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ITEKA RYA MINISITIRI W'INTEBE N°238/03 RYO KU WA 08/12/2016 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UBUTEGETSI BW'IGIHUGU (MINALOC)

PRIME MINISTER'S ORDER N°238/03 OF 08/12/2016 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF LOCAL GOVERNMENT (MINALOC)

ARRETE DU PREMIER MINISTRE N°238/03 DU 08/12/2016 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE L'ADMINISTRATION LOCALE (MINALOC)

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repbulika 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° 41/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ubutegetsi bw'Igihugu (MINALOC);

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

Inama y'Abaminisitiri yateranye ku wa 12/10/2016, imaze kubisuzuma no kubyemeza;

ATEGETSE:

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° 41/03 of 27/02/2015 determining mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Local Government (MINALOC);

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet in its session of 12/10/2016;

HEREBY ORDERS:

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° 41/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de l'Administration Locale (MINALOC);

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

Après examen et adoption par le Conseil des Ministres en sa séance du 12/10/2016;

ARRETE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ubutegetsi bw'Igihugu.

Ingingo ya 2: Inshingano

Minisiteri y'Ubutegetsi bw'Igihugu ifite inshingano rusange zo guhuriza hamwe gahunda zijyanye n'imiyoborere myiza n'imitegekere y'Igihugu ihamye bigamije iterambere mu by'ubukungu, imibereho na politiki.

By'umwihariko, Minisiteri y'Ubutegetsi bw'Igihugu ishinzwe ibi bikurikira:

- 1° guteza imbere, kumenyekanisha no guhuza ishyingira mu bikorwa rya politiki, ingamba na gahunda bijyanye n'ubutegetsi bw'Igihugu binyujijwe mu gushyiraho politiki, ingamba na gahunda z'Igihugu zijyanye n'imiyoborere myiza, imitegekere y'Igihugu, imibereho y'abatwariye n'imiturire mu midugudu hagamijwe iterambere rirambye;
- 2° gushyiraho amategeko ajyanye n'imiyoborere myiza, imitegekere y'Igihugu, imiturire n'iterambere mu mibereho myiza n'ubukungu, binyujijwe mu:
 - a. gushyiraho amategeko, amabwiriza n'ibigenderwaho mu kwegera ubuyobozi

Article One: Purpose of this Order

This Order determines mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Local Government.

Article 2: Mission and functions

The Ministry of Local Government ensures the coordination of good governance and high quality territorial administration programs that promote economic, social and political development throughout the nation.

Specifically, the Ministry of Local Government is responsible for:

- 1° developing, disseminating and coordinating the implementation of policies, strategies and sector programs through the formulation of national policies, strategies and programs of good governance, territorial administration, social affairs and group settlement sites to ensure sustainable community development;
- 2° developing a legal framework for good governance, territorial administration, settlement and social-economic development through:
 - a. developing the legal framework, rules and procedures of decentralisation to implement

Article premier: Objet du présent arrêté

Le présent arrêté porte mission et fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère de l'Administration Locale.

Article 2: Mission et fonctions

Le Ministère de l'Administration Locale a pour mission d'assurer la coordination des programmes de bonne gouvernance et de l'administration territoriale efficace en vue du développement national économique, social et politique.

Plus particulièrement, le Ministère de l'Administration Locale est chargé de:

- 1° développer, diffuser et coordonner la mise en œuvre des politiques, des stratégies et des programmes sectoriels par la formulation des politiques, des stratégies et des programmes nationaux de bonne gouvernance, d'administration territoriale, des affaires sociales et de l'habitat regroupé en vue du développement communautaire durable ;
- 2° développer un cadre juridique pour la bonne gouvernance, l'administration territoriale, l'habitat et le développement socio-économique à travers:
 - a. la mise en place d'un cadre juridique, règles et procédures de décentralisation, pour la

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abaturage, mu rwego rwo gushyira mu bikorwa imiyoborere myiza n'imategekere y'Igihugu hagamijwe iterambere mu by'ubukungu, imibereho na politiki;	good governance and territorial administration for socioeconomic and political development;	mise en œuvre de la bonne gouvernance et l'administration territoriale en vue du développement socio-économique et politique;
b. kugena politiki n'ingamba zo guteza imbere ibijyanye n'ubutegetsi bw'Igihugu no guharanira ko byubahiriza ibikenewe mu baturage;	b. developing policies and strategies to develop local administration and ensuring its harmony with the local environment;	b. la mise en place des politiques et des stratégies pour le développement de l'administration locale et assurer leur conformité à l'environnement local;
c. gushyiraho no guteza imbere politiki zijyanye n'imibereho myiza y'abaturage n'uburyo bwo kuyishyira mu bikorwa;	c. developing and promoting a sector policy for social affairs and implementation mechanisms;	c. la mise en place de la politique sectorielle des affaires sociales ainsi que des mécanismes de sa mise en œuvre;
d. gukorana n'izindi nzego za Leta mu rwego rwo gufasha gushyira neza mu bikorwa gahunda zazo mu nzego z'ibanze;	d. collaborating with other government institutions to guarantee smooth implementation of their specific programs at local level;	d. la collaboration avec d'autres institutions gouvernementales afin de garantir la bonne exécution de leurs programmes au niveau local;
e. gushyiraho ibigenderwaho mu gusuzuma ibikorwa bya Minisiteri, haba mu rwego rw'ubutegetsi bwite bwa Leta no mu nzego z'ibanze;	e. developing monitoring indicators for the activities of the Ministry at both the national and local levels;	e. la mise en place d'indicateurs de suivi des activités du Ministère tant au niveau central que local;
3° guteza imbere ubushobozi bw'inzego n'abakozi binyujijwe mu:	3° developing institutional and human resources capacities through:	3° développer les capacités des ressources institutionnelles et humaines à travers:
a. gusuzuma, mu buryo buhoraho, ubushobozi bw'inzego zegerejwe abaturage mu gushyira mu bikorwa inshingano zazo;	a. constant assessment of the decentralised entities' capacities in relation to the implementation of their responsibilities;	a. l'évaluation constante des capacités des entités administratives décentralisées en ce qui concerne la mise en œuvre de leurs responsabilités ;
b. gushyigikira gahunda zijyanye no kongerera ubushobozi abakozi mu nzego z'ibanze mu bijyanye n'imiyoborere myiza, imitegekere	b. supporting holistic capacity building programs of local governments relating to good	b. le soutien des programmes de renforcement des capacités des entités locales en relation avec la bonne gouvernance, l'administration

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y'Igihugu n'iterambere mu by'ubukungu n'imibereho;	governance, territorial administration and socio-economic development;	territoriale et le développement socio-économique;
4° gukurikirana no gusuzuma ishyirwa mu bikorwa rya za politiki, ingamba na gahunda za Minisiteri n'inzego ziyishamikiyeho binyujijwe mu:	4° monitoring and evaluating the implementation of sector and sub-sector policies, strategies and programs through:	4° faire le suivi et l'évaluation de la mise en œuvre des politiques, stratégies et programmes sectoriels et sous-sectoriels à travers:
a. kugenzura no gusuzuma politiki na gahunda z'igihugu zigamije guteza imbere imiyoborere myiza, imitegekere ihamyeye, iterambere mu by'ubukungu n'imibereho myiza;	a. monitoring and evaluating national policies and programs that contribute to promoting good governance, efficient territorial administration and socioeconomic development;	a. le suivi et l'évaluation des politiques et programmes nationaux qui contribuent à la promotion de la bonne gouvernance, de l'administration territoriale efficace et du développement socio-économique;
b. guhuriza hamwe, gusesengura no kumenyekanisha amakuru yose aturuka mu Turere;	b. consolidating, analyzing and disseminating data submitted by the Districts;	b. la consolidation, l'analyse et la diffusion des données provenant des Districts;
c. kugenzura ibipimo ngenderwaho hagamijwe gushyirwa mu bikorwa ibikorwa bya Minisiteri mu butegetsi bwite bwa Leta no mu nzego z'ibanze;	c. monitoring the indicators to ensure the implementation of activities of the Ministry at central and local levels;	c. le suivi des indicateurs de mise en œuvre des activités du Ministère au niveau tant central que local;
d. gushyikiriza Guverinoma raporo ngarukabihe na raporo ngarukamwaka zigaragaza uruhare rwa za politiki, ingamba, gahunda n'imishinga byashyizweho ku iterambere ry'Igihugu;	d. submitting periodical and annual reports to the government on the impact of sector policies, strategies, programs and projects on the development of the country;	d. la soumission des rapports périodiques et annuels transmis au Gouvernement concernant l'impact des politiques, stratégies, programmes et projets sectoriels sur le développement du pays;
5° kugenzura imikorere y'inzego Minisiteri ishinze kureberera binyujijwe mu:	5° overseeing the functioning of institutions supervised by the Ministry through:	5° contrôler le fonctionnement des institutions sous tutelle du Ministère à travers:
a. kugenzura no gukurikirana imikorere y'inzego zirebererwa na Minisiteri hagamijwe guharanira ko zigira uruhare mu gutanga serivisi neza mu rwego rwo guteza imbere imiyoborere myiza	a. supervising and monitoring the functioning of institutions supervised by the Ministry to guarantee their effective service delivery, aiming at good governance and socio-economic development;	a. la supervision et le contrôle du fonctionnement des institutions sous tutelle du Ministère afin de garantir leur prestation efficace de services, en vue de la bonne

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n'iterambere mu by'ubukungu n'imibereho myiza;		gouvernance et du développement socioéconomique;
b. gutanga imirongo ngenderwaho ya politiki no gushyiraho amategeko agenga gahunda zigenzurwa na Minisiteri;	b. providing policy guidance and developing a legal framework for specific programs supervised by the Ministry;	b. l'orientation politique et la mise en place d'un cadre juridique des programmes spécifiques supervisés par le Ministère;
6° guteza imbere imikoranire myiza hagati y'inzego za Leta, binyujijwe mu:	6° promoting effective intergovernmental relationships through:	6° promouvoir des relations intergouvernementales efficaces à travers:
a. gushyiraho uburyo bwiza bw'imikoranire hagati y'inzego hagamiywe guteza imbere imikorere myiza y'inzego z'ibanze;	a. organising suitable inter- institutional relations to promote the efficacy of local government entities;	a. l'organisation des relations interinstitutionnelles appropriées pour la promotion du bon fonctionnement des entités d'administration locale;
b. gutegura ibikorwa mu rwego mpuzamahanga no mu rwego rw'Igihugu bihuza inzego z'ubutegetsi bw'Igihugu;	b. organising national and international events that bring local government organs together;	b. l'organisation des événements au niveau national et international regroupant des organes de l'administration locale ;
7° gushakisha ibyafasha Minisiteri mu bikorwa byayo binyujijwe mu:	7° mobilising resources for the Ministry activities through:	7° mobiliser les ressources pour les activités du Ministère à travers:
a. gushaka ibikenewe mu guteza imbere imiyoborere myiza, iterambere mu mibereho no gushyiraho uburyo bukwiye bwo kubikoresha neza;	a. mobilising necessary resources for promotion of good governance, and socio-economic and social development and providing a proper framework for their rational utilization;	a. la mobilisation des ressources nécessaires à la promotion de la bonne gouvernance, au développement socio-économique et la mise en place d'un cadre approprié pour leur utilisation rationnelle;
b. guteza imbere gahunda z'ubufatanye bw'inzego z'ubutegetsi bw'Igihugu, haba imbere mu Gihugu ndetse no mu mahanga;	b. promoting partnerships that enhance unity among local governments both nationally and internationally;	b. la promotion des partenariats et des jumelages entre les administrations locales à l'échelle nationale et internationale;
c. guteza imbere ubufatanye bugamije guhuriza hamwe ingufu z'abafatanyabikorwa banyuranye mu nzego z'ibanze.	c. promoting partnerships that favour joint development of efforts by different stakeholders at the local level.	c. la promotion de partenariats qui favorisent la mise en commun des efforts de différents intervenants au niveau local.

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

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

Ingingo ya 4: Igenwa ry'umushahara

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

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri Minisiteri y'Ubutegetsi bw'Igihugu biri ku mugereka wa III w'iri teka

Ingingo ya 5: Ibigize umushahara mbumbe

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

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

Article 3: Organisational structure and job profiles

The organizational structure and job profiles for the Ministry of Local Government are respectively in annex I and II of this Order.

Article 4: Determination of the salary

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

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

Article 5: Composition of the gross salary

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

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

Article 3: Structure organisationnelle et profils d'emplois

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

Article 4: Détermination du salaire

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

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

Article 5: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement :

- 1° le salaire de base;
- 2° l'indemnité de logement;
- 3° l'indemnité de transport;
- 4° la contribution de l'Etat à la sécurité sociale;

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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 "2.III" boroherewe ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze. Ntigenerwa abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe Amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

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

L'indemnité de transport prévu à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat aux postes de niveau "F" et "2.III" pour lesquels le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux postes de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Article 6: Fringe benefits for the Permanent Secretary

Article 6: Avantages alloués au Secrétaire Permanent

Umunyamabanga Uhoraho muri Minisitiri y'Ubutegetsi bw'Igihugu agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

Le Secrétaire Permanent au sein du Ministère de l'Administration Locale bénéficie des avantages suivants :

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

1° one hundred thousand Rwandan francs (100,000 Frw) per month for office land line and one hundred thousand Rwandan francs (100.000 Frw) per month for mobile phone;

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

2° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200. 000 Frw) buri kwezi anyura kuri konti ya Minisitiri;

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

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

3° Leta imworoherewe mu bijyanye n'uburyo bw'ingendo hakurikijwe Amabwiriza ya

3° the Government facilitates his/her transport in accordance with the Instructions of the Minister in charge of transport.

3° l'Etat lui facilite en ce qui concerne le transport conformément aux Instructions du

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Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Ministre ayant le transport dans ses attributions.

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

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

Article 7: Avantages alloués aux Directeurs Généraux et au Conseiller du Ministre ou celui du Secrétaire d'Etat aux postes de niveau "2.III"

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

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

Les Directeurs Généraux et le Conseiller du Ministre ou celui du Secrétaire d'Etat bénéficient chacun des avantages comme suit:

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

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

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

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

2° the Advisor to the Minister or to Minister of State is entitled to seventy thousand Rwandan francs (70,000 Frw) per month for mobile phone;

2° le Conseiller du Ministre ou celui du Secrétaire d'Etat bénéficie des frais de communication par téléphone portable équivalant à soixante-dix mille francs Rwandais (70.000 Frw) par mois;

3° Leta yorohereza Abayobozi Bakuru n'Umujyanama wa Minisitiri cyangwa uw'Umunyamabanga wa Leta mu bijyanye n'uburyo bw'ingendo hakurikijwe Amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

3° the Government facilitates transport for Director Generals and Advisor to the Minister or to the Minister of State in accordance with the Instructions of the Minister in charge of transport.

3° l'Etat facilite aux Directeurs Généraux et au Conseiller du Ministre ou du Secrétaire d'Etat en ce qui concerne le transport conformément aux Instructions du Ministre ayant le transport dans ses attributions.

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

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

- 1° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mironko 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'imirimo rwa "3.II" bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe ya Minisitiri, bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (100.000Frw) buri kwezi ya telefoni yo mu biro.

Ingingo ya 9: Indamunite z'urugendo

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

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

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

- 1° a mobile phone communication allowance of thirty thousand Rwandan francs (30,000 Frw) per month.
- 2° a special transport allowance as determined by the Instructions of the Minister responsible for public service.

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

Article 9: Mileage allowances

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

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

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

- 1° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois.
- 2° l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

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

Article 9: Indemnités kilométriques

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

Official Gazette n° Special of 08/12/2016

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

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

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

Iteka rya Minisitiri w'Intebe n° 41/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ubutegetsi bw'Igihugu (MINALOC) n'izindi ingingo zose z'amateka abanziriza iri kandi zinyuranyije na ryo bivanyweho.

Ingingo ya 12: Igihe iteka ritangira gukurikizwa

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

Kigali, ku wa **08/12/2016**

Article 10: Authorities responsible for the implementation of this Order

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

Article 11: Repealing provision

The Prime Minister's Order n° 41/03 of 27/02/2015 determining mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Local Government (MINALOC) and all prior provisions contrary to this Order are repealed.

Article 12: Commencement

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

Kigali, on **08/12/2016**

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

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

Article 11: Disposition abrogatoire

L'Arrêté du Premier Ministre n° 41/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de l'Administration Locale (MINALOC) et toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 12: Entrée en vigueur

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

Kigali, le **08/12/2016**

Official Gazette n° Special of 08/12/2016

(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

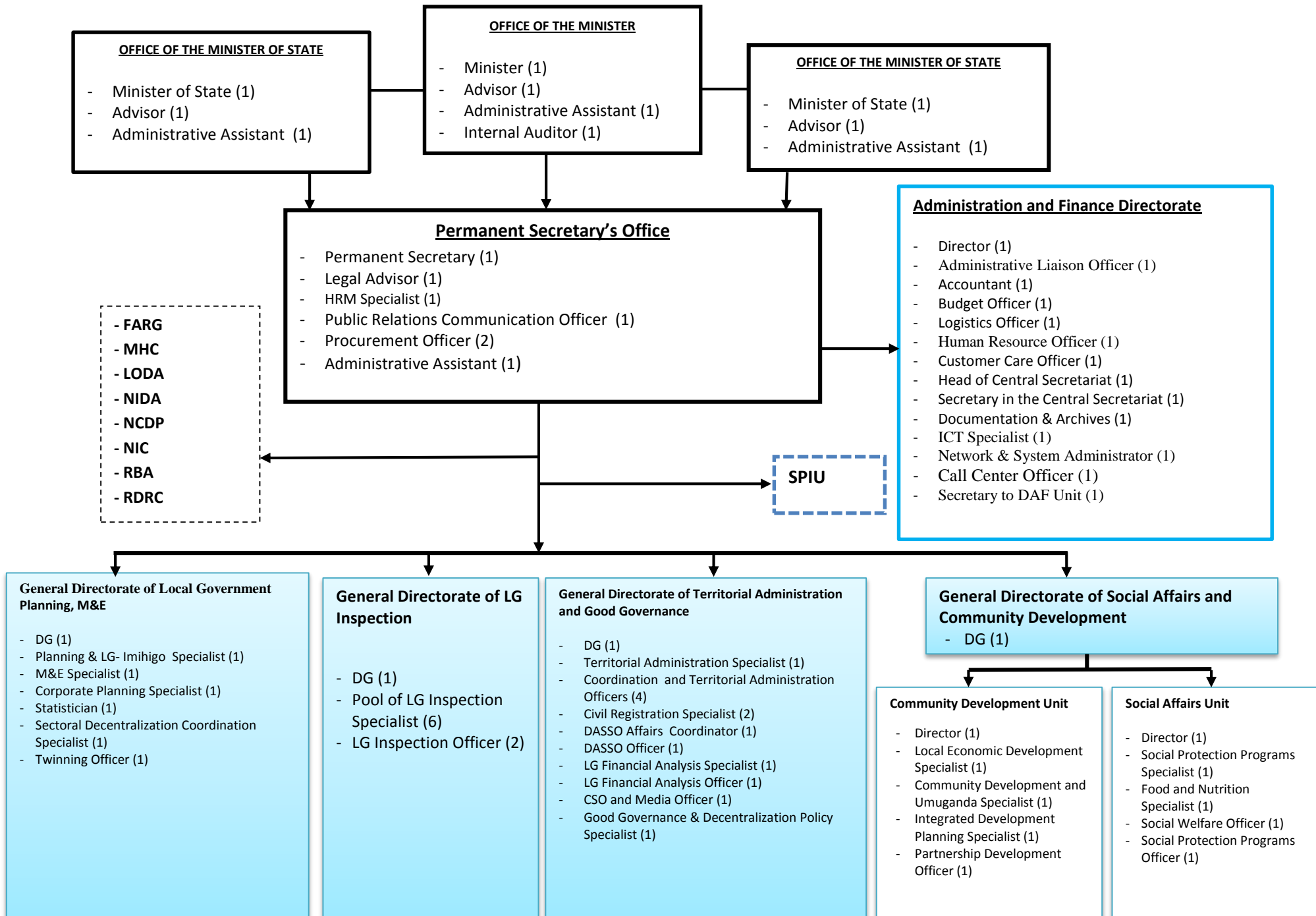
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 238/03 RYO
KU WA 08/12/2016 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI
Y'UBUTEGETSI BW'IGIHUGU
(MINALOC)**

**ANNEX I TO THE PRIME MINISTER'S
ORDER N° 238/03 OF 08/12/2016
DETERMINING MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES IN THE MINISTRY OF LOCAL
GOVERNMENT (MINALOC)**

**ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N° 238/03 DU 08/12/2016 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DU MINISTERE DE
L'ADMINISTRATION LOCALE (MINALOC)**

MINALOC ORGANIZATIONAL STRUCTURE



Official Gazette n° Special of 08/12/2016

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 238/03 ryo ku wa 08/12/2016 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ubutegezi bw'Igihugu (MINALOC)

Kigali, ku wa 08/12/2016

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repbulika :

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

Seen to be annexed to the Prime Minister's Order n° 238/03 of 08/12/2016 determining mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Local Government (MINALOC)

Kigali, on 08/12/2016

(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° 238/03 du 08/12/2016 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de l'Administration Locale (MINALOC)

Kigali, le 08/12/2016

(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° 238/03 RYO
KU WA 08/12/2016 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI
Y'UBUTEGETSI BW'IGIHUGU
(MINALOC)**

**ANNEXE II TO THE PRIME MINISTER'S
ORDER N°238/03 OF 08/12/2016
DETERMINING MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES IN THE MINISTRY OF LOCAL
GOVERNMENT (MINALOC)**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N° 238/03 DU 08/12/2016 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DU MINISTERE DE
L'ADMINISTRATION LOCALE (MINALOC)**

MINISTRY OF LOCAL GOVERNMENT (MINALOC) - JOB PROFILES

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Office of the Minister	Minister	Minister of Local Government	Political Appointee	1
	Advisor	Advisor to the Minister	<p>A0 in Law, Public Administration, Administrative Sciences, Management, Political Sciences, with 5 years of working experience or Master's Degree or Equivalent in Law, Public Administration, Administrative Sciences, Political Sciences, Governance, 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 Rwandan Local Government; - Good knowledge of government policy-making and legislative processes; - Knowledge of Local Government sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Internal Auditor	Internal Auditor	<p>A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of financial and audit standards, HR and Financial regulations, procedures. - Financial software - Planning skills - Excellent communication, organisation and interpersonal skills. - Computer skills. - High analytical skills. - Report writing and presentation skills. - Time management skills - Excellent problem solving skills and clear logical sens; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
Sub - Total				4

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Office of the Minister of State in Charge of Social Affairs and Social Protection	Minister	Minister of State	Political Appointee	1
	Advisor	Advisor to the Minister of State	<p>A0 in Law, Public Administration, Management with 5 years of working experience or Master's Degree or Equivalent in Law, Public Administration, 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 Rwandan Local Government; - Good knowledge of government policy-making and legislative processes; - Knowledge of Local Government sector policies and issues; - Administrative skills; - 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	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
Sub - Total				3
Office of the Minister of State in Charge of Socio-Economic Development	Minister	Minister of State	Political Appointee	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Advisor	Advisor to the Minister of State	<p>A0 in Law, Public Administration, Management with 5 years of working experience or Master's Degree or Equivalent in Law, Public Administration, 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 Rwandan Local Government; - Good knowledge of government policy-making and legislative processes; - Knowledge of Local Government sector policies and issues; - Administrative skills; - 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	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
Sub - Total				3
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Political Appointee	1
	Legal Advisor	Legal Advisor	<p>A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience</p> <p><u>Key Technical skills and Knowledge required :</u></p> <ul style="list-style-type: none"> - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Human Resources Management Specialist	Human Resources Management Specialist	<p>A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Deep knowledge of Rwandan Public Service and labor law; - Knowledge in Conflict Management; - Knowledge of human resources concepts, practices,policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ French;knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
		Public Relations & Communication Officer	<p>A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature</p> <p><u>Key Technical Skills & Knowledge required :</u></p> <ul style="list-style-type: none"> -Excellent communication skills both oral and in writing -Excellent interpersonnal skills; -Report witting & Presentation skills; - Creativity & Initiative; - Good Organizational and Time-management Skills, - Team working Skills; - Effective Public relations & Public speaking skills; - Interviewing Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Procurement	Procurement Officer	<p>A0 in Procurement, Management, Public Finance, Economics, Law, Accounting</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills - Knowledge of basic business and purchasing practices - Knowledge of state contracting law, regulations and procedures - Knowledge of grade, qualities, suppliers and prices trends of commodities - Knowledge in contract drafting and negotiation - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	2
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Social work, Sociology, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
Sub - Total				7

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Directorate General of Local Government Planning, M&E	Director General	Director General of Local Government Planning, M&E	<p>A0 in Economics, Development Studies, Management; Regional Planning, Project Management, Business Administration with 5 years of working experience including 2 years in managerial position or Master's Degree or Equivalent in Economics, Development Studies, Management; Regional Planning, Project Management, Business Administration with 3 year of working experience including 1 year in managerial position.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda National Planning Systems; - Knowledge of Performance contracts process and indicators; - A solid understanding of rural development, with a focus on participatory processes, joint management; - Good contextual knowledge of local issues, community priorities, organisational relationships, social and cultural constraints and realities, and environmental conditions; - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Leadership skills; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Planning and Imihigo Specialist	Planning and Imihigo Specialist	<p>A0 in Economics, Management, Project Management, Development Studies with 3 years of working experience or Master's Degree in Economics, Management, Project Management, Development Studies.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Rwanda National Planning Systems; - Knowledge of Performance contracts process and indicators; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
		Corporate Planning Specialist	<p>A0 in Economics, Management, Project Management, Development Studies with 3 years of working experience or Master's Degree in Economics, Management, Project Management, Development Studies.</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 drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Rwanda National Planning Systems; - Knowledge of Performance contracts process and indicators; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Monitoring and Evaluation	Monitoring and Evaluation Specialist	<p>A0 in Economics, Management, Project Management, Development Studies, Business Administration with 3 years of working experience or Master's Degree in Economics, Management, Project Management, Development Studies, Business Administration.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge to conduct monitoring exercises; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Statistics	Statistician	<p>A0 in Statistics, Applied Mathematics and Economics</p> <p><u>Key Technical Skills & Knowledge required</u></p> <ul style="list-style-type: none"> - Mathematical skills and knowledge of use of statistical packages such as SPSS or other statistical and or mathematical analysis programs; - Skills in sampling, collecting, computing, and analyzing statistical data, and applying statistical techniques; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Twining	Twining Officer	<p>A0 in Political Science, Development Economics, Development Studies, Sociology, Social Work, Public Administration, Administration Sciences.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Understanding of cultural differences; - Knowledge and understanding of the population welfare and issues; - Knowledge and capacity to plan, deliver and monitor relevant and appropriate programs and interventions; - Knowledge and capacity to expand networks and linkages with national and international organizations; - Skills in increasing opportunities for organizations to influence government policy; - Creative skills in networking opportunities and develop new resources; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Sectoral Decentralization Coordination	Sectoral Decentralization Coordination Specialist	<p>A0 in Public Administration, Socio-economics, Administrative Sciences, Political Sciences with 3 years of working experience or Master's Degree in Public Administration, Administrative Sciences, Socio-economics, Political Sciences</p> <p><u>Key Technical Skills & Knowledge required</u></p> <ul style="list-style-type: none"> - Knowledge of cross-cutting issues in Governance Assessments; - Knowledge of decentralization process; - Coordination skills; - Knowledge of all decentralized services; - Knowledge of all characteristics of the local government system; - Knowledge of history and administrative status of Rwanda Local Government; - Excellent knowledge of scope, challenges and problems concerning local development and decentralization service delivery; - Knowledge of concepts and forms of decentralisation; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; 	1
Sub - Total				7

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Directorate General of Territorial Administration & Good Governance	Director General	Director General of Territorial Administration & Good Governance	<p>A0 in Public Administration, Political Sciences, Sociology, social Work, Administrative Sciences, Development Studies, Management, Economics with 5 years of working experience including 2 years in managerial position, or Master's Degree in Public Administration, Political Sciences, Sociology, social Work, Administrative Sciences, Development Studies, Management, Economics with 3 years of working experience including 1 year in managerial position.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in all aspects of Territorial Administration and Good Governance; - Excellent knowledge of scope, challenges and problems concerning local development and decentralization service delivery; - Knowledge of approaches or models for building better governance; - Knowledge of the legislative background of Local government Entities; - Knowledge of Performance contracts process and indicators; - Knowledge of administrative issues; - Skills of all Good Governance Standard for Public Services; - A solid understanding of rural development, with a focus on participatory processes, joint management; - Good contextual knowledge of local issues, community priorities, organisational relationships, social and cultural constraints and realities, and environmental conditions; - Excellent leadership skills; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills; 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Territorial Administration	Territorial Administration Specialist	<p>A0 in Public Administration, Political Sciences, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics with 3 years of working experience or Master's Degree in Public Administration, Political Sciences, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of scope, challenges and problems concerning local development and decentralization service delivery; - Knowledge of approaches or models for building better governance; - Knowledge of the legislative background of Local government Entities; - Knowledge of administrative issues; - Skills of all Good Governance Standard for Public Services; - Understanding of rural development, with a focus on participatory processes, joint management; - Good contextual knowledge of local issues, community priorities, organisational relationships, social and cultural constraints and realities, and environmental conditions; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Territorial Administration	Coordination and Territorial Administration Officer	<p>A0 in Public Administration, Political Sciences, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of scope, challenges and problems concerning local development and decentralization service delivery; - Knowledge of approaches or models for building better governance; - Knowledge of the legislative background of Local government Entities; - Knowledge of administrative issues; - Skills of all Good Governance Standard for Public Services; - Understanding of rural development, with a focus on participatory processes, joint management; - Good contextual knowledge of local issues, community priorities, organisational relationships, social and cultural constraints and realities, and environmental conditions; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	4

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Civil Registration	Civil Registration Specialist	<p>A0 in Law with 3 years of working experience or Master's Degree in Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of scope, challenges and problems concerning local development and decentralization service delivery; - Knowledge of approaches or models for building better governance; - Knowledge of the legislative background of Local government Entities; - Knowledge of administrative issues; - Skills of all Good Governance Standard for Public Services; - Understanding of rural development, with a focus on participatory processes, joint management; - Good contextual knowledge of local issues, community priorities, organisational relationships, social and cultural constraints and realities, and environmental conditions; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Civil Registration	Civil Registration Specialist	<p>A0 in Public Administration, Political Sciences, Administrative Sciences, Sociology, Development Studies, Management, Economics, Demography studies, Anthropology studies and Statistics with 3 years of working experience or Master's Degree in Public Administration, Political Sciences, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics, Demography studies, Anthropology studies and Statistics.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of scope, challenges and problems concerning local development and decentralization service delivery; - Knowledge of approaches or models for building better governance; - Knowledge of the legislative background of Local government Entities; - Knowledge of administrative issues; - Skills of all Good Governance Standard for Public Services; - Understanding of rural development, with a focus on participatory processes, joint management; - Good contextual knowledge of local issues, community priorities, organisational relationships, social and cultural constraints and realities, and environmental conditions; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Local Government Financial Analysis	Local Government Financial Officer	<p>A0 Economics, Management, Business Administration, Accounting, Finance</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Financial Analysis and Accounting principles and practices - Knowledge of Rwanda Public Financial Law; - Knowledge of scope, challenges and problems concerning local development and decentralization service delivery; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management Skills - Judgment & Decision making skills; - Complex Problem solving; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	DASSO Affairs	DASSO Affairs Coordinator	<p>A0 with 3 years of working experience and be a former Commissioned Officer from Security Services, or Master's Degree and be a former Commissioned Officer from Security Services</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Strong connection with other Rwanda security organs; - Knowledge of Administrative status of Local government security issues; - Collaboration skills; - Supervision and coordination skills; - Training skills; v - Time management Skills - Judgment & Decision making skills; - Complex Problem solving; - fluent in Kinyarwanda, English and/ or French;knowledge of all is an advantage 	1
		DASSO Affairs Officer	<p>A0 and be a former Commissioned Officer from Security Services, or Master's Degree and be a former Commissioned Officer from Security Services</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Strong connection with other Rwanda security organs; - Knowledge of Administrative status of Local government security issues; - Collaboration skills; - Supervision and coordination skills; - Training skills; v - Time management 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	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Civil Society Organization and Media	Civil Society Organization and Media Officer	<p>A0 in Political Science, public policy, media, development studies, and law, Communication, Public Relations, Journalism, and Sociology, Social Work</p> <p><u>Key Technical Skills & Knowledge required :</u></p> <ul style="list-style-type: none"> - A good knowledge of the politics and organization policies and procedures of the Republic of Rwanda; - Interaction skills with media organizations; - Knowledge on CSO development in Rwanda; - Skills in interpreting different laws and regulations related to politics and religions; - Excellent communication skills both oral and in writing -Excellent interpersonnal skills; -Report witting & Presentation skills; - Creativity & Initiative; - Good Organizational and Time management Skills, - Team working Skills; - Effective Public relations & Public speaking skills; - Interviewing Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Good Governance and Decentralization Policy	Good Governance and Decentralization Policy Officer	<p>A0 in Public Administration, Political Sciences, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics or Master's Degree in Public Administration, Political Sciences, Administrative Sciences, Social work, Sociology, Development Studies, Management, Economics.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in all aspects of Good Governance; - Knowledge of scope, challenges and problems concerning local development and decentralization service delivery; - Knowledge of approaches or models for building better governance; - Knowledge of the legislative background of Local government Entities; - Knowledge of administrative issues; - Skills of all Good Governance Standard for Public Services; - Good contextual knowledge of local issues, community priorities, organisational relationships, social and cultural constraints and realities, and environmental conditions; - Computer Skills; - Organizational Skills; - Communication Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
Sub - Total				14

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Directorate General of Social Affairs and Community Development	Director General	Director General of Social Affairs and Community Development	<p>A0 in Public Administration, Political Sciences, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics, Education Sciences with 5 years of working experience including 2 years in managerial position, or Master's Degree in Public Administration, Political Sciences, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics, Education Science with 3 years of working experience including 1 year in managerial position.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in all aspects of Social Affairs and Community development programmes; - Knowledge of integrated local development initiatives; - Knowledge of the social protection programmes; - Knowledge of approaches or models for building better governance; - Skills in good planning mechanisms for community development; - Knowledge of the legislative background of Rwandan Community and welfare; - Knowledge of administrative issues; - Skills of all Good Governance Standard for Public Services; - A solid understanding of rural development, with a focus on participatory processes, joint management; - Good contextual knowledge of local issues, community priorities, organisational relationships, social and cultural constraints and realities, and environmental conditions; - Excellent leadership skills; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills; 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Community Development Unit	Community Development	Community Development Director	<p>A0 in Development Studies, Economics, Management, Administrative Sciences, Public Administration, Public Policy with 3 years of working experience or Master's Degree in Development Studies, Management, Administrative Sciences, Economics, Public Administration, Public Policy with 1 year of experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Community development programmes and perspectives; - Knowledge of principles and practices of local economic development concept; - Knowledge in local, regional and state programs and/or incentives benefiting economic development initiatives and projects; - Strong skills on aptitude on public administration and management of development project in the public sector; - Skills in dealing with development partners; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Local Economic Development	Local Economic Development Specialist	<p>A0 in Development Studies, Economics, Management, Administrative Sciences, Public Administration, Public Policy with 3 years of working experience or Master's degree in Development Studies, Management, Administrative Sciences, Economics, Public Administration, Public Policy.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Community development programmes and perspectives; - Knowledge of principles and practices of local economic development concept; - Knowledge in local, regional and state programs and/or incentives benefiting economic development initiatives and projects; - Strong skills on aptitude on public administration and management of development project in the public sector; - Skills in dealing with development partners; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Community Development and Umuganda	Community Development and Umuganda Specialist	<p>A0 in Development Studies, Economics, Management, Administrative Sciences, Public Administration, Rural Development, and Political Science, Sociology, Social work with 3 years of working experience or a Master's degree in A0 in Development Studies, Economics, Management, Administrative Sciences, Public Administration, Rural Development, and Political Science, Sociology, Social work</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Community development programmes and perspectives; - Knowledge of different development approaches; - Knowledge in elaboration of Umuganda policies, programs and relevant indicators; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills; - Time management Skills; - Mobilization Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Integrated Development Planning Specialist	Integrated Development Planning Specialist	<p>A0 in Economics, Management, Project Management, Development Studies, Business Administration with 3 years of working experience or Master's Degree in Economics, Management, Project Management, Development Studies, Business Administration</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Rwanda National Planning Systems; - Knowledge of integrated, evidence based planning; - Knowledge in Integrated Planning improvement of Integrated Operations Analysis & Improvement; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Partnership Development	Partnership Development Officer	<p>A0 in Political Science, Development Economics, Development Studies, Sociology, Social Work, Public Administration, Administration Sciences.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Understanding of cultural differences; - Knowledge and understanding of the population welfare and issues; - Knowledge and capacity to plan, deliver and monitor relevant and appropriate programs and interventions; - Knowledge and capacity to expand networks and linkages with national and international organizations; - Skills in increasing opportunities for organizations to influence government policy; - Creative skills in networking opportunities and develop new resources; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Sub - Total				6
General Directorate of LG Inspection	General Director	General Director of LG Inspection	<p>A0 in Social Sciences, Public Policy, Development Studies, Economics, Business Administration with 5 years of working experience including 2 years in managerial position, or Master's Degree in Social Sciences, Public Policy, Development Studies, Economics, Business Administration with 3 years of working Experience including 1 year in managerial position.</p> <p><u>Key Technical Skills & Knowledge required :</u></p> <ul style="list-style-type: none"> - Excellent knowledge of scope, challenges and problems concerning local development and decentralization of service delivery; - Developed skills in organizing regular and on spot filed inspection; - Good contextual knowledge of local issues, community priorities, organizational relationships, social and cultural constraints and realities, and environmental conditions - Excellent organization and leadership skills; - Knowledge in all aspects of Social Protection programmes; and LG service delivery ; - Knowledge of integrated local development initiatives; - Developed Computer Skills; - Excellent Communication Skills; 	1
	LG Inspection Specialist	LG Inspection Specialist	<p>A0 in Social Sciences, Public Administration, Population Studies, Development Studies, Finance, Accounting, Management, Law, Economics and ICT with 3 years working experience or Master's degree in Social Sciences, Public Administration, Population Studies, Development Studies, Finance, Accounting, Management, Law, Economics and ICT.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of national social protection programmes and Local government service delivery; - Knowledge of the legislative framework on social protection , Knowledge of the legislative framework around Local government services; Knowledge of technical and policy issues related quality services; - Knowledge and skills to conduct regular and on sport inspections - Knowledge in technical and policy issues related to social protection and service delivery; Knowledge of decentralized services; - High analytical and Complex Problem Solving skills; - Judgment and Decision Making Skills; - Understand and Knowledge of cross- sectoral policy areas, particularly with respect to intersection of social safety nets, social and health insurance, child nutrition and education - Competent in Computer Skills; - Excellent Communication Skills 	6

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	LG Inspection Officer	LG Inspection Officer	<p>A0 in Social Sciences, Public Administration, Population Studies, Development Studies, Finance, Accounting, Management, Law, Economics and ICT.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of national social protection programmes and Local government service delivery; - Knowledge of the legislative framework on social protection , Knowledge of the legislative framework around Local government services; - Knowledge in technical and policy issues related quality services; - Knowledge and skills to conduct regular and on sport inspections - Knowledge in technical and policy issues related to social protection and service delivery; Knowledge of decentralized services; - High analytical and Complex Problem Solving skills; - Judgment and Decision Making Skills; - Understand and Knowledge of cross- sectoral policy areas, particularly with respect to intersection of social safety nets, social and health insurance, child nutrition and education - Competent in Computer Skills; - Excellent Communication Skills 	2
Sub-total				9
Social Affairs Unit	Director of Social Affairs Unit	Director		1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Social Protection Programs	Social Protection Programs Specialist	<p>A0 in Sociology, Social Work, Clinical Psychology, Education Sciences; Development Studies, Economics, Public Policy, Management, Administrative Sciences, Public Administration with three years of working experience or a Master in A0 in Sociology, Social Work, Clinical Psychology, Education Sciences; Development Studies, Economics, Public Policy, Management, Administrative Sciences, Public Administration.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in all aspects of Social issues; - Knowledge of Community development programmes and perspectives; - Knowledge of the social protection programmes; - Knowledge of the legislative background of Rwandan Community and welfare; - Knowledge in technical and policy issues related to social protection; - Knowledge in social and economic development contexts, - Understand and Knowledge of cross-sectoral policy areas, particularly with respect to intersection of social safety nets, social insurance, education, skills and labor policy; - Skills in dealing with social protection multilateral institutions; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Social Protection Programs	Social Protection Programs Officer	<p>A0 in Sociology, Social Work, Clinical Psychology, Education Sciences; Development Studies, Economics, Public Policy, Management, Administrative Sciences, Public Administration</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in all aspects of Social issues; - Knowledge of Community development programmes and perspectives; - Knowledge of the social protection programmes; - Knowledge of the legislative background of Rwandan Community and welfare; - Knowledge in technical and policy issues related to social protection; - Knowledge in social and economic development contexts, - Understand and Knowledge of cross-sectoral policy areas, particularly with respect to intersection of social safety nets, social insurance, education, skills and labor policy; - Skills in dealing with social protection multilateral institutions; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Food and Nutrition	Food and Nutrition Specialist	<p>Bachelor's degree in Agriculture, Animal Sciences, Human Nutrition; with three years of working experience in Agriculture, Animal Sciences, Human Nutrition; or master degree in Nutrition, Agriculture, Animal Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of national food and nutrition policies and strategies - Knowledge of principles and practices of Food Security and Nutrition programs in Rwanda; - Knowledge of agriculture policies and strategies - Knowledge of Agriculture nutrition sensitive - Experience in interaction with development partners; - Computer Skills - Organizational Skills; - Strategic planning skills - Communication Skills - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage; 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Social Welfare	Social Welfare Officer	<p>A0 in Social Work, Sociology and Development Studies.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of the Social welfare development; - Knowledge of different community development approaches; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills; - Time management Skills; - Mobilization Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
Sub-total				5
Administration and Finance Unit	Director of Unit	Director of Administration and Finance Unit	<p>Bachelor's degree in Accounting, Public Finance, Accounting with at least 3 years working experience or Master's degree in Accounting, Public Finance, Accounting with at least 1 year working experience. Having Professional Qualification recognised by IFAC (ACCA, CPA, etc) is an added advantage.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting; - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and 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. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	ICT	ICT 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 or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Research and development ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Leadership skills; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Administrative Liaison	Administrative Liaison Officer	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Sociology, Social work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluency in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Accountant	Accountant	<p>A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc).</p> <p><u>Key technical skills and knowledge required</u></p> <ul style="list-style-type: none"> - Knowledge of cost analysis technics; - Planning and Organizational skills; - Communication skills; - IT skills, particularly in Financial software (SMART IFMIS) - Judgment and Decision Making skills; - Knowledge to analyse complex financial information and produce reports; - Ability to analyze, understand and discuss new program designs - Deep understanding of financial accounts ; - Complex Problem Solving; - Time management skills; - Teamworking skills; - Flexibility skills; - Interpersonal skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Budget management	Budget Officer	<p>A0 in Finance, Accounting, Economics, and Management,</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; -Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Logistics Management	Logistics Officer	<p>A0 in Management, Accounting, Finance, Store Management, Public Administration, Economics, 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; - Organizational Skills; - Computer Skills; - Communication Skills; - Report witting & 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	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Human Resources Management	Human Resources Officer	<p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Network Administrator	Network 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 Research and development ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Caller Center	Caller Center	<p>A0 in Communication, Public Relations, Development Studies, Social Work, Sociology, Public Administration, Administrative Sciences, Rural Development, and Political Science</p> <p><u>Key Technical Skills & Knowledge required :</u></p> <ul style="list-style-type: none"> -Excellent communication skills both oral and in writing - IT skills; -Excellent interpersonal skills; -Report writing & Presentation skills; - Good Organizational and Time-management Skills, - Team working Skills; - Effective Public relations & Public speaking skills; - Interviewing Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Documentation and Archives	Documentation and Archives Officer	<p>A1 in Library and Informationscience, Office management or A1 in Library information,Office management and Bibliotheconomy</p> <p><u>Key Technical Skills & Knowledge required :</u></p> <ul style="list-style-type: none"> -proficiency in information technology; -Computer literacy; Bokkeeping Skills; -Knowledge of integrated document management -Knowledge of archive management software -Knowledge of the documentation management system(DMS) would be an advantage. - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report witting & Presentation skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Customer care Officer	Customer care Officer	<p>A0 in Communication, journalism, International Relations, Marketing</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Excellent interpersonal skills; - Knowledge in Customer care satisfaction; - Knowledge in Hospitality management; - Public speaking skills; - Time management skills; - Organizational skills; - Excellent communication skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. <p>Knowledge of all is an advantage.</p>	1
	Head of Central Secretariat	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management, Library and Information Science with 2 years of working experience or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science</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; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Book keeping 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	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Secretary	Secretary in Central Secretariat	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Sociology and 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; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Book keeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Secretary	Secretary to DAF	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, 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; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Book keeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
Sub - Total				14
GRAND TOTAL				72

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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 238/03 ryo ku wa 08/12/2016 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ubutegetsi bw'Igihugu (MINALOC)

Kigali, ku wa 08/12/2016

(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° 238/03 of 08/12/2016 determining mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Local Government (MINALOC)

Kigali, on 08/12/2016

(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° 238/03 du 08/12/2016 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de l'Administration Locale (MINALOC)

Kigali, le 08/12/2016

(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°238/03 RYO
KU WA 08/12/2016 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI
Y'UBUTEGETSI BW'IGIHUGU
(MINALOC)**

**ANNEX III TO THE PRIME MINISTER'S
ORDER N°238/03 OF 08/12/2016
DETERMINING MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES IN THE MINISTRY OF LOCAL
GOVERNMENT (MINALOC)**

**ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N°238/03 DU 08/12/2016 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DU MINISTERE DE L'ADMINISTRATION
LOCALE (MINALOC)**

MINALOC SALARY STRUCTURE

No	POST	I.V	Level	Index	Basic Salary	Gross Salary (Rwf/Month)
1	Permanent Secretary	441	F	2,869	1,265,229	1,617,505
2	Director General of Territorial Administration & Good Governance	400	2.III	1,890	756,000	1,085,308
3	Advisor to the Minister	400	2.III	1,890	756,000	1,085,308
4	Director General of Local Government, Planning, M&E	400	2.III	1,890	756,000	1,085,308
5	Director General of Social Affairs and Community Development	400	2.III	1,890	756,000	1,085,308
6	Director General of LG Inspection	400	2.III	1,890	756,000	1,085,308
7	Advisor to the Minister of State	400	2.III	1,890	756,000	1,085,308
8	Director of Community Development Unit	400	3.II	1,369	547,600	814,962
9	Director of Affairs Unit	400	3.II	1,369	547,600	814,962
10	Director of Finance and Administration Unit	400	3.II	1,369	547,600	814,962
11	Legal Advisor	400	3.II	1,369	547,600	786,131
12	HRM Specialist	400	3.II	1,369	547,600	786,131
13	Corporate Planning Specialist	400	3.II	1,369	547,600	786,131
14	Planning and Local Government Imihigo Specialist	400	3.II	1,369	547,600	786,131
15	Monitoring & Evaluation Specialist	400	3.II	1,369	547,600	786,131
16	Integrated Development Planning Specialist	400	3.II	1,369	547,600	786,131

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17	Sectoral Decentralization Coordination Specialist	400	3.II	1,369	547,600	786,131
18	DASSO Affairs Coordinator	400	3.II	1,369	547,600	786,131
19	LG Inspection Specialist	400	3.II	1,369	547,600	786,131
20	Good Governance and Decentralization Policy Specialist	400	3.II	1,369	547,600	786,131
21	Territorial Administration Specialist	400	3.II	1,369	547,600	786,131
22	Social Protection Programs Specialist	400	3.II	1,369	547,600	786,131
23	Local Economic Development Specialist	400	3.II	1,369	547,600	786,131
24	Community Development and Umuganda Specialist	400	3.II	1,369	547,600	786,131
25	Civil Registration Specialist	400	3.II	1,369	547,600	786,131
26	LG Financial Analysis Specialist	400	3.II	1,369	547,600	786,131
27	Food and Nutrition Specialist	400	3.II	1,369	547,600	786,131
28	ICT Specialist	400	3.II	1,369	547,600	786,131
29	Territorial Administration Officers	350	4.III	1,313	459,550	653,152
30	LG Financial Analysis Officer	350	4.III	1,313	459,550	653,152
31	Social Protection Programs Officer	350	4.II	1,141	399,350	567,590
32	LG Inspection Officer	350	4.II	1,141	399,350	567,590
33	CSO and Media Affairs Officer	350	4.II	1,141	399,350	567,590
34	Social Welfare Officer	350	4.II	1,141	399,350	567,590
35	Statistician	350	4.II	1,141	399,350	567,590
36	Network and System Administrator	350	4.II	1,141	399,350	567,590
37	Human Resources Officer	350	4.II	1,141	399,350	567,590
38	Public Relations and Communication Officer	350	4.II	1,141	399,350	567,590
39	Twinning Officer	350	4.II	1,141	399,350	567,590
40	Partnership Development Officer	350	4.II	1,141	399,350	567,590
41	DASSO Officer	350	4.II	1,114	389,900	554,159

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42	Budget Officer	350	5.II	951	332,850	473,075
43	Accountant	350	5.II	951	332,850	473,075
44	Procurement Officer	350	5.II	951	332,850	473,075
45	Logistics Officer	350	5.II	951	332,850	473,075
46	Administrative Liaison Officer	350	5.II	951	332,850	473,075
47	Internal Auditor	350	5.II	951	332,850	473,075
48	Administrative Assistant to the Minister	350	5.II	951	332,850	473,075
49	Administrative Assistant to the Minister of State	350	5.II	951	332,850	473,075
50	Administrative Assistant to the PS	350	5.II	951	332,850	473,075
51	Customer Care Officer	350	6.II	793	277,550	394,478
52	Call Center Officer	350	6.II	793	277,550	394,478
53	Documentation & Archives	350	6.II	793	277,550	394,478
54	Head of Central Secretariat	350	7.II	660	231,000	328,317
55	Secretary	350	8.II	508	177,800	252,705
56	Secretary to DAF Unit	350	8.II	508	177,800	252,705

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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 238/03 ryo ku wa 08/12/2016 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ubutegetsi bw'Igihugu (MINALOC)

Kigali, ku wa 08/12/2016

(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° 238/03 of 08/12/2016 determining mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Local Government (MINALOC)

Kigali, on 08/12/2016

(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° 238/03 du 08/12/2016 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de l'Administration Locale (MINALOC)

Kigali, le 08/12/2016

(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

ITEKA RYA MINISITIRI W'INTEBE
N°239/03 RYO KU WA 08/12/2016
RIGENA INSHINGANO,
IMBONERAHAMWE N'INCAMAKE
Y'IMYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUTABERA/ SERIVISI
Z'INTUMWA NKURU YA LETA
(MINIJUST)

PRIME MINISTER'S ORDER N°239/03
OF 08/12/2016 DETERMINING THE
MISSION, FUNCTIONS,
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES OF THE MINISTRY OF
JUSTICE/OFFICE OF THE ATTORNEY
GENERAL (MINIJUST)

ARRETE DU PREMIER MINISTRE
N°239/03 DU 08/12/2016 PORTANT
MISSION, FONCTIONS, STRUCTURE
ORGANISATIONNELLE ET SYNTHESE
DES EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
JUSTICE/ SERVICES DU GARDE DES
SCEAUX (MINIJUST)

ISHAKIRO

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ITEKA RYA MINISITIRI W'INTEBE N° 239/03 RYO KU WA 08/12/2016 RIGENA INSHINGANO, IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UBUTABERA/ SERIVISI Z'INTUMWA NKURU YA LETA (MINIJUST)

Minisitiri w'Intebe,

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

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 40/03 ryo ku wa 25/04/2014 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimu bya Minisitiri y'Ubutabera/Serivisi z'Intumwa Nkuru ya Leta

Asubiye ku Iteka rya Minisitiri w'Intebe n° 82/03 ryo ku wa 27/02/2015 rishyiraho imishahara n'ibindi bigenerwa abakozi ba Minisitiri y'ubutabera/Serivisi z'Intumwa Nkuru ya Leta;

PRIME MINISTER'S ORDER N° 239/03 OF 08/12/2016 DETERMINING THE MISSION, FUNCTIONS, ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE MINISTRY OF JUSTICE/OFFICE OF THE ATTORNEY GENERAL (MINIJUST)

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° 40/03 of 25/04/2014 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Justice/Office of the Attorney General;

Reviewing Prime Minister's Order n° 82/03 of 27/02/2015 determining salaries and fringe benefits for employees of the Ministry of Justice/Office of the Attorney General;

ARRETE DU PREMIER MINISTRE N°239/03 DU 08/12/2016 PORTANT MISSION, FONCTIONS, STRUCTURE ORGANISATIONNELLE ET SYNTHESE DES EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA JUSTICE/ SERVICES DU GARDE DES SCEAUX (MINIJUST)

Le Premier Ministre,

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

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

Revu l'Arrêté du Premier Ministre n° 40/03 of 25/04/2014 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de la Justice/Services du Garde des Sceaux;

Revu l'Arrêté du Premier Ministre n° 82/03 du 27/02/2015 déterminant les salaires et avantages accordés aux agents du Ministère de la Justice/Services du Garde des Sceaux;

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

Inama y'Abaminisitiri yateranye ku wa 12/10/2016 imaze kubisuzuma no kubyemeza;

ATEGETSE :

Ingingo ya mbere: icyo iri teka rigamije

Iri teka rigena inshingano, imbonerahamwe n'incamake y'Imyanya y'Imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ubutabera/Serivisi z'Intumwa Nkuru ya Leta.

Ingingo ya 2: Inshingano

Minisitiri y'Ubutabera/Serivisi z'Intumwa Nkuru ya Leta ifite inshingano rusange yo gushyiraho no kugenzura iyubahirizwa ry'amategeko n'ubutabera kuri bose.

By'umwihariko, Minisitiri y'Ubutabera/Serivisi z'Intumwa Nkuru ya Leta ishinzwe ibi bikurikira:

1° gushyiraho, kumenyekanisha no guhuza ishyirwa mu bikorwa rya politiki, ingamba na gahunda binyuze mu:

- a. gutangiza, gushyiraho no kumenyekanisha politiki y'Igihugu, ingamba na gahunda bijyanye no

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet in its session of 12/10/2016;

HEREBY ORDERS:

Article One: Purpose of this Order

This Order determines the mission, functions, organizational structure and summary of job positions, salary and fringe benefits for employees of the Ministry of Justice/Office of the Attorney General.

Article 2: Mission and functions

The general mission of the Ministry of Justice/Office of the Attorney General is to organize and to oversee the promotion of the rule of law, law enforcement and justice for all.

Specifically, the Ministry of Justice/Office of the Attorney General is responsible for:

1° developing, disseminating and coordinating implementation of policies, strategies and programmes through:

- a. conception, elaboration and dissemination of national policies, strategies, laws and programmes to

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

Après examen et adoption par le Conseil des Ministres en sa séance du 12/10/2016;

ARRETE:

Article premier: Objet du présent arrêté

Le présent arrêté porte mission, fonction, structure organisationnelle et synthèse des emplois, salaires et avantages accordés au personnel du Ministère de la Justice/Services du Garde des Sceaux.

Article 2: Mission et fonctions

Le Ministère de la Justice/Services du Garde des Sceaux a pour mission générale d'organiser et de surveiller la promotion de l'état de droit, le respect de la loi et de la justice pour tous.

Plus particulièrement, le Ministère de la Justice/Services du Garde des Sceaux est chargé de :

1° développer, disséminer et coordonner la mise en œuvre des politiques, des stratégies et des programmes à travers :

- a. la conception, l'élaboration et la dissémination des politiques, des stratégies et des programmes nationaux

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- | | | |
|---|---|---|
| guteza imbere iyubahirizwa ry'amategeko n'ubutabera kuri bose; | promote the rule of law, law enforcement and justice for all; | en vue de promouvoir l'état de droit, le respect de la loi et la justice pour tous ; |
| b. guteza imbere gahunda zo gufasha abaturage kumenya no gusobanukirwa amategeko n'uburenganzira bwa muntu, no guteza imbere ubutabera kuri bose; | b. promotion of support mechanisms to the community programmes to enhance education of the population about laws and human rights and to promote access to justice; | b. la promotion des mécanismes de soutien aux programmes communautaires en vue de développer les connaissances de la population en matière de lois et des droits de la personne et de favoriser l'accès à la justice ; |
| c. guteza imbere ubutwererane hagati y'inzego z'ubucamanza zo mu karere n'izo ku rwego mpuzamahanga hagamijwe kurushaho kunoza imikorere y'inzego z'ubucamanza z'u Rwanda. | c. promotion of cooperation between regional and international judicial institutions to improve the functioning of national judicial services. | c. la promotion de la coopération entre les institutions judiciaires régionales et internationales dans le but d'améliorer le fonctionnement des services judiciaires nationaux. |
| 2° gutegura no guhuza ibikorwa bijyanye n'amategeko binyuze mu: | 2° organizing and coordinating national legislation through: | 2° organiser et coordonner la législation nationale à travers : |
| a. gushyiraho ingamba zirebana no kugenzura uburyo ubutabera butangwa n'iyubahirizwa ry'Itegeko Nshinga; | a. elaboration of measures governing the administration of justice and the compliance with the Constitution; | a. l'élaboration des mesures régissant l'administration de la justice et le respect de la Constitution ; |
| b. gushyiraho uburyo buteza imbere uruhare rw'urwego rw'ubucamanza mu bijyanye n'Ubumwe n'Ubwiyunge, kurwanya ingengabitekerezo ya Jenocide, kugeza ubutabera kuri bose, kurwanya ruswa no guteza imbere uburenganzira bwa muntu; | b. putting in place measures aimed at guaranteeing the quality of the national judicial system regarding national reconciliation, fight against Genocide ideology, access to justice for all, fight against corruption and promotion of human rights; | b. la mise en place de mesures ayant pour but de garantir la qualité du système judiciaire national en ce qui concerne l'Unité et la Réconciliation Nationale, la lutte contre l'idéologie du Génocide, l'accès à la justice pour tous, la lutte contre la corruption et la promotion des droits de la personne ; |

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- | | | |
|---|--|--|
| <p>c. gushyiraho ingamba zigamije imyandikire myiza y'inyandiko z'amategeko no guhuza amategeko n'amabwiriza by'Igihugu n'amategeko Mpuzamahanga u Rwanda ruba</p> <p>rwashyizeho umukono cyangwa rwemeje burundu.</p> | <p>c. putting in place measures aimed at improving legal drafting and harmonization of national laws and regulations with the international laws</p> <p>signed, acceded to or ratified by Rwanda.</p> | <p>c. la mise en place des mesures ayant pour but de promouvoir l'élaboration des textes législatifs et l'harmonisation des lois et règlements nationaux avec les</p> <p>lois internationales signées, accédées à ou ratifiées par le Rwanda.</p> |
| <p>3° gushyiraho amategeko n'amabwiriza n'inzeho zishinzwe kubahiriza amategeko n'inzeho nto zizishamikiyeho binyujijwe:</p> <p>a. gutegura amategeko agenga kubungabunga umutekano imbere mu gihugu n'ajyanye no kurinda umutekano w'abantu n'uw'ibintu byabo;</p> <p>b. ishyirwa mu bikorwa n'imenyekanisha by'amahame ngenderwaho n'amabwiriza bijyanye n'iyubahirizwa ry'amategeko na serivisi zijyanye n'ifunga n'igororwa ry'imfungwa</p> | <p>3° regulating the law enforcement sectors and related subsectors through:</p> <p>a. elaboration of regulations governing the maintenance of public order, safety and security of people and property inside the country;</p> <p>b. implementation and dissemination of standards and norms applicable to law enforcement and correctional services.</p> | <p>3° réglementer le secteur de mise en exécution des lois et les sous-secteurs y relatifs à travers:</p> <p>a. l'élaboration des réglementations régissant le maintien de l'ordre public, la sécurité et la sécurité des personnes et des biens à l'intérieur du pays,</p> <p>b. la mise en œuvre et la diffusion des règles et normes applicables au respect de la loi et des services correctionnels.</p> |
| <p>4° guteza imbere ubushobozi bw'inzeho n'abakozi mu bijyanye n'iyubahirizwa ry'amategeko n'ifunga n'igororwa ry'imfungwa;</p> | <p>4° developing institutional and human resources capacities in law enforcement and correctional services;</p> | <p>4° développer des capacités des institutionnelles et ressources humaines en matière de respect de la loi et services correctionnels;</p> |
| <p>5° guteza imbere ubutwererane hagati y'inzeho zo mu karere n'inzeho mpuzamahanga mu bijyanye n'iyubahirizwa ry'amategeko n'ifunga n'igororwa ry'imfungwa;</p> | <p>5° promoting cooperation between regional and international institutions in charge of law enforcement, public order and correctional services;</p> | <p>5° promouvoir la coopération entre les institutions régionales et internationales en charge du respect de la loi, l'ordre public et des services correctionnels;</p> |

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| <p>6° gutanga inama ku mategeko no guhagararira Leta n'ibigo byayo binyuze mu:</p> <p>a. kugira inama Guverinoma n'Ibigo byose bya Leta cyangwa ibishamikiye kuri Leta mu bijyanye n'amategeko;</p> <p>b. guhagararira Guverinoma mu manza zose iregwamo cyangwa iregamo cyangwa yahamagawemo haba mu gihugu imbere cyangwa ku rwego mpuzamahanga;</p> | <p>6° providing legal advice and representation of the Government and its institutions through:</p> <p>a. acting as Government technical adviser by providing requisite advice to Government and its institutions on legal matters;</p> <p>b. representing the Government in disputes of any kind to which it is party at the national and international levels.</p> | <p>6° fournir des avis juridiques et assurer la représentation du Gouvernement et de ses institutions en:</p> <p>a. agissant comme conseiller technique pour le Gouvernement tout en fournissant de conseils juridiques requis au Gouvernement et à ses institutions ;</p> <p>b. représentant le Gouvernement dans tous les différends auxquelles il est partie tant au niveau national qu'international.</p> |
| <p>7° gushyiraho uburyo bwo kongerera ubushobozi Urwego rw'Ubutabera hagamijwe kunoza imikorere n'imitunganyirize y'inzego zirugize.</p> | <p>7° ensuring the institutional capacity development of the Justice Sector to improve their organisation and functioning.</p> | <p>7° assurer le développement des capacités institutionnelles du Secteur de la Justice dans le but d'améliorer leur organisation et leur fonctionnement.</p> |
| <p>8° gukurikirana no kugenzura ishyirwa mu bikorwa rya politiki, ingamba na gahunda by'Urwego rw'Ubutabera n'izindi nzego zirushamikiyeho binyuze mu:</p> <p>a. gushyiraho ibipimo bifasha mu ikurikirana n'igenzura ry'ingaruka z'ishyirwa mu bikorwa rya politiki, ingamba na gahunda by'Urwego rw'Ubutabera ku iterambere no guteza imbere ubutabera kuri bose;</p> | <p>8° monitoring and evaluating the implementation of policies, strategies and programmes of Justice Sector and allied entities through:</p> <p>a. establishment and implementation of indicators to monitor and evaluate the impact of the Justice Sector policies, strategies and programmes on development and access to justice;</p> | <p>8° surveiller et évaluer l'exécution des politiques, des stratégies et des programmes du Secteur de la Justice et de ses sous-secteurs à travers :</p> <p>a. l'établissement des indicateurs de suivi et d'évaluation de l'impact des politiques, des stratégies et des programmes du Secteur de la Justice sur le développement et l'accès à la justice;</p> |

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| b. guhuza imibare itangwa n'Inzego z'Ubutabera ndetse n'Inzego z'Ibanze ku birebana n'Ubutabera; | b. consolidation of the data provided by the Justice Sector and decentralized institutions on justice matters; | b. la consolidation des données statistiques du Secteur de la Justice et des entités décentralisées en rapport avec la justice; |
| c. gukorera Guverinoma raporo mu gihe runaka na buri mwaka ku ngaruka z'ishyirwa mu bikorwa rya politiki, ingamba na gahunda ku birebana n'iyubahirizwa ry'amategeko mu Rwanda; | c. preparation of periodical and annual reports to the Government on the impact of the policies, strategies, programs and projects on the rule of law in Rwanda; | c. la préparation des rapports périodiques et annuels pour le Gouvernement sur l'impact de la mise en application des politiques, des stratégies, des programmes et des projets sur l'état de droit au Rwanda ; |
| d. gushaka ibikenewe mu iterambere ry'Urwego rw'Ubutabera n'ingamba zigendanye narwo. | d. mobilization of resources for the development of the Justice Sector and related programmes. | d. la mobilisation des ressources essentielles pour le développement du Secteur de la Justice et des programmes y relatifs. |

Ingingo ya 3: Imbonerahamwe n'incamake y'imyanya y'imirimu

Imbonerahamwe n'Incamake y'Imyanya y'Imirimu bya Minisiteri y'Ubutabera/Serivisi z'Intumwa Nkuru ya Leta biri ku mugereka wa I n'uwa II y'iri teka.

Ingingo ya 4: Igenwa ry'umushahara

Imishahara y'abakozi ba Minisiteri y'Ubutabera/Serivisi z'Intumwa Nkuru ya Leta, igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimu kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu Butegetsi bwa Leta.

Article 3: Organizational structure and summary of job positions

The organizational structure and summary of job positions of the Ministry of Justice/Office of the Attorney General are respectively in annex I and II of this Order.

Article 4: Determination of the salary

Salaries for employees of the Ministry of Justice/Office of the Attorney General are determined basing on job classification and in accordance with general principles on salary calculation in public service.

Article 3: Structure organisationnelle et synthèse des emplois

La structure organisationnelle et la synthèse des emplois du Ministère de la Justice/Services du Garde des Sceaux sont respectivement en annexes I et II du présent arrêté.

Article 4: Détermination du salaire

Les salaires accordés aux agents du Ministère de la Justice/Services du Garde des Sceaux, sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

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Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri Minisitiri y'Ubutabera/Serivisi z'Intumwa Nkuru ya Leta, biri ku mugereka wa III w'iri teka.

Ingingo ya 5: Ibigize umushahara mbumbe

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

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

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abakozi bari ku nzego z'imirimu za "F", "G/1.IV", na "H/2" boroherezwa ingengo 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 Minisitiri ufite abakozi ba Leta mu nshingano ze.

The level, index, index value and the gross salary corresponding to each job position in the Ministry of Justice/Office of the Attorney General, are in annex III of this Order.

Article 5: Composition of gross salary

The monthly gross salary of employees are mainly composed of the following:

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

The transport allowance specified in Paragraph One of this Article is not granted to officials positioned on levels "F", "G/1.IV" 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 officials positioned on level "3" who are entitled to special transport allowance in accordance with instructions of the Minister in charge public service.

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi au sein du Ministère de la Justice/Services du Garde des Sceaux, sont en annexe III du présent arrêté.

Article 5: Composition du salaire brut

Le salaire brut mensuel des agents comprend principalement :

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

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux agents aux postes de niveau "F", "G/1.IV" et "H/2" pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux poste de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoro/Solicitor General

Umunyamabanga Uhoro/Solicitor General agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1° amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) n'ay'irya telefoni igendanwa angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi;
- 2° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 Frw) buri kwezi anyura kuri konti ya Minisitiri;
- 3° Leta imworohera ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Ingingo ya 7: Ibindi bigenerwa abayobozi bakuru bari ku rwego rwa "G/1.V"

Umuyobozi mukuru uri ku rwego rwa "G/1.V" agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

- 1° amafaranga y'itumanaho rya telephone yo mu biro angana n'ibihumbi ijana y'u

Article 6: Fringe benefits for Permanent Secretary /Solicitor General

The Permanent Secretary/Solicitor General is entitled to the following fringe benefits:

- 1° one hundred thousand Rwandan francs (100,000 Frw) each month for office landline communication allowance and one hundred thousand Rwandan francs (100,000 Frw) per month for mobile phone communication allowance;
- 2° office guest's entertainment allowance of two hundred thousand Rwandan francs (200,000 Frw) per month and transferred to the Ministry's bank account.
- 3° the Government facilitates his/her transport in accordance with the Instructions of the Minister in charge of transport.

Article 7: Fringe benefits for senior officials on "G/1.V" job classification level

The senior official on "G/1.V" job classification level is entitled to the following fringe benefits:

- 1° one hundred thousand Rwandan francs (100,000 Frw) each month for office

Article 6: Avantages alloués au Secrétaire Permanent/Solliciteur Général

Le Secrétaire Permanent/Solliciteur Général bénéficie des avantages suivants :

- 1° les frais de communication par téléphone de bureau équivalant à cent mille francs Rwandais (100.000 Frw) et ceux de téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois;
- 2° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois payable au compte bancaire du Ministère;
- 3° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 7: Avantages alloués aux hauts cadres aux postes de niveau "G/1.V"

Le haut cadre aux postes de niveau "G/1.V" bénéficie des avantages suivants:

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

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Rwanda (100.000 Frw) n'irya telefoni igendanwa angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi;

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

Ingingo ya 8: Ibindi bigenerwa abayobozi bakuru bari ku rwego rwa “H/2”

Umuyobozi mukuru uri ku rwego rwa “H/2” kandi ufite itsinda ry'abakozi ayobora hashingiwe ku mbonerahamwe y'imyanya y'imirimo yemewe, agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

1° amafaranga yitumanaho rya telefoni yo mu biro angana n'amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 Frw) buri kwezi n'ay'irya telefone igendanwa angana n'amafaranga ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;

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

Abandi bayobozi bakuru bari ku rwego rw'imirimo rwa “H/2” ariko badafite itsinda

landline communication allowance and one hundred thousand Rwandan francs (100,000 Frw) per month for mobile phone communication allowance;

2° the Government facilitates his/her transport in accordance with the instructions of the Minister in charge of transport.

Article 8: Fringe benefits for senior officials on “H/2” job classification level

The senior official on “H/2” job classification level with a pool of employees under his/her responsibilities in accordance with the approved organizational structure, is entitled to the following fringe benefits:

1° seventy thousand Rwandan francs (70,000 Frw) per month for office landline communication allowance and seventy thousand Rwandan francs (70,000 Frw) per month for mobile phone communication allowance;

2° the Government facilitates his/her transport in accordance with the instructions of the Minister in charge of transport.

Other senior officials positioned on level “H/2” without a pool of public servants under their

mille francs Rwandais (100.000 Frw) et ceux de téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois;

2° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 8: Avantages alloués aux hauts cadres aux postes de niveau “H/2”

Le haut cadre au poste de niveau “H/2” et ayant des agents placés sous ses responsabilités suivant la structure organisationnelle approuvée, bénéficie des avantages suivants:

1° les frais de communication par téléphone de bureau équivalant à soixante-dix mille francs rwandais (70.000 Frw) et ceux de téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois ;

2° l'Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Les autres hauts cadres aux postes de niveau “H/2” qui n'ont pas d'Agents de l'Etat placés

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ry'Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe y'imyanya y'imirimo yemewe, bagenerwa buri wese kandi buri kwezi amafaranga y'itumanaho rya telephone igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw). Leta iborohereza kandi ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

Ingingo ya 9: Ibigenerwa abayobozi n'abakozi bari ku rwego rw'imirimo rwa "3"

Abayobozi bari ku rwego rwa "3" kandi bafite itsinda ry'abakozi bayobora hashingiwe ku mbonerahamwe y'imyanya y'imirimo yemewe, bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

- 1° amafaranga y'itumanaho rya telephone igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi n'amafaranga ibihumbi ijana y'u Rwanda (100,000 Frw) buri kwezi y'itumanaho rya telephone yo mu biro;
- 2° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

Abandi bakozi bari ku rwego rw'imirimo rwa "3" ariko badafite itsinda ry'abakozi bayobora hashingiwe ku mbonerahamwe y'imyanya y'imirimo yemewe, bagenerwa buri wese kandi

responsibilities in accordance with the approved organizational structure, are each entitled to a mobile phone communication allowance of seventy thousand Rwandan francs (70,000 Frw) per month. The Government facilitates for them transport in accordance with the instructions of the Minister in charge of transport.

Article 9: Fringe benefits for officials on "3" job classification level

Officials on "3" job classification level with a pool of employees under their responsibilities in accordance with the approved organizational structure, are each entitled to the following fringe benefits:

- 1° a mobile phone communication allowance of thirty thousand Rwandan francs (30, 000 Frw) per month and office landline communication allowance of one hundred thousand Rwandan francs (100,000 Frw) per month;
- 2° a special transport allowance as determined by the Minister in charge of public service.

Other Officials positioned on level "3" without a pool of employees under their responsibilities in accordance with the approved organizational structure, are each entitled to a mobile phone

sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois. L'Etat leur facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 9: Avantages alloués aux cadres aux postes de niveau "3"

Les cadres aux postes de niveau "3" qui ont des agents placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des avantages suivants:

- 1° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30. 000 Frw) par mois et ceux de téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois ;
- 2° l'indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

Les autres cadres aux postes de niveau "3" qui n'ont pas d'agents placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient

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buri kwezi amafaranga y'itumanaho rya telefone igendanwa angana n'ibihumbi mironko itatu y'u Rwanda (30.000 Frw). Leta iborohereza kandi ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano

Ingingo ya 10: Indamunite z'urugendo

Iyo Umuyobozi Mukuru uri ku rwego rwa “F”, “G/1.IV” na “H/2” agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

Ingingo ya 11: Abashinzwe gushyira mu bikorwa iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta na Minisitiri w'Imari n'Igenamigambi bashinzwe gushyira mu bikorwa iri teka.

Ingingo ya 12: Ivanwaho ry'Amateka n'ingingo zinyuranyije n'iri teka

Iteka rya Minisitiri w'Intebe n° 40/03 ryo kuwa 25/04/2014 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimu bya Minisiteri y'Ubutabera/Serivisi z'Intumwa Nkuru ya Leta, Iteka rya Minisitiri w'Intebe n° 82/03 ryo ku wa 27/02/2015 rishyiraho

communication allowance of thirty thousand Rwandan francs (30,000 Frw) per month. The Government facilitates for them transport in accordance with the instructions of the Minister in charge of transport.

Article 10: Mileage allowances

When a senior officials on levels “F”, “G/1.IV” and “H/2” goes on official mission inside the country by using his/her vehicle, the State pays him/her mileage allowances specified in the Ministerial instructions of the Minister in charge of transport.

Article 11: Authorities responsible for the implementation of this Order

The Minister of Public Service and Labour, the Minister of Justice/Attorney General and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.

Article 12: Repealing provision

The Prime Minister's Order n° 40/03 of 25/04/2014 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Justice/Office of Attorney General, the Prime Minister's Order n° 82/03 of 27/02/2015 determining salaries and

chacun des frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois. L'Etat leur facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 10: Indemnités kilométriques

Lorsqu'un haut cadre aux postes de niveaux “F”, “G/1.IV”, et “H/2” va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie une indemnité kilométrique conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 11: Autorités chargées de l'exécution du présent arrêté

Le Ministre de la Fonction Publique et du Travail, le Ministre de la Justice/Garde des Sceaux et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

Article 12: Disposition abrogatoire

l'Arrêté du Premier Ministre n° 40/03 of 25/04/2014 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de la Justice/Services du Garde des Sceaux, l'Arrêté du Premier Ministre n° 82/03 du 27/02/2015 déterminant les salaires et

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imishahara n'ibindi bigenerwa abakozi ba Minisitiri y'Ubutabera/Serivisi z'Intumwa Nkuru ya Leta n'izindi ngingo zose z'amateka abanziriza iri kandi zinyuranyije na ryo bivanyweho.

Ingingo ya 13: Igihe iri teka ritangira gukurikizwa

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

Kigali, ku wa 08/12/2016

(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

fringe benefits for employees of the Ministry of Justice/Office of the Attorney General and all other prior provisions contrary to this Order are repealed.

Article 13: Commencement

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

Kigali, on 08/12/2016

(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

avantages accordés aux agents du Ministère de la Justice/Services du Garde des Sceaux ainsi que toutes les autres dispositions réglementaires antérieures contraires au présent arrêté sont abrogées.

Article 13: Entrée en vigueur

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

Kigali, le 08/12/2016

(sé)
MUREKEZI Anastase
Premier Ministre

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

Vu et scellé du Sceau de la République :

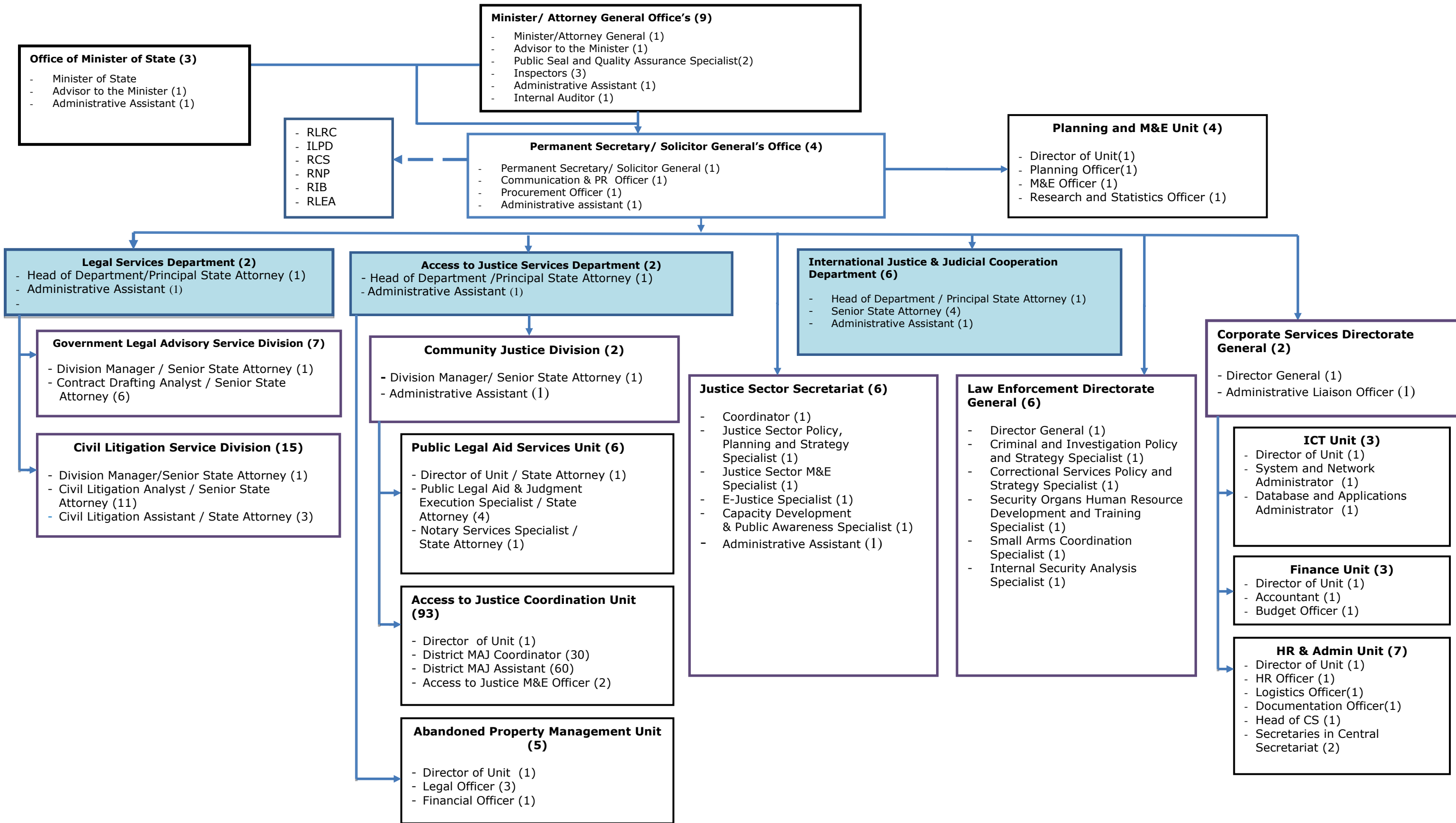
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 239/03 RYO
KU WA 08/12/2016 RIGENA
INSHINGANO, IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUTABERA/ SERIVISI
Z'INTUMWA NKURU YA LETA
(MINIJUST)**

**ANNEX I TO PRIME MINISTER'S ORDER N°
239/03 OF 08/12/2016 DETERMINING THE
MISSION, FUNCTIONS, ORGANISATIONAL
STRUCTURE AND SUMMARY OF JOB
POSITIONS, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
MINISTRY OF JUSTICE/OFFICE OF THE
ATTORNEY GENERAL (MINIJUST)**

**ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N°239/03 DU 08/12/2016 PORTANT
MISSION, FONCTIONS, STRUCTURE
ORGANISATIONNELLE ET SYNTHESE DES
EMPLOIS, SALAIRES ET AVANTAGES
ACCORDES AU PERSONNEL DU MINISTERE
DE LA JUSTICE/SERVICES DU GARDE DES
SCEAUX (MINIJUST)**

MINIJUST Organizational Chart - 2016



Official Gazette n° Special of 08/12/2016

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 239/03 ryo ku wa 08/12/2016 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ubutabera/Serivisi z'Intumwa Nkuru ya Leta

Kigali, ku wa **08/12/2016**

(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° 239/03 of 08/12/2016 . determining the mission, functions, organizational structure and summary of job positions, salaries and fringe benefits for employees of the Ministry of Justice/Office of the Attorney General

Kigali, on **08/12/2016**

(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°239/03 du 08/12/2016 portant mission, fonctions, structure organisationnelle et synthèse des emplois, salaires et avantages accordés au personnel du Ministère de la Justice/ Services du Garde des Sceaux

Kigali, le **08/12/2016**

(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° 239/03 RYO
KU WA 08/12/2016 RIGENA
INSHINGANO, IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUTABERA/ SERIVISI
Z'INTUMWA NKURU YA LETA
(MINIJUST)**

**ANNEXE II TO PRIME MINISTER'S ORDER
N° 239/03 OF 08/12/2016 DETERMINING
THE MISSION, FUNCTIONS,
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
OF THE MINISTRY OF JUSTICE/OFFICE OF
THE ATTORNEY GENERAL (MINIJUST)**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N°239/03 DU 08/12/2016 PORTANT
MISSION, FONCTIONS, STRUCTURE
ORGANISATIONNELLE ET SYNTHESE DES
EMPLOIS, SALAIRES ET AVANTAGES
ACCORDES AU PERSONNEL DU MINISTERE
DE LA JUSTICE/ SERVICES DU GARDE DES
SCEAUX (MINIJUST)**

MINIJUST - JOB PROFILES

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Minister of Justice/Attorney General	Minister of Justice /Attorney General	Minister of Justice /Attorney General	Political appointee	1
	Advisor	Advisor to the Minister	<p>Master's Degree or Equivalent in Law, with 3 years of working experience or A0 in Law with 5 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system - Good knowledge of government policy-making and legislative processes; - Knowledge of the justice sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literacy; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Public Seal	Public Seal and Quality Assurance Specialist	<p>Master's Degree or Equivalent in Law with 1 year of working experience or A0 in Law with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of government policy-making and legislative processes; - Team working Skills; - High Analytical skills - Legislative drafting skills; - Interpersonal Skills; - Effective communication skills; - Fluency 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
	Inspection	Inspectors	<p>Master's Degree in Legal Studies, Administrative Law, Business Law, Criminal Law, Civil Law, Human Rights Law with 1 year of working experience or A0 in Law with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Excellent leadership skills and ability to organise; - Creative, proactive, customer focussed, solutions led and outcome driven; - Excellent verbal, written and interpersonal communication skills; - Ability to pay attention to detail; - Sound personal judgement with excellent advocacy skills; - Ability to read and understand complex (legal) texts 	3
	Internal Audit	Internal Auditor	<p>AO in Auditing, Accounting, Public Finance or Management with specialization in Finance or Accounting.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial Regulations, Procedures ; - Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluency 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
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management, Sociology and other fields of Social Sciences or Arts with 3 years of working experience or A0 in Public Administration, Office Management, Law, Secretariat Studies, Sociology and other fields of Social Sciences or Arts.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluency in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
			Sub-Total	9

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Minister of State	Minister of State/Deputy Attorney General	Minister of State/Deputy Attorney General	Political appointee	1
	Advisor	Advisor to the Minister of State	<p>Master's Degree or Equivalent in Law, with 3 years of working experience or A0 in Law with 5 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system - Good knowledge of government policy-making and legislative processes; - Knowledge of the justice sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literacy; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management, Sociology and other fields of Social Sciences or Arts with 3 years of working experience or A0 in Public Administration, Office Management, Law, Secretariat Studies, Sociology and other fields of Social Sciences or Arts.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluency in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/Total				3

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Permanent Secretary/ Solicitor General	Permanent Secretary/Solicitor General	Permanent Secretary and Solicitor General	Political Appointee	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management, Sociology and other fields of Social Sciences or Arts with 3 years of working experience or A0 in Public Administration, Office Management, Law, Secretariat Studies, Sociology and other fields of Social Sciences or Arts.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluency in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
	Public Relations & Communication	Public Relations & Communication Officer	<p>A0 in Mass Communication, Public Relations, Journalism, Marketing or Arts</p> <p>Key Technical Skills & Knowledge required :</p> <ul style="list-style-type: none"> -Excellent communication skills both oral and in writing -Excellent interpersonnal skills -Report writting & Presentation skills; - Creativity & Initiative - Good Organizational and Time-management Skills, - Teamworking Skills; - Effective Public relations & Public speaking skills; - Interviewing Skills - Fluency in Kinyarwanda, English or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Public Procurement	Procurement Officer	<p>A0 in Procurement, Management, Accounting, Economics, Law , Marketing or Public Finance.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - High Analytical Skills; - Negotiation Skills; - Knowledge of basic business and purchasing practices; - Excellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills; - Decision making Skills; - Computer Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1
S/Total				4
Legal Services Department	Head of Department	Head of Legal Services Department / Principal State Attorney	<p>Master's Degree in Legal Studies, Administrative Law, Business Law, International Criminal Law, Civil Law, or Human Rights Law with 3 years of working experience or A0 in Law with 8 years of working experience with 2 years in a senior position.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency 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
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management, Sociology and other fields of Social Sciences or Arts with 3 years of working experience or A0 in Public Administration, Office Management, Law, Secretariat Studies, Sociology and other fields of Social Sciences or Arts.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluency in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/Total				2
Government Legal Advisory Service Division	Division Manager	Legal Advisory Service Division Manager / Senior State Attorney	<p>Master's Degree or Equivalent in Legislative Drafting, International Law, Business Law, Commercial Law, Legal Studies, Administrative Law, Public Law, Civil Law with 3 years of working experience or A0 in Law with 8 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency 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
	Contract Drafting Analyst	Contract Drafting Analyst / Senior State Attorney	<p>Master's Degree or Equivalent in Legislative Drafting, International Law, Business Law, Legal Studies, or Administrative Law with 3 years of working experience or A0 in Law with 7 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Knowledge of the Rwandan procurement and employment laws; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	6
S/Total				7
Civil Litigation Services Division	Division Manager	Civil Litigation Services Division Manager / Senior State Attorney	<p>Master's Degree or Equivalent in Public Law, International Law, Administrative Law, Legal Studies with 3 years of working experience or A0 in Law with 8 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency 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
	Civil Litigation Analyst	Civil Litigation Analyst / Senior State Attorney	<p>Master's Degree or Equivalent in Legislative Drafting, International Law, Business Law, Legal Studies, or Administrative Law with 3 years of working experience or A0 in Law with 7 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Knowledge of the Rwandan procurement and employment laws; - Creative, proactive, customer focused, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective Communication Skills; - Time Management Skills; - Computer Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	11
	Civil Litigation Specialist	Civil Litigation Assistant / State Attorney	<p>Master's Degree or Equivalent in Law with 1 year of working experience or A0 in Law with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of government contract law; - Planning & Organizational Skills; - Team working skills; - High analytical skills; - Legal drafting skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	3
S/Total				15

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
International Justice & Judicial Cooperation Division	Head of the Department	International Justice & Judicial Cooperation Head of Department / Principal State Attorney	<p>Master's Degree or Equivalent in International Criminal Law, Civil Law, Human Rights Law, International Judicial Cooperation, Judicial Affairs, International Law with 3 years of working experience or A0 in Law with 8 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system and international justice; - Knowledge of International Treaty Body Reporting and Universal Periodic Review; - Knowledge of international criminal investigation and judicial cooperation particularly on genocide and the working of ICTR; - Deep understanding of national and international human rights mechanisms; - 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; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Human Rights & Treaty Body Reporting	Human Rights & Treaty Body Reporting/ Senior State Attorney	<p>Master's Degree or Equivalent in International Human Rights Law, International Criminal Law, International Law with 1 year of working experience or A0 in Law with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system and international justice; - Knowledge of International Treaty Body Reporting and Universal Periodic Review; - Deep understanding of national and international human rights mechanisms; - Creative, proactive, customer focused, solutions led and outcome driven; - High analytical & Complex Problem solving Skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	2
	International Justice & Judicial Cooperation	International Justice & Judicial Cooperation/ Senior state Attorney	<p>Master's Degree or Equivalent in International Law, particularly in International Criminal Law, International Human Rights Law, Constitutional and Public International Law with 1 year of working experience or A0 in Law with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system and International law; - Knowledge of international judicial procedures and cooperation such as the working of ICTR; - Knowledge of international criminal investigation and judicial exchange particularly on genocide; - Creative, proactive, customer focused, solutions led and outcome driven; - High analytical & Complex Problem solving Skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - Fluency 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
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management, Sociology and other fields of Social Sciences or Arts with 3 years of working experience or A0 in Public Administration, Office Management, Law, Secretariat Studies, Sociology and other fields of Social Sciences or Arts.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluency in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/Total				6

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Access to Justice Services Department	Head of Department	Head of Access to Justice Services Department / Principal State Attorney	<p>Master's Degree or Equivalent in Public Law, International Law, Administrative Law, Legal Studies, Human Rights Law, Property Law with 3 years of working experience or A0 in Law with 8 years of working experience with 2 years in a senior position.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Excellent leadership skills; - Coordination, Planning & Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High Analytical & Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management, Sociology and other fields of Social Sciences or Arts with 3 years of working experience or A0 in Public Administration, Office Management, Law, Secretariat Studies, Sociology and other fields of Social Sciences or Arts.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluency in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/Total				2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Community Justice Division	Division Manager	Community Justice Division Manager / Senior State Attorney	<p>Master's Degree or Equivalent in Public Law, International Law, Administrative Law, Legal Studies, Business Law with 3 years of working experience, or A0 in Law with 8 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system and international justice; - Knowledge of International Treaty Body Reporting and Universal Periodic Review; - Knowledge of international criminal investigation and judicial cooperation particularly on genocide and the working of ICTR; - Leadership skills; - Judgment & Decision making skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - High analytical & Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management, Sociology and other fields of Social Sciences or Arts with 3 years of working experience or A0 in Public Administration, Office Management, Law, Secretariat Studies, Sociology and other fields of Social Sciences or Arts.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluency in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/Total				2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Public Legal Aid Services Unit	Director of Unit	Director of Public Legal Aid Services Unit/State Attorney	<p>Master's Degree or Equivalent in Public Law, International Law, Administrative Law, Legal Studies, Human Rights, Property Law with 1 year of working experience or A0 in Law with 3 years of working experience .</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's community justice system; - Deep understanding of national and international human rights mechanisms; - Knowledge on legal aid procedures and practice; - Knowledge of court processes and procedures; - Team working Skills; - High analytical & Complex Problem solving Skills; - Judgment & Decision making skills; - Interpersonal Skills; - Effective Communication skills; - Time Management Skills; - Computer Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Public Legal Aid Specialist	Public Legal Aid & Judgement Execution Specialist / State Attorney	<p>Master's Degree or Equivalent in Public Law, International Law, Administrative Law, Legal Studies, Human Rights, Property Law with 1 years of working experience or A0 in Law with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's community justice system and judgment execution law; - Knowledge on legal aid procedures and practice; - Deep understanding of national and international human rights mechanisms; - Knowledge of court processes and procedures; - Team working Skills; - High analytical & Problem Solving skills; - Interpersonal Skills; - Effective Communication skills; - Time Management Skills; - Computer Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	4
	Notary Service Specialist	Notary Service Specialist / State Attorney	<p>Master's Degree or Equivalent in Public Law, International Law, Administrative Law, Legal Studies, Human Rights, Property Law with 1 year of working experience or A0 in Law with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of Rwanda's community justice system and Notary law; - Team working Skills; - High analytical Skills - Interpersonal Skills; - Effective Communication skills; - Time Management Skills; - Computer Skills; - Fluency 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
S/Total				6
Access to Justice Coordination Unit	Director of unit	Director of Access to Justice Coordination Unit	<p>Master's Degree or Equivalent in Public Law, International Law, Administrative Law, Legal Studies, Human Rights, Property Law with 1 year of working experience or A0 in Law with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's community justice system; - Knowledge on legal aid procedures and practice; - Knowledge of Gender Basic Violence; - Knowledge of court processes and procedures; - Team working Skills; - High analytical & Problem Solving skills; - Judgment & Decision Making Skills; - Interpersonal Skills; - Effective Communication skills; - Time Management Skills; - Computer Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	District MAJ Coordinator	District MAJ Coordinator	<p>A0 in Law with 6 years of working experience in Legal Advice, Legal Teaching or Legal Profession.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's community justice system; - Knowledge on legal aid procedures and practice; - Knowledge of Gender Basic Violence; - Knowledge of court processes and procedures; - Team working Skills; - High analytical & Problem Solving skills; - Interpersonal Skills; - Effective Communication skills; - Time Management Skills; - Computer Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	30

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	District MAJ Assistant	District MAJ Assistant	<p>A0 in Law with 3 years of working experience in Legal Advice, Legal Teaching or Legal Profession.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's community justice system; - Knowledge on legal aid procedures and practice; - Knowledge of Gender Basic Violence; - Knowledge of court processes and procedures; - Team working Skills; - High analytical & Problem Solving skills; - Interpersonal Skills; - Effective Communication skills; - Time Management Skills; - Computer Skills; - Fluency in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage .</p>	60

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Access to Justice M & E	Access to Justice M& E Officer	<p>A0 in Planning, Economics, Management, Development Studies , Project Management .</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's community justice system; - Knowledge of national strategies in access to justice; - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge in Monitoring & Evaluation Systems; - Computer Skills; - Organizational Skills; - Communication Skills; - Complex Problem Solving; - Time management Skills; - High analytical Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
S/Total				93
Abandoned Property Management Unit	Director of Unit	Director of Abandoned property Management Unit	<p>Master's Degree or Equivalent in Property Law, Business Law, Commercial Law, Public Law, Civil Law, International Law with 1 year working experience or A0 in Law with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's legal system and abandoned property law in particular; - Knowledge of Property & Financial Management; - Knowledge of Conflict Management; - Knowledge of investigation and evidence gathering techniques; - Knowledge of court processes and procedures; - Team working Skills; - High analytical & Problem Solving skills; - Interpersonal Skills; - Effective Communication skills; - Networking skills and result-oriented; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Legal Officer	Legal Officer	AO in Law Key Technical Skills & Knowledge required: - Good knowledge of Rwanda's legal system and abandoned property law in particular; - Knowledge of investigation and evidence gathering techniques; - Knowledge of court processes and procedures; - Team Working Skills; - High Analytical & Problem Solving skills; - Negotiations Skills; - Stress management skills - Networking skills and result-oriented; - Interpersonal Skills; - Effective Communication skills; - Time Management Skills; - Computer Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	3
	Financial Officer	Financial Officer	AO in Management, Accounting, Finance, Public Finance or Economics. Key technical skills and knowledge and skills required: - Knowledge of abandoned property law; - Knowledge of the financial management system; - Knowledge of preparation of financial statements; - Knowledge of preparation of financial report; - Accounting and Logistical skills - Proactive and result-oriented - Team Working Skills - High Analytical & Problem Solving skills; - Negotiations Skills; - Booking skills - Interpersonal Skills; - Effective Communication skills; - Time Management Skills; - Computer Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
S/Total				5

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Justice Sector Coordination Secretariat	Coordinator	Coordinator of Justice Sector Secretariat	<p>Master's Degree or Equivalent in Law, Public Administration, Management, Economics, Public Policy, Development Studies, Strategic Management, Project Management with 3 years of working experience or A0 in Law, Public Administration, Management, Economics, Public Policy, Development Studies, Strategic Management, Project Management with 7 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep understanding of National development Vision, Policies and Strategies; - Extensive knowledge and understanding of the Rwanda's Justice Sector Policies and Strategies; - Knowledge of Strategic planning and Monitoring functions; - Creative, proactive, customer focused, solutions led and outcome driven; - Leadership skills; - High analytical & Complex Problem solving Skills; - Judgment & Decision making skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management, Sociology and other fields of Social Sciences or Arts with 3 years of working experience or A0 in Public Administration, Office Management, Law, Secretariat Studies, Sociology and other fields of Social Sciences or Arts.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluency 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
	Justice Sector Policy, Planning & Strategy	Justice Sector Policy Planning & Strategy Specialist	<p>Master's Degree or Equivalent in Management, Economics, Public Policy, Development Studies, Strategic Management, Project Management with 1 year of working experience or A0 in Management, Economics, Public Policy, Development Studies, Strategic Management, Project Management 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's Justice Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Computer Skills; - Organizational Skills; - Communication Skills; - Complex Problem Solving; - Time management Skills; - High analytical Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Justice Sector Monitoring & Evaluation	Justice Sector M&E Specialist	<p>Master's Degree or Equivalent in Management, Economics, Public Policy, Development Studies, Strategic Management, Project Management with 1 year of working experience or A0 in Management, Economics, Public Policy, Development Studies, Strategic Management, Project Management with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in Monitoring and Evaluation concepts, systems and tools; - Knowledge of Rwanda's justice sector policies and strategies; - Knowledge to conduct monitoring exercises; - Computer Skills; - Organizational Skills; - Communication Skills; - Complex Problem Solving; - Time management Skills; - High analytical Skills; - Team working Skills; - Fluency 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
	E- Justice	E - Justice Specialist	<p>Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 1 year of working experience in ICT or A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, 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 advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's Justice Sector ICT policies and Strategies as well as National ICT Policy; - Knowledge of judicial information systems; - Broad understanding of computer systems, computer applications and operating systems; - Broad range of technical computer skills; - Analytical and problem-solving skills; - Wide knowledge of office software applications; - Good presentation and communication skills. - Excellent interpersonal skills; 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Capacity Development & Public Awareness	Capacity Development & Public Awareness Specialist	<p>Master's Degree or Equivalent in Human Resource Management, Strategic Management, Marketing, Public Administration, Management, Communication, Journalism, Public Relations, or Media studies with 1 year of working experience or A0 in the same fields with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Human Resource Policies, Strategies and Procedures; - Knowledge to conduct Capacity Need Assessment and draft sound reports and proposals Capacity Building Plan; - Knowledge of Public awareness Programmes; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/Total				6

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Planning, M & E Unit	Director of Unit	Director of Planning, M&E Unit	<p>Master's Degree or Equivalent in Management, Economics, Public Policy, Development Studies, Strategic Management, Project Management, Public Administration with 1 year of working experience or A0 in Management, Economics, Public Policy, Development Studies, Strategic Management, Project Management, Public Administration 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's Justice Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Planning	Planning Officer	<p>A0 in Economics, Planning, Management, Development Studies , Business or Public Administration.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Strategic planning; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Monitoring and Evaluation	M & E Officer	<p>AO in Economics, Planning, Management, Development Studies , Business or Public Administration.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge of Rwanda's justice sector policies and strategies; - Knowledge to conduct monitoring exercises; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Research and Statistics	Research and Statistics Officer	<p>AO in Statistics, Applied Mathematics, Economics.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of Rwanda's Justice 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; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluency 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
Law Enforcement Directorate General	Director General	Director General of Law Enforcement	<p>Master's Degree in Security Studies, Political Sciences, International Criminal Law, Public International Law, Business Administration, Public Administration, Strategic Management with 3 years of working experience in law enforcement institutions or A0 in the same fields with 7 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of security organs Policies and procedures; - Knowledge of Criminal and Investigation procedures, - Knowledge in judgement execution procedures; - Knowledge of security equipment/commercial explosives and supplies; - Leadership skills; - Coordination, Planning & Organizational Skills; - Interpersonal Skills; - Effective Communication Skills; - Judgment and Decision Making Skills; - Complex Problem Solving; - Negotiation Skills; - Time Management Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
		Criminal and Investigation Policy and Strategy Specialist	<p>Master's Degree in Security Studies, Management, International Relations, International criminal law, Criminal investigation, Political Sciences, International Political Economy with 1 year of working experience or A0 in the same fields 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 Correctional Services Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Computer Skills; - Organizational Skills; - Communication Skills; - Complex Problem Solving skills; - Time management Skills; - High analytical Skills; - Team working Skills; - Fluency 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
		Correctional Services Policy and Strategy Specialist	<p>Master's Degree in Security Studies, Management, International Relations, International Human Rights, Social Studies, Public Health, Political Sciences , International Political Economy with 1 year of working experience or AO in the same fields 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 Correctional Services Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Computer Skills; - Organizational Skills; - Communication Skills; - Complex Problem Solving skills; - Time management Skills; - High analytical Skills; - Team working Skills; -Fluency 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
		Security Organs Human Resource Development and Training Specialist	<p>Master's Degree in Security Studies, Management, International Relations, Political Sciences , Human resource management, International Political Economy with 1 year of working experience or A0 in the same fields with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of security organsl structure, workflow, and operating procedures; - Knowledge in Monitoring & System Evaluation procedures; - Leadership and management skills; - Planning and organisational skills; - Knowledge of Human Resource Policies, Strategies and Procedures; - Knowledge to conduct Capacity Need Assessment and draft sound reports and proposals Capacity Building Plan; - Knowledge of Public Safety Mechanisms; - Computer Skills; - Organizational and Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management and Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
		Small Arms Coordination Specialist	<p>A0 in Political Science, Military Sciences, Law, International Relations with 3 years of working experience or Master's Degree in Political Science, Military Sciences, Law, International Relations, Conflict Management with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Strategic planning; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
		Internal Security Analysis Specialist	<p>Master's Degree in Security Studies, Management, International Relations, Political Sciences , International Political Economy with 1 year of working experience in security matters, or A0 in the same fields with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of internal security concepts, practices, policies, and procedures; - Knowledge of security organsl structure, workflow, and operating procedures; - Knowledge in Monitoring & System Evaluation procedures; - Leadership and management skills; - Planning and organisational skills; - Knowledge in security policies analysis; - Knowledge of Public Safety Mechanisms; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/Total				6

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Corporate Services Directorate General	Director General of Corporate Services	Director General of Corporate Services	<p>Master's Degree in Economics, Management, Business Administration, Public Policy and Management, Public Administration, Strategic Management, Public Finance or Accounting with 3 years of working experience or A0 in the same fields with 7 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Human Resources Policy and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Servant & Labour laws and Financial Law; - Knowledge of basic ICT concepts and management; - Leadership skills; - Coordination, Planning & Organizational Skills; - Interpersonal Skills; - Effective Communication Skills; - Judgment and Decision Making Skills; - Complex Problem Solving; - Negotiation Skills; - Time Management Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an added advantage. 	1
	Administrative Liaison Officer	Administrative Liaison Officer	<p>A1 in Secretariat Studies, Office Management, Sociology and other fields of Social Sciences or Arts with 3 years of working experience or A0 in Public Administration, Office Management, Law, Secretariat Studies, Sociology and other fields of Social Sciences or Arts.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluency 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
S/Total				2
ICT Unit	Director of Unit	Director of ICT Unit	<p>Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 1 year of working experience in ICT or A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or Information Management 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 advantage.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's justice ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyze technology problems, issues, and program requirements. - Knowledge of computer hardware/software technologies. - Interpersonal and Communication skills - Negotiation and Problem-solving skills; - Analytical skills; - Fluency 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
	System & Network Administrator	System & Network Administrator	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's justice 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 - Fluency 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 & Application Administrator	Database & Application Administrator	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's Justice ICT Policies and Strategies; - Proficiency in web application security and database security; - Knowledge of all database vendor versions; - Proficiency in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
S/Total				3

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Finance Unit	Director of Unit	Director of Finance Unit	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) with 1 year of working experience or AO Finance, Accounting, Management, Economics, Public Finance and Administration with ACCA, IPSAS, CPA certificatedspecialized 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 skills; -Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Accountant	Accountant	<p>AO in Finance, Accounting, Public Finance, Management with specialization in Finance / Accounting Plus Level II Professional Qualification recognised by IFAC (ACCA, CPA etc).</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Capacity 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; - Fluency 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
	Budget management	Budget Officer	<p>A0 in Finance, Accounting, Management, Economics, Public Finance and Administration with ACCA, IPSAS, CPA certificates.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; - Flexibility Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/Total				3
HR & Administration Unit	Director of Unit	Director of Human Resource & Administration Unit	<p>Master's Degree in Management, Public Administration, Human Resources Management with 1 year of working experience or A0 in the same fields with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of organizational structure, workflow, and operating procedures; - Knowledge in Monitoring & System Evaluation; - Leadership and management skills; - Planning and organisational skills; - High Analytical Skills; - Communication skills; - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem Solving Skills; - Fluency 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	Human Resources Officer	<p>AO in Management, Public Administration, Human Resources Management.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan public service and labor laws; - Knowledge in Conflict Management; - Knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Teamworking Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Logistics	Logistics Officer	<p>AO in Management, Accounting, Store Management, Economics, Public Administration.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluency 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 System, Office Management, Communication or Arts with 3 year working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Proficiency in information technology; - Computer literacy; - Bookping Skills; - Knowledge of integrated document management - Knowledge of archive management software - Knowledge of the documentation management system(DMS) would be an advantage. - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writing & Presentation skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Central Secretariat	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management with 3 years of working experience or A0 in Public Administration, Management, Law, Sociology and other fields of Social Sciences or Arts.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluency 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	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Law, Sociology and other fields of Social Sciences or Arts.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Booking Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
S/Total				7
Grand / Total				185

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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 239/03 ryo ku wa 08/12/2016 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ubutabera/Serivisi z'Intumwa Nkuru ya Leta

Kigali, ku wa **08/12/2016**

(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° 239/03 of 08/12/2016 determining the mission, functions, organizational structure and summary of job positions, salaries and fringe benefits for employees of the Ministry of Justice/Office of the Attorney General

Kigali, on **08/12/2016**

(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°239/03 du 08/12/2016 portant mission, fonctions, structure organisationnelle et synthèse des emplois, salaires et avantages accordés au personnel du Ministère de la Justice/ Services du Garde des Sceaux

Kigali, le **08/12/2016**

(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° 239/03 RYO
KU WA 08/12/2016 RIGENA
INSHINGANO, IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUTABERA/ SERIVISI
Z'INTUMWA NKURU YA LETA
(MINIJUST)**

**ANNEXE III TO PRIME MINISTER'S ORDER
N° 239/03 OF 08/12/2016 DETERMINING
THE MISSION, FUNCTIONS,
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
OF THE MINISTRY OF JUSTICE/OFFICE OF
THE ATTORNEY GENERAL (MINIJUST)**

**ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N°239/03 DU 08/12/2016
PORTANT MISSION, FONCTIONS,
STRUCTURE ORGANISATIONNELLE ET
SYNTHESE DES EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DU MINISTERE DE LA JUSTICE/ SERVICES
DU GARDE DES SCEAUX (MINIJUST)**

MINISTRY OF JUSTICE (MINIJUST) SALARY STRUCTURE

N°	POST	I.V	Level	Index	Basic Salary	Gross
3	Permanent Secretary /Solicitor General	441	F	2869	1,265,229	1,617,505
4	Head of Legal Services Department/ Principal State Attorney	400	1.IV	2608	1,043,200	1,333,657
5	Head of International Justice & Judicial Cooperation Department /Principal State Attorney	400	1.IV	2608	1,043,200	1,333,657
6	Head of Access to Justice Services Department/ Principal State Attorney	400	1.IV	2608	1,043,200	1,333,657
7	Law Enforcement Directorate General	400	2.III	1890	756,000	1,085,308
8	Government Legal Advisory Service Division Manager / Senior State Attorney	400	2.III	1890	756,000	1,085,308
9	Civil Litigation Service Division Manager /Senior State Attorney	400	2.III	1890	756,000	1,085,308
10	International Justice & Jurisdiction Cooperation Analyst / Senior State Attorney	400	2.III	1890	756,000	1,085,308
11	Community Justice Division Manager / Senior State Attorney	400	2.III	1890	756,000	1,085,308
12	Corporate Services Director General	400	2.III	1890	756,000	1,085,308
13	Coordinator of Justice Sector Secretariat	400	2.III	1890	756,000	1,085,308
14	Contract Drafting Analyst / Senior State Attorney	400	2.III	1890	756,000	1,085,308
15	Civil Litigation Analyst / Senior State Attorney	400	2.III	1890	756,000	1,085,308
16	Advisor to the Minister	400	2.III	1890	756,000	1,085,308
17	Advisor to the Minister of State	400	2.III	1890	756,000	1,085,308
18	District MAJ Coordinator	350	4.V	1660	581,000	825,767
19	Criminal and Investigation Policy and Strategy Specialist	400	3.II	1369	547,600	786,131

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20	Correctional Services Policy and Strategy Specialist	400	3.II	1369	547,600	786,131
21	Security Organs Human Resource Development and Training Specialist	400	3.II	1369	547,600	786,131
22	Public Seal & Quality Assurance Specialist	400	3.II	1369	547,600	786,131
23	Director of Public Legal Aid Services Unit	400	3.II	1369	547,600	814,962
24	Director of AJS, Abunzi & GBV Coordination Unit	400	3.II	1369	547,600	786,131
25	Director of Abandoned Property Mgt	400	3.II	1369	547,600	786,131
26	Director of Planning, M&E Unit	400	3.II	1369	547,600	786,131
27	Director of ICT Unit	400	3.II	1369	547,600	786,131
28	Director of Finance Unit	400	3.II	1369	547,600	786,131
29	Director of HR and Administration Unit	400	3.II	1369	547,600	786,131
30	Civil Litigation Assistant / State Attorney	400	3.II	1369	547,600	786,131
31	Public Legal Aid & Judgment Execution Specialist / State Attorney	400	3.II	1369	547,600	786,131
32	Notary Services Specialist / State Attorney	400	3.II	1369	547,600	786,131
33	Justice Sector Policy, Planning & Strategy Specialist	400	3.II	1369	547,600	786,131
34	Justice Sector M&E Specialist	400	3.II	1369	547,600	786,131
35	E-Justice Specialist	400	3.II	1369	547,600	786,131
36	Small Arms Coordination Specialist	400	3.II	1369	547,600	786,131
37	Internal Security Analysis Specialist	400	3.II	1369	547,600	786,131
38	Capacity Development & Public Awareness Specialist	400	3.II	1369	547,600	786,131
39	Inspector	400	3.II	1369	547,600	786,131
40	District MAJ Assistant	350	4.III	1313	459,550	653,152
41	Legal Officer Abandoned Property Mgt	350	4.II	1141	399,350	567,590
42	Financial Officer Abandoned Property Mgt	350	4.II	1141	399,350	567,590

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43	Access to Justice M&E Officer	350	4.II	1141	399,350	567,590
44	Planning Officer	350	4.II	1141	399,350	567,590
45	M&E Officer	350	4.II	1141	399,350	567,590
46	Research & Statistics Officer	350	4.II	1141	399,350	567,590
47	System & Network Administrator	350	4.II	1141	399,350	567,590
48	Database and applications Administrator	350	4.II	1141	399,350	567,590
49	Human Resources Officer	350	4.II	1141	399,350	567,590
50	Public Relations and Communication Officer	350	4.II	1141	399,350	567,590
51	Internal Auditor	350	5.II	951	332,850	473,075
52	Budget Officer	350	5.II	951	332,850	473,075
53	Accountant	350	5.II	951	332,850	473,075
54	Procurement Officer	350	5.II	951	332,850	473,075
55	Logistics Officer	350	5.II	951	332,850	473,075
56	Administrative Assistant to the Minister/ Attorney General	350	5.II	951	332,850	473,075
57	Administrative Assistant to the Minister of State	350	5.II	951	332,850	473,075
58	Administrative Assistant to the PS / Solicitor General	350	5.II	951	332,850	473,075
59	Administrative Liaison Officer	350	5.II	951	332,850	473,075
60	Documentalist	350	6.II	793	277,550	394,478
61	Administrative Assistant to the Head of Department / Principal State Attorney	350	7.II	660	231,000	328,317
62	Administrative Assistant to the Public Legal Aid Services & Abandoned Property Division Manager	350	7.II	660	231,000	328,317
63	Administrative Assistant to the Coordinator of Justice Sector Secretariat	350	7.II	660	231,000	328,317
64	Head of Central Secretariat	350	7.II	660	231,000	328,317
65	Secretary in Central Secretariat	350	8.II	508	177,800	252,705

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Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 239/03. ryo ku wa 08/12/2016 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ubutabera/Serivisi z'Intumwa Nkuru ya Leta

Kigali, ku wa **08/12/2016**

(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° 239/03 of 08/12/2016 determining the mission, functions, organizational structure and summary of job positions, salaries and fringe benefits for employees of the Ministry of Justice/Office of the Attorney General

Kigali, on **08/12/2016**

(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°239/03 du 08/12/2016 portant mission, fonctions, structure organisationnelle et synthèse des emplois, salaires et avantages accordés au personnel du Ministère de la Justice/ Services du Garde des Sceaux

Kigali, le **08/12/2016**

(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