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N°003/03 yo ku wa 23/12/2017

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AMABWIRIZA YA MINISITIRI
W'INTEBE N°003/03 YO KU WA
23/12/2017 AGENA IMITERERE
N'IMIKORERE BYA POROGARAMU
Y'IGIHUGU MBONEZAMIKURIRE
Y'ABANA BATO

PRIME MINISTER'S INSTRUCTIONS
N°003/03 OF 23/12/2017
DETERMINING THE ORGANIZATION
AND FUNCTIONING OF THE
NATIONAL EARLY CHILDHOOD
DEVELOPMENT PROGRAM

INSTRUCTIONS DU PREMIER
MINISTRE N°003/03 DU 23/12/2017
DETERMINANT L'ORGANISATION ET
LE FONCTIONNEMENT DU
PROGRAMME NATIONAL DE
DEVELOPPEMENT DE LA PETITE
ENFANCE

ISHAKIRO

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AMABWIRIZA YA MINISITIRI W'INTEBE N°003/03 YO KU WA 23/12/2017 AGENA IMITERERE N'IMIKORERE BYA POROGARAMU Y'IGIHUGU MBONEZAMIKURIRE Y'ABANA BATO

PRIME MINISTER'S INSTRUCTIONS N°003/03 OF 23/12/2017 DETERMINING THE ORGANIZATION AND FUNCTIONING OF THE NATIONAL EARLY CHILDHOOD DEVELOPMENT PROGRAM

INSTRUCTIONS DU PREMIER MINISTRE N°003/03 DU 23/12/2017 DETERMINANT L'ORGANISATION ET LE FONCTIONNEMENT DU PROGRAMME NATIONAL DE DEVELOPPEMENT DE LA PETITE ENFANCE

Minisitiri w'Intebe;

The Prime Minister;

Le Premier Ministre;

Bisabwe na Minisitiri w'Abakozi ba Leta n'Umurimo na Minisitiri w'Uburinganire n'Iterambere ry'Umuryango;

On proposal by the Minister of Public Service and Labour and the Minister of Gender and Family Promotion;

Sur proposition du Ministre de la Fonction publique et du Travail et du Ministre du Genre et de la Promotion de la famille;

Inama y'Abaminisitiri yateranye ku wa 08/11/2017 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 08/11/2017;

Après examen et adoption par le Conseil des Ministres, en sa séance du 08/11/2017;

Ashyizeho amabwiriza akurikira:

Hereby issues the following instructions:

Donne les instructions suivantes:

UMUTWE WA MBERE: INGINGO RUSANGE

CHAPTER ONE: GENERAL PROVISIONS

CHAPITRE PREMIER: DISPOSITIONS GENERALES

Ingingo ya mbere: Icyo aya mabwiriza agamije

Article One: Purpose of these Instructions

Article One: Objet des présentes Instructions

Aya mabwiriza akena imiterere n'imikorere bya porogaramu y'Igihugu mbonezamikurire y'Abana Bato, "NECDP" mu magambo ahinnye.

These Instructions determine the organization and functioning of the National Early Childhood Development Program abbreviated as "NECDP".

Ces Instructions déterminent l'organisation et le fonctionnement du Programme National de Développement de la Petite Enfance, «NECDP» en abrégé.

Official Gazette n° Special of 24/12/2017

By'umwihariko, aya mabwiriza agena ibi bikurikira:

1 ° inshingano za NECDP;

2 ° imiterere n'imikorere bya NECDP;

3 ° imicungire y'abakozi ba NECDP;

4 ° igenwa ry'ingengo y'imari ya NECDP;

5 ° imbonerahamwe y'imyanya y'imirimo;

6 ° ibisabwa ku myanya y'imirimo ku bakozi ba NECDP;

7 ° imishahara n'ibindi bigenerwa abakozi ba NECDP.

Especially, these Instructions determine the following:

1 ° mission of NECDP;

2 ° organization and functioning of NECDP;

3 ° management of staff of NECDP;

4 ° budget allocation of NECDP;

5 ° organizational structure of NECDP;

6 ° job profiles of NECDP staff;

7 ° salaries and fringe benefits for NECDP staff.

Spécialement, ces Instructions déterminent ce qui suit:

1 ° mission du NECDP;

2 ° l'organisation et le fonctionnement du NECDP;

3 ° la gestion du personnel de NECDP;

4 ° l'allocation budgétaire de NECDP;

5 ° la structure organisationnelle de NECDP;

6 ° les profils d'emploi du personnel du NECDP;

7 ° les salaires et les avantages pour le personnel du NECDP.

Ingingo ya 2: Ubwisanzure mu micungire y'abakozi n'umutungo

NECDP ifite ubwisanzure mu micungire y'abakozi n'umutungo kandi iyoborwa hakurikijwe amategeko abigenga.

Article 2: Administrative and financial autonomy

NECDP enjoys administrative and financial autonomy and it is governed in accordance with relevant laws.

Article 2: Autonomie administrative et financière

NECDP jouit d'une autonomie administrative et financière et est régi par les lois en la matière.

Ingingo ya 3: Urwego rureberera NECDP

Minisiteri ishinzwe Uburinganire n'Iterambere ry'Umuryango ni rwo rwego rureberera NECDP.

Article 3: Supervising authority of NECDP

The Ministry in charge of Gender and Family Promotion is the supervising authority of NECDP.

Article 3: Autorité de tutelle de NECDP

Le Ministère chargé du Genre et de la Promotion de la Famille est l'autorité de tutelle du NECDP.

UMUTWE WA II: INSHINGANO ZA NECDP

CHAPTER II: MISSION OF NECDP

CHAPITRE II: MISSION DU NECDP

Ingingo ya 4: Inshingano za NECDP

Inshingano rusange ya NECDP ni uguhuza ibikorwa byose bishyigikira Porogaramu mbonezamikurire y'umwana muto iboneye kuva agisamwa kugeza ku myaka itandatu (6) nk'uko biteganywa na Politiki Mbonezamikurire y'Abana Bato. Ku bw'iyi mpamvu, NECDP yahawe inshingano zikurikira:

Article 4: Mission of NECDP

The general mission of NECDP is to coordinate all interventions that support adequate early childhood development for children from their conception to six (6) years of age as outlined in the Early Childhood Development Policy. The NECDP is therefore tasked to carry out the responsibilities below:

Article 4: Mission du NECDP

La mission générale du NECDP est la coordination de toutes les interventions qui soutiennent le développement de la petite enfance pour les enfants depuis leur conception jusqu'à l'âge de six (6) ans, tel que décrit dans la Politique de Développement de la Petite Enfance. Le NECDP est donc chargé de remplir les attributions suivantes:

1 ° ku bufatanye n'inzego zose zifite uruhare mu kuboneza imikurire y'abana bato, by'umwihariko NECDP ishinzwe:

- a. kongera ubushobozi mu gutegura abana kwiga amashuri y'ibanze;
- b. guteza imbere imikurire iboneye y'umwana;

1 ° in close collaboration and coordination of all sectors playing a role in Early Childhood Development, specifically NECDP is responsible for:

- a. increasing children's preparedness to the primary school environment;
- b. promoting optimal child development;

1 ° en étroite collaboration et coordination de tous les secteurs jouant un rôle dans le Développement de la Petite Enfance, spécifiquement le NECDP est chargé de:

- a. améliorer la préparation des enfants à l'environnement de l'école primaire;
- b. promouvoir un développement optimal de l'enfant;

c. gufasha ababyeyi gutanga uburere bukwiye n'abaturage muri rusange kugira uruhare mu kurinda umwana;	c. enhancing positive parenting and community participation in child protection;	c. améliorer le rôle positif des parents et la participation de la communauté à la protection de l'enfance;
d. kugabanya imirire mibi n'idindira ry'imikurire mu bana bato;	d. reducing malnutrition and stunted growth among young children;	d. réduire la malnutrition et le retard de croissance chez les jeunes enfants;
e. guca ihohoterwa rikorerwa umubiri, amarangamutima n'imitekerereze by'abana;	e. eliminating physical, moral, and psychological abuse of young children;	e. éliminer les abus physiques, moraux et psychologiques des jeunes enfants;
f. kongera uburyo bungana bwo kubona serivisi zo kuboneza imikurire y'abana bato bafite ibibazo byihariye;	f. enhancing equal access to early childhood development services by children with special needs;	f. améliorer l'égalité d'accès aux services de développement de la petite enfance par les enfants ayant des besoins spéciaux;
2° gufata iya mbere mu guteza imbere imikorere y'igenamigambi ya Porogaramu Mbonezamikurire y'Abana Bato ku bufatanye n'abafatanyabikorwa bose;	2° take the lead at the development of the National Early Childhood Development strategic planning process through a holistic and all stakeholders-inclusive process;	2° prendre l'initiative de l'élaboration du processus de planification stratégique du Développement de la Petite Enfance au moyen d'un processus global et inclusif;
3° gushaka imari yo gukoresha kugira ngo intego z'igenamigambi yo kuboneza imikurire y'abana bato zigerweho;	3° mobilize resources for the attainment of the goals set in the early child development strategic plan;	3° mobiliser des ressources pour atteindre les objectifs fixés dans le plan stratégique de Développement de la Petite Enfance;
4° kugenzura ishyirwa mu bikorwa ryahunda zose ziteganyijwe mu igenamigambi ryo kuboneza	4° ensure the implementation of all interventions as set in the early child	4° assurer la mise en œuvre de toutes les interventions prévues dans le plan stratégique de Développement de la

imikurire y'abana bato, ku bufatanye bwa hafi n'inzego zose bireba;

development strategic plan, by closely collaborating with all involved sectors;

Petite Enfance, en collaborant étroitement avec tous les secteurs concernés;

5 ° kugenzura ko inzego zose bireba ziyoboka igenamigambi ryo kuboneza imikurire y'abana bato, gahunda y'isuzuma n'igenzura;

5 ° ensure the alignment by all stakeholders to the National Early Childhood development strategic plan, and its monitoring and evaluation plan;

5 ° assurer l'alignement de tous les intervenants sur le plan stratégique national de Développement de la Petite Enfance, son plan de suivi et évaluation;

6 ° kugenzura ko abafatanyabikorwa bashyira mu bikorwa serivisi zo kuboneza imikurire y'abana bato buzaza ubuziranenge nk'uko biteganywa n'ibipimo ntarengwa by'Iterambere ry'Igihugu ry'Abana Bato.

6 ° ensure that all stakeholders implementing early childhood development services meet quality standards as set in the National Early Childhood Development minimum standards.

6 ° veiller à ce que tous les intervenants qui mettent en œuvre des services de Développement de la Petite Enfance respectent les normes de qualité énoncées dans les normes minimales du Développement Nationale de la Petite Enfance.

UMUTWE WA III: IMITERERE N'IMIKORERE

CHAPTER III: ORGANIZATION AND FUNCTIONING

CHAPITRE III: ORGANISATION ET FONCTIONNEMENT

Ingingo ya 5: Inzego za NECDP

Article 5: Organs of NECDP

Article 5: Organes de NECDP

NECDP igizwe n'inzego z'imiyoborere zikurikira:

NECDP is comprised of the following administrative organs:

Le NECDP est composé des organes administratifs suivants:

1 ° Komite Mpuzabikorwa;

1 ° the Steering Committee;

1 ° le Comité de Pilotage;

2 ° Komite Ngishwanama mu bya Tekinike;

2 ° the Technical Advisory Committee;

2 ° le Comité Consultatif Technique;

3 ° Urwego Nshingwabikorwa.

3 ° the Executive Organ.

3 ° l'Organe Exécutif.

Ingingo ya 6: Ishyirwaho ry'abagize Komite Mpuzabikorwa

Abagize Komite Mpuzabikorwa bashyirwaho n'Ubuyobozi bubifitiye ububasha.

Ingingo ya 7: Inshingano za Komite Mpuzabikorwa

Komite Mpuzabikorwa ishinze:

- 1 ° kuyobora ubuhuzabikorwa bwa NECDP no gukemura ibibazo by'imiyoborere bishobora kuvuka mu ishyirwa mu bikorwa ry'inshingano z'urwego;
- 2 ° kuyobora NECDP no kuyiha umurongo ku bikorwa by'ingenzi byihutirwa;
- 3 ° kwakira no kwemeza raporo y'igihembwe n'iy'umwaka y'aho ibikorwa bigeze, igatanga inama n'ibitekerezo ku byakosorwa birebana na politiki na gahunda mu rwego rw'ishyirwa mu bikorwa rinoze;
- 4 ° gusuzuma gahunda y'ibikorwa n'ingengo y'imari bya nyuma bya NECDP.

Article 6: Nomination of Members of Steering Committee

The Members of Steering Committee are nominated by a Competent Authority.

Article 7: Responsibilities of the Steering Committee

The Steering Committee is responsible to:

- 1 ° provide overall leadership of NECDP coordination and address institutional challenges that may arise on the course of implementation;
- 2 ° provide overall guidance and orientation on key priorities of NECDP;
- 3 ° receive and approve the progress reports on a quarterly and annual basis, and provide recommendations and feedback for policy and program adjustment towards effective implementations;
- 4 ° consider the final NECDP implementation plans and budget.

Article 6: Nomination des membres du Comité de Pilotage

Les membres du Comité de Pilotage sont nommés par une autorité compétente.

Article 7: Attributions du Comité de Pilotage

Le Comité de Pilotage est chargé de:

- 1 ° assurer la direction générale de la coordination de NECDP et résoudre les problèmes institutionnels susceptibles de survenir au cours de la mise en œuvre;
- 2 ° fournir une orientation générale et une orientation sur les priorités clés du NECDP;
- 3 ° recevoir et approuver les rapports progressifs de chaque trimestre et années, et fournir des recommandations et des commentaires pour l'ajustement des politiques et des programmes en vue d'une mise en œuvre efficace;
- 4 ° examiner les plans d'action et le budget finals de NECDP.

Ingingo ya 8: Gutumiza no gukora inama za Komite Mpuzabikorwa

Inama ya Komite Mpuzabikorwa ya NECDP ikorwa rimwe buri gihembwe n'igihe cyose bibaye ngombwa.

Komite Mpuzabikorwa ihura nibura bibiri bya gatatu (2/3) by'abayigize bahari.

Ubutumire bushyikirizwa mu nyandiko abagize Komite Mpuzabikorwa habura iminsi irindwi (7) nibura ngo inama iterane.

Icyakora, inama idasanzwe itumizwa mu nyandiko habura iminsi itatu (3) nibura ngo inama iterane.

Ingingo ya 9: Inshingano za Komite Ngishwanama mu bya Tekinike

Komite Ngishwanama mu bya Tekinike ishinze:

1 ° kuvugurura gahunda y'ibikorwa ya Porogaramu y'Igihugu Mbenezamukire y'Abana Bato;

2 ° kugenzura imikorere y'Urwego Nshingwabikorwa rwa NECDP no gutanga umurongo ngenderwaho

Article 8: Convening and holding meetings of the Steering Committee

The meeting of the Steering Committee of NECDP is held once every semester and whenever deemed necessary.

The Steering Committee convenes upon attendance of at least two-third (2/3) of its members.

The invitation is submitted in writing to the Steering Committee members at least seven (7) days before the meeting is held.

However, an extraordinary meeting is convened in writing at least three (3) days before the meeting is held.

Article 9: Responsibilities of the Technical Advisory Committee

The Advisory Committee is responsible to:

1 ° review the National Early Childhood Program action Plan;

2 ° oversee the functioning of the Executive Organ of NECDP and provide strategic guidance to be

Article 8: Convocation et tenue des réunions du Comité de Pilotage

La réunion du Comité de pilotage du NECDP se tient une fois par semestre et chaque fois que cela est jugé nécessaire.

Le Comité de Pilotage se réunit en présence d'au moins deux tiers (2/3) de ses membres.

L'invitation est soumise par écrit aux membres du comité de Pilotage au moins sept (7) jours avant la tenue de la réunion.

Cependant, une réunion extraordinaire est convoquée par écrit au moins trois (3) jours avant la tenue de la réunion.

Article 9: Attributions du Comité Consultatif Technique

Le Comité Consultatif est chargé de:

1 ° revoir le plan d'action du Programme National de la Petite Enfance;

2 ° superviser le fonctionnement de l'organe exécutif du NECDP et fournir des orientations stratégiques à

ukurikizwa n'Urwego
Nshingwabikorwa mu kuzuza
inshingano zarwo;

followed by the Executive Organ in
fulfillment of its responsibilities;

suivre par l'organe exécutif dans
l'accomplissement de ses
responsabilités;

3 ° gutanga inama mu bya tekinike ku
mushinga w'ingengo y'imari ya
NECDP mbere y'uko ushyikirizwa
inzego zibishinzwe ngo ziwemeze;

3 ° provide technical advice on budget
proposal of NECDP before its
submission to competent organs for
approval;

3 ° fournir des conseils techniques sur la
proposition de budget du NECDP
avant de le soumettre aux organes
compétents pour approbation;

4 ° kwemeza raporo y'ibikorwa
n'imikoreshereze y'umutungo
by'umwaka warangiye.

4 ° adopt the report of activities and use
of property of the previous year.

4 ° adopter le rapport d'activités et
d'utilisation des biens de l'année
précédente.

**Ingingo ya 10: Ishyirwaho ry'abagize
Komite Ngishwanama mu bya Tekiniki**

**Article 10: Nomination of Members of
Technical Advisory Committee**

**Article 10: Nomination des membres du
Comité Consultatif Technique**

Abagize Komite Ngishwanama mu bya
Tekiniki bashyirwaho n'urwego rubifitiye
ububasha.

The Members of Technical Advisory
Committee are nominated by a competent
authority.

Les membres du comité consultatif technique
sont nommés par une autorité compétente.

**Ingingo ya 11: Itumiza n'iterana by'inama
za Komite Ngishwanama mu bya Tekiniki**

**Article 11: Convening and holding
meetings of the Technical Advisory
Committee**

**Article 11: Convocation et tenue des
réunions du Comité Consultatif Technique**

Inama ya Komite Ngishwanama mu bya
Tekiniki iterana rimwe mu gihembwe n'igihe
cyose bibaye ngombwa.

The meeting of the Technical Advisory
Committee of NECDP is held once every
quarter and whenever deemed necessary.

La réunion du Comité Consultatif Technique
du NECDP se tient une fois par trimestre et
chaque fois que cela est jugé nécessaire.

Komite Ngishwanama mu bya Tekiniki
iterana iyo nibura bibiri bya gatatu (2/3)
by'abayigize bihari.

The Technical Advisory Committee is held if
at least two-thirds (2/3) of its members are
present.

Le Comité Consultatif Technique se réunit si
au moins deux tiers (2/3) de ses membres sont
présents.

Ubutumire bw'abagize Komite Ngishwanama mu bya Tekiniki bukorwa mu nyandiko nibura iminsi irindwi (7) mbere y'uko inama iterana.

Icyakora, inama idasanzwe itumizwa mu nyandiko, nibura iminsi itatu (3) mbere y'uko iterana.

Imyanzuro y'Inama ya Komite Ngishwanama mu bya Tekiniki ishyirwaho umukono n'abanyamuryango bitabiriye inama kandi kopi yayo ikagenerwa Minisitiri w'Uburinganire n'Iterambere ry'Umuryango mu gihe kitarenze iminsi irindwi (7) nyuma y'uko inama iteranye.

Komite Ngishwanama mu bya Tekiniki ishobora gutumira undi muntu uwo ari we wese ushobora gutanga inama, igihe bibaye ngombwa.

Ingingo ya 12: Urwego Nshingwabikorwa

Imirimo ya buri munsu ya NECDP ikorwa n'Urwego Nshingwabikorwa ruyobowe n'Umuhuzabikorwa wa Porogaramu ushyirwa akanakurwa mu mirimo n'Inama y'Abaminisitiri.

Umuhuzabikorwa wa Porogaramu afite inshingano zikurikira:

The invitation is submitted in writing to the Technical Advisory Committee members at least seven (7) days before the meeting is held.

However, an extraordinary meeting is convened in writing at least three (3) days before the meeting is held.

Resolutions of the meeting of the Technical Advisory Committee are signed by its members present and a copy sent to the Minister in charge of Gender and Family Promotion in a period not exceeding seven (7) days from the date of the meeting.

The Technical Advisory Committee may, whenever necessary, invite any other person from whom it may seek advice.

Article 12: Executive Organ

NECDP daily activities are carried out by an Executive Organ presided over by the Coordinator of the program who is appointed and removed from office by the Cabinet.

The Coordinator of the Program has the following responsibilities:

L'invitation est soumise par écrit aux membres du Comité Consultatif Technique au moins sept (7) jours avant la tenue de la réunion.

Cependant, une réunion extraordinaire est convoquée par écrit au moins trois (3) jours avant la tenue de la réunion.

Les résolutions de la réunion du Comité Consultatif Technique sont signées par ses membres présents et une copie est envoyée au Ministre chargé du Genre et de la Promotion de la Famille dans une période n'excédant pas sept (7) jours à compter de la date de tenue de la réunion.

Le Comité Consultatif Technique peut, chaque fois que de besoin, inviter toute autre personne auprès de laquelle il peut demander conseil.

Article 12: Organe Exécutif

Les activités quotidiennes du NECDP sont menées par un Organe Exécutif présidé par le Coordonnateur du Programme qui est nommé et démis de ses fonctions par le Conseil des Ministres.

Le Coordonnateur du Programme a les attributions suivantes:

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1 ° kugenzura no guhuza ibikorwa bya buri muni bya NECDP;

2 ° gushyira mu bikorwa gahunda y'ibikorwa bya NECDP;

3 ° gucunga abakozi n'ibikoresho bya NECDP;

4 ° gutegura igenamigambi, gahunda y'umwaka y'ibikorwa n'ingengo y'imari bya NECDP;

5 ° gutegura gahunda y'ibikorwa y'umwaka na raporo y'ibaruramari ya NECDP;

6 ° kuba Umuyobozi Mukuru ushinze gucunga ingengo y'imari;

7 ° gushyira mu bikorwa ibyemezo bya Komite Ngishwanama mu bya Tekiniki na Komite Mpuzabikorwa ya NECDP.

1 ° to monitor and coordinate daily activities of NECDP;

2 ° to ensure the implementation of NECDP action plan;

3 ° to ensure proper management of staff and property of NECDP;

4 ° to prepare the strategic plan, annual action plan and budget of NECDP;

5 ° to prepare annual activity and financial reports of NECDP;

6 ° to serve as Chief Budget Manager;

7 ° to implement decisions taken by both the Technical Advisory Committee and the Steering Committee of NECDP.

1 ° surveiller et coordonner les activités quotidiennes de NECDP;

2 ° assurer la mise en œuvre du plan d'action de NECDP;

3 ° assurer la bonne gestion du personnel et des biens de NECDP;

4 ° préparer le plan stratégique, le plan d'action annuel et le budget de NECDP;

5 ° préparer les rapports annuels d'activités et financiers de NECDP;

6 ° servir de Gestionnaire Principal du Budget;

7 ° mettre en œuvre les décisions prises par le Comité Consultatif Technique et le Comité de Pilotage de NECDP.

UMUTWE IV: UMUTUNGO

Ingingo ya 13: Inkomoko y'umutungo

Umutungo wa NECDP ukomoka aha hakurikira:

CHAPTER IV: FUNDS

Article 13: Source of funds

Funds of NECDP come from the following:

CHAPITRE IV: FONDS

Article 13: Source des fonds

Les fonds de NECDP proviennent des éléments suivants:

1 ° ingengo y'imari igenerwa na Leta;

2 ° inkunga ya Leta cyangwa abafatanyabikorwa;

3 ° impano n'indagano.

1 ° State Budget allocation;

2 ° Government or development partners grants;

3 ° donations and bequest.

1 ° allocation budgétaire de l'Etat;

2 ° les subventions du gouvernement ou des partenaires au développement;

3 ° dons et legs.

Ingingo ya 14: Raporo y'imari

NECDP yohereza raporo y'imari Minisitiri y'Uburinganire n'Iterambere ry'Umuryango.

Article 14: Financial report

NECDP submits a financial report to the Ministry of Gender and Family Promotion.

Article 14: Rapport financier

Le NECDP soumet un rapport financier au Ministère du Genre et de la Promotion de la Famille.

Ingingo ya 15: Imicungire n'imigenzurire by'umutungo

Imikoreshereze, imicungire n'imigenzurire by'umutungo wa NECDP bikorwa hakurikijwe amategeko y'igihugu abigenga.

Article 15: Management and audit of property

The use, management and audit of NECDP property are carried out in accordance with relevant national laws.

Article 15: Gestion et audit du patrimoine

L'utilisation, la gestion et l'audit du patrimoine de NECDP sont effectués conformément à la loi nationale en la matière.

UMUTWE WA V: ABAKOZI BA NECDP

CHAPTER V: STAFF MEMBERS OF NECDP

CHAPITRE V: MEMBRES DU PERSONNEL DE NECDP

Ingingo ya 16: Ibyiciro by'abakozi

Umuhuzabikorwa wa Porogaramu, Abayobozi ba *departments* n'Umujyanama mu bya Tekiniki bashyirwaho n'Inama y'Abaminisitiri kandi bagengwa na sitati rusange igenga abakozi ba Leta.

Article 16: Categories of staff members

The Coordinator of the Program, Heads of Departments and Technical Advisor are appointed by the Cabinet and governed by the general statutes for public service.

Article 16: Catégories de membres du personnel

Le Coordonnateur du Programme, les Chefs de Départements et le Conseiller Technique sont nommés par le Conseil des Ministres et sont régis par le statut général de la fonction publique.

Abandi bakozi ba NECDP ni abakozi bakorera ku masezerano y'umurimo bashyirwaho hashingiwe kuri sitati rusange igenga abakozi ba Leta kandi bagengwa n'itegeko ry'umurimo mu Rwanda.	Other staff members of NECDP are contractual staff and recruited in accordance with general statutes for public service and governed by the law regulating labour in Rwanda.	Les autres membres du personnel de NECDP sont des contractuels recrutés conformément au statut général de la fonction publique et sont régis par la loi portant réglementation du travail au Rwanda.
Amasezerano y'umurimo y'abakozi ashirwaho umukono n'umuhuzabikorwa wa Porogaramu n'umukozi.	The employment contracts of the staff are signed between the Program Coordinator of NECDP and the employee.	Les contrats de travail du personnel sont signés entre le Coordonnateur du Programme NECDP et l'employé.
Imicungire y'imihigo igamije umusaruro ukorwa mu buryo buteganywa n'amategeko abigenga.	The results based performance management is done in accordance with relevant laws.	La gestion des performances axée sur les résultats est effectuée conformément à la législation en la matière.
<u>Ingingo ya 17: Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo</u>	<u>Article 17: Organizational structure and job profiles</u>	<u>Article 17: Structure organisationnelle et les profils d'emplois</u>
Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo bya NECDP biri ku mugereka wa I n'uwa II y'aya mabwiriza.	The Organizational structure and job profiles of NECDP are in Annexes I and II of these instructions.	La structure organisationnelle et les profils d'emplois de NECDP sont respectivement en annexes I et II des présentes instructions.
<u>Ingingo ya 18: Igenwa ry'umushahara</u>	<u>Article 18: Determination of the salary</u>	<u>Article 18: Détermination du salaire</u>
Imishahara y'abakozi ba Porogaramu y'Igihugu Mbenezamurire y'Abana Bato igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu butegesi bwa Leta.	Salaries for employees of the National Early Childhood Development Program are determined basing on the job classification and in accordance with general principles on salary calculation in Public Service.	Les salaires accordés au personnel du Programme National de Développement de la Petite Enfance sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri Porogaramu y'Igihugu Mbenezamukurire y'Abana Bato biri ku mugereka wa III w'aya mabwiriza.

The level, index value and the gross salary corresponding to each job position in the National Early Childhood Development program are in Annex III of these instructions.

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi du Programme National de Développement de la Petite Enfance sont en annexe III de présentes instructions.

Ingingo ya 19: Ibigize umushahara mbumbe

Article 19: Composition of the gross salary

Article 19: Composition du salaire brut

Umushahara mbumbe wa buri kwezi ku mukozi ukubiyemo iby'ingenzi bikurikira:

The monthly gross for each employee is mainly composed of the following:

Le salaire brut mensuel pour chaque agent comprend principalement:

1 ° umushahara fatizo;

1 ° basic salary;

1 ° le salaire de base;

2 ° indamunite y'icumbi;

2 ° housing allowance;

2 ° l'indemnité de logement;

3 ° indamunite y'urugendo;

3 ° transport allowance;

3 ° l'indemnité de transport;

4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi;

4 ° State contribution for social security;

4 ° la contribution de l'Etat à la sécurité sociale;

5 ° inkunga ya Leta yo kuvuza umukozi.

5 ° State contribution for medical care.

5 ° la contribution de l'Etat aux soins médicaux.

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo, ntigenerwa abayobozi bari ku nzego z'imirimo za "D", "1.VI" na "2.III" boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze. Ntigenerwa kandi abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza

The transport allowance specified in Paragraph One of this Article shall not be granted to officials positioned on levels "D", "1.IV" and "2.III" whose transport is facilitated in accordance with Instructions of the Minister of State in charge of transport. It shall not also be granted to public servants positioned on level "3" who are entitled to

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat aux postes de niveau "D", "1.IV" et "2.III" pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions. Elle n'est pas non plus allouée aux agents de l'Etat aux postes de niveau "3" qui bénéficient de

ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

special transport allowance in accordance with Instructions of the Minister in charge public service.

l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 20 : Umushahara n'ibindi bigenerwa Umuhuzabikorwa wa NECDP

Article 20: Salary and Fringe benefits for the Coordinator of NECDP

Article 20: Salaire et Avantages alloués au Coordinateur de NECDP

Umuhuzabikorwa wa NECDP agenerwa umushahara n'ibindi bimufasha gutunganya umurimo bingana n'ibigenerwa Umunyamabanga wa Leta.

The Coordinator of NECDP is entitled to the salary and fringe benefits equivalent to those allocated to a Minister of State.

Le Coordinateur de NECDP bénéficie du salaire et avantages équivalents à ceux alloués au Secrétaire d'Etat.

Ingingo ya 21: Ibindi bigenerwa Abayobozi b'Inzego bari ku rwego rw'umurimo rwa "G/1.IV"

Article 21: Fringe benefits for Heads of Departments on "G/1.IV" job classification level

Article 21: Avantages alloués aux Chefs des Départements aux postes d'emplois de niveau "G/1.IV"

Abayobozi b'Inzego bari ku rwego rw'umurimo rwa "G/1.IV" bagenerwa ibindi bibafasha gutunganya imirimo ku buryo bukurikira:

Heads of Departments are entitled to the following fringe benefits:

Les Chefs des Départements bénéficient des avantages suivants:

1 ° amafaranga y'u Rwanda ibihumbi ijana (100.000 Frw) y'itumanaho rya telefoni yo mu biro buri kwezi n'ay'itumanaho rya telefoni igendanwa angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi;

1 ° one hundred thousand Rwandan francs (Frw 100,000) per month for office landline communication allowance and one hundred thousand Rwandan francs (Frw 100,000) per month for mobile phone communication allowance;

1 ° les frais de communication par téléphone de bureau équivalent à cent mille francs rwandais (100.000 Frw) par mois et ceux de communication par téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois;

2 ° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

2 ° transport facilitation in accordance with the Instructions of the Minister in charge of transport.

2 ° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 22: Ibindi bigenerwa Umujyanama mu bya Tekiniki uri ku rwego rw'umurimo rwa “2.III”

Article 22: Fringe benefits for Technical Advisor on “2.III” classification level

Article 22: Avantages alloués au Conseiller Technique au poste de niveau “2.III”

Umujyanama mu bya Tekiniki agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

Technical Advisor is entitled to the following fringe benefits:

Le Conseiller Technique bénéficie des avantages suivants:

1 ° Umujyanama mu bya Tekiniki agenerwa amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw);

1 ° the Technical Advisor is entitled to seventy thousand Rwandan francs (Frw 70,000) per month for mobile phone communication allowance;

1 ° le Conseiller Technique bénéficie des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois;

2 ° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

2 ° transport facilitation in accordance with the Instructions of the Minister in charge of transport.

2 ° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 23: Ibindi bigenerwa Abayobozi b'Amashami n'abakozi bari ku rwego rw'umurimo rwa “3”

Article 23: Fringe benefits for Directors of Units and Specialists on “3” job classification level

Article 23: Avantages alloués aux Directeurs d'Unités et aux agents aux postes d'emplois de niveau “3”

Abayobozi b'Amashami n'abakozi bari ku rwego rw'imirimo rwa “3” bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

Directors of Units and Specialists on “3” job classification level are entitled each to fringe benefits as follows:

Les Directeurs d'Unités et agents aux postes de niveau “3” bénéficient chacun des avantages suivants:

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1 ° amafaranga y’itumanaho rya telefoni igendanwa angana n’ibihumbi mirongo itatu y’u Rwanda (30.000 Frw) buri kwezi;

2 ° indamunite yihariye y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

1 ° thirty thousand Rwandan francs (Frw 30,000) per month for a mobile phone communication allowance;

2 ° transport facilitation in accordance with instructions of the Minister in charge of public Service.

1 ° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois;

2 ° l’indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

Abayobozi b’Amashami bari ku rwego rw’imirimo rwa “3.II” bafite itsinda ry’abakozi ba Leta bayobora hashingiwe ku mbonerahamwe y’imirimo ya NECDP, bagenerwa kandi amafaranga ibihumbi ijana y’u Rwanda (100.000 Frw) buri kwezi y’itumanaho rya telefoni yo mu biro.

Directors of Units on level “3.II” with a pool of public servants under their responsibilities in accordance with the approved organizational structure of NECDP are also entitled each to an office telephone communication allowance of one hundred thousand Rwandan francs (Frw 100,000) per month.

Les Directeurs d’Unités aux postes de niveau “3.II” ayant des agents de l’Etat placés sous leurs responsabilités suivant la structure organisationnelle de NECDP, bénéficient également chacun des frais de communication par téléphone de bureau équivalant à cent mille francs Rwandais (100.000 Frw) par mois.

Ingingo ya 24: Indamunite z’urugendo rw’imodoka

Iyo Abayobozi Bakuru bari ku rwego rwa “D”, “1.IV” na “2.III” bagiye mu butumwa imbere mu Gihugu bakoresheje imodoka zabo, Leta ibagenera indamunite y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

Article 24: Mileage allowances

When Senior Officials on levels “D”, “1.IV” and “2.III” go on official mission inside the country by using their vehicles, the State pays them mileage allowances in accordance with Instructions of the Minister in charge of transport.

Article 24: Indemnités kilométriques

Lorsque les hauts cadres aux postes de niveaux “D”, “1.IV” and “2.III” vont en missions officielles à l’intérieur du pays en utilisant leurs véhicules, l’Etat leur octroie des indemnités kilométriques conformément aux instructions du Ministre ayant le transport dans ses attributions.

UMUTWE WA VI : INGINGO ZISOZA

CHAPTER VI: FINAL PROVISIONS

CHAPITRE VI : DISPOSITIONS FINALES

Ingingo ya 25: Abashinzwe gushyira mu bikorwa aya mabwiriza

Minisitiri w'Uburinganire n'Iterambere ry'Umuryango, Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Imari n'Igenamigambi na Minisitiri w'Ibikorwaremezo bashinzwe gushyira mu bikorwa aya mabwiriza.

Ingingo ya 26: Ivanwaho ry'ingingo zinyuranyije n'iri teka

Ingingo zose z'amabwiriza abanziriza aya kandi zinyuranyije na yo zivanyweho.

Ingingo ya 27: Igihe aya mabwiriza atangira gukurikizwa

Aya mabwiriza atangira gukurikizwa ku munsu yashyiriweho umukono. Agaciro kayo gahera ku wa 08/11/2017.

Kigali, ku wa 23/12/2017

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

Article 25: Authorities entrusted with the implementation of these instructions

The Minister of Gender and Family Promotion, the Minister of Public Service and Labour, the Minister of Finance and Economic Planning and the Minister of Infrastructure are entrusted with the implementation of these instructions.

Article 26: Repealing provision

All prior provisions contrary to these Instructions are repealed.

Article 27: Commencement

These instructions come into force on the date of their signature. They take effect as of 08/11/2017.

Kigali, on 23/12/2017

(sé)
Dr. NGIRENTE Edouard
Prime Minister

Article 25: Autorités chargées de l'exécution des présentes instructions

Le Ministre du Genre et de la Promotion de la Famille, le Ministre de la Fonction Publique et du Travail, le Ministre des Finances et de la Planification Economique et le Ministre des Infrastructures sont chargés de l'exécution des présentes instructions.

Article 26: Disposition abrogatoire

Toutes les dispositions antérieures contraires aux présentes instructions sont abrogées.

Article 27: Entrée en vigueur

Les présentes instructions entrent en vigueur le jour de leur signature. Elles sortent leurs effets à partir du 08/11/2017.

Kigali, le 23/12/2017

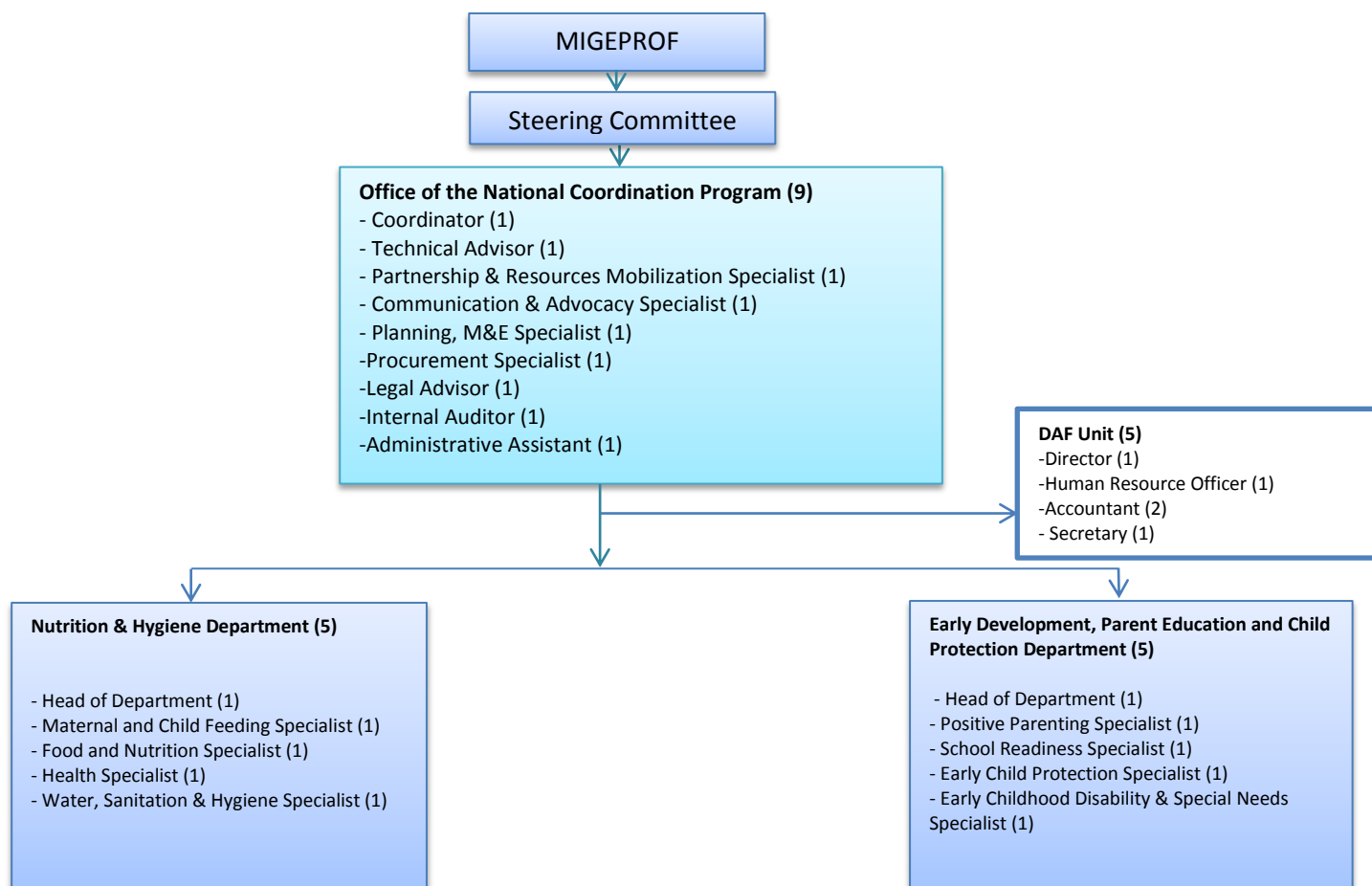
(sé)
Dr. NGIRENTE Edouard
Premier Ministre

**UMUGEREKA WA I W'AMABWIRIZA YA
MINISITIRI W'INTEBE N° 003/03 YO KU WA
23/12/2017 AGENA IMITERERE
N'IMIKORERE BYA POROGARAMU
Y'IGIHUGU MBONEZAMIKURIRE Y'ABANA
BATO**

**ANNEX I TO PRIME MINISTER'S
INSTRUCTIONS N° 003/03 OF 23/12/2017
DETERMINING THE ORGANIZATION
AND FUNCTIONING OF THE
NATIONAL EARLY CHILDHOOD
DEVELOPMENT PROGRAM**

**ANNEXE I AUX INSTRUCTIONS DU
PREMIER MINISTRE N° 003/03 DU 23/12/2017
DETERMINANT L'ORGANISATION ET LE
FONCTIONNEMENT DU PROGRAMME
NATIONAL DE DEVELOPPEMENT DE LA
PETITE ENFANCE**

NATIONAL EARLY CHILDHOOD DEVELOPMENT PROGRAM (NECDP) STRUCTURE



**Bibonywe kugira ngo bishyirwe ku mugereka w’
Amabwiriza ya Minisitiri w’Intebe n° 003/03 yo ku
wa 23/12/2017 akena imiterere n’imikorere bya
Porogaramu y’Igihugu Mbenezamukurire y’Abana
Bato**

Kigali, ku wa 23/12/2017

(sé)
Dr. NGIRENTE Edouard
Minisitiri w’Intebe

**Seen to be annexed to Prime Minister’s
Instructions n°003/03 of 23/12/2017
determining the organization and
functioning of the National Early Childhood
Development Program**

Kigali, on 23/12/2017

(sé)
Dr. NGIRENTE Edouard
Prime Minister

**Vu pour être annexé aux Instructions du Premier
Ministre n° 003/03 du 23/12/2017 déterminant
l’organisation et le fonctionnement du Programme
National de Développement de la Petite Enfance**

Kigali, le 23/12/2017

(sé)
Dr. NGIRENTE Edouard
Premier Ministre

**UMUGEREKA WA II W'AMABWIRIZA YA
MINISITIRI W'INTEBE N° 003/03 YO KU WA
23/12/2017 AGENA IMITERERE
N'IMIKORERE BYA POROGARAMU
Y'IGIHUGU MBONEZAMIKURIRE Y'ABANA
BATO**

**ANNEX II TO PRIME MINISTER'S
INSTRUCTIONS N° 003/03 OF 23/12/2017
DETERMINING THE ORGANIZATION
AND FUNCTIONING OF THE
NATIONAL EARLY CHILDHOOD
DEVELOPMENT PROGRAM**

**ANNEXE II AUX INSTRUCTIONS DU
PREMIER MINISTRE N° 003/03 DU 23/12/2017
DETERMINANT L'ORGANISATION ET LE
FONCTIONNEMENT DU PROGRAMME
NATIONAL DE DEVELOPPEMENT DE LA
PETITE ENFANCE**

NATIONAL EARLY CHILDHOOD DEVELOPMENT PROGRAM - JOB PROFILE

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profiles	Jobs
Office of the National Coordination Program	Coordinator	National Coordinator	Cabinet Appointee	1
	Technical Advisor	Technical Advisor	Cabinet Appointee	1
	Partnership & Resources Mobilization Specialist	Partnership & Resources Mobilization Specialist	A0 in in International Relations, Political Sciences, Business development or Management and Developmental Studies with 3 years of working experience in services marketing, business/partnership development, project design and development, fundraising from institutional donors or donor relations or Master's Degree in International Relations, Political Sciences, Business development or Management and Developmental Studies Key Technical Skills & Knowledge required: - Strong networking, communication, negotiation and presentation skills; - Experience dealing with multi-lateral and bilateral donors such as the World Bank, USAID, DFID, EU, DFAT, governments as well as regional or global fundss; - Experience of working in the GOV system is an added advantage; - High analytical & Complex Problem Solving Skills; - Judgment & Decission Making Skills; - Time management Skills; - Team working Skills;	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profiles	Jobs
	Communication & Advocacy Specialist	Communication & Advocacy Specialist	A0 in Communication, Public Relations, Journalism with 3 years of working experience in communication and Journalism or Master's Degree in Communication, Public Relations, Journalism Key Technical Skills & Knowledge required: - Time management and consciousness ; - Devotion and serving public interest; - High standards of professional ethics; - Efficiency, effectiveness and effective management of resources; - Customer care; - Professional secrecy; - Impartiality, objectivity, transparency and provision to the public, timely accurate information ; - Accountability for administrative decisions; - Decency and integrity; - Zero tolerance to corruption, rape and sexual harassment ; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profiles	Jobs
	Planning, M&E Specialist	Planning, M&E Specialist	A0 in Business Administration, Public Administration, Development Studies, Public Policy and Management, Economics, Management, Strategic Planning, Project Planning and management with 3 years of working experience in planning, monitoring and evaluation, statistics or policy formulation or Master's Degree in Business Administration, Public Administration, Development Studies, Public Policy and Management, Economics, Management, Strategic Planning, Project Planning and Management . Key technical skills and knowledge required: - Comprehensive knowledge of results based management, logical framework approach, strategic planning processes and tools - Knowledge of Rwanda's Public service and labour, Sector Policies and Strategies; - Experience in drafting Action Plans and Operational Plans; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Experience in conducting policy analysis and draft policy proposals.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profiles	Jobs
	Legal Advisor	Legal Advisor	A0 in Law with 3 years of working experience in Legal Affairs or Master's Degree in Law. <u>Key Technical skills and Knowledge required :</u> - Comprehensive knowledge of the Rwandan legislations, policies, regulations and legal procedures; - Knowledge in international and Humanitarian laws; - Knowledge of other activities done by all departments of the institution; - Working independently and without close supervision ; - Experience in contract drafting and negotiation; -High-level negotiation skills; - High analytical and problem solving skills; - Decision making skills; - Management skills; - Interpersonal Skills; - Effective Communication Skills; - Time Management Skills; - Team working Skills;	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profiles	Jobs
	Procurement Specialist	Procurement Specialist	A0 in Procurement and logistics, supply chain management, Management, Public Finance with 3 years of working experiences in Procurement or Master's Degree in Procurement and logistics, supply chain management, Management, Public Finance Key technical skills and knowledge required: -Experience in basic business and purchasing practices; - Experience in state contracting laws, regulations and procedures; -High-level negotiation skills; - High analytical and problem solving skills; - Decision making skills; - Management skills - Interpersonal Skills; - Effective Communication Skills; - Time Management Skills; - Team working Skills;	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profiles	Jobs
	Internal Auditor	Internal Auditor	A0 in Finance, Accounting, Management with specialization in Finance/Accounting or Master's Degree in Finance, Accounting, Management with specialization in Finance/Accounting Key technical skills and knowledge acquired -Working experience in Accounting or Finance ; - Experience of working with Software like IFMIS, Teammate , - Comprehensive knowledge of auditing, public finance policies, regulations and procedures ; -High-level negotiation skills; - High analytical and problem solving skills; - Decision making skills; - Management skills; - Interpersonal Skills; - Effective Communication Skills; - Time Management Skills; - Team working Skills;	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profiles	Jobs
	Administrative Assistant to the Coordinator	Administrative Assistant to the Coordinator	A1 in in Public Administration, Political sciences, Administrative sciences, Management specialized in Administration, Secretarial Studies, and Office Management with 2 years of working experience in Office Management or A0 in Public Administration, Political Sciences, Administrative Sciences, Management specialized in Administration, Secretarial Studies, and Office Management Key technical skills and knowledge acquired -ICT Literacy in MS word, excel, Power point and Internet; -High-level negotiation skills; - High analytical and problem solving skills; - Decision making skills; - Management skills; - Interpersonal Skills; - Effective Communication Skills; - Time Management Skills; - Team working Skills;	1
	S/Total			9
Nutrition & Hygiene Department	Head of Department	Head of Nutrition & Hygiene Department	Cabinet Appointee	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profiles	Jobs
	Maternal and Child feeding Specialist	Maternal and Child feeding Specialist	A0 in Human Nutrition with 3 years rworking experience in Nutrition, Public health or Master's in Human Nutrition Key technical skills and knowledge required -Working independently and without close supervision ; - Problem solving skills; -High-level negotiation skills; - High analytical and problem solving skills; - Decision making skills; - Management skills; - Interpersonal Skills; - Effective Communication Skills; - Time Management Skills; - Team working Skills;	1
	Food and Nutrition Specialist	Food and Nutrition Specialist	A0 in Human Nutrition, Agriculture, Animal sciences with 3 years of working experience in Human nutrition, Agriculture, Animal sciences or Master's in Human Nutrition, Agriculture, Animal sciences Key technical skills and knowledge required Working independently and without close supervision; -High analytical and problem solving skills; - Problem solving skills; -High-level negotiation skills; - High analytical and problem solving skills; - Decision making skills; - Management skills; - Interpersonal Skills; - Effective Communication Skills; - Time Management Skills; - Team working Skills;	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profiles	Jobs
	Health Specialist	Health Specialist	A0 in Nutrition or Public Health with 3 years of experience in Health or Nutrition or Master's degree in Nutrition, Public Health or global health Key technical skills and knowledge required: -High analytical and problem solving skills; - Problem solving skills; -High-level negotiation skills; - High analytical and problem solving skills; - Decision making skills; - Management skills; - Interpersonal Skills; - Effective Communication Skills; - Time Management Skills; - Team working Skills;	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profiles	Jobs
	Water, Sanitation & Hygiene Specialist	Water, Sanitation & Hygiene Specialist	A0 in in Environmental Health Sciences, Occupational Health and Safety with 3 years of working experience in the area of Hygiene and Sanitation or Master's Degree in Environmental Health Sciences, Occupational Health and Safety Key technical skills and knowledge required: - Wide Experience in Water, Hygiene and Sanitation; -Experience in water borne diseases related; -Experience in environmental health issues related to hygiene and sanitation; - Experience in consolidation and elaboration of projects related to Hygiene and Sanitation; - Experience in water testing to assess all harmful hazards to the human being ; - Experience in household hygiene; -High analytical and problem solving skills; - Problem solving skills; -High-level negotiation skills; - High analytical and problem solving skills; - Decision making skills; - Management skills - Interpersonal Skills; - Effective Communication Skills; - Time Management Skills; - Team working Skills;	1
	S/Total			5
Early Development, Parent Education and Child Protection Department	Head of Department	Head of Early Development, Parent Education and Child Protection Department	Cabinet Appointee	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profiles	Jobs
	Positive Parenting Specialist	Positive Parenting Specialist	A0 in Sociology, clinical psychology, Social work, Education sciences, Development Studies with 3 years working experience on parental responsive care or Master's in Sociology, clinical psychology, Social work, Education sciences, Development Studies Key technical skills and knowledge required -Good understanding of responsive parenting issues ; - Experience of working independently and without close supervision, -High-level negotiation skills; - High analytical and problem solving skills; - Decision making skills; - Management skills; - Interpersonal Skills; - Effective Communication Skills; - Time Management Skills; - Team working Skills;	1
	School Readiness Specialist	School Readiness Specialist	A0 in Sociology, Social work, Education sciences, Development Studies with 3 years working experience in the field of ECD/ECE or Master's in Sociology, Social work, Education sciences, Development Studies Key technical skills and knowledge required -Experience in writing and presentation in the public ; -Effective public relations and public speaking; -Experience in organizing and conducting interviews; -Experience of working with relevant software word, power point presentation; -Comprehensive knowledge of the interview tools, practices and processes; -High analytical and problem solving skills; - Problem solving skills; -High-level negotiation skills; - High analytical and problem solving skills; - Decision making skills; - Management skills; - Interpersonal Skills; - Effective Communication Skills; - Time Management Skills; - Team working Skills;	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profiles	Jobs
	Early Child Protection Specialist	Early Child Protection Specialist	A0 in Sociology, clinical psychology, Education sciences, Business administration, Development Studies and public administration with 3 years of experience in Child rights Promotion and Protection field or Master's degree in Sociology, clinical psychology, Education sciences, Business administration, Development Studies and public administration with 1 year of experience in Child rights Promotion and Protection field Key technical skills and knowledge required: -Good understanding of Child Promotion and Protection issues; -Experience of working independently and without close supervision; -High analytical and problem solving skills; - Problem solving skills; -High-level negotiation skills; - High analytical and problem solving skills; - Decision making skills; - Management skills; - Interpersonal Skills; - Effective Communication Skills; - Time Management Skills; - Team working Skills;	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profiles	Jobs
	Early Childhood Disability & Special Needs Specialist	Early Childhood Disability & Special Needs Specialist	A0 in Psychology, clinical psychology, social work with 3 years of experience working with young children with disabilities and their caregivers or Master's Degree in Psychology, clinical psychology, social work Key technical skills and knowledge required: - Deep understanding of disability policies and with caliber knowledge on disabilities ; -Experience of working independently and without close supervision; -High analytical and problem solving skills; - Problem solving skills; -High-level negotiation skills; - High analytical and problem solving skills; - Decision making skills; - Management skills - Interpersonal Skills; - Effective Communication Skills; - Time Management Skills; - Team working Skills;	1
	S/Total			5

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profiles	Jobs
Finance and Administration Unit	Director of Unit	Director of Finance and Administration Unit	A0 in Finance, Accounting and Management with specialition in Accounting and/or Finance or Accounting Professional Qualification recognized by IFAC (ACCA, CPA) with 3 years of working experience in finance and accounting or Master's Degree in Finance, Accounting, Business Administrationwith specialition in Accounting and/or Finance <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting; -Comprehensive knowledge of human resources concepts, practices, policies, and procedures in Rwandan Public Service; -Knowledge of organizational structure, workflow, and operating procedures of the institution; - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Strong knowledge in Financial Software (SMART, IFMIS, etc); - Time management Skills - Complex Proble solving;	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profiles	Jobs
	Human Resource Officer	Human Resource Officer	A0 in Human Resource Management, Public Administration or Administrative Sciences, Management, Business Administration with Specialization in Human Resource Management or Master's Degree in Human Resource Management, Public Administration or Administrative Sciences, Management, Business Administration with Specialization in Human Resource Management <u>Key Technical Skills & Knowledge required:</u> -Comprehensive knowledge of the Rwandan Public Sector human resource policies, regulations and procedures; -Knowledge of other activities done by all departments of the institution; -Knowledge of an integrated Payroll and personnel information System (IPPIS); - Knowledge in Conflict Management; - knowledge of the regulations applying to payroll procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - High analytical Skills; - Teamworking Skills;	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profiles	Jobs
	Accountant	Accountant	Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting Key Technical Skills & Knowledge required: - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - High Analytical Skills; - Interpersonal skills; - Time management Skills; - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
	Secretary	Secretary	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management with specialization in office management <u>Key Technical Skills & Knowledge required:</u> - Comprehensive knowledge of word, excel and power point; - Knowledge and use of E-mboni document tracking system used in Public Service - Experience of working independently and without close supervision; - Working knowledge of the activities of other functions of the institution;	1
	S/Total			5
	Grand Total			24

Bibonywe kugira ngo bishyirwe ku mugereka w’ Amabwiriza ya Minisitiri w’Intebe n° 003/03 yo ku wa 23/12/2017 akena imiterere n’imikorere bya Porogaramu y’Igihugu Mbonezamikurire y’Abana Bato

Kigali, ku wa 23/12/2017

(sé)
Dr. NGIRENTE Edouard
Minisitiri w’Intebe

Seen to be annexed to Prime Minister’s Instructions n°003/03 of 23/12/2017 determining the organization and functioning of the National Early Childhood Development Program

Kigali, on 23/12/2017

(sé)
Dr. NGIRENTE Edouard
Prime Minister

Vu pour être annexé aux Instructions du Premier Ministre n° 003/03 du 23/12/2017 déterminant l’organisation et le fonctionnement du Programme National de Développement de la Petite Enfance

Kigali, le 23/12/2017

(sé)
Dr. NGIRENTE Edouard
Premier Ministre

**UMUGEREKA WA III W'AMABWIRIZA YA
MINISITIRI W'INTEBE N° 003/03 YO KU WA
23/12/2017 AGENA IMITERERE
N'IMIKORERE BYA POROGARAMU
Y'IGIHUGU MBONEZAMIKURIRE Y'ABANA
BATO**

**ANNEX III TO PRIME MINISTER'S
INSTRUCTIONS N° 003/03 OF 23/12/2017
DETERMINING THE ORGANIZATION
AND FUNCTIONING OF THE
NATIONAL EARLY CHILDHOOD
DEVELOPMENT PROGRAM**

**ANNEXE III AUX INSTRUCTIONS DU
PREMIER MINISTRE N° 003/03 DU 23/12/2017
DETERMINANT L'ORGANISATION ET LE
FONCTIONNEMENT DU PROGRAMME
NATIONAL DE DEVELOPPEMENT DE LA
PETITE ENFANCE**

NATIONAL EARLY CHILDHOOD DEVELOPMENT PROGRAM SALARY STRUCTURE

NO	POST	I.V	Nbr	Level	Index	Basic Salary	Net Salary	Annual Gross Budgeted	Annual Lumpsum	Annual communication
1	NECDP Coordinator	500	1	D	3,819	1,909,500	1,328,372	29,293,912	22,258,608	3,480,000
2	Head of Nutrition & Hygiene Coordination Department	400	1	G	2,608	1,043,200	732,976	16,003,880	14,383,488	2,400,000
3	Head of Early Development, Parent Education and Child Protection Department	400	1	G	2,608	1,043,200	732,976	16,003,880	14,383,488	2,400,000
4	Technical Advisor	400	1	2.III	1,890	756,000	610,849	13,023,697	9,216,828	840,000
5	Director of Administration and Finance	400	1	3.II	1,369	547,600	465,135	9,779,541	3,578,244	360,000
6	Partnership & Resources Mobilization Specialist (1)	400	1	3.II	1,369	547,600	446,872	9,433,567	3,578,244	360,000
7	Communication & Advocacy Specialist	400	1	3.II	1,369	547,600	446,872	9,433,567	3,578,244	360,000
8	ECD Planning, M&E Specialist	400	1	3.II	1,369	547,600	446,872	9,433,567	3,578,244	360,000
9	Maternal and Child Feeding Specialist	400	1	3.II	1,369	547,600	446,872	9,433,567	3,578,244	360,000
10	Food and Nutrition Specialist	400	1	3.II	1,369	547,600	446,872	9,433,567	3,578,244	360,000
11	Health Specialist	400	1	3.II	1,369	547,600	446,872	9,433,567	3,578,244	360,000
12	Water, Sanitation & Hygiene Specialist	400	1	3.II	1,369	547,600	446,872	9,433,567	3,578,244	360,000
13	Early Child Protection Specialist	400	1	3.II	1,369	547,600	446,872	9,433,567	3,578,244	360,000
14	Early childhood Disability & Special Needs Specialist	400	1	3.II	1,369	547,600	446,872	9,433,567	3,578,244	360,000
15	Positive Parenting Specialist	400	1	3.II	1,369	547,600	446,872	9,433,567	3,578,244	360,000
16	School Readiness Specialist	400	1	3.II	1,369	547,600	446,872	9,433,567	3,578,244	360,000
17	Procurement Specialist	400	1	3.II	1,369	547,600	446,872	9,433,567	3,578,244	360,000
18	Legal Advisor	400	1	3.II	1,369	547,600	446,872	9,433,567	3,578,244	360,000
19	Human Resources Officer	400	1	4.II	1,141	456,400	377,361	7,819,130	0	0
20	Internal Auditor	400	1	5.II	951	380,400	317,187	6,517,084		
21	Accountant	400	2	5.II	951	380,400	317,187	13,034,168		
22	Administrative Assistant to the Coordinator	400	1	5.II	951	380,400	317,187	6,517,084		
23	Secretary to DAF Unit	400	1	7.II	660	264,000	225,026	4,522,898		
	TOTAL		24					245,151,648	110,337,828	14,160,000
	Grand TOTAL (Annual Salaries+ Annual Lumpsum+Annual Communication)							369,649,476		

**Bibonywe kugira ngo bishyirwe ku mugereka w’
Amabwiriza ya Minisitiri w’Intebe n° 003/03 yo ku
wa 23/12/2017 akena imiterere n’imikorere bya
Porogaramu y’Igihugu Mbenezamukurire y’Abana
Bato**

Kigali, ku wa 23/12/2017

(sé)
Dr. NGIRENTE Edouard
Minisitiri w’Intebe

**Seen to be annexed to Prime Minister’s
Instructions n°003/03 of 23/12/2017
determining the organization and
functioning of the National Early Childhood
Development Program**

Kigali, on 23/12/2017

(sé)
Dr. NGIRENTE Edouard
Prime Minister

**Vu pour être annexé aux Instructions du Premier
Ministre n° 003/03 du 23/12/2017 déterminant
l’organisation et le fonctionnement du Programme
National de Développement de la Petite Enfance**

Kigali, le 23/12/2017

(sé)
Dr. NGIRENTE Edouard
Premier Ministre

AMABWIRIZA YA MINISITIRI
W'INTEBE N°004/03
23/12/2017 ASHYIRAHU
KOMITE NYOBOZI YA POROGARAMU
Y'IGIHUGU ISHINZWE
IMBONEZAMIKURIRE Y'ABANA BATO
(NECDP)

PRIME MINISTER'S INSTRUCTIONS
N°004/03 OF 23/12/2017 APPOINTING
MEMBERS OF THE STEERING
COMMITTEE OF THE NATIONAL
EARLY CHILDHOOD DEVELOPMENT
PROGRAM (NECDP)

INSTRUCTIONS DU PREMIER
MINISTRE N°004/03 DU 23/12/2017
PORTANT NOMINATION DES
MEMBRES DU COMITE DE PILOTAGE
DU PROGRAMME NATIONAL DE
DEVELOPPEMENT DE LA PETITE
ENFANCE (NECDP)

ISHAKIRO

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AMABWIRIZA YA MINISITIRI W'INTEBE N°004/03 YO KUWA 23/12/2017 ASHYIRAHU ABAGIZE KOMITE NYOBOZI YA POROGARAMU Y'IGIHUGU ISHINZWE IMBONEZAMIKURIRE Y'ABANA BATO (NECDP)

PRIME MINISTER'S INSTRUCTIONS N°004/03 OF 23/12/2017 APPOINTING MEMBERS OF THE STEERING COMMITTEE OF THE NATIONAL EARLY CHILDHOOD DEVELOPMENT PROGRAM (NECDP)

INSTRUCTIONS DU PREMIER MINISTRE N°004/03 DU 23/12/2017 PORTANT NOMINATION DES MEMBRES DU COMITE DE PILOTAGE DU PROGRAMME NATIONAL DE DEVELOPPEMENT DE LA PETITE ENFANCE (NECDP)

Minisitiri w'Intebe,

Ashingiye ku myanzuro y'Inama y'Abaminisitiri yo kuwa 08/11/2017 yemeje Amabwiriza ya Minisitiri w'Intebe agena imiterere n'imikorere bya Porogaramu y'Igihugu ishinzwe Imbonezamikurire y'abana bato (NECDP);

Ashyizeho Amabwiriza akurikira:

Ingingo ya Mbere: Icyo aya mabwiriza agamije

Aya mabwiriza ashahiraho abagize Komite Nyobozi ya Porogaramu y'Igihugu ishinzwe Imbonezamikurire y'abana bato (NECDP).

The Prime Minister,

Pursuant to the Cabinet Resolutions of 08/11/2017 that approved the Prime Minister's Instructions determining the Organization and Functioning of the National Early Childhood Development Program (NECDP);

Hereby issues the following Instructions:

Article One: Purpose of these Instructions

These Instructions appoint members of Steering Committee of the National Early Childhood Development Program (NECDP).

Le Premier Ministre,

Vu les Résolutions du Conseil des Ministres du 08/11/2017 qui a approuvé les Instructions du Premier Ministre portant organisation et fonctionnement du Programme National du Développement de la Petite Enfance (NECDP);

Délivre les Instructions suivantes :

Article Premier : Objet des présentes instructions

Les présentes Instructions portent nomination des membres de Comité de Pilotage du Programme National de Développement de la Petite Enfance (NECDP).

Ingingo ya 2: Abagize Komite Nyobozi

Komite Nyobozi igizwe n'aba bakurikira:

- 1) Madamu Nadine UMUTONI;
- 2) Bwana Ladislav NGENDAHIMANA;
- 3) Dr. Felix SAYINZOGA;
- 4) Bwana Cassien MUHIRE;
- 5) Madamu Radegonde NDEJURU;
- 6) Madamu Anastasie MUKAKAYUMBA;
- 7) Madamu Martine UMUBYEYI.

Madamu Nadine UMUTONI ni we ukuriye iyi Komite Nyobozi.

Umuhuzabikorwa wa NECDP n'Abayobozi babiri (2) b'amashami bamwungirije batumirwa mu nama za Komite Nyobozi.

Ingingo ya 3: Inshingano za Komite Nyobozi

Komite Nyobozi ifite inshingano zikurikira:

- 1° Gushyiraho uburyo bwo guhuza ibikorwa bya NECDP no gukemura

Article 2: Steering Committee Members

Members of Steering Committee are the following:

- 1) Mrs. Nadine UMUTONI;
- 2) Mr. Ladislav NGENDAHIMANA;
- 3) Dr. Felix SAYINZOGA;
- 4) Mr. Cassien MUHIRE;
- 5) Mrs. Radegonde NDEJURU;
- 6) Mrs. Anastasie MUKAKAYUMBA;
- 7) Mrs. Martine UMUBYEYI.

Mrs. Nadine UMUTONI is hereby designated the lead of the Committee.

The NECDP Coordinator and the two (2) Heads of Department deputizing for him/her, are invited to the meetings of the Steering Committee.

Article 3: Responsibilities of the Steering Committee

The Steering Committee is responsible to:

1. Provide overall leadership of NECDP coordination and address institutional

Article 2 : Membres du Comité de Pilotage

Les Membres du Comité de Pilotage sont les suivants:

- 1) Madame Nadine UMUTONI;
- 2) Monsieur Ladislav NGENDAHIMANA;
- 3) Dr. Felix SAYINZOGA;
- 4) Monsieur Cassien MUHIRE;
- 5) Madame Radegonde NDEJURU;
- 6) Madame Anastasie MUKAKAYUMBA;
- 7) Madame Martine UMUBYEYI.

Madame Nadine UMUTONI dirigera ce Comité de Pilotage.

Le Coordonnateur du NECDP et les deux (2) Chefs de Département, qui le secondent, sont invités aux réunions du Comité de Pilotage.

Article 3 : Responsabilités du Comité de Pilotage

Le Comité de Pilotage est responsable de :

- 1° Assurer la coordination de NECDP et s'attaquer aux problèmes institutionnel

ibibazo byose byabangamira ishyirwa mubikorwa ryayo;

2 ° Gushyiraho umuyoboro ngengamikorere w'ibikorwa byingezi bya NECDP;

3 ° Kwakira no kwemeza raporo z'ibikorwa by'igihembwe n'iby'umwaka, gutanga inama ku ivugururwa rigamije kunoza ishyirwamubikorwa rya Porogaramu ahagara ko hakenewe kongerwamo imbaraga;

4 ° Kwemeza iteganyamikorere n'ingengo y'imari ya NECDP.

Ibijyanye n'uburyo bwo gutumira inama za Komite Nyobozi n'uburyo ziterana biteganywa n'Amabwiriza ya Minisitiri w'Intebe akena imiterere n'imikorere bya Porogaramu y'Igihugu ishinze Imbonezamikurire y'abana bato (NECDP).

Ingingo ya 4: Amafaranga agenerwa abitabiriyi inama

Abagize Komite Nyobozi bitabiriyi inama za komite bagenerwa amafaranga y'insimburamubyizi ateganywa n'Itika rya

challenges that may arise on the course of implementation;

2. Provide overall guidance and orientation on key priorities of NECDP;

3. Receive and approve the progress reports on a quarterly and annual basis, and then provide recommendations and feedback for policy and program adjustment towards effective implementations;

4. Consider the final NECDP implementation plans and budget.

The modalities of convening and holding meetings of the Steering Committee are determined by the Prime Minister's Instructions determining the organization and functioning of the National Early Childhood Development Program (NECDP).

Article 4: Sitting allowances

The members of the Steering Committee who attend its meeting shall be entitled to a sitting allowance determined by a Presidential Order in force on sitting allowances.

susceptibles de survenir au cours de la mise en œuvre;

2 ° Fournir une orientation générale et une orientation sur les priorités clés du NECDP ;

3 ° Recevoir et approuver les rapports trimestriels et annuels et fournir des recommandations et des commentaires pour l'ajustement des politiques et des programmes en vue d'une mise en œuvre efficace ;

4 ° Examiner les plans et le budget définitifs de mise en œuvre du NECDP.

Les modalités de convocation et de tenue des réunions du Comité de Pilotage sont déterminées par les Instructions du Premier Ministre déterminant l'organisation et le fonctionnement du Programme National de Développement de la Petite Enfance (NECDP).

Article 4 : Jetons de présence

Les membres de Comité de Pilotage ayant participé en ses réunions bénéficient des jetons de présence déterminés par l'Arrêté Présidentiel en vigueur concernant les jetons de présence.

Perezida rigenderwaho ku bijyanye
n'amafaranga y'insimburamubyizi.

**Ingingo ya 5: Igihe aya mabwiriza atangira
gukurikizwa**

Aya mabwiriza atangira gukurikizwa ku munsu
ashyiriweho umukono.

Kigali, kuwa 23/12/2017

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

Article 5: Commencement

These instructions come into force on the date
of their signature.

Kigali, on 23/12/2017

(sé)
Dr. NGIRENTE Edouard
Prime Minister

Article 5: Entrée en vigueur

Les présentes instructions entrent en vigueur
la date de leur signature.

Kigali, le 23/12/2017

(sé)
Dr. NGIRENTE Edouard
Premier Ministre