

ITEKA RYA MINISITIRI W'INTEBE N°112/03 RYO KU WA 08/11/2017 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'URUBYIRUKO

PRIME MINISTER'S ORDER N° 112/03 OF 08/11/2017 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE MINISTRY OF YOUTH

ARRETE DU PREMIER MINISTRE N° 112/03 DU 08/11/2017 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA JEUNESSE

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ITEKA RYA MINISITIRI W'INTEBE N° 112/03 RYO KU WA 08/11/2017 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'URUBYIRUKO

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ARRETE DU PREMIER MINISTRE N° 112/03 DU 08/11/2017 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA JEUNESSE

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 12/09/2017 imaze kubisuzuma no kubyemeza;

ATEGETSE:

Ingingo ya mbere: Icyo iri teka rigamije

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

The Prime Minister;

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

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

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet, in its session of 12/09/2017;

HEREBY ORDERS:

Article One: Purpose of this Order

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

Le Premier Ministre;

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

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

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

Après examen et adoption par le Conseil des Ministres, en sa séance du 12/09/2017;

ARRETE:

Article premier: Objet du présent arrêté

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

y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Urubyiruko (MINIYOUTH).

fringe benefits for employees for the Ministry of Youth (MINIYOUTH).

salaires et avantages accordés au personnel du Ministère de la Jeunesse (MINIYOUTH).

Ingingo ya 2: Inshingano

Article 2: Mission and functions

Article 2: Mission et fonctions

Minisiteri y'Urubyiruko ifite inshingano rusange yo gushyiraho uburyo bunoze no gufasha urubyiruko gutera imbere mu bijyanye n'ubukungu, imibereho myiza ndetse no kwimakaza imyitwarire mbonezabupfura.

The general mission of the Ministry of Youth is to create an enabling environment, act as a catalyst and facilitate the promotion and empowerment of youth economically, socially and ethics values.

Le Ministère de la Jeunesse a pour mission générale de créer un environnement propice, de servir comme catalyseur et facilitateur pour la promotion et le développement socio-économique de jeunes et le renforcement de leurs valeurs éthiques.

By'umwihariko Minisiteri y'Urubyiruko ishinzwe ibi bikurikira:

Specifically, the Ministry of Youth is responsible for:

Particulièrement, le Ministère de la Jeunesse est chargé de:

1 ° gushyiraho no kumenyekanisha politiki, amategeko, ingamba na gahunda bijyanye n'urubyiruko binyujijwe mu:

1 ° developing and disseminating the sector policies, laws, strategies and programs for youth through:

1 ° développer et diffuser les politiques, lois, stratégies et programmes sectoriels de la jeunesse à travers:

a. gushyiraho politiki, ingamba na gahunda ziteza imbere ubukungu, imibereho myiza kandi zimakaza imyitwarire mbonezabupfura;

a. elaboration of policies, strategies and programs contributing to youth socio-economic empowerment and ethical values nurturing;

a. l'élaboration des politiques, stratégies et programmes qui contribuent au développement socio-économique des jeunes et au renforcement de leurs valeurs éthiques;

b. gushyiraho gahunda z'uburere zigamije gutoza urubyiruko kwimakaza imibereho myiza no kugira uruhare mw'iterambere ry'aho batuye;

b. developing socio-educational programs to ensure the mentoring for youth social development and community engagement;

b. l'élaboration des programmes socio-éducatifs susceptibles d'assurer l'encadrement de la jeunesse et leur engagement dans la société;

c. gutegura imishinga yibanda ku rubyiruko hagamijwe guhanga imirimo;

c. developing projects with aim of creating jobs for youth;

c. le développement des projets concernant la jeunesse en vue de la création d'emplois;

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| d. guteza imbere ibigo by'urubyiruko hagamijwe iterambere ry'ubukungu n'imibereho myiza y'urubyiruko; | d. the promotion of youth friendly centers for socio economic development; | d. la promotion de centres de jeunes pour le développement socio-économique; |
| 2 ° gushyiraho amategeko agenga urwego rw'urubyiruko binyujijwe mu: | 2 ° regulating the youth sector through: | 2 ° réglementer le secteur de la jeunesse à travers: |
| a. gukorera ubuvugizi urubyiruko kugira ngo rugire uruhare mu iterambere ry'igihugu; | a. the advocacy for youth participation in the development of the country; | a. la plaidoirie en faveur de la participation des jeunes dans le développement du pays; |
| b. gushyiraho amategeko yerekeye ibikorwa by'urubyiruko no kuyamenyekanisha; | b. the elaboration of the rules applicable to youth activities and their dissemination; | b. l'élaboration des règles applicables aux activités des jeunes et propager ces règles; |
| c. guhuza ibikorwa bya Minisiteri na gahunda za Guverinoma; | c. the harmonization of the Ministry's activities with the Government's plans; | c. l'harmonisation des activités du Ministère avec les programmes du Gouvernement; |
| 3 ° kubaka ubushobozi bw'inzezo n'abakozi binyujijwe mu: | 3 ° developing institutional and human resources capacities through: | 3 ° développer les capacités institutionnelles et des ressources humaines à travers: |
| a. kubaka ubushobozi bw'inzezo n'abakozi bakora muri gahunda z'urubyiruko; | a. capacity building of the institutional and human resources operating in youth sector; | a. le renforcement des capacités institutionnelles et des ressources humaines opérant dans les secteurs de la jeunesse; |
| b. gufasha mu gushyiraho inzezo z'urubyiruko n'amashyirahamwe y'urubyiruko hamwe na gahunda zo kububakira ubushobozi; | b. facilitating of the establishment of youth structures and organizations as well as their capacity building mechanisms; | b. la facilitation de la mise en place des structures de la jeunesse et des organisations de développement ainsi que des mécanismes de renforcement de leurs capacités; |

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| <p>c. gushishikariza urubyiruko kwitabira gahunda za Leta;</p> | <p>c. engagement of youth to participate in Government programs;</p> | <p>c. l'engagement des jeunes pour participer aux programmes du Gouvernement;</p> |
| <p>d. guhuza ibikorwa byose biteza imbere urubyiruko byaba ibya leta cyangwa abandi bafatanyabikorwa;</p> | <p>d. coordinating all youth interventions from government institutions and other partners;</p> | <p>d. la coordination de toutes les interventions des institutions gouvernementales et autres partenaires en rapport avec la jeunesse.</p> |
| <p>e. gushyigikira gahunda n'ibikorwa bigamije iterambere mu bukungu n'imibereho myiza by'urubyiruko;</p> | <p>e. the promotion of initiatives, programs and activities contributing to socio-economic development of youth;</p> | <p>e. la promotion des initiatives, programmes et des activités qui contribuent au développement socioéconomiques des jeunes;</p> |
| <p>f. guteza imbere ubufatanye hagati y'urubyiruko haba imbere mu gihugu, mu karere no ku rwego mpuzamahanga ndetse no kubishishikariza urubyiruko rw'u Rwanda ruba mu mahanga;</p> | <p>f. the promotion of youth exchange programs at national, regional and international level and engaging Rwandan youth living abroad;</p> | <p>f. la promotion des programmes d'échange entre les jeunes au niveau national, régional et international ainsi que la participation des jeunes rwandais vivant à l'étranger.</p> |
| <p>4 ° gukurikirana no gusuzuma ishyirwa mu bikorwa rya politiki, ingamba na gahunda zo guteza imbere urubyiruko binyujijwe mu:</p> | <p>4 ° monitoring and evaluation of the implementation of national policies, strategies and programs to promote youth through:</p> | <p>4 ° faire le suivi et l'évaluation de la mise en œuvre des politiques, stratégies et programmes nationaux visant à promouvoir les jeunes à travers:</p> |
| <p>a. kugenzura politiki na gahunda bya Minisiteri bijyanye n'iterambere ry'urubyiruko no gufasha inzego mu kubishyira mu bikorwa mu buryo bukwiye;</p> | <p>a. overseeing policies and programs of the Ministry concerning youth development and assistance for their relevant and effective implementation;</p> | <p>a. la supervision des politiques et programmes du Ministère concernant le développement de la jeunesse et assistance pour leur mise en oeuvre de façon pertinente et efficace;</p> |
| <p>b. gushyiraho uburyo rusange bwo gukurikirana no gusuzuma ibikorwa</p> | <p>b. development of an overall framework for monitoring and evaluating the</p> | <p>b. le développement d'un cadre global de suivi et d'évaluation des activités du</p> |

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bya Minisiteri n'iby'inzego Minisiteri ireberera;	Ministry and institutions under its supervision;	Ministère et celles des institutions sous sa tutelle;
c. gushyiraho no gushyira mu bikorwa ibipimo ngenderwaho mu gusuzuma politiki, ingamba na gahunda bigamije iterambere ry'urubyiruko no guhuriza hamwe imibare ijyanye na byo iva mu turere;	c. setting up and implementation of indicators to evaluate the impact of the policies, strategies and programs on the development of youth and consolidation of the related data produced on these matters by the districts;	c. la mise en place et la mise en œuvre des indicateurs d'évaluation de l'impact des politiques, stratégies et programmes sur le développement de la jeunesse ainsi que la consolidation des données en provenance des districts;
d. gukora raporo z'igihe runaka na buri mwaka zishyikirizwa Guverinoma zerekana uruhare rwa za politiki, ingamba, gahunda n'imishinga ku iterambere ry'urubyiruko;	d. preparation of periodic and annual reports to the Government on the impact of the policies, strategies, programs and projects on the development of youth;	d. la production des rapports périodiques et annuels soumis au Gouvernement sur l'impact des politiques, stratégies, programmes et projets sur le développement de la jeunesse;
5 ° kugenzura inzego zirebererwa na Minisiteri binyuze mu:	5 ° overseeing the institutions under its supervision through:	5 ° superviser les institutions sous-tutelle du Ministère à travers:
a. gutanga umurongo ngenderwaho muri gahunda runaka zigomba gushyirwa mu bikorwa n'inzego zirebererwa na Minisiteri;	a. orientations on specific programs realized by the institutions under supervision;	a. l'orientation sur les programmes spécifiques réalisés par les institutions sous tutelle du Ministère;
b. kugenzura imikorere n'imirungire by'inzego zirebererwa na Minisiteri;	b. supervision of the functioning and management of institutions under the Ministry;	b. la supervision du fonctionnement et de la gestion des institutions sous- tutelle du Ministère;
6 ° gushaka ibikenewe mu iterambere ry'urubyiruko binyuze mu:	6 ° mobilizing resources for the development of the youth through:	6 ° mobiliser des ressources pour le développement de la jeunesse à travers:

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| a. gushaka umutungo wo guteza imbere urubyiruko no kugenzura uburyo uwo mutungo ukoreshwa; | a. mobilization of resources for development of youth and monitoring how they are used; | a. la mobilisation des ressources pour le développement des jeunes et la surveillance de leur utilisation; |
| b. guteza imbere ibikorwa byo korohereza urubyiruko rugitangira imishinga ibyara inyungu n'abandi bafite ibikorwa bitanga imirimo ku rubyiruko; | b. promotion of incentives for young business starters and youth employment providers; | b. la promotion des stratégies d'incitation aux jeunes promoteurs d'entreprises et les fournisseurs d'emploi; |
| c. guteza imbere ubufatanye hagati y'inzego za Leta n'abikorera mu guhanga imirimo ku rubyiruko; | c. promotion of partnership between public and private sector to create jobs opportunities for youth; | c. la promotion du partenariat entre le secteur publique et privé pour la création des opportunités d'emploi aux jeunes; |
| d. guteza imbere ubufatanye mu ishoramari ry'abikorera rigamije guteza imbere urubyiruko mu rwego rw'ubukungu n'imibereho myiza; | d. promotion of partnership with private investment for youth socio-economic development; | d. la promotion du partenariat et de l'investissement privé pour le développement socio-économique de la jeunesse; |
| e. guteza imbere ubufatanye kugira ngo abafatanyabikorwa bose basenyere umugozi umwe mu gukemura ibibazo biri mu rubyiruko. | e. establishment of partnerships to ensure all stakeholders are working together to address youth socio-economic needs. | e. l'établissement des partenariats pour s'assurer que tous les intervenants travaillent en collaboration pour répondre aux besoins socio-économiques de la jeunesse. |

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

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

Article 3: Organizational structure and job profiles

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

Article 3: Structure organisationnelle et profils d'emplois

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

Ingingo ya 4: Igenwa ry’umushahara

Imishahara y’abakozi ba Minisiteri y’Urubyiruko 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 Minisiteri y’Urubyiruko buri ku mugereka wa III w’iri teka.

Ingingo ya 5: Ibigize umushahara mbumbe

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

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

Indamunite y’urugendo ivugwa mu gika cya mbere cy’iyi ngingo, ntigenerwa abakozi bari ku nzego z’imirimo za “F” na “2.III” boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze. Ntigenerwa kandi

Article 4: Determination of the salary

Salaries for employees of the Ministry of Youth 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 the Ministry of Youth are in Annex III of this Order.

Article 5: Composition of the gross salary

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

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

The transport allowance specified in Paragraph One of this Article shall not be granted to officials positioned on levels “F” and “2.III” whose transport is facilitated in accordance with Instructions of the Minister in charge of transport.

Article 4: Détermination du salaire

Les salaires accordés au personnel du Ministère de la Jeunesse 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 du Ministère de la Jeunesse sont en annexe III du présent arrêté.

Article 5: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement:

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

L’indemnité de transport dont il est question à l’alinéa premier du présent article n’est pas allouée aux agents de l’Etat aux postes de niveau “F” et “2.III” pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans

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abakozi bari ku rwego rwa “3” bagenerwa indamunite yihariye y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

It shall not also be granted to public servants positioned on level “3” who are entitled to special transport allowance in accordance with Instructions of the Minister in charge of public service.

ses attributions. Elle n’est pas non plus allouée aux agents de l’Etat aux postes de niveau “3” qui bénéficient de l’indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Article 6: Fringe benefits for the Permanent Secretary

Article 6: Avantages alloués au Secrétaire Permanent

Umunyamabanga Uhoraho muri Minisitiri y’Urubyiruko agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

Le Secrétaire Permanent au sein du Ministère de la Jeunesse bénéficie des avantages suivants:

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

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

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

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

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

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

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

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

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

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

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

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

Ingingo ya 7: Ibindi bigenerwa Umujyanama wa Minisitiri uri ku rwego rwa “2.III”

Umujyanama wa Minisitiri uri ku rwego rwa “2.III” agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1° Umujyanama wa Minisitiri agenerwa kandi buri kwezi amafaranga y’itumanaho rya telefoni igendanwa angana n’ibihumbi mirongo irindwi y’u Rwanda (70.000 Frw);
- 2° koherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

Ingingo ya 8: Ibindi bigenerwa Abayobozi b’Amashami n’Abakozi bari ku rwego rw’imirimo rwa “3”

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

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

Article 7: Fringe benefits for Advisor to the Minister on “2.III” job classification level

The Minister on “2.III” job classification level is entitled to the following fringe benefits:

1. the advisor to the Minister is entitled to a mobile phone communication allowance of seventy thousand Rwandan francs (Frw 70,000) per month;
2. transport facilitation in accordance with the Instructions of the Minister in charge of transport.

Article 8: Fringe benefits for Directors of Units and Officials on “3” job classification level

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

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

Article 7: Avantages alloués au Conseiller du Ministre au poste de niveau “2.III”

Le Conseiller du Ministre au poste de niveau “2.III” bénéficie des avantages suivants:

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

Article 8: Avantages alloués aux Directeurs d’Unités et aux Cadres aux postes de niveau “3”

Les Directeurs d’Unités et Cadres aux postes de niveau “3” bénéficient chacun d’autres avantages comme suit :

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.

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

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

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

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

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

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

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

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

Article 9: Mileage allowances

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

Article 10: Authorities responsible for the implementation of this Order

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

Article 11: Repealing provision

All prior provisions contrary to this Order are repealed.

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

Article 9: 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 10: Autorités chargées de l'exécution du présent arrêté

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

Article 11: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

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Ingingo ya 12: Igihe iri teka ritangira gukurikizwa

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

Kigali, ku wa **08/11/2017**

(sé)

Dr. NGIRENTE Edouard
Minisitiri w'Intebe

(sé)

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)

BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Article 12: Commencement

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

Kigali, on **08/11/2017**

(sé)

Dr. NGIRENTE Edouard
Prime Minister

(sé)

RWANYINDO KAYIRANGWA Fanfan
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)

BUSINGYE Johnston
Minister of Justice/Attorney General

Article 12: Entrée en vigueur

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

Kigali, le **08/11/2017**

(sé)

Dr. NGIRENTE Edouard
Premier Ministre

(sé)

RWANYINDO KAYIRANGWA Fanfan
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

(sé)

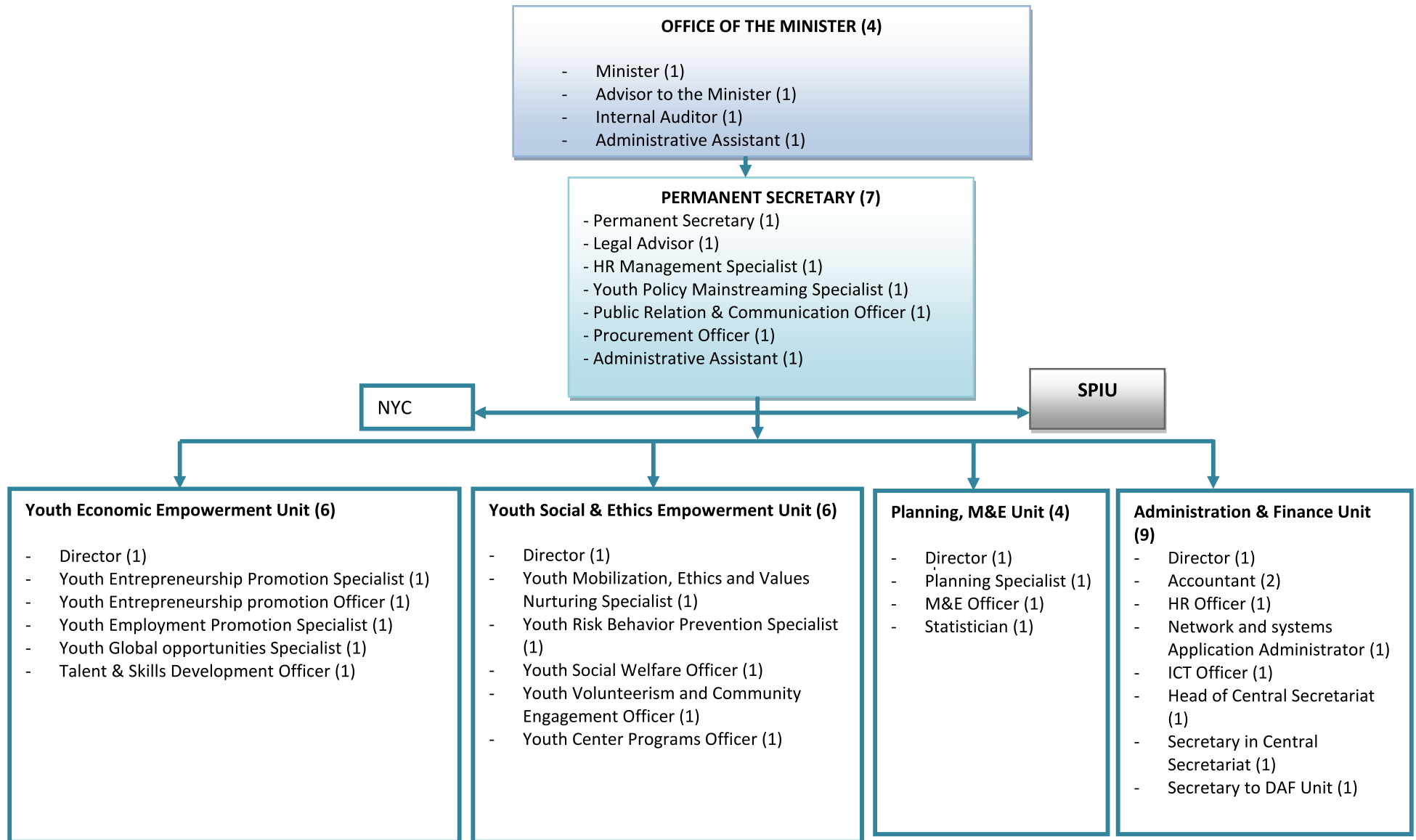
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 112/03 RYO
KU WA 08/11/2017 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IBISABWA KU
MYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI MURI
MINISITERI Y'URUBYIRUKO**

**ANNEX I TO PRIME MINISTER'S
ORDER N°112/03 OF 08/11/2017
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, JOB PROFILES,
SALARIES AND FRINGE BENEFITS
FOR EMPLOYEES OF THE MINISTRY
OF YOUTH**

**ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N°112/03 DU 08/11/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
PROFILS D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
JEUNESSE**

MINISTRY OF YOUTH (MINIYOUTH) ORGANIZATIONAL CHART 2017



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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°112/03 ryo ku wa 08/11/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Urubyiruko

Kigali, ku wa 08/11/2017

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to Prime Minister's Order n° 112/03 of 08/11/2017 determining mission and functions, organisational structure, job profiles, salaries and fringe benefits for employees of the Ministry of Youth

Kigali, on 08/11/2017

(sé)
Dr. NGIRENTE Edouard
Prime Minister

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

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°112/03 du 08/11/2017 portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère de la Jeunesse

Kigali, le 08/11/2017

(sé)
Dr. NGIRENTE Edouard
Premier Ministre

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

Vu et scellé du Sceau de la République:

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

**UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N° 112/03 RYO
KU WA 08/11/2017 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IBISABWA KU
MYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI MURI
MINISITERI Y'URUBYIRUKO**

**ANNEX II TO PRIME MINISTER'S
ORDER N°112/03 OF 08/11/2017
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, JOB PROFILES,
SALARIES AND FRINGE BENEFITS
FOR EMPLOYEES OF THE MINISTRY
OF YOUTH**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N°112/03 DU 08/11/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
PROFILS D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
JEUNESSE**

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MINISTRY OF YOUTH-JOB PROFILES					
	Administrative Unit	Job Title	Title of job position linked with the job	Required qualification, Experience and Profiles	Number of Job Positions
	Office of the Minister	Minister	Minister	Political Appointee	1
		Advisor	Advisor to the Minister	<p>A0 in Business Administration, Economics, Development Economics, Development Studies, Management, Law with 5 years of working experience; Or Master or Equivalent in Business Administration, Economics, Development Economics, Development Studies, Management, Law with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Youth Development Framework - Good knowledge of government policy making and development processes; - Knowledge of the youth sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - -Coordination, planning and organisational skills; - Interpersonal skills; - -Collaboration and team working skills; - -Effective communication skills; - -Administrative skills; - -Time management skills; - Fluent in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage</p>	1

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		Administrative Assistant	Administrative Assistant to the Minister	<p>A1 in Secretarial Studies, Office Management with three years' experience or A0 in Public Administration, Management, Sociology, Law, communication</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word 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
		Internal Auditor	Internal Auditor	<p>A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all - is an advantage 	1
		Sub total			4

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	Office of the PS	Permanent Secretary	Permanent Secretary	Political Appointee	1
		Youth Policy Mainstreaming	Youth Policy Mainstreaming Specialist	<p>A0 in Public Policy, Development Studies, Political Studies, Economics, Sociology with 3 years of working experience; or Master or Equivalent in Public Policy, Development Studies, Political Studies, Economics, Sociology with one year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge and experience in youth development issues. - Knowledge of policy analysis and strategies formulation - Quantitative analysis and evidence policy making - Analytical, problem-solving and critical thinking skills. - Good at handling 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, managers - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. 	1
		Administrative Assistant	Administrative Assistant to the PS	<p>A1 in Secretarial Studies, Office Management with three years experience or A0 in Public Administration, Management, Sociology, Law, Communication</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; 	1

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				<ul style="list-style-type: none"> - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word 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 	
		Public Relations and Communication	Public Relations & Communication Officer	<p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills - Computer skills - Creativity and initiative - Good organisational 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 	1
		Procurement	Procurement Officer	<p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - High Analytical Skills; - Negotiation Skills; - Knowledge of basic business and purchasing practices; 	1

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				<ul style="list-style-type: none"> - 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. 	
		Legal Advisor	Legal Advisor	<p>A0 in law with 3 years of working experience; Or Master's Degree or Equivalent in Law with one year working experience</p> <p>Knowledge and technical skills required:</p> <ul style="list-style-type: none"> - Knowledge of Substantive Law and Legal Procedures; - Contract Drafting skills - Report writing and presentation skills; - Analytical and problem solving; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage 	1
		HRM Specialist	HRM Specialist	<p>A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management with one year working experience.</p>	1

				<p>Knowledge and technical skills required:</p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan Public Service and Labor Law; - Knowledge in Conflict Management; - Knowledge of Human Resources Concepts, Practices, Policies and Procedures; - Problem Solving Skills; - Computer Skills; - Judgement 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 	
	Sub total				7
	Youth Economic Empowerment Unit	Director of Unit	Director of Youth Economic Empowerment Unit	<p>A0 in Economics, Development Studies, Business Administration, Development Studies, Rural Development, Project management, Strategy Development, planning with 3 years of working experience; Or Master's Degree or Equivalent in Economics, Development Studies, Business Administration, Development Studies, Rural Development, Project management, Strategy Development, Planning with 1 year of working experience.</p> <p>Key technical skills and knowledge:</p> <ul style="list-style-type: none"> - Leadership and management skills; - -Knowledge of results based management, - -Extensive knowledge and understanding of the Youth Development Framework - Logical framework approach, - Quantitative Analysis Skills 	1

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				<ul style="list-style-type: none"> - Labour Economics Skills - Entrepreneurship Skills - Public Policy Making and Analysis Process - Strategic planning processes and tools; - organisational skills; - Coordination skills - Communication skills; - knowledge in monitoring and evaluation systems; - Computer skills; - -Time management skills; - -Team working skills; - -Judgement and decision making skills; - -Complex problem solving; - -High analytical skills ; Project Design& Management - -Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage. 	
		Youth Entrepreneurship Promotion	Youth Entrepreneurship Promotion Specialist	<p>A0 in Economics, Development Studies, Business Administration, Entrepreneurship, Project Management, Strategy Development, Planning with 3 years of working experience; Or Master's Degree or Equivalent in Economics, Development Studies, Business Administration, Project management, Strategy Development, Planning, Entrepreneurship with one year working experience.</p> <p>Key technical skills and knowledge:</p> <ul style="list-style-type: none"> - Entrepreneurship - and Job Creation Knowledge - Leadership and management skills; - -Knowledge of results based management, - -Logical framework approach, - Extensive knowledge and understanding of the Youth Development Framework - Strategic planning processes and tools; 	1

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				<ul style="list-style-type: none"> - organisational skills; - Coordination skills - Communication skills; - knowledge in monitoring and evaluation systems; - Computer skills; - Time management skills; - Team working skills; - Judgement and decision making skills; - Complex problem solving; - High analytical skills; - Project Design& Management - -Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage 	
		Youth Employment Promotion	Youth Employment Promotion Speciali	<p>A0 in Economics, Labour Economics, Development Studies, Rural Development, Project Management, Strategy Development, Planning with 3 years of working experience; Or Master's Degree or Equivalent in Economics, Labour Economics, Development Studies, Rural Development, Project Management, Strategy Development, Planning with one year working experience.</p> <p>Key technical skills and knowledge:</p> <ul style="list-style-type: none"> - Leadership and management skills; - Knowledge of results based management, - Logical framework approach, - Public Policy Making and Analysis Process - Quantitative Analysis Skills and Evidence Making - Entrepreneurship and Job Creation Skills - Strategic planning processes and tools; - organisational skills; - Coordination skills - Communication skills; - knowledge in monitoring and evaluation systems; 	1

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				<ul style="list-style-type: none"> - Computer skills; - Time management skills; - Team working skills; - Judgement and decision making skills; - Complex problem solving; - High analytical skills; Project Design& Management - Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage 	
		Youth Entrepreneurship Promotion	Youth Entrepreneurship Promotion Officer	<p>A0 in Entrepreneurship, Business Administration, Finance, Banking, Economics, Development Studies, Rural Development, Project management.</p> <p>Key technical skills and knowledge:</p> <ul style="list-style-type: none"> - Leadership and management skills; - Knowledge of results based management, - Logical framework approach, - Entrepreneurship and Job Creation Skills - Access to Finance Knowledge - Strategic planning processes and tools; - organisational skills; - Coordination skills - Communication skills; - knowledge in monitoring and evaluation systems; - Computer skills; - Time management skills; - Team working skills; - Judgement and decision making skills; - Complex problem solving; - High analytical skills; Project Design& Management - Fluent in Kinyarwanda, English and/French, knowledge of both is an advantage 	1

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		<p>Youth Global Opportunities</p>	<p>Youth Global Opportunities Specialist</p>	<p>A0 in International Economics, Labour Economics, Economics, International Relations, Diplomacy, Development Studies, Business Administration, Development Studies with 3 years of working experience; Or Master's Degree or Equivalent in International Economics, Labour Economics, Economics, International Relations, Diplomacy, Development Studies, Business Administration, Development Studies with one year working experience.</p> <p>Key technical skills and knowledge:</p> <ul style="list-style-type: none"> - Leadership and management skills; - Knowledge of results based management, - Extensive knowledge and understanding of the Youth Development Framework - Logical framework approach, - Negotiation Skills - Basic Law Skills - Strategic planning processes and tools; - Quantitative Skills and Evidence Policy Making - Entrepreneurship and Job Creation Knowledge - Labour Economics Skills - organisational skills; - Coordination skills - Communication skills; - knowledge in monitoring and evaluation systems; - Computer skills; - Time management skills; - Team working skills; - Judgement and decision making skills; - Complex problem solving; - High analytical skills; Project Design& Management - -Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage 	<p>1</p>
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		Talent & Skills Development	Talent & Skills Development Officer	<p>A0 in Arts and Cultural Development, Psychology, Talent Development/Management, Sociology, Educational Development, Creativity.</p> <p>Key technical skills and knowledge:</p> <ul style="list-style-type: none"> - Knowledge of arts and creativity industry - Skills and Talent Development - Career Development - Leadership and management skills; - Entrepreneurship and Job Creation Knowledge - Knowledge of results based management, logical framework approach, - strategic planning processes and tools; - Psychological Skills; - Organisational skills; - Communication skills; - -knowledge in monitoring and evaluation systems; - Computer skills; - Time management skills; - Team working skills; - Judgement and decision making skills; - Complex problem solving; - High analytical skills; Project Design& Management -Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage 	1
	Sub total				6
	Youth Social& Ethics Empowerment Unit	Director of Unit	Director of Youth Social& Ethics Empowerment Unit	<p>A0 in Sociology, Public Administration, Social Work, Psychology, Education Sciences, Economics, Development Studies, Development Studies, Clinical Psychology with 3 years of working experience; Or Master's Degree or Equivalent in Sociology, Public Administration, Social Work, Psychology, Education Sciences, Economics, Development Studies,</p>	1

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				<p>Development Studies, Clinical Psychology with one year working experience.</p> <p>Key technical skills and knowledge:</p> <ul style="list-style-type: none"> - Leadership and management skills; - Knowledge of results based management, - Logical framework approach, - Extensive knowledge and understanding of the Youth Development Framework - Strategic planning processes and tools; - Organisational skills - Mobilization Skills - Coordination skills - Communication skills; - knowledge in monitoring and evaluation systems; - Knowledge of Rwandan Ethics and Values - Computer skills; - Time management skills; - Team working skills; - Judgement and decision making skills; - Complex problem solving; - High analytical skills; Project Design& Management - Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage 	
		Youth Social Welfare	Youth Social Welfare Officer	<p>A0 in Sociology, Social Work, Psychology, Clinical Sociology</p> <p>Key technical skills and knowledge:</p> <ul style="list-style-type: none"> - Leadership and management skills; - Knowledge of results based management, - Sociology, Social Work, Psychology, Clinical Sociology - Logical framework approach, 	1

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				<ul style="list-style-type: none"> - Strategic planning processes and tools; - organisational skills; - Coordination skills - Mobilization Skills - Communication skills; - knowledge in monitoring and evaluation systems; - Computer skills; - Time management skills; - Team working skills; - -Judgement and decision making skills; - -Complex problem solving; - -High analytical skills; Project Design& Management - -Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage 	
		Youth Mobilization & Ethics and Values Nurturing	Youth Mobilization & Ethics and Values Nurturing Specialist	<p>A0 in Sociology, Social Work, Psychology, Political Sciences, Conflict Management with 3 years of working experience or Masters in Sociology, Social Work, Psychology, Political Sciences, Conflict Management with one year working experience</p> <p>Key technical skills and knowledge:</p> <ul style="list-style-type: none"> - Leadership and management skills; - Knowledge of results based management, logical framework approach, - Extensive knowledge and understanding of the Youth Development Framework - strategic planning processes and tools; - Psychological Skills; - organisational skills; - Communication skills; - knowledge in monitoring and evaluation systems; - Knowledge of Rwandan Ethics and Values - Computer skills; 	1

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				<ul style="list-style-type: none"> - Time management skills; - Team working skills; - Judgement and decision making skills; - Complex problem solving; - High analytical skills; Project Design& Management - Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage 	
		Youth Risk Behavior Prevention Officer	Youth Risk Behavior Prevention specialist	<p>A0 in Sociology, Social Work, Psychology, Education Sciences, Public Health with 3 years working experience; or Master's Degree or equivalent in sociology, Social Work, Psychology, Clinical Sociology with one year working experience</p> <p>Key technical skills and knowledge:</p> <ul style="list-style-type: none"> - Leadership and management skills; - Knowledge of results based management, logical framework approach, - Planning processes and tools; - Psychological Skills; - organisational skills; - Mobilization Skills - Communication skills; - knowledge in monitoring and evaluation systems; - Computer skills; - Time management skills; - Team working skills; - Judgement and decision making skills; - Complex problem solving; - High analytical skills; Project Design& Management - Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage 	1

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		Youth Volunteerism and Community Engagement	Youth Volunteerism and Community Engagement Officer	<p>A0 in Political Sciences, Public administration, Administrative Sciences, Social Works, Economics, Development Studies, Project management, Education Science, Psychology, Sociology</p> <p>Key technical skills and knowledge:</p> <ul style="list-style-type: none"> - Leadership and management skills; - Planning processes and tools; - Organisational skills; - Knowledge on volunteerism - Community Development - Mobilization - Communication skills; - knowledge in monitoring and evaluation systems; - Knowledge of Rwandan Ethics and Values - Computer skills; - Time management skills; - Team working skills; - Judgement and decision making skills; - Complex problem solving; - High analytical skills; Project Design& Management - -Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage 	1
		Youth Center Programs Officer	Youth Center Programs Officer	<p>A0 in Business Administration; Administrative Sciences, Sociology, Economics, Development Studies, Project Management</p> <p>Key technical skills and knowledge:</p> <ul style="list-style-type: none"> - Leadership and management skills; - Knowledge of results based management, logical framework approach, - Strategic planning processes and tools; 	1

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				<ul style="list-style-type: none"> - Psychological Skills; - Organisational skills; - Communication skills; - Knowledge in monitoring and evaluation systems; - Knowledge of Rwandan Ethics and Values - Computer skills; - Time management skills; - Team working skills; - Judgement and decision making skills; - Complex problem solving; - High analytical skills; Project Design& Management - Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage 	
	Sub total				6
	Planning, M&E Unit	Director of Unit	Director of Planning ,M&E Unit	<p>A0 in Economics, Development Studies, Strategic Management, Project Management, Management, Business Administration with 3 years of working experience or Master's Degree or Equivalent in Management, Economics, Development Studies, Strategic Management, Project Management, Business Administration with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Impact assessment and evaluation knowledge - Quantitative skills - Project Design and analytical skills - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; 	1

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				<ul style="list-style-type: none"> - 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 	
		Planning Specialist	Planning Specialist	<p>A0 in Economics, Development Studies, Strategic Management, Project Management, Management, Business Administration with 3 years of working experience or Master's Degree or Equivalent in Management, Economics, Development Studies, Strategic Management, Project Management, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Impact assessment and evaluation knowledge - Quantitative skills - Project Design and analytical skills - 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; 	1

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				<ul style="list-style-type: none"> - 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 	
		M & E Officer	M & E Officer	<p>A0 in Economics, Project Management, Management, Development Studies, Business Administration</p> <p>Key Technical Skills & 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; - Knowledge of Impact Evaluation concepts - 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 	1
		Statistician	Statistician	A0 in Statistics, Applied Mathematics, Economics	1

				<p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep understanding of Research Methodologies and Statistics Concepts; - Diagnostic Information Gathering - Identifying the information needed to clarify a situation or subject from appropriate sources using skillful questioning to draw out the information - Knowledge of various statistical software packages (advanced Microsoft Excel, SPSS, STATA) - Knowledge to Prepares and publishes statistical and technical reports and research papers; - Knowledge of the theory, systems and application of statistical research methodology - Computer Skills - Organizational Skills; - - High analytical Skills; 	
	Sub total				4
	Finance & Administration Unit	Director of Unit	Director of Administration and Finance Unit	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</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 organisational, Budgeting skills; - Communication skills; 	1

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				<ul style="list-style-type: none"> - 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 	
		Accounting	Accountant	<p>A0 in Accounting, Public Finance, Management specialised in Accounting or Finance; Or Accounting Professional Qualification recognised by IFAC (ACCA, CPA).</p> <p>Key Technical Skills & Knowledge required:</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; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
		Human Resources Officer	Human Resources Officer	<p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p>	1

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				<p>Key Technical Skills & Knowledge required:</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; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
		Network and Systems Administrator	Network and Systems Application Administrator	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering 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>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT policies and strategies; 	1

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

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				<ul style="list-style-type: none"> - 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. 	
		Central Secretariat	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management, Library and Information Science or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science with 2 years of working experience</p> <p>Key Technical Skills & 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 & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

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		Secretary	Secretary in Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: <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; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
		Secretary	Secretary to DAF Unit	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: <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; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
					9
					36

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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 112/03 ryo ku wa 08/11/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Urubiruko

Kigali, ku wa 08/11/2017

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to Prime Minister's Order n° 112/03 of 08/11/2017 determining mission and functions, organisational structure, job profiles, salaries and fringe benefits for employees of the Ministry of Youth

Kigali, on 08/11/2017

(sé)
Dr. NGIRENTE Edouard
Prime Minister

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

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 112/03 du 08/11/2017 portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère de la Jeunesse

Kigali, le 08/11/2017

(sé)
Dr. NGIRENTE Edouard
Premier Ministre

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

Vu et scellé du Sceau de la République:

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

**UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N°112/03 RYO KU
WA 08/11/2017 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'URUBYIRUKO**

**ANNEX III TO PRIME MINISTER'S
ORDER N°112/03 OF 08/11/2017
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, JOB PROFILES,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES OF THE MINISTRY OF
YOUTH**

**ANNEXE III A L'ARRETE DU
PREMIER MINISTRE N° 112/03 DU
08/11/2017 PORTANT MISSION ET
FONCTIONS, STRUCTURE
ORGANISATIONNELLE, PROFILS
D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
JEUNESSE**

MINIYOUTH SALARY STRUCTURE 2017

POST	I.V	Level	Index	Basic Salary	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2869	1,265,229	1,617,505
Advisor to the Minister	400	2.III	1890	756,000	1,085,309
Director of Administration & Finance Unit	400	3.II	1369	547,600	786,131
Director of Planning, Monitoring and Evaluation Unit	400	3.II	1369	547,600	814,962
Director of Youth Economic Empowerment Unit	400	3.II	1369	547,600	814,962
Director of Youth Social & Ethics Empowerment Unit	400	3.II	1369	547,600	814,962
HR Management Specialist	400	3.II	1369	547,600	786,131
Legal Advisor	400	3.II	1369	547,600	786,131
Youth Entrepreneurship Promotion Specialist	400	3.II	1369	547,600	786,131
Youth Employment Promotion Specialist	400	3.II	1369	547,600	786,131
Youth Global opportunities Specialist	400	3.II	1369	547,600	786,131
Youth Mobilization, Ethics and Values Nurturing Specialist	400	3.II	1369	547,600	786,131
Youth Risk Behavior Prevention Specialist	400	3.II	1369	547,600	786,131
Youth Policy Mainstreaming Specialist	400	3.II	1369	547,600	786,131
Planning Specialist	400	3.II	1369	547,600	786,131
Youth Social Welfare Officer	350	4.II	1141	399,350	567,590
Youth Center Programs Officer	350	4.II	1141	399,350	567,590
Youth Entrepreneurship Promotion Officer	350	4.II	1141	399,350	567,590
Talent & Skills Development Officer	350	4.II	1141	399,350	567,590
Youth Volunteerism and Community Engagement Officer	350	4.II	1141	399,350	567,590
Human Resources Officer	350	4.II	1141	399,350	567,590
Network & Systems Application Administrator	350	4.II	1141	399,350	567,590
ICT Officer	350	4.II	1141	399,350	567,590
Monitoring & Evaluation Officer	350	4.II	1141	399,350	567,590
Public Relations & Communication Officer	350	4.II	1141	399,350	567,590
Statistician	350	4.II	1141	399,350	567,590
Accountant	350	5.II	951	332,850	473,075
Administrative Assistant to the Minister	350	5.II	951	332,850	473,075
Administrative Assistant to the PS	350	5.II	951	332,850	473,075
Internal Auditor	350	5.II	951	332,850	473,075
Procurement Officer	350	5.II	951	332,850	473,075
Head of Central Secretariat	350	7.II	660	231,000	328,317
Secretary in Central Secretariat	350	8.II	508	177,800	252,705
Secretary to DAF Unit	350	8.II	508	177,800	252,705

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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°112/03 ryo ku wa 08/11/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Urubyiruko

Kigali, ku wa **08/11/2017**

(sé)

Dr. NGIRENTE Edouard
Minisitiri w'Intebe

(sé)

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)

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Kigali, le **08/11/2017**

(sé)

Dr. NGIRENTE Edouard
Premier Ministre

(sé)

RWANYINDO KAYIRANGWA Fanfan
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

(sé)

BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux