REPUBLIC OF RWANDA



SAMPLE CODE:					

FICHE NUMBER:

JMBER:

NATIONAL INSTITUTE OF STATISTICS OF RWANDA MINISTRY OF PUBLIC SERVICE AND LABOUR RWANDA NATIONAL MANPOWER SURVEY

EMPLOYEES MODULE (formal)

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4. ED	4. EDUCATION 5. HEALTH								
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1. Hi	gh	2. Me	dium	3. Low	4. Un	specified			
3. IN	TERVIE	W RESULTS							
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4.NAMES AND SIGNATURE OF SURVEYS STAFFS									
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5-1. PROVINCE / KIGALI CITY:	
5-2. DISTRICT	
5-3. SECTOR	
5-4. CELL	
5-5. VILLAGE	
5-6. ESTABLISHMENT NAME:	
5-7. ESTABLISHMENT PHONE NUMBER/THE MANAGER	
5.8. E_MAIL ADDRESS (OFFICE)	

SECTION A . GENERAL PERSONAL INFORMATION

No.	Question	Answers	Code	Go to
M2:A010	Name of			
M2:A011	respondent Phone number			
(option)	T HORE HUMBER			
M2:A012 (option)	Email adress			
M2:A020	Sex	1. Female 2. Male		
M2:A030	Age in compl. years			
M2:A040	Marital status	1.Single/Never married 2. Married 3. Separated 4. Divorced 5. Widowed		
M2:A050	Nationality (country codes for office use)	 Burundian Kenyan Rwandan Tanzanian Ugandan The rest of Africa (specify) The rest of the world (specify) 		
M2:A060	Do you have any disability?	1. Yes 2. No		If 2 → B010
M2:A070	If Yes, what type of disability	Sight (blind/severe visual limitation) Hearing (deaf, hard of hearing) Communicating (speech impairment) Other Physic. desability/physical handic. Intellectual (difficulties in learning) /mental problem Emotional (behavioural, psycholog.)		

SECTION B. NATURE OF CURRENT EMPLOYMENT

No.	Question	Answers	Code	Go to
M2:	What is your current main		l — — — — — — — — — — — — — — — — — — —	
B010	occupation / job title?			
			ISCO(2008)-Level 4 for office use	
M2: B011 (option)	What is the nature of your employment contract?	Permanent worker Temporary worker(possibility of renewal) Casual worker Seasonal worker Daily worker Other (specify)		
M2: B020	What is the type of contract of your main employment?	Written contract Oral contract No contract Do not know / not sure Under Statute Other (specify)		
M2: B021 (option)	In which way did you get the current job?	Passed test and appointed Through relatives/friends Head hunting Nominated Elected Other (specify)		
M2: B030	When did you start working for this organization?	(уууу)		
M2: B031 (option)	Does your current job match your official education / training (certificate / degree)?	1. Yes 2. No (other job than qualific.) 3. No (lower level than qualific.) 4. No (higher level than qualif.) 5. Not applicable (no training)		
M2: B040	Is this your first employment in Rwanda after reaching 15 years?	1. Yes 2. No		If 1 → B110
M2: B050	What kind of establishment did you work for before joining your current employer?	1=Ministry and other institutions 2=Parastatal 3=Company 4=Co-operative 5=NGO/CSO/CBO 6=Other (specify)		
M2: B051 (option)	What was your employment status?	Own account worker Employer Employee Unpaid family worker		
M2: B060	What was the establishment's main economic activity?		ISIC for office use	
M2: B070	What was your occupation?		ISCO-Level 4 for office use	
M2: B080	How long did you work in the previous job?		Years	
M2: B090	What was the main reason you left your previous job?	1. Under payment 2. Late payment 3. Physical/social harassment 4. Poor working conditions 5. Marital/family commitments 6. Going back to school/training 7.Restructuring 8. Others (specify)		

M2: B100 (option)	How long have you worked in each of the indicated sector? (after reaching 15 year old age)	1=Ministry and other institutions 2=Parastatal 3=Company 4=Co-operative 5=NGO/CSO/CBO 6=Other (specify)	Years 1.	
M2: B101 (option)	Did your first job match your education?	1. Yes matched 2. No		
M2: B110 (option)	What was your highest level of education when you first enter the labour market? (after reaching 15 year old age)	No education Primary Vocational training/Tronc commun/A3/TVET, Secondary Tertiary		If 1 or 2 → B140
M2: B120 (option)	Indicate the year of your graduation before entering the labour market for the first time.			
M2: B140 (option)	How long did it take you to find your first job?	If less than 1 Year write 00 and write in months	Years Months	

SECTION C. FORMAL EDUCATION BACKGROUND

No.	Question	Answers	Code	Go to
M2: C010	What is the highest level of formal education you have completed?	01.PhD/Doctorate 02.Masters Degree 03.Post Graduate Diploma 04.Bachelors 05.Diploma level (A1) 06.Certificate level (TVET) 07. Secondary-A Level 08. Secondary-O Level 09.Primary 11. Other (specify) 10. None		If 8,9,10 , 11 → C030
M2: C020	Please indicate the field of specialization		ISCED Code-Level 3 for office use	
M2: C021 (option)	Where did you got your highest level of education?	1. Rwanda 2. Other EAC countries 3. Rest of Africa 4. Europe 5. Americas 6. Asia 7. Oceania		
M2: C030	Are you currently enrolled for further training (formal Education)?	1. Yes 2. No		If 2 → D010
M2 C040	Please indicate the field/type of training you are enrolled for		ISCED Code-Level 3 for office use	

M2	What is the anticipated	01.PhD/Doctorate	
C041	qualification you are	02.Masters Degree	
	expecting after finishing	03.Post Graduate Diploma	
	the training?	04.Bachelors	
		05.Diploma level (A1)	
		06.Certificate level (TVET)	
		07. Secondary-A Level	
		10. None	
		12.Certificate	
		11. Other (specify)	

SECTION D. VOCATIONAL TRAINING / OTHER TRAINING / TYPE OF TRAINING UNDERTAKEN IN THE PAST

No.	Question	Answers	Code	Go to
M2:D010	Have you received any other kind of training since you joined your current employer?	1. Yes 2. No		If 2 → D072
M2:D020	What was the major field of training? (Please indicate the training you consider the most important to you)		ISCED Code-Level 3 for office use	
M2:D030	Year of Training			
M2:D040	What was the mean of training?	Apprenticeship Formal training institution On the Job Other (specify)		
M2:D050	Duration in months			
M2:D060	What is your qualification from the additional training?	01.PhD/Doctorate 02.Masters Degree 03.Post Graduate Diploma 04.Bachelors 05.Diploma level (A1) 06.Certificate level (TVET) 07. Secondary-A Level 10. None 12.Certificate 11. Other (specify)		
M2:D070	Where were you trained?	 Rwanda Other EAC countries Rest of Africa Europe Americas Asia Oceania 		
M2:D071 (option)	Did that training improve your performance?	1. Yes 2. No		→ D 073
M2:D072 (option)	If you did not take part in any training, please indicate why.	No training policy No training for my job profile Not offered to me personally Offered to me, but refused No need Other (specify)		
M2:D073 (option)	Are employees involved in designing training plans?	1. Yes 2. No		
M2:D080	Do you need any specific skills to improve your performance at your current job?	1. Yes 2. No		If 2 → D100

M2:D090	In which area do you need specific skills?		ISCED Code-Level 3 for office use	
M2:D100 (option)	Indicate languages you can speak and write 1=Proficient 2=Good 3=Basic 4=None	1. English 2. French 3. Kinyarwanda 4. Swahili 5. Other languages(specify)	Speak Write 1.	
SECTION	E. PERFORMANCE APPRAISA	L		
No.	Question	Answers	Code	Go to
M2:E010	Normally;how often is your performance appraised?	1. Never 2. Monthly 3. Quarterly 4. Bi-Annually 5. Annually 6. Ad hoc 7. Don't know		If 1 → F010
M2:E011 (option)	Who appraises your performance?	 General manager/director HR officer Departmental head Immediate supervisor Consultant Panel Other (specify) 		
M2:E012 (option)	Has your performance been appraised since your begun working for this establishment?	1. Yes 2. No		If 2 → F010
M2:E020	Do you receive a feedback?	1. Yes 2. No		
SECTION	F. CAREER GROWTH			
No.	Question	Answers	Code	Go to
M2:F010	Have you ever been promoted since you joined your current employer?	1. Yes 2. No		If 2 → G010
M2:F020	How long ago is your last promotion?	(If less than 1 year write in months)	Year Month	
SECTION	G. WORKING TERMS AND CO	NDITIONS		
No.	Question	Answers	Code	Go to
M2:G010	How many hours do you usually work in a week?			
M2:G020	Are you entitled to annual leave days?	1. Yes 2. No		If 2 → G040

1. Less than 10 minutes

2. 10 - 20 minutes

3. 21 - 30 minutes 4. More than 30 minutes 1. Public transport (taxi, bus)

2. Office transport

4. Own transport

6. Other (specify)

5. Hired (Car, Motor cycle, bicycle)

3. On foot

per year?

How many calendar days

How long does it take you

to reach your workplace?

What is the main mode of

transport you use to reach

your workplace?

M2:G030

M2:G040

M2:G050

Calendar days

Working days

M2:G060	Are you entitled to medical care assistance from your employer?	1. Yes 2. No		If 2 → G080
M2:G061 (Option)	To what extent does it cover your medical expenses?	Partially Totally		
M2:G070	Does the assistance extend to your family?	1. Yes 2. No		
M2:G080	Do you get the following benefits from your employer? (Mult. answers,) (Read all and Ask each then respond by 1=Yes all 2= Yes partially 3= No)	1. Clothing/Uniform 2. Protective gear 3. Accommodation 4. Transport 5. Pay to and from annual leave 6. Food 7. Free education for dependants 8. Maternal and paternal leave 9. Health and safety 10. Terminal benefits 11. Any other (specify)	1.	
		1=Yes all 2= Yes partially 3= No		
M2:G090 (option)	How often does your salary get increased?	 Every year Once every three years Once over three years No increase Doesn't know No remuneration 		f 4,5 and 6 go to HO10
M2:G091 (option)	Is your salary annually adjusted for inflation?	1.Yes, always 2.Yes, sometimes 3.No 4.Dont know		

SECTION H. LABOUR RIGHTS AND RELATED ISSUES

Are you a member of any trade union or any other collective bargaining association? If No, why?	1. Yes 2. No 1. Employer does not allow 2. I do not know any union 3. Unions do not help 4. Other (specify) 1.Yes		If 1 → H021
ls your employer	I do not know any union Unions do not help Other (specify)		
	1.Yes		
contributing regularly to the social security fund for you?	2. No 3.Don't know		
Does any of your activities expose you to any of the following? (Mult. answers,) (Read all and Ask each then respond by 1=Yes or	Extreme Dust, toxic gases Extreme Noise Extreme temperat. / humidity Dangerous tools/animals Work underground Other (specify)	1. 2. 3. 4. 5. 6.	
D ex fc (N	oes any of your activities kpose you to any of the billowing? Mult. answers,) Read all and Ask each	1. Extreme Dust, toxic gases 2. Extreme Noise 3. Extreme temperat. / humidity 4. Dangerous tools/animals 5. Work underground 6. Other (specify)	toes any of your activities xpose you to any of the xpose you to any of xpose you to any o

SECTION I. CHALLENGES AT WORKPLACE

N°	Question	Answers	Code	Go to
M2:I010	Do you face any of the following challenges at work? (Mult. answers,) (Read all and Ask each then respond by 1=Yes or 2=No)	01. Verbal abuse 02. Physical abuse 03. Sexual harassment 04. Neglect 05. Non payment of salary 06. Non payment of other benefits 07. Delayed payments of salary 08. Delayed payments of benefits 09. Underpayment of salary 10. Fatigue 11. Excess workload/hours 12. Dependants 13. Discrimination (specify)	01.	If 2 to all → J010
M2:1020 (option)	How do you react to such challenges / problems? (Mult. answers,) (Read all and Ask each then respond by 1=Yes or 2=No)	1. Inform HR management 2. Take painkillers 3. Talk to family members 4. Talk to supervisor 5. Inform police/lawyers 6. Inform manager/directors 7. Talk to friend 8. Ignore them 9. Inform the Labour Inspector 10. Ombudsman 11. Public Service Commission 12. Other (specify)	1.	
	LAFNER	1=Yes 2=No		

SECTION J. GENDER

	Question	Answers	Code	Go to
No.				
M2:J010	Does your organization have a gender policy?	1.Yes 2. No 3.Don't know		
M2:J020	Does your organisation practice any form of preferential treatment due to sex?	1.Yes 2. No 3.Don't know		If 2,3 → J040
M2:J030	Does this practice involve the following policy? (Mult. answers,) (Read all and Ask each then respond by 1=Yes or 2=No and 3= Don't know)	1. Quota for women (managm.) 2. Overall quota for women 3. Pref. recruitment for women 4. Pref. recruitment for men 5.Maternity leave 6. Differential retirement age 7. Preferential payment 8. Others (specify) 1=Yes or 2=No and 3= Don't know	1.	
M2:J040	In your opinion should any/your establishment have the following policy? (Mult. answers,) (Read all and Ask each then respond by 1=Yes or 2=No)	1. Quota for women (managm.) 2. Overall quota for women 3. Pref. recruitment for women 4. Pref. recruitment for men 6. Differential retirement age 7. Preferential payment 8. Others (specify) 1=Yes 2=No)	1.	

SECTION K. USE OF ICT

No.	Question	Answers	Code	Go to
M2:K010	Has your organization introduced the use of ICT?	1. Yes 2. No		If 2 → L010
M2:K020	Please indicate where it is being used for the following activities. (Mult. answers,)	Production Marketing Human resource management Communication Records management Accounting/Finance/Budgeting Others (specify) Recruitment	1.	
	then respond by 1=Yes or 2=No)	1=Yes 2= No	8	
M2:K030	In your opinion how has the use of modern technology and ICT affected the following? 1=Increased/improved 2=Decreased 3=No effect 0= Don't know 4= Not applicable	Production Marketing Human resource management Communication Records management Accounting/Finance/Budgeting Others (specify) Recruitment	1.	
M2:K040	In your establishment do you personally have access to the following?	Individual Computer Shared computer Private access to email Common access to email	1 2 3 4.	
	(Mult. answers,) (Read all and Ask each then respond by 1=Yes or 2=No)	5. Access to internet 6. Others (specify) 1=Yes 2=No	5. 6.	
M2:K050	In your day to day work do you need the following to perform your duties? (Mult. answers,)	Individual Computer Shared computer Private access to email Common access to email Access to internet Others (specify).	1.	If 2 to all, go to L010
	(Read all and Ask each then respond by 1=Yes or 2=No)	1=Yes 2=No		
M2:K060 (option)	Do you feel properly equipped to make fully use of the potential of ICT at your workplace?	1. Yes 2. No, lack of skills 3. No, lack of enough equipment 4. No Lack of skills and equipment		

SECTION L. EARNINGS

No.	Question	Answers	Code	Go to
M2:L010	What is your monthly gross earnings including allowances?	(Please record "0" if you don't get payment). Record in FRW		If 0 → L030

M2:L011 (option)	What is your monthly net earnings?	Record in FRW		
M2:L020	What is the mode of your mountly payment?	Paid to me directly/my bank Paid to my spouse Paid to my relatives Paid to employment agent Paid to school/TVET institute Others (specify)		
M2:L030	Do you have another occupation / job/employment?	No Yes, another employment Yes, another business (self-empl.) Yes, farming		If 1 → M010
M2:L040	If yes, what kind of occupation / job		ISCO Code	
M2:L050 (option)	What is your average annual gross income from all additional job(s)?	(Record in FRW)		

SECTION M. HIV/AIDS AT WORKPLACE

No.	Question	Answers	Code	Go to
M2:M010	Do you have an HIV / AIDS policy at workplace?	1. Yes 2. No 3.Don't know		If 2 or 3 go to N020
M2:M020	Does the HIV / AIDS work- place policy entail/contain the following (Mult. answers,)	1.VCT services 2.Free ARVs for HIV+ workers 3.Free condom distribution 4.Free food for HIV+ workers 6.Others (specify)	1 2 3 4	
	(Read all and Ask each then respond by 1=Yes or 2=No)	1=Yes 2=No 3= Doesn't know	5 6	

SECTION N. JOB SEARCH AND CANDIDATE PREFERENCES (option)

No.	Question	Answers	Code	Go to
M2:N020	Are you currently looking for a different job?	1. Yes 2. No		If No → N060
M2:N030	If Yes, which occupations are you targeting? (List up to two)		ISCO Codes for office use	
M2:N050	How do you search for jobs? (Mult. answers,) (Read all and Ask each then respond by 1=Yes or 2=No)	1. Word of mouth/family/friends 2. Unsolicited / passing-by 3. Internet, media 4. LMIS 5. Job agents / bureaus 6. Training institutions 7. Other (specify)	1. 2. 3. 4. 5. 6. 7.	
M2:N060	Do you want to move away from your current	1 = Yes 2 = No 1. Yes 2. No		If ,2 → N090
	residence to search for a new job?			14030
M2:N070	Why are you willing to move?	Better salary/ rel benefits Better working conditions Exposure		

		Security Other(specify)		
M2:N080	Where do you want to move to?	within Rwanda 2.Other EAC countries 3.Other African counties/Rest of Africa 4. Out of Africa 5. Anywhere		IF 1 OR 2 GO TO N091 IF 3,4 OR 5, END
M2:N090	If you don't want to move, please indicate why (Mult. answers,) (Read all and Rank 3 most important)	Family / dependents / friends Different culture Too risky Language problems Lack skills / competence Lack certificate / authorisation Other (specify)	1 2 3	End of interview
M2:N091	If you only want to move within Rwanda or within EAC, please indicate why (Mult. answers,) (Read all and Rank 3 most important)	1. Family / dependents / friends 2. Different culture 3. Too risky 4. Language problems 5. Lack skills / competence 6. Lack certificate / authorisation 7. Other (specify)	1 2 3	End of interview

End of interview

THANK YOU