

Ibirimo/Summary/Sommaire

page/urup.

A. Amateka ya Minisitiri w'Intebe / Prime Minister's Orders/ Arrêté du Premier Ministre

N°95/03 ryo ku wa 17/07/2018

Iteka rya Minisitiri w'Intebe rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ubuhanzi n'Ubworozi.....3

N°95/03 of 17/07/2018

Prime Minister's Order determining mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Agriculture and Animal Resources.....3

N°95/03 du 17/07/2018

Arrêté du Premier Ministre portant mission et fonctions, structure organisationnelle, salaires et avantages alloués au personnel au Ministère de l'Agriculture et des Ressources Animales.....3

N°96/03 ryo ku wa 17/07/2018

Iteka rya Minisitiri w'Intebe rigena imishahara n'ibindi bigenerwa abakozi b'Inkiko.....56

N°96/03 ryo of 17/07/2018

Prime Minister's Order determining salaries and fringe benefits for judicial personnel.....56

N°96/03 du 17/07/2018

Arrêté du Premier Ministre portant salaires et avantages accordés au personnel judiciaire.....56

N°97/03 ryo ku wa 17/07/2018

Iteka rya Minisitiri w'Intebe rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Urwego rw'Igihugu rw'Imiyoborere.....67

N°97/03 of 17/07/2018

Prime Minister's Order determining organisational structure, salaries and fringe benefits for staff of Rwanda Governance Board.....67

N°97/03 du 17/07/2018

Arrêté du Premier Ministre déterminant la structure organisationnelle, salaires et avantages alloués au personnel de l'Office Rwandais de la Gouvernance.....67

N°98/03 ryo ku wa 17/07/2018

Iteka rya Minisitiri w'Intebe rigena imiterere n'imikorere by'Inzego z'Imicungire y'Ibiza... 167

N°98/03 of 17/07/2018

Prime Minister's Order determining organisation and functioning of Disaster Management Organs.....167

N°98/03 du 17/07/2018

Arrêté du Premier Ministre portant organisation et fonctionnement des Organes de Gestion des Catastrophes.....167

N°99/03 ryo ku wa 17/07/2018

Iteka rya Minisitiri w'Intebe rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'Igihugu Gishinzwe Igororamuco.....190

N°99/03 of 17/07/2018

Prime Minister's Order determining organisational structure, salaries and fringe benefits for employees of the National Rehabilitation Service.....190

Official Gazette no. Special of 18/07/2018

N°99/03 du 17/07/2018

Arrêté du Premier Ministre portant cadre organique, salaires et avantages accordés au personnel du Service National de Réhabilitation.....190

B. Iteka rya Minisitiri/ Ministerial Order/ Arrêté Ministériel

N°136/MOJ/AG/2018 ryo ku wa 18/07/2018

Iteka rya Minisitiri ryirukana burundu Abahesha b'Inkiko b'Umwuga.....261

N°136/MOJ/AG/2018 of 18/07/2018

Ministerial Order dismissing Professional Court Bailiffs.....261

N° 136/MOJ/AG/2018 du 18/07/2018

Arrêté Ministériel portant révocation des Huissiers de justice professionnels.....261

ITEKA RYA MINISITIRI W'INTEBE N°95/03 RYO KU WA 17/07/2018 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UBUHINZI N'UBWOROZI

PRIME MINISTER'S ORDER N°95/03 OF 17/07/2018 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF AGRICULTURE AND ANIMAL RESOURCES

ARRETE DU PREMIER MINISTRE N°95/03 DU 17/07/2018 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ALLOUES AU PERSONNEL AU MINISTERE DE L'AGRICULTURE ET DES RESSOURCES ANIMALES

ISHAKIRO

TABLE OF CONTENTS

TABLE DES MATIERES

Ingingo ya mbere: icyo iri teka rigamije

Article One: Purpose of this order

Article Premier: Objet du présent arrêté

Ingingo ya 2: Inshingano

Article 2: Mission and functions

Article 2: Mission et fonctions

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

Article 3: Organizational structure and job profiles

Article 3: Structure organisationnelle et profils d'emplois

Ingingo 4: Igenwa ry'umushahara

Article 4: Determination of the salary

Article 4: Détermination du salaire

Ingingo 5: Ibigize umushahara mbumbe

Article 5: Composition of the gross salary

Article 5: Composition du salaire brut

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Article 6: Fringe benefits for Permanent Secretary

Article 6: Avantages alloués au Secrétaire Permanent

Ingingo ya 7: Ibindi bigenerwa abayobozi bakuru n'Umujyanama wa Minisitiri n'uw'Umunyamabanga wa Leta bari ku rwego rwa «2.III»

Article 7: Fringe benefits for director generals and Advisor to the Minister or the State Minister on «2.III» job level

Article 7: Avantages alloués aux directeurs généraux et au Conseiller du Ministre et celui du Secrétaire d'Etat aux postes de niveau « 2.III »

Ingingo ya 8: Ibindi bigenerwa abakozi bari ku rwego rwa «3»

Article 8: Fringe benefits for officials on «3» job level

Article 8: Avantages alloués aux cadres aux postes de niveau « 3 »

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

Article 9: Mileage allowances

Article 9: Indemnités kilométriques

Official Gazette no. Special of 18/07/2018

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

Article 10: Authorities responsible for the implementation of this order

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

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

Article 11: Repealing provision

Article 11: Disposition abrogatoire

Ingingo ya 12: Igihe iteka ritangira gukurikizwa

Article 12: Commencement

Article 12: Entrée en vigueur

Official Gazette no. Special of 18/07/2018

**ITEKA RYA MINISITIRI W'INTEBE
N°95/03 RYO KU WA 17/07/2018
RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUHINZI
N'UBWOROZI**

**PRIME MINISTER'S ORDER N°95/03
OF 17/07/2018 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS
FOR EMPLOYEES OF THE MINISTRY
OF AGRICULTURE AND ANIMAL
RESOURCES**

**ARRETE DU PREMIER MINISTRE
N°95/03 DU 17/07/2018 PORTANT
MISSION ET FONCTIONS,
STRUCTURE
ORGANISATIONNELLE, SALAIRES
ET AVANTAGES ALLOUES AU
PERSONNEL DU MINISTERE DE
L'AGRICULTURE ET DES
RESSOURCES ANIMALES**

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° 40/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ubuhanzi n'Ubworozi (MINAGRI);

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

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

The Prime Minister;

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

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

Having reviewed the Prime Minister's Order n° 40/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Agriculture and Animal resources (MINAGRI);

On proposal by the Minister of Public Service and Labor;

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

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° 40/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de l'Agriculture et des Ressources Animales (MINAGRI);

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

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

ATEGETSE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ubuhinzi n'Ubworozi.

Ingingo ya 2: Inshingano

Minisiteri y'Ubuhinzi n'Ubworozi ifite inshingano rusange yo guteza imbere ubuhinzi bwa kijyambere, buhamye kandi bushobora guhangana ku isoko ndetse no guteza imbere ubworozi, hagamijwe kwihaza mu biribwa, guteza imbere igemura hanze ry'ibikomoka ku buhinzi n'ubworozi ndetse no kugira umusaruro w'ibyiciro byinshi mu nyungu z'umuhinzi mworozzi n'ubukungu bw'Igihugu.

By'umwihariko Minisiteri y'Ubuhinzi n'Ubworozi ishinzwe ibi bikurikira:

1° gushyiraho, kumenyekanisha no guhuza ishyirwa mu bikorwa rya politiki, ingamba na gahunda z'ubuhinzi n'ubworozi ibinyujije mu:

- a. gushyiraho no kumenyekanisha politiki, ingamba, imishinga na gahunda zigamije kongera umusaruro ukomoka ku buhinzi n'ubworozi bigezweho, uhagije

ORDERS:

Article One: Purpose of this order

This order determines mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Agriculture and Animal Resources.

Article 2: Mission and functions

The Ministry of Agriculture and Animal Resources has the mission of promoting the sustainable development of a modern, efficient and competitive agriculture and livestock sector, in order to ensure food security, agriculture export and diversification of the productions for the benefit of the farmer and the economy of the Country.

Specifically, the Ministry of Agriculture and Animal Resources is responsible for the following:

1° to develop, disseminate and coordinate the implementation of the policies, strategies and programs of agriculture and livestock sector through:

- a. elaboration and dissemination of the policies, strategies, projects and programmes aimed at modernizing, intensifying and diversifying

ARRETE:

Article Premier: Objet du présent arrêté

Le présent arrêté détermine la mission et fonctions, structure organisationnelle, salaires et avantages alloués au personnel du Ministère de l'Agriculture et des Ressources Animales.

Article 2: Mission et fonctions

Le Ministère de l'Agriculture et des Ressources Animales a pour mission de promouvoir le développement durable d'une agriculture moderne, efficace et compétitive et le développement du secteur de l'élevage, afin d'assurer la sécurité alimentaire, les exportations agricoles et la diversification des productions au profit d'un agriculteur et de l'économie du Pays.

Plus particulièrement, le Ministère de l'Agriculture et des Ressources Animales est chargé de ce qui suit:

1° élaborer, disséminer et coordonner l'exécution des politiques, stratégies et programmes dans le secteur de l'agriculture et l'élevage à travers:

- a. l'élaboration et la dissémination de la politique, stratégies, projets et programmes visant à moderniser, intensifier et diversifier la

Official Gazette no. Special of 18/07/2018

- | | | |
|--|--|---|
| <p>kugira ngo abaturage bihaze mu biribwa;</p> <p>b. guteza imbere gahunda n'ingamba zijyanye n'imicungire y'ubutaka n'amazi bikoreshwa mu buhinzi n'ubworozi;</p> | <p>agriculture and livestock productions in order to ensure food security;</p> <p>b. development of programs and strategies related to soil and water management for agriculture and livestock;</p> | <p>production agricole et de l'élevage pour assurer la sécurité alimentaire;</p> <p>b. le développement des programmes et stratégies de la gestion des sols et de l'eau destinés à l'agriculture et à l'élevage;</p> |
| <p>2° gutegura imishinga y'amategeko no gushyiraho amabwiriza agenga urwego rw'ubuhinzi n'ubworozi n'inzego zirushamikiyeho binyujijwe mu:</p> <p>a. kugenzura ubuziranenge bw'ibikomoka ku buhinzi n'ubworozi;</p> <p>b. gushyiraho no gucunga uburyo bugamije kubuza ko habaho ibura ry'ibiribwa;</p> <p>c. gutegura no kumenyekanisha amategeko n'amabwiriza agenga urwego rw'ubuhinzi n'ubworozi ndetse n'inzego zirushamikiyeho;</p> <p>d. kugira uruhare mu gushyiraho no kumenyekanisha ibipimo ngenderwaho n'amategeko agenga urwego rw'ubuhinzi n'ubworozi ibinyujije mu gufasha ibigo biyishamikiyeho;</p> | <p>2° to initiate draft law proposals and issuing regulations on agriculture and livestock sector and related sectors through:</p> <p>a. ensuring quality of agricultural and livestock products;</p> <p>b. putting in place and managing early warning systems in order to prevent food shortage;</p> <p>c. elaborating and disseminating regulations on agriculture and livestock sector and related sectors;</p> <p>d. contributing to the development and dissemination of standards and laws regulating agriculture and livestock by supporting the institutions under its supervision;</p> | <p>2° initier des projets de lois et émission des règlements régissant le secteur de l'agriculture et de l'élevage et les secteurs connexes à travers:</p> <p>a. le contrôle de la qualité des produits agricoles et de l'élevage;</p> <p>b. la mise en place et la gestion des systèmes d'alerte afin d'éviter la pénurie alimentaire;</p> <p>c. l'élaboration et la dissémination des règlements dans le secteur de l'agriculture et de l'élevage et dans les secteurs connexes;</p> <p>d. la contribution à l'élaboration et à la dissémination des normes et la législation régissant le secteur de l'agriculture et l'élevage en appuyant les institutions sous tutelle;</p> |
| <p>3° kuzamura ubushobozi bw'urwego rw'ubuhinzi n'ubworozi ndetse n'ubw'abakozi barwo ibinyujije mu:</p> | <p>3° to develop institutional and human resources capacities in the agriculture and livestock sector through:</p> | <p>3° renforcer les capacités institutionnelles et du personnel dans le secteur de l'agriculture et de l'élevage à travers:</p> |

Official Gazette no. Special of 18/07/2018

- | | | |
|--|--|---|
| a. gushyiraho uburyo nyabwo bwo gukora ubushakashatsi mu by'ubuhinzi n'ubworozi no kumenyekanisha ibyavuyemo; | a. putting in place appropriate mechanisms to intensify and conduct agricultural and livestock research and extension; | a. la mise en place des mécanismes appropriés pour intensifier et faire les recherches dans le domaine agricole et de l'élevage ainsi que leur vulgarisation; |
| b. guteza imbere iyoherezwa hanze ry'ibikomoka ku buhinzi n'ubworozi; | b. promoting agricultural and livestock exports; | b. la promotion de l'exportation des produits agricoles et de l'élevage; |
| c. guteza imbere ikoranabuhanga rikoresheya nyuma yo gusarura imyaka ndetse n'iterambere ry'inganda zitunganya ibikomoka ku buhinzi n'ubworozi; | c. promoting post-harvest technologies and agro-industry development; | c. la promotion des technologies après récolte et du développement agro-industriel; |
| d. gushyiraho uburyo bushishikariza abikorera gushora imari mu buhinzi n'ubworozi; | d. putting in place conducive environment to encourage private sector to invest in agriculture and livestock; | d. la mise en place d'un environnement favorisant et encourageant le secteur privé à investir dans le secteur agricole et de l'élevage; |
| e. kuzamura ubushobozi bw'urwego rw'ubuhinzi n'ubworozi harimo n'inzego z'ibanze; | e. building capacity of agricultural sector including decentralized entities; | e. le renforcement de la capacité du secteur agricole y compris les entités décentralisées; |
| 4° gukurikirana no kugenzura ishyingira mu bikorwa rya politiki, ingamba na gahunda by'urwego rw'ubuhinzi n'ubworozi n'inzego zirushamikiyeho ibinyujije mu: | 4° to monitor and evaluate the implementation of policies, strategies and programs of agricultural and livestock sector and related sectors through: | 4° faire le suivi et l'évaluation de l'exécution des politiques, stratégies et programmes du secteur de l'agriculture et de l'élevage et des secteurs connexes à travers: |
| a. kujyanisha n'igihe, kongera no guhinduranya umusaruro w'ibikomoka ku buhinzi n'ubworozi hagamijwe kwihaza mu biribwa; | a. modernizing, intensifying and diversifying agriculture and livestock production in order to ensure food security; | a. la modernisation, l'intensification et la diversification de la production agricole et de l'élevage afin d'assurer la sécurité alimentaire; |

Official Gazette no. Special of 18/07/2018

- | | | |
|---|---|---|
| b. guhuza ibikorwa bigamije kurwanya indwara z'ibihingwa n'iz'amatungo; | b. coordinating interventions related to crop and animal diseases control; | b. la coordination des interventions relatives à la prévention des maladies végétales et animales; |
| c. kugenzura gahunda n'ingamba zigamije gufata neza ubutaka n'amazi bigenewe ubuhinzi n'ubworozi; | c. supervising programs and strategies related to soil and water management for agriculture and livestock; | c. la supervision des programmes et stratégies relatifs à la gestion des terres et de l'eau destinés aux fins agricoles et d'élevage; |
| d. gukora isesengura ry'ibarurishamibare ku rwego rw'igihugu mu byerekeye ubuhinzi n'ubworozi; | d. management of agricultural and livestock statistics and data analysis at national level; | d. la gestion de l'analyse des statistiques et des données agricole et de l'élevage au niveau national; |
| e. kugenzura ibipimo no guhuza imibare yatanzwe n'inzego z'ibanze; | e. monitoring the indicators and consolidating the data handled by the decentralized entities; | e. le suivi des indicateurs et la consolidation des données délivrées par les entités décentralisées; |
| f. gushyikiriza Guverinoma raporo y'igihe runaka n'iy'umwaka ku ngaruka za politiki, ingamba, gahunda n'imishinga byagize ku iterambere ry'umugaruro w'ubuhinzi n'ubworozi; | f. reporting periodically and annually to Government on the impact of the policies, strategies, programs and projects on agriculture and livestock development; | f. les rapports périodiques et annuels soumis au Gouvernement sur l'impact des politiques, stratégies, programmes et projets sur le développement de l'agriculture et de l'élevage; |
| 5 ° kugenzura inzego ireberera ibinyujije mu: | 5 ° to oversee the institutions under supervision through: | 5 ° superviser les institutions sous tutelle à travers: |
| a. guha icyerekezo gahunda zihariye zigomba kugerwaho n'inzego ireberera; | a. orientations on specific programs to be realized by the institutions under supervision; | a. les orientations en rapport avec des programmes spécifiques devant être réalisés par les institutions sous tutelle; |
| b. kugenzura imikorere n'imirungire y'ibigo bya Leta n'ibigo bya | b. supervision of the functioning and management of public institutions | b. la supervision du fonctionnement et de la gestion des institutions et |

Official Gazette no. Special of 18/07/2018

Minisiteri yita cyane cyane ku bushobozi bwabyo no gukemura ibibazo by'urwego rw'ubuhinzi n'ubworozi;

and agencies of the Ministry with emphasis on efficiency and resolution of sector problems;

agences du Ministère en insistant sur leurs rentabilité et la résolution des problèmes sectoriels;

6° gukusanya ibikenewe mu rwego rwo kuzamura urwego rw'ubuhinzi n'ubworozi na gahunda zirushamikiyeho ibinyujije mu:

6° to mobilise resources for the development of the sector of agriculture and livestock and related programs through:

6° mobiliser les ressources pour le développement agricole et d'élevage et les programmes connexes à travers:

a. gukusanya ibikenewe mu gushyira mu bikorwa politiki n'ingamba z'ubuhinzi n'ubworozi no kumenya ko byakoreshejwe uko bikwiye mu guteza imbere urwo rwego;

a. mobilisation of adequate resources for the implementation of policies and agricultural strategies and ensure their rational utilisation in the sector development;

a. la mobilisation des ressources destinées à l'exécution des politiques et des stratégies agricoles en assurant leur utilisation rationnelle dans le développement;

b. guteza imbere ubufatanye bw'inzezo ndetse n'ishoramari ry'abikorera mu kuzamura urwego rw'ubuhinzi n'ubworozi.

b. promotion of partnership and private investment in sector development.

b. la promotion du partenariat et de l'investissement privé en vue du développement sectoriel.

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

Article 3: Organisational structure and job profiles

Article 3: Structure organisationnelle et profils d'emplois

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo muri Minisiteri y'Ubuhanzi n'Ubworozi biri ku mugereka wa I n'uwa II w'iri teka.

The organisational structure and job profiles for the Ministry of Agriculture and Animal Resources are respectively in Annex I and II of this order.

La structure organisationnelle et les profils d'emplois au sein du Ministère de l'Agriculture et des Ressources Animales sont respectivement en annexes I et II du présent arrêté.

Ingingo 4: Igenwa ry'umushahara

Article 4: Determination of the salary

Article 4: Détermination du salaire

Imishahara y'abakozi ba Minisiteri y'Ubuhanzi n'Ubworozi igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo

Salaries for employees of the Ministry of Agriculture and Animal Resources are determined on the basis of the job

Les salaires alloués au personnel du Ministère de l'Agriculture et des Ressources Animales sont déterminés

Official Gazette no. Special of 18/07/2018

kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu butegetsi bwa Leta.

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

suyivant 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 muri Minisitiri y'Ubuhinzi n'Ubworozi biri ku mugereka wa III w'iri teka.

The level, index, index value and the gross salary corresponding to each job position in the Ministry of Agriculture and Animal Resources are in Annex III of this order.

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

Ingingo 5: Ibigize umushahara mbumbe

Article 5: Composition of the gross salary

Article 5: Composition du salaire brut

Umushahara mbumbe wa buri kwezi w'umukozi ukubiyemo iby'ingenzi bikurikira:

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

Le salaire brut mensuel d'un agent comprend principalement ce qui suit:

1 ° umushahara fatizo;

1 ° basic salary;

1 ° le salaire de base;

2 ° indamunite y'icumbi;

2 ° housing allowance;

2 ° l'indemnité de logement;

3 ° indamunite y'urugendo;

3 ° transport allowance;

3 ° l'indemnité de transport;

4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi;

4 ° Government contribution for social security;

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

5 ° inkunga ya Leta yo kuvuza umukozi.

5 ° Government contribution for medical care.

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

Abakozi bari ku nzego z'imirimo za "F" na "H/2" ntibagenerwa indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo. Boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Officials positioned on levels "F" and "H/2" are not granted transport allowance specified in Paragraph One of this article. Their transport is facilitated in accordance with instructions of the Minister in charge of transport.

Les agents aux postes de niveau « F » et « H/2 » ne bénéficient pas d'indemnité de transport visée à l'alinéa premier du présent article. Leur transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions.

Official Gazette no. Special of 18/07/2018

Abakozi bari ku rwego rwa “3” ntibagenerwa indamunite y’urugendo ivugwa mu gika cya mbere cy’iyi ngingo. Bagenerwa indamunite yihariye y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

Staff positioned on level “3” are not granted transport allowance specified in Paragraph One of this article. They are entitled to special transport allowance in accordance with instructions of the Minister in charge public service.

L’indemnité de transport visée à l’alinéa premier du présent article n’est pas non plus allouée aux agents aux postes de niveau «3», qui bénéficient de l’indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Article 6: Fringe benefits for Permanent Secretary

Article 6: Avantages alloués au Secrétaire Permanent

Umunyamabanga Uhoraho agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

The Permanent Secretary is entitled to the following fringe benefits:

Le Secrétaire Permanent bénéficie des avantages suivants:

1° amafaranga y’u Rwanda ibihumbi ijana (100.000 FRW) y’itumanaho rya telefoni yo mu biro buri kwezi n’amafaranga y’u Rwanda ibihumbi ijana (100.000 FRW) y’itumanaho rya telefoni igendanwa buri kwezi;

1° one hundred thousand Rwandan francs (100,000 FRW) per month for office land line and one hundred thousand Rwandan francs (100,000 FRW) per month for mobile phone communication allowances;

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

2° amafaranga y’u Rwanda ibihumbi magana abiri (200.000 FRW) yo kwakira abashyitsi mu kazi anyura kuri konti ya Minisitiri buri kwezi;

2° office entertainment allowance of two hundred thousand Rwandan francs (200,000 FRW) per month and transferred to the bank account of the Ministry;

2° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 FRW) chaque mois domiciliés au compte du Ministère;

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

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

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

Ingingo ya 7: Ibindi bigenerwa abayobozi bakuru n'Umujyanama wa Minisitiri n'uw'Umunyamabanga wa Leta bari ku rwego rwa "2.III"

Abayobozi bakuru n'Umujyanama wa Minisitiri n'uw'Umunyamabanga wa Leta bagenerwa ibindi bibafasha gutunganya imirimo mu buryo bukurikira:

- 1° Abayobozi bakuru bagenerwa amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 FRW) y'itumanaho rya telefoni yo mu biro buri kwezi n'amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 FRW) y'itumanaho rya telefoni igendanwa buri kwezi;
- 2° Umujyanama wa Minisitiri cyangwa Umujyanama w'Umunyabanga wa Leta agenerwa amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 FRW) y'itumanaho rya telefoni igendanwa buri ukwezi;
- 3° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Ingingo ya 8: Ibindi bigenerwa abakozi bari ku rwego rwa "3"

Umukozi uri ku rwego rw'imirimo rwa "3" agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

Article 7: Fringe benefits for director generals and Advisor to the Minister or the State Minister on "2.III" job level

Director Generals and Advisor to the Minister or to the State Minister are entitled to fringe benefits as follows:

- 1° Director Generals are entitled to an office landline communication allowance of seventy thousand Rwandan francs (70,000 FRW) per month and seventy thousand Rwandan francs (70,000 FRW) per month for mobile phone communication allowance;
- 2° the Advisor to the Minister or the Advisor to State Minister is entitled to seventy thousand Rwandan francs (70,000 FRW) per month for mobile phone communication allowance;
- 3° transport facilitation in accordance with the instructions of the Minister in charge of transport.

Article 8: Fringe benefits for officials on "3" job level

Official on "3" job level is entitled to fringe benefits as follows:

Article 7: Avantages alloués aux directeurs généraux et au Conseiller du Ministre et celui du Secrétaire d'Etat aux postes de niveau « 2.III »

Les directeurs généraux et le Conseiller du Ministre et celui du Secrétaire d'Etat bénéficient des avantages comme suit:

- 1° les directeurs généraux bénéficient des frais de communication par téléphone de bureau équivalant à soixante-dix mille francs Rwandais (70.000 FRW) par mois et des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 FRW) par mois;
- 2° le Conseiller du Ministre ou celui du Secrétaire d'Etat bénéficie des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 FRW) par mois;
- 3° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 8: Avantages alloués aux cadres aux postes de niveau « 3 »

Un cadre aux postes de niveau « 3 » bénéficie des avantages suivants:

Official Gazette no. Special of 18/07/2018

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

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

- 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.

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

Iyo abayobozi bakuru bari ku rwego rwa "F" na "H/2" bagiye mu butumwa bw'akazi imbere mu gihugu bakoresheje imodoka zabo, Leta ibagenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

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

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

Iteka rya Minisitiri w'Intebe n° 40/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimu,

Article 9: Mileage allowances

When senior officials on levels "F" and "H/2" go on official mission inside the country by using their vehicles, the Government pays them mileage allowances in accordance with the Instructions of the Minister in charge of transport.

Article 10: Authorities responsible for the implementation of this order

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

Article 11: Repealing provision

Prime Minister's Order n° 40/03 of 27/02/2015 determining mission and functions, organizational structure, salaries

Article 9: Indemnités kilométriques

Lorsque les hauts cadres aux postes de niveaux « F » 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.

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

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

Article 11: Disposition abrogatoire

L'arrêté du Premier Ministre n° 40/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et

Official Gazette no. Special of 18/07/2018

imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ubuhanzi n'Ubworozi (MINAGRI) n'ingingo z'amateka abanziriza iri kandi zinyuranyije na ryo bivanyweho.

and fringe benefits for employees in the Ministry of Agriculture and Animal resources (MINAGRI) and all prior provisions contrary to this order are repealed.

avantages accordés au personnel du Ministère de l'Agriculture et des Ressources Animales (MINAGRI) et toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 12: Igihe iteka ritangira gukurikizwa

Article 12: Commencement

Article 12: Entrée en vigueur

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

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

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

Kigali, ku wa 17/07/2018

Kigali, on 17/07/2018

Kigali, le 17/07/2018

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

(sé)
Dr. NGIRENTE Edouard
Prime Minister

(sé)
Dr. NGIRENTE Edouard
Premier Ministre

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

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

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

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

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

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

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N°95/03 RYO KU
WA 17/07/2018 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUHINZI
N'UBWOROZI**

**ANNEX I TO PRIME MINISTER'S
ORDER N°95/03 OF 17/07/2018
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF AGRICULTURE AND
ANIMAL RESOURCES**

**ANNEXE I DE L'ARRETE DU PREMIER
MINISTRE N°95/03 DU 17/07/2018
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ALLOUES
AU PERSONNEL AU MINISTERE DE
L'AGRICULTURE ET DES RESSOURCES
ANIMALES**

MINISTRY OF AGRICULTURE AND ANIMAL RESOURCES - ORGANISATIONAL CHART

Office of the Minister (5)

- Minister (1)
- Advisor (1)
- Administrative Assistant (1)
- Internal Auditor (1)
- Agriculture Investment Specialist (1)

Office of the State Minister (3)

- State Minister (1)
- Advisor (1)
- Administrative Assistant (1)

PERMANENT SECRETARY OFFICE (33)

- Permanent Secretary (1)
- Legal Advisor (1)
- Human Resources Management Specialist (1)
- Public Relations and Communication Officer (1)
- Administrative Assistant (1)
- District Agriculture Inspection Specialist (1)
- District Agriculture Inspector (27)

General Directorate of Corporate Services (12)

- DG Corporate Services (1)
- Administrative Liaison Officer (1)
- Human Resources Management Officer (1)
- Network and System Administrator (1)
- Accountant (1)
- Budget Officer (1)
- Procurement Officer (1)
- Logistics Officer (1)
- Customer care Officer (1)
- Documentation and Archives Officer (1)
- Head of Central Secretariat (1)
- Secretary in Central Secretariat (1)

- RAB
- NAEB

SPIU

Directorate General of Strategic Planning and Programmes Coordination (10)

- Director General (1)
- Agriculture Policy Specialist (1)
- Planning and Budgeting Specialist (1)
- Agro-Economy Specialist (1)
- Agriculture Financing and Agribusiness Specialist (1)
- Agriculture Statistics Specialist (1)
- Monitoring and Evaluation Specialist (1)
- Socio-economic Officer (1)
- MIS Officer (1)
- GIS Officer (1)

Directorate General of Animal Resources Development (5)

- Director General (1)
- Livestock Specialist (1)
- Fish Farming Specialist (1)
- Animal Products Export Specialist (1)
- Apiculture and Commercial Insects Officer (1)

Directorate General of Agriculture Development (7)

- Director General (1)
- Soil and Water Management Specialist (1)
- Seed Specialist (1)
- Food Crops Production Specialist (1)
- Export Crops Specialist (1)
- Environmental and Climate Change Specialist (1)
- Fertilizer Officer (1)

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe N°95/03 ryo ku wa 17/07/2018 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ubuhinzi n'Ubworozi

Seen to be annexed to Prime Minister's Order N°95/03 of 17/07/2018 determining mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Agriculture and Animal Resources

Vu pour être annexé à l'Arrêté du Premier Ministre N°95/03 of 17/07/2018 portant mission et fonctions, structure organisationnelle, salaires et avantages alloués au personnel au Ministère de l'Agriculture et des Ressources Animales

Official Gazette no. Special of 18/07/2018

Kigali, ku wa 17/07/2018

Kigali, on 17/07/2018

Kigali, le 17/07/2018

(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

Official Gazette no. Special of 18/07/2018

**UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N°95/03 RYO KU
WA 17/07/2018 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUHINZI
N'UBWOROZI**

**ANNEX II TO PRIME MINISTER'S
ORDER N°95/03 OF 17/07/2018
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF AGRICULTURE AND
ANIMAL RESOURCES**

**ANNEXE II DE L'ARRETE DU PREMIER
MINISTRE N°95/03 DU 17/07/2018
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ALLOUES
AU PERSONNEL AU MINISTERE DE
L'AGRICULTURE ET DES RESSOURCES
ANIMALES**

MINISTRY OF AGRICULTURE AND ANIMAL RESOURCES (MINAGRI) - JOB PROFILES				
Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
Office of the Minister	Minister	Minister	Political Appointee	1
	Advisor	Advisor to the Minister	<p>Bachelor's Degree in Public Administration/Administrative Science, Management, Agriculture Sciences, Rural Development, Agribusiness, Veterinary Sciences, Wildlife and Aquatic Resource Management with 5 years of working experience or 2 years in a senior position or Master's Degree or Equivalent in Law, Public Administration/Administrative Science, Management, Agriculture Sciences, Rural development, Agribusiness, Veterinary sciences, Wildlife and Aquatic Resource Management with 3 years of working experience.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Bachelor's Degree extensive knowledge and understanding of Rwandan Agriculture Policy, system and strategies; - extensive knowledge in agriculture and veterinary sector issues; - extensive knowledge for advising and advocating in agriculture and veterinary matters; - extensive knowledge of promoting agriculture and veterinary sector; - leadership skills; - high analytical skills; - report writing and presentation skills; - computer literate; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - coordination, planning and organisational skills; - interpersonal skills; - collaboration and team working skills; - effective communication skills; - administrative skills; - time management skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Agriculture Investment	Agriculture Investment Specialist	<p>Bachelor's Degree in Agribusiness, Agriculture-Economics with 3 years of working experience or Master's Degree in Agri-business, Agriculture-Economics, Agriculture.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of different financing options for agriculture projects in the context of developing countries; - knowledge of project finance and different possible financing models; - ability to develop coordination mechanisms and information sharing platforms; - strong written and verbal communication skills; - quantitative and analytic skills required; - motivation skills; - time management skills; - ability to work effectively under pressure; - team-working skills; - numerical skills; - problem-solving skills; - communication skills; - fluent in Kinyarwanda, English and/or French. 	1

Official Gazette no. Special of 18/07/2018

	Internal Audit	Internal Auditor	<p>Bachelor's Degree in Accounting, Public Finance or Management with specialisation in Finance/Accounting.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - detailed knowledge of financial and audit standards; - human resource and financial procedures and regulations; - knowledge of financial software; - planning skills; - excellent communication, organisation and interpersonal skills; - computer skills; - high analytical skills; - report writing and presentation skills; - time management skills; - team working skills; - excellent problem solving skills and clear logical sense; - fluent in Kinyarwanda, English and/or French. 	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law and Communication.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - office management skills; - excellent communication, organisational, interpersonal skills; - computer knowledge (work processing, PowerPoint and internet); - analytical and problem solving skills; - time management skills; 	1

Official Gazette no. Special of 18/07/2018

			- fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.	
Office of the Minister, Sub Total				5
Office of State Minister	State Minister	State Minister	Political Appointee	1
	Advisor	Advisor to the State Minister	<p>Bachelor's Degree in Public Administration, Administrative Sciences, Management, Agriculture Sciences, Rural Development, Agri-business, Veterinary Sciences, Wildlife and Aquatic Resource Management, Law with 5 years of working experience or 2 years in a senior position or Master's Degree in Law or equivalent, Public Administration, Administrative Sciences, Management, Agriculture Sciences, Rural Development, Agri-business, Veterinary Sciences, Wildlife and Aquatic Resource Management, Law with 3 years of working experience.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - extensive knowledge and understanding of Rwandan Agriculture Policy, system and strategies; - extensive knowledge in agriculture and veterinary sector issues; - extensive knowledge for advising and advocate in agriculture and veterinary matters; - extensive knowledge of promoting agriculture and veterinary sector; - leadership skills; - high analytical skills; - report writing and presentation skills; - computer literate; - coordination, planning and organisational skills; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - interpersonal skills; - collaboration and team working skills; - effective communication skills; - administrative skills; - time management skills; - fluent in Kinyarwanda, English and/or French; <p>knowledge of all is an advantage.</p>	
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Social Work, Sociology, Law.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - office management skills; - excellent communication, organisational and interpersonal skills; - computer knowledge (work processing, PowerPoint and internet) analytical and problem solving skills; - time management skills; - fluent in Kinyarwanda, English and/or French; <p>knowledge of all is an advantage.</p>	1
Office of the State Minister, Sub-Total				3
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Political Appointee	1
	Legal Advisor	Legal Advisor	<p>Bachelor's Degree in Law with 3 years of working experience or Master's Degree in Law.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - high analytical and problem solving skills; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - extensive knowledge in public service laws and labour law; - legal research and analysis in complex areas of law; - knowledge of substantive law and legal procedures; - decision making skills; - experience in contract drafting and negotiation; - excellent communication skills; - very effective organization skills; - team working skills; - computer skills; - fluent in Kinyarwanda, English and/or French. 	
	Human Resources Specialist	Human Resources Management Specialist	<p>Bachelor's Degree in Human Resource Management, Management with specialisation in Human Resource, Business Administration with specialisation in Human Resource with 3 years of working experience or Master's Degree in Human Resource Management, Management with specialization in Human Resource, Business Administration with Specialization in Human Resource</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - deep knowledge of Rwandan public service and labor law; - knowledge in conflict management; - knowledge of the regulations applying to payroll procedures; - knowledge of human resources concepts, practices, policies and procedures; - problem solving skills; - computer skills; - judgment & decision making skills; - time management skills; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - interview skills; - high analytical skills; - team working skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or Bachelor's Degree in Public Administration, Administrative sciences, Management, Social Work and Sociology, Law.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - computer skills; - office management skills; - excellent communication, organisational and interpersonal skills; - computer knowledge (work processing, PowerPoint and internet); - analytical and problem solving skills; - time management skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Public Relations & Communication	Public Relations & Communication Officer	<p>Bachelor's Degree in Journalism, Communication, International Relations, Marketing, Linguistics and Literature.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - excellent communication skills both oral and in writing; - excellent interpersonal skills; - report writing & presentation skills; - creativity & initiative; - good organizational and time-management skills; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - team working skills; - effective public relations & public speaking skills; - interviewing skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	District Agriculture Inspection Specialist	District Agriculture Inspection Specialist	<p>Bachelor's Degree in Agriculture Sciences, Crop Production, Agri-business, Horticulture with 3 years of working experience or Master's Degree in Agriculture Sciences, Crop Production, Agri-business, Horticulture.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - deep knowledge of agriculture context development agenda; - interpersonal skills; - communication skills; - negotiation skills; - problem-solving skills; - analytical skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	District Agriculture Inspector	District Agriculture Inspector	<p>Bachelor's Degree in Agriculture Sciences, Crop Production, Agribusiness, Horticulture with 2 years of working experience or Master's Degree in Agriculture Sciences, Crop Production, Agri-business, Horticulture.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - deep knowledge of agriculture context development agenda; - interpersonal skills; - communication skills; 	27

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - negotiation skills; - problem-solving skills; - analytical skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
Office of the Permanent Secretary, Sub –Total				33
Directorate General of Strategic Planning and Programs Coordination	Director General	Director General of Strategic Planning and Programs Coordination	<p>Bachelor’s Degree in Agriculture Economics, Economics, Rural Economics, Rural Development, Agri-business, Agriculture, Animal Sciences, Development Studies Management with 5 years of working experience and 2 years in a senior position or Master’s Degree in Agriculture Economics, Economics, Rural Economics, Rural Development, Agribusiness, Agriculture, Animal Sciences, Development Studies Management with 3 years of working experience.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of results based management, logical framework approach, strategic planning processes and tools; - knowledge of Rwanda’s Agriculture Sector Policies and Strategies; - knowledge of drafting action plans and operational plans; - knowledge to conduct policy and analysis and draft proposals; - knowledge of Rwanda National Planning and Budgeting Systems; - financial management skills; - programs coordination skills; - computer skills; - organisational skills; - communication skills; 	1

Official Gazette no. Special of 18/07/2018

			<p>high analytical & complex problem solving skills;</p> <ul style="list-style-type: none"> - judgment & decision making skills; - time management skills; - team working skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Agriculture Policy Specialist	Agriculture Policy Specialist	<p>Bachelor's Degree in Agriculture Sciences, Agriculture Economics, Agronomy, Crop Production with 3 years of working experience or Master's Degree in Agriculture Sciences, Agriculture Economics, Agronomy, Crop Production</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of results based management; - logical framework approach, strategic planning processes and tools; - knowledge of Rwanda's Agriculture Sector Policies and Strategies; - knowledge of drafting action plans and operational plans; - knowledge to conduct policy and analysis and draft proposals; - knowledge of Rwanda National Planning and Budgeting Systems; - budget management skills; - computer skills; - organisational skills; - communication skills; - high analytical & complex problem solving skills; - judgment & decision making skills; - time management skills; - team working skills; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Planning and Budgeting	Planning and Budgeting Specialist	<p>Bachelor's Degree in Economics, Agriculture Economics, Project Management, Development Studies, Business Administration with 3 years of working experience or Master's Degree in Economics, Agriculture Economics, Project Management, Development Studies, Business Administration.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of results based management; - logical framework approach, strategic planning processes and tools; - knowledge of Rwanda's Agriculture Sector Policies and Strategies; - knowledge of drafting action plans and operational plans; - knowledge to conduct policy and analysis and draft proposals; - knowledge of Rwanda National Planning and Budgeting Systems; - budget management skills; - computer skills; - organisational skills; - communication skills; - high analytical & complex problem solving skills; - judgment & decision making skills; - time management skills; - team working skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Monitoring and Evaluation	Monitoring and Evaluation Specialist	<p>Bachelor's Degree in Management, Economics, Development Studies, Project Management with 3</p>	1

Official Gazette no. Special of 18/07/2018

			<p>years of working experience or Master's Degree in Management, Economics, Development Studies, Project Management.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of monitoring and evaluation concepts, systems and tools; - knowledge of Rwanda's Agriculture Sector Policies and Strategies; - knowledge to conduct monitoring exercises; - computer skills; - organisational skills; - communication skills; - high analytical skills; - complex problem solving skills; - time management skills; - team working skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Agriculture Financing and Agribusiness	Agriculture Financing and Agribusiness Specialist	<p>Bachelor's Degree in Agribusiness, Agriculture Economics, Agriculture Financing, Finance with 3 years of working experience or Master's Degree in Agribusiness, Agriculture Economics, Agriculture Financing, Finance.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of Rwanda's Agriculture Sector Policies and Strategies; - in-depth understanding and knowledge of the Rwandan and regional context for agribusiness development; - computer skills; - organisational skills; - communication skills; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - high analytical skills; - complex problem solving skills; - time management skills; - team working skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Agriculture Statistics	Agriculture Statistics specialist	<p>Bachelor's Degree in Statistics, Applied Mathematics, Agriculture Statistics, Economics, Agro Economics with 3 years of working experience or Master's Degree in Statistics, Applied Mathematics, Agriculture Statistics, Economics, Agriculture Economics.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of Rwanda's Agriculture Sector Policies and Strategies; - mathematical skills and knowledge of use of statistical packages such as SPSS or other statistical and/or mathematical analysis programs; - skills in sampling, collecting, computing, and analysing statistical data and applying statistical techniques; - computer skills; - organisational skills; - communication skills; - high analytical skills; - complex problem solving; - time management skills; - team working skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Agro-Economy Specialist	Agro-Economy Specialist	Bachelor's Degree in Agribusiness, Agriculture Economics, Agriculture with 3 years of working	1

Official Gazette no. Special of 18/07/2018

			<p>experience or Master's Degree in Agri-business, Agriculture Economics, Agriculture.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge in Agriculture sector; - skills in defining the broad priorities in the preservation and improvement of the feeder road network; - knowledge in feeder road standards; - computer skills; - organisational skills; - communication skills; - high analytical skills; - complex problem solving skills; - time management skills; - team working skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Socio-Economy Officer	Socio-Economy Officer	<p>Bachelor's Degree in Economics, Sociology, Agribusiness, Agriculture Economics</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of Rwanda Agriculture sector; - computer skills; - organisational skills; - communication skills; - high analytical skills; - complex problem solving skills; - time management skills; - team working skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1

Official Gazette no. Special of 18/07/2018

	Management Information System	Management Information System Officer	<p>Bachelor's Degree in Agriculture Information System, Information Sciences.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge in agriculture sector; - knowledge in information dissemination of the agriculture sector; - interpersonal skills; - communication skills - negotiation skills; - problem solving skills; - analytical skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	GIS	GIS Officer	<p>Bachelor's Degree in Geographical Information Systems (GIS), Geography, Agriculture, Environment, Information Technology.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge in agriculture sector; - knowledge in information dissemination of the agriculture sector; - interpersonal skills; - communication skills; - negotiation skills; - problem solving skills; - analytical skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
Office of the DG, Strategic Planning and Programs Coordination, Sub –Total				10

Official Gazette no. Special of 18/07/2018

<p>Directorate General for Agriculture Development</p>	<p>Director General</p>	<p>Director General for Agriculture Development</p>	<p>Bachelor's Degree in Agriculture sciences, Crop Production, Agribusiness, Agriculture Economics, Horticulture with 5 years of working experience and 2 years in a senior position or Master's Degree in Agriculture Sciences, Crop Production, Agri-business, Agriculture Economics, Horticulture with 3 years of working experience.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - deep knowledge of agriculture context development agenda; - leadership skills; - interpersonal skills; - communication skills; - negotiation skills; - problem solving skills; - analytical skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	<p>1</p>
	<p>Soil and Water Management</p>	<p>Soil and Water Management Specialist</p>	<p>Bachelor's Degree in Rural Engineering, Agriculture Mechanisation, Water Management, Irrigation System with 3 years of working experience or Master's Degree in Rural Engineering, Agriculture Mechanisation, Water Management, Irrigation System.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of the Agriculture sector in Rwanda; - knowledge of the principles, practices and techniques of soil and water conservation in rural areas; 	<p>1</p>

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - general knowledge of modern methods and techniques in soil and water management; - general knowledge of the various guidelines, policies, - ordinances and regulations pertaining to Soil and water conservation and land development and management; - problem solving skills; - computer skills; - excellent communication skills; - interpersonal and writing skills, - organisational skills; - judgment & decision making skills; - complex problem solving skills; - time management skills; - high analytical skills; - team working skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Food Crops Production	Food Crops Production Specialist	<p>Bachelor's Degree in Agriculture Sciences, Crop sciences, Horticulture, Agriculture Economics, Agribusiness with 3 years of working experience or Master's Degree in Agriculture Sciences, Crop sciences, Horticulture, Agriculture Economics, Agribusiness</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - deep knowledge of Agriculture context development agenda; - knowledge in emergency response and recovery following natural disaster; - knowledge in designing and implementing appropriate and effective safety nets, including cash and/or food transfer programming; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - skills in technical proposal writing, designing and implementing food security programs; - interpersonal skills; - communication skills; - problem solving skills; - analytical skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Export Crops	Export Crops Specialist	<p>Bachelor's Degree in Agribusiness, Agriculture Economics with 3 years of working experience or Master's Degree in Agri-business, Agriculture Economics.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of the agriculture sector of Rwanda; - knowledge of the Rwanda export development policy of the crops; - knowledge of agro-ecology and socio-economic conditions of rural areas; - knowledge in industrial crops; - knowledge in marketing fruit and vegetables on the international market; - skills in handling fresh fruit and vegetables for export; - interpersonal skills; - communication skills; - problem solving skills; - analytical skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Seed Specialist	Seed Specialist	Bachelor's Degree in Agriculture, Seed Production, or Agronomy with 3 years of working experience or	1

Official Gazette no. Special of 18/07/2018

			<p>Master or Equivalent in Agriculture, Seed Production or Agronomy.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of Rwandan agriculture sector; - computer skills; - excellent communication skills; - interpersonal and writing skills; - organisational skills; - judgment & decision making skills; - complex problem solving skills; - time management skills; - high analytical skills; - team working skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Environmental & Climate Change Specialist	Environmental & Climate Change Specialist	<p>Bachelor's Degree in Natural Resources, Environmental Sciences, Geography, Ecology, Rural Engineering, Agriculture Mechanisation with 3 years of working experience or Master's Degree in Natural Resources, Environmental Sciences, Geography, Ecology, Rural Engineering, Agriculture Mechanisation</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - deep knowledge of agriculture context development agenda; - knowledge in emergency response and recovery following natural disaster; - knowledge in designing and implementing appropriate and effective safety nets, including cash and/or food transfer programming; - strategic skills; - knowledge of management strategy on environment and climate change; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - skills in technical proposal writing, designing and implementing food security programs; - interpersonal skills; - communication skills; - problem solving skills; - analytical skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Fertilizer	Fertilizer Officer	<p>Bachelor's Degree in Rural Engineering, Agriculture Mechanisation, Agriculture Sciences, Crop Sciences, Horticulture.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of the agriculture sector in Rwanda; - knowledge of the principles, practices and techniques of soil and water conservation in rural areas; - general knowledge of modern methods and techniques in soil and water management; - problem solving skills; - computer skills; - excellent communication skills, - interpersonal and writing skills, - organisational skills; - judgment & decision making skills; - complex problem solving skills; - time management Skills; - high analytical skills; - team working skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
Office of the DG Agriculture Development, Sub – Total				7

Official Gazette no. Special of 18/07/2018

<p>Directorate General of Animal Resources Development</p>	<p>Director General</p>	<p>Director General of Animal Resources Development</p>	<p>Bachelor's Degree in Animal sciences, Animal Husbandry, Wildlife and Aquatic Resource Management or Veterinary Sciences with 5 years of working experience including 2 years in a Senior Position or Master's Degree in Animal Sciences, Animal Husbandry, Wildlife and Aquatic Resource Management or Veterinary Sciences with 3 years of working experience.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge in animal breeding and genetics/animal nutrition or animal health; - excellent interpersonal skills; - creativity & initiative skills; - analytical and problem solving skills; - time management skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	<p>1</p>
	<p>Livestock Specialist</p>	<p>Livestock Specialist</p>	<p>Bachelor's Degree in Veterinary, Animal Sciences, Animal Production, Wildlife and Aquatic Resource Management with 3 years of working experience or Master's Degree in Veterinary, Animal Sciences, Animal Production, Wildlife and Aquatic Resource Management.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge in Animal Identification Systems, knowledge of the livestock sector in Rwanda; - knowledge in all type of large domesticated ungulates; - knowledge in all classes of small animal and nutritional requirements; 	<p>1</p>

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - monitoring skills in appropriate strategies meant for ensuring prevention, protection and diagnosis and treatment of animal diseases; - excellent interpersonal skills; - creativity & initiative skills; - analytical and problem solving skills; - time management skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Fish Farming	Fish Farming Specialist	<p>Bachelor's Degree in Animal Sciences, Animal Husbandry, Fish Farming, Wildlife and Aquatic Resource Management and Veterinary Sciences with 3 years of working experience or Master's Degree in Animal Sciences, Animal Husbandry, Fish Farming, Wildlife and Aquatic Resource Management and Veterinary Sciences.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of Rwanda livestock sector; - knowledge of the principles and practices of fish management; - knowledge of fish and related aquatic organisms; - knowledge of the collection and care of aquatic biological specimens; - knowledge of the procedures and practices utilised in the identification and classification of fish, aquatic plants, and fish food; - knowledge of methods of preparing fish development; - knowledge of methods of watershed development; - knowledge of methods and equipment used in fish management; - computer skills; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - excellent interpersonal skills; - creativity & initiative skills; - analytical and problem solving skills; - time management skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Animal Products Exports Specialist	Animal Products Exports Specialist	<p>Bachelor's Degree in Animal Sciences, Animal Production, Wildlife and Aquatic Resource Management with 3 years of working experience or Master's Degree in Animal Sciences, Animal Production, Wildlife and Aquatic Resource Management.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge in Specific guidelines for trading animals and products of animal origin; - knowledge of Rwanda Livestock sector; - knowledge in common animal and public health standards; - skills in regulations applied to animal health and products; - computer skills; - excellent interpersonal skills; - creativity & initiative skills; - analytical and problem solving skills; - time management skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Apiculture and Commercial Insects	Apiculture and Commercial Insects Officer	<p>Bachelor's Degree in Animal Production and Apiculture.</p> <p><u>Key technical skills & knowledge required:</u></p>	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - excellent conversance in Rwanda Apis and non Apis bees; - evidence of a highly developed technical skills; - knowledge in several diseases including viruses, - various microbes and mites that can affect the honeybee; - excellent interpersonal skills; - creativity & initiative skills; - analytical and problem solving skills; - time management skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
Office of the DG Animal Resources Development, Sub Total				5
Directorate General of Corporate Services	Director General	Director General of Corporate Services	<p>Bachelor's Degree in Public Finance, Accounting, Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management with 5 years of working experience including 2 years in a senior position or Master's Degree in Public Finance, Accounting, Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management with 3 years of working experience.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of Human Resources Policy and Procedures; - knowledge of accounting principles and practices and financial data reporting; - knowledge of Rwanda public servant & labour laws and financial law; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - knowledge of electronic equipment and computer hardware and software; - leadership skills; - coordination, planning & organisational skills; - interpersonal skills; - effective communication skills; - judgment and decision making skills; - complex problem solving skills; - negotiation skills; - time management skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Administrative Liaison	Administrative Liaison Officer	<p>A1 in Secretariat Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - office management skills; - excellent communication, organisational, interpersonal skills; - computer knowledge (work processing, PowerPoint and internet); - analytical and problem solving skills; - time management skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Procurement	Procurement Officer	<p>Bachelor's Degree in Public Procurement, Management, Public Finance, Economics, Law, Accounting.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - high analytical skills; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - negotiation skills; - knowledge of basic business and purchasing practices; - excellent communication skills; - knowledge of State contracting laws, regulations and procedures; - knowledge of grades, qualities, supply and price trends of commodities; - time management skills; - decision making skills; - computer skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Human Resources Officer	Human Resources Management Officer	<p>Bachelor's Degree in Human Resources Management, Management, Public Administration, Administrative Sciences.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - 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; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Network and System Administrator	Network and System Administrator	<p>Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with working experience and certifications in A+, N+ is required; certifications in CCNA, MCSE, MCSD, MCTs (NET), LAMP/WAMP framework or MCITP are an added or A1 in Computer Sciences, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 1 year of working experience in ICT is an advantage.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of Strategies of National ICT Policy; - deep understanding of information technology and telecommunications; - knowledge to research and analyse 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 and/or French; knowledge of all is an advantage. 	1

Official Gazette no. Special of 18/07/2018

	Accountant	Accountant	<p>Bachelor's Degree in Accounting, Finance, Management with specialisation in Finance/Accounting or Professional qualification recognised by IFAC (ACCA, CPA).</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of cost analysis techniques; - planning and organisational skills; - communication skills; - strong IT skills, particularly in Financial software (SMART IFMIS); - judgment & decision making skills; - knowledge to analyse complex financial information & produce reports; - deep understanding of financial accounts; - high analytical skills; - interpersonal skills; - time management skills; - complex problem solving skills; - flexibility skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Budget management	Budget Officer	<p>Bachelor's Degree in Finance, Accounting, Management and Economics.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - planning and organisational skills; - communication skills, strong IT skills; - time management skills; - team working skills; - judgement and decision making; - skills interpersonal skills; - complex problem solving skills; - deep understanding of financial accounts; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - flexibility skills; - knowledge of cost analysis technics; - fluent in Kinyarwanda, English and French. 	
	Logistics	Logistics Officer	<p>Bachelor's Degree in Store Management, Management, Economics, Accounting, Finance, Public Administration, Administrative Sciences.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of management of material resources; - knowledge of supply chain management; - organisational skills; - computer skills; - communication skills; - report writing & presentation skills; - analytical skills; - interpersonal skills; - time management skills; - negotiation skills; - team working skills - problem solving skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Customer Care Officer	Customer Care Officer	<p>Bachelor's Degree in Communication, Public Relations, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - excellent interpersonal skills; - knowledge in Customer care satisfaction; - knowledge in hospitality management; - public speaking skills; - time management skills; - organisational skills; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - excellent communication skills; - computer skills; - fluent in Kinyarwanda, English and/or French, knowledge of all is an advantage. 	
	Documentation and Archives	Documentation and Archives Officer	<p>Bachelor's Degree in Library & information Science or A1 in Library & information system and Office Management.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - proficiency in information technology; - computer literacy; - bookkeeping skills; - knowledge of integrated document management; - knowledge of archive management software; - knowledge of the documentation management system (DMS) would be an advantage; - organisational skills; - interpersonal skills; - planning skills; - communication skills; - report writing & presentation skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Central Secretariat	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management, Library & information Science with 2 years of working experience or bachelor's Degree in Public Administration, Administrative Sciences, Management, Social Work, Sociology, Law, Library & information Sciences.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of Office Administration; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - communication skills; - computer skills; - interpersonal skills; - organisational skills; - stress management skills; - time management skills; - bookkeeping skills; - analytical & problem solving skills; - decision making skills; - fluent in Kinyarwanda, English and/or French; <p>knowledge of all is an advantage.</p>	
	Central Secretariat	Secretary	<p>A1 in Secretariat Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of office administration; - communication skills; - computer skills; - interpersonal skills; - excellent organisational and time management skills; - good interpersonal skills; - bookkeeping skills; - fluent in Kinyarwanda, English and/or French; <p>knowledge of all is an advantage.</p>	1
Office of DG Corporate Services, Sub Total				12
Grand Total				75

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe N°95/03 ryo ku wa 17/07/2018 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ubuhinzi n'Ubworozi

Kigali, ku wa 17/07/2018

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

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

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

Seen to be annexed to Prime Minister's Order N°95/03 of 17/07/2018 determining mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Agriculture and Animal Resources

Kigali, on 17/07/2018

(sé)
Dr. NGIRENTE Edouard
Prime Minister

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

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre N°95/03 of 17/07/2018 portant mission et fonctions, structure organisationnelle, salaires et avantages alloués au personnel au Ministère de l'Agriculture et des Ressources Animales

Kigali, le 17/07/2018

(sé)
Dr. NGIRENTE Edouard
Premier Ministre

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

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

**UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N°95/03 RYO KU
WA 17/07/2018 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUHINZI
N'UBWOROZI**

Official Gazette no. Special of 18/07/2018
**ANNEX III TO PRIME MINISTER'S
ORDER N°95/03 OF 17/07/2018
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF AGRICULTURE AND
ANIMAL RESOURCES**

**ANNEXE III DE L'ARRETE DU PREMIER
MINISTRE N°95/03 DU 17/07/2018
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ALLOUES
AU PERSONNEL AU MINISTERE DE
L'AGRICULTURE ET DES RESSOURCES
ANIMALES**

MINAGRI SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2869	1,613,167
Director General of Strategic Planning, &and Programmes Coordination	400	2.III	1890	1,082,378
Director General of Agriculture Development	400	2.III	1890	1,082,378
Director General of Animal Resources Development	400	2.III	1890	1,082,378
Director General of Corporate Services	400	2.III	1890	1,082,378
Advisor to the Minister	400	2.III	1890	1,082,378
Advisor to the State Minister	400	2.III	1890	1,082,378
Food Crops Production Specialist	400	3.II	1369	784,008
Agriculture Policy Specialist	400	3.II	1369	784,008
Agro - Economy Specialist	400	3.II	1369	784,008
Agriculture Investment Specialist	400	3.II	1369	784,008
Agriculture Financing and Agribusiness Specialist	400	3.II	1369	784,008
Agriculture Statistics Specialist	400	3.II	1369	784,008
Soil and Water Management Specialist	400	3.II	1369	784,008
Livestock Specialist	400	3.II	1369	784,008
Animal Products Export Specialist	400	3.II	1369	784,008
Fish Farming Specialist	400	3.II	1369	784,008
Seed Specialist	400	3.II	1369	784,008
Export Crops Specialist	400	3.II	1369	784,008
Environmental and Climate Change Specialist	400	3.II	1369	784,008
Planning and Budgeting Specialist	400	3.II	1369	784,008
Monitoring and Evaluation Specialist	400	3.II	1369	784,008
Legal Advisor	400	3.II	1369	784,008
Human Resources Management Specialist	400	3.II	1369	784,008
District Agriculture Inspection Specialist	400	3.II	1369	784,008
District Agriculture Inspector	350	4.III	1313	651,576
Human Resources Management Officer	350	4.II	1141	566,221
Public Relations & Communication Officer	350	4.II	1141	566,221
Apiculture and Commercial Insects Officer	350	4.II	1141	566,221
Fertilizer Officer	350	4.II	1141	566,221
Socio - Economic Officer	350	4.II	1141	566,221
Geographic Information System Officer	350	4.II	1141	566,221
Management Information System Officer	350	4.II	1141	566,221
Network and System Administrator	350	4.II	1141	566,221
Administrative Liaison Officer	350	5.II	951	471,934
Internal auditor	350	5.II	951	471,934
Procurement Officer	350	5.II	951	471,934
Accountant	350	5.II	951	471,934
Budget Officer	350	5.II	951	471,934
Logistics Officer	350	5.II	951	471,934
Administrative Assistant to the Minister	350	5.II	951	471,934
Administrative Assistant to the State Minister	350	5.II	951	471,934
Administrative Assistant to the Permanent Secretary	350	5.II	951	471,934
Documentation and Archives Officer	350	6.II	793	393,526
Customer Care Officer	350	6.II	793	393,526
Head of Central Secretariat	350	7.II	660	327,525
Secretary in Central Secretariat	350	8.II	508	252,095

Official Gazette no. Special of 18/07/2018

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe N°95/03 ryo ku wa 17/07/2018 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ubuhanzi n'Ubworozi

Kigali, ku wa 17/07/2018

(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 N°95/03 of 17/07/2018 determining mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Agriculture and Animal Resources

Kigali, on 17/07/2018

(sé)
Dr. NGIRENTE Edouard
Prime Minister

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

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre N°95/03 of 17/07/2018 portant mission et fonctions, structure organisationnelle, salaires et avantages alloués au personnel au Ministère de l'Agriculture et des Ressources Animales

Kigali, le 17/07/2018

(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

ITEKA RYA MINISITIRI W'INTEBE N°96/03 RYO KU WA 17/07/2018 RIGENA IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'INKIKO

PRIME MINISTER'S ORDER N°96/03 OF 17/07/2018 DETERMINING SALARIES AND FRINGE BENEFITS FOR JUDICIAL PERSONNEL

ARRETE DU PREMIER MINISTRE N°96/03 DU 17/07/2018 PORTANT SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL JUDICIAIRE

ISHAKIRO

TABLE OF CONTENTS

TABLE DE MATIERES

Ingingo ya mbere: Icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Ingingo ya 2: Igenwa ry'umushahara

Article 2 Determination of the salary

Article 2: Détermination du salaire

Ingingo ya 3: Ibigize umushahara mbumbe

Article 3: Composition of the gross salary

Article 3: Composition du salaire brut

Ingingo ya 4: Ibindi bigenerwa Umunyamabanga Mukuru

Article 4: Fringe benefits for Secretary General

Article 4: Avantages alloués au Secrétaire Général

Ingingo ya 5: Ibindi bigenerwa abayobozi bakuru bari ku rwego rwa “2.III”

Article 5: Fringe benefits for senior official on “2.III” job level

Article 5: Avantages alloués aux hauts cadres aux postes de niveau “2.III”

Ingingo ya 6: Ibindi bigenerwa Abayobozi b'Amashami n'Abakozi bari ku rwego rw'imirimo rwa “3”

Article 6: Fringe benefits for Directors of Units and Officials on “3” job level

Article 6: Autres avantages alloués aux Directeurs d'Unités et Cadres aux postes de niveau “3”

Ingingo ya 7: Indamunite z'urugendo rw'imodoka

Article 7: Mileage allowances

Article 7: Indemnités kilométriques

Ingingo ya 8: Abashinzwe gushyira mu bikorwa iri teka

Article 8: Authorities responsible for the implementation of this Order

Article 8: Autorités chargées de l'exécution du présent arrêté

Ingingo ya 9: Ivanwaho ry'ingingo zinyuranyije n'iri teka

Article 9: Repealing provision

Article 9: Disposition abrogatoire

Ingingo ya 10: Igihe iteka ritangira gukurikizwa

Article 10: Commencement

Article 10: Entrée en vigueur

Official Gazette no. Special of 18/07/2018

ITEKA RYA MINISITIRI W'INTEBE N°96/03 RYO KU WA 17/07/2018 RIGENA IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'INKIKO

Minisitiri w'Intebe;

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

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

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

Inama y'Abaminisitiri yateranye ku wa 01/06/2018 imaze kubisuzuma no kubyemeza;

ATEGETSE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena imishahara n'ibindi bigenerwa abakozi b'inkiko.

Ingingo ya 2: Igenwa ry'umushahara

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

PRIME MINISTER'S ORDER N°96/03 OF 17/07/2018 DETERMINING SALARIES AND FRINGE BENEFITS FOR JUDICIAL PERSONNEL

The Prime Minister;

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

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

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet in session of 01/06/2018;

ORDERS:

Article One: Purpose of this Order

This Order determines salaries and fringe benefits for judicial personnel.

Article 2: Determination of the salary

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

ARRETE DU PREMIER MINISTRE N°96/03 DU 17/07/2018 PORTANT SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL JUDICIAIRE

Le Premier Ministre;

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

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

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

Après examen et adoption par le Conseil des Ministres, en sa séance du 01/06/2018;

ARRETE:

Article premier: Objet du présent arrêté

Le présent arrêté détermine les salaires et avantages accordés au personnel judiciaire.

Article 2: Détermination du salaire

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

Official Gazette no. Special of 18/07/2018

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo mu rwego rw'ubucamanza biri ku mugereka w'iri teka.

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

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

Ingingo ya 3: Ibigize umushahara mbumbe

Article 3: Composition of the gross salary

Article 3: Composition du salaire brut

Umushahara mbumbe wa buri kwezi ku bandi bakozi bo mu rwego rw'ubucamanza ukubiyemo iby'ingenzi bikurikira:

The monthly gross salary for other staff in judicial organ are mainly composed of the following:

Le salaire brut mensuel pour les autres membres du personnel de l'organe judiciaire comprend principalement:

1° umushahara fatizo;

1° basic salary;

1° le salaire de base;

2° indamunite y'icumbi;

2° housing allowance;

2° l'indemnité de logement ;

3° indamunite y'urugendo;

3° transport allowance;

3° l'indemnité de transport ;

4° inkunga ya Leta mu bwiteganyirize bw'umukozi;

4° State contribution for social security;

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

5° inkunga ya Leta yo kuvuza umukozi.

5° State contribution for medical care.

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

Abayobozi bari ku nzego z'imirimu za "F" na "2.III" ntibagenerwa indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo. Boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Officials positioned on levels "F" and "2.III" are not granted the transport allowance specified in Paragraph One of this Article. Their transport is facilitated in accordance with Instructions of the Minister in charge of transport.

Les agents aux postes de niveau "F" et "2.III" ne bénéficient pas de l'indemnité de transport visée à l'alinéa premier du présent article. Leur transport est facilité conformément aux Instructions du Ministre ayant le transport dans ses attributions.

Abakozi bari ku rwego rwa "3" ntibagenerwa indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo. Bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

Staff positioned on level "3" are not granted the transport allowance specified in Paragraph One of this Article. They are entitled to the special transport allowance in accordance with Instructions of the Minister in charge of public service.

Les agents aux postes de niveau "3" ne bénéficient pas de l'indemnité de transport visée à l'alinéa premier du présent article. Ils bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 4: Ibindi bigenerwa Umunyamabanga Mukuru

Umunyamabanga Mukuru mu Rukiko rw'Ikirenga agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1° amafaranga yu Rwanda ibihumbi ijana (100.000 FRW) y'itumanaho rya telefoni, fagisi na interinete byo mu biro buri kwezi;
- 2° amafaranga y'u Rwanda ibihumbi ijana (100.000 FRW) y'itumanaho rya telefoni igendanwa, buri kwezi ;
- 3° amafaranga y'u Rwanda ibihumbi magana abiri (200.000 FRW) yo kwakira abashyitsi mu kazi anyura kuri konti y'urwego bireba buri kwezi;
- 4° koroherezwa ingendo hakurikijwe Amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Ingingo ya 5: Ibindi bigenerwa abayobozi bakuru bari ku rwego rwa "2.III"

Abayobozi Bakuru bari ku rwego rwa "2.III" bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe bagenerwa buri wese ibindi bibafasha gutunganya imirimo mu buryo bukurikira:

- 1° amafaranga yu Rwanda ibihumbi mirongo irindwi (70.000 FRW) y'itumanaho rya telefoni, fagisi na interinete byo mu biro buri kwezi;

Article 4: Fringe benefits for Secretary General

The Secretary General of the Supreme Court is entitled to the following fringe benefits:

- 1° one hundred thousand (FRW 100,000) Rwandan francs per month for office landline communication allowance;
- 2° one hundred thousand (FRW 100,000) Rwandan francs per month for mobile phone communication allowance;
- 3° office entertainment allowance of two hundred thousand (FRW 200,000) Rwandan francs per month and transferred to the concerned institution's bank account;
- 4° transport facilitation in accordance with the Instructions of the Minister in charge of transport.

Article 5: Fringe benefits for senior official on "2.III" job level

Senior officials on "2.III" job classification level with a pool of public servants under their responsibilities in accordance with the approved organizational structure are each entitled to fringe benefits as follows:

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

Article 4: Avantages alloués au Secrétaire Général

Le Secrétaire Général de la Cour Suprême bénéficie des avantages suivants:

- 1° les frais de communication par téléphone de bureau équivalant à cent mille (100.000 FRW) francs rwandais par mois;
- 2° les frais de communication par téléphone portable équivalant à cent mille (100.000 FRW) francs rwandais;
- 3° les frais de représentation au service équivalant à deux cent mille (200.000 FRW) francs rwandais chaque mois domiciliés au compte de l'institution concernée ;
- 4° facilitation de transport conformément aux Instructions du Ministre ayant le transport dans ses attributions.

Article 5: Avantages alloués aux hauts cadres aux postes de niveau "2.III"

Les hauts cadres au niveau "2.III" ayant des agents de l'Etat sous leurs responsabilités suivant la structure organisationnelle approuvée bénéficient chacun des avantages comme suit:

- 1° les frais de communication par téléphone de bureau équivalant à

- | | | |
|--|---|--|
| 2° amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 FRW) y'itumanaho rya telefoni igendanwa, buri kwezi; | 2° seventy thousand (FRW 70,000) Rwandan francs per month for mobile phone communication allowance; | soixante-dix mille (70.000 FRW) francs rwandais par mois; |
| 3° koroherezwa ingendo hakurikijwe Amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze. . | 3° transport facilitation in accordance with the Instructions of the Minister in charge of transport. | 2° les frais de communication par téléphone portable équivalant à soixante-dix mille (70.000 FRW) francs rwandais; |
| | | 3° facilitation de transport conformément aux Instructions du Ministre ayant le transport dans ses attributions. |

Ingingo ya 6: Ibindi bigenerwa abayobozi b'amashami n'abakozi bari ku rwego rw'imirimo rwa "3"

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

- 1° amafaranga y'u Rwanda ibihumbi mirongo itatu (30.000 FRW) y'itumanaho rya telefoni igendanwa 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.II" bafite itsinda ry'abakozi bayobora hashingiwe ku mbonerahamwe y'imyanya y'imirimo, bagenerwa kandi amafaranga y'u Rwanda ibihumbi ijana (100.000 FRW) y'itumanaho rya telefoni yo mu biro buri kwezi.

Article 6: Fringe benefits for directors of units and officials on "3" job level

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

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

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

Article 6: Avantages alloués aux Directeurs d'Unités et 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 (30.000 FRW) francs rwandais 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.II" ayant des agents placés sous leur responsabilité suivant le cadre organique bénéficient également chacun des frais de communication par téléphone de bureau équivalant à cent mille (100.000 FRW) francs rwandais par mois.

Ingingo ya 7: Indamunite z'urugendo rw'imodoka

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

Ingingo ya 8: Abashinzwe gushyira mu bikorwa iri teka

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

Ingingo ya 9: Ivanwaho ry'ingingo zinyuranyije n'iri teka

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

Ingingo ya 10: Igihe iri teka ritangira gukurikizwa

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

Article 7: Mileage allowances

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

Article 8: Authorities responsible for the implementation of this Order

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.

Article 9: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 10: Commencement

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

Article 7: Indemnités kilométriques

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

Article 8: Autorités chargées de l'exécution du présent arrêté

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.

Article 9: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 10: Entrée en vigueur

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

Official Gazette no. Special of 18/07/2018

Kigali, ku wa 17/07/2018

(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

Kigali, on 17/07/2018

(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

Kigali, le 17/07/2018

(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

Official Gazette no. Special of 18/07/2018

**UMUGEREKA W'ITEKA RYA MINISITIRI
W'INTEBE N°96/03 RYO KU WA 17/07/2018
RIGENA IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'INKIKO**

**ANNEX TO PRIME MINISTER'S ORDER
N°96/03 OF 17/07/2018 DETERMINING
SALARIES AND FRINGE BENEFITS FOR
JUDICIAL PERSONNEL**

**ANNEXE A L'ARRETE DU PREMIER
MINISTRE N°96/03 DU 17/07/2018
PORTANT SALAIRES ET AVANTAGES
ACCORDES AU PERSONNEL
JUDICIAIRE**

SALARY STRUCTURE FOR STAFF IN GENERAL SECRETARIAT OF THE SUPREME COURT

S/N	Post	I.V	Level	Index	Basic Salary	Gross Salary (Rwf/Month)
1	Secretary General	441	F	2869	1,265,229	1,617,505
2	Director General of ICT	400	2.III	1890	756,000	1,085,308
3	Director General Corporate Services	400	2.III	1890	756,000	1,085,308
4	Director of Planning, Monitoring & Evaluation	400	3.II	1369	547,600	786,131
5	Legal Advisor	400	3.II	1369	547,600	786,131
6	Director of Finance	400	3.II	1369	547,600	786,131
7	Director of Administration and Human Resource	400	3.II	1369	547,600	786,131
8	Communication Specialist	400	3.II	1369	547,600	786,131
9	Protocol	400	3.II	1369	547,600	786,131
10	Legal Research Specialist /Court of Appeal	400	3.II	1369	547,600	786,131
11	Legal Research Specialist (IG)	400	3.II	1369	547,600	786,131
12	Law Report Specialist	400	3.II	1369	547,600	786,131
13	Legal Research Specialist /High Court	400	3.II	1369	547,600	786,131
14	Legal Research Specialist /Intermediate Court	400	3.II	1369	547,600	786,131
15	Legal Research Specialist/CHC	400	3.II	1369	547,600	786,131
16	Witness protection Specialist CoA	400	3.II	1369	547,600	786,132
17	Resources Management Specialist High Court	400	3.II	1369	547,600	786,131
18	Resources Management Specialist High Court Chamber	400	3.II	1369	547,600	786,131
19	Resources Management Specialist Commercial High Court	400	3.II	1369	547,600	786,131
20	Business Analysis and Software developer	400	3.II	1369	547,600	786,131
21	Network and System Administrator Senior Engineer	400	3.II	1369	547,600	786,131
22	Head of Central Secretariat SC	400	3.II	1369	547,600	786,131
23	Chief Accountant Supreme Court	350	4.II	1141	399,350	567,590
24	Planning Officer	350	4.II	1141	399,350	567,590
25	Monitoring and Evaluation Officer	350	4.II	1141	399,350	567,590
26	Statistician	350	4.II	1141	399,350	567,590
27	Database and application Administrator	350	4.II	1141	399,350	567,590
28	ICT Officer	350	4.II	1141	399,350	567,590
29	Estate Manager	350	5.II	951	332,850	473,075
30	Human Resource Officer Supreme Court	350	4.II	1141	399,350	567,590
31	Procurement Officer	350	5.II	951	332,850	473,075
32	Accountant HC Chamber	350	5.II	951	332,850	473,075
33	Accountant CHC	350	5.II	951	332,850	473,075
34	Internal Auditor	350	5.II	951	332,850	473,075
35	Budget Officer	350	5.II	951	332,850	473,075
36	Accountant Supreme Court	350	5.II	951	332,850	473,075
37	Accountant High Court	350	5.II	951	332,850	473,075
38	Logistics Officer Commercial High Court	350	5.II	951	332,850	473,075
39	Logistics Officer High Court	350	5.II	951	332,850	473,075
40	Logistics Officer Supreme Court	350	5.II	951	332,850	473,075
41	Logistics Officer High Court Chambres	350	5.II	951	332,850	473,075
42	Administrative Assistant to the Vice-President of High Court	350	5.II	951	332,850	473,075
43	Administrative Assistant to the President of Court of Appeal	350	5.II	951	332,850	473,075
44	Administrative Assistant to the Vice President of Court of Appeal	350	5.II	951	332,850	473,075
45	Administrative Assistant to the Secretary General	350	5.II	951	332,850	473,075
46	Administrative Assistant to Inspector General	350	5.II	951	332,850	473,075
47	Administrative Assistant of the President of the Commercial HC	350	5.II	951	332,850	473,075
48	Administrative Assistant to the President of the High Court Chambers	350	5.II	951	332,850	473,075
49	Administrative Liaison Officer to Corporate and ICT	350	5.II	951	332,850	473,075
50	Administrative Assistant to the Vice-President of the Commercial High Court	350	5.II	951	332,850	473,075
51	Administrative Assistant to Deputy Chief Justice	350	5.II	951	332,850	473,075
52	Administrative Liaison Officer to Judges SC	350	5.II	951	332,850	473,075
53	Administrative Liaison Officer to Judges CoA	350	5.II	951	332,850	473,075
54	Administrative Assistant at Intermediate courts	350	5.II	951	332,850	473,075
55	Administrative Assistant of President HC	350	5.II	951	332,850	473,075
56	Documentation and Archives	350	6.II	793	277,550	394,478
57	Secretary Central Secretariat	350	8.II	508	177,800	252,705
58	Secretary to HCJ	350	8.II	508	177,800	252,705

59	Secretary to DAF Unit	350	8.II	508	177,800	252,705
60	Secretary Commercial Court	350	8.II	508	177,800	252,705
61	Driver VIP	350	8.II	508	177,800	252,748

Official Gazette no. Special of 18/07/2018

Bibonywe kugira ngo bishyirwe ku mugereka w'iteka rya minisitiri w'intebe n°96/03 ryo ku wa 17/07/2018 rigena imishahara n'ibindi bigenerwa Abakozi b'inkiko

Kigali, ku wa 17/07/2018

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to the Prime Minister's Order n°96/03 of 17/07/2018 determining salaries and fringe benefits for judicial personnel

Kigali, on 17/07/2018

(sé)
Dr. NGIRENTE Edouard
Prime Minister

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

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier ministre n°96/03 du 17/07/2018 portant salaires et avantages accordés au personnel judiciaire

Kigali, le 17/07/2018

(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

ITEKA RYA MINISITIRI W'INTEBE
N°97/03 RYO KU WA 17/07/2018 RIGENA
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'URWEGO
RW'IGIHUGU RW'IMIYOBORERE

PRIME MINISTER'S ORDER N°97/03 OF
17/07/2018 DETERMINING
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
STAFF OF RWANDA GOVERNANCE
BOARD

ARRETE DU PREMIER MINISTRE
N°97/03 DU 17/07/2018 DETERMINANT
LA STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ALLOUES AU
PERSONNEL DE L'OFFICE RWANDAIS
DE LA GOUVERNANCE

ISHAKIRO

TABLE OF CONTENTS

TABLE DES MATIERES

Ingingo ya mbere: icyo iri teka rigamije

Article One: Purpose of this order

Article premier: Objet du présent arrêté

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

Article 2: Organizational structure and job
profiles

Article 2: Structure organisationnelle et
profils d'emplois

Ingingo ya 3: Igenwa ry'umushahara

Article 3: Determination of the salary

Article 3: Détermination du salaire

Ingingo ya 4: Ibigize umushahara mbumbe

Article 4: Composition of the gross salary

Article 4: Composition du salaire brut

Ingingo ya 5: Ibindi bigenerwa
Umunyamabanga Mukuru

Article 5: Fringe benefits for the Secretary
General

Article 5: Avantages alloués au
Secrétaire Général

Ingingo ya 6: Ibindi bigenerwa *Head of
Department* uri ku rwego rwa "G/1.IV"

Article 6: Fringe benefits for a Head of
Department on "G/1.IV" job level

Article 6: Avantages alloués au Chef de
Département au poste de niveau
« G/1.IV »

Ingingo ya 7: Ibindi bigenerwa *Division
Manager* n'Umujyanama w'Umuyobozi
Mukuru wa RGB bari ku rwego rwa "2.III"

Article 7: Fringe benefits for a Division
Manager and Advisor to the Chief
Executive Officer of RGB on "2.III" job
level

Article 7: Avantages alloués au Chef de
Division et au Conseiller du Directeur
Général en Chef de RGB aux postes de
niveau « 2.III »

Ingingo ya 8: Ibindi bigenerwa *Principal
Researchers* bari ku rwego rwa "2.III",
abayobozi b'amashami n'abakozi bari ku
rwego rwa "3.II"

Article 8: Fringe benefits for Principal
Researchers on "2.III", directors of units
and officials on "3.II" job level

Article 8: Avantages alloués aux
Principal Researchers au poste de niveau
« 2.III », directeurs d'unités et cadres aux
postes de niveau « 3.II »

Official Gazette no. Special of 18/07/2018

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

Article 9: Mileage allowances

Article 9: Indemnités kilométriques

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

Article 10: Authorities responsible for the implementation of this order

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

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

Article 11: Repealing provision

Article 11: Disposition abrogatoire

Ingingo ya 12: Igihe iri teka ritangira gukurikizwa

Article 12: Commencement

Article 12: Entrée en vigueur

Official Gazette no. Special of 18/07/2018

ITEKA RYA MINISITIRI W'INTEBE N°97/03 RYO KU WA 17/07/2018 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'URWEGO RW'IGIHUGU RW'IMIYOBORERE

PRIME MINISTER'S ORDER N°97/03 OF 17/07/2018 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR STAFF OF RWANDA GOVERNANCE BOARD

ARRETE DU PREMIER MINISTRE N°97/03 DU 17/07/2018 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ALLOUES AU PERSONNEL DE L'OFFICE RWANDAIS DE LA GOUVERNANCE

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;

Ashingiye ku Itegeko n° 56/2016 ryo ku wa 16/12/2016 rishyiraho Urwego rw'Igihugu rw'Imiyoborere rikanagena inshingano, imitunganyirize n'imikorere byarwo, cyane cyane mu ngingo yaryo ya 23;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 100/03 ryo ku wa 10/08/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Urwego rw'Igihugu rw'Imiyoborere; Bisabwe na Minisitiri w'Abakozi ba Leta n'Umurimo;

Inama y'Abaminisitiri, yateranye ku wa 05/12/2017, imaze kubisuzuma no kubyemeza;

The Prime Minister;

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

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

Pursuant to Law n° 56/2016 of 16/12/2016 establishing the Rwanda Governance Board and determining its mission, organization and functioning, especially in Article 23;

Having reviewed the Prime Minister's Order n° 100/03 of 10/08/2017 determining organizational structure, salaries and fringe benefits for employees of Rwanda Governance Board;

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;

Vu la Loi n° 56/2016 du 16/12/2016 portant création de l'Office Rwandais de la Gouvernance et déterminant sa mission, son organisation et son fonctionnement, spécialement en son article 23;

Revu l'Arrêté du Premier Ministre n° 100/03 du 10/08/2017 déterminant la structure organisationnelle, salaires et avantages accordés au personnel de l'Office Rwandais de la Gouvernance;

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

Official Gazette no. Special of 18/07/2018

After consideration and approval by the Cabinet, in its session of 05/12/2017;

Après examen et adoption par le Conseil des Ministres, en sa séance du 05/12/2017;

ATEGETSE:

ORDERS:

ARRETE:

Ingingo ya mbere: Icyo iri teka rigamije

Article One: Purpose of this order

Article premier: Objet du présent arrêté

Iri teka rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Urwego rw'Igihugu rw'Imiyoborere, "RGB" mu magambo ahinnye y'Icyongereza.

This order determines organizational structure, salaries and fringe benefits for staff of the Rwanda Governance Board, abbreviated as "RGB".

Le présent arrêté détermine la structure organisationnelle, salaires et avantages alloués au personnel de l'Office Rwandais de la Gouvernance, dénommé « RGB » en sigle anglais.

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

Article 2: Organizational structure and job profiles

Article 2: Structure organisationnelle et profils d'emplois

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

The organizational structure and job profiles in RGB are respectively in Annexes I and II of this order.

La structure organisationnelle et les profils d'emplois au sein de RGB sont respectivement en annexe I et II du présent arrêté.

Ingingo ya 3: Igenwa ry'umushahara

Article 3: Determination of the salary

Article 3: Détermination du salaire

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

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

Les salaires accordés au personnel de RGB 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 muri RGB biri ku mugereka wa III w'iri teka.

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

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

Ingingo ya 4: Ibigize umushahara mbumbe

Umushahara mbumbe wa buri kwezi w'umukozi wa RGB ukubiyemo iby'ingenzi bikurikira:

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

Abakozi ba RGB bari ku nzego z'imirimu za "F", "G/1.IV" na "2.III" uretse *Principal Researchers* ntibagenerwa indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo. Boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Abakozi ba RGB bari ku rwego rwa "3" ntibagenerwa indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo. Bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

Article 4: Composition of the gross salary

The monthly gross salary for a staff member of RGB is mainly composed of the following:

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

Officials of RGB positioned on levels "F", "G/1.IV" and "2.III" except *Principal Researchers* are not granted transport allowance specified in Paragraph One of this article. Their transport is facilitated in accordance with instructions of the Minister in charge of transport.

Staff of RGB positioned on level "3" are not granted transport allowance specified in Paragraph One of this article. They are entitled to special transport allowance in accordance with instructions of the Minister in charge public service.

Article 4: Composition du salaire brut

Le salaire brut mensuel d'un agent de RGB comprend principalement ce qui suit:

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

Les agents de RGB aux postes de niveaux «F», «G/1.IV» et «2.III» sauf *Principal Researchers* ne bénéficient pas d'indemnité de transport visée à l'alinéa premier du présent article. Leur transport est facilité conformément aux instructions du Ministre ayant le transport dans ses attributions.

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux agents de RGB au poste de niveau «3», qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 5: Ibindi bigenerwa Umunyamabanga Mukuru

Umunyamabanga Mukuru uri ku rwego rwa “F” agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

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

Ingingo ya 6: Ibindi bigenerwa Head of Department uri ku rwego rwa “G/1.IV”

Head of Department uri ku rwego rwa “G/1.IV” agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

- 1 ° amafaranga y’u Rwanda ibihumbi ijana (100.000 FRW) y’itumanaho rya telefoni yo mu biro buri kwezi n’amafaranga y’u Rwanda ibihumbi ijana (100.000 FRW) y’itumanaho rya telefoni igendanwa buri kwezi;

Article 5: Fringe benefits for the Secretary General

Secretary General on “F” job level is entitled to the following fringe benefits:

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

Article 6: Fringe benefits for a Head of Department on “G/1.IV” job level

Head of Department on “G/1.IV” job level is entitled to the following fringe benefits:

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

Article 5: Avantages alloués au Secrétaire Général

Secrétaire Général au poste de niveau «F» bénéficie des avantages comme suit:

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

Article 6: Avantages alloués au Chef de Département au poste de niveau « G/1.IV »

Un Chef de Département au poste de niveau « G/1.IV » bénéficie des avantages suivants:

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

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

Ingingo ya 7: Ibindi bigenerwa Division Manager n'Umujyanama w'Umuyobozi Mukuru wa RGB bari ku rwego rwa "2.III"

Division Manager uri ku rwego rwa "2.III" agenerwa amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 FRW) y'itumanaho rya telefoni yo mu biro buri kwezi n'amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 FRW) y'itumanaho rya telefone igendanwa buri kwezi.

Umujyanama w'Umuyobozi Mukuru wa RGB uri ku rwego rwa "2.III" agenerwa amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 FRW) y'itumanaho rya telefoni igendanwa buri kwezi.

Division Manager n'Umujyanama w'Umuyobozi Mukuru wa RGB bari ku rwego rwa "2.III" boroherezwa kandi ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

2° transport facilitation in accordance with instructions of the Minister in charge of transport.

Article 7: Fringe benefits for a Division Manager and Advisor to the Chief Executive Officer of RGB on "2.III" job level

A Division Manager on "2.III" job level is entitled to an office landline communication allowance of seventy thousand Rwandan francs (70,000 FRW) per month and seventy thousand Rwandan francs (70,000 FRW) per month for mobile phone communication allowance.

The Advisor to the Chief Executive Officer of RGB on "2.III" job level is entitled to fringe benefits of seventy thousand Rwandan francs (70,000 FRW) per month for mobile phone communication allowance.

The Division Manager and the Advisor to the Chief Executive Officer of RGB on "2.III" job level are also entitled to transport facilitation in accordance with instructions of the Minister in charge of transport.

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

Article 7: Avantages alloués au Chef de Division et au Conseiller du Directeur Général en Chef de RGB aux postes de niveau « 2.III »

Un Chef de Division au poste de niveau « 2.III » bénéficie des frais de communication par téléphone de bureau équivalant à soixante-dix mille francs Rwandais (70.000 FRW) par mois et des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 FRW) par mois.

Le Conseiller du Directeur Général en Chef de RGB au poste de niveau « 2.III » bénéficie des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 FRW) par mois.

Le Chef de Division et le Conseiller du Directeur Général en Chef de RGB aux postes de niveau « 2.III » bénéficient également les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 8: Ibindi bigenerwa Principal Researchers bari ku rwego rwa “2.III”, abayobozi b’amashami n’abakozi bari ku rwego rwa “3.II”

Principal Researchers, abayobozi b’amashami n’abakozi bari ku rwego rw’imirimo rwa “3.II” bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

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

Principal Researchers n’abayobozi b’amashami bari ku rwego rw’imirimo rwa “3.II” bafite itsinda ry’abakozi bayobora hashingiwe ku mbonerahamwe y’imyanya y’imirimo iri ku mugereka w’iri teka bagenerwa kandi amafaranga y’u Rwanda ibihumbi ijana (100.000 FRW) y’itumanaho rya telefoni yo mu biro buri kwezi.

Ingingo ya 9: Indamunite z’urugendo rw’imodoka

Leta igenera indamunite y’urugendo abayobozi bari ku rwego rwa “F”, “G/1.IV” na “2.III”, uretse “Principal Researchers”, iyo bagiye mu butumwa bw’akazi imbere mu gihugu bakoresheje imodoka zabo,

Article 8: Fringe benefits for Principal Researchers on “2.III”, directors of units and officials on “3.II” job level

Principal Researchers, directors of units and officials on “3.II” job level are each entitled to fringe benefits as follows:

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

Principal Researchers and directors of units on “3.II” job level with a pool of staff under their responsibilities in accordance with the organisational structure annexed to this order are also entitled to an office landline communication allowance of one hundred thousand Rwandan francs (100,000 FRW) per month.

Article 9: Mileage allowances

The Government pays mileage allowances to senior officials on “F”, “G/1.IV” and “2.III” job levels, except Principal Researchers, when they go on official mission inside the country by using their

Article 8: Avantages alloués aux Principal Researchers au poste de niveau «2.III», directeurs d’unités et cadres aux postes de niveau « 3.II »

« Principal Researchers », les directeurs d’unités et cadres aux postes de niveau “3.II” bénéficient chacun d’autres avantages suivants:

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.

Principal Researchers et les directeurs d’unités aux postes de niveau « 3.II » ayant des agents placés sous leurs responsabilités suivant la structure organisationnelle annexée au présent arrêté, bénéficient également des frais de communication par téléphone de bureau équivalant à cent mille francs Rwandais (100.000 FRW) par mois.

Article 9: Indemnités kilométriques

L’Etat alloue des indemnités kilométriques aux hauts cadres au postes de niveau « F », «G/1.IV» et «2.III», sauf «Principal Researchers», lorsqu’ils vont en mission officielle à l’intérieur du pays en utilisant

Official Gazette no. Special of 18/07/2018

hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

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

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

Iteka rya Minisitiri w'Intebe n° 100/03 ryo ku wa 10/08/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Urwego rw'Igihugu rw'Imiyoborere n'izindi ngingo zose z'amateka abanziriza iri kandi zinyuranyije na ryo bivanyweho.

Ingingo ya 12: Igihe iri teka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 05/12/2017.

vehicles, in accordance with the instructions of the Minister in charge of transport.

Article 10: Authorities responsible for the implementation of this order

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.

Article 11: Repealing provision

The Prime Minister's Order n° 100/03 of 10/08/2017 determining organizational structure, salaries and fringe benefits for employees of Rwanda Governance Board and all prior provisions contrary to this order are repealed.

Article 12: Commencement

This order comes into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effects as of 05/12/2017.

leurs véhicules, conformément aux instructions du Ministre ayant le transport dans ses attributions.

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

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.

Article 11: Disposition abrogatoire

L'arrêté du Premier Ministre n° 100/03 du 10/08/2017 déterminant la structure organisationnelle, salaires et avantages accordés au personnel de l'Office Rwandais de la Gouvernance et toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 12: Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il prend ses effets à partir du 05/12/2017.

Official Gazette no. Special of 18/07/2018

Kigali, ku wa 17/07/2018

Kigali, on 17/07/2018

Kigali, le 17/07/2018

(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

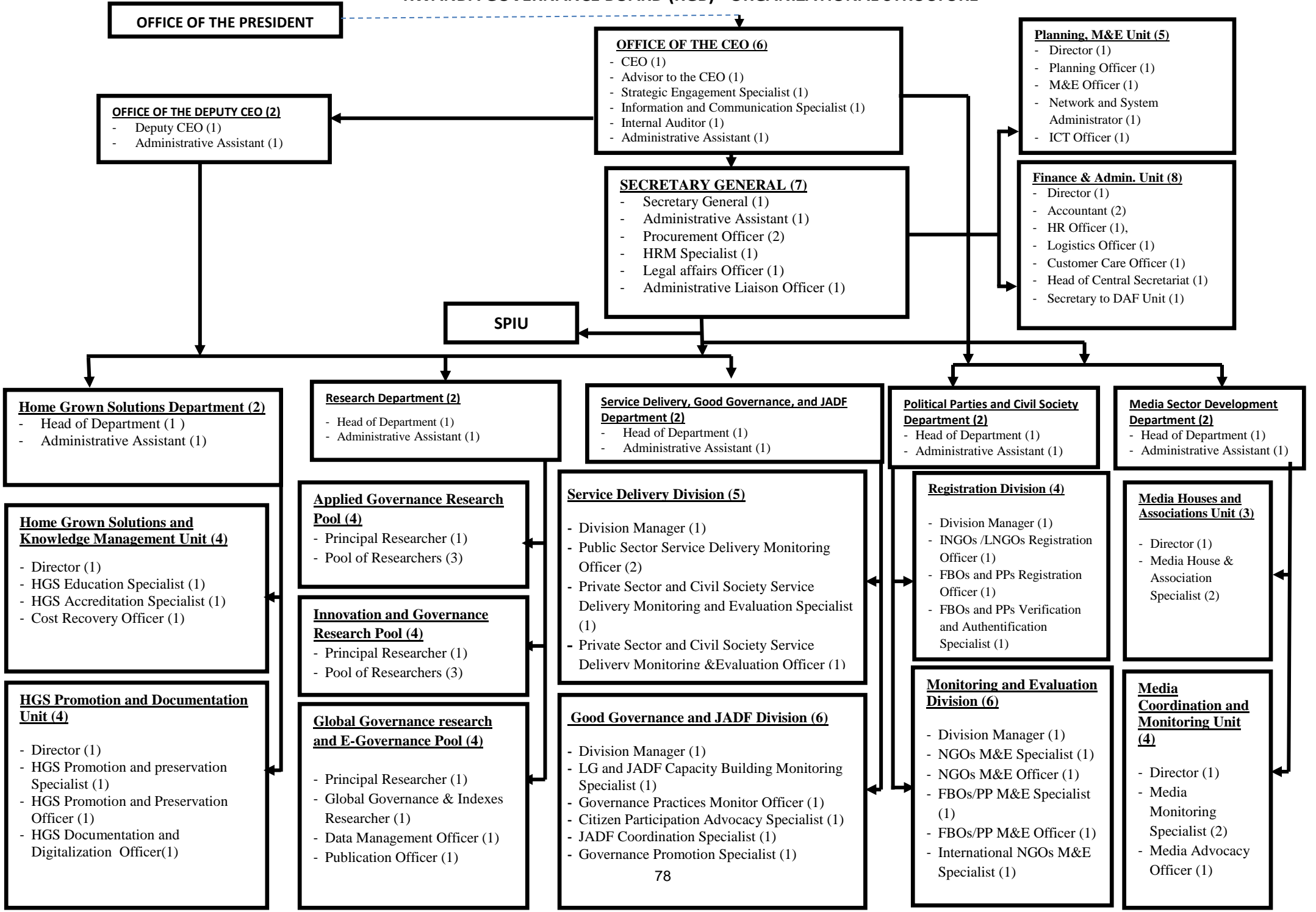
Official Gazette no. Special of 18/07/2018

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N°97/03 RYO
KU WA 17/07/2018 RIGENA
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'URWEGO
RW'IGIHUGU RW'IMIYOBORERE**

**ANNEXE I TO PRIME MINISTER'S
ORDER N°97/03 OF 17/07/2018
DETERMINING ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR STAFF OF RWANDA
GOVERNANCE BOARD**

**ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N°97/03 DU 17/07/2018
DETERMINANT LA STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ALLOUES AU
PERSONNEL DE L'OFFICE RWANDAIS
DE LA GOUVERNANCE**

RWANDA GOVERNANCE BOARD (RGB) - ORGANIZATIONAL STRUCTURE



Official Gazette no. Special of 18/07/2018

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe N°97/03 ryo ku wa 17/07/2018 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Urwego rw'Igihugu rw'Imiyoborere

Kigali, ku wa 17/07/2018

(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 N°97/03 of 17/07/2018 determining organisational structure, salaries and fringe benefits for staff of Rwanda Governance Board

Kigali, on 17/07/2018

(sé)
Dr. NGIRENTE Edouard
Prime Minister

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

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre N°97/03 du 17/07/2018 déterminant la structure organisationnelle, salaires et avantages alloués au personnel de l'Office Rwandais de la Gouvernance

Kigali, le 17/07/2018

(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

Official Gazette no. Special of 18/07/2018

**UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N°97/03 RYO
KU WA 17/07/2018 RIGENA
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'URWEGO
RW'IGIHUGU RW'IMIYOBORERE**

**ANNEXE II TO PRIME MINISTER'S
ORDER N°97/03 OF 17/07/2018
DETERMINING ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR STAFF OF RWANDA
GOVERNANCE BOARD**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N°97/03 DU 17/07/2018
DETERMINANT LA STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ALLOUES AU
PERSONNEL DE L'OFFICE RWANDAIS
DE LA GOUVERNANCE**

RGB - JOB PROFILES

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Chief Executive Officer	Chief Executive Officer/ CEO	Chief Executive Officer/ CEO	Political Appointee	1
	Advisor	Advisor to the CEO	<p>Master's degree or equivalent in Political Sciences, Public Policy, Law, Public Administration, Sociology, Administrative Sciences, Development Studies, Management, Economics with 10 years of working experience with at least 4 years in senior position. PhD is an added value.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - High level sense of responsibility; - High level sense of integrity; - Excellent interpersonal skills; - Possess innovative skills; - Possess coordination, Planning and Organizational skills; - strong Leadership skills; - Exposure to global governance systems; - Extensive knowledge and understanding of the Rwanda policy framework; - Analytical, problem-solving and critical thinking skills; 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Technical understanding of system being analyzed and how it affects the various business units; - Multi-tasking skills and the ability to balance multiple priorities; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	
	Strategic Engagement Specialist	Strategic Engagement Specialist	<p>Master’s degree or equivalent in Political Sciences, Public Policy, Law, Public Administration, Sociology, Administrative Sciences, Development Studies, Management, Economics with 10 years of working experience with at least 4 years in senior position. PhD is an added value</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - High level sense of responsibility; - High level sense of integrity; - Excellent interpersonal skills; - Possess innovative skills; - Possess coordination, Planning and Organizational skills; - strong Leadership skills; - Exposure to global governance systems; - Extensive knowledge and understanding of the Rwanda policy framework; - Analytical, problem-solving and critical thinking skills; - Technical understanding of system being analyzed and how it affects the various business units; 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Multi-tasking skills and the ability to balance multiple priorities; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	
	Information and Communication Specialist	Information and Communication Specialist	<p>A0 in Journalism, Communication, International Relations, Mass Media, Linguistics and Literature with 3 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 social media knowledge; - Excellent skills in Report writing, press release writing and presentation skill; - Excellent Interviewing skills; - Excellent interpersonal skills; - Good organizational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Hardworking and demonstrate capacity to work under pressure with minimum supervision; - High sense of responsibility and integrity; - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; - Advanced computer literacy and proficiency, especially related to professional office software packages (Microsoft Office and graphics); 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	
	Internal Audit	Internal Auditor	<p>A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting or Accounting Professional Qualification recognized by IFAC (ACCA, CPA).</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR and Financial Regulations, Procedures ; - 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, English and/or French; knowledge of all is an advantage 	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Law, Social work and Sociology.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Office management skills; - Excellent communication, organizational, interpersonal skills; 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
			S/Total	6
Office of the Secretary General	Secretary General	Secretary General	Political Appointee.	1
	Procurement Officer	Procurement Officer	<p>A0 in Procurement, Management, Public Finance, Economics, Law, Accounting.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Extensive Knowledge of state procuring and contracting laws and regulations - High analytical skills; - Negotiation skills; - Knowledge of basic business and purchasing practices; - Excellent communication skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time management skills; - Decision making skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	2

Official Gazette no Special of 18/07/2018

	Human Resources Management Specialist	Human Resources Management Specialist	<p>A0 in HR Management, Management with specialization in Human Resource Management, Business Administration with specialization in Human Resource Management, with 3 years of working experience or Master's degree in HR Management, Management with specialization in Human Resource Management, Business Administration with specialization in Human Resource Management.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan public service and labor law; - Knowledge in conflict management; - Knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies and procedures; - Problem solving skills; - Computer skills; - Judgment and decision making skills; - Time management skills; - Interview skills; - High analytical skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Legal Affairs	Legal Affairs Officer	<p>A0 in Law</p> <p>Key Technical Skills and Knowledge required:</p>	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Deep knowledge of Rwanda governance policies and strategies - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of substantive law and legal procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Law, Social work and Sociology.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Office management skills; - Excellent communication, organizational, interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; Knowledge of all is an advantage 	1

Official Gazette no Special of 18/07/2018

	Administrative Liaison Officer	Administrative Liaison Officer	<p>A1 in Secretariat studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Law, Social work and Sociology.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Office management skills; - Excellent communication, organizational, interpersonal skills; - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
			S/Total	7
Office of the Deputy Chief Executive Officer	Deputy CEO	Deputy CEO	Political Appointee.	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Law, Social work and Sociology.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Excellent office management skills; - Excellent communication, organizational, interpersonal skills; 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
			S/Total	2
Home Grown Solutions Department	Head of Department	Head of Home Grown Solutions Division Department	<p>A0 in in Public Policy Analysis, Public Law, Governance Studies, Political Sciences, Economics, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, Management with 7 years of working experience with at least 2 years in a senior position; or Master’s degree in Public Policy Analysis, Public Law, Governance Studies, Political Sciences, Economics, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, Management with 5 years of working experience.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - High level of sense of responsibility; - High level of integrity; - Excellent interpersonal skills; - Possess coordination, planning and organizational skills; - Strong leadership skills; - Exposure to global governance systems, demonstrate thought leadership through producing and overseeing research content 	1

Official Gazette no Special of 18/07/2018

			<p>on high profile governance issues and trends;</p> <ul style="list-style-type: none"> - Direct research team in the preparation of and writing of governance analyses across sectors; - Promoting and facilitating leading-edge research, including collaborative and interdisciplinary research; - Developing networks between RGB and other research institutions and think tanks both local as well as international; - Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in social sciences Research Methodologies; - Extensive knowledge in Good Governance principles and practices; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software; - Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage. 	
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Law, Social work and Sociology.	1

Official Gazette no Special of 18/07/2018

			<p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Excellent office management skills; - Excellent communication, organizational, interpersonal skills; - Computer knowledge (Work Processing, Excel, Access, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
			S/Total	2
Home Grown Solutions and Knowledge Management Unit	Director of Unit	Director of Home Grown Solutions and Knowledge Management Unit	<p>Master's degree or equivalent in Public Policy, Socio-Economics, International Relations, Public Administration, Administrative Sciences, Management, Political Sciences, Sociology, Management, Economics, Business Administration with 1 year of working experience or A0 in Public Policy, Socio-Economics, International Relations, Public Administration, Administrative Sciences, Management, Political Sciences, Sociology, Management, Economics, Business Administration with 3 years of working experience.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Governance sector; 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none">- Extensive knowledge in social sciences research methodologies;- Strong knowledge in good governance principles and practices;- Clearly presenting results orally and in writing;- Numerical and computational skills;- Analytical techniques;- 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;- Maturity and confidence in dealing with the staff of government institutions and private sector;- Ability to seek and apply knowledge, information and best practices from multiple sectors;- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports;- Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software- Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.	
--	--	--	--	--

Official Gazette no Special of 18/07/2018

	HGS Education Specialist	HGS Education Specialist	<p>Master's degree or equivalent in Public Policy, Socio-Economics, International Relations, Public Administration, Administrative Sciences, Management, Political Sciences, Sociology, Management, Economics, Business Administration or A0 in Public Policy, Socio-Economics, International Relations, Public Administration, Administrative Sciences, Management, Political Sciences, Sociology, Management, Economics, Business Administration with 3 years of working experience.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in social sciences research methodologies; - Strong knowledge in good governance principles and practices ; - Clearly presenting results orally and in writing; - Numerical and computational skills; - Analytical techniques; - 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; 	1
--	--------------------------	--------------------------	--	---

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Maturity and confidence in dealing with the staff of government institutions and private sector; - Ability to seek and apply knowledge, information and best practices from multiple sectors; - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	
	HGS Accreditation Specialist	HGS Accreditation Specialist	Master's degree or equivalent in Public Policy, Socio-Economics, International Relations, Public Administration, Administrative Sciences, Management, Political Sciences, Sociology, Management, Economics, Business Administration or A0 in Public Policy, Socio-Economics, International Relations, Public Administration, Administrative Sciences, Management, Political Sciences, Sociology, Management, Economics, Business Administration with 3 years of working experience.	1

			<p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none">- Extensive knowledge and understanding of the Rwanda Governance sector;- Extensive knowledge in social sciences research methodologies;- Strong knowledge in good governance principles and practices ;- Clearly presenting results orally and in writing;- Numerical and computational skills;- Analytical techniques;- 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;- Maturity and confidence in dealing with the staff of government institutions and private sector;- Ability to seek and apply knowledge, information and best practices from multiple sectors;- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and	
--	--	--	--	--

Official Gazette no Special of 18/07/2018

			<p>findings for the preparation of case studies and progress reports;</p> <ul style="list-style-type: none"> - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Cost Recovery Officer	Cost Recovery Officer	<p>A0 Accounting, Public Finance, Management specialized in Accounting or Finance.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Excellent communication skills both oral and in writing; - Excellent interpersonal skills; - Good IT skills; - Presentation skills; - Creativity and Initiative; - Ability to prioritize and plan effectively; - Team work; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
			S/ Total	4
Home Grown Solutions Promotion and Documentation	Director of Unit	Director of Home Grown Solutions Promotion and Documentation Unit	<p>Master's degree or equivalent in Public Policy, Genocide Studies, Public Administration, Administrative Sciences, Management, Political Sciences, Sociology, Social Work, Conflict Management, Economics, Business Administration with 1 year of working experience</p>	1

Official Gazette no Special of 18/07/2018

			<p>or A0 in Public Policy, Genocide Studies, Public Administration, Administrative Sciences, Management, Political Sciences, Sociology, Social Work, Conflict Management, Economics, Business Administration with 3 years of working experience.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none">- Extensive knowledge and understanding of the Rwanda Governance sector;- Extensive knowledge in social sciences research methodologies;- Strong knowledge in Good Governance principles and practices;- Clearly presenting results orally and in writing;- Numerical and computational skills;- Analytical techniques;- 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;- Maturity and confidence in dealing with the staff of government institutions and private sector;- Ability to seek and apply knowledge, information and best practices from multiple sectors;- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;	
--	--	--	---	--

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	
	HGS Promotion and Preservation Specialist	HGS Promotion and Preservation Specialist	<p>Master's degree or equivalent in Public Policy, Genocide Studies, Public Administration, Administrative Sciences, Management, Political Sciences, Sociology, Social Work, Conflict Management, Economics, Business Administration or A0 in Public Policy, Genocide Studies, Public Administration, Administrative Sciences, Management, Political Sciences, Sociology, Social Work, Conflict Management, Economics, Business Administration with 3 years of working experience.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - knowledge and understanding of the Rwanda Governance sector; - knowledge in social sciences research methodologies; - Strong knowledge in good governance principles and practices; 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Clearly presenting results orally and in writing; - Numerical and computational skills; - Analytical techniques; - 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; - Maturity and confidence in dealing with the staff of government institutions and private sector; - Ability to seek and apply knowledge, information and best practices from multiple sectors; - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	HGS Promotion and Preservation Officer	HGS Promotion and Preservation Officer	A0 in Public Policy, Genocide Studies, Public Administration, Administrative Sciences, Management, Political Sciences, Sociology, Social	1

			<p>Work, Conflict Management Economics, Business Administration.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none">- knowledge and understanding of the Rwanda Governance sector;- knowledge in social sciences research methodologies;- Strong knowledge in Good Governance principles and practices;- Clearly presenting results orally and in writing;- Numerical and computational skills;- Analytical techniques;- 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;- Maturity and confidence in dealing with the staff of government institutions and private sector;- Ability to seek and apply knowledge, information and best practices from multiple sectors;- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and	
--	--	--	---	--

Official Gazette no Special of 18/07/2018

			<p>findings for the preparation of case studies and progress reports;</p> <ul style="list-style-type: none"> - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	HGS Documentation and Digitalization Officer	HGS Documentation and Digitalization Officer	<p>A0 in Library and information Science, Office management or A1 in Library and information system, Office Management and Bibliotheconomy.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Proficiency in information technology; - Computer literacy; - Knowledge of integrated document management; - Knowledge of archive management software; - Knowledge of the documentation management system (DMS) would be an advantage; - Organizational skills; - Interpersonal Skills; - Planning skills; - Communication skills; - Report writing and presentation skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
			S/Total	4

Official Gazette no Special of 18/07/2018

<p>Research Department</p>	<p>Head of Department</p>	<p>Head of Research Department</p>	<p>Master’s degree or equivalent in Public Policy Analysis, Governance Studies, International Relations, Law, Public Administration, Administrative Sciences, Political Sciences, Sociology, Social Work with 5 years of working experience with 2 years in a senior position and 4 Scientific Papers or one book published.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in social sciences research methodologies; - Strong knowledge in Good Governance principles and practices; - Extensive policy and international indexes analysis; - Strong leadership skills; - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes; - 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; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Coordination, planning and organizational skills; 	<p align="center">1</p>
-----------------------------------	---------------------------	------------------------------------	--	--------------------------------

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Law, Social Work and Sociology.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Excellent office management skills; - Excellent communication, organizational, interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
			S/Total	2
	Applied Governance Researcher Pool	Principal Researcher in Applied Governance Research Pool	<p>Master's degree or equivalent in Public Policy Analysis, Governance Studies, Population Studies, Statistics, Economics, Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work with 3 years of working experience and 4 Scientific Papers published.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Governance sector; 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Extensive knowledge in social sciences research methodologies; - Strong knowledge in good governance principles and strategies; - Clearly presenting results orally and in writing; - Numerical and computational skills; - Extensive knowledge of conducting surveys and studies; - 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; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Coordination, planning and organizational skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Applied Governance Researchers	Applied Governance Researchers	<p>Master's degree or equivalent in Public Policy Analysis, Governance Studies, Population Studies, Statistics, Economics, Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work with 2 years of working experience and 2 Scientific Papers published.</p> <p>Key Technical Skills and Knowledge required:</p>	3

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in social sciences research methodologies; - Strong knowledge in good governance principles and strategies; - Clearly presenting results orally and in writing; - Numerical and computational skills; - Extensive knowledge of conducting surveys and studies; - 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; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Coordination, planning and organizational skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
			S/Total	4
	Innovation and Governance Researcher	Principal Researcher in Innovation and Governance Research Pool	Master's degree or equivalent in Public Policy Analysis, Governance Studies, Population Studies, Statistics, Economics, Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work with 3 years of working experience and 4 Scientific Papers published.	1

Official Gazette no Special of 18/07/2018

			<p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in social sciences research methodologies; - Strong knowledge in good governance principles and strategies; - Clearly presenting results orally and in writing; - Numerical and computational skills; - Extensive knowledge of conducting surveys and studies; - 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; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Coordination, planning and organizational skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Innovation and Governance Researchers	Innovation and Governance Researchers	Master's degree or equivalent in Public Policy Analysis, Governance Studies, Population Studies, Statistics, Economics, Political Sciences, Public Administration, Administrative Sciences,	3

Official Gazette no Special of 18/07/2018

			<p>Sociology, Social Work with 2 years of working experience and 2 Scientific Papers published.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in social sciences research methodologies; - Strong knowledge in Good Governance principles and strategies; - Clearly presenting results orally and in writing; - Numerical and computational skills; - Extensive knowledge of conducting surveys and studies; - 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; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Coordination, planning and organizational skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
			S/Total	4

Official Gazette no Special of 18/07/2018

	<p>Global Governance Research and E-Governance Pool</p>	<p>Principal Researcher in Global Governance Research and E-Governance Pool</p>	<p>Master's degree or equivalent in International Relations, Public Policy Analysis, Governance Studies, Economics Law, Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work with 3 years of working experience and 4 Scientific Papers published.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge of International governance indexes and global governance; - Extensive knowledge in social sciences research methodologies; - Strong knowledge in good governance principles and practices; - Clearly presenting results orally and in writing; - 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; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Coordination, planning and organizational skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	<p align="center">1</p>
--	---	---	--	-------------------------

Official Gazette no Special of 18/07/2018

	Global Governance and Indexes Researcher	Global Governance and Indexes Researcher	<p>Master's degree or equivalent in International Relations, Public Policy Analysis, Governance Studies, Economics, Law, Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work with 2 years of working experience and 2 Scientific Papers published.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge of International governance indexes and global governance; - Extensive knowledge in social sciences research methodologies; - Strong knowledge in good governance principles and practices; - Clearly presenting results orally and in writing; - 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; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Coordination, planning and organizational skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
--	--	--	---	---

Official Gazette no Special of 18/07/2018

	Data Management Officer	Data Management Officer	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+. Certifications in CCNA, MCSE, MCSD, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - 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; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Publication Officer	Publication Officer	<p>A0 in Linguistic, Public Administration, Management, Administrative Sciences, Library and information Science, Office Management, Sociology.</p>	1

Official Gazette no Special of 18/07/2018

			<p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in editing skills; - Excellent knowledge in social sciences research methodologies; - Computer literacy; - Knowledge of integrated document management; - Knowledge of archive management software; - Knowledge of the documentation management system (DMS) would be an advantage; - Organizational skills; - Interpersonal skills; - Planning skills; - Communication skills; - Report writing and Presentation skills; - Fluent in Kinyarwanda, English and French. 	
			S/Total	4
Service Delivery, Good Governance and JADF Department	Head of Department	Head of Service Delivery, Good Governance and JADF Department	A0 in Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work, Education Sciences, Law, Development Studies, Management, Economics with 7 years of working experience with 2 years in a senior position; Or Master's degree or equivalent in Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work, Education Sciences, Law,	1

Official Gazette no Special of 18/07/2018

			<p>Development Studies, Management, Economics with 5 years of working experience.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - High level sense of responsibility; - High level sense of integrity; - Excellent interpersonal skills; - Possess innovative skills; - Possess coordination, Planning and Organizational skills; - Strong leadership skills; - Exposure to global governance systems; - Good knowledge and understanding of the Rwanda's governance; decentralization; strategies and practices; - Technical expertise in decentralization process and good governance principles; - Strong management and problem solving skills; - Ability to coordinate decentralization, local government capacity building and good governance promotion; - Ability to develop plans, programs, monitor and evaluate performance; - Excellent interpersonal, analytical and reporting skills; - Fluent in Kinyarwanda, English and/or French. 	
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management,	1

Official Gazette no Special of 18/07/2018

			<p>Administrative Sciences, Law, Social work and Sociology.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Excellent office management skills; - Excellent communication, organizational, interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French, knowledge of all is an advantage. 	
			S/Total	2
Service Delivery Division	Division Manager	Service Delivery Division Manager	<p>A0 in Political Sciences, Public Policy, Economics, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Development Studies, Business Administration with 5 years of working experience; or Master's degree or equivalent in Political Sciences, Public Policy, Economics, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Development Studies, Business Administration with 3 years of working experience.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Governance sector; 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Extensive knowledge in monitoring and evaluation; - Strong knowledge in social sciences research methodologies; - Good knowledge of government decentralization policy and strategies; - Knowledge in good governance principles and practices; - Analytical, problem-solving and critical thinking skills; - High level sense of responsibility; - High level sense of integrity; - Excellent interpersonal skills; - Possess innovative skills; - Extensive knowledge and technical understanding of Rwanda's governance principles and practices; - Analytical, problem-solving and critical thinking skills; - Planning, organization and supervisory skills; - Communication and coordination skills; - Fluent in Kinyarwanda, English and/or French. 	
	Public Sector Service Delivery Monitoring Officer	Public Sector Service Delivery Monitoring Officer	<p>A0 in Political Sciences, Public Policy, Economics, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Development Studies, Business Administration.</p> <p>Key Technical Skills and Knowledge required:</p>	2

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none">- Extensive knowledge and understanding of the Rwanda Governance sector;- Extensive knowledge in Monitoring and evaluation;- Strong knowledge in social sciences research methodologies;- Good knowledge of government Decentralization policy and strategies;- Knowledge in good governance principles and practices;- Analytical, problem-solving and critical thinking skills;- Technical understanding of system being analyzed and how it affects the various business units;- Good at handling files and meeting deadlines;- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;- 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;- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions;- Analytical and problem solving skills;- Time management skills;- Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.	
--	--	--	--	--

Official Gazette no Special of 18/07/2018

	<p>Private Sector and Civil Society Service Delivery Monitoring and Evaluation Specialist</p>	<p>Private Sector and Civil Society Service Delivery Monitoring and Evaluation Specialist</p>	<p>A0 in Political Sciences, Public Policy, Economics, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Development Studies, Business Administration with 3 years of working experience or Master’s degree in Political Sciences, Public Policy, Economics, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Development Studies, Business Administration.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in monitoring and evaluation; - Strong knowledge in social sciences research methodologies; - Good knowledge of government Decentralization policy and strategies; - Knowledge in good governance principles and practices; - Analytical, problem-solving and critical thinking skills; - Technical understanding of system being analyzed and how it affects the various business units; - Good at handling files and meeting deadlines; - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes; 	<p align="center">1</p>
--	---	---	--	-------------------------

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - 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; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Private and Civil Society Service Delivery Monitoring and Evaluation Officer	Private and Civil Society Service Delivery Monitoring and Evaluation Officer	<p>A0 in Political Sciences, Public Policy, Economics, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Development Studies, Business Administration.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in monitoring and evaluation; - Strong knowledge in social sciences research methodologies; - Good knowledge of government decentralization policy and strategies; - Knowledge in good governance principles and practices; - Analytical, problem-solving and critical thinking skills; 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Technical understanding of system being analyzed and how it affects the various business units; - Good at handling files and meeting deadlines; - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes; - 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; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French, knowledge of all is an advantage. 	
			S/Total	5
Good Governance and JADF Division	Division Manager	Good Governance and JADF Division	A0 in Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics, Education Sciences, Law with 5 years of working experience; or Master's degree or equivalent in Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics, Education Sciences, Law with 3 years of working experience.	1

Official Gazette no Special of 18/07/2018

			<p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - High level sense of responsibility; - High level sense of integrity; - Excellent interpersonal skills; - Possess innovative skills; - Good knowledge and understanding of Rwanda's; - Governance principles and practice; - Analytical and problem-solving skills; - Good leadership and management skills; - Ability to plan, monitor and evaluate sector decentralization and local government capacity building programs; - Good communication and coordination skills; - Fluent in Kinyarwanda, English and/or French. 	
	LG and JADF Capacity Building Monitoring Specialist	LG and JADF Capacity Building Monitoring Specialist	<p>A0 in HR Management, Public Administration, Administrative Sciences, Management, Political Sciences, Governance Studies, Education Sciences, Development Studies, with 3 years of working experience or Master's degree in HR Management, Public Administration, Administrative Sciences, Management, Political Sciences, Governance Studies, Education Sciences, Development Studies.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of capacity development approaches; 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Ability to undertake local Government capacity building training needs assessment and plans; - To facilitate the formulation of LG training plans; - Good knowledge and competency in decentralization and local; - Government capacity development; - Ability to plan, monitor and evaluate capacity building programs for the LG; - Ability to execute and report on assigned tasks; - Capacity to innovate and document best practices in capacity building; - Good organizational and time management skills; - Good communication and interpersonal skills; - Good computer skills; - Fluency in Kinyarwanda, English and/or French, knowledge of all languages is an added advantage. 	
	Governance Practices Monitor Officer	Governance Practices Monitor Officer	<p>A0 in Public Policy, Economics, Governance Policy, Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Governance sector; 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Extensive knowledge in monitoring and evaluation; - Good knowledge of government decentralization policy and strategies; - Knowledge in good governance principles and strategies; - Analytical, problem-solving and critical thinking skills; - Technical understanding of system being analyzed and how it affects the various business units; - Good at handling files and meeting deadlines; - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes; - 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; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Citizen Participation Advocacy Specialist	Citizen Participation Advocacy Specialist	A0 in Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies with 3 years of working experience; or Master's degree or equivalent in	1

Official Gazette no Special of 18/07/2018

			<p>Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none">- high level of team work and team building skills;- Demonstrated leadership, facilitation and coordination skills, ability to manage technical team;- Good knowledge of Rwanda's policies and programs;- Strong ability in translating research findings into policies;- Capacity to work with multiple stakeholders across a wide range of disciplines;- Demonstrated networking, team-building and organizational skills;- Excellent communication (both oral and written) and partnership building skills with multi-dimension- partners, people skill for conflict resolution and negotiation;- Hardworking and demonstrate capacity to work under pressure with minimum supervision;- High sense of responsibility and integrity;- Maturity and confidence in dealing with the staff of government institutions and private sector;	
--	--	--	--	--

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Ability to seek and apply knowledge, information and best practices from multiple sectors; - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; - Excellent written writing and editing communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages (Microsoft Office and graphics); - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	JADF Coordination Specialist	JADF Coordination Specialist	<p>A0 in Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies with 3 years of working experience; or Master's degree or equivalent in Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - high level of team work and team building skills, 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none">- Demonstrated leadership, facilitation and coordination skills, ability to manage technical team;- Good knowledge of Rwanda's policies and programs;- Strong ability in translating research findings into policies;- Capacity to work with multiple stakeholders across a wide range of disciplines;- Demonstrated networking, team-building and organizational skills;- Excellent communication (both oral and written) and partnership building skills with multi-dimension partners, people skill for conflict resolution and negotiation;- Hardworking and demonstrate capacity to work under pressure with minimum supervision,- High sense of responsibility and integrity;- Maturity and confidence in dealing with the staff of government institutions and private sector;- Ability to seek and apply knowledge, information and best practices from multiple sectors;- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;- Excellent written writing and editing communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the	
--	--	--	---	--

Official Gazette no Special of 18/07/2018

			<p>preparation of case studies and progress reports;</p> <ul style="list-style-type: none"> - Advanced computer literacy and proficiency, especially related to professional office software packages (Microsoft Office and graphics); - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Governance Promotion Specialist	Governance Promotion Specialist	<p>A0 in Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies with 3 years of working experience; or Master's degree or equivalent in Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - high level of team work and team building skills; - Demonstrated leadership, facilitation and coordination skills, ability to manage technical team; - Good knowledge of Rwanda's policies and programs; - Strong ability in translating research findings into policies; 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none">- -Capacity to work with multiple stakeholders across a wide range of disciplines;- Demonstrated networking, team-building and organizational skills;- Excellent communication (both oral and written) and partnership building skills with multi-dimension partners, people skill for conflict resolution and negotiation;- Hardworking and demonstrate capacity to work under pressure with minimum supervision;- High sense of responsibility and integrity;- Maturity and confidence in dealing with the staff of government institutions and private sector;- Ability to seek and apply knowledge, information and best practices from multiple sectors;- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;- Excellent written writing and editing communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports;- Advanced computer literacy and proficiency, especially related to professional office software packages (Microsoft Office and graphics);	
--	--	--	---	--

Official Gazette no Special of 18/07/2018

			- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.	
			S/Total	6
Political Parties and Civil Society Department	Head of Department	Head of Political Parties and Civil Society Department	<p>A0 in in Public Policy Analysis, Public Law, Governance Studies, Political Sciences, Economics, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, Management with 7 years of working experience with 2 years in senior position or Master’s degree in Public Policy Analysis, Public Law, Governance Studies, Political Sciences, Economics, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, Management with 5 years of working experience.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - High level of sense of responsibility; - High level of integrity; - Excellent interpersonal skills; - Possess coordination, Planning and Organizational skills; - Strong leadership skills; - Extensive knowledge and understanding of the Rwanda governance sector; - Extensive knowledge in social sciences research methodologies; - Extensive knowledge in good governance principles and practices; 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Maturity and confidence in dealing with the staff of government institutions and private sector; - Ability to seek and apply knowledge, information and best practices from multiple sectors; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Law, Social work and Sociology.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Excellent office management skills; - Excellent communication, organizational, interpersonal skills; - Computer knowledge (Work Processing, Excel, Access, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; 	1

Official Gazette no Special of 18/07/2018

			- Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.	
			S/Total	2
Registration Division	Division Manager	Registration Division Manager	<p>A0 in in Public Policy Analysis, Public Law, Governance Studies, Political Sciences, Economics, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Business Administration with 5 years of working experience or Master's degree in Public Policy Analysis, Public Law, Governance Studies, Political Sciences, Economics, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Business Administration with 3 years of working experience.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - High level of sense of responsibility; - High level of integrity; - Excellent interpersonal skills; - Possess coordination, Planning and Organizational skills; - Strong leadership skills; - Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in social sciences research methodologies; - Extensive knowledge in good governance principles and practices; 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Maturity and confidence in dealing with the staff of government institutions and private sector; - Ability to seek and apply knowledge, information and best practices from multiple sectors; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	INGOs/LNGOs Registration Officer	INGOs/LNGOs Registration Officer	<p>A0 in Law, Public Administration, Administrative Sciences, Political Sciences, Sociology, Socio Work, Socio-Economics, Development Studies, Rural Development.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda social governance sector; - Strong knowledge of government policies , laws and strategies governing International and local NGOs; - Strong knowledge in good governance principles and practices; 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Analytical, problem-solving and critical thinking and investigative skills; - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling files and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes - 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 - Self-planning and organizational skills; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	FOBs and Political Parties Registration Officer	FOBs and Political Parties Registration Officer	A0 in Public Policy, Governance Policy, Political Sciences, Public Administration, Administrative Sciences.	1

Official Gazette no Special of 18/07/2018

			<p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none">- Extensive knowledge and understanding of the Rwanda Political and social Governance sector;- Strong knowledge of government laws and policies governing Political parties and FBOs;- Strong knowledge in good governance principles and practices;- Analytical, problem-solving and critical thinking skills;- Technical understanding of systems being analyzed and how it affects the various business units;- Good at handling files and meeting deadlines;- 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;- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.- Planning and organizational skills;- Computer compliant and quick learner about new systems applications and communication methods;- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and	
--	--	--	---	--

Official Gazette no Special of 18/07/2018

			<p>findings for the preparation of case studies and progress reports;</p> <ul style="list-style-type: none"> - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software; - Fluent in Kinyarwanda, English and/or French, knowledge of all is an advantage. 	
	FBOs and Political Parties Verification and Authentication Specialist	FBOs and Political Parties Verification and Authentication Specialist	<p>A0 in Public Policy, Governance Policy, Political Sciences, Public Administration, Administrative Sciences with 3 years of working experience or Master's degree in Public Policy, Governance Policy, Political Sciences, Public Administration, Administrative Sciences.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Political and social governance sector; - Strong knowledge of government laws and policies governing political parties and FBOs; - Strong knowledge in good governance principles and practices; - Analytical, problem-solving and critical thinking skills; - Technical understanding of systems being analyzed and how it affects the various business units; - Good at handling files and meeting deadlines. 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - 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; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Planning and organizational skills; - Computer compliant and quick learner about new systems applications and communication methods - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage. 	
			S/Total	4
Monitoring and Evaluation Division	Division Manager	Monitoring and Evaluation Division Manager	A0 in in Public Policy Analysis, Public Law, Governance Studies, Political Sciences, Economics, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Business Administration with 5 years of working experience or Master's degree in Public Policy Analysis, Public Law,	1

Official Gazette no Special of 18/07/2018

			<p>Governance Studies, Political Sciences, Economics, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Business Administration with 3 years of working experience.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none">- High level of sense of responsibility;- High level of integrity;- Excellent interpersonal skills;- Possess coordination, planning and organizational skills- Strong leadership skills;- Extensive knowledge and understanding of the Rwanda governance sector;- Extensive knowledge in social sciences research methodologies;- Extensive knowledge in good governance principles and practices;- Maturity and confidence in dealing with the staff of government institutions and private sector;- Ability to seek and apply knowledge, information and best practices from multiple sectors;- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports;- Advanced computer literacy and proficiency, especially related to	
--	--	--	---	--

Official Gazette no Special of 18/07/2018

			<p>professional office software packages, social sciences software;</p> <ul style="list-style-type: none"> - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	NGOs MandE Specialist	NGOs MandE Specialist	<p>A0 in Law, Public Administration, Administrative Sciences, Political Sciences, Sociology, Social Work, Socio-Economics, Development Studies, Rural Development with 3 years of working experience or Master's degree in Law, Public Administration, Administrative Sciences, Political Sciences, Sociology, Socio Work, Socio-Economics, Development Studies, Rural Development.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda social governance sector; - Strong knowledge of government policies, laws and strategies governing International and Local NGOs; - Strong knowledge in good governance principles and practices; - Analytical, problem-solving and critical thinking and investigative skills. - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling files and meeting deadlines. 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes - 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; - Self-planning and organizational skills; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 			
	NGOs Officer	MandE	NGOs Officer	MandE	<p>A0 in Law, Public Administration, Administrative Sciences, Political Sciences, Sociology, socio work, Socio-Economics, Development Studies, Rural Development.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda social Governance sector; - Strong knowledge of government policies , laws and strategies governing International and Local NGOs; 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Strong knowledge in Good Governance principles and practices; - Analytical, problem-solving and critical thinking and investigative skills; - Technical understanding of system being analyzed and how it affects the various business units; - Good at handling files and meeting deadlines; - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes; - 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; - Self-planning and organizational skills; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	
	FBOs and Political Parties MandE Specialist	FBOs and Political Parties M and E Specialist	A0 in Public Policy, Governance Policy, Political Sciences, Public Administration, Administrative Sciences with 3 years of working experience or	1

Official Gazette no Special of 18/07/2018

			<p>Master's degree in Public Policy, Governance Policy, Political Sciences, Public Administration, Administrative Sciences.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none">- Extensive knowledge and understanding of the Rwanda Political and social Governance sector;- Strong knowledge of government laws and policies governing Political parties and FBOs;- Strong knowledge in Good Governance principles and practices ;- Analytical, problem-solving and critical thinking skills;- Technical understanding of systems being analyzed and how it affects the various business units;- Good at handling files and meeting deadlines;- 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;- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions;- Planning and organizational skills;- Computer compliant and quick learner about new systems applications and communication methods;	
--	--	--	---	--

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	FOBs and Political Parties MandE Officer	FOBs and Political Parties MandE Officer	<p>A0 in Public Policy, Governance Policy, Political Sciences, Public Administration, Administrative Sciences.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Political and social governance sector; - Strong knowledge of government laws and policies governing political parties and FBOs; - Strong knowledge in good governance principles and practices; - Analytical, problem-solving and critical thinking skills - Technical understanding of systems being analyzed and how it affects the various business units. - Good at handling files and meeting deadlines. 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - 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; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Planning and organizational skills; - Computer compliant and quick learner about new systems applications and communication methods; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	INGOs MandE Specialist	INGOs MandE Specialist	A0 in Law, Public Administration, Administrative Sciences, Political Sciences, Sociology, Social Work, Socio-Economics, Development Studies, Rural Development with 3 years of working experience or Master's degree in Law, Public Administration, Administrative Sciences, Political Sciences, Sociology, Social Work, Socio-Economics, Development Studies, Rural Development.	1

			<p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none">- Extensive knowledge and understanding of the Rwanda social Governance sector;- Strong knowledge of government policies , laws and strategies governing International NGOs;- Strong knowledge in Good Governance principles and practices;- Analytical, problem-solving and critical thinking and investigative skills;- Technical understanding of system being analyzed and how it affects the various business units;- Good at handling files and meeting deadlines;- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;- 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;- Self-planning and organizational skills;- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports;- Advanced computer literacy and proficiency, especially related to	
--	--	--	---	--

Official Gazette no Special of 18/07/2018

			<p>professional office software packages, social sciences software;</p> <ul style="list-style-type: none"> - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
			S/Total	6
Media Sector Development Department	Head of Department	Head of Media Sector Development Department	<p>A0 in Communication, Journalism, Mass media, Public Relations, Arts and Language with 7 years of working experience with 2 years in senior position; or Master's degree or equivalent in Communication, Journalism, Mass media, Arts and Language with 5 years of working experience.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - High level sense of responsibility; - High level sense of integrity; - Excellent interpersonal skills; - Possess innovative skills; - Possess coordination, Planning and Organizational skills; - Strong leadership skills; - Exposure to global governance systems; - Extensive knowledge and understanding of the Rwanda media sector; - Good knowledge of government media policy and media development strategies; - Strong knowledge in good governance principles and practices especially media related ; - Strong communications skills; 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Analytical, problem-solving and critical thinking skills; - Good at handling files and meeting deadlines; - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes; - 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; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions - Coordination, planning and organizational skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Law, Sociology and Social work.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Excellent office management skills; - Excellent communication, organizational, interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
			S/Total	2
Media House and Association Unit	Director of Unit	Director of Media House and Association Unit	<p>A0 in Communication, Journalism, Public Relations, Mass Media, Arts and Language with 3 years of experience or Master's degree in Communication, Journalism, Public Relations, Mass Media, Arts and Language with 1 year experience.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - High level sense of responsibility; - High level sense of integrity; - Excellent interpersonal skills; - Possess innovative skills; - Extensive knowledge and understanding of the Rwanda media sector; - Good knowledge of government media policy and media development strategies; - Extensive knowledge and understanding of the Rwanda governance sector; - Deep knowledge in policies and laws on access to information; - Knowledge in good governance principles and strategies; - Analytical, problem-solving and critical thinking skills; 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Technical understanding of system being analyzed and how it affects the various business units; - Good at handling files and meeting deadlines; - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes; - 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; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Media House and Association Specialists	Media House and Association Specialists	<p>A0 in Mass Communication, Journalism, Public Relations, Mass Media, Arts and Language with 3 years of experience or Master’s degree in Mass Communication, Journalism, Public Relations, Mass Media, Arts and Language.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Media sector; - Good knowledge of government media policy and media development strategies 	2

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda governance sector; - Deep knowledge in policies and laws on access to information - Knowledge in good governance principles and strategies; - Analytical, problem-solving and critical thinking skills. - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling files and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - 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 - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
			S/Total	3

Official Gazette no Special of 18/07/2018

<p>Media Coordination and Monitoring Unit</p>	<p>Director of Unit</p>	<p>Director of Media Coordination and Monitoring Unit</p>	<p>A0 in Communication, Journalism, Public Relations, Mass Media, Arts and Language with 3 years of experience or Master's degree in Communication, Journalism, Public Relations, Mass Media, Arts and Language with 1 year experience.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - High level sense of responsibility; - High level sense of integrity - Excellent interpersonal skills; - Possess innovative skills; - Extensive knowledge and understanding of the Rwanda media sector; - Good knowledge of government media policy and media development strategies; - Extensive knowledge and understanding of the Rwanda governance sector; - Deep knowledge in policies and laws on access to information; - Knowledge in good governance principles and strategies; - Analytical, problem-solving and critical thinking skills; - Technical understanding of system being analyzed and how it affects the various business units; - Good at handling files and meeting deadlines; - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes; 	<p align="center">2</p>
--	-------------------------	---	--	-------------------------

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - 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; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Media Monitoring Specialists	Media Monitoring Specialists	<p>A0 in Mass Communication, Journalism, Public Relations, Mass Media, Arts and Language with 3 years of experience or Master’s degree in Mass Communication, Journalism, Public Relations, Mass Media, Arts and Language</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda media sector; - Good knowledge of government Media policy and Media development strategies; - Deep knowledge and experience in Monitoring and Evaluation field; - Extensive knowledge and understanding of the Rwanda Governance sector; - Deep knowledge in policies and laws on access to information - Knowledge in good governance principles and strategies; 	2

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Analytical, problem-solving and critical thinking skills. - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling files and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - 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 - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Media Advocacy Officer	Media Advocacy Officer	<p>A0 in Mass Communication, Journalism, Public Relations, International Relation, Political Sciences, Public Administration, Education Sciences, Development Studies</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda governance sector; 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Good knowledge of government decentralization policy and strategies; - Deep knowledge in policies and laws on access to information; - Knowledge in good governance principles and strategies; - Analytical, problem-solving and critical thinking skills; - Technical understanding of system being analyzed and how it affects the various business units; - Good at handling files and meeting deadlines; - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes; - 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; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
			S/Total	4
Planning, MandE Unit	Director of Unit	Director of Planning	A0 in Management, Economics, Development Studies, Business Administration option Project	1

Official Gazette no Special of 18/07/2018

			<p>Management, with 3 years of working experience or Master's degree in Management, Economics, Development Studies, Business Administration option Project Management, Planning with 1 year of working experience</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none">- High level sense of responsibility;- High level sense of integrity;- Excellent interpersonal skills;- Possess innovative skills;- Knowledge of results based management, logical framework approach, strategic planning processes and tools;- Knowledge of governance 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 and complex problem solving skills;- Judgment and decision making skills;- Time management skills;- Team working skills;	
--	--	--	---	--

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Planning Officer	Planning Officer	<p>A0 in Management, Economics, Development Studies, Business Administration option Project Management.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - 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 and complex problem solving skills; - Judgment and decision making skills; - Time management skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Monitoring and Evaluation Officer	Monitoring and Evaluation Officer	<p>A0 in Management, Economics, Development Studies, Business Administration option Project Management,</p>	1

Official Gazette no Special of 18/07/2018

			<p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge and understanding of the governance sector; - Excellent leadership skills; - Coordination, planning and 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 and decision making skills; - High Analytical and complex problem solving skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Network and System Administrator	Network and System Administrator	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+; Certifications in CCNA, MCSE, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage.	1

Official Gazette no Special of 18/07/2018

			<p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - 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; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	ICT Officer	ICT Officer	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage.</p>	1

Official Gazette no Special of 18/07/2018

			<p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - 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; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
			S/Total	5
Administration and Finance Unit	Director of Unit	Director of Administration and Finance Unit	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or Bachelor's degree in Accounting, Public Finance, Finance, or Management with specialisation in Finance with at least 3 years working experience.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Knowledge of accounting principles and practices and financial data reporting. - Knowledge of Rwanda public financial law; - Leadership and management skills; - Planning and organisational, budgeting skills; - Communication skills; - Strong IT skills, particularly in financial software (SMART IFMIS); - Time management skills - Interviewing skills; - Judgment and decision making skills; - Complex problem solving; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Accountant	Accountant	<p>A0 in Accounting, Finance, Management with specialization in Finance/Accounting or Professional Qualification recognised by IFAC (ACCA, CPA).</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information and produce reports; - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in financial software; 	2

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - (SMART IFMIS); - Judgment and decision making skills; - High analytical skills - Interpersonal skills; - Time management skills; - Complex problem solving; - Flexibility skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Human Resources	Human Resources Officer	<p>A0 in Management, Public Administration, Administrative Sciences, Human Resources Management.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan public service and labor law; - Knowledge in conflict management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem solving skills; - Computer skills; - Judgment and decision making skills; - Time management skills; - Interview skills; - High analytical skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1

Official Gazette no Special of 18/07/2018

	Logistics	Logistics Officer	<p>A0 in Management, Accounting, Store Management, Economics, Finance, Administrative Sciences, Public Administration.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of management of material resources; - Knowledge of supply chain management; - Organizational skills; - Computer skills; - Communication skills; - Report writing and presentation skills; - Analytical skills; - Interpersonal skills; - Time management skills; - Negotiation skills; - Team working skills - Problem solving skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Customer Care Officer	Customer Care Officer	<p>A0 in Communication, Public Relations, Marketing, Languages.</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; 	1

Official Gazette no Special of 18/07/2018

			<ul style="list-style-type: none"> - Creativity and initiative; - Good organisational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage. 	
	Central Secretariat	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management with 2 years of working experience or A0 in Public Administration, Administrative Assistant, Law, Management, sociology , social work.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of office administration; - Communication skills; - Computer skills; - Interpersonal skills; - Organizational skills; - Stress management skills; - Time management skills; - Bookkeeping skills; - Analytical and problem solving skills; - Decision making skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Secretariat to DAF Unit	Secretariat to DAF Unit	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Assistant, Law, Management, sociology, social work.</p>	1

Official Gazette no Special of 18/07/2018

			<p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of office administration; - Communication skills; - Computer skills; - Interpersonal skills; - Organizational skills; - Stress management skills; - Time management skills; - Bookkeeping skills; - Analytical and problem solving skills; - Decision making skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
			S/Total	8
			Grand/Total	86

Official Gazette no. Special of 18/07/2018

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe N°97/03 ryo ku wa 17/07/2018 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Urwego rw'Igihugu rw'Imiyoborere

Kigali, ku wa 17/07/2018

(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 N°97/03 of 17/07/2018 determining organisational structure, salaries and fringe benefits for staff of Rwanda Governance Board

Kigali, on 17/07/2018

(sé)
Dr. NGIRENTE Edouard
Prime Minister

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

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'arrêté du premier ministre N°97/03 du 17/07/2018 déterminant la structure organisationnelle, salaires et avantages alloués au personnel de l'Office Rwandais de la Gouvernance

Kigali, le 17/07/2018

(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

Official Gazette no. Special of 18/07/2018

**UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N°97/03 RYO
KU WA 17/07/2018 RIGENA
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'URWEGO
RW'IGIHUGU RW'IMIYOBORERE**

**ANNEXE III TO PRIME MINISTER'S
ORDER N°97/03 OF 17/07/2018
DETERMINING ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR STAFF OF RWANDA
GOVERNANCE BOARD**

**ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N°97/03 DU 17/07/2018
DETERMINANT LA STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ALLOUES AU
PERSONNEL DE L'OFFICE RWANDAIS
DE LA GOUVERNANCE**

RWANDA GOVERNANCE BOARD SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (FRW/Month)
Secretary General	441	F	2869	1,617,505
Head of Media Sector Development Department	400	I.IV	2608	1,333,657
Head of Political Parties, and Civil Society Department	400	I.IV	2608	1,333,657
Head of Research Department	400	I.IV	2608	1,333,657
Head of Service Delivery, Good Governance, and JADF Department	400	I.IV	2608	1,333,657
Head of Home Grown Solutions Department	400	I.IV	2608	1,333,657
Monitoring and Evaluation Division Manager	400	2.III	1890	1,085,308
Registration Division Manager	400	2.III	1890	1,085,308
Principal Researcher in Applied Governance Research Pool	400	2.III	1890	1,085,308
Principal Researcher in Global Governance Research and E-Governance Pool	400	2.III	1890	1,085,308
Principal Researcher in Innovation and Governance Research Pool	400	2.III	1890	1,085,308
Good Governance and JADF Division Manager	400	2.III	1890	1,085,308
Advisor to the CEO	400	2.III	1890	1,085,308
Service Delivery Division Manager	400	2.III	1890	1,085,308
Researchers in Applied Governance Research Pool	400	3.III	1575	904,423
Researchers in Innovation and Governance Research Pool	400	3.III	1575	904,423
Researcher in Global Governance Research and E-Governance Pool	400	3.III	1575	904,423
Director of HGS and Knowledge Management Unit	400	3.II	1369	814,962
Director of Media Coordination and Monitoring Unit	400	3.II	1369	814,962
Director of Media House and Association Unit	400	3.II	1369	814,962
Director of HGS Promotion and Documentation Unit	400	3.II	1369	814,962
Director of Planning, Monitoring and Evaluation Unit	400	3.II	1369	786,131
Director of Finance and Administration Unit	400	3.II	1369	786,131
HGS Promotion and Preservation Specialist	400	3.II	1369	786,131
HGS Education Specialist	400	3.II	1369	786,131
Media House and Association Specialist	400	3.II	1369	786,131
Media Monitoring Specialist	400	3.II	1369	786,131
International NGOs Monitoring and Evaluation Specialist	400	3.II	1369	786,131
FBOs and Political Parties Monitoring and Evaluation Specialist	400	3.II	1369	786,131
NGOs Monitoring and Evaluation Specialist	400	3.II	1369	786,131
FBOs and Political Parties Verification and Authentication Specialist	400	3.II	1369	786,131
JADF Coordination Specialist	400	3.II	1369	786,131
Citizen Participation Advocacy Specialist	400	3.II	1369	786,131
Private Sector and Civil Society Service Delivery Monitoring and Evaluation Specialist	400	3.II	1369	786,131
LG and JADF Capacity Building Monitoring Specialist	400	3.II	1369	786,131
Strategic Engagement Specialist	400	3.II	1369	784,008
Human Resources Management Specialist	400	3.II	1369	786,131

POST	I.V	Level	Index	Gross Salary (FRW/Month)
Information and Communication Specialist	400	3.II	1369	786,131
HGS Accreditation Specialist	400	3.II	1369	786,131
Governance Promotion Specialist	400	3.II	1369	786,131
Legal Affairs Officer	400	4.III	1313	746,459
Human Resources Officer	400	4.II	1141	648,675
INGOs / LNGOs Registration Officer	400	5.II	951	540,657
FBOs and Political Parties Registration Officer	400	5.II	951	540,657
Accountant	400	5.II	951	540,657
ICT Officer	400	5.II	951	540,657
Logistics Officer	400	5.II	951	540,657
Administrative Liaison Officer	400	5.II	951	540,657
Monitoring and Evaluation Officer	400	5.II	951	540,657
Network and System Administrator	400	5.II	951	540,657
Planning Officer	400	5.II	951	540,657
Publication Officer	400	5.II	951	540,657
Cost Recovery Officer	400	5.II	951	540,657
HGS Promotion and Preservation Officer	400	5.II	951	540,657
HGS Documentation and Digitalisation Officer	400	5.II	951	540,657
Media Advocacy Officer	400	5.II	951	540,657
NGOs Monitoring and Evaluation Officer	400	5.II	951	540,657
FBOs and Political Parties Monitoring and Evaluation Officer	400	5.II	951	540,657
Data Management Officer	400	5.II	951	540,657
Public Sector Service Delivery Monitoring Officer	400	5.II	951	540,657
Governance Practices Monitor Officer	400	5.II	951	540,657
Private Sector and Civil Society Service Delivery Monitoring and Evaluation Officer	400	5.II	951	540,657
Procurement Officer	400	5.II	951	540,657
Administrative Assistant to the CEO	400	5.II	951	540,657
Administrative Assistant to the Deputy CEO	400	5.II	951	540,657
Administrative Assistant to the Secretary General	400	5.II	951	540,657
Internal Auditor	400	5.II	951	540,657
Customer Care Officer	400	6.II	793	450,832
Head of Central Secretariat	400	7.II	660	375,219
Administrative Assistant to the Head of Department	400	7.II	660	375,219
Secretary to Finance Unit	400	8.II	508	288,805

Official Gazette no. Special of 18/07/2018

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe N°97/03 ryo ku wa 17/07/2018 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'urwego rw'igihugu rw'imiyoborere

Kigali, ku wa 17/07/2018

(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 N°97/03 of 17/07/2018 determining organisational structure, salaries and fringe benefits for staff of Rwanda Governance Board

Kigali, on 17/07/2018

(sé)
Dr. NGIRENTE Edouard
Prime Minister

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

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier ministre N°97/03 du 17/07/2018 déterminant la structure organisationnelle, salaires et avantages alloués au personnel de l'Office Rwandais de la Gouvernance

Kigali, le 17/07/2018

(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

ITEKA RYA MINISITIRI W'INTEBE
N°98/03 RYO KU WA 17/07/2018
RIGENA IMITERERE N'IMIKORERE
BY'INZEGO Z'IMICUNGIRE Y'IBIZA

PRIME MINISTER'S ORDER N°98/03
OF 17/07/2018 DETERMINING
ORGANISATION AND
FUNCTIONING OF DISASTER
MANAGEMENT ORGANS

ARRETE DU PREMIER MINISTRE
N°98/03 DU 17/07/2018 PORTANT
ORGANISATION ET
FONCTIONNEMENT DES ORGANES
DE GESTION DES CATASTROPHES

ISHAKIRO

TABLE OF CONTENTS

TABLE DES MATIERES

UMUTWE WA MBERE: INGINGO
RUSANGE

CHAPTER ONE: GENERAL
PROVISIONS

CHAPITRE PREMIER:
DISPOSITIONS GENERALES

Ingingo ya mbere: icyo iri teka rigamije

Article One: Purpose of this Order

Article Premier: Objet du présent arrêté

Ingingo ya 2: Ibisobanuro by'amagambo

Article 2: Definitions

Article 2: Définitions

UMUTWE WA II: IMITERERE
N'IMIKORERE BY'INZEGO
Z'IMICUNGIRE Y'IBIZA

CHAPTER II: ORGANISATION AND
FUNCTIONING OF DISASTER
MANAGEMENT ORGANS

CHAPITRE II: ORGANISATION ET
FONCTIONNEMENT DES ORGANES
DE GESTION DES CATASTROPHES

Ingingo ya 3: Inzego z'imicungire y'ibiza

Article 3: Disaster management organs

Article 3: Organes de gestion des
catastrophes

Icyiciro cya mbere: Komite y'Imicungire
y'Ibiza ku rwego rw'Igihugu
(NADIMAC)

Section One: National Disaster
Management Committee (NADIMAC)

Section première: Comité National de
Gestion des Catastrophes (NADIMAC)

Ingingo ya 4: Abagize NADIMAC

Article 4: Members of NADIMAC

Article 4: Membres de NADIMAC

Ingingo ya 5: Ubunyamabanga bwa
NADIMAC

Article 5: Secretariat of NADIMAC

Article 5: Secrétariat de NADIMAC

<u>Ingingo ya 6:</u> Itumizwa n'iterana ry'inama za NADIMAC	<u>Article 6:</u> Convening and holding of meetings of NADIMAC	<u>Article 6:</u> Convocation et tenue des réunions de NADIMAC
<u>Ingingo ya 7:</u> Itumira mu nama za NADIMAC umuntu ushobora kuyungura inama	<u>Article 7:</u> Invitation of a resource person in the meetings of NADIMAC	<u>Article 7:</u> Invitation d'une personne ressource aux réunions de NADIMAC
<u>Ingingo ya 8:</u> Ifatwa n'ishyirwa mu bikorwa ry'ibyemezo bya NADIMAC	<u>Article 8:</u> Taking and implementation of the decisions of NADIMAC	<u>Article 8:</u> Adoption et exécution des décisions de NADIMAC
<u>Ingingo ya 9:</u> Inyandikomvugo z'inama za NADIMAC n'umwanditsi wazo	<u>Article 9:</u> Minutes of meetings of NADIMAC and its rapporteur	<u>Article 9:</u> Procès-verbaux des réunions de NADIMAC et son rapporteur
<u>Icyiciro cya 2:</u> Komite Tekiniki y'Imicungire y'Ibiza ku rwego rw'Igihugu (NADIMATEC)	<u>Section 2:</u> National Disaster Management Technical Committee (NADIMATEC)	<u>Section 2:</u> Comité National Technique de Gestion des Catastrophes (NADIMATEC)
<u>Ingingo ya 10:</u> Abagize NADIMATEC	<u>Article 10:</u> Members of NADIMATEC	<u>Article 10:</u> Membres de NADIMATEC
<u>Ingingo ya 11:</u> Itumizwa n'iterana ry'inama za NADIMATEC	<u>Article 11:</u> Convening and holding of meetings of NADIMATEC	<u>Article 11:</u> Convocation et tenue des réunions de NADIMATEC
<u>Ingingo ya 12:</u> Itumira mu nama za NADIMATEC umuntu ushobora kuyungura inama	<u>Article 12:</u> Invitation of a resource person in the meetings of NADIMATEC	<u>Article 12:</u> Invitation d'une personne ressource aux réunions de NADIMATEC
<u>Ingingo ya 13:</u> Uburyo bwo gushyira mu bikorwa inshingano z'abagize NADIMATEC	<u>Article 13:</u> Modalities of execution of duties by members of NADIMATEC	<u>Article 13:</u> Modalités d'exécution des attributions des membres de NADIMATEC

Icyiciro cya 3: Komite y’Imicungire y’Ibiza ku rwego rw’Akarere (DIDIMAC)

Section 3: District Disaster Management Committee (DIDIMAC)

Section 3: Comité de District de Gestion des Catastrophes (DIDIMAC)

Ingingo ya 14: Abagize DIDIMAC

Article 14: Members of DIDIMAC

Article 14: Membres de DIDIMAC

Ingingo ya 15: Itumizwa n’iterana ry’inama za DIDIMAC

Article 15: Convening and holding of meetings of DIDIMAC

Article 15: Convocation et tenue des réunions de DIDIMAC

Ingingo ya 16: Itumira mu nama za DIDIMAC umuntu ushobora kuyungura inama

Article 16: Invitation of a resource person in the meetings of DIDIMAC

Article 16: Invitation d’une personne ressource aux réunions de DIDIMAC

Ingingo ya 17: Uburyo bwo gushyira mu bikorwa inshingano z’abagize DIDIMAC

Article 17: Modalities of execution of duties by members of DIDIMAC

Article 17: Modalités d’exécution des attributions des membres de DIDIMAC

Icyiciro cya 4: Komite y’Imicungire y’Ibiza ku rwego rw’Umurenge (SEDIMAC)

Section 4: Sector Disaster Management Committee (SEDIMAC)

Section 4: Comité de Secteur de Gestion des Catastrophes (SEDIMAC)

Ingingo ya 18: Abagize SEDIMAC

Article 18: Members of SEDIMAC

Article 18: Membres de SEDIMAC

Ingingo ya 19: Itumizwa n’iterana ry’inama za SEDIMAC

Article 19: Convening and holding of meetings of SEDIMAC

Article 19: Convocation et tenue des réunions de SEDIMAC

Ingingo ya 20: Itumira mu nama za SEDIMAC umuntu ushobora kuyungura inama

Article 20: Invitation of a resource person in the meetings of SEDIMAC

Article 20: Invitation d’une personne ressource aux réunions de SEDIMAC

Ingingo ya 21: Uburyo bwo gushyira mu bikorwa inshingano z’abagize SEDIMAC

Article 21: Modalities of execution of duties by members of SEDIMAC

Article 21: Modalités d’exécution des attributions des membres de SEDIMAC

Icyiciro cya 5: Ihuriro Ngishwanama ku Micungire y’Ibiza ku rwego rw’Igihugu (NPDM)

Section 5: National Platform for Disaster Management (NPDM)

Section 5: Plateforme National de Gestion des Catastrophes (NPDM)

Ingingo ya 22: Abagize NPDM

Article 22: Members of NPDM

Article 22: Membres de NPDM

Ingingo ya 23: Itumizwa n’iterana ry’inama za NPDM

Article 23: Convening and holding of meetings of NPDM

Article 23: Convocation et tenue des réunions de NPDM

Ingingo ya 24: Uburyo bwo gushyira mu bikorwa inshingano z’abagize NPDM

Article 24: Modalities of execution of duties by members of NPDM

Article 24: Modalités d’exécution des attributions des membres de NPDM

UMUTWE WA III: INGINGO ZISOZA

CHAPTER III: FINAL PROVISIONS

CHAPITRE III: DISPOSITIONS FINALES

Ingingo ya 25: Abashinzwe gushyira mu bikorwa iri teka

Article 25: Authorities responsible for the implementation of this Order

Article 25: Autorités chargées de l’exécution du présent arrêté

Ingingo ya 26: Ivanwaho ry’ingingo zinyuranyije n’iri teka

Article 26: Repealing provision

Article 26: Disposition abrogatoire

Ingingo ya 27: Igihe iteka ritangira gukurikizwa

Article 27: Commencement

Article 27: Entrée en vigueur

ITEKA RYA MINISITIRI W'INTEBE N°98/03 RYO KU WA 17/07/2018 RIGENA IMITERERE N'IMIKORERE BY'INZEGO Z'IMICUNGIRE Y'IBIZA

PRIME MINISTER'S ORDER N°98/03 OF 17/07/2018 DETERMINING ORGANISATION AND FUNCTIONING OF DISASTER MANAGEMENT ORGANS

ARRETE DU PREMIER MINISTRE N°98/03 DU 17/07/2018 PORTANT ORGANISATION ET FONCTIONNEMENT DES ORGANES DE GESTION DES CATASTROPHES

Minisitiri w'Intebe;

The Prime Minister;

Le Premier Ministre;

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

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

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

Ashingiye ku Itegeko n° 41/2015 ryo ku wa 29/08/2015 rigena imicungire y'ibiza, cyane cyane mu ngingo yaryo ya 7;

Pursuant to Law n° 41/2015 of 29/08/2015 relating to disaster management, especially in Article 7;

Vu la Loi n° 41/2015 du 29/08/2015 relative à la gestion des catastrophes, spécialement en son article 7;

Bisabwe na Minisitiri w'Imicungire y'Ibiza n'Impunzi;

On proposal by the Minister of Disaster Management and Refugee Affairs;

Sur proposition du Ministre de la Gestion des Catastrophes et des Réfugiés;

Inama y'Abaminisitiri, yateranye ku wa 11/04/2018, imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 11/04/2018;

Après examen et adoption par le Conseil des Ministres, en sa séance du 11/04/2018;

ATEGETSE:

HEREBY ORDERS:

ARRETE:

**UMUTWE WA MBERE: INGINGO
RUSANGE**

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena imiterere n'imikorere by'inzego z'imicungire y'ibiza.

Ingingo ya 2: Ibisobanuro by'amagambo

Muri iri teka, amagambo akurikira afite ibisobanuro bikurikira:

- 1° **Minisitiri:** Minisitiri ufite imicungire y'ibiza mu nshingano ze;
- 2° **Minisiteri:** Minisiteri ifite imicungire y'ibiza mu nshingano zayo.

**UMUTWE WA II: IMITERERE
N'IMIKORERE BY'INZEGO
Z'IMICUNGIRE Y'IBIZA**

Ingingo ya 3: Inzego z'imicungire y'ibiza

Inzego z'imicungire y'ibizi ni izi zikurikira:

**CHAPTER ONE: GENERAL
PROVISIONS**

Article One: Purpose of this Order

This Order determines the organisation and functioning of the disaster management organs.

Article 2: Definitions

In this Order, the following terms have the following meanings:

- 1° **Minister:** Minister in charge of disaster management;
- 2° **Ministry:** Ministry in charge of disaster management.

**CHAPTER II: ORGANISATION AND
FUNCTIONING OF DISASTER
MANAGEMENT ORGANS**

Article 3: Disaster management organs

Disaster management organs are the following:

**CHAPITRE PREMIER:
DISPOSITIONS GENERALES**

Article Premier: Objet du présent arrêté

Le présent arrêté détermine l'organisation et le fonctionnement des organes de gestion des catastrophes.

Article 2: Définitions

Dans le présent arrêté, les termes ci-après ont les significations suivantes:

- 1° **Ministre:** Ministre ayant la gestion des catastrophes dans ses attributions;
- 2° **Ministère:** Ministère ayant la gestion des catastrophes dans ses attributions.

**CHAPITRE II: ORGANISATION ET
FONCTIONNEMENT DES ORGANS
DE GESTION DES CATASTROPHES**

**Article 3: Organes de gestion des
catastrophes**

Les organes de gestion des catastrophes sont les suivants:

Official Gazette no. Special of 18/07/2018

1° Komite y'Imicunigre y'Ibiza ku rwego rw'Igihugu (NADIMAC);	1° National Disaster Management Committee (NADIMAC);	1° Comité National de Gestion des Catastrophes (NADIMAC);
2° Komite Tekiniki y'Imicungire y'Ibiza ku rwego rw'Igihugu (NADIMATEC);	2° National Disaster Management Technical Committee (NADIMATEC);	2° Comité National Technique de Gestion des Catastrophes (NADIMATEC);
3° Komite y'Imicungire y'Ibiza ku rwego rw'Akarere (DIDIMAC);	3° District Disaster Management Committee (DIDIMAC);	3° Comité de District de Gestion des Catastrophes (DIDIMAC);
4° Komite y'Imicungire y'Ibiza ku rwego rw'Umurenge (SEDIMAC);	4° Sector Disaster Management Committee (SEDIMAC);	4° Comité de Secteur de Gestion des Catastrophes (SEDIMAC);
5° Ihuriro Ngishwanama ku Micungire y'Ibiza ku rwego rw'Igihugu (NPDM).	5° National Platform for Disaster Management (NPDM).	5° Plateforme National de Gestion des Catastrophes (NPDM).

Icyiciro cya mbere: Komite y'Imicungire y'Ibiza ku rwego rw'Igihugu (NADIMAC)

Section One: National Disaster Management Committee (NADIMAC)

Section première: Comité National de Gestion des Catastrophes (NADIMAC)

Ingingo ya 4: Abagize NADIMAC

Article 4: Members of NADIMAC

Article 4: Membres de NADIMAC

NADIMAC igizwe n'aba bakurikira:

NADIMAC is composed of the following members:

NADIMAC est composé des membres suivants:

1° Minisitiri ufite imicungire y'ibiza mu nshingano ze, Perezida;	1° the Minister in charge of disaster management, Chairperson;	1° le Ministre ayant la gestion des catastrophes dans ses attributions, Président;
2° Minisitiri ufite Ingabo mu nshingano ze, Visi-Perezida;	2° the Minister in charge of Defence, Vice-Chairperson;	2° le Ministre ayant la défense dans ses attributions, Vice-Président;

Official Gazette no. Special of 18/07/2018

3°	Minisitiri ufite Polisi y'u Rwanda mu nshingano ze;	3°	the Minister in charge of Rwanda National Police;	3°	le Ministre ayant la Police Nationale du Rwanda dans ses attributions;
4°	Minisitiri ufite ubutegetsiki bw'Igihugu mu nshingano ze;	4°	the Minister in charge of local government;	4°	le Ministre ayant l'administration locale dans ses attributions;
5°	Minisitiri ufite ubuzima mu nshingano ze;	5°	the Minister in charge of health;	5°	le Ministre ayant la santé dans ses attributions;
6°	Minisitiri ufite ibikorwa remezo mu nshingano ze;	6°	the Minister in charge of infrastructure;	6°	le Ministre ayant les infrastructures dans ses attributions;
7°	Minisitiri ufite imari n'igenamigambi mu nshingano ze;	7°	the Minister in charge of Finance and Economic Planning;	7°	le Ministre ayant les finances et la planification économique dans ses attributions;
8°	Minisitiri ufite ubuhinzi n'ubworozi mu nshingano ze;	8°	the Minister in charge of agriculture and animal resources;	8°	le Ministre ayant l'agriculture et les ressources animales dans ses attributions;
9°	Minisitiri ufite ububanyi n'amahanga n'ubutwererane mu nshingano ze;	9°	Minister in charge of foreign affairs and cooperation ;	9°	Ministre ayant les affaires étrangères et la coopération dans ses attributions ;
10°	Minisitiri ufite ubutaka mu nshingano ze;	10°	the Minister in charge of lands;	10°	le Ministre ayant les terres dans ses attributions;
11°	Minisitiri ufite ibidukikije mu nshingano ze;	11°	Minister in charge of environment;	11°	le Ministre ayant l'environnement dans ses attributions ;
12°	Umugaba Mukuru w'Ingabo z'u Rwanda;	12°	the Chief of Defence Staff;	12°	le Chef d'Etat-Major Général;

13° Ensipegiteri Jenerali wa Polisi y'u Rwanda.

Ingingo ya 5: Ubunyamabanga bwa NADIMAC

Ubunyamabanga bwa NADIMAC no gukurikirana ishyirwa mu bikorwa ry'ibyemezo byayo bishinzwe Ishami ry'Igenamigambi ry'Ubutabazi no Gusubiza mu buryo byangijwe n'Ibiza muri Minisiteri.

Ingingo ya 6: Itumizwa n'iterana ry'inama za NADIMAC

Inama ya NADIMAC iterana kabiri (2) mu mwaka n'igihe cyose bibaye ngombwa, itumijwe na Perezida cyangwa Visi-Perezida igihe Perezida adahari.

Ubutumire bw'inama ya NADIMAC bukorwa mu nyandiko ishyikirizwa abagize NADIMAC hasigaye nibura amasaha mirongo irindwi n'abiri (72) ngo inama iterane. icyakora, mu gihe byihutirwa, inama itumizwa mu gihe kiri muni y'amasaha mirongo irindwi n'abiri (72).

Iyo ugize NADIMAC atitabiriye inama yohera umukozi umuhagararira uri mu rwego rw'ubuyobozi.

13° the Inspector General of Rwanda National Police.

Article 5: Secretariat of NADIMAC

The Secretariat of NADIMAC and the follow-up of the implementation of its decisions are entrusted to the Planning Response and Recovery Unit in the Ministry.

Article 6: Convening and holding of meetings of NADIMAC

The meeting of NADIMAC is held twice (2) a year and at any time it is considered necessary, upon invitation by its Chairperson or Vice Chairperson when the Chairperson is absent.

The invitation of NADIMAC meeting is submitted in writing to the members of NADIMAC at least seventy two (72) hours before the meeting is held. However, in case of emergency, the meeting may be convened in less than seventy two (72) hours.

A member of NADIMAC who is absent to the meeting, nominates a staff on managerial position to represent him or her.

13° l'Inspecteur Général de la Police Nationale du Rwanda.

Article 5: Secrétariat de NADIMAC

Le Secrétariat de NADIMAC et le suivi de l'exécution de ses décisions sont assurés par l'Unité de Planification de l'Intervention et du Redressement au sein du Ministère.

Article 6: Convocation et tenue des réunions de NADIMAC

La réunion de NADIMAC se tient deux (2) fois par an et chaque fois qu'il est jugé nécessaire sur invitation du Président ou Vice-Président si le Président est absent.

L'invitation de la réunion de NADIMAC est adressée par écrit aux membres de NADIMAC au moins soixante-douze (72) heures avant la tenue de la réunion. Toutefois, en cas d'urgence, la réunion peut être convoquée en moins de soixante-douze (72) heures.

Un membre de NADIMAC absent à la réunion envoie un cadre au poste de direction pour le représenter.

Ingingo ya 7: Itumira mu nama za NADIMAC umuntu ushobora kuyungura inama

NADIMAC ishobora gutumira mu nama yayo undi muntu cyangwa urundi rwego bitewe n'ibiri ku murongo w'ibygwa, ariko ntiyemerewe gutora.

Ingingo ya 8: Ifatwa n'ishyirwa mu bikorwa ry'ibyemezo bya NADIMAC

Ibyemezo bya NADIMAC bifatwa ku bwumvikane busesuye.

Ibyemezo bya NADIMAC bigaragaza urwego rugomba kubishyira mu bikorwa n'igihe bigomba gushyirwa mu bikorwa.

Iyo urwego rutashyize mu bikorwa icyemezo cya NADIMAC, ruha NADIMAC ibisobanuro mu nyandiko mu gihe kitarenze iminsi cumi n'itanu (15), uherye ku munsu wa nyuma w'igihe ibyemezo byagombaga gushyirwa mu bikorwa.

Inama ikurikira ya NADIMAC ifata icyemezo ku ishingiro ry'ibisobanuro byatanze n'umurongo ugomba gufatwa.

Article 7: Invitation of a resource person in the meetings of NADIMAC

Depending on the items on the agenda, NADIMAC may invite in its meeting any other person or any other institution but without the right to vote.

Article 8: Taking and implementation of the decisions of NADIMAC

Decisions of NADIMAC are taken by consensus.

Decisions of NADIMAC indicate the institution to implement them and the deadline for their implementation.

In case the institution fails to implement a decision of NADIMAC, it gives explanation to NADIMAC in writing within fifteen (15) days from the date of expiration of the deadline by which the decision was supposed to be implemented.

The next meeting of NADIMAC decides on the relevance of explanation given and its orientation.

Article 7: Invitation d'une personne ressource aux réunions de NADIMAC

Compte tenu des points inscrits à l'ordre du jour, NADIMAC peut inviter à sa réunion toute autre personne ou tout autre organe mais sans voix délibérative.

Article 8: Adoption et exécution des décisions de NADIMAC

Les décisions de NADIMAC sont prises par consensus.

Les décisions de NADIMAC indiquent l'organe qui doit les mettre en œuvre et le délai d'exécution.

Lorsque l'organe ne parvient pas à exécuter la décision de NADIMAC, il donne une justification écrite à NADIMAC endéans quinze (15) jours à compter de la date limite à laquelle la décision était censée être mise en œuvre.

La prochaine réunion de NADIMAC décide de la pertinence de la justification donnée et son orientation.

Ingingo ya 9: Inyandikomvugo z'inama za NADIMAC n'umwanditsi wazo

Inyandikomvugo z'inama za NADIMAC zikorwa n'Uyobora Ishami rishinzwe igenamigambi ry'Ubutabazi no Gusubiza mu buryo byangijwe n'Ibiza muri Minisiteri, kandi zigashyirwaho umukono n'abitabiriye inama bose.

Icyiciro cya 2: Komite tekini y'imicungire y'ibiza ku rwego rw'Igihugu (NADIMATEC)

Ingingo ya 10: Abagize NADIMATEC

NADIMATEC igizwe n'aba bakurikira:

- 1° Umuyobozi w'Ishami rishinzwe Gukumira Ibiza no Kubyitegura muri Minisiteri, Perezida;
- 2° Umujyanama Mukuru w'Ishami rishinzwe Guhuza Ibikorwa bya Gisirikare n'ibya Gisiviri mu Ngabo z'u Rwanda, Visi-Perezida;
- 3° Umuyobozi w'Ishami rishinzwe Gukurikirana no Gukumira Indwara

Article 9: Minutes of meetings of NADIMAC and its rapporteur

The minutes of meetings of NADIMAC are taken by the Director of the Unit in charge of the Planning Response and Recovery in the Ministry, and signed by all members attending the meeting.

Section 2: National Disaster Management Technical Committee (NADIMATEC)

Article 10: Members of NADIMATEC

NADIMATEC is composed of the following members:

- 1° the Director in charge of Risk Reduction and Preparedness Unit in the Ministry, Chairperson;
- 2° the Staff in charge of Civil-Military Cooperation in the Rwanda Defence Force, Vice-Chairperson;
- 3° the Director in charge of Outbreak Preparedness and Response Unit in Rwanda Biomedical Center;

Article 9: Procès-verbaux des réunions de NADIMAC et son rapporteur

Les procès-verbaux des réunions de NADIMAC sont rédigés par le responsable de l'Unité chargée de la Planification de l'Intervention et du Redressement au sein du Ministère et sont signés par tous les membres présents à la réunion.

Section 2: Comité National Technique de gestion des catastrophes (NADIMATEC)

Article 10: Membres de NADIMATEC

NADIMATEC est composé des membres suivants:

- 1° le Directeur chargé de la Réduction des Risques de Catastrophes et de Préparation au sein du Ministère, Président;
- 2° le Chef du Bureau Directeur chargé de la Coopération Civo-militaire au sein des Forces Rwandaises de Défense, Vice-Président;
- 3° le Directeur chargé de la Prévention et de la Lutte contre des Epidémies

Official Gazette no. Special of 18/07/2018

- | | | | | |
|----|---|----|---|--|
| | z'Ibyorezo mu Kigo gishinzwe Ubuzima mu Rwanda; | | | au sein du Centre Biomédical du Rwanda; |
| 4° | Umuyobozi w'Ishami rishinzwe Kugenzura Inyubako mu Kigo cy'u Rwanda gishinzwe Guteza Imbere Imiturire; | 4° | the Director in charge of Housing Inspection and Audit in Rwanda Housing Authority; | 4° le Directeur chargé de l'Inspection et de l'Audit des Bâtiments au sein de l'Office Rwandais pour la Promotion de l'Habitat; |
| 5° | Umuyobozi Mukuru ushinzwe Ubuhinzi muri Minisiteri y'Ubuhinzi n'Ubworozi; | 5° | the Director General in charge of Agriculture in the Ministry of Agriculture and Animal Resources; | 5° le Directeur Général chargé de l'Agriculture au sein du Ministère de l'Agriculture et des Ressources Animales; |
| 6° | Umuyobozi Mukuru ushinzwe Iterambere ry'Ubworozi muri Minisiteri y'Ubuhinzi n'Ubworozi; | 6° | the Director General in charge of Animal Resources Development in the Ministry of Agriculture and Animal Resources; | 6° le Directeur Général chargé du développement de l'Élevage au sein du Ministère de l'Agriculture et des Ressources Animales; |
| 7° | Umuyobozi Mukuru ushinzwe Uburayi, Amerika n'Imiryango Mpuzamahanga muri Minisiteri y'Ububanyi n'Amahanga Ubutwererane n'Umuryango w'Afurika y'Iburasirazuba; | 7° | the Director General in charge Europe, America, and International Organizations in the Ministry of Foreign Affairs, Cooperation and East African Community; | 7° le Directeur Général chargé de l'Europe, l'Amérique et des Organisations Internationales au sein du Ministère des Affaires Étrangères, de la Coopération et de la Communauté de l'Afrique de l'Est; |
| 8° | Umuyobozi w'ishami rifite ubutaka mu nshingano zaryo muri Minisiteri y'Ubutaka n'Amashyamba; | 8° | the Director in charge of lands in the Ministry of Land and Forestry; | 8° le Directeur chargé des terres au sein du Ministère des Terres et des Forêts; |

Official Gazette no. Special of 18/07/2018

- | | | |
|---|--|--|
| 9° Umuyobozi ufite imicungire y'amazi mu nshingano ze muri Minisiteri y'Ibidukikije; | 9° the Director in charge of water resources management in the Ministry of Environment; | 9° le Directeur chargé de la gestion en eau au sein du Ministère de l'Environnement; |
| 10° Umuyobozi w'Ishami rishinzwe Kurwanya Inkongi z'Umuriro muri Polisi y'u Rwanda; | 10° the Commanding Officer in charge of Fire and Rescue Brigade in the Rwanda National Police; | 10° le Commandant chargé de la Lutte contre les Incendies au sein de la Police Nationale du Rwanda; |
| 11° Umuyobozi ufite imihindagurikire y'ikirere mu nshingano ze mu Kigo cy'Igihugu cyo Kubungabunga Ibidukikije; | 11° the Director in charge of climate change in Rwanda Environmental Management Authority; | 11° le Directeur chargé du changement climatique au sein de l'Office Rwandais de Protection de l'Environnement; |
| 12° Umuyobozi ufite iteganyagihe mu nshingano ze mu Kigo cy'Igihugu gishinzwe Ubumenyi bw'Ikirere; | 12° the Director in charge of weather forecast in Rwanda Meteorological Agency; | 12° le Directeur chargé de la prévision météorologique au sein de l'Agence Rwandaise de la Météorologie; |
| 13° Umuyobozi ufite amazi n'isukura mu nshingano ze muri Sosiyeti ishinzwe Amazi n'Isukura; | 13° the Director in charge of water and sanitation development services in Water and Sanitation Corporation; | 13° le Directeur chargé de l'eau et des services sanitaires au sein de la Société de l'Eau et de l'Assainissement; |
| 14° Umuyobozi ushinzwe Umuriro w'Amashanyarazi muri Sosiyeti y'u Rwanda ishinzwe Ingufu; | 14° the Director in charge of Electricity service in Rwanda Energy Group; | 14° le Directeur chargé du Service d'Electricité au sein du Groupe Energie du Rwanda; |
| 15° Umuyobozi ushinzwe Isana ry'Imihanda mu Kigo cy'Igihugu gishinzwe Iterambere rya Transiporo; | 15° the Director in charge of Roads Maintenance in Rwanda Transport Development Agency; | 15° le Directeur chargé de la Maintenance des Routes au sein de l'Office Rwandais pour la Promotion du Développement du Transport; |

Official Gazette no. Special of 18/07/2018

16° Umuyobozi ushinzwe ry'Igenamigambi ry'Ubutabazi no Gusubiza mu buryo Ibyangijwe n'Ibiza muri Minisiteri, Umwanditsi.

16° the Director in charge of charge of Planning Response and Recovery in the Ministry, Secretary.

16° le Directeur chargé de la Planification de l'Intervention et du Redressement au sein du Ministère, Secrétaire.

Ingingo ya 11: Itumizwa n'iterana ry'inama za NADIMATEC

Inama ya NADIMATEC iterana kabiri (2) mu mwaka n'igihe cyose bibaye ngombwa itumijwe na Perezida wayo cyangwa Visi Perezida igihe Perezida adahari.

Ubutumire mu nama ya NADIMATEC bukorwa mu nyandiko ishyikirizwa abagize NADIMATEC, hasigaye nibura iminsi irindwi (7) mbere y'uko inama iterana.

Iyo ugize NADIMATEC atitabiriye inama yohereza umuhagararira.

Ingingo ya 12: Itumira mu nama za NADIMATEC umuntu ushobora kuyungura inama

NADIMATEC ishobora gutumira mu nama yayo undi muntu cyangwa urundi rwego bitewe n'ibiri ku murongo w'ibyigwa, ariko ntatora.

Article 11: Convening and holding of meetings of NADIMATEC

The meeting of NADIMATEC is held twice (2) a year and at any time it is considered necessary upon invitation by its Chairperson or the Vice-Chairperson in case of absence of the Chairperson.

The invitation of the meeting of NADIMATEC is submitted in writing to the members of NADIMATEC at least seven (7) days before the meeting is held.

When a member of NADIMATEC does not participate in the meeting, he or she nominates a representative.

Article 12: Invitation of a resource person in the meetings of NADIMATEC

Depending on the agenda, NADIMATEC may invite in its meeting any other person or institution, but without the right to vote.

Article 11: Convocation et tenue des réunions de NADIMATEC

La réunion de NADIMATEC se tient deux (2) fois par an et chaque fois qu'il est jugé nécessaire sur invitation de son Président ou Vice-Président en cas d'absence du Président.

L'invitation à la réunion de NADIMATEC est adressée par écrit aux membres de NADIMATEC au moins sept (7) jours avant la tenue de la réunion.

Lorsqu'un membre de NADIMATEC ne participe pas à la réunion, il désigne un représentant.

Article 12: Invitation d'une personne ressource aux réunions de NADIMATEC

Compte tenu des points inscrits à l'ordre du jour, NADIMATEC peut inviter à sa réunion toute autre personne ou tout autre organe, mais sans voix délibérative.

Official Gazette no. Special of 18/07/2018

Ingingo ya 13: Uburyo bwo gushyira mu bikorwa inshingano z’abagize NADIMATEC

Minisiteri ifasha abagize NADIMATEC gushyira mu bikorwa inshingano zabo.

NADIMATEC itegura gahunda y’ibikorwa byayo by’umwaka igashyikirizwa NADIMAC kugira ngo iyemeze.

Gahunda y’ibikorwa by’umwaka bya NADIMATEC yemejwe ishyirwa muri gahunda y’ibikorwa bya Minisiteri ikanabiteganyiriza ingengo y’imari.

NADIMATEC iha Minisiteri raporo y’ibikorwa byayo buri mezi atandatu (6), ikagera kopi abagize NADIMAC.

Icyiciro cya 3: Komite y’Imicungire y’Ibiza ku rwego rw’Akarere (DIDIMAC)

Ingingo ya 14: Abagize DIDIMAC

DIDIMAC igizwe n’aba bakurikira:

1° Umuyobozi w’Akarere, Perezida;

Article 13: Modalities of execution of duties by members of NADIMATEC

The Ministry facilitates NADIMATEC members to execute their duties.

NADIMATEC prepares its annual action plan to be submitted to NADIMAC for approval.

The approved annual action plan of NADIMATEC is included in the Ministry’s action plan with a corresponding budget.

NADIMATEC submits its activity report to the Ministry, with a copy to NADIMAC members every six (6) months.

Section 3: District Disaster Management Committee (DIDIMAC)

Article 14: Members of DIDIMAC

DIDIMAC is composed of the following members:

1° the Mayor of the District, Chairperson;

Article 13: Modalités d’exécution des attributions des membres de NADIMATEC

Le Ministère facilite l’exécution des attributions des membres de NADIMATEC.

NADIMATEC prépare son plan d’action annuel à soumettre au NADIMAC pour approbation.

Le plan d’action annuel de NADIMATEC approuvé est incorporé dans le plan d’action du Ministère avec un budget correspondant.

NADIMATEC soumet son rapport d’activités au Ministère tous les six (6) mois et donne une copie aux membres de NADIMAC.

Section 3: Comité de District de Gestion des Catastrophes (DIDIMAC)

Article 14: Membres de DIDIMAC

DIDIMAC est composé des membres suivants:

1° le Maire du District, Président;

Official Gazette no. Special of 18/07/2018

2°	Umuyobozi Mukuru w'Ingabo mu Karere, Visi-Perezida;	2°	the Senior Military Commandant deployed in the District, Vice-Chairperson;	2°	le Commandant de l'Armée au District, Vice-Président;
3°	Umuyobozi wa Polisi mu Karere;	3°	the District Police Commandant;	3°	le Commandant de la Police au District;
4°	Uhagarariye Inkeragutabara mu Karere;	4°	a representative of Reserve Forces in the District;	4°	un représentant des Réservistes au sein du District;
5°	Uhagarariye Umuryango Utabara Imbabare mu Rwanda ku rwego rw'Akarere;	5°	a representative of Rwanda Red Cross at the District level;	5°	un représentant de la Croix Rouge Rwandaise au niveau du District;
6°	Umuyobozi w'Ibitaro by'Akarere;	6°	the Director of the District Hospital;	6°	le Directeur de l'Hôpital du District;
7°	Umunyamabanga Nshingwabikorwa w'Akarere;	7°	the Executive Secretary of the District;	7°	le Secrétaire Exécutif du District;
8°	Umuyobozi w'Akarere Wungirije ushinzwe Imibereho Myiza y'Abaturage;	8°	The Vice Mayor in charge of Social Affairs in the District;	8°	le Vice Maire chargé des Affaires Sociales au District;
9°	Umuhuzabikorwa w'Urwego rwunganira Ubuyobozi bw'Akarere mu gucunga Umutekano (DASSO) ku rwego rw'Akarere;	9°	the Coordinator of District Administration Security Support Organ (DASSO) at the District Level;	9°	le Coordinateur de l'Organe d'Appui à l'Administration du District pour le Maintien de la Sécurité (DASSO);
10°	Umuyobozi w'Ishami rishinzwe Ibikorwa Remezo mu Karere;	10°	the Director in charge of Infrastructure in the District;	10°	le Directeur chargé des Infrastructures au District;
11°	Umuyobozi w'Ishami rishinzwe Iterambere mu Karere;	11°	the Director in charge of Development in the District;	11°	le Directeur chargé du Développement au District;

Official Gazette no. Special of 18/07/2018

12° Umukozi w'Akarere ufite imicungire y'ibiza mu nshingano ze, Umwanditsi.

12° the District officer in charge of disaster management, Secretary.

12° l'agent du District ayant la gestion des catastrophes dans ses attributions, Secrétaire.

Ingingo ya 15: Itumizwa n'iterana ry'inama za DIDIMAC

Inama ya DIDIMAC iterana rimwe (1) mu gihembwe n'igihe cyose bibaye ngombwa, itumijwe na Perezida cyangwa Visi-Perezida igihe Perezida adahari.

Ubutumire mu nama ya DIDIMAC bukorwa mu nyandiko ishyikirizwa abagize DIDIMAC, hasigaye nibura iminsi irindwi (7) ngo inama iterane.

Ingingo ya 16: Itumira mu nama za DIDIMAC umuntu ushobora kuyungura inama

DIDIMAC ishobora gutumira mu nama yayo undi muntu ikeneye bitewe n'ibiri ku murongo w'ibyigwa, ariko ntiyemerewe gutora.

Ingingo ya 17: Uburyo bwo gushyira mu bikorwa inshingano z'abagize DIDIMAC

Akarere gafasha abagize DIDIMAC gushyira mu bikorwa inshingano zabo.

Article 15: Convening and holding of meetings of DIDIMAC

The meeting of DIDIMAC is held once (1) a quarter and at any time it is considered necessary, upon invitation by its Chairperson or the Vice-Chairperson in case of absence of the Chairperson.

The invitation for the meeting of DIDIMAC is submitted in writing to the members of DIDIMAC, at least seven (7) days before the meeting is held.

Article 16: Invitation of a resource person in the meetings of DIDIMAC

Depending on the agenda, DIDIMAC may invite in its meeting any other person, but without the right to vote.

Article 17: Modalities of execution of duties by members of DIDIMAC

The District facilitates DIDIMAC members to execute their duties.

Article 15: Convocation et tenue des réunions de DIDIMAC

La réunion de DIDIMAC se tient une (1) fois par trimestre et à tout moment jugé nécessaire, sur invitation de son Président ou du Vice-Président en cas d'absence du Président.

L'invitation à la réunion de DIDIMAC est adressée par écrit aux membres de DIDIMAC, au moins sept (7) jours avant la tenue de la réunion.

Article 16: Invitation d'une personne ressource aux réunions de DIDIMAC

Compte tenu des points inscrits à l'ordre du jour, DIDIMAC peut inviter à sa réunion toute autre personne, mais sans voix délibérative.

Article 17: Modalités d'exécution des attributions des membres de DIDIMAC

Le District facilite l'exécution des attributions des membres de DIDIMAC.

Official Gazette no. Special of 18/07/2018

DIDIMAC itegura gahunda yayo y'ibikorwa by'umwaka ikinjizwa muri gahunda y'ibikorwa by'Akarere ikanateganyirizwa ingengo y'imari.

DIDIMAC prepares its annual action plan to be included in the District action plan with a corresponding budget.

DIDIMAC prépare son plan d'action annuel à incorporer dans le plan d'action du District avec un budget correspondant.

DIDIMAC iha Minisiteri raporo y'ibikorwa byayo buri mezi atatu (3).

DIDIMAC submits its activity report to the Ministry every three (3) months.

DIDIMAC soumet son rapport d'activités au Ministère tous les trois (3) mois.

Icyiciro cya 4: Komite y'imicungire y'ibiza ku rwego rw'Umurenge (SEDIMAC)

Section 4: Sector Disaster Management Committee (SEDIMAC)

Section 4: Comité de Secteur de Gestion des Catastrophes (SEDIMAC)

Ingingo ya 18: Abagize SEDIMAC

Article 18: Members of SEDIMAC

Article 18: Membres de SEDIMAC

SEDIMAC igizwe n'aba bakurikira:

SEDIMAC is composed of the following members:

SEDIMAC est composé des membres suivants:

- 1° Umunyamabanga Nshingwabikorwa w'Umurenge, Perezida;
- 2° Umuyobozi Mukuru w'Ingabo ukorera mu Murenge;
- 3° Umuyobozi wa Polisi ku Murenge;
- 4° Uhagarariye Ikigo nderabuzima mu Murenge;
- 5° Uhagarariye Umuryango Utabara Imbabare ku Murenge;

- 1° the Executive Secretary of the Sector, Chairperson;
- 2° the Senior Military Commander in the Sector;
- 3° the Sector Police Commander;
- 4° the Head of health center in the Sector;
- 5° a representative of Rwanda Red Cross at the Sector;

- 1° le Secrétaire Exécutif du Secteur, Président;
- 2° le Commandant de l'Armée au sein du Secteur;
- 3° le Commandant de la Police au sein du Secteur;
- 4° le Titulaire du centre de santé au sein du Secteur;
- 5° un représentant de la Croix Rouge Rwandaise au sein du Secteur;

Official Gazette no. Special of 18/07/2018

- | | | |
|---|--|---|
| 6° Uhagarariye Inkeragutabara ku Murenge; | 6° a representative of Reserve Forces at Sector; | 6° un représentant des Réservistes au sein du Secteur; |
| 7° Umukozi ushinzwe Imibereho Myiza y'Abaturage ku Murenge, Umwanditsi. | 7° the Sector Social Affairs Officer, Secretary. | 7° l'agent du Secteur chargé des affaires sociales, Secrétaire. |

Ingingo ya 19: Itumizwa n'iterana ry'inama za SEDIMAC

Inama ya SEDIMAC iterana rimwe (1) mu gihembwe n'ikindi gihe bibaye ngombwa, itumijwe na Perezida wayo cyangwa Visi-Perezida igihe Perezida adahari.

Ubutumire mu nama ya SEDIMAC bukorwa mu nyandiko ishyikirizwa abagize SEDIMAC hasigaye nibura iminsi irindwi (7) ngo inama iterane.

Ingingo ya 20: Itumira mu nama za SEDIMAC umuntu ushobora kuyungura inama

SEDIMAC ishobora gutumira mu nama yayo undi muntu ikeneye bitewe n'ibiri ku murongo w'ibyigwa, ariko ntiyemerewe gutora.

Article 19: Convening and holding of meetings of SEDIMAC

The meeting of SEDIMAC is held once (1) a quarter and at any time it is considered necessary, upon invitation by its Chairperson or the Vice-Chairperson in case of absence of the Chairperson.

The invitation to the meeting of SEDIMAC is submitted in writing to the members of SEDIMAC at least seven (7) days before the meeting is held.

Article 20: Invitation of a resource person in the meetings of SEDIMAC

Depending on the agenda, SEDIMAC may invite in its meeting any other person, but without the right to vote.

Article 19: Convocation et tenue des réunions de SEDIMAC

La réunion de SEDIMAC se tient une (1) fois par trimestre et à tout moment jugé nécessaire sur invitation de son Président ou du Vice-Président en cas d'absence du Président.

L'invitation à la réunion de SEDIMAC est adressée par écrit aux membres de SEDIMAC au moins sept (7) jours avant la tenue de la réunion.

Article 20: Invitation d'une personne ressource aux réunions de SEDIMAC

Compte tenu des points inscrits à l'ordre du jour, SEDIMAC peut inviter à sa réunion toute autre personne, mais sans voix délibérative.

Ingingo ya 21: Uburyo bwo gushyira mu bikorwa inshingano z'abagize SEDIMAC

Akarere gafasha abagize SEDIMAC gushyira mu bikorwa inshingano zabo.

SEDIMAC itegura gahunda y'ibikorwa by'umwaka ikayishyikiriza DIDIMAC kugira ngo iyemeze inashyirwe mu bikorwa.

Buri gihembwe, SEDIMAC iha Akarere raporo y'ibikorwa byayo, ikagera kopi abagize DIDIMAC.

Icyiciro cya 5: Ihuriro Ngishwanama ku Micungire y'Ibiza ku rwego rw'Igihugu (NPDM)

Ingingo ya 22: Abagize NPDM

NPDM igizwe n'aba bakurikira:

- 1° abagize NADIMATEC;
- 2° uhagarariye inzego z'abikorera;
- 3° uhagarariye amashami y'Umuryango w'Abibumbye ugira uruhare mu micungire y'ibiza;

Article 21: Modalities of execution of duties by members of SEDIMAC

The District facilitates SEDIMAC members to execute their duties.

SEDIMAC prepares its annual action plan to be submitted to DIDIMAC for approval and implementation.

Every quarter, SEDIMAC submits to the District the report of its activity with a copy to DIDIMAC members.

Section 5: National Platform for Disaster Management (NPDM)

Article 22: Members of NPDM

NPDM is composed of the following members:

- 1° members of NADIMATEC;
- 2° a representative of the private sector;
- 3° a representative of United Nations agencies intervening in disaster management;

Article 21: Modalités d'exécution des attributions des membres de SEDIMAC

Le District facilite l'exécution des attributions des membres de SEDIMAC.

SEDIMAC prépare son plan d'action annuel à soumettre à DIDIMAC pour approbation et mise en œuvre.

Chaque trimestre, SEDIMAC donne au District le rapport de ses activités et réserve une copie aux membres de DIDIMAC.

Section 5: Plateforme National de Gestion des Catastrophes (NPDM)

Article 22: Membres de NPDM

NPDM est composé des membres suivants:

- 1° les membres de NADIMATEC;
- 2° un représentant du secteur privé;
- 3° un représentant des agences des Nations Unies qui interviennent dans la gestion des catastrophes;

Official Gazette no. Special of 18/07/2018

4° uhagarariye imiryango itari iya Leta igira uruhare mu micungire y'ibiza;

4° a representative of non-governmental organisations intervening in disaster management;

4° un représentant des Organisations Non Gouvernementales qui interviennent dans la gestion des catastrophes;

5° uhagarariye imiryango ishingiyeye ku madini igira uruhare mu micungire y'ibiza.

5° a representative of faith-based organisations intervening in disaster management.

5° un représentant des organisations de confession religieuse qui interviennent dans la gestion des catastrophes.

Urundi rwego cyangwa umuryango ushaka kwinjira muri NPDM ubisaba mu nyandiko Minisitiri, ukemererwa hashingiye ku isuzuma ry'ibyo ukora n'icyo wamarira NPDM.

Any other institution or organisation seeking to be member of NPDM submits a written request to the Minister, and the approval is based on the evaluation of its activities and its importance for NPDM.

Toute autre institution ou organisation qui désire être membre de NPDM soumet une demande écrite au Ministre, et l'approbation est basée sur l'évaluation de ses activités et de son importance pour NPDM.

NPDM iyoborwa n'Umuyobozi ushinze ry'Igenamigambi ry'Ubutabazi no Gusubiza mu buryo byangijwe n'ibiza muri Minisitiri.

NPDM is chaired by the Director in charge of Planning Response and Recovery in the Ministry.

NPDM est présidé par le Directeur chargé de la Planification de l'Intervention et du Redressement au sein du Ministère.

Ingingo ya 23: Itumizwa n'iterana ry'inama za NPDM

Article 23: Convening and holding of meetings of NPDM

Article 23: Convocation et tenue des réunions de NPDM

Inama ya NPDM iterana rimwe (1) mu gihembwe n'igihe cyose bibaye ngombwa, itumijwe na Minisitiri.

The meeting of NPDM is held once (1) a quarter and at any time it is considered necessary, upon the invitation of the Minister.

La réunion de NPDM se tient une fois (1) par trimestre et à tout moment jugé nécessaire, sur invitation du Ministre.

Ingingo ya 24: Uburyo bwo gushyira mu bikorwa inshingano z'abagize NPDM

Article 24: Modalities of execution of duties by members of NPDM

Article 24: Modalités d'exécution des attributions des membres de NPDM

Minisitiri ifasha abagize NPDM gushyira mu bikorwa inshingano zayo.

The Ministry facilitates NPDM members to execute their duties.

Le Ministère facilite l'exécution des attributions des membres de NPDM.

Official Gazette no. Special of 18/07/2018

NPDM itegura gahunda y'ibikorwa by'umwaka bigashyikirizwa NADIMAC kugira ngo ibyemeze.

Ibikorwa bya NPDM byemejwe bishyirwa muri gahunda y'ibikorwa ya Minisitiri ikabiteganyiriza ingengo y'imari.

NPDM iha Minisitiri raporo y'ibikorwa byayo buri gihembwe, ikagera kopi abagize NADIMAC.

UMUTWE WA III: INGINGO ZISOZA

Ingingo ya 25: Abashinzwe gushyira mu bikorwa iri teka

Minisitiri w'Imicungire y'Ibiza n'Impunzi, Minisitiri w'Ubutegetsi bw'Igihugu, Minisitiri w'Ingabo, Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta, Minisitiri w'ibikorwa Remezo, Minisitiri w'Ubutaka n'Amashyamba, Minisitiri w'Ibidukikije, Minisitiri w'Ubuzima, Minisitiri w'Ububanyi n'Amahanga, Ubutwererane n'Umuryango w'Ibihugu bya Afurika y'Iburasirazuba na Minisitiri w'Imari n'Igenamigambi bashinzwe gushyira mu bikorwa iri teka.

NPDM prepares its annual action plan to be submitted to NADIMAC for approval.

NPDM approved action plan is included in the Ministry's action plan with a corresponding budget.

Every quarter, NPDM submits to the Ministry its activity report with a copy to NADIMAC members.

CHAPTER III: FINAL PROVISIONS

Article 25: Authorities responsible for the implementation of this Order

The Minister of Disaster Management and Refugee Affairs, the Minister of Local Government, the Minister of Defence, the Minister of Justice/Attorney General, the Minister of Infrastructure, the Minister of Lands and Forests, the Minister of Environment, the Minister of Health, the Minister of Foreign Affairs, Cooperation and East African Community Affairs and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.

NPDM prépare son plan d'action annuel à soumettre à NADIMAC pour approbation.

Le plan d'action de NPDM approuvé est inclus dans le plan d'action du Ministère avec un budget correspondant.

Chaque trimestre, NPDM soumet le rapport de ses activités au Ministère et réserve une copie aux membres de NADIMAC.

CHAPITRE III: DISPOSITIONS FINALES

Article 25: Autorités chargées de l'exécution du présent arrêté

Le Ministre de la Gestion des Catastrophes et des Réfugiés, le Ministre de l'Administration Locale, le Ministre de la Défense, le Ministre de la Justice/Garde des Sceaux, le Ministre des Infrastructures, le Ministre des Terres et des Forêts, le Ministre de l'Environnement, le Ministre de la Santé, le Ministre des Affaires Etrangères, de la Coopération et de la Communauté de l'Afrique de l'Est et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

Official Gazette no. Special of 18/07/2018

Ingingo ya 26: Ivanwaho ry'ingingo zinyuranyije n'iri teka

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

Ingingo ya 27: Igihe iteka ritangira gukurikizwa

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

Kigali, ku wa 17/07/2018

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

(sé)
DE BONHEUR Jeanne d'Arc
Minisitiri w'Imicungire y'Ibiza n'Impunzi

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Article 26: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 27: Commencement

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

Kigali, on 17/07/2018

(sé)
Dr. NGIRENTE Edouard
Prime Minister

(sé)
DE BONHEUR Jeanne d'Arc
Minister of Disaster Management and Refugees

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Article 26: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 27: Entrée en vigueur

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

Kigali, le 17/07/2018

(sé)
Dr. NGIRENTE Edouard
Premier Ministre

(sé)
DE BONHEUR Jeanne d'Arc
Ministre de la Gestion des Catastrophes et des Réfugiés

Vu et scellé du Sceau de la République:

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

ITEKA RYA MINISITIRI W'INTEBE
N°99/03 RYO KU WA 17/07/2018
RIGENA IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'IKIGO
CY'IGIHUGU GISHINZWE
IGORORAMUCO

PRIME MINISTER'S ORDER N°99/03
OF 17/07/2018 DETERMINING
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS
FOR EMPLOYEES OF THE
NATIONAL REHABILITATION
SERVICE

ARRETE DU PREMIER MINISTRE
N°99/03 DU 17/07/2018 PORTANT
CADRE ORGANIQUE, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DU SERVICE
NATIONAL DE REHABILITATION

ISHAKIRO

TABLE OF CONTENTS

TABLE DES MATIERES

Ingingo ya mbere: icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

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

Article 2: Organisational structure and
job profiles

Article 2: Cadre organique et profils
d'emplois

Ingingo ya 3: Igenwa ry'umushahara

Article 3: Determination of the salary

Article 3: Détermination du salaire

Ingingo ya 4: Ibigize umushahara
mbumbe

Article 4: Composition of the gross salary

Article 4: Composition du salaire brut

Ingingo ya 5: Ibindi bigenerwa
Umuyobozi Mukuru

Article 5: Fringe benefits for Director
General

Article 5: Avantages accordés au
Directeur Général

Ingingo ya 6: Ibindi bigenerwa
Umuyobozi Mukuru Wungirije

Article 6: Fringe benefits for Deputy
Director General

Article 6: Avantages accordés au
Directeur Général Adjoint

Ingingo ya 7: Ibindi bigenerwa
abayobozi bari ku rwego rwa "2.III"

Article 7: Fringe benefits for officials on
"2.III" job level

Article 7: Autres avantages accordés aux
Cadres aux postes de niveau "2.III"

Official Gazette no. Special of 18/07/2018

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

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

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

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

Article 9: Mileage allowances

Article 9: Indemnités kilométriques

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

Article 10: Authorities responsible for the implementation of this Order

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

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

Article 11: Repealing provision

Article 11: Disposition abrogatoire

Ingingo ya 12: Igihe iri teka ritangira gukurikizwa

Article 12: Commencement

Article 12: Entrée en vigueur

**ITEKA RYA MINISITIRI W'INTEBE
N°99/03 RYO KU WA 17/07/2018
RIGENA IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'IKIGO
CY'IGIHUGU GISHINZWE
IGORORAMUCO**

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° 132/03 ryo ku wa 23/12/2017 rigena, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi bo mu Kigo cy'Igihugu gishinzwe Igororamuco;

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

Inama y'Abaminisitiri, yateranye ku wa 16/03/2018, imaze kubisuzuma no kubyemeza.

**PRIME MINISTER'S ORDER N°99/03
OF 17/07/2018 DETERMINING
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS
FOR EMPLOYEES OF THE
NATIONAL REHABILITATION
SERVICE**

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 Prime Minister's Order n° 132/03 of 23/12/2017 determining organisational structure, job profiles, salaries and fringe benefits for employees of the National Rehabilitation Service;

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet, in its session of 16/03/2018.

**ARRETE DU PREMIER MINISTRE
N°99/03 DU 17/07/2018 PORTANT
CADRE ORGANIQUE, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DU SERVICE
NATIONAL DE REHABILITATION**

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° 132/ 03 du 23/12/2017 portant structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Service National de Réhabilitation;

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

Après examen et adoption par le Conseil des Ministres, en sa séance du 16/03/2018.

ATEGETSE:

Ingingo ya mbere: icyo iri teka rigamije

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

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

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

Ingingo ya 3: Igenwa ry'umushahara

Imishahara y'abakozi ba NRS 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 NRS biri ku mugereka wa III w'iri teka.

ORDERS:

Article One: Purpose of this Order

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

Article 2: Organisational structure and job profiles

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

Article 3: Determination of the salary

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

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

ARRETE:

Article premier: Objet du présent arrêté

Le présent arrêté porte cadre organique, salaires et avantages accordés au personnel du Service National de Réhabilitation (NRS).

Article 2: Structure organisationnelle et profils d'emplois

Le cadre organique et les profils d'emplois au sein de NRS sont respectivement en annexe I et II du présent arrêté.

Article 3: Détermination du salaire

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

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

Ingingo ya 4: Ibigize umushahara mbumbe

Umushahara mbumbe wa buri kwezi w'umukozi ukubiyemo iby'ingenzi bikurikira:

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

Abayobozi bari ku nzego z'imirimo za "F", "G" na "2.III" ntibagenerwa indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo. Boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Abakozi bari ku rwego rwa "3" ntibagenerwa indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo. Bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya

Article 4: Composition of the gross salary

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

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

Officials positioned on levels "F", "G" and "2.III" are not granted the transport allowance specified in Paragraph One of this Article. Their transport is facilitated in accordance with Instructions of the Minister in charge of transport.

Staff positioned on level "3" are not granted the transport allowance specified in Paragraph One of this Article. They are entitled to the special transport allowance in accordance with Instructions of the Minister in charge of public service.

Article 4: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement:

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

Les agents aux postes de niveau "F" "G" et "2.III" ne bénéficient pas de l'indemnité de transport visée à l'alinéa premier du présent article. Leur transport est facilité conformément aux Instructions du Ministre ayant le transport dans ses attributions.

Les agents aux postes de niveau "3" ne bénéficient pas de l'indemnité de transport visée à l'alinéa premier du présent article. Ils bénéficient de l'indemnité spéciale de transport conformément aux instructions du

Minisitiri ufite abakozi ba Leta mu nshingano ze.

Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru

Umuyobozi Mukuru wa NRS agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1 ° amafaranga y'u Rwanda ibihumbi ijana (100.000 FRW) yo kwishyura itumanaho rya telefoni yo mu biro buri kwezi;
- 2 ° amafaranga y'u Rwanda ibihumbi ijana (100.000 FRW) y'itumanaho rya telefoni igendanwa buri kwezi;
- 3 ° amafaranga y'u Rwanda ibihumbi magana abiri (200.000 FRW) yo kwakira abashyitsi mu kazi anyura kuri konti ya NRS buri kwezi;
- 4 ° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Ministre ayant la fonction publique dans ses attributions.

Article 5: Avantages alloués au Directeur Général

Le Directeur Général de NRS bénéficie des avantages suivants:

- Article 5: Fringe benefits for Director General**
- The Director General of NRS is entitled to the following fringe benefits:
- 1 ° one hundred thousand Rwandan francs (100,000 FRW) per month for office landline communication allowance;
 - 2 ° one hundred thousand Rwandan francs (100,000 FRW) per month for mobile phone communication allowance;
 - 3 ° office entertainment allowance of two hundred thousand Rwandan francs (200,000 FRW) per month and transferred to the bank account of NRS;
 - 4 ° transport facilitation in accordance with the Instructions of the Minister in charge of transport.

- 1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 FRW) par mois;
- 2 ° les frais de communication par téléphone portable équivalant à cent mille francs rwandais (100.000 FRW);
- 3 ° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 FRW) chaque mois domiciliés au compte bancaire de NRS;
- 4 ° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umuyobozi Mukuru Wungirije

Umuyobozi Mukuru wungirije wa NRS agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1 ° amafaranga y'u Rwanda ibihumbi ijana (100.000 FRW) yo kwishyura itumanaho rya telefoni yo mu biro buri kwezi;
- 2 ° amafaranga y'u Rwanda ibihumbi ijana y'u Rwanda (100.000 FRW) y'itumanaho rya telefoni igendanwa buri kwezi;
- 3 ° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Ingingo ya 7: Ibindi bigenerwa abayobozi bari ku rwego rwa "2.III"

Abayobozi bari ku rwego rwa "2.III" bagenerwa amafaranga y'u Rwanda ibihumbi mironko irindwi (70.000 FRW) ry'itumanaho rya telefoni yo mu biro n'amafaranga y'u Rwanda ibihumbi mironko irindwi (70.000 FRW) y'itumanaho rya telephone igendanwa buri kwezi.

Article 6: Fringe benefits for Deputy Director General

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

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

Article 7: Fringe benefits for officials on "2.III" job level

Officials on "2.III" job level are entitled to an office landline communication allowance of seventy thousand Rwandan francs (70,000 FRW) and a mobile phone communication allowance of seventy thousand Rwandan francs (70,000 FRW) per month.

Article 6: Avantages alloués au Directeur Général Adjoint

Le Directeur Général Adjoint de NRS bénéficie des avantages suivants:

- 1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 FRW) par mois;
- 2 ° les frais de communication par téléphone portable équivalant à cent mille francs rwandais (100.000 FRW);
- 3 ° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 7: Autres avantages alloués aux Cadres aux postes de niveau "2.III"

Les Cadres aux postes de niveau "2.III" bénéficient des frais de communication par téléphone de bureau équivalant à soixante-dix mille francs Rwandais (70.000 FRW) et des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 FRW) par mois.

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

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

1. amafaranga y'u Rwanda ibihumbi mirongo itatu (30.000 FRW) y'itumanaho rya telefoni igendanwa 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'imirimu rwa "3.II" bafite itsinda ry'abakozi bayobora hashingiwe ku mbonerahamwe y'imyanya y'imirimu ya NRS, bagenerwa kandi amafaranga y'u Rwanda ibihumbi ijana (100.000 FRW) y'itumanaho rya telefoni yo mu biro buri kwezi.

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

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

1. thirty thousand Rwandan francs (30,000 FRW) per month for a mobile phone communication allowance;
2. a special transport allowance in accordance with the instructions of the Minister in charge for public service.

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

Article 8: Avantages alloués aux Directeurs d'Unités et 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.II" ayant des agents placés sous leur responsabilité suivant Le cadre organique de NRS, bénéficient également chacun des frais de communication par téléphone de bureau équivalant à cent mille francs Rwandais (100.000 FRW) par mois.

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

Leta igenera indamunite y'urugendo Abayobozi Bakuru bari ku rwego rwa “F” “G” na “2.III” 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 10: Abashinzwe gushyira mu bikorwa iri teka

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

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

Iteka rya Minisitiri w'Intebe n° 132/03 ryo ku wa 23/12/2017 rigena, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi bo mu Kigo cy'Igihugu gishinzwe Igororamuco n'ingingo zose z'amateka abanziriza iri kandi zinyuranyije na ryo bivanyweho.

Article 9: Mileage allowances

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

Article 10: Authorities responsible for the implementation of this Order

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

Article 11: Repealing provision

The Prime Minister's Order n° 132/03 of 23/12/2017 determining organisational structure, job profiles, salaries and fringe benefits for employees of the National Rehabilitation Service and all prior provisions contrary to this Order are repealed.

Article 9: Indemnités kilométriques

L'Etat octroie des indemnités kilométriques aux Hauts Cadres aux postes de niveaux F” “G” 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 10: Autorités chargées de l'exécution du présent arrêté

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

Article 11: Disposition abrogatoire

L'Arrêté du Premier Ministre n° 132/ 03 du 23/12/2017 portant structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Service National de Réhabilitation et toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Official Gazette no. Special of 18/07/2018

Ingingo ya 12: Igihe iri teka ritangira gukurikizwa

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

Kigali, ku wa 17/07/2018

(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 12: Commencement

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

Kigali, on 17/07/2018

(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 12: Entrée en vigueur

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

Kigali, le 17/07/2018

(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

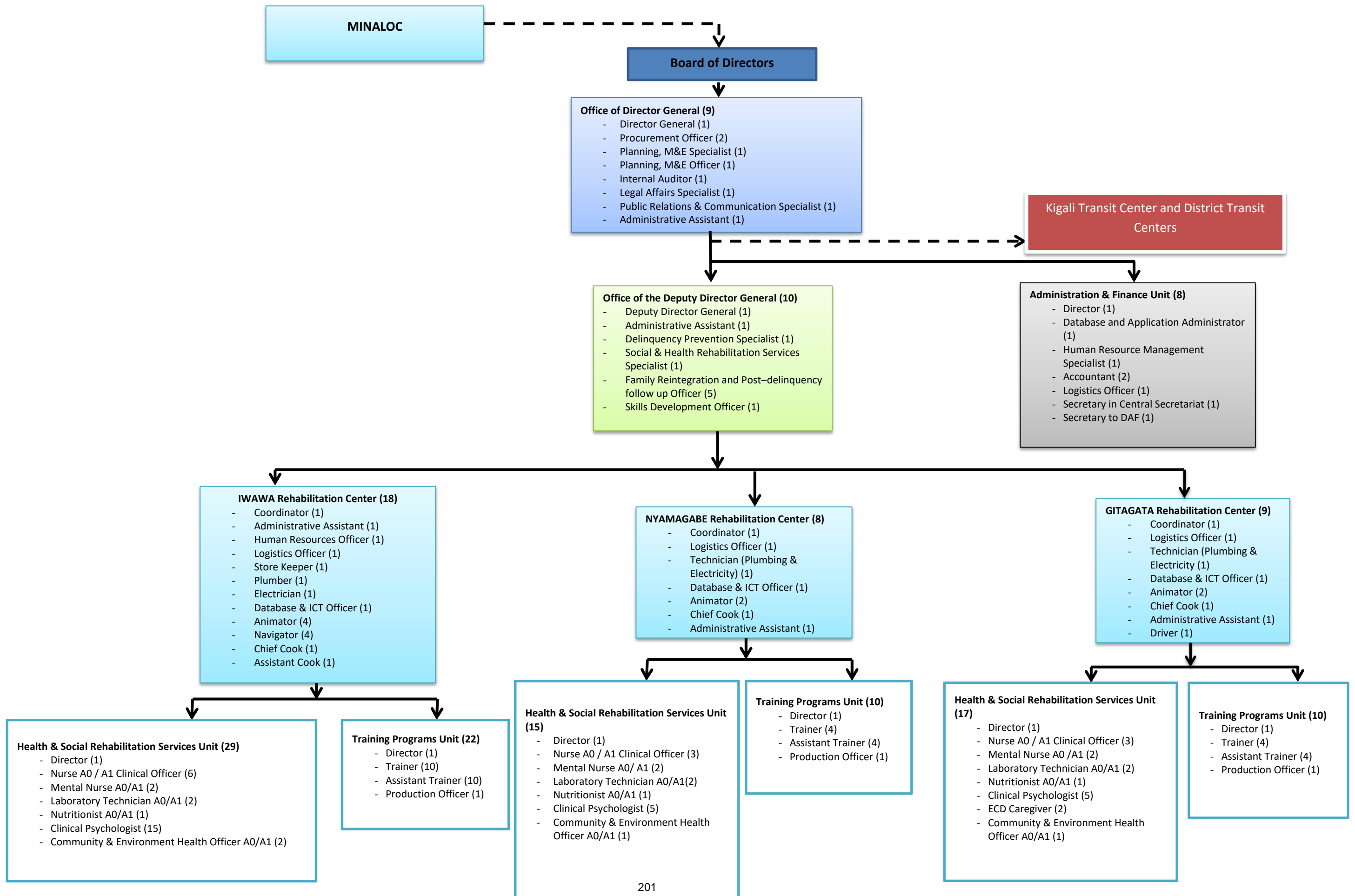
Official Gazette no. Special of 18/07/2018

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 99/03 RYO KU
WA 17/07/2018 RIGENA
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'IKIGO
CY'IGIHUGU GISHINZWE
IGORORAMUCO**

**ANNEX I TO PRIME MINISTER'S
ORDER N° 99/03 OF 17/07/2018
DETERMINING ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
NATIONAL REHABILITATION
SERVICE**

**ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N° 99/03 DU 17/07/2018
PORTANT CADRE ORGANIQUE,
SALAIRES ET AVANTAGES ACCORDES
AU PERSONNEL DU SERVICE
NATIONAL DE RÉHABILITATION**

NATIONAL REHABILITATION SERVICES ORGANISATIONAL STRUCTURE



Official Gazette no. Special of 18/07/2018

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°99/03 ryo ku wa 17/07/2018 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigo cy'Igihugu gishinzwe Igororamuco

Kigali, ku wa 17/07/2018

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to the Prime Minister's Order n°99/03 of 17/07/2018 determining organisational structure, salaries and fringe benefits for employees of the National Rehabilitation Service

Kigali, on 17/07/2018

(sé)
Dr. NGIRENTE Edouard
Prime Minister

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

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°99/03. du 17/07/2018. portant cadre organique, salaires et avantages accordés au personnel du Service National de Réhabilitation

Kigali, le 17/07/2018

(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

Official Gazette no. Special of 18/07/2018

**UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N° 99/03 RYO KU
WA 17/07/2018 RIGENA
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'IKIGO
CY'IGIHUGU GISHINZWE
IGORORAMUCO**

**ANNEX II TO PRIME MINISTER'S
ORDER N°99/03 OF 17/07/2018
DETERMINING ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
NATIONAL REHABILITATION
SERVICE**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N°99/03 DU 17/07/2018
PORTANT CADRE ORGANIQUE,
SALAIRES ET AVANTAGES ACCORDES
AU PERSONNEL DU SERVICE
NATIONAL DE RÉHABILITATION**

NATIONAL REHABILITATION SERVICE JOB PROFILE

Administrative Unit	Job Title	Title of job positions linked to the job	Title of job positions linked to the job	Proposed job
Office of the Director General	Director General	Director General	Political Appointee	1
	Procurement Officer	Procurement Officer	<p>Bachelor's Degree in Procurement, Management, Accounting, Law, Public Finance and Economics.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills; - Negotiation skills; - Knowledge of basic business and purchasing practices; - Excellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time management skills; - Decision making skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	2
	Planning, monitoring and evaluation Specialist	Planning, monitoring and evaluation Specialist	Bachelor's Degree in Economics, Project Management, Management, Strategic Management, Development Studies, Business Administration with 3 years of working	1

			<p>experience or Master's Degree in Economics, Project Management, Management, Strategic Management, Development Studies and Business Administration.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none">- Knowledge of results based management, logical framework approach, strategic planning processes and tools;- Knowledge of Rwanda's Public service and Labour 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;- Organisational skills;- Communication skills;- High analytical & complex problem solving skills;- Judgment & decision making skills;- Time management skills;- Team working skills;- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.	
--	--	--	--	--

Official Gazette no. Special of 18/07/2018

	<p>Planning, Monitoring & Evaluation Officer</p>	<p>Planning, Monitoring & Evaluation Officer</p>	<p>Bachelor's Degree in Economics, Project Management, Management, Strategic Management, Development Studies and Business Administration.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Public service and Labour 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; - Team working skills; - Fluent in Kinyarwanda, English and/ or French. Knowledge of all is an advantage. 	<p>1</p>
--	--	--	---	----------

Official Gazette no. Special of 18/07/2018

	Internal Auditor	Internal Auditor	<p>Bachelor's Degree in Accounting, Public Finance or Management with specialization in Finance/Accounting.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of financial and audit standards; - HR and Financial regulations, procedures; - Knowledge of Financial software; - Planning skills; - Excellent communication, organization and interpersonal skills; - Computer skills; - High analytical skills; - Report writing and presentation skills; - Time management skills; - Team working skills; - Excellent problem solving skills and clear logical sense; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1
	Legal Affairs Specialist	Legal Affairs Specialist	<p>Bachelor's Degree in Law with 3 years of working experience or Master's Degree in Law.</p>	1

Official Gazette no. Special of 18/07/2018

			<p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	
	Public Relations and Communication Specialist	Public Relations and Communication Specialist	<p>Bachelor's Degree in Communication, International Relations, Journalism, Marketing, Linguistics and Literature with 3 years of working experiences or Master's Degree or Equivalent in Communication, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Excellent communication skills both orally and in writing; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - 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. Knowledge of all is an advantage. 	
	Administrative Assistant to the Director General	Administrative Assistant to the Director General	<p>A1 in Secretarial Studies, Office Management with 2 years of working experience or Bachelor's Degree in Management, Public Administration, Administrative Sciences, Sociology, Social Work and Law.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Office management skills; - Excellent communication; - Organizational and interpersonal skills; - Computer knowledge (Work processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; 	1

Official Gazette no. Special of 18/07/2018

			- Fluent in Kinyarwanda, English and/ or French. Knowledge of all is an advantage.	
	S/Total			9
Office of the Deputy Director General	Deputy Director General	Deputy Director General	Political Appointee	1
	Administrative Assistant to the Deputy Director General	Administrative Assistant to the Deputy Director General	<p>A1 in Secretarial Studies, Office Management with 2 years of working experience or Bachelor's Degree in Management, Public Administration, Administrative Sciences, Sociology, Social Work and Law.</p> <p><u>Key technical skills and knowledge acquired:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication; - Organizational and Interpersonal Skills; - Computer knowledge (Work processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1
	Delinquency prevention Specialist	Delinquency prevention Specialist	Bachelor's Degree in Social work, Sociology, Education, Psychopedagogy and Clinical Psychology with 5 years relevant working experience or Master's in Criminal Justice, Social work, Sociology, Psychopedagogy, Education and Clinical Psychology.	1

Official Gazette no. Special of 18/07/2018

			<p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Law enforcement skills; - Training skills; - Knowledge of handling psychological disorders; - Problem solving skills; - Management skills; - Interpersonal skills; - Effective communication skills; - Administrative skills; - Time management skills; - Team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
	Social and Health Rehabilitation Services Specialist	Social and Health Rehabilitation Services Specialist	<p>Bachelor’s Degree in Clinical Psychology, Mental Health, Sociology, and Social Work with 3 years of relevant working experience or Master’s in Clinical Psychology, Mental Health, Sociology and Social Work.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Child guidance clinics skills; - Health clinics skills; - Mental, physical, and social rehabilitation skills; - Knowledge in reunification and Tracing; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - Knowledge of handling psychological disorders; - High analytical and problem solving skills; - Decision making skills; - Communication skills; - Organization skills; - Fluent in Kinyarwanda, English and/ or French. Knowledge of all is an advantage. 	
Family reintegration and Post-Delinquency follow-up Officer	Family Reintegration and Post-Delinquency follow-up Officer	<p>Bachelor's Degree in Sociology, Public Administration, Administrative Sciences, Political sciences, Clinical Psychology, Psychopedagogy and Education with 3 years relevant working experience or Master's in Sociology, Public Administration, Administrative Sciences, Political sciences, Clinical Psychology, Psychopedagogy and Education.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in reunification and Tracing; - Knowledge of handling psychological disorders; - High analytical and problem solving skills; - Decision making skills; - communication skills; - organization skills; 	5	

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	
	Skills Development Officer	Skills Development Officer	<p>Bachelor's Degree in Sociology, Public Administration, Administrative Sciences, Political sciences, Clinical Psychology, Psychopedagogy and Education.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in reunification and tracing; - Knowledge of handling psychological disorders; - High analytical and problem solving skills; - Decision making skills; - communication skills; - organization skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1
	S/Total			10
Administration and Finance Unit	Director of Unit	Director of Administration and Finance Unit	Accounting Professional Qualification recognized by IFAC (ACCA, CPA) or Bachelor's Degree Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience.	1

Official Gazette no. Special of 18/07/2018

			<p><u>Key technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of accounting principles and practices and financial data reporting; - Knowledge of Rwanda public financial law; - Leadership and management skills; - Planning and organizational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management skills; - Interviewing skills; - Judgment & decision making skills; - Complex problem solving; - Fluent in Kinyarwanda, English and/or French, knowledge of all is an advantage. 	
	Database and Application Administrator	Database Application Administrator	and Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information	1

			<p>Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSO, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage.</p> <p><u>Key technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems; - Proficient in Microsoft Office products; - Proficient in basic networking protocols and standards; - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	
--	--	--	---	--

Official Gazette no. Special of 18/07/2018

	Human Resources Management Specialist	Human Resources Management Specialist	<p>Bachelor’s Degree in Human Resource Management, Management with Specialisation in Human Resource Management, Business Administration with Specialisation in Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialisation in Human Resource Management.</p> <p><u>Key technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan public service and labor law; - Knowledge in conflict management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem solving skills; - Computer skills; - Judgment & decision making skills; - Time management skills; - Interview skills; - High analytical skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1
--	---------------------------------------	---------------------------------------	---	---

Official Gazette no. Special of 18/07/2018

	Accountant	Accountant	<p>Accounting Professional Qualification recognized by IFAC (ACCA, CPA) or BACHELOR'S DEGREE in Finance, Accounting or Management with specialization in Finance/Accounting.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Knowledge to analyse 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 and/or French. Knowledge of all is an advantage. 	2
	Logistics Officer	Logistics Officer	Bachelor's Degree in Store Management, Management, Finance, Economics, Accounting, Public Administration and Administrative Sciences.	1

Official Gazette no. Special of 18/07/2018

			<p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of management of material resources; - Knowledge of supply chain management; - Organisational skills; - Computer skills; - Communication skills; - Report writing & presentation skills; - Analytical skills; - Interpersonal skills; - Time management skills; - Negotiation skills; - Team working skills; - Problem solving skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage 	
	Secretary in Central Secretariat	Secretary in Central Secretariat	<p>A1 in Secretariat Studies, Office Management with 2 years of working experience or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work and Law.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of office administration; - Communication skills; - Computer skills; - Interpersonal skills; - Organisational skills; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - Stress management skills; - Time management skills; - Bookkeeping skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	
	Secretary to DAF	Secretary to DAF	<p>A1 in Secretariat Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work and Law.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication skills; - Computer skills; - Interpersonal skills; - Organisational skills; - Stress Management skills; - Time management skills; - Bookkeeping skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1
	S/Total			8
	Total/HEADQUARTERS			27
IWAWA Rehabilitation Center	Coordinator	Coordinator of IWAWA Rehabilitation Center	Bachelor's Degree in Psychology, Sociology, Mental health, Clinical Psychology, Business Administration, Management, Finance, Accountant, Psychopedagogy and Education with 5 years of working Experience or Master in Psychology, Sociology, Mental health,	1

Official Gazette no. Special of 18/07/2018

			<p>Clinical Psychology and Education with 3 years of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Psychological skills; - Knowledge of handling psychological disorders; - Social skills; - High analytical and problem solving skills; - Management skills; - Decision making skills; - Excellent communication skills; - Very effective organisation skills; - Fluent in Kinyarwanda, English and/or French. 	
	Administrative Assistant to Coordinator	Administrative Assistant to Coordinator	<p>A1 in Secretarial Studies, Office Management with 2 years of working experience or Bachelor's Degree in Management, Public Administration, Administrative Sciences, Sociology, Social Work and Law.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Office management skills; - Excellent communication; - Organisational, interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	
	Human Resources Officer	Human Resources Officer	<p>Bachelor’s Degree in Human Resources Management, Administrative Sciences, Management and Public Administration.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan public service and labor law; - Knowledge in conflict management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem solving skills; - Computer skills; - Judgment & decision making skills; - Time management skills; - Interview skills; - High analytical skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1
	Logistics Officer	Logistics Officer	<p>Bachelor’s Degree in Store Management, Management, Accounting, Economics,</p>	1

Official Gazette no. Special of 18/07/2018

			<p>Administrative Sciences and Public Administration.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of management of material resources; - Knowledge of supply chain management; - Organisational skills; - Computer skills; - Communication skills; - Report writing & presentation skills; - Analytical skills; - Interpersonal skills; - Time management skills; - Negotiation skills; - Team working skills; - Problem solving skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	
	Database and ICT Officer	Database and ICT Officer	<p>Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a</p>	1

Official Gazette no. Special of 18/07/2018

			<p>Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems; - Proficient in Microsoft Office products; - Proficient in basic networking protocols and standards; - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Animator	Animator	Bachelor’s Degree or A1 in social work, sociology, and Education.	4

Official Gazette no. Special of 18/07/2018

			<p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of handling psychological disorders; - Knowledge in conflict management; - Problem solving skills; - Judgment & decision making skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Plumber	Plumber	<p>Diploma in Plumbing</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Interpersonal skills; - Time Management skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Electrician	Electrician	<p>Diploma in Electricity</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Interpersonal skills; - Time Management skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1

Official Gazette no. Special of 18/07/2018

	Chief Cook	Chief Cook	<p>Certificate in Catering, Food and Beverages.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge of catering services - Hospitality skills; - Excellent communication skills, - Interpersonal and writing skills, - Computer skills; - Organisational skills; - Judgment & decision making skills; - Complex problem solving skills; - Time management skills; - High analytical skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1
--	------------	------------	---	---

Official Gazette no. Special of 18/07/2018

	Assistant Cook	Assistant Cook	<ul style="list-style-type: none"> - Certificate in Catering, Food and Beverages. <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge of catering services - Hospitality skills; - Excellent communication skills, - Interpersonal and writing skills, - Computer skills; - Organisational skills; - Judgment & decision making skills; - Complex problem solving skills; - Time management skills; - High analytical skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1
	Store keeper	Store keeper	<p>A1 in Store Management, Management, Economics, Public Administration, Administrative Sciences.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of management of material resources; - Knowledge of supply chain management; - Planning organisation skills; - Communication skills; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - Flexibility skills; - Interpersonal skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	
	Navigator	Navigator	<p>A2 in any field, knowledge in swimming and boat navigation is a must.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge of swimming; - Boat navigation skills; - Interpersonal skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	4
	S/Total			18
Health and Social Rehabilitation Services Unit/ IWAWA Rehabilitation Center	Director of Unit	Director of Health and Social Rehabilitation Services Unit	<p>Bachelor's degree in Psychology, Sociology, Mental Health, Clinical Psychology and Education with 3 years of working Experience or Master in Psychology, Sociology, Mental Health, Clinical Psychology and Education with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Psychological skills; - Knowledge of handling psychological disorders; - Social skills; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - High analytical and problem solving skills; - Management skills; - Decision making skills; - Excellent communication skills; - Very effective organisation skills; - Fluent in Kinyarwanda, English and/or French. 	
	Nurse Bachelor's degree / A1 Clinical Officer	Nurse Bachelor's degree /A1 Clinical Officer	<p>Bachelor's degree /A1 in Nursing</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge in Nursing; - Hospitality skills; - communication skills, - Interpersonal and writing skills, - Organisational skills; - Judgment & decision making skills; - Time management skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	6
	Mental Nurse A1	Mental Nurse A1	<p>A1 in Nursing</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge in Nursing; - Hospitality skills; - communication skills; - Interpersonal and writing skills; - Organisational skills; 	2

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - Judgment & decision making skills; - Time management skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	
Community and Environment Health Officer Bachelor's degree/A1	Community and Environment Health Officer Bachelor's degree/A1	Bachelor's Degree/A1 in Environmental Health Sciences, Public Health, Community Health, Clinical Psychology, Hygiene and Sanitation.	<p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Psychological skills; - Knowledge of handling psychological disorders; - Social skills; - High analytical and problem solving skills; - Management skills; - Decision making skills; - Excellent communication skills; - Very effective organisation skills; - Fluent in Kinyarwanda, English and/or French. 	2
Laboratory Technician Bachelor's degree/ A1	Laboratory Technician Bachelor's degree/A1	A1 in Biomedical Engineering, Biology, Laboratory.		2

Official Gazette no. Special of 18/07/2018

			<p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in laboratory work; - strong computer skills; - Knowledge of practical problem solving; - Knowledge of laboratory records maintenance; - Knowledge to work safely with potentially; - hazardous materials; - Good organisational, planning, and numerical skills; - Communication skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Nutritionist Bachelor's degree/A1	Nutritionist Bachelor's degree/A1	<p>Bachelor's degree/A1 in Nutrition</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of sanitation and hygiene; - Good management skills; - communication skills; - capacity building skills; - Team working skills; - Reporting skills; - Fluent in Kinyarwanda, English and/or French; Knowledge of all is an advantage. 	1

Official Gazette no. Special of 18/07/2018

	Clinical Psychologist	Clinical Psychologist	<p>Bachelor's degree in Psychology, Mental health, Clinical Psychology, Education and Sociology.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Psychological skills; - Knowledge of handling psychological disorders; - Social skills; - High analytical and problem solving skills; - Management skills; - Decision making skills; - Excellent communication skills; - Very effective organisation skills; - Fluent in Kinyarwanda, English and/or French. 	15
	S/Total			29
Training Programs Unit/ IWAWA Rehabilitation Centre	Director of Unit	Director of Training Programs Unit	<p>Bachelor's Degree in Education, Construction, Psychopedagogy with 3 years of working Experience or Master or equivalent in Education, Construction, Psychopedagogy with 1 year of working Experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Training skills; - Social skills; - High analytical and problem solving skills; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - Management skills; - Decision making skills; - Excellent communication skills ; - Very effective organisation skills; - Fluent in Kinyarwanda, English and/or French. 	
	Trainer	Trainer	<p>Bachelor’s Degree in Carpentry, Construction, Welding, Crop production, Animal Sciences, Agriculture Sciences, Agri-business, Entrepreneurship & Computer, Education Sciences, Sewing and Catering.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Management skills; - Social skills; - High analytical and problem solving skills; - Decision making skills; - Excellent communication skills ; - Very effective organisation skills; - Fluent in Kinyarwanda, English and/or French. 	10
	Assistant Trainer	Assistant Trainer	<p>A1 in Carpentry, Construction, Welding, Crop production, Animal Sciences, Agriculture Sciences, Agri-business, Entrepreneurship & Computer, Education Sciences, Sewing and Catering.</p>	10

Official Gazette no. Special of 18/07/2018

			<p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Management skills; - Social skills; - High analytical and problem solving skills; - Decision making skills; - Excellent communication skills; - Very effective organisation skills; - Fluent in Kinyarwanda, English and/or French. 	
	Production	Production Officer	<p>Bachelor's Degree in Economics, Business Administration and Project management.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Management skills - Interpersonal skills; - Effective communication skills; - Administrative skills; - Interpersonal skills; - Time management skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1
	S/Total			22
	Total IWAWA			69
NYAMAGABE Rehabilitation Center	Coordinator of Center	Coordinator of Nyamagabe Rehabilitation Center	Bachelor's Degree in Psychology, Sociology, Mental health, Clinical Psychology, Business Administration, Management, Finance,	1

Official Gazette no. Special of 18/07/2018

			<p>Accountant, Psychopedagogy, and Education with 5 years of working Experience or Master in Psychology, Sociology, Mental health, Clinical Psychology and Education with 3 years of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Psychological skills; - Knowledge of handling psychological disorders; - Social skills - High analytical and problem solving skills; - Management skills; - Decision making skills; - Excellent communication skills; - Very effective organisation skills; - Fluent in Kinyarwanda, English and/or French. 	
	Administrative Assistant to Coordinator	Administrative Assistant to Coordinator	<p>A1 in Secretarial Studies, Office Management with 2 years of working experience or Bachelor's degree in Management, Public Administration, Administrative Sciences, Sociology, Social Work, Law.</p> <p><u>Key technical skills and knowledge acquired:</u></p> <ul style="list-style-type: none"> - Office management skills; - Excellent communication; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - Organisational, Interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Logistics Officer	Logistics Officer	<p>Bachelor’s Degree in Store Management, Management, Accounting, Economics, Administrative Sciences, Public Administration.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of management of material resources; - Knowledge of supply chain management; - Organizational skills; - Computer skills; - Communication skills; - Report writing & Presentation skills; - Analytical skills; - Interpersonal skills; - Time management skills; - Negotiation skills; - Team working skills - Problem solving skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1

Official Gazette no. Special of 18/07/2018

	Database and ICT Officer	Database and ICT Officer	<p>Bachelor’s Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's 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; 	1
--	--------------------------	--------------------------	--	---

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	
	Animator	Animator	<p>Bachelor’s Degree or A1 in social work, sociology, and Education.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of handling psychological disorders; - Knowledge in conflict management; - Problem solving skills; - Judgment & decision making skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	2
	Technician (Plumbing & Electricity)	Technician (Plumbing & Electricity)	<p>Diploma in Plumbing, Electricity.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Interpersonal skills; - Time management skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1

Official Gazette no. Special of 18/07/2018

	Chief Cook	Chief Cook	<p>Certificate in Catering, Food and Beverages</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge catering services; - Hospitality skills; - Excellent communication skills, - Interpersonal and writing skills, - Computer skills; - Organisational skills; - Judgment & decision making skills; - Complex problem solving skills; - Time management skills; - High analytical skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	S/Total			8
Health and Social Rehabilitation Services Unit/ NYAMAGABE Rehabilitation Center	Director of Unit	Director of Health and Social Rehabilitation Services Unit	<p>Bachelor's Degree in Psychology, Sociology, Mental health, Clinical Psychology and Education with 3 years of working Experience or Master in Psychology, Sociology, Mental Health, Clinical Psychology and Education with 1 year of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Psychological skills; - Knowledge of handling psychological disorders; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - Social skills; - High analytical and problem solving skills; - Management skills; - Decision making skills; - Excellent communication skills; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	
	Nurse Bachelor's degree/A1 Clinical Officer	Nurse Bachelor's degree/ A1 Clinical Officer	<p>Bachelor's degree/ or A1 in Nursing.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Nursing; - Hospitality skills; - Communication skills, - Interpersonal and writing skills, - Organisational skills; - Judgment & decision making skills; - Time management skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	3
	Mental Nurse Bachelor's degree/A1	Mental Nurse Bachelor's degree/A1	<p>A1 in Nursing</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Nursing; - Hospitality skills; - Communication skills, - Interpersonal and writing skills, - Organisational skills; 	2

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - Judgment & decision making skills; - Time management skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Community and Environment Health Officer Bachelor's degree/ or A1	Community and Environment Health Officer Bachelor's degree or A1	<p>Bachelor's Degree or A1 in Environmental Health Sciences, Public Health, Community Health, Clinical Psychology, Hygiene and Sanitation.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Psychological skills; - Knowledge of Handling Psychological disorders; - Social skills; - High analytical and problem solving skills; - Management skills; - Decision making skills; - Excellent communication skills; - Very effective organisation skills; - Fluent in Kinyarwanda, English and/or French. 	1
	Laboratory Technician Bachelor's degree/ or A1	Laboratory Technician Bachelor's degree/ A1	<p>A1 in Biomedical Engineering, Biology, Laboratory.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in laboratory work; 	2

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - Strong computer skills; - Knowledge of practical problem solving; - Knowledge of laboratory records maintenance; - Knowledge to work safely with potentially hazardous materials; - Good organisational, planning, and numerical skills; - Communication skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Nutritionist Bachelor's degree /A1	Nutritionist Bachelor's degree /A1	<p>Bachelor's degree/ A1 in Nutrition.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of sanitation and hygiene; - Good management skills; - communication skills; - capacity building skills; - Team working skills; - Reporting skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Clinical Psychologist	Clinical Psychologist	<p>Bachelor's degree in Psychology, Mental health, Clinical Psychology, Education and Sociology.</p>	5

Official Gazette no. Special of 18/07/2018

			<p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Psychological skills; - Knowledge of handling psychological disorders; - Social skills; - High analytical and problem solving skills; - Management skills; - Decision making skills; - Excellent communication skills; - Very effective organisation skills; - Fluent in Kinyarwanda, English and/or French. 	
	S/Total			15
Training Programs Unit/ NYAMAGABE Rehabilitation Centre	Director of Unit	Director of Training Programs Unit	<p>Bachelor’s Degree in Education, Construction, Psychopedagogy with 3 years of working Experience or Master or equivalent in Education, Construction, Psychopedagogy with 1 year of working Experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Training skills; - Social skills; - High analytical and problem solving skills; - Management skills; - Decision making skills; - Excellent communication skills; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - Very effective organisation skills; - Fluent in Kinyarwanda, English and/or French. 	
	Trainer	Trainer	<p>Bachelor’s Degree in Carpentry, Construction, Welding, Crop production, Animal Sciences, Agriculture Sciences, Agri-business, Entrepreneurship & Computer, Education Sciences, Sewing and Catering.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Management skills; - Social skills; - High analytical and problem solving skills; - Decision making skills; - Excellent communication skills ; - Very effective organisation skills; - Fluent in Kinyarwanda, English and/or French. 	4
	Assistant Trainer	Assistant Trainer	<p>A1 in Carpentry, Construction, Welding, Crop production, Animal Sciences, Agriculture Sciences, Agri-business, Entrepreneurship & Computer, Education Sciences, Sewing and Catering.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Management skills; - Social skills; 	4

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - High analytical and problem solving skills; - Decision making skills; - Excellent communication skills; - Very effective organisation skills; - Fluent in Kinyarwanda, English and/or French. 	
	Production Officer	Production Officer	<p>Bachelor's Degree in Economics, Business Administration and project management.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Management skills; - Interpersonal skills; - Effective communication skills; - Administrative skills; - Interpersonal skills; - Time management skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	S/Total			10
	Total/ NYAMAGABE			33
GITAGATA Rehabilitation Center	Coordinator of Center	Coordinator of GITAGATA Rehabilitation Center	Bachelor's degree in Psychology, Sociology, Mental health, Clinical Psychology, Business Administration, Management, Finance, Accountant, Psychopedagogy, and Education with 5 years of working Experience or Master in Psychology, Sociology, Mental health, Clinical Psychology and Education with 3 years of working experience.	1

Official Gazette no. Special of 18/07/2018

			<p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Psychological skills; - Knowledge of handling psychological disorders; - Social skills; - High analytical and problem solving skills; - Management skills; - Decision making skills; - Excellent communication skills; - Very effective organisation skills; - Fluent in Kinyarwanda, English and/or French. 	
	Administrative Assistant to Coordinator	Administrative Assistant to Coordinator	<p>A1 in Secretarial Studies, Office Management with 2 years of working experience or Bachelor's degree in Management, Public Administration, Administrative Sciences, Sociology, Social Work and Law.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Office management skills; - Excellent communication; - Organisational, interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Logistics Officer	Logistics Officer	<p>Bachelor's Degree in Store Management, Management, Accounting, Economics, Administrative Sciences and Public Administration.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of management of material resources; - Knowledge of supply chain management; - Organizational skills; - Computer skills; - Communication skills; - Report writing & presentation skills; - Analytical skills; - Interpersonal skills; - Time management skills; - Negotiation skills; - Team working skills - Problem solving skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1
	Database and ICT Officer	Database and ICT Officer	<p>Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics</p>	1

			<p>and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none">- Knowledge of Rwanda's ICT policies and strategies;- Highly proficient with Microsoft Windows operating systems;- Proficient in Microsoft Office products;- Proficient in basic networking protocols and standards;- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;- Interpersonal skills;- Communication skills;- Negotiation skills;- Problem-solving skills;- Analytical skills;	
--	--	--	---	--

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Animator	Animator	<p>Bachelor’s Degree or A1 in social work, sociology, and Education.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of handling psychological disorders; - Knowledge in conflict management; - Problem solving skills; - Judgment & decision making skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	2
	Technician (Plumbing & Electricity)	Technician (Plumbing & Electricity)	<p>Diploma in Plumbing, Electricity.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Interpersonal skills; - Time management skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Chief Cook	Chief Cook	<p>Certificate in catering, Food and Beverages.</p>	1

Official Gazette no. Special of 18/07/2018

			<p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge Catering; Services; - Hospitality skills; - Excellent communication skills; - Interpersonal and writing skills; - Computer skills; - Organizational skills; - Judgment & decision making skills; - Complex problem solving skills; - Time management skills; - High analytical skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Driver	Driver	<p>Driving license.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Communication skills; - Time management skills; - Knowledge of Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	S/Total			9
Health and Social Rehabilitation Services	Director of Unit	Director of Health and Social Rehabilitation Services Unit	Bachelor's Degree in Psychology, Sociology, Mental health, Clinical Psychology and Education with 3 years of working Experience or Master in Psychology, Sociology, Mental	1

Official Gazette no. Special of 18/07/2018

<p>Unit/GITAGATA Rehabilitation Center</p>			<p>Health, Clinical Psychology and Education with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Psychological skills; - Knowledge of handling psychological disorders; - Social skills; - High analytical and problem solving skills; - Management skills; - Decision making skills; - Excellent communication skills; - Very effective organisation skills; - Fluent in Kinyarwanda, English and/or French. 	
	<p>Nurse Bachelor's degree / A1 Clinical Officer</p>	<p>Nurse Bachelor's degree /A1 Clinical Officer</p>	<p>Bachelor's Degree/ or A1 in Nursing</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Nursing; - Hospitality skills; - Communication skills; - Interpersonal and writing skills; - Organisational skills; - Judgment & decision making skills; - Time management skills; - Team working skills; 	<p>3</p>

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	
	Mental Nurse A1	Mental Nurse A1	<p>A1 in Nursing</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge in Nursing; - Hospitality skills; - communication skills, - Interpersonal and writing skills, - Organisational skills; - Judgment & decision making skills; - Time management skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	2
	Community and Environment Health Officer Bachelor's degree/A1	Community and Environment Health Officer Bachelor's degree/A1	<p>Bachelor's degree/ A1 in Environmental Health Sciences, Public Health, Community Health, Clinical Psychology, Hygiene and Sanitation.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Psychological skills; - Knowledge of handling psychological disorders; - Social skills; - High analytical and problem solving skills; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - Management skills; - Decision making skills; - Excellent communication skills; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	
	ECD Caregiver	ECD Caregiver	<p>Bachelor's degree in Education, Psychology, Sociology, socio worker.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Psychological skills; - Child development skills; - Training skills - Knowledge of handling psychological disorders; - Social skills; - High analytical and problem solving skills; - Management skills; - Decision making skills; - Excellent communication skills; - Very effective organisation skills; - Fluent in Kinyarwanda, English and/or French. 	2
	Laboratory Technician Bachelor's degree/ A1	Laboratory Technician Bachelor's degree/ A1	A1 in Biomedical Engineering, Biology, Laboratory.	2

Official Gazette no. Special of 18/07/2018

			<p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in laboratory work; - Strong computer skills; - Knowledge of practical problem solving; - Knowledge of laboratory records maintenance; - Knowledge to work safely with potentially hazardous materials; - Good organisational, planning, and numerical skills; - Communication skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	
	Nutritionist Bachelor's degree/A1	Nutritionist Bachelor's degree/A1	<p>Bachelor's Degree/A1 in Nutrition.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of sanitation and hygiene; - Good management skills; - Communication skills; - Capacity building skills; - Team working skills; - Reporting skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1

Official Gazette no. Special of 18/07/2018

	Clinical Psychologist	Clinical Psychologist	<p>Bachelor's Degree in Psychology, Mental health, Clinical Psychology, Education and Sociology.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Psychological skills; - Knowledge of handling psychological disorders; - Social skills; - High analytical and problem solving skills; - Management skills - Decision making skills; - Excellent communication skills; - Very effective organisation skills; - Fluent in Kinyarwanda, English and/or French. 	5
	S/Total			17
Training Programs Unit/ GITAGATA Rehabilitation Center	Director of Unit	Director of Training Programs Unit	<p>Bachelor's Degree in Education, Construction, Psycho pedagogy with 3 years of working Experience or Master or equivalent in Education, Construction, Psychopedagogy with 1 year of working Experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Training skills; - Social skills; 	1

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - High analytical and problem solving skills; - Management skills; - Decision making skills; - Excellent communication skills; - Very effective organisation skills; - Fluent in Kinyarwanda, English and/or French. 	
	Trainer	Trainer	<p>A1 in Sewing, hair dress, Catering and pastry with 2 years of working experiences.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Management skills; - Social skills; - High analytical and problem solving skills; - Decision making skills; - Excellent communication skills; - Very effective organisation skills; - Fluent in Kinyarwanda, English and/or French. 	4
	Assistant Trainer	Assistant Trainer	<p>A1 in Sewing, hairdress, Catering and pastry.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Management skills; - Social skills; - High analytical and problem solving skills; - Decision making skills; 	4

Official Gazette no. Special of 18/07/2018

			<ul style="list-style-type: none"> - Excellent communication skills; - Very effective organisation skills; - Fluent in Kinyarwanda, English and/or French. 	
	Production Officer	Production Officer	<p>Bachelor's Degree in Economics, Business Administration, Project management, Agriculture, Rural Development and Agri-Business.</p> <p><u>Key technical Skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Management skills; - Interpersonal skills; - Effective communication skills; - Administrative skills; - Interpersonal skills; - Time management skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	S/Total			10
	Total/Gitagata			36
	Grand Total			165

Official Gazette no. Special of 18/07/2018

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°99/03 ryo ku wa 17/07/2018 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigo cy'Igihugu gishinzwe Igororamuco

Kigali, ku wa 17/07/2018

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repbulika:

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

Seen to be annexed to the Prime Minister's Order n°99/03 of 17/07/2018 determining organisational structure, salaries and fringe benefits for employees of the National Rehabilitation Service

Kigali, on 17/07/2018

(sé)
Dr. NGIRENTE Edouard
Prime Minister

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

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'arrêté du Premier Ministre n° 99/03 du 17/07/2018 portant cadre organique, salaires et avantages accordés au personnel du Service National de Réhabilitation

Kigali, le 17/07/2018

(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

Official Gazette no. Special of 18/07/2018

UMUGEREKA WA III W'ITEKA RYA MINISITIRI W'INTEBE N° 99/03 RYO KU WA 17/07/2018 IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO CY'IGIHUGU GISHINZWE IGORORAMUCO	ANNEX III TO PRIME MINISTER'S ORDER N°99/03 OF 17/07/2018 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE NATIONAL REHABILITATION SERVICE	ANNEXE III A L'ARRETE DU PREMIER MINISTRE N°99/03. DU 17/07/2018 PORTANT CADRE ORGANIQUE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU SERVICE NATIONAL DE RÉHABILITATION
---	--	--

NRS - SALARY STRUCTURE

N ^o	POST	I.V	Level	Index	Gross Salary (FRW/Month)
NRS HEADQUARTERS					
1	Director General of NRS	441	F	2869	1,617,505
2	Deputy Director General	441	G	2608	1,470,356
4	Director of Administration & Finance Unit	400	3.II	1369	814,962
5	Delinquency Prevention Specialist	400	3.II	1369	786,131
6	Social & Health Rehabilitation Services Specialist	400	3.II	1369	786,131
7	Legal Affairs Specialist	400	3.II	1369	786,131
8	Planning, M&E Specialist	400	3.II	1369	786,131
9	Human Resource Management Specialist	400	3.II	1369	786,131
10	Public Relations and Communication Specialist	400	3.II	1369	786,131
11	Planning, M&E Officer	400	5.II	951	540,657
12	Administrative Assistant to DG	400	5.II	951	540,657
13	Internal Auditor	400	5.II	951	540,657
14	Family Reintegration & Post Delinquency Follow Up Officer	400	5.II	951	540,657
15	Skills Development Officer	400	5.II	951	540,657
16	Database and Application Administrator	400	5.II	951	540,657
17	Procurement Officer	400	5.II	951	540,657
18	Accountant	400	5.II	951	540,657
19	Logistics Officer	400	5.II	951	540,657
20	Administrative Assistant to Deputy DG	400	7.II	660	375,219
21	Secretary in Central Secretariat	400	8.II	508	288,805
22	Secretary to DAF Unit	400	8.II	508	288,805
	SUB TOTAL				
NRS REHABILITATION CENTERS (3)					
21	Coordinator of IAWA Rehabilitation Center	400	2.III	1890	1,085,308
22	Coordinator of Nyamagabe Rehabilitation Center	400	2.III	1890	1,085,308
23	Coordinator of Gitagata Rehabilitation Center	400	2.III	1890	1,085,308
24	Director of Health and Social Rehabilitation Services Unit	400	3.II	1369	786,131
25	Director of Training Programs Unit	400	3.II	1369	786,131
26	Human Resources Officer at IAWA Rehabilitation Center	400	4.II	1141	648,675
27	Logistics Officer	400	5.II	951	540,657
28	Database & ICT Officer	400	5.II	951	540,657
29	Clinical Psychologist	400	5.II	951	540,657
30	ECD Caregiver	400	5.II	951	540,657
31	Trainer	400	5.II	951	540,657
32	Production Officer	400	5.II	951	540,657
33	Animator	400	6.II	793	450,832
34	Assistant Trainer	400	6.II	793	450,832
35	Community & Environment Health Officer A0/A1	400	7.II	660	375,219
36	Nurse A0/A1 Clinical Officer	400	7.II	660	375,219
37	Mental Nurse A0/A1	400	7.II	660	375,219
38	Laboratory Technician A0/A1	400	7.II	660	375,219
39	Nutritionist A0/A1	400	7.II	660	375,219
40	Store Keeper	400	7.II	660	375,219
41	Administrative Assistant	400	7.II	660	375,219
42	Plumber	400	8.II	508	288,805
42	Electrician	400	8.II	508	288,805
42	Technician (Plumbing & Electricity)	400	8.II	508	288,805
43	Navigator	400	8.II	508	288,805
44	Chief Cook	400	8.II	508	288,805
45	Assistant Cook	400	9.II	391	222,289
46	Driver	400	10.II	300	170,554

Official Gazette no. Special of 18/07/2018

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 99/03 ryo ku wa 17/07/2018 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigo cy'Igihugu gishinzwe Igororamuco

Kigali, ku wa 17/07/2018

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to the Prime Minister's Order n° 99/03 of 17/07/2018 determining organisational structure, salaries and fringe benefits for employees of the National Rehabilitation Service

Kigali, on 17/07/2018

(sé)
Dr. NGIRENTE Edouard
Prime Minister

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

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'arrêté du Premier Ministre n° 99/03 du 17/07/2018 portant cadre organique, salaires et avantages accordés au personnel du Service National de Réhabilitation

Kigali, le 17/07/2018

(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

Official Gazette no. Special of 18/07/2018

ITEKA RYA MINISITIRI
N°136/MOJ/AG/2018 RYO KU WA
18/07/2018 RYIRUKANA BURUNDU
ABAHESHA B'INKIKO B'UMWUGA

MINISTERIAL ORDER
N°136/MOJ/AG/2018 OF 18/07/2018
DISMISSING PROFESSIONAL COURT
BAILIFFS

MINISTERIEL N°136/MOJ/AG/2018 DU
18/07/2018 PORTANT REVOCATION DES
HUISSIERS DE JUSTICE
PROFESSIONNELS

ISHAKIRO

TABLE OF CONTENTS

TABLE DES MATIERES

Ingingo ya mbere: Kwirukanwa burundu

Article One: Dismissal

Article premier: Révocation

Ingingo ya 2: Ivanwaho ry'ingingo
zinyuranyije n'iri teka

Article 2: Repealing provision

Article 2: Disposition abrogatoire

Ingingo ya 3: Igihe iri teka ritangira
gukurikizwa

Article 3: Commencement

Article 3: Entrée en vigueur

Official Gazette no. Special of 18/07/2018

ITEKA RYA MINISITIRI N°136/MOJ/Ag/2018 18/07/2018 ABAHESHA B'INKIKO B'UMWUGA	RYA RYO KU WA RYIRUKANA BURUNDU	MINISTERIAL N°136/MOJ/AG/2018 DISMISSING PROFESSIONAL COURT BAILIFFS	ORDER OF 18/07/2018 OF 18/07/2018 DISMISSING PROFESSIONAL COURT BAILIFFS	MINISTERIEL N° 136/MOJ/AG/2018 DU 18/07/2018 PORTANT REVOCATION DES HUISSIERS DE JUSTICE PROFESSIONNELS
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta		The Minister of Justice/Attorney General		Le Ministre de la Justice/Garde des Sceaux
Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavugururwe mu 2015, cyane cyane mu ngingo zaryo, iya 121 n'iya 176;		Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 121 and 176;		Vu la Constitution de la République du Rwanda de 2003, révisée en 2015, spécialement en ses articles 121 et 176;
Ashingiye ku Itegeko n° 12/2013 ryo ku wa 22/03/2013 rigenga umurimo w'Abahesha b'Inkiko, cyane cyane mu ngingo zaryo, iya 43, iya 44, iya 45, iya 46 n'iya 47;		Pursuant to Law n° 12/2013 of 22/03/2013 governing the bailiff function, especially in Articles 43, 44, 45, 46 and 47;		Vu la Loi n° 12/2013 du 22/03/2013 régissant la fonction d'Huissier de Justice, spécialement en ses articles 43, 44, 45, 46 et 47;
Ashingiye ku Iteka rya Perezida n° 27/01 ryo ku wa 18/07/2004 rigena amwe mu mateka y'Abaminisitiri yemezwa atanyuze mu nama y'Abaminisitiri, cyane cyane mu ngingo yaryo ya mbere;		Pursuant to Presidential Order n° 27/01 of 18/7/2004 determining certain ministerial orders which are adopted without consideration by the Cabinet, especially in article One;		Vu l'Arrêté Présidentiel n° 27/01 du 18/07/2004 déterminant certains arrêtés ministériels qui ne sont pas adoptés par le Conseil des Ministres, spécialement en son article premier;
Asubiye ku Iteka ya Minisitiri n° 858/08.11 ryo ku wa 20/05/2013 rishyiraho urutonde rw'Abahesha b'Inkiko b'Umwuga bemerewe gukora uwo murimo;		Having reviewed the Ministerial order n° 858/08.11 of 20/05/2013 publishing a list of Professional Court Bailiffs allowed to exercise the professional;		Revu l'Arrêté Ministériel n° 858/08.11 du 20/05/2013 portant publication de la liste des Huissiers de Justice Professionnels agréée pour exercer la profession;
Asubiye ku Iteka n° 2154/08.25 ryo ku wa 07/07/2014 rishyiraho Abahesha b'Inkiko b'Umwuga;		Having reviewed Ministerial Order n° 2154/08.25 of 07/07/2014 appointing Professional Court Bailiffs;		Revu l'Arrêté Ministériel n° 2154/08.25 du 07/07/2014 portant nomination des Huissiers de Justice Professionnels;
Asubiye ku Iteka n° 479/08.11 ryo ku wa 19/03/2015 rishyiraho Abahesha b'Inkiko b'Umwuga;		Having reviewed Ministerial Order n° 479/08.11 of 19/03/2015 appointing Professional Court Bailiffs;		Revu l'Arrêté Ministériel n° 479/08.11 du 19/03/2015 et portant nomination des Huissiers de Justice Professionnels;

Official Gazette no. Special of 18/07/2018

Asubiye ku Iteka n° 009/MOJ/AG/2016 ryo ku wa 26/08/2016 rishyiraho Abahesha b'Inkiko b'Umwuga;

Having reviewed Ministerial Order n°009/MOJ/AG/2016 of 26/08/2016 appointing Professional Court Bailiffs;

Revu l'Arrêté Ministériel n° 009/MOJ/AG/2016 du 26/08/2016 portant nomination des Huissiers de Justice Professionnels;

Asubiye ku Iteka n° 024/MOJ/2017 ryo ku wa 10/11/2017 rishyiraho Abahesha b'Inkiko b'Umwuga;

Having reviewed Ministerial Order n°024/MOJ/2017 of 10/11/2017 appointing Professional Court Bailiffs;

Revu l'Arrêté Ministériel n° 024/MOJ/AG/2017 of 10/11/2017 portant nomination des Huissiers de Justice Professionnels;

ATEGETSE:

ORDERS:

ARRETE:

Ingingo ya mbere: Kwirukanwa burundu

Article One: Dismissal

Article premier: Révocation

Abahesha b'Inkiko b'Umwuga bakurikira birukanywe burundu ku murimo w'abahesha b'inkiko kubera amakosa akomeye bakoze mu kazi:

The following Professional Court Bailiffs are dismissed from the profession of bailiff due to serious professional misconduct:

Les Huissiers de Justice Professionnels suivants sont révoqués de la profession d'huissiers pour fautes professionnelles graves:

- 1 ° Madamu AYINKAMIYE Febronie;
- 2 ° Bwana MUTESA Epimague;
- 3 ° Bwana NYIRIMBIBI Juvenal;
- 4 ° Bwana MUTUNZI Alexis;
- 5 ° Bwana SEBAHIRE Roger David;
- 6 ° Bwana MUHIRE Michel.

- 1 ° Mrs AYINKAMIYE Febronie;
- 2 ° Mr MUTESA Epimague;
- 3 ° Mr NYIRIMBIBI Juvenal;
- 4 ° Mr MUTUNZI Alexis;
- 5 ° Mr SEBAHIRE Roger David;
- 6 ° Mr MUHIRE Michel.

- 1 ° Mme AYINKAMIYE Febronie;
- 2 ° M. MUTESA Epimague;
- 3 ° M. NYIRIMBIBI Juvenal;
- 4 ° M. MUTUNZI Alexis;
- 5 ° M. SEBAHIRE Roger David;
- 6 ° M. MUHIRE Michel.

Official Gazette no. Special of 18/07/2018

Ingingo ya 2: Ivanwaho ry'ingingo zinyuranyije n'iri teka

Ingingo zose z'amateka abanziriza iri kandi zinyuranye na ryo zivanweho.

Article 2: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 2: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 3: Igihe iri teka ritangira gukurikizwa

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

Article 3: Commencement

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

Article 3: Entrée en vigueur

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

Official Gazette no. Special of 18/07/2018

Kigali, ku wa **18/07/2018**

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

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

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

Kigali, on **18/07/2018**

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Kigali, le **18/07/2018**

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

Vu et scellé du Sceau de la République:

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