

ITEKA RYA MINISITIRI W'INTEBE N° 36/03 RYO KU WA 27/02/2015 INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISTERI Y'IMICUNGIRE Y'IBIZA N'IMPUNZI (MIDIMAR)	PRIME MINISTER'S ORDER N°36/03 OF 27/02/2015 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF DISASTER MANAGEMENT AND REFUGEE AFFAIRS (MIDIMAR)	ARRETE DU PREMIER MINISTRE N°36/03 DU 27/02/2015 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTRE DE LA GESTION DES CATASTROPHES ET DES REFUGIES (MIDIMAR)
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ITEKA RYA MINISITIRI W'INTEBE N°36/03 RYO KU WA 27/02/2015
RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'IMICUNGIRE Y'IBIZA N'IMPUNZI (MIDIMAR)

PRIME MINISTER'S ORDER N°36/03 OF 27/02/2015 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF DISASTER MANAGEMENT AND REFUGEE AFFAIRS (MIDIMAR)

ARRETE DU PREMIER MINISTRE N°36/03 DU 27/02/2015 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA GESTION DES CATASTROPHES ET DES REFUGIES (MIDIMAR)

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° 86/2013 ryo ku wa 11/09/2013 rishyiraho Sitati Rusange igenga Abakozi ba Leta, cyane cyane mu ngingo yaryo ya 52;

Asubiye ku Iteka rya Minisitiri w'Intebe n°75/01 ryo kuwa 08/07/2011 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimu ya Minisitiri y'Imicungire y'Ibiza n'Impunzi (MIDIMAR);

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo kuwa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa Abakozi bo mu Butegetsi Bwite bwa Leta, nk'uko ryahinduwe kandi ryujijwe kugeza ubu;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014

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°86/2013 of 11/09/2013 establishing the general statutes for Public Service, especially in article 52;

Reviewing Prime Minister's Order n° 75/01 of 08/07/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Disaster Management and Refugee Affairs (MIDIMAR);

Reviewing Prime Minister's Order n° 53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central Government as modified and complemented to date;

On proposal by the Minister Public Service and Labour;

After consideration and approval by the Cabinet in its

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

Revu l'Arrêté du Premier Ministre n° 75/01 du 08/07/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de la Gestion des Catastrophes et des Réfugiés (MIDIMAR);

Revu l'Arrêté du Premier Ministre n° 53/03 du 14/07/2012 fixant les salaires et autres avantages accordés au personnel de l'Administration Centrale, tel que modifié et complété à ce jour;

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 rigana inshingano, imbonerahamwe y'imyanya y'imirimu, imishahara n'ibindi bigenyerwa abakozi muri Minisiteri y'Imicungire y'Ibiza n'Impunzi.

session of 29/07/2014;

ORDERS:

Article One: Purpose of this Order

This Order determines the mission and functions, organizational structure, salaries and fringe benefits for employees of the Ministry of Disaster Management and Refugee Affairs.

Ministres en sa séance du 29/07/2014;

ARRETE:

Article premier: Objet du présent arrêté

Le présent arrêté porte mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de la Gestion des Catastrophes et des Réfugiés.

Ingingo ya 2: Inshingano

Minisiteri y'Imicungire y'Ibiza n'Impunzi ifite inshingano rusange zikurikira:

1° gutegura ingamba zigamije kurwanya, kugabanya ubukana, kuzahura, gucunga umutekano, kugenzura no kugira icyo ikora mu gihe bikenewe mu rwego rwo guteza imbere imyumvire kuri politiki y'imicungire y'ingaruka z'ibiza byizana cyangwa biterwa n'abantu nk'iruka ry'ibirunga, imitingito, imyuzure, inkangu, imihengeri, imiyaga, inkongi y'umuriro n'amapfa;

2° gushyiraho politiki yo kurwanya ubuhunzi n'ingamba zo gukemura ikibazo cy'impunzi z'abanyarwanda n'iz'abanyamahanga hakurikijwe amategeko y'u Rwanda n'amazezerano mpuzamahana yerekeye kurinda impunzi atanga uburyo bwo gufata ingamba zitanga ibisubizo nyabyo.

Article 2: Mission and functions

The Ministry of Disaster Management and Refugee Affairs has a general mission of:

1° developing a highly proficient mechanism for preventing, mitigating, responding to, recovering, securing, monitoring and responding in a timely manner in order to promote management of natural and man-made disasters including volcanic activity, earthquakes, floods, landslides, mudslides, storms, fire and drought;

2° developing a pro-active refugee policy and a mechanism for the management and protection of Rwandan and foreign refugees which permits development of a strategic response to the problems of refugees, in conformity with national laws and international treaties.

Article 2: Mission et fonctions

Le Ministère de la Gestion des Catastrophes et des Réfugiés a pour mission générale de:

1° mettre en place un mécanisme efficace de prévention, d'atténuation, de réaction rapide, de sécurisation, de contrôle et d'action au moment opportun en vue de la gestion des risques provoqués par les catastrophes naturelles et humaines tels que les activités volcaniques, les tremblements de terre, les inondations, les tempêtes, les glissements de terrain, les coulées de boue, les incendies et la sécheresse;

2° mettre en place une politique proactive de gestion des réfugiés et un mécanisme rationnel de la gestion des réfugiés rwandais et étrangers conformément au droit national et aux traités internationaux pour la protection des réfugiés qui permettent d'élaborer une solution stratégique aux problèmes des réfugiés.

By'umwihariko, Minisiteri y'Imicungire y'Ibiza

Specifically, the Ministry of Disaster Management

Plus particulièrement, le Ministère de la Gestion des

n'Impunzi ishinze ibi bikurikira:	and Refugee Affairs shall be responsible for:	Catastrophes et des Réfugiés est chargé de:
1 ° kuyoborategurwa rya politiki y'imicungire y'impunzi no guhuza imicungire y'ibiza;	1 ° leading the formulation of refugee policies and the coordination of disaster management;	1 ° diriger la formulation de la politique des réfugiés et coordonner la gestion des catastrophes ;
2 ° gutanga imirongo ya politiki no kugenzura ibikorwa by'ubutabazi mu bihe by'amaze no gukusanya ibikenewe mu rwego rwo kwirinda ibiza no gucunga impunzi z'abanyarwanda n'iz'abanyamahanga ndetse no gushaka ibisubizo ku kibazo cy'ibiza n'impuzi;	2 ° giving policy orientation and supervising humanitarian assistance in emergency situations and mobilizing appropriate resources accordingly in order to prevent disasters and provide for Rwandan and foreign refugees in order to generate visionary responses to challenges related to disasters and refugees;	2 ° donner les orientations politiques et superviser l'assistance humanitaire dans les situations d'urgence et la mobilisation des ressources nécessaires afin de prévenir les catastrophes et s'occuper des réfugiés rwandais et étrangers afin d'élaborer des réponses visionnaires aux défis des catastrophes et des réfugiés ;
3 ° kugira uruhare runini mu kongera ubushobozi bwo gucunga ibiza hagamiye umutekano n'amajyambere arambye mu karere ndetse no kugira inama Leta n'abafatanyabikorwa bayo;	3 ° actively participating in the operational process aimed at reinforcing disaster management capability for sustainable regional stability and development and advising the government, stakeholders and other interested partners;	3 ° participer activement aux opérations visant à renforcer la capacité de gestion des catastrophes afin de pérenniser la stabilité régionale et le développement durable et donner des conseils au gouvernement et aux partenaires intéressés ;
4 ° gutegura, kumenyekanisha no guhuza ishyirwa mu bikorwa rya politiki, ingamba na gahunda ibinyujije mu:	4 ° formulating, disseminating and coordinating the implementation of policies, strategies and programs through:	4 ° élaborer, diffuser et coordonner la mise en œuvre des politiques, stratégies et programmes sectoriels à travers:
a. gushyiraho politiki na gahunda zigamije imiyoborere myiza ku bijyanye n'ubushobozi mu micungire y'ibiza n'impunzi;	a. formulating good governance policies and programs in the field of disaster management and refugee affairs;	a. élaboration des politiques, des stratégies et programmes de bonne gouvernance, dans le domaine de la gestion des catastrophes et des réfugiés ;
b. gutunganya amategeko, politiki n'ibikorwa byerekeranye n'imicungire y'ibiza n'impunzi mu karere;	b. providing standards for harmonization of legal and institutional practices related to disaster management and refugees in the region;	b. harmonisation du cadre juridique, institutionnel des pratiques relatives à la gestion des catastrophes et des réfugiés dans la région;
c. gutegura gahunda ngengabikorwa mu karere igamije kugabanya no gucunga ibiza	c. developing a regional action plan for disaster mitigation and management and	c. l'élaboration du plan d'action régional pour l'atténuation et la gestion des catastrophes et

n'impunzi;	refugee affairs;	des réfugiés;
d. gushyiraho amategeko agenga urujya n'uruza rw'abakora ubutabazi n'urw'ibikoresho by'ubutabazi;	d. establishing a legal framework for the free movement of goods and personnel for assistance;	d. la mise en place d'un cadre juridique visant la libre circulation des équipements et du personnel de secours;
5 ° guhuza gahunda Minisiteri ihuriyeho n'izindi nze, ifatanyije n'abafatanyabikorwa bo mu Rwanda n'abo mu mahanga ibinyujije mu:	5 ° coordinating sector programmes in collaboration with both national and international stakeholders through:	5 ° coordonner les programmes sectoriels en collaboration avec les partenaires nationaux et internationaux à travers :
a. guhuza gahunda za Minisiteri n'izindi nze zifite uruhare mu micungire y'ibiza n'impunzi;	a. coordinating the programmes of Ministries and other institutions which contribute to disaster management and refugee affairs;	a. la coordination des programmes des Ministères et des autres institutions contribuant à la gestion des catastrophes et des réfugiés ;
b. guha agaciro inyandiko z'abafatanyabikorwa b'uru rwego, no guhuza ibikorwa by'uru rwego ku rwego rw'akarere no ku rwego mpuzamahanga;	b. validating documents produced by interested stakeholders in the sector and coordinating interventions pertaining to the sector at the regional and international level;	b. la validation des documents produits par des partenaires intéressés dans le secteur et la coordination des interventions sectorielles aux niveaux régional et international;
c. kumenyesha inzego bireba n'abandi bafatanyabikorwa gahunda zafashwe na Leta mu bihe by'amaze mu rwego rwo gucunga ibiza, n'ubutabazi bukeneye ibikoresho byihariye;	c. informing concerned institutions and other partners about the measures taken by the government in managing disasters and humanitarian assistance which require specific resources;	c. l'avertissement fait des institutions concernées et d'autres partenaires des mesures prises par le gouvernement pour la gestion des catastrophes et l'aide nécessitant des ressources spécifiques ;
6 ° gukurikirana no kugenzura ibikorwa bya za gahunda z'imicungire y'ibiza n'impunzi ibinyujije mu:	6 ° monitoring and evaluation of programs related to disaster management and refugees affairs through:	6 ° faire le suivi et évaluation des programmes de la gestion des catastrophes et des réfugiés à travers:
a. gutanga amakuru ya ngombwa kandi mu gihe gikwiye;	a. providing all the necessary information within a reasonable timeframe;	a. les informations nécessaires dans le délai raisonnable;
b. gukurikirana no kugenzura ishyirwa mu bikorwa ry'ibikorwa bya Minisiteri, hagamijwe	b. monitoring and evaluating the implementation of activities in order to	b. le suivi et évaluation de l'exécution des activités du Ministère en vue de s'assurer

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| <p>kumenya niba ibyo bikorwa byarayigejeje ku ntego zayo, ndeste bikanashingirwaho hategurwa ingamba nshya;</p> | <p>ensure that the activities implemented achieve the targeted objectives and the results shall be considered in the design of new initiatives;</p> | <p>qu'elles lui ont permis d'aboutir à ses objectifs et en tenir compte lors de la conception de nouvelles initiatives;</p> |
| <p>c. kukora igenzura rigamije gusesengura ingaruka za politiki y'imicungire y'ibiza n'impunzi ku rwego rw'uturere n'urw'igihugu;</p> | <p>c. providing retrospective evaluations in order to analyse the impact of disaster management and refugee affairs policies at the local and national level;</p> | <p>c. l'évaluation rétrospective afin d'analyser l'impact de la politique de la gestion des catastrophes et des réfugiés aux niveaux local et national;</p> |
| <p>d. gutanga raporo zihoraho ku ishyirwa mu bikorwa rya gahunda zayo;</p> | <p>d. reporting regularly on the progress of implementing its programs;</p> | <p>d. les rapports réguliers sur les progrès de mise en œuvre de ses programmes;</p> |
| <p>7° kuzamura ubushobozi bw'uru rwego mu kwigisha rubanda ibijanyeye n'ibiza ibinyujije mu guhuza no kukora ibikorwa byo kwigisha rubanda, kwitegura, gutegura ingamba, kugenzura ishyirwa mu bikorwa ry'ingamba zo gucunga ibiza n'impunzi mu duce twa ngombwa, ibinyujije mu kunoza amahugurwa, gukoreha amahugurwa y'abahugura abandi, no gutanga ibikoresho by'amahugurwa bigezweho;</p> | <p>7° developing institutional capacity and public education in the disaster management sector through coordination and development of education, sensitization of the public, strategic planning, and oversight of all strategies of disaster management and refugee affairs through improved training, training of trainers, and improved training materials;</p> | <p>7° renforcer les capacités institutionnelles et d'éducation du public dans le domaine des catastrophes à travers la coordination et le développement de l'éducation, et la sensibilisation de la population, la planification stratégique et la supervision de l'exécution de toutes les stratégies de la gestion des catastrophes et des réfugiés à travers l'amélioration de la formation, la formation des formateurs et le matériel de formation avancé;</p> |
| <p>8° kukusanya amafaranga akoreshewa mu gucunga ibiza ibinyujije mu:</p> | <p>8° mobilizing financial resources for disaster management through:</p> | <p>8° la mobilisation des ressources financières pour la gestion des catastrophes à travers :</p> |
| <p>a. gutegura gahunda no guhuza ibikorwa byo gusaba inkunga y'amafaranga ikenewe hakurikijwe inkunga itangwa n'amahanga;</p> | <p>a. planning and coordinating the negotiations for necessary aid available from foreign sources;</p> | <p>a. la planification et la coordination des négociations de l'aide nécessaire compte tenu du financement provenant de l'extérieur;</p> |
| <p>b. gucunga amafaranga ahari no gusaba inkunga y'imishinga yayo;</p> | <p>b. managing available funds and proposing related financing projects;</p> | <p>b. la gestion des fonds disponibles et faire la proposition du financement des projets y relatifs;</p> |
| <p>c. gushyiraho uburyo bwo kubika inyandiko</p> | <p>c. creating and managing a database relating to</p> | <p>c. la mise en place d'une base de données</p> |

zigaragaza inkunga zitangwa n'abafatanyabikorwa mu iterambere;	financing from development partners;	relatives au financement par des partenaires au développement;
d. guteza imbere ubufatanye bwa za Guverinoma mu bijyanye n'imirimo bya Minisiteri y'Imicungire y'Ibiza binyujijwe mu butwererane hagati y'ibihugu.	d. promoting intergovernmental relations in disaster management through state partnerships.	d. la promotion des relations de coopération intergouvernementale dans la gestion des catastrophes à travers le partenariat entre les Etats.

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

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo bya Minisiteri y'Imicungire y'Ibiza n'Impunzi biri ku migereka ya I n'ya II y'iri teka.

Ingingo 4: Igenwa ry'umushahara

Imishahara y'Abakozi ba Minisiteri y'Imicungire y'Ibiza n'Impunzi igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu Butegetsi bwa Leta.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri Minisiteri y'Imicungire y'Ibiza n'Impunzibiri ku mugereka wa III w'iri teka.

Ingingo 5: Ibigize umushahara mbumbe

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

1. umushahara fatizo;

1. basic salary;

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

1. le salaire de base;

Article 3: Organizational structure and job profiles

The organizational structure and job profiles for the Ministry of Disaster Management and Refugee Affairs are respectively in annexes I and II of this Order.

Article 4: Determination of the salary

Salaries for employees of the Ministry of Disaster Management and Refugee Affairs shall be determined basing on the job classification and in accordance with general principles on salary calculation in Public Service.

The level, index value and the gross salary corresponding to each job position in the Ministry of Disaster Management and Refugee Affairs are in annex III to this Order.

Article 5: Composition of the gross salary

The salary brut mensuel pour chaque agent comprend principalement :

1. le salaire de base;

Article 3 : Structure organisationnelle et profils d'emplois

La structure organisationnelle et les profils d'emplois du Ministère de la Gestion des Catastrophes et des Réfugiés sont respectivement en annexes I et II du présent arrêté.

Article 4: Détermination du salaire

Les salaires accordés au personnel du Ministère de la Gestion des Catastrophes et des Réfugiés sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

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

Article 5: Composition du salaire brut

2. indamunite y'icumbi;
3. indamunite y'urugendo;
4. inkunga ya Leta mu bwiteganyirize bw'umukozi;
5. inkunga ya Leta yo kuzuza umukozi.

Indamunite y'urugendo ivugwa mu gika kibanziriza iki ntigenerwa abakozi bari ku nzego z'imirimo za "F" na "H/2" boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze; ndetse n'Abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

2. housing allowance;
3. transport allowance;
4. state contribution for social security;
5. State contribution for medical care.

The transport allowance specified in the previous paragraph shall not be granted to officials positioned on levels "F" and "H/2" whose transport is facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be granted to public servants positioned on level "3" who are entitled to special transport allowance in accordance with Instructions of the Minister responsible for public service.

2. l'indemnité de logement;
3. l'indemnité de transport;
4. la contribution de l'Etat à la sécurité sociale;
5. la contribution de l'Etat aux soins médicaux.

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

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Umunyamabanga Uhoraho muri Minisitiri y'Imicungire y'Ibiza n'Impunzi agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

1. amafaranga yo kwishyura telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi, n'aya telefoni igendanwa angana n'ibihumbi ijana (100.000 Frw) buri kwezi;
2. amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 frw) buri kwezi anyura kuri konti ya Minisitiri;
3. Leta imworohera mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya

Article 6: Fringe benefits for Permanent Secretary

The Permanent Secretary in the Ministry of Disaster Management and Refugee Affairs shall be entitled to the following fringe benefits:

1. one hundred thousand Rwandan francs (100,000 Rwf) per month for office land line and one hundred thousand Rwandan francs (100,000 Rwf) per month for mobile phone communication allowance;
2. office guest's entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month and transferred to the Ministry's bank account;
3. the Government shall facilitate his/her transport in accordance with the Instructions of

Article 6: Avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent au sein du Ministère de la Gestion des Catastrophes et des Réfugiés bénéficie des avantages suivants :

1. les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) et de téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois;
2. les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte bancaire du Ministère;
3. l'Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le

Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.	the Minister responsible for transport.	transport dans ses attributions.
<u>Ingingo ya 7: Ibindi bigenerwa Umujyanama wa Minisitiri uri ku rwego rwa "2.III"</u>	<u>Article 7: Fringe benefits for Advisor to the Minister on "2.III" job level</u>	<u>Article 7: Avantages alloués au Conseiller du Ministre au postede niveau "2.III"</u>
Umujyanama wa Minisitiri agenerwa ibindi bimufasha gutunganya imirimo mu buryo bukurikira:	The Advisor to the Minister shall be entitled to fringe benefits as follows:	Le Conseiller du Ministre bénéficie des avantages comme suit:
1. amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;	1. seventy thousand Rwandan francs (70,000 Rwf) per month for mobile phone communication allowance;	1. les frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois;
2. Leta imwoherereza mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.	2. the Government shall facilitate his/her transport in accordance with Instructions of the Minister responsible for transport.	2. l'Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.
<u>Ingingo ya 8: Ibindi bigenerwa Abayobozi b'Amashami n'Abakozi bari ku rwego rw'imirimo rwa "3"</u>	<u>Article 8: Fringe benefits for Directors of Units and Officials on "3" job level</u>	<u>Article 8: Avantages alloués aux Directeurs d'Unités et Cadres aux postes de niveau "3"</u>
Abayobozi b'Amashami n'Abakozi bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bukurikira:	Directors of Units and Officials on "3" job level shall each be entitled to fringe benefits as follows:	Les Directeurs d'Unités et cadres au postes de niveau "3" bénéficieront chacun d'autres avantages comme suit :
1 ° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi.	1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30,000) per month.	1 ° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois.
2 ° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.	2 ° a special transport allowance as determined by the instructions of the Minister responsible for public service.	2 ° l'indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.
Abayobozi b'Amashami bari ku rwego rw'imirimo rwa	Directors of Units on level "3" with a pool of public	Les Directeurs d'Unités aux postes de niveau "3" ayant

“3” bafite itsinda ry’Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y’Urwego bakorera, bagenywe kandi amafaranga ibihumbi ijana y’u Rwanda (Rwf 100.000) buri kwezi ya telefoni yo mu biro.

Ingingo ya 9: Indamunite z’urugendo rw’imodoka

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

Ingingo ya 10: Abashinzwe kubahiriza iri teka

Minisitiri w’Abakozi ba Leta n’Umurimo, Minisitiri w’Ibikorwa Remezo na Minisitiri w’Imari n’Igenamigambi basabwe kubahiriza iri teka.

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

Ingingo z’amateka abanziriza iri kandi zinyuranyije na ryo bivanyweho.

Ingingoya 12: Igihe iteka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y’u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

servants under their responsibilities in accordance with the approved organizational structure shall also each be entitled to an office telephone communication allowance of one hundred thousand Rwandan francs (Rwf 100,000) per month.

Article 9: Mileage allowances

When Senior Officials on levels F and H/2 go on official mission inside the country by using their vehicles, the State pay them mileage allowances specified in the relevant Ministerial Instructions issued by the Minister responsible for transport.

Article 10: Authorities responsible for the implementation of this Order

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

Article 11: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 12: 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 29/07/2014.

des Agents de l’Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient aussi chacun des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois.

Article 9 : Indemnités kilométriques

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

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

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

Article 11: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 12: Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il produit ses effets à partir du 29/07/2014.

Kigali, ku wa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi baLeta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

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

Kigali, on 27/02/2015

(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

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

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

Vu et scellé du Sceau de la République:

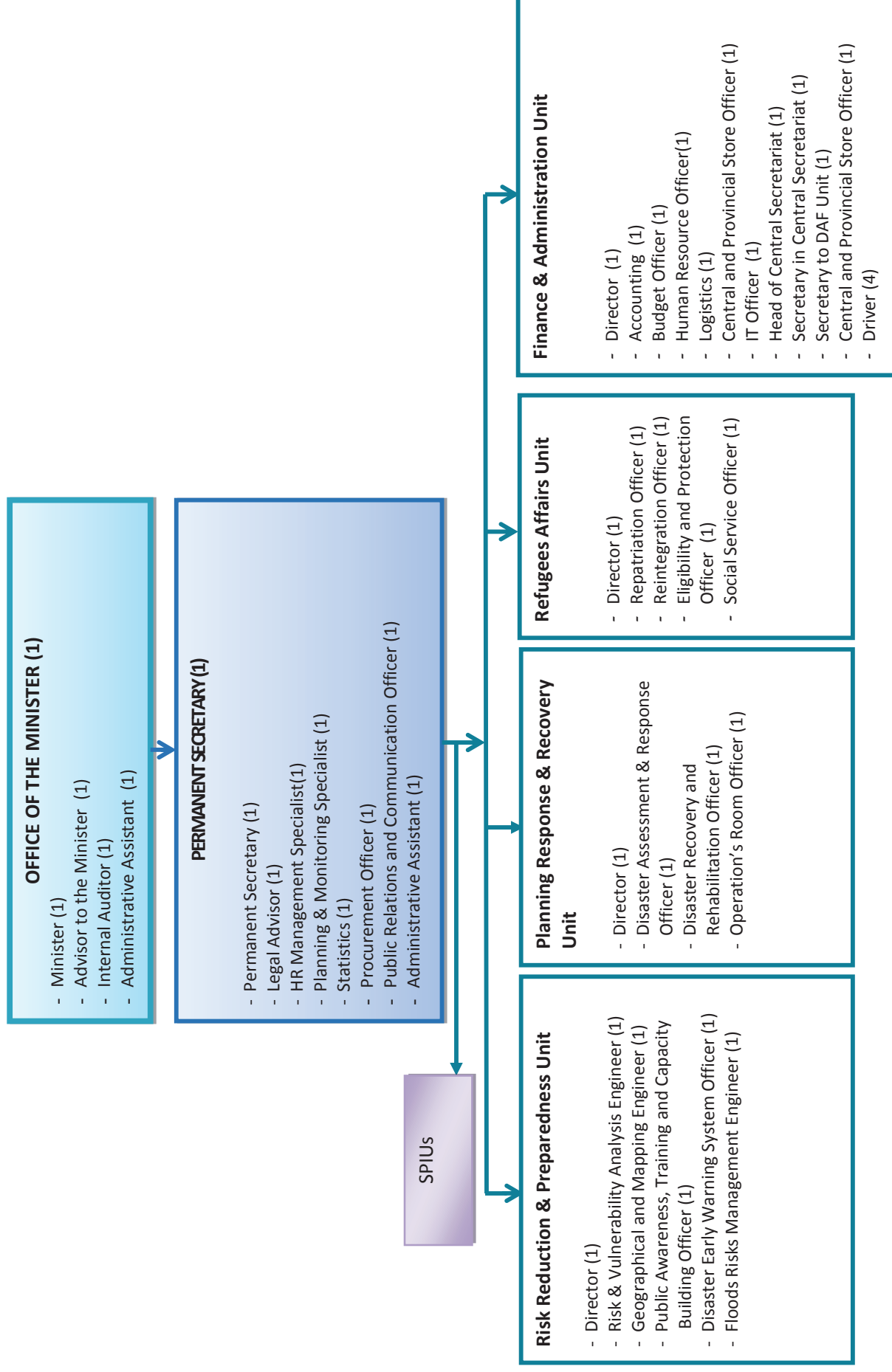
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 36/03 RYO KU WA
27/02/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI Y'IMICUNGIRE
Y'IBIZA N'IMPUNZI (MIDIMAR)

ANNEX I TO PRIME MINISTER'S ORDER
N°36/03 OF 27/02/2015 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
IN THE MINISTRY OF DISASTER
MANAGEMENT AND REFUGEE AFFAIRS
(MIDIMAR)

ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N°36/03 DU 27/02/2015 PORTANT
MISSION ET FONCTIONS, SALAIRES ET
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DE LA GESTION DES CATASTROPHES ET
DES REFUGIES (MIDIMAR)

MIDIMAR ORGANIZATIONAL CHART



Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n°36/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisitiri y'Imicungire y'Ibiza n'Impunzi (MIDIMAR)

Kigali, kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Letan'Umurimo

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen to be annexed to Prime Minister's Order n°36/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Disaster Management and Refugee affairs (MIDIMAR)

Kigali, on 27/02/2015

(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° 36/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de la Gestion des Catastrophes et des Réfugiés (MIDIMAR)

Kigali, le 27/02/2015

Bibonywekandibishyizweho kirangocya Repubulika :

(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 II W'ITEKA RYA
MINISITIRI W'INTEBE N° 36/03 RYO KU WA
27/02/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI Y'IMICUNGIRE
Y'IBIZA N'IMPUNZI (MIDIMAR)

ANNEX II TO PRIME MINISTER'S ORDER
N°36/03 OF 27/02/2015 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
IN THE MINISTRY OF DISASTER
MANAGEMENT AND REFUGEE AFFAIRS
(MIDIMAR)

ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N°36/03 DU 27/02/2015 PORTANT
MISSION ET FONCTIONS, SALAIRES ET
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DE LA GESTION DES CATASTROPHES ET
DES REFUGIES (MIDIMAR)

MIDIMAR- JOB PROFILES

Administrative Unit	Job Title	Title of Job Positions Linked to the Job	Proposed Jobs
Office of the Minister	Minister	Minister of Disaster Mgt and Refugees Affairs	1
	Advisor	Advisor to the Minister	1
		<p>A0 in Law, Public Administration, Administrative Sciences, Social Sciences, Development Studies, Disaster Management with 5 years of working experience or Master's Degree in Law, Political Sciences, Public Administration, Social Sciences, Administrative Sciences, Development Studies, Disaster Management with 3 years of working experience;</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in International Humanitarian Law, Human Rights Law and Refugee Law; - Deep understanding of Government Policies Processes and formulation; - Disaster management 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
	Administrative Assistant	Administrative Assistant	1
		<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Internal Auditor	Internal Auditor	<p>A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Detailed knowledge of financial and audit standards, Human Resource and Financial procedures and regulations; - Knowledge of Financial software; - Planning skills; - Excellent communication, organisation and interpersonal skills; - Computer skills; - High analytical skills; - Report writing and presentation skills; - Time management skills; - Team working skills; - Excellent problem solving skills and clear logical sens; - Fluent in Kinyarwanda, English and/or French 	1
S/Total			4
Office of the Permanent Secretary	Permanent Secretary	Political Appointee	1
	Legal Advisor	<p>A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience</p> <p>Knowledge and technical skills required :</p> <ul style="list-style-type: none"> - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French. 	1
	Procurement	Procurement Officer	1
		<p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - High Analytical Skills; - Negotiation Skills; - Knowledge of basic business and purchasing practices; - Excellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills; - Decision making Skills; - Computer Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	

HR Management	HR Management Specialist	<p>A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management</p> <p>Key Technical Skills & Knowledge required:</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; - Interview Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/or French: knowledge of all is an advantage <p>A0 in Management, Economics, Development Studies, Project Management with 3 years of working experience or Masters Degree in Management, Economics, Development Studies, Project Management, Business Administration</p>	1
Planning and Monitoring	Planning and Monitoring Specialist	<p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of drafting Action Plans and Operational Plans; - Ability to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Leadership 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; <p>knowledge of all is an advantage</p>	1

Statistics	Statistician	<p>A0 in Statistics, Applied Mathematics, Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of Rwanda's Cooperatives Policies and Strategies; - Knowledge of various statistical software packages; - Knowledge to Prepares and publishes statistical and technical reports and research papers; - Knowledge of the theory, systems and application of statistical research methodology; - 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 	1
Public Relations & Communication	Public Relations & Communication Officer	<p>A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature</p> <p>Key Technical Skills & Knowledge required :</p> <ul style="list-style-type: none"> -Excellent communication skills both oral and in writing; -Excellent interpersonal skills; -Report writing & Presentation skills; - Creativity & Initiative; - Good Organizational and Time-management Skills; - Teamworking Skills; - Effective Public relations & Public speaking skills; - Interviewing Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work and Sociology, 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
5/Total			8

Risk Reduction and Preparedness unit	Director	Director of Risk Reduction and Preparedness Unit	<p>A0 in Climatology, Meteorology, Hydrology, Geology, Geography, Natural Resources, Environmental Sciences with 3 years of working experience or Master's Degree in Climatology, Meteorology, Hydrology, Geology, Geography, Natural Resources, Environmental Sciences with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep knowledge and understanding of GIS and weather forecasting; - 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
Risk & Vulnerability Analysis	Risk & Vulnerability Analysis	Risk & Vulnerability Analysis Engineer	<p>A0 in Climatology, Meteorology, Hydrology, Geology, Geography, Natural Resources, Environmental Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of risk prevention and Environmental Engineering; - Report writing and presentation skills; - Creativity and prompt problem solving skills; - Interpersonal Skills; - Effective Communication Skills; - Administrative Skills; - Time Management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Geographical & Mapping	Geographical & Mapping Engineer	<p>A0 in Geography, Cartography</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in Geographic Information System; - Report writing and presentation skills; - Interpersonal Skills; - Effective Communication Skills; - High analytical & Complex Problem solving Skills; - Administrative Skills; - Time Management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

	Public Awareness, Training & Capacity Building	Public Awareness, Training & Capacity Building Officer	<p>A0 in Public Administration, Communication, Education, Administrative Sciences, Management, Human Resource Management, Marketing, Journalism</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none">- Deep knowledge in Disaster Management Policies and strategies;- Good judgement ;- Sensitive and patient approach to advising and mentoring- Knowledge and experience in applying adult learning and Training principles;- Ability to manage multiple tasks;- Interpersonal Skills;- Effective Communication Skills;- Time Management Skills;- Team working Skills; <p><i>- Eluent in Kinyarwanda, English and/or French; knowledge of all is an advantage</i></p>	1
	Disaster Early Warning System Officer	Disaster Early Warning System Officer	<p>A0 in Climatology, Meteorology, Disaster Management, Hydrology, Geology, Geography, Natural Resources and Environmental Sciences, Civil Engineering, ;</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none">- Deep knowledge and understanding of GIS and weather forecasting;- Sound scientific basis for predicting potentially catastrophic events;- 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
	Floods Risks Management	Floods Risks Management Engineer	<p>A0 in Climatology, Meteorology, Hydrology, Geology, Geography, Natural Resources and Environmental Sciences, Geology</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none">- Extensive knowledge in Disaster and risks Management- Knowledge of Floods management- Interpersonal Skills;- Effective Communication Skills;- Time Management Skills;- Team working Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	S/Total			6

Refugees Affairs Unit	Director	Director of Refugees Affairs Unit	<p>A0 in Law, Political Sciences, Public Administration, Social Sciences, Administrative Sciences, Development Studies with 3 years of working experience or Master's Degree in Law, Political Sciences, Public Administration, Administrative Sciences, Social Sciences, Development Studies with 1 year of working experience;</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of Refugee law and humanitarian law, Human Rights Law; - Coordination, Planning and Organizational Skills; - Leadership Skills; - Interpersonal Skills; - Effective Communication Skills; - Administrative Skills; - Interpersonal Skills; - Time Management Skills; - Team working Skills; 	1
	Repatriation	Repatriation Officer	<p>A0 in Law, Political Sciences, Public Administration, Administrative Sciences, Community Development, Development Studies, Social Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of Refugee law and humanitarian law, Human Rights Law; - Interpersonal Skills; - Effective Communication Skills; - Administrative Skills; - Interpersonal Skills; - Time Management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Reintegration	Reintegration Officer	<p>A0 in Political Sciences, Public Administration, Administrative Sciences, Social Sciences, Development Studies, International relations and Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of Refugee law and humanitarian law, Human Rights Law; - Knowledge of Refugee Management ; - Interpersonal Skills; - Effective Communication Skills; - Administrative Skills; - Interpersonal Skills; - Time Management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

	Eligibility and Protection Officer	Eligibility and Protection Officer	<p>A0 in Political Sciences, Public Administration, Social Sciences, Administrative Sciences, Development Studies, International relations and Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none">- Extensive knowledge of Refugee law and humanitarian law, Human Rights Law;- Knowledge of Refugee Management ;- Interpersonal Skills;- Effective Communication Skills;- Administrative Skills;- Interpersonal Skills;- Time Management Skills;- Team working Skills; <p><i>Fluent in Kisumu, English and/or French; knowledge of all is an advantage.</i></p>	1
	Social Services	Social Services Officer	<p>A0 in Social Sciences, Public Administration, Administrative Sciences, Sociology and Psychology</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none">- Association skills;- Interpersonal Skills;- Effective Communication Skills;- Interpersonal Skills;- Time Management Skills;- Team working Skills; <p>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	1
S/Total				5
Planning Response and Recovery Unit	Director	Director of Planning Response and Recovery Unit	<p>A0 in Economics, Project Management, Development Studies, Management, with 3 years of working experience or Master's Degree or Equivalent in Economics, Project Management, Development Studies, Management with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none">- Knowledge of results based management, logical framework approach, strategic planning processes and tools;- Knowledge of drafting Action Plans and Operational Plans;- Knowledge to conduct policy and analysis and draft proposals;- Knowledge of Monitoring and Evaluation concepts, systems and tools;- Coordination, Planning and Organizational Skills;- Leadership Skills;- Interpersonal Skills;- Effective Communication Skills;- Administrative Skills;- Interpersonal Skills;- Time Management Skills;- Team working Skills; <p><i>Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</i></p>	1

	Disaster Assessment & Response	Disaster Assessment & Response Officer	<p>A0 in Disaster Management, Environmental Sciences, Economics, Project Management, Development Studies, Management and Regional Development</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Disaster Management strategies - Sound scientific basis for predicting potentially disaster events; - Interpersonal Skills; - Effective Communication Skills; - Interpersonal Skills; - Time Management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage 	1
	Disaster Recovery & Rehabilitation	Disaster Recovery & Rehabilitation Officer	<p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in Disaster Management, rehabilitation and recovery strategies; - Interpersonal Skills; - Effective Communication Skills; - Interpersonal Skills; - Time Management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage 	1
	Operation's Room	Operation's Room Officer	<p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Interpersonal Skills; - Effective Communication Skills; - Interpersonal Skills; - Time Management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage 	1
S/Total				4

Finance & Administration Unit	Director	Director of Finance & Administration	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or Bachelor's degree in Accounting, Public Finance, Finance, or Management with specialisation in Finance with at least 3 years working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Leadership and management skills; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software(SMART IFMIS); - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of organizational structure, workflow, and operating procedures; - Knowledge in Monitoring & System Evaluation; - Time management Skills; - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; <p>Fluent in Kisumu and/or French; knowledge of all is an advantage</p>	1
	Accountant	Accountant	<p>A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA)</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; - Knowledge to analyse complex financial information & Produce reports - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; - Flexibility Skills; <p>Fluent in Kisumu and/or French; knowledge of all is an advantage</p>	1

Budget Management	Budget Officer	<p>A0 in Accounting, Finance, Management, and 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 	1
Human Resources Management	Human Resource Officer	<p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p>Key Technical Skills & Knowledge required :</p> <ul style="list-style-type: none"> - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

	Logistics Officer	Logistics Officer	<p>A0 in Management, Accounting, Finance, Store Management, Administrative Sciences, Public Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills <p><i>Problem Solving Skills:</i></p>	1
	ICT	ICT Officer	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - 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; - 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, Library and Information Science with 2 years of working experience or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of office administration; - Leadership skills; - Communication skills; - Computer skills; - Interpersonal skills; - Excellent organizational and time management skills; - Good interpersonal skills. - Bookkeeping skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Secretary	Secretary in Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key technical skills and knowledge required: - Knowledge of office administration; - Communication skills; - Computer skills; - Interpersonal skills; - Excellent organizational and time management skills; - Good interpersonal skills. - Bookkeeping skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage	1
Central & Provincial Stores	Central & Provincial Stores Officer	Key Technical Skills & Knowledge required: - knowledge of Store keeping softwares; - Management skills; - Excellent IT Skills; - Good organization skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
Secretary	Secretary DAF Unit	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology and Social Work, Law Key technical skills and knowledge required: - Knowledge of office administration; - Communication skills; - Computer skills; - Interpersonal skills; - Excellent organizational and time management skills; - Good interpersonal skills. - Bookkeeping skills;	1
Driver	Driver	Driving Licence category B, D Key Technical Skills & Knowledge required: - Timekeeping and organisation skills; - Polite with good manners; - Knowledge of general mechanics; - Good record in driving.	4
S/Total			14
GRAND TOTAL			41

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 36/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y'Imicungire y'Ibiza n'Impunzi (MIDIMAR)

Kigali, kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Letan'Umurimo

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen to be annexed to Prime Minister's Order n°36/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Disaster Management and Refugee affairs (MIDIMAR)

Kigali, on 27/02/2015

(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° 36/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de la Gestion des Catastrophes et des Réfugiés (MIDIMAR)

Kigali, le 27/02/2015

Bibonywekandibishyizweho **kirangocya 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 III W' ITEKA RYA
MINISITIRI W'INTEBE N°36/03 RYO KU WA
27/02/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI Y'IMICUNGIRE
Y'IBIZA N'IMPUNZI (MIDIMAR)

ANNEX III TO PRIME MINISTER'S ORDER
N°36/03 OF 27/02/2015 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
IN THE MINISTRY OF DISASTER
MANAGEMENT AND REFUGEE AFFAIRS
(MIDIMAR)

ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N°36/03 DU 27/02/2015 PORTANT
MISSION ET FONCTIONS, SALAIRES ET
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DE LA GESTION DES CATASTROPHES ET
DES REFUGIES (MIDIMAR)

MIDIMAR SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2869	1,613,167
Advisor to the Minister	330	2.III	1890	892,962
Director of Planning Response & Recovery Unit	330	3.II	1369	646,807
Director of Refugees Affairs Unit	330	3.II	1369	646,807
Director of Finance and Administration	330	3.II	1369	646,807
Director of Risk Reduction & Preparedness Unit	330	3.II	1369	646,807
Legal Advisor	330	3.II	1369	646,807
Human Resources Management Specialist	330	3.II	1369	646,807
Planning, Monitoring and Evaluation Specialist	330	3.II	1369	646,807
Geographical and Mapping Engineer	300	4.III	1313	558,494
Risk & Vulnerability Analysis Engineer	300	4.III	1313	558,494
Floods Risks Management Engineer	300	4.III	1313	558,494
Disaster Early Warning System Officer	300	4.II	1141	485,333
Disaster Assessment & Response Officer	300	4.II	1141	485,333
Disaster Recovery & Rehabilitation Programs Officer	300	4.II	1141	485,333
Public Awareness , Training and Capacity Building Officer	300	4.II	1141	485,333
Eligibility & Protection Officer	300	4.II	1141	485,333
Social Services Officer	300	4.II	1141	485,333
Statistics	300	4.II	1141	485,333
IT Officer	300	4.II	1141	485,333
Public Relations & Communication Officer	300	4.II	1141	485,333
Human Resources Officer	300	4.II	1141	485,333
Operation's Room Officer	300	4.II	1141	485,333
Repatriation Officer	300	4.II	1141	485,333
Reintegration Officer	300	4.II	1141	485,333
Central and Provincial Store Officer	300	5.II	951	404,515

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POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Procurement Officer	300	5.II	951	404,515
Accountant	300	5.II	951	404,515
Budget Officer	300	5.II	951	404,515
Internal Auditor	300	5.II	951	404,515
Logistics Officer	300	5.II	951	404,515
Administrative Assistant to the Minister	300	5.II	951	404,515
Administrative Assistant to the PS	300	5.II	951	404,515
Head of Central Secretariat	300	7.II	660	280,736
Secretary in the Central Secretariat	300	8.II	508	216,081
Secretary to DAF Unit	300	8.II	508	216,081
Driver	300	10.II	300	127,607

Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 36/03 ryo ku wa 27/02/2015 rigenai nshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozimuri Minisitiri y'Imicungire y'Ibiza n'Impunzi (MIDIMAR)

Kigali, kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakoziba Letan' Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

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

Bibonywekandibishyizweho Ikirangocya Repubulika :

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