

KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta
ITEKA RYA MINISITIRI W'INTEBE N°03/03
RYO KUWA 18/02/2011 RISHYIRAHU
IMBONERAHAMWE N'INCAMAKE
Y'IMYANYA Y'IMIRIMO MU KIGO CYA
LETA GISHINZWE GUTEZA IMBERE
UBUMENYINGIRO N'IMYIGISHIRIZE
Y'IMYUGA MU RWANDA

KARUGARAMA Tharcisse
Minister of Justice/Attorney General
PRIME MINISTER'S ORDER N°03/03 OF
18/02/2011 DETERMINING STRUCTURE
AND SUMMARY OF JOB POSITIONS FOR
THE WORKFORCE DEVELOPMENT
AUTHORITY

KARUGARAMA Tharcisse
Ministre de la Justice/Garde des Sceaux
ARRETE DU PREMIER MINISTRE N°03/03
DU 18/02/2011 DETERMINANT LA
STRUCTURE ET LA SYNTHESE DES
EMPLOIS DE L'OFFICE RWANDAIS DE
DEVELOPPEMENT DE LA MAIN
D'OEUVRE

ISHAKIRO

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Ingingo ya 2: Imiterere

Ingingo ya 3: Abashinzwe gushyira mu bikorwa iri teka

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**ITEKA RYA MINISITIRI W'INTEBE N°03/03
RYO KUWA 18/02/2011 RISHYIRAHU
IMBONERAHAMWE N'INCAMAKE
Z'IMYANYA Y'IMIRIMO MU KIGO CYA
LETA GISHINZWE GUTEZA IMBERE
UBUMENYINGIRO N'IMYIGISHIRIZE
Y'IMYUGA MU RWANDA**

**PRIME MINISTER'S ORDER N°03/03 OF
18/02/2011 DETERMINING STRUCTURE
AND SUMMARY OF JOB POSITIONS FOR
THE WORKFORCE DEVELOPMENT
AUTHORITY**

**ARRETE DU PREMIER MINISTRE N°03/03
DU 18/02/2011 DETERMINANT LA
STRUCTURE ET LA SYNTHESE DES
EMPLOIS DE L'OFFICE RWANDAIS DE
DEVELOPPEMENT DE LA MAIN
D'OEUVRE**

Minisitiri w'Intebe,

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 Kamena 2003 nk'uko ryavugururwe kugeza ubu, cyane cyane mu ngingo zaryo iya 118, iya 119, iya 120, iya 121 n'ya 201;

Ashingiye ku Itegeko n° 03/2009 ryo kuwa 27/03/2009 rishyiraho Ikigo cya Leta Gishinzwe Guteza imbere Ubumenyigiro n'Imyigishirize y'Imyuga mu Rwanda rikanagena Inshingano, Imiterere n'Imikorere byacyo, cyane cyane mu ngingo ya 22;

Ashingiye ku Itegeko n° 22/2002 ryo kuwa 09/07/2002 rishyiraho Sitati rusange igenga abakozi ba Leta n'inzego z'Imirimo ya Leta;

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

Inama y'Abaminisitiri yateranye kuwa 27/10/2010

The Prime Minister,

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date especially in Articles 118, 119, 120, 121 and 201;

Pursuant to Law n° 03/2009 of 27/03/2009 establishing the Workforce Development Authority and determining its Missions, Organisation and Functioning, especially in Article 22;

Pursuant to Law n° 22/2002 of 09/07/2002 on General Statutes for Rwanda Public Service;

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet

Le Premier Ministre,

Vu la Constitution de la République du Rwanda du 04 juin 2003, telle que révisée à ce jour, spécialement en ses articles 118, 119, 120, 121 et 201;

Vu la Loi n° 03/2009 du 27/03/2009 portant création de l'Office Rwandais de Développement de la Main d'œuvre et déterminant ses Attributions, son Organisation et son Fonctionnement, spécialement en son article 22 ;

Vu la Loi n° 22/2002 du 09/07/2002 portant Statut Général de la Fonction Publique;

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

Après examen et adoption par le Conseil des

imaze kubisuzuma no kubyemeza.

ATEGETSE:

Ingingo ya mbere: icyo iri Teka rigamije

Iri teka rigena imiterere n'incamake y'imyanya mu Kigo cya Leta Gishinzwe Guteza imbere Ubumenyigiro n'Imyigishirize y'Imyuga mu Rwanda (WDA).

in its session of 27/10/2010.

HEREBY ORDERS:

Article one: Purpose of this Order

This Order determines the structure and the summary of job positions for the Workforce Development Authority (WDA).

Ministres en sa séance du 27/10/2010.

ARRETE :

Article premier: Objet du présent arrêté

Le présent arrêté détermine la structure et la synthèse d'emplois de l'Office Rwandais de Développement de la Main d'œuvre (WDA).

Ingingo ya 2: Imiterere

Ikigo cya Leta Gishinzwe Guteza imbere Ubumenyigiro n'Imyigishirize y'Imyuga mu Rwanda kigizwe n'inzego z'imirimo zikurikira:

- 1° Ibiro by'Umuyobozi Mukuru;
- 2° Ibiro by'Umuyobozi Wungirije ushinzwe Amahugurwa;
- 3° Ibiro by'Umuyobozi Wungirije ushinzwe Serivisi Rusange;
- 4° Ishami rishinzwe Ubuyobozi n'Abakozi;
- 5° Ishami rishinzwe Guteza imbere ubufatanye;
- 6° Ishami rishinzwe amahugurwa ya Technical and Vocational Educational Training (TVET);
- 7° Ishami rishinzwe Imari;
- 8° Ishami ry'ikoranabuhanga n'itumanaho (ICT);

Article 2: Organizational structure

The organizational structure of the Workforce Development Authority shall be composed of the following administrative units:

- 1° The Office of the Director General;
- 2° The Office of the Deputy Director General in charge of Training;
- 3° The Office of the Deputy Director General in charge of Corporate of General Services;
- 4° Administration & Human Resource Unit;
- 5° Partnership Building Unit;
- 6° Technical and Vocational Educational Training (TVET) Unit;
- 7° Finance Unit;
- 8° Information and Communication Technology (ICT) Unit;

Article 2: Structure organisationnelle

La structure organisationnelle de l'Office Rwandais de Développement de la Main d'œuvre s'articule autour des unités administratives suivantes :

- 1° Le Cabinet du Directeur Général ;
- 2° Le Cabinet du Directeur Général Adjoint chargé des Formations;
- 3° Le Cabinet du Directeur Général Adjoint chargé des Services Généraux ;
- 4° L'unité de l'Administration et des Ressources Humaines ;
- 5° L'unité du Renforcement du Partenariat ;
- 6° L'Unité chargée des Formations : Technical and Vocational Educational Training (TVET) ;
- 7° L'Unité des Finances ;
- 8° L'Unité de l'Information and Communication Technology (ICT) ;

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- 9° Ishami ry'Igenemigambi no gucunga Imishinga;
- 10° Ishami rishinzwe guteza imbere amashuri ya TVET;
- 11° Ishami rishinzwe kwemeza no kugenzura ubwiza bwa TVET;
- 12° Integrated Polytechnic Regional Centre (IPRC).

Inzego z'mirimo y'Ikigo cya Leta Gishinzwe Guteza imbere Ubumenyigiro n'Imyigishirize y'Imyuga mu Rwanda n'incamake y'imyanya y'imirimo biboneka ku mugereka w'iri teka.

Ingingo ya 3: Abashinzwe gushyira mu bikorwa iri teka

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

Ingingo ya 4: Ivanwaho ry'ingingo zinyuranyije n'iri teka

Ingingo zose z'amateka abanziriza iri kandi zinyuranyije naryo zivanweho.

Ingingo ya 5: Igihe iteka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera kuwa 08/10/2010.

- 9° Project Management & Planning Unit;
- 10° TVET Schools Development Unit;
- 11° TVET Accreditation & Quality Assurance Unit;
- 12° Integrated Polytechnic Regional Centre (IPRC).

The Workforce Development Authority Organizational Chart and the summary of job positions are in the annex of this Order.

Article 3: Authorities responsible for the implementation of this Order

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

Article 4: Repealing Provision

All prior provisions contrary to this Order are hereby repealed.

Article 5: Commencement

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 08/10/2010.

- 9° L'Unité de Planification et du management des Projets ;
- 10° L'Unité du Développement des Ecoles de TVET ;
- 11° L'Unité d'Accréditation et d'assurance de qualité de TVET ;
- 12° Integrated Polytechnic Regional Centre (IPRC).

L'organigramme de l'Office Rwandais de Développement de la Main d'oeuvre et la synthèse des emplois sont en annexe du présent arrêté.

Article 3: Autorités chargées de l'exécution du présent arrêté

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

Article 4 : Disposition abrogatoire

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

Article 5 : Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 08/10/2010.

Kigali, kuwa **18/02/2011**

(sé)
MAKUZUZA Bernard
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

(sé)
KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Kigali, on **18/02/2011**

(sé)
MAKUZUZA Bernard
Prime Minister

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
KARUGARAMA Tharcisse
Minister of Justice/ Attorney General

Kigali, le **18/02/2011**

(sé)
MAKUZUZA Bernard
Premier Ministre

(sé)
MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

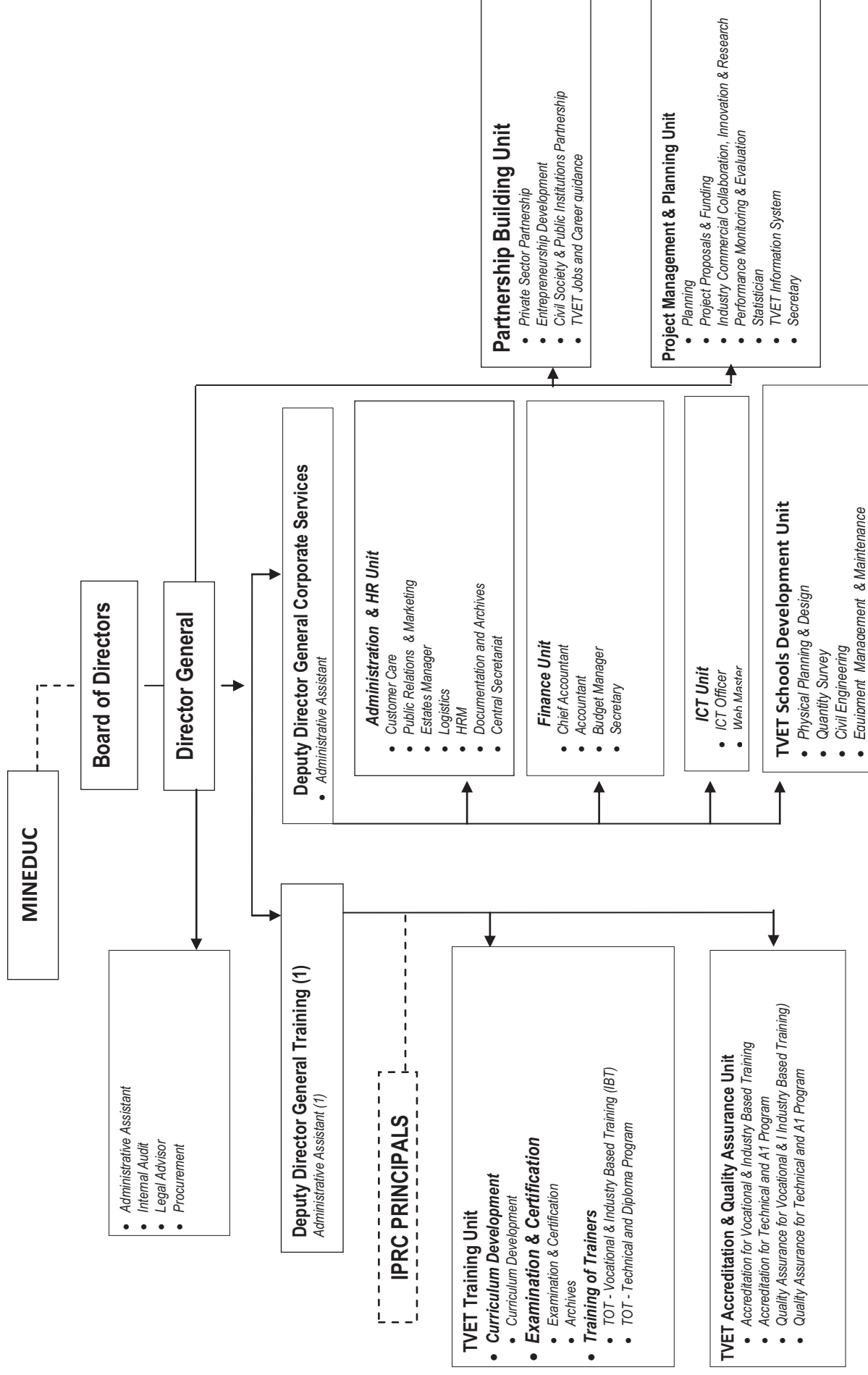
Vu et scellé du Sceau de la République :

(sé)
KARUGARAMA Tharcisse
Ministre de la Justice/Garde des Sceaux

UMUGEREKA KU ITEKA RYA MINISITIRI
W'INTEBE N°03/03 RYO KUWA 18/02/2011
RISHYIRAHU IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA Y'IMIRIMO
MU KIGO CYA LETA GISHINZWE
GUTEZA IMBERE UBUMENYINGIRO
N'IMYIGISHIRIZE Y'IMYUGA MU
RWANDA

ANNEX TO PRIME MINISTER'S ORDER
N°03/03 OF 18/02/2011 STRUCTURE AND
SUMMARY OF JOB POSITIONS FOR THE
WORKFORCE DEVELOPMENT
AUTHORITY PERSONNEL

ANNEXE A L'ARRETE DU PREMIER
MINISTRE N°03/03 DU 18/02/2011
DETERMINANT LA STRUCTURE ET LA
SYNTHESE DES EMPLOIS DE L'OFFICE
RWANDAIS DE DEVELOPPEMENT DE LA
MAIN D'OEUVRE



WORKFORCE DEVELOPMENT AUTHORITY(WDA) - SUMMARY OF JOB POSITIONS

Administrative Unit	Job Title	Title of Job Positions linked to the Job	Proposed Job Positions
Office of the Director General	Director General	Director General	1
	Procurement Officer	Procurement Officer	2
	Internal Auditor	Senior Internal Auditor	1
		Internal Auditor	2
	Legal Advisor	Legal Advisor	1
	Administrative Assistant	Admin Assistant to the DG	1
			8
Partnership Building Unit	Director	Director Partnership Building Unit	1
	Private Sector Partnership	Private Sector Partnership	2
	Entrepreneurship Development	Entrepreneurship Development	1
	Civil Society& Public Institutions Partnership	Civil Society& Public Institutions Partnership	1
	TVET Jobs and Career guidance	TVET Jobs and Career guidance	1
			6
Project Management & Planning Unit	Director	Director of Project Management & Planning Unit	1
	Planning	Planning Officer	1
	Project Proposals& Funding	Project Proposals& Funding Officer	1
	Industry Commercial Collaboration, Innovation& Research	Industry Commercial Collaboration, Innovation& Research Officer	1
	Performance Monitoring& Evaluation	Performance Monitoring& Evaluation Officer	1
	Statistics	Statistician	1
	TVET Information System	TVET Information System Manager	1
	Secretary	Secretary	1
			8
Office of the Deputy Director	Deputy Director General	Deputy Director General TVET Training	1

General TVET Training	Administrative Assistant	Administrative Assistant	
			1
TVET Training Unit	Director	Director of TVET Training Unit	2
			1
			1
Curriculum Development	Senior Officer in charge of Curriculum Development	Senior Officer in charge of Curriculum Development	1
	Civil Engineering Curriculum Development	Civil Engineering Curriculum Developer	1
	Mechanical Curriculum Development	Mechanical Curriculum Developer	1
	Hospitality Curriculum Development	Hospitality Curriculum Developer	1
	Accountancy & Secretarial Curriculum Development	Accountancy & Secretarial Curriculum Developer	1
	Technical Services Curriculum Development	Technical Services Curriculum Developer	1
	Agriculture Curriculum Development	Agriculture Curriculum Developer	1
	ICT Curriculum Development	ICT Curriculum Developer	1
	Aesthetic Curriculum Development	Aesthetic Curriculum Developer	1
			9
Examination & Certification	Senior Officer in charge of Examination & Certification	Senior Officer in charge of Examination & Certification	1
	Civil Engineering Examination & Certification	Civil Engineering Examination & Certification Officer	1
	Mechanical Examination & Certification	Mechanical Examination & Certification Officer	1
	Examination & Certification Hospitality	Examination & Certification Hospitality Officer	1
	Accountancy & Secretarial Examination & Certification	Accountancy & Secretarial Examination & Certification Officer	1
	Technical Services Examination & Certification	Technical Services Examination & Certification Officer	1
	Agriculture Examination & Certification	Agriculture Examination & Certification Officer	1
	ICT Examination & Certification Development	ICT Examination & Certification Development Officer	1
	Aesthetic Examination & Certification Development	Aesthetic Examination & Certification Development Officer	1
			1

	Archives	Archivist	1
			10
Training of Trainers	Senior Officer in charge of Training of Trainers	Senior Officer in charge of Training of Trainers	1
	TOT Officer - Vocational & Industry based Training	TOT Officer - Vocational & Industry based Training Officer	1
	TOT Officer - Technical and Diploma Program	TOT Officer - Technical and Diploma Program Officer	1
			3
TVET Accreditation & Quality Assurance Departments Unit	Director	Director of TVET Accreditation & Quality Assurance Departments	1
	Accreditation for Vocational & Industry based Training	Accreditation for Vocational & Industry Based Training Officer	1
	Accreditation for Technical and A1 Program	Accreditation for Technical and A1 Program Quality Assurance for Vocational & Industry Based Training Officer	1
	Quality Assurance for Vocational & Industry based Training	Quality Assurance for Vocational & Industry Based Training Officer	1
	Quality Assurance for Technical and A1 Program	Quality Assurance for Technical and A1 Program Officer	1
			5
Office of the Deputy Director General Corporate Services	Deputy Director General	Deputy Director General	1
	Administrative Assistant	Administrative Assistant	1
			2
Finance Unit	Director	Director of Finance Unit	1
	Chief Accountant	Chief Accountant	1
	Accountant	Accountant	1
	Budget Officer	Budget Officer	1
	Secretary	Secretary	1
			5
Administration & Human Resources Unit	Director	Director of Administration & HR	1
	HR Manager	HR Manager	2
	Public Relations & Marketing	Public Relations & Marketing Officer	1

	Logistics Officer	Logistics Officer	1
	Estates Manager	Estates Manager	1
	Customer Care	Customer Care	1
	Documentation and Archives	Documentation and Archives	1
	Central Secretariat	Head of Central Secretariat	1
		Secretary in Central Secretariat	1
			10
ICT Unit	Director	Director of ICT Unit	1
	ICT	ICT Officer	3
	WebMaster	Web Master	1
			5
TVET School Development Departement	Director TVET Schools Development	Coordinator TVET Schools Development	1
	Physical Planning & Design Officer	Physical Planning & Design Officer	1
	Quantity Surveyor	Quantity Surveyor Officer	1
	Civil Engineer	Civil Engineer Officer	1
	Equipment Management & Maintenance	Equipment Management & Maintenance Officer	2
			6
TOTAL			80

IPRC - SUMMARY OF JOB POSITIONS

Administrative Unit	Job Title	Title of Job Positions linked to the Job	Proposed Job Positions
Office of the Principal	Principal	Principal	1
	Procurement Officer	Procurement Officer	2
	Internal Auditor	Internal Auditor	1
	Legal Advisor	Legal Advisor	1
	Public Relations Officer	Public Relations Officer	1
	Planning Officer	Planning Officer	2
	Administrative Assistant	Admin Assistant to the Principal	1
			9
R&D, Consultancy, Production & Entrepreneurship Unit	Director	Director	1
	Production and Manufacturing	Production and Manufacturing Engineer	1
		Production and Manufacturing Technician	2
		Welders, Fabricators & Machinists	8
		Workshop Assistant	1
	Production Development & Design	Production Development & Design Engineer	1
		Mechanical Engineering Draughtsman	2
	Building Design	Building Design Architect	1
		Building Design Civil Engineer	1
		Building Design Quantity Surveyor	1
		Architectural Draughtsman	2
		Civil Engineer Draughtsman	2
	Entrepreneurship Devpt	Quantity Surveyor Assistant	1
		Entrepreneurship Devpt Officer	1
		Marketing & Sales Officer	1
		Store Keeper	1

	Secretary	Secretary	1
			28
	Director	Director	1
Student Affairs Unit	Student welfare officer	Student welfare officer	1
	Matron	Matron	1
	Games & Sports Manager	Games & Sports Manager	2
	Warden	Warden	1
	Medical Assistant	Medical Assistant	1
			7
Office of the Vice Principal Academic	Vice Principal	Vice Principal	1
	Administrative Assistant	Administrative Assistant to the Vice Principal	1
			2
Offices of the Deans of Faculties	Dean	Dean	5
	Academic Affairs Officer	Academic Affairs Officer	5
			10
Offices of the Heads of Departments	Heads of Department	Heads of Department	14
	Teacher	Teacher	105
	Instructor	Instructor	45
	Laboratory Technician	Laboratory Technician	45
	Workshop Assistant	Workshop Assistant	15
			224
Academic Services Unit	Director	Director	1
	Admissions & Registration Officer	Admissions & Registration Officer	4
	Timetables & Examinations Officer	Timetables & Examinations Officer	4
	Academic records officer	Academic records officer	2
	Secretary	Secretary	1

Administration & Human Resource Unit	Director	Director	1
	HR Manager	HR Manager	2
	Building Maintenance Engineer	Building Maintenance Engineer	1
	Equipment Maintenance Engineer	Equipment Maintenance Engineer	1
	Civil Engineer Draughtsman	Civil Engineer Draughtsman	1
	Maintenance Technician	Maintenance Technician	1
	Central Secretariat	Head of Central Secretariat	1
		Secretary in Central Secretariat	1
			9
			336
TOTAL			

Bibonywe kugira ngo bishyirwe ku mugereka Seen to be annexed to the Prime Minister's Vu pour être annexé à l'Arrêté du Premier

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w'Iteka rya Minisitiri w'Intebe n°03/03 ryo kuwa 18/02/2011 rishyiraho imbonerahamwe n'incamake y'imyanya y'imirimo mu Kigo cya Leta gishinzwe Guteza Imbere Ubumenyingingiro n'Imyigishirize y'Imyuga mu Rwanda

Kigali, kuwa 18/02/2011

(sé)
MAKUZA Bernard
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubilika:

(sé)
KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Order n° 03/03 of 18/02/2011 determining structure and summary of job positions for the Workforce Development Authority

Kigali, on 18/02/2011

(sé)
MAKUZA Bernard
Prime Minister

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
KARUGARAMA Tharcisse
Minister of Justice/ Attorney General

Ministre n°03/03 du 18/02/2011 déterminant la structure et la synthèse des emplois de l'Office Rwandais de Développement de la Main d'œuvre

Kigali, le 18/02/2011

(sé)
MAKUZA Bernard
Premier Ministre

(sé)
MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

(sé)
KARUGARAMA Tharcisse
Ministre de la Justice/Garde des Sceaux

ITEKA RYA MINISITIRI W'INTEBE PRIME MINISTER'S ORDER N°04/03 OF ARRETE DU PREMIER MINISTRE