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**ITEKA RYA MINISITIRI W'INTEBE
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MYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI B'IKIGO
GISHINZWE ITEREMBERE RY'UBUHINZI
N'UBWOROZI MU RWANDA**

**PRIME MINISTER'S ORDER N°123/03 OF
25/09/2018 DETERMINING
ORGANISATIONAL STRUCTURE, JOB
PROFILES, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF
RWANDA AGRICULTURE AND ANIMAL
RESOURCES DEVELOPMENT BOARD**

**ARRETE DU PREMIER MINISTRE
N°123/03 DU 25/09/2018 PORTANT
STRUCTURE ORGANISATIONNELLE,
PROFILES D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DE L'OFFICE RWANDAIS
DE DEVELOPPEMENT DE
L'AGRICULTURE ET DES RESSOURCES
ANIMALES**

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**ITEKA RYA MINISITIRI W'INTEBE
N°123/03 RYO KU WA 25/09/2018
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Y'IMYANYA Y'IMIRIMO, IBISABWA KU
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DE DEVELOPPEMENT DE
L'AGRICULTURE ET DES RESSOURCES
ANIMALES**

Minisitiri w'Intebe;

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

Ashingiye ku Itegeko n° 14/2017 ryo ku wa 14/04/2017 rishyiraho Ikigo gishinzwe Iterambere ry'Ubuhanzi n'Ubworozi mu Rwanda (RAB) rikanagenda inshingano, imiterere n'imikorere byacyo, cyane cyane mu ngingo yaryo ya 29;

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;

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° 14/2017 of 14/04/2017 establishing Rwanda Agriculture and Animal Resources Development Board (RAB) and determining its mission, organization and functioning, especially in Article 29;

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

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° 14/2017 of 14/04/2017 portant création de l'Office Rwandais de Développement de l'Agriculture et des Ressources Animales (RAB) et déterminant ses missions, son organisation et son fonctionnement, spécialement dans ses article 29;

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 118/03 ryo ku wa 25/06/2015 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo gishinzwe Iterambere ry'Ubuhanzi n'Ubworozi mu Rwanda (RAB);

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

Inama y'Abaminisitiri yateranye ku wa 27/04/2018, imaze kubisuzuma no kubyemeza;

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 b'Ikigo gishinzwe Iterambere ry'Ubuhanzi n'Ubworozi mu Rwanda (RAB).

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 ya RAB, biri ku mugereka wa I n'uwa II y'iri teka.

Having reviewed the Prime Minister's Order n° 118/03 of 25/06/2015 determining organizational structure, salaries and fringe benefits for employees of Rwanda Agriculture and Animal Resources Development Board (RAB);

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet, in session of 27/04/2018;

ORDERS:

Article One: Purpose of this Order

This Order determines organizational structure, job profiles, salaries and fringe benefits for employees of Rwanda Agriculture and Animal Resources Development Board (RAB).

Article 2: Organizational structure and job profiles

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

Revu l'Arrêté du Premier Ministre n° 118/03 du 25/06/2015 déterminant la structure organisationnelle, salaires et autres avantages accordés au personnel de l'Office Rwandais de Développement Agricole (RAB);

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

Après examen et adoption par le Conseil des Ministres, en sa séance du 27/04/2018;

ARRETE:

Article premier: Objet du présent arrêté

Le présent arrêté porte structure organisationnelle, profiles d'emplois, salaires et avantages accordés aux personnel de l'Office Rwandais de Développement de l'Agriculture et des Ressources Animales (RAB).

Article 2: Structure organisationnelle et profils d'emplois

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

Ingingo ya 3: Igenwa ry'umushahara

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

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo mu rwego nshingwabikorwa rwa RAB biri ku mugereka wa III w'iri teka.

Ingingo ya 4: Ibigize umushahara mbumbe

Umushahara mbumbe wa buri kwezi ku mukozi wo mu rwego nshingwabikorwa ukubiyemo ibi 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.

Article 3: Determination of the salary

Salaries for employees of RAB 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 executive organ of RAB are in annex III to this Order.

Article 4: Composition of the gross salary

The monthly gross salary for each employee in executive organ is 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.

Article 3: Détermination du salaire

Les salaires accordés au personnel de RAB 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 l'organe exécutif du RAB sont en annexe III du présent arrêté.

Article 4: Composition du salaire brut

Le salaire brut mensuel pour chaque agent dans l'organe exécutif 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.

Abayobozi bari ku nzego z'imirimu za "E", "F", "G" na "2.III" ntibagenerwa indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo. Boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze. Abakozi bari ku rwego rwa "3" nabo ntibagenerwa indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo. Boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

Officials on job levels "E", "F", "G" and "2.III" are not entitled to the transport allowance specified in Paragraph One of this Article. Their transport is facilitated in accordance with Instructions of the Minister in charge of transport. Employees on job level "3" are also not entitled to transport allowance specified in Paragraph One of this Article. They are entitled to special transport allowance in accordance with Instructions of the Minister in charge of public service.

Les hauts cadres aux postes de niveau "E", "F", "G" et "2.III" ne sont pas alloués l'indemnité de transport dont question à l'alinéa premier du présent article. Leur transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions. Les agents aux postes de niveau "3" ne sont pas non plus alloués l'indemnité de transport dont question à l'alinéa premier du présent article. Ils 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 RAB agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1° amafaranga y'u Rwanda ibihumbi ijana (100.000 FRW) y'itumanaho rya telefoni na interineti byo mu biro buri kwezi;
- 2° amafaranga ibihumbi mirongo ine y'u Rwanda (40.000 FRW) ya internet igendanwa buri kwezi;
- 3° amafaranga ibihumbi ijana na mirongo itanu (150.000 FRW) y'itumanaho rya telephone igendanwa buri kwezi;

Article 5: Fringe benefits for the Director General

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

- 1° one hundred thousand Rwandan francs (FRW 100,000) per month for office telephone and internet;
- 2° forty thousand Rwandan francs (FRW 40,000) per month for wireless internet connection;
- 3° one hundred and fifty thousand Rwandan Franks ((RFRW 150,000) per month for mobile phone communication

Article 5: Avantages alloués au Directeur Général

Le Directeur Général de RAB bénéficie des avantages suivants:

- 1° les frais de téléphone et d'internet 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 rwandais (40.000 FRW) par mois;
- 3° les frais de communication par téléphone portable équivalant à cent cinquante mille francs rwandais

allowances;

(150.000 FRW) par mois;

4° amafaranga y'u Rwanda ibihumbi magana atatu (300.000 FRW) yo kwakira abashyitsi mu kazi anyura kuri konti y'urwego bireba, buri kwezi;

4° three hundred thousand Rwandan francs (Frw 300,000) per month for office entertainment transferred to the institution's account;

4° les frais de représentation au service équivalant à trois cent mille francs rwandais (300.000 FRW) chaque mois et transférés au compte de l'institution concernée;

5° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

5° transport facilitation in accordance with Instructions of the Minister in charge of transport.

5° facilitation de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umuyobozi Mukuru Wungirije

Article 6: Fringe benefits for the Deputy Director General

Article 6: Avantages alloués au Directeur Général Adjoint

Umuyobozi Mukuru Wungirije wa RAB agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

Le Directeur Général Adjoint de RAB bénéficie des avantages suivants:

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

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

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

2° amafaranga ibihumbi ijana (100.000 FRW) y'itumanaho rya telefone igendanwa buri kwezi;

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

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

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

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

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

Ingingo ya 7: Ibindi bigenerwa abayobozi bari ku rwego rwa “1.IV”

Heads of Departments bagenerwa buri wese ibindi bibafasha gutunganya imirimo 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 ijana (100.000 FRW) y’itumanaho rya telefone igendanwa buri kwezi;
- 3° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n’ibintu mu nshingano ze.

Ingingo ya 8: Ibindi bigenerwa abayobozi bari ku rwego rwa “2.III”

Abayobozi bari ku rwego rwa “2.III bafite itsinda ry’abakozi bayobora hashingiwe ku mbonerahamwe y’imyanya y’imirimo yemewe bagenerwa buri wese ibindi bibafasha gutunganya imirimo mu buryo bukurikira:

- 1° amafaranga y’u Rwanda ibihumbi mirongo irindwi (FRW 70.000) y’itumanaho rya telefoni yo mu biro buri kwezi;

Article 7: Fringe benefits for officials on job level “1.IV”

Heads of Departments are each entitled to the following fringe benefits:

- 1° one hundred thousand Rwandan francs (FRW 100,000) per month for office landline communication;
- 2° one hundred thousand Rwandan francs (FRW 100,000) per month for mobile phone communication;
- 3° transport facilitation in accordance with the Instructions of the Minister in charge of transport.

Article 8: Fringe benefits for officials on job level “2.III”

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

- 1° seventy thousand Rwandan francs (FRW 70,000) per month for office landline communication;

Article 7: Avantages alloués aux hauts cadres aux postes de niveau “1.IV”

Heads of Departments bénéficient chacun 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) par mois;
- 3° facilitation de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 8: Avantages alloués aux hauts cadres aux postes de niveau “2.III”

Les hauts cadres ayant des agents de l’Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée bénéficient chacun des avantages comme suit:

- 1° les frais de communication par téléphone de bureau équivalant à soixante-dix mille francs rwandais

2° amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 FRW) y'itumanaho rya telefoni igendanwa buri kwezi;	2° seventy thousand Rwandan francs (FRW 70,000) per month for mobile phone communication;	(70.000 FRW); 2° les frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 FRW) par mois;
3° koroherewe ingendo hakurikijwe Amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.	3° transport facilitation in accordance with Instructions of the Minister in charge of transport.	3° facilitation de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.
Abayobozi bari ku rwego rwa "2.III badafite itsinda ry'abakozi bayobora hashingiwe ku mbonerahamwe y'imyanya y'imirimo yemewe bagenerwa buri wese ibindi bibafasha gutunganya imirimo mu buryo bukurikira:	Officials on job level "2.III" without a pool of public servants under their supervision in accordance with the approved organizational structure are each entitled to the following fringe benefits:	Les hauts cadres n'ayant pas d'agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée bénéficient chacun des avantages comme suit:
1° amafaranga y'u Rwanda ibihumbi mirongo irindwi (FRW 70.000) y'itumanaho rya telefoni yo mu biro buri kwezi;	1° seventy thousand Rwandan francs (FRW 70,000) per month for office landline communication;	1° les frais de communication par téléphone de bureau équivalant à soixante-dix mille francs rwandais (70.000 FRW);
2° koroherewe ingendo hakurikijwe Amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.	2° transport facilitation in accordance with the Instructions of the Minister in charge of transport.	2° facilitation de transport conformément aux Instructions du Ministre ayant le transport dans ses attributions.
<u>Ingingo ya 9: Ibindi bigenerwa Directors of Units n'abakozi bari ku rwego rw'imirimo rwa "3"</u>	<u>Article 9: Fringe benefits for Directors of Units and employees on job level "3"</u>	<u>Article 9: Avantages alloués aux Directors of Units et agents aux postes de niveau "3"</u>
Directors of Units n'abakozi bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:	Directors of Units and Officials on job level "3" are each entitled to the following fringe benefits:	Directors of Units et agents aux postes de niveau "3" bénéficient chacun des avantages comme suit:

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

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

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

2 ° a special transport allowance as determined by the instructions of the Minister in charge of public service.

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

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

Directors of Units bari ku rwego rw'imirimo rwa "3" bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe, bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (100.000 FRW) ya telefoni yo mu biro buri kwezi.

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

Directors of Units aux postes de niveau "3" ayant des agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient aussi chacun des frais de communication par téléphone de bureau équivalent à cent mille francs Rwandais (100.000 FRW) par mois.

Ingingo ya 10: Indamunite y'urugendo

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

Article 10: Mileage allowances

When Officials on job levels E, F, 1.IV and 2.III go on official mission inside the country using their vehicles, they are paid mileage allowances in accordance with Instructions of the Minister in charge of transport.

Article 10: Indemnités kilométriques

Lorsque les hauts cadres aux postes de niveaux E, F, 1.IV 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 11: Abashinzwe gushyira mu bikorwa iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ubuhinzi n'Ubworozi, Minisitiri

Article 11: Authorities responsible for the implementation of this Order

The Minister of Public Service and Labour, the Minister of Agriculture and Animal Resources,

Article 11: Autorités chargées de l'exécution du présent arrêté

Le Ministre de la Fonction Publique et du Travail, le Ministère de l'Agriculture et de

w'Ibikorwa Remezo na Minisitiri w'Imari n'Igenamigambi bashinzwe gushyira mu bikorwa iri teka.

the Minister of Infrastructure and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.

l'Elevage, le Ministre des Infrastructures et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

Ingingo ya 12: Ivanwaho ry'iteka n'ingingo zinyuranyije n'iri teka

Article 12: Repealing provision

Article 12: Disposition abrogatoire

Iteka rya Minisitiri w'Intebe n° 118/03 ryo ku wa 25/06/2015 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo gishinzwe Iterambere ry'Ubuhinzi n'Ubworozi mu Rwanda (RAB) n'ingingo zose z'amateka abanziriza izi kandi zinyuranyije n'ariya bivanyweho.

The Prime Minister's Order n° 118/03 of 25/06/2015 determining organizational structure, salaries and fringe benefits for employees of Rwanda Agriculture Board (RAB) and all prior provisions contrary to this Order are repealed.

L'Arrêté du Premier Ministre n° 118/03 du 25/06/2015 déterminant la structure organisationnelle, salaires et autres avantages accordés au personnel de l'Office Rwandais de Développement Agricole (RAB) ainsi que les dispositions antérieures contraires au présent arrêté sont abrogées

Ingingo ya 13: Igihe iri teka ritangira gukurikizwa

Article 13: Commencement

Article 13: Entrée en vigueur

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

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

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

Kigali, ku wa **25/09/2018**

Kigali, on **25/09/2018**

Kigali, le **25/09/2018**

(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

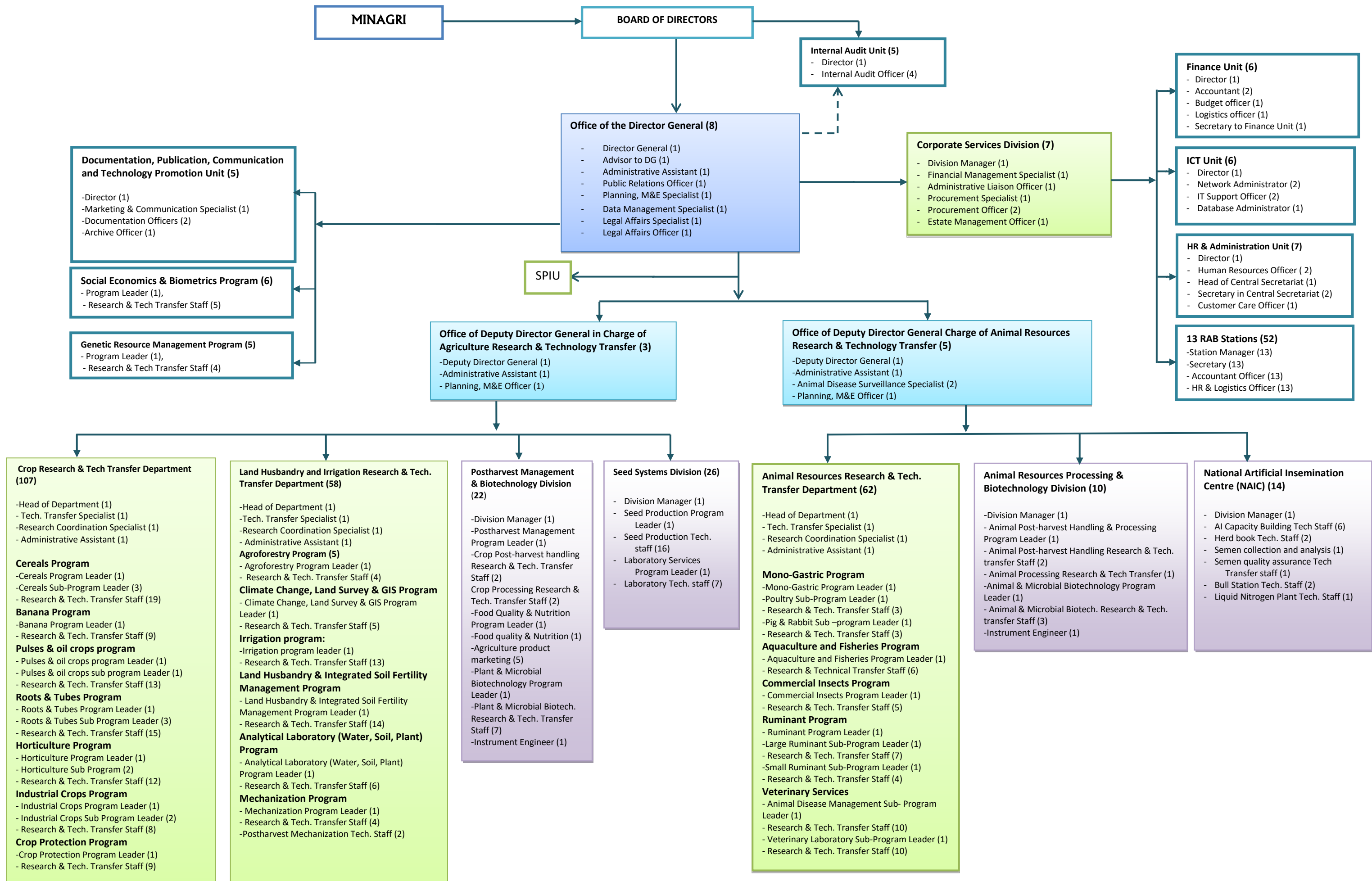
**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 123/03 RYO
KU WA 25/09/2018 RISHYIRAHU
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'IKIGO
GISHINZWE ITEREMBERE
RY'UBUHINZI N'UBWOROZI MU
RWANDA**

**ANNEX I TO THE PRIME MINISTER'S
ORDER N°123/03 OF 25/09/2018
DETERMINING ORGANISATIONAL
STRUCTURE, JOB PROFILES, SALARIES
AND FRINGE BENEFITS FOR THE
EMPLOYEES OF RWANDA
AGRICULTURE AND ANIMAL
RESOURCES DEVELOPMENT BOARD**

**ANNEXE I D'ARRETE DU PREMIER
MINISTRE N°123/03 DU 25/09/2018
PORTANT STRUCTURE
ORGANISATIONNELLE, PROFILES
D'EMPLOIS, SALAIRES ET AVANTAGES
ACCORDES AUX PERSONNEL DE
L'OFFICE RWANDAIS DE
DEVELOPPEMENT DE L'AGRICULTURE
ET DES RESSOURCES ANIMALES**

Official Gazette no.Special of 26/09/2018

RWANDA AGRICULTURE AND ANIMAL RESOURCES DEVELOPMENT BOARD (RAB) – ORGANIZATIONAL CHART



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°123/03 ryo ku wa 25/09/2018 rishyiraho imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigo gishinzwe Iterembere ry'Ubuhanzi n'Ubworozi mu Rwanda

Kigali, ku wa **25/09/2018**

(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° 123/03 of 25/09/2018 determining organisational structure, job profiles, salaries and fringe benefits for the employees of Rwanda Agriculture and Animal Resources Development Board

Kigali, on **25/09/2018**

(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° 123/03 du 25/09/2018 portant structure organisationnelle, profiles d'emplois, salaires et avantages accordés aux personnel de l'Office Rwandais de Développement de l'Agriculture et des Ressources Animales

Kigali, le **25/09/2018**

(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°123/03 RYO
KU WA 25/09/2018 RISHYIRAHU
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'IKIGO
GISHINZWE ITEREMBERE
RY'UBUHINZI N'UBWOROZI MU
RWANDA**

**ANNEX II TO THE PRIME MINISTER'S
ORDER N°123/03 OF 25/09/2018
DETERMINING ORGANISATIONAL
STRUCTURE, JOB PROFILES, SALARIES
AND FRINGE BENEFITS FOR THE
EMPLOYEES OF RWANDA
AGRICULTURE AND ANIMAL
RESOURCES DEVELOPMENT BOARD**

**ANNEXE II D'ARRETE DU PREMIER
MINISTRE N°123/03 DU 25/09/2018
PORTANT STRUCTURE
ORGANISATIONNELLE, PROFILES
D'EMPLOIS, SALAIRES ET AVANTAGES
ACCORDES AUX PERSONNEL DE
L'OFFICE RWANDAIS DE
DEVELOPPEMENT DE
L'AGRICULTURE ET DES RESSOURCES
ANIMALES**

RWANDA AGRICULTURE AND ANIMAL DEVELOPMENT BOARD (RAB) JOB PROFILES FOR SUPPORT STAFF				
Administrative Unit	Job Title	Type of Job position linked to the Job	Job qualification	Proposed jobs
Office of the Director General	Director General	Director General	Cabinet Appointee	1
	Advisor	Advisor to the Director General	<p>Master's Degree in Crop Sciences, Animal Sciences, Soil Sciences, Forestry, Agro-forestry, Veterinary Medicine, Biotechnology, Agricultural Economics, Agribusiness, Wildlife and Aquatic Resource Management with 1 year of relevant working experience or Bachelor's Degree in Crop Sciences, Animal Sciences, Soil Sciences, Forestry, Agro-forestry, Veterinary Medicine, Biotechnology, Agricultural Economics, Agribusiness, Wildlife and Aquatic Resource Management with 3 years of relevant working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Agriculture system; - Good knowledge of government policy- making and legislative processes; - Knowledge of the Agriculture sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organizational skills; - Interpersonal skills; - Collaboration and Team work skills; - Effective communication skills; - Administrative skills; 	1

			<ul style="list-style-type: none"> - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Public Relations Officer	Public Relations Officer	<p>Bachelor's Degree in Communication, International Relations, Public Relations, Journalism, Marketing, Linguistics and Literature</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Excellent communication skills both oral and in writing; - Conversant with use of social media platforms - Excellent interpersonal skills; - Report writing & Presentation skills; - Creativity & Initiative; - Good Organizational and Time-management Skills, - Team work skills; - Effective Public relations & Public speaking skills; - Interviewing skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an Advantage. 	1
	Planning, Monitoring and Evaluation Specialist	Planning, Monitoring and Evaluation Specialist	<p>Master's Degree in Economics, Project Management, Management, Agricultural Economics, Development Studies, Business Administration or Bachelor's Degree in Economics, Project Management, Management, Development Studies, Business Administration, Agriculture Economics with At least 3 years of relevant working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Agriculture Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Rwanda National Planning and Budgeting Systems; - Knowledge of Monitoring and Evaluation concepts, systems and tools; 	1

			<ul style="list-style-type: none"> - Leadership skills - Computer skills; - Organizational skills; - Communication skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making skills; - Time management skills; - Team work skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
	Data Management Specialist	Data Management Specialist	<p>Master's Degree in Quantitative and Statistical Analysis, Biometry, Mathematics, Applied Mathematics, Quantitative Genetics, Bioinformatics Or Bachelor's Degree in Statistics, Mathematics or Applied Mathematics with 3 years of relevant working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge in data recording and analysis and preserve research findings; - Management skills of big data; - Basic knowledge of organizational policies and procedures; - Demonstrates good knowledge of information technology; - Research skills; - Coordination skills; - Computer skills; - Organizational skills; - Communication skills; - Knowledge of organizational structure, workflow & operation procedures; - Judgment & decision making skills; - Complex problem solving; - Time management skills; - High analytical skills; - Team work skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an 	1

			advantage	
	Legal Affairs Specialist	Legal Affairs Specialist	<p>Master's Degree in Law or Bachelor's Degree in Law with 3 years of working experience</p> <p><u>Key Technical skills and Knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of substantive Law and legal procedures; - Decision making skills; - Contract drafting, management and negotiation skills; - Excellent communication skills; - Very effective organization skills; - Team work; - Computer skills; - Procurement procedures; - Fluent in Kinyarwanda, English and/or French. 	1
	Legal Affairs Officer	Legal Affairs Officer	<p>Bachelor's Degree in Law</p> <p><u>Key Technical skills and Knowledge required:</u></p> <ul style="list-style-type: none"> - Analytical and problem solving skills; - Legal research and analysis in complex areas of Law; - Knowledge of substantive Law and legal procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Procurement procedures; - Excellent communication skills; - Very effective organization skills; - Team work skills; - Computer skills; 	1

			- Fluent in Kinyarwanda, English and/or French.	
	Administrative Assistant	Administrative Assistant	<p>Advanced Diploma in Secretarial Studies, Office Management with 2 years of working experience or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work or Law.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management skills; - Excellent communication, organizational, interpersonal Skills; - Computer literacy; - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	S/Total			8
Internal Audit Unit	Director of Unit	Director of Internal Audit Unit	<p>Master's Degree in Finance, Accounting or Management with specialization in Finance, Accounting, Economics with ACCA professional course or professional courses such as CPA, ACCA with 1 years of working experience in auditing or Bachelor's Degree in Finance, Accounting or Management with specialization in Finance / Accounting or professional courses such as CPA, ACCA with 3 years of working experience in auditing.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of financial and audit standards, HR and Financial regulations, procedures; - Good understanding of government policies, laws and regulations relating to financial management and accounting; - Knowledge in financial software; - Planning skills; - Excellent communication, organization and interpersonal skills; 	1

			<ul style="list-style-type: none"> - Computer skills; - High analytical skills; - Report writing and presentation skills; - Time management skills; - Excellent problem solving skills and clear logical sense; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
	Internal Audit	Internal Audit	<p>Bachelor's Degree in Finance, Accounting or Management with specialization in Finance or Accounting.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High analytical skills; - Report writing and presentation skills; - Time management skills; - Excellent problem-solving skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	4
	S/Total			5

Documentation, Publication, Communication and Technology Promotion Unit	Director	Director of Documentation, Publication, Communication and Technology Promotion Unit	<p>Master's Degree in Communication, Journalism, Knowledge Management, Agricultural Extension and Communication, International Relations, Arts and Publishing, Arts and Creative Industry with at least 1 year of relevant working experience or Bachelor's Degree in Communication, Journalism, Knowledge Management, Agricultural Extension and Communication, International Relations, Arts and Publishing, Arts and Creative Industry with at least 3 years of relevant working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Ability to develop strategic documents such as communication, publicity and marketing strategy, and knowledge management strategy - Ability to implement knowledge management strategy - Conversant with research performance analytical tools - Deep knowledge in innovative tools such as open data sources, for dissemination of research findings to users; - Proper recording and preservation of research findings and extension materials; - Basic knowledge of organizational policies and procedures; - Demonstrates good knowledge of information technology; - Research skills; - Coordination skills; - Computer skills; - Organizational skills; - Report writing & presentation skills; - Knowledge of organizational structure, workflow & operation procedures; - Judgment & decision making skills; - Complex problem solving; - Time management skills; - Team work spirit; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an Advantage. 	1
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	Marketing & Communication Specialist	Marketing & Communication Specialist	<p>Master's Degree in Communication, Marketing, International Relations, Journalism or Bachelor's Degree in Communication, Marketing, International Relations, Journalism with 3 years of working experience in the field of communication or journalism.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Ability to develop and implement publicity, communication and marketing strategies; - Conversant with use of social media platforms; - Marketing skills; - Public relations and interpersonal skills; - Computer skills; - Good Communication skills; - Report writing & presentation skills; - Analytical skills; - Interpersonal skills; - Time management skills; - Negotiation skills; - Team work skills - Problem Solving skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Documentation Officer	Documentation Officer	<p>Bachelor's Degree in Archives and Documentation, Library Sciences, Information Sciences, Arts and Publishing, Arts and Creative Industry</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Proficiency in information technology; - Computer literacy; - Good knowledge of Journal indexing; - Knowledge of integrated document management; - Knowledge of archive management software; - Knowledge of the documentation management system (DMS) is an 	2

			<p>advantage.</p> <ul style="list-style-type: none"> - Organizational skills; - Interpersonal skills; - Planning skills; - Communication skills; - Report writing & presentation skills; - Translation skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Archive Officer	Archive Officer	<p>Advanced Diploma in Library Sciences, Information Sciences, Information System or Bachelor's Degree in Library Sciences, Information Sciences, Information System.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Proficiency in information technology; - Computer literacy; - Book keeping skills; - Knowledge of integrated document management; - Knowledge of archive management software; - Knowledge of the documentation management system (DMS) is an advantage; - Organizational skills; - Interpersonal skills; - Planning skills; - Communication skills; - Report writing & presentation skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an Advantage. 	1
	S/Total			5

Office of the Deputy Director General in charge of Agriculture Research and Technology Transfer	Deputy Director General	Deputy Director General	Cabinet Appointee	1
	Planning, Monitoring and Evaluation Officer	Planning, Monitoring and Evaluation Officer	<p>Bachelor's Degree in Economics, Project Management, Management, Development Studies, Agriculture Economics, Business Administration.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda National Planning and Budgeting Systems; - Knowledge of monitoring and evaluation concepts, systems and tools; - Computer literacy; - Organizational skills; - Communication skills; - Coordination, Planning & Organizational skills; - Creative, proactive, customer focused, solutions led and outcome driven skills; - Interpersonal skills; - Effective communication skills; - Time Management skills; - Decision making skills; - Computer skills; - Judgment & decision making skills; - High analytical & complex problem solving skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1

	Administrative Assistant	Administrative Assistant	<p>Advanced Diploma in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work or Law.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage 	1
S/Total				3
Office of the Deputy Director General in charge of Animal Resources Research and Technology Transfer	Deputy Director General	Deputy Director General	Cabinet Appointee	1
	Animal Disease Surveillance Specialist	Animal Disease Surveillance Specialist	<p>Bachelor's Degree (BSc) in Veterinary Medicine with 3 years of relevant working experience in Animal Health Management or Master's Degree in Veterinary Medicine.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep Knowledge and understanding of the Agriculture and Livestock sector in Rwanda; - Detailed knowledge of livestock disease epidemiology and management in Rwanda and in the region; 	2

			<ul style="list-style-type: none"> - Computer skills; - Excellent communication skills, - Interpersonal and writing skills, - Computer skills; - Organizational skills; - Judgment & Decision Making skills; - Complex Problem Solving skills; - Time management skills; - High analytical skills; - Team work spirit; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
	Planning, Monitoring and Evaluation Officer	Planning, Monitoring and Evaluation Officer	<p>Bachelor's Degree in Economics, Project Management, Management, Development Studies, Agricultural Economics, Business Administration.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda National Planning and Budgeting Systems; - Knowledge of monitoring and evaluation concepts, systems and tools; - Computer literacy; - Organizational skills; - Communication skills; - Coordination, Planning & Organizational skills; - Creative, proactive, customer focused, solutions led and outcome driven skills; - Interpersonal skills; - Effective communication skills; - Time Management skills; - Decision making skills; - Computer skills; - Judgment & decision making skills; - High analytical & complex problem solving skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1

	Administrative Assistant	Administrative Assistant	<p>Advanced Diploma in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work or Law.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management skills; - Excellent Communication, Organizational, Interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an Advantage. 	1
	S/Total			5
Corporate Services Division	Division Manager	Corporate Services Division Manager	<p>Master's Degree in Finance, Finance Management, Economics, Accounting with at least 3 years of relevant working experience or Bachelor's Degree Finance, Finance Management, Economics, Accounting with ACCA/CPA Professional certificate recognized by IFAC and 5 years of relevant working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Human Resources Policy and procedures; - Knowledge of Accounting principles and practices and financial data reporting; - Knowledge of Rwanda Public Servant & Labour laws and Financial Law; - Knowledge of electronic equipment and computer hardware and software; - Leadership skills; - Coordination, Planning & Organizational skills; - Interpersonal skills; - Effective communication skills; - Judgment and decision making skills; 	1

			<ul style="list-style-type: none"> - Complex problem solving; - Negotiation skills; - Time management skills; - Fluency in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Financial Management Specialist	Financial Management Specialist	<p>Master's Degree in Finance, Accounting or Economics with ACCA / CPA professional courses or Bachelor's Degree in Finance, Accounting or Economics with ACCA / CPA professional courses with 3 years of relevant working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's Public Financial Management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting; - Knowledge of Rwanda financial and procurement regulations; - Planning and organizational, budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management skills - Interviewing skills; - Judgment & decision making skills; - Complex problem solving; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Administrative Liaison Officer	Administrative Liaison Officer	<p>Advanced Diploma in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work or Law.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office management skills; - Excellent communication, organizational, interpersonal skills; 	1

			<ul style="list-style-type: none"> - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
	Procurement Specialist	Procurement Specialist	<p>Master's Degree in Procurement, Management, Accounting, Law, Public Finance, Economics or Bachelor's Degree in Procurement, Management, Accounting, Law, Public Finance, Economics with 3 years of relevant working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of basic business and purchasing practices; - Knowledge of state contracting law, regulations and procedures; - Knowledge of grade, qualities, suppliers and prices tenders of commodities; - High analytical skills; - Time management skills; - Decision making skills; - Category management skills; - Excellent communication skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1
	Procurement Officer	Procurement Officer	<p>Bachelor's Degree in Procurement, Management, Accounting, Law, Public Finance, or Economics.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills; - Knowledge of basic business and purchasing practices; - Knowledge of state contracting law, regulations and procedures; - Knowledge of grade, qualities, suppliers and prices tenders of 	2

			<ul style="list-style-type: none"> commodities; - Knowledge in contract drafting and negotiation; - Time management skills; - Decision making skills; - Category management skills; - Excellent communication skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	
	Estate Management Officer	Estate Management Officer	<p>Bachelor's Degree in Civil Engineering, Rural Engineering, Estate Management or Building Construction.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of management of physical assets; - Knowledge of supply chain management; - Organizational skills; - Computer skills; - Communication skills; - Report writing & presentation skills; - Analytical skills; - Interpersonal skills; - Time management skills; - Negotiation skills; - Team work skills; - Problem solving skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	S/Total			7

Human Resources & Administration Unit	Director of Unit	Director of Human Resource & Administration Unit	<p>Master's Degree in Human Resources Management, Management, Public Administration, Administrative Sciences with 1 year of relevant working experience or Bachelor's Degree in Human Resources Management, Management, Public Administration, Administrative Sciences with 3 years of relevant working experience in Human Resource Management or Public Administration</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of organizational structure, workflow, and operating procedures; - Knowledge in monitoring & system evaluation; - Leadership and management skills; - Planning and organizational skills; - High analytical skills; - High level of professional integrity; - Communication skills; - Time management skills; - Interviewing skills; - Judgment & decision making skills; - Complex problem solving skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
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	Human Resources Officer	Human Resources Officer	<p>Bachelor's Degree in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Working experience in Human Resource management; - Comprehensive knowledge of the Rwandan Public Sector Human Resource policies, regulations and procedures; - Be a team player, results oriented, innovative and committed to continuous learning; - Knowledge of IPPIS software and RBM; - Broader knowledge of national Human Resources policies and procedures; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organizational skills; - Interpersonal skills; - Collaboration and Team work skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
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	Head of Central Secretariat	Head of Central Secretariat	<p>Advanced Diploma in Secretariat Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, or Law.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication skills; - Computer skills; - Interpersonal skills; - Organizational skills; - Time Management skills; - Record keeping skills; - Analytical & problem solving skills; - Decision making skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an Advantage. 	1
	Secretary to the Central Secretariat	Secretary in Central Secretariat	<p>Advanced Diploma in Secretariat Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work or Law.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Excellent interpersonal skills; - Knowledge in Customer care satisfaction; - Knowledge in Hospitality management; - Public speaking skills; - Time management skills; - Organizational skills; - Excellent communication skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	2

	Customer Care Officer	Customer Care Officer	<p>Bachelor's Degree in Communication, Public Relations, International Relations, Marketing, Hospitality</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Excellent interpersonal skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage; - Be familiar with customer care satisfaction rate assessment; - Knowledge in hospitality management; - Public speaking skills; - Time management skills; - Organizational skills; - Excellent communication skills; - Computer skills 	1
	S/Total			7

Finance Unit	Director of Unit	Director of Finance Unit	<p>Bachelor's 's Degree in Finance, Accounting, Management with specialization in Finance or Accounting with 3 years of working experience in a financial management or Accounting Professional Qualification recognized by IFAC (ACCA, CPA) with 3 years of working experience in a financial management or Master's Degree in Finance, Accounting, Management with specialization in Finance or Accounting with 1 year of working experience in a financial management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's public financial management standards and procedures; - Knowledge of Accounting principles and practices and financial statement and data reporting; - Knowledge of Rwanda Public Financial Law; - Knowledge in Financial software (SMART, IFMIS, etc); - Leadership and management skills; - Planning and organizational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management skills; - Interviewing skills; - Judgment & Decision making skills; - Complex Problem solving; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
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	Budget Officer	Budget Officer	<p>Bachelor's Degree in Finance, Accounting, Economics, and Management.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Planning and organizational skills; - Communication skills; - Strong IT skills, particularly in Finance software (SMART IFMIS); - Judgment & Decision making skills; - Deep understanding of financial accounts and public budgeting processes; - High analytical skills; - Interpersonal skills; - Time management skills; - Complex Problem solving skills; - Flexibility skills; - Fluency in English and/or French, knowledge of all is an advantage. 	1
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	Accountant	Accountant	<p>Bachelor's Degree in Finance, Accounting, and Management with specialization in Finance/Accounting or Accounting professional qualification recognized by IFAC (ACCA, CPA).</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Working experience in Finance, Accounting, Management; - Experience with working in national Public Finance environment; - Knowledge of Finance, Accounting, Management; - Knowledge and use of SMARTFMIS would be an advantage; - Comprehensive knowledge of the planning tools; - Working knowledge of the activities of other functions of the institution relevant to the department; - Planning and organizational skills; - Communication skills; - Strong IT skills, particularly in Financial software; - Judgment & Decision Making skills; - Understanding and Proper management of complex financial information & report writing; - Deep understanding of financial accounts; - High Analytical skills; - Interpersonal skills; - Time management Skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an Advantage. 	2
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	Logistics Officer	Logistics Officer	<p>Bachelor's Degree in Store Management, Management, Accounting, Economics, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational skills; - Computer skills; - Communication skills; - Report writing & presentation skills; - Analytical skills; - Interpersonal skills; - Time management skills; - Negotiation skills; - Team work skills - Problem Solving skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Secretary to the Finance Unit	Secretary to the Finance Unit	<p>Advanced Diploma in Secretariat Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work or Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent communication, organizational, interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage 	1
	S/Total			6

ICT Unit	Director of Unit	Director of ICT Unit	<p>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 Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information Management System, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience in ICT and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Capacity to design e-tools to facilitate electronic information management systems; - Knowledge of Rwanda's justice ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Knowledge of computer hardware/software technologies; - Interpersonal Skills; - Communication skills; - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluency in Kinyarwanda, English and/or French; knowledge of all is an advantage 	1
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	Network Administrator	Network Administrator	<p>Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Research and development ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems; - Proficient in Microsoft Office products; - Proficient in basic networking protocols and standards; - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2
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	IT Support Officer	IT Support Officer	<p>Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, 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 or Advanced Diploma in Computer Science, Software Engineering, Computer Engineering, , Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Research and development ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems; - Proficient in Microsoft Office products; - Proficient in basic networking protocols and standards; - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal skills; - Communication skills - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2
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	Database Administrator	Database Administrator	<p>Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge statistics /bioinformatics, - knowledge of research and development ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems; - Proficient in Microsoft Office products; - Proficient in basic networking protocols and standards; - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	S/Total			6

Crop Research & Technology Transfer Department	Head of Department	Head of Crop Research & Technology Transfer Department	<p>Master's Degree in Agriculture Sciences, Crop Sciences, Agronomy, Horticultural Sciences, Crop Protection, Plant Genetics and Breeding, Plant Biotechnology, Agricultural Extension, with at least 5 years of relevant working experience or Bachelor's Degree in Agriculture Sciences, Crop Sciences, Agronomy, Horticultural Sciences, Crop Protection, Plant Genetics and Breeding, Plant Biotechnology, Agricultural Extension, with at least 7 years of relevant working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Agriculture context and development agenda; - Excellent leadership skills; - Excellent interpersonal skills; - Creativity & initiative skills; - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Technology Transfer Specialist	Technology Transfer Specialist	<p>Master's Degree in Agriculture Sciences, Agriculture Extension or Bachelor's Degree in Agriculture Sciences, Agriculture Extension with 3 years of relevant working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge and understanding of the Agriculture policies in Rwanda; - Extensive understanding of the National extension system; - Leadership skills; - Excellent interpersonal skills; - Creativity & Initiative skills; - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an Advantage. 	1

	Research Coordination Specialist	Research Coordination Specialist	<p>Master's Degree in Agriculture Sciences, Crop Sciences, Agronomy, Horticultural Sciences, Crop Protection, Plant Genetics and Breeding, Plant Biotechnology or Bachelor's Degree in Agriculture Sciences, Crop Sciences, Agronomy, Horticultural Sciences, Crop Protection, Plant Genetics and Breeding, Plant Biotechnology with 3 years of relevant working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Agriculture context and development agenda; - Extensive understanding of the National and International context of Research; - Demonstrated interest/track records in agricultural research and publications - Leadership skills; - Computer skills; - Excellent communication skills; - Interpersonal and writing skills; - Computer skills; - Organizational skills; - Judgment & decision making skills; - Complex problem solving skills; - Time management skills; - High analytical skills; - Team work skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
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	Administrative assistant	Administrative assistant	<p>Advanced Diploma in Secretariat Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work or Law.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office management skills; - Excellent communication, organizational, interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage 	1
	S/Total			4
Animal Resources Research & Technology Transfer Department	Head of Department	Head of Animal Resources Research & Technology Transfer Department	<p>Master's Degree in Animal Sciences, Animal breeding and genetics, Animal Nutrition, Animal Health; Animal Husbandry or Fisheries, Veterinary Medicine, Agricultural Extension specialized in livestock with at least 5 years of relevant working experience or Bachelor's Degree in Animal Sciences, Animal Breeding and Genetics, Animal Nutrition, Animal Health; Animal Husbandry or Fisheries, Veterinary Medicine, Agricultural Extension specialized in livestock with at least 7 years of relevant working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Agriculture context development agenda; - Leadership skills; - Excellent interpersonal skills; - Creativity & Initiative skills; - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

	Technology Transfer Specialist	Technology Transfer Specialist	<p>Master's Degree in Animal Sciences, Animal Breeding and Genetics, Animal Nutrition, Animal Health, Animal Husbandry, Fisheries, Wildlife and Aquatic Resource Management or Bachelor's Degree in Animal Sciences, Animal Breeding and Genetics, Animal Nutrition, Animal Health, Animal Husbandry, Fisheries, Wildlife and Aquatic Resource Management with at least 3 years of relevant working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep Knowledge and understanding of the Agriculture policies in Rwanda; - Extensive understanding of the National extension system; - Leadership skills; - Excellent interpersonal skills; - Creativity & Initiative skills; - Computer skills; - Analytical and problem solving skills; - Excellent communication skills; - Time management skills; - Organizational skills; - Team work skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an Advantage. 	1
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	Research Coordination specialist	Research Coordination specialist	<p>Master's Degree in Animal Sciences, Animal breeding and genetics, Animal nutrition, Animal Health, Animal Husbandry, Fisheries, Wildlife and Aquatic Resource Management or Bachelor's Degree in Animal Sciences, Animal Breeding and Genetics, Animal Nutrition, Animal Health, Animal Husbandry, Fisheries, Wildlife and Aquatic Resource Management in with at least 3 years of relevant working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep Knowledge and understanding of the Agriculture and Livestock sector in Rwanda; - Detailed knowledge of Agriculture and Livestock research areas and agenda; - Extensive understanding of the National and International context of Research; - Computer skills; - Excellent communication skills; - Interpersonal and writing skills; - Computer skills; - Organizational skills; - Judgment & decision making skills; - Complex Problem Solving skills; - Time management skills; - High analytical skills; - Team work skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Administrative Assistant	Administrative Assistant	<p>Advanced Diploma in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work and Law.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent communication, organizational, interpersonal skills; 	1

			<ul style="list-style-type: none"> - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an Advantage. 	
	S/Total			4
Land Husbandry and Irrigation Research & Technology Transfer Department	Head of Department	Head of Land Husbandry and Irrigation Research & Technology Transfer Department	<p>Master's Degree in Soil Sciences, irrigation and water management, Agriculture Engineering, Agroforestry, Agricultural Extension, Agricultural Mechanization, Agricultural Land Husbandry with at least 5 years of working experience or Bachelor's Degree in in Soil Sciences, Irrigation and Water Management, Agriculture Engineering, Agroforestry, Agricultural Extension, Agricultural Mechanization, Agricultural Land Husbandry with at least 7 years of relevant working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Agriculture context and development agenda; - Deep knowledge of land use guidelines and policies in Rwanda; - Deep integrated understanding of agriculture, land and water management; - Excellent interpersonal skills; - Creativity & Initiative skills; - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an Advantage. 	1

	Technology Transfer Specialist	Technology Transfer Specialist	<p>Master's Degree in Soil Sciences, Irrigation and Water Management, Agriculture Engineering, Agroforestry, Agricultural extension, Agricultural Mechanization, Agricultural Land Husbandry or Bachelor's Degree in Soil Sciences, Irrigation and Water Management, Agriculture Engineering, Agroforestry, Agricultural Extension, Agricultural Mechanization, Agricultural Land Husbandry with at least 3 years of relevant working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep Knowledge and understanding of the Agriculture policies in Rwanda; - Extensive understanding of the National extension system; - Computer skills; - Excellent communication skills; - Interpersonal and writing skills; - Computer skills; - Organizational skills; - Judgment & decision making skills; - Complex problem solving skills; - Time management skills; - High analytical skills; - Team work skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
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	Research Coordination Specialist	Research Coordination Specialist	<p>Master's Degree in Soil Sciences, Irrigation and Water Management, Agriculture Engineering, Forestry and Agroforestry or Bachelor's Degree in Soil Sciences, Irrigation and Water Management, Agriculture Engineering, Forestry and Agroforestry with at least 3 years of relevant working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Agriculture context and development agenda; - Extensive understanding of the national and international context of Research; - Demonstrate interest in agricultural research and publications; - Leadership skills; - Detailed knowledge of Agriculture research areas and agenda; - Extensive understanding of the National and International context of Research; - Computer skills; - Excellent communication skills; - Interpersonal and writing skills; - Computer skills; - Organizational skills; - Judgment & decision making skills; - Complex Problem solving skills; - Time management skills; - High analytical skills; - Team work skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Administrative Assistant	Administrative Assistant	<p>Advanced Diploma in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work or Law.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; 	1

			<ul style="list-style-type: none"> - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
	S/Total			4
Post-Harvest Management & Biotechnology Division	Division Manager	Post-Harvest Management & Biotechnology Division Manager	<p>Master's Degree in Agricultural Biotechnology, Postharvest Handling, Food Science & Technology with at least 3 years of relevant working experience or Bachelor's Degree in Agricultural Biotechnology, Postharvest Handling, Food Science & Technology with at least 5 years of relevant working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> -Detailed knowledge of Agricultural Post-Harvest management or Biotechnology; - Extensive understanding of the National and International context of Post-Harvest management or Biotechnology; - Excellent track record in research methodology; - Excellent interpersonal skills; - Excellent communication skills; - Problem solving skills; - Coaching and mentoring skills; - Time management skills; - Planning and organizational skills; - Team work spirit; - Writing and reporting skills; - High analytical skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	1

	Instrumentation Engineer Specialist	Instrumentation Engineer Specialist	<p>Master's Degree in Mechanical, Electrical or Electronical Engineering or Bachelor's Degree of Mechanical, Electrical or Electronical Engineering with at least 3 years of relevant working experience in laboratory equipment maintenance.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Proven experience in maintenance of machinery; - Computer skills; - Organizational skills; - Complex Problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage. 	2
	S/Total			3
Animal Processing Biotechnology & Technology Transfer Division	Division Manager	Animal Resources Processing & Biotechnology Division Manager	<p>Master's Degree in Meat science, Dairy Science, Food Science & Technology, Animal Feed Sciences, Animal Biotechnology with at least 3 years of relevant working experience or Bachelor's Degree in Meat science, Dairy Science, Food Science & Technology, Animal Feed Sciences, Animal Biotechnology with at least 5 years of relevant working experience</p> <p><u>Key technical skills and knowledge required:</u>0</p> <ul style="list-style-type: none"> - Knowledge of the Agriculture development agenda; - Leadership skills; - High analytical skills; - Time management skills; - Decision making skills; - Excellent communication skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1

	S/Total			1
Seed System Division	Division Manager	Seed System Division Manager	<p>Master's Degree in Seed Sciences and Technology, Plant Breeding, and Seed System with at least 3 years of relevant working experience or Bachelor's Degree in Seed Sciences and Technology, Plant Breeding, and Seed System with at least 5 years of relevant working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Agriculture context and especially the seed system and policy in a broader context; - Proven coordination skills; - Experience in management of seed system; - Leadership skills; - Excellent interpersonal skills; - Creativity & Initiative skills; - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	S/Total			1
National Artificial Insemination Centre (NAIC)	Division Manager	National Artificial Insemination Centre (NAIC) Division Manager	<p>Master's Degree in Animal Sciences, Animal Breeding and Genetics, Animal Nutrition or Animal Health, Animal Husbandry with at least 3 years of relevant working experience or Bachelor's Degree in Animal Sciences, Animal Breeding and Genetics, Animal nutrition or Animal Health, Animal Husbandry with at least 5 years of relevant working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Animal context and development agenda; - Leadership skills; - Excellent interpersonal skills; - Creativity & Initiative skills; - Analytical and problem solving skills; 	1

			<ul style="list-style-type: none"> -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
	S/Total			1
RAB Stations	Station Manager	Station Manager	<p>Master's Degree in Agriculture Sciences, Animal Sciences, Rural Development, Agricultural Economics, Community Development, Business Administration, Public Administration with 1 year of relevant working experience in the field of Agriculture and animal resources or Bachelor's Degree in Agriculture sciences, Animal Sciences, Rural development, Agricultural Economics, Community Development, Business Administration, Public Administration with 3 years of relevant working experience in the field of Agriculture and animal resources.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of the Agriculture and development agenda; - Knowledge in Business Administration; - Leadership skills; - Excellent coordination skills; - High analytical skills; - Time management skills; - Decision making skills; - Excellent communication skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	13

	HR & Logistics Officer	HR & Logistics Officer	<p>Bachelor's degree in Human Resource Management, Management, Public Administration, Administrative Sciences.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of existing human resource management systems; - Working experience in human resource management; - Record keeping, report writing and presentation skills; - Computer Literacy; - Coordination, planning and organizational skills; - Interpersonal skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	13
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	Accountant at Station	Accountant at Station	<p>Bachelor's degree in Finance, Accounting, or Management specialized in Finance/Accounting or Accounting professional qualification recognized by IFAC (ACCA, CPA).</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Working experience in Accounting; - Be familiar with the Public Finance procedures; - Knowledge of Accounting principles and guidelines; - Knowledge and use of SMARTFMIS; - Be conversant with using planning tools; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Accounting software; - Judgment & Decision Making skills; - Analytical skills of complex financial information; - Deep understanding of financial accounts; - High Analytical Skills; - Interpersonal skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	13
	Secretary	Secretary	<p>Advanced Diploma in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work or Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management skills; - Excellent Communication, Organizational, Interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	13

	S/Total			52
GRAND TOTAL				122

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°123/03 ryo ku wa 25/09/2018 rishyiraho imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigo gishinzwe Iterembere ry'Ubuhanzi n'Ubworozi mu Rwanda

Kigali, ku wa **25/09/2018**

(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° 123/03 of 25/09/2018 determining organisational structure, job profiles, salaries and fringe benefits for the employees of Rwanda Agriculture and Animal Resources Development Board

Kigali, on **25/09/2018**

(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° 123/03 du 25/09/2018 portant structure organisationnelle, profiles d'emplois, salaires et avantages accordés aux personnel de l'Office Rwandais de Développement de l'Agriculture et des Ressources Animales

Kigali, le **25/09/2018**

(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°123/03 RYO
KU WA 25/09/2018 RISHYIRAHU
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'IKIGO
GISHINZWE ITEREMBERE
RY'UBUHINZI N'UBWOROZI MU
RWANDA**

**ANNEX III TO THE PRIME MINISTER'S
ORDER N°123/03 OF 25/09/2018
DETERMINING ORGANISATIONAL
STRUCTURE, JOB PROFILES, SALARIES
AND FRINGE BENEFITS FOR THE
EMPLOYEES OF RWANDA
AGRICULTURE AND ANIMAL
RESOURCES DEVELOPMENT BOARD**

**ANNEXE III D'ARRETE DU PREMIER
MINISTRE N°123/03 DU 25/09/2018
PORTANT STRUCTURE
ORGANISATIONNELLE, PROFILES
D'EMPLOIS, SALAIRES ET AVANTAGES
ACCORDES AUX PERSONNEL DE
L'OFFICE RWANDAIS DE
DEVELOPPEMENT DE L'AGRICULTURE
ET DES RESSOURCES ANIMALES**

RWANDA AGRICULTURE BOARD (RAB)ADMINISTRATIVE STAFFING SALARY STRUCTURE

Post	I.V	Nbr	Level	Index	Gross Salary (Rwf/Month)
Director General	500	1	E	3,156	2,017,360
Deputy Director General in Charge of Agriculture Research & Technology Transfer	441	1	F	2869	1,617,505
Deputy Director General in Charge of Animal Resources Research & Technology Transfer	441	1	F	2869	1,617,505
Head of Crop Research & Tech. Transfer Department	400	1	1.IV	2608	1,333,657
Head of Land Husbandry and Irrigation Research & Tech. Transfer Department	400	1	1.IV	2608	1,333,657
Head of Animal Resources Research & Tech. Transfer Department	400	1	1.IV	2608	1,333,657
Seed System Division Manager	400	1	2.III	1890	1,085,308
Corporate Services Division Manager	400	1	2.III	1890	1,085,308
National Artificial Insemination Centre (NAIC) Division Manager	400	1	2.III	1890	1,085,308
Post-Harvest Management & Biotechnology Division Manager	400	1	2.III	1890	1,085,308
Animal Resources Processing & Biotechnology Division Manager	400	1	2.III	1890	1,085,308
Director of Internal Audit Unit	400	1	3.II	1369	786,131
Director of Documentation, Publication, Communication and Technology Promotion Unit	400	1	3.II	1369	814,962
Director of Finance Unit	400	1	3.II	1369	786,131
Director of HR & Administration Unit	400	1	3.II	1369	786,131
Director of ICT Unit	400	1	3.II	1369	786,131
Stations Manager	400	13	3.II	1369	786,131
Advisor to DG	400	1	3.II	1369	786,131
Legal Affairs Specialist	400	1	3.II	1369	786,131
Financial Management Specialist	400	1	3.II	1369	786,131
Procurement Specialist	400	1	3.II	1369	786,131
Planning, M&E Specialist	400	1	3.II	1369	786,131
Data Management Specialist	400	1	3.II	1369	786,131
Marketing & Communication Specialist	400	1	3.II	1369	786,131
Techn. Transfer Specialist	400	3	3.II	1369	786,131
Research Coordination Specialist	400	3	3.II	1369	786,131
Animal Disease Surveillance Specialist	400	2	3.II	1369	786,131
Legal Affairs Officer	400	1	4.III	1313	746,459
Instrument engineer	400	2	4.II	1141	648,675
Public Relations Officer	400	1	4.II	1141	648,675
Human Resources Officer	400	2	4.II	1141	648,675
Human Resource & Logistics Officer at Stations Level	400	13	4.II	1141	648,675
Estate Management Officer	400	1	4.II	1141	648,675
Database Administrator	400	1	5.II	951	540,657
Network Administrator	400	2	5.II	951	540,657
IT Support Officer	400	2	5.II	951	540,657
Planning, M&E Officer	400	2	5.II	951	540,657
Accountant at HQ	400	2	5.II	951	540,657
Accountants at Stations Level	400	13	5.II	951	540,657
Budget Officer	400	1	5.II	951	540,657

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Post	I.V	Nbr	Level	Index	Gross Salary (Rwf/Month)
Internal Auditor	400	4	5.II	951	540,657
Procurement Officer	400	2	5.II	951	540,657
Logistics Officer	400	1	5.II	951	540,657
Administrative Liaison Officer	400	1	5.II	951	540,657
Administrative Assistant to the DG	400	1	5.II	951	540,657
Administrative Assistant to the DDG	400	2	5.II	951	540,657
Customer care Officer	400	1	6.II	793	450,832
Documentation Officer	400	2	6.II	793	450,832
Archive Officer	400	1	6.II	793	450,832
Administrative Assistant to Heads of Department	400	3	7.II	660	375,219
Head of Central Secretariat	400	1	7.II	660	375,219
Secretary to Cental Secretariat	400	2	8.II	508	288,805
Secretary to Station	400	13	8.II	508	288,805
Secretary to Finance unit	400	1	8.II	508	288,805
Total		122			

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 123/03 ryo ku wa 25/09/2018 rishyiraho imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigo gishinzwe Iterembere ry'Ubuhanzi n'Ubworozi mu Rwanda

Kigali, ku wa **25/09/2018**

(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° 123/03 of 25/09/2018 determining organisational structure, job profiles, salaries and fringe benefits for the employees of Rwanda Agriculture and Animal Resources Development Board

Kigali, on **25/09/2018**

(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° 123/03 du 25/09/2018 portant structure organisationnelle, profiles d'emplois, salaires et avantages accordés aux personnel de l'Office Rwandais de Développement de l'Agriculture et des Ressources Animales

Kigali, le **25/09/2018**

(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

<p>ITEKA RYA MINISITIRI W'INTEBE N°124/03 RYO KU WA 25/09/2018 RISEZERERA NTA MPAKA UMUKOZI WA LETA</p>	<p>PRIME MINISTER'S ORDER N°124/03 OF 25/09/2018 REMOVING FROM OFFICE A PUBLIC SERVANT</p>	<p>ARRETE DU PREMIER MINISTRE N°124/03 DU 25/09/2018 PORTANT DEMISSION D'OFFICE D'UN AGENT DE L'ETAT</p>
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ISHAKIRO

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**ITEKA RYA MINISITIRI W'INTEBE PRIME MINISTER'S ORDER N°124/03 ARRETE DU PREMIER MINISTRE
N°124/03 RYO KU WA 25/09/2018 OF 25/09/2018 REMOVING FROM N°124/03 DU 25/09/2018 PORTANT
RISEZERERA NTA MPAKA UMUKOZI OFFICE A PUBLIC SERVANT DEMISSION D'OFFICE D'UN AGENT
WA LETA DE L'ETAT**

Minisitiri w'Intebe;

The Prime Minister;

Le Premier Ministre;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavugururwe mu 2015, cyane cyane mu ngingo zaryo, iya 119, iya 120, iya 121 n'ya 176;

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 119, 120, 121 and 176;

Vu la Constitution de la République du Rwanda de 2003 révisée en 2015, spécialement en ses articles 119, 120, 121 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 zaryo, iya 41, iya 93 n'ya 94;

Pursuant to Law n° 86/2013 of 11/09/2013 establishing the general statutes for public service, especially in Articles 41, 93 and 94;

Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en ses articles 41, 93 et 94;

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

On proposal by the Minister of Public Service and Labour;

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

ATEGETSE:

ORDERS:

ARRETE:

Ingingo ya mbere: Gusezererwa nta mpaka

Article One: Automatic removal from office

Article premier: Démission d'office

Bwana MAJORO Fabien wahoze ari *Governance Advisor to the Prime Minister*, asezerewe nta mpaka mu bakozi ba Leta, kubera ibura ry'umurimo.

Mr. MAJORO Fabien who was *Governance Advisor to the Prime Minister*, is automatically removed from public service as a result of job discontinuance.

M. MAJORO Fabien qui était *Governance Advisor to the Prime Minister* est démis d'office au sein de la fonction publique suite au manque d'emploi.

Ingingo ya 2: Abashinzwe gushyira mu bikorwa iri teka

Article 2: Authorities responsible for the implementation of this Order

Article 2: Autorités chargées de l'exécution du présent arrêté

Minisitiri w'Abakozi ba Leta n'Umurimo na

The Minister of Public Service and Labour

Le Ministre de la Fonction Publique et du

Minisitiri w'Imari n'Igenamigambi bashinzwe gushyira mu bikorwa iri teka.	and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.	Travail et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.
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Ingingo ya 3: Ivanwaho ry'ingingo zinyuranyije n'iri teka

Article 3: 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.
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Ingingo ya 4: Igihe iri teka ritangira gukurikizwa

Article 4: Entrée en vigueur

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 08/05/2018.	This Order comes into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 08/05/2018.	Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 08/05/2018.
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Kigali, ku wa **25/09/2018**

Kigali, on **25/09/2018**

Kigali, le **25/09/2018**

(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