
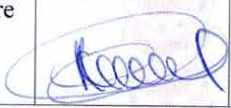
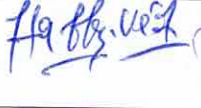
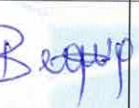
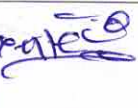




| | | |
|---|---------------------------|--------------------------------|
| Format: QMS/FMT/001 Revision No: 0 Effective Date: 13 Jan 2020 | Department/Division | Office of the Director General |
| Document Type: Standard Operating Procedure | | Doc. Number : CFO/SOP/116 |
|  RWANDA FDA Rwanda Food and Drugs Authority | Title: Recruitment | Revision Number : 0 |
| | | Revision Date: : 15/07/2021 |
| | | Effective Date : 23/07/2021 |
| | | Review Due Date : 23/07/2024 |

| Title | Author | Checked by | | | | Approved by |
|-----------|--|--|--|--|--|--|
| | | QMS Manager | CFO | HoD/FDIS | HoD/FDAR | |
| Names | Adrienne ITEGERE | Vedaste HABYALIMANA | Françoise BERWA | Alex GISAGARA | Joseph KABATENDE | Dr. Charles KARANGWA |
| Date | 15/07/2021 | 15/07/2021 | 15/07/2021 | 23/07/2021 | 23/07/2021 | 23/07/2021 |
| Signature |  |  |  |  |  |  |

1.0. Purpose

The purpose of SOP is to communicate the recruitment process in Rwanda FDA.

2.0. Scope

This SOP applies to all civil servants and contractual positions for the vacant positions advertised by Rwanda FDA.

3. Definitions and Abbreviations

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

4. Responsibility

- The Director General has responsibility to oversee the implementation of rules and regulations of recruitment process within Rwanda FDA.

Rwanda FDA management is responsible for fill the vacant positions through e-recruitment in collaboration with Administration and HR Unit. Deputy Director General, Heads of departments and division managers should facilitate the recruitment process. HR and Administration Unit is responsible for coordinating the recruitment process until its completion. Nominated team is responsible for conducting the recruitment.

5. Distribution

- 4.1 Director General
- 4.2 Deputy Director General
- 4.3 Chief of Finance Office
- 4.4 Director of Administration and HR

6. 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

7. 0 Materials and equipment

IRR, Approved sop of recruitment

8. Principles:

- All vacant positions should be mentioned on approved structure stipulated in Prime Minister's Order N° 162/03 of 21/12/2020.
- Approved job profiles and descriptions will remain unchanged until restructuring or other formal request addressed to the competent authority.
- However, a public institution in charge of recruitment oversight may give right Rwanda FDA to recruit a public servant not to use e-recruitment/ and or to recruit a public servant through internal recruitment
- Vacant positions shall be publicized through e-recruitment (system administrated by MIFOTRA)
- HR Officer shall have credentials in e-recruitment to facilitate the recruitment process
- Each interested applicant shall register in e-recruitment The job title and salary scale shall be identifying during the recruitment process
- Refer to the approved structure and vacant positions report, the recruitment plan shall be established and implemented by Administration and HR Unit In accordance with Senior

f x L

Management Team, HR and Administration unit shall also process the recruitment for vacant positions.

- Coordination team and panel members shall be nominated by Senior Management Team to conduct the recruitment activity
- A candidate who specifies his or her disability, is facilitated to sit for the exam taking into consideration his or her disability.
- The nominated persons for recruitment activity will provide and sign the recruitment report.
- The successful candidates will be appointed as it is stipulated in the N° 128/01 of 03/12/2020 Presidential Order relating to recruitment of public servants and induction program
- Recruitment process can exceed 30 working days effect from the day of written exam.
- Recruitment exams are scored to 100%, written exam is score to 50 as well as oral exam is scored to 50
- Successful candidate must at least get 70%
- During the recruitment process, consultation shall done through relevant laws and competent organs if necessary to prevent/avoid any query that it is maybe raised up any time.
- Rwanda FDA Board shall be informed about the recruitment process. The recruitment report shall be sent to the public Service Authority for audit purposes .

9.PROCEDURES

| Steps Stage | Task/ activity | Time/ duration | Responsible | Data sources; tools, forms and templates |
|-------------|---|----------------|------------------------------------|---|
| 1 | When there is need of staff, concerned office shall draft a concept note to HR office requesting recruitment. | 1 working day | User unit Division, departments | Division, unit and department report and organizational structure |
| 2 | Administration and HR Unit will submit the recruitment plan to Rwanda FDA CBM for consideration. | 2 working days | HR Office | Division, unit and department report and organizational structure |
| 3 | Advertisement of the vacant positions in collaboration with concerned offices | 5 working days | Administration and HR unit | N° 128/01 of 03/12/2020 Presidential Order relating to recruitment of public servants and induction program |

[Handwritten signatures and initials in blue ink]

| Steps Stage | Task/ activity | Time/ duration | Responsible | Data sources; tools, forms and templates |
|-------------|--|---|----------------------------|---|
| 3 | HR Officer shall monitor the applications of interested candidates | 2 working days | Administration and HR unit | E-recruitment |
| 4 | Candidates selection/shortlist | 5 working days | Nominated team | N° 128/01 of 03/12/2020 Presidential Order relating to recruitment of public servants and induction programme |
| 5 | Verification of candidates selection, shortlisting and publishing of applicants in e-recruitment | 1 working day | DAHR Unit | E-recruitment DAHR Unit |
| 6 | Responding the appeals | 3 working days | DAHR Unit & Nominated team | E-recruitment |
| 6 | communicating date and venue for conducting written exam | 3 working days from the date of published shortlist | DAHR Unit | N° 128/01 of 03/12/2020 Presidential Order relating to recruitment of public servants and induction programme |
| 7 | Conducting Written exam | 1 working day | DAHR Unit & Nominated team | N° 128/01 of 03/12/2020 Presidential Order relating to recruitment of public servants and induction programme |
| 7 | The recruitment panel is handed the sheets of exams to authorized examiner and start marking the written exams | 5 working day from the day of written exam | Recruitment panel | N° 128/01 of 03/12/2020 Presidential Order relating to recruitment of public servants and induction programme |
| 8 | Publishing the written exam results in e-recruitment and responding the appeals | 6 working days after marking | DA/HR unit | List of marks of candidates approved by authorized examiner |
| 9 | Oral Interviews | 3 working days after publishing of written test results | DAHR unit | Identification form of penal members Attendance form of candidates |

4

2019

2

2

2 3

| Steps Stage | Task/ activity | Time/ duration | Responsible | Data sources; tools, forms and templates |
|-------------|---|---|-------------------------|---|
| | | | | Questions and mark sheet |
| 10 | Publication of interview marks in e-recruitment and responding the appeals | 6 working days from oral test | DAHR Unit | E-recruitment Marks sheet approved by panel members |
| | Submission of final report on recruitment process to DG | 2 working days | Chair of nominated team | E-recruitment Marks sheet approved by panel members |
| 11 | Offering a job to the successful candidate through e-recruitment after the approval of DG | 4 working days after publication | DAHR unit | E-recruitment guide HR Officer |
| 12 | Submission of the recruitment report to Competent authorities | 5 working days after acceptance offer of best candidate | DAHR unit | N° 128/01 of 03/12/2020 Presidential Order relating to recruitment of public servants and induction programme |
| | | | | |

Identification of vacant positions

A vacancy can occur for a number of different reasons, such as an increase in workload, a requirement for new skills, a change in structure or when a member of staff leaves or retires. Therefore, whenever a post falls vacant it should be examined critically to ensure it needs filling and to identify any changes in the job content. In identification of the vacant positions, Director of Administration and HR should be considered if post:

- is a direct replacement or a new post required
- does the work carried out by the previous post holder need to continue to be done
- can any of the required work be reallocated

P

and

Q

Q

- is correctly defined and graded
- does future changes or uncertainty suggest that a temporary or fixed-term position should be considered

In considering the above outline points, director of AHR provides careful consideration to the following sources of information: strategic human resource plans, current and project staff ratios, current establishment figures, any feedback received from an exit interview and any feedback / consultation received from other members of staff.

Developing a job Profile and Job Advertisement

Once a vacancy has been identified an application for replacement /appointment of Staff must be completed. The job Profile and the job advertisement must be compiled. If a job Profile exists it should be reviewed and amended to reflect the current requirements of the post. The job Profile should clearly and accurately detail the duties and responsibilities of the post and include a section detailing the applicant profile: qualifications, knowledge, experience and skills / abilities / competencies essential to perform the job. A standard job profile is available in the Office of DG and Directorate of Administration and HR. It should include:

- Department/Unit/Directorate
- Job title
- Salary/grade and salary scale
- Number of posts
- The main purpose of the post
- The main duties and responsibilities of the post
- Where the position is being advertised and the closing date.

NOTES OF GUIDANCE ON SELECTION AND INTERVIEWING

The Short listing/Interview Panel should bear in mind a commitment to equal opportunities. The purpose of selection is to select the best candidate in a fair and transparent way that allows all appropriate candidates to be considered. No candidate should be excluded, or fail to be appointed, because of factors peripheral to what is needed to do the job and which tend to show a structured bias against one group and in favour of another.

Short listing Candidates for Interview

At the short listing meeting the Interview Panel should refer to the selection criteria as specified in the Post Profile in order to assess applicants for interview. Candidates must be assessed solely on their qualifications, relevant knowledge, experience and skills/abilities as presented on the Application Form.

Deciding on Interview Questions

Once applicants have been selected for interview, the Interview Panel should meet in advance of the interviewing to decide interview questions. You should agree what questions should be asked to assess further the candidate's match to the criteria for the post. Questions specific to each individual should also be agreed in order that gaps/issues highlighted in the candidate's document can be probed.

Do not ask questions relating to the marriage, family plans, children or domestic circumstances and religion or political beliefs

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

Questioning Technique

- Begin the questioning by concentrating on areas which are familiar to the candidates Ask open questions which cannot be answered with just 'yes' or 'no', by beginning the questions with 'how', 'why', 'where', 'which' or 'what'.
- Do not ask multiple questions.
- Listen carefully to the answers and be prepares to ask further analytical questions to clarify areas which the candidate has not covered fully or which appear to be vague or confused.

Conducting the Interview – Structure

Opening stages:

- Welcome and introduction by the Chair.
- Outline the structure of the interview, let the candidate know when he or she can ask questions and tell him or her probably length of the interview.

Questioning stage:

- The Panel should follow the skeleton outline of questions agreed in advance but feel free to ask follow-up questions to probe candidates' replies to questions, as necessary – particularly where failure to answer satisfactorily will be a factor in the judgment to appoint or not to appoint.

Closing stages

- Candidates should be given the opportunity to ask their own questions.
- Candidates should be told when they will receive notification about the outcome of the interview.

End of Document

RWANDA FDA

Rwanda Food and Drugs Authority







