

B. 1. ANNEX: SALARY STRUCTURE FOR EMPLOYEES

B. 1. 1.: Development of grade positions for staff of RNGOF ON HIV/AIDS & HPs in case of good performance

Level	Function	Grade position probation period	Grade position up an to end of year 1 (if performance good)	Grade position year 2 (if performance good)	Grade position year > 3 (if performance good)
Management team	Executive Secretary	Grade A step 4/4	Grade B step 4/4	Grade C step 4/4	Grade D step 4/4
	Directors	Grade A step 3/4	Grade B step 3/4	Grade C step 3/4	Grade D step 4/4
Supervisor level	Specialists	Grade A step 2/4	Grade B step 2/4	Grade C step 3/4	Grade D step 4/4
Field worker and Assistants level	Accountant, Projects Officers and Secretaries	Grade A step 1/4	Grade B step 2/4	Grade C step 3/4	Grade D step 4/4
Trainee level	Board Members and others	Grade A step 1/4	Grade B step 2/4	Grade C step 3/4	Grade C step 4/4
Driver level	Pilot	Grade A step 1/4	Grade A step 2/4	Grade B step 3/4	Grade B step 4/4
Service level	Cleaners	Grade A step 1/4	Grade A step 2/4	Grade B step 3/4	Grade B step 4/4

B. 1. 2. GRADE SYSTEM FOR THE SALARIES OF STAFF (REFERENCE)

Grade	Step	Net total payment (in Rwf)
Grade A	4/4	700,000
Grade A	3/4	600,000
Grade A	2/4	500,000
Grade A	1/4	400,000

Note: - From one grade to the other up, there is an increase of 100,000Rwf and
 - From one step to the other up, there is an increase of 50,000Rwf

B. 2. ANNEX: CODE OF CONDUCT

RNGOF ON HIV/AIDS & HP CODES OF CONDUCT

This is summary of the main RNGOF ON HIV/AIDS & HP rules

1. Work honestly and carefully at all times.
2. You must not be absent from work, arrive late or leave work early without permission.
3. Always wear protective ware while riding motor cycle when this is supplied to you, or use your safety belts whenever driving.
4. Follow all organization health and safety rules.
5. Do not drink alcohol or consume narcotics during working hours.
6. Do not fight, assault or abuse a staff member or visitor.
7. Do not use organization property in a careless or neglect way.
8. During working hours you must not do any business except that for which the organization pays you.

You will be disciplined for any of the following offences.

1. Willful failure to obey legitimate instructions.
2. Willful misuse of Organization property.
3. Improper publicity of information damaging to the organization reputation.
4. Desertion (absence from work without permission for 4 consecutive days or more).
5. Sleeping on duty.
6. Lateness or leaving work early without permission.
7. Failing to co-operate with other employees on ground of race, tribe, religion or sex of another person.
8. Acting in a prejudicial way against employee on grounds of race, tribe religion or sex of another person.
9. Reporting on duty under influence of alcohol.
10. For each vehicle/motor cycle written permission needs to be given before you can ride or drive.

Any of the offences described above constitutes serious misconduct and immediate dismissal may occur.

1. Breach of safety rules endangering life, stated below.
2. Careless or negligent of work.
3. Fighting at work.
4. Threatening behavior to another worker.
5. Having any private business deals with suppliers of the organization on organization's deals.

Health and Safety rules

These rules below establish responsibility for both the organization and employees to provide safe conditions at work place. You will be expected to take reasonable care to ensure your own safety and of others who can be affected by what he/she does or does not do.

1. You must wear a helmet when riding organization motor cycle at all times or use your safety belt whenever driving organization vehicle.
2. You must have under gone proper motor cycle/vehicle training course, this means that a one must be in possession of a valid driving/riding (provisional) permit. All employees who use organization motor cycle or vehicle must submit a copy of their driving/riding license to organization Administrator for filing.
3. One can only ride a motor cycle with written permission from the management for that particular vehicle.
4. Motor cycle maximum speed is 60 k.m.p.h on all roads.
5. No carrying of passenger on the motor cycle without helmet
6. No carrying of community members in the project areas
7. No carrying passenger in 'amazon' sit (two legs at one side) on the motor cycle.
8. No carrying of passengers in the boot of the vehicle(s) (for pick-ups).

Repetition of the same offence after committing another within a period of 12 months of the first offence could lead to summary dismissal.

I have read, understood and accept the above rules of conduct and agree these rules being a condition of employment by Rwanda NGOs Forum on HIV/AIDS and Health Promotion.

Employee name:

Employee No-----

Employee Signature-----

Place and date-----

B. 3. ANNEX: STANDARD JOB DESCRIPTIONS

The below job descriptions are based on the organogram included in A. 8. Annex of this manual. It is very well possible though to combine certain job descriptions or split them up and divide them differently over other functions.

B. 3. 1. Program Officer

B. 3. 1. 1. Daily

1. **Provide petty cash when required.** Provide petty cash to staff when they need it and after your acceptance of the purchase they want to do. Make sure to control and sign the petty cash voucher plus the attached receipt (the financial department should bring you every day or at least once every few days the petty cash vouchers for your signature).

B. 3. 1. 2. Weekly

1. **Project visits.** Visit projects in the field at least once a week but preferably twice a week, each time one or two projects. Read before going to a project, the relevant project manual for NGO staff for that project. These manuals contain descriptions of the tasks of the management for each process step in the projects. In this way you will know for each project visited what specific actions are required by you.

B. 3. 1. 3. Monthly



1. **Monthly finance control.** Take one day just after every end of the month to control all financial transfers made during the month. The following tasks should be executed:
 - Verify whether actual and calculated Balance are equal. If not send the financial administration back to the persons responsible for the entrance of the data and allow them two more days to find the errors and correct them. See manual NO2.1 for actual and calculated balance.
 - Control each financial transfer in each daybook. Verify the entrances made in the daybooks with the filed financial documents (receipts, vouchers and bank statements). Important: pay special attention to the transfers of money from one daybook to another! Control at the receipts whether they are not corrupted. For each purchase there should be a receipt (a receipt can have a list of several purchases, but each purchase should be included in a receipt, so there should be even a receipt if things have been bought at a market place etc.). Look at the prices of the items and the totals calculated on both the receipts and the vouchers. In case of received money control whether the money has been directed to the correct earmarked funds (see chapter ... of manual NO.. about this subject) and whether rates used in transfers from international currency bank accounts to local bank accounts are correct. If anything is wrong or if you suspect that things may not be right, investigate it by visiting the involved supplier, questioning the involved staff members, questioning your bank, or contacting donors. Look at the manuals NO2.1 chapter ... and NO2.2 chapter ... for examples of how the different types of transfers should be registered and filed.

B. 3. 1. 5. Quarterly

1. **Quarterly financial control.** Take two days at the end of each three months period to execute the following tasks:

- Produce the quarterly report. With the financial data in your financial administration (that should have been controlled to be correct up and to the end of the quarterly period) prepare the following reports: financial project overview report, RNGOF ON HIV/AIDS & HP costs report, balance report, profit & loss report, and a summary overview as described in manual NO2.3 (in AccountView the first 4 reports are produced automatically).
- Control that project budgets are not exceeded. Execute the actions described in paragraph 3.2 of manual NO2.3.
- Control whether the efficiency rule of your RNGOF ON HIV/AIDS & HP is fulfilled during the quarterly period. Execute the actions described in paragraph ... of manual NO2.3.
- Control whether the amounts spent on each RNGOF ON HIV/AIDS & HP cost post are not too high. Control whether the total amount spent on each post during the three months does not exceed the guidelines agreed by your RNGOF ON HIV/AIDS & HP on the expenditures for these posts (see manual NO2.1 chapter ... on this issue). If an expenditure on a post is too high you will need to find out why the spending has been so high and take appropriate measures to prevent such high expenditures on the post in the future.

B. 4. ANNEX: EXAMPLE OF ID CARD

 FRONT SIDE OF RNGOF EMPLOYEE ID CARD Rwanda NGOs Forum on HIV/AIDS and Health Promotion (RNGOF on HIV/AIDS & HP)	 BACK OF RNGOF EMPLOYEE ID CARD Rwanda NGOs Forum on HIV/AIDS and Health Promotion (RNGOF on HIV/AIDS & HP) B.P 456 Kigali – Rwanda Tel: (+250) 783 699 602 Email: rwandangoforum@gmail.com Website: www.rwandangoforumrw@gmail.com
Names : Designation : Date of Issue : Date of Expiry : Employee No. Employee Signature:	EMPLOYEE PHOTO If This Card is lost or Picked , Please Call : (+ 250 78) or (+250) 783 699 602

Done at Kigali, the 27/03/2016.

Executive Secretary RNGOF ON HIV/AIDS & HP:
KABANYANA NOOLIET.
SIGNATURE

Chairperson of RNGOF ON HIV/AIDS & HP:
RWEMARIKA FELICITE
SIGNATURE

