

**PRESIDENTIAL ORDER N<sup>o</sup>. 37/01 OF 30-8-2004 ON TERMS OF RECRUITMENT INTO THE PUBLIC SERVICE**

**We, KAGAME Paul,  
President of the Republic;**

Given the Constitution of the Republic of Rwanda of 4 June 2003 as amended to date especially in its Articles 112 and 113-4<sup>o</sup>;

Given Law n<sup>o</sup>. 22/2002 of 9 July 2002 on General Statutes for Rwanda Public Service, Especially in its Articles 15, 16, 17 and 28;

On proposal by the Minister of Public Service, Skills Development, Vocational Training and Labour;

After consideration and approval by Cabinet meeting in its session of 30 July 2004.

**HAVE ORDERED AND HEREBY ORDER:**

**Article One:**

This Order shall determine the terms of recruitment for the Public Service Employees, with the exception of Political appointees and other employees governed by particular statutes.

**Article 2:**

Public Service Employees shall be recruited and appointed basing on such organizational charts and organic structures as confirmed by competent organs.

After approval by the Ministry holding Public Service within its remit, each Administration which needs some staff shall publish vacant posts through the Government's web site, two newspapers at least national or international, on the Radio, on the Television where possible and by billposting at its headquarters.

This Administration shall publish its vacant posts and invite interested candidates to apply for the positions open for competition, within fifteen (15) days. This period may be extended by ten (10) days, where there is less than two applications per position.

**Article 3:**

Files for job application shall be filled in and include all required elements for the applicant to be admitted in the competition as provided for by Law.

**Article 4:**

This file for job application shall include the following documents:

- 1° a letter for job application written to the in-charge of the issuing Administration;
- 2° two certified true copies of each diploma;
- 3° a curriculum vitae;
- 4° two passport photos;
- 5° testimonials (to prove his experience);
- 6° a medical certificate issued by a Government Physician;
- 7° a copy of the criminal record.

**Article 5:**

Where the position for competition is a responsibility position, to provisions in the article shall be added the following:

- 1° the applicant shall indicate names and addresses of two persons; these reference persons shall be among either those who have supervised him, taught him or else worked with him;
- 2° where the applicant is a Government employee, his letter for job application shall go through in-charge of his Administration;
- 3° where the applicant works in a private establishment or a non-Government organization, he shall present testimonials issued by his last employer.

**Article 6:**

Before sitting for the examination a list of applicants admitted for competition, the date, the hour, and the place of the exam, shall be published.

This publication shall be issued at least seven days before the competition and within a period not exceeding one month from the deadline of the application's filing.

Successful applicants at pre-selection level shall present their diplomas originals before sitting for the examination.

**Article 7:**

The written exam shall be prepared in accordance with the requirements of the position open for competition and shall be quoted at 80% of the total marks allocated to all the exams for that position.

The practical examination shall be part of the written test and may be the only one to be considered.

Where necessary, the Administration which needs staff may call on a specialized Design Office in order to prepare, organize and mark the examination papers.

The Ministry holding Public Service within its remit shall be represented at the written examination session.

**Article 8:**

The interview shall be marked out of 20% of the total mark allocated to all the tests.

The interview shall be organized by a panel including expert technicians chosen by the in-charge of the Administration which needs staff. These experts may be chosen from Government employees or from the private sector.

The Ministry holding Public Service within its remit shall be represented at the interview.

**Article 9:**

For valid reasons and after approval by the Ministry holding Public Service within its remit, the Administration which needs the staff may provide for a single test and mark it at 100%.

In this case, Article 7 and 8 will not apply.

**Article 10:**

Diplomas or certificates and seniority shall not contribute to be given to the applicant.

**Article 11:**

Marks obtained by each applicant shall be published within a period not exceeding one month from the last day of the competition.

The list of applicants with their marks shall be displayed at the headquarters of the Administration which has issued the vacant posts. Where the applicant is not happy with his marks, he may claim for an individual notification of his marks by reviewing his examination copy. Where a material error is noticed in the copy, its correction shall be made immediately by the organ which organized the competition.

Examination copies shall be kept for at least six months and applicants shall have a maximum period of fifteen days from the date of the results publications, to claim for reviewing their copies.

**Article 12:**

The Administration which published vacant posts, shall forward to the Ministry holding the Public Service within its remit, a report signed by the organizers of the competition. The said report shall indicate the followed procedure, the list of the applicants drawn up in the decreasing order of their marks and the proposed successful applicant for each position.

**Article 13:**

The lowest successful mark to be considered shall be 70%. Where all the applicants get less than this mark, the vacant position shall be reopened for competition.

**Article 14:**

Where positions open for competition are responsibility positions/units, after having received the competition report provided for in Article 12 of this Order, the Minister holding the Public Service within his remit, shall forward it to the Prime Minister for the successful applicants to appointed to the job positions.

Where positions open for competition are technical or execution posts, the Minister Holding the Public Service within his remit, shall appoint the successful applicants to the job positions, basing on the report provided for in Article 12 of this Order.

**Article 15:**

All prior provisions contrary to this Order are hereby repealed.

**Article 16:**

The Prime Minister and the Minister of Public Service, Skills Development, Vocational Training and Labour are in charge of implementing this Order.

**Article 17:**

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

Kigali on 30-8-2004.

The President of the Republic  
**KAGAME Paul**

The Prime Minister  
**MAKUZA Bernard**

The Minister of Public Service, Skills Development, Vocational  
Training and Labour  
**BUMAYA André Habib**

**Seen and sealed with the Seal of the Republic:**

The Minister of Justice  
**MUKABAGWIZA Edda**