



**RWANDA FDA RECRUITMENT PLAN (Structure 155 staff)**

**RWANDA FDA**  
Rwanda Food and Drugs Authority

**July, 2019**

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## 1. Introduction

Rwanda FDA is an autonomous entity mandated by Law N° 003/2018 of 09/02/2018 to protect public health by regulating human and veterinary medicines, vaccines and other biological products, processed foods, poisons, medicated cosmetics, medical devices, household chemical substances, tobacco and tobacco products, and the conduct of clinical trials.

Rwanda FDA, as a new public institution, has started with 21 staff: Ag DG (appointed in July 2018); 2HoDs, CFO and 5 DMs (appointed in November 2018); 5 Staff from Ministry of Health seconded to Rwanda FDA, 5 staff from Rwanda Standard Board and 2 staff from Rwanda Agriculture **Board**.

In May 2019, MIFOTRA deployed additional 7 staff for support services and a structure of 155 staff was gazetted in the same month.

Due to budget constraint (Rwanda FDA was at the end of financial year 2018-2019) the recruitment of new staff were shifted to next financial year 2019-2020

The purpose of this document is to provide clear guidance on the principles and processes of filling the structure across Rwanda FDA offices, departments, divisions and units in compliance with Law n° 86/2013 of 11/09/2013 establishing the general statute for public services and availability of funds related to salary and other staff allowances.

## 2. Objective

The recruitment plan is designed to ensure efficiency across the institutional departments, divisions and units by recruiting staff with relevant skills and commitment to collaborate effectively with the stakeholders in products supply chain, drugs and health technologies, cosmetics and household chemicals and other regulated products that brings the authority to meet its mandate of protecting public health.

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Furthermore, recruitment plan will maximize coordination as Rwanda FDA departments, divisions and units learn to closely work together which will improve programme management and effectiveness for the institution through integrated operations and unified leadership, with a strong focus on strategic planning, risk-based priority setting and strategic allocations of resource culminating to effectiveness through evidence based decision making.

### **3. Acronyms**

**DG:** Director General

**HoD:** Head of Department

**CF0:** Chief Finance Officer

**DM:** Division Manager

**DAHR:** Director of Administration & Human Resources

**SMT:** Senior Management Team

### **4. Steps for Recruitment in Rwanda FDA**

Rwanda FDA recruitment plan will be implemented in five (5) steps:

- **Development of job profile and job descriptions of the new structure**
- **Identification of vacant positions**
- **Recruitment of staff at officer level(phase I)**
- **Recruitment of staff at specialist and Director level(Phase II)**
- **Recruitment of contractual staff (procurement specialist and drivers Phase III)**

#### **4.1.Development of job profile and job descriptions of the new structure**

Rwanda FDA through involvement of its departments and divisions, will develop job profile and job description of position on new structure in compliance with its mandate/

Below are criteria to be considered while developing Job profile and job description:

- Job title
- Qualifications needed to achieve deliverables

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## Rwanda FDA Recruitment plan

- Experience needed
- Institution mandate, vision and mission

Activities	Responsible	Timeline
Rwanda FDA job profile and job description development and approval	DG, HoDs, CFO,DMs	From July 2019-to 30 September 2019

**Deadline 30<sup>th</sup> September 2019**

### 4.2. Identification of vacant positions

After approval of job profile and job description, a list of vacant positions will be generated by Administration and Human Resources Unit and shared with concerned department for assessment and recruitment schedule. Departments and Divisions will review staffing gap and institutional issues to be addressed by recruitment and leading to achievement of institutional mandate.

Final list of vacant positions to be filled will be submitted to Competent Authorities for recruitment approval.

Activities	Responsible	Timeline
Identification of vacant positions	DAHR; HoDs, CFO,DMs	10 <sup>th</sup> October 2019

**Deadline 10<sup>th</sup> October 2019**

### 4.3. Recruitment of staff at officer level (Phase I)

**Number of positions: 115**

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As stipulated by Law n° 86/2013 of 11/09/2013 establishing the general statute for public services Rwanda FDA will submit proceeds to recruitment of vacant positions at officer level

Activities	Responsible	timeline
Publication of vacant position in e-recruitment	CFO&DG	15 <sup>th</sup> September 2019
Shortlisting	CFO ,HoDs, DMs	15 <sup>th</sup> October 2019
Appeals handling	CFO ,HoDs, DMs	18 <sup>th</sup> October 2019
Written interview	CFO ,HoDs, DMs	21 <sup>th</sup> October 2019
Publication of results	CFO	15 <sup>th</sup> November 2019
Appeals handling	CFO ,HoDs, DMs	20 <sup>th</sup> November 2019
Oral interview	CFO ,HoDs, DMs	15 <sup>th</sup> December 2019
Appeals handling	CFO ,HoDs, DMs	20 <sup>th</sup> December 2019
Recruitment report	CFO ,HoDs, DMs	28 <sup>th</sup> December 2019
Appointment of recruited staff	DG	30 <sup>th</sup> December 2019

**Deadline 30<sup>th</sup> December 2020**

### 4.4. Recruitment of staff at specialist and Director level (Phase II)

**Number of positions: 15**

After appointment of officers, Rwanda FDA will fill the remaining positions (specialists and directors) through:

**-Open recruitment:** all vacant positions (officers, specialists and Directors levels) not filled through first phase recruitment will be opened to general public and through transparency and fair competition suitable candidates will be chosen to occupy the advertised posts.

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Activities	Responsible	timeline
Rwanda FDA vacant position publication	CFO ,HoDs, DMs	13 <sup>th</sup> July 2020
Shortlisting	CFO ,HoDs, DMs	20 <sup>th</sup> August 2020
Written exam	CFO ,HoDs, DMs	30 <sup>th</sup> August 2020
Result publications	CFO	2 <sup>nd</sup> October 2020
Appeals	CFO ,HoDs, DMs	7 <sup>th</sup> October 2020
Oral exam	CFO ,HoDs, DMs	20 <sup>th</sup> October 2020
Appeals	CFO ,HoDs, DMs	23 <sup>rd</sup> October 2020
Recruitment report	CFO ,HoDs, DMs	3 <sup>rd</sup> November 2020
Appointment of recruited staff	DG/MINISTER OF HEALTH &COMPETENT AUTHORITIES	30 <sup>th</sup> November 2020

**Deadline: 30<sup>th</sup> November 2020**

### 4.5. Recruitment of contractual staff

**Position title:** Revenue accountant,  
Procurement specialist  
Drivers

**Number of position:** 7 positions

Key critical positions in office of Chief Finance Officer will be filled through open recruitment of contractual staff

Activities	Responsible	timeline
Rwanda FDA vacant position publication	CFO	13 <sup>th</sup> January 2020
Shortlisting	CFO ,HoDs	10 <sup>th</sup> February 2020
Written exam	CFO ,HoDs	28 <sup>th</sup> February 2020

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Result publications	CFO	20 <sup>th</sup> March 2020
Appeals		30 <sup>th</sup> March 2020
Oral exam	CFO ,HoDs, DMs	5 <sup>th</sup> April 2020
Appeals	CFO ,HoDs, DMs	15 <sup>th</sup> April 2020
Recruitment report	CFO ,HoDs, DMs	20 <sup>th</sup> April 2020
Appointment of recruited staff	DG/MINISTER OF HEALTH &COMPETENT AUTHORITY	30 <sup>th</sup> April 2020

**Deadline: 30<sup>th</sup> April 2020**

### 5. Conclusion

This recruitment plan enters into force on 1<sup>st</sup> July 2019, after filling all the structure, recruitment will be done upon vacant position opened.

### 6. References

- Rwanda FDA Organization structure May 2019
- Rwanda FDA job profile
- Rwanda FDA job description
- Law n° 86/2013 of 11/09/2013 establishing the general statute for public services

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