

Duties and responsibilities:

The Human Resources and Administration Department prepares and promotes the Internal Policy and Procedures on Human Resources; coordinates and implements the Annual Training and Development Plan; implements Performance Management System; manages Recruitment and Selection Procedures; manages the transport requirements for the Institute; plans and provides required logistical support to all the Departments; manages and maintains the asset of the institute; coordinates all activities concerned with the administration duties of the central secretariat; assess needs and update the stock of office supplies of the Institute; and manages the one stop information center at the institute.

To accomplish its mission, the Human Resources and Administration Department is headed by a director and is organized into the following staff:

- Director (1)
- Human Resources Management Officer (2)
- Logistics Officer in charge of Assets Management (1)
- Logistics Officer in charge of Fleets Management (1)
- Logistics in charge of Fields (1)
- Head of Central Secretariat (1)
- Secretary in Central Secretariat (1)
- Printing and Distribution Officer (1)
- Librarian (1)

Director (a.i):

Mrs. Claudine UWINEZA

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