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| ITEKA RYA MINISITIRI W'INTEBE N°164/03 RYO KU WA 05/07/2016 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI BA KOMISIYO Y'U RWANDA ISHINZWE IVUGURURWA RY'AMATEGEKO (RLRC) | PRIME MINISTER'S ORDER N°164/03 OF 05/07/2016 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE RWANDA LAW REFORM COMMISSION (RLRC) | ARRETE DU PREMIER MINISTRE N°164/03 DU 05/07/2016 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE LA COMMISSION RWANDAISE DE REFORME DU DROIT (RLRC) |
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**ITEKA RYA MINISITIRI W'INTEBE
N°164/03 RYO KU WA 05/07/2016
RISHYIRAHU IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI BA
KOMISIYO Y'U RWANDA ISHINZWE
IVUGURURWA RY'AMATEGEKO
(RLRC)**

**PRIME MINISTER'S ORDER N°164/03 OF
05/07/2016 DETERMINING
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES OF THE RWANDA LAW
REFORM COMMISSION (RLRC)**

**ARRETE DU PREMIER MINISTRE
N°164/03 DU 05/07/2016 PORTANT
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES
ACCORDES AU PERSONNEL DE LA
COMMISSION RWANDAISE DE
REFORME DU DROIT (RLRC)**

Minisitiri w'Intebe;

The Prime Minister;

Le Premier Ministre;

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

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

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

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

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

Ashingiye ku Itegeko n° 35/2014 ryo ku wa 28/11/2014 rihindura kandi ryuzuza Itegeko n° 44/2013 ryo ku wa 16/06/2013 rishyiraho Komisiyo y'u Rwanda ishinzwe Ivugururwa ry'Amategeko (RLRC) rikanagena inshingano, imiterere n'imikorere byayo;

Pursuant to Law n° 35/2014 of 28/11/2014 modifying and complementing Law n° 44/2013 of 16/06/2013 establishing the Rwanda Law Reform Commission (RLRC) and determining its mission, organization and functioning;

Vu la Loi n° 35/2014 du 28/11/2014 modifiant et complétant la Loi n° 44/2013 du 16/06/2013 portant création de la Commission Rwandaise de Réforme du Droit (RLRC) et déterminant sa mission, son organisation et son fonctionnement;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 28/03 ryo ku wa 24/02/2015 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi ba

Reviewing Prime Minister's Order n° 28/03 of 24/02/2015 determining organisational structure, salaries and fringe benefits for

Revu l'Arrêté du Premier Ministre n° 28/03 du 24/02/2015 portant structure organisationnelle, salaires et avantages accordés au personnel de

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Komisiyo y'u Rwanda ishinze Iugururwa ry'Amategako (RLRC);

employees of the Rwanda Law Reform Commission (RLRC);

la Commission Rwandaise de Réforme du Droit (RLRC);

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 02/06/2016 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in its session of 02/06/2016;

Après examen et adoption par le Conseil des Ministres en sa séance du 02/06/2016;

ATEGETSE:

HEREBY ORDERS:

ARRETE:

Ingingo ya mbere: icyo iri teka rigamije

Iri teka rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi bo muri Komisiyo y'Igihugu ishinze Iugururwa ry'Amategako (RLRC).

Article One: Purpose of this Order

This Order determines organizational structure, salaries and other fringe benefits for employees of the Rwanda Law Reform Commission (RLRC).

Article premier: Objet du présent Arrêté

Le présent arrêté porte la structure organisationnelle, les salaires et autres avantages accordés au personnel de la Commission Rwandaise de Réforme du Droit (RLRC).

Ingingo ya 2: Imbonerahamwe y'imyanya y'imirimo

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo ya RLRC biri ku mugereka wa I n'uwa II by'iri teka.

Article 2: Organizational structure

The organizational structure and job profiles for RLRC are respectively in annex I and II of this Order.

Article 2: Structure organisationnelle

La structure organisationnelle et les profils d'emplois de RLRC sont respectivement en annexe I et II du présent arrêté.

Ingingo ya 3: Igenwa ry'umushahara

Imishahara y'Abakozi bo muri RLRC igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame

Article 3: Determination of the salary

Salaries for employees of the RLRC are determined basing on the job classification and in accordance with general principles on salary calculation in public service.

Article 3: Détermination du salaire

Les salaires accordés au personnel de RLRC sont déterminés suivant la classification des emplois et conformément aux principes

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 RLRC biri ku mugereka wa III w'iri teka.

généraux de fixation des salaires dans la fonction publique.

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

Ingingo ya 4: 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 kuzuza umukozi.

Article 4: Composition of the gross salary

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

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

Article 4: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement:

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

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abayobozi bari ku nzego z'imurimo za "E", "F", "G/1.IV" na "2.III" boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze, ndetse n'abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya 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 "E", "F", "G/1.IV" and "2.III" whose transport is facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be granted to public servants positioned on level "3" who are entitled to special transport allowance in accordance with Instructions of the Minister in charge of public service.

L'indemnité de transport dont il est question à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat aux postes de niveau "E", "F", "G/1.IV" 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 l'indemnité spéciale de transport conformément aux instructions du

Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 5: Ibindi bigenerwa Perezida wa RLRC

Perezida wa RLRC 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) buri kwezi, amafaranga ibihumbi mirongo ine y'u Rwanda (40.000 Frw) buri kwezi ya *internet* igendanwa n'ay'itumanaho rya telefoni igendanwa angana n'ibihumbi ijana na mirongo itanu y'u Rwanda (150.000 Frw) buri kwezi;

2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana atatu y'u Rwanda (300.000 Frw) buri kwezi anyura kuri konti y'urwego bireba;

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

Article 5: Fringe benefits for the Chairperson of RLRC

The Chairperson of RLRC is entitled to the following fringe benefits:

1 ° one hundred thousand Rwandan francs (Frw 100,000) each month for office telephone communication and forty thousand Rwandan francs (Frw 40,000) per month for wireless internet connection and one hundred and fifty thousand Rwandan francs (Frw 150,000) per month for mobile phone communication;

2 ° office guest's entertainment allowance of three hundred thousand Rwandan francs (Frw 300,000) per month and transferred to the concerned institution's account;

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

Article 5: Avantages alloués au Président de RLRC

Le Président de RLRC bénéficie des avantages suivants :

1 ° les frais de communication pour téléphone de bureau équivalant à cent mille francs Rwandais (100.000 Frw) par mois et les frais d'internet sans fil équivalant à quarante mille francs Rwandais (40.000 Frw) par mois et ceux de communication pour téléphone portable équivalant à cent cinquante mille francs Rwandais (150.000 Frw) par mois;

2 ° les frais de représentation au service équivalant à trois cent mille francs Rwandais (300.000 Frw) chaque mois et domiciliés au compte de l'institution concernée;

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

Ingingo ya 6: Ibindi bigenerwa Visi Perezida hamwe n'Umunyamabanga Mukuru ba RLRC bari ku rwego rwa "F"

Visi Perezida hamwe n'Umunyamabanga Mukuru ba RLRC bari ku rwego rwa "F" bagenerwa buri wese ibindi bibafasha gutunganya imirimo mu buryo bukurikira:

- 1 ° amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi n'ay'itumanaho rya telefoni igendanwa angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi;
- 2 ° Leta imworohereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Ingingo ya 7: Ibindi bigenerwa Heads of Departments bari ku rwego rwa "G/1.IV"

Ba *Heads of Departments* bari ku rwego rwa "G/1.IV" bagenerwa ibindi bibafasha gutunganya imirimo bukurikira:

- 1 ° amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) n'ay'itumanaho rya telefoni igendanwa angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi;

Article 6: Fringe benefits for the Vice Chairperson and for the Secretary General of RLRC on "F" job classification level

Vice Chairperson and the Secretary General of RLRC on "F" job classification level are each entitled to the following fringe benefits:

- 1 ° one hundred thousand Rwandan francs (Frw 100,000) per month for office telephone communication and one hundred thousand Rwandan francs (Frw 100,000) per month for mobile phone communication;
- 2 ° the Government facilitates his/her transport in accordance with the Instructions of the Minister in charge of transport.

Article 7: Fringe benefits for Heads of Departments on "G/1.IV" job classification level

Heads of Departments on "G/1.IV" job classification level are entitled to the following fringe benefits:

- 1 ° one hundred thousand Rwandan francs (Frw 100,000) each month for office telephone communication and one hundred thousand Rwandan francs (Frw 100,000) per month for mobile phone communication;

Article 6: Avantages alloués au Vice-Président et au Secrétaire Général de RLRC aux postes de niveau "F"

Le Vice-Président et le Secrétaire Général de RLRC au poste de niveau "F" bénéficient des avantages suivants :

- 1 ° cent mille francs Rwandais (100.000 Frw) par mois de communication pour téléphone de bureau et des frais de communication pour 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 7: Avantages alloués aux Chefs de Départements aux postes de niveau "G/1.IV"

Les Chefs de Départements aux postes de niveau "G/1.IV" bénéficient des avantages suivants:

- 1 ° les frais de communication pour téléphone de bureau équivalant à cent mille francs Rwandais (100.000 Frw) et ceux de communication pour téléphone

portable équivalant à cent mille francs Rwandais (100.000 Frw) par mois;

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

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

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

Ingingo ya 8: Ibindi bigenerwa Division Managers na ba Analysts bari ku rwego rwa “2.III”

Article 8: Fringe benefits for Division Managers and Analysts on “2.III” job classification level

Article 8: Avantages alloués aux Chefs de Divisions et aux Analystes aux postes de niveau “2.III”

Ba *Division Managers* na ba *Analysts* bari ku rwego rwa “2.III” bagenerwa buri wese ibindi bibafasha gutunganya imirimo ku buryo bukurikira:

Division Managers and Analysts on “2.III” job classification level are each entitled to fringe benefits as follows:

Les Chefs de Divisions et Analystes aux postes de niveau “2.III” bénéficient chacun des avantages comme suit:

1 ° amafaranga ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi y'itumanaho rya telefoni igendanwa;

1 ° seventy thousand Rwandan francs (Frw 70,000) each month for mobile phone communication;

1 ° les frais de communication pour téléphone portable équivalant à soixante-dix mille francs Rwandais (70.000Frw) par mois;

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

2 ° the Government facilitates their transport in accordance with the Instructions of the Minister in charge of transport.

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

Ba *Division Managers* bari ku rwego rw'imirimo rwa “2.III” bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe, bagenerwa kandi buri wese amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi.

Division Managers on level “2.III” with a pool of public servants under their responsibilities in accordance with the approved organizational structure are also each entitled to an office telephone communication of seventy thousand Rwandan francs (Frw 70,000) each month.

Les Chefs de Divisions aux postes de niveau “2.III” ayant des agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient aussi chacun des frais de communication pour téléphone de bureau équivalant à soixante-dix mille francs Rwandais (70.000Frw) par mois.

Ingingo ya 9: Ibindi bigenerwa Abayobozi b'Amashami na ba Specialists bari ku rwego rw'imirimu rwa "3"

Abayobozi b'Amashami na ba *Specialists* bari ku rwego rw'imirimu rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimu ku buryo bukurikira:

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

Article 9: Fringe benefits for Directors of Units and Specialists on "3" job classification level

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

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

Article 9: Avantages alloués aux Directeurs d'Unités et aux Spécialistes aux postes de niveau "3"

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

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

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

Ingingo ya 10: Indamunite z'urugendo rw'imodoka

Iyo abayobozi bakuru bari ku rwego rwa "E", "F", G/1.IV na "2.III" bagiyeye mu butumwa imbere mu gihugu bakoresheje imodoka zabo, Leta ibagenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya

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

Article 10: Mileage allowances

When senior officials on levels "E", "F", G/1.IV and "2.III" go on official mission inside the country by using their vehicles, the State pays them mileage allowances in accordance with

Article 10: Indemnités kilométriques

Lorsque les hauts cadres aux postes de niveaux "E", "F", G/1.IV et "2.III" vont en missions officielles à l'intérieur du pays en utilisant leurs véhicules, l'Etat leur octroie des indemnités kilométriques conformément aux

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Minisitiri ufite gutwara abantu mu nshingano ze. Instructions of the Minister in charge of transport. Instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 11: Abashinzwe gushyira mu bikorwa iri teka

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

Article 11: Authorities responsible for the implementation of this Order

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

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, le Ministre des Finances et de la Planification Economique et le Ministre de l'Infrastructure sont chargés de l'exécution du présent arrêté.

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

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

Article 12: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 12: Disposition abrogatoire

Toutes les autres dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 13: Igihe iteka ritangira gukurikizwa

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

Article 13: Commencement

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

Article 13: Entrée en vigueur

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

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Kigali, ku wa 05/07/2016

Kigali, on 05/07/2016

Kigali, le 05/07/2016

(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

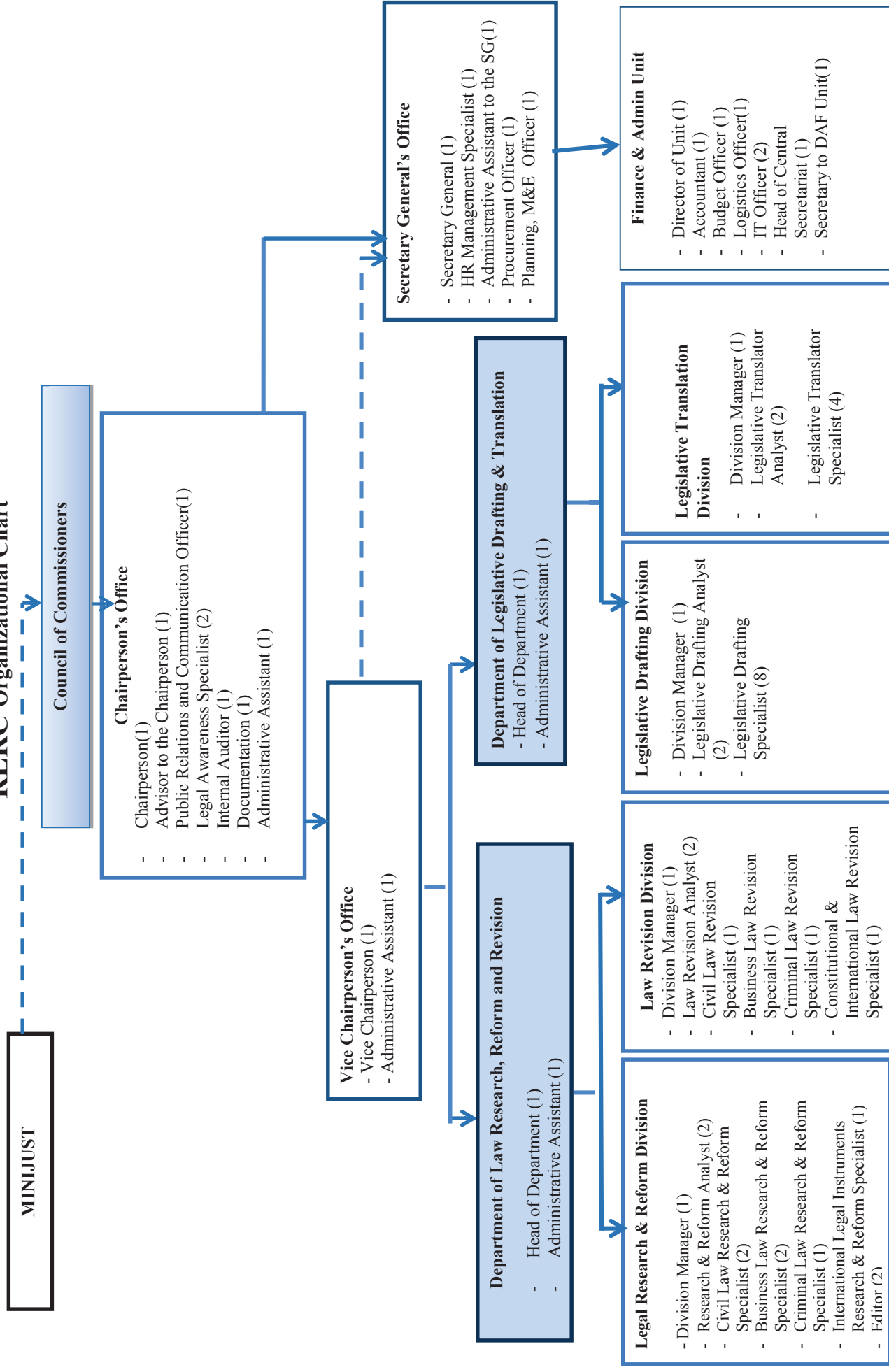
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N°164/03 RYO KU
WA 05/07/2016 RISHYIRAHU
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI BA KOMISIYO
Y'U RWANDA ISHINZWE
IVUGURURWA RY'AMATEGEKO
(RLRC)

ANNEX I TO PRIME MINISTER'S
ORDER N°164/03 OF 05/07/2016
DETERMINING ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
RWANDA LAW REFORM
COMMISSION (RLRC)

ANNEXE I DE L'ARRETE DU PREMIER
MINISTRE N°164/03 DU 05/07/2016
PORTANT STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DE LA COMMISSION
RWANDAISE DE REFORME DU DROIT
(RLRC)

RLRC Organizational Chart



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°164/03 ryo ku wa 05/07/2016 rishyiraho imbonerahamwe y'imyanya y'imirimu, imishahara n'ibindi bigenerwa abakozi ba Komisiyo y'u Rwanda ishinze Ivugururwa ry'Amategako (RLRC)

Kigali, ku wa 05/07/2016

(sé) —
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubilika :

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

Seen to be annexed to Prime Minister's Order n°164/03 of 05/07/2016 determining organisational structure, salaries and fringe benefits for employees of the Rwanda Law Reform Commission (RLRC)

Kigali, on 05/07/2016

(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°164/03 du 05/07/2016 portant structure organisationnelle, salaires et avantages accordés au personnel de la Commission Rwandaise de Réforme du Droit (RLRC)

Kigali, le 05/07/2016

(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°164/03 RYO KU
WA 05/07/2016 RISHYIRAHU
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI BA KOMISIYO
Y'U RWANDA ISHINZWE
IVUGURURWA RY'AMATEGEKO
(RLRC)

ANNEX II TO PRIME MINISTER'S
ORDER N°164/03 OF 05/07/2016
DETERMINING ORGANISATIONAL
STRUCTURE, SALARIES AND OTHER
FRINGE BENEFITS FOR EMPLOYEES
OF THE RWANDA LAW REFORM
COMMISSION (RLRC)

ANNEXE II DE L'ARRETE DU
PREMIER MINISTRE N°164/03 DU
05/07/2016 PORTANT STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DE LA COMMISSION
RWANDAISE DE REFORME DU DROIT
(RLRC)

RLRC - SUMMARY OF JOB DESCRIPTION

| Administrative Unit | Job Title | Title of Job positions linked to the Job | Job Profile | Proposed Jobs |
|----------------------------------|-------------|--|---|---------------|
| Office of the Chairperson | Chairperson | Chairperson | Political Appointee | 1 |
| | Advisor | Advisor to the Chairperson | <p>A0 in law with 5 years of working experience or Master's Degree or Equivalent in Law, with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep understanding Government Policies Implementation; - Legal Analytical skills; - Coordination, Planning and Organizational Skills - Report writing and presentation skills; - Leadership Skills; - Interpersonal Skills; - Effective Communication Skills; - Administrative Skills; - Time Management Skills; - Team working Skills; - Computer Literate; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . | 1 |

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| | Internal Auditor | Internal Auditor | <p>A0 in Finance, Accounting or Management with specialization in Finance / Accounting</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Detailed knowledge of Financial and Audit Standards, HR & Financial Regulations, Procedures and Financial Software; - Planning Skills; - High Analytical skills; - Report writing and presentation skills; - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
| | Legal Awareness Specialist | Legal Awareness Specialist | <p>A0 in Law with 3 years of working experience or Master's Degree in Legal Studies, Administrative Law, Business Law, Criminal Law, Civil Law or International law with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:-Excellent legal analytical and innovative skills;- Excellent communication and presentation both oral and in writing skills;-Organizational skills;-Marketing/outreach skills;-Excellent communication skills;-Excellent interpersonal skills;- Creativity & Initiative;- Good Organizational and Time-management Skills;- Team working Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p> | 2 |

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| | Public Relations & Communication | Public Relations & Communication Officer | <p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Excellent communication skills both orally and in writing; - Excellent interpersonal skills; - Report writing and presentation skills; - Computer skills; - Creativity and initiative; - Good organisational and time-management skills; - Teamworking skills; - Effective public relations and public speaking skills; - Interviewing skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. | 1 |
|--|--|---|--|---|

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|--|----------------------------|---------------|---|---|
| | Documentation and Archives | Documentalist | <p>A0 in Library & information Science or A1 in Library & Information System, Office Management with 2 years working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <p>-Proficiency in information technology;-Computer literacy;- Book keeping Skills;-Knowledge of integrated document management-Knowledge of archive management software-Knowledge of the documentation management system(DMS) would be an advantage. - Organizational Skills;- Interpersonal Skills;- Planning Skills;- Communication Skills;- Report writing & Presentation skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p> | 1 |
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| Administrative Assistant | Administrative Assistant | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work & Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (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 |
| S/Total | | | |
| Office of Vice Chairperson | Vice Chairperson | Vice Chairperson | 1 |

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|-----------------------------------|--------------------------|--------------------------|---|----------|
| | Administrative Assistant | Administrative Assistant | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work & Law.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills;- Excellent Communication, Organizational, Interpersonal Skills;- Computer knowledge (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 |
| S/Total | | | | 2 |
| Secretary General's Office | Secretary General | Secretary General | Political appointee | 1 |

| | | | |
|---------------------------------------|---------------------------------------|--|---|
| Human Resources Management Specialist | Human Resources Management Specialist | <p>A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with specialisation in Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource & Business Administration with Specialization in Human Resource Management.</p> <p><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 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; - Interviewing Skills; - High Analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
|---------------------------------------|---------------------------------------|--|---|

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| Procurement | Procurement Officer | <p>A0 in Procurement, Management, Accounting, Law, Public Finance & Economics.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - High Analytical Skills;- Negotiation Skills;- Knowledge of basic business and purchasing practices;- Excellent Communication Skills; - Knowledge of State contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills;- Decision making Skills;- Computer Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
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| | Planning, M&E | Planning, M &E Officer | <p>A0 in Economics, Project Management, Management, Development Studies & Business Administration.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Public Service and Labour Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time Management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | |
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|--------------------------|---|---|----------|
| Administrative Assistant | Administrative Assistant to the Secretary General | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work & Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (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 |
| S/Total | | | 5 |

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|---|--------------------|--|--|---|
| Law Research, Reform and Revision Department | Head of Department | Head of Law Research, Reform and Revision Department | <p>Master's Degree in Legal Studies, Administrative Law, Business Law, Criminal Law, Civil Law or International law with 3 years of working experience or A0 in Law with 6 years of working experience and 2 years in a senior position.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Knowledge of Rwandan legal system with a good knowledge of other legal system; -Leadership skills; -Knowledge to analyse complex legal information and to present it clearly, comprehensively and accurately, both orally and writing; -Excellent research skills; - Excellent leadership skills; - Organizational Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
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| Administrative Assistant | Administrative Assistant to the Head of Department | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work & Law.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (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 |
| S/Total | | | 2 |

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|---|------------------|--|--|---|
| Law Research & Reform Division | Division Manager | Law Research & Reform Division Manager | <p>A0 in Law with 5 years of working experience or Master's Degree in Legal Studies, Administrative Law, Business Law, Criminal Law, Civil Law or International law with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Knowledge of Rwandan legal system with a good knowledge of other legal system; -Knowledge to analyse complex legal information and to present it clearly, comprehensively and accurately, both orally and writing; - Innovativeness and creativity skills; -Knowledge of research tools as well as analyse data; - Organizational Skills; - Interpersonal Skills; - Effective Communication Skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
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| Law Research & Reform Analyst | Law Research & Reform Analyst | <p>A0 in Law with 5 years of working experience or Master's Degree in Legal Studies, Administrative Law, Business Law, Criminal Law, Civil Law or International law with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwandan legal system with a good knowledge of other legal system; - Knowledge to analyse complex legal information and to present it clearly, comprehensively and accurately, both orally and writing; - Innovativeness and creativity skills; - Knowledge of research tools as well as analyse data; - Organizational Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 2 |
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| | Civil Law Research & Reform Specialist | Civil Law Research & Reform Specialist | <p>Master's Degree or Equivalent in Civil Law, International Law, Administrative Law, Public Law or Legal Studies 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"> -Excellent knowledge in Rwandan civil and administrative law; -Excellent research, analytical and writing skills; - High Analytical Skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage.</p> | 2 |
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| | Business Law Research & Reform Specialist | Business Law Research & Reform Specialist | <p>A0 in Law with 3 years of working experience or Master's Degree or Equivalent in Property Law, Business Law, Commercial Law, Public Law, Civil Law or International Law with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Excellent knowledge in Business law; -Excellent research, analytical and writing skills; - High Analytical Skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 2 |
|--|---|---|--|---|

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| | Criminal Law Research & Reform Specialist | Criminal Law Research & Reform Specialist | 1 |
| | | <p>A0 in Law with 3 years of working experience or Master's Degree in Legal Studies, Criminal Law, Criminal Justice, international law or Criminology with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Excellent knowledge in Criminal Law;-Excellent research, analytical and writing skills;- High Analytical Skills;- Interpersonal Skills;- Effective communication skills; - Time Management Skills;- Computer Skills;- Complex Problem solving Skills;- Team working Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | |

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| | International Legal Instruments Research & Reform Specialist | International Legal Instruments Research & Reform Specialist | <p>A0 in Law with 3 years of working experience or Master's Degree or Equivalent in International Economic Law, International Criminal Law or General International Law with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Excellent knowledge in International Law; -Excellent research, analytical and writing skills; - Deep understanding of national and international human rights mechanisms; - High Analytical Skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
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| Editor | Editor | <p>A0 in Languages, Literature, Law , Arts with 3 years of working experience or Master's Degree or Equivalent in Languages, Literature, Law & Arts.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Excellent knowledge in editing and proof reading of written materials; -Excellent communication,presentation and writing skills; - Interpersonal Skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 2 |
| S/Total | | | 11 |

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|------------------------------|------------------|-------------------------------|--|---|
| Law Revision Division | Division Manager | Law Revision Division Manager | <p>Master's Degree in Legal Studies, Administrative Law, Business Law, Criminal Law, Civil Law or International 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"> - Knowledge of Rwandan legal system with a good knowledge of other legal system; - Knowledge to analyse complex legal information and to present it clearly, comprehensively and accurately, both orally and writing; - Innovativeness and Creativity Skills; - Organizational Skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Editing skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
|------------------------------|------------------|-------------------------------|--|---|

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|--|----------------------|----------------------|--|---|
| | Law Revision Analyst | Law Revision Analyst | <p>Master's Degree in Legal Studies, Administrative Law, Business Law, Criminal Law, Civil Law or International 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"> - Knowledge of Rwandan legal system with a good knowledge of other legal system; - Knowledge to analyse complex legal information and to present it clearly, comprehensively and accurately, both orally and writing; - Innovativeness and Creativity Skills; - Organizational Skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Editing skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 2 |
|--|----------------------|----------------------|--|---|

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|--|-------------------------------|-------------------------------|--|---|
| | Civil Law Revision Specialist | Civil Law Revision Specialist | <p>Master's Degree or Equivalent in Civil Law, International Law, Administrative Law, Public Law or Legal Studies with 1 year of working experience or A0 in Law with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <p>-Excellent knowledge in Rwandan civil and administrative law; -Excellent legal analytical skills and writing skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p> | 1 |
|--|-------------------------------|-------------------------------|--|---|

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|--|----------------------------------|----------------------------------|--|---|
| | Business Law Revision Specialist | Business Law Revision Specialist | <p>A0 in Law with 3 years of working experience or Master's Degree or Equivalent in Property Law, Business Law, Commercial Law, Public Law, Civil Law or International Law with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Excellent knowledge in Business law; -Excellent legal analytical skills and writing skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
|--|----------------------------------|----------------------------------|--|---|

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|--|----------------------------------|-------------------------|---|---|
| | Criminal Law Revision Specialist | Criminal Law Specialist | <p>A0 in Law with 3 years of working experience or Master's Degree in Legal Studies, Criminal Law, Criminal Justice, International Law or Criminology with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Excellent knowledge in Criminal law; -Excellent legal analytical skills and writing skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
|--|----------------------------------|-------------------------|---|---|

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| Constitutional & International Law Revision Specialist | Constitutional & International Law Revision Specialist | <p>A0 in Law with 3 years of working experience or Master's Degree or Equivalent in Constitutional Law, Public Law, Civil Law, International Law, Administrative Law or Legal Studies with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge:</p> <ul style="list-style-type: none"> -Excellent knowledge in Constitutional & International Law; -Excellent legal analytical skills and writing skills; -Interpersonal Skills- Effective communication skills; - Time Management Skills;- Computer Skills;- Complex Problem solving Skills;- Team working Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
| S/Total | | | 7 |

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|--|--------------------|---|--|---|
| Legislative Drafting & Translation Department | Head of Department | Head of Legislative Drafting & Translation Department | <p>Master's Degree or Equivalent in Legislative Drafting, International Law, Business Law, Legal Studies, Administrative Law, Public Law or Civil Law with 3 years of working experience or A0 in Law with 6 years of working experience and 2 years in senior position.</p> <p>Key Technical Skills & Knowledge:</p> <ul style="list-style-type: none"> - Knowledge of Rwandan legal system with a good knowledge of other legal system; - Knowledge to analyse complex legal information and to present it clearly, comprehensively and accurately, both orally and writing; - Excellent legislative drafting skills; - Leadership skills; - Organizational Skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
|--|--------------------|---|--|---|

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|--------------------------|--|---|---|
| Administrative Assistant | Administrative Assistant to the Head of Department | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work & Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (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 |
| S/Total | | | 2 |

| | | | | |
|--------------------------------------|------------------|---------------------------------------|---|---|
| Legislative Drafting Division | Division Manager | Legislative Drafting Division Manager | <p>A0 in Law with 5 years of working experience or Master's Degree or Equivalent in Legislative Drafting, International Law, Business Law, Legal Studies, Administrative Law, Public Law or Civil Law with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge:</p> <ul style="list-style-type: none"> - Knowledge of Rwandan legal system with a good knowledge of other legal system; - Excellent Legislative Drafting Skills; - Knowledge to analyse complex legal information and to present it clearly, comprehensively and accurately, both orally and writing; - Organizational Skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
|--------------------------------------|------------------|---------------------------------------|---|---|

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|------------------------------|---------------------|------------------------------|---|---|
| Legislative Drafting Analyst | Legislative Analyst | Legislative Drafting Analyst | <p>A0 in Law with 5 years of working experience or Master's Degree or Equivalent in Legislative Drafting, International Law, Business Law, Legal Studies, Administrative Law, Public Law or Civil Law with 3 years of working experience</p> <p>Key Technical Skills & Knowledge:</p> <ul style="list-style-type: none"> -Knowledge of Rwandan legal system with a good knowledge of other legal system;- Excellent Legislative Drafting Skills;- Knowledge to analyse complex legal information and to present it clearly, comprehensively and accurately, both orally and writing;- Organizational Skills;- Interpersonal Skills;- Effective communication skills;- Time Management Skills;- Decision making Skills;- Computer Skills;- Judgment & Decision making skills;- Complex Problem solving Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 2 |
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|---------------------------------|---------------------------------|---------------------------------|--|-----------|
| Legislative Drafting Specialist | Legislative Drafting Specialist | Legislative Drafting Specialist | <p>A0 in Law with 3 years of working experience or Master's Degree or Equivalent in Legislative Drafting, International Law, Business Law, Legal Studies, Administrative Law, Public Law or Civil Law with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge:</p> <ul style="list-style-type: none"> -Excellent knowledge in Legislative Drafting; -Excellent legal analytical skills and writing skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 8 |
| S/Total | | | | 11 |

| | | | | |
|----------------------------------|------------------|--|---|---|
| Legislative Translation Division | Division Manager | Legislative Translation Division Manager | <p>A0 in Law with 5 years of working experience or Master's Degree or Equivalent in Legislative Drafting, International Law, Business Law, Legal Studies, Administrative Law, Public Law or Civil Law with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Familiarity with Rwandan legal system with a good knowledge of other legal system;- Excellent Translation Skills;- Innovativeness and Creativity Skills;- Organization Skills;- Interpersonal Skills;- Effective communication skills;- Time Management Skills;- Decision making Skills;- Computer Skills;- Judgment & Decision making skills;- Complex Problem solving Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
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|--|---------------------------------|---------------------------------|---|---|
| | Legislative Translation Analyst | Legislative Translation Analyst | <p>A0 in Law with 5 years of working experience or Master's Degree or Equivalent in Legislative Drafting, International Law, Business Law, Legal Studies, Administrative Law, Public Law or Civil Law with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Familiarity with Rwandan legal system with a good knowledge of other legal system; - Excellent Translation Skills; - Innovativeness and Creativity Skills; - Organizational Skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 2 |
|--|---------------------------------|---------------------------------|---|---|

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| | | | |
|------------------------------------|------------------------------------|---|----------|
| Legislative Translation Specialist | Legislative Translation Specialist | <p>A0 in Applied Translation Studies, Languages, Literature, Law , Arts with 3 years of working experience or Master's Degree or Equivalent in Applied Translation Studies, Languages, Literature, Law , Arts with 2 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <p>-Excellent knowledge in Translation;-Excellent legal analytical skills and writing skills;- Interpersonal Skills;- Effective communication skills; - Time Management Skills;- Computer Skills;- Complex Problem solving Skills;- Team working Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p> | 4 |
| S/Total | | | 7 |

| | | | | |
|---|-------------------------|--|---|----------|
| <p>Finance & Administration Unit</p> | <p>Director of Unit</p> | <p>Director of Finance & Administration Unit</p> | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting; - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time Management Skills; - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | <p>1</p> |
|---|-------------------------|--|---|----------|

| | | | | |
|--|------------|------------|--|---|
| | Accountant | Accountant | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART FMIS); - Judgment & Decision Making Skills; - High Analytical Skills; - Interpersonal skills; - Time Management Skills; - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
|--|------------|------------|--|---|

| | | | | |
|--|----------------|----------------|--|---|
| | Budget Officer | Budget Officer | <p>A0 in Finance, Accounting, Management & Economics</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; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
|--|----------------|----------------|--|---|

| | | | | |
|--|-------------|-------------|--|---|
| | ICT Officer | ICT Officer | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering, Information Management System 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, MCITP (NET), LAMP/WAMP Framework or MCITP are an added advantage.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - 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. | 2 |
|--|-------------|-------------|--|---|

| | | | |
|-----------|-------------------|--|---|
| Logistics | Logistics Officer | <p>A0 in Store Management, Management, Finance, Accounting, Economics, Public Administration & Administrative Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time Management Skills; - Negotiation Skills; - Team working Skills; - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
|-----------|-------------------|--|---|

| | | | | |
|--|-----------------------------|-----------------------------|---|---|
| | Head of Central Secretariat | Head of Central Secretariat | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Sociology, Social Work & Law with 2 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Book keeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
|--|-----------------------------|-----------------------------|---|---|

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| | | | |
|-----------------------|-----------------------|---|-----------|
| Secretary to DAF Unit | Secretary to DAF Unit | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Sociology, Social Work & Law with 2 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Book keeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | 1 |
| S/Total | | | 8 |
| Grand/ Total | | | 63 |

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°164/03 ryo ku wa 05/07/2016 rishyiraho imbonerahamwe y'imyanya y'imirimu, imishahara n'ibindi bigenerwa abakozi ba Komisiyo y'u Rwanda ishinze Ivugururwa ry'Amategeko (RLRC)

Kigali, ku wa **05/07/2016**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith

Minisitiri w'Abakozi ba Leta n'Umurimo

Kigali, on **05/07/2016**

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith

Minister of Public Service and Labour

Seen to be annexed to Prime Minister's Order n°164/03 of 05/07/2016 determining organisational structure, salaries and fringe benefits for employees of the Rwanda Law Reform Commission (RLRC)

Kigali, le **05/07/2016**

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith

Ministre de la Fonction Publique et du Travail

Vu pour être annexé à l'Arrêté du Premier Ministre n°164/03 du 05/07/2016 portant structure organisationnelle, salaires et avantages accordés au personnel de la Commission Rwandaise de Réforme du Droit (RLRC)

Bibonywe kandi bishyizweho Ikirango cya Repubilika :

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

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu et scellé du Sceau de la République:

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

UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N°164/03 RYO
KU WA 05/07/2016 RISHYIRAHU
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI BA KOMISIYO
Y'U RWANDA ISHINZWE
IVUGURURWA RY'AMATEGEKO
(RLRC)

ANNEX III TO PRIME MINISTER'S
ORDER N°164/03 OF 05/07/2016
DETERMINING ORGANISATIONAL
STRUCTURE, SALARIES AND OTHER
FRINGE BENEFITS FOR EMPLOYEES
OF THE RWANDA LAW REFORM
COMMISSION (RLRC)

ANNEXE III DE L'ARRETE DU
PREMIER MINISTRE N°164/03 DU
05/07/2016 PORTANT STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DE LA COMMISSION
RWANDAISE DE REFORME DU DROIT
(RLRC)

SALARY STRUCTURE

| N° | POST | I.V | Nbr | Level | Index | Basic Salary | Housing | Net Salary Rwf per Month | Annual Gross Rwf Budgeted | Annual Gross Rwf Lump sum | Annual Gross Rwf Communication |
|----|---|-----|-----|-------|-------|--------------|---------|--------------------------|---------------------------|---------------------------|--------------------------------|
| 1 | Chairperson | 500 | 1 | E | 3156 | 1,578,000 | 225,429 | 1,105,947 | 24,143,400 | 22258644 | 3480000 |
| 2 | Vice-Chairperson | 441 | 1 | F | 2869 | 1,265,229 | 180,747 | 889,912 | 19,358,004 | 14383488 | 2400000 |
| 3 | Secretary General | 441 | 1 | F | 2869 | 1,265,229 | 180,747 | 889,912 | 19,358,004 | 14383488 | 2400000 |
| 4 | Head of Law Research,Reform and Revision Department | 400 | 1 | 1.IV | 2608 | 1,043,200 | 149,029 | 736,553 | 15,960,960 | 14383488 | 2400000 |
| 5 | Head of Legislative Drafting & Translation Department | 400 | 1 | 1.IV | 2608 | 1,043,200 | 149,029 | 736,553 | 15,960,960 | 14383488 | 2400000 |
| 6 | Legal Research & Reform Division Manager | 400 | 1 | 2.III | 1890 | 756,000 | 108,000 | 639,106 | 13,464,811 | 9216828 | 1680000 |
| 7 | Law Revision Division Manager | 400 | 1 | 2.III | 1890 | 756,000 | 108,000 | 639,106 | 13,464,811 | 9216828 | 1680000 |
| 8 | Legislative Drafting Division Manager | 400 | 1 | 2.III | 1890 | 756,000 | 108,000 | 639,106 | 13,464,811 | 9216828 | 1680000 |
| 9 | Legislative Translation Division Manager | 400 | 1 | 2.III | 1890 | 756,000 | 108,000 | 639,106 | 13,464,811 | 9216828 | 1680000 |
| 10 | Research & Reform Analyst | 400 | 2 | 2.III | 1890 | 756,000 | 108,000 | 613,780 | 25,977,063 | 18433656 | 3360000 |
| 11 | Law Revision Analyst | 400 | 2 | 2.III | 1890 | 756,000 | 108,000 | 613,780 | 25,977,063 | 18433656 | 3360000 |
| 12 | Legislative Drafting Analyst | 400 | 2 | 2.III | 1890 | 756,000 | 108,000 | 613,780 | 25,977,063 | 18433656 | 3360000 |
| 13 | Legislative Translator Analyst | 400 | 2 | 2.III | 1890 | 756,000 | 108,000 | 613,780 | 25,977,063 | 18433656 | 3360000 |
| 14 | Legislative Translator Specialist | 400 | 4 | 3.II | 1369 | 547,600 | 78,229 | 448,995 | 37,632,380 | 14312976 | 1440000 |

| | | | | | | | | | | | |
|----|--|-----|---|------|------|---------|--------|---------|------------|----------|---------|
| 15 | Civil Law Research & Reform Specialist | 400 | 2 | 3.II | 1369 | 547,600 | 78,229 | 448,995 | 18,816,190 | 7156488 | 720000 |
| 16 | Business Law Research & Reform Specialist | 400 | 2 | 3.II | 1369 | 547,600 | 78,229 | 448,995 | 18,816,190 | 7156488 | 720000 |
| 17 | Criminal Law Research & Reform Specialist | 400 | 1 | 3.II | 1369 | 547,600 | 78,229 | 448,995 | 9,408,095 | 3578244 | 360000 |
| 18 | International Legal Instruments Research & Reform Specialist | 400 | 1 | 3.II | 1369 | 547,600 | 78,229 | 448,995 | 9,408,095 | 3578244 | 360000 |
| 19 | Civil Law Revision Specialist | 400 | 1 | 3.II | 1369 | 547,600 | 78,229 | 448,995 | 9,408,095 | 3578244 | 360000 |
| 20 | Business Law Revision Specialist | 400 | 1 | 3.II | 1369 | 547,600 | 78,229 | 448,995 | 9,408,095 | 3578244 | 360000 |
| 21 | Criminal Law Revision Specialist | 400 | 1 | 3.II | 1369 | 547,600 | 78,229 | 448,995 | 9,408,095 | 3578244 | 360000 |
| 22 | Constitutional & International Law Revision Specialist | 400 | 1 | 3.II | 1369 | 547,600 | 78,229 | 448,995 | 9,408,095 | 3578244 | 360000 |
| 23 | Legislative Drafting Specialist | 400 | 8 | 3.II | 1369 | 547,600 | 78,229 | 448,995 | 75,264,759 | 28625952 | 2880000 |
| 24 | Legal Awareness Specialist | 400 | 2 | 3.II | 1369 | 547,600 | 78,229 | 448,995 | 18,816,190 | 7156488 | 720000 |
| 25 | Editor | 400 | 2 | 3.II | 1369 | 547,600 | 78,229 | 448,995 | 18,816,190 | 7156488 | 720000 |
| 26 | Advisor to the Chairperson | 400 | 1 | 3.II | 1369 | 547,600 | 78,229 | 448,995 | 9,408,095 | 3578244 | 360000 |
| 27 | Director of Administration and Finance Unit | 400 | 1 | 3.II | 1369 | 547,600 | 78,229 | 448,995 | 9,408,095 | 3578244 | 1560000 |
| 28 | Human Resources Management Specialist | 400 | 1 | 3.II | 1369 | 547,600 | 78,229 | 448,995 | 9,408,095 | 3578244 | 360000 |
| 29 | Public Relations and Communication Officer | 400 | 1 | 4.II | 1141 | 456,400 | 65,200 | 376,882 | 7,765,320 | | |

| | | | | | | | | | | | |
|----|--|-----|-----------|------|-----|---------|--------|---------|--------------------|--------------------|-------------------|
| 30 | Planning, M&E Officer | 400 | 1 | 5.II | 951 | 380,400 | 54,343 | 316,788 | 6,472,234 | | |
| 31 | IT Officer | 400 | 2 | 5.II | 951 | 380,400 | 54,343 | 316,788 | 12,944,469 | | |
| 32 | Accountant | 400 | 1 | 5.II | 951 | 380,400 | 54,343 | 316,788 | 6,472,234 | | |
| 33 | Budget Officer | 400 | 1 | 5.II | 951 | 380,400 | 54,343 | 316,788 | 6,472,234 | | |
| 34 | Internal Auditor | 400 | 1 | 5.II | 951 | 380,400 | 54,343 | 316,788 | 6,472,234 | | |
| 35 | Procurement Officer | 400 | 1 | 5.II | 951 | 380,400 | 54,343 | 316,788 | 6,472,234 | | |
| 36 | Logistics Officer | 400 | 1 | 5.II | 951 | 380,400 | 54,343 | 316,788 | 6,472,234 | | |
| 37 | Administrative Assistant to the Chairperson | 400 | 1 | 5.II | 951 | 380,400 | 54,343 | 316,788 | 6,472,234 | | |
| 38 | Administrative Assistant to the Vice Chairperson | 400 | 1 | 5.II | 951 | 380,400 | 54,343 | 316,788 | 6,472,234 | | |
| 39 | Administrative Assistant to the Secretary General | 400 | 1 | 5.II | 951 | 380,400 | 54,343 | 316,788 | 6,472,234 | | |
| 40 | Documentalist | 400 | 1 | 6.II | 793 | 317,200 | 45,314 | 266,815 | 5,396,931 | | |
| 41 | Administrative Assistant to the Head of Department | 400 | 2 | 7.II | 660 | 264,000 | 37,714 | 224,749 | 8,983,543 | | |
| 42 | Head of Central Secretariat | 400 | 1 | 7.II | 660 | 264,000 | 37,714 | 224,749 | 4,491,771 | | |
| 43 | Secretary to DAF Unit | 400 | 1 | 8.II | 508 | 203,200 | 29,029 | 176,673 | 3,457,303 | | |
| | | | 63 | | | | | | 626,673,022 | 294,163,608 | 44,880,000 |

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 164/03 ryo ku wa 05/07/2016 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi ba Komisiyo y'u Rwanda ishinzwe Ivugururwa ry'Amategeko (RLRC)

Seen to be annexed to Prime Minister's Order n° 164/03 of 05/07/2016 determining organisational structure, salaries and fringe benefits for employees of the Rwanda Law Reform Commission (RLRC)

Vu pour être annexé à l'Arrêté du Premier Ministre n° 164/03 du 05/07/2016 portant structure organisationnelle, salaires et avantages accordés au personnel de la Commission Rwandaise de Réforme du Droit (RLRC)

Official Gazette n° 29 of 18/07/2016

Kigali, ku wa **05/07/2016**

Kigali, on **05/07/2016**

Kigali, le **05/07/2016**

MUREKEZI Anastase
Minisitiri w'Intebe

MUREKEZI Anastase
Prime Minister

MUREKEZI Anastase
Premier Ministre

UWIZEYE Judith

Minisitiri w'Abakozi ba Leta n'Umurimo

UWIZEYE Judith

Minister of Public Service and Labour

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:

BUSINGYE Johnston

Minisitiri w'Ubutabera/ Intumwa Nkuru ya
Leta

BUSINGYE Johnston

Minister of Justice / Attorney General

BUSINGYE Johnston

Ministre de la Justice / Garde des Sceaux