard**  
Minisitiri w'Intebe

(sé)

**Dr. NGIRENTE Edouard**  
Prime Minister

(sé)

**Dr. NGIRENTE Edouard**  
Premier Ministre

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Minister of Public Service and Labour

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Ministre de la Fonction Publique et du Travail

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

**Seen and sealed with the Seal of the Republic:**

**Vu et scellé du Sceau de la République:**

(sé)

**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(sé)

**BUSINGYE Johnston**  
Minister of Justice/Attorney General

(sé)

**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA III W'ITEKA RYA  
MINISITIRI W'INTEBE N° 131/03 RYO KU  
WA 23/12/2017 RIGENA INSHINGANO,  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IBISABWA KU MYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MURI MINISITERI  
Y'IBIDUKIKIJE**

**ANNEX III TO PRIME MINISTER'S ORDER  
N° 131/03 OF 23/12/2017 DETERMINING  
MISSION AND FUNCTIONS,  
ORGANISATIONAL STRUCTURE, JOB  
PROFILES, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF THE  
MINISTRY OF ENVIRONMENT**

**ANNEXE III A L'ARRETE DU PREMIER  
MINISTRE N° 131/03 DU 23/12/2017  
PORTANT MISSION ET FONCTIONS,  
STRUCTURE ORGANISATIONNELLE,  
PROFILES D'EMPLOIS, SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DU MINISTERE DE L'ENVIRONNEMENT**

**MoE SALARY STRUCTURE**

| NO | POST  | I.V | Level | Index | Gross Salary (Rwf/Month) |
|----|---|-----|-------|-------|--------------------------|
| 1  | Minister  | 500 | D     | 3819  | 2,534,861                |
| 2  | Permanent Secretary                                 | 441 | F     | 2869  | 1,613,167                |
| 3  | Environment and Climate Change Directorate General  | 400 | 2.III | 1890  | 1,082,378                |
| 4  | Water Resources Management Directorate General      | 400 | 2.III | 1890  | 1,082,378                |
| 5  | Advisor to the Minister                             | 400 | 2.III | 1890  | 1,082,378                |
| 6  | Director of administration and Finance Unit         | 400 | 3.II  | 1369  | 784,008                  |
| 7  | Director of Planning Unit                           | 400 | 3.II  | 1369  | 784,008                  |
| 8  | Director of Water Resources Management Unit         | 400 | 3.II  | 1369  | 812,757                  |
| 9  | Director of Water Resources Regulation Unit         | 400 | 3.II  | 1369  | 812,757                  |
| 10 | Water Resources Protection Specialist               | 400 | 3.II  | 1369  | 784,008                  |
| 11 | Biodiversity Management Specialist                  | 400 | 3.II  | 1369  | 784,008                  |
| 12 | Climate Change Adaptation & Mitigation Specialist   | 400 | 3.II  | 1369  | 784,008                  |
| 13 | Environment & Climate Change Policy Specialist      | 400 | 3.II  | 1369  | 784,008                  |
| 14 | Pollution Control specialist                        | 400 | 3.II  | 1369  | 784,008                  |
| 15 | Green Economy specialist                            | 400 | 3.II  | 1369  | 784,008                  |
| 16 | HRM Specialist                                      | 400 | 3.II  | 1369  | 784,008                  |
| 17 | Legal Advisor                                       | 400 | 3.II  | 1369  | 784,008                  |
| 18 | Meteorology Specialist                              | 400 | 3.II  | 1369  | 784,008                  |
| 19 | Trans-boundary Water Resources Affairs Specialist   | 400 | 3.II  | 1369  | 784,008                  |
| 20 | Water Allocation Specialist                         | 400 | 3.II  | 1369  | 784,008                  |
| 21 | ICT Officer   | 350 | 4.II  | 1141  | 566,221                  |
| 22 | Human Resource Officer                              | 350 | 4.II  | 1141  | 566,221                  |
| 23 | M&E Officer   | 350 | 4.II  | 1141  | 566,221                  |
| 24 | Network and Systems Application Officer             | 350 | 4.II  | 1141  | 566,221                  |
| 25 | Planning Officer                                    | 350 | 4.II  | 1141  | 566,221                  |
| 26 | Public Relations and Communication Officer          | 350 | 4.II  | 1141  | 566,221                  |
| 27 | Statistician  | 350 | 4.II  | 1141  | 566,221                  |
| 28 | Water harvesting Officer                            | 350 | 4.II  | 1141  | 566,221                  |
| 29 | Water Resources Monitoring Officer                  | 350 | 4.II  | 1141  | 566,221                  |
| 30 | Water Resources Regulations and Compliances Officer | 350 | 4.II  | 1141  | 566,221                  |
| 31 | Accountant  | 350 | 5.II  | 951   | 471,934                  |
| 32 | Administrative Assistant to the Minister            | 350 | 5.II  | 951   | 471,934                  |
| 33 | Administrative Assistant to the PS                  | 350 | 5.II  | 951   | 471,934                  |
| 34 | Administrative Liaison Officer                      | 350 | 5.II  | 951   | 471,934                  |
| 35 | Internal Auditor                                    | 350 | 5.II  | 951   | 471,934                  |
| 36 | Procurement Officer                                 | 350 | 5.II  | 951   | 471,934                  |
| 37 | Head of Central Secretariat                         | 350 | 7.II  | 660   | 327,525                  |
| 38 | Secretary in Central Secretariat                    | 350 | 8.II  | 508   | 252,095                  |
| 39 | Secretary to DAF Unit                               | 350 | 8.II  | 508   | 252,095                  |

*Official Gazette n° 52 of 25/12/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 131/03 ryo ku wa 23/12/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimu, ibisabwa ku myanya y'imirimu, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ibidukikije**

**Seen to be annexed to the Prime Minister's Order n° 131/03 of 23/12/2017 determining mission and functions, organizational structure, job profiles, salaries and fringe benefits for employees of the Ministry of Environment**

**Vu pour être annexé à l'Arrêté du Premier Ministre n° 131/03 du 23/12/2017 portant mission et fonctions, structure organisationnelle, profiles d'emplois, salaires et avantages accordés au personnel du Ministère de l'Environnement**

Kigali, ku wa **23/12/2017**

Kigali, on **23/12/2017**

Kigali, le **23/12/2017**

(sé)

**Dr. NGIRENTE Edouard**  
Minisitiri w'Intebe

(sé)

**Dr. NGIRENTE Edouard**  
Prime Minister

(sé)

**Dr. NGIRENTE Edouard**  
Premier Ministre

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Minister of Public Service and Labour

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Ministre de la Fonction Publique et du Travail

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

**Seen and sealed with the Seal of the Republic:**

**Vu et scellé du Sceau de la République:**

(sé)

**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(sé)

**BUSINGYE Johnston**  
Minister of Justice/Attorney General

(sé)

**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

ITEKA RYA MINISITIRI W'INTEBE N°132/03  
RYO KU WA 23/12/2017 RIGENA,  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IBISABWA KU MYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI BO MU KIGO  
CY'IGIHUGU GISHINZWE  
IGORORAMUCO

PRIME MINISTER'S ORDER N°132/03 OF  
23/12/2017 DETERMINING  
ORGANISATIONAL STRUCTURE, JOB  
PROFILES, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF THE  
NATIONAL REHABILITATION SERVICE

ARRETE DU PREMIER MINISTRE N°132/03  
DU 23/12/2017 PORTANT, STRUCTURE  
ORGANISATIONNELLE, PROFILS  
D'EMPLOIS, SALAIRES ET AVANTAGES  
ACCORDES AU PERSONNEL DU SERVICE  
NATIONAL DE REHABILITATION

**ISHAKIRO**

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|  |   |  |
|--|---|--|
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**ITEKA RYA MINISITIRI W'INTEBE N°132/03 RYO KU WA 23/12/2017 RIGENA, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI BO MU KIGO CY'IGIHUGU GISHINZWE IGORORAMUCO**

**PRIME MINISTER'S ORDER N°132/03 OF 23/12/2017 DETERMINING ORGANISATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE NATIONAL REHABILITATION SERVICE**

**ARRETE DU PREMIER MINISTRE N°132/03 DU 23/12/2017 PORTANT, STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU SERVICE NATIONAL DE REHABILITATION**

**Minisitiri w'Intebe;**

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'ya 176;

Ashingiye ku Itegeko n° 17/2017 ryo ku wa 28/04/2017 rishyiraho Ikigo cy'Igihugu gishinzwe Igororamuco rikanagena inshingano, imiterere n'imikorere byacyo, cyane cyane mu ngingo yaryo ya 30;

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;

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

Inama y'Abaminisitiri yateranye ku wa 08/11/2017 imaze kubisuzuma no kubyemeza;

**ATEGETSE:**

**The Prime Minister;**

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

Pursuant to Law n° 17/2017 of 28/04/2017 establishing the National Rehabilitation Service and determining its mission, organisation and functioning, especially in Article 30;

Pursuant to Law n° 86/2013 of 11/09/2013 establishing the general statutes for public service, especially in Article 52;

On proposal by the Minister Public Service and Labour;

After consideration and approval by the Cabinet, in its session of 08/11/2017;

**HEREBY ORDERS:**

**Le Premier Ministre;**

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

Vu la Loi n° 17/2017 du 28/04/2017 portant création du Service National de Réhabilitation et déterminant ses missions, son organisation et son fonctionnement, spécialement en son Article 30;

Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en son article 52;

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

Après examen et adoption par le Conseil des Ministres, en sa séance du 08/11/2017;

**ARRETE:**

**Ingingo ya mbere: icyo iri teka rigamije**

Iri teka rigena imbonerahamwe y'imyanya y'imirimu, ibisabwa ku myanya y'imirimu, imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'Igihugu gishinzwe Igororamuco (NRS).

**Ingingo ya 2: Imbonerahamwe y'imyanya y'imirimu n'ibisabwa ku myanya y'imirimu**

Imbonerahamwe y'imyanya y'imirimu n'ibisabwa ku myanya y'imirimu muri NRS biri ku mugereka wa I n'uwa II y'iri teka.

**Ingingo ya 3: Igenwa ry'umushahara**

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

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri NRS biri ku mugereka wa III w'iri teka.

**Ingingo ya 4: Ibigize umushahara mbumbe**

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

- 1 ° umushahara fatizo;
- 2 ° indamunite y'icumbi;

**Article One: Purpose of this Order**

This Order determines organizational structure, job profiles, salaries and fringe benefits for employees in National Rehabilitation Service (NRS).

**Article 2: Organizational structure and job profiles**

The organizational structure and job profiles for NRS are respectively in annex I and II of this Order.

**Article 3: Determination of the salary**

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

The level, index value and gross salary corresponding to each job position in NRS are in annex III to this Order.

**Article 4: Composition of the gross salary**

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

- 1 ° basic salary;
- 2 ° housing allowance;

**Article premier: Objet du présent arrêté**

Le présent arrêté porte structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Service National de Réhabilitation (NRS).

**Article 2: Structure organisationnelle et profils d'emplois**

La structure organisationnelle et les profils d'emplois du RNS sont respectivement en annexes I et II du présent arrêté.

**Article 3: Détermination du salaire**

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

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi de NRS sont en annexe III du présent arrêté.

**Article 4: Composition du salaire brut**

Le salaire brut mensuel pour chaque agent comprend principalement:

- 1 ° le salaire de base;
- 2 ° l'indemnité de logement;

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3 ° indamunite y'urugendo;

4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi;

5 ° inkunga ya Leta yo kuvuza umukozi.

3 ° transport allowance;

4 ° State contribution for social security;

5 ° State contribution for medical care.

3 ° l'indemnité de transport;

4 ° la contribution de l'Etat à la sécurité sociale;

5 ° la contribution de l'Etat aux soins médicaux.

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abakozi bari ku nzego z'imirimo za "F" na "2.III" boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu 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.

The transport allowance specified in paragraph One of this Article shall not be granted to officials positioned on levels "F" 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 responsible for public service.

L'indemnité de transport visée à l'alinéa premier du présent Article n'est pas allouée aux agents de l'Etat aux postes de niveau "F" 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.

**Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru**

Umuyobozi Mukuru wa RNS agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

1 ° amafaranga y'u Rwanda ibihumbi ijana (100.000 Frw) buri kwezi yo kwishyura itumanaho rya telefoni yo mu biro,

2 ° amafaranga y'u Rwanda ibihumbi ijana (100.000 Frw) buri kwezi y'itumanaho rya telefoni igendanwa ;

**Article 5: Fringe benefits for Director General**

The Director General of RNS is entitled to the following fringe benefits:

1 ° one hundred thousand Rwandan francs (FRW 100,000) per month for office landline communication allowance;

2 ° one hundred thousand Rwandan francs (FRW 100,000) per month for mobile phone communication allowance;

**Article 5: Avantages alloués au Directeur Général**

Le Directeur Général de NRS bénéficie des avantages suivants:

1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 FRW) par mois;

2 ° les frais de communication par téléphone portable équivalant à cent mille francs rwandais (100.000 FRW);

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3° amafaranga y'u Rwanda angana n'ibihumbi magana abiri (200.000 Frw) buri kwezi yo kwakira abashyitsi mu kazi anyura kuri konti ya Minisitiri;

4° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

**Ingingo ya 6: Ibindi bigenerwa abandi Bayobozi Bakuru bari ku rwego rwa "2.III"**

Buri Muyobozi Mukuru uri ku rwego rw'imirimo rwa "2.III" ufite itsinda ry'abakozi ayobora ba Leta hashingiwe ku mbonerahamwe y'imyanya y'imirimo ya NRS agenerwa buri wese ibindi bibafasha gutunganya imirimo mu buryo bukurikira:

7° amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 Frw) yo kwishyura itumanaho rya telefoni yo mu biro;

8° amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 Frw) buri kwezi y'itumanaho rya telefoni igendanwa;

9° koroherezwa ingendo hakurikijwe Amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

3° office entertainment allowance of two hundred thousand Rwandan francs (FRW 200,000) per month and transferred to the institution's account;

4° transport facilitation in accordance with the Instructions of the Minister in charge of transport.

**Article 6: Fringe benefits for other Senior Official on "2.III" job level**

Each Senior Official on "2.III" job classification level with a pool of public servants in accordance with the organizational structure RNS is entitled to fringe benefits as follows:

7° seventy thousand Rwandan francs (Frw 70,000) per month for office land line communication allowance;

8° seventy thousand Rwandan francs (Frw 70,000) per month for mobile phone communication allowance;

9° transport facilitation in accordance with the Instructions of the Minister in charge of transport.

3° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 FRW) chaque mois et domiciliés au compte de l'institution concernée;

4° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Article 6: Avantages alloués aux autres Hauts Cadres aux postes de niveau "2.III"**

Chaque Haut Cadre au poste de niveau "2.III" ayant des agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle de RNS bénéficie des avantages comme suit:

1° les frais de communication par téléphone de bureau équivalant à soixante-dix mille francs rwandais (70.000 Frw);

2° les frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois;

3° les facilités de transport conformément aux Instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 7: Ibindi bigenerwa Abayobozi b'Amashami n'Abakozi bari ku rwego rw'imirimo rwa "3"**

Abayobozi b'Amashami n'abakozi bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

- 5° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi;
- 6° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

Abayobozi b'Amashami bari ku rwego rw'imirimo rwa "3.II" bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe ya Minisitiri, bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi y'itumanaho rya telefoni yo mu biro.

**Ingingo ya 8: Indamunite z'urugendo rw'imodoka**

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

**Article 7: Fringe benefits for Directors of Units and Officials on "3" job level**

Directors of Units and Officials on "3" job level are each entitled to fringe benefits as follows:

- 5° thirty thousand Rwandan francs (Frw 30,000) per month for a mobile phone communication allowance;
- 6° a special transport allowance in accordance with the instructions of the Minister in charge for public service.

Directors of Units on level "3.II" with a pool of public servants under their responsibilities in accordance with the approved Ministry organizational structure are also each entitled to an office telephone communication allowance of one hundred thousand Rwandan francs (Frw 100.000) per month.

**Article 8: Mileage allowances**

When Senior Officials on levels F and 2.III go on official mission inside the country by using their vehicles, the State pays them mileage allowances specified in the relevant Ministerial Instructions issued by the Minister in charge of transport.

**Article 7: Avantages alloués aux Directeurs d'Unités et aux Cadres aux postes de niveau "3"**

Les Directeurs d'Unités et Cadres aux postes de niveau "3" bénéficient chacun d'autres avantages comme suit:

- 5° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois;
- 6° l'indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

Les Directeurs d'Unités aux postes de niveau "3.II" ayant des agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle du Ministère approuvée, bénéficient également chacun des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois.

**Article 8: Indemnités kilométriques**

Lorsque les Hauts Cadres aux postes de niveaux F et 2.III vont en missions officielles à l'intérieur du pays en utilisant leurs véhicules, l'Etat leur octroie des indemnités kilométriques conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 9: Abashinzwe gushyira mu bikorwa iri teka**

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ubutegetsi bw'Igihugu, Minisitiri w'Ibikorwaremezo na Minisitiri w'Imari n'Igenamigambi bashinzwe gushyira mu bikorwa iri teka.

**Ingingo ya 10: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

Izindi ngingo zose z'amateka abanziriza iri kandi zinyuranyije na ryo zivanyweho.

**Ingingo ya 11: Igihe iri teka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda.

**Article 9: Authorities responsible for the implementation of this Order**

The Minister of Public Service and Labour, the Minister of Local Government, the Minister of Infrastructure and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.

**Article 10: Repealing provision**

All prior provisions contrary to this Order are repealed.

**Article 11: Commencement**

This Order comes into force on the date of its publication in the Official Gazette of the Republic of Rwanda.

**Article 9: Autorités chargées de l'exécution du présent arrêté**

Le Ministre de la Fonction Publique et du Travail, le Ministre de l'Administration Locale, le Ministre des Infrastructures et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

**Article 10: Disposition abrogatoire**

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Article 11: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda.

*Official Gazette n° 52 of 25/12/2017*

Kigali, ku wa 23/12/2017

(sé)  
**Dr. NGIRENTE Edouard**  
Minisitiri w'Intebe

(sé)  
**RWANYINDO KAYIRANGWA Fanfan**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya  
Repubulika:**

(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Kigali, on 23/12/2017

(sé)  
**Dr. NGIRENTE Edouard**  
Prime Minister

(sé)  
**RWANYINDO KAYIRANGWA Fanfan**  
Minister of Public Service and Labour

**Seen and sealed with the Seal of the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice/Attorney General

Kigali, le 23/12/2017

(sé)  
**Dr. NGIRENTE Edouard**  
Premier Ministre

(sé)  
**RWANYINDO KAYIRANGWA Fanfan**  
Ministre de la Fonction Publique et du Travail

**Vu et scellé du Sceau de la République:**

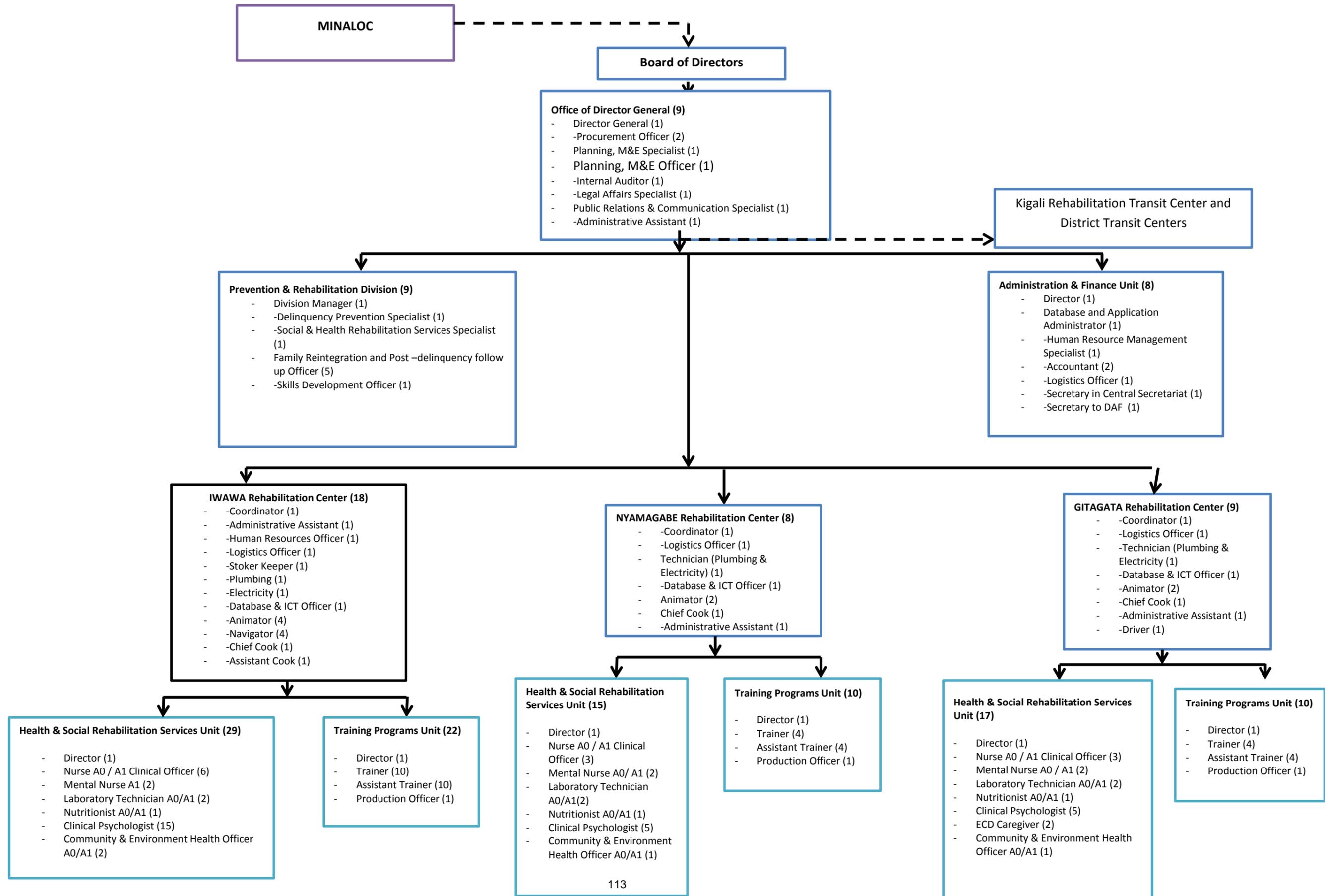
(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA  
MINISITIRI W'INTEBE N°132/03 RYO KU  
WA 23/12/2017 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IBISABWA KU MYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU KIGO  
CY'IGIHUGU GISHINZWE  
IGORORAMUCO**

**ANNEX I TO PRIME MINISTER'S ORDER  
N°132/03 OF 23/12/2017 DETERMINING  
ORGANISATIONAL STRUCTURE, JOB  
PROFILES, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF  
NATIONAL REHABILITATION SERVICE**

**ANNEXE I A L'ARRETE DU PREMIER  
MINISTRE N°132/03 DU 23/12/2017  
PORTANT STRUCTURE  
ORGANISATIONNELLE, PROFILS  
D'EMPLOIS, SALAIRES ET AVANTAGES  
ACCORDES AU PERSONNEL DU SERVICE  
NATIONAL DE REHABILITATION**

**NATIONAL REHABILITATION SERVICES STRUCTURE**



**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 132/03 ryo ku wa 23/12/2017 rigena imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi mu Kigo cy'Igihugu gishinzwe Igororamuco**

Kigali, ku wa 23/12/2017

(sé)

**Dr. NGIRENTE Edouard**  
Minisitiri w'Intebe

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

(sé)

**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/ Intumwa Nkuru ya Leta

**Seen to be annexed to the Prime Minister's Order n° 132/03 of 23/12/2017 determining mission and functions, organizational structure, job profiles, salaries and fringe benefits for employees of the National Rehabilitation Service**

Kigali, on 23/12/2017

(sé)

**Dr. NGIRENTE Edouard**  
Prime Minister

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Minister of Public Service and Labour

**Seen and sealed with the Seal of the Republic:**

(sé)

**BUSINGYE Johnston**  
Minister of Justice/ Attorney General

**Vu pour être annexé à l'arrêté du Premier Ministre n° 132/03 du 23/12/2017 portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Service National de Réhabilitation**

Kigali, le 23/12/2017

(sé)

**Dr. NGIRENTE Edouard**  
Premier Ministre

(sé)

**RWANYINDO KAYIRANGWA Fanfan**  
Ministre de la Fonction Publique et du Travail

**Vu et scellé du Sceau de la République:**

(sé)

**BUSINGYE Johnston**  
Ministre de la Justice/ Garde des Sceaux

**UMUGEREKA WA II W'ITEKA RYA  
MINISITIRI W'INTEBE N°132/03 RYO KU  
WA 23/12/2017 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IBISABWA KU MYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU KIGO  
CY'IGIHUGU GISHINZWE  
IGORORAMUCO**

**ANNEX II TO PRIME MINISTER'S ORDER  
N°132/03 OF 23/12/2017 DETERMINING  
ORGANISATIONAL STRUCTURE, JOB  
PROFILES, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF  
NATIONAL REHABILITATION SERVICE**

**ANNEXE II A L'ARRETE DU PREMIER  
MINISTRE N°132/03 DU 23/12/2017  
PORTANT, STRUCTURE  
ORGANISATIONNELLE, PROFILS  
D'EMPLOIS, SALAIRES ET AVANTAGES  
ACCORDES AU PERSONNEL DU SERVICE  
NATIONAL DE RÉHABILITATION**

**NATIONAL REHABILITATION SERVICE - JOB PROFILE**

|    | <b>Administrative Unit</b>     | <b>Job Title</b>                             | <b>Title of Job positions linked to the Job</b> | <b>Job Profiles</b>  | <b>Proposed Jobs</b> |
|----|--------------------------------|--|---|--|----------------------|
| 1. | Office of the Director General | Director General                             | Director General                                | Political Appointee  | 1                    |
| 2. |                                | Administrative Assistant to Director General | Administrative Assistant to Director General    | <p>A1 in Secretarial Studies, Office Management with 2 years of working experience or A0 in Management, Public Administration, Administrative Sciences, Sociology, Social Work, Law</p> <p><b>Key technical skills and knowledge acquired:</b></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication,</li> <li>- Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1                    |
| 3. |                                | Procurement                                  | Procurement Officer                             | <p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> </ul>   | 2                    |

|    |  |                |  |  |   |
|----|--|----------------|--|--|---|
|    |  |                |  | <ul style="list-style-type: none"> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> <li>-</li> </ul>   |   |
| 4. |  | Planning , M&E | Planning, Monitoring & Evaluation Specialist | <p>A0 in Economics, Project Management, Management, Strategic Management, Development Studies, Business Administration with 3 years of working experience or Master's Degree in Economics, Project Management, Management, Strategic Management, Development Studies, Business Administration</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> </ul> | 1 |

|    |  |                  |   |  |   |
|----|--|------------------|---|--|---|
|    |  |                  |   | <ul style="list-style-type: none"> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>  |   |
| 5. |  | Planning and M&E | Planning, Monitoring & Evaluation Officer | <p>A0 in Economics, Project Management, Management, Strategic Management, Development Studies, Business Administration</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1 |
| 6. |  | 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"> <li>- Detailed knowledge of financial and audit standards,</li> <li>- HR and Financial regulations, procedures;</li> <li>- Knowledge of Financial software;</li> <li>- Planning skills;</li> </ul>   | 1 |

|    |  |                                    |   |   |   |
|----|--|------------------------------------|---|---|---|
|    |  |                                    |   | <ul style="list-style-type: none"> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Excellent problem solving skills and clear logical sense;</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul>   |   |
| 7. |  | Legal Affairs                      | Legal Affairs Specialist                      | <p>A0 in Law with 3 years of working experience or Master's Degree in Law</p> <p><b>Key Technical skills and Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Legal research and analysis in complex areas of law;</li> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Decision making skills;</li> <li>- Experience in contract drafting and negotiation;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1 |
| 8. |  | Public Relations and Communication | Public Relations and Communication Specialist | <p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature with 3 years of working experiences or Master's Degree or Equivalent in Communication, International Relations, Journalism,</p>  | 1 |

|    |   |                  |  |   |          |
|----|---|------------------|--|---|----------|
|    |   |                  |  | <p>Marketing, Linguistics and Literature.</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time-management skills</li> <li>- Team working skills</li> <li>- Effective public relations and public speaking skills</li> <li>- Interviewing skills</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage</li> </ul>   |          |
|    |   | <b>S/Total</b>   |  |   | <b>9</b> |
| 1. | <b>Prevention and Rehabilitation Division</b> | Division Manager | Prevention and Rehabilitation Division Manager | <p>A0 in Social work, Sociology, Education, Psychopedagogy and Clinical Psychology with 5 years relevant working experience or Master's in Criminal Justice, Social work, Sociology, Psychopedagogy, Education and Clinical Psychology with 3years working experience</p> <p><b>Key technical skills and knowledge required</b></p> <ul style="list-style-type: none"> <li>- Law enforcement skills</li> <li>- Training skills</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- Problem solving skills</li> <li>- Management skills</li> <li>- Interpersonal Skills;</li> <li>- Effective Communication Skills;</li> <li>- Administrative Skills;</li> <li>- Time Management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul> | 1        |

|    |  |  |  |  |   |
|----|--|--|--|--|---|
| 2. |  | Delinquency prevention Specialist                    | Delinquency prevention Specialist                    | <p>A0 in Social work, Sociology, Education, Psychopedagogy and Clinical Psychology with 5 years relevant working experience or Master's in Criminal Justice, Social work, Sociology, Psychopedagogy, Education and Clinical Psychology</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Law enforcement skills</li> <li>- Training skills</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- Problem solving skills</li> <li>- Management skills</li> <li>- Interpersonal Skills;</li> <li>- Effective Communication Skills;</li> <li>- Administrative Skills;</li> <li>- Time Management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1 |
| 3. |  | Social and Health Rehabilitation Services Specialist | Social and Health Rehabilitation Services Specialist | <p>A0 in Clinical Psychology, Mental Health, Sociology, and Social Work with 3 years of relevant working experience or Master's in Clinical Psychology, Mental Health, Sociology, and Social Work.</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Child guidance clinics skills</li> <li>- Health clinics skills</li> <li>- Mental, physical, and social rehabilitation skills</li> <li>- Knowledge in Reunification and Tracing;</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- -High analytical and problem solving skills;</li> <li>- Decision making skills;</li> <li>- communication skills ;</li> <li>- organization skills;</li> </ul>   | 1 |

|           |                                    |   |   |   |          |
|-----------|------------------------------------|---|---|---|----------|
|           |                                    |   |   | - Fluent in Kinyarwanda   |          |
| 4.        |                                    | Family Reintegration and Post- Delinquency follow- up Officer | Family Reintegration and Post- Delinquency follow- up Officer | <p>A0 in Sociology, Public Administration, Administrative Sciences, Political sciences, Clinical Psychology, Psychopedagogy and Education with 3 years relevant working experience or Master’s in Sociology, Public Administration, Administrative Sciences, Political sciences, Clinical Psychology, Psychopedagogy and Education</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge in Reunification and Tracing;</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- -High analytical and problem solving skills;</li> <li>- Decision making skills;</li> <li>- communication skills ;</li> <li>- organization skills;</li> <li>- - Fluent in Kinyarwanda, English and/or French.</li> </ul> | 5        |
| 5.        |                                    | Skills Development Officer                                    | Skills Development Officer                                    | <p>A0 in Sociology, Public Administration, Administrative Sciences, Political sciences, Clinical Psychology, Psychopedagogy and Education</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge in Reunification and Tracing;</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- -High analytical and problem solving skills;</li> <li>- Decision making skills;</li> <li>- communication skills ;</li> <li>- organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>  | 1        |
|           | <b>S/Total</b>                     |   |   |   | <b>9</b> |
| <b>1.</b> | <b>Finanace and Administration</b> | Director of Unit  | Director of Finance and                                       | Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or  | 1        |

|    |             |  |  |   |   |
|----|-------------|--|--|---|---|
|    | <b>Unit</b> |  | Administration                         | <p>Management with specialization in Finance/Accounting with 3 years of working experience</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- Fluent in Kinyarwanda, English and/ French; knowledge of all is an advantage.</li> </ul> |   |
| 2. |             | Database and Application Administrator | Database and Application 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 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><b>Key Technical Skills &amp; Knowledge required:</b></p>   | 1 |

|    |  |                                       |                                       |  |   |
|----|--|---------------------------------------|---------------------------------------|--|---|
|    |  |                                       |                                       | <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>             |   |
| 3. |  | Human Resources Management Specialist | Human Resources Management Specialist | <p>A0 in Human Resource Management, Management with Specialization in Human Resource Management, Business Administration with Specialization 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><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwandan public service and labor law;</li> <li>- Knowledge in Conflict Management;</li> <li>- knowledge of the regulations applying to payroll procedures;</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Problem Solving Skills;</li> </ul> | 1 |

|    |  |            |                   |  |   |
|----|--|------------|-------------------|--|---|
|    |  |            |                   | <ul style="list-style-type: none"> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>   |   |
| 4. |  | Accountant | Accountant        | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills;</li> <li>- Interpersonal skills;</li> <li>- Time management Skills;</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2 |
| 5. |  | Logistics  | Logistics Officer | <p>A0 in Store Management, Management, Finance, Economics, Accounting, Public Administration, Administrative Sciences,</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p>  | 1 |

|           |                               |           |                  |   |           |
|-----------|-------------------------------|-----------|------------------|---|-----------|
|           |                               |           |                  | <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- -Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- -Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French;</li> </ul> <p>knowledge of all is an advantage.</p>                                     |           |
| <b>6.</b> |                               | Secretary | Secretary to DAF | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French;</li> </ul> <p>knowledge of all is an advantage.</p> | 1         |
|           | <b>S/Tota</b>                 |           |                  |   | <b>8</b>  |
|           | <b>Total/<br/>HEADQUARTER</b> |           |                  |   | <b>26</b> |

|    |  |                             |   |  |   |
|----|--|-----------------------------|---|--|---|
| 1. | <b>IWAWA<br/>Rehabilitation<br/>Center</b> | Coordinator                 | Coordinator of<br>IWAWA<br>Rehabilitation<br>Center | <p>A0 in Psychology, Sociology, Mental health, Clinical Psychology, Business Administration, Management, Finance, Accountant, Psychopedagogy and Education with 5 years of working Experience or Master in Psychology, Sociology, Mental health, Clinical Psychology and Education with 3 years of working experience</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Psychological skills</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- Social skills</li> <li>- -High analytical and problem solving skills;</li> <li>- Management Skills</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1 |
| 2. |  | Administrative<br>Assistant | Administrative<br>Assistant to<br>Coordinator       | <p>A1 in Secretarial Studies, Office Management with 2 years of working experience or A0 in Management, Public Administration, Administrative Sciences, Sociology, Social Work, Law</p> <p><b>Key technical skills and knowledge acquired</b></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication,</li> <li>- Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- -Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French;12</li> </ul>   | 1 |

|    |  |            |                   |   |   |
|----|--|------------|-------------------|---|---|
|    |  |            |                   | knowledge of all is an advantage  |   |
| 3. |  | HR Officer | HR Officer        | <p>A0 in Human Resources Management, Administrative Sciences, Management, Public Administration,</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwandan public service and labor law;</li> <li>- Knowledge in Conflict Management;</li> <li>- knowledge of the regulations applying to payroll procedures;</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1 |
| 4. |  | Logistics  | Logistics Officer | <p>A0 in Store Management, Management, Accounting, Economics, Administrative Sciences, Public Administration</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- -Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- -Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> </ul>   | 1 |

|    |  |                          |                          |  |   |
|----|--|--------------------------|--------------------------|--|---|
|    |  |                          |                          | <ul style="list-style-type: none"> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>  |   |
| 5. |  | Database and ICT Officer | Database and ICT Officer | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, 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><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> </ul> | 1 |

|    |  |             |             |  |   |
|----|--|-------------|-------------|--|---|
|    |  |             |             | <ul style="list-style-type: none"> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>   |   |
| 6. |  | Animator    | Animator    | <p>A0 or A1 in social work, sociology, and Education</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of handling Psychological disorders</li> <li>- Knowledge in Conflict Management;</li> <li>- Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills.</li> </ul> | 4 |
| 7. |  | Plumber     | Plumber     | <p>Diploma in Plumbing</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Interpersonal Skills;</li> <li>- Time Management Skills;</li> <li>- Team working Skills.</li> </ul>   | 1 |
| 8. |  | Electricity | Electricity | <p>Diploma in Plumbing and Electricity</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Interpersonal Skills;</li> <li>- Time Management Skills;</li> <li>- Team working Skills.</li> </ul>   | 1 |
| 9. |  | Chief Cook  | Chief Cook  | <p>Certificate in Catering, Food and Beverages</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge Catering Services</li> <li>- Hospitality skills;</li> <li>- Excellent communication skills,</li> </ul>  | 1 |

|     |  |                |                |  |   |
|-----|--|----------------|----------------|--|---|
|     |  |                |                | <ul style="list-style-type: none"> <li>- Interpersonal and writing skills,</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Complex Problem Solving skills;</li> <li>- Time management Skills;</li> <li>- High analytical Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>   |   |
| 10. |  | Assistant Cook | Assistant Cook | <p>Certificate in Catering, Food and Beverages</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge Catering Services</li> <li>- Hospitality skills;</li> <li>- Excellent communication skills,</li> <li>- Interpersonal and writing skills,</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Complex Problem Solving skills;</li> <li>- Time management Skills;</li> <li>- High analytical Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1 |
| 11. |  | Store keeper   | Store keeper   | <p>A1 in Store Management, Management, Economics, Public Administration, Administrative Sciences</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- -Knowledge of supply chain management;</li> </ul>   | 1 |

|     |  |                                |  |   |           |
|-----|--|--------------------------------|--|---|-----------|
|     |  |                                |  | <ul style="list-style-type: none"> <li>- Planning organization skills;</li> <li>- Communication skills;</li> <li>- Flexibility skills;</li> <li>- Interpersonal skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>   |           |
| 12. |  | Navigator                      | Navigator  | <p>A2 in any field, knowledge in swimming and boat navigation is a must</p> <p><b>Key Technical skills ad Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive Knowledge of Swimming</li> <li>- Boat navigation skills</li> <li>- Interpersonal skills</li> </ul>   | 4         |
|     | <b>S/Total</b>   |                                |  |   | <b>18</b> |
| 1.  | <b>Health and Social Rehabilitation Services Unit At IWAWA Rehabilitation Center</b> | Director of Unit               | Director of Health and Social Rehabilitation Services Unit | <p>A0 in Psychology, Sociology, Mental Health, Clinical Psychology and Education with 3 years of working Experience or Master in Psychology, Sociology, Mental Health, Clinical Psychology and Education with 1 year of working experience</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Psychological skills</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- Social skills</li> <li>- -High analytical and problem solving skills;</li> <li>- Management Skills</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1         |
| 2.  |  | Nurse A0 / A1 Clinical Officer | Nurse A0 / A1 Clinical Officer                             | A0 / A1 in Nursing  | 6         |

|    |  |  |  |   |   |
|----|--|--|--|---|---|
|    |  |  |  | <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- knowledge in Nursing</li> <li>- Hospitality skills;</li> <li>- communication skills,</li> <li>- Interpersonal and writing skills,</li> <li>- Organizational Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French;</li> </ul> <p>knowledge of all is an advantage .</p>                     |   |
| 3. |  | Mental Nurse                                   | Mental Nurse A1                                | <p>A1 in Nursing</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- knowledge in Nursing</li> <li>- Hospitality skills;</li> <li>- communication skills,</li> <li>- Interpersonal and writing skills,</li> <li>- Organizational Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French;</li> </ul> <p>knowledge of all is an advantage.</p> | 2 |
| 4. |  | Community and Environment Health Officer A0/A1 | Community and Environment Health Officer A0/A1 | <p>A0/ A1 in Environmental Health Sciences, Public Health, Community Health, Clinical Psychology, Hygiene and Sanitation.</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Psychological skills</li> <li>- Knowledge of Handling Psychological disorders;</li> </ul>   | 2 |

|    |  |                             |                             |   |    |
|----|--|-----------------------------|-----------------------------|---|----|
|    |  |                             |                             | <ul style="list-style-type: none"> <li>- Social skills</li> <li>- -High analytical and problem solving skills;</li> <li>- Management Skills</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>   |    |
| 5. |  | Laboratory Technician A0/A1 | Laboratory Technician A0/A1 | <p>A1 in Biomedical Engineering, Biology, Laboratory</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge in Laboratory work</li> <li>- strong computer skills</li> <li>- Knowledge of practical problem solving</li> <li>- Knowledge of laboratory records maintenance</li> <li>- Knowledge to work safely with potentially hazardous materials</li> <li>- Good organisational, planning, and numerical skills</li> <li>- Communication skills</li> </ul> | 2  |
| 6. |  | Nutritionist A0/A1          | Nutritionist A0/A1          | <p>A0/A1 in Nutrition</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- -Knowledge of sanitation and hygiene</li> <li>- Good management skills</li> <li>- communication skills</li> <li>- capacity building skills</li> <li>- Team working skills</li> <li>- Reporting skills</li> </ul>  | 1  |
| 7. |  | Clinical Psychology         | Clinical Psychologist       | <p>A0 in Psychology, Mental Health, Clinical Psychology, Education and Sociology</p>  | 15 |

|           |   |                  |                                    |  |           |
|-----------|---|------------------|------------------------------------|--|-----------|
|           |   |                  |                                    | <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Psychological skills</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- Social skills</li> <li>- -High analytical and problem solving skills;</li> <li>- Management Skills</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>   |           |
|           | <b>S/Total</b>  |                  |                                    |  | <b>29</b> |
| <b>1.</b> | <b>Training Programs Unit / IWAWA Rehabilitation Centre</b> | Director of Unit | Director of Training Programs Unit | <p>A0 in Education, Construction, Psychopedagogy with 3 years of working Experience or Master or equivalent in Education, Construction, Psychopedagogy with 1 year of working Experience</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Training skills</li> <li>- Social skills</li> <li>- -High analytical and problem solving skills;</li> <li>- Management Skills</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1         |
| 2.        |   | Trainer          | Trainer                            | <p>A0 in Carpentry, Construction, Welding, Crop production, Animal Sciences, Agriculture Sciences, Agri-business, Entrepreneurship &amp; Cumputer, Education Sciences, Sewing and Catering</p>   | 10        |

|    |  |                   |                    |  |    |
|----|--|-------------------|--------------------|--|----|
|    |  |                   |                    | <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Management skills</li> <li>- Social skills</li> <li>- -High analytical and problem solving skills;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>   |    |
| 3. |  | Assistant Trainer | Assistant Trainer  | <p>A1 in Carpentry, Construction, Welding, Crop production , Animal Sciences, Agriculture Sciences, Agri-business, Entrepreneurship &amp; Cumputer, Education Sciences, Sewing and Catering</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Management skills</li> <li>- Social skills</li> <li>- -High analytical and problem solving skills;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 10 |
| 4. |  | Production        | Production Officer | <p>A0 in Economics, Business Administration and Project management</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Management skills</li> <li>- Interpersonal Skills;</li> <li>- Effective Communication Skills;</li> <li>- Administrative Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time Management Skills;</li> </ul>  | 1  |

|    |  |                          |  |   |           |
|----|--|--------------------------|--|---|-----------|
|    |  |                          |  | <ul style="list-style-type: none"> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>   |           |
|    | <b>S/Total</b>                         |                          |  |   | <b>22</b> |
|    | <b>Total / IWAWA</b>                   |                          |  |   | <b>69</b> |
| 1. | <b>NYAMAGABE Rehabilitation Center</b> | Coordinator of Center    | Coordinator of Nyamagabe Rehabilitation Center | <p>A0 in Psychology, Sociology, Mental health, Clinical Psychology, Business Administration, Management, Finance, Accountant, Psychopedagogy, and Education with 5 years of working Experience or Master in Psychology, Sociology, Mental health, Clinical Psychology and Education with 3 years of working experience</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Psychological skills</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- Social skills</li> <li>- -High analytical and problem solving skills;</li> <li>- Management Skills</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1         |
| 2. |  | Administrative Assistant | Administrative Assistant to Coordinator        | <p>A1 in Secretarial Studies, Office Management with 2 years of working experience or A0 in Management, Public Administration, Administrative Sciences, Sociology, Social Work, Law</p> <p><b>Key technical skills and knowledge acquired:</b></p> <ul style="list-style-type: none"> <li>- -Office Management Skills;</li> <li>- Excellent Communication,</li> <li>- Organizational, Interpersonal Skills;</li> </ul>  | 1         |

|    |  |                         |                         |  |   |
|----|--|-------------------------|-------------------------|--|---|
|    |  |                         |                         | <ul style="list-style-type: none"> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- -Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>  |   |
| 3. |  | Logistics               | Logistics Officer       | <p>A0 in Store Management, Management, Accounting, Economics, Administrative Sciences, Public Administration</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- -Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- -Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1 |
| 4. |  | Database and IT Officer | Database and IT Officer | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a</p>   | 1 |

|    |  |            |            |  |   |
|----|--|------------|------------|--|---|
|    |  |            |            | <p>Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> |   |
| 5. |  | Animator   | Animator   | <p>A0 or A1 in social work, sociology, and Education</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of handling Psychological disorders</li> <li>- Knowledge in Conflict Management;</li> <li>- Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> </ul>   | 2 |
|    |  | Technician | Technician | Diploma in Plumbing, Electricity   | 1 |

|    |  |                          |  |   |          |
|----|--|--------------------------|--|---|----------|
|    |  | (Plumbing & Electricity) | (Plumbing & Electricity)                                   | <b>Key Technical Skills &amp; Knowledge required:</b> <ul style="list-style-type: none"> <li>- Interpersonal Skills;</li> <li>- Time Management Skills;</li> <li>- Team working Skills.</li> </ul>  |          |
| 6. |  | Chief Cook               | Chief Cook   | Certificate in Catering, Food and Beverages<br><br><b>Key Technical Skills &amp; Knowledge required:</b> <ul style="list-style-type: none"> <li>- Extensive knowledge Catering Services</li> <li>- Hospitality skills;</li> <li>- Excellent communication skills,</li> <li>- Interpersonal and writing skills,</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Complex Problem Solving skills;</li> <li>- Time management Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1        |
|    | <b>S/Total</b>   |                          |  |   | <b>8</b> |
| 1. | <b>Health and Social Rehabilitation Services Unit At NYAMAGABE Rehabilitation Center</b> | Director of Unit         | Director of Health and Social Rehabilitation Services Unit | A0 in Psychology, Sociology, Mental Health, Clinical Psychology and Education with 3 years of working Experience or Master in Psychology, Sociology, Mental Health, Clinical Psychology and Education with 1 year of working experience<br><br><b>Key technical skills and knowledge required:</b> <ul style="list-style-type: none"> <li>- Psychological skills</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- Social skills</li> </ul>  | 1        |

|    |  |                                   |                                   |  |   |
|----|--|-----------------------------------|-----------------------------------|--|---|
|    |  |                                   |                                   | <ul style="list-style-type: none"> <li>- -High analytical and problem solving skills;</li> <li>- Management Skills</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>   |   |
| 2. |  | Nurse A0 / A1<br>Clinical Officer | Nurse A0 / A1<br>Clinical Officer | <p>A0 / A1 in Nursing</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- knowledge in Nursing</li> <li>- Hospitality skills;</li> <li>- communication skills,</li> <li>- Interpersonal and writing skills,</li> <li>- Organizational Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French;</li> <li>knowledge of all is an advantage.</li> </ul> | 3 |
| 3. |  | Mental Nurse<br>A0/A1             | Mental Nurse<br>A0/A1             | <p>A1 in Nursing</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- knowledge in Nursing</li> <li>- Hospitality skills;</li> <li>- communication skills,</li> <li>- Interpersonal and writing skills,</li> <li>- Organizational Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French;</li> <li>knowledge of all is an advantage.</li> </ul>      | 2 |

|    |  |   |   |  |   |
|----|--|---|---|--|---|
| 4. |  | Community and Environment Health Officer<br>A0/A1 | Community and Environment Health Officer<br>A0/A1 | A0/ A1 in Environmental Health Sciences, Public Health, Community Health, Clinical Psychology, Hygiene and Sanitation.<br><br><b>Key technical skills and knowledge required:</b><br><br><ul style="list-style-type: none"> <li>- Psychological skills</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- Social skills</li> <li>- -High analytical and problem solving skills;</li> <li>- Management Skills</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1 |
| 5. |  | Laboratory Technician                             | Laboratory Technician<br>A0/A1                    | A1 in Biomedical Engineering, Biology, Laboratory<br><br><b>Key technical skills and knowledge required:</b><br><br><ul style="list-style-type: none"> <li>- Knowledge in Laboratory work</li> <li>- strong computer skills</li> <li>- Knowledge of practical problem solving</li> <li>- Knowledge of laboratory records maintenance</li> <li>- Knowledge to work safely with potentially hazardous materials</li> <li>- Good organisational, planning, and numerical skills</li> <li>- Communication skills</li> </ul>  | 2 |
| 6. |  | Nutritionist A0/A1                                | Nutritionist<br>A0/A1                             | A0/ A1 in Nutrition<br><br><b>Key technical skills and knowledge required:</b>   | 1 |

|    |   |                     |                                    |   |           |
|----|---|---------------------|------------------------------------|---|-----------|
|    |   |                     |                                    | <ul style="list-style-type: none"> <li>- -Knowledge of sanitation and hygiene</li> <li>- Good management skills</li> <li>- communication skills</li> <li>- capacity building skills</li> <li>- Team working skills</li> <li>- Reporting skills</li> </ul>   |           |
| 7. |   | Clinical Psychology | Clinical Psychologist              | <p>A0 in Psychology, Mental Health, Clinical Psychology, Education and Sociology</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Psychological skills</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- Social skills</li> <li>- -High analytical and problem solving skills;</li> <li>- Management Skills</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 5         |
|    | <b>S/Total</b>  |                     |                                    |   | <b>15</b> |
| 1. | <b>Training Programs Unit / NYAMAGABE Rehabilitation Centre</b> | Director of Unit    | Director of Training Programs Unit | <p>A0 in Education, Construction, Psychopedagogy with 3 years of working Experience or Master or equivalent in Education, Construction, Psychopedagogy with 1 year of working Experience</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Training skills</li> <li>- Social skills</li> <li>- -High analytical and problem solving skills;</li> <li>- Management Skills</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> </ul>  | 1         |

|    |  |                   |                    |  |   |
|----|--|-------------------|--------------------|--|---|
|    |  |                   |                    | <ul style="list-style-type: none"> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>   |   |
| 2. |  | Trainer           | Trainer            | <p>A0 in Carpentry, Construction, Welding, Crop production , Animal Sciences, Agriculture Sciences, Agri-business, Entrepreneurship &amp; Cumputer, Education Sciences, Sewing and Catering</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Management skills</li> <li>- Social skills</li> <li>- -High analytical and problem solving skills;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 4 |
| 3. |  | Assistant Trainer | Assistant Trainer  | <p>A1 in Carpentry, Construction, Welding, Crop production , Animal Sciences, Agriculture Sciences, Agri-business, Entrepreneurship &amp; Cumputer, Education Sciences, Sewing and Catering</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Management skills</li> <li>- Social skills</li> <li>- -High analytical and problem solving skills;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 4 |
| 4. |  | Production        | Production Officer | A0 in Economics, Business Administration and Project management  | 1 |

|    |                                       |                          |   |  |           |
|----|---------------------------------------|--------------------------|---|--|-----------|
|    |                                       |                          |   | <b>Key Technical Skills &amp; Knowledge required:</b> <ul style="list-style-type: none"> <li>- Management skills</li> <li>- Interpersonal Skills;</li> <li>- Effective Communication Skills;</li> <li>- Administrative Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time Management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French;</li> </ul> knowledge of all is an advantage   |           |
|    | <b>S/Total</b>                        |                          |   |  | <b>10</b> |
|    | <b>Total / NYAMAGABE</b>              |                          |   |  | <b>33</b> |
| 1. | <b>GITAGATA Rehabilitation Center</b> | Coordinator of Center    | Coordinator of GITAGATA Rehabilitation Center | A0 in Psychology, Sociology, Mental health, Clinical Psychology, Business Administration, Management, Finance, Accountant, Psychopedagogy, and Education with 5 years of working Experience or Master in Psychology, Sociology, Mental health, Clinical Psychology and Education with 3 years of working experience<br><br><b>Key technical skills and knowledge required:</b> <ul style="list-style-type: none"> <li>- Psychological skills</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- Social skills</li> <li>- -High analytical and problem solving skills;</li> <li>- Management Skills</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1         |
| 2. |                                       | Administrative Assistant | Administrative Assistant to                   | A1 in Secretarial Studies, Office Management with 2 years of working experience or A0 in Management, Public  | 1         |

|    |  |           |                   |  |   |
|----|--|-----------|-------------------|--|---|
|    |  |           | Coordinator       | <p>Administration, Administrative Sciences, Sociology, Social Work, Law</p> <p><b>Key technical skills and knowledge acquired:</b></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication,</li> <li>- Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>  |   |
| 3. |  | Logistics | Logistics Officer | <p>A0 in Store Management, Management, Accounting, Economics, Administrative Sciences, Public Administration</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1 |

|    |  |                         |                         |   |   |
|----|--|-------------------------|-------------------------|---|---|
| 4. |  | Database and IT Officer | Database and IT Officer | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, 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><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> <li>-</li> </ul> | 1 |
| 5. |  | Animator                | Animator                | <p>A0 or A1 in social work, sociology, and Education</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p>   | 2 |

|    |  |   |   |   |   |
|----|--|---|---|---|---|
|    |  |   |   | <ul style="list-style-type: none"> <li>- Knowledge of handling Psychological disorders</li> <li>- Knowledge in Conflict Management;</li> <li>- Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> </ul>  |   |
| 6. |  | Technician<br>(Plumbing &<br>Electricity) | Technician<br>(Plumbing &<br>Electricity) | Diploma in Plumbing, Electricity<br><br><b>Key Technical Skills &amp; Knowledge required:</b> <ul style="list-style-type: none"> <li>- Interpersonal Skills;</li> <li>- Time Management Skills;</li> <li>- Team working Skills.</li> </ul>  | 1 |
| 7. |  | Chief Cook                                | Chief Cook                                | Certificate in Catering, Food and Beverages<br><br><b>Key Technical Skills &amp; Knowledge required:</b> <ul style="list-style-type: none"> <li>- Extensive knowledge Catering Services</li> <li>- Hospitality skills;</li> <li>- Excellent communication skills,</li> <li>- Interpersonal and writing skills,</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Complex Problem Solving skills;</li> <li>- Time management Skills;</li> <li>- High analytical Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French;</li> </ul> knowledge of all is an advantage | 1 |
| 8. |  | Driver                                    | Driver                                    | Driving licence<br><br><b>Key Technical Skills &amp; Knowledge required:</b> <ul style="list-style-type: none"> <li>- Communication Skills;</li> </ul>  | 1 |

|    |  |                                |  |   |          |
|----|--|--------------------------------|--|---|----------|
|    |  |                                |  | <ul style="list-style-type: none"> <li>- Time Management Skills;</li> <li>- Knowledge of Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>   |          |
|    | <b>S/Total</b>   |                                |  |   | <b>9</b> |
| 1. | <b>Health and Social Rehabilitation Services Unit / GITAGATA Rehabilitation Center</b> | Director of Unit               | Director of Health and Social Rehabilitation Services Unit | <p>A0 in Psychology, Sociology, Mental Health, Clinical Psychology and Education with 3 years of working Experience or Master in Psychology, Sociology, Mental Health, Clinical Psychology and Education with 1 year of working experience</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Psychological skills</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- Social skills</li> <li>- -High analytical and problem solving skills;</li> <li>- Management Skills</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1        |
| 2. |  | Nurse A0 / A1 Clinical Officer | Nurse A0 / A1 Clinical Officer                             | <p>A0 / A1 in Nursing</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- knowledge in Nursing</li> <li>- Hospitality skills;</li> <li>- communication skills,</li> <li>- Interpersonal and writing skills,</li> <li>- Organizational Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>  | 3        |

|    |  |  |  |  |   |
|----|--|--|--|--|---|
| 3. |  | Mental Nurse                                   | Mental Nurse A1                                | <p>A1 in Nursing</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- knowledge in Nursing</li> <li>- Hospitality skills;</li> <li>- communication skills,</li> <li>- Interpersonal and writing skills,</li> <li>- Organizational Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French;</li> </ul> <p>knowledge of all is an advantage</p>   | 2 |
| 4. |  | Community and Environment Health Officer A0/A1 | Community and Environment Health Officer A0/A1 | <p>A0/ A1 in Environmental Health Sciences, Public Health, Community Health, Clinical Psychology, Hygiene and Sanitation.</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Psychological skills</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- Social skills</li> <li>- -High analytical and problem solving skills;</li> <li>- Management Skills</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1 |
| 5. |  | ECD Care giver                                 | ECD Care giver                                 | <p>A0 in Education, Psychology, Sociology, socio worker</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Psychological skills</li> <li>- Child development skills</li> </ul>  | 2 |

|    |  |                       |                             |   |   |
|----|--|-----------------------|-----------------------------|---|---|
|    |  |                       |                             | <ul style="list-style-type: none"> <li>- Training skills</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- Social skills</li> <li>- High analytical and problem solving skills;</li> <li>- Management Skills</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>   |   |
| 6. |  | Laboratory Technician | Laboratory Technician A0/A1 | <p>A1 in Biomedical Engineering, Biology, Laboratory</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge in Laboratory work</li> <li>- strong computer skills</li> <li>- Knowledge of practical problem solving</li> <li>- Knowledge of laboratory records maintenance</li> <li>- Knowledge to work safely with potentially hazardous materials</li> <li>- Good organisational, planning, and numerical skills</li> <li>- Communication skills</li> </ul> | 2 |
| 7. |  | Nutritionist          | Nutritionist A0/A1          | <p>A0/ A1 in Nutrition</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- -Knowledge of sanitation and hygiene</li> <li>- Good management skills</li> <li>- communication skills</li> <li>- capacity building skills</li> <li>- Team working skills</li> <li>- Reporting skills</li> </ul>   | 1 |
| 8. |  | Clinical Psychology   | Clinical Psychologist       | <p>A0 in Psychology, Mental Health, Clinical Psychology, Education and Sociology</p>  | 5 |

|  |   |                  |                                    |  |           |
|--|---|------------------|------------------------------------|--|-----------|
|  |   |                  |                                    | <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Psychological skills</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- Social skills</li> <li>- -High analytical and problem solving skills;</li> <li>- Management Skills</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>   |           |
|  | <b>S/Total</b>  |                  |                                    |  | <b>17</b> |
|  | <b>Training Programs Unit/ GITAGATA Rehabilitation Center</b> | Director of Unit | Director of Training Programs Unit | <p>A0 in Education, Construction, Psychopedagogy with 3 years of working Experience or Master or equivalent in Education, Construction, Psychopedagogy with 1 year of working Experience</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Training skills</li> <li>- Social skills</li> <li>- -High analytical and problem solving skills;</li> <li>- Management Skills</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1         |
|  |   | Trainer          | Trainer                            | <p>A1 in Sewing, hair dress, Catering and pastry with 2 years of working experiences</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Management skills</li> <li>- Social skills</li> <li>- -High analytical and problem solving skills;</li> </ul>   | 4         |

|  |                        |                   |                    |  |            |
|--|------------------------|-------------------|--------------------|--|------------|
|  |                        |                   |                    | <ul style="list-style-type: none"> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>  |            |
|  |                        | Assistant Trainer | Assistant Trainer  | <p>A1 in Sewing, hair dress, Catering and pastry</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Management skills</li> <li>- Social skills</li> <li>- -High analytical and problem solving skills;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>  | 4          |
|  |                        | Production        | Production Officer | <p>A0 in Economics, Business Administration, Project management, Agriculture, Rural Development and Agri-Business</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Management skills</li> <li>- Interpersonal Skills;</li> <li>- Effective Communication Skills;</li> <li>- Administrative Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time Management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French;</li> <li>knowledge of all is an advantage</li> </ul> | 1          |
|  | <b>Sub Total</b>       |                   |                    |  | <b>10</b>  |
|  | <b>Total /Gitagata</b> |                   |                    |  | <b>36</b>  |
|  | <b>Grand Total</b>     |                   |                    |  | <b>164</b> |

**Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 132/03 ryo ku wa 23/12/2017 rigena imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi mu Kigo cy'Igihugu gishinzwe Igororamuco**

Kigali, ku wa 23/12/2017

(sé)  
**Dr. NGIRENTE Edouard**  
Minisitiri w'Intebe

(sé)  
**RWANYINDO KAYIRANGWA Fanfan**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

**Seen to be annexed to the Prime Minister's Order n° 132/03 of 23/12/2017 determining mission and functions, organizational structure, job profiles, salaries and fringe benefits for employees of the National Rehabilitation Service**

Kigali, on 23/12/2017

(sé)  
**Dr. NGIRENTE Edouard**  
Prime Minister

(sé)  
**RWANYINDO KAYIRANGWA Fanfan**  
Minister of Public Service and Labour

**Seen and sealed with the Seal of the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice/Attorney General

**Vu pour être annexé à l'arrêté du Premier Ministre n° 132/03 du 23/12/2017 portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Service National de Réhabilitation**

Kigali, le 23/12/2017

(sé)  
**Dr. NGIRENTE Edouard**  
Premier Ministre

(sé)  
**RWANYINDO KAYIRANGWA Fanfan**  
Ministre de la Fonction Publique et du Travail

**Vu et scellé du Sceau de la République:**

(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

|  |   |   |
|--|---|---|
| <b>UMUGEREKA WA III W'ITEKA RYA<br/>MINISITIRI W'INTEBE N°132/03 RYO KU<br/>WA 23/12/2017 RIGENA<br/>IMBONERAHAMWE Y'IMYANYA<br/>Y'IMIRIMO, IBISABWA KU MYANYA<br/>Y'IMIRIMO, IMISHAHARA N'IBINDI<br/>BIGENERWA ABAKOZI MU KIGO<br/>CY'IGIHUGU GISHINZWE<br/>IGORORAMUCO</b> | <b>ANNEX III TO PRIME MINISTER'S ORDER<br/>N°132/03 OF 23/12/2017 DETERMINING<br/>ORGANISATIONAL STRUCTURE, JOB<br/>PROFILES, SALARIES AND FRINGE<br/>BENEFITS FOR EMPLOYEES OF<br/>NATIONAL REHABILITATION SERVICE</b> | <b>ANNEXE III A L'ARRETE DU PREMIER<br/>MINISTRE N°132/03 DU 23/12/2017<br/>PORTANT STRUCTURE<br/>ORGANISATIONNELLE, PROFILS<br/>D'EMPLOIS, SALAIRES ET AVANTAGES<br/>ACCORDES AU PERSONNEL DU SERVICE<br/>NATIONAL DE REHABILITATION</b> |
|--|---|---|

**NRS - SALARY STRUCTURE**

| N <sup>o</sup>                        | POST   | I.V | Level | Index | Gross Salary (Rwf/Month) |
|---------------------------------------|--|-----|-------|-------|--------------------------|
| <b>NRS HEADQUARTERS</b>               |  |     |       |       |                          |
| 1                                     | Director General of NRS                                    | 441 | F     | 2869  | 1,617,505                |
| 2                                     | Prevention & Rehabilitation Division Manager               | 400 | 2.III | 1890  | 1,085,308                |
| 3                                     | Director of Administration & Finance Unit                  | 400 | 3.II  | 1369  | 814,962                  |
| 4                                     | Delinquency Prevention Specialist                          | 400 | 3.II  | 1369  | 786,131                  |
| 5                                     | Social & Health Rehabilitation Services Specialist         | 400 | 3.II  | 1369  | 786,131                  |
| 6                                     | Legal Affairs Specialist                                   | 400 | 3.II  | 1369  | 786,131                  |
| 7                                     | Planning, M&E Specialist                                   | 400 | 3.II  | 1369  | 786,131                  |
| 8                                     | Human Resources Management Specialist                      | 400 | 3.II  | 1369  | 786,131                  |
| 9                                     | Public Relations and Communication Specialist              | 400 | 3.II  | 1369  | 786,131                  |
| 10                                    | Planning, M&E Officer                                      | 400 | 5.II  | 951   | 540,657                  |
| 11                                    | Administrative Assistant to DG                             | 400 | 5.II  | 951   | 540,657                  |
| 12                                    | Internal Auditor   | 400 | 5.II  | 951   | 540,657                  |
| 13                                    | Family Reintegration & Post Delinquency Follow Up Officer  | 400 | 5.II  | 951   | 540,657                  |
| 14                                    | Skills Development Officer                                 | 400 | 5.II  | 951   | 540,657                  |
| 15                                    | Database and application Administrator                     | 400 | 5.II  | 951   | 540,657                  |
| 16                                    | Procurement Officer  | 400 | 5.II  | 951   | 540,657                  |
| 17                                    | Accountant   | 400 | 5.II  | 951   | 540,657                  |
| 18                                    | Logistics Officer  | 400 | 5.II  | 951   | 540,657                  |
| 19                                    | Secretary to Central Secretariat                           | 400 | 8.II  | 508   | 288,805                  |
| 20                                    | Secretary to DAF Unit                                      | 400 | 8.II  | 508   | 288,805                  |
|                                       | <b>SUB TOTAL</b>   |     |       |       |                          |
| <b>NRS REHABILITATION CENTERS (3)</b> |  |     |       |       |                          |
| 21                                    | Coordinator of IWAWA Rehabilitation Center                 | 400 | 2.III | 1890  | 1,085,308                |
| 22                                    | Coordinator of Nyamagabe Rehabilitation Center             | 400 | 2.III | 1890  | 1,085,308                |
| 23                                    | Coordinator of Gitagata Rehabilitation Center              | 400 | 2.III | 1890  | 1,085,308                |
| 24                                    | Director of Health and Social Rehabilitation Services Unit | 400 | 3.II  | 1369  | 786,131                  |
| 25                                    | Director of Training Programs Unit                         | 400 | 3.II  | 1369  | 786,131                  |
| 26                                    | Human Resources Officer at IWAWA Rehabilitation Center     | 400 | 4.II  | 1141  | 648,675                  |
| 27                                    | Logistics Officer  | 400 | 5.II  | 951   | 540,657                  |
| 28                                    | Database & ICT Officer                                     | 400 | 5.II  | 951   | 698,607                  |
| 29                                    | Clinical Psychologist                                      | 400 | 5.II  | 951   | 540,657                  |
| 30                                    | ECD Caregiver  | 400 | 5.II  | 951   | 540,657                  |
| 31                                    | Trainer  | 400 | 5.II  | 951   | 540,657                  |
| 32                                    | Production Officer   | 400 | 5.II  | 951   | 540,657                  |
| 33                                    | Community & Environment Health Officer A0/A1               | 400 | 7.II  | 660   | 375,219                  |
| 34                                    | Animator   | 400 | 6.II  | 660   | 375,219                  |
| 35                                    | Nurse A0/A1  | 400 | 7.II  | 660   | 375,219                  |
| 36                                    | Mental Nurse A0/A1   | 400 | 7.II  | 660   | 375,219                  |
| 37                                    | Laboratory Technician                                      | 400 | 7.II  | 660   | 375,219                  |
| 38                                    | Nutritionist & Hygiene A0 /A1                              | 400 | 7.II  | 660   | 375,219                  |
| 39                                    | Assistant Trainer  | 400 | 6.II  | 660   | 375,219                  |

|    |                                     |     |       |     |         |
|----|-------------------------------------|-----|-------|-----|---------|
| 40 | StoreKeeper                         | 400 | 7.II  | 660 | 375,219 |
| 41 | Administrative Assistant            | 400 | 7.II  | 660 | 375,219 |
| 42 | Technician (Plumbing & Electricity) | 400 | 8.II  | 508 | 288,805 |
| 43 | Navigator                           | 400 | 8.II  | 508 | 288,805 |
| 44 | Chief Cook                          | 400 | 8.II  | 508 | 288,805 |
| 45 | Assistant Cook                      | 400 | 9.II  | 391 | 222,289 |
| 46 | Driver                              | 400 | 10.II | 300 | 170,554 |

**Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 132/03 ryo ku wa 23/12/2017 rigena imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi mu Kigo cy'Igihugu gishinzwe Igororamuco**

Kigali, ku wa 23/12/2017

(sé)  
**Dr. NGIRENTE Edouard**  
Minisitiri w'Intebe

(sé)  
**RWANYINDO KAYIRANGWA Fanfan**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

**Seen to be annexed to the Prime Minister's Order n° 132/03 of 23/12/2017 determining mission and functions, organizational structure, job profiles, salaries and fringe benefits for employees of the National Rehabilitation Service**

Kigali, on 23/12/2017

(sé)  
**Dr. NGIRENTE Edouard**  
Prime Minister

(sé)  
**RWANYINDO KAYIRANGWA Fanfan**  
Minister of Public Service and Labour

**Seen and sealed with the Seal of the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice/Attorney General

**Vu pour être annexé à l'arrêté du Premier Ministre n° 132/03 du 23/12/2017 portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Service National de Réhabilitation**

Kigali, le 23/12/2017

(sé)  
**Dr. NGIRENTE Edouard**  
Premier Ministre

(sé)  
**RWANYINDO KAYIRANGWA Fanfan**  
Ministre de la Fonction Publique et du Travail

**Vu et scellé du Sceau de la République:**

(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

ITEKA RYA MINISITIRI W'INTEBE  
N°133/03 RYO KU WA 23/12/2017  
RISHYIRAHU IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IBISABWA KU  
MYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI B'IKIGO  
CY'U RWANDA GISHINZWE  
IKORANABUHANGA MU ITUMANAHU  
N'ISAKAZABUMENYI

PRIME MINISTER'S ORDER N°133/03 OF  
23/12/2017 DETERMINING  
ORGANIZATIONAL STRUCTURE, JOB  
PROFILES, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF RWANDA  
INFORMATION SOCIETY AUTHORITY

ARRETE DU PREMIER MINISTRE N° 133/03  
DU 23/12/2017 DETERMINANT  
STRUCTURE ORGANISATIONNELLE,  
PROFILS D'EMPLOIS, SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DE L'OFFICE RWANDAIS POUR LA  
SOCIETE DE L'INFORMATION

**ISHAKIRO**

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**ITEKA RYA MINISITIRI W'INTEBE N°133/03 RYO KU WA 23/12/2017 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO CY'U RWANDA GISHINZWE IKORANABUHANGA MU ITUMANAHU N'ISAKAZABUMENYI**

**PRIME MINISTER'S ORDER N°133/03 OF 23/12/2017 DETERMINING ORGANIZATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA INFORMATION SOCIETY AUTHORITY**

**ARRETE DU PREMIER MINISTRE N°133/03 DU 23/12/2017 DETERMINANT STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS POUR LA SOCIETE DE L'INFORMATION**

**Minisitiri w'Intebe;**

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

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;

Ashingiye ku Itegeko n° 02/2017 ryo ku wa 18/02/2017 rishyiraho Ikigo cy'u Rwanda gishinzwe Ikoranabuhanga mu Itumanaho n'Isakazabumenyi rikanagena inshingano, imiterere n'imikorere byacyo, cyane cyane mu ngingo yaryo ya 27;

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

Inama y'Abaminisitiri yateranye ku wa 08/11/2017 imaze kubisuzuma no kubyemeza;

**The Prime Minister;**

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 119, 120, 122 and 176;

Pursuant to Law n° 86/2013 of 11/09/2013 establishing the general statutes for public service, especially in Article 52;

Pursuant to Law n° 02/2017 of 18/02/2017 establishing Rwanda Information Society Authority and determining its mission, organisation and functioning, especially in Article 27;

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet, in its session of 08/11/2017;

**Le Premier Ministre;**

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

Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en son article 52;

Vu la Loi n° 02/2017 du 18/02/2017 portant création de l'Office Rwandais pour la Société de l'Information et déterminant ses missions, son organisation et son fonctionnement, spécialement en son article 27;

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

Après examen et adoption par le Conseil des Ministres, en sa séance du 08/11/2017;

**ATEGETSE:**

**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rishyiraho Imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi mu Kigo cy'u Rwanda gishinzwe Ikoranabuhanga mu Itumanaho n'Isakazabumenyi (RISA).

**Ingingo ya 2: Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo**

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo muri RISA biri ku mugereka wa I n'uwa II y'iri teka.

**Ingingo ya 3: Igenwa ry'umushahara**

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

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri RISA biri ku mugereka wa III w'iri teka.

**Ingingo ya 4: Ibigize umushahara mbumbe**

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

**ORDERS:**

**Article One: Purpose of this Order**

This Order determines organizational structure, job profiles, salaries and fringe benefits for employees of Rwanda Information Society Authority (RISA).

**Article 2: Organizational structure and job profiles**

The organizational structure and job profiles for RISA are respectively in Annex I and II of this Order.

**Article 3: Determination of the salary**

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

The level, index, index value and the gross salary corresponding to each job position in RISA are in Annex III of this Order.

**Article 4: Composition of the gross salary**

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

**ARRETE:**

**Article premier: Objet du présent arrêté**

Le présent arrêté détermine la structure organisationnelle, les profils d'emplois, les salaires et avantages accordés au personnel de l'Office Rwandais pour la Société de l'Information (RISA).

**Article 2: Structure organisationnelle et profils d'emplois**

La structure organisationnelle et les profils d'emplois de RISA sont respectivement en annexes I et II du présent arrêté.

**Article 3: Détermination du salaire**

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

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi au sein de RISA sont en annexe III du présent arrêté.

**Article 4: Composition du salaire brut**

Le salaire brut mensuel pour chaque agent comprend principalement ce qui suit:

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|   |   |  |
|---|---|--|
| 1 ° umushahara fatizo;                            | 1 ° basic salary;                           | 1 ° le salaire de base;                              |
| 2 ° indamunite y'icumbi;                          | 2 ° housing allowance;                      | 2 ° l'indemnité de logement;                         |
| 3 ° indamunite y'urugendo;                        | 3 ° transport allowance;                    | 3 ° l'indemnité de transport;                        |
| 4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi; | 4 ° State contribution for social security; | 4 ° la contribution de l'Etat à la sécurité sociale; |
| 5 ° inkunga ya Leta yo kuvuza umukozi.            | 5 ° State contribution for medical care.    | 5 ° la contribution de l'Etat aux soins médicaux.    |

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa Abayobozi bari ku nzego z'imirimo za "E", "1.IV" na "2.III" boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite Gutwara Abantu 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.

The transport allowance specified in Paragraph One of this Article shall not be granted to officials positioned on levels "E", "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.

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux Agents de l'Etat aux postes de niveau "E", "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 poste de niveau "3" qui bénéficient l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

**Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru**

Umuyobozi Mukuru wa RISA agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1 ° amafaranga y'u Rwanda ibihumbi ijana (100.000 Frw) y'itumanaho rya telefoni yo mu biro buri kwezi;
- 2 ° amafaranga y'u Rwanda ibihumbi mironko ine (40.000 Frw) buri kwezi

**Article 5: Fringe benefits for the Chief Executive Officer**

The Chief Executive Officer of RISA is entitled to the following fringe benefits:

- 1 ° one hundred thousand Rwandan francs (Frw 100,000) per month for office landline communication allowance;
- 2 ° forty thousand Rwandan francs (Frw 40,000) per month for wireless internet

**Article 5: Avantages alloués au Directeur Général en Chef**

Le Directeur Général en Chef de RISA bénéficie des avantages suivants:

- 1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois;
- 2 ° les frais de communication d'internet sans fil équivalant à quarante mille francs

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- |   |   |   |
|---|---|---|
| <p>y'itumanaho rya interineti igendanwa n'ay'itumanaho rya telefoni igendanwa angana n'ibihumbi ijana na mironko itanu y'u Rwanda (150.000 FRW) buri kwezi;</p> <p>3 ° amafaranga y'u Rwanda ibihumbi magana atatu (300.000 Frw) buri kwezi yo kwakira abashyitsi mu kazi anyura kuri konti y'urwego bireba;</p> <p>4 ° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.</p> | <p>connection communication allowance and one hundred and fifty thousand Rwandan francs (Frw 150,000) per month for mobile phone communication allowance;</p> <p>3 ° three hundred thousand Rwandan francs (300,000 Frw) per month for office entertainment allowance transferred to the institution's account;</p> <p>4 ° transport facilitation in accordance with the Minister in charge of transport.</p> | <p>rwandais (40.000 Frw) par mois et ceux de communication par téléphone portable équivalant à cent cinquante mille francs rwandais (150.000 Frw) par mois;</p> <p>3 ° 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>4 ° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.</p> |
|---|---|---|

**Ingingo ya 6: Ibindi bigenerwa Abayobozi Bakuru bari ku rwego rwa "F"**

Abayobozi Bakuru bari ku rwego rwa "F" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

- 1 ° amafaranga y'u Rwanda ibihumbi ijana (100.000 Frw) y'itumanaho rya telefoni na fagisi byo mu biro buri kwezi n'iy'itumanaho rya telefoni igendanwa angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi;
- 2 ° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

**Article 6: Fringe benefits for Senior Officials on "F" job level**

Senior Officials on "F" job level are each entitled to the following fringe benefits:

- 1 ° one hundred thousand Rwandan francs (Frw 100,000) per month for office landline and fax communication allowance and one hundred thousand Rwandan francs (Frw 100,000) per month for mobile phone communication allowance;
- 2 ° transport facilitation in accordance with Instructions of the Minister in charge of transport.

**Article 6: Avantages alloués aux hauts fonctionnaires aux postes de niveau "F"**

Les Hauts Cadres aux postes de niveau "F" bénéficient chacun des avantages suivants:

- 1 ° les frais de communication par téléphone et fax 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;
- 2 ° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 7: Ibindi bigenerwa Abayobozi Bakuru bari ku rwego rwa “2.III”**

Abayobozi Bakuru bari ku rwego rwa “2.III” kandi bafite itsinda ry’Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe y’imyanya y’imirimo ya RISA, bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

- 1° amafaranga y’u Rwanda ibihumbi mirongo irindwi (70.000 Frw) y’itumanaho rya telefoni na fagisi byo mu biro buri kwezi n’ay’itumanaho rya telefoni igendanwa angana n’amafaranga y’u Rwanda ibihumbi mirongo irindwi y’u Rwanda (70.000 Frw) buri kwezi;
- 2° korohezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n’ibintu mu nshingano ze.

Abayobozi Bakuru bari ku rwego rw’imirimo rwa 2.III ariko badafite itsinda ry’Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe y’imyanya, bagenerwa buri wese kandi buri kwezi amafaranga y’itumanaho rya telefoni igendanwa angana n’ibihumbi mirongo irindwi y’u Rwanda (70.000 Frw). Borohezwa kandi ingendo mu buryo buteganyijwe mu gika cya mbere cy’iyi ngingo.

**Article 7: Fringe benefits for Senior Officials on “2.III” job level**

Senior Officials on “2.III” job level with a pool of public servants under their responsibilities in accordance with the organizational structure of RISA, are each entitled to the following fringe benefits:

- 1° seventy thousand Rwandan francs (Frw 70,000) per month for office land line and fax communication allowance and seventy thousand Rwandan francs (Frw 70,000) per month for mobile phone communication allowance;
- 2° transport facilitation in accordance with Instructions of the Minister in charge of transport.

Senior Officials positioned on level 2.III without a pool of public servants under their responsibilities in accordance with the organizational structure, are each entitled to a mobile phone communication allowance of seventy thousand Rwandan francs (Frw 70,000) per month. They also benefit transport facilitation as provided for under Paragraph One of this Article.

**Article 7: Avantages alloués aux Hauts Cadres aux postes de niveau “2.III”**

Les Hauts Cadres aux postes de niveau “2.III” et ayant des agents de l’Etat placés sous leurs responsabilités suivant la structure organisationnelle de RISA, bénéficient chacun des avantages suivants:

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

Les hauts cadres aux postes de niveau 2.III qui n’ont pas d’Agents de l’Etat placés sous leurs responsabilités suivant la structure organisationnelle, bénéficient chacun des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois. Ils bénéficient également les facilités de transport conformément à l’alinéa premier du présent article.

**Ingingo ya 8: Ibindi bigenerwa Abayobozi b'Amashami n'Abakozi ba Leta bari ku rwego rw'imirimo rwa "3"**

Abayobozi b'Amashami n'abakozi bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

- 7° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi;
- 8° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

Abayobozi b'Amashami bari ku rwego rw'imirimo rwa "3.II" bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe y'imyanya y'imirimo, bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi y'itumanaho rya telefoni yo mu biro.

**Ingingo ya 9: Indamunite z'urugendo rw'imodoka**

Leta igenera indamunite y'urugendo Umuyobozi Mukuru uri ku rwego rwa "E" n'Abayobozi bari ku rwego rwa "F" na "2.III" iyo bagiye mu butumwa imbere mu Gihugu bakoresheje imodoka zabo, hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite Gutwara Abantu mu nshingano ze.

**Article 8: Fringe benefits for Directors of Units and Officials on "3" job level**

Directors of Units and Officials on "3" job level are each entitled to fringe benefits as follows:

- 7° thirty thousand Rwandan francs (Frw 30,000) per month for a mobile phone communication allowance;
- 8° a special transport allowance in accordance with the instructions of the Minister in charge for public service.

Directors of Units on level "3.II" with a pool of public servants under their responsibilities in accordance with the organizational structure are also each entitled to an office telephone communication allowance of one hundred thousand Rwandan francs (Frw 100.000) per month.

**Article 9: Mileage allowances**

The State pays mileage allowances to a Senior Official on level "E" and Senior Officials on levels "F" and "2.III" when they go on official mission inside the country by using their vehicles, in accordance with the Ministerial Instructions of the Minister in charge of transport.

**Article 8: Avantages alloués aux Directeurs d'Unités et aux Cadres aux postes de niveau "3"**

Les Directeurs d'Unités et Cadres aux postes de niveau "3" bénéficient chacun d'autres avantages comme suit :

- 7° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois;
- 8° l'indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

Les Directeurs d'Unités aux postes de niveau "3.II" ayant des agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle, bénéficient également chacun des frais de communication par téléphone de bureau équivalant à cent mille francs Rwandais (100.000 Frw) par mois.

**Article 9: Indemnités kilométriques**

L'Etat octroie des indemnités kilométriques à un Haut Cadre au poste de niveau "E" et aux Hauts Cadres aux postes de niveaux "F" and "2.III" lorsqu'ils vont en mission officielle à l'intérieur du pays en utilisant leurs véhicules, conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka**

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ikoranabuhanga n'Itumanaho, Minisitiri w'Ibikorwaremezo na Minisitiri w'Imari n'Igenamigambi bashinzwe gushyira mu bikorwa iri teka.

**Ingingo ya 11: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

Ingingo zose z'amateka abanziriza iri kandi zinyuranyije na ryo bivanyweho.

**Ingingo ya 12: Igihe iri teka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda.

**Article 10: Authorities responsible for the implementation of this Order**

The Minister of Public Service and Labour, the Minister of Information, Technology and Communication, the Minister of Infrastructure and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.

**Article 11: Repealing provision**

All prior provisions contrary to this Order are repealed.

**Article 12: Commencement**

This Order comes into force on the date of its publication in the Official Gazette of the Republic of Rwanda.

**Article 10: Autorités chargées de l'exécution du présent arrêté**

Le Ministre de la Fonction Publique et du Travail, le Ministre de la Technologie de l'Information et de la Communication, le Ministre des Infrastructures et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

**Article 11: Disposition abrogatoire**

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Article 12: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda.

*Official Gazette n° 52 of 25/12/2017*

Kigali, ku wa 23/12/2017

(sé)  
**Dr. NGIRENTE Edouard**  
Minisitiri w’Intebe

(sé)  
**RWANYINDO KAYIRANGWA Fanfan**  
Minisitiri w’Abakozi ba Leta n’Umurimo

**Bibonywe kandi bishyizweho Ikirango cya  
Repubulika:**

(sé)  
**BUSINGYE Johnston**  
Minisitiri w’Ubutabera/ Intumwa Nkuru ya Leta

Kigali, on 23/12/2017

(sé)  
**Dr. NGIRENTE Edouard**  
Prime Minister

(sé)  
**RWANYINDO KAYIRANGWA Fanfan**  
Minister of Public Service and Labour

**Seen and sealed with the Seal of the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice/ Attorney General

Kigali, le 23/12/2017

(sé)  
**Dr. NGIRENTE Edouard**  
Premier Ministre

(sé)  
**RWANYINDO KAYIRANGWA Fanfan**  
Ministre de la Fonction Publique et du Travail

**Vu et scellé du Sceau de la République:**

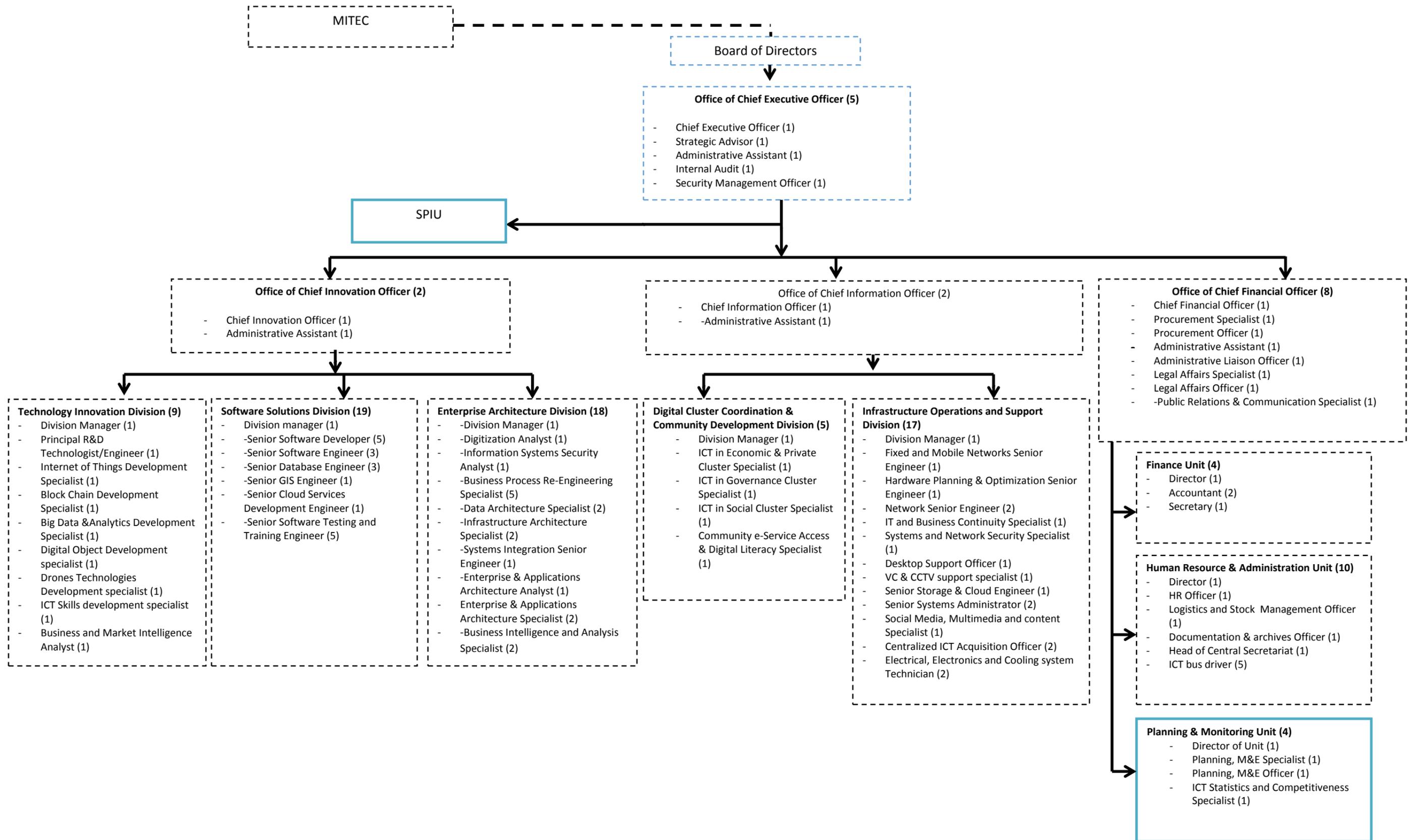
(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/ Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA  
MINISITIRI W'INTEBE N° 133/03 RYO KU  
WA 23/12/2017 RISHYIRAHU  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IBISABWA KU MYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B'IKIGO CY'U  
RWANDA GISHINZWE  
IKORANABUHANGA MU ITUMANAHU  
N'ISAKAZABUMENYI**

**ANNEXE I TO PRIME MINISTER'S ORDER  
N° 133/03 OF 23/12/2017 DETERMINING  
ORGANIZATIONAL STRUCTURE, JOB  
PROFILES, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF RWANDA  
INFORMATION SOCIETY AUTHORITY**

**ANNEXE I A L'ARRETE DU PREMIER  
MINISTRE N° 133/03 DU 23/12/2017  
DETERMINANT STRUCTURE  
ORGANISATIONNELLE, PROFILS  
D'EMPLOIS, SALAIRES ET AVANTAGES  
ACCORDES AU PERSONNEL DE L'OFFICE  
RWANDAIS POUR LA SOCIETE DE  
L'INFORMATION**

## Rwanda Information Society Authority (RISA) Organizational Structure



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 133/03 ryo ku wa 23/12/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'u Rwanda gishinzwe Ikoranabuhanga mu Itumanaho n'Isakazabumenyi

Seen to be annexed to Prime Minister's Order n° 133/03 of 23/12/2017 determining organizational structure, job profiles, salaries and fringe benefits for employees of Rwanda Information Society Authority

Vu pour être annexé à l'Arrêté du Premier Ministre n° 133/03 du 23/12/2017 déterminant structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel de l'Office Rwandais pour la Société de l'Information

Kigali, ku wa 23/12/2017

Kigali, on 23/12/2017

Kigali, le 23/12/2017

(sé)  
**Dr. NGIRENTE Edouard**  
Minisitiri w'Intebe

(sé)  
**Dr. NGIRENTE Edouard**  
Prime Minister

(sé)  
**Dr. NGIRENTE Edouard**  
Premier Ministre

(sé)  
**RWANYINDO KAYIRANGWA Fanfan**  
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)  
**RWANYINDO KAYIRANGWA Fanfan**  
Minister of Public Service and Labour

(sé)  
**RWANYINDO KAYIRANGWA Fanfan**  
Ministre de la Fonction Publique et du Travail

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

**Seen and sealed with the Seal of the Republic:**

**Vu et scellé du Sceau de la République:**

(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/ Intumwa Nkuru ya Leta

(sé)  
**BUSINGYE Johnston**  
Minister of Justice/ Attorney General

(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/ Garde des Sceaux

**UMUGEREKA WA II W'ITEKA RYA  
MINISITIRI W'INTEBE N° 133/03 RYO KU  
WA 23/12/2017 RISHYIRAHU  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IBISABWA KU MYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B'IKIGO CY'U  
RWANDA GISHINZWE  
IKORANABUHANGA MU ITUMANAHU  
N'ISAKAZABUMENYI**

**ANNEXE II TO PRIME MINISTER'S ORDER  
N° 133/03 OF 23/12/2017 DETERMINING  
ORGANIZATIONAL STRUCTURE, JOB  
PROFILES, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF RWANDA  
INFORMATION SOCIETY AUTHORITY**

**ANNEXE II A L'ARRETE DU PREMIER  
MINISTRE N° 133/03 DU 23/12/2017  
DETERMINANT STRUCTURE  
ORGANISATIONNELLE, PROFILS  
D'EMPLOIS, SALAIRES ET AVANTAGES  
ACCORDES AU PERSONNEL DE L'OFFICE  
RWANDAIS POUR LA SOCIETE DE  
L'INFORMATION**

**RWANDA INFORMATION SOCIETY AUTHORITY- JOB PROFILES**

|  | <b>Administrative Unit</b>                   | <b>Job Title</b>                    | <b>Title of Job positions linked to the Job</b> | <b>Job Profile</b>  | <b>Proposed Jobs</b> |
|--|--|-------------------------------------|---|---|----------------------|
|  | <b>Office of the Chief Executive Officer</b> | Chief Executive Officer             | Chief Executive Officer                         | Political Appointee   | 1                    |
|  |  | Strategic Advisor to the CEO        | Strategic Advisor to the CEO                    | <p>Master’s Degree in Economics, Business Administration, Finance, and a very strong understanding of Digital Transformation and Information and Communication Technology with 2-3 years of working experience or A0 in above mentioned fields with 3 years of working experience in the areas mentioned above and Strategy</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Ability to research, analyze and write papers and proposals.</li> <li>- Strong skills in analysis and reporting</li> <li>- Ability to review Policies and procedure</li> <li>- Experience in ICT strategy formulation</li> <li>- Knowledge of the digital trends.</li> <li>- Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> </ul> | 1                    |
|  |  | Administrative Assistant to the CEO | administrative Assistant to the CEO             | <p>A0 in Public Administration, Administrative Sciences, Office Management, Secretariat Studies, Management or A1 in Public Administration, Administrative Sciences, Office Management, Secretariat Studies, Management</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point</li> </ul>  | 1                    |

|  |  |                             |                             |   |   |
|--|--|-----------------------------|-----------------------------|---|---|
|  |  |                             |                             | <p>and Internet)</p> <ul style="list-style-type: none"> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage</li> </ul>  |   |
|  |  | Internal Audit              | Internal Auditor            | <p>A0 in Accounting, Public Finance, Management specializing in Finance/Accounting<br/>Training in Internal Audit is an added advantage</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial</li> <li>- Regulations, Procedures ;</li> <li>- Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1 |
|  |  | Security Management officer | Security Management officer | <p>A0 in Management, Public Administration, Administrative Sciences, Business Administration, Law or A1 in Management, Public Administration, Administrative Sciences, Business Administration, Law</p> <p><b>Key Technical Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>- Proven experience as security manager or similar position</li> </ul>  | 1 |

|  |   |                          |                          |  |          |
|--|---|--------------------------|--------------------------|--|----------|
|  |   |                          |                          | <ul style="list-style-type: none"> <li>- Experience using relevant technology and equipment (e.g. CCTV)</li> <li>- Experience in reporting and emergency response planning</li> <li>- Excellent knowledge of security protocols and procedures</li> <li>- -Solid understanding of budgeting and statistical data analysis</li> <li>- Working knowledge of MS Office</li> <li>- Excellent communication and interpersonal skills</li> <li>- Outstanding organizational and leadership skills</li> <li>- Committed and reliable</li> <li>- High school diploma; Further education in security administration or similar field will be an asset</li> </ul>  |          |
|  | <b>Sub Total</b>                              |                          |                          |  | <b>5</b> |
|  | <b>Office of the Chief Innovation Officer</b> | Chief Innovation Officer | Chief Innovation Officer | Political Appointee  | 1        |
|  |   | Administrative Assistant | Administrative Assistant | <p>AO in Public Administration, Administrative Sciences, Office Management, Secretariat Studies, Management or A1 in Public Administration, Administrative Sciences, Office Management, Secretariat Studies, Management</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills &amp; Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul> | 1        |

|  |   |                      |  |   |          |
|--|---|----------------------|--|---|----------|
|  |   |                      |  |   |          |
|  | <b>Sub Total</b>                        |                      |  |   | <b>2</b> |
|  | <b>Enterprise Architecture Division</b> | Division Manager     | Enterprise Architecture Division Manager | <p>A0 in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology with 5 years of working experience or Master's Degree in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology with 3 years working experience in Business analysis, Management information systems, IT System Architecture Design</p> <p>Certifications in Enterprise Architecture like TOGAF/ITIL is an added advantage</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Strong Leadership Skills</li> <li>- Excellent analytical, mathematical, and creative problem-solving skills.</li> <li>- Strong understanding of solution governance frameworks such as TOGAF.</li> <li>- Excellent listening, interpersonal, written, and oral communication skills.</li> <li>- Logical and efficient, with keen attention to detail.</li> <li>- Highly self-motivated and directed.</li> <li>- Ability to effectively prioritize and execute tasks while under pressure.</li> <li>- Strong customer service orientation.</li> <li>- Experience working in a team-oriented, collaborative environment</li> </ul> | 1        |
|  |   | Digitization Analyst | Digitization Analyst                     | <p>A0 in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology with 5 years of working experience or Masters' Degree in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology with 3 years of working experience in Business analysis,</p>  | 1        |

|  |  |                                      |                                      |  |   |
|--|--|--------------------------------------|--------------------------------------|--|---|
|  |  |                                      |                                      | <p>Management information systems.<br/> Certifications in A+, N+, CBAP and PMP is an added advantage<br/> Certifications in A+, N+, CBAP and PMP is an added advantage</p> <p><b>Key Technical Skills &amp; Knowledge required :</b></p> <ul style="list-style-type: none"> <li>- Excellent analytical, mathematical, and creative problem-solving skills.</li> <li>- Excellent understanding of the organization’s goals and objectives.</li> <li>- Excellent listening, interpersonal, written, and oral communication skills.</li> <li>- Logical and efficient, with keen attention to detail.</li> <li>- Highly self-motivated and directed.</li> <li>- Ability to effectively prioritize and execute tasks while under pressure.</li> <li>- Strong customer service orientation.</li> <li>- Experience working in a team-oriented, collaborative environment</li> </ul> |   |
|  |  | Information Systems Security Analyst | Information Systems Security Analyst | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 5 years working of experience or Master’s degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years working of experience in Oracle, SQL Server, MySQL, or other relational database . Certification in Oracle, SQL Server, MySQL is required</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Proficient in network equipment debugging</li> </ul>  | 1 |

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|--|--|--|--|---|---|
|  |  |  |  | <p>technology, hacker attack and defense technology, information security, technology, data analysis techniques,</p> <ul style="list-style-type: none"> <li>- Hands-on experience with anti-virus software, intrusion detection, firewalls and content filtering</li> <li>- Familiarity with the security aspects of a variety of technologies in the following areas: IdAM, hardening tools, communications protocols, Windows OS platforms, database design/admin, hand held devices</li> <li>- Working knowledge of JSP, JavaScript, Web services, XML, ASP, JSP, PHP, UNIX, Linux, Redhat Linux</li> <li>- -Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> <li>- -Analytical/technical mindset</li> </ul>   |   |
|  |  | Business Process re-engineering Specialist | Business Process re-engineering Specialist | <p>A0 in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology with 3 years of working experience in Business analysis, Management information systems or Master's Degree in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology</p> <p>Certifications in A+, N+, CBAP and PMP is an added advantage</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Excellent analytical, mathematical, and creative problem-solving skills.</li> <li>- Excellent understanding of the organization's goals and objectives.</li> <li>- Experience with data process modeling and tools like UML, BPEL</li> <li>- Good understand of ERP, BPM, CRM and BI, SOAP, WSDL, and XML</li> </ul> | 5 |

|  |  |                              |                              |  |   |
|--|--|------------------------------|------------------------------|--|---|
|  |  |                              |                              | <ul style="list-style-type: none"> <li>- Excellent listening, interpersonal, written, and oral communication skills.</li> <li>- Logical and efficient, with keen attention to detail.</li> <li>- Experience working in a team-oriented, collaborative environment</li> </ul>   |   |
|  |  | Data Architecture Specialist | Data Architecture Specialist | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience in Oracle, SQL Server, MySQL, or other relational database or Master's Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering Certification in Oracle, SQL Server, MySQL is required</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Expert knowledge of all database vendor versions;</li> <li>- Proficient in designing, writing, editing, and debugging programs and databases;</li> <li>- Experience in Database Design, Data Maintenance, Database Security, Database Management, Requirements Analysis</li> <li>- Hands-on knowledge of data modeling methods, databases, data warehouses, master data and metadata.</li> <li>- Preferably having working knowledge of JSP, JavaScript, - Web services, XML, ASP, JSP, PHP, UNIX, Linux, Redhat Linux</li> <li>- Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> <li>- Analytical/technical mindset</li> </ul> | 2 |
|  |  | Infrastructure Architecture  | Infrastructure Architecture  | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and</p>   | 2 |

|  |  |                                     |                                     |   |   |
|--|--|-------------------------------------|-------------------------------------|---|---|
|  |  | Specialist                          | Specialist                          | <p>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 . Previous working experience with sizeable IT Infrastructure and industry certifications in Certifications from Microsoft, Red Hat, IBM, VMware, Cisco is considered an added advantage. ,</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Good analytical skills and problem solving techniques</li> <li>- Proficient in computer networks and Internet technologies</li> <li>- Experience in designing, building, installing, and configuring intel, pSeries, and iSeries based systems running (UNIX, LINUX, Windows, VMware)</li> <li>- Experience in architecting public, private and hybrid cloud solutions across IaaS, PaaS and SaaS cloud providers</li> <li>- Experience in architect, design, development of enterprise applications and systems</li> <li>- Good command of oral language skills and writing ability in all stages of the implementation or research topics</li> <li>- Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> </ul> |   |
|  |  | Systems Integration Senior Engineer | Systems Integration Senior Engineer | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience in Oracle, SQL Server, MySQL, or other relational database or Master's Degree in Computer Science, Computer Engineering, Information and Communication</p>  | 1 |

|  |  |  |  |  |   |
|--|--|--|--|--|---|
|  |  |  |  | <p>Technology, Electronics and Telecommunication Engineering Certification in Oracle, SQL Server, MySQL is required</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Expert knowledge of all database vendor versions;</li> <li>- Proficient in designing, writing, editing, and debugging programs and databases;</li> <li>- Business Intelligence, Data Warehouse, ETL, data modeling, reporting and analytics, Knowledge of XML/XML Schema, SOAP, ESB Technologies</li> <li>- Database Design, Development, Management and Maintenance</li> <li>- Preferably having working knowledge of JSP, JavaScript, Web services, XML, ASP, JSP, PHP, UNIX, Linux, Redhat Linux</li> <li>- Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> <li>- Analytical/technical mindset</li> <li>-</li> </ul> |   |
|  |  | Enterprise & Applications Architecture Analyst | Enterprise & Applications Architecture Analyst | <p>A0 in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 5 years of working experience in software development or Master's Degree in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Hands-on experience in development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript</li> <li>- J2EE, Servlets, Struts, spring and Hibernate</li> <li>- Open source technologies skills</li> </ul>  | 1 |

|  |  |   |   |  |   |  |   |
|--|--|---|---|--|---|--|---|
|  |  |   |   | <ul style="list-style-type: none"> <li>- Knowledge of web server infrastructure</li> <li>- Advanced knowledge of Server environments (window, linux, unix)</li> <li>- XML experience</li> <li>- Proficient in RDBMS (expertise with Stored Procedures and User-Defined Functions), database structures, and ADO).</li> <li>- Database performance tuning experience</li> <li>- Knowledge in Project management</li> <li>- Leadership and team-building &amp; Analytical/technical mindset</li> </ul> |   |  |   |
|  |  | Enterprise Applications Architecture Specialist | & | Enterprise Applications Architecture Specialist  | & | <p>Bachelor Degree or advanced in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Teor ICT related field with minimum of 3 years of working experience in software development or Master's Degree in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering.</p> <p>Required Certifications in PHP or MCTs(.NET) or Java Programing. Certifications</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Hands-on experience in development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript</li> <li>- J2EE, Servlets, Struts, spring and Hibernate</li> <li>- Open source technologies skills</li> <li>- Knowledge of web server infrastructure</li> <li>- Advanced knowledge of Server environments (window, linux, unix)</li> <li>- XML experience</li> <li>- Proficient in RDBMS (expertise with Stored Procedures and User-Defined Functions), database structures, and ADO).</li> </ul> | 2 |

|  |                             |   |   |   |           |
|--|-----------------------------|---|---|---|-----------|
|  |                             |   |   | <ul style="list-style-type: none"> <li>- Database performance tuning experience</li> <li>- Knowledge in Project management</li> <li>- Leadership and team-building &amp; Analytical/technical mindset</li> </ul>  |           |
|  |                             | Business Intelligence and Analysis Specialist | Business Intelligence and Analysis Specialist | <p>A0 in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology with 3 years' experience in Business analytics, Management information systems or Master's Degree in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology</p> <p>Certifications in A+, N+, CBAP and PMP is an added advantage</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Excellent analytical, mathematical, and creative problem-solving skills.</li> <li>- Excellent understanding of the organization's goals and objectives.</li> <li>- Excellent listening, interpersonal, written, and oral communication skills.</li> <li>- -Logical and efficient, with keen attention to detail.</li> <li>- Highly self-motivated and directed.</li> <li>- Ability to effectively prioritize and execute tasks while under pressure.</li> <li>- Strong customer service orientation.</li> <li>- Experience working in a team-oriented, collaborative environment</li> </ul> | 2         |
|  | <b>Sub Total</b>            |   |   |   | <b>18</b> |
|  | Software Solutions Division | Division Manager                              | Software Solution Division Manager            | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 5 years working experience in system integration, developing large software application, systems and databases or Master Degree in</p>  | 1         |

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|--|--|---------------------------|---------------------------|---|---|
|  |  |                           |                           | <p>Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years working experience in system integration, developing large software application, systems and databases</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Strong understanding of IT system development lifecycle, systems engineering and systems integration implementation process</li> <li>- Strong ability to understand how a particular solution fits into the overall client needs</li> <li>- Systems implementation skills include requirements/process analysis, conceptual and detailed design, configuration, and troubleshooting</li> <li>- Must be able to manage multiple projects utilizing strong planning and organizational skills</li> <li>- Good command of oral language skills and writing ability in all stages of software development and tender writing</li> <li>- Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> </ul> |   |
|  |  | Senior Software Developer | Senior Software Developer | <p>A0 in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years working experience in software development or Master's Degree in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering.</p> <p>Required Certifications in PHP or MCTs (.NET) or Java Programing. Certifications</p>   | 5 |

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|  |  |                          |                          | <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Hands-on experience in development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript</li> <li>- J2EE, Servlets, Struts, spring and Hibernate</li> <li>- Open source technologies skills</li> <li>- Knowledge of web server infrastructure</li> <li>- Advanced knowledge of Server environments (window, linux, unix)</li> <li>- XML experience</li> <li>- Proficient in RDBMS (expertise with Stored Procedures and User-Defined Functions), database structures, and ADO).</li> <li>- Database performance tuning experience</li> <li>- Knowledge in Project management</li> <li>- Leadership and team-building &amp; Analytical/technical mindset</li> </ul>   |   |
|  |  | Senior Software Engineer | Senior Software Engineer | <p>A0 in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience or Master's Degree in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering</p> <p>Required Certifications in PHP or MCTs(.NET) or Java Programing. Certifications in Project Management, Software Development Processes an added advantage</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Proven experience as a Senior Software Engineer</li> <li>- Extensive experience in software development, scripting and project management</li> <li>- Experience leading teams of software engineers in</li> </ul> | 3 |

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|--|--|--------------------------|--------------------------|---|---|
|  |  |                          |                          | <p>the development of web applications</p> <ul style="list-style-type: none"> <li>- Advanced knowledge of Server environments (window, linux, unix)</li> <li>- Knowledge of selected programming languages (e.g. Python, C++) and the Java/J2EE platform</li> <li>- Proficient in RDBMS (expertise with Stored Procedures and User-Defined Functions), database structures, and ADO).</li> <li>- Knowledge in Project management</li> <li>- Leadership and team-building &amp; Analytical/technical mindset</li> </ul>  |   |
|  |  | Senior Database Engineer | Senior Database Engineer | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 working experience in Oracle, SQL Server, MySQL, or other relational database and Certification in Oracle, SQL Server, MySQL is required or Master's Degree in in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering; working experience in Oracle, SQL Server, MySQL, or other relational database and Certification in Oracle, SQL Server, MySQL is required</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Expert knowledge of all database vendor versions;</li> <li>- Proficient in designing, writing, editing, and debugging programs and databases;</li> <li>- Having working knowledge of JSP, JavaScript, Web services, XML, ASP, JSP, PHP, UNIX, Linux, Redhat Linux</li> <li>- Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> </ul> | 3 |

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|--|--|--|--|--|---|
|  |  | Senior GIS Engineer                        | Senior GIS Engineer                        | <p>A0 in Geographic Information Systems (GIS), Geography, Agronomy, Information Technology or Computer Science with 3 years of working experience in GIS data analysis, management, web applications and dynamic databases or Master's in Geographic Information Systems (GIS), Geography, Agronomy, Information Technology or Computer Science</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Oral and written communication skills are needed;</li> <li>- Strong GIS skills with two or more GIS packages;</li> <li>- Strong Oracle or related RDBMS skills;</li> <li>- High understanding of the concepts behind data management in a relational database;</li> <li>- Strong technical aptitude and ability to solve complex issues independently;</li> <li>- Ability to effectively communicate issues and resolutions to all levels of the organizations;</li> <li>- GIS specialized Certification is required;</li> <li>- Solid knowledge of computer based technology;</li> <li>- Certification in A+, MCTs(.NET) is an added advantage</li> </ul> | 1 |
|  |  | Senior Cloud Services Development Engineer | Senior Cloud Services Development Engineer | <p>A0 in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years working experience or Master's Degree on advanced in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering . Prior knowledge of cloud computing platforms and virtualization is considered an added advantage</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p>   | 1 |

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|  |  |   |   | <ul style="list-style-type: none"> <li>- Certification in either CCNA, RHCE, MCITP is required</li> <li>- Experience in administering SAN, NAS, backup and DR technologies within a corporate environment</li> <li>- Strong familiarity with virtualization platforms such as KVM / VMware / Xen</li> <li>- Hands-on experience with AWS / Azure / OpenStack</li> <li>- Knowledge of Cloud computing, Web App services, and production SaaS experience a plus</li> </ul>  |   |
|  |  | Senior Software Testing and Training Engineer | Senior Software Testing and Training Engineer | <p>A0 in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years working experience in software development or Master's Degree in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering.</p> <p>Required Certifications in PHP or MCTs(.NET) or Java Programing. Certifications</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Hands-on experience in development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript</li> <li>- J2EE, Servlets, Struts, spring and Hibernate</li> <li>- Open source technologies skills</li> <li>- Knowledge of web server infrastructure</li> <li>- Advanced knowledge of Server environments (window, linux, unix)</li> <li>- XML experience</li> <li>- Proficient in RDBMS (expertise with Stored Procedures and User-Defined Functions), database structures, and ADO).</li> <li>- Database performance tuning experience</li> <li>- Knowledge in Software Testing Process and</li> </ul> | 5 |

|  |                                       |                                     |  |  |           |
|--|---------------------------------------|-------------------------------------|--|--|-----------|
|  |                                       |                                     |  | <p>Documentation</p> <ul style="list-style-type: none"> <li>- Leadership and team-building &amp; Analytical/technical mindset</li> </ul>   |           |
|  | <b>Sub Total</b>                      |                                     |  |  | <b>19</b> |
|  | <b>Technology Innovation Division</b> | Division Manager                    | Technology Innovation Division Manager | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 5 years of working experience or Master's Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience. Previous industry R&amp;D experience is an added advantage</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Strong Leadership Skills</li> <li>- Familiar with a variety of the ICT field technologies and trends</li> <li>- Ability to simultaneously perform a variety of tasks, lead and direct the work of other employees</li> <li>- A wide degree of creativity and latitude is expected</li> <li>- Good command of oral language skills and writing ability</li> <li>- Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> </ul> | 1         |
|  |                                       | Principal R&D Technologist/Engineer | Principal R&D Technologist/Engineer    | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 5 years of working experience or Master's Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a minimum of 3 years of working experience. Previous industry or academia R&amp;D experience is an added advantage</p>  | 1         |

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|  |  |   |   | <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Strong Leadership Skills</li> <li>- Proven experience in conducting applied research and development in ICT</li> <li>- Experience in supervising a team of researchers</li> <li>- Familiar with a variety of the ICT field technologies and trends</li> <li>- Ability to simultaneously perform a variety of tasks, lead and direct the work of others.</li> <li>- A wide degree of creativity and latitude is expected</li> <li>- Good command of oral language skills and writing ability</li> <li>- Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> </ul>   |   |
|  |  | Internet of Things Development Specialist | Internet of Things Development Specialist | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years working experience or Masters' Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering . Previous working experience and industry certifications in IoT field is considered an added advantage</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Good analytical skills and problem solving techniques</li> <li>- Proficient in computer networks and Internet technologies</li> <li>- Proficient in hardware, software systems, computer programming, embedded systems and information security</li> </ul> | 1 |

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|  |  |                                    |                                    | <ul style="list-style-type: none"> <li>- Proven expertise of successfully conducting a research project in a relevant field</li> <li>- Demonstrated ability to convert high-level customer needs into a technical development strategy</li> <li>- Good understanding of sensor networks, and wireless communication protocols such as WiFi, Zigbee, BLE, Wireless Hart, RFID, LoRA, Cellular, Sigfox</li> <li>- Good command of oral language skills and writing ability in all stages of the implementation or research topics</li> <li>- Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> </ul>   |   |
|  |  | Block Chain Development Specialist | Block Chain Development Specialist | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience or Masters' Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering. Previous working experience and industry certifications in Blockchain technologies is considered an added advantage</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Good analytical skills and problem solving techniques</li> <li>- Proficient in computer networks and Internet technologies</li> <li>- Proficient in hardware, software systems, computer programming, information security</li> <li>- Proven expertise of successfully conducting a research project in a relevant field</li> <li>- Demonstrated ability to convert high-level customer needs into a technical development strategy</li> </ul> | 1 |

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|  |  |   |   | <ul style="list-style-type: none"> <li>- Understanding of Bitcoin, P2P Networking and distributed systems, cryptography, including asymmetric (pub/priv key), symmetric, hash functions, encryption/signatures.</li> <li>- Good command of oral language skills and writing ability in all stages of the implementation or research topics</li> <li>- Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> </ul>   |   |
|  |  | Big Data & Analytics Development Specialist | Big Data & Analytics Development Specialist | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years working experience or Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering . Previous working experience and industry certifications in Big Data and Analytics technologies is considered an added advantage or Masters’ Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Good analytical skills and problem solving techniques</li> <li>- Proficient in computer networks and Internet technologies</li> <li>- Proficient in hardware, software systems, computer programming of major programming/scripting languages like Java, Linux, PHP, Ruby, Python and/or R</li> <li>- Proven expertise of successfully conducting a research project in a relevant field</li> <li>- Demonstrated ability to convert high-level customer</li> </ul> | 1 |

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|--|--|--|--|--|---|
|  |  |  |  | <p>needs into a technical development strategy</p> <ul style="list-style-type: none"> <li>- Understanding of distributed RDBMS and/or knowledge on NoSQL platforms Big Data querying tools, integration of data from multiple data sources</li> <li>- Good command of oral language skills and writing ability in all stages of the implementation or research topics</li> <li>- Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> </ul>  |   |
|  |  | Digital Objects Development Specialist | Digital Objects Development Specialist | <p>Masters' Degree in Computer Science, Information Management, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A0 in Computer Science, Information Management, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a minimum of 3 years working experience in Network Administration is required , Certifications in CCNA CCNP are added advantage</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Good analytical skills and problem solving techniques</li> <li>- Proficient in Internet technologies and infrastructure (TCP/IP), WAN, LAN, MPLS, fixed and mobile telecommunications networks, data centers infrastructure, cloud computing &amp; virtualization, IPV6, VPN, Network Security</li> <li>- Proven expertise of successfully conducting a research project in a relevant field</li> <li>- Demonstrated ability to convert high-level customer needs into a technical development strategy</li> <li>- Good command of oral language skills and writing ability in all stages of the implementation or research</li> </ul> | 1 |

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|  |  |  |  | <p>topics</p> <ul style="list-style-type: none"> <li>- Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> </ul>   |   |
|  |  | ICT Development Specialist Skills      | ICT Development Specialist Skills      | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a minimum of 3 years of relevant working experience or Master's Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering. Previous experience in Curriculum Development and IT Capacity Building is an added advantage</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Strong Leadership Skills</li> <li>- Familiar with a variety of the ICT field technologies and trends</li> <li>- Proven work experience as a training manager</li> <li>- Track record in designing and executing successful training programs</li> <li>- Familiarity with traditional and modern training methods (mentoring, coaching, on-the-job or in classroom training, e-learning, workshops, simulations etc)</li> <li>- A wide degree of creativity and latitude is expected</li> <li>- Good command of oral language skills and writing ability</li> <li>- Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> </ul> | 1 |
|  |  | Business & Market Intelligence Analyst | Business & Market Intelligence Analyst | <p>A0 in Business Administration, Economics, Marketing, Information and Communication Technology, Computer</p>  | 1 |

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|  |  |  |  | <p>Science, Electronics and Telecommunication Engineering or similar with a minimum of 5 years relevant working experience or Master's Degree in Business Administration, Economics, Marketing, Information and Communication Technology, Computer Science, Electronics and Telecommunication Engineering with 3 years working experience. Previous working experience in Entrepreneurship and Business Development is an added advantage .</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Good analytical skills and problem solving techniques</li> <li>- Proficient in basic computer skills and internet</li> <li>- A deep understanding of business administration, business modeling and marketing principles</li> <li>- Closing Skills, Motivation for Sales, Prospecting Skills, Sales Planning, Selling to Customer Needs, Territory Management, Market Knowledge, Presentation Skills, Meeting Sales Goals</li> <li>- Good command of oral language skills and writing ability in all stages of the implementation or research topics</li> <li>- Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> </ul> |   |
|  |  | Drones Technologies Development Specialist | Drones Technologies Development Specialist | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Robotics, Electronics and Telecommunication Engineering with 3 years of working experience or Master's degree in Computer Science, Computer Engineering, Information and Communication Technology, Robotics, Electronics and Telecommunication Engineering. Previous working experience in Drones Technologies is considered an added advantage</p>   | 1 |

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|  |  |                           |                           | <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Good analytical skills and problem solving techniques</li> <li>- Proficient in drones technology (Unmanned Controlled Systems, Robotics Systems, system guidance, navigation and control, general aerospace flight control and regulations, drones software &amp; hardware)</li> <li>- Proven expertise of successfully conducting a research project in a relevant field</li> <li>- Demonstrated ability to convert high-level customer needs into a technical development strategy</li> <li>- Good command of oral language skills and writing ability in all stages of the implementation or research topics</li> <li>- Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> </ul> |          |
|  | <b>S/Total of Division</b>                     |                           |                           |   | <b>9</b> |
|  | <b>Office of the Chief Information Officer</b> | Chief Information Officer | Chief Information Officer | Political Appointee   | 1        |
|  |  | Administrative Assistant  | Administrative Assistant  | <p>A0 in Public Administration, Administrative Sciences, Office Management, Secretariat Studies, Management or A1 in Public Administration, Administrative Sciences, Office Management, Secretariat Studies, Management</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> </ul>  | 1        |

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|--|---|--|--|--|----------|
|  |   |  |  | <ul style="list-style-type: none"> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills &amp; Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>   |          |
|  | <b>Sub Total</b>                                      |  |  |  | <b>2</b> |
|  | <b>Infrastructure Operations and Support Division</b> | Infrastructure Operations and Support Division Manager | Infrastructure Operations and Support Division Manager | <p>A0 in IT Network Infrastructure, telecommunications engineering, Computer Science with 5 years of working experience or Master's Degree in IT Network Infrastructure, telecommunications engineering, Computer Science with 3 years of working experience in ICT Infrastructure environment</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- -Analytical, problem-solving and critical thinking skills.</li> <li>- -Strong Leadership Skills</li> <li>- -Technical understanding infrastructure planning and development</li> <li>- Solid understanding of different virtualization technologies</li> <li>- -Good at networking and understanding of Data center technologies, Different server technologies.</li> <li>- -Able to work well with both internal and external clients.</li> <li>- -Good presentation skills, and ability to communicate with various audiences, including end users, managers, and members of the IT team.</li> <li>- -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- -Strong attention to detail organizational skills.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1        |

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|  |  | Fixed and Mobile Network Senior Engineer         | Fixed and Mobile Networks Senior Engineer        | <p>A0 in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology with 3 years of working experience in Network Administration or Master's degree in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Ability to research and analyze technology problems, issues, and program requirements.</li> <li>- Strong skill level with firewall design, implementation and rule sets</li> <li>- Strong skill level with load balancer configuration</li> <li>- Experience with common routing protocols including BGP and OSPF</li> <li>- Knowledge of the principles, methods of IT project planning, monitoring, and evaluation.</li> <li>- Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> </ul> | 1 |
|  |  | Hardware Planning & Optimization Senior Engineer | Hardware Planning & Optimization Senior Engineer | <p>A0 in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology with 3 years of working experience or Masters in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Ability to research and analyze technology problems, issues, and program requirements.</li> <li>- Knowledge of the principles, methods of IT project planning, monitoring, and evaluation.</li> <li>- Good interpersonal communication skills and ability</li> </ul>  | 1 |

|  |  |                                       |                                       |   |   |
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|  |  |                                       |                                       | <p>to work with others under pressure and solve problems</p> <ul style="list-style-type: none"> <li>- Strong attention to detail organizational skills.</li> <li>- Ability to learn new products, systems, applications and technologies</li> </ul>   |   |
|  |  | Network Engineer Senior               | Network Engineer Senior               | <p>A0 in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology or equivalent, Certification in A+, N+, Linux+ and MCITP or MCSE, MCSA, Certificate in CCNA and Server is an added advantage</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Ability to research and analyze technology problems, issues, and program requirements.</li> <li>- Knowledge in data analysis technique, information security and networking</li> <li>- Knowledge in various operating system installations and configurations</li> <li>- Good command of oral language skills and writing ability, interpersonal communication skills and ability to work with others under pressure and solve problems</li> </ul> | 2 |
|  |  | IT And Business Continuity Specilaist | IT And Business Continuity Specilaist | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering , Diploma in field with 2 years working experience in Oracle, SQL Server, MySQL, or other relational database, Certification in Oracle, SQL Server, MySQL is required</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Expert knowledge of all database vendor versions;</li> <li>- Proficient in designing, writing, editing, and</li> </ul>   | 1 |

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|  |  |   |   | <p>debugging programs and databases;</p> <ul style="list-style-type: none"> <li>- Preferably having working knowledge of JSP, JavaScript, Web services, XML, ASP, JSP, PHP, UNIX, Linux, Redhat Linux</li> <li>- Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> <li>- Analytical/technical mindset</li> </ul>  |   |
|  |  | Systems and Network Security Specialist | Systems and Network Security Specialist | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years working experience. Previous working experience and industry certifications in Big Data and Analytics technologies is considered an added advantage or Master's Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Good analytical skills and problem solving techniques</li> <li>- Proficient in computer networks and Internet technologies</li> <li>- Proficient in hardware, software systems, computer programming of major programming/scripting languages like Java, Linux, PHP, Ruby, Python and/or R</li> <li>- Proven expertise of successfully conducting a research project in a relevant field</li> <li>- Demonstrated ability to convert high-level customer needs into a technical development strategy</li> <li>- Understanding of distributed RDBMS and/or knowledge on NoSQL platforms Big Data querying tools, integration of data from multiple data sources</li> </ul> | 1 |

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|--|--|-------------------------|-------------------------|---|---|
|  |  |                         |                         | <ul style="list-style-type: none"> <li>- Good command of oral language skills and writing ability in all stages of the implementation or research topics</li> <li>- Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> </ul>  |   |
|  |  | Desktop Support Officer | Desktop Support Officer | <p>A0 in Computer Science, Information Management, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with experience in Network Administration is required , Certifications in A++, N++, CCNA CCNP are added advantage or A1 in Computer Science, Information Management, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Good analytical skills and problem solving techniques</li> <li>- Proficient in Internet technologies and infrastructure (TCP/IP), WAN, LAN, MPLS, fixed and mobile telecommunications networks, data centers infrastructure, cloud computing &amp; virtualization, IPV6, VPN, Network Security</li> <li>- Proven expertise of successfully conducting a research project in a relevant field</li> <li>- Demonstrated ability to convert high-level customer needs into a technical development strategy</li> <li>- Good command of oral language skills and writing ability in all stages of the implementation or research topics</li> <li>- Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> </ul> | 1 |

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|--|--|---------------------------------|---------------------------------|---|---|
|  |  | VC & CCTV Support Specialist    | VC & CCTV Support Specialist    | <p>A0 in Computer Science, Information Management, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a minimum of 3 years working experience in Network Administration is required , Certifications in VC and CCTV is an added advantage or Master's Degree in Computer Science, Information Management, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Broad knowledge of the following technologies: CCTV, IP video, Intelligent Video, video storage &amp; archiving, command/control display technologies and general Security system principles and practices.</li> <li>- Good knowledge of technical infrastructure and integration technologies to include power, UPS, networking, communications,</li> <li>- Experience of design and implementation of large scale integrated security systems and complex projects.</li> <li>- Demonstrate experience in the design, procurement and application of IT/security solutions/techniques in a commercial and/or law enforcement environment.</li> <li>- Network experience to include WAN, LAN, firewall, network switch technologies and video transmission on IP networks.</li> </ul> | 1 |
|  |  | Senior Storage & Cloud Engineer | Senior Storage & Cloud 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 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering</p>  | 1 |

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|  |  |  |  | <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Configuring, debugging, and supporting multiple infrastructure platforms</li> <li>- Performing high-level root cause analysis in support of service interruption recovery, as well as creating and documenting preventive measures</li> <li>- Working as a strong team contributor, and providing technical expertise.</li> <li>- Staying abreast of emerging trends in information technology and helping shape the work for the Government.</li> <li>- Working with the Government to understand their requirements and evaluate possible technical solutions.</li> <li>- Must have good communication skills, shows tact, effective listening skills, follow through and anticipates questions while being prepared with answers or follow-up.</li> <li>- -The ability to work independently with little to no supervision researching new technologies or comparing technologies to meet the customers need while providing an unbiased opinion.</li> <li>- Candidate must be a team player and be able to follow processes and procedures.</li> <li>- Self-disciplined, self-starter, professional who can successfully bring projects to closure with minimum direction, guidance and oversight.</li> <li>- Implementing and optimizing storage and backup infrastructure</li> <li>- Managing enterprise HCI, SAN, NAS and backup environments</li> <li>- Understanding of storage solutions from EMC, NetApp, HDS, IBM and other storage solutions</li> <li>- Experience managing team projects and mentoring</li> <li>- Certified Storage Engineer (SCSE).</li> </ul> |  |
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|  |  | Senior Systems Administrator                    | Senior Systems Administrator                    | <p>A0 in Computer Science, Information Management, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a minimum of 3 years working experience in System Administration is required , Certifications in A++, N++, CCNA CCNP are added advantage Or Master's Degree in Computer Science, Information Management, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Good analytical skills and problem solving techniques</li> <li>- Proficient in Internet technologies and infrastructure (TCP/IP), WAN, LAN, MPLS, fixed and mobile telecommunications networks, data centers infrastructure, cloud computing &amp; virtualization, IPV6, VPN, Network Security</li> <li>- Proven expertise of successfully conducting a research project in a relevant field</li> <li>- Demonstrated ability to convert high-level customer needs into a technical development strategy</li> <li>- Good command of oral language skills and writing ability in all stages of the implementation or research topics</li> <li>- Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> </ul> | 2 |
|  |  | Social Media, Multimedia and content Specialist | Social Media, Multimedia and content Specialist | <p>A0 in in Web and graphical Design, Content and Communications, Information Systems with 3 years of working experience in content creation, social media content, editing, email or Master's in Web and graphical Design, Content and Communications, Information Systems</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p>  | 1 |

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|  |  |                                     |                                     | <ul style="list-style-type: none"> <li>- analytics and marketing required. Experience includes client/vendor relationships.</li> <li>- Experience working in an web designs, content development, social media</li> <li>- Experience with marketing automation software</li> <li>- Background in email technology, data analytics, and SEO is strongly preferred.</li> <li>- Strong analytical skills. Self-motivated and a strong team player. Comfortable in a fast-paced environment. Easily adaptable to different goals for each assignment.</li> <li>- Education marketing experience preferred.</li> <li>- Strong organizational skills and attention to detail</li> <li>- Excellent logical reasoning and analytical skills</li> </ul>   |   |
|  |  | Centralized ICT acquisition officer | Centralized ICT acquisition officer | <p>A0 in Computer Science, Information Management, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering. Network Administration is required, Certifications in A++, N++, CCNA CCNP are added advantage or A1 in Computer Science, Information Management, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering. Network Administration is required, Certifications in A++, N++, CCNA CCNP are added advantage with 3 years of working experience</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Good understanding of ICT specifications for different equipment, PCs, Primers, scanners, etc.</li> <li>- Good analytical skills and problem solving techniques</li> <li>- Proficient in Internet technologies and infrastructure (TCP/IP), WAN, LAN, MPLS, fixed and mobile telecommunications networks, data centers infrastructure, cloud computing &amp; virtualization,</li> </ul> | 2 |

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|--|----------------------------|--|--|--|-----------|
|  |                            |  |  | <p>IPV6, VPN, Network Security</p> <ul style="list-style-type: none"> <li>- Proven expertise of successfully conducting a research project in a relevant field</li> <li>- Demonstrated ability to convert high-level customer needs into a technical development strategy</li> <li>- Good command of oral language skills and writing ability in all stages of the implementation or research topics</li> <li>- Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> </ul>   |           |
|  |                            | Electrical, Electronics and cooling system technicians | Electrical, Electronics and cooling system technicians | <p>A0 in Electronics, or A1 in Electronics, Electricity and relevant vocational training or successfully completed apprenticeship as an electrician with 3 years of working experience as an electrician</p> <p>Electronics</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Experience in industrial and/or commercial electrical systems</li> <li>- Demonstrable ability to use electrical and hand tools (e.g. wire strippers, voltmeter etc.) and electrical drawings and blueprints</li> <li>- Strong skills in installation, maintenance of cooling systems</li> <li>- Thorough knowledge of safety procedures and legal regulations and guidelines</li> <li>- Excellent critical thinking and problem-solving ability</li> <li>- Excellent physical condition and flexibility to work long shifts and overnight</li> <li>- Valid license to practice profession</li> </ul> | 2         |
|  | <b>S/Total of Division</b> |  |  |  | <b>17</b> |
|  | <b>Digital Cluster</b>     | Division Manager                                       | Digital Cluster  | A0 in Business, e-government, Computer Science, Software   | 1         |

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|  | <b>coordination &amp; community Dev't Division</b> |                                       | coordination & community Dev't Division Manager | <p>Engineering, Computer Engineering, Information Communication Technology, Electronics, Management, Economics, Finance, Business Administration, Development studies, and Telecommunication with 5 years of working experience or Masters' Degree in Business, e-government, Computer Science, Software Engineering, Computer Engineering, Information Communication Technology, Electronics, Management, Economics, Finance, Business Administration, Development studies, and Telecommunication with 3 years working experience in ICT environment with working knowledge in Project Management, Strategic Planning, Finance, Accounting and Procurement is required.<br/>Certified in CAMP or PMP is and added advantage</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- -Good command of oral language skills and writing ability in all stages of the project implementation</li> <li>- -Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> <li>- -Proficiency in Project Management Software</li> <li>- -Knowledge of the principles, methods of IT project planning, monitoring, and evaluation.</li> <li>- -Knowledge of computer hardware/software technologies.</li> <li>- -Ability to research and analyze technology problems, issues, and program requirements</li> </ul> |   |
|  |  | Economic & Private Cluster Specialist | ICT in Economic & Private Cluster Specialist    | Bachelors' Degree in Computer Science, Software Engineering, Computer Engineering, Information Communication Technology, Electronics, Management, Economics, Finance, Business Administration, Development studies and Telecommunication with 3 years of working experience in ICT environment with working knowledge in  | 1 |

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|  |  |                                      |                                      | <p>Project Management, Strategic Planning, Finance, Accounting and Procurement is required.<br/> Certified in CAMP or PMP is and added advantage or Master's Degree in in Computer Science, Software Engineering, Computer Engineering, Information Communication Technology, Electronics, Management, Economics, Finance, Business Administration, Development studies and Telecommunication working knowledge in Project Management, Strategic Planning, Finance, Accounting and Procurement is required</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- -Good command of oral language skills and writing ability in all stages of the project implementation</li> <li>- -Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> <li>- -Proficiency in Project Management Software</li> <li>- -Knowledge of the principles, methods of IT project planning, monitoring, and evaluation.</li> <li>- -Knowledge of computer hardware/software technologies.</li> <li>- -Ability to research and analyze technology problems, issues, and program requirements</li> </ul> |   |
|  |  | ICT in Governance Cluster Specialist | ICT in Governance Cluster Specialist | <p>Bachelors' Degree in Computer Science, Software Engineering, Computer Engineering, Information Communication Technology, Electronics, Management, Economics, Finance, Business Administration, Development studies, Public Administration, Administrative Sciences and Telecommunication with 3 years of working experience in ICT environment with working knowledge in Social Sciences, Good Governance, Political Sciences, Administration is required.<br/> Certified in CAMP or PMP is and added advantage or</p>   | 1 |

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|--|--|----------------------------------|----------------------------------|--|---|
|  |  |                                  |                                  | <p>Masters' Degree in Computer Science, Software Engineering, Computer Engineering, Information Communication Technology, Electronics, Management, Economics, Finance, Business Administration, Development studies, Public Administration, Administrative Sciences and Telecommunication working knowledge in Social Sciences, Good Governance, Political Sciences, Administration is required</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- -Good command of oral language skills and writing ability in all stages of the project implementation</li> <li>- -Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> <li>- -Proficiency in Project Management Software</li> <li>- -Knowledge of the principles, methods of IT project planning, monitoring, and evaluation.</li> <li>- Knowledge of computer hardware/software technologies.</li> <li>- Ability to research and analyze technology problems, issues, and program requirements</li> </ul> |   |
|  |  | ICT in Social Cluster Specialist | ICT in Social Cluster Specialist | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information Communication Technology, Electronics, Management, Economics, Finance, Business Administration, Development studies, Public Administration, Administrative Sciences and Telecommunication with 3 years of working experience in ICT environment or Masters' Degree in Computer Science, Software Engineering, Computer Engineering, Information Communication Technology, Electronics, Management, Economics, Finance, Business Administration, Development studies, Public Administration, Administrative Sciences and Telecommunication with experience in ICT environment with</p>   | 1 |

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|  |  |  |  | <p>working knowledge in Social Sciences, Good Governance, Political Sciences, Administration, Health Sector , Education is required with working knowledge in Social Sciences, Good Governance, Political Sciences, Administration, Health Sector , Education is required.<br/>Certified in CAMP or PMP is and added advantage</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- -Good command of oral language skills and writing ability in all stages of the project implementation</li> <li>- -Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> <li>- -Proficiency in Project Management Software</li> <li>- -Knowledge of the principles, methods of IT project planning, monitoring, and evaluation.</li> <li>- -Knowledge of computer hardware/software technologies.</li> <li>- -Ability to research and analyze technology problems, issues, and program requirements</li> </ul> |   |
|  |  | Community e-Service access & Digital Literacy Specialist | Community e-Service access & Digital Literacy Specialist | <p>Bachelors’ Degree in Computer Science, Software Engineering, Computer Engineering, Information Communication Technology, Electronics, Management, Economics, Finance, Business Administration, Development studies, Public Administration, Administrative Sciences and Telecommunication with 3 years of working experience in ICT environment with working knowledge in TVET is required.<br/>Certified in CAMP or PMP is and added advantage or Masters’ Degree in Computer Science, Software Engineering, Computer Engineering, Information Communication Technology, Electronics, Management, Economics, Finance, Business Administration, Development studies, Public Administration, Administrative Sciences and</p>   | 1 |

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|  |  |                         |                         | <p>Telecommunication with working knowledge in TVET is required.<br/>Certified in CAMP or PMP is and added advantage</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- -Good command of oral language skills and writing ability in all stages of the project implementation</li> <li>- -Good interpersonal communication skills and ability to work with others under pressure and solve problems</li> <li>- -Proficiency in Project Management Software</li> <li>- -Knowledge of the principles, methods of IT project planning, monitoring, and evaluation.</li> <li>- -Knowledge of computer hardware/software technologies.</li> <li>- -Ability to research and analyze technology problems, issues, and program requirements</li> </ul> |          |
|  | <b>S/Total</b>                               |                         |                         |   | <b>5</b> |
|  | <b>Office of the Chief Financial Officer</b> | Chief Financial Officer | Chief Financial Officer | <p>A0 in Accounting, Public Finance, Finance, or Management with specialization in Finance with Professional accounting designation (ACCA, CMA or CPA) and 5 years working experience or Master’s Degree in Accounting, Finance with Professional accounting designation (ACCA, CMA or CPA) and 3 years of working experience.</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Excellent communication skills</li> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Deep knowledge of Rwandan public service and</li> </ul>                             | 1        |

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|  |  |                                     |                                     | <p>labor law;</p> <ul style="list-style-type: none"> <li>- Knowledge in Conflict Management;</li> <li>- Knowledge of the regulations applying to payroll procedures;</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> </ul>   |   |
|  |  | Administrative Assistant to the CFO | Administrative Assistant to the CFO | <p>A0 in Public Administration, Administrative Sciences, Office Management, Secretariat Studies, Management or A1 in Public Administration, Administrative Sciences, Office Management, Secretariat Studies, Management, Law</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1 |
|  |  | Administrative Liaison Officer      | Administrative Liaison Officer      | <p>A0 in Public Administration, Administrative Sciences, Office Management, Secretariat Studies, Management or A1 in Public Administration, Administrative Sciences, Office Management, Secretariat Studies, Management, Law</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> </ul>   | 1 |

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|  |  |                          |                          | <ul style="list-style-type: none"> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>   |   |
|  |  | Legal Affairs Specialist | Legal Affairs Specialist | <p>Master's Degree in Law or A0 in Law with 3 years of working experience.<br/>A good understanding of the Rwandan Laws is very key</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- -High analytical and problem solving skills</li> <li>- -Legal research and analysis in complex areas of law</li> <li>- -Knowledge of Substantive Law and Legal Procedures</li> <li>- -Decision making skills</li> <li>- -Experience in contract drafting and negotiation</li> <li>- -Excellent communication skills</li> <li>- -Very effective organization skills</li> <li>- -Computer skills</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.</li> </ul> | 1 |
|  |  | Legal Affairs officer1   | Legal Affairs officer    | <p>Bachelors Degree in Law</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- -High analytical and problem solving skills</li> <li>- -Legal research and analysis in complex areas of law</li> <li>- -Knowledge of Substantive Law and Legal Procedures</li> <li>- -Decision making skills</li> </ul>   | 1 |

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|  |  |   |   | <ul style="list-style-type: none"> <li>- -Experience in contract drafting and negotiation</li> <li>- -Excellent communication skills</li> <li>- -Very effective organization skills</li> <li>- -Computer skills</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.</li> </ul>   |   |
|  |  | Public Relations & Communication Specialist | Public Relations & Communication Specialist | <p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time-management skills</li> <li>- Team working skills</li> <li>- Effective public relations and public speaking skills</li> <li>- Interviewing skills</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage</li> </ul> | 1 |
|  |  | Procurement specialist                      | Procurement specialist                      | <p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics with 3 years of working experience or Master's degree in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> </ul>   | 1 |

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|  |  |  |  | <ul style="list-style-type: none"> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all</li> <li>- is an advantage.</li> </ul>  |          |
|  |  | Procurement Officer                                  | Procurement Officer                                  | <p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | a        |
|  | <b>Sub Total</b>   |  |  |   | <b>8</b> |
|  | <b>office of the Director of Planning and Monitoring</b> | Director of Planning, Monitoring and Evaluation Unit | Director of Planning, Monitoring and Evaluation Unit | A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience or Master's degree in Economics, Management, Development Studies, Project Management,  | 1        |

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|  |  |                           |                           | <p>Business Administration with 1 year of working experience</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's trade and industry Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> |   |
|  |  | Planning, M& E Specialist | Planning, M& E Specialist | <p>A0 in Economics, Management, Development Studies, Project Management, Strategic Management, Business Administration, Public Administration, Administrative Sciences with 3 years of working experience or Master's Degree in Economics, Management, Development Studies, Project Management, Strategic Management, Business Administration, Public Administration, Administrative Sciences</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p>  | 1 |

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|--|--|------------------------|------------------------|---|---|
|  |  |                        |                        | <ul style="list-style-type: none"> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Knowledge of Rwanda's justice sector policies and strategies;</li> <li>- Knowledge to conduct monitoring exercises;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Complex Problem Solving;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>   |   |
|  |  | Planning, M& E Officer | Planning, M& E Officer | <p>A0 in Economics, Management, Development Studies, Project Management, Strategic Management, Business Administration, Public Administration, Administrative Sciences</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Knowledge of Rwanda's justice sector policies and strategies;</li> <li>- Knowledge to conduct monitoring exercises;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Complex Problem Solving;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1 |

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|  |                     | ICT statistics and Competitiveness Specialist | ICT statistics and Competitiveness Specialist | <p>Bachelor's degree in statistics, economics or mathematics with good IT, numerical and analytical skills, with 3 years of work experience in Economics, statistical analysis, A masters degree is in statistics, economics or mathematics with good IT, numerical and analytical skills, with 3 years of work experience in Economics, statistical analysis,</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Excellent analytical skills ,</li> <li>- Demonstrated ability understand ICT trends and patterns;</li> <li>- Excellent presentation and communication (both oral and written)</li> <li>- Maturity and confidence in dealing with the staff of government institutions and private sector;</li> <li>- Ability to seek and apply knowledge, information and best practices from multiple sectors;</li> <li>- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;</li> <li>- Advanced computer literacy and proficiency, especially related to professional office software packages (Microsoft Office and graphics);</li> <li>- -Fluent in Kinyarwanda, English, and /or French both written and spoken.</li> </ul> | 1        |
|  | <b>Sub Total</b>    |   |   |   | <b>4</b> |
|  | <b>Finance Unit</b> | Director of Unit                              | Director of Finance Unit                      | <p>A masters degree in Finance, or Accounting Professional Qualification recognised by IFAC (ACCA, CPA) with 1 year of working experience or A0 in Finance, Accounting, Management specialized in Finance/Accounting with 3 years of working experience</p> <p>MBA in Finance is also an added advantage</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management</li> </ul>  | 1        |

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|  |  |            |            | <p>standards and procedures;</p> <ul style="list-style-type: none"> <li>- Knowledge of Accounting principles and practices and financial data reporting;</li> <li>- Knowledge of Management of Material Resources;</li> <li>- -Knowledge of supply chain management;</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- An analytical mind with a strategic ability</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- -Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> |   |
|  |  | Accountant | Accountant | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting<br/>a degree in Finance, accounting</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills;</li> <li>- Interpersonal skills;</li> </ul>   | 2 |

|  |                                      |                               |  |  |          |
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|  |                                      |                               |  | <ul style="list-style-type: none"> <li>- Time management Skills;</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>  |          |
|  |                                      | Secretary to the Finance Unit | Secretary to the Finance Unit                    | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1        |
|  | <b>Sub Total</b>                     |                               |  |  | <b>4</b> |
|  | Human Resource & Administration Unit | Director Unit                 | Director of Human Resource & Administration Unit | <p>A0 in Human Resources Management, Management with Specialization in Human Resource, Public Administration, Administrative Sciences with 3 years of working experience or Master's Degree in Human Resources Management, Management with Specialization in Human Resource, Public Administration, Administrative Sciences with 1 year of working experience</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of human resources concepts, practices,</li> </ul>   | 1        |

|  |  |                        |                        |  |   |
|--|--|------------------------|------------------------|--|---|
|  |  |                        |                        | <ul style="list-style-type: none"> <li>policies, and procedures;</li> <li>- Knowledge of organizational structure, workflow, and operating procedures;</li> <li>- Knowledge in Monitoring &amp; System Evaluation;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational skills;</li> <li>- High Analytical Skills;</li> <li>- Communication skills;</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem Solving Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>   |   |
|  |  | Human Resource Officer | Human Resource Officer | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures;</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an</li> </ul> | 1 |

|  |  |                                      |                                      |   |   |
|--|--|--------------------------------------|--------------------------------------|---|---|
|  |  |                                      |                                      | - advantage   |   |
|  |  | Logistics & stock Management Officer | Logistics & stock Management Officer | <p>A0 in Store Management, Management, Finance, Economics, Accounting, Public Administration, Administrative Sciences</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1 |
|  |  | Documentation & Archives Officer     | Documentation & Archives Officer     | <p>A0 in Library &amp; information Science or A1 in Library &amp; information Science, Office Management, Bibliotheconomy</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- proficiency in information technology;</li> <li>- Computer literacy;</li> <li>- Bookkeeping Skills;</li> <li>- Knowledge of integrated document management</li> <li>- Knowledge of archive management software</li> <li>- Knowledge of the documentation management system(DMS) would be an advantage.</li> <li>- Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication Skills;</li> </ul>   | 1 |

|  |  |                             |                             |   |            |
|--|--|-----------------------------|-----------------------------|---|------------|
|  |  |                             |                             | <ul style="list-style-type: none"> <li>- Report writing &amp; Presentation skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>  |            |
|  |  | Head of Central Secretariat | Head of Central Secretariat | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law with 2 years of working experience</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1          |
|  |  | ICT BUS driver              | ICT BUS driver              | <p>Driving licence Category B,C,D</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Communication Skills;</li> <li>- Time Management Skills;</li> <li>- Knowledge of Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>   | 5          |
|  |  |                             |                             |   | <b>10</b>  |
|  |  |                             |                             |   | <b>103</b> |

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 133/03 ryo ku wa 23/12/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'u Rwanda gishinzwe Ikoranabuhanga mu Itumanaho n'Isakazabumenyi**

Kigali, ku wa 23/12/2017

(sé)  
**Dr. NGIRENTE Edouard**  
Minisitiri w'Intebe

(sé)  
**RWANYINDO KAYIRANGWA Fanfan**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/ Intumwa Nkuru ya Leta

**Seen to be annexed to Prime Minister's Order n° 133/03 of 23/12/2017 determining organizational structure, job profiles, salaries and fringe benefits for employees of Rwanda Information Society Authority**

Kigali, on 23/12/2017

(sé)  
**Dr. NGIRENTE Edouard**  
Prime Minister

(sé)  
**RWANYINDO KAYIRANGWA Fanfan**  
Minister of Public Service and Labour

**Seen and sealed with the Seal of the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice/ Attorney General

**Vu pour être annexé à l'Arrêté du Premier Ministre n° 133/03 du 23/12/2017 déterminant structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel de l'Office Rwandais pour la Société de l'Information**

Kigali, le 23/12/2017

(sé)  
**Dr. NGIRENTE Edouard**  
Premier Ministre

(sé)  
**RWANYINDO KAYIRANGWA Fanfan**  
Ministre de la Fonction Publique et du Travail

**Vu et scellé du Sceau de la République:**

(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/ Garde des Sceaux

**UMUGEREKA WA III W'ITEKA RYA  
MINISITIRI W'INTEBE N° 133/03 RYO KU  
WA 23/12/2017 RISHYIRAHU  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IBISABWA KU MYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B'IKIGO CY'U  
RWANDA GISHINZWE  
IKORANABUHANGA MU ITUMANAHU  
N'ISAKAZABUMENYI**

**ANNEXE III TO PRIME MINISTER'S  
ORDER N° 133/03 OF 23/12/2017  
DETERMINING ORGANIZATIONAL  
STRUCTURE, JOB PROFILES, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
OF RWANDA INFORMATION SOCIETY  
AUTHORITY**

**ANNEXE III A L'ARRETE DU PREMIER  
MINISTRE N° 133/03 DU 23/12/2017  
DETERMINANT STRUCTURE  
ORGANISATIONNELLE, PROFILS  
D'EMPLOIS, SALAIRES ET AVANTAGES  
ACCORDES AU PERSONNEL DE L'OFFICE  
RWANDAIS POUR LA SOCIETE DE  
L'INFORMATION**

**RISA SALARY STRUCTURE**

| NO | POST  | I.V | Level | Index | Gross Salary (Rwf/Month) |
|----|---|-----|-------|-------|--------------------------|
| 1  | Chief Executive Officer   | 500 | E     | 3,156 | 2,017,360                |
| 2  | Chief Innovation Officer  | 441 | F     | 2,869 | 1,617,505                |
| 3  | Chief Information Officer   | 441 | F     | 2,869 | 1,617,505                |
| 4  | Chief Financial Officer   | 441 | F     | 2,869 | 1,617,505                |
| 5  | Technology Innovation Division Manager                                | 400 | 2.III | 1,890 | 1,125,112                |
| 7  | Enterprise Architecture Division Manager                              | 400 | 2.III | 1,890 | 1,125,112                |
| 8  | Software Solutions Division Manager                                   | 400 | 2.III | 1,890 | 1,085,308                |
| 9  | Infrastructure Operations and Support Division Manager                | 400 | 2.III | 1,890 | 1,085,308                |
| 10 | Digital Cluster Coordination & Community Development Division Manager | 400 | 2.III | 1,890 | 1,085,308                |
| 11 | Principal R&D Technologist/ Engineer                                  | 400 | 2.III | 1,890 | 1,085,308                |
| 12 | Business and Market Intelligence Analyst                              | 400 | 2.III | 1,890 | 1,085,308                |
| 13 | Digitization Analyst  | 400 | 2.III | 1,890 | 1,085,308                |
| 14 | Information Systems Security Analyst                                  | 400 | 2.III | 1,890 | 1,085,308                |
| 15 | Enterprise & Applications Architecture Analyst                        | 400 | 2.III | 1,890 | 1,085,308                |
| 16 | Director of Finance Unit  | 400 | 3.II  | 1,369 | 814,962                  |
| 17 | Director of Human Resource & Administration Unit                      | 400 | 3.II  | 1,369 | 814,962                  |
| 18 | Director of Planning & Monitoring Unit                                | 400 | 3.II  | 1,369 | 814,962                  |
| 19 | Internet of Things Development Specialist                             | 400 | 3.II  | 1,369 | 786,131                  |
| 20 | Bloc Chain Development Specialist                                     | 400 | 3.II  | 1,369 | 786,131                  |
| 27 | Big Data & Analytics Development Specialist                           | 400 | 3.II  | 1,369 | 786,131                  |
| 29 | Digital Object Development specialist                                 | 400 | 3.II  | 1,369 | 786,131                  |
| 32 | Drones Technologies Development specialist                            | 400 | 3.II  | 1,369 | 786,131                  |
| 34 | ICT Skills Development Specialist                                     | 400 | 3.II  | 1,369 | 786,131                  |
| 35 | Business Process Re-Engineering Specialist                            | 400 | 3.II  | 1,369 | 786,131                  |
| 36 | Data Architecture Specialist  | 400 | 3.II  | 1,369 | 786,131                  |
| 37 | Infrastructure Architecture Specialist                                | 400 | 3.II  | 1,369 | 786,131                  |
| 38 | Systems Integration Senior Engineer                                   | 400 | 3.II  | 1,369 | 786,131                  |
| 39 | Enterprise & Applications Architecture Specialist                     | 400 | 3.II  | 1,369 | 786,131                  |
| 40 | Business Intelligence and Analysis Specialist                         | 400 | 3.II  | 1,369 | 786,131                  |
| 41 | Senior Software Developer   | 400 | 3.II  | 1,369 | 786,131                  |
| 42 | Senior Software Engineer  | 400 | 3.II  | 1,369 | 786,131                  |
| 43 | Senior Database Engineer  | 400 | 3.II  | 1,369 | 786,131                  |
| 44 | Senior GIS Engineer   | 400 | 3.II  | 1,369 | 786,131                  |
| 45 | Senior Cloud Services Development Engineer                            | 400 | 3.II  | 1,369 | 786,131                  |
| 46 | Senior Software Testing & Training Engineer                           | 400 | 3.II  | 1,369 | 786,131                  |
| 47 | ICT in Economic & Private Cluster Specialist                          | 400 | 3.II  | 1,369 | 786,131                  |
| 48 | ICT in Governance Cluster Specialist                                  | 400 | 3.II  | 1,369 | 786,131                  |
| 49 | ICT in Social Cluster Specialist                                      | 400 | 3.II  | 1,369 | 786,131                  |
| 52 | Community e-Service Access & Digital Literacy Specialist              | 400 | 3.II  | 1,369 | 786,131                  |
| 53 | Fixed and Mobile Networks Senior Engineer                             | 400 | 3.II  | 1,369 | 786,131                  |
| 54 | Hardware Planning & Optimization Senior Engineer                      | 400 | 3.II  | 1,369 | 786,131                  |
| 55 | Network Senior Engineer   | 400 | 3.II  | 1,369 | 786,131                  |
| 56 | IT and Business Continuity Specialist                                 | 400 | 3.II  | 1,369 | 786,131                  |
| 57 | Systems and Network Security Specialist                               | 400 | 3.II  | 1,369 | 786,131                  |
| 58 | VC & CCTV support specialist  | 400 | 3.II  | 1,369 | 786,131                  |
| 59 | Senior Storage & Cloud Engineer                                       | 400 | 3.II  | 1,369 | 786,131                  |
| 61 | Senior System Administrator   | 400 | 3.II  | 1,369 | 786,131                  |
| 62 | Social Media, Multimedia and Content Specialist                       | 400 | 3.II  | 1,369 | 786,131                  |

|    |   |     |       |       |         |
|----|---|-----|-------|-------|---------|
| 63 | Procurement specialist                                    | 400 | 3.II  | 1,369 | 786,131 |
| 64 | Planning, M& E Specialist                                 | 400 | 3.II  | 1,369 | 786,131 |
| 67 | ICT Statistics and Competitiveness Specialist             | 400 | 3.II  | 1,369 | 786,131 |
| 69 | Strategic Advisor   | 400 | 3.II  | 1,369 | 786,131 |
| 70 | Legal Affairs Specialist                                  | 400 | 3.II  | 1,369 | 786,131 |
| 71 | Public Relation & Communications Specialist               | 400 | 3.II  | 1,369 | 786,131 |
| 72 | Legal Affairs Officer                                     | 400 | 4.III | 1,313 | 746,459 |
| 73 | HR Officer  | 400 | 4.II  | 1,141 | 648,675 |
| 74 | Desktop Support Officer                                   | 400 | 5.II  | 951   | 540,657 |
| 80 | Centralized ICT Acquisition Officer                       | 400 | 5.II  | 951   | 540,657 |
| 81 | Electrical, Electronics and Cooling system Technician     | 400 | 5.II  | 951   | 540,657 |
| 75 | Internal Auditor  | 400 | 5.II  | 951   | 546,099 |
| 76 | Security Management Officer                               | 400 | 5.II  | 951   | 546,099 |
| 77 | Planning, M& E Officer                                    | 400 | 5.II  | 951   | 546,099 |
| 78 | Accountant  | 400 | 5.II  | 951   | 546,099 |
| 82 | Administrative Assistant                                  | 400 | 5.II  | 951   | 540,657 |
| 83 | Administrative Assistant to the Chief Innovation Officer  | 400 | 5.II  | 951   | 540,657 |
| 84 | Administrative Assistant to the Chief Information Officer | 400 | 5.II  | 951   | 540,657 |
| 85 | Administrative Assistant to the Chief Financial Officer   | 400 | 5.II  | 951   | 540,657 |
| 86 | Administrative Liaison Officer                            | 400 | 5.II  | 951   | 540,657 |
| 88 | Procurement Officer                                       | 400 | 5.II  | 951   | 540,657 |
| 89 | Logistics and Stock Management Officer                    | 400 | 5.II  | 951   | 540,657 |
| 90 | Documentation & Archives Officer                          | 400 | 6.II  | 793   | 450,832 |
| 91 | Head of Central Secretariat                               | 400 | 7.II  | 660   | 375,219 |
| 94 | Secretary to Finance Unit                                 | 400 | 8.II  | 580   | 329,738 |
| 95 | ICT bus driver  | 400 | 10.II | 300   | 170,554 |

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 133/03 ryo ku wa 23/12/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'u Rwanda gishinzwe Ikoranabuhanga mu Itumanaho n'Isakazabumenyi**

Kigali, ku wa 23/12/2017

(sé)  
**Dr. NGIRENTE Edouard**  
Minisitiri w'Intebe

(sé)  
**RWANYINDO KAYIRANGWA Fanfan**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

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**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/ Intumwa Nkuru ya Leta

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Kigali, on 23/12/2017

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**BUSINGYE Johnston**  
Minister of Justice/ Attorney General

**Vu pour être annexé à l'Arrêté du Premier Ministre n° 133/03 du 23/12/2017 déterminant structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel de l'Office Rwandais pour la Société de l'Information**

Kigali, le 23/12/2017

(sé)  
**Dr. NGIRENTE Edouard**  
Premier Ministre

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Ministre de la Fonction Publique et du Travail

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