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 Secretarial (1)
- Secretary in Central Secretariat (1)
- Printing and Distribution Officer (1)
- Librarian (1)

HR & Administration Director:



Mrs UWINEZA Claudine

Mrs. Claudine UWINEZA is a Rwandese professional with over 20 years of experience in Public Administration, Human Resource Management, Local Governance and Monitoring and Evaluation.

She currently serves as the Director of Human Resources and Administration at the National Institute of Statistics of Rwanda (NISR), where she leads HR strategy, organizational development, and performance management.

She previously served as an Imihigo Evaluation Specialist at NISR, contributing to the monitoring and assessment of Central and Local Government's performance contracts.

UWINEZA holds a Master’s in Local Governance and a bachelor’s degree in public administration from University of Rwanda and a Postgraduate Diploma in Hospital Management from Germany.

As former Vice Mayor in charge of Economic Development in Kamonyi District, she led major initiatives in economic growth, gender empowerment, and project implementation, working with partners through the Joint Action Development Forum (JADF).
She is fluent in Kinyarwanda, French, English and Swahili.

UWINEZA attended multiple national and international trainings aligned with her roles and responsibilities and she is currently pursuing the globally recognized Professional in Human Resources – International (PHRi) certification.

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