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PRIME MINISTER'S ORDER N°84/03 OF
23/08/2011 DETERMINING THE
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS OF RWANDA
SOCIAL SECURITY BOARD

ARRETE DU PREMIER MINISTRE N°84/03
DU 23/08/2011 PORTANT STRUCTURE
ORGANISATIONNELLE ET SYNTHESE DES
EMPLOIS DE L'OFFICE RWANDAIS DE
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**ITEKA RYA MINISITIRI W'INTEBE N°84/03
RYO KUWA 23/08/2011 RISHYIRAHU
IMBONERAHAMWE N'INCAMAKE
Y'IMYANYA Y'IMIRIMO BY'IKIGO
CY'UBWITEGANYIRIZE MU RWANDA**

**PRIME MINISTER'S ORDER N°84/03 OF
23/08/2011 DETERMINING THE
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS OF RWANDA
SOCIAL SECURITY BOARD**

**ARRETE DU PREMIER MINISTRE N°84/03
DU 23/08/2011 PORTANT STRUCTURE
ORGANISATIONNELLE ET SYNTHESE DES
EMPLOIS DE L'OFFICE RWANDAIS DE
SECURITE SOCIALE**

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 Kamena 2003 nk'uko ryavugururwe kugeza ubu, cyane mu ngingo zaryo, iya 118, iya 119, iya 121 n'iya 201;

Ashingiye ku Itegeko n° 45/2010 ryo kuwa 14/12/2010 rishyiraho Ikigo cy'Ubwiteganyirize mu Rwanda (RSSB) rikanagena inshingano, imiterere n'imikorere byacyo cyane cyane mu ngingo zaryo ya 12;

Ashingiye ku Itegeko n° 22/2002 ryo kuwa 09/07/2002 rishyiraho Sitati rusange igenga Abakozi ba Leta n'Inzego z'Imirimo ya Leta cyane cyane mu ngingo zaryo iya mbere, iya 2 n'iya 17;

Bisabwe na Minisitiri w'Abakozi ba Leta n'Umurimo;

Inama y'Abaminisitiri yateranye kuwa 20/04/2011 imaze kubisuzuma no kubyemeza;

ATEGETSE:

The Prime Minister;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date especially in Articles 118, 119, 121 and 201;

Pursuant to Law n°45/2010 of 14/12/2010 establishing Rwanda Social Security Board (RSSB) and determining its responsibilities, organisation and functioning especially in Article 12;

Pursuant to Law n° 22/2002 of 09/07/2002 on General Statutes for Rwanda Public Service, especially in Articles One, 2 and 17;

On proposal by the Minister of Public Service and Labour;

After consideration and adoption by Cabinet in its session of 20/04/2011;

HEREBY ORDERS:

Le Premier Ministre ;

Vu la Constitution de la République du Rwanda du 04 juin 2003, telle que révisée à ce jour, spécialement en ses articles 118, 119, 121 et 201;

Vu la Loi n° 41/2010 du 25/11/2010 portant création de l'Office Rwandais de Sécurité Sociale (RSSB) et déterminant ses attributions, son organisation et son fonctionnement spécialement en son article 12;

Vu la Loi n° 22/2002 du 09/07/2002 portant Statut Général de la Fonction Publique Rwandaise, spécialement en ses articles premier, 2 et 17;

Sur proposition du Ministre de la Fonction Publique et du Travail;

Après examen et adoption par le Conseil des Ministres en sa séance du 20/04/2011;

ARRETE :

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena imbonerahamwe n'incamake y'imyanya y'imirimo by'Ikigo cy'Ubwiteganyirize mu Rwanda (RSSB).

Ingingo ya 2: Imbonerahamwe n'incamake y'imyanya y'imirimo

Imbonerahamwe n'incamake y'imyanya y'imirimo by'Ikigo cy'Ubwiteganyirize mu Rwanda (RSSB) biri ku mugereka wa I n'uwa II y'iri teka.

Ingingo ya 3: Abashinzwe kubahiriza iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ubuzima na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

Ingingo ya 4: Ivanwaho ry'ingingo zinyuranyije n'iri teka

Ingingo zose z'amateka abanziriza iri kandi zinyuranyije n'ayo zivanweho.

Ingingo ya 5: Igihe iteka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda.

Kigali, kuwa 23/08/2011

Article One: Purpose of this Order

This Order determines the organizational structure and the summary of job positions of Rwanda Social Security Board (RSSB).

Article 2: Organizational structure and summary of job positions

The Organizational structure and the summary of job positions of Rwanda Social Security Board (RSSB) are respectively in annexes I and II of this Order.

Article 3: Authorities responsible for the implementation of this Order

The Minister of Public Service and Labour, the Minister of Health and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.

Article 4: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 5: Commencement

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda.

Kigali, on 23/08/2011

Article premier: Objet du présent arrêté

Le présent arrêté détermine la structure organisationnelle et la synthèse des emplois de l'Office Rwandais de Sécurité Sociale (RSSB).

Article 2 : Organigramme et synthèse des emplois

La structure organisationnelle et la synthèse des emplois de l'Office Rwandais de Sécurité Sociale (RSSB) sont respectivement en annexes I et II du présent arrêté.

Article 3 : Autorités chargées de l'exécution du présent arrêté

Le Ministre de la Fonction Publique, le Ministre de la Santé et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

Article 4 : Disposition abrogatoire

Toutes les dispositions réglementaires antérieures contraires au présent arrêté sont abrogées.

Article 5 : Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda.

Kigali, le 23/08/2011

(sé)
MAKUZA Bernard
Minisitiri w’Intebe

(sé)
MAKUZA Bernard
Prime Minister

(sé)
MAKUZA Bernard
Premier Ministre

(sé)
MUREKEZI Anastase
Minisitiri w’Abakozi ba Leta n’Umurimo

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

(sé)
MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République :

(sé)
KARUGARAMA Tharcisse
Minisitiri w’Ubutabera/Intumwa Nkuru ya Leta

(sé)
KARUGARAMA Tharcisse
Minister of Justice/Attorney General

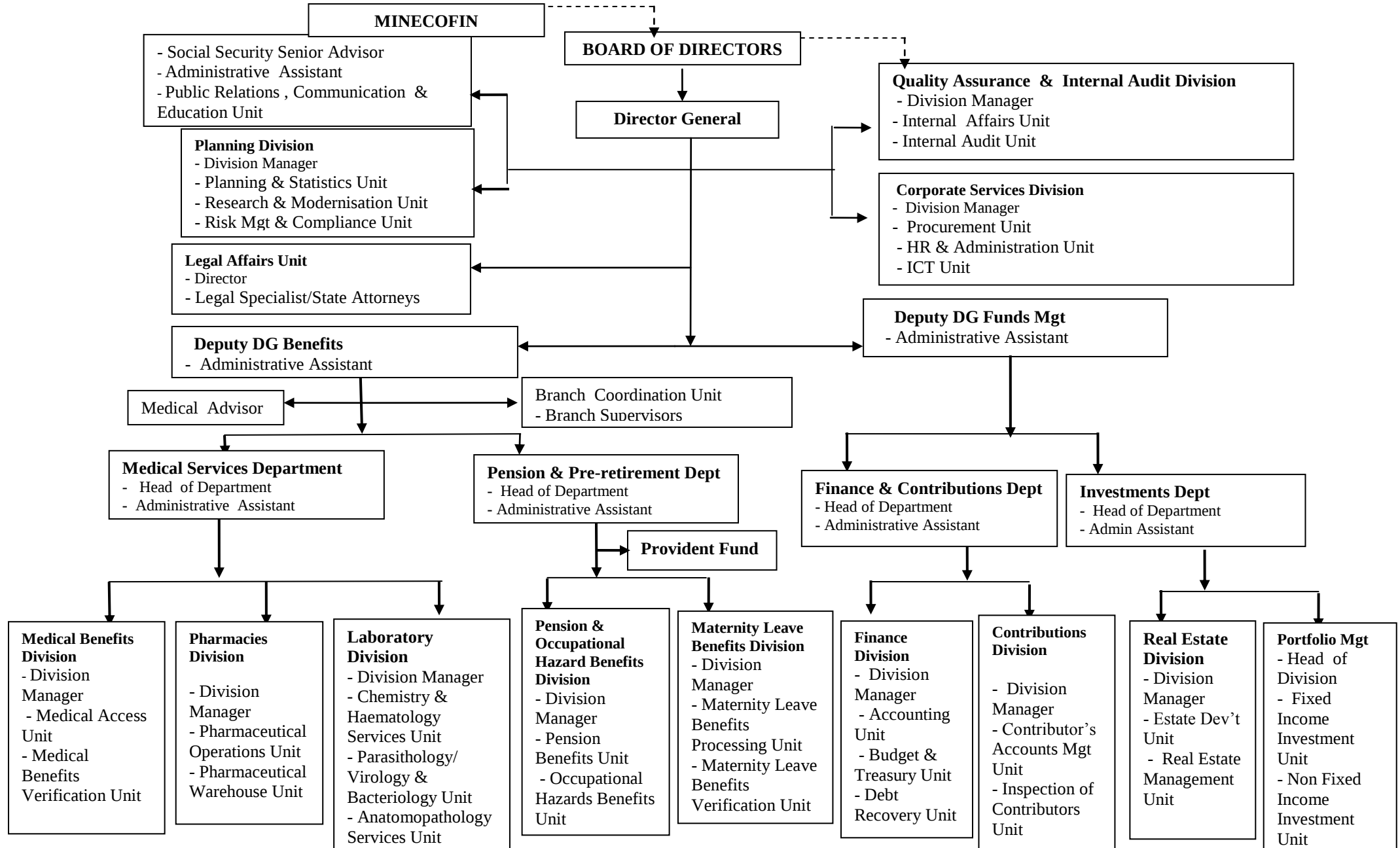
(sé)
KARUGARAMA Tharcisse
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 84/03 RYO KUWA
23/08/2011 RISHYIRAHU IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA Y'IMIRIMO
BY'IKIGO CY'UBWITEGANYIRIZE MU
RWANDA

ANNEX I TO THE PRIME MINISTER'S
ORDER N°84/03 OF 23/08/2011
DETERMINING THE ORGANISATIONAL
STRUCTURE AND SUMMARY OF JOB
POSITIONS OF RWANDA SOCIAL
SECURITY BOARD

ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N°84/03 DU 23/08/2011 PORTANT
STRUCTURE ORGANISATIONNELLE ET
SYNTHESE DES EMPLOIS DE L'OFFICE
RWANDAIS DE SECURITE SOCIALE

ANNEXE I: ORGANIZATIONAL CHART OF RWANDA SOCIAL SECURITY BOARD



Official Gazette n°37bis of 12/09/2011

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°84/03 ryo kuwa 23/08/2011 rishyiraho imbonerahamwe n'incamake y'imyanya y'imirimo by'Ikigo cy'Ubwiteganyirize mu Rwanda

Kigali, kuwa 23/08/2011

(sé)
MAKUZA Bernard
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

(sé)
KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Seen to be annexed to the Prime Minister's Order n°84/03 of 23/08/2011 determining the organizational structure and summary of job positions of Rwanda Social Security Board

Kigali, on 23/08/2011

(sé)
MAKUZA Bernard
Prime Minister

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
KARUGARAMA Tharcisse
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°84/03 du 23/08/2011 portant structure organisationnelle et synthèse des emplois de l'Office Rwandais de Sécurité Sociale

Kigali, le 23/08/2011

(sé)
MAKUZA Bernard
Premier Ministre

(sé)
MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

(sé)
KARUGARAMA Tharcisse
Ministre de la Justice/ Garde des Sceaux

**UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N°84/03 RYO KUWA
23/08/2011 RISHYIRAHU IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA Y'IMIRIMO
BY'IKIGO CY'UBWITEGANYIRIZE MU
RWANDA**

**ANNEX II TO THE PRIME MINISTER'S
ORDER N°84/03 OF 23/08/2011
DETERMINING THE ORGANISATIONAL
STRUCTURE AND SUMMARY OF JOB
POSITIONS OF RWANDA SOCIAL
SECURITY BOARD**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N° 84/03 DU 23/08/2011 PORTANT
STRUCTURE ORGANISATIONNELLE ET
SYNTHESE DES EMPLOIS DE L'OFFICE
RWANDAIS DE SECURITE SOCIALE**

ANNEXE II: SUMMARY OF JOB POSITIONS OF RWANDA SOCIAL SECURITY BOARD

Administrative Unit	Positions	Title linked to the Position	Proposed Positions
Office of the Director General	Director General	Director General of RSSB	1
	Social Security Senior Advisor	Social Security Senior Advisor	1
	Administrative Assistant	Administrative Assistant to DG	1
	S/Total		3
Public Relations, Communication & Education Unit	Director	Director of Public Relations, Communication & Education Unit	1
	Sensitisation Officers	Sensitisation Officers	4
	Public Relations and Communication Officers	Public Relations and Communication Officers	2
	Customer Care	Customer Care Officers	3
	S/Total		10
Quality Assurance & Internal Audit Division	Quality Assurance & Internal Audit Division	Quality Assurance & Internal Audit Division Manager	1
Internal Affairs Unit	Director	Director of Internal Affairs Unit	1
	Internal Affairs Officers	Internal Affairs Officers	4
Internal Audit Unit	Director	Director of Internal Audit	1
	Internal Audit Officers	Internal Audit Officers	6
	S/Total		13
Corporate Planning Division	Corporate Planning Division Manager	Corporate Planning Division Manager	1
	Administrative Assistant	Administrative Assistant	1
Planning & Statistics Unit	Director	Director of Planning & Statistics Unit	1
	Planning & Statistics Officers	Planning & Statistics Officers	3
Research & Modernisation Unit	Director	Director of Research & Modernisation Unit	1
	Research & Modernisation Officer	Research & Modernisation Officer	3
Risk Management & Compliance Unit	Director	Director of Risk Management & Compliance Unit	1
	Risk Management & Compliance Officers	Director of Risk Management & Compliance Officers	3
	S/Total		14
Legal Affairs Unit	Director	Director of Legal Affairs Unit	1
	Legal Specialist /Benefits Litigation/State Attorney	Legal Specialist /Benefits Litigation/State Attorney	1
	Benefits Litigation Lawyer	Benefits Litigation Lawyer	2

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	Legal Specialist/ Contributions & Investments Litigation / State Attorney	Legal Specialist/ Contributions & Investments Litigation / State Attorney	1
	Contributions/Investments Litigation Lawyer	Contributions/Investments Litigation Lawyer	3
	S/Total		8
Deputy DG in charge of Benefits	Deputy DG	Deputy DG in charge of Benefits	1
	Administrative Assistant	Administrative Assistant	1
	Medical Advisor	Medical Advisors	2
	S/Total		4
Branch Coordination Unit	Branches Coordination Unit	Director of Branches Coordination unit	1
	Branch Coordination Officers	Branch Coordination Officers	2
	Branch Supervision	Branch Supervisors	30
	S/Total		33
Medical Services Department	Director of Department	Director of Medical Services Department	1
	Administrative Assistant	Administrative Assistant	1
	S/Total		2
Medical Benefits Division	Division Manager	Medical Benefits Division Manager	1
Medical Access Unit	Director	Director of Medical Access Unit	1
	Medical Access	Medical Access Officers	3
	Medical Benefits Access Facilitation	Medical Benefits Access Facilitators	100
Medical Benefits Verification Unit	Director	Director of Medical Benefits Verification Unit	1
	Medical Benefits Verification	Medical Benefits Verification Officer	37
	S/Total		147
Pharmacy Division	Division Manager	Pharmacies Division Manager	1
Pharmaceutical Operations Unit	Director	Director of Pharmaceutical Operations	1
	Pharmaceutical Operations	Pharmaceutical Officers/ Pharmacists	15
	Drug Sellers	Drug Sellers	35
	Cashiers	Cashiers	3
Pharmaceutical Warehouse Unit	Director	Director of Pharmaceutical Warehouse Unit	1
	Pharmaceutical Warehouse	Pharmaceutical Warehouse Officers	2
	Warehouse Clerks	Warehouse Clerks	3
	S/Total		61
Laboratory Division	Division Manager	Laboratory Division Manager	1

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Chemistry & Haematology Unit	Director	Director of Chemistry & Haematology Unit	1
	Chemistry & Haematology	Chemistry & Haematology officers	2
Parasitology, Virology and Bacteriology Unit	Director	Director of Parasitology, Virology and Bacteriology Unit	1
	Parasitology and Bacteriology	Parasitology and Bacteriology Officers	2
Anatomopathology Unit	Director	Director of Anatomopathology Unit	1
	Anatomopathology	Anatomopathology Officers	2
	S/Total		10
Pension & Pre-Retirement Benefits Department	Head of Department	Head of Pension and Pre-Retirement Benefits Department	1
	Administrative Assistant	Administrative Assistant	1
	S/Total		2
Pension & Occupational Hazards Division	Division Manager	Pension & Occupational Hazards Division Manager	1
Occupational Hazards Benefits Unit	Director	Director Occupational Hazards Benefits Unit	1
	Occupational Hazards Officers	Pension & Occupational Hazards Officers	21
Pension Benefits Unit	Director	Director of Pension Benefits Unit	1
	Pension Benefits	Pension Benefits Officers	30
	S/Total		54
Maternity Leave Benefits Division	Division Manager	Maternity Leave Benefits Division Manager	1
Maternity Leave Benefits Processing Unit	Director	Director of Maternity Processing Unit	1
	Maternity Leave Benefits Processing	Maternity Leave Benefits Processing Officers	8
Maternity Leave Benefits Verification Unit	Director	Director of Maternity Leave Benefits Verification Unit	1
	Maternity Leave Benefits Verification	Maternity Leave Benefits Verification Officers	5
	S/Total		16
Deputy DG Funds Mgt	Deputy DG	Deputy DG Funds Mgt	1
	Administrative Assistant	Administrative Assistant	1
	S/Total		2
Finance and Contributions Department	Head of Department	Head of Finance and Contributions Department	1

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	Administrative Assistant	Administrative Assistant	1
	S/Total		2
Contributions Division	Division Manager	Contributions Division Manager	1
Contributor's Accounts Mgt Unit	Director	Director of Contributor's Accounts Mgt Unit	1
	Contributions Officers	Contributions Officers	9
	Registration Officers /Branches	Registration Officers /Branches	30
Inspection of Contributors Unit	Director	Director of Inspection of contributors Unit	1
	Inspection of contributors	Inspection of contributors officers	6
	S/Total		48
Finance Division	Division Manager	Finance Division Manager	1
Budget and Treasury Unit	Director	Director of Budget and Treasury unit	1
	Expenditure Officers	Expenditure Officers	5
	Revenue Officers	Revenue Officers	8
Accounting Unit	Director	Director of Accounting Unit	1
	Accounting Officers	Accounting Officers	4
Enforcement and Debt Recovery Unit	Director	Director of Enforcement and Debt Recovery Unit	1
	Enforcement and Debt Recovery	Enforcement and Debt Recovery Officers	5
	S/Total		26
Investment Department	Head of Department	Head of Investment Department	1
	Administrative Assistant	Administrative Assistant	1
	S/Total		2
Portfolio Mgt Division	Division Manager	Portfolio Mgt Division Manager	1
Fixed Income Investment Unit	Director	Director of Fixed Income Investment unit	1
	Fixed Income Investment	Fixed Income Investment Officers	4
Non Fixed Income Investment Unit	Director	Director of Non Fixed Income Investment unit	1
	Non Fixed Income Investment	Non Fixed Income Investment Officers	4
	S/Total		15
Real Estate Division	Division Manager	Real Estate Division Manager	1
Estate Development Unit	Director	Director of Estate Development Unit	1
	Estate Development	Estate Development Engineer	5
Real Estate Management Unit	Director	Director of Real Estate Management unit	1
	Real Estate Management	Real Estate Management Officers	4

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	S/Total		12
Corporate Services Division	Corporate Services Division Manager	Corporate Services Division Manager	1
	Administrative Assistant	Administrative Assistant	1
	S/Total		2
Procurement Unit	Director	Director of Procurement Unit	1
	Procurement	Procurement Officers	4
	S/Total		5
Human Resources & Administration Unit	Director	Director of Human Resources & Administration Unit	1
	Human Resources Mgt	Human Resources Mgt Senior Officer	1
	Human Resources Mgt	Human Resources Officers	5
	Asset Management	Asset Mgt Officer	1
	Storekeeping	Storekeepers	2
	Documentation & Archives	Senior Librarian	1
	Documentation & Archives	Librarians	3
	Central Secretariat	Head of Central Secretariat	1
	Central Secretariat	Secretary in Central Secretariat	4
	Driver	Drivers	5
	S/Total		24
ICT Unit	Director	Director of IT Unit	1
	Senior Network Administrator	Senior Network Administrator	1
	Network Administrator	Network Administrator	2
	System Administrator	System Administrator	2
	Senior Software Engineer	Senior Software Engineer	1
	Software engineer	Software Engineer	4
	Database & Application Administrator	Database & Application Administrator	2
	Senior Business Analyst	Senior Business Analyst	1
	Business Analyst	Business Analyst	2
	Application Security engineer	Application Security Engineer	1
	Network Security	Network Security	1
	Webmaster	Webmaster	1
	ICT Officer	ICT Officer	2
	S/Total		21
	Grand Total		530

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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°84/03 ryo kuwa 23/08/2011 rishyiraho imbonerahamwe n'incamake y'imyanya y'imirimo by'Ikigo cy'Ubwiteganyirize mu Rwanda

Kigali, kuwa 23/08/2011

(sé)
MAKUZA Bernard
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubilika :

(sé)
KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Seen to be annexed to the Prime Minister's Order n°84/03 of 23/08/2011 determining the organizational structure and summary of job positions of Rwanda Social Security Board

Kigali, on 23/08/2011

(sé)
MAKUZA Bernard
Prime Minister

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
KARUGARAMA Tharcisse
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°84/03 du 23/08/2011 portant structure organisationnelle et synthèse des emplois de l'Office Rwandais de Sécurité Sociale

Kigali, le 23/08/2011

(sé)
MAKUZA Bernard
Premier Ministre

(sé)
MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

(sé)
KARUGARAMA Tharcisse
Ministre de la Justice/ Garde des Sceaux

ITEKA RYA MINISITIRI W'INTEBE N° 85/03
RYO KUWA 23/08/2011 RISHYIRAHU
IMBONERAHAMWE N'INCAMAKE
Y'IMYANYA Y'IMIRIMO BY'IKIGEGA
GISHINZWE GUTERA INKUNGA
IBIKORWA BY'ITERAMBERE MU NZEGO
Z'IBANZE

PRIME MINISTER'S ORDER N°85/03 OF
23/08/2011 DETERMINING THE
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS OF
RWANDA LOCAL DEVELOPMENT
SUPPORT FUND

ARRETE DU PREMIER MINISTRE N°85/03
DU 23/08/2011 PORTANT STRUCTURE
ORGANISATIONNELLE ET SYNTHESE DES
EMPLOIS DU FONDS D'APPUI AU
DEVELOPPEMENT LOCAL AU RWANDA

ISHAKIRO

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**ITEKA RYA MINISITIRI W'INTEBE N°85/03
RYO KUWA 23/08/2011 RISHYIRAHU
IMBONERAHAMWE N'INCAMAKE
Y'IMYANYA Y'IMIRIMO BY'IKIGEGA
GISHINZWE GUTERA INKUNGA
IBIKORWA BY'ITERAMBERE MU NZEGO
Z'IBANZE MU**

**PRIME MINISTER'S ORDER N°85/03 OF
23/08/2011 DETERMINING THE
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS OF
RWANDA LOCAL DEVELOPMENT
SUPPORT FUND**

**ARRETE DU PREMIER MINISTRE N°85/03
DU 23/08/2011 PORTANT STRUCTURE
ORGANISATIONNELLE ET SYNTHESE DES
EMPLOIS DU FONDS D'APPUI AU
DEVELOPPEMENT LOCAL AU RWANDA**

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 Kamena 2003 nk'uko ryavugururwe kugeza ubu, cyane mu ngingo zaryo, iya 118, iya 119, iya 121 n'iya 201;

Ashingiye ku Itegeko n°41/2010 ryo kuwa 25/11/2010 rishyiraho Ikigega gishinzwe Gutera Inkunga Ibikorwa by'Iterambere mu Nzego z'Ibanze (RLDSF) rikanagena inshingano, imiterere n'imikorere byacyo cyane cyane mu ngingo yaryo ya 11;

Ashingiye ku Itegeko n°22/2002 ryo kuwa 09/07/2002 rishyiraho Sitati rusange igenga Abakozi ba Leta n'Inzego z'Imirimo ya Leta cyane cyane mu ngingo zaryo iya mbere, iya 2 n'iya 17;

Bisabwe na Minisitiri w'Abakozi ba Leta n'Umurimo;

Inama y'Abaminisitiri yateranye kuwa 20/04/2011 imaze kubisuzuma no kubyemeza;

The Prime Minister;

Pursuant to the Constitution of 04 June 2003 of the Republic of Rwanda as amended to date especially in Articles 118, 119, 121 and 201;

Pursuant to Law n°41/2010 of 25/11/2010 establishing Rwanda Local Development Support Fund (RLDSF) and determining its responsibilities, organisation and functioning especially in Article 11;

Pursuant to Law n° 22/2002 of 09/07/2002 on General Statutes for Rwanda Public Service; especially in Article One, 2 and 17;

On proposal by the Minister of Public Service and Labour;

After consideration and adoption by Cabinet in its session of 20/04/2011;

Le Premier Ministre;

Vu la Constitution de la République du Rwanda du 04 juin 2003, telle que révisée à ce jour, spécialement en ses articles 118, 119, 121 et 201;

Vu la Loi n° 41/2010 du 25/11/2010 portant création du Fonds d'appui au Développement Local au Rwanda (RLDSF) et déterminant ses attributions, son organisation et son fonctionnement spécialement en son article 11;

Vu la Loi n° 22/2002 du 09/07/2002 portant Statut Général de la Fonction Publique Rwandaise, spécialement en ses articles premier, 2 et 17;

Sur proposition du Ministre de la Fonction Publique et du Travail;

Après examen et adoption par le Conseil des Ministres en sa séance du 20/04/2011;

ATEGETSE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena imbonerahamwe n'incamake y'imyanya y'imirimo by'Ikigega gishinzwe gutera inkunga Ibikorwa by'Iterambere mu Nzego z'Ibanze (RLDSF).

Ingingo ya 2: Imbonerahamwe n'incamake y'imyanya y'imirimo

Imbonerahamwe n'incamake y'imyanya y'imirimo by'Ikigega gishinzwe gutera inkunga Ibikorwa by'Iterambere mu Nzego z'Ibanze (RLDSF) biri ku mugereka wa I n'uwa II y'iri teka.

Ingingo ya 3: Abashinzwe kubahiriza iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ubutegetsi bw'Igihugu na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

Ingingo ya 4: Ivanwaho ry'ingingo zinyuranyije n'iri teka

Ingingo zose z'amateka abanziriza iri kandi zinyuranyije n'ariyo zivanweho.

Ingingo ya 5: Igihe iteka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika

HEREBY ORDERS:

Article One: Purpose of this Order

This Order determines the organizational structure and summary of job positions of Rwanda Local Development Support Fund (RLDSF)

Article 2: Organizational structure and summary of job positions

The Organizational structure and summary of job positions of Rwanda Local Development Support Fund (RLDSF) are respectively in annexes I and II of this Order.

Article 3: Authorities responsible for the implementation of this Order

The Minister of Public Service and Labour, the Minister of Local Government, and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.

Article 4: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 5: Commencement

This Order shall come into force on the date of its publication in the Official Gazette of the Republic

ARRETE :

Article premier: Objet du présent arrêté

Le présent arrêté détermine la structure organisationnelle et la synthèse des emplois du Fonds d'appui au Développement Local au Rwanda (RLDSF).

Article 2 : Organigramme et synthèse des emplois

La structure organisationnelle et la synthèse des emplois du Fonds d'appui au Développement Local au Rwanda (RLDSF) sont respectivement en annexes I et II du présent arrêté.

Article 3 : Autorités chargées de l'exécution du présent arrêté

Le Ministre de la Fonction Publique et du Travail, le Ministre de l'Administration Locale et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

Article 4 : Disposition abrogatoire

Toutes les dispositions réglementaires antérieures contraires au présent arrêté sont abrogées.

Article 5 : Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du

Official Gazette n°37bis of 12/09/2011

y'u Rwanda.

Kigali kuwa **23/08/2011**

(sé)
MAKUZA Bernard
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

(sé)
KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

of Rwanda.

Kigali on **23/08/2011**

(sé)
MAKUZA Bernard
Prime Minister

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
KARUGARAMA Tharcisse
Minister of Justice/Attorney General

Rwanda.

Kigali le **23/08/2011**

(sé)
MAKUZA Bernard
Premier Ministre

(sé)
MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

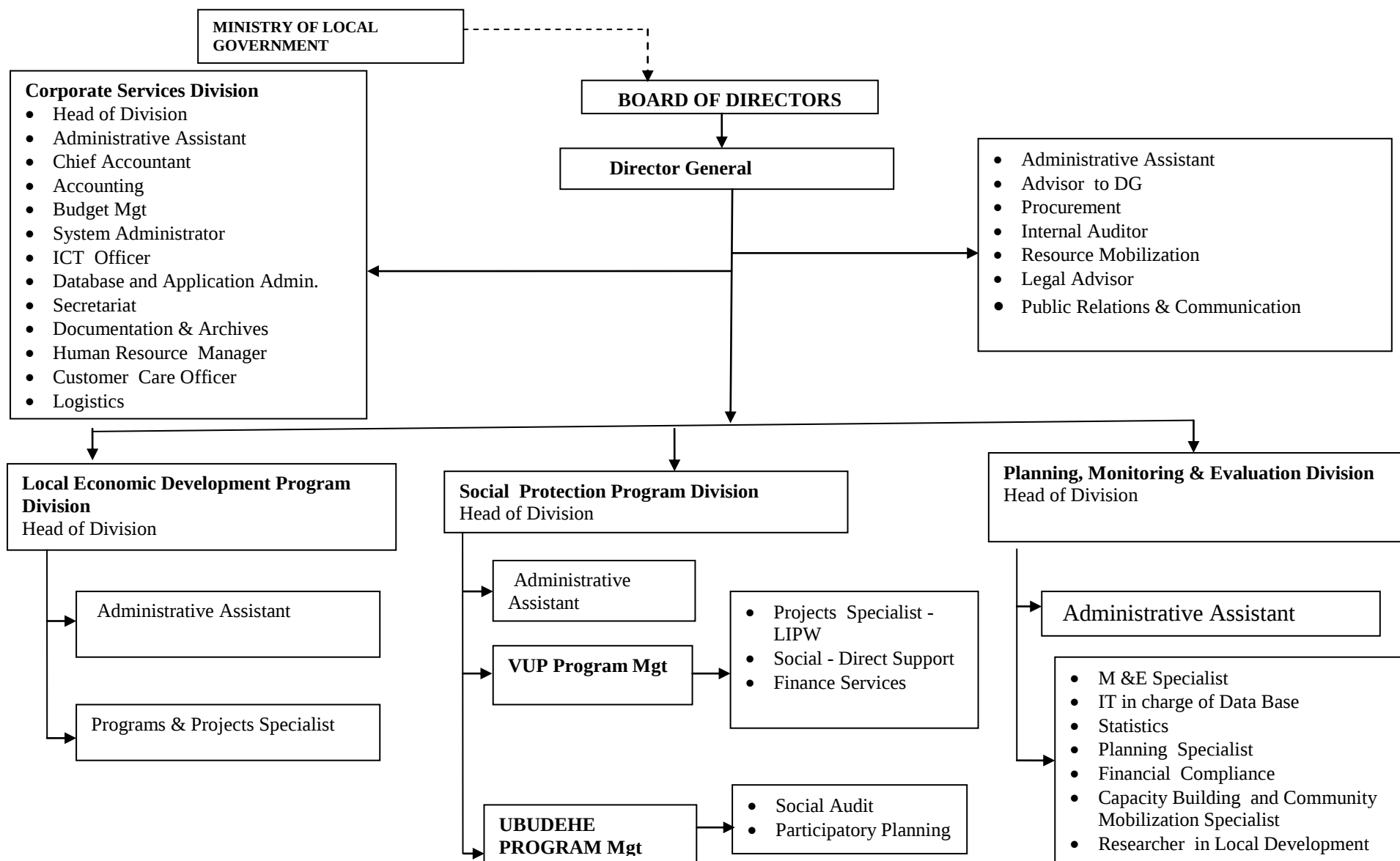
(sé)
KARUGARAMA Tharcisse
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N°85/03 RYO KUWA
23/08/2011 RISHYIRAHU IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA Y'IMIRIMO
BY'IKIGEGA GISHINZWE GUTERA INKUNGA
IBIKORWA BY'ITERAMBERE MU NZEGO
Z'IBANZE**

**ANNEX I TO THE PRIME MINISTER'S
ORDER N°85/03 OF 23/08/2011
DETERMINING THE ORGANISATIONAL
STRUCTURE AND SUMMARY OF JOB
POSITIONS OF RWANDA LOCAL
DEVELOPMENT SUPPORT FUND**

**ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N°85/03 DU 23/08/2011 PORTANT
STRUCTURE ORGANISATIONNELLE ET
SYNTHESE DES EMPLOIS DU FONDS
D'APPUI AU DEVELOPPEMENT LOCAL AU
RWANDA**

ANNEX I: ORGANIZATIONAL CHART OF RWANDA LOCAL DEVELOPMENT SUPPORT FUND



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°85/03 ryo kuwa 23/08/2011 rishyiraho imbonerahamwe n'incamake y'imyanya y'imirimo by'Ikigega gishinzwe Gutera Inkunga Ibikorwa by'Iterambere mu Nzego z'Ibanze

Kigali, kuwa 23/08/2011

(sé)
MAKUZA Bernard
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika

(sé)
KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Seen to be annexed to the Prime Minister's Order n°85/03 of 23/08/2011 determining the organizational structure and summary of job positions of Rwanda Local Development Support Fund

Kigali, on 23/08/2011

(sé)
MAKUZA Bernard
Prime Minister

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
KARUGARAMA Tharcisse
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°85/03 du 23/08/2011 portant structure organisationnelle et synthèse des emplois du Fonds d'appui au Développement Local au Rwanda

Kigali, le 23/08/2011

(sé)
MAKUZA Bernard
Premier Ministre

(sé)
MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

(sé)
KARUGARAMA Tharcisse
Ministre de la Justice/ Garde des Sceaux

**UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N°85/03 RYO KUWA
23/08/2011 RISHYIRAHU IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA Y'IMIRIMO
BY'IKIGEGA GISHINZWE GUTERA INKUNGA
IBIKORWA BY'ITERAMBERE MU NZEGO
Z'IBANZE**

**ANNEX II TO THE PRIME MINISTER'S
ORDER N°85/03 OF 23/08/2011
DETERMINING THE ORGANISATIONAL
STRUCTURE AND SUMMARY OF JOB
POSITIONS OF RWANDA LOCAL
DEVELOPMENT SUPPORT FUND**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N°85/03 DU 23/08/2011 PORTANT
STRUCTURE ORGANISATIONNELLE ET
SYNTHESE DES EMPLOIS DU FONDS
D'APPUI AU DEVELOPPEMENT LOCAL AU
RWANDA**

ANNEX II: SUMMARY OF JOB POSITIONS OF RWANDA LOCAL DEVELOPMENT SUPPORT FUND

Administrative Unit	Positions	Title linked to the Position	Proposed Positions
Office of the Director General	Director General	Director General of RLDSF	1
	Advisor	Advisor to DG	1
	Administrative Assistant	Administrative Assistant to DG	1
	Internal Auditor	Internal Auditor	1
	Procurement	Procurement Officer	1
	Resource Mobilisation	Resource Mobilisation Officer	1
	Legal Advisor	Legal Advisor	1
	Public Relations & Communication	Public Relations & Communication Officer	1
	Sub - Total		8
Local Economic Development Programs Division	Head of Division	Head of Local Economic Development Programs Division	1
	Administrative Assistant	Administrative Assistant to Head of Division	1
	Programs & Project Specialist	Programs & Project Specialist	7
	Sub-Total		9
Social Protection Program Division	Head of Division	Head of Social Protection Program Division	1
	Administrative Assistant	Administrative Assistant to Head of Division	1
	S/Total		2
Vision 2020 Umurenge Program Unit	Director	Director of Vision 2020 Umurenge Program Unit	1
	Project Specialist - LIPW	Project Specialist - LIPW	3
	Social Direct Support	Social Direct Support Officer	3
	Finance Services	Finance Services Officer	3
Ubudehe Program Unit	Director	Director of Ubudehe Program Unit	1

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	Participatory Planning	Participatory Planning Specialist	1
	Social Audit	Social Audit Officer	2
	Sub- Total		14
Planning, Monitoring & Evaluation Division	Head of Division	Head of Planning, Monitoring & Evaluation Division	1
	Administrative Assistant	Administrative Assistant to Head of Division	1
	M & E	M & E Specialists	3
	Statistics	Statistician	1
	Planning	Planning Specialist	1
	Financial Compliance	Financial Compliance Officer	3
	Capacity Building and Community Mobilization	Capacity Building and Community Specialist	1
	Researcher in Local Development	Researcher in Local Development	1
	Sub-Total		12
Corporate Services Division	Head of Division	Head of Corporate Services Division	1
	Administrative Assistant	Administrative Assistant to Head of Division	1
			2
	Central Secretariat	Secretary in Central Secretariat	
			1
	Documentation & Archives	Librarian	
	Customer Care	Customer Care Officer	1
	Budget Mgt	Budget Officer	1
	Chief Accountant	Chief Accountant	1
	Accountant	Accountant	2
	System Administrator	System Administrator	1
	ICT Officer	ICT Officer	1
Corporate Services Division	Database and Application	Database and Application Administrator	1

Official Gazette n°37bis of 12/09/2011

(contn)	Administrator		
	Logistics	<i>Logistic Officer</i>	1
	Human Resource	Human Resource Officer	1
	Sub -Total		15
	Grand Total		60

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 85/03 ryo kuwa 23/08/2011 rishyiraho imbonerahamwe n'incamake y'imyanya y'imirimo by'Ikigega gishinzwe Gutera Inkunga Ibikorwa by'Iterambere mu Nzego z'Ibanze

Kigali, kuwa 23/08/2011

(sé)
MAKUZA Bernard
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika

(sé)
KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Seen to be annexed to the Prime Minister's Order n°85/03 of 23/08/2011 determining the organizational structure and summary of job positions of Rwanda Local Development Support Fund

Kigali, on 23/08/2011

(sé)
MAKUZA Bernard
Prime Minister

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
KARUGARAMA Tharcisse
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°85/03 du 23/08/2011 portant structure organisationnelle et synthèse des emplois du Fonds d'appui au Développement Local au Rwanda

Kigali, le 23/08/2011

(sé)
MAKUZA Bernard
Premier Ministre

(sé)
MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

(sé)
KARUGARAMA Tharcisse
Ministre de la Justice/ Garde des Sceaux

ITEKA RYA MINISITIRI W'INTEBE N°88/03
RYO KUWA 25/08/2011 RIGENA INSHINGANO,
IMBONERAHAMWE N'INCAMAKE
Y'IMYANYA Y'IMIRIMO BYA MINISITERI
Y'ABAKOZI BA LETA N'UMURIMO

PRIME MINISTER'S ORDER N°88/03 OF
25/08/2011 DETERMINING THE MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE AND SUMMARY OF JOB
POSITIONS OF THE MINISTRY OF PUBLIC
SERVICE AND LABOUR

ARRETE DU PREMIER MINISTRE N° 88/03
DU 25/08/2011 PORTANT MISSION,
FONCTIONS, STRUCTURE
ORGANISATIONNELLE ET SYNTHESE
DES EMPLOIS DU MINISTERE DE LA
FONCTION PUBLIQUE ET DU TRAVAIL

ISHAKIRO

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Article 3 : Structure organisationnelle et
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Ingingo ya 4: Abashinzwe gushyira mu bikorwa iri
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Article 4: Authorities responsible for the
implementation of this Order

Article 4 : Autorités chargées de l'exécution du
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Ingingo ya 5: Ivanwaho ry'ingingo zinyuranyije
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Article 5: Repealing provision

Article 5 : Disposition abrogatoire

Ingingo ya 6: Igihe iteka ritangira gukurikizwa

Article 6: Commencement

Article 6 : Entrée en vigueur

**ITEKA RYA MINISITIRI W'INTEBE N°88/03
RYO KUWA 25/08/2011 RIGENA
INSHINGANO, IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA Y'IMIRIMO BYA
MINISITERI Y'ABAKOZI BA LETA
N'UMURIMO**

**PRIME MINISTER'S ORDER N°88/03 OF
25/08/2011 DETERMINING THE MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE AND SUMMARY OF JOB
POSITIONS OF THE MINISTRY OF PUBLIC
SERVICE AND LABOUR**

**ARRETE DU PREMIER MINISTRE N°88/03
DU 25/08/2011 PORTANT MISSION,
FONCTIONS, STRUCTURE
ORGANISATIONNELLE ET SYNTHESE
DES EMPLOIS DU MINISTERE DE LA
FONCTION PUBLIQUE ET DU TRAVAIL**

Minisitiri w'Intebe,

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 Kamena 2003, nk'uko ryavuguruwe kugeza ubu, cyane cyane mu ngingo zaryo iya 118, iya 119, iya 121 n'iya 201;

Ashingiye ku Itegeko n° 22/2002 ryo kuwa 09/07/2002 rishyiraho Sitati rusange igenga abakozi ba Leta n'Inzego z'Imirimo ya Leta cyane cyane mu ngingo zaryo iya mbere, iya 3 n'iya 15;

Bisabwe na Minisitiri w'Abakozi ba Leta n'Umurimo;

Inama y'Abaminisitiri yateranye kuwa 26/06/2009 no kuwa 16/03/2011 imaze kubisuzuma no kubyemeza;

ATEGETSE :

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisitiri y'Abakozi ba Leta n'Umurimo.

The Prime Minister,

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003, as amended to date, especially in Articles 118, 119, 121 and 201;

Pursuant to Law n° 22/2002 of 09/07/2002 on General Statutes for Rwanda Public Service especially in Articles One, 3 and 15;

On proposal by the Minister of Public Service and Labour;

After consideration and adoption by Cabinet in its sessions of 26/06/2009 and 16/03/2011;

HEREBY ORDERS:

Article One: Purpose of this Order

This Order determines the mission, functions, organizational structure and summary of job positions of the Ministry of Public Service and Labour.

Le Premier Ministre,

Vu la Constitution de la République du Rwanda du 04 juin 2003 telle que révisée à ce jour, spécialement en ses articles 118, 119, 121 et 201;

Vu la Loi n° 22/2002 du 09/07/2002 portant Statut Général de la Fonction Publique Rwandaise spécialement en ses articles premier, 3 et 15 ;

Sur proposition du Ministre de la Fonction Publique et du Travail;

Après examen et adoption par le Conseil des Ministres en ses séances du 26/06/2009 et du 16/03/2011;

ARRETE :

Article premier: Objet du présent arrêté

Le présent arrêté porte mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de la Fonction Publique et du Travail.

Ingingo ya 2: Inshingano

Minisiteri y'Abakozi ba Leta n'Umurimo ifite inshingano rusange yo gufasha Inzego za Leta gushyiraho uburyo bunoze bwo gukora no kubona abakozi bashoboye akazi mu rwego rwo gutuma serivisi zitangwa n'abakozi ba Leta zitangwa neza kandi zidahenze; no gushyiraho uburyo buboneye bwo guteza imbere umurimo hagendewe ku bipimo mpuzamahanga mu bijyanye n'ubuzima bw'abakozi n'ubwiteganyirize kandi bituma habaho guhanga imirimo no guteza imbere isoko ry'umurimo.

By'umwihariko, Minisiteri y'Abakozi ba Leta n'Umurimo ifite inshingano zikurikira:

1° Gushyiraho , kumenyekanisha no guhuza ishyirwa mu bikorwa rya politiki, ingamba na gahunda mu nzego zifite imicungire y'abakozi ba Leta n'Umurimo mu nshingano zazo binyujijwe mu:

- a. gushyiraho politiki, ingamba na gahunda zijyanye n'imicungire y'abakozi ba Leta, gushishikariza abakozi ba Leta gukora akazi no kubazamura mu ntera;
- b. gushyiraho umurungo ngenderwaho mu kuvugurura ubutegetsi bwa Leta no gushyira mu bikorwa gahunda zihutirwa;
- c. gushyiraho politiki zijyanye n'umurimo n'ubwiteganyirize;
- d. gushyiraho politiki zijyanye no guteza imbere umurimo no kongera ubushobozi bw'abakozi

Article 2: Mission and functions

The general mission of the Ministry of Public Service and Labour shall be to provide the public institutions with efficient organisation and human resources to fit the objectives of best public service delivery at low cost; and to set up a fair working environment, based on international standards of health and social security, and favourable to jobs creation and labour market development.

Specifically, the Ministry of Public Service and Labour shall be responsible for:

1° Developing, disseminating and coordinating the implementation of policies, strategies and programs of the sector through:

- a. elaboration of policies, strategies and programs for Public servants, management, motivation and promotion;
- b. fixing the orientations for the administrative reform and the implementation of priorities;
- c. elaboration of the labour and social security policies;
- d. elaboration of employment promotion and capacity building policies.

Article 2 : Mission et fonctions

Le Ministère de la Fonction Publique et du Travail a la mission générale de fournir aux institutions publiques une organisation efficace et le personnel qualifié capable en vue de rendre des services de qualité et à moindre coût au sein de la fonction publique ; et de mettre en place un environnement de travail équitable, fondé sur des normes internationales de la santé et de la sécurité sociale, et favorable à la création d'emplois et au développement du marché du travail.

Plus particulièrement, le Ministère de la Fonction Publique et du Travail est chargé de:

1° Développer, disséminer et coordonner la mise en exécution des politiques, des stratégies et des programmes sectoriels par le biais de :

- a. l'élaboration des politiques, stratégies et programmes relatifs à la gestion, à la motivation et à la promotion du personnel.
- b. la fixation des orientations de la réforme administrative et de la mise en œuvre des priorités;
- c. l'élaboration des politiques du travail et de la sécurité sociale;
- d. l'élaboration de la politique de promotion de l'emploi et de renforcement des

n'ubw'Inzego za Leta.

capacités.

2° Gushyiraho amategeko agenga abakozi ba Leta n'ay'inzego zifitanye isano nayo binyujijwe mu:

2° Regulating the public service sector and related sub-sectors through:

2° Réglementer le secteur de la fonction publique et les sous-secteurs connexes à travers:

- a. gushyiraho no kumenyekanisha amategeko n'amabwiriza bijyanye n'imirungire y'abakozi ba Leta;
- b. gushyiraho no kumenyekanisha ibipimo ngenderwaho mu imirungire y'abakozi ba Leta na za serivisi;
- c. gushyiraho no kuvugurura amategeko agenga umurimo mu Rwanda (ubwiteganyirize, ubugenzuzi bw'umurimo, ibigenga isano hagati y'umukozi n'umukoresha, ibiganiraho buhuza abarebwa n'umurimo bose, ibijyanye n'ubuzima n'umutekano ku kazi, kurwanya imirimo mibi ikoreshe abana);
- d. gushyiraho amategeko agenga amahugurwa y'abakozi

- a. elaboration and dissemination of regulations related to the management of Public servants.
- b. setting up and dissemination of standards and norms applicable to the management of public servants and public services;
- c. elaboration and updating of the Labour legislation (social security, labour inspection, professional relations, social dialogue, – health and security at the workplace, fight against child labour);
- d. regulation of professional training

- a. l'élaboration et la dissémination de la réglementation en rapport avec la gestion des agents de l'Etat ;
- b. la mise en place et la diffusion des règles et normes applicables à la gestion des agents de l'Etat et à l'organisation des services publics;
- c. l'élaboration et la mise à jour de la législation du travail (la sécurité sociale, l'inspection du travail, les relations professionnelles, le dialogue social,- la santé et la sécurité au travail, la lutte contre le travail des enfants);
- d. la réglementation de la formation professionnelle ;

3° Kubaka ubushobozi bw'inzego n'ubw'abakozi binyujijwe mu:

3° Developing institutional and human resources capacities in the sector through:

3° Développer les capacités institutionnelles et humaines dans le secteur à travers:

- a. gushyiraho imbonerahamwe z'inzego z'imirimo mu nzego za Leta;
- b. gushyiraho gahunda y'igihugu y'amahugurwa;
- c. gushyiraho uburyo bw'imirungire y'abakozi ba

- a. consolidation of the organisation charts of public institutions;
- b. elaboration of national training plan;
- c. elaboration of management measures for

- a. la mise en place des consolidations des organigrammes des institutions publiques;
- b. l'élaboration d'un plan national de formation;
- c. élaboration des mesures de gestion des

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Leta mu Butegetsi bwa Leta;	public servants in the Public Administration;	agents de l'Etat dans l'Administration publique;
d. gushyira mu bikorwa no kuvugurura uburyo bwo gucunga imikorere y'abakozi ba Leta;	d. implementation and up dating the performance management system for the public servants;	d. la mise en application et la mise à jour du système de gestion de performance des agents de l'Etat;
e. gushyiraho no gukurikirana uburyo bw'ishyirwa mu bikorwa ry'imiterere y'inzego za Leta;	e. elaborating and monitoring the implementation systems and organisational systems and procedure of public organs;	e. l'élaboration et la mise en œuvre des systèmes et des procédures organisationnelles des services de l'état;
f. gushyiraho uburyo bw'imicungire y'inzego za Leta.	f. developing management systems of State organs.	f. élaboration des systèmes de gestion des organes de l'Etat.
4° Gukurikirana no gusuzuma ishyirwa mu bikorwa rya za politiki, ingamba na gahunda bijyanye n'imicungire y'abakozi ba Leta n'Umurimo binyujijwe mu:	4° Monitoring and evaluating the implementation of policies, strategies and programs related to the management of public servants through:	4° Faire le suivi et évaluer la mise en œuvre des politiques, stratégies et programmes relatifs à la gestion des agents de l'état à travers:
a. gukurikirana no gusuzuma imicungire y'abakozi ba Leta na gahunda zo kongerera ubushobozi abakozi mu Nzego z'Igihugu;	a. monitoring and evaluating of the human resources management and capacity building in the national institutions;	a. la supervision et évaluation du système de gestion des agents et le renforcement des capacités au sein des institutions nationales;
b. gukurikirana no gusuzuma uruhare rw'ivugururwa ry'inzego z'imirimo n'urw'amahugurwa mu mikorere y'Inzego z'Igihugu no kuri serivisi zihabwa abatwaga;	b. monitoring and evaluating of the impact of the Administrative Reform and of training on the functioning and performance of the national institutions and on the services delivered to the population;	b. le suivi et l'évaluation de l'impact de la réforme administrative et de la formation sur le fonctionnement et la performance des institutions nationales et sur les services offerts à la population;
c. gukurikirana iterambere ry'isoko ry'umurimo no kugaragaza imibare ijyanye nabyo;	c. monitoring the labour market evolution and provide the corresponding statistics;	c. le suivi de l'évolution du marché du travail et donner des statistiques correspondantes;
d. gusuzuma ibipimo ngenderwaho no guhuriza hamwe imibare ituruka mu nzego zegerejwe	d. evaluating the indicators and consolidating the data handled by the decentralised	d. l'évaluation des indicateurs et la consolidation des données fournies par les

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abaturatione ijyanye n'umurimo;	institutions related to labour;	institutions décentralisées en rapport avec le travail;
e. gutanga raporo mu gihe runaka na buri mwaka kuri Guverinoma zigaragaza uruhare rwa za politiki, ingamba gahunda n'imishinga ku iterambere ry'imicungire y'abakozi ba Leta n'umurimo.	e. providing periodical and annual reports to the Government on the impact of the policies, strategies, programs and projects on the development of management of public servants and labour.	e. les rapports périodiques et annuels au Gouvernement sur l'impact des politiques, stratégies, programmes et projets sur le développement de la gestion des agents de l'Etat et du travail.
5° Kugenzura inzego ireberera binyujijwe mu:	5° Overseeing the institutions under its supervision through:	5° Superviser les institutions sous sa tutelle à travers:
a. gutanga imirongo ngenderwaho kuri gahunda runaka zigomba gushyirwa mu bikorwa n'inzego ireberera;	a. orientations on specific programs to be realised by the agencies under its supervision;	a. l'orientation sur les programmes spécifiques à réaliser par les services sous sa tutelle ;
b. kugenzura imikorere n'imicungire y'inzego ziyishamikiyeho mu rwego rwo kuzifasha gukoresha umutungo wazo neza.	b. supervision of the functioning and management of the agencies under its supervision for a better use of resources;	b. la supervision du fonctionnement et la gestion des organes sous sa tutelle en vue de la bonne utilisation des ressources.
6° Gukusanya ibikenewe mu guteza imbere inzego za Leta n'umurimo na gahunda zijyanye nabyo binyujijwe mu:	6° Mobilizing resources for the development of public institutions and labour sector and related programs through:	6° Mobiliser des ressources pour le développement des institutions publiques et du travail et des programmes connexes à travers:
a. gushakisha umutungo no kugenzura ibikorwa mu ikorehwa neza ry'umutungo;	a. mobilization of resources and supervision of actions to ensure their rational use;	a. la mobilisation des ressources et la supervision des mesures visant à garantir leur utilisation rationnelle ;
b. guteza imbere imikoranire n'ishoramari ry'abikorera mu guteza imbere umurimo.	b. promotion of partnership with private sector for labour development.	b. la promotion du partenariat avec le secteur privé en vue d'assurer le développement du travail

Ingingo ya 3: Imbonerahamwe n'incamake y'imyanya y'imirimo

Imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisiteri y'Abakozi ba Leta n'Umurimo biri ku mugereka wa I n'uwa II y'iri teka.

Ingingo ya 4: Abashinzwe gushyira mu bikorwa iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

Ingingo ya 5: Ivanwaho ry'ingingo zinyuranyije n'iri teka

Ingingo zose z'amateka abanziriza iri kandi zinyuranyije naryo zivanyweho.

Ingingo ya 6: Igihe iteka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda.

Kigali, kuwa 25/08/2011

Article 3: Organizational structure and summary of job positions

The organization structure and summary of job positions of the Ministry of Public Service and Labour are in annex I and II of this Order respectively.

Article 4: Authorities responsible for the implementation of this Order

The Minister of Public Service and Labour and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.

Article 5: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 6: Commencement

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda.

Kigali, on 25/08/2011

Article 3 : Structure organisationnelle et synthèse des emplois

La structure organisationnelle et la synthèse des emplois du Ministère de la Fonction Publique et du Travail sont respectivement en annexes I et II du présent arrêté.

Article 4 : Autorités chargées de l'exécution du présent arrêté

Le Ministre de la Fonction Publique et du Travail et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

Article 5 : Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 6 : Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda.

Kigali, le 25/08/2011

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(sé)
MAKUZA Bernard
Minisitiri w'Intebe

(sé)
MAKUZA Bernard
Prime Minister

(sé)
MAKUZA Bernard
Premier Ministre

(sé)
MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

(sé)
MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République :

(sé)
KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(sé)
KARUGARAMA Tharcisse
Minister of Justice/ Attorney General

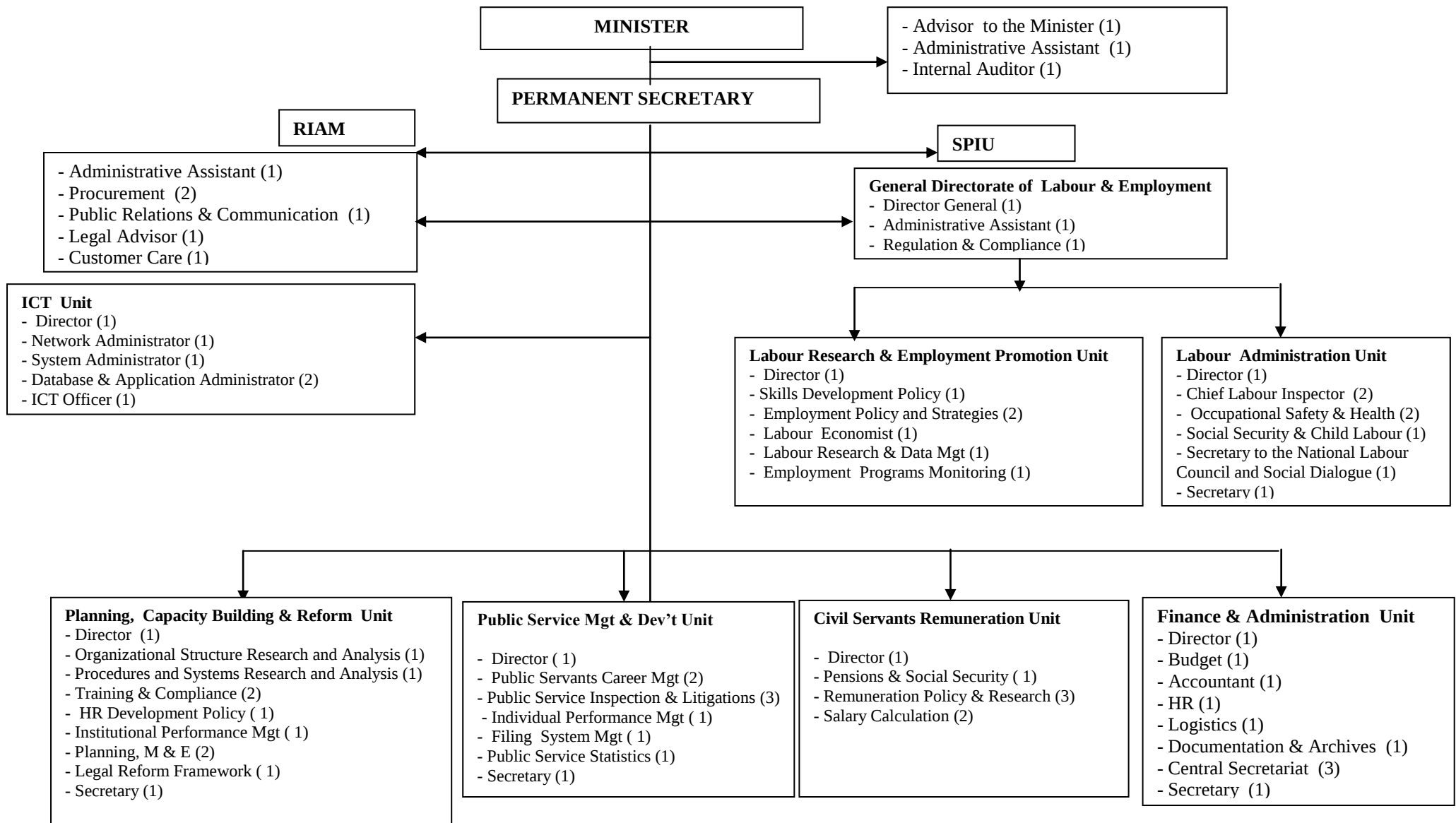
(sé)
KARUGARAMA Tharcisse
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N°88/03 RYO
KUWA 25/08/2011 RIGENA
INSHINGANO, IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA
Y'IMIRIMO BYA MINISITERI
Y'ABAKOZI BA LETA N'UMURIMO

ANNEX I TO THE PRIME MINISTER'S
ORDER N°88/03 OF 25/08/2011
DETERMINING THE MISSION, FUNCTIONS,
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS OF THE
MINISTRY OF PUBLIC SERVICE AND
LABOUR

ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N°88/03 DU 25/08/2011 PORTANT
MISSION, FONCTIONS, STRUCTURE
ORGANISATIONNELLE ET SYNTHESE DES
EMPLOIS DU MINISTRERE DE LA
FONCTION PUBLIQUE ET DU TRAVAIL

ANNEX I: ORGANIZATIONAL CHART OF MIFOTRA



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 88/03 ryo kuwa 25/08/2011 rigena inshingano imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisiteri y'Abakozi ba Leta n'Umurimo

Seen to be annexed to the Prime Minister's Order n° 88/03 of 25/08/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Public Service and Labour

Vu pour être annexé à l'Arrêté du Premier Ministre n°88/03 du 25/08/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de la Fonction Publique et du Travail

Kigali, kuwa 25/08/2011

Kigali, on 25/08/2011

Kigali, le 25/08/2011

(sé)
MAKUZA Bernard
Minisitiri w'Intebe

(sé)
MAKUZA Bernard
Prime Minister

(sé)
MAKUZA Bernard
Premier Ministre

(sé)
MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

(sé)
MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République :

(sé)
KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(sé)
KARUGARAMA Tharcisse
Minister of Justice/ Attorney General

(sé)
KARUGARAMA Tharcisse
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N°88/03 RYO
KUWA 25/08/2011 RIGENA
INSHINGANO, IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA
Y'IMIRIMO BYA MINISITERI
Y'ABAKOZI BA LETA N'UMURIMO

ANNEX II TO THE PRIME MINISTER'S
ORDER N°88/03 OF 25/08/2011
DETERMINING THE MISSION, FUNCTIONS,
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS OF THE
MINISTRY OF PUBLIC SERVICE AND
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ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N°88/03 DU 25/08/2011 PORTANT
MISSION, FONCTIONS, STRUCTURE
ORGANISATIONNELLE ET SYNTHESE DES
EMPLOIS DU MINISTRERE DE LA
FONCTION PUBLIQUE ET DU TRAVAIL

ANNEX II: SUMMARY OF JOB POSITIONS AND PROFILES OF MIFOTRA

Administrative Unit	Job Title	Title of job positions linked to the job	Job Profiles	Proposed job
Office of the Minister	Minister	Minister	Political Appointee	1
	Advisor	Advisor to the Minister	Master or Equivalent in Public Administration, Economics, Labour Administration, Labour Economics , Law, Management with 1 year working experience or A0 in Public Administration, Economics, Labour Administration, Labour Economics , Law, Management; Or other relevant field with 3 year working experience	1
	Administrative Assistant	Administrative Assistant	A0 in Public Administration , Management or A1 in Secretariat; Or other relevant field with 3 year working experience	1
	Internal Auditor	Internal Auditor	A0 in Finance, Accounting, or Management specialising in Finance/Accounting	1
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Master or Equivalent in Public Administration, Economics, Labour Administration, Labour Economics , Law, Management with 3 year working experience or A0 in Public Administration, Economics, Labour Administration, Labour Economics , Law, Management; Or other relevant field with 5 year working experience, or 2 years in senior position	1
	Administrative Assistant	Administrative Assistant	A1 Secretariat ; Or other relevant field with 2 year working experience	1
	Legal Advisor	Legal Advisor	A0 in Law with 2 year working experience	1
	Public Relations & Communication	Public Relations & Communication Officer	A0 in Communication , Public Relations, Journalism, Marketing; Or other relevant field	1
	Customer care	Customer care Officer	A0 Marketing , Communication, Public Relations or other relevant field with proven experience in customer care service friendly outgoing personality; Fluent in Kinyarwanda, English and French	1

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	Public Procurement	Public Procurement Officer	A0 Procurement, Purchase, Management, Accounting, Public Finance, Economics, Law, Engineering or other relevant field qualifications related to specific domain	2
ICT UNIT	Director	Director of ICT	Masters' Degree or Bachelors' Degree in Computer Science, Software Engineering, Computer Engineering, Information Communication Technology, Electronics and Telecommunication, with minimum of 3 years working experience in ICT environment. Working Knowledge in Project Management, Strategic Planning, Finance, Accounting and Procurement is required.	1
	Network administrator	Network administrator	Bachelor's degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or ICT related field; Or Diploma in IT related field with 2 years experience in Network Administration. Certifications in A+, N+ and CCNA is required; certification in Security+ and RHCE is an added advantage.	1
	System administrator	System administrator	Bachelor's degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or ICT related field; Or Diploma in IT related field with 2 years experience in System Administration. Certified in A+, N+, Linux+ and MCITP or MCSE, MCSA is required; certification in CCNA and Server is an added advantage.	1
	Database & Application Administrator	Database & Application Administrator	Bachelor's degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or ICT related field; Or Diploma in IT related field with 2 years working experience in Oracle, SQL Server, MySQL, or other relational database; Certified in A+ and MySQL is required; Certificate in SQL, PL/SQL and Oracal is an added advantage.	2

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	ICT Officer	ICT Officer	Bachelors' Degree in Computer Science Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or ICT related field; Or Diploma in an ICT related field. Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage	1
Planning, Policy & Reform Unit	Director	Director of Planning, Policy & Reform Unit	Master or Equivalent in Public Administration , Development Studies, Public Policy, Economics, Management, with 1 year working experience; Or A0 in Public Administration , Development Studies, Public Policy ,Economics, Management; Or other relevant field with 3 year working experience	1
	Organizational Structure Research and Analysis	Professional in Charge of Organizational Structure Research and Analysis	Master or Equivalent in Public Administration , Development Studies, Public Policy ,Economics, Management, Social Sciences; Or A0 in Public Administration, Development Studies, Public Policy ,Economics, Management, Social Sciences; Or other relevant field with 2 year working experience	1
	Procedures and Systems Research and Analysis	Professional in Charge of Procedures and Systems Research and Analysis	Master or Equivalent in Public Administration , Development Studies, Public Policy ,Economics, Management, Social Sciences; Or A0 in Public Administration , Development Studies, Public Policy ,Economics, Management, Social Sciences ; Or other relevant field with 2 year working experience	1
	HR Development Policy	Professional in Charge of HR Development Policy	Master or Equivalent in Public Administration , Development Studies, Public Policy ,Economics, Management, Social Sciences; Or A0 in Public Administration , Development Studies, Public Policy ,Economics, Management, Social Sciences; Or other relevant field with 2 year working experience	1
	Legal Reform Framework	Professional in Charge of Legal Reform Framework	Master or Equivalent in Law or A0 in Law with 2 year in Legislation	1

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	Training & Compliance	Professional in Charge of Training & Compliance	Master or Equivalent in HR Management, Public Administration, Management, Economics, Or A0 in HR Management ,Public Administration , Management, Economics; Or other relevant field with 2 year working experience	1
	Institutional Performance Management	Professional in Charge of Institutional Performance Managment	Master or Equivalent in HR Management, Public Administration, Management, Economics, Or A0 in HR Management ,Public Administration , Management, Economics; Or other relevant field with 2 year working experience	1
	Planning, M & E	Professional in Charge of Planning, M & E	Master or Equivalent in Economics, Management, Development Studies, Planning, Public Administration or A0 Economics, Management, Development Studies, Planning, Public Administration ; Or other relevant field with 2 year working experience	2
	Secretary	Secretary	A1 in Secretariat; Or other relevant field	1
Public Service Management & Development	Director	Director of Public Service Management & Development	Master or Equivalent in Law, Public Administration, HR Management with 1 year working experience or A0 in Law, Public Administration, HR Management; Or other relevant field with 3 year working experience	1
	Public Service Inspection & Litigations	Professional in Charge of Public Service Inspection & Litigations	Master or Equivalent in Law, Public Administration, HR Management, Management or A0 Law, Public Administration, HR Management, Management ; Or other relevant field with 2 year working experience	3
	Public Servants Career Management	Professional in Charge of Public Servants Career Management	Master or Equivalent in Law, HR Management , Public Administration, Management or A0 Law, HR Management , Public Administration, Management; Or other relevant field with 2 year working experience	2
	Public Service Statistics	Statistician	A0 in Statistics , Applied Mathematics, Economics; Or other relevant field with 2 year working experience	1
	Filing System Mgt	Professional in Charge of Filing System Mgt	A0 in Public Administration, Human Resources Management, Secretarial Studies, Or A1 Secretarial Studies with 3 year working experience; Or other relevant field with 2 year working experience	1

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	Individual Performance Management	Professional in Charge of Individual Performance Mgt	Master or Equivalent in HR Management, Public Administration, Management, Economics, Or A0 in HR Management, Public Administration , Management, Economics; Or other relevant field with 2 year working experience	1
	Secretary	Secretary	A1 Secretariat ; Or other relevant field	1
Civil Servants Remuneration Unit	Director	Director of Civil Servant Remuneration Unit	Master or Equivalent in Economics, Management, Finance , Public Administration with 1 year working experience or A0 in Economics, Management, Finance , Public Administration ; Or other relevant field with 3 year working experience	1
	Remuneration Policy	Professional in Charge of Remuneration Policy	Master or Equivalent in Economics, Management, Finance, Public Administration, or A0 in Economics, Management, Finance, Public Administration; Or other relevant field with 2 year working experience	1
	Pensions Social Security	Professional in Charge of Pensions Social Security	Master or Equivalent in Law, HR Management , Public Administration, Management or A0 Law, HR Management , Public Administration, Management; Or other relevant field with 2 year working experience	1
	Salary Calculation	Professional in Charge of Salary Calculation	A0 Information Technology Applications Management, Management, Public Administration, Human Resources Management; Or other relevant field with 2 year working experience;	2
General Directorate of Labour and Employment	General Directorate	General Directorate of Labour & Employment	Master or Equivalent in Economics, Labour Economics, Socio-Economics, Development Studies, Agro economics, Labour Administration, Public Administration with 2 year working experience or A0 in , Economics, Labour Economics, Socio-Economics, Development Studies, Agro economics, Labour Administration, Public Administration with 5 year working experience or 2 year in senior position;	1
	Administrative assistant	Administrative assistant to the DG	A1 Secretariat ; Or other relevant field with 2 year working experience	1

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	Regulation and Compliance	Professional in Charge of Regulation and Compliance	Master or Equivalent in Law, Labour Law or A0 in Law, Labour Law with 2 year working experience	1
Labour Research & Employment Promotion Unit	Director	Director of Labour Research & Employment Promotion Unit	Master or Equivalent in Economics, Socio-Economics, Development Studies , Agro economics, Labour Economics with 1 year working experience or A0 in Economics, Socio-Economics, Development Studies, Agro economics, Labour Economics Or other relevant field with 3 year working experience	1
	Skills Development Policy	Professional in Charge of Skills Development Policy	Master or Equivalent in Public Administration, Education Science, Social Sciences, Labour Psychology or A0 in Public Administration ,Education Sciences , Social Sciences , Labour Psychology; Or other relevant field with 2 year	1
	Employment Policy and Strategies	Professional in Charge of Employment Policy and Strategies	Master or Equivalent in Economics, Public Administration, Labour Economics, Development Studies, Socio-economics or A0 Economics, Public Administration, Labour Economics, Development Studies, Socio-economics with 2 year working experience	2
	Labour Economist	Labour Economist	Master or Equivalent in Applied Labour Economics, Economics, Labour Economics, Development Studies, Socio-Economics or A0 Economics, Labour Economics, Development Studies, Socio-Economics with 2 year working experience	1
	Labour Research & Data Mgt	Professional in Charge of Labour Research & Data Mgt	A0 in Statistics, Applied Mathematics, Economics, Labour Economics Or other relevant field	1
	Employment Programs Monitoring	Professional in Charge of Employment Programs Monitoring	Master or Equivalent in Economics, Management, Labour Economics, Development Studies, Socio-economics or A0 Economics, Management, Labour Economics, Development Studies, Socio-economics with 2 year working experience	1

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Labour Administration	Director	Director of Labour Administration	Master or Equivalent in Law, Public Administration, Management, Labour Psychology, with 1 year working experience or A0 in Law, Public Administration, Management, Labour Psychology; Or other relevant field with 3 year working experience	1
	Chief Labour Inspector	Chief Labour Inspector	Master or Equivalent in Labour Administration, Public Administration, Labour Psychology, Law or A0 Labour Administration, Public Administration, Labour Psychology, Law Or other relevant field with 2 year working experience	2
	Occupational Health and Safety	Professional in Charge of Occupational Health and Safety	Master or Equivalent in Public Health, Health & Environmental Science, Occupational Health and Safety, Labour Psychology; Or A0 Public Health, Health & Environmental Science, Occupational Health and Safety, Labour Psychology; Or other relevant field with 2 year working experience	2
	Social Security Policy & Child Labour	Professional in Charge of Social Security Policy & Child Labour	Master or Equivalent in Labour Administration, Labour Psychology Science, Public Health, Occupational Health and Safety, Social Sciences; Economics, Management or A0 Labour Administration, Labour Psychology Science, Public Health, Occupational Health and Safety, Social Sciences, Economics, Management; Or other relevant field with 2 year working experience	1
	Secretary to the National Labour Council and Social Dialogue	Secretary to the National Labour Council and Social Dialogue	Master or Equivalent in Labour Administration, Public Administration, Labour Psychology, HR Management or A0 Labour Administration, Public Administration, Labour Psychology, HR Management; Or other relevant field with 2 year working experience related to Labour administration	1
	Secretary	Secretary to the Unit	A1 in Secretariat ; Or other relevant field	1
Finance & Administration	Director	Director of Finance & Administration Unit	Accounting Professional Qualification recognised by IFAC (ACCA , CPA etc) or A0 in Accounting, Finance, Management specialising in Finance/Accounting with 3 year working experience	1
	Budget Management	Budget Officer	A0 in Public Finance, Accounting, Management, Economics	1

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	Accountant	Accountant	A0 in Public Finance, Accounting, Management, specialising in Finance/Accounting, Plus Level II professional qualification recognised by IFAC (ACCA, CPA etc).	1
	Human Resources	Human Resources Officer	A0 in Human Resources, Public Administration, Management ; Or other relevant field	1
	Logistics	Logistics Officer	A0 Management, Store Management, Economics ;Or other relevant field	1
	Documentation & Archives	Documentatation & Archives Officer	A0 Library & Information Science, Documentation Studies; Or A1 Library & Information Science, with 3 year working experience; Or other relevant field	1
	Central Secretariat	Head of the Central Secretariat	A1 in Secretariat; Or other relevant field with 2 year working experience	1
		Secretary	A1 in Secretariat ; Or other relevant field	2
	Secretary	Secretary	A1 in Secretariat ; Or other relevant field	1
		Total		70

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°88/03 ryo kuwa 25/08/2011 rigena inshingano imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisiteri y'Abakozi ba Leta n'Umurimo

Seen to be annexed to the Prime Minister's Order n°88/03 of 25/08/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Public Service and Labour

Vu pour être annexé à l'Arrêté du Premier Ministre n° 88/03 du 25/08/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de la Fonction Publique et du Travail

Kigali, kuwa 25/08/2011

Kigali, on 25/08/2011

Kigali, le 25/08/2011

(sé)

MAKUZA Bernard
Minisitiri w'Intebe

(sé)

MAKUZA Bernard
Prime Minister

(sé)

MAKUZA Bernard
Premier Ministre

(sé)

MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)

MUREKEZI Anastase
Minister of Public Service and Labour

(sé)

MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République :

(sé)

KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(sé)

KARUGARAMA Tharcisse
Minister of Justice/ Attorney General

(sé)

KARUGARAMA Tharcisse
Ministre de la Justice/Garde des Sceaux

ITEKA RYA MINISITIRI W'INTEBE N° 89/03
RYO KUWA 25/08/2011 RIGENA
INSHINGANO, IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA Y'IMIRIMO
BYA MINISITERI Y'UBUBANYI
N'AMAHANGA N'UBUTWERERANE

PRIME MINISTER'S ORDER N°89/03 OF
25/08/2011 DETERMINING THE MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE AND SUMMARY OF JOB
POSITIONS OF THE MINISTRY OF
FOREIGN AFFAIRS AND COOPERATION

ARRETE DU PREMIER MINISTRE N°89/03
DU 25/08/2011 PORTANT MISSION,
FONCTIONS, STRUCTURE
ORGANISATIONNELLE ET SYNTHESE
DES EMPLOIS DU MINISTERE DES
AFFAIRES ETRANGERES ET DE LA
COOPERATION

ISHAKIRO

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**ITEKA RYA MINISITIRI W'INTEBE N° 89/03
RYO KUWA 25/08/2011 RISHYIRAHU
KANDI RIGENA INSHINGANO,
IMBONERAHAMWE N'INCAMAKE
Y'IMYANYA Y'IMIRIMO BYA MINISITERI
Y'UBUBANYI N'AMAHANGA
N'UBUTWERERANE**

**PRIME MINISTER'S ORDER N°89/03 OF
25/08/2011 DETERMINING THE MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE AND SUMMARY OF JOB
POSITIONS OF THE MINISTRY OF
FOREIGN AFFAIRS AND COOPERATION**

**ARRETE DU PREMIER MINISTRE N°89/03
DU 25/08/2011 PORTANT MISSION,
FONCTIONS, STRUCTURE
ORGANISATIONNELLE ET SYNTHESE
DES EMPLOIS DU MINISTERE DES
AFFAIRES ETRANGERES ET DE LA
COOPERATION**

Minisitiri w'Intebe,

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 Kamena 2003, nk'uko ryavugururwe kugeza ubu, cyane cyane mu ngingo zaryo iya 118, iya 119, iya 121 n'ya 201;

Ashingiye ku Itegeko n°22/2002 ryo kuwa 09/07/2002 rishyiraho Sitati rusange igenga abakozi ba Leta n'Inzego z'Imirimo ya Leta cyane cyane mu ngingo zaryo iya mbere, iya 3 n'ya 15;

Bisabwe na Minisitiri w'Abakozi ba Leta n'Umurimo;

Inama y'Abaminisitiri yateranye kuwa 26/06/2009 no kuwa 16/03/2011 imaze kubisuzuma no kubyemeza;

ATEGETSE :

Ingingo ya mbere: Icyo iri teka rigamiye

Iri teka rishyiraho kandi rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo

The Prime Minister,

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003, as amended to date especially in Articles 118, 119, 121 and 201;

Pursuant to Law n° 22/2002 of 09/07/2002 on General Statutes for Rwanda Public Service especially in Articles One, 3 and 15;

On proposal by the Minister of Public Service and Labour;

After consideration and adoption by Cabinet in its sessions of 26/06/2009 and 16/03/2011;

HEREBY ORDERS:

Article One: Purpose of this Order

This Order determines the mission, functions, organizational structure and summary of job

Le Premier Ministre,

Vu la Constitution de la République du Rwanda du 04 juin 2003, telle que révisée à ce jour, spécialement en ses articles 118, 119, 121 et 201;

Vu la Loi n° 22/2002 du 09/07/2002 portant Statut Général de la Fonction Publique Rwandaise spécialement en ses articles premier, 3 et 15 ;

Sur proposition du Ministre de la Fonction Publique et du Travail;

Après examen et adoption par le Conseil des Ministres en ses séances du 26/06/2009 et du 16/03/2011;

ARRETE :

Article premier: Objet du présent arrêté

Le présent arrêté porte mission, fonctions, structure organisationnelle et synthèse des

bya Minisiteri y'Ububanyi n'Amahanga n'Ubutwererane.

positions of the Ministry of Foreign Affairs and Cooperation.

emplois du Ministère des Affaires Etrangères et de la Coopération.

Ingingo ya 2: Inshingano

Article 2: Mission and functions

Article 2 : Mission et fonctions

Minisiteri y'Ububanyi n'Amahanga n'Ubutwererane ifite inshingano rusange zo guteza imbere imibanire myiza n'ibindi bihugu mu rwego rwo kurengera amahoro n'umutekano urambye mu Gihugu, mu karere no ku isi hagamijwe kugira uruhare mu bukungu binyuze mu bufatanye mu iterambere, mu guteza imbere ishoramari n'ubukerarugendo, gusangira ubumenyi n'ikoranabuhanga, guteza imbere ubucuruzi buboneye ku isi no kwinjira mu miryango yo mu karere.

The Ministry of Foreign Affairs and Cooperation shall have the general mission to establish and maintain good relationship with other countries for peace, security and stability of Rwanda, the region and the world while participating to wealth creation through more efficient cooperation for development, promotion of investments and tourism, transfer of know-how and technologies, more equitable worldwide trade and regional integration.

Le Ministère des Affaires Etrangères et de la Coopération a pour mission générale d'établir et de maintenir de bonnes relations avec les autres pays en vue du maintien de la paix, de la sécurité et de la stabilité nationale, régionale et internationale tout en participant aux activités de développement à travers la coopération plus efficace pour le développement, la promotion des investissements et du tourisme, le transfert du savoir-faire et des technologies, le commerce mondial plus équitable et l'intégration régionale.

By'umwihariko, Minisiteri y'Ububanyi n'Amahanga n'Ubutwererane ifite inshingano zikurikira:

Specifically, the Ministry of Foreign Affairs and Cooperation shall be responsible for :

Plus particulièrement, le Ministère des Affaires Etrangères et de la Coopération est chargé de:

1° Gukora, kumenyekanisha no guhuza ishyirwa mu bikorwa rya za politiki, ingamba na gahunda bijyanye n'ububanyi n'amahanga n'ubutwererane;

1° Developing, disseminating and coordinating the implementation of policies, strategies and programs as regards to external relations and cooperation;

1° Développer, disséminer et coordonner la mise en œuvre des politiques, stratégies et programmes en ce qui concerne les relations extérieures et la coopération ;

2° Gutegura amategeko n'amabwiriza , kugira uruhare mu isinywa ry'masezerano mpuzamahanga no gukurikirana ishyirwa mu bikorwa ryayo ibinyujije mu:

2° Developing legal acts, participating to the signature of international treaties and conventions and ensuring their implementation through:

2° Préparer des actes juridiques, participer à la signature des conventions et traités internationaux et assurer leur mise en application à travers:

a. gushyiraho ibisabwa n'ibigenderwaho mu gufungura za ambasadi no gutanga impushya ku bashaka guhagararira ibihugu byabo cyangwa indi miryango mu Rwanda;

a. determination of conditions, and rules to open embassies, and deliver accreditations;

a. la détermination des conditions et des règles d'ouverture des ambassades, et arrangement des accréditations;

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b. gutegura, no kumenyekanisaha amasezerano mpuzamahanga yashyizweho umukono n'u Rwanda;	b. preparation, capitalisation and dissemination of the treaties and conventions signed by Rwanda;	b. la préparation, la capitalisation et la dissémination des traités et conventions signés par le Rwanda;
c. gukusanya no kubika ibyemezo by'inkiko bireba Minisiteri.	c. collection and keeping files of jurisprudence decisions concerning the Ministry.	c. la collecte et la conservation de la jurisprudence concernant le Ministère.
3° Gushyiraho no kubungabunga ubutwererane hagati y'Ibihugu n'Imiryango Mpuzamahanga ibinyujije mu:	3° Establishing and maintaining Bilateral and Multilateral Relations through:	3° Établir et maintenir des relations bilatérales et multilatérales à travers:
a. gushyiraho uburyo bworohereza ishoramari ry'abanyamahaga mu Rwanda;	a. mobilization and facilitation of initiatives geared to foreign investments within Rwanda;	a. la mobilisation et la facilitation des initiatives axées sur les investissements étrangers au Rwanda;
b. gufasha imikoranire n'abashoramari bikorera bo hanze mu rwego rwo kugira uruhare mu iterambere ry'ubukungu mu Gihugu haba mu Nzego za Leta cyangwa z'abikorera bisabwe n'Urwego runaka rwo mu Rwanda.	b. facilitation of the relations with the private business sphere abroad to contribution to the development of the economic sectors of the country at national institution's request.	b. la facilitation des relations avec des entreprises privées étrangères pour contribuer au développement des secteurs économiques du pays à la demande d'une institution.
4° Gukurikirana ibikorwa bya za ambasade z'u Rwanda mu mahanga ibinyujije mu:	4° Supervising activities of Rwanda's embassies and consulates abroad through:	4° Superviser les activités des ambassades et consulats du Rwanda à l'étranger à travers :
a. gutanga umurongo ngenderwaho kuri gahunda zigomba gushyirwa mu bikorwa muri za ambasade na konsila;	a. orientations on programs to be implemented by Rwanda embassies and consulates;	a. les orientations sur les programmes à mettre en œuvre par les ambassades et les consulats;
b. gukurikirana imikorere n'imicungire bya za ambasade na konsila;	b. supervising the functioning and management of embassies and consulates;	b. la supervision du fonctionnement et de la gestion des ambassades et consulats;
c. guteza imbere ubufatanye n'ishoramari ry'abikorera mu bikorwa byose by'Igihugu.	c. promoting partnerships and private investments in all national sectors of activities.	c. la promotion des partenariats et des investissements privés dans tous les secteurs d'activités nationales.

5° Gutunganya ibijyanye no kwakira abashyitsi n'itumanaho ibinyujije mu:

- a. gutegura ibijyanye n'abashyitsi no kubakira;
- b. gushyira mu bikorwa ibijyanye n'ibigenerwa abadipolomati n'ubudahangarwa bwabo;
- c. Kumenyekanisha umuco nyarwanda ku basura u Rwanda.

6° Guhuza abanyarwanda baba mu mahanga hifashishijwe serivisi bahabwa no kubakangurira gukunda no guteza imbere u Rwanda.

Ingingo ya 3: Imbonerahamwe n'incamake y'imyanya y'imirimu

Imbonerahamwe n'incamake y'imyanya y'imirimu bya Minisitiri y'Ububanyi n'Amahanga n'Ubutwererane biri ku mugereka wa I n'uwa II y'iri teka.

Ingingo ya 4: Abashinzwe gushyira mu bikorwa iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ububanyi n'Amahanga n'Ubutwererane na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

5° Organising protocol and communication through:

- a. managing visits, protocols, reception and audiences for visitors;
- b. implementation of activities related to attribution and management of diplomatic privileges and immunity;
- c. Promotion of the Rwandan Culture to visitors.

6° Coordinating Diaspora's mobilisation and animation through advocacy and mobilization services to the Diaspora's members and encouraging them to be patriotic and contribute to national development.

Article 3: Organizational structure and summary of job positions

The organizational structure and summary of job positions of the Ministry of Foreign Affairs and Cooperation are respectively in annex I and II of this Order.

Article 4: Authorities responsible for the implementation of this Order

The Minister of Public Service and Labour, the Minister of Foreign Affairs and Cooperation and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.

5° Organiser le protocole et la communication à travers:

- a. la gestion des visites, du protocole, des réceptions et des audiences pour les visiteurs;
- b. la mise en application des activités liées à l'attribution et à la gestion des privilèges et immunités diplomatiques;
- c. la promotion de la culture rwandaise à l'égard des visiteurs.

6° Coordonner la mobilisation de la Diaspora et l'animation grâce à des services de plaidoyer et de mobilisation pour les membres de la diaspora et leur encourager à être patriote et à contribuer au développement national.

Article 3: Structure organisationnelle et synthèse des emplois

La structure organisationnelle et la synthèse des emplois du Ministère des Affaires Etrangères et de la Coopération sont respectivement en annexes I et II du présent arrêté.

Article 4: Autorités chargées de l'exécution du présent arrêté

Le Ministre de la Fonction Publique et du Travail, le Ministre des Affaires Etrangères et de la Coopération, et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

Ingingo ya 5: Ivanwaho ry’Ingingo zinyuranyije n’iri teka

Ingingo zose z’amateka abanziriza iri kandi zinyuranyije naryo zivanyweho.

Ingingo ya 6: Igihe iteka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y’u Rwanda.

Kigali, kuwa 25/08/2011

(sé)
MAKUZA Bernard
Minisitiri w’Intebe

(sé)
MUREKEZI Anastase
Minisitiri w’Abakozi ba Leta n’Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)
KARUGARAMA Tharcisse
Minisitiri w’Ubutabera/Intumwa Nkuru ya Leta

Article 5: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 6: Commencement

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda.

Kigali, on 25/08/2011

(sé)
MAKUZA Bernard
Prime Minister

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
KARUGARAMA Tharcisse
Minister of Justice/ Attorney General

Article 5 : Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 6 : Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda.

Kigali, le 25/08/2011

(sé)
MAKUZA Bernard
Premier Ministre

(sé)
MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

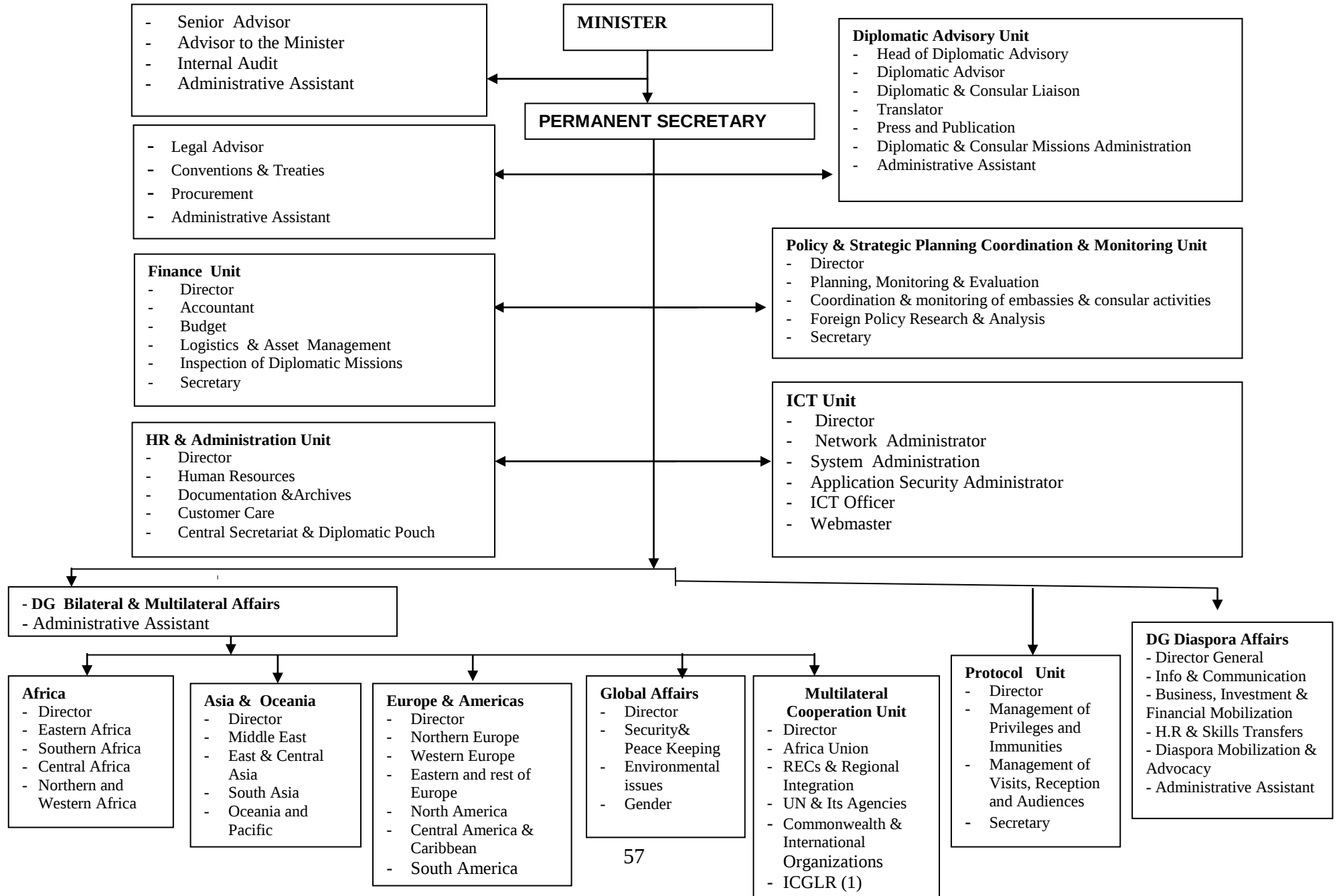
Vu et scellé du Sceau de la République :

(sé)
KARUGARAMA Tharcisse
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N°89/03 RYO
KUWA 25/08/2011 RIGENA
INSHINGANO, IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA
Y'IMIRIMO BYA MINISITERI
Y'UBUBANYI N'AMAHANGA
N'UBUTWERERANE

ANNEX I TO THE PRIME MINISTER'S
ORDER N°89/03 OF 25/08/2011
DETERMINING THE MISSION, FUNCTIONS,
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS OF THE
MINISTRY OF FOREIGN AFFAIRS AND
COOPERATION

ANNEX I A L'ARRETE DU PREMIER
MINISTRE N°89/03 DU 25/08/2011 PORTANT
MISSION, FONCTIONS, STRUCTURE
ORGANISATIONNELLE ET SYNTHESE DES
EMPLOIS DU MINISTRERE DES AFFAIRES
ETRANGERES ET DE LA COOPERATION



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°89/03 ryo kuwa 25/08/2011 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisiteri y'Ububanyi n'Amahanga n'Ubutwererane

Seen to be annexed to the Prime Minister's Order n°89/03 of 25/08/2011 determining the mission, functions, Organizational structure and summary of job positions of the Ministry of Foreign Affairs and Cooperation

Vu pour être annexé à l'Arrêté du Premier Ministre n°89/03 du 25/08/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère des Affaires étrangères et de la Coopération

Kigali, kuwa 25/08/2011

Kigali, on 25/08/2011

Kigali, le 25/08/2011

(sé)
MAKUZA Bernard
Minisitiri w'Intebe

(sé)
MAKUZA Bernard
Prime Minister

(sé)
MAKUZA Bernard
Premier Ministre

(sé)
MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

(sé)
MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République :

(sé)
KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(sé)
KARUGARAMA Tharcisse
Minister of Justice/ Attorney General

(sé)
KARUGARAMA Tharcisse
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N°89/03 .RYO
KUWA 25/08/2011 RIGENA
INSHINGANO, IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA
Y'IMIRIMO BYA MINISITERI
Y'UBUBANYI N'AMAHANGA
N'UBUTWERERANE

ANNEX II TO THE PRIME MINISTER'S
ORDER N°89/03 OF 25/08/2011
DETERMINING THE MISSION, FUNCTIONS,
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS OF THE
MINISTRY OF FOREIGN AFFAIRS AND
COOPERATION

ANNEX II A L'ARRETE DU PREMIER
MINISTRE N°89/03 DU 25/08/2011 PORTANT
MISSION, FONCTIONS, STRUCTURE
ORGANISATIONNELLE ET SYNTHESE DES
EMPLOIS DU MINISTRERE DES AFFAIRES
ETRANGERES ET DE LA COOPERATION

ANNEX II : SUMMARY OF JOB POSITIONS OF MINAFFET

Administrative Unit	Job Title	Title of Job positions linked to the Job	Proposed Jobs
Office of the Minister	Minister	Minister	1
	Senior Advisor	Senior Advisor	1
	Advisor	Advisor to the Minister	1
	Internal Audit	Internal Auditor	1
	Administrative Assistant	Administrative Assistant	1
	S/Total		5
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	1
	Administrative Assistant	Administrative Assistant	1
	Procurement	Procurement officer	1
	Legal Advisor	Legal Advisor	1
	Press & Publication	Press & Publication	1
	Translator	Translator	1
	Treaties & Conventions	Professional in charge of Treaties & Conventions	1
	S/Total		7
ICT Unit	Director	Director of ICT Unit	1
	Network Administrator	Network Administrator	1
	System Administrator	System Administrator	1
	Application Security Administrator	Application Security Administrator	1
	ICT Officer	ICT Officer	1
	Webmaster	Webmaster	1
	S/Total		6
Diplomatic Advisory Unit	Head of Unit	Head of Diplomatic Advisory Unit	1
	Diplomatic Advisory	Diplomatic Advisor	3

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	Diplomatic & Consular Missions Administration	Professional in Charge of Diplomatic & Consular Missions Administration	2
	Diplomatic & Consular Liaison	Diplomatic & Consular Liaison	1
	Administrative Assistant	Administrative Assistant	1
	S/Total		8
Policy & Strategic Planning, Coordination & Monitoring	Director	Director of Policy & Strategic Planning, Coordination & Monitoring Unit	1
	Planning, M&E	Professional in charge of Planning, M&E	1
	Coordination and Monitoring of Embassies & Consular activities	Professional in charge of Coordination and Monitoring of Embassies & Consular activities	1
	Foreign Policy Research & Analysis	Professional in charge of Foreign Policy Research & Analysis	1
	Secretary	Secretary	1
	S/Total		5
Diaspora Affairs	Director General	Director General of Diaspora Affairs	1
	Administrative Assistant	Administrative Assistant	1
	Business, Investment and Financial Mobilization	Professional in charge of Business, Investment and Financial Mobilization	1
	H.R & Skills Transfers	Professional in Charge of H.R, Skills Transfers (Including Tokten & MIDA)	1
	Diaspora Mobilization and Advocacy	Professional in charge of Diaspora Mobilization and Advocacy	1
	Information & Communication	Information & Communication Officer	1
	S/Total		6
Bilateral & Multilateral Cooperation	Director General	Director General of Bilateral & Multilateral Cooperation	1
	Administrative Assistant	Administrative Assistant	1
	S/Total		2
Africa Unit	Director	Director of Africa	1
	Eastern Africa	Professional in charge of Eastern Africa	1
	Southern Africa	Professional in charge of Southern Africa	1

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	Central Africa	Professional in charge of in charge of Central Africa	1
	Northern & Western Africa	Professional in charge of in charge of Northern & Western Africa	1
	S/Total		5
Asia and Oceania Unit	Director	Director of Asia and Oceania	1
	Middle East	Professional in charge of Middle East Assia	1
	Eastern & Central Asia	Professional in charge of Eastern & Central Asia	1
	South Asia & Oceania	Professional in charge of South Asia & Oceania	1
	Oceania and Pacific	Professional in charge of Oceania and Pacific	1
	S/Total		5
Europe & America Unit	Director	Director of Europe & America Unit	1
	Northern Europe	Professional in charge of in charge of Northern Europe & UK	1
	Western Europe	Professional in charge of Western Europe	1
	Eastern and Rest of Europe	Professional in charge of Eastern and Rest of Europe	1
	North America	Professional in charge of North Americas	1
	Central America & Caribbean	Professional in charge of Central America & Caribbean	1
	South America	Professional in charge of South America	1
	S/Total		7
Multilateral Cooperation Unit	Director	Director Multilateral Cooperation Unit	1
	Africa Union	Professional in charge of Africa Union	1
	RECs	Professional in charge of RECs	1
	UN & Its Agencies	Professional in charge of UN & Its Agencies	1
	Commonwealth & International Organizations	Professional in charge of Commonwealth & International Organizations	1
	ICGLR	Professional in charge of ICGLR	1
	S/Total		6
Global Affairs Unit	Director	Director of Global Affairs of Unit	1

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	Security and Peacekeeping	Professional in charge of Security and Peacekeeping	1
	Environmental Issues	Professional in charge of Environmental Issues	1
	Gender	Professional in charge of Gender	1
	S/Total		4
Protocol Unit	Director	Director of Protocol	1
	Management of Privileges and Immunities	Management of Privileges and Immunities	2
	Management of Visits; Reception and Audiences (Airport include)	Management of Visits; Reception and Audiences (Airport include)	2
	Secretary	Secretary	1
	S/Total		6
Finance Unit	Director	Director of Finance Unit	1
	Accountant	Accountant	1
	Budget	Budget Manager	1
	Inspector of Diplomatic Missions	Inspector of Diplomatic Missions	1
	Logistics & Asset Management	Logistics & Asset Management Officer	2
	Secretary	Secretary of Unit	1
	S/Total		7
Administration Unit	Director	Director of Administration Unit	1
	Central Secretariat & Diplomatic Pouch	Head of Central Secretariat & Diplomatic Pouch	1
	Secretariat	Secretary in Central Secretariat & Diplomatic Pouch	2
	Human Resources	Human Resources Officer	1
	Documentation and Archives	Documentation and Archives Officer	1
	Customer care	Customer care Officer	1
	S/Total		7
	Grand Total		86

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°89/03 ryo kuwa 25/08/2011 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisiteri y'Ububanyi n'Amahanga n'Ubutwererane.

Seen to be annexed to the Prime Minister's Order n°89/03 of 25/08/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Foreign Affairs and Cooperation.

Vu pour être annexé à l'Arrêté du Premier Ministre n°89/03 du 25/08/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère des Affaires étrangères et de la Coopération.

Kigali, kuwa 25/08/2011

Kigali, on 25/08/2011

Kigali, le 25/08/2011

(sé)
MAKUZA Bernard
Minisitiri w'Intebe

(sé)
MAKUZA Bernard
Prime Minister

(sé)
MAKUZA Bernard
Premier Ministre

(sé)
MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

(sé)
MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République :

(sé)
KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(sé)
KARUGARAMA Tharcisse
Minister of Justice/ Attorney General

(sé)
KARUGARAMA Tharcisse
Ministre de la Justice/Garde des Sceaux

ITEKA RYA MINISITIRI W'INTEBE N° 90/03
RYO KUWA 25/08/2011 25/08/2011
RIGENA INSHINGANO,
IMBONERAHAMWE N'INCAMAKE
Y'IMYANYA Y'IMIRIMO BYA
MINISITERI MURI PEREZIDANSI
ISHINZWE IKORANABUHANGA MU
ITUMANAHU N'ISAKAZABUMENYI

PRIME MINISTER'S ORDER N°90/03 OF
25/08/2011 DETERMINING THE MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE AND SUMMARY OF JOB
POSITIONS OF THE MINISTRY IN THE
OFFICE OF THE PRESIDENT IN CHARGE
OF INFORMATION AND COMMUNICATION
TECHNOLOGY

ARRETE DU PREMIER MINISTRE N°90/03
DU 25/08/2011 PORTANT MISSION,
FONCTIONS, STRUCTURE
ORGANISATIONNELLE ET SYNTHESE
DES EMPLOIS DU MINISTERE A LA
PRESIDENCE CHARGE DE LA
TECHNOLOGIE DE L'INFORMATION ET
DE LA COMMUNICATION

ISHAKIRO

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**ITEKA RYA MINISITIRI W'INTEBE N°90/03
RYO KUWA 25/08/2011 RIGENA
INSHINGANO, IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA Y'IMIRIMO
BYA MINISITERI MURI PEREZIDANSI
ISHINZWE IKORANABUHANGA MU
ITUMANAHU N'ISAKAZABUMENYI**

**PRIME MINISTER'S ORDER N° 90/03 OF
25/08/2011 DETERMINING THE MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE AND SUMMARY OF JOB
POSITIONS OF THE MINISTRY IN THE
OFFICE OF THE PRESIDENT IN CHARGE
OF INFORMATION AND COMMUNICATION
TECHNOLOGY**

**ARRETE DU PREMIER MINISTRE N°90/03
DU 25/08/2011 PORTANT MISSION,
FONCTIONS, STRUCTURE
ORGANISATIONNELLE ET SYNTHESE
DES EMPLOIS DU MINISTERE A LA
PRESIDENCE CHARGE DE LA
TECHNOLOGIE DE L'INFORMATION ET
DE LA COMMUNICATION**

Minisitiri w'Intebe,

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 Kamena 2003 nk'uko ryavugururwe kugeza ubu, cyane cyane mu ngingo zaryo iya 119, iya 121 n'iya 201;

Ashingiye ku Itegeko n° 22/2002 ryo kuwa 9/7/2002 rishyiraho Sitati rusange igenga abakozi ba Leta n' Inzego z'Imirimo ya Leta, cyane cyane mu ngingo zaryo, iya mbere, iya 3 n'iya 15;

Bisabwe na Minisitiri w'Abakozi ba Leta n'Umurimo;

Inama y'Abaminisitiri yateranye kuwa 26/06/2009 no ku wa 16/03/2011 imaze kubisuzuma no kubyemeza;

ATEGETSE :

The Prime Minister,

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 of the Republic of Rwanda as amended to date especially in Articles 119, 121 and 201;

Pursuant to Law n° 22/2002 of 09/07/2002 on General Statutes for Rwanda Public Service, especially in Articles One, 3 and 15;

On proposal by the Minister of Public Service and Labour;

After consideration and adoptionl by Cabinet in its session of 26/06/2009 and 16/03/2011;

HEREBY ORDERS:

Le Premier Ministre,

Vu la Constitution de la République du Rwanda du 04 juin 2003, telle que révisée à ce jour, spécialement en ses articles 119, 121 et 201;

Vu la loi n° 22/2002 du 9/7/2002 portant Statut Général de la Fonction Publique Rwandaise, spécialement en ses articles premier, 3 et 15 ;

Sur proposition du Ministre de la Fonction Publique et du Travail;

Après examen et adoption par le Conseil des Ministres en sa séance du 26/06/2009 et du 16/03/2011;

ARRETE :

Ingingo ya mbere: Icyo iri teka rigamiye

Iri teka rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisiteri muri Perezidansi ishinze Ikoranabuhanga mu Itumanaho n'Isakazabumenyi.

Ingingo ya 2: Inshingano

Minisiteri muri Perezidansi ishinze Ikoranabuhanga mu Itumanaho n'Isakazabumenyi ifite inshingano rusange yo guteza imbere urwego rw'itumanaho n'isakazabumenyi mu Rwanda ibinyujije mu gushyiraho, guhuza ishyirwa mu bikorwa rya politiki na gahunda z'Igihugu zijyanye n'ikoranabuhanga mu itumanaho n'isakazabumenyi hagamijwe guteza imbere iterambere mu by'ubukungu n'imibereho.

By'umwihariko, Minisiteri muri Perezidansi ishinze Ikoranabuhanga mu Itumanaho n'Isakazabumenyi ifite inshingano zikurikira:

1° gushyiraho no kumenyekanisha politiki, ingamba na gahunda bijyanye n'ikoranabuhanga mu itumanaho n'isakazabumenyi binyujijwe mu:

- a. gushyiraho no kugenzura ishyirwamubikorwa rya politiki na gahunda bijyanye n'ikoranabuhanga mu itumanaho n'isakazabumenyi;

Article one: Purpose of this Order

This Order determines the mission, functions, organizational structure and summary of job positions of the Ministry in the Office of the President in charge of Information and Communication Technology.

Article 2: Mission and functions

The Ministry in the Office of the President in charge of Information, Communication and Technology shall have the general mission to develop Information and Communication Technology sector in Rwanda by developing, coordinating implementation of national information and communication technology policies and programmes that support Rwanda's socioeconomic development.

The Ministry in the Office of the President in charge of Information, Communication and Technology shall, in particular, be responsible for:

1° developing and disseminating sector policies, strategies and programmes related to information and communication technology through:

- a. formulation and oversight of implementation of policies and programs for information and communication technology;

Article premier: Objet du présent arrêté

Le présent arrêté porte mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère à la Présidence chargé de la technologie de l'information et de la communication.

Article 2 : Mission et fonctions

Le Ministère à la Présidence chargé la Technologie de l'Information et de la Communication a pour mission générale de développement du secteur de la technologie de l'information et de la communication au Rwanda par l'élaboration, la coordination de la mise en œuvre des politiques et programmes nationaux des technologies de l'information et de la communication qui soutiennent le développement socio-économique du Rwanda.

Plus particulièrement, le Ministère à la Présidence chargé de la Technologie de l'Information et de la Communication est chargé de:

1° développer et diffuser les politiques, stratégies et programmes sectoriels relatifs à la technologie de l'information et de la communication par le biais de :

- a. la formulation et la supervision de la mise en œuvre des politiques et programmes relatifs à la technologie de l'information et de la communication ;

- | | | |
|--|---|---|
| <p>b. gukorana n'inzego z'abikorera mu rwego rwo guteza imbere no gukoresha ikoranabuhanga mu itumanaho binyujijwe muri gahunda, imishinga n'ubufatanye no mu guteza imbere amategeko n'amabwiriza bigamiye korohereza abarikoresha;</p> <p>c. guteza imbere umuco wo gukoresha ikoranabuhanga binyuze mu gushishikariza abanyarwanda akamaro ko gushaka ubumenyi, kubusakaza no kubwifashisha mu iterambere mu by'ubukungu n'imibereho no guteza imbere ikoranabuhanga rikwiye.</p> | <p>b. interaction with the private sector to strengthen and utilize the transfer application of information technology through programs, projects and partnerships and the promotion of laws and regulations creating an appropriate enabling environment;</p> <p>c. promotion of a culture of technological innovation by raising awareness among Rwandans of the centrality of knowledge creation, transfer and application to their social and economic advancement and by promoting appropriate technologies.</p> | <p>b. l'interaction avec le secteur privé afin de renforcer et d'utiliser la technologie de l'information à travers des programmes, projets et partenariats et la promotion des lois et de la réglementation créant un environnement propice ;</p> <p>c. la promotion d'une culture de l'innovation technologique par la sensibilisation des rwandais sur l'importance de la création de connaissances, leur transfert et leur application en vue de leur croissance asociale, ainsi que par la promotion des technologies appropriées.</p> |
| <p>2° kwimakaza imiyoborere y'ibikorwa bishingiye ku ikoranabuhanga mu itumanaho n'isakazabumenyi binyujijwe mu:</p> | <p>2° ensure the governance of the activities related to information and communication technology through:</p> | <p>2° assurer la gouvernance des activités relatives à la technologie de l'information et de la communication à travers:</p> |
| <p>a. gutezura amategeko, amabwiriza na politiki bigamiye guteza imbere, kunoza no gukoresha ibishya mu isakazabumenyi;</p> <p>b. kugenzura ishyirwa mu bikorwa rya gahunda y'Igihugu y'ibikorwaremezo bijyanye n'ikoranabuhanga mu itumanaho n'isakazabumenyi, nk'urwego rushinzwe guteza imbere no gushyiraho gahunda y'Igihugu ijyanye no gukoresha uburyo bugezweho mu ikoranabuhanga no</p> | <p>a. formulation, on behalf of the government, of legislation regulations and policies for developing, articulating and utilizing the information technological innovation;</p> <p>b. Supervision of the implementation of the National Information and Communication Infrastructure Plan as the principal agency for integrating and promoting the national system for technological innovation and monitoring advancement of the government's agenda for creating a</p> | <p>a. la formulation de la réglementation des politiques visant le développement, l'articulation et l'utilisation de l'innovation technologique de l'information ;</p> <p>b. la supervision de la mise en œuvre du Plan de l'Infrastructure Nationale d'Information et de Communication en tant que principal organisme d'intégration et de promotion du système national d'innovation technologique et de suivi de l'avancement du programme national</p> |

kugenzura ishyirwa mu bikorwa rya gahunda y'Igihugu igamije kubaka ubukungu bushingiye ku bumenyi kandi bushobora guhangana hanze;	knowledge based and competitive economy;	visant une économie fondée sur le savoir et la compétitivité ;
c. kugira inama Guverinoma, Inteko Ishinga Amategeko, za Minisiteri, Ibigo n'izindi nzego za Leta ku bijyanye no guteza imbere ubukungu bushingiye ku bumenyi kandi bushobora guhangana hanze no gushyiraho uburyo bwo guharanira ko ikoranabuhanga mu itumanaho n'isakazabumenyi bifasha Leta kubonera umuti gahunda zihutirwa zijyanye n'imizamukire y'ubukungu no kugabanya ubukene binyujijwe mu:	c. advice to the Cabinet, Parliament and Ministries, agencies and other public bodies on development and advancement of a knowledge based and competitive economy, and to ensure that information technology sector addresses national priorities for economic growth and poverty reduction through:	c. des conseils au Gouvernement, au Parlement, aux Ministères, agences et autres organismes publics sur le développement et l'avancement d'une économie fondée sur le savoir et la compétitivité, et la mise en place d'un secteur de technologie de l'information et de la communication qui répond aux priorités nationales de croissance économique et de réduction de la pauvreté à travers:
i. gukusanya no kumenyekanisha ubumenyi n'amakuru yerekeye ubumenyi n'ubuhanga ku rwego rw'Igihugu, urw'akarere no ku rwego mpuzamahanga n'amakuru yerekeye ingano n'ikoresha ry'umutungo n'ishoramari bya Leta mu bikorwa by'ikoranabuhanga rishya;	i. systematic collection and dissemination of knowledge and information concerning international and local knowledge and expertise, and the flow and utilisation of public resources and investments in the technological innovation;	i. la collecte systématique et la diffusion des connaissances et des informations concernant les connaissances et expertises locales et internationales, et le flux et l'utilisation des ressources et investissements publics dans l'innovation technologique ;
ii. kugira inama Ibigo n'abakozi ba Minisiteri ku buryo bwo kubona ubumenyi bukwiye mu rwego rw'ikoranabuhanga mu itumanaho n'isakazabumenyi;	ii. advice to the Ministry's agencies and personnel for access to relevant domain knowledge and information and communication technology sector expertise;	ii. des conseils donnés aux organismes et au personnel relevant du ministère concernant l'accès à la connaissance et à l'expertise du secteur de la technologie de l'information et de la communication ;
iii. guhagararira Leta mu nama zo ku rwego rw'Igihugu, izo mu karere no mu nama mpuzamahanga zijyanye n'ikoranabuhanga mu itumanaho	iii. representation of the government in international, regional and national forums and gatherings relating Information and communication technology and foster	iii. la représentation du gouvernement dans les forums nationaux, régionaux et internationaux et des rencontres concernant la technologie de

n'isakazabumenyi no guteza imbere ubufatanye mu rwego mpuzamahanga mu bijyanye n'ikoranabuhanga;	international cooperation in technology;	l'information et de la communication et la promotion de la coopération internationale en matière de technologie ;
iv. guha impushya zo gukora no kugenzura inzego n'ibigo bifite ibikorwa bijyanye n'ikoranabuhanga mu itumanaho;	iv. accreditation and monitoring institutions, bodies and facilities engaged in information technology ;	iv. l'accréditation et le suivi des institutions, organismes et autres facilités œuvrant dans le domaine de la technologie de l'information ;
3° kugenzura no gusuzuma ishyirwa mu bikorwa rya politiki, ingamba na gahunda zijyanye n'ikoranabuhanga mu itumanaho n'isakazabumenyi binyujijwe mu gukurikirana imikorere n'uruhare politiki na gahunda z'itumanaho n'isakazabumenyi bigira ku iterambere n'ikoresha rya gahunda y'Igihugu ijyanye n'ikoranabuhanga mu itumanaho n'isakazabumenyi;	3° monitoring and evaluating the implementation of sector and sub-sectors policies, strategies and programmes through monitoring the performance and impact of sector and cross sector policies programs and projects bearing on the development and application of the national system of information and technological innovation;	3° surveiller et évaluer la mise en œuvre des politiques, stratégies et programmes sectoriels et sous-sectoriels par le biais du suivi de la performance et de l'impact des politiques, programmes et projets sectoriels et sous-sectoriels sur le développement et l'application du système national d'innovation technologique et de l'information. ;
4° kugenzura inzego zishamikiye kuri Minisiteri binyujijwe mu bugenzuzi no muri raporo zigaragaza imikorere y'izo nzego n'ibikorwa bijyanye n'ikoranabuhanga mu zindi nzego;	4° overseeing institutions under supervision through oversight and report on the performance of agencies falling directly under the ministry's purview and technology related activities of other agencies;	4° superviser les établissements sous tutelle du Ministère au moyen des rapports sur la performance des organismes relevant directement du ressort du Ministère et des activités technologiques des autres organismes ;
5° gukusanya umutungo ukenewe mu bikorwa bijyanye n'ikoranabuhanga mu itumanaho n'isakazabumenyi binyujijwe mu gukusanya uwo mutungo no kuwubya umusaruro waba imbere mu Gihugu cyangwa hanze mu bikorwa bya Minisiteri n'ibya Guverinoma bijyanye no gushaka ubumenyi, kubusangira no gukoresha ikoranabuhanga.	5° mobilizing resources for sector programs through mobilization and leveraging of external and domestic resources for the Ministry and government programs relating to knowledge creation, transfer, utilization and technological innovation.	5° mobiliser des ressources pour des programmes sectoriels par la mobilisation et l'exploitation des ressources externes et internes pour les programmes du Ministère et ceux du Gouvernement relatifs à la création de connaissances, au transfert, et à l'utilisation de l'innovation technologique.

Ingingo ya 3: Imbonerahamwe n'incamake y'imyanya y'imirimu

Imbonerahamwe n'incamake y'imyanya y'imirimu bya Minisitiri muri Perezidansi ishinze ikoranabuhanga mu itumanaho n'isakazabumenyi biri ku mugereka wa I n'uwa II y'iri teka.

Ingingo ya 4: Ivanwaho ry'ingingo zinyuranyije n'iri teka

Ingingo zose z'amateka abanziriza iri kandi zinyuranyije na ryo zivanweho.

Ingingo ya 5: Abashinzwe gushyira mu bikorwa iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri muri Perezidansi ushinze ikoranabuhanga mu itumanaho n'isakazabumenyi na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

Ingingo ya 6: Igihe iteka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku munsiri ritangirijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda.

Kigali, kuwa 25/08/2011

Article 3: Organizational structure and summary of Job positions

The organizational structure and summary of job positions of the Ministry in the Office of the President in charge of information and communication technology are respectively in annex I and II of this Order.

Article 4: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 5: Authorities responsible for the implementation of this Order

The Minister of Public Service and Labour, the Minister in the Office of the President in charge of Information and Communication Technology and the Minister of Finance and Economic Planning are responsible for the implementation of this Order.

Article 6: Commencement

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda.

Kigali, on 25/08/2011

Article 3 : Structure organisationnelle et synthèse des emplois

La structure organisationnelle et la synthèse des emplois du Ministère à la Présidence chargé de la technologie de l'information et de la communication sont respectivement en annexes I et II du présent arrêté.

Article 4 : Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 5 : Autorités chargées de l'exécution du présent arrêté

Le Ministre de la Fonction Publique et du Travail, le Ministre à la Présidence chargé de la Technologie de l'Information et de la Communication et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

Article 6 : Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda.

Kigali, le 25/08/2011

(sé)

MAKUZA Bernard

Minisitiri w'Intebe

(sé)

MAKUZA Bernard

Prime Minister

(sé)

MAKUZA Bernard

Premier Ministre

(sé)

MUREKEZI Anastase

Minisitiri w'Abakozi ba Leta n'Umuriro

(sé)

MUREKEZI Anastase

Minister of Public Service and Labour

(sé)

MUREKEZI Anastase

Ministre de la Fonction Publique et du Travail

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République :

(sé)

KARUGARAMA Tharcisse

Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(sé)

KARUGARAMA Tharcisse

Minister of Justice/ Attorney General

(sé)

KARUGARAMA Tharcisse

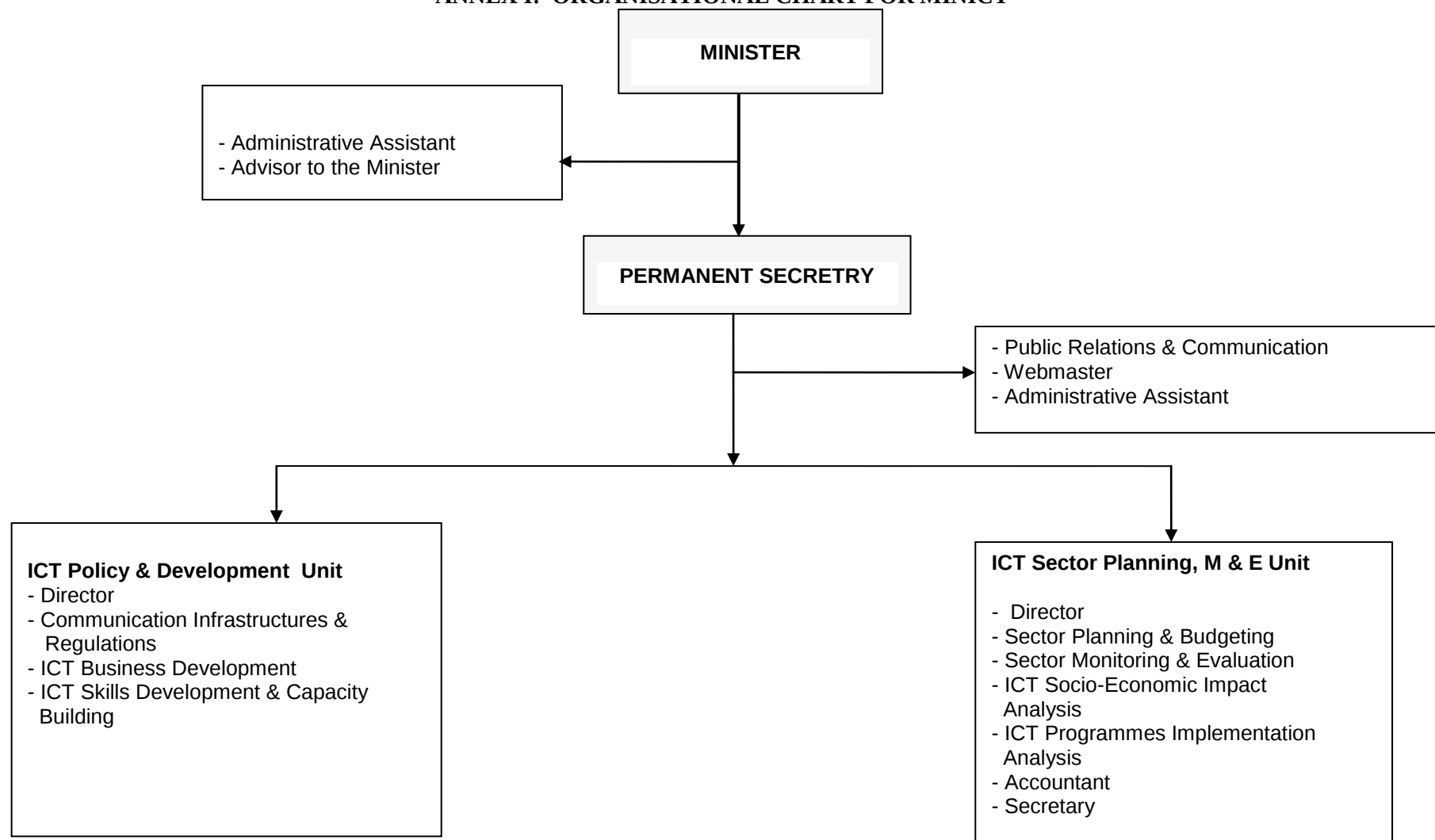
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N°90/03 RYO
KUWA 25/08/2011 RISHYIRAHU
KANDI RIGENA INSHINGANO,
IMBONERAHAMWE N'INCAMAKE
Y'IMYANYA Y'IMIRIMO BYA
MINISITERI MURI PEREZIDANSI
ISHINZWE IKORANABUHANGA MU
ITUMANAHU N'ISAKAZABUMENYI

ANNEX I TO PRIME MINISTER'S ORDER
N°90/03 OF 25/08/2011 DETERMINING THE
MISSION, FUNCTIONS, ORGANISATIONAL
STRUCTURE AND SUMMARY OF JOB
POSITIONS OF THE MINISTRY IN THE
OFFICE OF THE PRESIDENT IN CHARGE
OF INFORMATION AND COMMUNICATION
TECHNOLOGY

ANNEXE I DE L'ARRETE DU PREMIER
MINISTRE N°90/03 DU 25/08/2011
PORTANT MISSION, FONCTIONS,
STRUCTURE ORGANISATIONNELLE ET LA
SYNTHESE DES EMPLOIS DU MINISTERE A
LA PRESIDENCE CHARGE DE LA
TECHNOLOGIE DE L'INFORMATION ET DE
LA COMMUNICATION

ANNEX I: ORGANISATIONAL CHART FOR MINICT



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°90/03 ryo kuwa 25/08/2011 rishyiraho kandi rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisiteri muri Perezidansi ishinze Ikoranabuhanga mu Itumanaho n'Isakazabumenyi

Kigali, kuwa 25/08/2011

(sé)
MAKUZA Bernard
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umuriro

Bibonywe kandi bishyizweho Ikirango cya Repubulika

(sé)
KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Seen to be annexed to the Prime Minister's Order n°90/03 of 25/08/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry in the Office of the President in charge of Information and Communication Technology

Kigali, on 25/08/2011

(sé)
MAKUZA Bernard
Prime Minister

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
KARUGARAMA Tharcisse
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°90/03 du 25/08/2011 portant mission, fonctions, structure organisationnelle et la synthèse des emplois du Ministère à la Présidence chargé de la Technologie de l'Information et de la Communication

Kigali, le 25/08/2011

(sé)
MAKUZA Bernard
Premier Ministre

(sé)
MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

(sé)
KARUGARAMA Tharcisse
Ministre de la Justice/ Garde des Sceaux

UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N°90/03 RYO
KUWA 25/08/2011 RISHYIRAHU
KANDI RIGENA INSHINGANO,
IMBONERAHAMWE N'INCAMAKE
Y'IMYANYA Y'IMIRIMO BYA
MINISITERI MURI PEREZIDANSI
ISHINZWE IKORANABUHANGA MU
ITUMANAHU N'ISAKAZABUMENYI

ANNEX II TO PRIME MINISTER'S ORDER
N° 90/03 OF 25/08/2011 DETERMINING
THE MISSION, FUNCTIONS,
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS FOR THE
MINISTRY IN THE OFFICE OF THE
PRESIDENT IN CHARGE OF INFORMATION
AND COMMUNICATION TECHNOLOGY

ANNEXE II DE L'ARRETE DU PREMIER
MINISTRE N°90/03 DU 25/08/2011 PORTANT
MISSION, FONCTIONS, STRUCTURE
ORGANISATIONNELLE ET LA SYNTHESE
DES EMPLOIS DU MINISTERE A LA
PRESIDENCE CHARGE DE LA
TECHNOLOGIE DE L'INFORMATION ET DE
LA COMMUNICATION

SUMMARY OF JOB PROFILES FOR MINICT

Administrative Unit	Job Title	Title of Job Positions linked to the Job		Proposed Jobs
Office of the Minister	Minister	Minister	Political Appointee	1
	Advisor	Advisor to the Minister	Master or Equivalent in Computer Sciences, Applied Sciences, Telecommunications Sciences, Education Sciences, Management with 1-year working experience or A0 in Computer Sciences, Applied Sciences, Telecommunications Sciences, Education Sciences, Management; or other relevant field, with 3 year working experience	1
	Administrative Assistant	Administrative Assistant to the Minister	A0 in Public Administration, Management ; Or A1 Secretariat; Or other relevant field with 3-year working experience	1
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Master or Equivalent in IT, Computer Engineering, Telecommunications or Electronics Engineering, with 3-year working experience or A0 in IT, Computer Engineering, Telecommunications and Electronics Engineering, with 5-year working experience or 2 years in senior position	1
	Public Relations and Communication Officer	Public Relations and Communication Officer	A0 in Communication, Public Relations, Journalism, Marketing ; Or other relevant field	1
	Webmaster	Webmaster	Bachelor's degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or ICT related field; Or Diploma in IT related field with 2 years working experience in Website Management; Certified in A+, MCTs (.NET) and LAMP/WAMP Framework is required; Certification in Typo 3 (CMS), Java Programming, MySQL/ SQL, is an added advantage.	1
	Administrative Assistant	Administrative Assistant to the PS	A0 in Public Administration, Management ; Or A1 Secretariat; Or other relevant field with 3-year working experience	1

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ICT Policy & Dev't	Director	Director of ICT Policy & Dev't Unit	Master or Equivalent in Computer Sciences, Telecommunications Sciences, Communications, Management of the Posts with 1 year working experience; Or A0 in Computer Sciences, Telecommunications Sciences, Communications, Management of the Posts with 3 year working experience	1
	Communications Infrastructures & Regulations	Professional in charge of Communication Infrastructures & Regulations	Master or Equivalent in Telecommunications Sciences, Communications, Management of the Posts, Computer Sciences with 1-year working experience; Or A0 Telecommunications Sciences, Communications, Management of the Posts, Computer Sciences with 3-year working experience	1
	ICT Business Development	Professional in charge of ICT Business Development	Master or Equivalent in Computer Engineering, Information Technology Applications Management, Telecommunications or Electronics Engineering, with 1-year working experience; Or A0 in Computer Engineering, Information Technology Applications Management, Telecommunications or Electronics Engineering, with 3-year working experience	1
	ICT Skills Development and Capacity Building	Professional in charge of ICT Skills Development and Capacity Building	Master or Equivalent in Computer Engineering, Telecommunications or Electronics Engineering, with 1-year working experience; Or A0 in Computer Engineering, Telecommunications or Electronics Engineering, with 3-year working experience	1
ICT Sector Planning, M & E Unit	Director	Director of ICT Sector Planning, M & E Unit	Master or Equivalent in Economics, Information Technology Applications Management, Computer Sciences, Management, with 1 year working experience A0 in Economics, Information Technology Applications Management, Computer Sciences, Management, Or other relevant field with 3 year working experience;	1
	Sector Planning & Budgeting	Professional in charge of Sector Planning & Budgeting	Master or Equivalent in Economics, Information Technology Applications Management, Computer Sciences Management with 1 year working experience or A0 in Economics, Information Technology Applications Management, Computer Sciences, Management, Or other relevant field with 3 year working experience	1

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	Sector Monitoring & Evaluation	Professional in charge of Sector Monitoring & Evaluation	Master or Equivalent in Economics, Information Technology Applications Management, Computer Sciences Management with 1 year working experience or Ao in Economics, Information Technology Applications Management, Computer Sciences, Management, Or other relevant field with 3 year working experience	1
	ICT Socio -Economic Impact	Professional in charge of ICT Socio -Economic Impact	Master or Equivalent in Economics, Information Technology Applications Management, Computer Sciences Management with 1 year working experience or Ao in Economics, Information Technology Applications Management, Computer Sciences, Management, Or other relevant field with 3 year working experience	1
	ICT Programmes Implementation Analysis	Professional in charge of ICT Programmes Implementation Analysis	Master or Equivalent in Computer Engineering, Telecommunications or Electronics Engineering, Information Technology Applications Management, Economics, with 1 year working experience; Or A0 in Computer Engineering, Electromechanical Engineering, Information Technology Applications Management, Economics, with 3 year working experience	1
	Accountancy	Accountant		1
	Secretary	Secretary	A1 Secretariat or other relevant field	1
	Total			18

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°90/03 ryo kuwa 25/08/2011 rishyiraho kandi rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisiteri muri Perezidansi ishinze Ikoranabuhanga mu Itumanaho n'Isakazabumenyi

Kigali, kuwa 25/08/2011

(sé)
MAKUZA Bernard
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umuriro

Bibonywe kandi bishyizweho Ikirango cya Repubulika

(sé)
KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Seen to be annexed to the Prime Minister's Order n°90/03 of 25/08/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry in the Office of the President in charge of Information and Communication Technology

Kigali, on 25/08/2011

(sé)
MAKUZA Bernard
Prime Minister

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
KARUGARAMA Tharcisse
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°90/03 du 25/08/2011 portant mission, fonctions, structure organisationnelle et la synthèse des emplois du Ministère à la Présidence chargé de la Technologie de l'Information et de la Communication

Kigali, le 25/08/2011

(sé)
MAKUZA Bernard
Premier Ministre

(sé)
MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

(sé)
KARUGARAMA Tharcisse
Ministre de la Justice/ Garde des Sceaux

ITEKA RYA MINISITIRI W'INTEBE N°92/03
 RYO KUWA 25/08/2011 RIGENA
 INSHINGANO, IMBONERAHAMWE
 N'INCAMAKE Y'IMYANYA Y'IMIRIMO BYA
 MINISITERI Y'UBUREZI

Official Gazette n°37bis of 12/09/2011
 PRIME MINISTER'S ORDER N°92/03 OF
 25/08/2011 DETERMINING THE MISSION,
 FUNCTIONS, THE ORGANISATIONAL
 STRUCTURE AND SUMMARY OF JOB
 POSITIONS OF THE MINISTRY OF
 EDUCATION

ARRETE DU PREMIER MINISTRE N°92/03 DU
 25/08/2011 PORTANT MISSION, FONCTIONS,
 STRUCTURE ORGANISATIONNELLE ET LA
 SYNTHESE DES EMPLOIS DU MINISTERE DE
 L'EDUCATION

ISHAKIRO

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Ingingo ya 3: Imbonerahamwe n'incamake
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Ingingo ya 4: Abashinzwe gushyira mu bikorwa iri
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ITEKA RYA MINISITIRI W'INTEBE N°92/03 RYO KUWA 25/08/2011 RIGENA INSHINGANO, IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BYA MINISITERI Y'UBUREZI	Official Gazette n°37bis of 12/09/2011 PRIME MINISTER'S ORDER N°92/03 OF 25/08/2011 DETERMINING THE MISSION, FUNCTIONS, ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS OF THE MINISTRY OF EDUCATION	ARRETE DU PREMIER MINISTRE N°92/03 DU 25/08/2011 PORTANT MISSION, FONCTIONS, STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DU MINISTERE DE L'EDUCATION
Minisitiri w'Intebe,	The Prime Minister,	Le Premier Ministre,
Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 Kamena 2003 nk'uko ryavugururwe kugeza ubu, cyane cyane mu ngingo zaryo iya 118, iya 119, iya 121 n'iya 201;	Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date especially in Articles 118, 119, 121 and 201;	Vu la Constitution de la République du Rwanda du 04 juin 2003, telle que révisée à ce jour, spécialement en ses articles 118, 119, 121 et 201 ;
Ashingiye ku Itegeko no 22/2002 ryo kuwa 9/7/2002 rishyiraho Sitati rusange igenga abakozi ba Leta n'Inzego z'Imirimo ya Leta, cyane cyane mu ngingo zaryo, iya mbere, iya 3 n'iya 15;	Pursuant to Law n° 22/2002 of 09/07/2002 on General Statutes for Rwanda Public Service, especially in Articles One, 3 and 15;	Vu la Loi n°22/2002 du 9/7/2002 portant Statut Général de la Fonction Publique Rwandaise, spécialement en ses articles premier, 3, et 15 ;
Bisabwe na Minisitiri w'Abakozi ba Leta n'Umurimo;	On proposal by the Minister of Public Service and Labour;	Sur proposition du Ministre de la Fonction Publique et du Travail ;
Inama y'Abaminisitiri yateranye kuwa 26/06/2009 no kuwa 16/03/2011 imaze kubisuzuma no kubyemeza,	After consideration and adoption by Cabinet in its sessions of 26/06/2009 and 16/03/2011;	Après examen et adoption par le Conseil des Ministres en ses séances du 26/06/2009 et du 16/03/ 2011;
ATEGETSE :	HEREBY ORDERS:	ARRETE :
<u>Ingingo ya mbere:</u> Icyo iri teka rigamije	<u>Article One:</u> Purpose of this Order	<u>Article premier:</u> Objet du présent arrêté
Iri teka rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo muri Minisitiri y'Uburezi.	This Order determines the mission, functions, organizational structure and summary of job positions in the Ministry of Education.	Le présent arrêté porte mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de l'Education.
<u>Ingingo ya 2:</u> Inshingano	<u>Article 2:</u> Mission and functions	<u>Article 2 :</u> Missions et fonctions
Minisitiri y'Uburezi ifite inshingano rusange yo	The general mission of the Ministry of Education	Le Ministère de l'Education a pour mission générale la

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kugeza ku banyarwanda ubumenyi butuma bashobora kuzamura imibereho n'ubukungu bw'igihugu, kugeza uburezi kuri bose yibanda ku kurwanya ubujiji, guteza imbere ubumenyi n'ikoranabuhanga, imitekerereze ihamye ndetse n'indangagaciro .

shall be to transform the Rwandan citizen into skilled human capital for socio-economic development of the country by ensuring equitable access to quality education focusing on combating illiteracy, promotion of science and technology, critical thinking and positive values.

transformation des citoyens rwandais en un capital humain qualifié capable de contribuer au développement socio-économique du pays, en assurant l'accès équitable à l'éducation , et en focalisant sur la lutte contre l'analphabétisme , la promotion de la science et de la technologie, la réflexion critique et des valeurs positives.

By'umwihariko, Minisiteri y'Uburezi ifite inshingano zikurikira:

Specifically, the Ministry of Education shall be responsible for:

Plus particulièrement, le Ministère de l'Education est chargé de:

1° gutegura, kunononsora, no kuyobora politiki z'uburezi n'ingamba zigamije kugera ku ntego z'intumbero ya 2020 ibinyujije mu gushyiraho, kumenyekanisha no guhuza ishyirwa mu bikorwa rya politiki, ingamba na gahunda z'uburezi hitawe cyane ku burezi bw'ibanze, ubw'amashuri yisumbuye n'amashuri makuru, kwigisha gusoma no kwandika, gushyiraho gahunda zihariye, no gukoresha ikoranabuhanga mu burezi;

1° developing, reviewing and guiding the implementation of education sector policies and strategies geared towards achieving vision 2020 through the elaboration, dissemination and coordination of the implementation of education sector policies, strategies and programs regarding basic education, post basic and higher education, literacy, special programs and information and communication technology in education;

1° élaborer, revoir et orienter la mise en œuvre des politiques sectorielles de l'éducation et des stratégies orientées vers la vision 2020 à travers l'élaboration, la dissémination et la coordination de la mise en œuvre des politiques, des stratégies et des programmes de l'enseignement primaire, secondaire et supérieur, de l'alphabétisation, des programmes spéciaux et la technologie de l'information dans l'éducation;

2° gutegura amategeko no gushyiraho amabwiriza n'imirongo ngenderwaho bigamije guteza imbere uburezi hashingiwe kuri politiki y'Igihugu y'Uburezi ibinyujije mu :

2° enacting laws and adopting regulations and guidelines for the promotion of education in line with national education policy through:

2° la préparation des lois et la prise des règlements et des directives visant la promotion de l'éducation en conformité avec la politique nationale de l'éducation à travers:

a. gutegura amategeko no gushyiraho amabwiriza bigamije guteza imbere uburezi;

a. drafting up laws, regulations and guidelines for the promotion of education;

a. la préparation des lois et la mise en place d'une réglementation et directives visant la promotion de l'éducation ;

b. gushyiraho no kumenyekanisha ibipimo by'ireme ngenderwaho bikoreshwa mu burezi;

b. setting up and disseminating standard norms applicable to education sector;

b. l'élaboration et la dissémination des normes standards applicables dans le secteur de l'éducation;

3° gushyiraho no kugenzura uburyo bw'ikurikiranabikorwa n'igenzura mu burezi ibinyujije mu:

3° developing and managing Education Monitoring and Evaluation systems through:

3°élaborer et gérer les systèmes de suivi et d'évaluation usuels dans l'éducation à travers:

a. gukurikirana no kugenzura ishyirwa mu

a. monitoring and evaluation of education

a. le suivi et l'évaluation des politiques,

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bikorwa rya politiki, ingamba na gahunda z'uburezi;	policies, strategies and programs;	stratégies, et programmes dans le secteur de l'éducation;
b. kugenzura ibipimo by'uburezi no guhuza imibare yatanze n'inzego z'ibanze;	b. monitoring the education indicators and consolidate the data handled by decentralized entities;	b. le suivi des indicateurs d'éducation et la consolidation des données traitées par des entités décentralisées ;
c. gukora raporo mu gihe runaka na buri mwaka zishyikirizwa Guverinoma zigaragaza uruhare rwa za politiki, ingamba na gahunda z'uburezi ku iterambere ry'urwego rw'uburezi;	c. reporting periodically and annually to the Cabinet on the impact of the education programs, strategies and programs on the development of the education sector;	c. les rapports périodiques et annuels soumis au Gouvernement concernant l'impact des politiques, stratégies et programmes sur le développement de l'éducation ;
4° gushyiraho ingamba zo gukusanya ibikenewe no kubikoresha neza mu burezi ibinyujije mu:	4° developing strategies for resource mobilization and efficient utilization through:	4° élaborer les stratégies de la mobilisation des ressources et leur utilisation rationnelle à travers:
a. gukusanya ibikenewe no kugenzura ikoresheya neza ryabyo mu kuzamura uburezi;	a. mobilizing resources and supervision of its use to ensure rational utilization for the development of education;	a. la mobilisation des ressources et la supervision des activités afin d'assurer leur utilisation rationnelle dans le développement de l'éducation ;
b. guteza imbere ubufatanye n'ishoramari ry'abikorera hagamijwe kuzamura urwego rw'uburezi.	b. promoting partnership with private investment in the development of education.	b. la promotion du partenariat avec l'investissement privé dans le développement sectoriel de l'éducation.
5° guteza imbere imyigishirize, imyigire n'ikoranabuhanga mu burezi ibinyujije mu:	5° promoting the teaching, learning, and the good use of Information and Communication in Education through:	5°promouvoir l'enseignement, l'apprentissage et l'utilisation de la technologie de l'information dans l'éducation à travers:
a. guteza imbere ikoranabuhanga mu burezi ;	a. promoting information and technologies in the area of education;	a. la promotion de la technologie de l'information dans le domaine de l'éducation ;
b. guteza imbere ikoranabuhanga nk'inkingi yo kwiga no kwigisha ;	b. promoting information and communication technology as a tool for learning and teaching;	b. la promotion de la technologie de l'information comme outil d'apprentissage et d'enseignement ;
6° guteza imbere, gusesengura no kuyobora inzego z'uburezi mu iterambere ndetse no kubaka ubushobozi	6°developing, reviewing and guiding education sector for institutional development and capacity	6° développer, analyser et diriger le secteur de l'éducation en ce qui concerne le développement

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bwazo ibinyujije mu:

building through:

institutionnel et le renforcement des capacités à travers :

- a. kugenzura gahunda zo kubaka amashuri ndetse n'itangwa ry' ibikoresho mu mashuri;
- b. kugenzura uburezi n'amahugurwa y'abarimu ndetse n'ay'abandi bakozi ba Minisiteri n'ibigo byayo.

- a. overseeing the programs of school construction and equipment;
- b. overseeing formal education and continuing training of teaching staff and other staff of the Ministry and its agencies.

- a. la supervision des programmes de construction et d'équipement des écoles;
- b. la supervision de l'éducation formelle et la formation continue des enseignants et autres personnel du Ministère et de ses agences.

Ingingo ya 3: Imbonerahamwe n'incamake y'imyanya y'imirimo

Article 3: Organizational structure and summary of job positions

Article 3 : Structure organisationnelle et synthèse des emplois

Imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisiteri y'Uburezi biri ku mugereka wa I n'uwa II y'iri teka.

The organization structure and summary of job positions of the Ministry of Education are respectively in annex I and II of this Order.

La structure organisationnelle et la synthèse des emplois du Ministère de l'Education sont respectivement en annexes I et II du présent arrêté.

Ingingo ya 4 : Abashinzwe gushyira mu bikorwa iri teka

Article 4 : Authorities responsible for the implementation of this Order

Article 3 : Autorités chargées de l'exécution du présent arrêté

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Uburezi, na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

The Minister of Public Service and Labour, the Minister of Education, and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order

Le Ministre de la Fonction Publique et du Travail, le Ministre de l'Education, et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

Ingingo ya 5: Ivanwaho ry'Ingingo zinyuranyije n'iri teka

Article 5: Repealing provision

Article 4 : Dispositions abrogatoire

Ingingo zose z'amateka abanziriza iri kandi zinyuranyije n'ayo zivanweho.

All prior provisions contrary to this Order are hereby repealed.

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 6: Igihe iteka ritangira gukurikizwa

Article 6: Commencement

Article 6 : Entrée en vigueur

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda.

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda.

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda.

Kigali, kuwa 25/08/2011

Kigali, on 25/08/2011

Kigali, le 25/08/2011

(sé)
MAKUZA Bernard
Minisitiri w'Intebe

(sé)
MAKUZA Bernard
Prime Minister

(sé)
MAKUZA Bernard
Premier Ministre

(sé)
MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

(sé)
MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République :

(sé)
KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

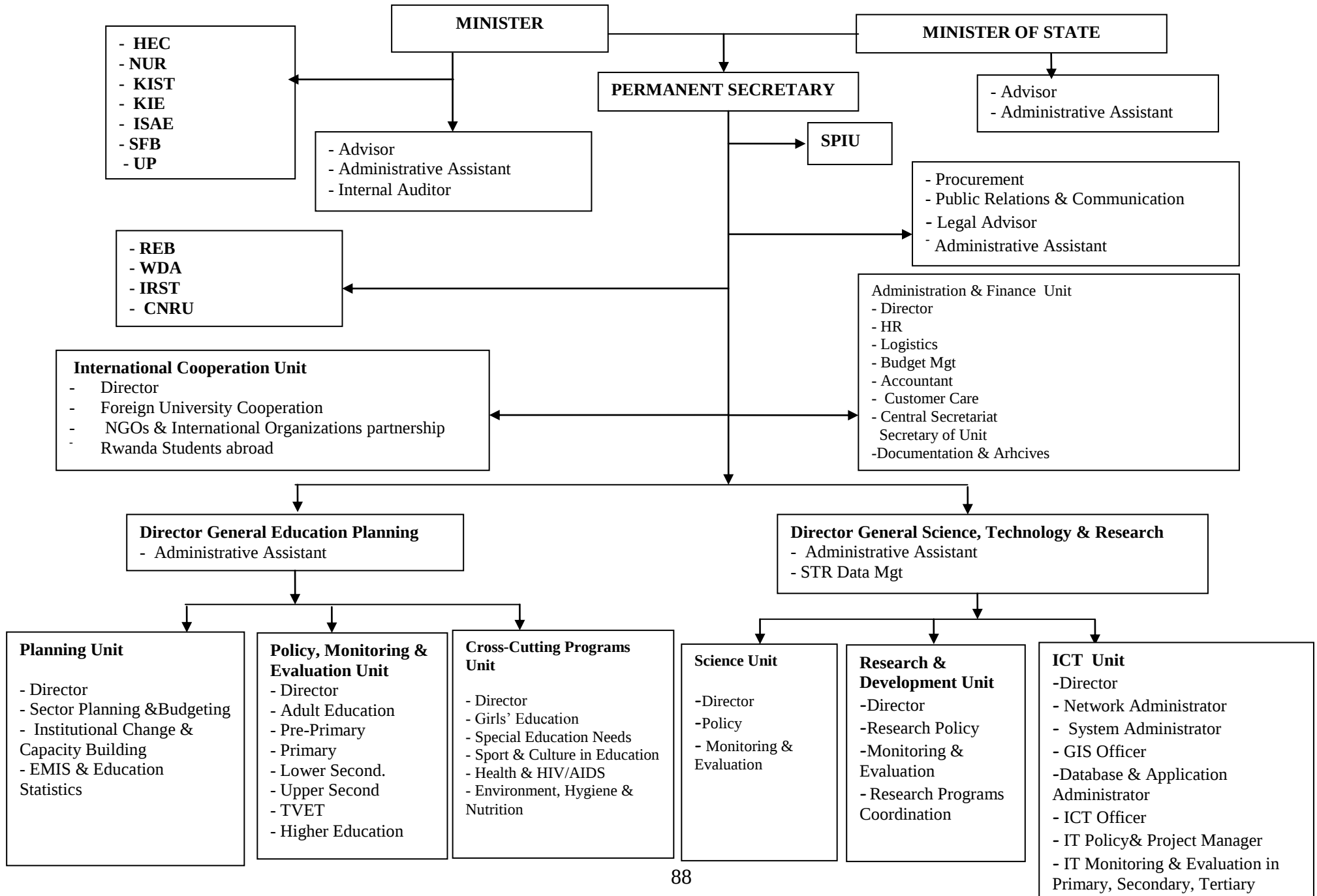
(sé)
KARUGARAMA Tharcisse
Minister of Justice/ Attorney General

(sé)
KARUGARAMA Tharcisse
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA MINISITIRI
W'INTEBE N°92/03 RYO KUWA 25/08/2011
RIGENA KANDI RISHYIRAHU INSHINGANO,
IMBONERAHAMWE N'INCAMAKE
Y'IMYANYA Y'IMIRIMO BYA MINISITERI
Y'UBUREZI**

**ANNEXE I TO PRIME MINISTER'S ORDER
N°92/03 OF 25/08/2011 DETERMINING
THE MISSION, FUNCTIONS, THE
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS OF THE
MINISTRY OF EDUCATION**

**ANNEXE I DE L'ARRETE DU PREMIER
MINISTRE N°92/03 DU 25/08/2011 PORTANT
MISSION, FONCTIONS, STRUCTURE
ORGANISATIONNELLE ET LA SYNTHESE
DES EMPLOIS DU MINISTERE DE
L'EDUCATION**



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°92/03 ryo kuwa 25/08/2011 rigena kandi rishyiraho inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisiteri y'Uburezi

Kigali, le 25/08/2011

(sé)
MAKUZA Bernard
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)
KARUGARAMA Tharcisse
Minisitiri w'Ububabera/Intumwa Nkuru ya Leta

Official Gazette n°37bis of 12/09/2011

Seen to be annexed to the Prime Minister's Order n°92/03 of 25/08/2011 determining the mission, functions, the organisational structure and summary of job positions of the Ministry of Education

Kigali, on 25/08/2011

(sé)
MAKUZA Bernard
Prime Minister

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
KARUGARAMA Tharcisse
Minister of Justice/ Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°92/03 du 25/08/2011 portant mission, fonctions, structure organisationnelle et la synthèse des emplois du Ministère de l'Education

Kigali, le 25/08/2011

(sé)
MAKUZA Bernard
Premier Ministre

(sé)
MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

(sé)
KARUGARAMA Tharcisse
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N°92/03 RYO KUWA
25/08/2011 RIGENA KANDI RISHYIRAHU
INSHINGANO, IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA Y'IMIRIMO BYA
MINISITERI Y'UBUREZI**

**ANNEXE II TO PRIME MINISTER'S ORDER
N°92/03 OF 25/08/2011 DETERMINING
THE MISSION, FUNCTIONS, THE
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS OF THE
MINISTRY OF EDUCATION**

**ANNEXE II DE L'ARRETE DU PREMIER
MINISTRE N°92/03 DU 25/08/2011 PORTANT
MISSION, FONCTIONS, STRUCTURE
ORGANISATIONNELLE ET LA SYNTHESE
DES EMPLOIS DU MINISTERE DE
L'EDUCATION**

ANNEX II: SUMMARY OF JOBS PROFILES FOR MINEDUC

Administrative Unit	Job Title	Title of Job Positions linked to the Job	Proposed Jobs
Office of the Minister	Minister	Minister	1
	Advisor	Advisor to the Minister	1
	Administrative Assistant	Administrative Assistant	1
	Internal Auditor	Internal Auditor	3
	S/Total		6
Office of the Minister of State	Minister of State	Minister of State	1
	Advisor	Advisor to the Minister of State	1
	Administrative Assistant	Administrative Assistant	1
	S/Total		3
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	1
	Administrative Assistant	Administrative Assistant	1
	Public Relations & Communication	Public Relations & Communication Officer	1
	Procurement	Procurement Officer	2
	Legal Advisor	Legal Advisor	1
	S/Total		6
International Cooperation	Director	Director of International Cooperation	1
	Foreign Universities Cooperation	Professional in charge of Foreign Universities Cooperation	1
	NGos & International Organization Partnership	Professional in Charge NGos & International Organization Partnership	2
	Rwanda Students abroad	Professional in Charge of Rwanda Students abroad	1
	S/Total		5

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General Directorate of Education Planning	Director General	Director General of Education Planning	1
	Administrative Assistant	Administrative Assistant	1
	S/Total		2
Director of Planning Unit	Director	Director of Planning	1
	Secretary	Secretary	1
	Sector Planning & Budgeting	Professional in charge of Planning & Budgeting Sector	3
	Institutional Change & Capacity Building	Professional in charge of Institutional Change & Capacity Building	1
	EMIS & Education Statistics	Professional in Charge of EMIS & Education Statistics	2
	S/Total		8
Cross Cutting Programs Unit	Director	Director of Cross Cutting Programs Unit	1
	Sport & Culture in Education	Professional in charge of Sport & Culture in Education	1
	Health & HIV/AIDS	Professional in charge of Health & HIV/AIDS	1
	Environment, Hygiene & Nutrition in Education	Professional in charge of Environment, Hygiene & Nutrition in Education	1
	Girls' Education	Professional in charge of Girls' Education	1
	Special Education Needs	Professional in charge of Special Education Needs	1
	S/Total		6
Policy, Monitoring & Evaluation Unit	Director	Director of Policy, Monitoring & Evaluation Unit	1
	Adult Education	Professional in charge Adult Education	1
	Pre primary Education	Professional in charge of Pre primary Education	1
	Primary Education	Professional in charge of Primary Education	1

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	Professional in charge of Lower Secondary	Professional in charge of Lower Secondary	1
	TVET	Professional in charge TVET	1
	Upper Secondary Education	Professional in charge Upper Secondary Education	1
	Higher Education	Professional in charge Higher Education	1
	S/Total		8
General Directorate Science, Technology & Research	Director General	General Director of Science, Technology & Research	1
	Administrative Assistant	Administrative Assistant	1
	STR Data Mgt	Professional in STR Data Mgt	1
	S/Total		3
Science Unit	Director	Director of Science Unit	1
	Policy	Senior Professionnal in Policy	2
	Monitoring & Evaluation	Senior Professionnal in Monitoring & Evaluation	2
	S/Total		5
Research & Development Unit	Director	Director of Research & Development Unit	1
	Policy	Senior Professionnal in Policy	1
	Monitoring & Evaluation	Senior Professionnal in Monitoring & Evaluation	1
	Research Programs Coordination	Senior Professional Research Programs Coordination	1
	S/Total		4
ICT Unit	Director	Director of ICT Unit	1
	Network Administrator	Network Administrator	1
	System Administrator	System Administrator	1

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	GIS Officer	GIS Officer	1
	Database & Application Administrator	Database & Application Administrator	2
	ICT Officer	ICT Officer	1
	IT Policy and Project Manager	IT Policy and Project Manager	1
	IT Monitoring & Evaluation in Primary, Secondary, Tertiary	IT Monitoring & Evaluation in Primary, Secondary, Tertiary Education	2
	S/Total		9
Administration & Finance Unit	Director	Director of Administration & Finance Unit	1
	Secretary	Secretary of Finance & Administration Unit	1
	Documentation & Archives	Documentation & Archives Officer	1
	HR	HR Officer	1
	Logistics	Logistics Officer	1
	Budget Mgt	Budget Officer	1
	Accountant	Accountant	1
	Customer Care	Customer Care Officer	1
	Central Secretariat	Head of Central Secretariat	1
		Secretary Central Secret.	2
	S/Total		11
	GENERAL TOTAL		76

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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°92/03 ryo kuwa 25/08/2011 rigena kandi rishyiraho inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisitiri y'Uburezi

Kigali, le 25/08/2011

(sé)
MAKUZA Bernard
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)
KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Seen to be annexed to the Prime Minister's Order n°92/03 of 25/08/2011 determining the mission, functions, the organisational structure and summary of job positions of the Ministry of Education

Kigali, on 25/08/2011

(sé)
MAKUZA Bernard
Prime Minister

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
KARUGARAMA Tharcisse
Minister of Justice/ Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°92/03 du 25/08/2011 portant mission, fonctions, structure organisationnelle et la synthèse des emplois du Ministère de l'Education

Kigali, le 25/08/2011

(sé)
MAKUZA Bernard
Premier Ministre

(sé)
MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

(sé)
KARUGARAMA Tharcisse
Ministre de la Justice/Garde des Sceaux

ITEKA RYA MINISITIRI N°04/01 RYO KUWA 23/08/2011 RIHINDURA LAISSEZ-PASSER RIKANONGERA URUTONDE RW'IBIHUGU IKORESHWAMO	<i>Official Gazette n°37bis of 12/09/2011</i> MINISTERIAL ORDER N°04/01 OF 23/08/2011 MODIFYING THE LAISSEZ- PASSER AND EXTENDING THE LIST OF COUNTRIES IN WHICH IT MAY BE USED	ARRETE MINISTERIEL N° 04/01 DU 23/08/2011 PORTANT MODIFICATION DU LAISSEZ-PASSER ET EXTENSION DES PAYS DANS LESQUELS IL EST UTILISE
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ITEKA RYA MINISITIRI N° 04/01 RYO KUWA 23/08/2011 RIHINDURA LAISSEZ-PASSER RIKANONGERA URUTONDE RW'IBIHUGU IKORESHWAMO	<i>Official Gazette n°37bis of 12/09/2011</i> MINISTERIAL ORDER N°04/01 OF 23/08/2011 MODIFYING THE LAISSEZ-PASSER AND EXTENDING THE LIST OF COUNTRIES IN WHICH IT MAY BE USED	ARRETE MINISTERIEL N° 04/01 DU 23/08/2011 PORTANT MODIFICATION DU LAISSEZ –PASSER ET EXTENSION DES PAYS DANS LESQUELS IL EST UTILISE
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Minisitiri muri Perezidansi ya Repubulika;	The Minister in the President's Office;	Le Ministre à la Présidence de la République;
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Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 Kamena 2003, nk'uko ryavuguruwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 23, iya 121 n'iya 201;	Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 23, 121 and 201;	Vu la Constitution de la République du Rwanda du 04 juin 2003, telle que révisée à ce jour, spécialement en ses articles 23, 121 et 201;
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Ashingiye ku Itegeko n° 04/2011 ryo kuwa 21/03/2011 ryerekeye Abinjira n'Abasohoka mu Rwanda cyane cyane mu ngingo yaryo iya 25 n'iya 31;	Pursuant to Law n° 04/2011 of 21/03/2011 on Immigration and Emigration in Rwanda especially in Articles 25 and 31;	Vu la Loi n° 04/2011 du 21/03/2011 sur l'Immigration et Emigration au Rwanda notamment dans ses articles 25 et 31 ;
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Asubiye ku iteka rya Minisitiri n° 08/10 ryo kuwa 25/03/1965 ryerekeye gukurikiza itegeko ryo kuwa 15/10/1963 ryerekeye pasiporo z'Igihugu;	Having reviewed the Ministerial Order n° 08/10 of 25/03/1965 concerning implementation of the Law of 15/10/1963 on national passports;	Revu l'Arrêté Ministériel n°08/10 du 25/03/1965 portant application de la Loi du 15/10/1963 sur les passeports nationaux;
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Inama y'Abaminisitiri yateranye kuwa 20/07/2011 imaze kubisuzuma no kubyemeza;	After consideration and approval by the Cabinet in its session of 20/07/2011;	Après examen et adoption par le Conseil des Ministres en sa séance du 20/07/2011;
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ATEGETSE:	HEREBY ORDERS:	ARRETE :
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<u>Ingingo ya mbere:</u> Icyo iri teka rigamiye	<u>Article One:</u> Purpose of this Order	<u>Article premier:</u> Objet du présent arrêté
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Iri teka rihindura imiterere ya laissez-passer, ibiyigize uburyo ikoze ndetse n'ibipimo byayo rikanongera urutonde rw'ibihugu ikoreshwamo.	This Order modifies the design, content, nature and the format of the Laissez-passer and extends the list of countries in which it may be used.	Le présent Arrêté modifie le modèle, le contenu, la nature et le format du laissez-passer et étend la liste des pays dans lesquels il est utilisé.
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Official Gazette n°37bis of 12/09/2011
Article 2: Description of laissez-passers

Ingingo ya 2: Imiterere ya laissez-passers

Laissez-passers ikozwe mu buryo bw'agatabo gateye ku buryo bukurikira:

- 1° amapaji mirongo itatu n'abiri (32) y'ahashyirwa visa;
- 2° igifuniko cy'imbere n'inyuma cy'ibara ry'icyatsi cyijimye;
- 3° ubugari bungana na milimetero mirongo inani n'umunani zirengaho cyangwa ziburaho ibice mirongo irindwi na bitanu bya milimetero (88 mm $\pm$ 0,75 mm);
- 4° uburerebure bungana na milimetero ijana na makumyabiri n'eshanu zirengaho cyangwa ziburaho ibice mirongo irindwi na bitanu bya milimetero (125 mm $\pm$ 0,75 mm);
- 5° ahasomwa n'imashini;
- 6° ibimenyetso by'umutekano bitagaragarira amaso;
- 7° ikirango gifite ishusho ya zahabu.

The laissez-passers shall be made in booklet form with the following features:

- 1° thirty-two (32) visa pages;
- 2° dark green front and back covers;
- 3° width of eighty-eight millimeters plus or minus three-quarters of a millimeter (88 mm $\pm$ 0.75 mm);
- 4° length of one hundred and twenty-five millimeters plus or minus three-quarters of a millimeter (125 mm $\pm$ 0.75 mm);
- 5° machine readable zone;
- 6° invisible security features;
- 7° logo of embossed gold.

Article 2: Description du laissez-passers

Le laissez-passers est conçu sous forme d'un carnet ayant les spécifications suivantes :

- 1° un carnet de trente deux (32) pages pour visa ;
- 2° une couverture avant et arrière de couleur verte foncée ;
- 3° largeur de quatre vingt huit millimètres avec plus ou moins soixante quinze décimales d'un millimètre (88 mm $\pm$ 0,75 mm);
- 4° longueur de cent vingt cinq millimètres avec plus ou moins soixante quinze décimales d'un millimètre (125 mm $\pm$ 0,75 mm);
- 5° zone lisible par machine;
- 6° figure de sécurité invisible à l'oeil nu;
- 7° dorure du logo.

Ingingo ya 3: Ibihugu laissez-passers ikoreshezwamo

Laissez-passers ihabwa umunyarwanda ushaka kujya mu bihugu bikurikira:

- 1° Repulika y'u Burundi;
- 2° Repubulika iharanira Demokarasi ya Kongo;

Article 3: Countries in which the laissez-passers may be used

A laissez-passers shall be issued to a Rwandan national wishing to travel to the following countries:

- 1° the Republic of Burundi;
- 2° the Democratic Republic of Congo;

Article 3: Pays dans lesquels le laissez-passers est utilisé

Le laissez-passers est délivré au citoyen rwandais qui veut se rendre dans les pays suivants :

- 1° République du Burundi;
- 2° République Démocratique du Congo ;

3° Repubulika ya Kenya; 4° Repubulika yunze ubumwe ya Tanzania; 5° Repubulika ya Uganda; 6° Repubulika ya Sudani y'Amajyepfo.	Official Gazette n°37bis of 12/09/2011 3° the Republic of Kenya; 4° the United Republic of Tanzania; 5° the Republic of Uganda; 6° the Republic of South Sudan.	3° République du Kenya ; 4° République Unie de Tanzanie ; 5° République de l'Ouganda ; 6° République du Sud-Soudan.
<u>Ingingo ya 4:</u> Laissez-passer yatanzwe mbere y'uko iri teka ritangira gukurikizwa Laissez-passer igifite agaciro yatanzwe mbere y'uko iri teka ritangira gukurikizwa ikomeza gukoreshwa kugeza aho irangiriye. <u>Ingingo ya 5:</u> Ivanwaho ry'ingingo zinyuranyije n'iri teka Iteka rya Minisitiri n° 08/10 ryo kuwa 25/03/1965 ryerekeye gukurikiza Itegeko ryo kuwa 15/10/1963 ryerekeye pasiporo z'igihugu, n'izindi ngingo zose zinyuranyije n'iri teka bivanyweho.	<u>Article 4:</u> Laissez-passer issued before the commencement of this Order A valid laissez-passer issued before the commencement of this Order may continue to be used until the end of its validity. <u>Article 5:</u> Repealing provision Ministerial Order n°08/10 of 25/03/1965 concerning implementation of the Law of 15/10/1963 on national passports and all prior provisions contrary to this Order are hereby repealed.	<u>Article 4:</u> Laissez-passer délivré avant la mise en vigueur du présent arrêté Le laissez-passer encore valide délivré avant la mise en vigueur du présent arrêté continue d'être utilisé jusqu'à son expiration. <u>Article 5:</u> Disposition abrogatoire L'Arrêté Ministériel n° 08/10 du 25/03/1965 portant application de la loi du 15/10/1963 sur les passeports nationaux et toutes les dispositions antérieures contraires au présent arrêté sont abrogés.
<u>Ingingo ya 6:</u> Igihe iteka ritangira gukurikizwa Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Kigali, kuwa 23/08/2011	<u>Article 6:</u> Commencement This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. Kigali, on 23/08/2011	<u>Article 6:</u> Entrée en vigueur Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Kigali, le 23/08/2011

(sé)
TUGIREYEZU Vénantie
Minisitiri muri Perezidansi ya Repubulika

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

(sé)
KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/ Intumwa Nkuru ya Leta

Official Gazette n°37bis of 12/09/2011

(sé)
TUGIREYEZU Vénantie
Minister in the President's Office

Seen and sealed with the Seal of the Republic:

(sé)
KARUGARAMA Tharcisse
Minister of Justice/ Attorney General

(sé)
TUGIREYEZU Vénantie
Ministre à la Présidence de la République

Vu et scellé du Sceau de la République :

(sé)
KARUGARAMA Tharcisse
Ministre de la Justice/Garde des Sceaux

**ICYEMEZO N° RCA 451/2010 CYO KUWA 22/3/2010 GIHA UBUZIMAGATOZI
KOPERATIVE Y'ABACURUZI B'INYONGERAMUSARURO BA CYINZUZI
(KOAICYI)**

Umuyobozi w'Ikigo cy'Igihugu gishinzwe guteza imbere Amakoperative;

Ashingiye ku Itegeko n°50/2007 ryo kuwa 18 Nzeri 2007 rigena ishyirwaho, imiterere n'imikorere y'Amakoperative mu Rwanda, cyane cyane mu ngingo yaryo ya 23, igika cya 3;

Ashingiye ku Itegeko n° 16/2008 ryo kuwa 11/06/2008 rishyiraho Ikigo cy'Igihugu gishinzwe guteza imbere Amakoperative, cyane cyane mu ngingo yaryo ya 3, igika cya 2;

Abisabwe na Perezida wa Koperative “**KOAICYI**” ifite icyicaro i Remera, Umurenge wa Cyinzuzi, Akarere ka Rulindo, Intara y'Amajyaruguru, mu rwandiko rwe rwakiriwe kuwa 07/9/2009;

YEMEJE:

Ingingo ya mbere:

Koperative “**KOAICYI**” ifite icyicaro i Remera, Umurenge wa Cyinzuzi, Akarere ka Rulindo, Intara y'Amajyaruguru, ihawe Ubuzimagatozi.

Ingingo ya 2:

Koperative “**KOAICYI**” igamije guteza imbere ubucuruzi bw'inyongeramusaruro (imbuto z'indobanure, imiti n'ibikoresho by'ubuhinzi). Ntiyemerewe gukora indi mirimo inyuranye n'iyi iherewe ubuzimagatozi, keretse ibanje kubisaba ikanabiherwa uburenganzira.

Ingingo ya 3:

Iki cyemezo kigira agaciro guhera umunsi cyatangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda.

Kigali, kuwa 22/3/2010

(sé)
MUGABO Damien
Umuyobozi w'Ikigo cy'Igihugu gishinzwe
Guteza imbere Amakoperative

**ICYEMEZO N° RCA 249/2011 CYO KUWA 31/3/2011 GIHA UBUZIMAGATOZI
“KOPERATIVE IHUZA ABOROZI BA KIJYAMBERE BAFATANYIJE” (IAKIB)**

Umuyobozi w’Ikigo cy’Igihugu gishinzwe guteza imbere Amakoperative;

Ashingiye ku Itegeko n°50/2007 ryo kuwa 18 Nzeri 2007 rigena ishyirwaho, imiterere n’imikorere y’Amakoperative mu Rwanda, cyane cyane mu ngingo yaryo ya 23, igika cya 3;

Ashingiye ku Itegeko n°16/2008 ryo kuwa 11/06/2008 rishyiraho Ikigo cy’Igihugu gishinzwe guteza imbere Amakoperative, cyane cyane mu ngingo yaryo ya 3, igika cya 2;

Abisabwe na Perezida wa Koperative “**IAKIB**” ifite icyicaro i Kageyo, Umurenge wa Kageyo, Akarere ka Gicumbi, Intara y’Amajyaruguru, mu rwandiko rwe rwakiriwe kuwa 31/8/2010;

YEMEJE:

Ingingo ya mbere:

Koperative “**IAKIB**” ifite icyicaro i Kageyo, Umurenge wa Kageyo, Akarere ka Gicumbi, Intara y’Amajyaruguru, ihawe Ubuzimagatozi.

Ingingo ya 2:

Koperative “**IAKIB**” igamije guteza imbere ubworozi bw’inka za kijyambere. Ntiyemerewe gukora indi mirimo inyuranye n’iyo iherewe ubuzimagatozi, keretse ibanje kubisaba ikanabiherwa uburenganzira.

Ingingo ya 3:

Iki cyemezo kigira agaciro guhera umunsi cyatangarijweho mu Igazeti ya Leta ya Repubulika y’u Rwanda.

Kigali, kuwa 31/3/2011

(sé)
MUGABO Damien
Umuyobozi w’Ikigo cy’Igihugu gishinzwe
Guteza imbere Amakoperative

**ICYEMEZO N° RCA1101 /2009 CYO KUWA 31/08/2009 GIHA UBUZIMAGATOZI
KOPERATIVE “INGUNGURU GAKINJIRO”**

Umuyobozi w’Ikigo cy’Igihugu gishinzwe guteza imbere Amakoperative;

Ashingiye ku Itegeko n°50/2007 ryo kuwa 18 Nzeri 2007 rigena ishyirwaho, imiterere n’imikorere y’Amakoperative mu Rwanda, cyane cyane mu ngingo yaryo ya 23, igika cya 3;

Ashingiye ku Itegeko n°16/2008 ryo kuwa 11/06/2008 rishyiraho Ikigo cy’Igihugu gishinzwe guteza imbere Amakoperative, cyane cyane mu ngingo yaryo ya 3, igika cya 2;

Abisabwe na Perezida wa Koperative “**INGUNGURU GAKINJIRO** ” ifite icyicaro mu Kagari ka Kora, Umurenge wa Gitega, Akarere ka Nyarugenge, Umujyi wa Kigali, mu rwandiko rwe rwo kuwa 08/01/2008;

YEMEJE:

Ingingo ya mbere:

Koperative “**INGUNGURU GAKINJIRO**” ifite icyicaro mu Kagari ka Kora, Umurenge wa Gitega, Akarere ka Nyarugenge, Umujyi wa Kigali, ihawe Ubuzimagatozi.

Ingingo ya 2:

Koperative “**INGUNGURU GAKINJIRO**” igamije kunoza umwuga wo gutunganya no gucuruza ibikoresho bitandukanye bituruka ku ngunguru. Ntiyemerewe gukora indi mirimo inyuranye n’iyo iherewe ubuzimagatozi, keretse ibanje kubisaba ikanabihirwa uburenganzira.

Ingingo ya 3:

Iki cyemezo kigira agaciro guhera umunsi cyatangarijweho mu Igazeti ya Leta ya Repubulika y’u Rwanda.

Kigali, kuwa 31/08/2009

(sé)
MUGABO Damien
Umuyobozi w’Ikigo cy’Igihugu gishinzwe
Guteza imbere Amakoperative

**ICYEMEZO N° RCA 641/2010 CYO KUWA 05/05/2010 GIHA UBUZIMAGATOZI
KOPERATIVE Y'ABAHINZI B'INANASI BA RUKUMBERI" (COAARU)**

Umuyobozi w'Ikigo cy'Igihugu gishinzwe guteza imbere Amakoperative;

Ashingiye ku Itegeko n°50/2007 ryo kuwa 18 Nzeri 2007 rigena ishyirwaho, imiterere n'imikorere y'Amakoperative mu Rwanda, cyane cyane mu ngingo yaryo ya 23, igika cya 3;

Ashingiye ku Itegeko n°16/2008 ryo kuwa 11/06/2008 rishyiraho Ikigo cy'Igihugu gishinzwe guteza imbere Amakoperative, cyane cyane mu ngingo yaryo ya 3, igika cya 2;

Abisabwe na Perezida wa Koperative "COAARU" ifite icyicaro i Rukumberi, Umurenge wa Rukumberi, Akarere ka Ngoma, Intara y'Iburasirazuba, mu rwandiko rwe rwakiriwe kuwa 08/02/2010;

YEMEJE:

Ingingo ya mbere:

Koperative "COAARU" ifite icyicaro i Rukumberi, Umurenge wa Rukumberi, Akarere ka Ngoma, Intara y'Iburasirazuba, ihawe Ubuzimagatozi.

Ingingo ya 2:

Koperative "COAARU" igamije guteza imbere ubuhinzi bw'imbuta (inanasi). Ntiyemerewe gukora indi mirimo inyuranye n'iyi ihewe ubuzimagatozi, keretse ibanje kubisaba ikanabiherwa uburenganzira.

Ingingo ya 3:

Iki cyemezo kigira agaciro guhera umunsi cyatangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda.

Kigali, kuwa 05/05/2010

(sé)
MUGABO Damien
Umuyobozi w'Ikigo cy'Igihugu gishinzwe
Guteza imbere Amakoperative