

Ibirimo/Summary/Sommaire **page/urup**

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

N° 34/03 ryo kuwa 18/03/2014

Iteka rya Minisitiri w'Intebe rivana ibibanza mu mutungo rusange wa Leta2

N° 34/03 of 18/03/2014

Prime Minister's Order withdrawing the plots land from the state's public property.....2

N° 34/03 du 18/03/2014

Arrêté du Premier Ministre portant désaffectation du domaine public de l'Etat les parcelles et les biens immeubles2

N°35/03 ryo kuwa 11/04/2014

Iteka rya Minisitiri w'Intebe rishyiraho imbonerahamwe n'incamake y'imyanya y'imirimu by'Ikigo cy'Igihugu gishinzwe Ubumenyi bw'Ikirere (METEO Rwanda).....6

N° 35/03 of 11/04/2014

Prime Minister's Order determining the organisational structure and summary of job positions of Rwanda Meteorology Agency (METEO Rwanda).....6

N°35/03 du 11/04/2014

Arrêté du Premier Ministre déterminant la structure organisationnelle et la synthèse des emplois de l'Agence Rwandaise de la Météorologie (METEO Rwanda).....6

N°40/03 ryo kuwa 25/04/2014

Iteka rya Minisitiri w'Intebe rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimu bya Minisiteri y'Ubutabera / Serivisi z'Intumwa Nkuru ya Leta.....41

N°40/03 of 25/04/2014

Prime Minister's Order determining the mission, functions, organisational structure and summary of job positions of the Ministry of Justice/ Office of the Attorney General.....41

N°40/03 du 25/04/2014

Arrêté du Premier Ministre portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de la Justice / Services du Garde des Sceaux.....41

ITEKA RYA MINISITIRI W'INTEBE N°34/03
RYO KUWA 18/03/2014 RIVANA IBIBANZA
MU MUTUNGO RUSANGE WA LETA

PRIME MINISTER'S ORDER N°34/03 OF
18/03/2014 WITHDRAWING THE PLOTS
LAND FROM THE STATE'S PUBLIC
PROPERTY

ARRETE DU PREMIER MINISTRE N°34/03
DU 18/03/2014 PORTANT
DESAFFECTATION DU DOMAINE
PUBLIC DE L'ETAT LES PARCELLES ET
LES BIENS IMMEUBLES

ISHAKIRO

TABLE OF CONTENTS

TABLE DES MATIERES

Ingingo ya mbere: Kuvanwa mu mutungo rusange
wa Leta

Article One: Withdrawing from the State's
public property

Article premier : Désaffectation du domaine
public de l'Etat

Ingingo ya 2: Abashinzwe kubahiriza iri teka

Article 2: Authorities responsible for the
implementation of this Order

Article 2 : Autorités chargées de l'exécution
du présent arrêté

Ingingo ya 3: Ivanwaho ry'ingingo
zinyuraniye n'iri teka

Article 3: Repealing provision

Article 3 : Disposition abrogatoire

Ingingo ya 4: Igihe iteka ritangirira gukurikizwa

Article 4: Commencement

Article 4 : Entrée en vigueur

Official Gazette n° 17 of 28/04/2014

ITEKA RYA MINISITIRI W'INTEBE N°34/03 RYO KUWA 18/03/2014 RIVANA MU MUTUNGO RUSANGE WA LETA UBUTAKA N'UMUTUNGO UTIMUKANWA

PRIME MINISTER'S ORDER N° 34/03 OF 18/03/2014 WITHDRAWING LAND AND IMMOVABLE ASSETS FROM THE STATE'S PUBLIC ASSETS

ARRETE DU PREMIER MINISTRE N°34/03 DU 18/03/2014 PORTANT DESAFFECTATION DU DOMAINE PUBLIC DE L'ETAT LES PARCELLES ET LES BIENS IMMEUBLES

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 Kamena 2003 nk'uko ryavuguruwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 31, iya 121 n'iya 201;

Ashingiye ku Itegeko n° 43/2013 ryo kuwa 16/06/2013 rigenga ubutaka mu Rwanda, cyane cyane mu ngingo zaryo, iya 12 n'iya 14;

Bisabwe na Minisitiri w'Ibikorwa Remezo;

Inama y'Abaminisitiri yateranye kuwa 06/07/2011 imaze kubisuzuma no kubyemeza;

ATEGETSE :

Ingingo ya mbere: Kuvanwa mu mutungo rusange wa Leta

Ibibanza n° 2108, n° 2109, n° 2111 na n° 2112 hamwe n'inyubako zibirimo biri ku mu Kagari ka BUTARE, Umurenge wa NGOMA, Akarere ka HUYE mu Ntara y'Amajyepfo byahoze bikoreshwa na Serivisi za Leta, bivanywe mu mutungo rusange wa Leta bikaba bishyizwe mu mutungo bwite wa Leta.

The Prime Minister;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 31, 121 and 201;

Pursuant to Law n° 43/2013 of 16/06/2013 governing Land in Rwanda, especially in Articles 12 and 14;

On proposal by the Minister of Infrastructure;

After consideration and approval by the Cabinet, in its session of 06/07/2011;

HEREBY ORDERS:

Article One: Withdrawing from the State's public property

Plots n° 2108, n° 2109, n° 2111 and n° 2112 and buildings erected therein, in BUTARE cell, NGOMA Sector, HUYE District, Southern Province, which were used by various Government Services are hereby withdrawn from the State's public property to the State's private

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 31, 121 et 201;

Vu la Loi n° 43/2013 du 16/06/2013 portant régime foncier au Rwanda, spécialement en ses articles 12 et 14;

Sur proposition du Ministre des Infrastructures;

Après examen et adoption par le Conseil des Ministres en sa séance du 06/07/2011;

ARRETE :

Article premier: Désaffectation du domaine public de l'Etat

Les parcelles n° 2108, n° 2109, n° 2111 et n° 2112 ainsi que les constructions y érigées sises dans la cellule de BUTARE, Secteur de NGOMA, District de HUYE, Province du Sud qui étaient utilisées par les différents Services de l'Etat sont désaffectées du domaine public de l'Etat et

Official Gazette n° 17 of 28/04/2014

property.

affectées au domaine privé de l'Etat.

Ingingo ya 2: Abashinzwe kubahiriza iri teka

Article 2: Authorities responsible for the implementation of this Order

Article 2: Autorités chargées de l'exécution du présent arrêté

Minisitiri w'Ibikorwa Remezo na Minisitiri w'Umutungo Kamere basabwe kubahiriza iri teka.

The Minister of Infrastructure and the Minister of Natural Resources are entrusted with the implementation of this Order.

Le Ministre des Infrastructures et le Ministre des Ressources Naturelles sont chargés de l'exécution du présent arrêté.

Ingingo ya 3: Ivanwaho ry'ingingo zinyuranyije n'iri teka

Article 3: Repealing provision

Article 3: Disposition abrogatoire

Ingingo zose 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 4: Igihe iteka ritangirira gukurikizwa

Article 4: Commencement

Article 4: Entrée en vigueur

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda.

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda.

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda.

Kigali, kuwa **18/03/2014**

Kigali, on **18/03/2014**

Kigali, le **18/03/2014**

Official Gazette n° 17 of 28/04/2014

(sé)
Dr. HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

(sé)
Dr. HABUMUREMYI Pierre Damien
Prime Minister

(sé)
Dr. HABUMUREMYI Pierre Damien
Premier Ministre

(sé)
Prof. Silas LWAKABAMBA
Minisitiri w'Ibikorwa Remezo

(sé)
Prof. Silas LWAKABAMBA
Minister of Infrastructure

(sé)
Prof. Silas LWAKABAMBA
Ministre des Infrastructures

**Bibonywe kandi 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 for Justice/ Attorney General

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

ITEKA RYA MINISITIRI W'INTEBE
N°35/03 RYO KUWA 11/04/2014
RISHYIRAHU IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA Y'IMIRIMO
BY'IKIGO CY'IGIHUGU GISHINZWE
UBUMENYI BW'IKIRERE (METEO
RWANDA)

PRIME MINISTER'S ORDER N° 35/03 OF
11/04/2014 DETERMINING THE
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS OF
RWANDA METEOROLOGY AGENCY
(METEO RWANDA)

ARRETE DU PREMIER MINISTRE N°35/03
DU 11/04/2014 DETERMINANT LA
STRUCTURE ORGANISATIONNELLE ET LA
SYNTHESE DES EMPLOIS DE L'AGENCE
RWANDAISE DE LA METEOROLOGIE
(METEO RWANDA)

ISHAKIRO

TABLE OF CONTENTS

TABLE DE MATIERES

Ingingo ya mbere: icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Ingingo ya 2: Imbonerahamwe n'incamake
y'imyanya y'imirimo

Article 2: Organizational structure and
summary of job positions

Article 2 : Structure organisationnelle et synthèse
des emplois

Ingingoya3: Abashinzwe gushyira mu bikorwa
iri teka

Article 3: Authorities responsible for the
implementation of this Order

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

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

Article 4: Repealing provision

Article 4 : Disposition abrogatoire

Ingingo ya 5: Igihe iteka ritangira
gukurikizwa

Article 5: Commencement

Article 5 : Entrée en vigueur

Official Gazette n° 17 of 28/04/2014

ITEKA RYA MINISITIRI W'INTEBE N°35/03 RYO KUWA 11/04/2014 RISHYIRAHO IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BY'IKIGO CY'IGIHUGU GISHINZWE UBUMENYI BW'IKIRERE (METEO RWANDA)

PRIME MINISTER'S ORDER N°35/03 OF 11/04/2014 DETERMINING THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS OF RWANDA METEOROLOGY AGENCY (METEO RWANDA)

ARRETE DU PREMIER MINISTRE N°35/03 DU 11/04/2014 DETERMINANT LA STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DE L'AGENCE RWANDAISE DE LA METEOROLOGIE (METEO RWANDA)

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 120, 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, 120, 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, 120, 121 and 201;

Ashingiye ku Itegeko n° 54bis/2011 ryo ku wa 14/12/2011 rishyiraho Ikigo cy'Igihugu Gishinzwe Ubumenyi bw'Ikirere rikanagena inshingano, imiterere n'imikorere byacyo; cyane cyane mu ngingo yayo ya 12;

Pursuant to Law n° 54bis/2011 of 14/12/2011 establishing Rwanda Meteorology Agency and determining its mission, organization and functioning, especially in Article 12;

Vu la Loi n° 54bis/2011 du 14/12/2011 portant création de l'Agence Rwandaise de la Météorologie et déterminant sa mission, son organisation et son fonctionnement; spécialement en son article 12;

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 24/02/2014 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet, in its session of 24/02/2014

Après examen et adoption par le Conseil des Ministres en sa séance du 24/02/2014

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Official Gazette n° 17 of 28/04/2014

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena imbonerahamwe n'incamake y'imyanya y'imirimu by'Ikigo cy'Igihugu gishinzwe Ubumenyi bw'Ikirere (METEO-RWANDA).

Ingingo ya 2: Imbonerahamwe n'incamake y'imyanya y'imirimu

Imbonerahamwe n'incamake y'imyanya y'imirimu by'Ikigo cy'Igihugu gishinzwe Ubumenyi bw'Ikirere (METEO-RWANDA) biri ku mugereka wa I n'uwa II y'iri teka.

Ingingo ya 3: Abashinzwe kubahiriza iri teka

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

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

Ingingo z'amateka abanziriza iri kandi zinyuranyije na ryo zivanweho.

Ingingo ya 5: Igihe iteka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda.

Article One: Purpose of this Order

This Order determines the organizational structure and the summary of job positions of the Rwanda Meteorology Agency (METEO-RWANDA).

Article 2: Organizational structure and summary of jobs positions

The organizational structure and the summary of job positions of Rwanda Meteorology Agency (METEO-RWANDA) are respectively in annexes I and II of this Order.

Article 3: Authorities responsible for the implementation of this Order

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

Article 4: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 5: Commencement

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda.

Article premier: Objet du présent arrêté

Le présent arrêté détermine la structure organisationnelle et la synthèse des emplois de l'Agence Rwandaise de la Météorologie (METEO-RWANDA).

Article 2 : Structure organisationnelle et synthèse des emplois

La structure organisationnelle et la synthèse des emplois de l'Agence Rwandaise de la Météorologie (METEO-RWANDA) sont respectivement en annexes I et II du présent arrêté.

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

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

Article 4 : Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 5 : Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda.

Official Gazette n° 17 of 28/04/2014

Kigali, kuwa **11/04/2014**

Kigali, on **11/04/2014**

Kigali, le **11/04/2014**

(sé)

Dr. HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

(sé)

Dr. HABUMUREMYI Pierre Damien
Prime Minister

(sé)

Dr. HABUMUREMYI Pierre Damien
Premier Ministre

(sé)

MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)

MUREKEZI Anastase
Minister of Public Service and Labour

(sé)

MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République :

(sé)

BUSINGYE Johnston
Minisitiri w'Ubutabera / Intumwa Nkuru ya Leta

(sé)

BUSINGYE Johnston
Minister of Justice/Attorney General

(sé)

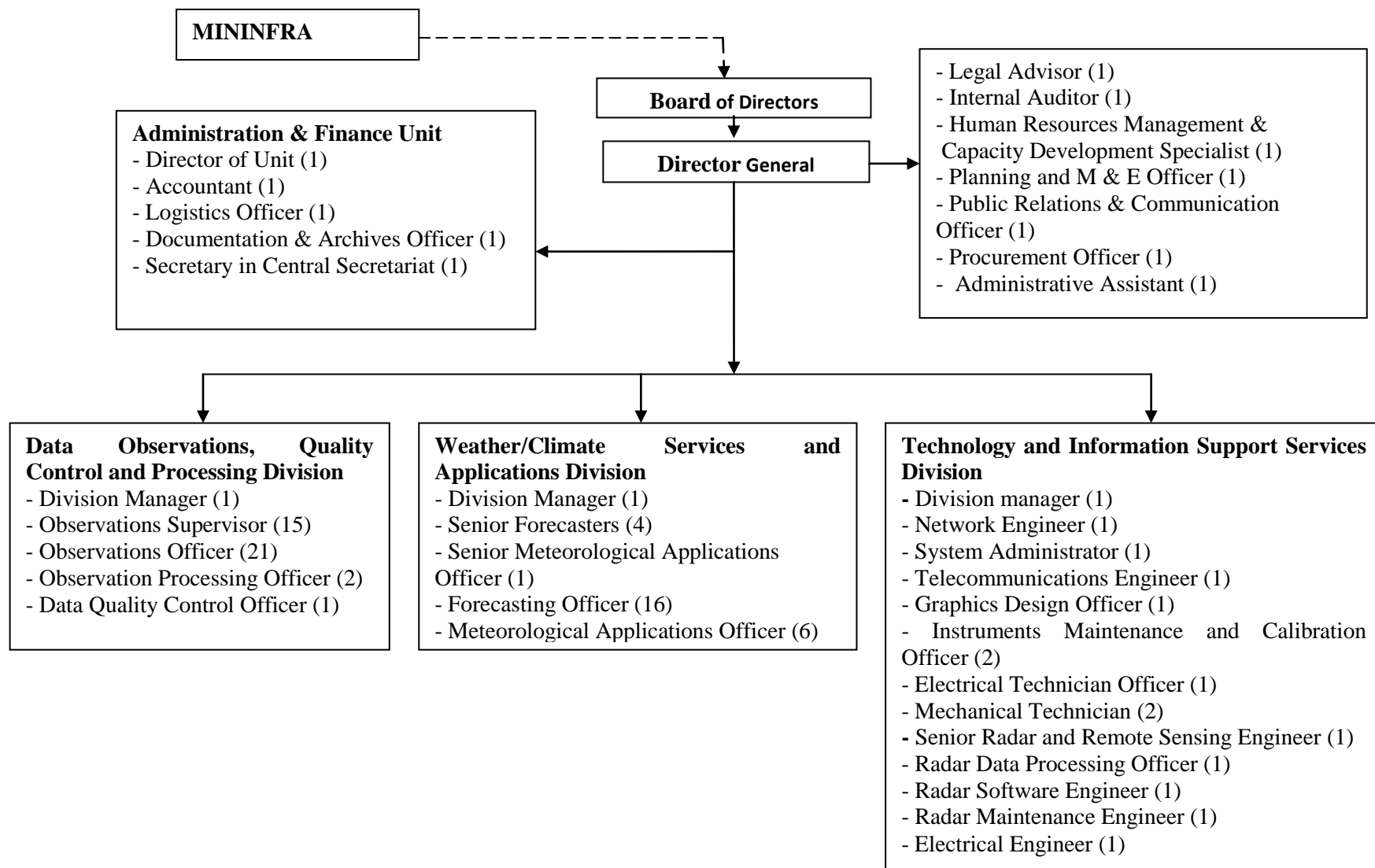
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N°35/03 RYO
KUWA 11/04/2014 RISHYIRAHU
IMBONERAHAMWE N'INCAMAKE
Y'IMYANYA Y'IMIRIMO BY'IKIGO
CY'IGIHUGU GISHINZWE UBUMENYI
BW'IKIRERE (METEO RWANDA)**

**ANNEXE I TO THE PRIME MINISTER'S
ORDER N°35/03 OF 11/04/2014
DETERMINING THE ORGANISATIONAL
STRUCTURE AND SUMMARY OF JOB
POSITIONS OF RWANDA METEOROLOGY
AGENCY (METEO RWANDA)**

**ANNEXE I DE L'ARRETE DU PREMIER
MINISTRE N°35/03 DU 11/04/2014
DETERMINANT LA STRUCTURE
ORGANISATIONNELLE ET LA SYNTHESE
DES EMPLOIS DE L'AGENCE RWANDAISE
DE LA METEOROLOGIE (METEO RWANDA)**

ORGANIZATIONAL CHART - RWANDA METEOROLOGICAL AGENCY 2014



Official Gazette n° 17 of 28/04/2014

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°35/03 ryo kuwa 11/04/2014 rishyiraho imbonerahamwe n'incamake y'imyanya y'imirimo by'Ikigo cy'Igihugu gishinzwe Ubumenyi bw'Ikirere (METEO-Rwanda)

Seen to be annexed to the Prime Minister's Order n°35/03 of 11/04/2014 determining the organisational structure and summary of job positions of the Rwanda Meteorology Agency (METEO - Rwanda)

Vu pour être annexé à l'Arrêté du Premier Ministre n°35/03 du 11/04/2014 déterminant la structure organisationnelle et la synthèse des emplois de l'Agence Rwandaise de la Météorologie (METEO - Rwanda)

Kigali, kuwa **11/04/2014**

Kigali, on **11/04/2014**

Kigali, le **11/04/2014**

(sé)

Dr. HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

(sé)

Dr. HABUMUREMYI Pierre Damien
Prime Minister

(sé)

Dr. HABUMUREMYI Pierre Damien
Premier Ministre

(sé)

MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)

MUREKEZI Anastase
Minister of Public Service and Labour

(sé)

MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République :

(sé)

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

Official Gazette n° 17 of 28/04/2014

**UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N°35/03 RYO
KUWA 11/04/2014 RISHYIRAHU
IMBONERAHAMWE N'INCAMAKE
Y'IMYANYA Y'IMIRIMO BY'IKIGO
CY'IGIHUGU GISHINZWE UBUMENYI
BW'IKIRERE (METEO RWANDA)**

**ANNEXE II TO THE PRIME MINISTER'S
ORDER N°35/03 OF 11/04/2014
DETERMINING THE ORGANISATIONAL
STRUCTURE AND SUMMARY OF JOB
POSITIONS OF RWANDA METEOROLOGY
AGENCY (METEO RWANDA)**

**ANNEXE II DE L'ARRETE DU PREMIER
MINISTRE N°35/03 DU 11/04/2014
DETERMINANT LA STRUCTURE
ORGANISATIONNELLE ET LA SYNTHESE
DES EMPLOIS DE L'AGENCE RWANDAISE
DE LA METEOROLOGIE (METEO
RWANDA)**

METEO-RWANDA - JOB PROFILES - 2014

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the General Directorate	Director General	Director General	Political appointee	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Official Gazette n° 17 of 28/04/2014

	Internal Auditor	Internal Auditor	<p>A0 in Accounting, Public Finance, Management specializing in Finance/Accounting</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - 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
	Legal Advisor	Legal Advisor	<p>A0 in Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical and problem solving Skills;- Legal research & analysis in complex areas of law;- Knowledge of substantive law & Legal Procedures;- Decision making skills;- Experience in contract drafting and negotiation;- Excellent Communication skills;- Very effective organization skills;- Computer skills;- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Official Gazette n° 17 of 28/04/2014

	HR Management & Capacity Development	HR Management & Capacity Development Specialist	Master's Degree in HR Management, Public Administration or A0 HR Management, Management or Public Administration with 3 years of working experience Key Technical Skills & Knowledge required: <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
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Official Gazette n° 17 of 28/04/2014

	Public Relations & Communication	Public Relations & Communication Officer	A0 in Communication , Public Relations, Journalism, Marketing; <u>Key Technical Skills & Knowledge required :</u> -Excellent communication skills both oral and in writing-Excellent interpersonnal skills-Report writting & 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
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Official Gazette n° 17 of 28/04/2014

	Procurement	Procurement Officer	<p>A0 in Procurement, Purchase, Management, Accounting, Public Finance and other qualifications related to specific domain</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none">- High Analytical Skills;- Negotiation Skills;- Knowledge of basic business and purchasing practices;- Excellent Communication Skills;- Knowledge of state contracting laws, regulations and procedures;- Knowledge of grades, qualities, supply and price trends of commodities;- Time Management Skills;- Decision making Skills;- Computer Skills;- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
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Official Gazette n° 17 of 28/04/2014

	Planning, M & E	Planning, M & E Officer	A0 in Planning, Economics, Management , Development Studies; Environmental, Atmospheric Sciences or other relevant field <u>Key Technical Skills & Knowledge required:</u> - Knowledge of results based management, logical framework approach, strategic planning processes and tools;- Computer Skills;- Knowledge of Strategic planning;- Organizational Skills;- Communication Skills;- Knowledge of organizational structure, workflow & operation procedures;- Knowledge in monitoring & Evaluation Systems;-Judgment & Decision Making Skills;- Complex Problem Solving;- Time management Skills;- High analytical Skills;- Teamworking Skills;- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	S/Total			8

Official Gazette n° 17 of 28/04/2014

<p>Weather / Climat Services and Application Division</p>	<p>Division Manager</p>	<p>Division Manager of Weather/ Climat Services & Application Division</p>	<p>Master's degree in management of science programs (Meteorology, atmospheric science, Hydrology or water resources , Environment) or A0 in Meteorology, Physics with a post graduate diploma in meteorology with 5 years working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of tropical meteorology, synoptic meteorology, advanced forecasting skills with application of latest technology (application of satellite, radar technology etc.,) . - Leadership Skills and Scientific Skills - Knowledge in Project Management, Strategic Planning is an advantage, - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	<p>1</p>
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Official Gazette n° 17 of 28/04/2014

	Senior Forecasters	Senior Forecaster	<p>Masters in meteorology with 1 year experience in a forecasting centre or A0 in atmospheric sciences, with continuing professional development in meteorology especially in relevant forecasting skills; with minimum of five (5) years working experience as a forecaster in an operational meteorological centre,</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none">-Technical and scientific competence in the field of weather prediction and applications;-High capacity for analytical skills including statistical, dynamical and modelling techniques, -A demonstrated ability to lead a team.- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	4
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Official Gazette n° 17 of 28/04/2014

	Senior Meteorological Applications	Senior Meteorological Applications	<p>Masters degree or equivalent in climatology, meteorology, hydrology, environmental management , agrometeorology, development studies with 1 year of working experience or A0 in Climatology , Meteorology, Environmental management, water resources , agrometeorology with 3 years of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Advanced scientific skills in meteorological applications, - Able to providing scientific leadership to the whole Agency. - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Forecasting Officers	Forecasting Officer	<p>A0 in Meteorology, physics, chemistry with continuing professional development in meteorology especially in relevant forecasting skills;</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Advanced forecasting technics (Numerical weather prediction, dynamics, and statistics), - Technical and scientific competence in the field of weather prediction, forecasting for aviation and applications; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	16

Official Gazette n° 17 of 28/04/2014

	Meteorological Applications Officers	Meteorological Applications Officer	<p>Masters in meteorology, climate sciences, agrometeorology, or A0 with training in meteorology and a minimum of three (3) years of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Specialisation in one or more areas of meteorology, climate science, agro-met or hydrology; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	6
	S/Total			28
Data Observations, Quality Control and Processing Division	Division Manager	Division Manager of Data Observations, Quality Control and Processing Division	<p>Master's degree in management of science programs (Meteorology, environment, statistics) with specialisation in data management, or A0 in meteorology, Mathematics, Statistics with 5 years of working experience in data management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Advanced scientific skills in data management, quality control systems and climate applications, - Capable of providing scientific leadership to the whole Agency; - Working Knowledge in Project Management, Strategic Planning is an advantage - fluent in Kinyarwanda, English and/ or 	1

Official Gazette n° 17 of 28/04/2014

			French; knowledge of all is an advantage	
	Observation Supervisor	Observation Supervisor	<p>A0 in Meteorology or A1 in Meteorology , Physics, Mathematics, Statistics , Geography or any other related fields with minimum 3 years experience and training at the level of Meteorological Assistant;</p> <p><u>Key Technical Skills & Knowledge required:</u> knowledge of science and working of meteorological instruments, professional consciousness in data observations, quality control and management of weather and climate observations, - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	15
	Observation Officer	Observation Officer	<p>A1 in Meteorology , Physics, Mathematics, Statistics , Geography or any other related fields</p> <p><u>Key Technical Skills & Knowledge required:</u> -Ability to carry-out weather observations, Capable of maintaining instruments in good environmental working conditions. - Knowledge to Maintain professional data observation, recording, transmission and management;- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	21

Official Gazette n° 17 of 28/04/2014

Observations Processing Officer	Observations Processing Officer	<p>A0 in Science, Mathematics, Statistics, Physical Science with 2 years experience of managing a database system;</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in weather observations, - Knowledge in maintaining instruments in good environmental working conditions. - Knowledge in data observation, recording, transmission and management - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
Data Quality Control	Data Quality Control Officer	<p>A0 in Computer Science with specialisation in data management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - knowledge of database management systems - Analytical skills; - Computing skills, - knowledge of meteorology is an advantage - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/Total			40

Official Gazette n° 17 of 28/04/2014

<p>Technology & Information Support Services Division</p>	<p>Division Manager</p>	<p>Division Manager of Technology & Information Services Division</p>	<p>Master's degree in management of IT programs (Computer Science, Software Engineering, Computer Engineering, Information Communication Technology Electronics and Telecommunication) or A0 in the above disciplines with minimum of 5 years working experince in ICT environment.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in latest technology in weather data dissemination, recieving and transmission-Knowledge of Procument Process;- Knowledge in systems analysis, systems management and development planning.- Leadership & Scientific Skills; - Managerial skills;- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	<p>1</p>
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	Network Engineer	Network Engineer	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or ICT related field OR A1 in IT related field with 5 years of working experience in System Administration. Certified in A+, N+, Linux+ and MCITP or MCSE, MCSA is required; certification in CCNA and Server is an added advantage.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none">- significant electrical engineering experience;- Experience of managing technical environment of the network;- Ability to solve technical problems;- Good interpersonal skills;- Knowledge of modern maintenance techniques;- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
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	System Administrator	System Administrator	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or ICT related field OR A1 in IT related field with 2 years experience in System Administration. Certified in A+, N+, Linux+ and MCITP or MCSE, MCSA is required; certification in CCNA and Server is an added advantage.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <p>- Good knowledge of structured systems analysis methodologies; - Ability to solve technical problems;- Knowledge of modern maintenance techniques;- Good interpersonal skills- Excellent analytical skills;- Good communication skills.- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1
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	Telecommunications Engineer	Telecommunications Engineer	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or ICT related field OR A1 in IT related field with 2 years experience in System Administration. Certified in A+, N+, Linux+ and MCITP or MCSE, MCSA is required; certification in CCNA and Server is an added advantage.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Computer literacy and good communication skills; - Experience at the level of meteorological Technician will be an advantage. - Knowledge in installation and maintainance of meteorological instruments - Knowledge to acquire latest equipment of communication; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
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Official Gazette n° 17 of 28/04/2014

Graphics Design	Graphics Design Officer	<p>A0 in Visual Arts and Graphics designing or A1 in Visual Arts and Graphics Designing with 2 years of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Skills in designing of organisational brands;- Managerial skills-Communication skills;- Highly developed skill of designing graphics;- High-level innovation and design skills.- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
Instruments Maintenance and Calibration	Instruments Maintenance and Calibration Officer	<p>A0 in Physics, Electronics, Mechanics or A1 in Physics, Electronics, Mechanics with 2 years of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in meteorological instrument maintainance and calibration - Knowledge in weather parameter observation would be an advantage; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2

Official Gazette n° 17 of 28/04/2014

Electrical Technician	Electrical Technician Officer	<p>A1 in Electronics, Electricity</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in electrical maintenance work; - Capacity to perform electrical and physical safety of all systems and facilities - Knowledge to advise on the electrical power aspects of new equipment and systems; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
Mechanical Technician	Mechanical Technician Officer	<p>A1 in Electromechanical</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of mechanical/electronic equipment and instruments used in meteorological applications will be an advantage. - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2

Official Gazette n° 17 of 28/04/2014

Senior Radar & Remote Sensing Engineer	Senior Radar & Remote Sensing Engineer	<p>Masters degree in GIS and Remote Sensing System or Computer Science, Computer Engineering, Information & Communication Technology or A0 in GIS and Remote Sensing System with 4 years of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Managerial skills in Radar system or a similar major installation. - Communications and radar technology skills- Ability to lead and inspire a team.- Strong commitment to Customer Service.- IT skills 	1
Radar Data Processing	Radar Data Processing Engineer	<p>A0 in GIS and Remote Sensing System or A0 in Computer Science, Computer Engineering, Information & Communication Technology with 4 years of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Analytical skills in Radar system or a similar major installation. -Communications and radar technology skills - Ability team work. - IT skills - Knowledge of Meteorologist or Meteorological Technician would be an advantage. 	1

Official Gazette n° 17 of 28/04/2014

			- Proven experience in real-time data processing and communications would be an advantage.	
	Radar Software Engineer	Radar Software Engineer	<p>A0 in Computer Science, Computer Engineering, Information & Communication Technology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge in software design and analytical skills; - Knowledge of relevant programming languages and and real-time data processing would be an advantage.; - Communication skills. - Knowledge in Meteorology; or Meteorological Technician would be an advantage. - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Official Gazette n° 17 of 28/04/2014

	Radar Maintenance Engineer	Radar Maintenance Engineer	<p>A0 in Computer Science, Computer Engineering, Information & Communication Technology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in operating and maintaining radar or similar major installations- Knowledge of electronic equipment used in meteorological applications will be an advantage.- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Electrical Engineer	Electrical Engineer	<p>A0 in Electronics</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of electronic equipment used in meteorological applications will be an advantage. - Knowledge in electrical maintenance work; - Capacity to perform electrical and physical safety of all systems and facilities - Knowledge to advise on the electrical power aspects of new equipment and systems - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	S/Total			15

<p>Finance and Administration Unit</p>	<p>Director of Unit</p>	<p>Director of Finance and Administration Unit</p>	<p>Accounting Professional Qualification recognised by IFAC(ACCA, CPA) with 1 year working experience or A0 in Public Finances, Accounting, Management specializing in Finance/Accounting with 3 year working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></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 	<p>1</p>
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Accounting	Accountant	<p>A0 in Accounting, Public Finance, Management specialized in Finance/ Accounting; Plus Level II professional recognized by IFAC</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <p>-Knowledge of cost analysis techniques;- Planning and organisational skills;- Communication skills;- Strong IT skills, particularly in Financial software(SMART IFMIS);- Judgment & Decision Making Skills;- Knowledge to analyse complex financial information & Produce reports- Deep understanding of financial accounts;- High Analytical Skills- Interpersonal skills;- Time management Skills- Complex Problem solving;-Flexibility Skills;- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1
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	Logistics	Logistics Officer	<p>A0 in Management, Accounting, Finance, Store Management or other relevant field specialize in Logistics Management</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 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
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Official Gazette n° 17 of 28/04/2014

	Documentation & Archives	Documentation & Archives Officer	A0 in Library & information Science or A1 in Library & information system, Office Management with 3 years working experience <u>Key Technical Skills & Knowledge required:</u> - proficiency in information technology;- Computer literacy Bookkeeping 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
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Official Gazette n° 17 of 28/04/2014

	Secretary in Central Secretariat	Secretary in Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management <u>Key Technical Skills & Knowledge required:</u> <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			5
	GRAND TOTAL			96

Official Gazette n° 17 of 28/04/2014

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°35/03 ryo kuwa 11/04/2014 rishyiraho imbonerahamwe n'incamake y'imyanya y'imirimu by'Ikigo cy'Igihugu gishinzwe Ubumenyi bw'Ikirere (METEO-Rwanda)

Seen to be annexed to the Prime Minister's Order n°35/03 of 11/04/2014 determining the organisational structure and summary of job positions of the Rwanda Meteorology Agency (METEO - Rwanda)

Vu pour être annexé à l'Arrêté du Premier Ministre n°35/03 du 11/04/2014 déterminant la structure organisationnelle et la synthèse des emplois de l'Agence Rwandaise de la Météorologie (METEO - Rwanda)

Kigali, kuwa 11/04/2014

Kigali, on 11/04/2014

Kigali, le 11/04/2014

(sé)

Dr. HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

(sé)

Dr. HABUMUREMYI Pierre Damien
Prime Minister

(sé)

Dr. HABUMUREMYI Pierre Damien
Premier Ministre

(sé)

MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)

MUREKEZI Anastase
Minister of Public Service and Labour

(sé)

MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République :

(sé)

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

Official Gazette n° 17 of 28/04/2014

ITEKA RYA MINISITIRI W'INTEBE N°40/03
RYO KUWA 25/04/2014 RIGENA
INSHINGANO, IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA Y'IMIRIMO BYA
MINISITERI Y'UBUTABERA / SERIVISI
Z'INTUMWA NKURU YA LETA

PRIME MINISTER'S ORDER N°40/03 OF
25/04/2014 DETERMINING THE MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE AND SUMMARY OF JOB
POSITIONS OF THE MINISTRY OF JUSTICE /
OFFICE OF THE ATTORNEY GENERAL

ARRETE DU PREMIER MINISTRE N°40/03
DU 25/04/2014 PORTANT MISSION,
FONCTIONS, STRUCTURE
ORGANISATIONNELLE ET SYNTHESE
DES EMPLOIS DU MINISTERE DE LA
JUSTICE / SERVICES DU GARDE DES
SCEAUX

ISHAKIRO

TABLE OF CONTENTS

TABLE DES MATIERES

Ingingo ya mbere: icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Ingingo ya 2: Ishingano

Article 2: Mission and functions

Article 2 : Mission et fonctions

Ingingo ya 3: Imbonerahamwe n'incamake
y'imyanya y'imirimo

Article 3: Organizational structure and summary
of job positions

Article 3 : Structure organisationnelle et
synthèse des emplois

Ingingo ya 4: Abashinzwe gushyira mu bikorwa iri
teka

Article 4: Authorities responsible for the
implementation of this Order

Article 4: Autorités chargées de l'exécution du
présent arrêté

Ingingo ya 5: Ivanwaho ry'ingingo zinyuranyije
n'iri teka

Article 5: Repealing provision

Article 5 : Disposition abrogatoire

Ingingo ya 6: Igihe iteka ritangira gukurikizwa

Article 6: Commencement

Article 6 : Entrée en vigueur

Official Gazette n° 17 of 28/04/2014

ITEKA RYA MINISITIRI W'INTEBE N°40/03 RYO KUWA 25/04/2014 RIGENA INSHINGANO, IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BYA MINISITERI Y'UBUTABERA / SERIVISI Z'INTUMWA NKURU YA LETA

PRIME MINISTER'S ORDER N°40/03 OF 25/04/2014 DETERMINING THE MISSION, FUNCTIONS, ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS OF THE MINISTRY OF JUSTICE / OFFICE OF THE ATTORNEY GENERAL

ARRETE DU PREMIER MINISTRE N°40/03 DU 25/04/2014 PORTANT MISSION, FONCTIONS, STRUCTURE ORGANISATIONNELLE ET SYNTHESE DES EMPLOIS DU MINISTERE DE LA JUSTICE / SERVICES DU GARDE DES SCEAUX

Minisitiri w'Intebe,

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

Asubiye ku Iteka rya Minisitiri w'Intebe N° 91/03 ryo ku wa 25/08/2011 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisitiri y'Ubutabera;

Asubiye ku Iteka rya Minisitiri w'Intebe N° 18/03 ryo ku wa 10/09/2007 rigena inshingano, n'imiterere by'inzego z'imirimo za Serivisi z'Intumwa Nkuru ya Leta / Minisitiri y'Ubutabera;

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

Inama y'Abaminisitiri yateranye kuwa 28/03/2014 imaze kubisuzuma no kubyemeza;

ATEGETSE :

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;

Having reviewed the Prime Minister's Order N°91/03 of 25/08/2011 determining the Mission, fonctions, organisational structure and summary of job positions of the Ministry of Justice ;

Having reviewed the Prime Minister's Order N° 18/03 of 10/09/2007 establishing the mandate and structure of the Attorney General's Office / Ministry of Justice ;

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet in its session of 28th March 2014;

HEREBY ORDERS:

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;

Revu l'Arrêté du Premier Ministre N° 91/03 of 25/08/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de la Justice ;

Revu l'Arrêté du Premier Ministre N° 18/03 du 10/09/2007 portant mission, et structure des Services du Garde des Sceaux / Ministère de la Justice ;

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

Après examen et adoption par le Conseil des Ministres en sa séance du 28/03/2014;

ARRETE :

Official Gazette n° 17 of 28/04/2014

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena inshingano, imbonerahamwe n'incamake y'Imyanya y'Imirimo bya Minisiteri y'Ubutabera / Serivisi z'Intumwa Nkuru ya Leta.

Ingingo ya 2: Inshingano

Minisiteri y'Ubutabera/Serivisi z'Intumwa Nkuru ya Leta ifite inshingano rusange yo gushyiraho no kugenzura iyubahirizwa ry'amategeko n'ubutabera kuri bose.

By'umwihariko, Minisiteri y'Ubutabera / Serivisi z'Intumwa Nkuru ya Leta ishinzwe ibi bikurikira:

1. Gushyiraho, kumenyekanisha no guhuza ishyirwa mu bikorwa rya politiki, ingamba na gahunda binyuze mu:
 - a. gutangiza, gushyiraho no kumenyekanisha politiki y'Igihugu, ingamba na gahunda bijyanye no guteza imbere iyubahirizwa ry'amategeko n'ubutabera kuri bose;
 - b. guteza imbere gahunda zo gufasha abatwariye kumenya no gusobanukirwa amategeko n'uburenganzira bwa muntu, no guteza imbere ubutabera kuri bose;
 - c. guteza imbere ubutwariye hagati y'inzego

Article One: Purpose of this Order

This Order determines the mission, functions, organizational structure and summary of job positions of the Ministry of Justice / Office of the Attorney General.

Article 2: Mission and functions

The general mission of the Ministry of Justice / Office of the Attorney General shall be to organise and to oversee the promotion of the rule of law and justice for all.

Specifically, the Ministry of Justice / Office of the Attorney General shall be responsible for:

1. Developing, disseminating and coordinating the implementation of policies, strategies and programmes through:
 - a. conception, elaboration and dissemination of national policies, strategies and programmes to promote the rule of law and justice for all;
 - b. promotion of support mechanisms to the community programmes to enhance education of the population about laws and human rights, and to promote access to justice;
 - c. promotion of cooperation between regional

Article premier: Objet du présent arrêté

Le présent arrêté porte mission, fonction, structure organisationnelle et synthèse des emplois du Ministère de la Justice / Services du Garde des Sceaux.

Article 2 : Mission et fonctions

Le Ministère de la Justice / Services du Garde des Sceaux a pour mission générale d'organiser et de surveiller la promotion de l'état de droit et de la justice pour tous.

Plus particulièrement, le Ministère de la Justice / Services du Garde des Sceaux est chargé de :

1. Développer, disséminer et coordonner la mise en œuvre des politiques, des stratégies et des programmes à travers :
 - a. la conception, l'élaboration et la dissémination des politiques, des stratégies et des programmes nationaux en vue de promouvoir l'état de droit et la justice pour tous ;
 - b. la promotion des mécanismes de soutien aux programmes communautaires en vue de développer les connaissances de la population en matière de lois et des droits de la personne et de favoriser l'accès à la justice ;
 - c. la promotion de la coopération entre les

Official Gazette n° 17 of 28/04/2014

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| <p>z'ubucamanza zo mu karere n'izo ku rwego Mpuzamahanga hagamijwe kurushaho kunoza imikorere y' inzego z'ubucamanza z'u Rwanda.</p> | <p>and international judicial institutions to improve the functioning of national judicial services.</p> | <p>institutions judiciaires régionales et internationales dans le but d'améliorer le fonctionnement des services judiciaires nationaux.</p> |
| <p>2. Gutegura no guhuza ibikorwa bijyanye n'amategeko binyuze mu:</p> | <p>2. Organising and coordinating national legislation through:</p> | <p>2. Organiser et coordonner la législation nationale à travers :</p> |
| <p>a. gushyiraho ingamba zirebana no kugenzura uburyo ubutabera butangwa n'iyubahirizwa ry'Itegeko Nshinga;</p> | <p>a. elaboration of measures governing the administration of justice and the compliance with the Constitution;</p> | <p>a. l'élaboration des mesures régissant l'administration de la justice et le respect de la Constitution ;</p> |
| <p>b. gushyiraho uburyo buteza imbere uruhare rw'urwego rw'ubucamanza mu bijyanye n'Ubumwe n'Ubwiyunge, kurwanya Ingengabitekerezo ya Jenocide, kugeza ubutabera kuri bose, kurwanya ruswa no guteza imbere uburenganzira bwa muntu;</p> | <p>b. putting in place measures aimed at guaranteeing the quality of the national judicial system regarding national reconciliation, fight against Genocide ideology, access to justice for all, fight against corruption and promotion of human rights;</p> | <p>b. la mise en place de mesures ayant pour but de garantir la qualité du système judiciaire national en ce qui concerne l'Unité et la Réconciliation Nationale, la lutte contre l'idéologie du Génocide, l'accès à la justice pour tous, la lutte contre la corruption et la promotion des droits de la personne ;</p> |
| <p>c. gushyiraho ingamba zigamije imyandikire myiza y'inyandiko z'amategeko no guhuza amategeko n'amabwiriza by'Igihugu n'amategeko Mpuzamahanga u Rwanda ruba rwashyizeho umukono cyangwa rwemeje burundu.</p> | <p>c. putting in place measures aimed at improving legal drafting and harmonization of national laws and regulations with the international laws, acceded to and/or ratified by Rwanda.</p> | <p>c. la mise en place des mesures ayant pour but de promouvoir l'élaboration des textes législatifs et l'harmonisation des lois et règlements nationaux avec les lois internationales signées, accédées à et/ou ratifiées par le Rwanda.</p> |
| <p>3. Gutanga inama ku mategeko no guhagararira Leta n'ibigo byayo binyuze mu:</p> | <p>3. Providing legal advice and representation of the Government and its institutions through:</p> | <p>3. Fournir des avis juridiques et assurer la représentation du Gouvernement et de ses institutions en:</p> |
| <p>a. kugira inama Guverinoma n'Ibigo byose bya Leta cyangwa ibishamikiye kuri Leta mu bijyanye n'amategeko;</p> | <p>a. acting as chief Government technical adviser by providing requisite advice to Government and its institutions on legal matters;</p> | <p>a. agissant comme conseiller technique en chef du Gouvernement tout en fournissant le conseil juridique requis au Gouvernement et à ses institutions ;</p> |

Official Gazette n° 17 of 28/04/2014

- | | | |
|--|---|--|
| <p>b. guhagararira Leta mu manza n'impaka zose ishobora kugaragaramo haba ku rwego rw'Igihugu cyangwa ku rwego mpuzamahanga.</p> | <p>b. representing the Government in disputes of any kind to which it is party at the national and international levels.</p> | <p>b. représentant le Gouvernement dans toutes les disputes auxquelles il est partie tant au niveau national qu'international.</p> |
| <p>4. Gushyiraho uburyo bwo kongerera ubushobozi Urwego rw'Ubutabera hagamijwe kunoza imikorere n'imitunganyirize y'inzego zirugize.</p> | <p>4. Ensuring the institutional capacity development of the Justice Sector to improve their organisation and functioning.</p> | <p>4. Assurer le développement des capacités institutionnelles du Secteur de la Justice dans le but d'améliorer leur organisation et leur fonctionnement.</p> |
| <p>5. Gukurikirana no kugenzura ishyingirwa mu bikorwa rya politiki, ingamba na gahunda by'Urwego rw'Ubutabera n'izindi Nzego zirushamikiyeho binyuze mu:</p> | <p>5. Monitoring and evaluating the implementation of policies, strategies and programmes of Justice Sector and allied entities through:</p> | <p>5. Surveiller et évaluer l'exécution des politiques, des stratégies et des programmes du Secteur de la Justice et de ses sous-secteurs à travers :</p> |
| <p>a. gushyiraho ibipimo bifasha mu ikurikirana n'igenzura ry'ingaruka z'ishyirwa mu bikorwa rya politiki, ingamba na gahunda by'Urwego rw'Ubutabera ku iterambere no guteza imbere ubutabera kuri bose;</p> | <p>a. establishment and implementation of indicators to monitor and evaluate the impact of the Justice Sector policies, strategies and programmes on development and access to justice;</p> | <p>a. l'établissement des indicateurs de suivi et d'évaluation de l'impact des politiques, des stratégies et des programmes du Secteur de la Justice sur le développement et l'accès à la justice;</p> |
| <p>b. guhuza imibare itangwa n'Inzego z'Ubutabera ndetse n'Inzego z'Ibanze ku birebana n'Ubutabera;</p> | <p>b. consolidation of the data provided by the Justice Sector and decentralised institutions on justice matters;</p> | <p>b. la consolidation des données statistiques du Secteur de la Justice et des entités décentralisées en rapport avec la justice;</p> |
| <p>c. gukorera raporo mu gihe runaka na buri mwaka Guverinoma ku ngaruka z'ishyirwa mu bikorwa rya politiki, ingamba na gahunda ku birebana n'iyubahirizwa ry'amategeko mu Rwanda;</p> | <p>c. periodical and annual reports to the Government on the impact of the policies, strategies, programs and projects on the rule of law in Rwanda;</p> | <p>c. des rapports périodiques et annuels au Gouvernement sur l'impact de la mise en application des politiques, des stratégies, des programmes et des projets sur l'état de droit au Rwanda ;</p> |
| <p>d. gushyiraho ibikenewe mu iterambere ry'Urwego rw'Ubutabera n'ingamba zigendanye narwo.</p> | <p>d. mobilization of resources for the development of the Justice Sector and related programmes.</p> | <p>d. la mobilisation des ressources essentielles pour le développement du Secteur de la Justice et des programmes y relatifs.</p> |

Official Gazette n° 17 of 28/04/2014

Ingingo ya 3: Imbonerahamwe n'incamake y'imyanya y'imirimu

Imbonerahamwe n'Incamake y'Imyanya y'Imirimu bya Minisiteri y'Ubutabera / Serivisi z'Intumwa Nkuru ya Leta biri ku mugereka wa I n'uwa II y'iri teka.

Ingingo ya 4: Abashinzwe gushyira mu bikorwa iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

Ingingo ya 5: Ivanwaho ry'Ingingo zinyuranyije n'iri teka

Iteka rya Minisitiri w'Intebe N° 91/03 ryo ku wa 25/08/2011 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimu bya Minisiteri y'Ubutabera, Iteka rya Minisitiri w'Intebe N°18/03 ryo ku wa 10/09/2007 rigena inshingano, n'imiterere by'inzeho z'imirimu za Serivisi z'Intumwa Nkuru ya Leta / Minisiteri y'Ubutabera, n'izindi ngingo zose z'amateka abanziriza iri kandi zinyuranyije naryo zivanyweho.

Ingingo ya 6: Igihe iteka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda.

Article 3: Organizational structure and summary of job positions

The organizational structure and summary of job positions of the Ministry of Justice / Office of the Attorney General are in annex I and II of this Order respectively.

Article 4: Authorities responsible for the implementation of this Order

The Minister of Public Service and Labour, the Minister of Justice/Attorney General and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.

Article 5: Repealing provision

The Prime Minister's Order N°91/03 of 25/08/2011 determining the Mission, functions, organisational structure and summary of job positions of the Ministry of Justice, Prime Minister's Order N°18/03 of 10/09/2007 establishing the mandate and structure of the Attorney General's Office / Ministry of Justice, and all other prior legal provisions contrary to this Order are hereby repealed.

Article 6: Commencement

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda.

Article 3: Structure organisationnelle et synthèse des emplois

La structure organisationnelle et la synthèse des emplois du Ministère de la Justice / Services du Garde des Sceaux sont respectivement en annexes I et II du présent arrêté.

Article 4: Autorités chargées de l'exécution du présent arrêté

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

Article 5: Disposition abrogatoire

L'Arrêté du Premier Ministre N° 91/03 of 25/08/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de la Justice, l'Arrêté du Premier Ministre N°18/03 du 10/09/2007 portant mission, et structure des Services du Garde des Sceaux / Ministère de la Justice et toutes les dispositions légales antérieures contraires au présent arrêté sont abrogées.

Article 6: Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda.

Official Gazette n° 17 of 28/04/2014

Kigali, kuwa **25/04/2014**

(sé)
Dr. HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

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

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

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

Kigali, on **25/04/2014**

(sé)
Dr. HABUMUREMYI Pierre Damien
Prime Minister

(sé)
MUREKEZI Anastase
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 **25/04/2014**

(sé)
Dr. HABUMUREMYI Pierre Damien
Premier Ministre

(sé)
MUREKEZI Anastase
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

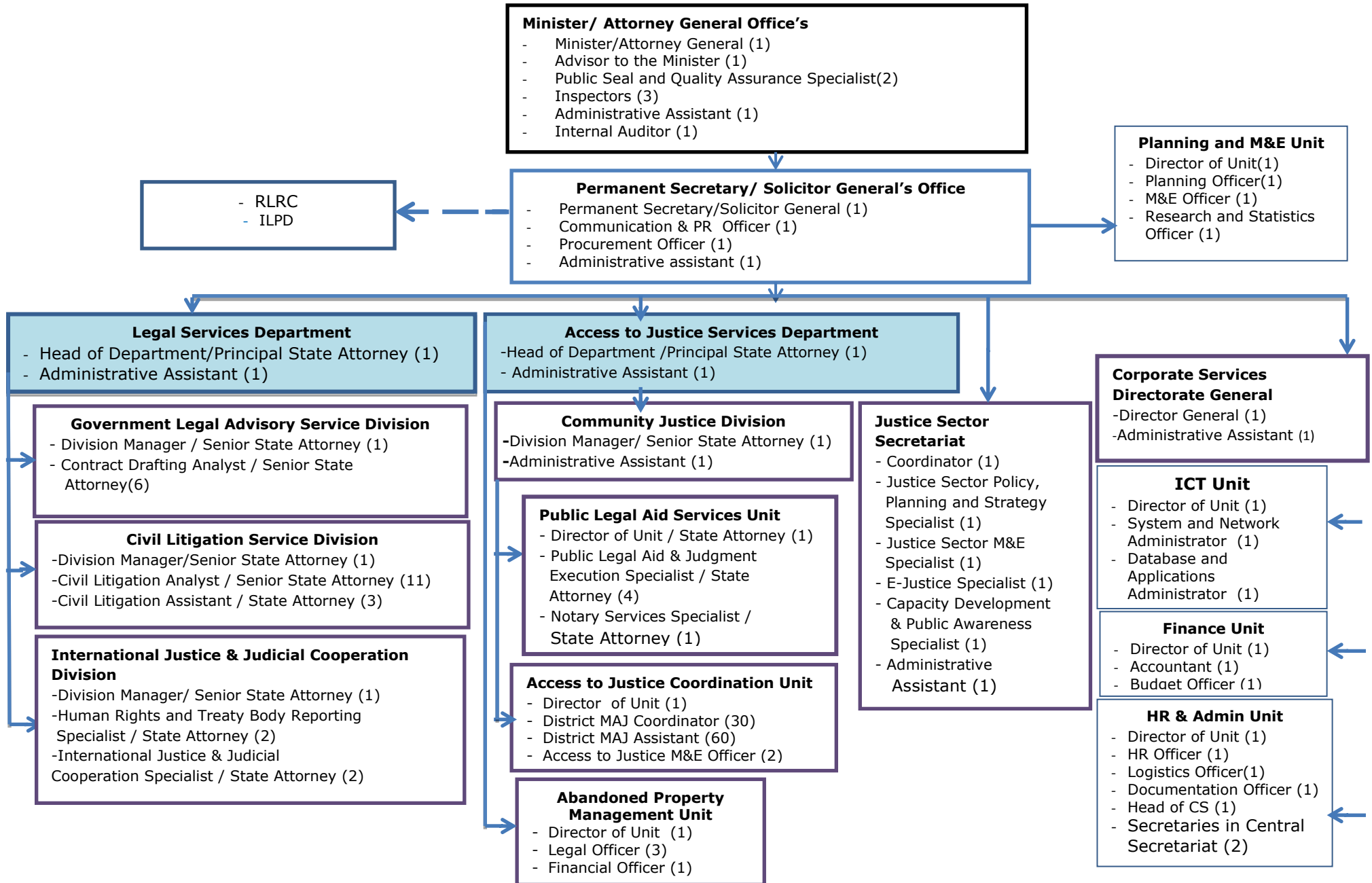
Official Gazette n° 17 of 28/04/2014

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N°40/03 RYO
KUWA 25/04/2014 RIGENA INSHINGANO,
IMBONERAHAMWE N'INCAMA
Y'IMYANYA Y'IMIRIMO BYA
MINISITERI Y'UBUTABERA / SERIVISI
Z'INTUMWA NKURU YA LETA**

**ANNEX I TO THE PRIME MINISTER'S
ORDER N°40/03 OF 25/04/2014
DETERMINING THE MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE AND SUMMARY OF JOB
POSITIONS OF THE MINISTRY OF
JUSTICE / OFFICE OF THE ATTORNEY
GENERAL**

**ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N°40/03 DU 25/04/2014 PORTANT
MISSION, FONCTIONS, STRUCTURE
ORGANISATIONNELLE ET SYNTHESE DES
EMPLOIS DU MINISTERE DE LA JUSTICE /
SERVICES DU GARDE DES SCEAUX**

MINIJUST Organizational Chart, 2014



Official Gazette n° 17 of 28/04/2014

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°40/03 ryo kuwa 25/04/2014 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisitiri y'Ubutabera / Serivisi z'Intumwa Nkuru ya Leta

Kigali, kuwa 25/04/2014

(sé)

Dr. HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

(sé)

MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repbulika:

(sé)

BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Seen to be annexed to the Prime Minister's Order n°40/03 of 25/04/2014 determining the mission, functions, organisational structure and summary of job positions of the Ministry of Justice / Office of the Attorney General

Kigali, on 25/04/2014

(sé)

Dr. HABUMUREMYI Pierre Damien
Prime Minister

(sé)

MUREKEZI Anastase
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°40/03 du 25/04/2014 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de la Justice / Services du Garde des Sceaux

Kigali, le 25/04/2014

(sé)

Dr. HABUMUREMYI Pierre Damien
Premier Ministre

(sé)

MUREKEZI Anastase
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

Official Gazette n° 17 of 28/04/2014

**UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N°40/03 RYO
KUWA 25/04/2014 RIGENA INSHINGANO,
IMBONERAHAMWE N'INCAMA
Y'IMYANYA Y'IMIRIMO BYA
MINISITERI Y'UBUTABERA / SERIVISI
Z'INTUMWA NKURU YA LETA**

**ANNEX II TO THE PRIME MINISTER'S
ORDER N°40/03 OF 25/04/2014
DETERMINING THE MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE AND SUMMARY OF JOB
POSITIONS OF THE MINISTRY OF
JUSTICE / OFFICE OF THE ATTORNEY
GENERAL**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N°40/03 DU 25/04/2014 PORTANT
MISSION, FONCTIONS, STRUCTURE
ORGANISATIONNELLE ET SYNTHESE DES
EMPLOIS DU MINISTERE DE LA JUSTICE /
SERVICES DU GARDE DES SCEAUX**

MINIJUST - JOB PROFILES - 2014

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Minister of Justice/Attorney General	Minister of Justice /Attorney General	Minister of Justice /Attorney General	Political appointee	1
	Advisor	Advisor to the Minister	<p>A0 in law with 5 years of working experience or Master's Degree or Equivalent in Law, with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system - Good knowledge of government policy-making and legislative processes; - Knowledge of the justice sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literacy; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Official Gazette n° 17 of 28/04/2014

	Public Seal	Public Seal Expert	<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>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of government policy-making and legislative processes; - Team working Skills; - High Analytical skills - Legislative drafting skills; - Interpersonal Skills; - Effective communication skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
	Inspection	Inspectors	<p>A0 in Law with 3 years of working experience or Master's Degree in Legal Studies, Administrative Law, Business Law, Criminal Law, Civil Law, or Human Rights Law with 1 year of working experience</p> <p>Key Technical Skills & Knowledge 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 	3

Official Gazette n° 17 of 28/04/2014

	Internal Audit	Internal Auditor	<p>A0 in Accounting, Public Finance, Management with specialization on Finance/Accounting</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - 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; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluency in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1

Official Gazette n° 17 of 28/04/2014

S/Total				9
Office of the Permanent Secretary/ Solicitor General	Permanent Secretary/Solicitor General	Permanent Secretary and Solicitor General	Political Appointee	1
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management 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; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Public Relations & Communication	Public Relations & Communication Officer	A0 in Mass Communication, Public Relations, Journalism, Marketing Key Technical Skills & Knowledge required: -Excellent communication skills both oral and in writing -Excellent interpersonal skills -Report writing & Presentation skills; - Creativity & Initiative - Good Organizational and Time-management Skills, - Teamworking Skills; - Effective Public relations & Public speaking skills;	1

Official Gazette n° 17 of 28/04/2014

			- Interviewing Skills - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	
	Public Procurement	Public Procurement Officer	A0 in Procurement, Management, Accounting, Public Finance Key Technical Skills & Knowledge required:- 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;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
S/Total				4

Official Gazette n° 17 of 28/04/2014

<p>Legal Services Department</p>	<p>Head of Department</p>	<p>Head of Legal Services Department / Principal State Attorney</p>	<p>Master's Degree in Legal Studies, Administrative Law, Business Law, International Criminal Law, Civil Law, or Human Rights Law with 3 years of working experience or A0 in Law with 6 years of working experience with 2 years in a senior position.</p> <p>Key Technical Skills & Knowledge required:</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 . 	<p>1</p>
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Official Gazette n° 17 of 28/04/2014

	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management 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;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				2

Official Gazette n° 17 of 28/04/2014

<p>Government Legal Advisory Service Division</p>	<p>Division Manager</p>	<p>Legal Advisory Service Division Manager / Senior State Attorney</p>	<p>A0 in Law with 5 years of working experience or Master's Degree or Equivalent in Legislative Drafting, International Law, Business Law, Commercial Law, Legal Studies, Administrative Law, Public Law, Civil Law with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - 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 	<p>1</p>
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Official Gazette n° 17 of 28/04/2014

	Contract Drafting Analyst	Contract Drafting Analyst / Senior State Attorney	<p>A0 in Law with 5 years of working experience or Master's Degree or Equivalent in Legislative Drafting, International Law, Business Law, Legal Studies, or Administrative Law with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:- Extensive knowledge and understanding of the Rwandan legal system; - Knowledge of the Rwandan procurement and employment laws;- Creative, proactive, customer focused, solutions led and outcome driven;- High Analytical Skills;- Interpersonal Skills- Effective communication skills; - Time Management Skills;- Computer Skills;- Complex Problem solving Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	6
S/Total				7

Official Gazette n° 17 of 28/04/2014

Civil Litigation Services Division	Division Manager	Civil Litigation Services Division Manager / Senior State Attorney	A0 in Law with 5 years of working experience or Master's Degree or Equivalent in Public Law, International Law, Administrative Law, Legal Studies with 3 years of working experience. Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan legal system; - 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 .	1
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Official Gazette n° 17 of 28/04/2014

	Civil Litigation Analyst	Civil Litigation Analyst / Senior State Attorney	<p>A0 in Law with 5 years of working experience or Master's Degree or Equivalent in Legislative Drafting, International Law, Business Law, Legal Studies, or Administrative Law with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:- Extensive knowledge and understanding of the Rwandan legal system; - Knowledge of the Rwandan procurement and employment laws;- Creative, proactive, customer focused, solutions led and outcome driven;- High Analytical & Complex Problem Solving Skills;- Interpersonal Skills;- Effective Communication Skills; - Time Management Skills;- Computer Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	11
	Civil Litigation Specialist	Civil Litigation Assistant / State Attorney	<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>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of government contract law; - Planning & Organizational Skills; - Team working skills; - High analytical skills; - Legal drafting skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; 	3

Official Gazette n° 17 of 28/04/2014

			- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	
S/Total				15
International Justice & Judicial Cooperation Division	Division Manager	International Justice & Judicial Cooperation Division Manager / Senior State Attorney	<p>Master's Degree or Equivalent in International Criminal Law, Civil Law, Human Rights Law, International Judicial Cooperation, Judicial Affairs, International Law with 3 years of working experience or A0 in Law with 5 years of working experience</p> <p>Key Technical Skills & Knowledge required:- Extensive knowledge and understanding of the Rwandan legal system and international justice; - Knowledge of International Treaty Body Reporting and Universal Periodic Review;- Knowledge of international criminal investigation and judicial cooperation particularly on genocide and the working of ICTR;- Deep understanding of national and international human rights mechanisms;- Leadership skills;- Creative, proactive, customer focused, solutions led and outcome driven;- Interpersonal Skills;- Effective communication skills; - Time Management Skills;- Decision making Skills;- Computer Skills;- Judgment & Decision making skills;- High analytical & Complex Problem solving Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</p>	1

Official Gazette n° 17 of 28/04/2014

	Human Rights & Treaty Body Reporting Specialist	Human Rights & Treaty Body Reporting Specialist / State Attorney	<p>A0 in Law with 3 years of working experience or Master's Degree or Equivalent in International Human Rights Law, International Criminal Law, International Law with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:- Extensive knowledge and understanding of the Rwandan legal system and international justice; - Knowledge of International Treaty Body Reporting and Universal Periodic Review;- Deep understanding of national and international human rights mechanisms;- Creative, proactive, customer focused, solutions led and outcome driven;- High analytical & Complex Problem solving Skills;- Interpersonal Skills;- Effective communication skills; - Time Management Skills;- Computer Skills;-Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</p>	2
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Official Gazette n° 17 of 28/04/2014

	International Justice & Judicial Cooperation Specialist	International Justice & Judicial Cooperation Specialist / State Attorney	<p>A0 in Law with 3 years of working experience or Master's Degree or Equivalent in International Law, particularly in International Criminal Law, International Human Rights Law, Constitutional and Public International Law with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan legal system and International law;- Knowledge of international judicial procedures and cooperation such as the working of ICTR;- Knowledge of international criminal investigation and judicial exchange particularly on genocide;- Creative, proactive, customer focused, solutions led and outcome driven;- High analytical & Complex Problem solving Skills;- Interpersonal Skills;- Effective communication skills; - Time Management Skills;- Computer Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</p>	2
S/Total				5

Official Gazette n° 17 of 28/04/2014

<p>Access to Justice Services Department</p>	<p>Head of Department</p>	<p>Head of Access to Justice Services Department / Principal State Attorney</p>	<p>A0 in Law with 6 years of working experience with 2 years in a senior position or Master's Degree or Equivalent in Public Law, International Law, Administrative Law, Legal Studies, Human Rights Law, Property Law with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Excellent leadership skills; - Coordination, Planning & 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; - High Analytical & Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/or French; knowledge of all is an advantage . 	<p>1</p>
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Official Gazette n° 17 of 28/04/2014

	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management 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; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				2

Official Gazette n° 17 of 28/04/2014

<p>Community Justice Division</p>	<p>Division Manager</p>	<p>Head of Community Justice Division Manager</p>	<p>A0 in Law with 5 years of working experience or Master's Degree or Equivalent in Public Law, International Law, Administrative Law, Legal Studies, Business Law with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan legal system and international justice; - Knowledge of International Treaty Body Reporting and Universal Periodic Review;- Knowledge of international criminal investigation and judicial cooperation particularly on genocide and the working of ICTR;- Leadership skills;- Judgment & Decision making skills;- Creative, proactive, customer focused, solutions led and outcome driven;- Interpersonal Skills;- Effective communication skills; - Time Management Skills;- Computer Skills;- High analytical & Complex Problem solving Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</p>	<p>1</p>
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Official Gazette n° 17 of 28/04/2014

	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/Total				2
Public Legal Aid Services Unit	Unit Director	Director of Public Legal Aid Services Unit/State Attorney	<p>A0 in Law with 3 years of working experience or Master's Degree or Equivalent in Public Law, International Law, Administrative Law, Legal Studies, Human Rights, Property Law with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's community justice system;- Deep understanding of national and international human rights mechanisms;- Knowledge on legal aid procedures and practice;- Knowledge of court processes and procedures;- Team working Skills;- High analytical & Complex Problem solving Skills;- Judgment & Decision making skills;- Interpersonal Skills;- Effective Communication 	1

Official Gazette n° 17 of 28/04/2014

			skills;- Time Management Skills;- Computer Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	
	Public Legal Aid Specialist	Public Legal Aid & Judgement Execution Specialist / State Attorney	<p>A0 in Law with 3 years of working experience or Master's Degree or Equivalent in Public Law, International Law, Administrative Law, Legal Studies, Human Rights, Property Law with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's community justice system and judgment execution law;- Knowledge on legal aid procedures and practice;- Deep understanding of national and international human rights mechanisms;- Knowledge of court processes and procedures;- Team working Skills;- High analytical & Problem Solving skills;- Interpersonal Skills;- Effective Communication skills;- Time Management Skills;- Computer Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	4

Official Gazette n° 17 of 28/04/2014

	Notary Service Specialist	Notary Service Specialist / State Attorney	<p>A0 in Law with 3 years of working experience or Master's Degree or Equivalent in Public Law, International Law, Administrative Law, Legal Studies, Human Rights, Property Law with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of Rwanda's community justice system and Notary law; - Team working Skills; - High analytical Skills - Interpersonal Skills; - Effective Communication skills; - Time Management Skills; - Computer Skills; -Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1
S/Total				6

Official Gazette n° 17 of 28/04/2014

<p>Access to Justice Coordination Unit</p>	<p>Unit Director</p>	<p>Director of Access to Justice Coordination Unit</p>	<p>A0 in Law with 3 years of working experience or Master's Degree or Equivalent in Public Law, International Law, Administrative Law, Legal Studies, Human Rights, Property Law with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:- Knowledge of Rwanda's community justice system;- Knowledge on legal aid procedures and practice;- Knowledge of Gender Basic Violence;- Knowledge of court processes and procedures;- Team working Skills;- High analytical & Problem Solving skills;- Judgment & Decision Making Skills;- Interpersonal Skills;- Effective Communication skills;- Time Management Skills;- Computer Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	<p>1</p>
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Official Gazette n° 17 of 28/04/2014

	District MAJ Coordinator	District MAJ Coordinator	<p>A0 with 2 years of working experience in legal advice, legal teaching or legal profession</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's community justice system; - Knowledge on legal aid procedures and practice; - Knowledge of Gender Basic Violence; - Knowledge of court processes and procedures; - Team working Skills; - High analytical & Problem Solving skills; - Judgment & Decision Making Skills; - Interpersonal Skills; - Effective Communication skills; - Time Management Skills; - Computer Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	30
	District MAJ Assistant	District MAJ Assistant	<p>A0 in Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's community justice system; - Knowledge on legal aid procedures and practice; - Knowledge of Gender Basic Violence; - Knowledge of court processes and procedures; - Team working Skills; - High analytical & Problem Solving skills; - Interpersonal Skills; - Effective Communication skills; - Time Management Skills; - Computer 	60

Official Gazette n° 17 of 28/04/2014

			Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	
	Access to Justice M &E	Access to Justice M& E Officer	<p>A0 in Planning, Economics, Management, Development Studies , Project Management</p> <p>Key Technical Skills & Knowledge required:</p> <p>- Knowledge of Rwanda's community justice system;- Knowledge of national strategies in access to justice;- Knowledge of results based management, logical framework approach, strategic planning processes and tools;- Knowledge in Monitoring & Evaluation Systems;- Computer Skills;- Organizational Skills;- Communication Skills;- Complex Problem Solving;- Time management Skills;- High analytical Skills;- Team working Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	2
S/Total				93

Official Gazette n° 17 of 28/04/2014

<p>Abandoned Property Management Unit</p>	<p>Director of Unit</p>	<p>Director of Abandoned property Management Unit</p>	<p>A0 in Law with 3 years of working experience or Master's Degree or Equivalent in Property Law, Business Law, Commercial Law, Public Law, Civil Law, International Law with 1 year working experience</p> <p>Key Technical Skills & Knowledge required:</p> <p>- Knowledge of Rwanda's legal system and abandoned property law in particular;- Knowledge of Property & Financial Management;- Knowledge of Conflict Management;- Knowledge of investigation and evidence gathering techniques;- Knowledge of court processes and procedures;- Team working Skills;- High analytical & Problem Solving skills;- Interpersonal Skills;- Effective Communication skills;- Networking skills and result-oriented;- Time Management Skills;- Computer Skills;- Judgment & Decision making skills;- High analytical & Complex Problem solving Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</p>	<p>1</p>
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Official Gazette n° 17 of 28/04/2014

	Legal Officer	Legal Officer	A0 in Law; Key Technical Skills & Knowledge required: - Good knowledge of Rwanda's legal system and abandoned property law in particular; - Knowledge of investigation and evidence gathering techniques; - Knowledge of court processes and procedures; - Team Working Skills; - High Analytical & Problem Solving skills; - Negotiations Skills; - Stress management skills - Networking skills and result-oriented; - Interpersonal Skills; - Effective Communication skills; - Time Management Skills; - Computer Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	3
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Official Gazette n° 17 of 28/04/2014

	Financial Officer	Financial Officer	<p>A0 in Management, Finance, and Economics</p> <p>Knowledge and skills required: - Knowledge of abandoned property law;- Knowledge of the financial management system;- Knowledge of preparation of financial statements;- Knowledge of preparation of financial report;- Accounting and Logistical skills- Proactive and result-oriented- Team Working Skills- High Analytical & Problem Solving skills;- Negotiations Skills;- Bookping skills- Interpersonal Skills;- Effective Communication skills;- Time Management Skills;- Computer Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</p>	1
S/Total				5

<p>Justice Sector Coordination Secretariat</p>	<p>Coordinator</p>	<p>Coordinator of Justice Sector Secretariat</p>	<p>A0 in Public Administration, Management, Economics, Public Policy, Development Studies, Strategic Management, Project Management with 5 years of working experience or Master's Degree or Equivalent in Public Administration, Management, Economics, Public Policy, Development Studies, Strategic Management, Project Management with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep understanding of National development Vision, Policies and Strategies;-Extensive knowledge and understanding of the Rwanda's Justice Sector Policies and Strategies;- Knowledge of Strategic planning and Monitoring functions;- Creative, proactive, customer focused, solutions led and outcome driven;- Leadership skills;- High analytical & Complex Problem solving Skills;- Judgment & Decision making skills;- Interpersonal Skills;- Effective communication skills; - Time Management Skills;- Computer Skills;- Fluency in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage .</p>	<p>1</p>
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Official Gazette n° 17 of 28/04/2014

	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management 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;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
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	Justice Sector Policy, Planning & Strategy	Justice Sector Policy Planning & Strategy Specialist	<p>A0 in Management, Economics, Public Policy, Development Studies, Strategic Management, Project Management with 3 years of working experience or Master's Degree or Equivalent in Management, Economics, Public Policy, Development Studies, Strategic Management, 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 Justice Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Computer Skills; - Organizational Skills; - Communication Skills; - Complex Problem Solving; - Time management Skills; - High analytical Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
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Official Gazette n° 17 of 28/04/2014

	Justice Sector Monitoring & Evaluation	Justice Sector M&E Specialist	<p>A0 in Management, Economics, Public Policy, Development Studies, Strategic Management, Project Management with 3 years of working experience or Master's Degree or Equivalent in Management, Economics, Public Policy, Development Studies, Strategic Management, Project Management with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:- Knowledge in Monitoring and Evaluation concepts, systems and tools;- Knowledge of Rwanda's justice sector policies and strategies;- Knowledge to conduct monitoring exercises;- Computer Skills;- Organizational Skills;- Communication Skills;- Complex Problem Solving;- Time management Skills;- High analytical Skills;- Team working Skills;- Fluency in Kinyarwanda, English and/or French; knowledge of all is an advantage</p>	1
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	E- Justice	E - Justice Specialist	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 1 year of working experience in ICT</p> <p>Key Technical Skills & Knowledge required: - Knowledge of Rwanda's Justice Sector ICT policies and Strategies as well as National ICT Policy;- Knowledge of judicial information systems;- Broad understanding of computer systems, computer applications and operating systems;- Broad range of technical computer skills;- Analytical and problem-solving skills;- Wide knowledge of office software applications;- Good presentation and communication skills.- Excellent interpersonal skills;</p>	1
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Official Gazette n° 17 of 28/04/2014

	Capacity Development & Public Awareness	Capacity Development & Public Awareness Specialist	<p>A0 in in Human Resource Management, Strategic Management, Marketing, Public Administration, Management, Communication, Journalism, Public Relations, or Media studies with 3 years of working experience or Master's Degree or Equivalent in the same fields with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Human Resource Policies, Strategies and Procedures; - Knowledge to conduct Capacity Need Assessment and draft sound reports and proposals Capacity Building Plan; - Knowledge of Public awareness Programmes; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/Total				6

Official Gazette n° 17 of 28/04/2014

<p>Planning, M & E Unit</p>	<p>Director of Unit</p>	<p>Director of Planning, M&E Unit</p>	<p>A0 in Management, Economics, Public Policy, Development Studies, Strategic Management, Project Management, Public Administration with 3 years of working experience or Master's Degree or Equivalent in Management, Economics, Public Policy, Development Studies, Strategic Management, Project Management, Public Administration 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 Justice 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; - Fluency in Kinyarwanda, English and/or French; knowledge of all is an advantage 	<p>1</p>
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Official Gazette n° 17 of 28/04/2014

	Planning	Planning Officer	<p>A0 in Economics, Planning, Management, Development Studies</p> <p>Key Technical Skills & Knowledge required: -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;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	1
	Monitoring and Evaluation	M & E Officer	<p>A0 in Economics, Planning, Management, Development Studies</p> <p>Key Technical Skills & Knowledge required: - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge of Rwanda's justice sector policies and strategies; - Knowledge to conduct monitoring exercises; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1

Official Gazette n° 17 of 28/04/2014

	Research and Statistics	Research and Statistics Officer	<p>A0 in Statistics, Applied Mathematics, Economics</p> <p>Key Technical Skills & Knowledge required: - Deep understanding of Research Methodologies and Statistics Concepts;- Knowledge of Rwanda's Justice Policies and Strategies;- Knowledge of various statistical software packages;- Knowledge to Prepare and publish statistical and technical reports and research papers;- Knowledge of the theory, systems and application of statistical research methodology- Computer Skills;- Organizational Skills;- Communication Skills;- High analytical Skills;- Time management Skills;- Team working Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	1
S/Total				4

Official Gazette n° 17 of 28/04/2014

<p>Corporate Services Division</p>	<p>Head of Division</p>	<p>Head of Corporate Services Division</p>	<p>A0 in Economics, Management, Business Administration, Public Administration, Strategic Management, Public Finance or Accounting with 5 years of working experience or Master's Degree in the same fields with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Human Resources Policy and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Servant & Labour laws and Financial Law; - Knowledge of Electronic equipment and computer hardware and software; - Leadership skills; - Coordination, Planning & Organizational Skills; - Interpersonal Skills; - Effective Communication Skills; - Judgment and Decision Making Skills; - Complex Problem Solving; - Negotiation Skills; - Time Management Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	<p>1</p>
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Official Gazette n° 17 of 28/04/2014

	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management 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; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				2

<p>ICT Unit</p>	<p>Director of Unit</p>	<p>Director of ICT Unit</p>	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 1 year of working experience in ICT .</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's justice ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyze technology problems, issues, and program requirements. - Knowledge of computer hardware/software technologies. - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	<p>1</p>
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	System & Network Administrator	System & Network Administrator	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, 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, MCSA, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills & Knowledge required: - Knowledge of Rwanda's justice 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- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	1
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Official Gazette n° 17 of 28/04/2014

	Database & Application Administrator	Database & Application Administrator	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, 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, MCSA, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills & Knowledge required: - Knowledge of Rwanda's Justice ICT Policies and Strategies;-Proficiency in web application security and database security;- Knowledge of all database vendor versions;- Proficiency in designing, writing, editing, and debugging programs and databases;- Interpersonal Skills;- Communication skills - Negotiation Skills;- Problem-solving skills;- Analytical skills a-Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	1
S/Total				3

Official Gazette n° 17 of 28/04/2014

<p>Finance Unit</p>	<p>Director of Unit</p>	<p>Director of Finance Unit</p>	<p>A0 Finance, Accounting or Management with specialization on Finance/Accounting and 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: - Knowledge of Rwanda's financial management standards and procedures;- Knowledge of Accounting principles and practices and financial data reporting.- Knowledge of Rwanda Public Financial Law;- Leadership and management skills;- Planning and organisational, Budgeting skills;- Communication skills;- Strong IT skills, particularly in Financial software (SMART IFMIS);- Time management Skills- Interviewing Skills;- Judgment & Decision making skills;- Complex Problem solving;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	<p>1</p>
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Official Gazette n° 17 of 28/04/2014

	Accountant	Accountant	<p>A0 in Finance, Accounting or Management with specialization in Finance / Accounting Plus Level II Professional Qualification recognised by IFAC (ACCA, CPA etc)</p> <p>Key Technical Skills & Knowledge required:- Knowledge of cost analysis techniques;- Capacity to analyse complex financial information & Produce reports- Deep understanding of financial accounts;- Planning and organisational skills;- Communication skills;- Strong IT skills, particularly in Financial software (SMART IFMIS);- Judgment & Decision Making Skills;- High Analytical Skills- Interpersonal skills;- Time management Skills- Complex Problem solving;- Flexibility Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1
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Official Gazette n° 17 of 28/04/2014

	Budget management	Budget Officer	<p>A0 in Finance, Accounting, Management</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; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/Total				3

Official Gazette n° 17 of 28/04/2014

<p>HR & Administration Unit</p>	<p>Director of Unit</p>	<p>Director of Human Resource & Administration Unit</p>	<p>A0 in in Management, Public Administration, Human Resources Management with 3 years of working experience or Master's Degree with 1 year of working experience the same fields.</p> <p>Key Technical Skills & Knowledge required: - Knowledge of human resources concepts, practices, policies, and procedures;- Knowledge of organizational structure, workflow, and operating procedures;- Knowledge in Monitoring & System Evaluation;- Leadership and management skills;- Planning and organisational skills;- High Analytical Skills;- Communication skills;- Time management Skills- Interviewing Skills;- Judgment & Decision making skills;- Complex Problem Solving Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	<p>1</p>
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	Human Resources	Human Resources Officer	A0 in Management, Public Administration, Human Resources Management Key Technical Skills & Knowledge required: -Deep knowledge of Rwandan public service and labor laws; - 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; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
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Official Gazette n° 17 of 28/04/2014

	Logistics	Logistics Officer	A0 in Management, Accounting, Store Management, Public Administration Key Technical Skills & Knowledge required:- 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;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
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Official Gazette n° 17 of 28/04/2014

Documentation and Archives	Documentation and Archives Officer	<p>A0 in Biblioteconomy, Library & information Science or A1 in Biblioteconomy, Library & information system, Office Management with 2 year working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none">-proficiency in information technology;-Computer literacy;- Bookping 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;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
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Official Gazette n° 17 of 28/04/2014

	Central Secretariat	Head of Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management Key Technical Skills & Knowledge required: - Knowledge of Office Administration;- Communication Skills;- Computer Skills;- Interpersonal Skills;- Organizational Skills;- Stress Management Skills;- Time Management Skills;- Bookping Skills;- Analytical & Problem solving Skills;- Decision Making Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
		Secretary	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management Key Technical Skills & Knowledge required: - Knowledge of Office Administration;- Communication Skills;- Computer Skills;- Interpersonal Skills;- Organizational Skills;- Stress Management Skills;- Time Management Skills;- Bookping Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
S/Total				7
Grand / Total				175

Official Gazette n° 17 of 28/04/2014

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°40/03 ryo kuwa 25/04/2014 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisitiri y'Ubutabera / Serivisi z'Intumwa Nkuru ya Leta

Kigali, kuwa 25/04/2014

(sé)

Dr. HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

(sé)

MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repbulika:

(sé)

BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Seen to be annexed to the Prime Minister's Order n°40/03 of 25/04/2014 determining the mission, functions, organisational structure and summary of job positions of the Ministry of Justice / Office of the Attorney General

Kigali, on 25/04/2014

(sé)

Dr. HABUMUREMYI Pierre Damien
Prime Minister

(sé)

MUREKEZI Anastase
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°40/03 du 25/04/2014 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de la Justice / Services du Garde des Sceaux

Kigali, le 25/04/2014

(sé)

Dr. HABUMUREMYI Pierre Damien
Premier Ministre

(sé)

MUREKEZI Anastase
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