

ITEKA RYA MINISITIRI W'INTEBE
N°002/03 RYO KU WA 30/01/2017
RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'ABAKOZI BA LETA
N'UMURIMO (MIFOTRA)

PRIME MINISTER'S ORDER N°002/03
OF 30/01/2017 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, JOB
PROFILES, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF PUBLIC SERVICE AND
LABOUR (MIFOTRA)

ARRETE DU PREMIER MINISTRE
N°002/03 DU 30/01/2017 PORTANT
MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
PROFILS DES EMPLOIS, 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°002/03 RYO KU WA 30/01/2017 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'ABAKOZI BA LETA N'UMURIMO (MIFOTRA)

PRIME MINISTER'S ORDER N°002/03 OF 30/01/2017 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF PUBLIC SERVICE AND LABOUR (MIFOTRA)

ARRETE DU PREMIER MINISTRE N°002/03 DU 30/01/2017 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, PROFILS DES EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA FONCTION PUBLIQUE ET DU TRAVAIL (MIFOTRA)

Minisitiri w'Intebe;

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

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

Asubiye ku Iteka rya Minisitiri w'Intebe n°35/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Abakozi ba Leta n'Umurimo (MIFOTRA);

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

Inama y'Abaminisitiri yateranye ku wa 09/12/2016, imaze kubisuzuma no kubyemeza;

The Prime Minister;

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

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

Having reviewed 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 (MIFOTRA);

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet, in its session of 09/12/2016;

Le Premier Ministre;

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

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

Revu l'Arrêté du Premier Ministre n° 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 (MIFOTRA);

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

Après examen et adoption par le Conseil des Ministres, en sa séance du 09/12/2016;

ATEGETSE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Abakozi ba Leta n'Umurimo.

Ingingo ya 2: Inshingano

Minisiteri y'Abakozi ba Leta n'Umurimo ifite inshingano rusange yo gufasha inzego za Leta gushyiraho uburyo bunozwe 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 bijyanye n'ubuzima bw'abakozi n'ubwitateganyirize kandi bituma habaho guhanga imirimo no guteza imbere isoko ry'umurimo.

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

1° gushyiraho, kumenyekanisha no guhuza ishyingirwa mu bikorwa rya politiki, ingamba na gahunda mu nzego zifite imicungire y'abakozi ba Leta n'Umurimo mu nshingano zazo binyujijwe mu:

HEREBY ORDERS:

Article One: Purpose of this Order

This Order determines mission and functions, organisational structure, job profiles, 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 is to provide the public institutions with efficient organisation 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 about market development.

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

1° developing, disseminating and coordinating the implementation of policies, strategies and programs of the sector through:

ARRETE:

Article premier: Objet du présent arrêté

Le présent arrêté porte mission et fonctions, structure organisationnelle, profils des emplois, 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 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:

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|---|---|---|
| a. gushyiraho politiki, ingamba na gahunda zijyanye n'imirungire y'abakozi ba Leta, gushishikariza abakozi ba Leta gukora akazi no kubazamura mu ntera; | a. elaborating policies, strategies and programs for public servants, management, motivation and promotion; | a. l'élaboration des politiques, stratégies et programmes relatifs à la gestion, à la motivation et à la promotion du personnel ; |
| b. gushyiraho umurungo ngenderwaho mu kuvugurura ubutegetsi bwa Leta no gushyira mu bikorwa gahunda zihutirwa; | b. orientating the administrative reform and the implementation of priorities; | b. l'élaboration des orientations de la réforme administrative et de la mise en œuvre des priorités; |
| c. gushyiraho politiki zijyanye n'umurimo n'ubwiteganyirize; | c. elaborating the labour and social security policies; | c. l'élaboration des politiques du travail et de la sécurité sociale; |
| d. gushyiraho politiki zijyanye no guteza imbere umurimo no kongera ubushobozi bw'abakozi n'ubw'Inzego za Leta; | d. elaborating employment promotion and capacity building policies; | d. l'élaboration de la politique de promotion de l'emploi et de renforcement des capacités ; |

2 ° gushyiraho amategeko agenga abakozi ba Leta n'ay'inzego zifitanye isano nayo binyujijwe mu:

2 ° regulating the public service sector and related sub-sectors through:

2 ° réglementer le secteur de la fonction publique et les sous-secteurs connexes à travers:

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|---|---|--|
| a. gushyiraho no kumenyekanisha amategeko n'amabwiriza bijyanye n'imirungire y'abakozi ba Leta; | a. elaborating and disseminating regulations related to the management of public servants; | a. l'élaboration et la dissémination de la réglementation en rapport avec la gestion des agents de l'Etat; |
| b. gushyiraho no kumenyekanisha ibipimo ngenderwaho mu imirungire y'abakozi ba Leta na za serivisi; | b. setting up and disseminating standards and norms applicable to the management of public servants and public services; | b. 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. gushyiraho no kuvugurura amategeko agenga umurimo mu Rwanda (ubwiteganyirize, ubugenzuzi bw'umurimo, ibigenga isano hagati | c. elaborating and updating the labour legislation (social security, labour inspection, professional relations, social dialogue, health and security at | 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 |

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y'umukozi n'umukoresha, ibiganiro bihuza abarebwa n'umurimo bose, ibijyanye n'ubuzima n'umutekano ku kazi, kurwanya imirimo mibi ikorehwa abana);	the workplace, fight against child labour);	social, la santé et la sécurité au travail, la lutte contre le travail des enfants);
d. gushyiraho amategeko agenga amahugurwa y'abakozi;	d. regulating professional training;	d. la réglementation de la formation professionnelle;
3° kubaka ubushobozi bw'inzego n'ubw'abakozi binyujijwe mu:	3° developing institutional and human resources capacities in the sector through:	3° développer les capacités institutionnelles et humaines dans le secteur à travers:
a. gushyiraho imbonerahamwe z'inzego z'imirimo mu nzego za Leta;	a. consolidating the organisation charts of public institutions;	a. la mise en place des consolidations des organigrammes des institutions publiques;
b. gushyiraho uburyo bw'imirungire y'abakozi ba Leta mu Butegetsi bwa Leta;	b. elaborating management measures for public servants in the Public Administration;	b. élaboration des mesures de gestion des agents de l'Etat dans l'Administration publique;
c. gushyiraho mu bikorwa no kuvugurura uburyo bwo gucunga imikorere y'abakozi ba Leta;	c. implementing and updating the performance management system for public servants;	c. la mise en application et la mise à jour du système de gestion de performance des agents de l'Etat;
d. gushyiraho no gukurikirana uburyo bw'ishyirwa mu bikorwa ry'imiterere y'inzego za Leta;	d. elaborating and monitoring the implementation systems and organizational systems and procedure of public organs;	d. l'élaboration et la mise en œuvre de systèmes et des procédures organisationnelles des services de l'état;
a) gushyiraho uburyo bw'imirungire y'inzego za Leta;	e. developing management systems of State organs;	e) élaboration des systèmes de gestion des organes de l'Etat;
4° gukurikirana no gusuzuma ishyirwa mu bikorwa rya za politiki, ingamba na gahunda bijyanye n'imirungire y'abakozi ba Leta n'Umurimo binyujijwe mu:	4° monitoring and evaluating the implementation of policies, strategies and programs related to the management of public servants through:	4° faire le suivi et évaluer la mise en oeuvre des politiques, stratégies et programmes relatifs à la gestion des agents de l'état à travers:

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| a. gukurikirana no gusuzuma imicungire y'abakozi ba Leta na gahunda zo kongerera ubushobozi abakozi mu Nzego z'Igihugu; | a. monitoring and evaluating of the human resources management and capacity building in the national institutions; | a. la supervision et évaluation du système de gestion des agents et le renforcement des capacités au sein des institutions nationales; |
| b. gukurikirana no gusuzuma uruhare rw'ivugururwa ry'inzezo z'imirimo n'urw'amahugurwa mu mikorere y'Inzezo z'Igihugu no kuri serivisi zihabwa abatwage; | 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; | 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. gukurikirana iterambere ry'isoko ry'umurimo no kugaragaza imibare ijyanye na ryo; | c. monitoring the labour market evolution and provide the corresponding statistics; | c. le suivi de l'évolution du marché du travail et donner des statistiques correspondantes; |
| d. gusuzuma ibipimo ngenderwaho no guhuriza hamwe imibare ituruka mu nzezo zegerejwe abatwage ijyanye n'umurimo; | d. evaluating the indicators and consolidating the data handled by the decentralized institutions related to labour; | d. l'évaluation des indicateurs et la consolidation des données fournies par les institutions décentralisées en rapport avec le travail; |
| 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; | 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; | 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 inzezo ireberera binyujijwe mu: | 5° overseeing the institutions under its supervision through: | 5° superviser les institutions sous sa tutelle à travers: |
| a. gutanga imirongo ngenderwaho kuri gahunda runaka zigomba gushyirwa mu bikorwa n'inzezo ireberera; | a. orientating specific programs to be realized by the agencies under its supervision; | a. l'orientation sur les programmes spécifiques à réaliser par les services sous sa tutelle ; |

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b. kugenzura imikorere n'imirimo y'inzeho ziyishamikiyeho mu rwego rwo kuzifasha gukoresha umutungo wazo neza;

b. supervising the functioning and management of the agencies under its supervision for a better use of resources;

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 byobinyujijwe mu:

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

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

a. gushakisha umutungo no kugenzura ibikorwa mu ikoreshwa neza ry'umutungo;

a. mobilising resources and supervision of actions to ensure their rational use;

a. la mobilisation des ressources et la supervision des mesures visant à garantir leur utilisation rationnelle;

b. guteza imbere imikorere n'ishoramari ry'abikorera mu guteza imbere umurimo.

b. promoting partnership with private sector for labour development.

b. la promotion du partenariat avec le secteur privé en vue d'assurer le développement du travail.

7 ° kugenzura uko inzego zo mu butegetsi bwite bwa Leta zitanga serivisi n'uburyo abagana izo Nzego bakira serivisi bahabwa.

7° to monitor service delivery in Central Government institutions and the level of satisfaction of clients of such institutions regarding services received.

7° faire le contrôle de la prestation des services par les institutions de l'Administration Central et du niveau de satisfaction des clients de ces institutions par rapport aux services reçus.

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

Article 3: Organisational structure and job profiles

Article 3: Structure organisationnelle et profils d'emplois

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

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

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.

Ingingo ya 4: Igenwa ry'umushahara

Article 4: Determination of the salary

Article 4: Détermination du salaire

Imishahara y'Abakozi ba Minisiteri y'Abakozi ba Leta n'Umurimo igenwa hashingiwe ku mbonerahamwe y'urutonde

Salaries for employees of the Ministry of Public Service and Labour are determined basing on the job classification and in

Les salaires accordés au personnel du Ministère de la Fonction Publique et du Travail sont déterminés suivant la

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rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu butegezi bwa Leta.

accordance with general principles on salary calculation in public service.

classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

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

The level, index, 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.

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.

Ingingo ya 5: Ibigize umushahara mbumbe

Article 5: Composition of the gross salary

Article 5: Composition du salaire brut

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

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

Le salaire brut mensuel pour chaque agent comprend principalement:

1 ° umushahara fatizo;

1 ° basic salary;

1 ° le salaire de base;

2 ° indamunite y'icumbi;

2 ° housing allowance;

2 ° l'indemnité de logement;

3 ° indamunite y'urugendo;

3 ° transport allowance;

3 ° l'indemnité de transport;

4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi;

4 ° State contribution for social security;

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

5 ° inkunga ya Leta yo kuvuza umukozi.

5 ° State contribution for medical care.

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

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abakozi bari ku nzego z'imirimo za "F" na "H/2" boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze; ndetse n'abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya

The transport allowance specified in Paragraph One of this Article 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 public servants positioned on level "3" who are entitled to special transport allowance in

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 "H/2" pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions ni à ceux aux postes de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre

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Minisitiri ufite abakozi ba Leta mu nshingano ze.

accordance with Instructions of the Minister in charge public service.

ayant la fonction publique dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Article 6: Fringe benefits for the Permanent Secretary

Article 6: Avantages alloués au Secrétaire Permanent

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

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

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

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

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

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

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

2° one hundred thousand Rwandan francs (FRW 100,000) per month for mobile phone communication allowance;

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

3° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 FRW) buri kwezi anyura kuri konti y'urwego bireba;

3° office entertainment allowance of two hundred thousand Rwandan francs (FRW 200,000) per month and transferred to the institution's account;

3° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 FRW) chaque mois et domiciliés au compte de l'institution concernée;

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

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

4° facilitation 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"

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

- 1° Abayobozi bakuru bagenerwa amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 FRW) n'irya telefone 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° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

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

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

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

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

- 1° 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;
- 2° the Advisor to the Minister is entitled to seventy thousand Rwandan francs (FRW 70,000) per month for mobile phone communication allowance;
- 3° transport facilitation in accordance with the Instructions of the Minister in charge of transport.

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

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

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° 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 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° facilitation de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

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

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

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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.II" bafite itsinda ry'Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe bagenerwa kandi buri wese amafaranga ibihumbi ijana y'u Rwanda (100.000 FRW) buri kwezi y'itumanaho rya telefoni yo mu biro.

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

Leta igenera indamunite y'urugendo abayobozi bakuru bari ku rwego rwa F, G/1.IV na H/2 iyo bagiye mu butumwa imbere mu gihugu bakoresheje imodoka zabo, hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

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

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

2° a special transport allowance in accordance with Instructions of the Minister in charge of public service.

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

Article 9: Mileage allowances

The State pays mileage allowances to senior officials on levels F, G/1.IV and H/2 when they go on official mission inside the country by using their vehicles, in accordance with the Instructions of the Minister in charge of transport.

Article 10: Authorities responsible for the implementation of this Order

The Minister of Public Service and Labour, the Minister of Finance and Economic Planning and the Minister of Infrastructure are

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

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

Les Directeurs d'Unités aux postes de niveau "3.II" ayant des agents placés sous leur responsabilité suivant la structure organisationnelle approuvée bénéficient également chacun des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 FRW) par mois.

Article 9: Indemnités kilométriques

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

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

Le Ministre de la Fonction Publique et du Travail, le Ministre des Finances et de la Planification Economique et le Ministre des

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entrusted with the implementation of this Order.

Infrastructures sont chargés de l'exécution du présent arrêté.

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

Article 11: Repealing provision

Article 11: Disposition abrogatoire

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

All prior provisions contrary to this Order are repealed.

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingova ya 12: Igihe iri teka ritangira gukurikizwa

Article 12: Commencement

Article 12: Entrée en vigueur

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Ku birebana n'Abagenzuzi b'Umurimo bo mu Turere, iri teka ritangira gukurikizwa ku wa 01/07/2017.

This Order comes into force on the date of its publication in the Official Gazette of the Republic of Rwanda. As far as District Labour Inspectors are concerned, this order takes place from 01/07/2017.

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. En ce qui concerne les Inspecteurs du Travail au niveau du District, le présent arrêté prend effet à partir du 01/07/2017.

Kigali, ku wa 30/01/2017

Kigali, on 30/01/2017

Kigali, le 30/01/2017

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

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

(sé)
BUSINGYE Johnston
Minister of Justice/ Attorney General

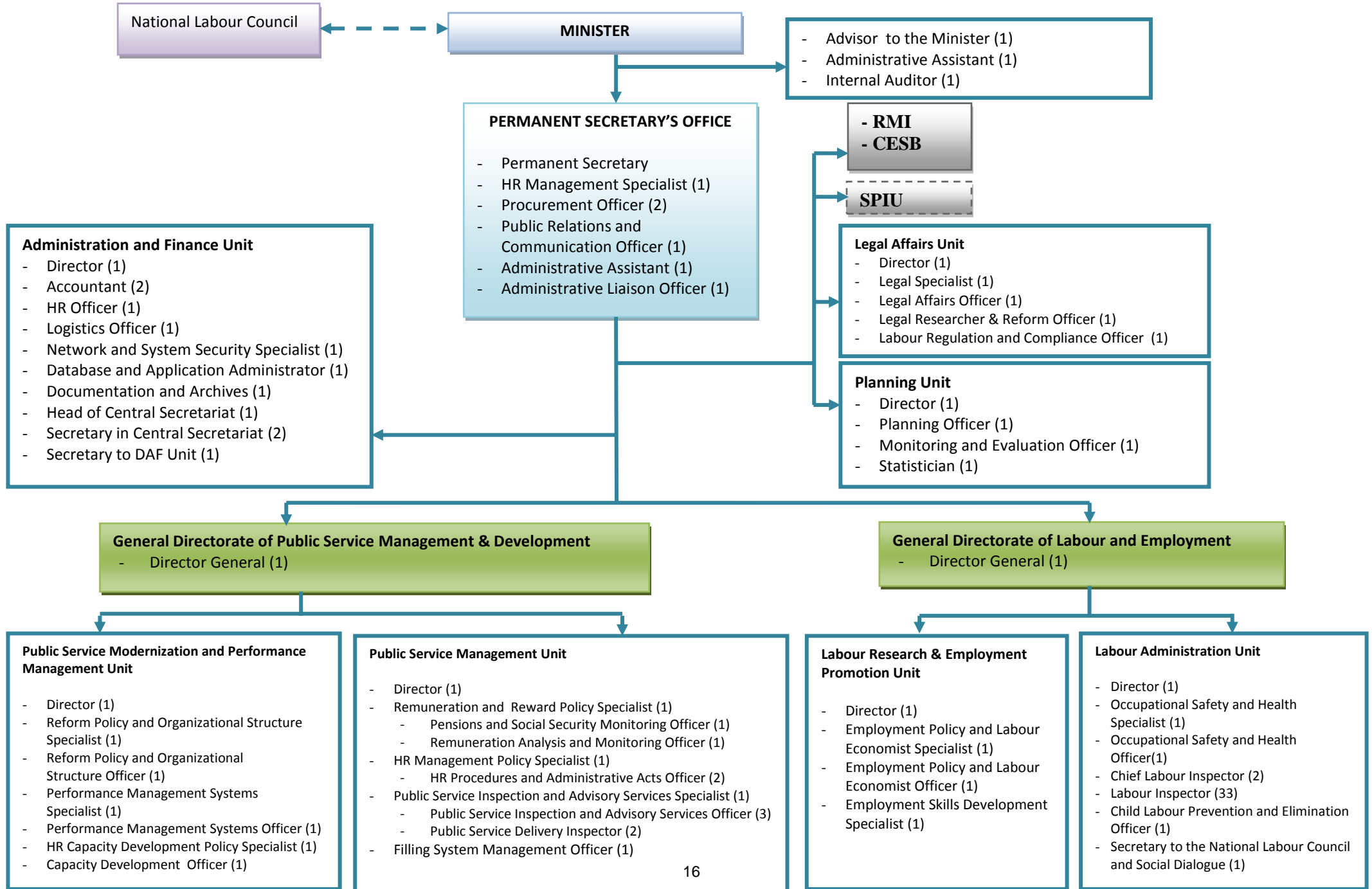
(sé)
BUSINGYE Johnston
Ministre de la Justice/ Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 002/03 RYO
KU WA 30/01/2017 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IBISABWA
KU MYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI
Y'ABAKOZI BA LETA N'UMURIMO
(MIFOTRA)**

**ANNEX I TO PRIME MINISTER'S ORDER
N°002/03 OF 30/01/2017 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, JOB
PROFILES, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF PUBLIC SERVICE AND
LABOUR (MIFOTRA)**

**ANNEXE I DE L'ARRETE DU PREMIER
MINISTRE N°002/03 DU 30/01/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
PROFILS DES EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
FONCTION PUBLIQUE ET DU TRAVAIL
(MIFOTRA)**

MIFOTRA – ORGANIZATIONAL CHART



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Bibonywe kugira ngo bishyirwe ku mugereka w’Iteka rya Minisitiri w’Intebe n°002/03 ryo ku wa 30/01/2017 rigena inshingano, imbonerahamwe y’imyanya y’imirimo, ibisabwa ku myanya y’imirimo, imishahara n’ibindi bigenerwa abakozi muri Minisiteri y’Abakozi ba Leta n’Umurimo (MIFOTRA)

Kigali, ku wa 30/01/2017

(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 the Prime Minister’s Order n°002/03 of 30/01/2017 determining mission and functions, organisational structure, job profiles, salaries and fringe benefits for employees in the Ministry of Public Service and Labour (MIFOTRA)

Kigali, on 30/01/2017

(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°002/03 du 30/01/2017 portant mission et fonctions, structure organisationnelle, profils des emplois, salaires et avantages accordés au personnel du Ministère de la Fonction Publique et du Travail (MIFOTRA)

Kigali, le 30/01/2017

(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 II W'ITEKA RYA
MINISITIRI W'INTEBE N°002/03 RYO
KU WA 30/01/2017 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IBISABWA
KU MYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI
Y'ABAKOZI BA LETA N'UMURIMO
(MIFOTRA)**

**ANNEX II TO PRIME MINISTER'S ORDER
N°002/03 OF 30/01/2017 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, JOB
PROFILES, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF PUBLIC SERVICE AND
LABOUR (MIFOTRA)**

**ANNEXE II DE L'ARRETE DU PREMIER
MINISTRE N°002/03 DU 30/01/2017 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, PROFILS DES
EMPLOIS, 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><u>Key technical skills & knowledge required:</u></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 analysed 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 specialisation Finance or Accounting</p> <p><u>Key technical skills & knowledge required:</u></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><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - office management skills; - excellent communication, organisational, interpersonal skills; - computer knowledge (Work Processing, 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: - office management skills; - excellent communication, organisational, interpersonal skills; - computer knowledge (Work Processing, Power Point and Internet) - analytical and problem solving skills; -time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	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: - office management skills; - excellent communication, organisational, interpersonal skills; - computer knowledge (Work Processing, Power Point and Internet) - analytical and problem solving skills; -time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	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 Specialisation in Human Resources, Business Administration with specialisation in Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with specialisation in Human Resource, Business Administration with Specialisation in Human Resource Management</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - deep knowledge of Rwandan public service and labour law; - knowledge in conflict management; - knowledge of the regulations applying to payroll procedures; - knowledge of human resource 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
	Procurement	Procurement Officer	<p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - high analytical skills; - negotiation skills; - knowledge of basic business and purchasing practices; - excellent communication skills; - knowledge of state contracting laws, regulations and procedures; - knowledge of grades, qualities, supply and price trends of commodities; - time management skills; - decision making skills; - computer skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	2
	Public Relations and Communication	Public Relations and Communication Officer	<p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - excellent communication skills both orally and in writing; - 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				7

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Legal Affairs Unit	Director of Unit	Director of Legal Affairs Unit	<p>A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required :</u></p> <ul style="list-style-type: none"> - deep knowledge of Rwandan public service and labour 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 organisation skills; - team working skills; - computer skills; - fluent in Kinyarwanda, English and/or French. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Legal Specialist	Legal Specialist	<p>A0 in Law with 3 years of working experience or Master's Degree in Law.</p> <p><u>Key technical skills and knowledge required :</u></p> <ul style="list-style-type: none"> - deep knowledge of Rwandan public service and labour 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 organisation skills; - team working skills; - computer skills; - fluent in Kinyarwanda, English and/or French. 	1
	Legal Affairs	Legal Affairs Officer	<p>A0 in Law</p> <p><u>Key technical skills and knowledge required :</u></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 organisation skills; - team working skills; - computer skills; - fluent in Kinyarwanda, English and/or French. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Legal Research and Reform	Legal Research and Reform Officer	<p>A0 in Law.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - extensive knowledge and understanding of the Rwanda public service sector, reform and legislative processes; - creative, proactive, customer focused, 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
	Labour Regulation and Compliance	Labour Regulation and Compliance Officer	<p>A0 in Law or Labour Law</p> <p><u>Key technical skills & knowledge required :</u></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 analysed 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
S/Total				5

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Directorate General of Public Service Management and Development	Director General	Director General	<p>A0 in Law, Public Administration or Administrative Sciences, HR Management, Management, Public Policy with 5 years of working experience; or Masters 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 analysed 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, decision making skills, judgment & decision making skills, complex problem solving skills; fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1
S/Total				1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Public Service Modernisation and Performance Management Unit	Director of Unit	Director of Public Service Modernisation and Performance Management Unit	<p>A0 in Public Administration or Administrative Sciences, Economics, HR Management, Management, Development Studies, Public Policy , with 3 years of working experience; or Masters 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 focused, solutions led and outcome driven skills; - analytical, problem-solving and critical thinking skills; - strong leadership and organisational skills; -technical understanding of system being analysed 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; 	1

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 Organisational 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 Masters 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 focused, 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 organisational 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 Organisational Structure Officer	Reform Policy and Organisational Structure Officer	<p>A0 in Public Administration or Administrative Sciences, Economics, Development Studies, Public Policy, HR Management, Political Sciences, Management.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - extensive knowledge and understanding of the Rwanda public service sector and institutional organisation; - creative, proactive, customer focused, 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 organisational 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 Masters or equivalent in Human Resources Management, Public Administration or Administrative Sciences, Management.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - extensive knowledge and understanding of the Rwanda public service sector and institutional organisation; - creative, proactive, customer focused, 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 organisational 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><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - extensive knowledge and understanding of the Rwanda public service sector and performance management systems; - creative, proactive, customer focused, 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><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - extensive knowledge and understanding of the Rwanda public service sector and performance management systems; - creative, proactive, customer focused, 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 organisational 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
	Capacity Development	Capacity Development 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 focused, 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 organisational 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
S/Total				7

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 focused, solutions led and outcome driven skills; - analytical, problem-solving and critical thinking skills; - strong Leadership and organisational skills; - technical understanding of system being analysed 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 advantage . 	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>AO 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 focused, 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 organisational 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 Specialisation 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, Specialisation 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 analysed 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 organisational 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 analysed 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 organisational 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	Public Service Inspection and Advisory Services Specialist	<p>AO in Law, Political Sciences, Administrative Sciences, Public Administration, Human Resources Management with three (3) years of working experience or Master's degree in Law, Political Sciences, Administrative Sciences, Public Administration, Human Resources Management.</p> <p><u>Key technical skills & knowledge required:</u></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 analysed 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 organisational skills; <p>quick learner who is easily able to learn new systems, applications and technologies.</p>	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Service Delivery	Service Delivery officer	<p>A0 in Human Resources Management, Public Administration, Political Sciences, Management, Sociology, Social Work and Social Administration.</p> <p><u>Key technical skills and knowledge required</u></p> <ul style="list-style-type: none"> - service delivery skills; - communication skills; - computer skills; - interpersonal skills; - excellent organizational and time management skills; - good interpersonal skills; - stress management 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 Service Inspection and Advisory Services Officer	Public Service Inspection and Advisory Services Officer	<p>AO 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 analysed 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 organisational skills; <p>quick learner who is easily able to learn new systems, applications and technologies.</p>	3

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>AO in Law, HR Management, Public Administration, Administrative Science, 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 focused, 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 organisational 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
	Remuneration Analysis and Monitoring Officer	Remuneration Analysis and Monitoring Officer	<p>AO in Economics, Economics Policy, Economics Planning.</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 focused, 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 organisational 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 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	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><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - office management skills; - excellent communication, organisational, interpersonal skills; - computer knowledge (Work Processing, 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				14

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 years working experience or 2 years in senior position; or Masters 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; - organisational skills; - communication skills; - high analytical & complex problem solving skills; - judgment & decision making skills; - time management skills; - team working skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
S/Total				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, Socio - Economics, Development Studies, Agro Economics, Labour Economics with 3 years of working experience; or Masters or equivalent in Economics, Socio- 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; - organisational 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 organisational skills. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Employment Policy and Labour Economist	Employment Policy and Labour Economist Specialist	<p>A0 in Statistics, Applied Mathematics, Economics, Labour Economics with three (3) years of working experience or Master's degree 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 methodology and statistics concepts; - knowledge of Rwandan labour and employment policies and strategies; - knowledge of various statistical software packages; - knowledge to prepare 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 requirement-gathering sessions; 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
	Employment Policy and Labour Economist	Employment Policy and Labour Economist Officer	<p>A0 in Statistics, Applied Mathematics, Economics, Labour Economics</p> <p><u>Key technical skills & knowledge required</u></p> <ul style="list-style-type: none"> - deep understanding of research Methodology and statistics concepts; - knowledge of Rwandan labour and employment policies and strategies; - knowledge of various statistical software packages; - knowledge to prepare and publishe 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 requirement-gathering sessions; - 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
	Employment Skills Development	Employment Skills Development Specialist	<p>A0 in Economics, Labour Economics, Economic Planning, Economic Policy and Development Studies with three (3) years of working experience or Master's degree in A0 in Economics, Labour Economics, Economic Planning, Economic Policy and Development Studies.</p> <p><u>Key technical skills & knowledge required</u></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 analysed 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
S/Total				4

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 three (3) years of working experience; or Master or equivalent in Law, Public Administration, Management, Labour Psychology, Labour Administration with one (1) year of working experience.</p> <p><u>Key technical skills & knowledge required</u></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 focused, solutions led and outcome driven skills; - analytical, problem - solving and critical thinking skills; - strong leadership and organisational skills; -technical understanding of system being analysed 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; 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 Specialist	Occupational Safety and Health Specialist	<p>A0 in Public Health, Health & Environmental Science, Health Administration, Occupational Health and Safety, Labour Psychology with three (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><u>Key technical skills & knowledge required</u></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 analysed 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><u>Key technical skills & knowledge required</u></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 analysed 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 organisational 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 with three (3) years of working experience or Master's degree in Law, Labour Administration, Public Administration, Administrative Sciences, Management, Labour Psychology.</p> <p><u>Key technical skills & knowledge required</u></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 analysed 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 organisational 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
	Labour Inspector	Labour Inspector	<p>A0 in Law, Labour Administration, Public Administration, Administrative Sciences, Management, Labour Psychology.</p> <p><u>Key technical skills & knowledge required</u></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 analysed 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 organisational skills; - quick learner who is easily able to learn new products, systems, applications and technologies. 	33

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Child Labour Prevention and Elimination	Child Labour Prevention and Elimination Officer	<p>A0 Labour Administration, Labour Psychology Science, Public Health, Occupational Health and Safety, Psychology, Sociology, Education Sciences.</p> <p><u>Key technical skills & knowledge required</u></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 analysed 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 organisational 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><u>Key technical skills & knowledge required</u></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 analysed 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
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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Planning Unit	Director of Unit	Director of Planning	<p>A0 in Economics, Management, Development Studies, Project Management, Business Administration with three (3) years of working experience; or Masters or equivalent in Economics, Management, Development Studies, Project Management with one (1) year of working experience.</p> <p><u>Key technical skills & knowledge required</u></p> <ul style="list-style-type: none"> - knowledge of results based management, logical framework approach, strategic planning processes and tools; - knowledge of Rwanda's 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; - organisational skills; - communication skills; - high analytical & complex problem solving skills; - judgment & decision making skills; - time management skills; - team working skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Planning Officer	Planning Officer	<p>A0 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 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; - organisational skills; - communication skills; - high analytical & complex problem solving skills; - judgment & decision making skills; - time management skills; - team working skills; fluent in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage.</p>	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>A0 in Economics, Project Management, Management, Development Studies, Business Administration.</p> <p>Key technical skills & knowledge required</p> <ul style="list-style-type: none"> - knowledge and understanding of the Rwandan public service and labour sector; - excellent leadership skills; - coordination, planning & organisational skills; - creative, proactive, customer focused, solutions led and outcome driven skills; - interpersonal skills; - effective communication skills; - time management skills; - decision making skills; - computer skills; - judgment & 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><u>Key technical skills & knowledge required</u></p> <ul style="list-style-type: none"> - deep understanding of research methodology and statistics concepts; - knowledge of Rwanda's trade and industrial policies and strategies; - knowledge of various statistical software packages; - knowledge to prepare and publishe statistical and technical reports and research papers; - knowledge of the theory, systems and application of statistical research methodology; - computer skills; - organisational 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 specialisation in Finance or 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 Financial Software (SMART IFMIS); - time management skills; - interviewing skills; - judgment & decision making skills; - complex problem solving; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	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 specialisation in Finance or Accounting.</p> <p><u>Key technical skills & knowledge required</u></p> <ul style="list-style-type: none"> - knowledge of cost analysis techniques; - knowledge to analyse complex financial information & produce reports; - deep understanding of financial accounts; - planning and organisational skills; - communication skills; - strong IT skills, particularly in Financial Software (SMART IFMIS); - judgment & decision making skills; - high analytical skills; - interpersonal skills; - time management skills; - complex problem solving; - flexibility skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2

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><u>Key technical skills & knowledge required</u></p> <ul style="list-style-type: none"> - knowledge of management of material resources; - knowledge of supply chain management; - organisational skills; - computer skills; - communication skills; - report writing & presentation skills; - analytical skills; - interpersonal skills; - time management skills; - negotiation skills; - team working skills - problem solving skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

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, Bibliotheconomy.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - proficiency in information technology; - computer literacy; - bookkeeping skills; - knowledge of integrated document management; - knowledge of archive management software; - knowledge of the documentation management system (DMS) would be an advantage; - organisational skills; - interpersonal skills; - planning skills; - communication skills; - report writing & presentation skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

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><u>Key technical Skills & knowledge required</u></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, MCSA, 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; fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	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; - organisational 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	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><u>Key technical skills & knowledge required</u></p> <ul style="list-style-type: none"> - knowledge of office administration; - communication skills; - computer skills; - interpersonal skills; - organisational skills; - stress management skills; - time management skills; - bookkeeping skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

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><u>Key technical skills & knowledge required</u></p> <ul style="list-style-type: none"> - knowledge of office administration; - communication skills; - computer skills; - interpersonal skills; - organisational skills; - stress management skills; - time management skills; - bookkeeping skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2
S/Total				12
Grand / Total				99

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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°002/03 ryo ku wa 30/01/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Abakozi ba Leta n'Umurimo (MIFOTRA)

Kigali, ku wa 30/01/2017

(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 the Prime Minister's Order n°002/03 of 30/01/2017 determining mission and functions, organisational structure, job profiles, salaries and fringe benefits for employees in the Ministry of Public Service and Labour (MIFOTRA)

Kigali, on 30/01/2017

(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°002/03. du 30/01/2017 portant mission et fonctions, structure organisationnelle, profils des emplois, salaires et avantages accordés au personnel du Ministère de la Fonction Publique et du Travail (MIFOTRA)

Kigali, le 30/01/2017

(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 III W'ITEKA RYA
MINISITIRI W'INTEBE N°002/03 RYO
KU WA 30/01/2017 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IBISABWA
KU MYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI
Y'ABAKOZI BA LETA N'UMURIMO
(MIFOTRA)**

**ANNEX III TO PRIME MINISTER'S ORDER
N°002/03. OF 30/01/2017 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, JOB
PROFILES, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF PUBLIC SERVICE AND
LABOUR (MIFOTRA)**

**ANNEXE III DE L'ARRETE DU PREMIER
MINISTRE N°002/03 DU 30/01/2017 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, PROFILS DES
EMPLOIS, SALAIRES ET AVANTAGES
ACCORDES AU PERSONNEL DU MINISTERE
DE LA FONCTION PUBLIQUE ET DU
TRAVAIL (MIFOTRA)**

MIFOTRA SALARY STRUCTURE

POST	I.V	Level	Index	Basic Salary	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2869	1,265,229	1,617,505
Director General of Labour & Employment	400	2.III	1890	756,000	1,085,308
Director General of Public Service Management & Development	400	2.III	1890	756,000	1,085,308
Advisor to the Minister	400	2.III	1890	756,000	1,085,308
Director of Labour Research & Employment Promotion	400	3.II	1369	547,600	814,962
Director of Labour Administration	400	3.II	1369	547,600	814,962
Director of Public Service Management Unit	400	3.II	1369	547,600	814,962
Director of Public Service Modernization and Performance Mgt Unit	400	3.II	1369	547,600	814,962
Director of Administration & Finance	400	3.II	1369	547,600	814,962
Director of Planning, M & E Unit	400	3.II	1369	547,600	786,131
Director of Legal Affairs Unit	400	3.II	1369	547,600	814,962
Legal Specialist	400	3.II	1369	547,600	786,131
Network & System Security Specialist	400	3.II	1369	547,600	786,131
HR Management Specialist	400	3.II	1369	547,600	786,131
Occupational Safety & Health Specialist	400	3.II	1369	547,600	786,131
HR Management Policy Specialist	400	3.II	1369	547,600	786,131
HR Capacity Development Policy Specialist	400	3.II	1369	547,600	786,131
Performance Management Systems Specialist	400	3.II	1369	547,600	786,131
Reform Policy & Organizational Structure Specialist	400	3.II	1369	547,600	786,131
Remuneration & Reward Policy Specialist	400	3.II	1369	547,600	786,131
Public Service Inspection and Advisory Services Specialist	400	3.II	1369	547,600	786,131
Employment Policy and Labour Econost Specialist	400	3.II	1369	547,600	786,131
Employment Skills Development Specialist	400	3.II	1369	547,600	786,131
Chief Labour Inspector	400	3.II	1369	547,600	786,131
Disrtict Labour Inspection Officer	350	4.III	1313	459,550	653,152
Public Service Inspection & Advisory Services Officer	350	4.III	1313	459,550	653,152
HR Procedures and Administratives Acts Officer	350	4.III	1313	459,550	653,152
Legal Research and Reform Officer	350	4.III	1313	459,550	653,152

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Legal Affairs Officer	350	4.III	1313	459,550	653,152
Reform Policy & Organizational Structure Officer	350	4.III	1313	459,550	653,152
Remuneration Analysis and Monitoring Officer	350	4.III	1313	459,550	653,152
Occupational Safety & Health Officer	350	4.II	1141	399,350	567,590
Public Service Delivery Inspector	350	4.II	1141	399,350	567,590
Pension & Social Security Monitoring Officer	350	4.II	1141	399,350	567,590
Planning Officer	350	4.II	1141	399,350	567,590
Monitoring & Evaluation Officer	350	4.II	1141	399,350	567,590
Statistician	350	4.II	1141	399,350	567,590
Capacity Development Officer	350	4.II	1141	399,350	567,590
Child Labour Prevention and Elimination Officer	350	4.II	1141	399,350	567,590
Employment Policy and Labour Economist Officer	350	4.II	1141	399,350	567,590
Regulation and Compliance Officer	350	4.II	1141	399,350	567,590
Secretary to the National Labour Council & Social Dialogue	350	4.II	1141	399,350	567,590
Database and application Administrator	350	4.II	1141	399,350	567,590
Human Resources Officer	350	4.II	1141	399,350	567,590
Public Relations and Communication Officer	350	4.II	1141	399,350	567,590
Performance Management Systems Officer	350	4.II	1141	399,350	567,590
Accountant	350	5.II	951	332,850	473,075
Internal Auditor	350	5.II	951	332,850	473,075
Procurement Officer	350	5.II	951	332,850	473,075
Logistics Officer	350	5.II	951	332,850	473,075
Administrative Assistant to the Minister	350	5.II	951	332,850	473,075
Administrative Assistant to the PS	350	5.II	951	332,850	473,075
Filling System Mgt Officer	350	5.II	951	332,850	473,075
Administrative Liaison Officer	350	5.II	951	332,850	473,075
Documentation and Archives	350	6.II	793	277,550	394,478
Head of Central Secretariat	350	7.II	660	231,000	328,317
Secretary in Central Secretariat	350	8.II	508	177,800	252,705
Secretary to the DAF Unit	350	8.II	508	177,800	252,705

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Kigali, ku wa 30/01/2017

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

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Kigali, le 30/01/2017

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