



**RWANDA FDA RECRUITMENT PLAN (New Structure 194 staff)**

**RWANDA FDA**  
Rwanda Food and Drugs Authority

**JANUARY, 2021**

Doc. No.: CFO/GDL/....	Revision Date:	Review Due Date: July 2024
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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 other public institutions, has been rationalized in terms of staffing and its organization structure was changed from 155 staff to 194 staff in order to address the staffing gap identified in technical departments and divisions where key critical positions were not catered for in the previous organization structure. After rationalization all recruitment process of positions not appearing on the new structure was stopped.

The purpose of this document is to provide clear guidance on the principles and processes of filling the new structure across Rwanda FDA offices, departments, divisions and units in compliance with Law n° 017/2020 of 07/10/2020 establishing the general statute governing public servants, Ministerial instructions no 02 of 07/12/2020 determining modalities for new placement and recruitment of public servants after 2020 rationalization of public institutions 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 bring the authority to meet its mandate of protecting public health.

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.

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### 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 four steps:

- **Placement of existing staff in the new structure**
- **Identification of vacant positions**
- **Appointment of staff in senior positions**
- **Recruitment of staff to fill vacant positions**

#### 4.1. Placement of existing staff in the new structure

Rwanda FDA through involvement of its departments and divisions will place its existing staff in the new structure in compliance with Ministerial Instructions No...

Below are criteria to be considered while placing staff:

- Job profile
- Staff qualifications and experience
- Performance score for Financial Year 2019-2020

A placement report will be submitted to Ministry of Health for approval before implementation

Activities	Responsible	timeline
Rwanda FDA job profile and job description	DAHR; HoDs, CFO,DMs	From January 2021-to 30 April 2021

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Activities	Responsible	timeline
Submission of potential candidate on position of Analysts and Division manager to be appointed	DG offices	31th May 2021

**Deadline 31 May 2021**

### 4.4. Recruitment of staff to fill vacant positions

After approval of Competent Authorities, Rwanda FDA will fill the remaining positions through recruitment:

**-Internal recruitment:** all Rwanda FDA existing staff (officers and director levels) with competences matching with job profile requirement of vacant positions will have an equal chance to pass an oral exam to be placed in positions where they fit.

Activities	Responsible	timeline
Rwanda FDA vacant position publication	DAHR, HoDs , CFO,DMs	3 <sup>rd</sup> June 2021
Shortlisting	DAHR+ end user department/division	10 <sup>th</sup> June 2021
Oral exam	DAHR+ end user department/division	15 <sup>th</sup> to 18 <sup>th</sup> June 2021
Results publications	DAHR	22 <sup>th</sup> June 2021
Appeals management	DAHR+ department/division	25 <sup>th</sup> June 2021
Recruitment report	DAHR	28 <sup>th</sup> June 2021
Appointment of recruited	DG/Minister of Health	31th May 2021

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### Deadline 30 June 2021

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

Activities	Responsible	timeline
Rwanda FDA vacant position publication	DAHR; HoDs, CFO,DMs	3 <sup>rd</sup> July 2021
Shortlisting	DAHR& Department/division	10 <sup>th</sup> May 2021
Written exam	DAHR& Department/division	13 <sup>th</sup> July 2021
Oral exam	DAHR& Department/division	20 <sup>th</sup> July 2021
Appeals	DAHR& Department/division	23 <sup>rd</sup> July 2021
Recruitment report	DAHR& Department/division	25 <sup>th</sup> July 2021
Appointment of recruited staff	DG/Minister of Health	30 <sup>th</sup> July 2021

### Deadline: 30<sup>th</sup> July 2021

**-Direct recruitment:** key critical positions in Quality Control Laboratory will be filled through direct recruitment (head hunting) due to rare skills needed (four Directors)

Activities	Responsible	timeline
Head hunting	SMT	15 <sup>th</sup> July 2021
Validation of potential candidates	SMT	17 <sup>th</sup> July 2021
Request for direct recruitment submission to competent Authorities	DG offices & DAHR	20 <sup>th</sup> July 2021
Approval of direct	Public Services Commission	27 <sup>th</sup> July 2021

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Appointment of recruited staff	DG/Minister of Health or other competent Authority	31th July 2021

**Deadline: 31<sup>st</sup> July 2021**

### 5. Conclusion

This recruitment plan enters into force on 1<sup>st</sup> May 2021, after filling all the structure, recruitment will be done upon vacant position opened.

### 6. References

- Rwanda FDA Organization structure December 2020
- Rwanda FDA job profile
- Rwanda FDA job description
- Law n° 017/2020 of 07/10/2020 establishing the general statute governing public servants
- Ministerial instructions no 02 of 07/12/2020 determining modalities for new placement and recruitment of public servants after 2020 rationalization of public institutions.

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