


RWANDA FOOD AND DRUGS AUTHORITY	Department/Division/ Directorate	Drugs, Food Inspections and Compliance
Document Type: <b>Standard Operating Procedure</b>		Doc. Number : <b>DFC/SOP/00</b>
	Title: <b>INDUCTION PROGRAM</b>	Revision Number :
		Revision Date: :
		Effective Date :
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### 1.0 Purpose

This standard operating procedure (SOP) describes the measures undertaken by Rwanda FDA to make new employees to feel comfortable in their new positions and working environment as quickly as possible so as to allow them to contribute effectively in the achievement of Rwanda FDA's mandate.

### 2.0 Scope

This SOP is applicable to all new employees and subcontractors involved in management and mandate of Rwanda FDA. The inducting new employees will cover one (1) week effect from starting date of employment

### 4.0 Definitions and Abbreviations

- SOP: Standard Operating Procedure
- Rwanda FDA: Rwanda Food and Drugs Authority

### 5.0 Responsibility

- 5.1 The Director General has overall responsibility of appointment and welcoming the new staff to Rwanda FDA.
- 5.2 Deputy Director General Heads of departments and division managers are responsible to induct new staff within the department, divisions, Units and ensuring that new staff settle in their new positions.
- 5.3 Directorate of Administration and HR, shall coordinate the induct activities including equipped office and comfortable safety working environment.

### 6.0 Distribution

- 6.1 Director General
- 6.2 Deputy Director General
- 6.3 Heads of Departments
- 6.4 Chief of Finance Office

## 6.5 Division Managers, Directors

## 7.0 Reference

- N° 128/01 of 03/12/2020 Presidential Order relating to recruitment of public servants and induction programme
- N° 017/2020 of 07/10/2020 Law establishing the general statute governing public servants
- N° 66/2018 of 30/08/2018 Law regulating labour in Rwanda

## 8.0 Safety Precautions

NA

## 9.0 Materials and equipment

Quality manual, IRR,

## 10.0 PROCEDURES

Steps Stage	Task/ activity	Time/ duration	Responsibility	Data sources; tools, forms and templates
				Available and concerned documents
1	HR Officer shall liaise with logistics office requesting for office materials of the expected staff	2 days	Concerned offices and DAHR	
3	Providing equipment to prepare the office of new staff	1 days	HR and Logistics Office	
4	The HR shall work with the immediate supervisor to receive the new staff	1 days	DAHR	
5	Introduction of new staff to the existing staff and senior management debriefing him/her on working environment	1 working day	DAHR /Supervisor	
6	The DAHR/supervisor will conduct	2 3weeks	DAHR	

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	a general orientation and induction of new staff.		/Supervisor	
8	The new staff, in collaboration with HR should sign a performance plan with her/his supervisor.	2 working days	User/Supervisor	
9	Organizes on-the-job training and learning	when needed	Managers	

### 11.0 Document Revision History

Date of revision	Revision number	Author(s)	Changes made and/or reasons for revision
16/11/2020	0	QMS Specialist	First issue

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Rwanda Food and Drugs Authority

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