

ITEKA RYA MINISITIRI W'INTEBE N° 35/03
RYO KU WA 27/02/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI Y'ABAKOZI BA
LETA N'UMURIMO (MIFOTRA)

PRIME MINISTER'S ORDER N°35/03 OF
27/02/2015 DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF PUBLIC SERVICE AND
LABOUR (MIFOTRA)

ARRETE DU PREMIER MINISTRE N°35/03
DU 27/02/2015 PORTANT MISSION ET
FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DU MINISTERE DE LA FONCTION
PUBLIQUE ET DU TRAVAIL (MIFOTRA)

ISHAKIRO

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ITEKA RYA MINISITIRI W'INTEBE N°35/03 RYO KU WA 27/02/2015 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'ABAKOZI BA LETA N'UMURIMO (MIFOTRA)

Minisitiri w'Intebe;

Ashingiyeye ku Itegeko Nshinga rya Repubilika y'u Rwanda ryo kuwa 04 Kamena 2003 nk'uko ryavugururwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 118, iya 119, iya 121 n'iya 201;

Ashingiyeye 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;

Asubiyeye ku Iteka rya Minisitiri w'Intebe n° 88/03 ryo ku wa 25/08/2011 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimu bya Minisitiri y'Abakozi ba Leta n'Umurimo;

Asubiyeye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo kuwa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa Abakozi bo mu Butegetsi Bwite bwa Leta, nk'uko ryahinduwe kandi ryujujwe kugeza ubu;

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

Inama y'Abaminisitiri yateranyeye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza;

PRIME MINISTER'S ORDER N°35/03 OF 27/02/2015 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF PUBLIC SERVICE AND LABOUR (MIFOTRA)

The Prime Minister;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

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

Reviewing Prime Minister's Order n° 88/03 of 25/08/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Public Service and Labour;

Reviewing Prime Minister's Order n° 53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central Government as modified and complemented to date;

On proposal by the Minister Public Service and Labour;

After consideration and approval by the Cabinet in its session of 29/07/2014;

ARRETE DU PREMIER MINISTRE N°35/03 DU 27/02/2015 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA FONCTION PUBLIQUE ET DU TRAVAIL (MIFOTRA)

Le Premier Ministre;

Vu la Constitution de la République du Rwanda du 04 juin 2003 telle que révisée à ce jour, spécialement en ses articles 118, 119, 121 et 201;

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° 88/03 du 25/08/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de la Fonction Publique et du Travail;

Revu l'Arrêté du Premier Ministre n° 53/03 du 14/07/2012 fixant les salaires et autres avantages accordés au personnel de l'Administration Centrale, tel que modifié et complété à ce jour;

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

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014;

ATEGETSE:

Ingingo ya mbere: icyo iri teka rigamije

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimu, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Abakozi ba Leta n'Umurimo.

Ingingo ya 2: Inshingano

Minisitiri y'Abakozi ba Leta n'Umurimo ifite inshingano rusange yo gufasha Inzego za Leta gushyiraho uburyo bunoze bwo gukora no kubona abakozi bashoboye akazi mu rwego rwo gutuma serivisi zitangwa n'abakozi ba Leta zitangwa neza kandi zidahenze; no gushyiraho uburyo buboneye bwo guteza imbere umurimo hagendewe ku bipimo mpuzamahanga mu biyanyane n'ubuzima bw'abakozi n'ubwiteganyirize kandi bituma habaho guhanga imirimu no guteza imbere isoko ry'umurimo.

By'umwihariko, Minisitiri y'Abakozi ba Leta n'Umurimo ifite inshingano zikurikira:

- 1° gushyiraho, kumenyekanisha no guhuza ishyirwa mu bikorwa rya politiki, ingamba na gahunda mu nzego zifite imicungire y'abakozi ba Leta n'Umurimo mu nshingano zazo binyujijwe mu:
 - a. gushyiraho politiki, ingamba na gahunda zijyanyane n'umicungire y'abakozi ba Leta, gushishikariza abakozi ba Leta gukora akazi no kubazamura mu ntera;
 - b. gushyiraho umurungo ngenderwaho mu kuvugurura ubutegetsi bwa Leta no

HEREBY ORDERS:

Article One: Purpose of this Order

This Order determines mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Public Service and Labour.

Article 2: Mission and functions

The general mission of the Ministry of Public Service and Labour shall be to provide the public institutions with efficient organization and human resources to fit the objectives of best public service delivery at low cost; and to set up a fair working environment, based on international standards of health and social security, and favorable to jobs creation and labour market development.

Specifically, the Ministry of Public Service and Labour shall be responsible for:

- 1° developing, disseminating and coordinating the implementation of policies, strategies and programs of the sector through:
 - 1° elaboration of policies, strategies and programs for Public servants, management, motivation and promotion;
 - 2° fixing the orientations for the administrative reform and the

ARRETE :

Article premier: Objet du présent arrêté

Le présent arrêté porte mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de la Fonction Publique et du Travail.

Article 2: Mission et fonctions

Le Ministère de la Fonction Publique et du Travail a la mission générale de fournir aux institutions publiques une organisation efficace et le personnel qualifié capable en vue de rendre des services de qualité et à moindre coût au sein de la fonction publique; et de mettre en place un environnement de travail équitable, fondé sur des normes internationales de la santé et de la sécurité sociale, et favorable à la création d'emplois et au développement du marché du travail.

Plus particulièrement, le Ministère de la Fonction Publique et du Travail est chargé de:

- 1° développer, diffuser et coordonner la mise en exécution des politiques, des stratégies et des programmes sectoriels par le biais de:
 - a. l'élaboration des politiques, stratégies et programmes relatifs à la gestion, à la motivation et à la promotion du personnel.
 - b. la fixation des orientations de la réforme administrative et de la mise en

- gushyiraho mu bikorwa gahunda zihutirwa; implementation of priorities;
- c. gushyiraho politiki zijyanye n'umurimo n'ubwiteganyirize; 3° elaboration of the labour and social security policies;
- d. gushyiraho politiki zijyanye no guteza imbere umurimo no kongera ubushobozi bw'abakozi n'ubw'inzezo za Leta; 4° elaboration of employment promotion and capacity building policies;
- 2° gushyiraho amategeko agenga abakozi ba Leta n'ay'inzezo zifitanye isano nayo binyujijwe mu: 2° regulating the public service sector and related sub-sectors through:
- a. gushyiraho no kumenyekanisha amategeko n'amabwiriza bijyanye n'imicungire y'abakozi ba Leta; a. elaboration and dissemination of regulations related to the management of public servants;
- b. gushyiraho no kumenyekanisha ibipimo ngenderwaho mu micungire y'abakozi ba Leta na za serivisi; b. setting up and dissemination of standards and norms applicable to the management of public servants and public services;
- c. gushyiraho no kuvugurura amategeko agenga umurimo mu Rwanda (ubwiteganyirize, ubugenzuzi bw'umurimo, ibigenga isano hagati y'umukozi n'umukoresha, ibiganiro bihuza abarebwa n'umurimo bose, ibijyanye n'ubuzima n'umutekano ku kazi, kurwanya imirimo mibi ikoresheya abana); c. elaboration and updating of the Labour legislation (social security, labour inspection, professional relations, social dialogue, health and security at the workplace, fight against child labour);
- d. gushyiraho amategeko agenga amahugurwa y'abakozi; d. regulation of professional training;
- 3° kubaka ubushobozi bw'inzezo n'ubw'abakozi binyujijwe mu: 3° developing institutional and human resources capacities in the sector through:
- c. l'élaboration des politiques du travail et de la sécurité sociale; œuvre des priorités;
- d. l'élaboration de la politique de promotion de l'emploi et de renforcement des capacités; 2° réglementer le secteur de la fonction publique et les sous-secteurs connexes à travers:
- a. l'élaboration et la dissémination de la réglementation en rapport avec la gestion des agents de l'Etat; la mise en place et la diffusion des règles et normes applicables à la gestion des agents de l'Etat et à l'organisation des services publics;
- c. l'élaboration et la mise à jour de la législation du travail (la sécurité sociale, l'inspection du travail, les relations professionnelles, le dialogue social, la santé et la sécurité au travail, la lutte contre le travail des enfants); d. la réglementation de la formation professionnelle;

- a. gushyiraho imbonerahamwe z'inzego z'imirimo mu nzego za Leta;
 - b. gushyiraho uburyo bw'imicungire y'abakozi ba Leta mu Butegetsi bwa Leta;
 - c. gushyira mu bikorwa no kuvugurura uburyo bwo gucunga imikorere y'abakozi ba Leta;
 - d. gushyiraho no gukurikirana uburyo bw'ishyirwa mu bikorwa ry'imiterere y'inzego za Leta;
 - e. gushyiraho uburyo bw'imicungire y'inzego za Leta;
- 4° gukurikirana no gusuzuma ishyirwa mu bikorwa rya za politiki, ingamba na gahunda bijyanye n'imicungire y'abakozi ba Leta n'Umurimo binyujijwe mu:
- a. gukurikirana no gusuzuma imicungire y'abakozi ba Leta na gahunda zo kongerera ubushobozi abakozi mu Nzego z'Igihugu;
 - b. gukurikirana no gusuzuma uruhare rw'ivugururwa ry'inzego z'imirimo n'urw'amahugurwa mu mikorere y'inzego z'Igihugu no kuri serivisi zihabwa abaturage;
 - c. gukurikirana iterambere ry'isoko ry'umurimo
- a. consolidation of the organization charts of public institutions;
 - b. elaboration of management measures for public servants in the Public Administration;
 - c. implementation and updating the performance management system for public servants;
 - d. elaborating and monitoring the implementation systems and organizational systems and procedure of public organs;
 - e. developing management systems of State organs;
- 4° monitoring and evaluating the implementation of policies, strategies and programs related to the management of public servants through:
- a. monitoring and evaluating of the human resources management and capacity building in the national institutions;
 - b. monitoring and evaluating of the impact of the Administrative Reform and of training on the functioning and performance of the national institutions and on the services delivered to the population;
 - c. monitoring the labour market evolution
- a. la mise en place des consolidations des organigrammes des institutions publiques;
 - b. élaboration des mesures de gestion des agents de l'Etat dans l'Administration publique;
 - c. la mise en application et la mise à jour du système de gestion de performance des agents de l'Etat;
 - d. l'élaboration et la mise en œuvre des systèmes et des procédures organisationnelles des services de l'Etat;
 - e. élaboration des systèmes de gestion des organes de l'Etat;
- 4° faire le suivi et évaluer la mise en œuvre des politiques, stratégies et programmes relatifs à la gestion des agents de l'état à travers:
- a. la supervision et évaluation du système de gestion des agents et le renforcement des capacités au sein des institutions nationales;
 - b. le suivi et l'évaluation de l'impact de la réforme administrative et de la formation sur le fonctionnement et la performance des institutions nationales et sur les services offerts à la population;
 - c. le suivi de l'évolution du marché du travail

no kugaragaza imibare ijyanye na ryo;

- d. gusuzuma ibipimo ngenderwaho no guhuriza hamwe imibare ituruka mu nzego zegerejwe abatwaga ijyanye n'umurimo;
- e. gutanga raporo mu gihe runaka na buri mwaka kuri Guverinoma zigaragaza uruhare rwa za politiki, ingamba, gahunda n'imishinga ku iterambere ry'imicungire y'abakozi ba Leta n'umurimo;

and provide the corresponding statistics;

- d. evaluating the indicators and consolidating the data handled by the decentralized institutions related to labour;
- e. providing periodical and annual reports to the Government on the impact of the policies, strategies, programs and projects on the development of management of public servants and labour;

et donner des statistiques correspondantes;

- d. l'évaluation des indicateurs et la consolidation des données fournies par les institutions décentralisées en rapport avec le travail;
- e. les rapports périodiques et annuels au Gouvernement sur l'impact des politiques, stratégies, programmes et projets sur le développement de la gestion des agents de l'Etat et du travail ;

5° kugenzura inzego ireberera binyujijwe mu:

- a. gutanga imirongo ngenderwaho kuri gahunda runaka zigomba gushyirwa mu bikorwa n'inzego ireberera;
- b. kugenzura imikorere n'imicungire y'inzego ziyishamikiyeho mu rwego rwo kuzifasha gukoresha umutungo wazo neza;

5° overseeing the institutions under its supervision through:

- a. orientations on specific programs to be realized by the agencies under its supervision;
- b. supervision of the functioning and management of the agencies under its supervision for a better use of resources;

5° superviser les institutions sous sa tutelle à travers:

- a. l'orientation sur les programmes spécifiques à réaliser par les services sous sa tutelle ;
- b. la supervision du fonctionnement et la gestion des organes sous sa tutelle en vue de la bonne utilisation des ressources ;

6° gukusanya ibikenewe mu guteza imbere inzego za Leta n'umurimo na gahunda zijyanye na byo binyujijwe mu:

- a. gushakisha umutungo no kugenzura ibikorwa mu ikoresha neza ry'umutungo;
- b. guteza imbere imikoranire n'ishoramari ry'abikorera mu guteza imbere umurimo.

6° mobilizing resources for the development of public institutions and labour sector and related programs through:

- a. mobilization of resources and supervision of actions to ensure their rational use;
- b. promotion of partnership with private sector for labour development.

6° mobiliser des ressources pour le développement des institutions publiques et du travail et des programmes connexes à travers:

- a. la mobilisation des ressources et la supervision des mesures visant à garantir leur utilisation rationnelle ;
- b. la promotion du partenariat avec le secteur privé en vue d'assurer le développement du travail.

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

Imbonerahamwe y'imyanya y'imirimu n'ibisabwa ku myanya y'imirimu bya Minisitiri y'Abakozi ba Leta n'Umurimo buri ku migereka ya I na II y'iri teka.

Ingingo 4: Igenwa ry'umushahara

Imishahara y'Abakozi ba Minisitiri y'Abakozi ba Leta n'Umurimo igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimu kandi hakurikijwe amahamwe ngenderwaho mu kubara imishahara mu butegesi bwa Leta.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri Minisitiri y'Abakozi ba Leta n'Umurimo buri ku mugereka wa III w'iri teka.

Ingingo 5: Ibigize umushahara mbumbe

Umushahara mbumbe wa buri kwezi ku mukozi 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 kibanziriza iki ntigerwa abakozi bari ku nzego z'imirimu za "F" na "H/2" boroherezwa ingengo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze; ndetse

Article 3: Organizational structure and job profiles

The organizational structure and job profiles for the Ministry of Public Service and Labour are respectively in annexes I and II of this Order.

Article 4: Determination of the salary

Salaries for employees of the Ministry of Public Service and Labour shall be determined basing on the job classification and in accordance with general principles on salary calculation in public service.

The level, index value and gross salary corresponding to each job position in the Ministry of Public Service and Labour are in annex III to this Order.

Article 5: Composition of the gross salary

The monthly gross salary for each employee shall mainly be 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 the previous paragraph shall not be granted to officials positioned on levels "F" and "H/2" whose transport is facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be granted to

Article 3 : Structure organisationnelle et profils d'emplois

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

Article 4: Détermination du salaire

Les salaires accordés au personnel du Ministère de la Fonction Publique et du Travail 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 Fonction Publique et du Travail 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 question à l'alinéa précédent n'est pas allouée aux agents de l'Etat aux postes de niveau "F" et "H/2" pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions,

n'abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Umunyamabanga Uhoraho muri Minisitiri y'Abakozi ba Leta n'Umurimo agenerwa ibindi bimufasha gutunganya umurimo bukurikira:

1 ° amafaranga yo kwishyura telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi, n'aya telefoni igendanwa angana n'ibihumbi ijana (100.000 Frw) buri kwezi;

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

3 ° Leta imworohereza mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Ingingo ya 7: Ibindi bigenerwa Abayobozi Bakuru n'Umujyanama wa Minisitiri bari ku rwego rwa "2.III"

Abayobozi Bakuru n'Umujyanama wa Minisitiri bagenerwa buri wese ibindi bibafasha gutunganya imirimo mu buryo bukurikira:

public servants positioned on level "3" who shall be entitled to special transport allowance in accordance with Instructions of the Minister in charge public service.

Article 6: Fringe benefits for Permanent Secretary

The Permanent Secretary in the Ministry of Public Service and Labour shall be entitled to the following fringe benefits:

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

2 ° office guest's entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month and transferred to the Ministry;

3 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister responsible for transport.

Article 7: Fringe benefits for Director Generals and Advisor to the Minister on "2.III" job level

Director Generals and Advisor to the Minister shall each be entitled to fringe benefits as follows:

ainsi que ceux aux postes de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Article 6: Avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent au sein du Ministère de la Fonction Publique et du Travail bénéficie des avantages suivants :

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

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

3 ° l'Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 7: Avantages alloués aux Directeurs Généraux et au Conseiller du Ministre aux postes de niveau "2.III"

Les Directeurs Généraux et le Conseiller du Ministre bénéficient chacun des avantages comme suit:

1 ° buri Muyobozi Mukuru agenerwa amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) n'irya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;

2 ° Umujyanama wa Minisitiri agenerwa amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;

3 ° Leta yorohereza Abayobozi Bakuru n'Umujyanama wa Minisitiri mu bijyanye n'uburyo bw'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'imirimu rwa "3"

Abayobozi b'Amashamin'Abakozi bari ku rwego rw'imirimu rwa "3" bagenerwa buri wese ibindi bitafasha gutunganya imirimu bikurikira:

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

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

Abayobozi b'Amashami bari ku rwego rw'imirimu rwa "3" bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe ya Minisitiri,

1 ° Director Generals shall each be entitled to seventy thousand Rwandan francs (70,000 Rwf) per month for office land line and seventy thousand Rwandan francs (70,000 Rwf) per month for mobile phone;

2 ° the Advisor to the Minister shall be entitled to seventy thousand Rwandan francs (70,000 Rwf) per month for mobile phone;

3 ° the Government shall facilitate transport for Director Generals and Advisor to the Minister 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 level

Directors of Units and Officials on "3" job level shall each be entitled to fringe benefits as follows:

1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (30,000Rwf) per month;

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

Directors of Units on level "3" with a pool of public servants under their responsibilities in accordance

1 ° les Directeurs Généraux bénéficient chacun des frais de communication par téléphone de bureau équivalant à soixante-dix mille francs Rwandais (70.000 Frw) et de téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois;

2 ° le Conseiller du Ministre bénéficie des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois;

3 ° l'Etat facilite les Directeurs Généraux et le Conseiller du Ministre en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

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'avantages comme suit:

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

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

Les Directeurs d'Unités aux postes de niveau "3" ayant des agents de l'Etat placés sous leurs responsabilités suivant la structure

bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi ya telefoni yo mu biro.

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

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

Ingingo ya 10: Abashinzwe kubahiriza iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

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

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

Ingingoya 12: Igihe iteka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazetiya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

with the approved organizational structure shall also each be entitled to an office telephone of one hundred thousand Rwandan francs (100,000Rwf) per month.

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 State pay them mileage allowances specified in the relevant Ministerial Instructions issued by 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 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 hereby repealed.

Article 12: Commencement

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It shall take effectas of 29/07/2014.

organisationnelle approuvée, bénéficier aussi 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 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 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.

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 sort ses effets à partir du 29/07/2014.

Kigali, ku wa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
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 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
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 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

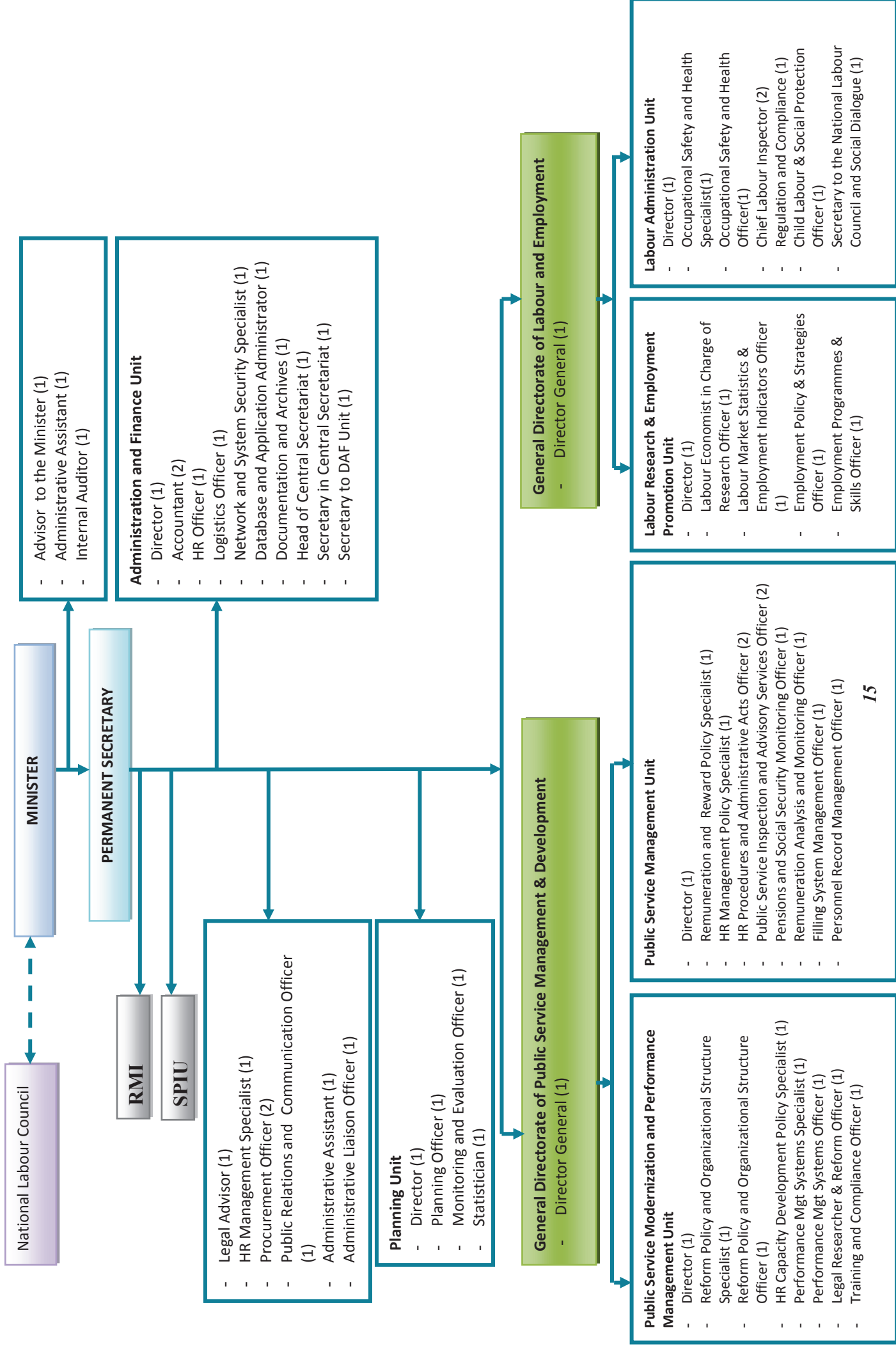
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA MINISITIRI
W'INTEBE N⁰35/03 RYO KU WA 27/02/2015
RIGENA INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI MURI
MINISITERI Y'ABAKOZI BA LETA
N'UMURIMO (MIFOTRA)

ANNEX I TO PRIME MINISTER'S ORDER
N⁰35/03 OF 27/02/2015 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
IN THE MINISTRY OF PUBLIC SERVICE
AND LABOUR (MIFOTRA)

ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N⁰35/03 DU 27/02/2015
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
FONCTION PUBLIQUE ET DU TRAVAIL
(MIFOTRA)

Official Gazette No. Special of 28/02/2015
MIFOTRA – ORGANIZATIONAL CHART



Bibonywe kugirango bishyirwe ku mugereka w'Itekarya Minisitiri w'Intebe n° 35/03 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisitiri y'Abakozi ba Leta n'Umurimo

Kigali, kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith

Minisitiri w'Abakozi ba Leta n'Umurimo

Seen to be annexed to Prime Minister's Order n°35/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Public Service and Labour

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith

Minister of Public Service and Labour

Vu pour être annexé à l'Arrêté du Premier Ministre n°35/03 Du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de la Fonction Publique et du Travail

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith

Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu et scellé du Sceau de la République :

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

UMUGEREKA WA II WITEKA RYA MINISITIRI
W'INTEBE N⁰35/03 RYO KU WA 27/02/2015
RIGENA INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI MURI
MINISITERI Y'ABAKOZI BA LETA N'UMURIMO
(MIFOTRA)

ANNEX II TO PRIME MINISTER'S ORDER
N⁰35/03 OF 27/02/2015 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
IN THE MINISTRY OF PUBLIC SERVICE
AND LABOUR (MIFOTRA)

ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N⁰35/03 DU 27/02/2015
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
FONCTION PUBLIQUE ET DU TRAVAIL
(MIFOTRA)

MIFOTRA - JOB PROFILES

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Minister	Minister	Minister of Public Service and Labour	Political appointee	1
	Advisor	Advisor to the Minister	<p>A0 in Public Administration or Administrative Sciences, Labour Administration, Labour Economics , Law, Management with 5 years of working experience ; Or Master or Equivalent in Public Administration or Administrative Sciences, Labour Administration, Labour Economics , Law, Management 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 Rwanda Public service and Labour; - Good knowledge of government policy-making and legislative processes; - Knowledge of the public service sector, employment policies and issues; -Analytical, problem-solving and critical thinking skills; -Strong Leadership Skills; -Technical understanding of system being analyzed and how it affects the various business units; -Good at handling and meeting deadlines; -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes; -Able to work well with both internal and external clients; -Good presentation skills, and ability to communicate with various audiences, including end users and managers; - Interpersonal skills; -Collaboration and team working skills; -Administrative skills; -Time management skills; 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Internal Audit	Internal Auditor	<p>A0 in Finance, Accounting or Management with specialization 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
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & 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
S/Total				4

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Political Appointee	1
	Administrative Assistant	Administrative Assistant	A1 in Secretarial 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"> - 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
	Administration Liaison	Administrative Liaison Officer	A1 in Secretarial 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"> - 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Human Resources Management Specialist	Human Resources Management Specialist	<p>A0 in Human Resource Management, Management with Specialization in Human Resource, 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 Specialization in Human Resource Management</p> <p>Key Technical Skills & 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 & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Legal Advisor	Legal Advisor	<p>A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience</p> <p>Key Technical skills and Knowledge required :</p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan public service and labor law; - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	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; - 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Public Relations and Communication	Public Relations and 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 - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	1
S/Total				8

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
<p>Directorate General of Public Service Management and Development</p>	<p>Director General</p>	<p>Director General</p>	<p>A0 in Law, Public Administration or Administrative Sciences, HR Management, Management, Public Policy with 5 years of working experience; Or Master or Equivalent in Law, Public Administration or Administrative Sciences, HR Management, Management 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 Rwanda Public Service Sector; - Deep knowledge in Human Resources Management policies and procedures - Creative, proactive, customer focussed, solutions led and outcome driven Skills; -Analytical, problem-solving and critical thinking skills; -Strong Leadership and Organisational Skills; -Technical understanding of system being analyzed and how it affects the various business units; -Good at handling and meeting deadlines; -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers. - Interpersonal Skills - Time Management Skills; - Decesion making Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is 	<p>1</p>

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
<p>Public Service Modernization and Performance Management Unit</p>	<p>Director of Unit</p>	<p>Director of Public Service Modernization and Performance Management Unit</p>	<p>A0 in Public Administration or Administrative Sciences, Economics, HR Management, Management, Development Studies, Public Policy , with 3 years of working experience; Or Master or Equivalent in Public Administration or Administrative Sciences, Economics, HR Management, Management, Development Studies, Public Policy with 1 years 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; - Extensive knowledge and understanding of the Rwanda Public Service Sector; - Deep knowledge in Human Resources Management policies and procedures - Creative, proactive, customer focussed, solutions led and outcome driven Skills; -Analytical, problem-solving and critical thinking skills; -Strong Leadership and Organisational Skills; -Technical understanding of system being analyzed and how it affects the various business units; -Good at handling and meeting deadlines; -Multi-tasking skills and the ability to balance multiple priorities; -Able to work well with both internal and external clients; -Good presentation skills, and ability to communicate with various audiences; -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Interpersonal Skills; - Effective communication skills and negotiation skills; - Time Management Skills; 	<p>1</p>

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Reform Policy and Organizational Structure Specialist	Reform Policy and Organizational Structure Specialist	<p>A0 in Public Administration or Administrative Sciences, Economics, Development Studies, Public Policy, HR Management, Political Sciences, Management with 3 years of working experience; Or Master or Equivalent in Public Administration or Administrative Sciences, Economics, Development Studies, Public Policy, HR Management, Political Sciences, Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Public Service Sector, Institutional Organisation and reform processes; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - 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; - Strong attention to detail organizational skills; - Quick learner who is easily able to learn new products, systems, applications and technologies - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Reform Policy and Organizational Structure Officer	Reform Policy and Organizational Structure Officer	<p>A0 in Public Administration or Administrative Sciences, Economics, Development Studies, Public Policy, HR Management, Political Sciences, Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Public Service Sector and Institutional Organisation; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - 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. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	HR Capacity Development Policy Specialist	HR Capacity Development Policy Specialist	<p>A0 in Human Resources Management, Public Administration or Administrative Sciences, Management with 3 years of working experience in Human Resources Capacity Development; Or Master or Equivalent in Human Resources Management, Public Administration or Administrative Sciences, Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Public Service Sector and Institutional Organisation; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - 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; - Strong attention to detail organizational skills; - Quick learner who is easily able to learn new products, systems, applications and technologies; - Time Management Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Performance Mgt Systems Specialist	Performance Mgt Systems Specialist	<p>A0 in HR Management, Public Administration or Administrative Sciences, Management, Economics, Public Policy with 3 years of working experience; Or Master's Degree in the same fields.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Public Service Sector and Performance Management systems; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - 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. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies; - Time Management Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Performance Mgt Systems Officer	Performance Mgt Systems Officer	<p>A0 in HR Management, Public Administration or Administrative Sciences, Management, Economics, Public Policy Or Master's Degree in the same fields.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Public Service Sector and Performance Management systems; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - 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. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies- Time Management Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Legal Researcher & Reform Officer	Legal Researcher & Reform Officer	<p>A0 in Law.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Public Service Sector, reform and legislative processes; - Creative, proactive, customer focussed, solutions led and outcome driven; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - 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; - Quick learner who is easily able to learn new products, systems, applications and technologies; - Time Management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Training and Compliance Officer	Training and Compliance Officer	<p>A0 in HR Management, Public Administration, Administrative Sciences, Political Sciences, Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Public Service Sector and Training Modalities; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - 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. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies- Time Management Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Public Service Management Unit	Director of Unit	Director of Public Service Management Unit	<p>A0 in Law, Public Administration, Administrative Sciences, HR Management, Management with 3 years of working experience; Or Master or Equivalent in Law, Public Administration, Administrative Sciences, HR Management, Management with 1 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Public Service Sector; - Deep knowledge in Human Resources Management policies and procedures - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Analytical, problem-solving and critical thinking skills. - Strong Leadership and Organisational Skills - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - 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. - Effective communication skills and negotiation skills; - Time Management Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Remuneration and Reward Policy Specialist	Remuneration and Reward Policy Specialist	<p>A0 in Economics, Finance, Human Resource Management with 3 years of working experience; Or Master or Equivalent in Economics, Finance, Human Resource Management.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Remuneration system; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - 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. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies- Time Management Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	HR Management Policy Specialist	HR Management Policy Specialist	<p>A0 in Human Resource Management, Public Administration, Administrative Sciences, Public Policy, Management with Specialization in Human Resource, with 3 years of working experience in the fields of Human Resources; Or Master or Equivalent in Human Resource Management, Public Administration, Administrative Sciences, Public Policy, Specialization in Human Resource,</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Public Service Sector; - Deep knowledge in Human Resources Management policies and procedures - Analytical, problem-solving and critical thinking skills. - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - 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. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	HR Procedures and Administrative Acts Officer	HR Procedures and Administrative Acts Officer	<p>A0 in Law, Public Administration, Administrative Sciences, Human Resources Management;</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Public Service and Labour laws; - Deep knowledge in Human Resources Management policies and procedures - Analytical, problem-solving and critical thinking skills; - Legal Drafting and Interpretation skills; - Technical understanding of system being analyzed and how it affects the various business units; - Good at handling and meeting deadlines; - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes; - 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. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new systems, applications and technologies 	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Public Service Inspection and Advisory Services Officer	Public Service Inspection and Advisory Services Officer	<p>A0 in Law, Political Sciences, Administrative Sciences, Public Administration, Human Resources Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Public Service and Labour laws; - Deep knowledge in Human Resources Management policies and procedures - Analytical, problem-solving and critical thinking skills. - Ability to conduct inspections for high profiles. - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - 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. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new systems, applications and technologies 	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Pensions and Social Security Monitoring Officer	Pensions and Social Security Monitoring Officer	<p>A0 in Law, HR Management, Public Administration, Administrative Science, Management;</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Remuneration system; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - 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. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new systems, applications and technologies- Time Management Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Remuneration Analysis and Monitoring Officer	Remuneration Analysis and Monitoring Officer	<p>A0 in Economics, Economics Policy, Economics Planning</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Remuneration system; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. <p>-Good presentation skills, and ability to communicate with various audiences, including end users and managers.</p> <ul style="list-style-type: none"> -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new systems, applications and technologies- Time Management Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1
	Filling System Management Officer	Filling System Management Officer	<p>A0 in Public Administration, Administrative Sciences, Human Resources Management, Or A1 Secretarial Studies, Office Management.</p> <p>Key Technical Skills & 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Personnel Record Management Officer	Personnel Record Management Officer	<p>A0 in Public Administration, Administrative Sciences, Human Resources Management, Management, Sociology Or A1 Secretarial Studies, Office Management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/Total				20

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Directorate General of Labour and Employment	Director General	Director General of Labour and Employment	<p>A0 in Economics, Labour Economics, Development Studies, Agro economics, Labour Administration, Public Administration, Administrative Sciences with 5 year working experience or 2 year in senior position; Or Master or Equivalent in Economics, Labour Economics, Development Studies, Agro economics, Labour Administration, Public Administration, Administrative Sciences with 3 years 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; - Knowledge of Rwanda Labour and Employment 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; - Leadership Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Labour Research & Employment Promotion Unit	Director of Unit	Director of Labour Research & Employment Promotion Unit	<p>A0 in Economics, Development Studies, Agro economics, Labour Economics with 3 years of working experience; Or Master or Equivalent in Economics, Development Studies, Agro economics, Labour Economics with 1 year 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; - Knowledge of Rwanda Labour and Employment 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; - Leadership Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - 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. - Strong attention to detail organizational skills. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Labour Economist in Charge Research	Labour Economist in Charge Research	<p>A0 in Economics, Labour Economics, Development Studies,</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda Labour and Employment Sector Policies and Strategies -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. - Ability to conduct research and draft proposals -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 and managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Labour Market Statistics & Employment Indicators Officer	Labour Market Statistics & Employment Indicators Officer	<p>A0 in Statistics, Applied Mathematics, Economics, Labour Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of Rwandan Labour and Employment Policies and Strategies; - Knowledge of various statistical software packages; - Knowledge to Prepares and publishes statistical and technical reports and research papers; - Knowledge of the theory, systems and application of statistical research methodology - High analytical Skills; - Time management Skills; - Team working Skills; - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Good presentation skills, and ability to communicate with various audiences, including end users, managers, and members of the IT team. - Self-starter with leadership skills in order to take charge of or facilitate 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Employment Policy & Strategies Officer	Employment Policy & Strategies Officer	<p>A0 in Economics, Econometrics, Economic Planning, Economic Policy</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Employment Sector; - Analytical, problem-solving and critical thinking skills. - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Leadership skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Employment Programmes & Skills Officer	Employment Programmes & Skills Officer	<p>A0 in Economics, Labour Economics, Economic Planning, Economic Policy and Development Studies,</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Employment Sector; - Analytical, problem-solving and critical thinking skills. - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Leadership skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Labour Administration Unit	Director of Unit	Director of Labour Administration Unit	<p>A0 in Law, Public Administration, Administrative Science, Management, Labour Psychology with 3 years of working experience; Or Master or Equivalent in Law, Public Administration, Management, Labour Psychology, Labour Administration with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Labour and Employment Sector; - Deep knowledge in Labour policies and procedures - Creative, proactive, customer focussed, solutions led and outcome driven Skills; -Analytical, problem-solving and critical thinking skills. -Strong Leadership and Organisational Skills -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both public and private sector 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. - Effective communication skills and negotiation skills; - Time Management Skills; 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Occupational Safety and Health Specialist	Occupational Safety and Health Specialist	<p>A0 in Public Health, Health & Environmental Science, Health Administration, Occupational Health and Safety, Labour Psychology, with 3 years of working experience; Or Master or Equivalent in Public Health, Health Administration, Health & Environmental Science, Occupational Health and Safety, Labour Psychology.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of Occupational Safety and Health policies; - Knowledge in Industrial Development strategies; - Ability to assess and analyse impact; - Technical understanding of system being analyzed and how it affects the various business units. - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Occupational Safety and Health Officer	Occupational Safety and Health Officer	<p>A0 Public Health, Health & Environmental Science, Health Administration, Occupational Health and Safety, Labour Psychology,</p> <p>Key Technical Skills & Knowledge required :</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of Occupational Safety and Health policies; - Knowledge in Industrial Development strategies; - Ability to assess and analyse impact; -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -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. -Quick learner who is easily able to learn new products, systems, applications and technologies 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Chief Labour Inspector	Chief Labour Inspector	<p>A0 in Law, Labour Administration, Public Administration, Administrative Sciences, Management, Labour Psychology;</p> <p>Key Technical Skills & Knowledge required :</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of Labour policies and law; - Ability to conduct investigations in complex establishments; - Mediation and negotiations skills; -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both clients from Public and Private Sector. -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. -Quick learner who is easily able to learn new products, systems, applications and technologies 	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Regulation and Compliance	Regulation and Compliance	<p>A0 in Law or Labour Law</p> <p>Key Technical Skills & Knowledge required :</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of Labour policies and law; - Knowledge in Industrial Development strategies; - Ability to conduct investigations for high profiles; - Mediation and negotiations skills; - Analytical, problem-solving and critical thinking skills. - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Able to work well with both clients from Public and Private Sector. - Good presentation skills, and ability to communicate with various audiences, including end users, managers. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Child Labour & Social Protection Officer	Child Labour & Social Protection Officer	<p>A0 Labour Administration, Labour Psychology Science, Public Health, Occupational Health and Safety, Psychology, Sociology, Education Sciences;</p> <p>Key Technical Skills & Knowledge required :</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of Labour policies and law; - Knowledge in Industrial Developments strategies; - Ability to conduct investigations for high profiles; - Mediation and negotiations skills; -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both clients from Public and Private Sector. -Good presentation skills, and ability to communicate with various audiences, including end users, managers. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Secretary to the National Labour Council and Social Dialogue	Secretary to the National Labour Council and Social Dialogue	<p>A0 in Labour Administration, Public Administration, Administrative Sciences, Demography, Sociology, Management, Economics, Labour Psychology, Labour Law, Development Studies,</p> <p>Key Technical Skills & Knowledge required :</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of Labour policies and law; - Knowledge in Industrial Development strategies; - Ability to conduct investigations for high profiles; - Mediation and negotiations skills; -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both clients from Public and Private Sector. -Good presentation skills, and ability to communicate with various audiences, including end users, managers. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies 	1
S/Total				14

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
<p>Planning Unit</p>	<p>Director of Unit</p>	<p>Director of Planning</p>	<p>A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience; Or 'Master' or Equivalent in Economics, Management, Development Studies, Project Management 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; - 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; - Leadership Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	<p>1</p>

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Planning Officer	Planning Officer	<p>AO 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 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 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Monitoring and Evaluation Officer	Monitoring and Evaluation Officer	<p>AO in Economics, Project Management, Management, Development Studies, Business Administration</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge and understanding of the Rwandan Public Service and Labor sector; - Excellent leadership skills; - Coordination, Planning & Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High Analytical & Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Statistics	Statistician	<p>A0 in Statistics, Applied Mathematics, Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of Rwanda's Trade and Industrial Policies and Strategies; - Knowledge of various statistical software packages; - Knowledge to Prepares and publishes statistical and technical reports and research papers; - Knowledge of the theory, systems and application of statistical research methodology; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
			S/Total	4

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Administration and Finance 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; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Accountant	Accountant	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or 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"> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - High Analytical Skills; - Interpersonal skills; - Time management Skills; - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Human Resources	Human Resources Officer	<p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <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 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Logistics	Logistics Officer	<p>A0 in Store Management, Management, Finance, Accounting, Economics, Public Administration, Administrative Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Documentation and Archives	Documentation and Archives Officer	<p>A0 in Library & information Science or A1 in Library & information Science, Office Management, Bibliothéconomie</p> <p>Key Technical Skills & Knowledge required:</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. - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writing & Presentation skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Database and Application Administrator	Database and 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, MCSA, 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 National ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Network and System Security Specialist	Network and System Security Specialist	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTS (.NET), LAMP/WAMP Framework or MCITP are an added OR Master's degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 1 year of working experience in ICT or advantage.</p> <p>Key Technical Skills & Knowledge required:</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 analyze technology problems, issues, and program requirements. - Knowledge of computer hardware/software technologies. - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Central Secretariat	Head of Central Secretariat	<p>A1 in Secretarial 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
	Secretary in DAF Unit	Secretary	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</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; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Central Secretariat	Secretary	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</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; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/Total				11
Grand / Total				61

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 35/03 ryo kuwa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisitiri y'Abakozi ba Leta n'Umurimo

Kigali, kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith

Minisitiri w'Abakozi ba Leta n'Umurimo

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith

Minister of Public Service and Labour

Seen to be annexed to Prime Minister's Order n°35/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Public Service and Labour

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith

Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

(sé)
BUSINGYE Johnston

Minisitiri w'Ubutabera / Intumwa Nkuru ya Leta

Vu et scellé du Sceau de la République :

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Ministre de la Justice / Garde des Sceaux

UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N°35/03 RYO
KU WA 27/02/2015 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI
Y'ABAKOZI BA LETA N'UMURIMO
(MIFOTRA)

ANNEXE III TO PRIME MINISTER'S ORDER
N°35/03 OF 27/02/2015 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES IN THE MINISTRY OF PUBLIC
SERVICE AND LABOUR (MIFOTRA)

ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N° 35/03 DU 27/02/2015 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DU MINISTERE DE LA FONCTION
PUBLIQUE ET DU TRAVAIL (MIFOTRA)

MIFOTRA SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2869	1,613,167
Director General of Labour & Employment	330	2.III	1890	892,962
Director General of Public Service Management & Development	330	2.III	1890	892,962
Advisor to the Minister	330	2.III	1890	892,962
Director of Labour Research & Employment Promotion	330	3.II	1369	646,807
Director of Labour Administration	330	3.II	1369	670,524
Director of Public Service Management Unit	330	3.II	1369	670,524
Director of Public Service Modernization and Performance Mgt Unit	330	3.II	1369	670,524
Director of Administration & Finance	330	3.II	1369	670,524
Director of Planning, M & E Unit	330	3.II	1369	646,807
Legal Advisor	330	3.II	1369	646,807
Network & System Security Specialist	330	3.II	1369	646,807
HR Management Specialist	330	3.II	1369	646,807
Occupational Safety & Health Specialist	330	3.II	1369	646,807
HR Management Policy Specialist	330	3.II	1369	646,807
HR Capacity Development Policy Specialist	330	3.II	1369	646,807
Performance Management Systems Specialist	330	3.II	1369	646,807
Reform Policy & Organizational Structure Specialist	330	3.II	1369	646,807
Remuneration & Reward Policy Specialist	330	3.II	1369	646,807
Chief Labour Inspector	300	4.III	1313	558,494
Public Service Inspection & Advisory Services Officer	300	4.III	1313	558,494
HR Procedures and Administratives Acts Officer	300	4.III	1313	558,494
Labour Economist in charge of Research	300	4.III	1313	558,494
Legal Research and Reform Officer	300	4.III	1313	558,494
Reform Policy & Organizational Structure Officer	300	4.III	1313	558,494

Remuneration Analysis and Monitoring Officer	300	4.III	1313	558,494
Occupational Safety & Health Officer	300	4.II	1141	485,333
Labour Market Statistics & Employment Indicators Officer	300	4.II	1141	485,333
Pension & Social Security Monitoring Officer	300	4.II	1141	485,333
Planning Officer	300	4.II	1141	485,333
Monitoring & Evaluation Officer	300	4.II	1141	485,333
Statistician	300	4.II	1141	485,333
Training & Compliance Officer	300	4.II	1141	485,333
Employment Policy and Strategies Officer	300	4.II	1141	485,333
Employment Programs and Skills Officer	300	4.II	1141	485,333
Child Labour Officer and Social Protection	300	4.II	1141	485,333
Regulation and Compliance Officer	300	4.II	1141	485,333
Secretary to the National Labour Council & Social Dialogue	300	4.II	1141	485,333
Database and application Administrator	300	4.II	1141	485,333
Human Resources Officer	300	4.II	1141	485,333
Public Relations and Communication Officer	300	4.II	1141	485,333
Performance Management Systems Officer	300	4.II	1141	485,333
Accountant	300	5.II	951	404,515
Internal Auditor	300	5.II	951	404,515
Procurement Officer	300	5.II	951	404,515
Logistics Officer	300	5.II	951	404,515
Administrative Assistant to the Minister	300	5.II	951	404,515
Administrative Assistant to the PS	300	5.II	951	404,515
Filling System Mgt Officer	300	5.II	951	404,515
Administrative Liaison Officer	300	5.II	951	404,515
Documentalist	300	6.II	793	337,308
Personnel Record Management Officer	300	7.II	660	280,736
Head of Central Secretariat	300	7.II	660	280,736
Secretary in Central Secretariat	300	8.II	508	216,081
Secretary to the DAF Unit	300	8.II	508	216,081

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°35/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimu, imishahara n'ibindi bigenerwa Abakozi muri Minisitiri y'Abakozi ba Leta n'Umurimo

Kigali, kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith

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° 35/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Public Service and Labour

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith

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°35/03 Du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de la Fonction Publique et du Travail

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith

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