



The Secretary General of the Supreme Court
The Prosecutor General of NPPA
The Chairperson of RLRC
The Chairperson of NCHR
The Director General of RFI
The Permanent Secretary in the Office of the Ombudsman
The President of the Appeal Tribunal for Refugees and Applicants for Refugee Status
The President of Rwanda Bar Association
KIGALI

The Rector of ILPD
NYANZA

Dear Sir/Madam

RE: Request for Nomination of Participants for Sector-Specific AI Courses for Public Sector Professionals

The Ministry of ICT and Innovation (MINICT) has shared an opportunity for public institutions to participate in the **Sector-Specific AI Courses for Public Sector Professionals**, delivered through the Smart Africa Digital Academy (SADA), in collaboration with GIZ and UNESCO. The programme aims to strengthen public-sector readiness, leadership and practical capacity in Artificial Intelligence, with the Justice Sector among the priority sectors.

The courses are **free, beginner-level and self-paced** and are designed to strengthen AI awareness, digital capability and responsible use of AI in government. Participants under the Justice Sector are required to complete **AI Essentials** together with **one elective course** from the available **Justice Sector specific courses**.

Given the introductory nature of the programme, institutions are encouraged to prioritize staff who would benefit from strengthening their foundational understanding and practical use of AI in their work. This may include professional, administrative, legal assistant and support staff, based on each institution's assessment of its capacity-building needs.

In this regard, the Ministry of Justice kindly requests your institution to:

- **Nominate up to ten (10) staff members** to participate in the Justice Sector AI courses, taking into consideration those who would benefit most from foundational AI knowledge and skills;
- **Designate one (1) IT staff member** as the institutional focal person to support registration, follow up on participants, provide basic technical support and coordinate this process with MINIJUST; and
- Support nominated participants in completing the required courses within the program timeline.

- The nominated participants are expected to complete their assigned courses **by 31 October 2026**, with institutions submitting a report on participation by **15 November 2026**. Completion certificates will be uploaded into the IPPIS system by HR units.

The selection of participants remains at the discretion of each institution's management, taking into account staff responsibilities, existing levels of AI exposure and institutional capacity-building priorities.

The courses can be accessed through the SADA Rwanda platform:

<https://sada.smart.africa/local/coursera/country.php?slug=rwanda&k>

For your reference and to support the nomination process, we have attached the **AI course details** and the **Concept Note on the Sector-Specific AI Courses for Public Sector Professionals shared by MINICT**. These documents provide additional information on the course content, learning pathways, requirements and implementation arrangements.

For any further information or clarification, please contact:

Christelle Muteteri, Business Analyst, Email: christelle.muteteri@minijust.gov.rw

We encourage **all the institutions** to take advantage of this opportunity and look forward to receiving your nominations and to your institution's active participation in the programme.

Yours sincerely,



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MINIJUST(PS)
Date: 2026.10.05
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Permanent Secretary/Solicitor General