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Nº 004/03 ryo ku wa 09/02/2018
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PRIME MINISTER'S ORDER Nº 004/03 OF 09/02/2018 DETERMINING ORGANIZATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE RWANDA POLYTECHNIC HIGHER LEARNING INSTITUTION

ARRETE DU PREMIER MINISTRE Nº 004/03 DU 09/02/2018 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'INSTITUTION D'ENSEIGNEMENT SUPERIEUR POLYTECHNIQUE DU RWANDA

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ITEKA RYA MINISITIRI W'INTEBE Nº 004/03 RYO KU WA 09/02/2018 RISHYIRAHO IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'ISHURI RIKURU RY'U RWANDA RY'IMYUGA N'UBUMENYINGIRO

Minisitiri w'Intebe;

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

Ashingiye ku Itegeko n° 22/2017 ryo ku wa 30/05/2017 rishyiraho Ishuri Rikuru ry'u Rwanda ry'Imyuga n'Ubumenyingiro rikanagena inshingano, ububasha, imitunganyirize n'imikorere byaryo, cyane cyane mu ngingo yaryo ya 24;

Ashingiye ku Itegeko nº 86/2013 ryo ku wa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta, cyane cyane mu ngingo yaryo ya 52;

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

Inama y'Abaminisitiri, yateranye ku wa 04/10/2017, imaze kubisuzuma no kubyemeza;

ATEGETSE:

PRIME MINISTER'S ORDER Nº 004/03 OF 09/02/2018 DETERMINING ORGANIZATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE RWANDA POLYTECHNIC HIGHER LEARNING INSTITUTION

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° 22/2017 of 30/05/2017 establishing Rwanda Polytechnic Higher Learning Institution and determining its mission, powers, organisation and functioning, especially in Article 24;

Pursuant to Law nº 86/2013 of 11/09/2013 establishing the general statutes for public service, especially in Article 52;

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet, in its session of 04/10/2017;

HEREBY ORDERS:

ARRETE DU PREMIER MINISTRE Nº 004/03 DU 09/02/2018 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'INSTITUTION D'ENSEIGNEMENT SUPERIEUR POLYTECHNIQUE DU RWANDA

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° 22/2017 du 30/05/2017 portante création de l'Institution d'Enseignement Supérieur Polytechnique du Rwanda et déterminant ses missions, ses pouvoirs, son organisation et son fonctionnement, spécialement en son article 24;

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

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

Après examen et adoption par le Conseil des Ministres, en sa séance du 04/10/2017;

ARRETE:

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'Ishuri Rikuru ry'u Rwanda ry'Imyuga n'Ubumenyingiro (RP).

Article One: Purpose of this Order

This Order determines organizational structure, job profiles, salaries and fringe benefits for employees of Rwanda Polytechnic Higher Learning Institution (RP).

Article premier: Objet du présent arrêté

Le présent arrêté détermine la structure organisationnelle, profils d'emploi, salaires et avantages accordés au personnel de l'Institution d'Enseignement Supérieur Polytechnique du Rwanda (RP).

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 mu Ishuri Rikuru ry'u Rwanda ry'Imyuga n'Ubumenyingiro (RP) biri ku mugereka wa I n'uwa II y'iri teka.

Article 2: Organizational structure and job profiles

The organizational structure and job profiles for Rwanda Polytechnic Higher Learning Institution (RP) are respectively in Annexes I and II of this Order.

Article 2: Structure organisationnelle et profils d'emplois

La structure organisationnelle et les profils d'emplois de l'Institution d'Enseignement Supérieur Polytechnique du Rwanda (RP) sont respectivement en annexes I et II du présent arrêté.

Ingingo ya 3: Igenwa ry'umushahara

Imishahara y'abakozi b'Ishuri Rikuru ry'u Rwanda ry'Imyuga n'Ubumenyingiro (RP) igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu butegetsi bwa Leta.

Article 3: Determination of the salary

Salaries for employees of Rwanda Polytechnic Higher Learning Institution (RP) are determined basing on the job classification and in accordance with general principles on salary calculation in Public Service.

Article 3: Détermination du salaire

Les salaires accordés au personnel de l'Institution d'Enseignement Supérieur Polytechnique du Rwanda (RP) sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo mu Ishuri Rikuru ry'u Rwanda ry'Imyuga n'Ubumenyingiro (RP) biri ku mugereka wa III w'iri teka.

The level, index value and the gross salary corresponding to each job position in the Rwanda Polytechnic Higher Learning Institution (RP) are in Annex III of this Order.

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi au sein de l'Institution d'Enseignement Supérieur Polytechnique du Rwanda (RP) sont en annexe III du présent arrêté.

Ingingo ya 4: Ibigize umushahara mbumbe

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

Article 4: Composition of the gross salary

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

Article 4: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement:

1 º umushahara fatizo;

2 º indamunite y'icumbi;

3 º indamunite y'urugendo;

4 º inkunga ya Leta mu bwiteganyirize bw'umukozi;

5 º inkunga ya Leta yo kuvuza umukozi.

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa Abayobozi bari ku nzego z'imirimo za "E", "F" na "2.III" boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze. Ntigenerwa kandi abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru

Umuyobozi Mukuru w'Ishuri Rikuru ry'u Rwanda ry'Imyuga n'Ubumenyingiro (RP) uri ku rwego rwa "E" agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

2 º amafaranga y'u Rwanda ibihumbi mirongo ine (40.000 Frw) buri kwezi y'itumanaho rya interineti igendanwa n'ibihumbi ijana na mirongo itanu y'u

1 º basic salary;

2 º housing allowance;

3 º transport allowance;

4 º State contribution for social security;

5 º State contribution for medical care.

The transport allowance specified in Paragraph One of this Article shall not be granted to Officials positioned on levels "E", "F" and "2.III" whose transport is facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be granted to public servants positioned on level "3" who are entitled to special transport allowance in accordance with Instructions of the Minister in charge of public service.

Article 5: Fringe benefits for the Vice Chancellor

The Vice Chancellor of Rwanda Polytechnic Higher Learning Institution (RP) on "E" job classification level is entitled to the following fringe benefits:

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

2 º forty thousand Rwandan francs (Frw 40,000) per month for wireless internet connection communication allowance and one hundred and

1 º le salaire de base;

2 º l'indemnité de logement;

3 º l'indemnité de transport;

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

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

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux Agents aux postes de niveau "E", "F" et "2.III" pour lesquels le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions. Elle n'est pas non plus allouée aux agents de l'Etat aux postes de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Article 5: Avantages alloués au Vice-Chancelier

Le Vice-Chancelier de l'Institution d'Enseignement Supérieur Polytechnique du Rwanda (RP) au poste de niveau "F" bénéficie des avantages suivants:

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

2 º les frais de communication d'internet sans fil équivalant à quarante mille francs rwandais (40.000 Frw) par mois et cent cinquante mille

Rwanda (150.000 FRW) buri kwezi y'itumanaho rya telefoni igendanwa;

3 º amafaranga y'u Rwanda ibihumbi magana atatu (300.000 Frw) buri kwezi yo kwakira abashyitsi mu kazi anyura kuri konti y'Ishuri Rikuru ry'Imyuga n'Ubumenyingiro (RP);

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

Ingingo ya 6: Ibindi bigenerwa Abayobozi Bakuru Bungirije

Abayobozi Bakuru Bungirije b'Ishuri Rikuru ry'u Rwanda ry'Imyuga n'Ubumenyingiro (RP) bari ku rwego rwa "F" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

1 º amafaranga y'u Rwanda ibihumbi ijana (100.000 Frw) y'itumanaho rya telefoni na fagisi byo mu biro buri kwezi n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi y'itumanaho rya telefoni igendanwa;

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

fifty thousand Rwandan francs (Frw 150,000) per month for mobile phone communication allowance;

3 º three hundred thousand Rwandan francs (Frw 300,000) per month for office entertainment allowance transferred to the account of the Rwanda Polytechnic Higher Learning Institution (RP);

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

Article 6: Fringe benefits for Deputy Vice Chancellors

Deputy Vice Chancellors of Rwanda Polytechnic Higher Learning Institution (RP) on "F" job classification level are each entitled to the following fringe benefits:

1 º one hundred thousand Rwandan francs (Frw 100,000) per month for office landline and fax communication allowance and one hundred thousand Rwandan francs (Frw 100,000) per month for mobile phone communication allowance;

2 º transport facilitation in accordance with Instructions of the Minister in charge of transport.

francs rwandais (150.000 Frw) par mois de communication par téléphone portable;

3 º les frais de représentation au service équivalant à trois cent mille francs rwandais (300.000 Frw) chaque mois domiciliés au compte de l'Institution d'Enseignement Supérieur Polytechnique du Rwanda (RP);

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

Article 6: Avantages alloués aux Vice-Chanceliers Adjoints

Les Vice-Chanceliers Adjoints de l'Institution d'Enseignement Supérieur Polytechnique du Rwanda (RP) aux postes de niveau "F" bénéficient chacun des avantages suivants:

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

2 º les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 7: Ibindi bigenerwa Umuyobozi wa Koleji ya RP

Umuyobozi wa Koleji ya RP agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

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

3 º amafaranga y'u Rwanda ibihumbi magana abiri (200.000 Frw) buri kwezi yo kwakira abashyitsi mu kazi anyura kuri konti y'Ishuri Rikuru ry'Imyuga n'Ubumenyingiro (RP);;

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

Article 7: Fringe benefits for Principal of RP College

The Principal of RP College is entitled to the following fringe benefits:

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

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

3 º two hundred thousand Rwandan francs (Frw 200,000) per month for office entertainment allowance transferred to the account of the Rwanda Polytechnic Higher Learning Institution (RP);

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

Article 7: Avantages alloués au *Principal* de Collège de RP

Le *Principal* de Collège de RP bénéficie des avantages suivants:

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

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

3 º les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois domiciliés au compte de l'Institution d'Enseignement Supérieur Polytechnique du Rwanda (RP);

4 º facilitation de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 8: Ibindi bigenerwa Umuyobozi Wungirije wa Koleji ya RP ushinzwe amasomo n'amahugurwa

Umuyobozi Wungirije wa Koleji ya RP Ushinzwe amasomo n'amahugurwa agenerwa ibi bikurikira:

1 º amafaranga y'u Rwanda ibihumbi ijana (100.000 Frw) y'itumanaho rya telefoni yo mu biro buri kwezi n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi ya telefoni igendanwa;

Article 8: Fringe benefits for Deputy Principal Academics and Training

Deputy Principal Academics and Training of RP College is entitled to the following fringe benefits:

1 º one hundred thousand Rwandan francs (100,000 Frw) per month for office landline and one hundred thousand Rwandan francs (100,000 Frw) per month for mobile phone;

Article 8: Avantages alloués au *Deputy Principal Academics and Training*

Le *Deputy Principal Academics and Training* de Collège de RP bénéficie des avantages suivants:

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

rwandais (100.000 Frw) par mois de communication par téléphone portable;

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

2 º transport facilitation in accordance with Instructions of the Minister in charge of transport.

2 º facilitation de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 9: Ibindi bigenerwa *Division Managers* na *Registrar*

Division Managers na *Registrar* bari ku rwego rwa "2.III" bagenerwa buri wese ibindi bibafasha gutunganya imirimo ku buryo bukurikira:

1 º amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 Frw) y'itumanaho rya telefoni na fagisi byo mu biro buri kwezi n'amafaranga y'u Rwanda ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi y'itumanaho rya telefoni igendanwa;

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

Article 9: Fringe benefits for Division Managers and Registrar

Division Managers and Registrar on "2.III" job classification level are each entitled to the following fringe benefits:

1 º seventy thousand Rwandan francs (Frw 70,000) per month for office land line and fax communication allowance and seventy thousand Rwandan francs (Frw 70,000) per month for mobile phone communication allowance;

2 º transport facilitation in accordance with Instructions of the Minister in charge of transport.

Article 9: Avantages alloués aux chefs de Divisions et au Registraire

Les Chefs de Divisions et le Registraire aux postes de niveau "2.III" bénéficient chacun des avantages suivants:

1 º les frais de communication par téléphone et fax de bureau équivalant à soixante-dix mille francs rwandais (70.000 Frw) et soixante-dix mille francs rwandais (70.000 Frw) par mois de communication par téléphone portable;

2 º les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 10: Ibindi bigenerwa Abayobozi b'Amashami na *Specialists*

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

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

Article 10: Fringe benefits for Directors of Units and Specialists

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

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

Article 10: Avantages alloués aux Directeurs des Unités et aux Spécialistes

Les Directeurs des Unités et Spécialistes aux postes de niveau "3" bénéficient chacun des avantages suivants:

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

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

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

Ingingo ya 11: Indamunite z'urugendo rw'imodoka

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

Ingingo ya 12: Abashinzwe gushyira mu bikorwa iri teka

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

2 º a special transport allowance in accordance with Instructions of the Minister in charge of public service.

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

Article 11: Mileage allowances

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

Article 12: Authorities responsible for the implementation of this Order

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

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

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

Article 11: Indemnités kilométriques

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

Article 12: Autorités chargées de l'exécution du présent arrêté

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

Ingingo ya 13: Ivanwaho ry'ingingo zinyuranyije n'iri teka

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

Ingingo ya 14: Igihe iri teka ritangira gukurikizwa

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

Kigali, ku wa **09/02/2018**

(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

Article 13: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 14: Commencement

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

Kigali, on **09/02/2018**

(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

Article 13: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 14: Entrée en vigueur

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

Kigali, le **09/02/2018**

(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 I W'ITEKA RYA MINISITIRI W'INTEBE Nº004/03 RYO KU WA 09/02/2018 RISHYIRAHO IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'ISHURI RIKURU RY'U RWANDA RY'IMYUGA N'UBUMENYINGIRO

ANNEXE I TO PRIME MINISTER'S ORDER Nº004/03 OF 09/02/2018 DETERMINING ORGANIZATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE RWANDA POLYTECHNIC HIGHER LEARNING INSTITUTION

ANNEXE I A L'ARRETE DU PREMIER MINISTRE Nº004/03 DU 09/02/2018 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, PROFILLS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'INSTITUTION D'ENSEIGNEMENT SUPERIEUR POLYTECHNIQUE DU RWANDA

RWANDA POLYTECHNIC HIGHER LEARNING INSTITUTION ORGANIZATIONAL CHART

MINEDUC

Board of Governors

Office of the Vice Chancellor (6)
- Vice Chancellor (1)
- Advisor (1)
- Internal Auditor (1)
- Public Relations & Communication Officer (1)
- Legal Affairs Officer (1)
- Administrative Assistant (1)

Integrated Polytechnic Regional Colleges (IPRCs)

SPIUs

Training Council

Office of the Deputy Vice Chancellor in charge of Training, Institutional Development & Research (6)
- Deputy Vice Chancellor (1)
- Training Planning Coordination Specialist (1)
- Quality Assurance Coordination Specialist (1)
- Administrative Assistant (1)
- Administrative Liaison Officer (1)
- Curriculum Coordination Officer (1)

Office of the Deputy Vice Chancellor in charge of Administration & Finance (5)
- Deputy Vice Chancellor (1)
- Administrative Assistant (1)
- Procurement Officer (1)
- Financial Management Specialist (1)
- Human Resource Management specialist (1)

Technical Trainers Division (6)
- Division Manager (1)
- Training of Trainers Coordination Specialist (1)
- Trainer Management & staffing specialist (1)
- Trainer Certification Specialist (1)
- Training resources development specialist (1)
- Administrative Assistant (1)

Institutional Development, Applied Research, Consultancy & Production Coordination Division (9)
- Division Manager (1)
- Industry Liaison & Job placement Specialist (1)
- Career Development & Guidance Specialist (1)
- Entrepreneurship Development Specialist (1)
- Business Incubation Specialist (1)
- Planning and Project Development Specialist (1)
- Monitoring & Evaluation Officer (1)
- Resource Mobilisation, Institutional Development & Partnership Officer (1)
- Product Design Development and Marketing Specialist (1)

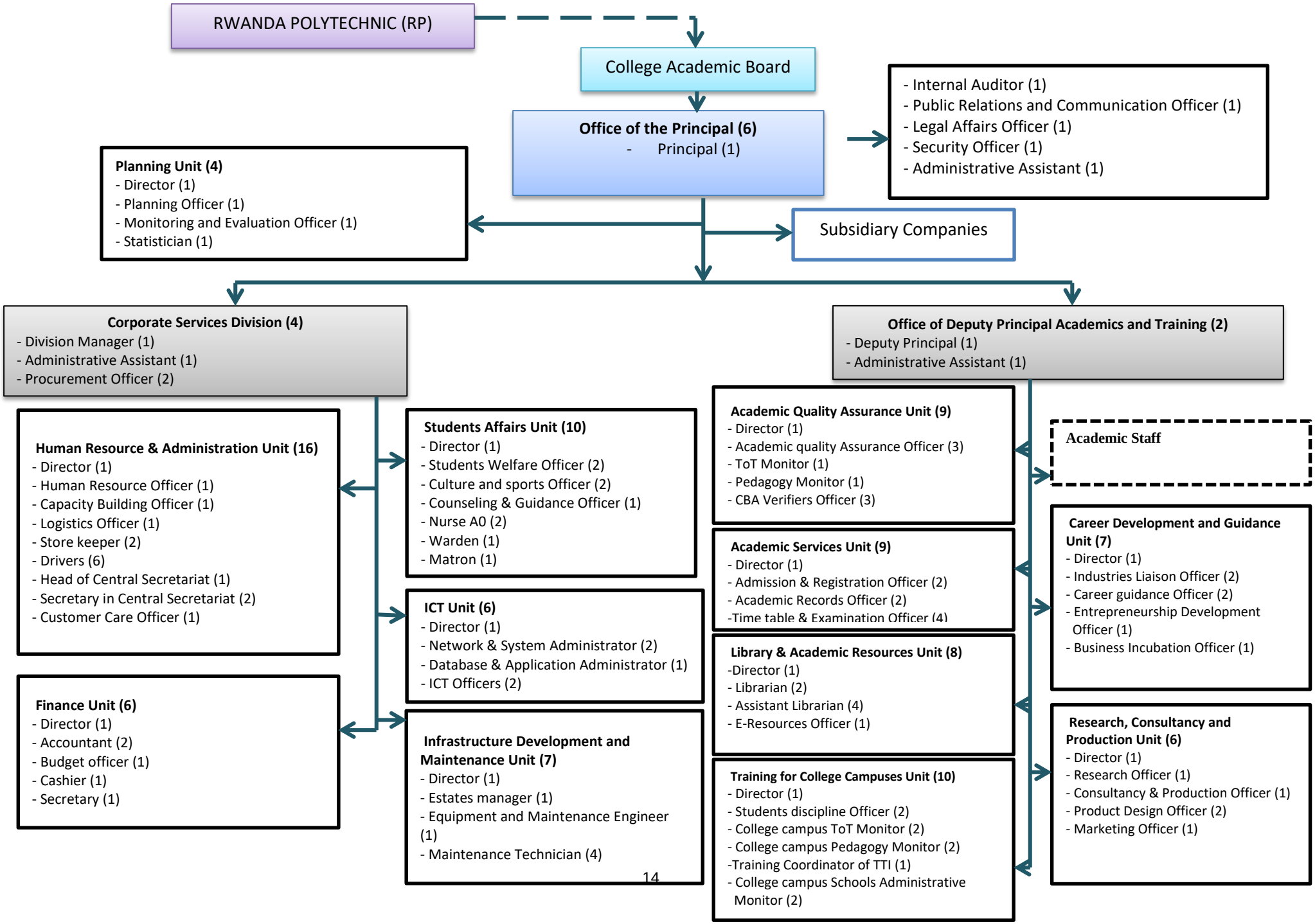
Digital Content & Connectivity Division (6)
- Division Manager (1)
- IT Infrastructure Specialist (1)
- MIS Specialist (1)
- Hosting Platform Senior Engineer (1)
- Digital Content and Development Senior Engineer (1)
- Instructional Technology Specialist (1)

TVET Assessment Division (13)
- Division Manager (1)
- TVET Assessment Coordination Officer (4)
- CBA External Verifiers (5)
- TVET Certification Officer (2)
- TVET Statistics & Assessment data management system Officer (1)

Office of Registrar Admissions & Training Management (3)
- Registrar (1)
- Registration Coordination Officer (1)
- Training Records Officer (1)

Administration & Finance Unit (11)
- Director (1)
- Human Resource Officer (1)
- Capacity Building Coordination Officer (1)
- Accountant (2)
- Network & System Administrator (1)
- Database & Application Administrator (1)
- Logistics Officer (1)
- Head of Central Secretariat (1)
- Secretary to the DAF (1)
- Secretary in Central Secretariat (1)

INTEGRATED POLYTECHNIC REGIONAL COLLEGES (IPRCs) ORGANIZATIONAL STRUCTURE



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe nº004/03 ryo ku wa 09/02/2018 rishyiraho imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ishuri Rikuru ry'u Rwanda ry'Imyuga n'Ubumenyingiro

Kigali, ku wa **09/02/2018**

(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 Prime Minister's Order nº004/03 of 09/02/2018 determining organizational structure, job profiles, salaries and fringe benefits for employees of the Rwanda Polytechnic Higher Learning Institution

Kigali, on **09/02/2018**

(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 nº004/03 du 09/02/2018 déterminant la structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel de l'Institution d'Enseignement Supérieur Polytechnique du Rwanda

Kigali, le **09/02/2018**

(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 Nº004/03 RYO KU WA 09/02/2018 RISHYIRAHO IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'ISHURI RIKURU RY'U RWANDA RY'IMYUGA N'UBUMENYINGIRO

ANNEXE II TO PRIME MINISTER'S ORDER Nº004/03 OF 09/02/2018 DETERMINING ORGANIZATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE RWANDA POLYTECHNIC HIGHER LEARNING INSTITUTION

ANNEXE II A L'ARRETE DU PREMIER MINISTRE Nº004/03 DU 09/02/2018 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'INSTITUTION D'ENSEIGNEMENT SUPERIEUR POLYTECHNIQUE DU RWANDA

RWANDA POLYTECHNIC HIGHER LEARNING INSTITUTION - JOB PROFILES				
Administrative Unit	**Job Title**	**Title of Job positions linked to the Job**	**Job Profile**	**Proposed Jobs**
Office of the Vice Chancellor	Vice Chancellor	Vice Chancellor of the Rwanda Polytechnic	Political Appointee	1
	Advisor	Advisor to the Vice Chancellor	Bachelor's Degree in Education, Education Sciences, Public Policy, Public Administration, Management, Administrative Sciences, with 3 years of working experience or Master's Degree in Education, Education Sciences, Public Policy, Public Administration, Management, Administrative Sciences, with 1 year of working experience. **<u>Key Technical Skills & Knowledge required:</u>** - Extensive knowledge and understanding of the Rwanda Education Sector; - Good knowledge of government policy-making and legislative processes; - Knowledge of the Education sector; - Analytical, problem-solving and critical thinking skills; - Strong Leadership skills; - Technical understanding of system being analyzed and how it affects the various business units; - Good at handling and meeting deadlines; - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;	1

			- Able to work well with both internal and external clients; - Good presentation skills and ability to communicate with various audiences, including end users and managers; - Interpersonal skills; - Collaboration and team working skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	
	Internal Audit	Internal Auditor	Bachelor's Degree in Finance, Accounting, and Management specialized in Accounting/Finance. **<u>Key Technical Skills & Knowledge required:</u>** - Detailed knowledge of financial and audit standards, HR & institutional financial regulations, procedures and financial software; - Planning skills; - High Analytical skills; - Report writing and presentation skills; - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1

	Public Relations and Communication	Public Relations and Communication Officer	Bachelor's Degree in Communication, International Relations, Journalism, Marketing, Linguistics and Literature. **<u>Key technical skills and knowledge required:</u>** - Excellent oral and written communication skills; - Excellent interpersonal skills; - Report writing and presentation skills; - Computer skills; - Creativity and initiative; - Good organizational and time-management skills; - Group dynamics and team work skills; - Effective public relations and public speaking skills; - Interviewing skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1

	Legal Affairs Officer	Legal Affairs Officer	Bachelor's Degree in Law. **<u>Key technical skills and knowledge required:</u>** - Excellent relationship management and communication skills: - Knowledge of Contract Drafting & Negotiation; - Analytical skills; - Report writing and presentation skills; - Computer Literate; - Interpersonal skills; - Effective communication skills; - Administrative skills; - Time management skills; - Group dynamics and team work skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1

	Administrative Assistant to the Vice Chancellor	Administrative Assistant	Advanced Diploma in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law. **<u>Key Technical Skills & Knowledge required:</u>** - Office Management Skills; - Excellent Communication; - Organizational, Interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1
S/Total				**6**
Office of the Deputy Vice Chancellor in charge of Training, Institutional Development & Research	Deputy Vice Chancellor	Deputy Vice Chancellor in charge of Training, Institutional Development & Research	At least Master's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture with 7 years of working experiences with 3 years in a senior positions **<u>Key Technical Skills and Knowledge required</u>:** - Excellent understanding of current trends in national, regional and international development of TVET;	1

			- Demonstrable strategic vision for the development of innovation; - Knowledge transfer and industry-training partnerships in TVET; - Proven organizational leadership and change management experience; - Excellent communication, interpersonal, organizational management, networking/partnership and resources mobilization skills; - High ethical standards, integrity, accountability and professionalism and comply with the requirements of the leadership code; - Strong academic credibility, intellectual curiosity and sympathy for the values and culture of the Rwanda Polytechnic, including its trainees and their concerns; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	
	Training Planning Coordination Specialist	Training Planning Coordination Specialist	Bachelor's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture with 3 years of working experience or Master's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical	1

			Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture and 1 year of relevant working experience. **<u>Key Technical Skills & Knowledge required:</u>** - Efficient office & institutional management skills; - Excellent communication, organizational, interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Group dynamics or team work and time management skills; - Superior reporting & presentation skills; - Seminar & workshop organizational & facilitation skills; - Analytical and problem solving skills; - Knowledge of CBT, CBA, competence/occupation standards, the RTQF and compliance with set qualifications; - Practical knowledge of curriculum implementation & monitoring and also of the development of training/learning manuals for trainers and trainees; and of training planning (timetabling and sequencing of training); - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	

	Quality Assurance Coordination Specialist	Quality Assurance Coordination Specialist	Bachelor's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture with 3 years or relevant working experience or Master's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture with 1 year relevant working experience. **Key Technical Skills & Knowledge required:** - Efficient office management skills; - Excellent communication, organizational, interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Group dynamics or team work and time management skills;	1

			- Superior reporting & presentation skills; - Practical knowledge of qualifications, standards development and the quality control procedures and arrangements of institutions; - Analytical and problem solving skills; - High ethical standards; - Practical knowledge of the employment market, the Sector Skills Councils; - Knowledge of CBT, CBA, competence/occupation standards, the RTQF and the design of qualifications; - Practical knowledge of the conduct of licensing & accreditation and their operational systems and cycles, as well as the use of internal and external training/academic audits; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	
	Curriculum Coordination Officer	Curriculum Coordination Officer	Bachelor's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture with PGD in Education, with a specialization in instructional and material design. **<u>Key Technical Skills & Knowledge required:</u>** - Efficient office & institutional management skills;	1

			- Excellent communication, organizational, interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Group dynamics or team work and time management skills; - Superior reporting & presentation skills; - Seminar & workshop organizational & facilitation skills; - Analytical and problem solving skills; - Knowledge of CBT, CBA, competence/occupation standards, the RTQF and compliance with set qualifications; - Practical knowledge of curriculum implementation & monitoring and also of the development of training/learning manuals for trainers and trainees; and of training planning (timetabling and sequencing of training); - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	

	Administrative Assistant	Administrative Assistant	A1 in Secretarial Studies, Office Management with 3 years working experience or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law. **<u>Key Technical Skills & Knowledge required:</u>** - Office Management skills; - Excellent Communication, Organizational, Interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1
	Administration Liaison	Administrative Liaison Officer	A1 in Secretarial Studies, Office Management with 3 years working experience or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law. **<u>Key Technical Skills & Knowledge required:</u>** - Office Management skills; - Excellent Communication, Organizational, Interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1

S/Total				**6**
Technical Trainers Division	Division Manager	Technical Trainers Division Manager	A Bachelor's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture and 5 years of relevant working experience or a Master's degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture and 3 years of relevant working experience. **<u>Key Technical Skills and Knowledge required:</u>** - Integrity; - Good knowledge of Rwandan and international Education policies especially the Qualification Framework, Accreditation, licensing and Education norms & standards; - Records and information management and publication; - Computer literacy, particularly Word, Excel and Power Point;	1

			- Time management skills; - Interpersonal skills; - Team working and collaboration skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	
	Training of Trainers Coordination Specialist	Training of Trainers Coordination Specialist	Bachelor's Degree in Education Sciences and Education with Arts with 3 years of relevant working experience or Master's Degree in Education management/administration/planning with 1 year relevant working experience. **<u>Key Technical Skills and Knowledge required:</u>** - Conventional Qualification & recognition Policy and criteria; - Learning Private Public Partnerships (PPP) frameworks & operations; - Qualification development standards and procedures; - Qualification Design, management & assessment systems; - Competency evaluation standards & procedures; - Credit accumulation and transfer standards & procedures; - ICT based records compilation, management & publication; - Integrity; - Good knowledge of Rwandan Education quality policies;	1

			- Computer literacy, particularly Word, Excel and Power Point; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	
	Training Resources Development Specialist	Training Resources Development Specialist	Bachelor's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture with a PGD in Education and 1 year of relevant working experience. **<u>Key Technical Skills and Knowledge required:</u>** - Conventional Qualification & recognition Policy and criteria; - Learning Private Public Partnerships (PPP) frameworks & operations; - Qualification development standards and procedures; - Qualification Design, management & assessment systems; - Competency evaluation standards & procedures; - Credit accumulation and transfer standards & procedures; - ICT based records compilation, management & publication; - Integrity;	1

			- Good knowledge of Rwandan Education quality policies; - Computer literacy, particularly Word, Excel and Power Point; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	
	Trainer Management and Staffing Specialist	Trainer Management and Staffing Specialist	Bachelor's Degree in Management, Human Resource, Public Administration, Administrative Sciences with 3 years of working experience or Master's Degree in Management, Human Resource, Public Administration, Administrative Sciences with 1 year of working experience. **<u>Key Technical Skills and Knowledge required:</u>** - Conventional Qualification & recognition Policy and criteria; - Learning Private Public Partnerships (PPP) frameworks & operations; - Qualification development standards and procedures; - Qualification Design, management & assessment systems; - Competency evaluation standards & procedures; - Credit accumulation and transfer standards & procedures; - ICT based records compilation, management & publication; - Integrity;	1

			- Good knowledge of Rwandan Education quality policies; - Computer literacy, particularly Word, Excel and Power Point; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	
	Trainer certification Specialist	Trainer certification Specialist	Bachelor's Degree in Education Sciences and Education with Arts and 3 years of relevant working experience or Master's Degree in Education management/administration/planning with 1 year of relevant working experience or Master's Degree in Education Sciences and Education with Arts and 1 year of relevant working experience. **<u>Key Technical Skills and Knowledge required:</u>** - Conventional Qualification & recognition Policy and criteria; - Learning Private Public Partnerships (PPP) frameworks & operations; - Qualification development standards and procedures; - Qualification Design, management & assessment systems; - Competency evaluation standards & procedures; - Credit accumulation and transfer standards & procedures; - ICT based records compilation, management & publication; - Integrity;	1

			- Good knowledge of Rwandan Education quality policies; - Computer literacy, particularly Word, Excel and Power Point; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	
	Administrative Assistant	Administrative Assistant	A1 in Secretarial Studies, Office Management with 3 years working experience or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law. **<u>Key Technical Skills & Knowledge required:</u>** - Office Management skills; - Excellent Communication, Organizational, Interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1
S/Total				**6**

Institutional Development, Applied Research, Consultancy & Production Coordination Division	Division Manager	Director of Institutional Development, Applied Research, Consultancy & Production Coordination Division Manager	Bachelor's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture with 5 years of working experience or Master's Degree or equivalent in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture with 3 years of working experience. **Key Technical Skills & Knowledge required:** - Knowledge of strategic planning, results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Public service and labor Sector Policies and Strategies; - Resource mobilization and donor partnership management skills; - Ability to develop Annual Action Plans and Operational Work Plans; - Ability to conduct policy and analysis and draft project proposals;	1

			- Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer skills and good knowledge of planning & statistical software; - Leadership, resource mobilization, partnership & organizational skills; - Communication & reporting skills; - High analytical & complex problem solving skills; - Judgment & Decision making skills; - Time management skills; - Group dynamics & team work skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	

	Industry Liaison & Job placement Specialist	Industry Liaison & Job placement Specialist	Bachelor's Degree in Technology/ Engineering Agriculture, Hospitality & Recreational Arts, Economics, Management, Business Administration with 3 years of relevant working experience or Master's Degree in Technology / Engineering, Agriculture, Hospitality & Recreational Arts, Economics, Management, Business Administration with a 1 year relevant working experience. **<u>Key Technical Skills & Knowledge required:</u>** - Good knowledge of international trends in TVET industry partnership; - Knowledge of best practices in TVET financing frameworks; - Knowledge of the Rwandan SSCs and PSF; - Knowledge Rwandan TVET Policy and market profiles; - Computer skills; - Leadership skills; - Organizational skills; - Communication & interpersonal skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making skills; - Time management skills; - Group dynamics and Team Work skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1

	Career Development & Guidance Specialist	Career Development & Guidance Specialist	Bachelor's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture, with PGD in Education and at least 3 years or relevant working experience or Master's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture with PGD in Education and at least 1 year of relevant working experience. **Key technical skills and knowledge:** - High level of Technical Knowledge and Competency in Technology field or worked on carrier guidance; - Good IT skills specifically on Data Management Systems; - Practical knowledge in employment advisory; - Knowledge of TVET and market oriented training; - Pedagogical skills and knowledge; - Monitoring & Evaluation skills;	1

			- Management & Supervisory knowledge and skills; - Strong analytical and problem solving skills; - Strong interpersonal skills to interact with clients and team members; - Strong organization skills; - Strong communication skills; - Human relations skills to develop and mentor colleagues; - Ability to create and maintain networks with industries; - Ability to work independently and lead a team; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	

	Entrepreneurship Development Specialist	Entrepreneurship Development Specialist	Bachelor's Degree in Economics, Management, Business Administration with 3 years of relevant working experience or Master's Degree in Entrepreneurship Development, Economics, Management, Business Administration with a 1 year relevant working experience. **<u>Key technical skills and knowledge</u>:** - High level of Technical Knowledge and Competency in enterprise, business networks, self-employment markets and business development and management; - Practical knowledge in employment advisory; - Knowledge of TVET and market oriented training; - Pedagogical skills and knowledge; - Monitoring & Evaluation skills; - Management & Supervisory knowledge and skills; - Strong analytical and problem solving skills; - Strong interpersonal skills to interact with clients and team members; - Strong organization skills; - Strong communication skills; - Human relations skills to develop and mentor colleagues; - Ability to create and maintain networks with industries; - Ability to work independently and lead a team; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1

	Product Design Development and Marketing Specialist	Product Design Development and Marketing Specialist	Bachelor's Degree in Economics, Management, Business Administration, Marketing with 3 years of relevant working experience or Master's Degree in Entrepreneurship Development, Economics, Management, Business Administration, Marketing with a 1 year relevant working experience. **Key technical skills and knowledge:** - High level of Technical Knowledge and Competency in enterprise, business networks, self-employment markets and business development and management; - Practical knowledge in employment advisory; - Knowledge of TVET and market oriented training; - Pedagogical skills and knowledge; - Monitoring & Evaluation skills; - Management & Supervisory knowledge and skills; - Strong analytical and problem solving skills; - Strong interpersonal skills to interact with clients and team members; - Strong organization skills; - Strong communication skills; - Human relations skills to develop and mentor colleagues; - Ability to create and maintain networks with industries; - Ability to work independently and lead a team; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1

	Business Incubation Specialist	Business Incubation Specialist	Bachelor's Degree in Economics, Management, Business Administration with 3 years of relevant working experience or Master's Degree in Entrepreneurship Development, Economics, Management, Business Administration with a 1 year relevant working experience. **<u>Key technical skills and knowledge:</u>** - High level of Technical Knowledge and Competency in enterprise, business networks, self-employment markets and business development and management; - Practical knowledge in employment advisory; - Knowledge of TVET and market oriented training; - Pedagogical skills and knowledge; - Monitoring & Evaluation Skills; - Management & Supervisory knowledge and skills; - Strong analytical and problem solving skills; - Strong interpersonal skills to interact with clients and team members; - Strong organization skills; - Strong communication skills; - Human relations skills to develop and mentor colleagues; - Ability to create and maintain networks with industries; - Ability to work independently and lead a team; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1

	Planning and Project Development	Planning and Project Development Specialist	Bachelor's Degree in Planning, Project Management, Development Studies, Economics, or Business Administration with 3 years of working experience or Master's Degree in Planning, Project Management, Development Studies, Economics, Strategic Planning or Business Administration with 1 year of working experience. **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Public service and Labor Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer skills; - Organizational skills; - Communication skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making skills; - Time management skills; - Group dynamics and Team Work skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1

	Monitoring and Evaluation	Monitoring & Evaluation Officer	Bachelor's Degree in Planning, Project Management, Development Studies, Economics or Business Administration. **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge and understanding of the Rwandan Public Service and Labor sector; - Excellent leadership 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 or French; knowledge of all these three (3) languages is an advantage.	1

	Resource Mobilization, Institutional Development & Partnership Officer	Resource Mobilization, Institutional Development & Partnership Officer	Bachelor's Degree in Planning, Development Studies, Project Management, Economics, Management or Business Administration. **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Public service and labor Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer skills; - Leadership skills; - Organizational skills; - Communication skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making skills; - Time management skills; - Team working skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1
S/Total				**9**

Digital content and Connectivity Division	Division Manager	Digital content and Connectivity Division Manager	Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 5 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience in ICT. **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyze technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1

	IT Infrastructure Specialist	IT Infrastructure Specialist	Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or Diploma in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage with 3 years of working experience or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or Diploma in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage with 1 year of working experience. **Key Technical Skills & Knowledge required:** - Knowledge of National ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems; - Proficient in Microsoft Office products; - Proficient in basic networking protocols and standards;	1

			- 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; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	

	MIS Specialist	MIS Specialist	Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System with 3 years of working experience or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System with 1 year of working experience. **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyze technology problems, issues, and program requirements; - Knowledge of computer hardware/ software technologies; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1

	Hosting Platform senior Engineer	Hosting Platform senior Engineer	Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or Diploma in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage with 3 years of working experience or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or Diploma in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage with 1 year of working experience. **Key Technical Skills & Knowledge required:** - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyze technology problems, issues, and program requirements;	1

			- Knowledge of computer hardware/software technologies; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	

	Digital Content and Development Senior Engineer	Digital Content and Development Senior Engineer	Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, with 3 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, with 1 year of working experience. **Key Technical Skills & Knowledge required:** - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyze technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1

	Instructional Technology Specialist	Instructional Technology Specialist	Bachelor's Degree in Computer Science with Education or Computer Science with PGD in Education and 3 years of working experience or Master's Degree in Computer Science with Education or Computer Science with PGD in Education and 1 year of working experience. **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyze technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills - Analytical skills - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1
S/Total				**6**
TVET Examinations Division	Division Manager	TVET Assessment Division Manager	Bachelor's Degree in Education Honours in Technical and Vocational Education, Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and	1

			Systems, Information & Communication Technology, Agriculture, Hospitality & Recreational Arts with a PGD in Education and 5 years of relevant working experience or Master's Degree in Education Honours in Technical and Vocational Education, Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture, Hospitality & Recreational Arts with a PGD in Education and 3 years or relevant working experience. **Key Technical Skills & Knowledge required:** - Efficient office management skills; - Excellent communication, organizational, interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Group dynamics or team work and time management skills; - Superior reporting & presentation skills; - Seminar & workshop organizational & facilitation skills; - Analytical and problem solving skills; - High ethical standards and high level of confidentiality; - Practical knowledge of the national examination mechanisms, sequenced procedures, institutional arrangements and annual cycles;	

			- Practical knowledge of the formative/process & Summative Competency, Based Assessment; - CBA certification mechanisms, sequenced procedures, institutional arrangements and annual cycles; - Practical knowledge of RTQF qualifications, industry practice standards (as spelled out in National Occupation Standards - NOSs) development and the quality control procedures and arrangements of credible training/learning institutions; - Analytical and problem solving skills; - High ethical standards; - Deep sector specific industry and training experiential expertise; - Practical knowledge of the employment market and the Sector Skills Councils (SSCs) and professional associations nationally, in the region and internationally; - Knowledge of CBT; - CBA, competence/occupation standards, the RTQF and the design of qualifications; - Practical knowledge of the conduct of licensing & accreditation and their operational systems and cycles, as well as the use of internal and external training/academic audits; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	
	TVET Assessment Coordination Officer	TVET Assessment Coordination Officer	Bachelor's Degree in Education Honours in Technical and Vocational Education, Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Electromechanical Engineering, Electricity	4

			Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture, Hospitality & Recreational Arts with PGD in Education **<u>Key Technical Skills & Knowledge required:</u>** - Efficient office management and staff supervisory skills; - Excellent communication, organizational, work planning and task delegation, and interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Group dynamics or team work and time management skills; - Superior reporting & presentation skills; - Analytical and problem solving skills; - High ethical standards and high level of confidentiality; - Practical knowledge of the formative/process & Summative Competency Based Assessment; - CBA certification mechanisms, sequenced procedures and institutional arrangements and annual cycles; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	

	Competence Based Assessment External Verification Officer	Competence Based Assessment External Verifier	Bachelor's Degree in Education Honours in Technical and Vocational Education, Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Electronic & Telecommunication, Agriculture, Hospitality & Recreational Arts with PGD in Education **<u>Key Technical Skills & Knowledge required:</u>** - Efficient office management skills; - Excellent communication, organizational, interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Group dynamics or team work and time management skills; - Superior reporting & presentation skills; - Practical knowledge of RTQF qualifications, industry practice standards (as spelled out in National Occupation Standards - NOSs) development and the quality control procedures and arrangements of credible training/learning institutions; - Analytical and problem solving skills; High ethical standards; - Deep sector specific industry and training experiential expertise;	5

			- Practical knowledge of the employment market and the Sector Skills Councils (SSCs) and professional associations nationally, in the region and internationally; - Knowledge of CBT; - CBA, competence/occupation standards, the RTQF and the design of qualifications; - Practical knowledge of the formative/process & Summative Competency Based Assessment - CBA certification mechanisms, sequenced procedures, institutional arrangements and annual cycles; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	
	TVET Certification	TVET Certification Officer	Bachelor's Degree in Education Honours in Technical and Vocational Education, Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Electronic & Telecommunication Agriculture, Hospitality & Recreational Arts. **<u>Key Technical Skills & Knowledge required:</u>** - Efficient office management skills; - Excellent communication, organizational, interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet);	2

			- Analytical and problem solving skills;-Group dynamics or team work and time management skills; - Superior reporting & presentation skills; - Seminar & workshop organizational & facilitation skills; - Analytical and problem solving skills; - High ethical standards and high level of confidentiality; - Practical knowledge of the formative/process & Summative Competency Based Assessment - CBA certification mechanisms, sequenced procedures, institutional arrangements and annual cycles; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	
	TVET Statistics & Assessment data management system Officer	TVET Statistics & Assessment data management system Officer	Bachelor's Degree in Applied Statistics or Information Management System. **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of National 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	1

			software, including applications and programming; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	
S/Total				**13**
Office of the Admissions & Training Management Registrar	Registrar	Admissions & Training Management Registrar	Bachelor's Degree in Education, Educational Planning, Business Administration, Public Administration, Administrative Sciences, Management Arts with 5 years of relevant working experience or Master's in Business Administration, Public Administration, Administrative Sciences, Education Sciences, Educational Planning Management with 3 years of relevant working experience. **<u>Key technical skills and knowledge required:</u>** - Demonstrating ability to formulate and implement relevant policy and supervision of staff required; - Knowledge of an integrated student database & of Management Information Systems; - Practical knowledge of institutional statutes, staff & student academic regulations and their management systems within institutions; - Practical knowledge of CBT curricula and CBA and their associated competency review mechanisms;	1

			- Practical knowledge of national, regional and international academic & training benchmarks and accreditation systems; - Practical knowledge of admissions benchmarks and procedures; - Knowledge of the management and conduct of internal & external academic audits and quality control systems as well as the underpinning institutional arrangements within an institution; - High analytical skills; - Good report writing and presentation skills; - Superior leadership and Interpersonal skills; - Good coordination planning and organizational skills; - Effective communication skills; - Computer Literate with knowledge of Management Information Systems; - Administrative, time management, Group dynamics and Team Work skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	

	Registration Coordination	Registration Coordination Officer	Bachelor's Degree in Education, Educational Planning, Business Administration, Public Administration, Administrative Sciences, Management. **<u>Key technical skills and knowledge required:</u>** - Knowledge of educational policies & their implementation; - High analytical skills; - Coordination, planning and organizational skills; - Report writing and presentation skills; - Leadership skills; - Computer Literate with knowledge of Management Information Systems; - Interpersonal skills; - Effective communication skills; - Administrative skills; - Time management skills; - Group dynamics and Team work skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1

	Training Records	Training Records Officer	Bachelor's Degree in Archivist and Documentation, Library and Information Science. **<u>Key Technical Skills & Knowledge required:</u>** - Proficiency in information technology; - Computer literacy; - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills & knowledge of Management Information Systems; - Report writing & Presentation skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1
S/Total				**3**

Office of the Deputy Vice Chancellor in charge of Administration & Finance	Deputy Vice Chancellor	Deputy Vice Chancellor in charge of Administration & Finance	At Least a Master's Degree in Business Administration, Accounting, Finance, Management Economics, Public Administration, Administrative Sciences, Development Studies with 5 years of relevant experience. **<u>Key technical skills and knowledge required:</u>** - Demonstrated leadership and competence in administrative and financial matters in an academic/research environment; - Track record of successful change management and transformational leadership; - Outstanding ability to communicate effectively and possession of good interpersonal skills; - Have a good understanding of government financial, human resource, fiscal decentralization management and procurement policies, policies and strategies governing university education and training in Rwanda; - Have a broad awareness of the factors and conditions shaping, the development of higher education in Rwanda; - Be of higher ethical standards, integrity, accountability and professionalism and comply with the requirements of the leadership code; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1

	Administrative Assistant	Administrative Assistant to Deputy Vice Chancellor	Advanced Diploma in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law. **<u>Key Technical Skills & Knowledge required:</u>** - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1
	Procurement	Procurement Officer	Bachelor's Degree in Procurement, Management, Finance, Economics and Accounting. **<u>Key Technical Skills & Knowledge required:</u>** - High Analytical skills; - Negotiation skills; - Knowledge of basic business and purchasing practices; - Excellent Communication skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management skills; - Decision making skills; - Computer skills;	1

			- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	
	Finance Management Specialist	Finance Management Specialist	Bachelor's degree in Finance, Accounting with 3 years of working experience or Master's Degree in Finance, Accounting or Management with specialization in Finance/Accounting with Accounting Professional Qualification recognized by IFAC (ACCA, CPA). **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting; - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and 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 or French; knowledge of all these three (3) languages is an advantage.	1

	Human Resources Management	Human Resources Management Specialist	Bachelor's Degree in Human Resource Management, Management with specialization in Human Resource, Business Administration with specialization in Human Resource and 3 years of working experience or Master's Degree in Human Resource Management, Management with specialization in Human Resource, Business Administration with specialization in Human Resource and 1 year of working experience. **<u>Key Technical Skills & Knowledge required:</u>** - Deep knowledge of Rwandan public service and labor Law; - Knowledge in Conflict Management; - Knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem Solving skills; - Computer skills; - Judgment & Decision Making skills; - Time management skills; - Interview skills; - High analytical skills; - Team Working skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1
S/Total				**5**

Administration and Finance Unit	Director of Unit	Director of Administration and Finance Unit	Bachelor's Degree in Finance, Accounting with 3 years of working experience or Master's Degree in Finance, Accounting or Management with specialization in Finance/Accounting with 1 year of working experience, Accounting Professional Qualification recognized by IFAC (ACCA, CPA). **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting; - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and 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 or French; knowledge of all these three (3) languages is an advantage.	1

	Human Resource Officer	Human Resources Officer	Bachelor's Degree in Human Resource Management, Management, Public Administration, Administrative Sciences. **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organizational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1

	Capacity Building Coordination Officer	Capacity Building Coordination Officer	Bachelor's Degree in Human Resource Management, Management, Public Administration, Administrative Sciences. **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organizational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1

	Accounting	Accountant	Bachelor's Degree in Finance, Accounting or Management with specialization in Finance/Accounting, Professional Qualification recognized by IFAC (ACCA, CPA). **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of cost analysis techniques; - Knowledge to analyses complex financial information & Produce reports; - Deep understanding of financial accounts;- Planning and organizational skills; - Communication skills; - Strong IT skills, particularly in financial software (SMART IFMIS); - Judgment & Decision Making skills; - High Analytical Skills; - Interpersonal skills; - Time management skills; - Complex Problem solving; - Flexibility skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	2
	Network and Systems Administration	Network and Systems Administrator	Advanced Diploma in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage with 3 years of working experience or Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication	1

			Technology, Information Management System, Electronics and Telecommunication Engineering and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of Strategies of National ICT Policy; - Deep Understanding of information technology and telecommunications; - Knowledge to research and analyze technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	

	Database and Application administration	Database and Application Administrator	Advanced Diploma in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage with 3 years of working experience or Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage. **Key Technical Skills & Knowledge required:** - Knowledge of National 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;	1

			- Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	

	Logistics	Logistics Officer	Bachelor's Degree in Store Management, Logistics and Supply Chain Management, Management, Finance, Economics, Accounting, Business Administration, Public Administration, and Administrative Sciences. **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational skills; - Computer skills; - Communication skills; - Report writing & Presentation skills; - Analytical skills; - Interpersonal skills; - Time management skills; - Negotiation skills; - Team working skills; - Problem Solving skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1

	Central Secretariat	Head Central Secretariat	Advanced Diploma in Secretariat Studies, Office Management, Library and Information Science with 2 years working experience or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Library and Information Science. **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of Office Administration; - Communication skills; - Computer skills; - Interpersonal skills; - Organizational skills; - Stress Management skills; - Time Management skills; - Bookkeeping skills; - Analytical & Problem solving skills; - Decision Making skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1

	Secretarial Services	Secretary to DAF	Advance Diploma in Secretariat Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law. **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of Office Administration; - Communication skills; - Computer skills; - Interpersonal skills; - Organizational skills; - Stress Management skills; - Time Management skills; - Bookkeeping skills; - Analytical & Problem solving skills; - Decision Making skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1

	Secretarial Services	Secretary in Central Secretariat	Advance Diploma in Secretariat Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law. **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of Office Administration; - Communication skills; - Computer skills; - Interpersonal skills; - Organizational skills; - Stress Management skills; - Time Management skills; - Bookkeeping skills; - Analytical & Problem solving skills; - Decision Making skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1
S/Total				**11**
GRAND TOTAL				**65**

INTEGRATED POLYTECHNIC REGIONAL COLLEGES (IPRCs) - JOB PROFILE

Administrative Unit	Job Title	Title of job positions linked to the job	Job profiles	Proposed job
Office of the Principal	Principal	Principal of the College	At least Master's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture with 5 years of working experiences with 1 years in a senior positions **Key Technical Skills and Knowledge required:** - Excellent understanding of current trends in national, regional and international development of TVET ; - Demonstrable strategic vision for the development of innovation, knowledge transfer and industry-training partnerships in TVET; - Proven organisational leadership and change management experience; - Excellent communication, interpersonal, organizational management, networking/partnership and resources mobilisation skills; - High ethical standards, integrity, accountability and professionalism and comply with the requirements of the leadership code. - Strong academic credibility, intellectual curiosity and sympathy for the values and culture of the Rwanda Polytechnic, including its trainees and their concerns;	1
	Administrative assistant to the Principal	Administrative assistant to the Principal	Advanced Diploma in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law **Key Technical Skills & Knowledge required:** - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; -Fluent in Kinyarwanda and English or French	1

	Legal Officer	Legal Officer	Bachelor's Degree in Law **<u>Key Technical skills and Knowledge required :</u>** - Deep knowledge of Rwandan public service and labor law; - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda and English or French.	1
	Internal Auditor	Internal Auditor	Bachelor's Degree in Finance, Accounting or Management with specialization in Finance / Accounting **Key Technical Skills & Knowledge required:** - Detailed knowledge of financial and Audit Standards, HR & Financial regulations,Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda and English or French.	1

	Security Officer	Security Officer	Bachelor's Degree in Management,Public Administration, Administrative Sciences, Business Administration, Law or A1 in Management,Public Administration, Administrative Sciences, Business Administration, Law with 3 years of working experience in security organ. **Key Technical Skills and Knowledge:** -Proven experience as security manager or similar position -Experience using relevant technology and equipment (e.g. CCTV) -Experience in reporting and emergency response planning -Excellent knowledge of security protocols and procedures -Solid understanding of budgeting and statistical data analysis -Working knowledge of MS Office - Excellent communication and interpersonal skills - Outstanding organizational and leadership skills - Committed and reliable - High school diploma; Further education in security administration or similar field will be an asset -Fluent in Kinyarwanda and English or French	1
	Public Relations & Communication Officer	Public Relations & Communication Officer	Bachelor's Degree in Communication, International Relations, Journalism, Marketing, Languistics and Literature. **Key technical skills and knowledge required:** - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writting and presentation skills - Computer skills - Creativity and initiative - Good organisational and time-management skills - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills -Fluent in Kinyarwanda and English or French.	1
S/Total				6

Planning Unit	Director of Unit	Director of Planning Unit	Bachelor's Degree in Economics,Management, Development Studies, Project Management, Strategic Management, Business Administration with at least 3 years of working experience, or Masters Degree in Economics,Management, Development Studies, Project Management, Strategic Management, Business Administration **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge in planning, Monitoring and Evaluation, project planning, project proposal writing, project management, research and data analysis, reporting, budgeting - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Proble solving Skills; - Fluent in Kinyarwanda and English or French .	1

	Planning Officer	Planning Officer	Bachelors Degree in Economics, Project Management,Management, Development Studies, Business Administration **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of results based management, logical framework approach, strategic planning processess and tools; - Knowledge of Rwanda's Education Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decission Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda and English or French.	1

	Monitoring & Evaluation officer	Monitoring & Evaluation officer	Bachelor's Degree in Economics, Project Management,Management, Development Studies, Business Administration **Key Technical Skills & Knowledge required:** - Knowledge of results based management, logical framework approach, strategic planning processess and tools; - Knowledge of Rwanda's Education Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decission Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda and English or French.	1
	Statistician	Statistician	Bachelor's Degree in Statistics, Applied Mathematics, Economics **Key Technical Skills & Knowledge required:** - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of various statistical software packages; - Knowledge to Prepares and publishes statistical and technical reports and research papers; - Knowledge of the theory, systems and application of statistical research methodology; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda and English or French.	1
S/Total				**4**

Corporate Services Division	Divion Manager	Coorporate Services Division Manager	Bachelor's Degree, in Business Administration, Accounting, Finance or Management with at least 5 years of working experience or Master's Degree, in Business Administration, Accounting, Finance or Management with 3 years of working experience **Key technical skills and knowledge required:** - Demonstrated leadership and competence in administrative and financial matters in an academic/research environment; - Track record of successful change management and transformational leadership; - Outstanding ability to communicate effectively and possession of good interpersonal skills; - Have a good understanding of government financial, human resource, fiscal decentralization management and procurement policies, policies and strategies governing university education and training in Rwanda; - Have a broad awareness of the factors and conditions shaping, the development of higher education in Rwanda; - Be of higher ethical standards, integrity, accountability and professionalism and comply with the requirements of the leadership code.	1
	Administrative assistant	Administrative assistant to the Corporate Services Division Manager	A1 in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law **Key Technical Skills & Knowledge required:** - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda and English or French.	1

	Procurement officer	Procurement officer	Bachelor's Degree in Procurement, Management, Finance, Economics, Accounting and Finance **<u>Key Technical Skills & Knowledge required:</u>** - High Analytical Skills; - Negociation Skills; - Knowledge of basic business and purchasing practices; - Execellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Fluent in Kinyarwanda and English or French .	2
S/Total				**4**

Human Resource Management & Administration Unit	Director of Unit	Director of Human Resource Management & Administration Unit	Bachelor's Degree in Human Resources Management, Public Administration, Administrative sciences, Management with 3 years of working experience or Master's Degree in Human Resources Management, Management, Public Administration, Administratives Sciences and Business Administration with 1 year of working experience **Key Technical Skills & Knowledge required:** - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of organizational structure, workflow, and operating procedures; -Knowledge in Monitoring & System Evaluation; - Leadership and management skills; - Planning and organisational skills; - High Analytical Skills; - Communication skills; - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem Solving Skills; - Fluent in Kinyarwanda and English or French.	1

	Human Resources Management officer	Human Resources Management officer	Bachelor's Degree in Human Resource Management, Management, Public Administration, Administrative Sciences **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; -Fluent in Kinyarwanda and English or French	1

	Capacity Building officer	Capacity Building officer	Bachelor's Degree in Human Resource Management, Management, Public Administration, Administrative Sciences **Key Technical Skills & Knowledge required:** - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda and English or French	1
	Logistics Officer	Logistics Officer	Bachelor's Degree in Store Management, Logistics and Chain Management, Finance, Economics, Accounting, Business Administration, Public Administration, Administrative Sciences **Key Technical Skills & Knowledge required:** - Knowledge of Management of Material Resources; -Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; -Report writting & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negociation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda and English or French.	1

	Central Secretariat	Head of Central Secretariat	Advanced Diploma in Secretariat Studies, Office Management, Library and Information Science with 2 years working experience or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Library and Information Science. **Key Technical Skills & Knowledge required:** - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda and English or French	1
	Secretary	Secretary in Central Secretariat	A1 in Secretariat Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law **Key Technical Skills & Knowledge required:** - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda and English or French.	2

	Store keeper	Store keeper	Bachelor's Degree in Store Management,Management, Finance, Economics, Accounting, Business Administration, Public Administration, Administrative Sciences **Key Technical Skills & Knowledge required:** - Safety Awareness Skills; - Fundamentals Knowledge of Electricity; - Fundamentals Knowledge of Electrical Systems and Equipment - Good Time Management Skills; - Organizational Skills	2
	Customer care Officer	Customer care Officer	Bachelor's Degree in Journalism , Communication, Business Administration with Marketing, Public Relations, Hospitslity Management **Key technical skills and Knowledge required:** Integrity Planning and organisational skills Computer literacy, particulary Word,Excel and Power point Time management skills Interpersonal skills Team working and collaboration skills. Iam Dynamic, Fluent in Kinyarwanda and English or French	1
	Driver	Driver	O Level Certificate with a Valid Driving (B,D & D1) Licence with 3 working experience as a Driver **Technical skills and competences required:** - Knowledge of trafic rules and regulations - Team work - Basic reporting skills	6
S/Total				**16**

Finance Unit	Director of Unit	Director of Finance Unit	Bachelor's Degree in Finance, Accounting, Management Specialized in Finance/Accounting with 3 years of working experience. Accounting Professional Qualification recognised by IFAC (ACCA, CPA) with 1 year of working experience **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting; - Knowledge of Management of Material Resources; -Knowledge of supply chain management; - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; -Fluent in Kinyarwanda and English or French	1

	Accountant	Accountant	Bachelor's Degree in Finance, Accounting or Management with specialization in Finance/Accounting Accounting Professional Qualification recognised by IFAC (ACCA, CPA) **Key Technical Skills & Knowledge required:** - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - High Analytical Skills; - Interpersonal skills; - Time management Skills; - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda and English or French	2
	Budget Officer	Budget Officer	Bachelor's Degree in Finance, Accounting, Management, Economics **Key Technical Skills & Knowledge required:** - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; -Flexibility Skills; - Fluent in Kinyarwanda and English or French	1

	Cashier	Cashier	Advanced Diploma (A1) in Accounting or Finance. **Key technical skills and knowledge required:** - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - High Analytical Skills - Interpersonal skills; - Complex Problem solving and Time management Skills - Flexibility Skills; - Fluent in Kinyarwanda and English or French	1
	Secretary	Secretary to Finance Unit	Advanced Diploma in Secretariat Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law **Key Technical Skills & Knowledge required:** - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda and English or French	1
S/Total				**6**

	Director of Students Affairs	Director of Students Affairs	Bachelor's Degree in Education, Educational Planning, Business Administration, Public Administration, Administrative Sciences, Social Sciences, with 3 years of experience. Masters in Business Administration, Public Administration, Administrative Sciences, Education, Social Sciences with 1 year working experience **Key technical skills and knowledge required:** - Demonstrating ability to formulate and implement relevant policy and supervision of staff required. - Knowledge of an integrated student database & of Management Information Systems -Practical knowledge of institutional statutes, staff & student academic regulations and their management systems within institutions; - Practical knowledge of CBT curricula and CBA and their associated competency review mechanisms; - Practical knowledge of national, regional and international academic & training benchmarks and accreditation systems; - Practical knowledge of admissions benchmarks and procedures; - Knowledge of the management and conduct of internal & external academic audits and quality control systems as well as the underpinning institutional arrangements within an institution; - High analytical skills; good report writing and presentation skills; superior leadership and Interpersonal skills; good coordination planning and organisational skills; - Effective communication skills;Computer Literate with knowledge of Management Information Systems; ; - Administrative, time management, Group dynamics and Team work skills; - Fluent in Kinyarwanda and English or French.	1
	Students Welfare Officer	Students Welfare Officer	Bachelor's Degree in Education, Educational Planning, Business Administration, Public Administration, Administrative Sciences, Social Sciences **Key Technical Skills & Knowledge required:** Knowledge of College's policies and procedures - Good presentation and negotiation skills - Knowledge of computer software - Excellent oral and written communication skills - Human relations skills - Organizational and quality management skills - Fluent in Kinyarwanda and English or French	2

	Counseling & Guidance Officer	Counseling & Guidance Officer	Bachelor's Degree in Education, Educational Planning, Business Administration, Public Administration, Administrative Sciences, Social Sciences **Key Technical Skills & Knowledge required:** - Maturity of attitude, - Ability to listen - Sensitivity and empathy - Patience and a calm manner - Ability to cope with emotional situations - Ability to relate to a wide range of people -Fluent in Kinyarwanda and English or French	1
	Culture and sports Officer	Culture and sports Officer	Bachelor's Degree in Sport Management, Culture, Social Sciences **Key Technical Skills & Knowledge required:** - Ability to clearly communicate with others through written reports; - Ability to liaise with and work co-operatively with others - An understanding of the leisure and recreation industry. - Ability to teach and train. - Ability to provide leadership and motivation. - Ability to gain cooperation and support from people. - Ability to gain cooperation and support of others to achieve given objectives, and in the administration of well-defined activities - Sensitivity to local politics and policies. - Ability to participate in and chair meetings; - Culture and sports Officer -Fluent in Kinyarwanda and English or French	2

	Warden	Warden	A1 or A2 in Education, Humanities, Management and Sociology. **Key Technical Skills & Knowledge required:** - Highly motivated and energetic person. - Considerable fortitude, resilience, patience, a well developed work ethic , awareness of the needs of young people, and a sense of humour. - Able to support the students under them in the academic, spiritual and domestic spheres - A good communicator and with a clear understanding of the post and its responsibilities.	1
	Nurse	Nurse	A1 in Nursing. **Key Technical Skills & Knowledge required:** - Good health and fitness - Excellent teamwork skills - Verbal and written communication skills - resilience - stamina.	2
	Matron	Matron	A1 or A2 in Education, Humanities, Management and Sociology. **Key Technical Skills & Knowledge required:** - Highly motivated and energetic person. - Considerable fortitude, resilience, patience, a well developed work ethic , awareness of the needs of young people, and a sense of humour. - Able to support the students under them in the academic, spiritual and domestic spheres - A good communicator and with a clear understanding of the post and its responsibilities.	1
S/Total				**10**

ICT Unit	Director	Director of ICT	Bachelors' Degree in Computer Science, Software Engineering, Computer Engineering, Informatiom Management Systems, Information Communication Technology, with 3 years working experience or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Informatiom Management Systems, Information Communication Technology, with 1 year working experience in ICT environment. **Key technical skills and Knowledge required** Integrity Planning and organisational skills Time management skills Interpersonal skills Team working and collaboration skills Good command of oral language skills and writing ability Fluent in Kinyarwanda and English or French	1
	Network & System Administrator	Network & System administrator	Bachelor's Degree in Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or ICT related field **Key Technical Skills and Knowledge required** Integrity ; Planning and organisational skills; Time management skills; Good knowledge of institutional ICT policy; Interpersonal skills ; Team working and collaboration skills; Good command of oral language skills and writing ability. Fluent in Kinyarwanda and English or French	2

	Database & Application Administrator	Database & Application Administrator	Bachelor's Degree in Information Technology, Computer Engineering and Computer Sciences **Key Technical Skills & Knowledge required:** Knowledge of Rwanda's ICT Policies and Strategies; -Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a -Fluent in Kinyarwanda and English or French.	1
	ICT Officer	ICT Officer	Bachelor's Degree in Information Technology, Computer Engineering **Key Technical Skills & Knowledge required:** - Knowledge of Rwanda's ICT Policies and Strategies; -Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - -Fluent in Kinyarwanda and English or French.	2
S/Total				**6**

Infrastructure development and Mantenance unit	Director of Unit	Director of Infrastructure Development and Maintenance	Bachelor's Degree in Mechanical Engineering, Civil Engenering with 3 years of working experience or a Master's Degree in Mechanical Engeering, Civil Engineering with a 1 year of working experience. **Key technical skills and knowledge:** Ability to understand, interpret and communicate complicated technical issues and to liaise with a wide range of stakeholders - Ability to understand, interpret and communicate complicated technical issues and to liaise with a wide range of stakeholders - Practical and hands-on, with the ability to manage maintenance issues in-house where appropriate - Negotiating skills for establishing contracts of work - Budget management and planning - Good IT skills - Keen awareness of environmental pressures , energy conservation, carbon friendly initiatives and other green practices - Ability to prioritise and plan workload efficiently - Ability to manage simultaneous projects and to co-ordinate a safe and efficient operating environment -Fluent in Kinyarwanda and English or French	1
	Equipmentand Maintenance Engineer	Equipment Maintenance Engineer	Bachelor's Degree in Electrical Engineering, Mechanical Engineering ,Ectro-mechanical engineering . **Key Technical Skills & Knowledge required:** - Safety Awareness Skills; - Fundamentals Knowledge of Electricity; - Fundamentals Knowledge of Electrical Systems and Equipment - Good Time Management Skills; - Organizational Skill -Fluent in Kinyarwanda and English or French	1

	Estate Manager	Estate Manager	A1 in Electricity, Construction, Electronic, Electromechanical or Bachelor's Degree in Electricity, Construction, Electronic, Electromechanical **Key Technical Skills & Knowledge required:** - Safety Awareness Skills; - Good Time Management Skills; - Organizational Skills - Various forms of maintance - Management Maintaince systems - Maintenace schedules	1
	Maintenance Technician	Maintenance Technician	A1 in Alternative Energy, Electricity or Plumbing, construction, Mechanical Engineering **Key Technical Skills & Knowledge required:** Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, electricty, plumbing , carpentry, etc - Knowledge of machines and tools, including their designs, uses, repair, and maintenance. - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications. - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions. - Knowledge of principles and processes for providing customer and personal services. -Fluent in Kinyarwanda and English or French	4
S/Total				**7**

Office of the Deputy Principal in Charge of Academics and Training	Deputy Principal	Deputy Principal in Charge of Academics and Training	Bachelor's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture with 7 years of working experiences or Master's in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture with 3 years of working experiences. **Key Technical Skills and Knowledge required:** - Excellent understanding of current trends in national, regional and international development of TVET ; - Demonstrable strategic vision for the development of innovation, knowledge transfer and industry-training partnerships in TVET; - Proven organisational leadership and change management experience; - Excellent communication, interpersonal, organizational management, networking/partnership and resources mobilisation skills; - High ethical standards, integrity, accountability and professionalism and comply with the requirements of the leadership code. - Strong academic credibility, intellectual curiosity and sympathy for the values and culture of the Rwanda Polytechnic, including its trainees and their concerns;	1
	Administrative Assistant	Administrative Assistant	Advanced Diploma in Secretarial Studies, Office Management with 3 years working experience or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law **Key Technical Skills & Knowledge required:** - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; -Fluent in Kinyarwanda and English or French	1
S/Total				**2**

Office of Academic Quality Assurance Unit	Director of Unit	Director of Academic Quality Assurance Unit	Bachelor's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture with 3 years or relevant working experience or Master's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture with 1 year relevant working experience. **Key technical skills and knowledge:** - Good level of Technical Knowledge and Competency in the taught area - Supervisory and follow up knowledge and skills - Good analytical and problem solving skills. - Good interpersonal skills to interact with students and teaching staff. - Good organization skills. - Strong communication skills. - Reporting skills - Ability to work independently and lead a team -Fluent in Kinyarwanda and English or French	1
	Academic quality Assurance Officer	Academic quality Assurance Officer	Bachelor's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture. **Key technical skills and knowledge:** - Good level of Technical Knowledge and Competency in the taught area - Supervisory and follow up knowledge and skills - Good analytical and problem solving skills. - Good interpersonal skills to interact with students and teaching staff. - Good organization skills. - Strong communication skills. - Reporting skills - Ability to work independently and lead a team -Fluent in Kinyarwanda and English or French	3

	ToT Monitor	ToT Monitor	Bachelor Degree in Arts and Humanities with Education and Education Sciences . **Key technical skills and knowledge** - Specialist knowledge and competency supported by relevant qualification: - Relevant skills in training using Participatory & Active teaching methods. - Ped agogical skills and knowledge - Strong knowledge in TVET system. - Additional training in CBT training - Reporting skills -Fluent in Kinyarwanda and English or French	1
	Pedagogy Monitor	Pedagogy Monitor	Bachelor's Degree in Technology, Agriculture, Hospitality & Recreational Arts with a PGD in Education, Education Arts and Humanities, Educational Sciences, Computer Science, Business Administration, Education, Economics **Key technical skills and knowledge:** - Specialist knowledge and competency supported by relevant qualification: - Relevant skills in training using Participatory & Active teaching methods. - Ped agogical skills and knowledge - Strong knowledge in TVET system. - Additional training in CBT training - Reporting skills -Fluent in Kinyarwanda and English or French	1

	CBA Verifiers Officer	CBA Verifier	Bachelor's Degree in Technology, Agriculture, Hospitality & Recreational Arts **<u>Key Technical Skills & Knowledge required:</u>** - Excellent communication, organizational, interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Group dynamics or team work and time management skills; - Good reporting & presentation skills; - Practical knowledge of RTQF qualifications, industry practice standards (as spelled out in National Occupation Standards - NOSs) development and the quality control procedures and arrangements of credible training/learning institutions; - Knowledge of the employment market and the Sector Skills Councils (SSCs) and professional associations nationally, in the region and internationally; - Knowledge of CBT, CBA, competence/occupation standards, the RTQF and the design of qualifications; - Practical knowledge of the conduct of licensing & accreditation and their operational systems and cycles, as well as the use of internal training/academic audits; - Fluent in Kinyarwanda and English or French	3
S/Total				**9**

Director of Academic Services	Director of Unit	Director of Academic Services	Bachelor's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture with 5 years of working experiences or Master's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture with 1 years of working experiences **Key technical skills and knowled** - Strong Communication Skills - Strong data analysis skills. - Proficiency in MS Office Applications. - Good planning and organizational skills - Strong attention to detail - Interpersonal skills to interact with clients and colleagues - Leadership capability - Strong analytical and problem solving skills - Ability to work independently - Have knowledge on the Rwandan Education sector policy and TVET Policy; -Fluent in Kinyarwanda and English or French	1
	Admission & Registration Officer	Admission & Registration Officer	Bachelor's Degree in Technology, Agriculture, Hospitality & Recreational Arts **Key technical skills and knowledge:** - Good written and verbal Communication Skill (English and/or French) - Customer service skills. - Good data entry skills. - Proficiency in MS Office Applications. - Able to operate student information and management system. - Thorough knowledge on admission and registration policies of IPRC Kigali. - Strong organization skills - Reporting Skills -Fluent in Kinyarwanda and English or French	2

	Academic Records Officer	Academic Records Officer	Bachelor's Degree in Archivist and Documentation, Library and Information Science **Key technical skills and knowledge:** - Good written and verbal Communication Skill - Good data entry skills. - Proficiency in MS Office Applications. - Good planning and organizational skills - Good attention to detail - Reporting Sklls -Fluent in Kinyarwanda and English or French	2
	Time table & Examination Officer	Time table & Examination Officer	Bachelor's Degree in Technology, Agriculture, Hospitality & Recreational Arts with a PGD in Education, Education Arts and Humanities, Educational Sciences, Computer Science, Business Administration, Education, Economics **Key technical skills and knowledge:** - Computer skills with good command in Microsoft offices. - Strong analytical and problem solving skills. - Strong interpersonal skills to interact with students and academic staff. - Strong organization skills. - Strong communication skills. - Leadership skills - Credibility and hospitality - Reporting Skills -Fluent in Kinyarwanda and English or French	4
S/Total				**9**

Director of Library & Academic Resources Unit	Director of Unit	Director of Library & Academic Resources Unit	Bachelor's Degree in Archivist and Documentation, Library and Information Science with 3 year working experience. **Key technical skills and knowledge:** - Cataloguing reference books such as DDC and others - Demonstrated working knowledge of current technology, software, and automated library systems - Skills on e-library and experience on e-learning. - Good knowledge on open sources materials and how to subscribe on them - Supervisory and follow up knowledge and skills - Good analytical and problem solving skills. - Good interpersonal skills to interact with students and teaching staff. - Good organization skills. - Strong communication skills. - Reporting skills - Ability to work independently and lead a team -Fluent in Kinyarwanda and English or French	1
	Librarian	Librarian	Diploma in Library Science with 5 years of experience / Bachelor's Degree in Library science and information technology with 3 years experience. **Key technical skills and knowledge:** - Cataloging reference books such as DDC and others - Library software such as ALEXANDRIA UNICORN,XREF,VTLS and some open source software such as WSIS,CDS and KOHA - Good knowledge on open sources materials and how to subscribe on them. - Supervisory and follow up knowledge and skills - Good analytical and problem solving skills. - Good interpersonal skills to interact with students and teaching staff. - Good organization skills. - Strong communication skills. - Good Reporting skills -Fluent in Kinyarwanda and English or French	2

	Assistant Librarian	Assistant Librarian	Advanced Diploma in Library Science and Information Technology/ Bachelor's Degree in Library Science and Information Technology. **Key technical skills and knowledge:** - Cataloging reference books such as DDC and others - Experience with Library software such as ALEXANDRIA UNICORN,XREF,VTLS and some open source software such as WSIS,CDS and KOHA - Good knowledge on open sources materials and how to subscribe on them. - Reporting skills	4
	E-Resources Officer	E-Resources Officer	Bachelor's Degree in Library Sciences, Information Communication Technology. **Key Technical Skills & Knowledge required:** - Internet and computer skills - Interpersonal Skills; - Communication skills - Problem-solving skills; - Analytical skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
S/Total				**8**

Director of Training for College Campuses	Director of Unit	Director of Training for College Campuses	Bachelor's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture with 3 years of working experience or Master's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture and 1 year of relevant working experience. PGD in education will be an added advantage . **Key technical skills and knowledge:** - Proven Leadership and management skills - Very good decision making ability - Good organisational and time-management skills - Good Communication Skills - Very good reporting skills - Good IT Skills - Strong data analysis skills. - Good planning and organizational skills - Conversant with contemporary issues (HIV/AIDS, Gender, or sexual abuse, drugs). -Fluent in Kinyarwanda and English or French	1
	Students Discipline Officer	Students Discipline Officer	Bachelor's degree in Education, Social Work, Psychology **Key technical skills and knowledge:** - Ability to interpret and apply rules, regulations, policies and procedures. - Very good communication, written (especially recordkeeping as relates to investigations & student discipline) and verbal, and interpersonal skills. - Knowledge of and commitment to the community college concept. - Good leadership and human relations skills. - Ability to manage multiple tasks and responsibilities. - Strong problem solving and decision-making skills. -Ability to use Microsoft Office suite i.e. Word, Power point, etc. -Fluent in Kinyarwanda and English or French	2

	College Campus ToT Monitor	College Campus ToT Monitor	Bachelor's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture. **Key technical skills and knowledge:** - Relevant skills in training using Participatory & Active teaching methods. -Strong knowledge in TVET system. -Additional training in CBT training Specialist knowledge and competency supported by relevant qualification: -Pedagogical skills and knowledge - Strong knowledge in TVET system. - Additional training in CBT training - Reporting skills -Fluent in Kinyarwanda and English or French	2
	Training Coordinator of TTI	Training Coordinator of TTI	Bachelor's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture with 3 years working experience PGD in education will be an added advantage **Key technical skills and knowledge:** - Relevant skills in training using Participatory & Active teaching methods. - Strong knowledge in TVET system. - Additional training in CBT training Specialist knowledge and competency supported by relevant qualification: - Pedagogical skills and knowledge - Strong knowledge in TVET system. - Additional training in CBT training - Good Reporting skills -Fluent in Kinyarwanda and English or French	1

	College Campus Pedagogy Monitor	College Campus Pedagogy Monitor	Bachelor's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture. PGD in education will be an added advantage **Key technical skills and knowledge:** - Relevant skills in training using Participatory & Active teaching methods. - Strong knowledge in TVET system. - Additional training in CBT training Specialist knowledge and competency supported by relevant qualification: - Pedagogical skills and knowledge - Strong knowledge in TVET system. - Additional training in CBT training - Good Reporting skills -Fluent in Kinyarwanda and English or French	2
	College campus Schools Administrative Monitor	College campus Schools Administrative Monitor	Bachelor's Degree in Technology, Agfriculture, Hospitality & Recreational Arts. PGD in education will be an added advantage . **Key technical skills and knowledge:** - Management skill - Relevant skills in training using Participatory & Active teaching methods. - Strong knowledge in TVET system. - Additional training in CBT training Specialist knowledge and competency supported by relevant qualification: - Pedagogical skills and knowledge - Strong knowledge in TVET system. - Additional training in CBT training - Good Reporting skills -Fluent in Kinyarwanda and English or French	2
S/Total				**10**

Director of Career Development and Guidance	Director of Unit	Director of Career Guidance and Development	Bachelor's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture, with PGD in Education and at least 3 years or relevant working experience or Master's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture with PGD in Education in Education and at least 1 year of relevant working experience. **Technical Skills and Knowledge required:** - Report writing and presentation skills - Computer literacy - Collaboration and team working skills - Effective communication skills - Management and administrative skills - Time management - General knowledge on Rwanda education system and policies Expertise in counseling - Effective verbal, presentation and listening communications skills. - Fluent in Kinyarwanda and English or French	1

	Industries Liaison Officer	Industries Liaison Officer	Bachelor's Degree in Business Administration with Marketing, Management **Key technical skills and knowledge:** - Working knowledge on industrial partnership. - Good IT skills (Internet skills & Microsoft office skills) - Teaching experience in TVET institution. - Ability to create and maintain networks with industries. - Strong interpersonal skills to interact with Industries, students, and faculty. - Very good level of Technical Knowledge and Competency in Technology related field. - Pedagogical skills and knowledge - Monitoring & Evaluation Skills - Management & Supervisory knowledge and skills - Good analytical and problem solving skills. - Knowledge of applied research skills. - Good organization skills. - Very good communication skills. - Ability to work independently and lead a team. -Fluent in Kinyarwanda and English or French	2
	Career Guidance Officer	Career guidance Officer	Bachelor's Degree in Career Development, Education, Communication, Sociology, Social Work, Community Studies, Public Administration, Administrative Sciences, Human Development **Key technical skills and knowledge:** - Good understanding of TVET and Competency based education. - Counseling & guidance Skills - Pedagogical skills and knowledge - Management & monitoring knowledge and skills - Fluent in Kinyarwanda and English or French	2

	Entrepreneurship Development Officer	Entrepreneurship Development Officer	Bachelor Degree in Management, Business Administration, Public Adminisration, Public Finance, Accounting and Finance, Economics **Key technical skills and knowledge:** - Experience in working with start-ups - Demonstrating/safeguarding ethics and integrity - Demonstrate corporate knowledge and sound judgment - Self-development, initiative-taking - Acting as a team player and facilitating team work - Facilitating and encouraging open communication in the team, communicating effectively - Report writing and documentation with adequate analytical and numerical skills - Creating synergies through self-control - Managing conflict - Informed and transparent decision making - Knowledge of TVET and Competency based Education. - Monitoring & Evaluation Skills -Strong organization skills. - Strong moral character and able to work independently with minimum supervision. -Good communication skills. - Reporting Skills -Proven interpersonal relationship skills. -Fluent in Kinyarwanda and English or French	1

	Business Incubation Officer	Business Incubation Officer	Bachelor Degree in Management, Business Administration, Public Adminisration, Public Finance, Accounting and Finance, Economics **Key technical skills and knowledge:** - Experience in working with start-ups - Demonstrating/safeguarding ethics and integrity -Demonstrate corporate knowledge and sound judgment Self-development, initiative-taking - Acting as a team player and facilitating team work - Facilitating and encouraging open communication in the team, communicating effectively -Report writing and documentation with adequate analytical and numerical skills - Creating synergies through self-control Managing conflict - Informed and transparent decision making -Knowledge of TVET and Competency based Education. Monitoring & Evaluation Skills Strong organization skills. - Strong moral character and able to work independently with minimum supervision. -Good communication skills. -Reporting Skills - Proven interpersonal relationship skills. -Fluent in Kinyarwanda and English or French	1
S/Total				**7**

Director of Research, Consultancy and Production Unit	Director	Director of Research, Consultancy and Production Unit	Bachelor's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture, with PGD in Education and at least 3 years or relevant working experience or Master's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture with PGD in Education in Education and at least 1 year of relevant working experience. **Key technical skills and knowledge:** - High level of Technical Knowledge and Competency in the research area - Supervisory knowledge and skills - Strong technical analytical and problem solving skills. - Strong interpersonal skills to interact with clients and team members. - Strong research skills -Strong organization skills. - Strong communication skills. - Human relations skills to develop and mentor colleagues. - Ability to create and maintain networks with industries. - Ability to work independently and lead a team. -Fluent in Kinyarwanda and English or French	1

	Research Officer	Research Officer	Bachelor's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture, with PGD in Education. **Key technical skills and knowledge:** - High level of Technical Knowledge and Competency in the research area - Supervisory knowledge and skills - Strong technical analytical and problem solving skills. - Strong interpersonal skills to interact with clients and team members. - Strong research skills - Strong organization skills. - Strong communication skills. - Human relations skills to develop and mentor colleagues. - Ability to create and maintain networks with industries. - Ability to work independently and lead a team. -Fluent in Kinyarwanda and English or French	1
	Consultancy & Production Officer	Consultancy & Production Officer	Bachelor's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture. **Key technical skills and knowledge:** - Good level of Technical Knowledge - Good coordination skills - Good analytical and problem solving skills. - Good interpersonal skills to interact with researchers and team members. - Good organization skills. - Strong communication skills. - Ability to create and maintain networks with industries. - Ability to work independently and lead a team. -Fluent in Kinyarwanda and English or French	1

	Product Design Officer	Product Design Officer	Bachelor's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation, Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture. **Key technical skills and knowledge:** - Good level of Technical Knowledge and Competency in the consultancy areas - Good experience in production related activities. - Good analytical and problem solving skills. - Good interpersonal skills to interact with clients and team members. - Some research, consultancy and production skills - Good organization skills. - Good communication skills. - Human relations skills to develop and mentor colleagues. - Ability to create and maintain networks with industries/ Companies and Institutes. - Ability to work independently -Fluent in Kinyarwanda and English or French	2
	Marketing Officer	Marketing Officer	Bachelor's Degree in Marketing & Sales, Business Administration Marketing option, Commerce **Key technical skills and knowledge:** - Relevant skills in financial planning, marking concepts, sales planning, competitive analysis, understanding customer, product development, client relationship, creative services, minimum of 1 year in the industry would be an added advantage. - Fluency in Kinyarwanda, English, and French language. - Supervisory knowledge and skills - Good analytical and problem solving skills. - Good interpersonal skills to interact with clients and team members. - Good organization skills. - Good communication skills. - Good reporting skills. - Human relations skills to develop and mentor colleagues. - Ability to create and maintain networks with potential customers. - Ability to work independently -Fluent in Kinyarwanda and English or French	1
S/Total				**6**
Grand Total				**110**

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe nº004/03 ryo ku wa 09/02/2018 rishyiraho imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ishuri Rikuru ry'u Rwanda ry'Imyuga n'Ubumenyingiro

Kigali, ku wa **09/02/2018**

(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 Prime Minister's Order nº 004/03 of 09/02/2018 determining organizational structure, job profiles, salaries and fringe benefits for employees of the Rwanda Polytechnic Higher Learning Institution

Kigali, on **09/02/2018**

(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 nº004/03 du 09/02/2018 déterminant la structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel de l'Institution d'Enseignement Supérieur Polytechnique du Rwanda

Kigali, le **09/02/2018**

(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 Nº004/03 RYO KU WA 09/02/2018 RISHYIRAHO IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'ISHURI RIKURU RY'U RWANDA RY'IMYUGA N'UBUMENYINGIRO

ANNEXE III TO PRIME MINISTER'S ORDER Nº004/03 OF 09/02/2018 DETERMINING ORGANIZATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE RWANDA POLYTECHNIC HIGHER LEARNING INSTITUTION

ANNEXE III A L'ARRETE DU PREMIER MINISTRE Nº004/03 DU 09/02/2018 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'INSTITUTION D'ENSEIGNEMENT SUPERIEUR POLYTECHNIQUE DU RWANDA

RWANDA POLYTECHNIC HIGHER LEARNING INSTITUTION - SALARY STRUCTURE

N°	POST	I.V	Level	Index	Gross Salary (Rwf/Month)
1	Vice Chancellor	441	E	3156	1,852,590
2	Deputy Vice Chancellor in charge of Training, Institutional Development & Research	441	F	2869	1,684,119
3	Deputy Vice Chancellor in Charge of Administration & Finance	441	F	2869	1,684,119
4	Technical of Trainers Division Manager	400	2.III	1890	1,006,295
5	TVET Assessment Division Manager	400	2.III	1890	1,006,295
6	Registrar	400	2.III	1890	1,006,295
7	Digital Content & Connectivity Division Manager	400	2.III	1890	1,006,295
8	Institutional Development, Applied Research, Consultancy & Production Coordination Division Manager	400	2.III	1890	1,006,295
9	Director of of Administration & Finance Unit	400	3.II	1369	786,131
10	Advisor to the Vice Chancellor	400	3.II	1369	786,131
11	IT Infranstructure Specialist	400	3.II	1369	786,131
12	Management Information System Specialist	400	3.II	1369	786,131
13	Hosting Platform Senior Engineer	400	3.II	1369	786,131
14	Digital Content & Development Senior Engineer	400	3.II	1369	786,131
15	Instructional Technology Specialist	400	3.II	1369	786,133
16	Training Planning Coordination Specialist	400	3.II	1369	786,131
17	Quality Assurance Coordination Specialist	400	3.II	1369	786,131
18	Training of Trainers Coordinaton Specialist	400	3.II	1369	786,131
19	Financial Management Specialist	400	3.II	1369	786,131
20	Training Resources Development Specialist	400	3.II	1369	786,131
21	Industry Liaison & Job Placement Specialist	400	3.II	1369	786,131
22	Product Design, Development and Marketing Specialist	400	3.II	1369	786,131
23	Career Development & Guidance Specialist	400	3.II	1369	786,131
24	Entrepreneurship Development Specialist	400	3.II	1369	786,131
25	Business Incubation Specialist	400	3.II	1369	786,131
26	Trainer Management & staffing Specialist	400	3.II	1369	786,131
27	Trainer Certification Specialist	400	3.II	1369	786,131
28	Planning & Project Development Specialist	400	3.II	1369	786,131
29	Human Resource Management Specialist	400	3.II	1369	786,131
30	Legal Affairs Officer	400	4.III	1313	746,459
31	Human Resources Officer	400	4.II	1141	648,675
32	Capacity Building Coordination Officer	400	4.II	1141	648,675
33	Public Relations and Communication Officer	400	4.II	1141	648,675
34	TVET Assessment Coordination Officer	400	5.II	951	540,657
35	Monitoring & Evaluation Officer	400	5.II	951	540,657
36	Network & System Administrator	400	5.II	951	540,657
37	Database & Application Administrator	400	5.II	951	540,657
38	Internal Auditor	400	5.II	951	540,657
39	Procurement Officer	400	5.II	951	540,657
40	Curriculum Coordination Officer	400	5.II	951	540,657
41	Resource Mobilisation, Institutional Development & Partnership Officer	400	5.II	951	540,657
42	CBA External Verifiers	400	5.II	951	540,657
43	TVET Certification Officer	400	5.II	951	540,657
44	TVET Statistics & Assessment Data Management System Officer	400	5.II	951	540,657
45	Registration Coordination Officer	400	5.II	951	540,657
46	Training Records Officer	400	5.II	951	540,657
47	Accountant	400	5.II	951	540,657

48	Logistics Officer	400	5.II	951	540,657
49	Administrative Assistant to the Vice Chancellor	400	5.II	951	540,657
50	Administrative Assistant to the Deputy Vice Chancellor	400	5.II	951	540,657
51	Adminisrative Liaison Officer	400	5.II	951	540,658
52	Administrative Assistant to the Technical Trainer Division Manager	400	7.II	660	375,219
53	Head of Central Secretariat	400	7.II	660	375,219
54	Secretary in Central Secretariat	400	8.II	508	288,805
55	Secretary to DAF Unit	400	8.II	508	288,805

INTEGRATED POLYTECHNIC REGIONAL COLLEGES (IPRCs) - SALARY STRUCTURE

N°	POST	I.V	Level	Index	Gross Salary (Rwf/Month)
1	Principal	441	F	2869	1,617,505
2	Deputy Principal Academics and Training	400	G	2608	1,333,657
3	Corporate Services Division Manager	400	2.III	1890	1,085,308
4	Senior Lecturer	400	2.III	1890	1,085,308
5	Lecturer	400	3.III	1575	904,423
6	Director of Planning Unit	400	3.II	1369	786,131
7	Director of Human Resource & Administration Unit	400	3.II	1369	786,131
8	Director of Finance Unit	400	3.II	1369	786,131
9	Director of Students Affairs Unit	400	3.II	1369	786,131
10	Director of ICT Unit	400	3.II	1369	786,131
11	Director of Infrastructure Development and Maintenance Unit	400	3.II	1369	786,131
12	Director of Academic Quality Assurance Unit	400	3.II	1369	786,131
13	Director of Academic Services Unit	400	3.II	1369	786,131
14	Director of Library & Academic Resources	400	3.II	1369	786,131
15	Director of Training for College Campuses	400	3.II	1369	786,131
16	Director of Career Development and Guidance Unit	400	3.II	1369	786,131
17	Director of Research & Consultancy and Production Unit	400	3.II	1369	786,131
18	Assistant Lecturer	350	4.III	1313	653,152
19	Legal Affairs Officer	350	4.III	1313	653,152
20	Chief Instructor	350	5.IV	1203	598,432
21	Tutorial Assistant	350	4.II	1141	567,590
22	Human Resources Officer	350	4.II	1141	567,590
23	Capacity Building Officer	350	4.II	1141	567,590
24	Public Relations and Communication Officer	350	4.II	1141	567,590
25	Internal Auditor	350	5.II	951	473,075
26	Senior Instructor	350	5.III	1094	544,210
27	Instructor / A0	350	5.II	951	473,075
28	Planning Officer	350	5.II	951	473,075
29	Monitoring & Evaluation Officer	350	5.II	951	473,075
30	Statistician	350	5.II	951	473,075
31	Network & System Administrator	350	5.II	951	473,075
32	Database & Application Administrator	350	5.II	951	473,075
33	ICT Officer	350	5.II	951	473,075
34	E-Resources Officer	350	5.II	951	473,075
35	Procurement Officer	350	5.II	951	473,075
36	Students Welfare Officer	350	5.II	951	473,075
37	Culture and Sports Officer	350	5.II	951	473,075
38	Counseling & Guidance Officer	350	5.II	951	473,075
39	Nurse A0	350	5.II	951	473,075
40	Estates manager	350	5.II	951	473,075
41	Equipment and Maintenance Engineer	350	5.II	951	473,075
42	Academic quality Assurance Officer	350	5.II	951	473,075
43	ToT Monitor	350	5.II	951	473,075

N°	POST	I.V	Level	Index	Gross Salary (Rwf/Month)
44	Pedagogy Monitor	350	5.II	951	473,075
45	CBA Verifiers Officer	350	5.II	951	473,075
46	Admission & Registration Officer	350	5.II	951	473,075
47	Academic Records Officer	350	5.II	951	473,075
48	Time table & Examination Officer	350	5.II	951	473,075
49	Students Discipline Officer	350	5.II	951	473,075
50	College Campus ToT Monitor	350	5.II	951	473,075
51	College Campus Pedagogy Monitor	350	5.II	951	473,075
52	College Campus Schools Administrative Monitor	350	5.II	951	473,075
53	Industries Liaison Officer	350	5.II	951	473,075
54	Career guidance Officer	350	5.II	951	473,075
55	Entrepreneurship Development Officer	350	5.II	951	473,075
56	Business Incubation Officer	350	5.II	951	473,075
57	Research Officer	350	5.II	951	473,075
58	Consultancy & Production Officer	350	5.II	951	473,075
59	Product Design Officer	350	5.II	951	473,075
60	Marketing Officer	350	5.II	951	473,075
61	Training Coordinator of TTI	350	5.II	951	473,075
62	Security Officer	350	5.II	951	473,075
63	Budget Officer	350	5.II	951	473,075
64	Accountant	350	5.II	951	473,075
65	Logistics Officer	350	5.II	951	473,075
66	Administrative Assistant to the Principal	350	5.II	951	473,075
67	Librarian	350	6.II	793	394,478
68	Customer Care Officer	350	6.II	793	394,478
69	Assistant Instructor	350	7.II	660	328,317
70	Laboratory Technician	350	7.II	660	328,317
71	Workshop Assistant	350	7.II	660	328,317
72	Administrative Assistant to the Vice Principal in charge of Academics & Training	350	7.II	660	328,317
73	Administrative Assistant to the Corporate Services Division Manager	350	7.II	660	328,317
74	Maintenance Technician	350	7.II	660	328,317
75	Cashier	350	7.II	660	328,317
76	Assistant Librarian	350	7.II	660	328,317
77	Head of Central Secretariat	350	7.II	660	328,317
78	Store Keeper	350	8.II	508	252,705
79	Secretary	350	8.II	508	252,705
80	Secretary to Finance Unit	350	8.II	508	252,705
81	Matron	350	9.II	391	194,503
82	Warden	350	9.II	391	194,503
83	Driver	350	10.II	300	149,235

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe nº004/03 ryo ku wa 09/02/2018 rishyiraho imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ishuri Rikuru ry'u Rwanda ry'Imyuga n'Ubumenyingiro

Kigali, ku wa **09/02/2018**

(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 Prime Minister's Order nº004/03 of 09/02/2018 determining organizational structure, job profiles, salaries and fringe benefits for employees of the Rwanda Polytechnic Higher Learning Institution

Kigali, on **09/02/2018**

(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 nº004/03 du 09/02/2018 déterminant la structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel de l'Institution d'Enseignement Supérieur Polytechnique du Rwanda

Kigali, le **09/02/2018**

(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