

Amateka ya Minisitiri w'Intebe / Prime Minister's Orders / Arrêtés du Premier Ministre

Amateka ya Minisitiri w'Intebe ashiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi ba:

Prime Minister's Orders determining organisational structure, salaries and fringe benefits for employees of:

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ITEKA RYA MINISITIRI W'INTEBE N° 51/03 RYO KU WA 27/2/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'URWEGO RW'UMUVUNYI

PRIME MINISTER'S ORDER N° 51/03 OF 27/2/2015 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE OFFICE OF THE OMBUDSMAN

ARRETE DU PREMIER MINISTRE N°51/03 DU 27/2/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL AU SEIN DE L'OFFICE DE L'OMBUDSMAN

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ITEKA RYA MINISITIRI W'INTEBE N° 51/03 RYO KU WA 27/2/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MU RWEGO RW'UMUVUNYI

PRIME MINISTER'S ORDER N° 51/03 OF 27/2/2015 DETERMINING THE ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE OFFICE OF THE OMBUDSMAN

ARRETE DU PREMIER MINISTRE N°51/03 DU 27/2/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL AU SEIN DE L'OFFICE DE L'OMBUDSMAN

Minisitiri w'Intebe;

The Prime Minister;

Le Premier Ministre;

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

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;

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;

Ashingiye ku Itegeko n° 86/2013 ryo ku wa 11/09/2013 rishyiraho sitati rusange igenga Abakozi ba Leta, cyane cyane mu ngingo yaryo ya 52;

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

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

Ashingiye ku Itegeko n° 76/2013 ryo ku wa 11/9/2013 rigena inshingano, ububasha, imiterere n'imikorere by'Urwego rw'Umuvunyi, cyane cyane mu ngingo yaryo ya 27;

Pursuant to Law n° 76/2013 of 11/9/2013 determining the mission, powers, organization and functioning of the Office of the Ombudsman, especially in Article 27;

Vu la Loi n° 76/2013 du 11/9/2013 déterminant les missions, compétence, organisation et fonctionnement de l'Office de l'Ombudsman, spécialement en son article 27;

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

Having reviewed 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;

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;

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014 ;

ATEGETSE:

HEREBY ORDERS:

ARRETE:

Ingingo ya mbere: Icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Iri teka rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi mu Rwego rw'Umuvunyi.

This Order determines the organizational structure, salaries and fringe benefits for employees in the Office of Ombudsman.

Le présent arrêté détermine la structure organisationnelle, salaires et autres avantages accordés au personnel de l'Office de l'Ombudsman.

Ingingo ya 2: Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo

Article 2: Organizational structure and job profiles

Article 2: Structure organisationnelle et profils d'emplois

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo by'Urwego rw'Umuvunyi biri ku migereka wa I n'uwa II y'iri teka.

The organizational structure and job profiles of the Office of Ombudsman are respectively in annex I and II of this Order.

La structure organisationnelle et profils d'emplois au sein de l'Office de l'Ombudsman sont respectivement en annexe I et II du présent Arrêté.

Ingingo 3: Igenwa ry'umushahara

Article 3: Determination of the salary

Article 3: Détermination du salaire

Imishahara y'abakozi b'Urwego rw'Umuvunyi, igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara y'abakozi ba Leta.

Salaries for employees of the Office of Ombudsman shall be determined basing on job classification and in accordance with general principles on salary calculation in Public Service.

Les salaires accordés au personnel de l'Office de l'Ombudsman 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 mu rwego rw'Umuvunyi biri ku mugereka wa III w'iri teka.

The level, index value and the gross salary corresponding to each job position in the Office of Ombudsman are in annex III of this Order.

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

Ingingo 4: Ibigize umushahara mbumbe

Article 4: Composition of gross salary

Article 4: Composition du salaire brut

Umushahara mbumbe wa buri mukozi wo mu Rwego rw'Umuvunyi ukubiyemo iby'ingenzi bikurikira:

The monthly gross salary of a public servant in the Office of Ombudsman shall mainly be composed of the following:

Le salaire brut mensuel d'un agent de l'Etat au sein de l'Office de l'Ombudsman comprend principalement :

1 ° umushahara fatizo;

1° basic salary;

1 ° le salaire de base;

2 ° indamunite y'icumbi;

2° housing allowance;

2 ° l'indemnité de logement;

3 ° indamunite y'urugendo;

3° transport allowance;

3 ° l'indemnité de transport;

4 ° inkunga ya Leta mu bwiteganyirize

4° State contribution for social security;

4 ° la contribution de l'Etat à la sécurité

bw'umukozi;

5° inkunga ya Leta yo kuvuza umukozi.

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abakozi bari ku nzego z'imirimo za "F", "G/IV" na "2.III" boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze; ndetse n'abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

Ingingo ya 5: Ibindi bigenerwa Umunyamabanga Uhoraho

Umunyamabanga Uhoraho mu Rwego rw'Umuvunyi agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

- 1° amafaranga y'itumanaho rya telefoniyo 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° Leta imworohereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintumu nshingano ze.

Ingingo ya 6: Ibigenerwa Abashinjacyaha bo ku rwego rw'Igihugu

Abashinjacyaha bo ku rwego rw'Igihugu bagenerwa buri wese kandi buri kwezi ibi bikurikira:

- 1° amafaranga y'itumanaho rya telefoni igendanwa

5° State contribution for medical care.

The transport allowance specified in Paragraph One of this Article shall not be granted to officials positioned on levels "F", "G/IV" and "2.III" whose transport is facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be granted to officials positioned on level "3" who are entitled to special transport allowance in accordance with Instructions of the Minister in charge public service.

Article 5: Fringe benefits for Permanent Secretary

The Permanent Secretary in Office of the Ombudsman 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° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of transport.

Article 6: Fringe benefits for National Prosecutors

National Prosecutors shall each be entitled to the following fringe benefits:

- 1° a mobile phone communication allowance of

sociale;

5° la contribution de l'Etat aux soins médicaux.

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat aux postes de niveau "F", "G/IV" et "2.III" pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux poste de niveau "3" qui bénéficient d'une indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Article 5: Autres avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent à l'Office de l'Ombudsman 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° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 6: Autres avantages alloués aux Procureurs Nationaux

Les Procureurs Nationaux bénéficient chacun des avantages suivants :

- 1° les frais de communication par téléphone

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angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw);

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

Ingingo ya 7: Ibindi bigenerwa Umujyanama w'Umuvunyi Mukuru

Umujyanama w'Umuvunyi Mukuru agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

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

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

Ingingo ya 8: Ibigererwa Abayobozi n'Abakozi bari ku rwego rw'imirimo rwa "3"

Abayobozi 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

seventy thousand Rwandan francs (Rwf 70,000) per month;

2° the Government shall facilitate his/her transport in accordance with instructions of the Minister in charge of transport.

Article 7: Fringe benefits for Advisor to the Ombudsman

Advisor to the Ombudsman shall be entitled to the following fringe benefits:

1° 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 in accordance with instructions of the Minister in charge of transport.

Article 8: Fringe benefits for Directors of Units and Officials on "3" job classification level

Directors of Units and Officials on "3" job classification 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 instructions of the Minister in charge of public service.

Directors of Units on level "3" with a pool of

portable équivalent à soixante-dix mille francs rwandais (70.000 Frw) par mois;

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

Article 7: Autres avantages alloués au conseiller de l'Ombudsman

Le Conseiller de l'Ombudsman bénéficie des avantages comme suit :

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

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

Article 8: Autres avantages alloués aux Directeurs d'Unités et agents de l'Etat aux postes de niveau "3"

Les Directeurs d'Unités et les Agents de l'Etat aux postes de niveau "3" bénéficient chacun d'autres avantages comme suit :

1° les frais de communication par téléphone portable équivalent à trente mille francs rwandais (30.000 Frw) par mois.

2° une 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"

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

employees 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.

ayant des agents placés sous leur responsabilité 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

Article 9: Mileage allowances

Article 9 : Indemnités kilométriques

Iyo Abayobozi Bakuru bari ku rwego rwa “F”, “G/1.IV” na “2.III” bagiye 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.

When Senior Officials on levels “F”, “G/1.IV” and “2.III” go on official mission inside the country by using their vehicles, the State pay them mileage allowances in accordance with the instructions of the Minister in charge of transport.

Lorsque les hauts cadres aux postes de niveaux “F”, “G/1.IV” et “2.III” vont en mission officielle 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.

Ingingo ya 10: Abashinzwe kubahiriza iri teka

Article 10: Authorities responsible for the implementation of this Order

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

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

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.

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.

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

Article 11: Repealing provision

Article 11: Disposition abrogatoire

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

All prior provisions contrary to this Order are hereby repealed.

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 12: Igihe iteka ritangira gukurikizwa

Article 12: Commencement

Article 12: Entrée en vigueur

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

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.

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

Kigali, ku wa 27/2/2015

Kigali, on 27/2/2015

Kigali, le 27/2/2015

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(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

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

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

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

Bibonywe kugira ngo bishyizweho Ikirango cya Repubulika:

Seen and Sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

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

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

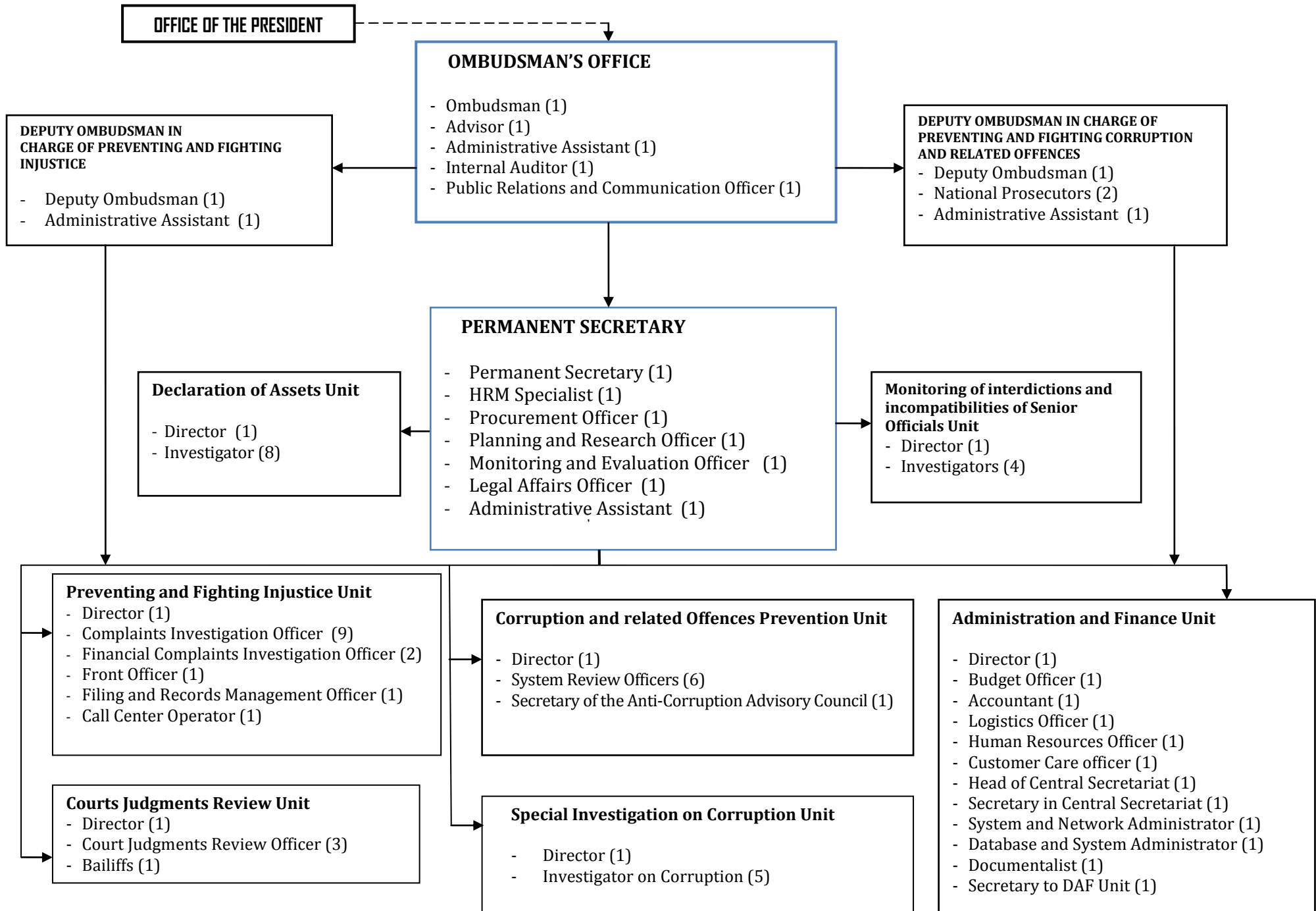
(sé)
BUSINGYE Johnston
Ministre de la Justice/ Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 51/03 RYO KU WA
27/2/2015 RIGENA IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI MU
RWEGO RW'UMUVUNYI**

**ANNEX I TO PRIME MINISTER'S ORDER N°
51/03 OF 27/2/2015 DETERMINING THE
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES IN THE OFFICE OF THE
OMBUDSMAN**

**ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N° 51/03 DU 27/2/2015
DETERMINANT LA STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL AU SEIN DE L'OFFICE DE
L'OMBUDSMAN**

OFFICE OF THE OMBUDSMAN ORGANIZATIONAL CHART
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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° **51/03** ryo ku wa **27/2/2015** rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi mu Rwego rw'Umuvunyi

Kigali, ku wa 27/2/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kugira ngo bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to Prime Minister's Order n° **51/03** of **27/2/2015** determining the organizational structure, salaries and fringe benefits for employees in the Office of Ombudsman

Kigali, on 27/2/2015

(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° **51/03** du **27/2/2015** déterminant la structure organisationnelle, salaires et autres avantages accordés au personnel au sein de l'Office de l'Ombudsman

Kigali, le 27/2/2015

(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° 51/03 RYO KU WA
27/2/2015 RIGENA IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI MU
RWEGO RW'UMUVUNYI**

**ANNEX II TO PRIME MINISTER'S ORDER N°
51/03 OF 27/2/2015 DETERMINING THE
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES IN THE OFFICE OF THE
OMBUDSMAN**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N° 51/03 DU 27/2/2015
DETERMINANT LA STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL AU SEIN DE L'OFFICE DE
L'OMBUDSMAN**

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OFFICE OF THE OMBUDSMAN JOB PROFILE

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Nbr
Ombudsman Cabinet	Ombudsman	Ombudsman	Cabinet Appointment	1
	Advisor	Advisor to the Ombudsman	<p>A0 in Law, Public Administration, Economics, Labour Administration, Management, Management, Sociology, Administrative Sciences, Social Science with 5 years of working experience; Or Master's Degree or Equivalent in Law, Public Administration, Economics, Administrative Sciences, Sociology, Labour Administration, Labour Economics, Management, Peace Studies and Conflict Transformation with 3 years of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of government policies; - Knowledge of the Ombudsman sector policies and issues; - 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; - Time management skills; 	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management Or A0 in Secretariat Studies, Office Management, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Office management; - Knowledge of customer care satisfaction; - Excellent communication, organisation and interpersonal skills; - 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

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Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Nbr
	Internal Audit	Internal Auditor	A0 in Accounting, Public Finance, Management specializing in Finance/Accounting. <u>Key Technical Skills & Knowledge required:</u> - Detailed knowledge of financial and Audit Standards, HR & Financial Regulations, Procedures ; - Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Public Relations	Public Relations and Communication Officer	A0 in Communication, Journalism, International Relations, Linguistics, Litterature, Marketing <u>Key Technical Skills & Knowledge required:</u> - Negotiation and influencing skills; - Strategic planning skills; - General management; - Policy analysis and formulation skills,; - Leadership skills; - Communication, reporting and writing skills; - Sound knowledge of English and Swahili; -Understanding of how regional economic blocs, customs, monetary and political unions work; -Understanding of the EAC Treaty and related protocols - High analytical & Problem Solving skills; - Judgment & Decesion Making Skills; - Interpersonal Skills; - Effective Communication skills; - Time Management Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				5

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Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Nbr
Deputy Ombudsman in charge of Preventing and fighting Injustice	Deputy Ombudsman	Deputy Ombudsman in charge of Preventing and fighting Injustice	Cabinet Appointment	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management Or A0 in Secretariat Studies, Office Management, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Office management; - Knowledge of customer care satisfaction; - Excellent communication, organisation and interpersonal skills; - 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				2
Deputy Ombudsman in charge of Preventing and fighting corruption and related offences	Deputy Ombudsman	Deputy Ombudsman in charge of Preventing and fighting corruption and related offences	Cabinet Appointment	1

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Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Nbr
	National Prosecutor	National Prosecutor	<p>A0 in Law with 7 years of working experience with 2 years in a senior position; Or Master's Degree in Legal Studies, Administrative Law, Business Law, International Criminal Law, Civil Law, or Human Rights Law with 5 years of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management Or A0 in Secretariat Studies, Office Management, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Office management; - Knowledge of customer care satisfaction; - Excellent communication, organisation and interpersonal skills; - 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	Cabinet Appointment	1

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Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Nbr
	HRM Specialist	HRM 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 Human Resource Management</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan Public Service and Labor Law; - Knowledge in Conflict Management; - Knowledge of Human Resources Concepts, Practices, Policies and Procedures; - Problem Solving Skills; - Computer Skills; - Judgement and Decision Making Skills; - Time Management Skills; - Interview Skills; - High Analytical Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage 	1
	Procurement	Procurement Officer	<p>A0 in Procurement, Management, Accounting, Public Finance, Economics, Law</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills; - Knowledge of basic business and purchasing practices; - Knowledge of state contracting law, regulations and procedures; - Knowledge of grade, qualities, suppliers and prices tenders of commodities; - Knowledge in contract drafting and negotiation; - Category management skills; - Time management skills; - Decision making skills; - Excellent communication skills; - Computer skills; - Fluent in Kinyarwanda, English and French. knowledge of all is an advantage 	1

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Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Nbr
	Planning and Research	Planning and Research Officer	<p>A0 in Economics, Planning, Project Management, Management, Development Studies, Business Administration</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge of Research and development policies and strategies; - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Strategic planning; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Monitoring and Evaluation	Monitoring and Evaluation Officer	<p>A0 in Economics, Planning, Project Management, Management, Development Studies, Business Administration</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge of Research and development policies and strategies; - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Strategic planning; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

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Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Nbr
	Legal Affairs	Legal Affairs Officer	A0 in law <u>Knowledge and technical skills required:</u> - Knowledge of Substantive Law and Legal Procedures; - Report writing and presentation skills; - Analytical and problem solving; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French. knowledge of all is an advantage	1
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management Or A0 in Secretariat Studies, Office Management, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - 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				7

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Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Nbr
Declaration of Assets Unit	Director of Unit	Director of Declaration of Assets Unit	<p>A0 in law, Public Administration, Administrative Sciences, Management with 3 years of working experience; Or Master's Degree or Equivalent in law, Public Administration, Administrative Sciences, Management with 1 year of working experience.</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> - Knowledge of Substantive Law and Legal Procedures; - Report writing and presentation skills; - Analytical and problem solving; - Team working skills; - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Investigation	Investigator	<p>A0 in Law, Public Administration, Administrative Sciences, Management or Peace Studies and Conflict Transformation</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> - Knowledge of Substantive Law and Legal Procedures; - Knowledge of investigation and evidence gathering techniques; - Knowledge of court processes and procedures; - Negotiations Skills; - Stress management skills; - Networking skills and result-oriented; - Report writing and presentation skills; - Analytical and problem solving; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French. knowledge of all is an advantage 	8
S/Total				9

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Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Nbr
Monitoring of Interdictions and incompatibilities of Senior Officials Unit	Director of Unit	Director of Monitoring of Interdictions and Incompatibilities of Senior Officials Unit	<p>A0 in law, Public Administration, Administrative Sciences, with 3 years of working experience; Or Master's Degree or Equivalent in law, Public Administration, Administrative Sciences, with 1 year of working experience.</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> - Knowledge of Substantive Law and Legal Procedures; - Report writing and presentation skills; - Analytical and problem solving; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French. knowledge of all is an advantage 	1
	Investigation on the interdictions and incompatibilities of Senior officials	Investigator on the interdictions and incompatibilities of Senior officials	<p>A0 in Law, Public Administration, Administrative Sciences, Politica Science, Management, Business Administration</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> - Knowledge of Substantive Law and Legal Procedures; - Knowledge of investigation and evidence gathering techniques; - Knowledge of court processes and procedures; - Negotiations Skills; - Stress management skills; - Networking skills and result-oriented; - Report writing and presentation skills; - Analytical and problem solving; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French. knowledge of all is an advantage 	4
S/Total				5

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Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Nbr
Preventing and fighting Injustice Unit	Director of Unit	Director of Preventing and fighting Injustice Unit	A0 in law, Public Administration with 3 years of working experience; Or Master's Degree or Equivalent in Law with 1 year of working experience <u>Knowledge and technical skills required:</u> - Knowledge of Substantive Law and Legal Procedures; - Report writing and presentation skills; - Analytical and problem solving; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French. knowledge of all is an advantage	1
	Complaints investigation	Complaints Investigation Officer	A0 in Law, Political Sciences, Public Administration, Education Sciences, Administrative Sciences, Conflict Resolution <u>Knowledge and technical skills required:</u> - Knowledge of Substantive Law and Legal Procedures; - Knowledge of investigation and evidence gathering techniques; - Knowledge of court processes and procedures; - Negotiations Skills; - Stress management skills; - Networking skills and result-oriented; - Report writing and presentation skills; - Analytical and problem solving; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French. knowledge of all is an advantage	9

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Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Nbr
	Financial Complaints Investigation Officer	Financial Complaints Investigation Officer	<p>A0 in Law, Banking, Accounting or financial Management</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> - Knowledge of Substantive Law and Legal Procedures; - Knowledge of investigation and evidence gathering techniques; - Extensive knowledge and understanding of the Rwandan Finance System; - Knowledge to analyse complex financial information & Produce reports - Deep understanding of financial accounts; - Knowledge of court processes and procedures; - Negotiations Skills; - Stress management skills; - Networking skills and result-oriented; - Report writing and presentation skills; - Analytical and problem solving; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French. knowledge of all is an advantage 	2
	Front office	Front officer	<p>A2 in Secretariat Studies, Human Sciences; Or A1 in Secretariat Studies, Office Management.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Office management; - Knowledge of customer care satisfaction; - Excellent communication, organisation and interpersonal skills; - Computer knowledge (Word processing, Power Point and Internet); - Time management skills; - Analytical and problem solving; - Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage 	1

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Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Nbr
	Filling and Records	Filling and Records Management Officer	<p>A1 in Secretariat Studies, Office Management; Or A0 in Secretariat Studies, Office Management, Public Administration, Administrative Sciences, Human Resources Management, Management</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Office management; - Knowledge of customer care satisfaction; - Excellent communication, organisation and interpersonal skills; - Computer knowledge (Word processing, Power Point and Internet); - Time management skills; - Analytical and problem solving; - Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage 	1
	Call Center	Call Center Operator	<p>A0 in Political Science, Sociology, Public Administration, Administrative Sciences, Education Science, Social Work, Business Administration, Law, History, Communication, Public Relations</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -High analytical thinking; - Excellent organizational skills; - Persuasive presentation skills; - Communication Skills; - Collaboration Skills; - Writting and reporting skills; - Interpersonal Skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1
S/Total				15

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Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Nbr
Courts Judgments Review Unit	Director of Unit	Director of Courts Judgments Review Unit	<p>A0 in law with 3 years of working experience; Or Master's Degree or Equivalent in Law with 1 year of working experience</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Excellent leadership skills and ability to organise; - Creative, proactive, customer focused, solutions led and outcome driven; - Excellent verbal, written and interpersonal communication skills; - Ability to pay attention to detail; - Sound personal judgement with excellent advocacy skills; - Ability to read and understand complex (legal) texts; - Knowledge of court processes and procedures;- - Fluent in Kinyarwanda, English and French. knowledge of all is an advantage 	1
	Court Judgments review	Court Judgments review Officer	<p>A0 in Law</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Creative, proactive, customer focused, solutions led and outcome driven; - Excellent verbal, written and interpersonal communication skills; - Ability to pay attention to detail; - Sound personal judgement with excellent advocacy skills; - Ability to read and understand complex (legal) texts; - Knowledge of court processes and procedures; - Fluent in Kinyarwanda, English and French. knowledge of all is an advantage 	3
	Bailiff	Bailiff	<p>A0 in Law</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Creative, proactive, customer focused, solutions led and outcome driven; - Excellent verbal, written and interpersonal communication skills; - Ability to pay attention to detail; - Sound personal judgement with excellent advocacy skills; - Ability to read and understand complex (legal) texts; - Knowledge of court processes and procedures; - Fluent in Kinyarwanda, English and French. knowledge of all is an advantage 	1
S/Total				5

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Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Nbr
Corruption and related offences Prevention Unit	Director of Unit	Director of Corruption and related offences Prevention Unit	<p>A0 in law with 3 years of working experience; Or Master's Degree or Equivalent in Law with 1 year of working experience</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Excellent leadership skills and ability to organise; - Creative, proactive, customer focused, solutions led and outcome driven; - Excellent verbal, written and interpersonal communication skills; - Ability to pay attention to detail; - Sound personal judgement with excellent advocacy skills; - Ability to read and understand complex (legal) texts; - Knowledge of court processes and procedures;- - Fluent in Kinyarwanda, English and French. knowledge of all is an advantage 	1
	Systems Review	System Review Officer	<p>A0 in Law, Management, Economics</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Creative, proactive, customer focused, solutions led and outcome driven; - Excellent verbal, written and interpersonal communication skills; - Ability to pay attention to detail; - Sound personal judgement with excellent advocacy skills; - Ability to read and understand complex (legal) texts; - Knowledge of court processes and procedures; - Fluent in Kinyarwanda, English and French. knowledge of all is an advantage 	6
	Secretary of the National Anti corruption Advisory Council	Secretary of the National Anti corruption Advisory Council	<p>A0 in Law, Public Administration, Public finance, Management, Administrative Sciences, Sociology or Social Work</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> - Report writing and presentation skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Excellent verbal, written and interpersonal communication skills; - Book keeping Skills; - Ability to pay attention to detail; - Sound personal judgement with excellent advocacy skills; - Ability to read and understand complex (legal) texts; - Fluent in Kinyarwanda, English and French. knowledge of all is an advantage 	1
S/Total				8

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Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Nbr
Special Investigation on Corruption Unit	Director of Unit	Director of Special Investigation on Corruption Unit	<p>A0 in law with 3 years of working experience; Or Master's Degree or Equivalent in Law with 1 year of working experience</p> <p>Knowledge and technical skills required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Excellent leadership skills and ability to organise; - Creative, proactive, customer focused, solutions led and outcome driven; - Excellent verbal, written and interpersonal communication skills; - Ability to pay attention to detail; - Sound personal judgement with excellent advocacy skills; - Ability to read and understand complex (legal) texts; - Knowledge of court processes and procedures;- - Fluent in Kinyarwanda, English and French. knowledge of all is an advantage 	1
	Investigation	Investigator on Corruption	<p>A0 in Law, Economics, Management, Finance, Accounting, Public Administration, Administrative Sciences</p> <p>Knowledge and technical skills required:</p> <ul style="list-style-type: none"> - Knowledge of Substantive Law and Legal Procedures; - Knowledge of investigation and evidence gathering techniques; - Knowledge of court processes and procedures; - Negotiations Skills; - Stress management skills; - Networking skills and result-oriented; - Report writing and presentation skills; - Analytical and problem solving; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French. knowledge of all is an advantage 	5
S/Total				6

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Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Nbr
Administration & Finance Unit	Director of Unit	Director of Administration & Finance Unit	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA etc) or A0 in Accounting, Public Finance, Finance or Management with Specialization in Finance with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Negotiation and influencing skills - Extensive knowledge and understanding of the Rwandan Finance System; -General management -Policy analysis and formulation skills, -Leadership skills - Communication, reporting and writing skills - Effective communication skills; - Time Management Skills; - Computer Skills; - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Budget	Budget Officer	<p>A0 in Finance, Accounting, Management, Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financia 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

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Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Nbr
	Accountant	Accountant	<p>A0 in Accounting, Finance or Management specialized in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA etc)</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Logistics	Logistics Officer	<p>A0 in Store Management, Management, Economics, Public Administration, Administrative Sciences, Accounting, Finance</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report witting & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negociation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

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Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Nbr
	Human Resources	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
	Customer Care	Customer Care Officer	<p>A0 in Communication, Public Relations, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Excellent communication skills both orally and in writing; - Excellent interpersonal skills; - Knowledge in Hospitality Management; - Report writing and presentation skills; - Computer skills; - Creativity and initiative; - Good organisational and time-management skills; - Teamworking skills; - Effective public relations and public speaking skills; - Interviewing skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage 	1

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Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Nbr
	Central Secretariat	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management, Library & information Science Or A0 in Secretariat Studies, Office Management, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law ,Library & information Science with 2 years of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Secretary in Central Secretariat	Secretary in Central Secretariat	<p>A1 in Secretariat Studies, Office Management Or A0 in Secretariat Studies, Office Management, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

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Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Nbr
	Network and System Administrator	Network and System Administrator	<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, 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><u>Key Technical Skills & Knowledge required:</u></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

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Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Nbr
	Database and System Administrator	Database and System Administrator	<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, 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><u>Key Technical Skills & Knowledge required:</u></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

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Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Nbr
	Archives	Archivist	<p>A1 in Library & Information system, Office Management, Bibliotheconomy; Or A0 in Library & information Science, Office Management.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Proficiency in information technology; - Computer literacy Book keeping Skills; - Knowledge of integrated document management; - Knowledge of archive management software; - Knowledge of the documentation management system(DMS) would be an advantage; - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writing & Presentation skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Secretary to DAF Unit	Secretary to DAF Unit	<p>A1 in Secretariat Studies, Office Management Or A0 in Secretariat Studies, Office Management, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/Total				12
GRAND TOTAL				78

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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° **51/03** ryo ku wa **27/2/2015** rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi mu Rwego rw'Umuvunyi

Kigali, ku wa 27/2/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kugira ngo bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to Prime Minister's Order n° **51/03** of **27/2/2015** determining the organizational structure, salaries and fringe benefits for employees in the Office of Ombudsman

Kigali, on 27/2/2015

(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° **51/03** du **27/2/2015** déterminant la structure organisationnelle, salaires et autres avantages accordés au personnel au sein de l'Office de l'Ombudsman

Kigali, le 27/2/2015

(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 III W'ITEKA RYA
MINISITIRI W'INTEBE N° 51/03 RYO KU WA
27/2/2015 RIGENA IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI MU
RWEGO RW'UMUVUNYI**

**ANNEX III TO PRIME MINISTER'S ORDER
N° 51/03 OF 27/2/2015 DETERMINING THE
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES IN THE OFFICE OF THE
OMBUDSMAN**

**ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N° 51/03 DU 27/2/2015
DETERMINANT LA STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL AU SEIN DE L'OFFICE DE
L'OMBUDSMAN**

OFFICE OF THE OMBUDSMAN SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Permanent Secretary	500	F	2869	1,828,988
National Prosecutor	500	1.IV	2608	1,662,600
Advisor to the Ombudsman	500	2.III	1890	1,352,972
Director of Preventing and fighting Injustice Unit	500	3.II	1369	980,010
Director of Administration and Finance Unit	500	3.II	1369	980,010
Director of Corruption and related Offences Prevention Unit	500	3.II	1369	980,010
Director of Court Judgements Review Unit	500	3.II	1369	980,010
Director of Declaration of Assets Unit	500	3.II	1369	980,010
Director of Monitoring of interdictions and incompatibilities of Senior officials Unit	500	3.II	1369	980,010
Director of Special Investigation on Corruption Unit	500	3.II	1369	980,010
HRM Specialist	500	3.II	1369	980,010
Legal Affairs	500	4.III	1313	930,823
Secretary of the National Anti corruption Advisory Council	500	4.III	1313	930,823
Human Resources Officer	500	4.II	1141	808,888
Investigator on Corruption	500	4.II	1141	808,888
Public Relations and Communication Officer	500	4.II	1141	808,888
Accountant	500	5.II	951	674,191
Administrative Assistant to the Deputy Ombudsman	500	5.II	951	674,191
Administrative Assistant to the Ombudsman	500	5.II	951	674,191
Administrative Assistant to the Permanent Secretary	500	5.II	951	674,191
Bailiffs	500	5.II	951	674,191
Budget Officer	500	5.II	951	674,191
Complaints Investigation Officer in Preventing and Fighting Injustice Unit	500	5.II	951	674,191
Court Judgments review Officer	500	5.II	951	674,191
Database and Applications Administrator	500	5.II	951	674,191
Financial Complaints Investigation Officer	500	5.II	951	674,191
Internal Auditor	500	5.II	951	674,191

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POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Investigator in MIISO Unit	500	5.II	951	674,191
Investigator in Declaration of Assets Unit	500	5.II	951	674,191
Logistics Officer	500	5.II	951	674,191
Monitoring and Evaluation Officer	500	5.II	951	674,191
Network and System Administrator	500	5.II	951	674,191
Planning & Research Officer	500	5.II	951	674,191
Procurement Officer	500	5.II	951	674,191
System Review Officers	500	5.II	951	674,191
Call Center Operator	500	6.II	793	562,180
Customer Care Officer	500	6.II	793	562,180
Documentalist	500	6.II	793	562,180
Filing and Records Management Officer	500	6.II	793	562,180
Front Officer	500	6.II	793	562,180
Head of Central Secretariat	500	7.II	660	467,893
Secretary	500	8.II	508	360,136
Secretary to DAF	500	8.II	508	360,136

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Kigali, ku wa 27/2/2015

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