ITEKA RYA MINISITIRI W'INTEBE Nº113/03 RYO KU WA 08/11/2017 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'IKORANABUHANGA N'ITUMANAHO

PRIME MINISTER'S ORDER Nº 113/03 OF 08/11/2017 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE MINISTRY OF INFORMATION TECHNOLOGY AND COMMUNICATION

ARRETE DU PREMIER MINISTRE Nº 113/03 DU 08/11/2017 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA TECHNOLOGIE DE L'INFORMATION ET DE LA COMMUNICATION

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ITEKA RYA MINISITIRI W'INTEBE Nº 113/03 RYO KU WA 08/11/2017 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'IKORANABUHANGA N'ITUMANAHO

Minisitiri w'Intebe;

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

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

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

Inama y'Abaminisitiri yateranye ku wa 12/09/2017 imaze kubisuzuma no kubyemeza;

ATEGETSE:

Ingingo ya mbere: Icyo iri teka rigamije

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

PRIME MINISTER'S ORDER Nº113/03 OF 08/11/2017 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE MINISTRY OF INFORMATION TECHNOLOGY AND COMMUNICATION

The Prime Minister;

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

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

On proposal by the Minister of Public Service and Labour;

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

HEREBY ORDERS:

Article One: Purpose of this Order

This Order determines mission and functions, Organizational structure, job profiles, salaries and fringe benefits for employees of the Ministry of

ARRETE DU PREMIER MINISTRE Nº 113/03 DU 08/11/2017 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA TECHNOLOGIE DE L'INFORMATION ET DE LA COMMUNICATION

Le Premier Ministre;

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

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

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

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

ARRETE:

Article premier: Objet du présent arrêté

Le présent arrêté porte mission et fonctions, structure organisationnelle, profils d'emplois, salaires et autres avantages accordés au personnel du

n'ibindi bigenerwa abakozi muri Minisiteri y'Ikoranabuhanga n'Itumanaho (MITEC).

Ingingo ya 2: Inshingano

Minisiteri y'Ikoranabuhanga n'Itumanaho ifite inshingano yo kwita kuri gahunda z'Igihugu zihutirwa mu bijyanye n'iterambere ry'ubukungu no kugabanya ubukene ibinyujije mu gushyiraho no guhuza politiki na porogaramu zerekeye ikoranabuhanga n'itumanaho, n'izerekeye kubaka ubushobozi bw'abaturage.

By'umwihariko Minisiteri y'Ikoranabuhanga n'Itumanaho ishinzwe ibi bikurikira:

gushyiraho no kumenyekanisha politiki, ingamba na gahunda zijyanye n'ikoranabuhanga n'itumanaho;

gutegura imishinga yerekeye ikoranabuhanga n'itumanaho;

gushyiraho amategeko akoreshwa mu ikoranabuhanga mu itumanaho no kuyamenyekanisha;

kugira uruhare mu gushyiraho amabwiriza agenga ibikorwa bijyanye n'ikoranabuhanga n'Itumanaho;

Information, Technology and Communication (MITEC).

Article 2: Mission and functions

The Ministry of Information, Technology and Communication has a mission of addressing national priorities for economic growth and poverty reduction through development and coordination of national technology and communication policies and programs as well as citizen's empowerment.

Specifically, the Ministry of Information, Technology and Communication is responsible for:

developing and disseminating policies, strategies and programs for information technology and communication;

development of projects regarding information technology and communication;

the elaboration of the rules applicable to information technology and communication activities and their dissemination;

the contribution in the elaboration of norms in information technology and communication related matters;

Ministère de la Technologie de l'Information et de la Communication (MITEC).

Article 2: Mission et fonctions

Le Ministère de la Technologie de l'Information et de la Communication a pour mission de soutenir les priorités nationales en rapport avec la croissance économique et la réduction de la pauvreté à travers l'élaboration et la coordination des politiques et programmes nationaux relatifs à la technologie et la communication ainsi qu'à travers le renforcement des capacités de citoyens.

Particulièrement, le Ministère de la Technologie de l'Information et de la Communication est chargé de:

développer et diffuser les politiques, des stratégies et des programmes sectoriels concernant la technologie de l'information et de la communication;

développement des projets en rapport avec la technologie de l'information et de la communication;

l'élaboration des règles applicables à la technologie de l'information et de la communication et la diffusion de ses règles;

la contribution à l'élaboration de normes relatives à la technologie de l'information et de la communication;

guteza imbere no gufasha mu itembere ry'ikoranabuhanga n'itumanaho mu gutanga serivisi nziza;	promote and facilitate the development of the Information Technology and Communication for good service delivery;	promouvoir et faciliter le développement de la technologie de l'information et de la communication pour une bonne prestation des services;
kubaka ubushobozi mu ikoranabuhanga n'itumanaho;	promote capacity building in information technology and Communication;	promouvoir le renforcement des capacités en matière de la technologie de l'information et de la communication;
kubaka ubushobozi bw'inzego n'abakozi binyujijwe mu:	developing institutional and human resources capacities through:	développer les capacités institutionnelles et humaines à travers:
guteza imbere imikorere myiza n'umusaruro ufatika muri Minisiteri;	the promotion of quality service and performance improvement throughout the Ministry;	la promotion des services de qualité et l'amélioration des performances au sein du Ministère;
guteza imbere ibikorwa bigamije kubaka ubushobozi bw'abakozi mu rwego rwo kubyaza umusaruro ubumenyi bafite;	the development of the capacity building human resources initiatives relating to optimal use of knowledge;	le développement des initiatives de renforcement des capacités humaines relatives à l'utilisation optimale des connaissances;
kubaka ubushobozi bw'inzego n'abakozi bakora muri gahunda z'ikoranabuhanga n'Itumanaho;	the capacity building of the institutional and human resources operating in technology and communication sectors;	le renforcement des capacités institutionnelles et humaines opérant dans les secteurs de la technologie et de la communication;
kugira inama za Minisiteri n'Ibigo bya Leta ku buryo bwo kubona ubumenyi bukwiye mu rwego rw'ikoranbuhanga n'itumanaho;	the advice to the Ministries and Public agencies for access to relevant domain knowledge and technology and communication sector expertise;	des conseils aux Ministères et aux établissements publics en ce qui concerne l'accès à la connaissance et à l'expertise du secteur de la technologie et de la communication;
gukurikirana no gusuzuma ishyirwa mu bikorwa rya politiki, ingamba na gahunda zo guteza imbere urubyiruko n'ikoranabuhanga n'Itumanaho binyujijwe mu:	monitoring and evaluation of the implementation of national policies, strategies and programs to promote technology and communication through:	faire le suivi et l'évaluation de la mise en œuvre des politiques, stratégies et programmes nationaux visant à la technologie et la communication à travers:
kugenzura no gusuzuma ishyirwa mu bikorwa rya za politiki na gahunda bya Minisiteri bijyanye n'iterambere	the overseeing and the monitoring of policies and programmes of the Ministry concerning the promotion	la supervision et le suivi des politiques et programmes du Ministère concernant le

ry'ikoranabuhanga n'itumanaho no gufasha inzego mu gushyira mu bikorwa izo politiki na gahunda;	of technology and communication and assistance for their relevant and effective implementation;	développement de la technologie de et de la communication et assistance pour leur mise en œuvre de façon pertinente et efficace;
gushyiraho uburyo rusange bwo gukurikira no gusuzuma ibikorwa bya by'inzego Minisiteri ireberera;	the development of an overall framework for monitoring and evaluating institutions under its supervision;	le développement d'un cadre global de suivi et d'évaluation des activités des institutions sous sa tutelle;
gushyiraho no gushyira mu bikorwa ibipimo ngenderwaho mu gusuzuma politiki, ingamba na gahunda bigamije iterambere ry'ikoranabuhanga n'itumanaho no guhuriza hamwe imibare ijyanye na byo iva mu Turere;	the setting up and implementation of indicators to evaluate the impact of the policies, strategies and programs on the development of technology and communication into the Country; and consolidation of the related data produced on these matters by the Districts;	la mise en place et la mise en œuvre des indicateurs d'évaluation de l'impact des politiques, stratégies et programmes sur le développement des secteurs de la technologie de et de la communication; ainsi que la consolidation des données en provenance des Districts;
gukora raporo nyuma y'igihe runaka na buri mwaka zishyikirizwa Guverinoma zerekana uruhare rwa za politiki, ingamba, gahunda n'imishinga ku iterambere ry'ikoranabuhanga n'itumanaho;	the preparation of periodic and annual reports to the Government on the impact of the policies, strategies, programs and projects on the development of the sectors and subsectors;	la production des rapports périodiques et annuels soumis au Gouvernement sur l'impact des politiques, stratégies, programmes et projets sur le développement des secteurs et des sous-secteurs;
kugenzura inzego zirebererwa na Minisiteri binyuze mu:	overseeing the institutions under supervision of the Ministry through:	superviser les institutions sous-tutelle du Ministère par:
gutanga umurongo ngenderwaho muri gahunda runaka zigomba gushyirwa mu bikorwa n'inzego zirebererwa na Minisiteri;	the orientations on specific programs realised by the institutions under supervision of the Ministry;	l'orientation sur les programmes spécifiques réalisés par les institutions sous tutelle du Ministère;
kugenzura imikorere n'imicungire by'inzego zirebererwa na Minisiteri;	the supervision of the functioning and management of institutions under the Ministry;	la supervision du fonctionnement et de la gestion des institutions sous- tutelle du Ministère;
) gushaka ibikenewe mu iterambere ry'ikoranabuhanga n'itumanaho binyuze mu:	) mobilizing resources for the development of information technology and communication sector through:	) mobiliser des ressources pour le développement de la technologie de l'information et de la communication à travers:

gushaka umutungo mu guteza imbere ikoranabuhanga n'itumanaho mu bijyanye no gushaka ubumenyi, kubutanga no kubukoresha;

the mobilization of resources for technology and communication development relating to knowledge creation, transfer and utilization;

la mobilisation des ressources pour développer les programmes de la technologie et de la communication relatifs à la création des connaissances, leur transfert et leur utilisation;

guteza imbere ubufatanye n'ishoramari ry'abikorera mu guteza imbere ikoranabuhanga n'itumanaho habaye gufatanya na Minisiteri y'Ubucuruzi n'Inganda na Minisiteri y'Imari n'Igenamigambi;

the promotion of partnership and private investment in technology and communication development in collaboration with the Ministry of Trade and Industry and the Ministry of Finance and Economic Planning;

la promotion du partenariat et de l'investissement privé dans le développement de la technologie et de la communication en collaboration avec le Ministère du Commerce et de l'Industrie et le Ministère des Finances et de la Planification Economique;

gushyiraho ubufatanye kugira ngo abafatanyabikorwa bose bakorere hamwe mu rwego rwo gukemura ibibazo mu ikoranabunga n'itumanaho mu byateza imbere ubukungu.

the establishment of partnerships to ensure that all stakeholders work in collaboration in order to address the technology and communication economic needs.

l'établissement des partenariats pour s'assurer que tous les intervenants travaillent en collaboration pour répondre aux besoins économiques de la technologie et de la communication.

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

Article 3: Organizational structure and job Profiles

Article 3: Structure organisationnelle et profils d'emplois

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

The organizational structure and job profiles for the Ministry of Information, Technology and Communication are in annex I and II of this Order.

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

Ingingo ya 4: Igenwa ry'umushahara

Article 4: Determination of the salary

Article 4: Détermination du salaire

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

Salaries for employees of the Ministry of Information, Technology and Communication are determined basing on the job classification and in accordance with general principles on salary calculation in public service.

Les salaires accordés au personnel du Ministère de la Technologie de l'Information et de la Communication sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya

The level, index value and gross salary corresponding to each job position in the Ministry of Information,

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi du Ministère de

w'umurimo muri Minisiteri y'Ikoranabuhanga n'Itumanaho biri ku mugereka wa III w'iri teka.

Ingingo ya 5: Ibigize umushahara mbumbe

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

umushahara fatizo;

indamunite y'icumbi;

indamunite y'urugendo;

inkunga ya Leta mu bwiteganyirize bw'umukozi;

inkunga ya Leta yo kuvuza umukozi.

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo, ntigenerwa abakozi bari ku nzego z'imirimo za "F" na "2.III" boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze. Ntigenerwa kandi ndetse 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 Minisiteri y'Ikoranabuhanga n'Itumanaho agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

Technology and Communication 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:

basic salary;

housing allowance;

transport allowance;

State contribution for social security;

State contribution for medical care.

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

Article 6: Fringe benefits for the Permanent Secretary

The Permanent Secretary in the Ministry of Information, Technology and Communication is entitled to the following fringe benefits:

la Technologie de l'Information et de la Communication sont en annexe III du présent arrêté.

Article 5: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement:

le salaire de base;

l'indemnité de logement;

l'indemnité de transport;

la contribution de l'Etat à la sécurité sociale;

la contribution de l'Etat aux soins médicaux.

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

Article 6: Avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent au sein du Ministère de la Technologie de l'Information et de la Communication bénéficie des avantages suivants :

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

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

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

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

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

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

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

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

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;

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

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

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

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

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

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

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

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

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

Abayobozi Bakuru bagenerwa 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;

Director Generals each are entitled to seventy thousand Rwandan francs (Frw 70,000) per month for office land line communication allowance and seventy thousand Rwandan francs (Frw 70,000) per month for mobile phone communication allowance.

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

Umujyanama wa Minisitiri agenerwa amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw).

the Advisor to the Minister is entitled to seventy thousand Rwandan francs (Frw 70,000) per month for mobile phone communication allowance.

le Conseiller du Ministre bénéficie des frais de communication par téléphone portable équivalant à

soixante-dix mille francs rwandais (70.000 Frw) par mois;

koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

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

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

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

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

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

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

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

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

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

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

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

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

a special transport allowance in accordance with the instructions of the Minister in charge for public service.

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

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

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

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

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

Article 9: Mileage allowances

Article 9: Indemnités kilométriques

Iyo Abayobozi Bakuru bari ku rwego rwa F na 2.III bagiye mu butumwa imbere mu Gihugu bakoresheje

When Senior Officials on levels F and 2.III go on official mission inside the country by using their

Lorsque les hauts cadres aux postes de niveaux F et 2.III vont en missions officielles à l'intérieur du

imodoka zabo, Leta ibagenera indamunite y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

vehicles, the State pays them mileage allowances in accordance with Instructions of the Minister in charge of transport.

pays en utilisant leurs véhicules, l'Etat leur octroie des indemnités kilométriques conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

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

Article 10: Authorites responsible for the implementation of this Order

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

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

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

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

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

Article 11: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 11: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 12: Igihe iri teka ritangira gukurikizwa

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

Article 12: Commencement

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

Article 12: Entrée en vigueur

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

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

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

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

(sé)
Dr. NGIRENTE Edouard
Prime Minister

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

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

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

(sé)
Dr. NGIRENTE Edouard
Premier Ministre

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

Vu et scellé du Sceau de la République:

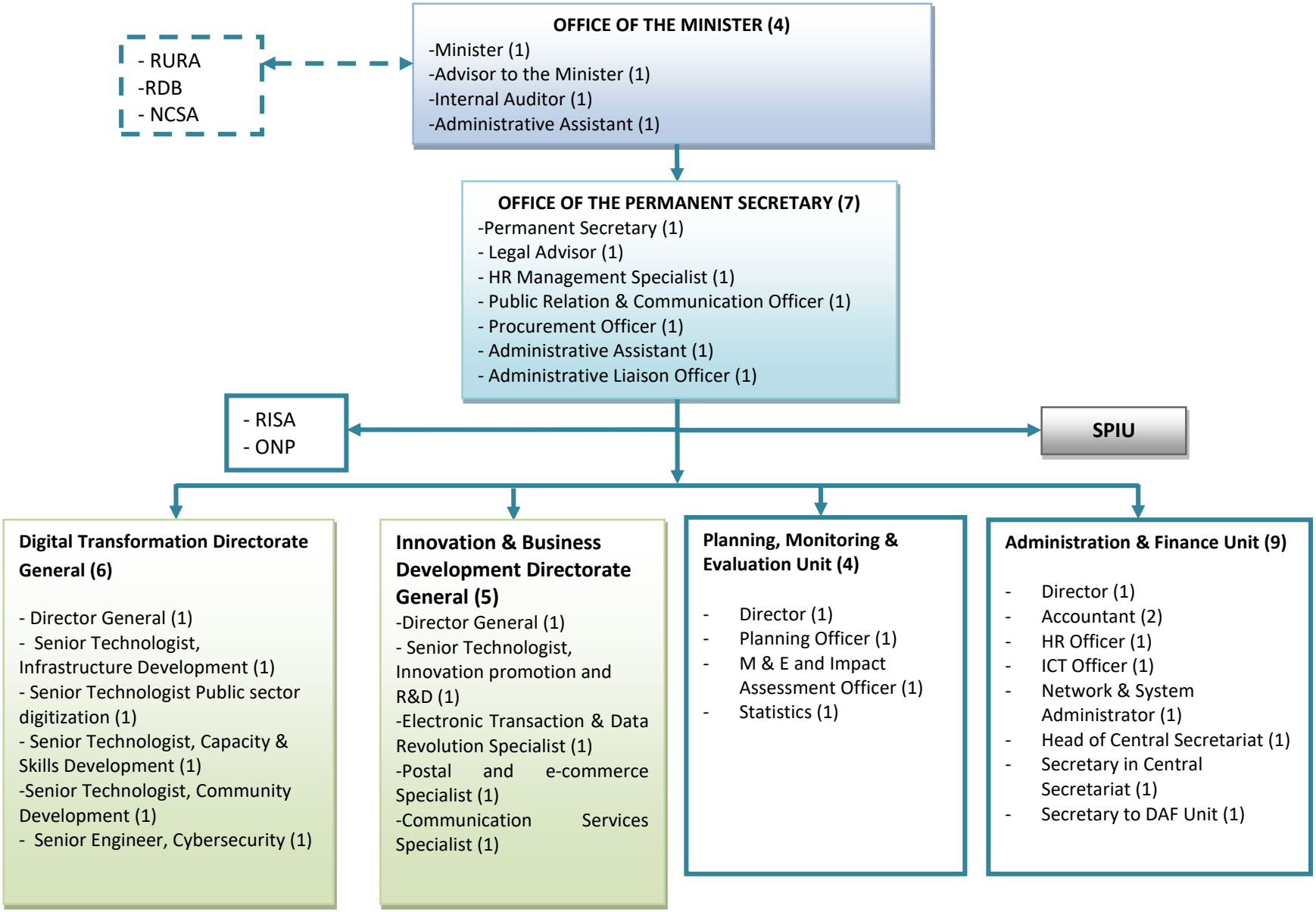
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W' ITEKA RYA MINISITIRI W'INTEBE Nº 113/03 RYO KU WA 08/11/2017 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'IKORANABUHANGA N'ITUMANAHO

ANNEX I TO PRIME MINISTER'S ORDER Nº113/03 OF 08/11/2017 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF INFORMATION TECHNOLOGY AND COMMUNICATION

ANNEXE I A L'ARRETE DU PREMIER MINISTRE Nº113/03 DU 08/11/2017 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA TECHNOLOGIE DE L'INFORMATION ET DE LA COMMUNICATION

MINISTRY OF INFORMATION TECHNOLOGY & COMMUNICATION (MITEC) ORGANIZATIONAL CHART 2017



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe nº 113/03 ryo ku wa 08/11/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y' Ikoranabuhanga n'Itumanaho

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

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to the Prime Minister's Order nº 113/03 of 08/11/2017 determining mission and functions, organizational structure, job profiles, salaries and fringe benefits for employees in the Ministry of Information Technology and Communication

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

(sé)
Dr. NGIRENTE Edouard
Prime Minister

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

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre nº 113/03 du 08/11/2017 portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère de la Technologie de l'Information et de la Communication

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

(sé)
Dr. NGIRENTE Edouard
Premier Ministre

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

Vu et scellé du Sceau de la République :

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

UMUGEREKA WA II W'ITEKA RYA MINISITIRI W'INTEBE Nº 113/03 RYO KU WA 08/11/2017 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'IKORANABUHANGA N'ITUMANAHO

ANNEX II TO PRIME MINISTER'S ORDER Nº 113/03 OF 08/11/2017 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF INFORMATION TECHNOLOGY AND COMMUNICATION

ANNEXE II A L'ARRETE DU PREMIER MINISTRE Nº 113/03 DU 08/11/2017 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA TECHNOLOGIE DE L'INFORMATION ET DE LA COMMUNICATION

MITEC JOB PROFILES 2017

Administrative Unit				Number of Job Positions
Office of the Minister	Minister	Minister	Political Appointee	1
	Advisor	Advisor to the Minister	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering, Political Science, Public Administration, Management, Administrative Sciences, Development Studies, Marketing, Economics, Project Management, Public Policy with 5 years of working experience; Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering, Political Science,Administrative Sciences, Public Administration, Management, Development Studies, Marketing, Economics, Project Mnagement with 3 years of working experience; Knowledge in A+, N+ and CCNA is an advantage. **<u>Key Technical Skills & Knowledge required:</u>** - Extensive knowledge and understanding of ICT - Good knowledge of government policies; - Knowledge of youth sector policies, issues and programs; - 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; - Time management skills;	1

	Administrative Assistant	Administrative Assistant to the Minister	A1 in Secretarial Studies,Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law **Key Technical Skills & Knowledge required:** - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1
	Internal Auditor	Internal Auditor	A0 in Finance, Accounting or Management with specialization in Finance/Accounting **Key Technical Skills & Knowledge required:** - Detailed knowledge of financial and Audit Standards, HR & Financial regulations,Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
Sub total				**4**
Office of the PS	Permanent Secretary	Permanent Secretary	Political Appointee	1

	Administrative Assistant	Administrative Assistant to the PS	A1 in Secretarial Studies,Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law **<u>Key Technical Skills & Knowledge required:</u>** - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1

	Public Relations and Communication	Public Relations & Communication Officer	A0 in Communication, International Relations, Journalism, Marketing, Languistics and Literature. **Key technical skills and knowledge required:** - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writting and presentation skills - Computer skills - Creativity and initiative - Good organisational and time-management skills - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	1
	Procurement	Procurement Officer	A0 in Procurement, Management, Accounting, Law, Public Finance, Economics **Key Technical Skills & Knowledge required:** - High Analytical Skills; - Negociation Skills; - Knowledge of basic business and purchasing practices; - Execellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

	Legal Advisor	Legal Advisor	A0 in law with 3 years of working experience; Or Master's Degree or Equivalent in Law with 1 year working experience. **<u>Knowledge and technical skills required:</u>** - Knowledge of Substantive Law and Legal Procedures; - Report writing and presentation skills; - Analytical and problem solving; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage	1
	Administrative Liaison Officer	Administrative Liaison Officer	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management,Sociology, Social Work, Law **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	HRM Specialist	HRM Specialist	A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization 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 **<u>Knowledge and technical skills required:</u>** - Deep knowledge of Rwandan Public Service and Labor Law; - Knowledge in Conflict Management; - Knowledge of Human Resources Concepts, Practices, Policies and Procedures; - Problem Solving Skills; - Computer Skills; - Judgement and Decision Making Skills; - Time Management Skills; - Interview Skills; - High Analytical Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/or French ;knowledge of all is an advantage	1
Sub total				**7**

Digital Transformation Directorate General	Director General	Director General of Digital Transformation	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 5 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System,Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of Research and development 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; - Planning and Coordination skills; - 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 a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

	ICT Infrastructure Development	Senior Technologist, Infrastructure Development	A0 in Computer Science, Computer Engineering, Information and Communication Technology,Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 1 year of working experience, Knowledge in A+, N+ and CCNA is an advantage; **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of Research and development 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; - Planning and Coordination skills; - 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 a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

	Public Sector Digitization	Senior Technologist Public Sector Digitization	A0 in Computer Science, Computer Engineering, Information and Communication Technology,Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 1 year of working experience, Knowledge in A+, N+ and CCNA is an advantage; **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of Research and development 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; - Planning and Coordination skills; - 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 a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

	ICT Skills Development Senior Technologist	Senior Technologist , Capacity skills Development (1)	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology,Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 1 year of working experience, Knowledge in A+, N+ and CCNA is an advantage; **Key Technical Skills & Knowledge required:** - Knowledge of Research and development 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; - Planning and Coordination skills; - 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

	Community Development	Senior Technologist, Community Development	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology,Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 1 year of working experience, Knowledge in A+, N+ and CCNA is an advantage; **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of Research and development 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; - Planning and Coordination skills; - 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

	Cybersecurity	Senior Engineer, Cybersecurity	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+, Security+, Linux+, CCNA, CCNA Security, MCITP, CCNP, CCSP is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology,Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 1 year of working experience, Knowledge in A+, N+, Security+, Linux+, CCNA, CCNA Security, MCITP, CCNP, CCSP is an advantage; **Key Technical Skills & Knowledge required:** - Knowledge of Research and development 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 a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
Sub total				**6**

Innovation & Business Development Directorate General	Director General	Director General of Innovation & Business Development	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 5 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System,Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; **Key Technical Skills & Knowledge required:** - Knowledge of Research and development 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; - Planning and Coordination skills; - 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 a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

	Innovation promotion and R&D	Senior Technologist, Innovation promotion and R&D	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology,Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with Knowledge in A+, N+ and CCNA is an advantage; **Key Technical Skills & Knowledge required:** - Knowledge of Research and development 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; - Planning and Coordination skills; - 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

	Electronic Transaction	Senior Technologist, Electronic Transaction	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology,Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with Knowledge in A+, N+ and CCNA is an advantage; **Key Technical Skills & Knowledge required:** - Knowledge of Research and development 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; - Planning and Coordination skills; - 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

	Postal and Delivery Services	Postal and e-commerce Specialist	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology,Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with Knowledge in A+, N+ and CCNA is an advantage; **Key Technical Skills & Knowledge required:** - Knowledge of Research and development 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; - Planning and Coordination skills; - 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

	Communication Services	Communication Services Specialist	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology,Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with Knowledge in A+, N+ and CCNA is an advantage; **Key Technical Skills & Knowledge required:** - Knowledge of Research and development 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; - Planning and Coordination skills; - 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
Sub total				**5**

Planning, Monitoring & Evaluation Unit	Director of Unit	Director of Planning, Monitoring & Evaluation Unit	A0 in Management, Economics,Development Studies, Strategic Management, Project Management, Business Administration with 3 years of working experience or Master's Degree or Equivalent in Management, Economics,Development Studies, Strategic Management, Project Management, Business Administration with 1 year of working experience. **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of results based management, logical framework approach, strategic planning processess and tools; - Knowledge of Rwanda's Justice Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decission Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Planning Officer	Planning Officer	A0 in Economics, Project Management,Management, Development Studies, Business Administration **Key Technical Skills & Knowledge required:** - Knowledge of results based management, logical framework approach, strategic planning processess and tools; - Knowledge of Rwanda's 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 & Decission Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	M & E and Impact Assessment Officer	M & E and Impact Assessment Officer	A0 in Economics, Project Management,Management, Development Studies, Business Administration **Key Technical Skills & Knowledge required:** - Knowledge of results based management, logical framework approach, strategic planning processess and tools; - Knowledge of Rwanda's 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 & Decission Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Statistician	Statistician	A0 in Statistics, Applied Mathematics, Economics **<u>Key Technical Skills & Knowledge required:</u>** - 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
Sub total				**4**

Finance & Administration Unit	Director of Unit	Director of Finance and Administration Unit	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 **Key Technical Skills & Knowledge required:** - 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 Proble solving; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Accounting	Accountant	A0 in Accounting, Public Finance, Management specialised in Accounting; Or Accounting Professional Qualification recognised by IFAC(ACCA, CPA). **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software(SMART IFMIS); - Judgment & Decision Making Skills; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; -Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2

	Human Resources Officer	Human Resources Officer	A0 in Human Resource Management, Management, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	ICT Officer	ICT Officer	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage **Key Technical Skills & Knowledge required:** - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

	Network and System Administrator	Network and System Administrator	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage **Key Technical Skills & Knowledge required:** - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

	Central Secretariat	Head of Central Secretariat	A1 in Secretariat Studies, Office Management, Library and Information Science or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science with 2 years of working experience **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Secretary to DAF Unit	Secretary to DAF Unit	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French;knowledge of all is an advantage	1

	Secretary	Secretary in Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law **<u>Key Technical Skills & Knowledge required:</u>** - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French;knowledge of all is an advantage	1
Sub total				**9**
TOTAL				**35**

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe nº113/03 ryo ku wa 08/11/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y' Ikoranabuhanga n'Itumanaho

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

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to the Prime Minister's Order nº 113/03 of 08/11/2017 determining mission and functions, organizational structure, job profiles, salaries and fringe benefits for employees in the Ministry of Information Technology and Communication

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

(sé)
Dr. NGIRENTE Edouard
Prime Minister

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

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre nº 113/03 du 08/11/2017 portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère de la Technologie de l'Information et de la Communication

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

(sé)
Dr. NGIRENTE Edouard
Premier Ministre

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

Vu et scellé du Sceau de la République :

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