



Republic of Rwanda
Ministry of Public Service
and Labour

OPERATIONAL GUIDELINES FOR THE NATIONAL PROFESSIONAL INTERNSHIP AND YOUNG PROFESSIONAL PROGRAM

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FOREWORD

The operational guidelines for the National Professional Internship Program (NPIP) and Young Professional Program (YPP) outline the procedures for the effective and efficient implementation of the National Professional Internship Program and YPP in line with the National Strategy for Transformation (NST2), National Workplace Learning Policy, and the National Employment and Skills Strategy (NESS). The guidelines were amended following dynamics and evolving needs of the labour market and the digitalization of National professional internship processes.

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ACRONYMS

CBI: Community Based Internship

FBO: Faith Based Organization

IBT: Industrial Based Trainings

MIFOTRA: Ministry of Public Service and Labour

MINECOFIN: Ministry of Finance and Economic Planning

MSMEs: Micro, Small and Medium Enterprises

NEP: National Employment Policy

NESS: National Employment and Skills Strategy

NPIP: National Professional Internship Program Portal

NST: National Strategy for Transformation

NTS 2: Second National Strategy for Transformation

YPP: Young Professional Internship Program

CHAPTER 1: INTRODUCTION

The current National Professional Internship Program guidelines are informed by the principles of the NST2, Workplace Learning Policy (WLP) and the National Employment and Skills Strategy (NESS) to enhance employability skills and professional experience among Rwandan graduates from Higher Learning Institutions (HLIs) and Technical and Vocational Education and Training (TVET) institutions. These guidelines also serve as a framework for public, private, NGOs, academic institutions, and civil society organizations to effectively and efficiently implement professional internship programs.

The revision of the National Professional Internship Program guidelines was primarily driven by several key factors, including i) Addressing the increasing number of fresh graduates who are Not in Employment, Education, or Training (NEETs) by expanding workplace learning opportunities for them; ii) Streamlining the program through digital processes and management systems; iii) Institutionalizing Workplace learning across all institutions; iv) Nurturing a pool of highly skilled and talented young professionals; and v) Introducing community-based and project-based internships.

I.0 Preamble

The Operational Guidelines for the National Professional Internship Program (hereinafter referred to as the Operational Guidelines) aim at guiding the implementation of the Internship Program (hereinafter referred to as "National Professional Internship Program") by setting forth procedures for:

- Application for internship and request for interns
- Selection and placement of interns;
- Management of the internship;
- Financial facilitation to interns and;
- Monitoring and evaluation of the professional internship program.

Interns are placed in various institutions, including public and private institutions, NGOs, educational institutions, FBOs, and civil society organizations. The standard internship duration is six months.

However, for emerging and priority disciplines recommended by the National Professional Internship Committee (NPIC), the internship period can be extended up to twelve months.

1.1 Definition of internship

A Professional Internship offer fresh university graduates an opportunity to gain practical work experience and apply their academic knowledge within a real-world setting. Interns typically work at a company or organization for a specified period under the guidance of a qualified mentor.

1.2 Scope of internship and purpose

(a) Professional Internship

Professional internships enable students to acquire practical experience, thereby developing both technical and soft skills pertinent to their academic fields. This valuable experience enhances their competitiveness within the job market and significantly improves their career prospects.

(b) Young professional

The Young Professional Program (YPP) is designed to nurture young professionals by equipping them with critical and hands-on skills through exposure to the world of work. This program specifically targets fresh graduates and early-career professionals possessing critical and rare skills that align with the priority sectors outlined in the National Strategy for Transformation 2 (NST2).

(c) Specialized academic internships

Specialized internships tailored to specific needs may be supported in conjunction with the National Professional Internship Program, particularly in niche fields or areas of specialized study. This requires a formal agreement between the host institution, the Internship coordination institution, and the relevant HLIs or TVET institutions.

CHAPTER 2 : APPLICATION PROCESS FOR PROFESSIONAL INTERNSHIP AND REQUEST FOR INTERNS

2.1 ELIGIBILITY

2.1.1 Eligibility Criteria for National Professional Internship Program (NIPP)

The program is open to:

All Rwandan fresh graduates from Higher Learning Institutions (HLIs) and Technical and Vocational Education and Training (TVET) Schools (A1 diploma and above) residing in Rwanda or abroad.

- University graduates within two years of their graduation date.
- Fresh Graduates' Refugees with refugee IDs issued by the Government of Rwanda.
- International students with a valid residence permit graduating from universities in Rwanda, who are committed to covering internship related costs.

Rwandan fresh graduates from the aforementioned categories may also benefit from internship opportunities abroad identified by the Government of Rwanda.

2.1.2 Eligible criteria "for special academic internship"

Students eligible for a "special academic internship" should meet the following conditions:

- Students in a recognized Higher Learning Institution (HLI) or Technical and Vocational Education and Training (TVET) school.
- Possess specialized or rare skills that can significantly contribute to the achievement of the mission of the host institution.
- Existence of the agreement between the host institution and the student's HLI or TVET school for the internship, outlining the specific project or tasks to be implemented.
- Attachment to a flagship project that has the potential to contribute to the achievement of the National Strategy for Transformation 2 (NST2) priorities.

- Hosting Institutions should provide at least a stipend of 100,000 Rwf in addition to stipend provided by the Coordinating Institutions

2.1.3 Eligible Hosting Institutions

All public institutions, corporate companies, MSMEs, faith-based organizations, civil society organizations, and international organizations operating in Rwanda are eligible to host interns. To qualify as a host institution, the following criteria must be met:

- **Suitable Working Environment:** The institution must provide a suitable working environment that facilitates the transfer of employable skills and hands-on experience to interns.
- **Qualified Supervision:** Availability of qualified supervisors to mentor and evaluate interns.
- **Occupational Health and Safety:** Compliance with relevant occupational health and safety standards.
- **Legal Registration:** Proof of registration with the appropriate government body or agency.

2.2. Required documents for applicants and host institutions

2.2.1 Graduates

Applicants must provide the following documents:

- A copy of the degree or certificate.
- Or a copy of the advanced diploma certificate (A1).
- Or a letter (e.g., "To Whom It May Concern") from their educational institution confirming the fulfillment of all academic requirements.
- A valid Rwandan national refugee ID issued by the competent authority.

2.2.2 Prospective host Institutions

Host institutions must provide:

- A valid certificate of registration or incorporation from competent authorities.
- Profiles of supervisors responsible for mentoring interns.
- Details about the scope of work, and department or unit.

2.3 Application Process

To streamline the application process, save time and resources for both applicants and institutions, and ensure transparency and quality service, the National Professional Internship Program utilizes an online application system.

Both fresh graduates and host institutions can create accounts, complete the application process and manage other processes through the National Professional Internship.

2.3.2. Validity of the application

- Validated interns on the waiting list will be maintained in the system for two years following their validation date.
- When the number of interns on the waiting list is not enough given all internship requests, priority will be given to interns whose applications expired most recently.
- If the number of interns with expired applications is still insufficient to meet the demand, the internship unit will utilize various communication channels to encourage fresh graduates to apply.

CHAPTER 3: PLACEMENT OF NATIONAL PROFESSIONAL INTERNS

3.1 Process of Intern Placement

The internship unit staff primarily conducts placements on a first-come, first-served basis. However, the placement process may be adjusted to accommodate specific needs and priorities as approved by the internship committee or the management of the coordinating institution.

a) Placements for Private Sector and NGOs

- Applicants are encouraged to proactively seek internship placements with private companies, NGOs, and Faith-Based Organizations (FBOs).
- Private companies and NGOs are permitted to identify and recommend potential interns, provided that these candidates meet the eligibility criteria and are subsequently registered within the Professional Internship System.

b) Placements in Public Institutions Outside Kigali

- Public institutions located outside Kigali are permitted to identify and recommend interns in their proximity.
- If suitable local candidates are not readily available, the host institution may request the internship unit to provide a list of potential candidates that align with the specified criteria. The host institution can then review the list and select suitable candidates for recommendation.
- Districts are allowed to recommend interns with expired status (not later than 3 years from graduation date) residing in the vicinity of the district.

c) Special Academic Internships

Public, private, and NGO institutions collaborating with universities or TVET schools on critical projects aligned with NST2 priority sectors may recommend eligible students for "special academic internships."

- Recommended students placed within the program framework.
- Interns participating in the program, including those recommended through this channel, are entitled to all the rights and benefits outlined within the professional internship program guidelines.

d) Host Institution Requests:

If host institutions request interns with specific skills or qualifications, the internship unit selects candidates meeting the criteria following the first-come, first-served principle.

e) Host Institution Interviews:

Host institutions that submit a request can conduct interviews¹ with a batch of prospective interns placed and select the best candidates.

f) Managing Intern Dropouts:

In the event of an intern's withdrawal after the signing of the internship agreement, the Internship Unit will actively support the host institution in finding a suitable replacement.

¹ Interview results should not exceed 10 working days. Candidates who do not match employer requirements are returned to the National Professional Internship Database.

g) The role of Employment Service Institutions:

Employment Services Institutions and recruitment staffing agencies that partner with the coordinating institution can request interns, assess their suitability for specific employers, and submit a list of recommended candidates.

h) Contractual Arrangements

Host institutions must conclude an internship contract with the coordinating institution before the placement of interns.

3.2 Special requests and recommendations

- a) Special Projects:** Public institutions implementing special projects are given special consideration for intern placements. However, all recommendations for intern placements for these special projects require approval from the Internship Committee.
- b) Semi-Autonomous Institutions:** Semi-autonomous institutions are allowed to recommend interns.
- c) Health sector institutions in the City of Kigali:** Given the high demand for healthcare professionals and the limited availability of suitable applicants, health sector institutions located in the City of Kigali are permitted to recommend interns for placement within their organizations.
- d) Fresh university graduates with disabilities:** Public and private host institutions are authorized to directly recommend eligible fresh university graduates with disabilities for internship placements.
- e) Any special recommendation not explicitly covered by these guidelines** will be subject to review and approval by the Internship Committee upon assessment of its relevance and alignment with the program's objectives.

3.3 Induction Session

Host institutions are required to conduct an induction session for all placed interns before the commencement of their professional internship.

3.3.1. Responsibilities of the Host Institution

The human resource management team and identified supervisors are responsible for organizing and conducting induction sessions and mentoring the interns along the placement period. At the beginning of internship, host institutions must ensure that the intern is informed about the following:

- **The vision of the institution:** Mission, vision and the internal rules and regulations.
- **Contract Management:** the rights and obligations of the host institution, intern, and coordinating institution.
- **Payment Procedures:** Details on stipend payments and related processes.
- **Professional ethics:** Expected behaviors and professional standards at the workplace.
- **Mentorship and Supervision:** Overview of the mentorship and supervision arrangements and the role of supervisor and the intern.
- **Communication Channels:** Defined communication lines between interns, supervisors, HR, and the Coordinating institution.
- **Reporting and Evaluation:** Guidelines on reporting, performance evaluation, and feedback mechanisms.
- **Completion of Internship:** Procedures for program completion and the issuance of certificates.
- **Terms of Reference:** Specific milestones, key performance indicators, timelines, and expected outcomes during the internship period.

CHAPTER 4: MANAGEMENT OF PROFESSIONAL INTERNSHIP

4.1 Obligations of the Parties

The internship program requires active participation and responsibility from all parties involved to ensure its success. The responsibilities are outlined as follows:

4.1.1. Responsibilities of the Coordinating Institution

The coordinating institution plays a central role in managing the internship program, including:

- **Capacity Assessment:** Assessing the ability of host institutions to provide mentorship and supervision to interns.
- **Matching Interns with Opportunities:** Ensuring interns are placed in host institutions aligned with their career or field of study to maximize skill acquisition and practical experience.
- **Financial Support:** Providing transport facilitation or stipends to interns if the contract provides that.
- **Performance Monitoring:** Regularly monitoring the performance of interns to ensure interns acquire employability skills and relevant experience.
- **Feedback Mechanism:** Sharing recommendations with host institutions on the necessary improvements for the effective implementation of the program.
- **Handling Applications and Complaints:** Processing applications and handling complaints from both interns and host institutions.
- **Reporting:** Developing standard formats for monthly and end-of-internship reports.
- **Certification:** Issuing certificates of completion to interns who successfully conclude their internship.

4.1.2 Responsibilities of the Interns

Interns are required to adhere to the following obligations:

- **Contract Compliance:** Comply with all the terms and conditions outlined in the internship contract signed with the host institution.
- **Compliance with regulations and Cooperation with supervisors:** comply with the rules and regulations of the host institutions, and cooperate with supervisors.
- **Professional Ethics:** Exhibit ethical behavior and respect the norms of the host institution.
- **Task Fulfillment:** Complete all assigned tasks diligently.
- **Equipment Maintenance:** Properly use and return any equipment provided by the host institution at the end of the internship.
- **Confidentiality:** Maintain the confidentiality during and after the internship.

- **Communication:** Notify the coordinating institution about any challenges affecting the internship's effectiveness, including sickness or maternity-related absences, through proper documentation.
- **Suspension Notification:** Notify the host institution in cases of internship suspension.

4.1.3 Responsibilities of Host Institutions

Host institutions play a vital role in ensuring the success of the internship program by fulfilling the following responsibilities:

- Sign an internship contract with interns, as per the agreement between the host institution and the coordinating institution.
- Assign a mentor to establish a professional working relationship with the intern. The mentor should have necessary expertise in the intern's area of study to facilitate skill transfer effectively.
- Mentors are responsible for supporting interns and fostering professional growth through the acquisition of new skills, knowledge, insights, and attitudes.
- Supervise and monitor interns throughout their internship period to ensure they gain meaningful work experience and can apply the skills acquired through formal education.
- **Conducive Learning Environment:** Create a supportive work environment that enhances learning and development for interns.
- Assign tasks and provide in-house training aligned with the intern's field of study.
- Facilitate opportunities for fieldwork assignments and cover transport and subsistence allowances where necessary.
- **Internship Progress Reporting:** Submit monthly progress reports detailing milestones achieved, as outlined in the Terms of Reference (ToRs).
- Submit a final internship report at the end of the program, summarizing the intern's overall performance and progress toward achieving the objectives stated in the ToRs.
- Inform the coordinating institution in writing about any intern misconduct or breaches of contract that could warrant termination.
- Ensure that any decision to terminate an internship contract is communicated to the coordinating institution.

- Notify the coordinating institution in writing if an intern leaves the host institution before completing the program.

4.2 National Professional Internship Committee (NPIC)

The Internship Committee is appointed by the management of the internship coordinating Institution.

The committee offers recommendations on areas that need further improvement for the effective implementation of the internship program.

4.2.1 Membership of the Internship Committee

The National Professional Internship Committee (NIPC) consists of seven members: The Chairperson, the Co-Chairperson, and three Committee Members (two members and one secretary from the internship unit) and two advisers.

Quorum Requirement:

A valid decision requires the approval of at least four committee members, including either the Chairperson or the Co-Chairperson.

4.2.2 Roles and Terms of Reference for the Internship Committee

The National Professional Internship Committee (NIPC) has the following key responsibilities:

- Review and approve special requests and recommendations that fall outside the scope of the standard internship guidelines.
- **Program review and recommendations:** Identify issues and opportunities within the internship program and propose improvements.
- **Oversight of program implementation:** Monitor the implementation of the internship action plan and suggest corrective measures to ensure its effectiveness.
- Advise on necessary improvements to enhance the program's impact and ensure alignment with broader national strategic goals.

CHAPTER 5: FINANCIAL FACILITATION FOR INTERNS

5.1 Action Plan and Budget

Before the start of each fiscal year, the Internship Unit prepares an action plan that outlines:

- Program targets;
- Program key performance indicators and means of verifications;
- The budget for the specific fiscal year.

The allocated budget primarily covers:

- Transport facilitation (stipend) for interns.
- Other costs related to supporting the internship program.

5.2 Internship Stipend Payment and Facilitation Modalities

5.2.1 Transport Facilitation Fees

The coordinating institution provides interns with a monthly transport facilitation fee of fifty thousand Rwandan francs (Frw 50,000) to support their transport expenses during the internship.

5.2.2 Encouragement for self- transport facilitation

Host institutions or individuals willing to cover the cost of transport facilitation for interns are highly encouraged.

Interns who can arrange their own transport facilitation can seek placements with private sector companies, Public Institutions, FBOs, or NGOs. The following documents are required for application:

- Recommendation letter from the host institution,
- A commitment letter to cover transport facilitation.

5.2.3 Host Institution Contributions

Host institutions are encouraged to supplement the transport facilitation fee based on their financial capacity.

5.2.4 the professional internship contract extension

a) Internship Extension

Professional internship extensions are permitted in the following circumstances:

- Request for internship contract extension for interns in Health, Engineering, ICT, Energy, Environmental Sciences, Agriculture related fields of education.
- All approved extensions must be formalized through the signing of a revised internship contract that cannot exceed six (6) months.
- The Management of the internship coordinating institution retains the authority to amend the list of eligible fields of education for potential professional internship contract extension.

b) Stipend Provisions

For eligible fields of study, both the coordinating institution and the host institution will jointly provide stipends during the extension period. For other fields of education, the host institution will assume full responsibility for providing the stipend.

5.2.5 Field Expenses

When interns are required to conduct fieldwork or work at locations other than the host institution's premises, all field expenses and related costs incurred by interns during fieldwork or work conducted away from the host institution's premises will be covered by the host institution at officer level.

5.2.6 Occupational Hazard Risk Insurance

Interns working in high-risk areas are eligible for occupational hazard risk insurance coverage. The responsibility for insurance coverage will be mutually agreed upon by the host institution and the coordinating institution. The host institution will determine and recommend the nature of occupational risks.

5.2.7 Emerging Investment Projects

The Internship Committee may recommend the placement of interns in emerging investment projects that utilize new and innovative technologies.

5.3 Checklist for Payment of Transport Facilitation Fees

Monthly Progress Report:

Host institutions must submit a monthly progress report detailing the following:

- Full names of all interns.
- Valid bank account details for each intern (bank name and account number).
- Internship start and end dates for each intern.
- A list of interns who have:
 - i. Completed their internship.
 - ii. Dropped out of the program.
 - iii. Terminated their internship contract.
- A list of new interns who have joined the host institution during the reporting period.

5.4 Arrears Owed to Interns

In cases of arrears caused by delays in submission of monthly status reports, incorrect or mismatch in bank account details, or issues with intern identification details, the Internship Unit will compile a list of outstanding payments and submit it for approval and subsequent payment.

CHAPTER 6: SUSPENSION, COMPLETION, AND EVALUATION OF INTERNSHIP

6.1 Period of the Professional Internship

- The standard duration of the internship is six (6) months, commencing from the start date specified in the internship contract.
- For fields such as Health, Engineering, ICT, Environmental Sciences, and Agriculture, internship durations may be extended up to twelve (12) months.

This extension requires a formal written request from the host institution and subsequent approval from the coordinating institution.

6.2 Suspension of Internship

Circumstances that can lead to the Internship Contract Suspension include:

6.2.1 Maternity Leave or Medical Reasons

- **Medical Certificate:** Interns must submit a medical certificate from a recognized medical practitioner documenting the reason for the medical leave.
- **Formal Notification:** Both the host institution and the coordinating institution must be formally notified of the medical leave.
- **Resumption of Internship:** The intern will resume the internship upon recovery or after maternity leave.
- **Alternative Placement:** If the original host institution cannot accommodate the intern upon their return, the coordinating institution will assist in finding a suitable alternative placement.
- **Transport Facilitation Fees:** Transport facilitation fees will not be provided during the period of medical leave.

6.2.2 Force Majeure or Economic Hardship

Internship Contract Suspension Due to Force Majeure, Economic Hardship, or Lockdown:

- **Temporary Suspension:** In cases of force majeure events (e.g., natural disasters, pandemics, economic hardship, or government-mandated lockdowns, etc) the contract may be temporarily suspended.
- **Support for Interns:** The coordinating institution will provide support to interns during the suspension period, assisting them in resuming their original internships or finding alternative placements upon the resumption of normal operations.

6.3 Termination of Internship

a) Circumstances for Internship Contract Termination

- **Poor Performance:** Failure to acquire essential skills or complete assigned tasks despite adequate support and guidance. Persistent negligence that significantly impact the quality of work.
- **Gross Misconduct:** Serious violations of professional or ethical standards, such as theft, harassment, or insubordination.
- **Breach of Contract:** Consistent failure to comply with the terms and conditions outlined in the internship agreement.
- **Voluntary Resignation:** The intern voluntarily decides to terminate the internship.

b) Termination Procedures:

- **Notification:** The host institution must provide at least three (3) days' written notice to the coordinating institution prior to terminating an intern's contract.
- **Consequences of termination:** Interns whose contracts are terminated due to poor performance, gross misconduct, or breach of contract will not receive a certificate of completion.

6.4 Completion of Internship

The internship ends upon completion of the contract period.

6.4.1 Final Report and Evaluation

Completion Requirements

- **Internship completion report:** Interns are required to submit a final report outlining their key achievements, contributions to mandate of the host institution, feedback on their internship experience, their satisfaction with the host institution, the quality of supervision, overall learning experience, and potential areas for improvement.
- **Supervisors will provide a final report that includes:**

- Skills acquired by the intern during the internship.

- The intern's overall performance during the placement.
- Areas for further professional and personal development.

c) **Certificate of Completion:** Only interns who successfully complete the entire internship program, including submitting the final report, will be awarded a certificate of completion.

6.5 Monitoring and Evaluation by Coordinating Institution

To ensure effective program implementation, the coordinating institution will:

- **Conduct Monitoring and Evaluation:** conduct monitoring and evaluation activities to assess program effectiveness, identify areas for improvement, and track key performance indicators.
- **Conduct field visits:** Organize field visits to host institutions to assess compliance with internship guidelines, observe the quality of internship placements, and provide on-site support and guidance.
- **Gather stakeholder feedback:** Conduct customer service feedback sessions with sampled host institutions and interns to gather their perspectives, address concerns, and identify areas for improvement.

6.6 Post-Internship Follow-Up and Impact Assessment

The coordinating institution will conduct structured follow-up and impact assessments to evaluate the outcomes of the internship program.

CHAPTER 7 : YOUNG PROFESSIONALS PROGRAM (YPP)

7.1 Background

7.1.1. Introduction

The Young Professionals Program (YPP) is designed to align with Rwanda's National Strategy for Transformation (NST2). The program aligns with the critical need to nurture a highly skilled workforce that will contribute successfully implementation of flagship projects, and thus contributing to sustainable economic growth.

The YPP provides Young Professionals (YPs) with opportunities to contribute to critical and flagship projects aligned with NST2 goals, thereby enhancing their professional development and career prospects. The YPP is considered as an apprenticeship whose aim is to equip an apprentice with employable skills that enable to become potential employee

7.1.2. Vision

The YPP envisions nurturing a pool of highly competitive young professionals. The program offers potential young professionals a unique opportunity to acquire required employable skills, professional experience and exposure that enable them to excel within diverse professional environments, including public institutions and private companies.

7.1.3. Objectives

The primary objectives of the Young Professionals Program (YPP) are to:

- **Develop a talent Pool:** Recruit, develop, and support a pool of young professionals in sectors or areas where the country still has gaps in terms of critical and rare skills.
- **Enhance professional and leadership competencies:** Provide high-quality on-the-job training, mentorship, and coaching to significantly enhance professional competencies of young professionals and prepare them for leadership roles.
- **Contribute to the achievement of national development agenda:** Develop a pool of highly skilled workers capable of making significant contributions towards the achievement of national priorities, especially supporting the implementation of flagship projects.
- **Launch successful careers:** Serve as a platform for young professionals to embark on productive and rewarding careers within public institutions, private companies, non-governmental organizations (NGOs), and beyond.

7.2 The program components

The YPP is built upon three core pillars to enhance employable skills for Young Professionals:

- **On-the-job training:** Young Professionals gain invaluable practical experience through a combination of in-house training programs and real-world project exposure, including fieldwork assignments.
- **Mentorship and coaching:** Experienced professionals provide guidance, support, and valuable insights, facilitating the development of essential skills, competencies, and career pathways for Young Professionals.
- **Rigorous training and performance evaluation:** A structured framework of training programs and regular performance evaluations will be established to ensure the acquisition of employable skills and continuous professional development

The YPP specifically targets high-potential Rwandans youth, including those from the diaspora, with a focus on individuals possessing critical and rare skills required to implement national priorities and NST2-aligned projects.

7.3 Eligibility Criteria and Recruitment Process

7.2.1. Eligibility Criteria

To be eligible for the Young Professionals Program (YPP), candidates must meet the following criteria:

- a) Age:** 30 years old or younger.
- b) Education:**
 - Field of education:** Fields of study will be determined by the specific needs of the host institutions and the nature of the projects to be implemented.
 - Qualification:**
 - Bachelor's degree or higher for candidates with a strong interest in pursuing careers in the public or private sectors.
 - High-level diploma (A1) holders may also be eligible if they possess the specific technical competencies required by the project.
- c) Communication Skills:** Proficiency in written and spoken English or French, as defined by the requirements of the host institution.

d) Professional Skills:

- Strong passion for gaining professional experience and developing their career.
- Demonstrated interest in pursuing advanced qualifications (e.g., certifications) is highly valued.

e) Target Institutions:

- Public institutions implementing flagship projects.
- Private companies implementing flagship projects.
- Public-Private Partnership (PPP) projects.
- Non-governmental organizations (NGOs) involved in the implementation of flagship projects.

f) Program Duration: Standard program duration is one year, with a maximum extension of up to 24 months.

g) International Placements: Eligible Young Professionals may pursue international placement opportunities through avenues such as bilateral cooperation agreements, placements facilitated by Government of Rwanda Embassies, or self-identified opportunities that align with government priorities.

h) Nationality: The program is open to Rwandan citizens residing both within Rwanda and in the diaspora.

7.2.2. YPP Recruitment Process

The recruitment process for the YPP will be jointly overseen by a Committee established between the Coordinating Institution and the respective Host Institutions. This oversight will be formalized through a Memorandum of Understanding (MoU).

7.3 YPP Placement Process

The YPP prioritizes strategic and efficient placement of Young Professionals (YPs) within suitable host institutions. Key aspects of the placement process include:

a) Eligible Host Institutions:

- Public institutions.

- Private companies.
- Non-governmental organizations (NGOs) with well-defined needs for YPs and a demonstrated commitment to their professional development.

b) Special priority:

- Strong preference is given to private sector institutions with a demonstrated demand for rare and critical skills that align with the priorities outlined in the National Strategy for Transformation (NST2).
- Priority is also given to placements that offer high potential for productivity gains and impactful contributions to national development agenda.

c) Placement management:

- **Host Institution Requests:** Host Institutions formally request placements for YPs, specifying the required skills and qualifications.
- **Selection process:** Host Institutions collaborate closely with the Coordinating Institution to conduct interviews and jointly select the most suitable candidates.

d) Contractual Agreements: Before any placement, Host Institutions must conclude a formal Memorandum of Understanding (MoU) or a YPP contract with the Coordinating Institution, outlining the terms and conditions of the placement.

e) Internal Career Progression: When job vacancies arise within the Host Institution that align with the skills and qualifications of YPs placed under the program, special consideration will be given to these YPs for internal recruitment.

7.4 Budget and Salary Payment

7.4.1. Funding Sources

The YPP will be funded through a combination of following sources:

- Government of Rwanda (GoR),
- Development Partners (DPs),
- Joint contributions from Host Institutions.

a) Financial Benefits for Young Professionals (YPs)

The YPP provides the following financial benefits to participating Young Professionals:

- **Monthly Gross Salary:** A competitive monthly gross salary of 500,000 Rwandan Francs (RWF) is provided and is subject to statutory deduction (taxes and RSSB contribution). This salary is jointly funded by the Coordinating Institution and the Host Institution.
- **Communication Allowance:** A monthly communication allowance is provided by the Host Institution to support the YP's professional communication needs.
- **IT equipment:** The Host Institution provides the necessary IT equipment and resources, such as computers, to support the YP's work and professional development.

b) Training and international placements

- i) **Local Training:** Costs associated with local training programs, including in-house and outsourced training, will be covered by the Host Institution.

ii) International Placements:

For YPs participating in international placements:

- **Financial Coverage:** The Host Institution will cover the costs of return air tickets and visa expenses.
- **Approval Process:** All financial decisions related to international placements must be approved by the relevant decision-making body (e.g. a designated Committee).

7. 5 Completion of the Young Professional Program

Program Completion and Certification

The Young Professionals Program (YPP) concludes with the following key steps:

- **Performance evaluation:** A comprehensive evaluation of the YP's performance, transfer of employable skills, and overall contributions to the host institution is conducted.
- **Final report submission:** The Young Professional submits a final report detailing their key achievements, challenges encountered, and recommendations for program improvement.

- **Host institution evaluation:** Host Institutions submit an evaluation report highlighting the skills acquired by the YP, their overall performance, and areas for further professional development.
- **Certificate of completion:** Successful completion of the YPP, including the submission of all required reports and satisfactory performance evaluation, will be submitted to the Coordinating Institution prior to the issuance of a Certificate of Completion.

Done, Kigali on 18/03/2025

Amb. Christine Nkulikiyinka
Minister of Public Service and Labour