

ITEKA RYA MINISITIRI W'INTEBE N°88/03
RYO KUWA 25/08/2011 RIGENA INSHINGANO,
IMBONERAHAMWE N'INCAMAKE
Y'IMYANYA Y'IMIRIMO BYA MINISITERI
Y'ABAKOZI BA LETA N'UMURIMO

PRIME MINISTER'S ORDER N°88/03 OF
25/08/2011 DETERMINING THE MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE AND SUMMARY OF JOB
POSITIONS OF THE MINISTRY OF PUBLIC
SERVICE AND LABOUR

ARRETE DU PREMIER MINISTRE N° 88/03
DU 25/08/2011 PORTANT MISSION,
FONCTIONS, STRUCTURE
ORGANISATIONNELLE ET SYNTHÈSE
DES EMPLOIS DU MINISTRE DE LA
FONCTION PUBLIQUE ET DU TRAVAIL

ISHAKIRO

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ITEKA RYA MINISITIRI W'INTEBE N°88/03 RYO KUWA 25/08/2011 RIGENA INSHINGANO, IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BYA MINISITERI Y'ABAKOZI BA LETA N'UMURIMO

PRIME MINISTER'S ORDER N°88/03 OF 25/08/2011 DETERMINING THE MISSION, FUNCTIONS, ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS OF THE MINISTRY OF PUBLIC SERVICE AND LABOUR

ARRETE DU PREMIER MINISTRE N°88/03 DU 25/08/2011 PORTANT MISSION, FONCTIONS, STRUCTURE ORGANISATIONNELLE ET SYNTHESE DES EMPLOIS DU MINISTRE DE LA FONCTION PUBLIQUE ET DU TRAVAIL

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 121 n'iya 201;

Ashingiye ku Itegeko n° 22/2002 ryo kuwa 09/07/2002 rishyiraho Sitati rusange igenga abakozi ba Leta n'Inzego z'Imirimo ya Leta cyane cyane mu ngingo zaryo iya mbere, iya 3 n'iya 15;

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

Inama y'Abaminisitiri yateranye kuwa 26/06/2009 no kuwa 16/03/2011 imaze kubisuzuma no kubyemeza;

ATEGETSE :

Ingingo ya mbere: icyo iri teka rigamije

Iri teka rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisitiri y'Abakozi ba Leta n'Umurimo.

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, 121 and 201;

Pursuant to Law n° 22/2002 of 09/07/2002 on General Statutes for Rwanda Public Service especially in Articles One, 3 and 15;

On proposal by the Minister of Public Service and Labour;

After consideration and adoption by Cabinet in its sessions of 26/06/2009 and 16/03/2011;

HEREBY ORDERS:

Article One: Purpose of this Order

This Order determines the mission, functions, organizational structure and summary of job positions of the Ministry of Public Service and Labour.

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, 121 et 201;

Vu la Loi n° 22/2002 du 09/07/2002 portant Statut Général de la Fonction Publique Rwandaise spécialement en ses articles premier, 3 et 15 ;

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

Après examen et adoption par le Conseil des Ministres en ses séances du 26/06/2009 et du 16/03/2011;

ARRETE :

Article premier: Objet du présent arrêté

Le présent arrêté porte mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de la Fonction Publique et du Travail.

Ingingo ya 2: Inshingano

Minisiteri y'Abakozi ba Leta n'Umurimo ifite inshingano rusange yo gufasha Inzego za Leta gushyiraho uburyo bunoze bwo gukora no kubona abakozi bashoboye akazi mu rwego rwo gutuma serivisi zitangwa n'abakozi ba Leta zitangwa neza kandi zidahenze; no gushyiraho uburyo bubonye bwo guteza imbere umurimo hagendewe ku bipimo mpuzamahanga mu bijyanye n'ubuzima bw'abakozi n'ubwiteganyirize kandi bituma habaho guhanga imirimo no guteza imbere isoko ry'umurimo.

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

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

- a. gushyiraho politiki, ingamba na gahunda zijyanye n'imicungire y'abakozi ba Leta, gushishikariza abakozi ba Leta gukora akazi no kubazamura mu ntera;
- b. gushyiraho umurungo ngenderwaho mu kuvugurura ubutegetsi bwa Leta no gushyira mu bikorwa gahunda zihutirwa;
- c. gushyiraho politiki zijyanye n'umurimo n'ubwiteganyirize;
- d. gushyiraho politiki zijyanye no guteza imbere umurimo no kongera ubushobozi bw'abakozi

Article 2: Mission and functions

The general mission of the Ministry of Public Service and Labour shall be to provide the public institutions with efficient organisation and human resources to fit the objectives of best public service delivery at low cost; and to set up a fair working environment, based on international standards of health and social security, and favourable to jobs creation and labour market development.

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

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

- a. elaboration of policies, strategies and programs for Public servants, management, motivation and promotion;
- b. fixing the orientations for the administrative reform and the implementation of priorities;
- c. elaboration of the labour and social security policies;
- d. elaboration of employment promotion and capacity building policies.

Article 2 : Mission et fonctions

Le Ministère de la Fonction Publique et du Travail a la mission générale de fournir aux institutions publiques une organisation efficace et le personnel qualifié capable en vue de rendre des services de qualité et à moindre coût au sein de la fonction publique ; et de mettre en place un environnement de travail équitable, fondé sur des normes internationales de la santé et de la sécurité sociale, et favorable à la création d'emplois et au développement du marché du travail.

Plus particulièrement, le Ministère de la Fonction Publique et du Travail est chargé de:

1° Développer, disséminer et coordonner la mise en exécution des politiques, des stratégies et des programmes sectoriels par le biais de :

- a. l'élaboration des politiques, stratégies et programmes relatifs à la gestion, à la motivation et à la promotion du personnel.
- b. la fixation des orientations de la réforme administrative et de la mise en œuvre des priorités;
- c. l'élaboration des politiques du travail et de la sécurité sociale;
- d. l'élaboration de la politique de promotion de l'emploi et de renforcement des

n'ubw'Inzego za Leta.

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

- a. gushyiraho no kumenyekanisha amategeko n'amabwiriza bijyanye n'imicungire y'abakozi ba Leta;
- b. gushyiraho no kumenyekanisha ibipimo ngenderwaho mu micungire y'abakozi ba Leta na za serivisi;
- c. gushyiraho no kuvugurura amategeko agenga umurimo mu Rwanda (ubwiteganyirize, ubugenzuzi bw'umurimo, ibigenga isano hagati y'umukozi n'umukoresha, ibiganiro buhuza abarebwa n'umurimo bose, ibijyanye n'ubuzima n'umutekano ku kazi, kurwanya imirimo mibi ikoresheya abana);
- d. gushyiraho amategeko agenga amahugurwa y'abakozi

3° Kubaka ubushobozi bw'inzego n'ubw'abakozi binyujijwe mu:

- a. gushyiraho imbonerahamwe z'inzego z'imirimo mu nzego za Leta;
- b. gushyiraho gahunda y'igihugu y'amahugurwa;
- c. gushyiraho uburyo bw'imicungire y'abakozi ba

capacités.

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

- a. elaboration and dissemination of regulations related to the management of Public servants.
- b. setting up and dissemination of standards and norms applicable to the management of public servants and public services;
- c. elaboration and updating of the Labour legislation (social security, labour inspection, professional relations, social dialogue, – health and security at the workplace, fight against child labour);
- d. regulation of professional training

3° Developing institutional and human resources capacities in the sector through:

- a. consolidation of the organisation charts of public institutions;
- b. elaboration of national training plan;
- c. elaboration of management measures for

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

- a. l'élaboration et la dissémination de la réglementation en rapport avec la gestion des agents de l'Etat ;
- b. la mise en place et la diffusion des règles et normes applicables à la gestion des agents de l'Etat et à l'organisation des services publics;
- c. l'élaboration et la mise à jour de la législation du travail (la sécurité sociale, l'inspection du travail, les relations professionnelles, le dialogue social,- la santé et la sécurité au travail, la lutte contre le travail des enfants);
- d. la réglementation de la formation professionnelle ;

3° Développer les capacités institutionnelles et humaines dans le secteur à travers:

- a. la mise en place des consolidations des organigrammes des institutions publiques;
- b. l'élaboration d'un plan national de formation;
- c. élaboration des mesures de gestion des

Leta mu Butegetsi bwa Leta;	public servants in the Administration;	agents de l'Etat dans l'Administration publique;
d. gushyiraho mu bikorwa no kuvugurura uburyo bwo gucunga imikorerere y'abakozi ba Leta;	d. implementation and up dating the performance management system for the public servants;	d. la mise en application et la mise à jour du système de gestion de performance des agents de l'Etat;
e. gushyiraho no gukurikirana uburyo bw'ishyirwa mu bikorwa ry'imiterere y'inzego za Leta;	e. elaborating and monitoring the implementation systems and organisational systems and procedure of public organs;	e. l'élaboration et la mise en œuvre des systèmes et des procédures organisationnelles des services de l'état;
f. gushyiraho uburyo bw'imicungire y'inzego za Leta.	f. developing management systems of State organs.	f. élaboration des systèmes de gestion des organes de l'Etat.
4° Gukurikirana no gusuzuma ishyirwa mu bikorwa rya za politiki, ingamba na gahunda bijyanye n'imicungire y'abakozi ba Leta n'Umurimo binyujijwe mu:	4° Monitoring and evaluating the implementation of policies, strategies and programs related to the management of public servants through:	4° Faire le suivi et évaluer la mise en œuvre des politiques, stratégies et programmes relatifs à la gestion des agents de l'état à travers:
a. gukurikirana no gusuzuma imicungire y'abakozi ba Leta na gahunda zo kongerera ubushobozi abakozi mu Nzego z'Igihugu;	a. monitoring and evaluating of the human resources management and capacity building in the national institutions;	a. la supervision et évaluation du système de gestion des agents et le renforcement des capacités au sein des institutions nationales;
b. gukurikirana no gusuzuma uruhare rw'ivugururwa ry'inzego z'imirimu n'urw'amahugurwa mu mikorerere y'Inzego z'Igihugu no kuri serivisi zihabwa abatwaga;	b. monitoring and evaluating of the impact of the Administrative Reform and of training on the functioning and performance of the national institutions and on the services delivered to the population;	b. le suivi et l'évaluation de l'impact de la réforme administrative et de la formation sur le fonctionnement et la performance des institutions nationales et sur les services offerts à la population;
c. gukurikirana iterambere ry'isoko ry'umurimo no kugaragaza imibare ijyanye nabyo;	c. monitoring the labour market evolution and provide the corresponding statistics;	c. le suivi de l'évolution du marché du travail et donner des statistiques correspondantes;
d. gusuzuma ibipimo ngenderwaho no guhuriza hamwe imibare ituruka mu nzego zegerejwe	d. evaluating the indicators and consolidating the data handled by the decentralised	d. l'évaluation des indicateurs et la consolidation des données fournies par les

abaturatione ijanyane n'umurimo;	institutions related to labour;	institutions décentralisées en rapport avec le travail;
e. gutanga raporo mu gihe runaka na buri mwaka kuri Guverinoma zigagaza uruhare rwa za politiki, ingamba gahunda n'imishinga ku iterambere ry'imicungire y'abakozi ba Leta n'umurimo.	e. providing periodical and annual reports to the Government on the impact of the policies, strategies, programs and projects on the development of management of public servants and labour.	e. les rapports périodiques et annuels au Gouvernement sur l'impact des politiques, stratégies, programmes et projets sur le développement de la gestion des agents de l'Etat et du travail.
5° Kugenzura inzego ireberera binyujijwe mu:	5° Overseeing the institutions under its supervision through:	5° Superviser les institutions sous sa tutelle à travers:
a. gutanga imirongo ngenderwaho kuri gahunda runaka zigomba gushyirwa mu bikorwa n'inzego ireberera;	a. orientations on specific programs to be realised by the agencies under its supervision;	a. l'orientation sur les programmes spécifiques à réaliser par les services sous sa tutelle ;
b. kugenzura imikorere n'imicungire y'inzego ziyishamikiyeho mu rwego rwo kuzifasha gukoresha umutungo wazo neza.	b. supervision of the functioning and management of the agencies under its supervision for a better use of resources;	b. la supervision du fonctionnement et la gestion des organes sous sa tutelle en vue de la bonne utilisation des ressources.
6° Gukusanya ibikenewe mu guteza imbere inzego za Leta n'umurimo na gahunda zijanyane nabyo binyujijwe mu:	6° Mobilizing resources for the development of public institutions and labour sector and related programs through:	6° Mobiliser des ressources pour le développement des institutions publiques et du travail et des programmes connexes à travers:
a. gushakisha umutungo no kugenzura ibikorwa mu ikoresha neza ry'umutungo;	a. mobilization of resources and supervision of actions to ensure their rational use;	a. la mobilisation des ressources et la supervision des mesures visant à garantir leur utilisation rationnelle ;
b. guteza imbere imikorere n'ishoramari ry'abikorera mu guteza imbere umurimo.	b. promotion of partnership with private sector for labour development.	b. la promotion du partenariat avec le secteur privé en vue d'assurer le développement du travail

<u>Ingingo va 3: Imbonerahamwe n'incamake y'imyanya y'imirimu</u>	<u>Article 3: Organizational structure and summary of job positions</u>	<u>Article 3 : Structure organisationnelle et synthèse des emplois</u>
Imbonerahamwe n'incamake y'imyanya y'imirimu bya Minisitiri y'Abakozi ba Leta n'Umurimo biri ku mugereka wa In'yuwa II y'iri teka.	The organization structure and summary of job positions of the Ministry of Public Service and Labour are in annex I and II of this Order respectively.	La structure organisationnelle et la synthèse des emplois du Ministère de la Fonction Publique et du Travail sont respectivement en annexes I et II du présent arrêté.
<u>Ingingo va 4: Abashinzwe gushyira mu bikorwa iri teka</u>	<u>Article 4: Authorities responsible for the implementation of this Order</u>	<u>Article 4 : Autorités chargées de l'exécution du présent arrêté</u>
Minisitiri w'Abakozi ba Leta n'Umurimo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.	The Minister of Public Service and Labour and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.	Le Ministre de la Fonction Publique et du Travail et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.
<u>Ingingo va 5: Ivanwaho ry'ingingo zinyuranyije n'iri teka</u>	<u>Article 5: Repealing provision</u>	<u>Article 5 : Disposition abrogatoire</u>
Ingingo zose z'amateka abanziriza iri kandi zinyuranyije n'ayo zivanyweho.	All prior provisions contrary to this Order are hereby repealed.	Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.
<u>Ingingo va 6: Igihe iteka ritangira gukurikizwa</u>	<u>Article 6: Commencement</u>	<u>Article 6 : Entrée en vigueur</u>
Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda.	This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda.	Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda.
Kigali, kuwa 25/08/2011	Kigali, on 25/08/2011	Kigali, le 25/08/2011

(sé)
MAKUZA Bernard
Minisitiri w'Intebe

(sé)
MAKUZA Bernard
Prime Minister

(sé)
MAKUZA Bernard
Premier Ministre

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

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

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

(sé)
KARUGARAMA Tharcisse
Minister of Justice/ Attorney General

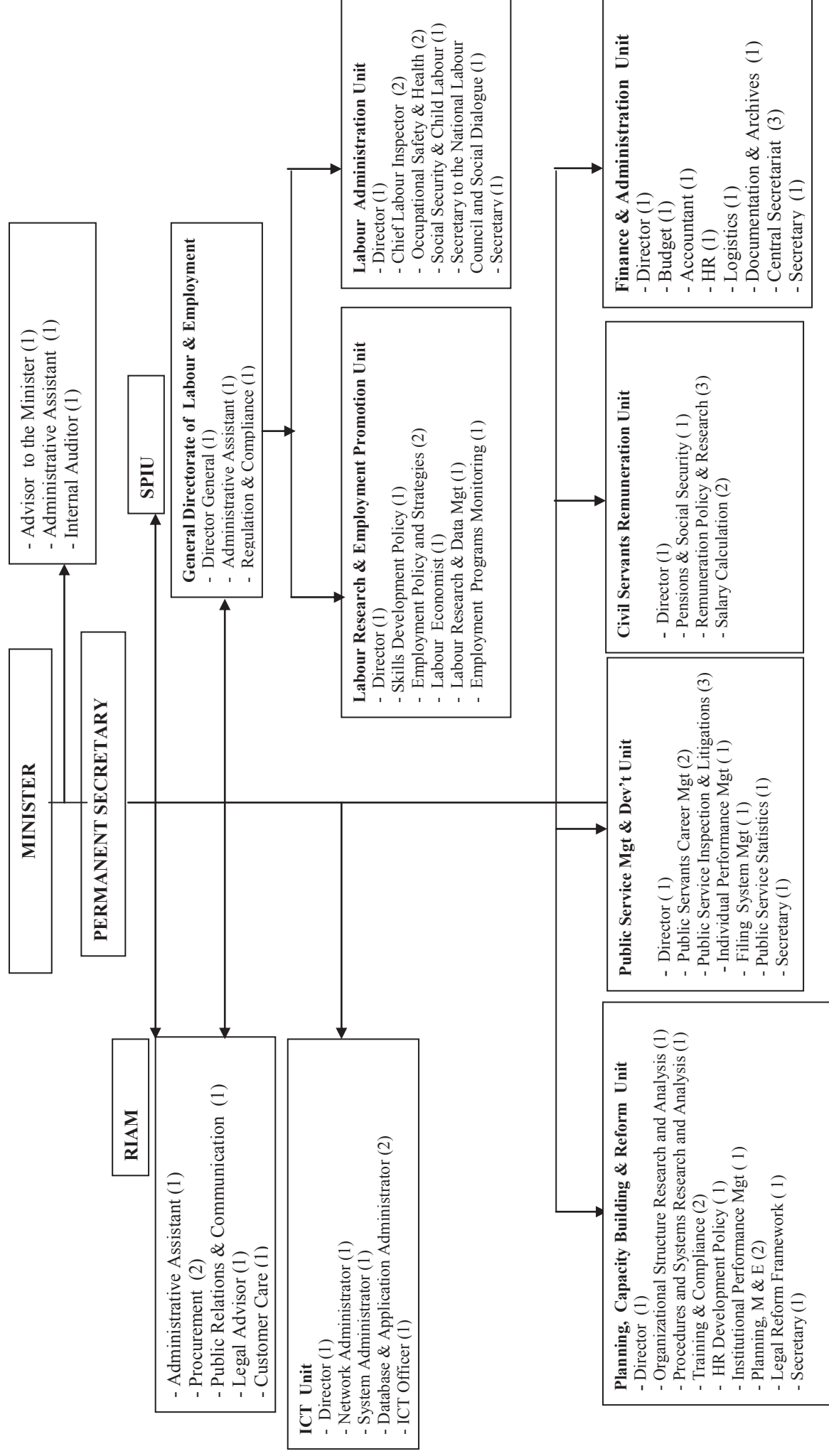
(sé)
KARUGARAMA Tharcisse
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N°88/03 RYO
KUWA 25/08/2011 RIGENA
INSHINGANO, IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA
Y'IMIRIMO BYA MINISITERI
Y'ABAKOZI BA LETA N'UMURIMO

ANNEX I TO THE PRIME MINISTER'S
ORDER N°88/03 OF 25/08/2011
DETERMINING THE MISSION, FUNCTIONS,
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS OF THE
MINISTRY OF PUBLIC SERVICE AND
LABOUR

ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N°88/03 DU 25/08/2011 PORTANT
MISSION, FONCTIONS, STRUCTURE
ORGANISATIONNELLE ET SYNTHESE DES
EMPLOIS DU MINISTRE DE LA
FONCTION PUBLIQUE ET DU TRAVAIL

ANNEX I: ORGANIZATIONAL CHART OF MIFOTRA



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 88/03 ryo kuwa 25/08/2011 rigena inshingano imbonerahamwe n'incamake y'imyanya y'imirimu bya Minisitiri y'Abakozi ba Leta n'Umurimo

Kigali, kuwa 25/08/2011

(sé)
MAKUZU 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

Seen to be annexed to the Prime Minister's Order n° 88/03 of 25/08/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Public Service and Labour

Kigali, on 25/08/2011

(sé)
MAKUZU 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

Vu pour être annexé à l'Arrêté du Premier Ministre n°88/03 du 25/08/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de la Fonction Publique et du Travail

Kigali, le 25/08/2011

(sé)
MAKUZU 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 WA II W'ITEKA RYA
MINISITIRI W'INTEBE N°88/03 RYO
KUWA 25/08/2011 RIGENA
INSHINGANO, IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA
Y'IMIRIMO BYA MINISITERI
Y'ABAKOZIBA LETA N'UMURIMO

ANNEX II TO THE PRIME MINISTER'S
ORDER N°88/03 OF 25/08/2011
DETERMINING THE MISSION, FUNCTIONS,
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS OF THE
MINISTRY OF PUBLIC SERVICE AND
LABOUR

ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N°88/03 DU 25/08/2011 PORTANT
MISSION, FONCTIONS, STRUCTURE
ORGANISATIONNELLE ET SYNTHESE DES
EMPLOIS DU MINISTRE DE LA
FONCTION PUBLIQUE ET DU TRAVAIL

ANNEX II: SUMMARY OF JOB POSITIONS AND PROFILES OF MIFOTRA

Administrative Unit	Job Title	Title of job positions linked to the job	Job Profiles	Proposed job
Office of the Minister	Minister	Minister	Political Appointee	1
	Advisor	Advisor to the Minister	Master or Equivalent in Public Administration, Economics, Labour Administration, Labour Economics , Law, Management with 1 year working experience or A0 in Public Administration, Economics, Labour Administration, Labour Economics , Law, Management; Or other relevant field with 3 year working experience	1
	Administrative Assistant	Administrative Assistant	A0 in Public Administration , Management or A1 in Secretariat; Or other relevant field with 3 year working experience	1
	Internal Auditor	Internal Auditor	A0 in Finance, Accounting, or Management specialising in Finance/Accounting	1
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Master or Equivalent in Public Administration, Economics, Labour Administration, Labour Economics , Law, Management with 3 year working experience or A0 in Public Administration, Economics, Labour Administration, Labour Economics , Law, Management; Or other relevant field with 5 year working experience, or 2 years in senior position	1
	Administrative Assistant	Administrative Assistant	A1 Secretariat ; Or other relevant field with 2 year working experience	1
	Legal Advisor	Legal Advisor	A0 in Law with 2 year working experience	1
	Public Relations & Communication	Public Relations & Communication Officer	A0 in Communication , Public Relations, Journalism, Marketing; Or other relevant field	1
	Customer care	Customer care Officer	A0 Marketing , Communication, Public Relations or other relevant field with proven experience in customer care service friendly outgoing personality; Fluent in Kinyarwanda, English and French	1

Official Gazette n°37bis of 12/09/2011

	Public Procurement	Public Procurement Officer	A0 Procurement, Purchase, Management, Accounting, Public Finance, Economics, Law, Engineering or other relevant field qualifications related to specific domain	2
ICT UNIT	Director	Director of ICT	Masters' Degree or Bachelors' Degree in Computer Science, Software Engineering, Computer Engineering, Information Communication Technology, Electronics and Telecommunication, with minimum of 3 years working experience in ICT environment. Working Knowledge in Project Management, Strategic Planning, Finance, Accounting and Procurement is required.	1
	Network administrator	Network administrator	Bachelor's degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or ICT related field; Or Diploma in IT related field with 2 years experience in Network Administration. Certifications in A+, N+ and CCNA is required; certification in Security+ and RHCE is an added advantage.	1
	System administrator	System administrator	Bachelor's degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or ICT related field; Or Diploma in IT related field with 2 years experience in System Administration. Certified in A+, N+, Linux+ and MCITP or MCSE, MCSA is required; certification in CCNA and Server is an added advantage.	1
	Database & Application Administrator	Database & Application Administrator	Bachelor's degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or ICT related field; Or Diploma in IT related field with 2 years working experience in Oracle, SQL Server, MySQL, or other relational database; Certified in A+ and MySQL is required; Certificate in SQL, PL/SQL and Oracle is an added advantage.	2

ICT Officer	ICT Officer	Bachelors' Degree in Computer Science Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or ICT related field; Or Diploma in an ICT related field. Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (NET),LAMP/WAMP Framework or MCITP are an added advantage	1
Planning, Policy & Reform Unit	Director	Master or Equivalent in Public Administration , Development Studies, Public Policy, Economics, Management, with 1 year working experience; Or A0 in Public Administration , Development Studies, Public Policy ,Economics, Management; Or other relevant field with 3 year working experience	1
	Organizational Structure Research and Analysis	Master or Equivalent in Public Administration , Development Studies, Public Policy ,Economics, Management, Social Sciences; Or A0 in Public Administration, Development Studies, Public Policy ,Economics, Management, Social Sciences; Or other relevant field with 2 year working experience	1
	Procedures and Systems Research and Analysis	Master or Equivalent in Public Administration , Development Studies, Public Policy ,Economics, Management, Social Sciences; Or A0 in Public Administration , Development Studies, Public Policy ,Economics, Management, Social Sciences ; Or other relevant field with 2 year working experience	1
	HR Development Policy	Master or Equivalent in Public Administration , Development Studies, Public Policy ,Economics, Management, Social Sciences; Or A0 in Public Administration , Development Studies, Public Policy ,Economics, Management, Social Sciences; Or other relevant field with 2 year working experience	1
	Legal Reform Framework	Master or Equivalent in Law or A0 in Law with 2 year in Legislation	1

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	Training & Compliance	Professional in Charge of Training & Compliance	Master or Equivalent in HR Management, Public Administration, Management, Economics, Or A0 in HR Management ,Public Administration , Management, Economics; Or other relevant field with 2 year working experience	1
	Institutional Performance Management	Professional in Charge of Institutional Performance Management	Master or Equivalent in HR Management, Public Administration, Management, Economics, Or A0 in HR Management ,Public Administration , Management, Economics; Or other relevant field with 2 year working experience	1
	Planning, M & E	Professional in Charge of Planning, M & E	Master or Equivalent in Economics, Management, Development Studies, Planning, Public Administration or A0 Economics, Management, Development Studies, Planning, Public Administration ; Or other relevant field with 2 year working experience	2
	Secretary	Secretary	A1 in Secretariat; Or other relevant field	1
Public Service & Management & Development	Director	Director of Public Service Management & Development	Master or Equivalent in Law, Public Administration, HR Management with 1 year working experience or A0 in Law, Public Administration, HR Management; Or other relevant field with 3 year working experience	1
	Public Service Inspection & Litigations	Professional in Charge of Public Service Inspection & Litigations	Master or Equivalent in Law, Public Administration, HR Management, Management or A0 Law, Public Administration, HR Management, Management ; Or other relevant field with 2 year working experience	3
	Public Servants Career Management	Professional in Charge of Public Servants Career Management	Master or Equivalent in Law, HR Management , Public Administration, Management or A0 Law, HR Management , Public Administration, Management; Or other relevant field with 2 year working experience	2
	Public Service Statistics	Statistician	A0 in Statistics , Applied Mathematics, Economics; Or other relevant field with 2 year working experience	1
	Filing System Mgt	Professional in Charge of Filing System Mgt	A0 in Public Administration, Human Resources Management, Secretarial Studies, Or A1 Secretarial Studies with 3 year working experience; Or other relevant field with 2 year working experience	1

Individual Performance Management	Professional in Charge of Individual Performance Mgt	Master or Equivalent in HR Management, Public Administration, Management, Economics, Or A0 in HR Management, Public Administration , Management, Economics; Or other relevant field with 2 year working experience	1
Secretary	Secretary	A1 Secretariat ; Or other relevant field	1
Civil Servants Remuneration Unit	Director	Master or Equivalent in Economics, Management, Finance , Public Administration with 1 year working experience or A0 in Economics, Management, Finance , Public Administration ; Or other relevant field with 3 year working experience	1
	Remuneration Policy	Master or Equivalent in Economics, Management, Finance, Public Administration, or A0 in Economics, Management, Finance, Public Administration; Or other relevant field with 2 year working experience	1
	Pensions Social Security	Master or Equivalent in Law, HR Management , Public Administration, Management or A0 Law, HR Management , Public Administration, Management; Or other relevant field with 2 year working experience	1
	Salary Calculation	A0 Information Technology Applications Management, Management, Public Administration, Human Resources Management; Or other relevant field with 2 year working experience;	2
General Directorate of Labour and Employment	General Directorate	Master or Equivalent in Economics, Labour Economics, Socio-Economics, Development Studies, Agro economics, Labour Administration, Public Administration with 2 year working experience or A0 in , Economics, Labour Economics, Socio-Economics, Development Studies, Agro economics, Labour Administration, Public Administration with 5 year working experience or 2 year in senior position;	1
	Administrative assistant	A1 Secretariat ; Or other relevant field with 2 year working experience	1

Regulation and Compliance	Professional in Charge of Regulation and Compliance	Master or Equivalent in Law, Labour Law or A0 in Law, Labour Law with 2 year working experience	1
Labour Research & Employment Promotion Unit	Director	Master or Equivalent in Economics, Socio-Economics, Development Studies , Agro economics, Labour Economics with 1 year working experience or A0 in Economics, Socio-Economics, Development Studies, Agro economics, Labour Economics Or other relevant field with 3 year working experience	1
	Skills Development Policy	Master or Equivalent in Public Administration, Education Science, Social Sciences, Labour Psychology or A0 in Public Administration ,Education Sciences , Social Sciences , Labour Psychology; Or other relevant field with 2 year	1
	Employment Policy and Strategies	Master or Equivalent in Economics, Public Administration, Labour Economics, Development Studies, Socio-economics with 2 year working experience	2
	Labour Economist	Master or Equivalent in Applied Labour Economics, Economics, Labour Economics, Development Studies, Socio-Economics or A0 Economics, Labour Economics, Development Studies, Socio-Economics with 2 year working experience	1
	Labour Research & Data Mgt	A0 in Statistics, Applied Mathematics, Economics, Labour Economics Or other relevant field	1
	Employment Programs Monitoring	Master or Equivalent in Economics, Management, Labour Economics, Development Studies, Socio-economics or A0 Economics, Management, Labour Economics, Development Studies, Socio-economics with 2 year working experience	1

Labour Administration	Director	Director of Labour Administration	Master or Equivalent in Law, Public Administration, Management, Labour Psychology, with 1 year working experience or A0 in Law, Public Administration, Management, Labour Psychology; Or other relevant field with 3 year working experience	1
	Chief Labour Inspector	Chief Labour Inspector	Master or Equivalent in Labour Administration, Public Administration, Labour Psychology, Law or A0 Labour Administration, Public Administration, Labour Psychology, Law Or other relevant field with 2 year working experience	2
	Occupational Health and Safety	Professional in Charge of Occupational Health and Safety	Master or Equivalent in Public Health, Health & Environmental Science, Occupational Health and Safety, Labour Psychology; Or A0 Public Health, Health & Environmental Science, Occupational Health and Safety, Labour Psychology; Or other relevant field with 2 year working experience	2
	Social Security Policy & Child Labour	Professional in Charge of Social Security Policy & Child Labour	Master or Equivalent in Labour Administration, Labour Psychology Science, Public Health, Occupational Health and Safety, Social Sciences; Economics, Management or A0 Labour Administration, Labour Psychology Science, Public Health, Occupational Health and Safety, Social Sciences, Economics, Management; Or other relevant field with 2 year working experience	1
	Secretary to the National Labour Council and Social Dialogue	Secretary to the National Labour Council and Social Dialogue	Master or Equivalent in Labour Administration, Public Administration, Labour Psychology, HR Management or A0 Labour Administration, Public Administration, Labour Psychology, HR Management; Or other relevant field with 2 year working experience	1
	Secretary	Secretary to the Unit	A1 in Secretariat ; Or other relevant field	1
Finance & Administration	Director	Director of Finance & Administration Unit	Accounting Professional Qualification recognised by IFAC (ACCA , CPA etc) or A0 in Accounting, Finance, Management specialising in Finance/Accounting with 3 year working experience	1
	Budget Management	Budget Officer	A0 in Public Finance, Accounting, Management, Economics	1

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Accountant	Accountant	A0 in Public Finance, Accounting, Management, specialising in Finance/ Accounting, Plus Level II professional qualification recognised by IFAC (ACCA, CPA etc).	1
Human Resources	Human Resources Officer	A0 in Human Resources, Public Administration, Management ; Or other relevant field	1
Logistics	Logistics Officer	A0 Management, Store Management, Economics ;Or other relevant field	1
Documentation & Archives	Documentation & Archives Officer	A0 Library & Information Science, Documentation Studies; Or A1 Library & Information Science, with 3 year working experience; Or other relevant field	1
Central Secretariat	Head of the Central Secretariat	A1 in Secretariat; Or other relevant field with 2 year working experience	1
	Secretary	A1 in Secretariat ; Or other relevant field	2
	Secretary	A1 in Secretariat ; Or other relevant field	1
	Total		70

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°88/03 ryo kuwa 25/08/2011 rigena inshingano imbonerahamwe n'incamake y'imyanya y'imirimu bya Minisitiri y'Abakozi ba Leta n'Umurimo

Kigali, kuwa 25/08/2011

(sé)

MAKUZA 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

Seen to be annexed to the Prime Minister's Order n°88/03 of 25/08/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Public Service and Labour

Kigali, on 25/08/2011

(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

Vu pour être annexé à l'Arrêté du Premier Ministre n° 88/03 du 25/08/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de la Fonction Publique et du Travail

Kigali, le 25/08/2011

(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