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N°068/03 ryo ku wa 17/05/2018

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N°068/03 RYO KU WA 17/05/2018
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IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
SERIVISI Z'IBIRO BYA MINISITIRI
W'INTEBE

PRIME MINISTER'S ORDER N°068/03
OF 17/05/2018 DETERMINING MISSION
AND FUNCTIONS, ORGANIZATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF
OFFICE OF THE PRIME MINISTER

ARRÊTÉ DU PREMIER MINISTRE
N°068/03 DU 17/05/2018 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DES SERVICES DU
PREMIER MINISTRE

ISHAKIRO

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ITEKA RYA MINISITIRI W'INTEBE N°068/03 RYO KU WA 17/05/2018 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI SERIVISI Z'IBIRO BYA MINISITIRI W'INTEBE

PRIME MINISTER'S ORDER N°068/03 OF 17/05/2018 DETERMINING MISSION AND FUNCTIONS, ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF OFFICE OF THE PRIME MINISTER

ARRÊTÉ DU PREMIER MINISTRE N°068/03 DU 17/05/2018 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DES SERVICES DU PREMIER MINISTRE

Minisitiri w'Intebe;

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

Ashingiye ku Itegeko n° 86/2013 ryo ku wa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta, cyane cyane mu ngingo yaryo ya 52;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 229/03 ryo ku wa 24/11/2016 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Serivisi z'Iburo bya Minisitiri w'Intebe (PRIMATURE);

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

The Prime Minister;

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

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

Having reviewed the Prime Minister's Order n° 229/03 of 24/11/2016 determining mission and functions, organizational structure, salaries and fringe benefits for employees of Office of the Prime Minister (PRIMATURE);

On proposal by the Minister of Public Service and Labour;

Le Premier Ministre;

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

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

Revu l'Arrêté du Premier Ministre n° 229/03 du 24/11/2016 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel des Services du Premier Ministre (PRIMATURE);

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

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

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

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

ATEGETSE:

HEREBY ORDERS:

ARRÊTÉ:

Ingingo ya mbere: Icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Serivisi z'Ibiro bya Minisitiri w'Intebe.

This Order determines mission and functions, organizational structure, salaries and fringe benefits for employees of Office of the Prime Minister.

Le présent arrêté détermine mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel des Services du Premier Ministre.

Ingingo ya 2: Inshingano

Article 2: Mission and functions

Article 2: Mission et fonctions

Serivisi z'Ibiro bya Minisitiri w'Intebe zifite inshingano rusange yo guhuza ibikorwa bya Guverinoma no gukurikirana ishyirwa mu bikorwa rya politiki na gahunda bya Guverinoma.

The Office of the Prime Minister has the general mission of coordinating Government actions and monitoring the implementation of Government policies and programs.

Les Services du Premier Ministre ont pour mission générale la coordination des actions du Gouvernement et la supervision de la mise en œuvre des politiques et programmes du Gouvernement.

By'umwihariko, Serivisi z'Ibiro bya Minisitiri w'Intebe zifite inshingano zikurikira:

Specifically, the Office of the Prime Minister is responsible for:

Plus particulièrement, les Services du Premier Ministre sont chargés de:

1° guhuza politiki z'Igihugu na gahunda z'iterambere binyujijwe mu:

1° coordinating the national policies and development programs through:

1° coordonner les politiques nationales et les programmes de développement à travers:

a. gutanga umurongo ngenderwaho ku Nzego za Leta hagamijwe

a. orientations to Government institutions in order to promote

a. les orientations aux institutions du gouvernement afin d'élaborer des

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| <p>guteza imbere politiki na gahunda zijyanye na zo;</p> | <p>national policies and related programs;</p> | <p>politiques nationales et des programmes connexes;</p> |
| <p>b. guhuza igenamigambi mu Nzego z'Ubutegetsi Bwite bwa Leta;</p> | <p>b. coordination of planning in Central Government institutions;</p> | <p>b. la coordination de la planification dans les institutions de l'Etat au niveau Central;</p> |
| <p>c. gusesengura no gukora ubushakashatsi ku ishyirwa mu bikorwa rya politiki n'ingamba hagamijwe kunoza umusaruro.</p> | <p>c. analysis and research on policies and programs implementation with an aim of improving the achievements.</p> | <p>c. l'analyse et la recherche sur les politiques et la mise en œuvre des programmes dans le but d'améliorer les réalisations.</p> |
| <p>2° gukurikirana no gusuzuma ishyirwa mu bikorwa rya politiki na gahunda by'Igihugu binyujijwe mu:</p> | <p>2° monitoring and evaluating the implementation of national policies and programs through:</p> | <p>2° faire le suivi et l'évaluation de la mise en œuvre des politiques et programmes nationaux à travers:</p> |
| <p>a. gukurikirana ishyirwa mu bikorwa rya politiki na gahunda bya Leta haba mu butegetsi bwite bwa Leta cyangwa mu nzego z'ibanze no kubitangira raporo kuri Perezida wa Repubulika;</p> | <p>a. monitoring the implementation of Government policies and programs in both central and local Government institutions and submit reports thereon to the President of the Republic;</p> | <p>a. le suivi de la mise en œuvre des politiques et programmes du gouvernement dans les institutions aux niveaux central et local et en soumettre les rapports au Président de la République;</p> |
| <p>b. gushyiraho ibyifashishwa n'uburyo bwo gukurikirana no gusuzuma politiki za Leta;</p> | <p>b. setting up the tools and mechanisms for monitoring and evaluation of Government policies;</p> | <p>b. la mise en place des outils et des mécanismes de suivi et d'évaluation des politiques du gouvernement;</p> |
| <p>c. guha inama za Minisiteri n'inzego zizifasha gushyira mu bikorwa inshingano zazo ku buryo hatangwa serivisi mu buryo bwihuse;</p> | <p>c. providing advice to Ministries and supporting agencies in order to speed up service delivery;</p> | <p>c. des conseils aux Ministères et aux institutions d'appui dans le but d'accélérer la prestation de service;</p> |

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| d. gusesengura inyandiko ziva mu nzego za Leta n'iz'abikorera; | d. analysis of the documents produced by government and private institutions; | d. l'analyse des documents provenant des institutions étatiques et privées; |
| e. gukurikirana no gusuzuma imikorere y'inzego za Leta. | e. monitoring and evaluation of the performance of the Government institutions. | e. le suivi et l'évaluation de la performance des institutions de l'Etat. |
| 3° kugenzura imikorere y'inzego za Leta binyujijwe mu: | 3° overseeing the functioning of government's institutions through: | 3° superviser le fonctionnement des institutions de l'Etat à travers: |
| a. gutanga umurongo ngenderwaho mu miyoborere n'uburyo amategeko ategurwa mu nzego za Leta; | a. orientation on the administrative and legislative processes within Government institutions; | a. l'orientation sur les processus administratifs et législatifs au sein des institutions de l'Etat; |
| b. guharanira ko amategeko n'amabwiriza bikurikizwa neza; | b. proper execution of laws, rules and regulations; | b. la bonne exécution des lois, règles et règlements; |
| c. kugenzura imikorere ya serivisi mu butegetsi rusange bwa Leta; | c. supervision of the functioning of the services of public administration; | c. la supervision du fonctionnement des services d'administration publique; |
| d. kugenzura imikorere n'imicungire by'inzego zishamikiye ku Biro bya Minisitiri w'Intebe hagamijwe gukoresha neza umutungo wa Leta no gukemura ibibazo bihuriweho bijyanye n'ubukungu n'imibereho. | d. supervision of the functioning and management of institutions under the Office of the Prime Minister in order to ensure efficient use of government resources and resolving cross-cutting socio-economic issues. | d. la supervision du fonctionnement et de la gestion des institutions sous tutelle des Services du Premier Ministre afin d'assurer la gestion effective des ressources de l'Etat et de résoudre les problèmes socio-économiques multi-sectoriels. |

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

Imbonerahamwe y’imyanya y’imirimo n’ibisabwa ku myanya y’imirimo muri Serivisi z’Ibiro bya Minisitiri w’Intebe biri ku mugereka wa I n’uwa II y’iri teka.

Ingingo ya 4: Igenwa ry’umushahara

Imishahara y’abakozi muri Serivisi z’Ibiro bya Minisitiri w’Intebe igenwa hashingiwe ku mbonerahamwe y’urutonde rw’imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu butegetsi bwa Leta.

Urwego, umubare fatizo, agaciro k’umubare fatizo n’umushahara mbumbe bigendana na buri mwanya w’umurimo muri Serivisi z’Ibiro bya Minisitiri w’Intebe biri ku mugereka wa III w’iri teka.

Umushahara mbumbe ugenerwa Umuyobozi w’Ibiro bya Minisitiri w’Intebe, wiyongeraho icumi ku ijana (10%) byayo nyuma ya buri myaka itatu (3).

Article 3: Organizational structure and job profiles

The organizational structure and job profiles in the Office of the Prime Minister are respectively in annex I and II of this Order.

Article 4: Determination of the salary

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

The level, index, index value and the gross salary corresponding to each job position in Office of the Prime Minister are in annex III of this Order.

The gross salary of the Director of Cabinet of Office of the Prime Minister increases by ten percent (10%) after every three (3) years.

Article 3: Structure organisationnelle et profils d’emplois

La structure organisationnelle et profils d’emplois au sein des Services du Premier Ministre sont respectivement en annexe I et II du présent arrêté.

Article 4: Détermination du salaire

Les salaires accordés aux agents des Services du Premier Ministre sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

Le niveau, l’indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi au sein des Services du Premier Ministre sont en annexe III du présent arrêté.

Le salaire brut du Directeur de Cabinet du Premier Ministre est majoré de dix pour cent (10%) après chaque trois (3) ans.

Ingingo ya 5: Ibigize umushahara mbumbe

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

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

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abakozi bari ku nzego z'imirimo za "D", "F", "G/1.IV" na "H/2" 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.

Article 5: Composition of gross salary

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

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

The transport allowance specified in Paragraph One of this Article shall not be granted to employees positioned on levels "D", "F", "G/1.IV" and "H/2" whose transport is facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be granted to public servants positioned on level "3" who are entitled to special transport allowance in accordance with Instructions of the Minister in charge public service.

Article 5: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement les suivants:

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

L'indemnité de transport visée à l'alinéa précédent n'est pas allouée aux agents aux postes de niveau "D", "F", "G/1.IV" et "H/2" 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 d'indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umuyobozi w'Ibiro bya Minisitiri w'Intebe

Umuyobozi w'Ibiro bya Minisitiri w'Intebe agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1° amafaranga yo kwishyura telefoni, fagisi na interineti byo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 FRW) buri kwezi;
- 2° amafaranga yo kwishyura interineti igendanwa angana n'ibihumbi mirongo ine y'u Rwanda (40.000 FRW) buri kwezi n'aya telefoni igendanwa angana n'ibihumbi ijana na mirongo itanu (150.000 FRW) buri kwezi;
- 3° amafaranga yo kwakira abashyitsi mu kazi angana n'amafaranga ibihumbi magana atatu y'u Rwanda (300.000 FRW) buri kwezi anyura kuri konti y'urwego bireba;
- 4° koroherewe ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze;

Article 6: Fringe benefits for the Director of Cabinet

The Director of Cabinet is entitled to the following fringe benefits:

- 1° one hundred thousand Rwandan francs (FRW 100,000) per month for office landline, fax and internet communication allowance;
- 2° forty thousand Rwandan francs (FRW 40,000) per month for wireless internet connection and one hundred and fifty thousand Rwandan francs (FRW 150,000) per month for mobile phone communication allowance;
- 3° office entertainment allowance of three hundred thousand Rwandan francs (FRW 300,000) per month transferred to the concerned institution's bank account;
- 4° transport facilitation in accordance with the Instructions of the Minister in charge of transport;

Article 6: Avantages alloués au Directeur de Cabinet

Le Directeur de Cabinet bénéficie des avantages suivants:

- 1° les frais de communication de téléphone, fax et internet de bureau équivalant à cent mille francs rwandais (100.000 FRW) par mois;
- 2° les frais d'internet sans fil équivalant à quarante mille francs rwandais (40.000 FRW) par mois et ceux de communication par téléphone portable équivalant à cent cinquante mille francs rwandais (150.000 FRW) par mois;
- 3° les frais de représentation au service équivalant à trois cent mille francs rwandais (300.000 FRW) chaque mois domiciliés au compte de l'institution concernée;
- 4° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions;

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| 5° uburinzi hakurikijwe Amabwiriza ya Minisitiri ufite umutekano w'imbere mu Gihugu mu nshingano ze; | 5° security in accordance with the Instructions of the Minister in charge of internal security; | 5° la sécurité conformément aux instructions du Ministre ayant la sécurité intérieure dans ses attributions; |
| 6° amafaranga y'icumbi angana n'ibihumbi magana atanu y'u Rwanda (500.000 FRW) buri kwezi; | 6° a monthly housing allowance equivalent to five hundred Rwandan francs (FRW 500,000); | 6° une indemnité mensuelle de logement équivalant à cinq cent mille francs rwandais (500.000 FRW); |
| 7° amafaranga yo kwigurira ibikoresho byo mu nzu angana na miliyoni eshanu z'amafaranga y'u Rwanda (5.000.000 FRW) iyo atangiye imirimo. Aya mafaranga atangwa rimwe gusa kabone n'ubwo habaho guhindurirwa umwanya w'umurimo. | 7° allowance to purchase house furniture and equipment equivalent to five million Rwandan francs (FRW 5,000,000) when he or she takes up office. This allowance is granted only once even when there is a change of the post. | 7° une indemnité pour l'achat du mobilier et autre équipement domestique équivalant à cinq million de francs rwandais (5.000.000 FRW) lorsqu'il entre en fonction. Cette indemnité est accordée une seule fois même en cas de changement de poste de travail. |

Amafaranga y'icumbi ya buri kwezi avugwa mu gace ka 6° k'igika cya mbere cy'iyi ngingo ntagenerwa Umuyobozi w'Iburo bya Minisitiri w'Intebe, iyo yahawe na Leta inkunga y'icumbi yatanzwe ingunga imwe, ingana na miliyoni cumi n'ebyiri z'amafaranga y'u Rwanda (12.000.000 Frw), mu gihe hakurikizwaga amategeko yabigenaga.

The monthly housing allowance stipulated under point 6° of Paragraph One of this Article, shall not be granted to the Director of Cabinet, if he or she received the fixed accommodation allowance equivalent to twelve million Rwandan francs (FRW 12,000,000) in respect of relevant prior provisions of Law.

L'indemnité mensuelle de logement visée au point 6° de l'alinéa premier du présent article n'est pas accordée au Directeur de Cabinet s'il a bénéficié d'une indemnité forfaitaire de logement équivalant à douze million de francs rwandais (12.000.000 FRW) conformément aux dispositions légales antérieures y relatives.

Ingingo ya 7: Ibigenerwa Umuyobozi w'Iburo bya Minisitiri w'Intebe iyo acyuye igihe

Article 7: Allowances and fringe benefits for the former Director of Cabinet

Article 7: Indemnités et avantages alloués à l'ancien Directeur de Cabinet

Mu gihe Umuyobozi w'Iburo bya Minisitiri w'Intebe avuye mu mirimo ye adahamwe

If the former Director of Cabinet leaves office without having been convicted for an offense

Lorsqu'un ancien Directeur de Cabinet quitte ses fonctions sans avoir été condamné pour une

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n'icyaha cyerekeranye n'imirimo ashinzwe, akomeza guhabwa buri kwezi mu gihe cy'amezi atandatu (6):

1° umushahara;

2° amafaranga afasha nyir'ubwite kwita ku modoka ye bwite;

3° amafaranga y'icumbi angana n'ibihumbi magana atanu y'u Rwanda (500.000 FRW) buri kwezi.

in relation to his or her duties, he or she continues to be granted for six (6) months:

1° salary;

2° lump sum for his or her own vehicle maintenance;

3° a monthly housing allowance equivalent to five hundred Rwandan francs (FRW 500,000).

infraction quelconque en rapport avec ses fonctions, il continue de percevoir, pendant une période de six (6) mois:

1° le salaire;

2° les frais de maintenance de son propre véhicule;

3° une indemnité mensuelle de logement équivalant à cinq cent mille francs rwandais (500.000 FRW).

Iyo uwari Umuyobozi w'Ibiro bya Minisitiri w'Intebe ahawe undi murimo na Leta cyangwa akabona umurimo mu nzego z'abikorera muri icyo gihe cy'amezi atandatu (6), umushahara n'ibindi yagenerwaga birahagarara.

If a former Director of Cabinet is appointed to another post by the State or he or she gets a job in private sector during such period of six (6) months, the salary and other fringe benefits to which he or she was entitled to are stopped.

Lorsque qu'un ancien Directeur de Cabinet est nommé à un autre poste par l'Etat ou obtient un emploi dans le secteur privé durant cette période de six (6) mois, il cesse de percevoir le salaire et tous les avantages qu'il obtenait.

Hashingiwe ku mpamvu zatumye Umuyobozi w'Ibiro bya Minisitiri w'Intebe ava mu mirimo, ashobora kudahabwa ibivugwa mu gika cya mbere cy'iyi ngingo.

Basing on the grounds of termination of duties, the former Director of Cabinet may not be entitled to salary and fringe benefits referred to in Paragraph One of this Article.

Suivant les motifs de cessation des fonctions, l'ancien Directeur de Cabinet peut ne pas avoir droit au salaire et avantages visés au paragraphe premier du présent article.

Icyakora, iyo impamvu yatumye akurwa mu mwanya ituma akurikiranwa mu nkiko, akomeza kubarirwa umushahara n'ibindi yagenerwaga akanabibikirwa. Mu gihe abaye umwere ku cyaha yari akurikiranyweho ahabwa imishahara n'ibindi agenerwa uko yabibikiwe. Iyo icyaha kimuhamye atakaza

If he or she leaves office while there is ongoing prosecution against him or her before courts, his or her salary and fringe benefits continue to be calculated and retained. If he or she is found innocent, he or she receives the salary and fringe benefits retained for him or her. If he or she is found guilty, he or she shall not be

S'il quitte ses fonctions alors qu'il y a des poursuites en cours contre lui devant les juridictions, son salaire et avantages continuent à être calculés et conservés. S'il est reconnu innocent, il reçoit le salaire et autres avantages conservés pour lui. S'il est reconnu

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uburenganzira ku mishahara n'ibindi agenerwa yari yabikiwe byose.

Ingingo ya 8: Ibindi bigenerwa Umunyamabanga Uhoraho

Umunyamabanga Uhoraho agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1° amafaranga yo kwishyura telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 FRW) buri kwezi, n'aya telefoni igendanwa angana n'ibihumbi ijana (100.000 FRW) buri kwezi;
- 2° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 FRW) buri kwezi anyura kuri konti y'urwego bireba;
- 3° koroherewe ingendo hakurikijwe Amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Ingingo ya 9: Ibindi bigenerwa Abayobozi Bakuru bari ku rwego rwa "G/1.IV"

Abayobozi Bakuru bari ku rwego rwa "G/1.IV" kandi bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe

entitled to the salary and fringe benefits retained for him or her.

Article 8: Fringe benefits for Permanent Secretary

The Permanent Secretary is entitled to the following fringe benefits:

- 1° One hundred thousand Rwandan francs (FRW 100,000) per month for office landline communication allowance and one hundred thousand Rwandan francs (FRW 100,000) per month for mobile phone communication allowance;
- 2° office entertainment allowance of two hundred thousand Rwandan francs (FRW 200,000) per month transferred to the concerned institution's bank account;
- 3° transport facilitation in accordance with the Instructions of the Minister in charge of transport.

Article 9: Fringe benefits for Senior Officials on "G/1.IV" job classification level

Senior Officials on "G/1.IV" job classification level with a pool of public servants under their supervision in accordance with the

coupable, il perd son droit à tout le salaire et avantages conservé pour lui.

Article 8: Avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent bénéficie des avantages suivants:

- 1° les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 FRW) et ceux de téléphone portable équivalant à cent mille francs rwandais (100.000 FRW) par mois;
- 2° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 FRW) chaque mois domiciliés au compte de l'institution concernée;
- 3° les facilités de transport conformément aux Instructions du Ministre ayant le transport dans ses attributions.

Article 9: Avantages alloués aux hauts cadres aux postes de niveau "G/1.IV"

Les hauts cadres aux postes de niveau "G/1.IV" et ayant des agents de l'Etat placés sous leur supervision suivant la structure

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iri ku mugereka w'iri teka, bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

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

Abandi Bayobozi Bakuru bari ku rwego rw'imirimo rwa "G/1.IV" ariko badafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe iri ku mugereka w'iri teka, bagenerwa buri wese kandi buri kwezi amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi ijana y'u Rwanda (100.000 FRW). Koroherezwa kandi ingendo mu buryo buteganyijwe mu gika cya mbere cy'iyi ngingo.

Ingingo ya 10: Ibindi bigenerwa Abayobozi Bakuru bari ku rwego rwa "H/2"

Abayobozi Bakuru bari ku rwego rwa "H/2" kandi bafite itsinda ry'abakozi ba Leta

organizational structure annexed to this Order, are each entitled to the following fringe benefits:

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

Other Senior Officials positioned on level "G/1.IV" without a pool of public servants under their supervision in accordance with the organizational structure annexed to this Order, are each entitled to a mobile phone communication allowance of one hundred thousand Rwandan francs (FRW 100,000) per month. They also benefit transport facilitation as provided for in Paragraph One of this Article.

Article 10: Fringe benefits for Senior Officials on "H/2" job classification level

Senior Officials on "H/2" job classification level with a pool of public servants under their

organisationnelle annexée au présent arrêté, bénéficient chacun des avantages suivants:

- 1° les frais de communication par téléphone de bureau et fax de bureau équivalant à cent mille francs rwandais (100.000 FRW) et ceux de téléphone portable équivalant à cent mille francs rwandais (100.000 FRW) par mois;
- 2° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Les autres hauts cadres aux postes de niveau "G/1.IV" qui n'ont pas d'agents de l'Etat placés sous leur supervision suivant la structure organisationnelle annexée au présent arrêté, bénéficient chacun des frais de communication par téléphone portable équivalant à cent mille francs rwandais (100.000 FRW) par mois. Ils bénéficient aussi les facilités de transport conformément à l'alinéa premier du présent article.

Article 10: Avantages alloués aux hauts cadres aux postes de niveau "H/2"

Les hauts cadres aux postes de niveau "H/2" et ayant des agents de l'Etat placés sous leurs

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bayobora hashingiwe ku mbonerahamwe yemewe y'Urwego bakorera, bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

- 1° amafaranga ya telefone yo mu biro na fagisi angana n'amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 FRW) buri kwezi, n'aya telefoni igendanwa angana n'amafaranga ibihumbi mirongo irindwi y'u Rwanda (70. 000 FRW) buri kwezi;
- 2° koroherezwa ibijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Abandi Bayobozi Bakuru bari ku rwego rw'imirimo rwa H/2 ariko badafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y'Urwego bakorera, bagenerwa buri wese kandi buri kwezi amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 FRW). Boroherezwa kandi ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

responsibilities in accordance with the approved organizational structure, are each entitled to the following fringe benefits:

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

Other Senior Officials positioned on level H/2 without a pool of public servants under their supervision in accordance with the approved organizational structure, must each be entitled to a mobile phone communication allowance of seventy thousand Rwandan francs (FRW 70,000) per month. They also benefit transport facilitation in accordance with Instructions of the Minister in charge of transport.

responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des avantages suivants:

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

Les autres hauts cadres aux postes de niveau H/2 qui n'ont pas d'Agents de l'Etat placés sous leur supervision suivant la structure organisationnelle approuvée, bénéficient chacun des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 FRW) par mois. Ils bénéficient aussi les facilités de transport conformément aux Instructions du Ministre ayant le transport dans ses attributions.

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Ingingo ya 11: Ibigenerwa Abayobozi n'Abakozi bari ku rwego rw'imirimo rwa "3"

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

- 1° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 FRW) buri kwezi;
- 2° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

Abayobozi b'Amashami bari ku rwego rw'imirimo rwa "3" bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe iri ku mugereka w'iri teka, bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (100.000 FRW) buri kwezi ya telefoni yo mu biro.

Ingingo ya 12: Agahimbazamusi

Abakozi bari ku myanya isanzwe igenerwa agahimbazamusi hashingiwe ku cyemezo

Article 11: Fringe benefits for Officials on "3" job classification level

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

- 1° a mobile phone communication allowance of thirty thousand Rwandan francs (FRW 30,000) per month;
- 2° a special transport allowance as determined by the Instructions of the Minister in charge of public service.

Directors of Units on level "3" with a pool of public servants under their responsibilities in accordance with the organizational structure annexed to this Order are also each entitled to an office landline communication allowance of one hundred thousand Rwandan francs (FRW 100,000) per month.

Article 12: Top up

The employees who are on the job positions which are entitled to a top-up in accordance

Article 11: Avantages alloués aux cadres aux postes de niveau "3"

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

- 1° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 FRW) par mois;
- 2° l'indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

Les Directeurs d'Unités aux postes de niveau "3" ayant des agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle annexée au présent arrêté, bénéficient aussi chacun des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 FRW) par mois.

Article 12: Prime

Les employés occupant des postes assortis d'un prime conformément à la décision de

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cy'umuyobozi ufite ububasha bakomeza kugahabwa.

with the decision of the competent authority continue to get it.

l'autorité compétente continuent d'en bénéficier.

Ingingo ya 13: Indamunite z'urugendo rw'imodoka

Article 13: Mileage allowances

Article 13: Indemnités kilométriques

Iyo Abayobozi Bakuru bari ku rwego rwa D, F, G/1.IV na H/2 bagiye mu butumwa imbere mu Gihugu bakoresheje imodoka zabo, Leta ibagera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

When Senior Officials on levels D, F, G/1.IV and H/2 go on official mission inside the Country by using their vehicles, the State pays them mileage allowances specified in the relevant Ministerial Instructions of the Minister in charge of transport.

Lorsque les hauts cadres aux postes de niveaux D, F, G/1.IV et H/2 vont en missions officielles à l'intérieur du pays en utilisant leurs véhicules, l'Etat leur octroie des indemnités kilométriques conformément aux Instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 14: Abashinzwe gushyira mu bikorwa iri teka

Article 14: Authorities responsible for the implementation of this Order

Article 14: Autorités chargées de l'exécution du présent arrêté

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

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

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

Ingingo ya 15: Ivanwaho ry'iteka n'ingingo zinyuranyije n'iri teka

Article 15: Repealing provision

Article 15: Disposition abrogatoire

Iteka rya Minisitiri w'Intebe n° 229/03 ryo ku wa 24/11/2016 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Serivisi z'Ibiro bya Minisitiri w'Intebe (PRIMATURE) n'ingingo zose z'amateka

The Prime Minister's Order n° 229/03 of 24/11/2016 determining mission and functions, organizational structure, salaries and fringe benefits for employees of Office of the Prime Minister (PRIMATURE) and all

L'Arrêté du Premier Ministre n° 229/03 du 24/11/2016 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel des Services du Premier Ministre (PRIMATURE) ainsi que

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abanziriza iri kandi zinyuranyije naryo bivanweho.

prior provisions contrary to this Order are repealed.

les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 16: Igihe iteka ritangira gukurikizwa

Article 16: Commencement

Article 16: Entrée en vigueur

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 27/04/2018.

This Order comes into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 27/04/2018.

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 27/04/2018.

Kigali, ku wa 17/05/2018

Kigali, on 17/05/2018

Kigali, le 17/05/2018

(sé)

Dr NGIRENTE Edouard
Minisitiri w'Intebe

(sé)

Dr NGIRENTE Edouard
Prime Minister

(sé)

Dr NGIRENTE Edouard
Premier Ministre

(sé)

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

(sé)

RWANYINDO KAYIRANGWA Fanfan
Minister of Public Service and Labour

(sé)

RWANYINDO KAYIRANGWA Fanfan
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République :

(sé)

BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(sé)

BUSINGYE Johnston
Minister of Justice/Attorney General

(sé)

BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA I W'ITEKA RYA
MINISITIRI W'INTEBE N°068/03
RYO KU WA 17/05/2018 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
SERIVISI Z'IBIRO BYA MINISITIRI
W'INTEBE**

**ANNEX I TO PRIME MINISTER'S
ORDER N°068/03 OF 17/05/2018
DETERMINING MISSION AND
FUNCTIONS, ORGANIZATIONAL
STRUCTURE, SALARIES AND
FRINGE BENEFITS FOR
EMPLOYEES OF OFFICE OF THE
PRIME MINISTER**

**ANNEXE I D'ARRÊTÉ DU PREMIER
MINISTRE N°068/03 DU 17/05/2018
PORTANT MISSION ET
FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES
ET AVANTAGES ACCORDES AU
PERSONNEL DES SERVICES DU
PREMIER MINISTRE**

Official Gazette n° Special of 18/05/2018

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°068/03 ryo ku wa 17/05/2018 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Serivisi z'Ibiro bya Minisitiri w'Intebe

Seen to be annexed to Prime Minister's Order n°068/03 of 17/05/2018 determining mission and functions, organizational structure, salaries and fringe benefits for employees of Office of the Prime Minister

Vu pour être annexé à l'Arrêté du Premier Ministre n°068/03 du 17/05/2018 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel des Services du Premier Ministre

Official Gazette n° Special of 18/05/2018

Kigali, ku wa **17/05/2018**

Kigali, on **17/05/2018**

Kigali, le **17/05/2018**

(sé)

Dr NGIRENTE Edouard
Minisitiri w'Intebe

(sé)

Dr NGIRENTE Edouard
Prime Minister

(sé)

Dr NGIRENTE Edouard
Premier Ministre

(sé)

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

(sé)

RWANYINDO KAYIRANGWA Fanfan
Minister of Public Service and Labour

(sé)

RWANYINDO KAYIRANGWA Fanfan
Ministre de la Fonction Publique et du
Travail

**Bibonywe kandi bishyizweho Ikirango
cya Repubulika:**

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

Vu et scellé du Sceau de la République :

(sé)

BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya
Leta

(sé)

BUSINGYE Johnston
Minister of Justice/Attorney General

(sé)

BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA II W'ITEKA RYA
MINISITIRI W'INTEBE N°068/03
RYO KU WA 17/05/2018 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
SERIVISI Z'IBIRO BYA MINISITIRI
W'INTEBE**

**ANNEX II TO PRIME MINISTER'S
ORDER N°068/03 OF 17/05/2018
DETERMINING MISSION AND
FUNCTIONS, ORGANIZATIONAL
STRUCTURE, SALARIES AND
FRINGE BENEFITS FOR
EMPLOYEES OF OFFICE OF THE
PRIME MINISTER**

**ANNEXE II D'ARRÊTÉ DU PREMIER
MINISTRE N°068/03 DU 17/05/2018
PORTANT MISSION ET
FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES
ET AVANTAGES ACCORDES AU
PERSONNEL DES SERVICES DU
PREMIER MINISTRE**

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OFFICE OF THE PRIME MINISTER-JOB PROFILES				
Administrative Unit	Job Title	Title of job positions linked to the Job	Job profile	Proposed jobs
Office of the Prime Minister	Prime Minister	Prime Minister	Political appointee	1
	Advisor to The Prime Minister	Economic Advisor	At least Master's Degree in Economics with at least 5 years of Working Experience. A PhD qualification in economics is an advantage. Key Technical skills & Knowledge required: <ul style="list-style-type: none"> - Excellent advisory kills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. - Leadership skills; - Analytical skills; - Communication skills; - Excellent IT skills (Word, Excel, PowerPoint, Outlook and Social Media); - Conscientious and independent worker; - Writing and drafting skills. 	1
	Advisor to The Prime Minister	Social Advisor	At least a Master's Degree in Economics, Public Policy or other related Social Sciences with at least 5 years of working experience. A PhD qualification is an advantage. Key Technical skills & Knowledge required: <ul style="list-style-type: none"> - Excellent advisory skills; 	1

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			<ul style="list-style-type: none"> - Fluent in Kinyarwanda, English and/or French; Kinyarwanda, English and/or French; knowledge of all is an advantage; - Writing and drafting skills; - Leadership skills; - Analytical skills; - Communication skills; - Excellent IT skills (Word, Excel, PowerPoint, Outlook and Social Media); - Conscientious and independent worker. 	
	Advisor to The Prime Minister	Governance Advisor	<p>At least Master’s Degree in Law with at least 5 years of working experience. A PhD qualification is an advantage.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Excellent advisory skills; - Fluent in Kinyarwanda, English and/or French; Kinyarwanda, English and/or French; knowledge of all is an advantage; - Writing and drafting skills; - Leadership skills; - Analytical skills; - Communication skills; - Excellent IT skills (Word, Excel, PowerPoint, Outlook and Social Media); - Conscientious and independent worker. 	1
	Macroeconomic & Fiscal Analyst	Macroeconomic & Fiscal Analyst	<p>At least a Master’s Degree in Economics, preferably majoring in Macroeconomics, Econometrics or Quantitative Economics with at least 2 years of working experience.</p>	1

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			<p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Research and analytical skills; - Ability to research and analyze economic issues. - Ability to analyze data using mathematical models and statistical techniques - Capacity to interpret and forecast market trends - Writing and drafting skills; - Planning and Communication skills; - Ability to use statistical software (eVIEWS, STATA and SPSS). 	
	Office Manager	PM's Office Manager	<p>At least in Bachelor's Degree in Public Administration, Communication, Public Policy, Law, or Arts Languages with at least 5 years of working experience or Master's Degree Public Administration, Communication, Public Policy, Law, or Arts Languages with at least 2 years of working experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Confidentiality; - Leadership skills; - Ability to work without close supervision; - Office Management skills; - Planning and Communication skills; - Collaboration skills; - Excellent IT skills (Word, Excel, PowerPoint, Outlook and Social Media); - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1

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	Executive Assistant	Executive Assistant to Prime Minister	<p>Bachelor's Degree in Public Administration, Sociology, Law, Human Resources Management, Political Sciences, Office Management, Project Management, Communication, Arts Languages with at least 3 years of working experience or Master's Degree Public Administration, Sociology, Law, Human Resources Management, Political Sciences, Office Management, Project Management, Communication, Arts Languages with at least 1 year of working experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Confidentiality - Office management skills - Planning and Communication skills - Organization skills - IT skills - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
S/Total				7
Office of the Minister of MINICAAF	Minister	Minister of MINICAAF	Political Appointee	1
	Advisor	Advisor to the Minister/MINICAAF	Master Degree in Economics, Public Policy, Public Administration, Political Sciences, Business Administration or Law with at least 3 years working experience. Bachelor's Degree in Economics, Public Policy, Public Administration, Political Sciences, Business Administration or Law with at least 5 years of working experience.	1

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			<p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Excellent advisory skills; - Monitoring and Evaluation skills; - Office Management skills; - Analytical and problem solving skills; - Excellent Communication and collaboration skills; - Computer knowledge (Work Processing, Power Point and Internet); - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Administrative Assistant	Administrative Assistant to the Minister of MINICAAF	<p>A1 in Office Management or Secretariat Studies with at least 3 years of working experience or Bachelor's Degree in Public Administration, Secretariat Studies, Management or Law.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management skills; - Confidentiality; - Excellent Communication and Interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
S/Total				3

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Office of the Permanent Secretary in MINICAAF	Permanent Secretary	PS & Secretary to Cabinet	Political Appointee	1
	Administrative Assistant	Administrative Assistant to the PS	<p>A1 in Secretariat Studies, Office Management with at least 3 years of working experience or Bachelor's Degree in Public Administration, Management or Law.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management skills; - Confidentiality; - Excellent Communication and Interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Fluent in Kinyarwanda, English and/or French, knowledge of all is an advantage. 	1
S/Total				2
Government Action Coordination Unit	Head of Government Action Unit	Head of Government Action Unit	<p>At least Master's Degree in Economics, Public Policy, Law, International Development or Public Administration with at least 7 years of working experience. A PhD qualification is an advantage.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Conversant in Government programmes and policies; - Research and Analytical skills; - Leadership skills; 	1

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			<ul style="list-style-type: none"> - Excellent Communication and collaboration skills; - Planning, monitoring & evaluation skills; - Excellent IT skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Deputy Head of Government Action Unit	Deputy Head of Government Action Unit	<p>Master's Degree in Economics, Law, Public Policy, Management or Business Administration with at least 5 years of working experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Conversant in Government programmes and policies; - Research and Analytical skills; - Leadership skills; - Excellent Communication and collaboration skills; - Planning, monitoring & evaluation skills; - Excellent IT skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Economic Cluster	Economic Cluster Team Leader	<p>Master's Degree in Economics, Civil Engineering, Computer Sciences, Agriculture or Animal husbandry with at least 3 years of working experience or Bachelor's Degree in Economics, Civil Engineering, Computer Sciences, Agriculture or Animal husbandry with at least 5 years of working experience.</p>	1

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			<p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Conversant in Government programmes and policies; - Research and Analytical skills; - Leadership skills; - Excellent Communication and collaboration skills; - Planning, monitoring & evaluation skills; - Excellent IT skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Economic Cluster	Economic Policy Analyst	<p>Master's Degree in Economics, Civil Engineering, Computer Sciences, Agriculture or Animal husbandry with at least 2 years of working experience or Bachelor's Degree in Economics, Civil Engineering, Computer Sciences, Agriculture or Animal husbandry with at least 4 years of working Experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Conversant in Government programmes and policies; - Research and Analytical skills; - Excellent Communication and collaboration skills; - Planning, monitoring & evaluations kills; - Drafting and Reporting skills; - Excellent IT skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	6

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	Governance Cluster	Governance Cluster Team Leader	<p>Master's Degree in Law, Political Sciences or Public Administration with at least 3 years of working experience or Bachelor's Degree in Law, Political Sciences or Public Administration with at least 5 years of working Experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Conversant in Government programmes and policies; - Research and Analytical skills; - Excellent Communication and collaboration skills; - Planning, monitoring & evaluation skills; - Drafting and Reporting skills; - Excellent IT skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Governance Cluster	Governance Policy Analysts	<p>Bachelor's Degree in Law, Political Sciences Public Administration or Management with at least 4 years of working Experience or Master's Degree in Law, Political Sciences, Public Administration or Management with at least 2 years of working experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Conversant in Government programmes and policies; - Research and Analytical skills; - Excellent Communication and collaboration skills; 	4

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			<ul style="list-style-type: none"> - Planning, monitoring & evaluation skills; - Drafting and Reporting skills; - Excellent IT skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
	Social Cluster	Social Cluster Team Leader	<p>Master's Degree in Economics, Public Policy, Education or Public Health with at least 3 years of working experience or Bachelor's Degree in Economics, Public Policy, Education or Public Health with at least 5 years of working Experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Conversant in Government programmes and policies; - Research and Analytical skills; - Excellent Communication and collaboration skills; - Planning, monitoring & evaluation skills; - Drafting and Reporting skills; - Excellent IT skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Social Cluster	Social Policy Analyst	<p>Master's Degree in Economics, Public Policy, Education or Public Health with at least 2 years of working experience or Bachelor's Degree in Economics, Public Policy, Education or Public Health with at least 4 years of working Experience.</p>	4

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			<p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Conversant in Government programmes and policies; - Research and Analytical skills; - Excellent Communication and collaboration skills; - Planning, monitoring & evaluation skills; - Drafting and Reporting skills; - Excellent IT skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
S/Total				19
Office of Cabinet Secretariat	Chief Cabinet Notes Taker	Chief Cabinet Notes Taker	<p>Master's Degree in Law, Communication or Arts Languages with at least 5 years of working Experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Conversant in Government programmes and policies; - High level of integrity and confidentiality; - Excellent Communication and collaboration skills; - Writing and Editing skills; - Excellent IT skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1

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	Cabinet Notes Taker	Cabinet Notes Taker	<p>Bachelor's Degree in Law, Communication or Arts Languages with at least 5 years of working Experience or Master's Degree in Law, Communication or Arts Languages with at least 3 years of working Experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Conversant in Government programmes and policies; - High level of integrity and confidentiality; - Excellent Communication and collaboration skills; - Writing and Editing skills; - Excellent IT skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Administrative Assistant	Administrative Assistant to Cabinet Note Taker	<p>A1 in Secretariat Studies, Office Management with at least 3 years of working experience or Bachelor's Degree in Secretariat Studies, Office Management, Public Administration or Law.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management skills; - Excellent Communication and Interpersonal skills; - Confidentiality; - Excellent Knowledge in Filing system; - Computer knowledge (Work Processing, Power Point and Internet); 	1

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			- Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.	
S/Total				3
Office of the Director of Cabinet	Director of Cabinet	Director of Cabinet	Political Appointee	1
	Advisor	Advisor to the Director of Cabinet	<p>Master Degree in Economics, Public Policy, Public Administration, Political Sciences, Business Administration or Law with at least 3 years working experience. Bachelor's Degree in Economics, Public Policy, Public Administration, Political Sciences, Business Administration or Law with at least 5 years of working experience</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Excellent advisory skills; - Office Management skills; - Analytical and problem solving skills; - Excellent Communication and collaboration skills; - Computer knowledge (Work Processing, Power Point and Internet); - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Administrative Assistant	Administrative Assistant to the Director of Cabinet	<p>A1 in Office Management or Secretariat Studies with at least 3 years of working experience or Bachelor's Degree in Public Administration, Secretariat Studies, Management or Law.</p> <p>Key Technical skills & Knowledge required:</p>	1

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			<ul style="list-style-type: none"> - Office Management skills; - Confidentiality; - Excellent Communication and Interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Planning and Monitoring Evaluation	Planning and Monitoring Evaluation Specialist	<p>Bachelor's Degree in Economics, Business Administration or Project Management with at least 3 years of working experience or Master's Degree in Economics, Business Administration or Project Management with at least 1 year of working experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Planning, Monitoring and Evaluation skills; - Research and Analytical skills; - Organizational skills; - Excellent Communication and collaboration skills; - Computer skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage 	1
	Auditor	Internal Auditor	Bachelor's Degree in Accounting, Public Finance or Professional Accounting Courses.	1

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			<p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Detailed knowledge of financial and audit standards; - Knowledge of relevant laws, Regulations and Policies; - Excellent communication and collaboration skills; - High level of confidentiality and integrity; - Report writing and presentation skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	
	Travel Clearance	Travel Clearance officer	<p>Bachelor's Degree in Public Administration, Sociology or Law.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Excellent customer care skills; - Excellent communication and collaboration skills; - Good organizational and time-management skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	1
	Protocol	Protocol officer	<p>Bachelor's Degree in International Relations, Political Sciences, Social Sciences, Communication or Public Administration with at least 3 years of working experience or Master's Degree in International Relations, Political Sciences, Social Sciences,</p>	2

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			<p>Communication or Public Administration with at least 1 year of working experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Event management skills; - Communications and collaboration skills; - Organizational and Customer care skills; - Conscientious and independent worker; - Fluent in Kinyarwanda, English and/or French. 	
S/Total				8
Office of the Head of Communication & Speech Writer	Head of Communication & Speech Writer	Head of Communication & Speech Writer	<p>Master's Degree in Arts Languages, Journalism or Communication with at least 5 years working experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in speech writing skills; - Listening and writing skills; - Leadership skills; - Knowledge of local, state and national/international news/events; especially politics and current events; - Excellent communication and collaboration skills; - Good grasp of domestic and foreign policy; - Excellent IT skills (Word, Excel, PowerPoint, Outlook and Social Media); - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1

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	Information and Communication	Information and Communication specialist	<p>Bachelor's Degree in Journalism, Communication, and Arts Languages with Education with at least 3 years of working experience or Master's Degree in Journalism, Communication, Languages or Arts Languages with Education with at least 1 year of working experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Listening and writing skills; - Knowledge of local, state and national/international news/events; especially politics and current events; - Excellent communication and collaboration skills; - Oral and written communication skills; - Excellent IT and Social Media skills ; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Translation	Translator	<p>Bachelor's Degree in Translation and Interpretation Studies or Arts Languages with at least 3 year working experience or Master Degree in Translation and Interpretation Studies or Arts Languages with at least 1 year of working experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Fluency in Kinyarwanda, English and French. - Good communication and interpersonal skills; - Good translation and interpretation skills; - Confidentiality. 	1

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S/Total				3
Directorate General of Legal Affairs Unit	Director General	Director General of Legal Affairs	<p>Bachelor's Degree in Law with at least 5 years of working experience or Master's Degree in Law with at least 3 years of working experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Legal Analysis skills; - Legislative drafting skills; - Conversant with National Legislative Process; - Leadership skills; - Communication and collaboration skills; - Excellent IT skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Corporate and Parliament Affairs Specialist	Corporate and Parliament Affairs Specialist	<p>Bachelor's Degree in Law with at least 3 years of working experience or Master's Degree in Law with at least 1 year experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Contract drafting skills; - Legislative drafting skills; - Conversant with National Legislative Process; - Communication and collaboration skills; - Excellent IT skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1

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	Legal Specialist	Legal Specialist	<p>Bachelor's Degree in Law with at least 3 years of working experience or Master's Degree in Law with at least 1 year experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Legal Analysis skills; - Legal and Drafting skills; - Communication and collaboration skills; - Excellent IT skills (Outlook, Word, Excel, PowerPoint, Social Media); - Conscientious and independent worker; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Legislative Tracker	Legislative Tracker	<p>Bachelor's Degree in Law with at least 3 years of working experience or Master's Degree in Law with at least 1 year of working Experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Writing and Drafting skills; - General office skills; - Stakeholders Management skills; - Communication and collaboration skills; - Excellent IT skills (Outlook, Word, Excel, PowerPoint, Social Media); - Conscientious and independent worker; - Knowledge of Working with senior managers. 	1

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			<ul style="list-style-type: none"> - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Public request	Public request Specialist	<p>Bachelor's Degree in Law with at least 3 years of working experience or Master Degree in Law with at least 2 years of working experience.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills - Computer skills - Creativity and initiative - Good organizational and time-management skills - Team working skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French 	1
	Administrative Assistant	Administrative Assistant to the Legal Affairs Unit	<p>A1 in Secretariat Studies or Office Management with at least 3 years of working experience or Bachelor's Degree in Secretariat Studies, Management, Public Administration or Law.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management skills; 	1

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			<ul style="list-style-type: none"> - Excellent Communication, Organizational, Interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
S/Total				6
Official Gazette and Government Documentation Unit	Director of Unit	Director of Official Gazette and Government Documentation	<p>Bachelor's Degree in Law, Arts Languages and Communication, Documentation or Arts Media and Publishing with at least 3 year working experience or Master Degree in Law, Arts Languages and Communication, Documentation or Arts Media and Publishing with at least 1 year of working experience</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Editing and Drafting skills in 3 languages - Leadership skills; - Excellent communication and collaboration skills; - Analytical skills; - Confidentiality and integrity - Good organizational skills; - Excellent IT skills; - Fluent in Kinyarwanda, English and/or French. 	1
	Documentation Center	Documentation and Archives Officer	<p>Bachelor's Degree in Documentation and Archives, Libray & Information Science or Bibliotheconomy.</p> <p>Key Technical skills & Knowledge required:</p>	1

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			<ul style="list-style-type: none"> - Strong Archive and Documentation skills - General office skills - Excellent IT skills - Conscientious and independent worker - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Official gazette Editing	Official gazette Editor	<p>Bachelor's Degree in Arts Languages, Journalism & Communication, Arts Media & Publishing, Law or Documentation & Archives with at least 3 years of working experience or Master Degree in Arts Languages, Journalism & Communication, Arts Media & Publishing, Law or Documentation & Archives with at least 1 year of working experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Strong editorial skills - General office skills - Archive and documentation skills - Communication and Collaboration skills - Excellent IT skills - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	2
S/Total				4
Directorate General of Corporate Services	Director General	Director General of Corporate Services	<p>Bachelor's Degree in Accounting, Management, Corporate Finance, or Business Administration with at least 5 years of working experience or Master's Degree in Accounting, Management, Corporate Finance, or Business Administration with at least 3 years of</p>	1

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			<p>working experience (Holding Accounting Professional Courses will be added advantage).</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Leadership skills; - Excellent communication and collaboration skills; - Analytical skills; - Integrity and accountability skills; - Good organizational skills; - Excellent IT skills; - Fluent in Kinyarwanda, English and/or French. 	
	Public Procurement	Procurement Officer	<p>Bachelor's Degree in Procurement, Management, Economics or Public Administration.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - High analytical and 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; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	2
	Customer care officer	Customer care officer	<p>Bachelor's Degree in Communication, Public Relations, Management or Marketing.</p>	1

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			<p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Excellent interpersonal skills; - Knowledge in Customer care satisfaction; - Knowledge in Hospitality management; - Organizational skills; - Excellent communication and collaboration skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	
	Administrative Liaison Officer	Administrative Liaison Officer	<p>Bachelor's Degree in Public administration, International Relations, Sociology or Management.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Excellent interpersonal skills; - Knowledge in Customer care satisfaction; - Knowledge in Hospitality management; - Organizational and event management skills; - Excellent communication and collaboration skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1
Director of Finance and Logistics	Director	Director of Finance and Logistics	<p>Bachelor's Degree in Finance or Accounting with at least 3 years of working Experience or Master's Degree in Finance or Accounting with at least 1 year of working Experience (Holding Accounting Professional Courses will be added advantage).</p>	1

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			<p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Leadership skills; - Excellent communication and collaboration skills; - Analytical and logistical management skills; - Integrity and accountability skills; - Good organizational skills; - Excellent IT skills; - Fluent in Kinyarwanda, English and/or French. 	
	Accounting	Accountant	<p>Bachelor's Degree in Accounting. (Holding Accounting Professional Courses will be added advantage).</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Planning and organizational skills; - Communication and collaboration skills; - Strong IT skills, particularly in Financial software(SMART IFMIS); - Knowledge to analyze complex financial information & Produce reports - Integrity and accountability skills; - Ability to work without close supervision; - Fluent in Kinyarwanda, English and/or French. 	1
	Budgeting	Budget Officer	<p>Bachelor's Degree in Finance or Accounting. (Holding Accounting Professional Courses will be added advantage).</p> <p>Key Technical skills & Knowledge required:</p>	1

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			<ul style="list-style-type: none"> - Budget analysis skills; - Financial reporting skills; - Communication and collaboration skills; - Strong IT skills, particularly in Financial software(SMART IFMIS); - Knowledge to analyze complex financial information & Produce reports - Integrity and accountability skills; - Ability to work without close supervision; - Fluent in Kinyarwanda, English and/or French. 	
	Logistics	Logistics Officer	<p>Bachelor's Degree in Management, Accounting or Logistics Management.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational skills; - Integrity and accountability skills; - Communication and collaboration skills; - Analytical and Interpersonal skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	1
	Store Keeping	Store Keeper	<p>Bachelor's Degree in Management, Finance or Accounting.</p> <p>Key Technical skills & Knowledge required:</p>	1

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			<ul style="list-style-type: none"> - Knowledge of Store keeping; - Integrity and accountability skills; - Reporting skills; - Ability to relate well with others; - Excellent IT skills ; - Good organization skills; - Fluent in Kinyarwanda, English and/or French. 	
	Maintenance	Maintenance officer	<p>A1 in electricity, Plumbing, Constructions, Electromechanics with 3 years of working experience or Bachelor's Degree in Electricity, Plumbing, Constructions or Electromechanics.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Technical skills in the domain; - Good maintenance skills; - Integrity and accountability skills; - Communication and collaboration skills - Planning and organization skills - Fluent in Kinyarwanda, English and/or French. 	1
Director of HR and Administration	Director	Director of HR and Administration	<p>Bachelor's Degree in HR Management, Law, Management, Public Administration or Business Administration with at least 3 years of working experience or Master's Degree in HR Management, Law, Management, Public Administration or Business Administration with 1 year of working experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda Public Service and Labor legislation; 	1

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			<ul style="list-style-type: none"> - Knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Leadership skills; - Communication and collaboration skills; - Integrity and confidentiality skills; - Personnel management and administration skills; - Computer skills (IPPIS Payroll, E-recruitment, RBM, etc); - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	HR Management	HR Officer	<p>Bachelor's Degree in Management, Public Administration, Human Resources Management, Law.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda Public Service and Labor legislation; - Knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Communication and collaboration skills; - Integrity and confidentiality skills; - Personnel management and administration skills; - Computer skills (IPPIS Payroll, E-recruitment, RBM, etc); 	1

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			<ul style="list-style-type: none"> - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Driving	VIP Driver	<p>Driving License category at least B with at least 3 years of working experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Time keeping and organization skills; - Being Disciplined, smart and ability to relate with others; - Communication and collaboration skills. - Fluent in French or English is an added advantage. 	2
Central Secretariat Unit	Director	Director of Central Secretariat	<p>Bachelor's Degree in Secretariat, Documentation & Archives or Public Administration with 3 years of working experience or Master's Degree in Office Management, Secretariat, Documentation & Archives or Public Administration with 1 year of working experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Leadership skills; - Writing and drafting skills; - Communication and interpersonal skills; - Integrity and Accountability skills; - Confidentiality skills; - Excellent IT skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1

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	Secretary	Secretary to the Central Secretariat	<p>A1 in Secretariat Studies or Office Management with at least 3 years of working experience or Bachelor's Degree in Secretariat studies, Public Administration, Management or Law.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Excellent interpersonal skills; - Knowledge in Customer care satisfaction; - Knowledge in Hospitality management; - Organizational skills; - Excellent communication and collaboration skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	2
Director of ICT	Director	Director of ICT	<p>Bachelor's Degree in Computer Sciences or Computer Engineering with at least 3 years working experience or Master's Degree in Computer Sciences or Computer Engineering with at least 1 year working experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Excellent IT skills; - Leadership skills; - Integrity and accountability skills; - Confidentiality and organization skills; - Communication and collaboration skills - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1

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	Network and Security Administration	Network and Security Administration Specialist	<p>Bachelor's Degree in Computer Sciences or Computer Engineering with at least 3 years working experience or Master's Degree in Computer Sciences or Computer Engineering with at least 1 year working experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Excellent IT skills; - Integrity and accountability skills; - Confidentiality and organization skills; - Communication and collaboration skills - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Database & Application	Database & Application Specialist	<p>Bachelor's Degree in Computer Sciences or Computer Engineering with at least 3 years working experience or Master's Degree in Computer Sciences or Computer Engineering with at least 1 year working experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Excellent IT skills; - Integrity and accountability skills; - Confidentiality and organization skills; - Communication and collaboration skills - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1

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	System Administration	System Administration Specialist	<p>Bachelor's Degree in Computer Sciences or Computer Engineering with at least 3 years working experience or Master's Degree in Computer Sciences or Computer Engineering with at least 1 year working experience.</p> <p>Key Technical skills & Knowledge required:</p> <ul style="list-style-type: none"> - Excellent IT skills; - Integrity and accountability skills; - Confidentiality and organization skills; - Communication and collaboration skills - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
S/Total				22
Grand / Total				77

**UMUGEREKA III W'ITEKA RYA
MINISITIRI W'INTEBE N°068/03
RYO KU WA 17/05/2018 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
SERIVISI Z'IBIRO BYA MINISITIRI
W'INTEBE**

**ANNEX III TO PRIME MINISTER'S
ORDER N°068/03 OF 17/05/2018
DETERMINING MISSION AND
FUNCTIONS, ORGANIZATIONAL
STRUCTURE, SALARIES AND
FRINGE BENEFITS FOR
EMPLOYEES OF OFFICE OF THE
PRIME MINISTER**

**ANNEXE III D'ARRÊTÉ DU
PREMIER MINISTRE N°068/03 DU
17/05/2018 PORTANT MISSION ET
FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES
ET AVANTAGES ACCORDES AU
PERSONNEL DES SERVICES DU
PREMIER MINISTRE**

OFFICE OF THE PRIME MINISTER SALARY STRUCTURE

N°	Post	I.V	Level	Index	Gross salary
1	Director of Cabinet	500	D	3,819	2,441,159
2	Permanent Secretary in MINICAAF	500	F	2,869	1,833,906
3	Governance Advisor	500	1.IV	2,608	1,667,071
4	Social Advisor	500	1.IV	2,608	1,667,071
5	Economic Advisor	500	1.IV	2,608	1,667,071
6	Head of Government Action Coordination Unit	500	1.IV	2,608	1,735,726
7	Head of Communication and Speech Writer	500	1.IV	2,608	1,667,071
8	Deputy Head of Government Action Coordination Unit	500	1.IV	2,608	1,667,071
9	Economic Cluster Team Leader	500	2.III	1,890	1,406,389
10	Social Cluster Team Leader	500	2.III	1,890	1,406,389
11	Governance Cluster Team Leader	500	2.III	1,890	1,406,389
12	Economic Policy Analysts	500	2.III	1,890	1,356,635
13	Social Policy Analysts	500	2.III	1,890	1,356,635
14	Governance Policy Analysts	500	2.III	1,890	1,356,635
15	Macroeconomic & Fiscal Analyst	500	2.III	1,890	1,356,635
16	Chief Cabinet Notes Taker	500	2.III	1,890	1,406,389
17	PM's Office Manager	500	2.III	1,890	1,356,635
18	Cabinet Notes Taker	500	2.III	1,890	1,356,635
19	Director General of Corporate Services	500	2.III	1,890	1,356,635
20	Advisor to the DirCab	500	2.III	1,890	1,356,635
21	Advisor to the Minister	500	2.III	1,890	1,356,635
22	DG Legal Affairs	500	2.III	1,890	1,356,635
23	Director of ICT	500	3.II	1,369	1,018,702
24	Database and Application specialist	500	3.II	1,369	982,663
25	System Administration specialist	500	3.II	1,369	982,663
26	Network and Security Administration Specialist	500	3.II	1,369	982,663
27	Director of Official Gazette & Government Documentation Unit	500	3.II	1,369	1,018,702
28	Executive Assistant to the PM	500	3.II	1,369	982,663
29	Director HR & Administration	500	3.II	1,369	982,663
30	Director of Finance & Logistics	500	3.II	1,369	982,663
31	Public Requests Specialist	500	3.II	1,369	982,663
32	Information and Communication Specialist	500	3.II	1,369	982,663
33	Director of Central Secretariat	500	3.II	1,369	982,663
34	Legislative Tracker	500	3.II	1,369	982,663
35	Translator	500	3.II	1,369	982,663
36	Planning M&E Specialist	500	3.II	1,369	982,663
37	Protocol Officer	500	3.II	1,369	982,663
38	Corporate and Parliament Affairs Specialist	500	3.II	1,369	982,663
39	Official Gazette Editor	500	3.II	1,369	982,663
40	Legal Specialist	500	3.II	1,369	982,663
41	Travel Clearance officer	500	4.II	1,141	810,844
42	Documentation & Archives Officer	500	4.II	1,141	810,844
43	Human Resources Officer	500	4.II	1,141	810,844
44	Procurement Officer	500	5.II	951	675,821
45	Administrative Assistant to DirCab	500	5.II	951	675,821
46	Administrative Assistant to PS	500	5.II	951	675,821
47	Budget Officer	500	5.II	951	675,821
48	Logistics Officer	500	5.II	951	675,821
49	Maintenance Officer	500	5.II	951	675,821
50	Accountant	500	5.II	951	675,821
51	Administrative Assistant to Minister	500	5.II	951	675,821
52	Administrative Liaison Officer	500	5.II	951	675,821
53	Internal Auditor	500	5.II	951	675,821
54	Storekeeper	500	6.II	793	563,540
55	Customer Care officer	500	6.II	793	563,540
56	Administrative Assistant to Cabinet Secretariat	500	7.II	660	469,024
57	Administrative Assistant to the Legal Affairs Unit	500	7.II	660	469,024
58	Secretary in Central Secretariat	500	7.II	660	469,024
59	Drivers VIP	500	8.II	508	361,007

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°068/03 ryo ku wa 17/05/2018 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Serivisi z'Ibiro bya Minisitiri w'Intebe

Seen to be annexed to Prime Minister's Order n°068/03 of 17/05/2018 determining mission and functions, organizational structure, salaries and fringe benefits for employees of Office of the Prime Minister

Vu pour être annexé à l'Arrêté du Premier Ministre n°068/03 du 17/05/2018 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel des Services du Premier Ministre

Official Gazette n° Special of 18/05/2018

Kigali, ku wa **17/05/2018**

Kigali, on **17/05/2018**

Kigali, le **17/05/2018**

(sé)

Dr NGIRENTE Edouard
Minisitiri w'Intebe

(sé)

Dr NGIRENTE Edouard
Prime Minister

(sé)

Dr NGIRENTE Edouard
Premier Ministre

(sé)

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

(sé)

RWANYINDO KAYIRANGWA Fanfan
Minister of Public Service and Labour

(sé)

RWANYINDO KAYIRANGWA Fanfan
Ministre de la Fonction Publique et du
Travail

**Bibonywe kandi bishyizweho Ikirango
cya Repubulika:**

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

Vu et scellé du Sceau de la République :

(sé)

BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya
Leta

(sé)

BUSINGYE Johnston
Minister of Justice/Attorney General

(sé)

BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux