



Republic of Rwanda  
Ministry of Education

## **ACCOUNTANT SECRETARY IMIHIGO FOR THE ACADEMIC YEAR 2025-2026**

### **I. IDENTIFYING DETAILS**

#### **I.A. School Details**

District:

School Name:

Sector:

School Code:

#### **I.B. Accountant Secretary Details**

Family name:

First name:

Date of Birth:

National ID number:

Sex:

TMIS staff code:

SDMS staff code:

## II. OVERALL PERFORMANCE EXPECTED FROM ACCOUNTANT SECRETARY

The Accountant Secretary's overall performance will be evaluated based on four domains:

- i) Attitudes and values/behavior of the Accountant Secretary
- ii) Financial management
- iii) Participation in and effective management of SDMS

## III. Performance Expected (Results and Indicators) From the Accountant Secretary

The domains will be evaluated based on the following indicators:

No	Domains	Indicators	Evaluation Timeline
1	Attitudes and values/behavior of the Accountant Secretary	Presence, integrity, and commitment at work, and good conduct in society.	Termly
3	Financial management	Accurate and complete financial records	Termly
		Rational use of school funds	
4	Accurate and complete data in education data systems (SDMS)	Truth/Accuracy, Completeness and Timeliness	Termly

We have discussed and agreed on the results that are expected of the Accountant Secretary in the current academic year and measuring indicators to improve learning outcomes.

I commit myself to achieve the above stated tasks by the end of the school year ...../.....

**Accountant Secretary's Name:** .....

Date: ...../...../.....

Signature: .....

**(District) Supervisor's Name:** .....

Job Title:

Date: ...../...../.....

Signature: .....

#### IV. PERFORMANCE EVALUATION

The Accountant Secretary's performance will be evaluated using an aggregate score of attitudes and values/behavior of the Accountant Secretary, effective school leadership, including the evaluation of teachers, Financial management, and the provision of accurate data to systems incl. SDMS and CAMIS.

##### 1) Positive attitudes and values/behavior of the DoS (20%)

*This domain will be evaluated and recorded by the District.*

Indicator	Score
1. Presence at school	___/5
2. Integrity at work	___/5
3. Commitment at work (timely reporting, innovations)	___/5
4. Good conduct in the society (No conflict in the school, no misconduct such as over drinking, drug abuse, harassment, and abuse)	___/5
Subtotal	___/20

##### 2) Financial Management (30%)

*This domain will be evaluated and recorded by the District.*

Indicator	Score
The Accountant Secretary keeps and submits accurate and complete financial records.	___/10
The Accountant Secretary ensures rational use of school funds.	___/10
The Accountant Secretary facilitates transparent and accountable use of capitation and school feeding grants, with timely reporting.	___/10
Subtotal	___/30

##### 3) Provision of accurate data to in SDMS (50%)

*This domain will be evaluated and recorded by the Ministry of Education and the National Examinations and Schools Inspections Authority.*

Indicator	Score
All school data entered in Education Data Systems is true/accurate.	___/25
All school data entered in Education Data Systems is complete and timely.	___/25
Subtotal	___/50



## OVERALL PERFORMANCE

Aspects	Score
Attitudes and values/behavior of the Accountant Secretary	____/20
Financial management	____/30
Provision of accurate/truthful, complete, and timely data in SDMS	____/50
<b>Imihigo Score</b>	____/100

## V. RECEIPT OF RESULTS

<b>a) Accountant Secretary</b> Name: SDMS School Code: SDMS Staff Code: TMIS Staff Code: Date: Signature:	<b>Accountant Secretary's comments</b>
<b>b) Sector-level Evaluator</b> Name: Sector Name: Job Title: Date: Signature:	<b>Comments</b>
<b>c) District-level Evaluator</b> Name: District Name: Job Title: Date: Signature:	<b>Comments</b>