

ITEKA RYA MINISITIRI W'INTEBE N°37/03
 RYO KU WA 27/02/2015 RIGENA INSHINGANO,
 IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO,
 IMISHAHARA N'IBINDI BIGENERWA
 ABAKOZI MURI MINISITERI
 Y'UBURINGANIRE N'ITERAMBERE
 RY'UMURYANGO (MIGEPROF)

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PRIME MINISTER'S ORDER N°37/03 OF
 27/02/2015 DETERMINING THE MISSION,
 FUNCTIONS, ORGANISATIONAL
 STRUCTURE, SALARIES AND FRINGE
 BENEFITS FOR EMPLOYEES OF THE
 MINISTRY OF GENDER AND FAMILY
 PROMOTION (MIGEPROF)

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ITEKA RYA MINISITIRI W'INTEBE N°37/03 RYO KU WA 27/02/2015 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UBURINGANIRE N'ITERAMBERE RY'UMURYANGO

PRIME MINISTER'S ORDER N°37/03 OF 27/02/2015 DETERMINING THE MISSION, FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE MINISTRY OF GENDER AND FAMILY PROMOTION

ARRETE DU PREMIER MINISTRE N°37/03 DU 27/02/2015 PORTANT MISSION, FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DU GENRE ET DE LA PROMOTION DE LA FAMILLE

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'ya 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° 159/03 ryo kuwa 05/07/2013 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisitiri y'Uburunganire n'Iterambere ry'Umuryango;

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;

Pursuant to Prime Minister's Order n°159/03 of 05/07/2013 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Gender and Family Promotion;

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°159/03 du 05/07/2013 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère du Genre et de la Promotion de la Famille;

Revu l'Arrêté du Premier Ministre n° 53/03 du 14/07/2012 fixant les salaires et 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.

session of 29/07/2014;

Ministres en sa séance du 29/07/2014.

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: icyo iri teka rigamije

Iri teka rigena Inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisitari y'Uburinganire n'Iterambere y'Umuryango.

Article One: Purpose of this Order

This Order determines the mission, functions, organizational structure, salaries and fringe benefits for employees of the Ministry of Gender and Family Promotion.

Article premier: Objet du présent arrêté

Le présent arrêté fixe la mission, fonctions, structure organisationnelle, salaires et avantages accordés aux agents du Ministère du Genre et de la Promotion de la Famille.

Ingingo ya 2: Inshingano

Minisitari y'Uburinganire n'Iterambere ry'Umuryango ifite inshingano rusange yo guhuza ishyirwa mu bikorwa rya politiki, ingamba na gahunda biyanywe n'iterambere ry'umuryango, uburinganire no kurengera uburenganzira bw'abana no gutuma byinjizwa mu mibereho n'ubukungu no muri politiki by'u Rwanda.

Article 2: Mission and functions

The general mission of the Ministry of Gender and Family Promotion shall be the coordination of the implementation of national policies, strategies and programs regarding the promotion of the family, gender and children's rights' protection to facilitate their integration in the socio-economic and political context of Rwanda.

Article 2 : Mission et fonctions

Le Ministère du Genre et de la Promotion de la Famille a pour mission générale de coordonner la mise en oeuvre des politiques, stratégies et programmes nationaux concernant la promotion de la famille, du genre et de la protection des droits de l'enfant afin de faciliter leur intégration dans le contexte socio-économique et politique du Rwanda.

By'umwihariko, Minisitari y'Uburinganire n'Iterambere ry'Umuryango ishinze ibi bikurikira:

Specifically, the Ministry of Gender and Family Promotion shall be responsible for:

Plus particulièrement, le Ministère du Genre et de la Promotion de la Famille est chargé de:

1 ° gushyiraho no kumenyekanisha politiki, ingamba na gahunda biyanywe n'uburinganire, iterambere y'umuryango no kurengera uburenganzira bw'abana n'iterambere ryabo;

1 ° developing and disseminating policies, strategies and programs regarding gender, family promotion, protection of children's rights and child development;

1 ° développer et diffuser les politiques, stratégies et programmes nationaux relatifs au genre, à la promotion de la famille et à la protection des droits de l'enfant et à son développement;

2 ° gutegura amategeko aiyanywe n'uburinganire n'iterambere ry'umuryango ibinyujije mu:

2 ° drafting laws related to gender and family promotion through:

2 ° préparer les projets de lois relatives au genre et à la promotion de la famille à travers:

a. kugena no kumenyekanisha ibipimo ngederwaho bikwiranye n'uru rwego;

a. determination and dissemination of standards norms applicable to the sector;

a. la détermination et la diffusion des normes standards applicables à ce secteur;

- | | | |
|---|---|--|
| <p>b. gutegura amasezerano mpuzamahanga aiyanye n'uburinganire, umuryango n'uburenganzira bw'abana agomba kwemezwa burundu n'u Rwanda;</p> | <p>b. preparation of international agreements on gender, family and children's rights to be ratified by Rwanda;</p> | <p>b. la préparation des accords internationaux sur le genre, la famille et les droits de l'enfant qui doivent être ratifiés par le Rwanda;</p> |
| <p>3 ° kongera ubushobozi bw'inzego n'abakozi mu biyanye n'uburinganire n'iterambere ry'umuryango ibinyujije mu:</p> | <p>3 ° developing institutional and human resources capacities in the sector through:</p> | <p>3 ° développer les capacités institutionnelles et humaines dans le secteur à travers:</p> |
| <p>a. gushyiraho no kumenyekanisha ingamba zo kuzirikana ibijyanye n'uburinganire, umuryango n'abana muri za politiki, ingamba na za gahunda zerekeye uburinganire n'iterambere ry'umuryango;</p> | <p>a. setting up and dissemination of programs relating to the integration of gender, family and children in policies, strategies related to gender and family promotion;</p> | <p>a. l'adoption et dissémination des mesures relatives à l'intégration du genre, de la famille et des enfants dans les politiques, stratégies et programmes en rapport avec le genre et la promotion de la famille;</p> |
| <p>b. guhuza no kugenzura ibikorwa byose bifite aho bihuriye n'uburinganire, abagore, abana n'umuryango;</p> | <p>b. coordination and supervision of all activities related to gender, women, children and family;</p> | <p>b. la coordination et la supervision de toutes les actions liées au genre, aux femmes, aux enfants et à la famille;</p> |
| <p>4 ° gukurikirana no kugenzura ishyirwa mu bikorwa rya za politiki, ingamba na gahunda biyanye n'uburinganire n'umuryango ibinyujije mu:</p> | <p>4 ° monitoring and evaluating the implementation of sector policies, strategies and programs through:</p> | <p>4 ° faire le suivi et l'évaluation de la mise en oeuvre des politiques, stratégies et programmes sectoriels à travers:</p> |
| <p>1 ° gukurikirana no kugenzura politiki, ingamba na gahunda by'Igihugu mu birebana n'uburinganire, iterambere ry'umuryango no kurengera uburenganzira bw'abana n'iterambere ryabo;</p> | <p>a. monitoring and evaluation of national policies, strategies and programs regarding gender, family promotion and protection of children's rights and child development;</p> | <p>a. le suivi et l'évaluation des politiques, stratégies et programmes nationaux relatifs au genre, à la promotion de la famille et à la protection des droits de l'enfant et son développement;</p> |
| <p>2 ° kugenzura ishyirwa mu bikorwa ry'amasezerano mpuzamahanga hagaragazwa uruhare agira ku buringanire mu mibereho n'ubukungu;</p> | <p>b. evaluation of the implementation of international agreements by measuring their impact on gender social and economic integration;</p> | <p>b. l'évaluation de la mise en application des accords internationaux en mesurant leur impact sur l'intégration sociale et économique du genre;</p> |
| <p>3 ° gukurikirana ibipimo no guhuza imibare</p> | <p>c. monitoring the indicators and consolidating</p> | <p>c. le suivi des indicateurs et la consolidation des</p> |

itangwa n'inzego zegerejwe abatwage;	the data provided by the decentralized institutions;	données fournies par les entités décentralisées;
4° guha Guverinoma raporo ngarukagihe n'iza buri mwaka ku ruhare rwa za politiki, ingamba na gahunda ku iterambere ry'uburinganire n'umuryango;	d. submitting periodical and annual report to the Cabinet on the impact of the policies, strategies, programs and on the development of gender and family promotion;	d. la transmission au Gouvernement des rapports périodiques et annuels concernant l'impact des politiques, stratégies, programmes et projets sur le développement du genre et de la promotion de la famille;
5° kugenzura inzego ireberera ibinyujijwe mu:	5° overseeing the institutions under its supervision through:	5° surveiller les institutions sous sa tutelle à travers:
a. gutanga umurongo ngenderwaho kuri gahunda zihariye ziba zashyizwe mu bikorwa n'inzego ireberera;	a. orientations on specific programs realised by institutions under its supervision;	a. les orientations sur les programmes spécifiques réalisés par les institutions sous sa tutelle;
a. kugenzura imikorere n'imirungire y'inzego ireberera hagamiywe gukoresha neza umutungo no gukemura ibibazo bihuriweho n'izindi nzego.	b. supervision of the functioning and management of institutions under its supervision to ensure rational use of funds they share with other entities.	b. la supervision du fonctionnement et de la gestion des institutions sous sa tutelle afin d'assurer l'utilisation rationnelle du patrimoine et de trouver des solutions aux problèmes multisectoriels.
6° gushaka ibikenewe mu guteza imbere uburinganire n'umuryango n'ingamba zishamikiyeho ibinyujijwe mu:	6° mobilizing resources for the development of gender and family promotion and related programs through:	6° mobiliser les ressources pour le développement du genre et de la promotion de la famille et des programmes connexes à travers :
a. kuyobora ibyerekeye gushaka inkunga no gukurikirana ko zikoreshwa uko bikwiye;	a. supervision of the mobilization of resources and ensure their rational use ;	a. la supervision de la mobilisation des ressources et le suivi de leur utilisation rationnelle;
b. guteza imbere ubufatanye n'ishoramari ry'abikorera mu iterambere ry'uburinganire n'umuryango	b. promotion of partnership with private investment in gender and family promotion.	b. la promotion du partenariat avec l'investissement privé dans le développement du genre et de la promotion de la famille.

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

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimomuri Minisiteri y'Uburunganire n'iterambere ry'Umuryango biri ku mugereka wa I n'uwa II w'iri teka.

Article 3: Organizational structure and job profiles

The Organizational structure and job profiles of the Ministry of Gender and Family Promotion are respectively in annex I and II of this Order.

Article 3: Structure organisationnelle et profils d'emplois

La structure organisationnelle et les profils d'emplois du Ministère du Genre et de la Promotion de la Famille sont respectivement en annexes I et II du présent arrêté.

Ingingo 4: Igenwa ry'Umushahara

Imishahara y'Abakozi muri Minisiteri y'Uburunganire n'iterambere ry'Umuryangoigenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu Butegetsi bwa Leta.

Article 4: Determination of the salary

Salaries for employees of the Ministry of Gender and Family Promotion shall be determined basing on job classification and in accordance with general principles on salary calculation in Public Service.

Article 4 : Détermination du salaire

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

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri Minisiteri y'Uburunganire Iterambere ry'Umuryangobiri ku mugereka wa III w'iri teka.

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

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

Ingingo 5: Ibige umushahara mbumbe

Umushahara mbumbe wa buri kwezi ku bayobozi bakuru n'abakozi muri Minisiteri y'Uburunganire n'iterambere ry'Umuryango ukubiyemo iby'ingenzi bikurikirira:

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

Article 5: Composition of gross salary

The monthly gross salary of the authorities and employees of the Ministry of Gender and Family Promotion shall mainly be composed of the following:

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

Article 5: Composition du salaire brut

Le salaire brut mensuel des dirigeants et des agents du Ministère du Genre et de la Promotion de la Famille comprend principalement :

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

Indamunite y'urugendo ivugwa mu gika kibanziriza iki ntigenerwa abakozi bari ku nzego z'imirimo za "F" na "H/2" boroherewe 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.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Umunyamabanga Uhoraho agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 Frw) buri kwezi anyura kuri konti ya Minisitiri;

3 ° Leta imworohera mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

The transport allowance specified in the previous paragraph shall not be granted to public servants 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 shall be entitled to special transport allowance in accordance with Instructions of the Minister in charge public service.

Article 6: Fringe benefits for the Permanent Secretary

The Permanent Secretary shall be entitled to the following fringe benefits:

1 ° an office telephone communication allowance of one hundred thousand Rwandan francs (Rwf 100,000) and a mobile phone communication allowance of one hundred thousand Rwandan francs (Rwf 100,000) per month;

2 ° office entertainment allowance of two hundred thousand Rwandan francs (Rwf 200,000) per month payable at the Ministry's bank account ;

3 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister responsible for transport.

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 poste de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Article 6: Avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent 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 payable au compte bancaire du Ministère;

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

Ingingo ya 7: Ibindi bigenerwa Umujyanama wa Minisitiri uri ku rwego rwa “2.III”

- 1 ° Umujyanama wa Minisitiri agenerwa buri kwezi amafaranga y’itumanaho rya telefoni igendanwa angana n’ibihumbi mirongo irindwi y’u Rwanda (70.000 Frw);
- 2 ° Leta imworohereza mu bijyanye n’uburyo bw’ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

Ingingo ya 8: Ibindi bigenerwa Abayobozi b’Amashami n’Abakozi bari ku rwego rw’imirimo rwa “3”

Abayobozi b’Amashami n’Abakozi bari ku rwego rw’imirimo rwa “3” bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

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

Abayobozi b’Amashami bari ku rwego rw’imirimo rwa “3” bafite itsinda ry’Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe ya Minisitiri bakorera, bagenerwa kandi amafaranga ibihumbi ijana y’u Rwanda (100.000 Frw) buri kwezi ya telefoni yo mu biro.

Article 7: Fringe benefits for Advisor to the Minister on “2.III” job level

- 1 ° The Advisor to the Minister Senior shall be entitled to a mobile phone communication allowance of seventy thousand Rwandan francs (Rwf 70,000) per month;
- 2 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister responsible for transport.

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

Directors of Units and Officials on “3” job level shall each be entitled to fringe benefits as follows:

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

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

Article 7: Avantages alloués au Conseiller du Ministre au poste de niveau “2.III”

- 1 ° Le Conseiller du Ministre bénéficie des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois;
- 2 ° l’Etat facilite chacun en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 8: Avantages alloués aux Directeurs d’Unités et Cadres aux postes de niveau “3”

Les Directeurs d’Unités et Cadres aux postes de niveau “3” bénéficient chacun d’autres avantages comme suit :

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

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

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

Iyo Abayobozi Bakuru bari ku rwego rwa“F” na “H/2”bagiye mu butumwa imbere mu Gihugu bakoreshije imodoka zabo, Leta ibagera indamunite y'urugendo hakurikiye 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'Uburunganire n'Iterambere ry'Umuryango, 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 zose z'amateka abanziriza iri kandi zinyuranyije na ryo zivanyweho.

Ingingo ya 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.

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 in charge of transport.

Article 10: Authorities responsible for the implementation of this Order

The Minister of Public Service and Labour, Minister of Gender and Family Promotion, 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.

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 du Genre et de la Promotion de la Famille, 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 kuwa **27/02/2015**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

(sé)
BUSINGYE Johnston
Minisitiriw'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:

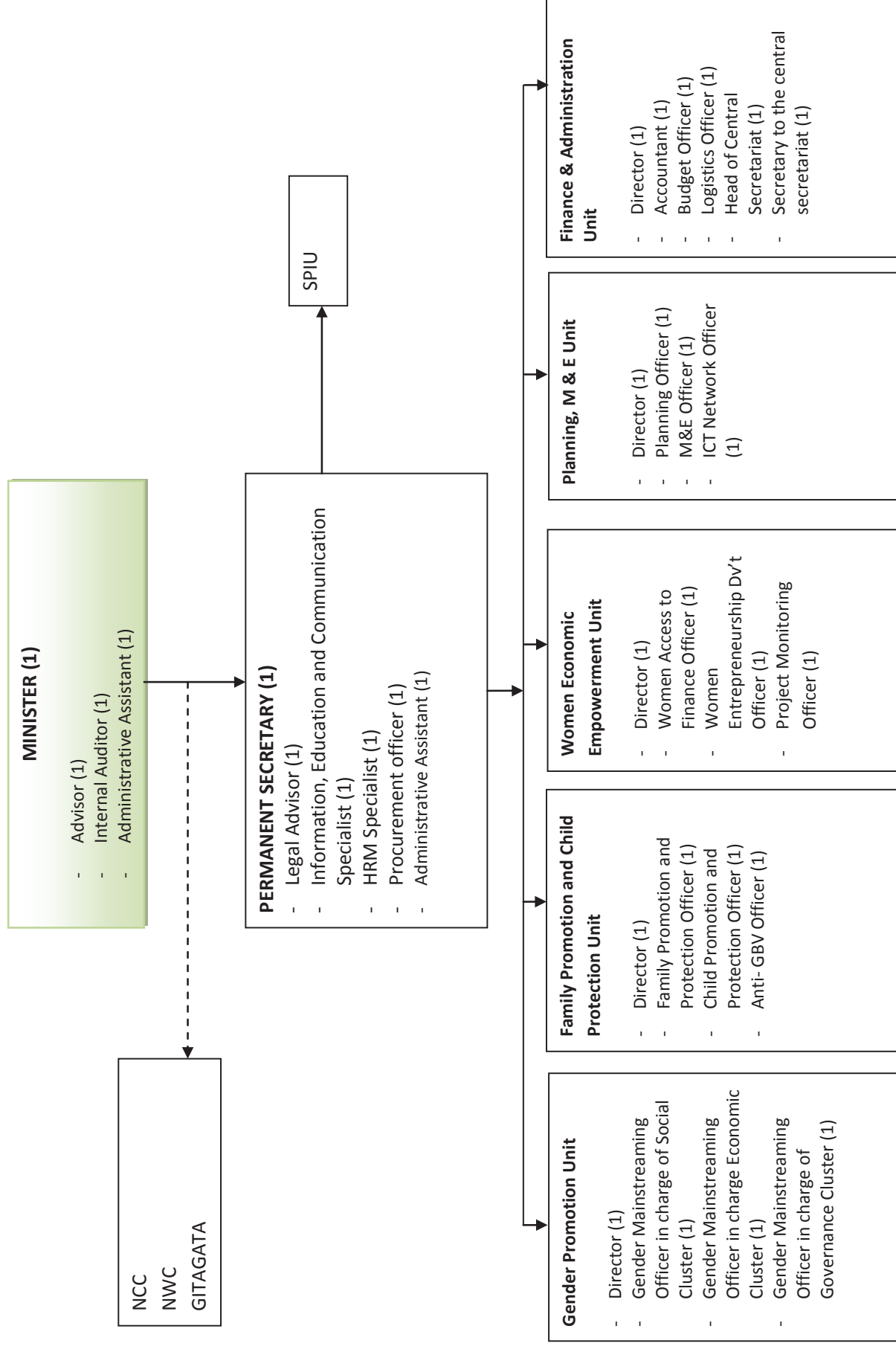
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N°37/03 RYO KU
WA 27/02/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'UBURINGANIRE N'ITERAMBERE
RY'UMURYANGO (MIGEPROF)

ANNEX I TO PRIME MINISTER'S
ORDER N°37/03 OF 27/02/2015
DETERMINING THE MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
MINISTRY OF GENDER AND FAMILY
PROMOTION (MIGEPROF)

ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N°37/03 DU 27/02/2015
PORTANT MISSION, FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AUTRES AVANTAGES
ACCORDES AU PERSONNEL DU
MINISTERE DU GENRE ET DE LA
PROMOTION DE LA
FAMILLE(MIGEPROF)

OFFICE OF ORGANISATIONAL STRUCTURE



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°37/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimu, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Uburunganire n'Iterambere ry'Umuryango

Kigali, kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to Prime Minister's Order n°37/03 of 27/02/2015 determining the mission, functions, organizational structure, salaries and fringe benefits for employees of the Ministry of Gender and Family Promotion

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

Vu pour être annexé à l'Arrêté du Premier Ministre n°37/03 du 27/02/2015 portant mission, fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère du Genre et de la Promotion de la Famille

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 II W'ITEKA RYA
MINISITIRI W'INTEBE N°37/03 RYO KU
WA 27/02/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'UBURINGANIRE N'ITERAMBERE
RY'UMURYANGO (MIGEPROF)

ANNEX II OF PRIME MINISTER'S
ORDER N°37/03 OF 27/02/2015
DETERMINING THE MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
MINISTRY OF GENDER AND FAMILY
PROMOTION (MIGEPROF)

ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N°37/03 DU 27/02/2015
PORTANT MISSION, FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AUTRES AVANTAGES
ACCORDES AU PERSONNEL DU
MINISTERE DU GENRE ET DE LA
PROMOTION DE LA FAMILLE
(MIGEPROF)

MIGEPROF - JOB PROFILE				
Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Minister	Minister	Minister of Gender and Family promotion	Political appointee	1
	Advisor	Advisor to the Minister	<p>A0 in Gender and Development, Development Studies, Social Sciences, Management, Public Administration, Administrative sciences, law with 5 years of working Experience or Master or Equivalent in Gender and Development, Development Studies, Social Sciences, Management, Public Administration, Administrative Sciences, Law with 3 years of experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in Gender policies and family promotion strategies; - 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 <p>A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting.</p>	1
	Internal Audit	Internal Auditor	<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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law Key Technical Skills & Knowledge required: - 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
S/Total				4
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Political Appointee	1
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law Key Technical Skills & Knowledge required: - 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
	Legal Advisor	Legal Advisor	A0 in Law with 3 years of working experience; Or Master's Degree in Law 1 year of working experience Knowledge and technical skills required : - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	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 	1
	Information, Education & Communication	Information, Education & Communication specialist	<p>A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature with 3 years of working experience or Master's Degree in Journalism, Communication, Languages, International Relations, Marketing</p> <p>Key Technical Skills & Knowledge required :</p> <ul style="list-style-type: none"> -Excellent communication skills both oral and 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 Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Procurement	Procurement Officer	A0 in Procurement, Management, Public Finance, Economics, Law, Accounting Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - High Analytical Skills; - Negotiation Skills; - Knowledge of basic business and purchasing practices; - Excellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills; - Decision making Skills; - Computer Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1
S/Total				6
Gender Promotion Unit	Director of Unit	Director of Gender Promotion unit	A0 in Gender and Development, Development Studies, Social Sciences, Sociology, Social Work, Education Sciences, Public Administration, Administrative Sciences, Political sciences with 3 years of working experience or Master's Degree in Gender and Development, Development Studies, Social Sciences, Education Sciences, Public Administration Administrative Sciences, Sociology, Social Work and Political sciences with 1 year of working experience Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Extensive knowledge of Gender policies and Promotion strategies; - Leadership and Management skills; - Analytical skills; - Communication Skills; - Time Management Skills; - Decision making Skills; - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Gender Mainstreaming in Economic Cluster	Gender Mainstreaming officer in charge of Economic Cluster	<p>A0 in Economics, Development Studies, Project Management, Management and Political sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of Gender policies and issues; - Excellent Communication skills ; - Very effective organization skills; - High Analytical Skills; - Negotiation Skills; - Team working skills; - Computer skills; - Communication skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Gender Mainstreaming in Governance	Gender Mainstreaming in charge of Governance Cluster	<p>A0 in Political Sciences , Social Sciences, Sociology, Development Studies, Public Administration, Administrative Sciences, Public Policy, Development Policy.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of Gender policies and issues; - Strong knowledge in Governance and gender; - Excellent communication skills ; - Very effective organization skills; - High analytical Skills; - Team working skills; - Computer skills; - communication skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Gender Mainstreaming in Social Cluster	Gender Mainstreaming officer in charge of Social Cluster	<p>A0 in Social Sciences, Sociology, Development Studies, Public Policy, Education Sciences.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of Gender policies and issues; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Communication skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
S/Total				4

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Family Promotion and Child Protection	Director of Unit	Director of Family Promotion and Child Protection Unit	<p>A0 in Development studies, Public administration, Administrative Sciences, Sociology, Political Science and Management with 3 years of relevant working experience or Masters in Development studies, Public administration, Sociology, Administrative Sciences, Political science and Management with 1 year of working skills.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of Family Promotion policies and issues; - Deep understanding of child protection law; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; 	1
	Child Promotion and Protection	Child Promotion and Protection officer	<p>A0 in Social Work, Sociology, Psychology, Education and Child Care Management.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of Family Promotion policies and issues; - Deep understanding of child protection law and regulations; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Communication skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Anti-GBV	Anti-GBV Officer	<p>A0 in Gender Studies, Law, Sociology and Development Studies</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of Family Promotion policies and issues; - Deep understanding of child protection law and regulations; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Communication skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Family Promotion	Family Promotion & Protection officer	<p>A0 in Public Administration, Administrative Sciences, Sociology, Development studies and Gender Studies, Social Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Detailed knowledge in Family promotion and protection strategies - 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
Women Economic Empowerment Unit	Director of Unit	Director of Women Economic Empowerment Unit	<p>A0 in Economics, Socio-Economics, Gender and Development, Entrepreneurship, Development Studies with 3 years of working Experience or Masters in Economics, Socio-Economics, Gender and Development, Entrepreneurship, 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 Gender Policies and issues; - Detailed knowledge in Project Planning and Management - Excellent communication, organisation and interpersonal skills; - Strong Leadership skills; - Computer skills; - High analytical skills; - Time management skills; - Team working skills; - Excellent problem solving skills and clear logical sens; - Fluent in Kinyarwanda, English and/or French 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Women Access to Finance	Women Access to Finance officer	<p>A0 in Entrepreneurship, Gender and Development, Development Studies, Project Management Gender Studies, Economics, Accounting, Finance</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of Gender policies and issues; - Strong knowledge in Project Planning, Management and Analysis; - Excellent communication, organisation and interpersonal skills; - Ability to show potential finance opportunities to a variety of women; - Creativity and Initiative; - Computer skills; - High analytical skills; - Time management skills; - Team working skills; - Excellent problem solving skills and clear logical sens; - Fluent in Kinyarwanda, English and/or French 	1
	Project Monitoring	Project Monitoring Officer	<p>A0 in Project Management, Economics, Planning, Management, Entrepreneurship, Development Studies</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of Gender policies and issues; - Ability to conduct policy and analysis and draft proposals; - Knowledge in Monitoring and Evaluation concepts, systems and tools; - High Analytical Skills; - Negotiation Skills; - Knowledge of Project Monitoring practices - Excellent Communication Skills; - Excellent problem solving skills and clear logical sens; - Fluent in Kinyarwanda, English and/or French 	1
	Women Entrepreneurship Development	Women Entrepreneurship Development officer	<p>A0 in Gender Studies, Development studies, Entrepreneurship, Economics, Development Studies, Project Management.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of Gender policies and issues; - Ability to conduct policy and analysis and draft proposals; - Extensive knowledge in Project Planning, Studies and management; - High Analytical Skills; - Negotiation Skills; - Excellent Communication Skills; - Excellent problem solving skills and clear logical sens; - Fluent in Kinyarwanda, English and/or French 	1
S/Total				4

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Planning, M & E	Director of Unit	Director of Planning & M&E	<p>A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience; Or Master' or Equivalent in Economics, Management, Development Studies, Project 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 Rwanda's Public service and labour Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - 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; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Planning	Planning Officer	<p>A0 in Economics, Project Management, Management, Development Studies, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Monitoring & Evaluation	Monitoring & Evaluation Officer	<p>A0 in Economics, Project Management, Management, Development Studies, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge and understanding of the Rwandan Public Service and Labor sector; - Excellent leadership skills; - Coordination, Planning & Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High Analytical & Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	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"> - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
S/Total				4

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Finance and Administration	Director of Unit	Director of Finance and Administration	<p>A0 in Finance, Accounting, Management with specialization in Finance/Accounting with 3 years of working experience OR Accounting Professional Qualification recognised by IFAC(ACCA, CPA) with 1 year of 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; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Budget	Budget Officer	<p>A0 in Finance, Accounting, 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 French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Accounting	Accountant	<p>A0 in Finance, Accounting, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc)</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - 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 and Flexibility Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Logistics	Logistics Officer	<p>A0 in Management, Accounting, Economics, 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 - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Central Secretariat	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management and Administration Knowledge; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; 	1
	Secretary to Central Secretariat	Secretary to Central Secretariat	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management and Administration Knowledge; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/Total				6
Grand / Total				32

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°37/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Uburinganire n'Iterambere ry'Umuryango

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

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°37/03 du 27/02/2015 portant mission, fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère du Genre et de la Promotion de la Famille

Kigali, le 27/02/2015

Bibonywekandibishyizweho Ikirangocya 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 III W'ITEKA RYA
MINISITIRI W'INTEBE N°37/03 RYO KU
WA 27/02/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'UBURINGANIRE N'ITERAMBERE
RY'UMURYANGO (MIGEPROF)

ANNEX III OF PRIME MINISTER'S
ORDER N°37/03 OF 27/02/2015
DETERMINING THE MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
MINISTRY OF GENDER AND FAMILY
PROMOTION (MIGEPROF)

ANNEXE III D'ARRETE DU PREMIER
MINISTRE N°37/03 DU 27/02/2015
PORTANT MISSION, FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AUTRES AVANTAGES
ACCORDES AU PERSONNEL DU
MINISTERE DU GENRE ET DE LA
PROMOTION DE LA FAMILLE
(MIGEPROF)

MIGEPROF 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 Gender Promotion Unit	330	3.II	1369	646,807
Director of Family Promotion and Child Protection Unit	330	3.II	1369	646,807
Director of Women Economic Empowerment Unit	330	3.II	1369	646,807
Director of Planning and M&E Unit	330	3.II	1369	646,807
Director of Finance & Administration Unit	330	3.II	1369	646,807
HRM Specialist	330	3.II	1369	646,807
Legal Advisor	330	3.II	1369	646,807
Information, Education & Communication Specialist	330	3.II	1369	646,807
Planning Officer	300	4.II	1141	485,333
Monitoring & Evaluation Officer	300	4.II	1141	485,333
Gender Mainstreaming Officer in charge of Social Cluster	300	4.II	1141	485,333
Gender Mainstreaming Officer in charge of Economic Cluster	300	4.II	1141	485,333
Gender Mainstreaming Officer in charge of Governance Cluster	300	4.II	1141	485,333
Family Protection & promotion Officer	300	4.II	1141	485,333
Children Protection & Promotion Officer	300	4.II	1141	485,333
Anti-GBV Officer	300	4.II	1141	485,333
Women Access to Finance Officer	300	4.II	1141	485,333
Entrepreneurship and Developpement Officer	300	4.II	1141	485,333
Project Monitoring Officer	300	4.II	1141	485,333
Logistics Officer	300	5.II	951	404,515
ICT Network officer	300	5.II	951	404,515
Internal Auditor	300	5.II	951	404,515
Administrative Assistant to Minister	300	5.II	951	404,515
Administrative Assistant to PS	300	5.II	951	404,515
Procurement Officer	300	5.II	951	404,515
Budget officer	300	5.II	951	404,515
Accountant	300	5.II	951	404,515
Head of Central Secretariat	300	7.II	660	280,736
Secretary	300	8.II	508	216,081

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 37/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Uburinganire n'Iterambere ry'Umuryango

Kigali, kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen to be annexed to Prime Minister's Order n°37/03 of 27/02/2015 determining the mission, functions, organizational structure, salaries and fringe benefits for employees of the Ministry of Gender and Family Promotion

Kigali, le 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°37/03 du 27/02/2015 portant mission, fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère du Genre et de la Promotion de la Famille

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