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Twebwe, KAGAME Paul,
Perezida wa Repubulika;

We, KAGAME Paul,
President of the Republic;

Nous, KAGAME Paul,
Président de la République;

INTEKO ISHINGA AMATEGEKO YEMEJE, NONE NATWE DUHAMIJE, DUTANGAJE ITEGEKO RITEYE RITYA KANDI DUTEGETSE KO RYANDIKWA MU IGAZETI YA LETA YA REPUBULIKA Y'U RWANDA

THE PARLIAMENT HAS ADOPTED AND WE SANCTION, PROMULGATE THE FOLLOWING LAW AND ORDER IT BE PUBLISHED IN THE OFFICIAL GAZETTE OF THE REPUBLIC OF RWANDA

LE PARLEMENT A ADOPTE, ET NOUS SANCTIONNONS, PROMULGUONS LA LOI DONT LA TENEUR SUIT ET ORDONNONS QU'ELLE SOIT PUBLIEE AU JOURNAL OFFICIEL DE LA REPUBLIQUE DU RWANDA

INTEKO ISHINGA AMATEGEKO:

THE PARLIAMENT:

LE PARLEMENT:

Umutwe w'Abadepite, mu nama yawo yo ku wa 02 Mata 2015;

The Chamber of Deputies, in its session of 02 April 2015;

La Chambre des Députés, en sa séance du 02 avril 2015;

Umutwe wa Sena, mu nama yawo yo ku wa 16 Mata 2015;

The Senate, in its session of 16 April 2015;

Le Sénat, en sa séance du 16 avril 2015;

Ishingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 4 Kamena 2003 nk'uko

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date,

Vu la Constitution de la République du Rwanda du 04 juin 2003 telle que révisée à ce jour,

ryavuguruwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 62, iya 66, iya 67, iya 88, iya 89, iya 90, iya 92, iya 93, iya 94, iya 95, iya 108, iya 189, iya 190 n'iya 201;

especially in Articles 62, 66, 67, 88, 89, 90, 92, 93, 94, 95, 108, 189, 190 and 201;

spécialement en ses articles 62, 66, 67, 88, 89, 90, 92, 93, 94, 95,108, 189, 190 et 201;

Imaze gusuzuma amasezerano yashyiriweho umukono i Londres mu Bwongereza, ku wa 22 Ukuboza 2014, hagati ya Repubulika y'u Rwanda na Barbados, yo kuvanaho gusoresha kabiri no gukumira forode y'imisoro ku byerekeye imisoro ku musaruro;

After consssideration of the Agreement signed in London in the United Kingdom, on 22 December 2014, between the Republic of Rwanda and Barbados, for the avoidance of double taxation and the prevention of fiscal evasion with respect to taxes on income;

Après examen de l'Accord signé à Londres au Royaume-Uni, le 22 décembre 2014, entre la République du Rwanda et Barbados, pour éviter la double taxation et prévenir l'évasion fiscale en matière d'impôts sur le revenu ;

YEMEJE:

ADOPTS:

ADOPTE:

Ingingo ya mbere: Uruhushya rwo kwemeza burundu

Article one: Authorization for ratification

Article premier: Autorisation de ratification

Amasezerano yashyiriweho umukono i Londres mu Bwongereza, ku wa 22 Ukuboza 2014, hagati ya Repubulika y'u Rwanda na Barbados, yo kuvanaho gusoresha kabiri no gukumira forode y'imisoro ku byerekeye imisoro ku musaruro, ari ku mugereka, yemerewe kwemezwa burundu.

The Agreement signed in London in the United Kingdom, on 22 December 2014, between the Republic of Rwanda and Barbados, for the avoidance of double taxation and the prevention of fiscal evasion with respect to taxes on income, in appendix, is hereby authorized for ratification.

L'Accord signé à Londres au Royaume-Uni, le 22 décembre 2014, entre la République du Rwanda et Barbados, pour éviter la double taxation et prévenir l'évasion fiscale en matière d'impôts sur le revenu, en annexe, est autorisé à être ratifié.

Ingingo ya 2: Itegurwa, isuzumwa n'itorwa by'iri tegeko

Article 2: Drafting, consideration and adoption of this Law

Article 2: Initiation, examen et adoption de la présente loi

Iri tegeko ryateguwe mu rurimi rw'Icyongereza, risuzumwa kandi ritorwa mu rurimi rw'Ikinyarwanda.

This Law was drafted in English, considered and adopted in Kinyarwanda.

La présente loi a été initiée en anglais, examinée et adoptée en kinyarwanda.

Ingingo ya 3: Igihe itegeko ritangira gukurikizwa

Iri tegeko ritangira gukurikizwa ku munsi ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda.

Kigali, ku wa 22/05/2015

(sé)
KAGAME Paul
Perezida wa Repubulika

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)
BUSINGYE Johnston
Minisitiri w'Ubutabera/ Intumwa Nkuru ya Leta

Article 3: Commencement

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

Kigali, on 22/05/2015

(sé)
KAGAME Paul
President of the Republic

(sé)
MUREKEZI Anastase
Prime Minister

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/ Attorney General

Article 3: Entrée en vigueur

La présente loi entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda.

Kigali, le 22/05/2015

(sé)
KAGAME Paul
Président de la République

(sé)
MUREKEZI Anastase
Premier Ministre

Vu et scellé du Sceau de la République:

(sé)
BUSINGYE Johnston
Ministre de la Justice/ Garde des Sceaux

ITEKA RYA PEREZIDA Nº 52/01 RYO KU WA 19/08/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO MURI SERIVISI ZA SENA, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI BAYO

PRESIDENTIAL ORDER Nº 52/01 OF 19/08/2015 DETERMINING THE ORGANIZATIONAL STRUCTURE OF THE SERVICES OF THE SENATE, SALARIES AND FRINGE BENEFITS FOR ITS PERSONNEL

ARRETE PRESIDENTIEL Nº 52/01 DU 19/08/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE DE SERVICES DU SENAT, SALAIRES ET AUTRES AVANTAGES ACCORDES A SON PERSONNEL

ISHAKIRO

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Ingingo ya 5: Ibindi bigenerwa Umunyamabanga Mukuru

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ITEKA RYA PEREZIDA Nº 52/01 RYO KU WA 19/08/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO MURI SERIVISI ZA SENA, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI BAYO

Twebwe, KAGAME Paul,
Perezida wa Repubulika;

Dushingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo ku wa 04 Kamena 2003 nk'uko ryavuguruwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 113, iya 121 n'iya 201;

Dushingiye ku Itegeko Ngenga n° 08/2012/OL ryo ku wa 02/11/2012 rigena imikorere ya Sena, cyane cyane mu ngingo yaryo ya 63;

Bisabwe na Perezida wa Sena;

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza.

TWATEGETSE KANDI DUTEGETSE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena imbonerahamwe y'imyanya y'imirimo muri Serivisi za Sena, imishahara n'ibindi bigenerwa abakozi bayo.

PRESIDENTIAL ORDER Nº 52/01 OF 19/08/2015 DETERMINING THE ORGANIZATIONAL STRUCTURE OF THE SERVICES OF THE SENATE, SALARIES AND FRINGE BENEFITS FOR ITS PERSONNEL

We, KAGAME Paul,
President of the Republic;

Pursuant to the Constitution of 04 June 2003 of the Republic of Rwanda as amended to date, especially in Articles 113, 121 and 201;

Pursuant to Organic Law n° 08/2012/OL of 02/11/2012 establishing internal rules of the Senate, especially in Article articles 63;

Upon request of the President of the Senate;

After consideration and approval by the Cabinet in session of 29/07/2014;

HAVE ORDERED AND HEREBY ORDER:

Article One: Purpose of this Order

This Order determines organizational structure of the Services of the Senate, salaries and fringe benefits for its personnel.

ARRETE PRESIDENTIEL Nº 52/01 DU 19/08/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE DE SERVICES DU SENAT, SALAIRES ET AUTRES AVANTAGES ACCORDES A SON PERSONNEL

Nous, KAGAME Paul,
Président de la République;

Vu la Constitution de la République du Rwanda du 04 juin 2003 telle que révisée à ce jour, spécialement en ses articles 113, 121 et 201;

Vu la Loi Organique n° 08/2012/OL du 02/11/2012 portant règlement d'ordre intérieur du Sénat, spécialement en son article 63;

Sur demande du Président du Sénat;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014;

AVONS ARRETE ET ARRETONS:

Article premier: Objet du présent arrêté

Le présent arrêté détermine la structure organisationnelle des services du Senat, salaires et autres avantages accordés à son personnel.

Ingingo ya 2: Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo muri Serivisi za Sena biri ku migereka ya I n'uwa II y'iri teka.

Ingingo ya 3: Igenwa ry'umushahara

Imishahara y'Abakozi muri Serivisi za Sena igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu Butegetsi bwa Leta.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri Serivisi za Sena biri ku mugereka wa III w'iri teka.

Ingingo ya 4: Ibigize umushahara mbumbe

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

1° umushahara fatizo;

2° indamunite y'icumbi;

3° indamunite y'urugendo;

4° inkunga ya Leta mu bwiteganyirize bw'umukozi;

5° inkunga ya Leta yo kuvuza umukozi.

Article 2: Organizational structure and job profiles

The organizational structure and job profiles of the Services of the Senate are respectively in annex I and II of this Order.

Article 3: Determination of the salary

Salaries for employees of services of the Senate shall be determined basing on job classification and in accordance with general principles on salary calculation in Public Service.

The level, index value and the gross salary corresponding to each job position in the Services of Senate are in annex III to this Order

Article 4: Composition of gross salary

The monthly gross salary of an employee shall mainly be composed of the following:

1° basic salary;

2° housing allowance;

3° transport allowance;

4° State contribution for social security;

5° State contribution for medical care.

Article 2: Structure organisationnelle et profils d'emplois

La structure organisationnelle et profils d'emplois des services du Sénat sont respectivement en annexe I et II du présent arrêté.

Article 3 : Détermination du salaire

Les salaires accordés au personnel des services du Sénat sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi au sein du Service du Sénat sont en annexe III du présent arrêté.

Article 4: Composition du salaire brut

Le salaire brut mensuel d'un agent comprend principalement :

1 º le salaire de base;

2 º l'indemnité de logement ;

3 º l'indemnité de transport ;

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

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

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abakozi bari ku nzego z'imirimo za "F", "G/1.IV", na "H/2" boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze; ndetse n'abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

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

L'indemnité de transport dont question à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat aux postes de niveau "F", "G/1.IV" et "H/2" pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux postes de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 5: Ibindi bigenerwa Umunyamabanga Mukuru

Article 5: Fringe benefits for the Clerk

Article 5: Autres avantages alloués au Secrétaire Général

Umunyamabanga Mukuru agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

The Clerk shall be entitled to the following fringe benefits:

Le Secrétaire Général bénéficie des avantages suivants :

1° amafaranga y'itumanaho rya telefoni na fax byo mu biro angana n'ibihumbi ijana y'u Rwanda (100,000 Frw) n'irya telefone igendanwa angana n'ibihumbi ijana y'u Rwanda (100,000 Frw) buri kwezi;

1° an office telephone and fax allowance of One hundred thousand Rwandan francs (Rwf 100,000) and a mobile phone communication allowance of One hundred thousand Rwandan francs (Rwf 100,000) per month;

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

2° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 Frw) buri kwezi anyura kuri konti y'urwego bireba;

2° office entertainment allowance of two hundred thousand Rwandan francs (Rwf 200,000) per month payable at the concerned institution's bank account;

2° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois payable au compte de l'institution concernée;

3° Leta imworohereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

3° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of transport.

3° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

<u>Ingingo ya 6:</u> Ibindi bigenerwa Umuyobozi Mukuru uri ku rwego rwa G/1.IV

Umuyobozi Mukuru uri ku rwego rwa "G/1.IV" kandi ufite itsinda ry'abakozi ba Leta ayobora hashingiwe ku mbonerahamwe y'imyanya y'imirimo yemewe, agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

1° amafaranga y'itumanaho rya telefoni na fax byo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) n'irya telefone igendanwa angana n'ibihumbi ijana y'u Rwanda (100,000 Frw) buri kwezi;

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

Umuyobozi Mukuru uri ku rwego rw'imirimo rwa G/1.IV ariko adafite itsinda ry'Abakozi ba Leta ayobora hashingiwe ku mbonerahamwe yemewe, agenerwa kandi buri kwezi amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi ijana y'u Rwanda (100.000 Frw). Leta imworohereza kandi ingendo mu buryo buteganyijwe mu gika cya mbere cy'iyi ngingo.

<u>Article 6:</u> Fringe benefits for the Senior Official on G/1.IV job level

The Senior Official on "G/1.IV" job level with a pool of public servants under his/her responsibility in accordance with the approved organizational structure, shall be entitled to the following fringe benefits:

1° an office telephone and fax communication allowance of One hundred thousand Rwandan francs (Rwf 100,000) and a mobile phone communication allowance of One hundred thousand Rwandan francs (Rwf 100,000) per month;

2° the Government shall facilitate his/her transport in accordance with Instructions of the Minister in charge of transport.

The Senior Officials positioned on level G/1.IV without a pool of public servants under his/her responsibility in accordance with the approved organizational structure, shall be entitled to a mobile phone communication allowance of One hundred thousand Rwandan francs (Rwf 100,000) per month. The Government shall also facilitate his/her transport as provided for under Paragraph One of this Article.

<u>Article 6:</u> Autres avantages alloués au haut cadre au poste de niveau G/1.IV

Le haut cadre au poste de niveau "G/1.IV" et ayant des agents de l'Etat placés sous sa responsabilité suivant la structure organisationnelle approuvée, bénéficie des avantages suivants:

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

2° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Le haut cadre au poste de niveau G/1.IV qui n'a pas d'agents de l'Etat placés sous sa responsabilité suivant la structure organisationnelle approuvée, bénéficie des frais de communication par téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois; l'Etat lui facilite aussi le transport conformément au paragraphe premier du présent article.

Ingingo ya 7: Ibindi bigenerwa Umuyobozi Mukuru uri ku rwego rwa "H/2"

Umuyobozi Mukuru uri ku rwego rwa "H/2" kandi ufite itsinda ry'Abakozi ba Leta ayobora hashingiwe ku mbonerahamwe y'inzego z'imirimo yemewe, agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

1° amafaranga y'itumanaho rya telefone yo mu biro angana n'amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 Frw) buri kwezi; n'ay'irya telefoni igendanwa angana n'amafaranga ibihumbi mirongo irindwi y'u Rwanda (70. 000 Frw) buri kwezi;

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

Umuyobozi Mukuru uri ku rwego rw'imirimo rwa H/2 ariko adafite itsinda ry'Abakozi ba Leta ayobora hashingiwe ku mbonerahamwe y'imyanaya y'imirimo yemewe, agenerwa buri kwezi amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw). Leta imworohereza kandi ingendo mu buryo buteganyijwe mu gika cya mbere cy'iyi ngingo.

Article 7: Fringe benefits for the Senior Official on "H/2" job level

The Senior Official on "H/2" job classification level with a pool of public servants under his/her responsibility in accordance with the approved organizational structure, shall be entitled to the following fringe benefits:

1° seventy thousand Rwandan francs (Rwf 70,000) per month for office telephone communication and seventy thousand Rwandan francs (Rwf 70,000) per month for mobile phone communication allowance;

2° the Government shall facilitate his/her transport in accordance with Instructions of the Minister in charge of transport.

The Senior Official positioned on level H/2 without a pool of public servants under this/her responsibilities in accordance with the approved organizational structure, shall be entitled to a mobile phone communication allowance of seventy thousand Rwandan francs (Rwf 70,000) per month. The Government shall also facilitate his/her transport as provided for under Paragraph One of this Article.

Article 7: Autres avantages alloués au haut cadre au poste de niveau "H/2"

Le haut cadre au poste de niveau "H/2" et ayant des agents de l'Etat placés sous sa responsabilité suivant la structure organisationnelle approuvée, bénéficie des avantages suivants:

1° les frais de communication par téléphone de bureau équivalant à soixante-dix mille francs rwandais (70.000 Frw) et de téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois ;

2° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Le hauts cadre au poste de niveau H/2 qui n'a pas d'Agents de l'Etat placés sous sa responsabilité suivant la structure organisationnelle approuvée, bénéficie des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois; l'Etat lui facilite aussi le transport conformément au paragraphe premier du présent article.

Ingingo ya 8: Ibigenerwa Umuyobozi n'abakozi bari ku rwego rw'imirimo rwa "3"

Umuyobozi w'Ishami n'umukozi bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

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.

Umuyobozi w'Ishami uri ku rwego rw'imirimo rwa "3" ufite itsinda ry'abakozi ba Leta ayobora hashingiwe ku mbonerahamwe y'imyanya y'imirimo yemewe, agenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (Rwf 100.000) buri kwezi ya telefoni yo mu biro.

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

Iyo Abayobozi Bakuru bari ku rwego rwa F, G/1.IV na H/2 bagiye mu butumwa imbere mu Gihugu bakoresheje imodoka zabo, Leta ibabagenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

Article 8: Fringe benefits for officials on "3" job classification level

The Director of Unit and official on "3" job classification level shall each be entitled to fringe benefits as follows:

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

2° a special transport allowance as determined by the instructions of the Minister in charge public service.

The Director of Unit on level "3" with a pool of public servants under his/her responsibility in accordance with the approved organizational structure shall also be entitled to an office telephone of One hundred thousand Rwandan francs (Rwf 100,000) per month.

Article 9: Mileage allowances

When Senior Officials on levels F, G/1.IV, and H/2 go on official mission inside the country by using their vehicles, the State pay them mileage allowances specified in the relevant Ministerial Instructions issued by the Minister in charge of transport.

Article 8: Autres avantages alloués aux cadres aux postes de niveau "3"

Le directeur d'Unité et le cadre aux postes de niveau "3" bénéficient chacun d'autres avantages comme suit :

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.

Le Directeur d'Unité au poste de niveau "3" ayant des Agents de l'Etat placés sous sa responsabilités suivant la structure organisationnelle approuvée, bénéficie aussi des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois.

Article 9: Indemnités kilométriques

Lorsque les hauts cadres aux postes de niveaux F, G/1.IV, et H/2 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.

Ingingo ya 10: Abashinzwe kubahiriza iri teka

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

Article 10: Authorities responsible for the implementation of this Order

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

Article 10: Autorités chargées de l'exécution du présent arrêté

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

Ingingo ya 11: Ivanwaho ry'ingingo zinyuranyije n'iri teka

Ingingo z'amateka abanziriza iri kandi zinyuranyije na ryo zivanyweho.

Article 11: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 11: Disposition abrogatoire

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

Ingingo ya 12: Igihe iteka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku munsi ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

Article 12: Commencement

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

Article 12: Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 29/07/2014.

Kigali, ku wa 19/08/2015

Kigali, on 19/08/2015

Kigali, le 19/08/2015

(sé)
KAGAME Paul
Perezida wa Repubulika

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)
BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(sé)
KAGAME Paul
President of the Republic

(sé)
MUREKEZI Anastase
Prime Minister

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

(sé)
KAGAME Paul
Président de la République

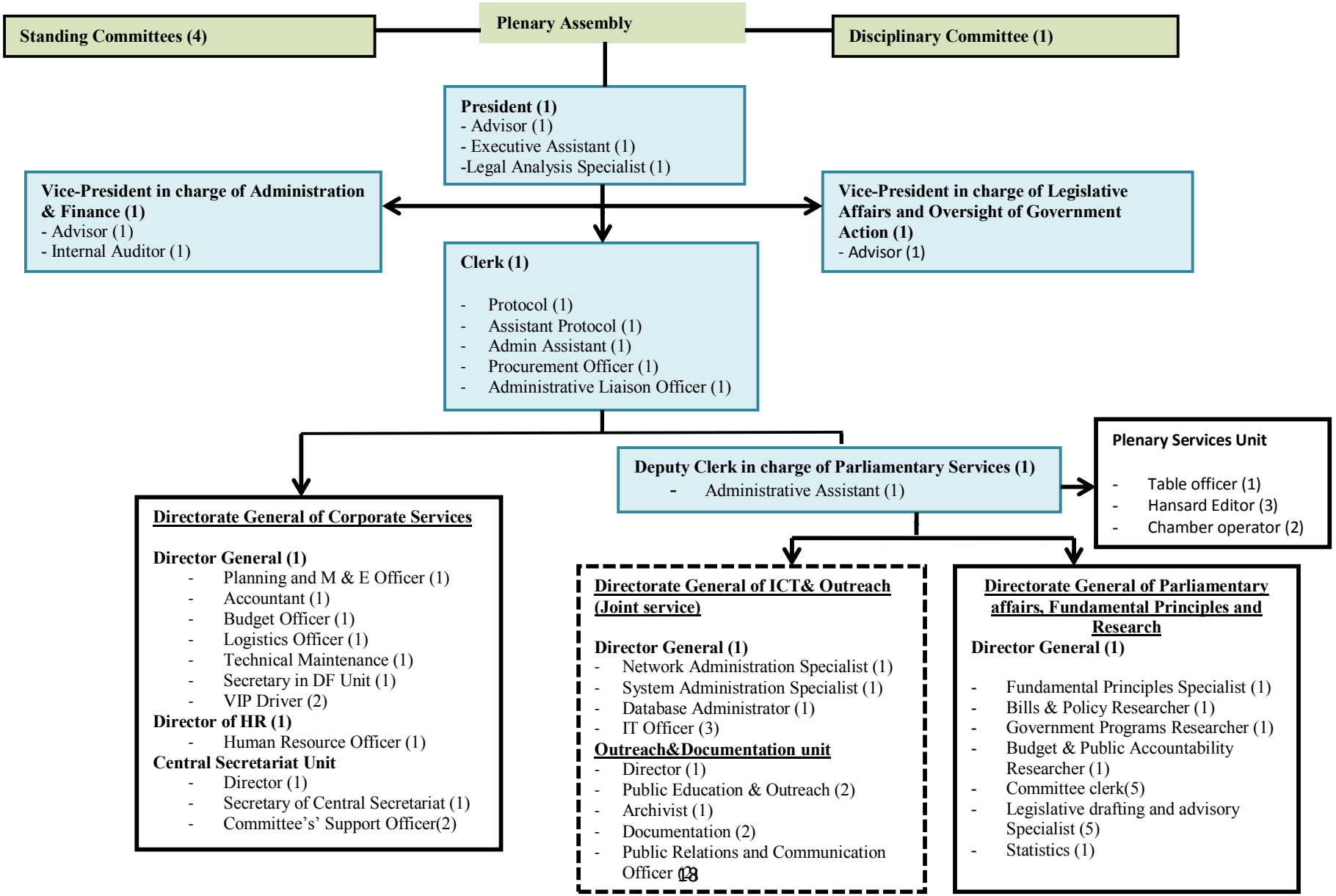
(sé)
MUREKEZI Anastase
Premier Ministre

Vu et scellé du Sceau de la République:

(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA PEREZIDA Nº 52/01 RYO KU WA 19/08/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO MURI SERIVISI ZA SENA, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI BAYO	**ANNEX I TO THE PRESIDENTIAL ORDER Nº 52/01 OF 19/08/2015 DETERMINING THE ORGANIZATIONAL STRUCTURE OF THE SERVICES OF THE SENATE, SALARIES AND FRINGE BENEFITS FOR ITS PERSONNEL**	**ANNEXE I DE L'ARRETE PRESIDENTIEL Nº 52/01 DU 19/08/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE DU SENAT, SALAIRES ET AUTRES AVANTAGES ACCORDES A SON PERSONNEL**

Organizational Chart –The Senate



Bibonywe kugira ngo bishyirwe ku migereka y' Iteka rya Perezida nº 52/01 ryo ku wa 19/08/2015 rigena imbonerahamwe y'imyanya y'imirimo muri serivisi za Sena, imishahara n'ibindi bigenerwa Abakozi bayo

Kigali, ku wa 19/08/2015

(sé)
KAGAME Paul
Perezida wa Repubulika

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)
BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Seen to be annexed to Presidential Order nº 52/01 of 19/08/2015 determining the organizational Structure of the services of Senate, salaries and fringe benefits for its personnel

Kigali, on 19/08/2015

(sé)
KAGAME Paul
President of the Republic

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexés à l'Arrêté Présidentiel nº 52/01 du 19/08/2015 déterminant la structure organisationnelle des services du Sénat, salaires et autres avantages accordés à son personnel

Kigali, le 19/08/2015

(sé)
KAGAME Paul
Président de la République

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA II W'ITEKA RYA PEREZIDA Nº 52/01 RYO KU WA 19/08/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO MURI SERIVISI ZA SENA, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI BAYO	**ANNEX II TO THE PRESIDENTIAL ORDER Nº 52/01 OF 19/08/2015 DETERMINING THE ORGANIZATIONAL STRUCTURE OF THE SERVICES OF THE SENATE, SALARIES AND FRINGE BENEFITS FOR ITS PERSONNEL**	**ANNEXE II DE L'ARRETE PRESIDENTIEL Nº 52/01 DU 19/08/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE DU SENAT, SALAIRES ET AUTRES AVANTAGES ACCORDES A SON PERSONNEL**

THE SENATE JOB PROFILES				
Administrative Unit	**Job Title**	**Title of Job positions linked to the Job**	**Job Profile**	**Proposed Jobs**
Officer of the President of Senate	President	President	Political appointee	1
	Advisor	Advisor	A0 in Law, International Relations, Political Sciences, Public Administration,Administrative Sciences with 7 years of working experience or 2 years in a senior position or Master's Degree in International Relations, Political Sciences, Administrative Sciences, Public Administration, Law with 5 years of working experience **<u>Key Technical Skills & Knowledge required:</u>** - Extensive knowledge and understanding of the Rwandan legal system - Good knowledge of government policy-making and legislative processes; - Knowledge of the justice sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Legal Analysis Specialist	Legal Analysis Specialist	A0 in Law with 3 years working experience in the field or Master's Degree in Law **Key Technical Skills & Knowledge required:** - Extensive knowledge and understanding of the Rwandan legal system - Good knowledge of government policy -making and legislative processes;- Knowledge of the justice sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Executive Assistant	Executive Assistant	A0 in Law, International Relations, Political Sciences,Administrative Sciences, Social Sciences, Public Administration; with 3 years of working experience or Master's Degree in International Relations, Political Sciences, Administrative Sciences, Social Sciences, Public Administration **Key Technical Skills & Knowledge required:**- Extensive knowledge and understanding of the Rwandan legal system- Good knowledge of government policy-making and legislative processes;- Knowledge of the justice sector policies and issues; - Leadership skills;- High analytical skills;- Report writing and presentation skills;- Computer Literate;-Coordination, planning and organisational skills;- Interpersonal skills;- Collaboration and team working skills;- Effective communication skills;- Administrative skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				**4**

Office of Vice-President in charge of Administration & Finance	Vice-President in charge of Administration & Finance	Vice-President in charge of Administration & Finance	Political appointee	1
	Advisor	Advisor	A0 in Finance, Management, Economics, International Relations, Political Sciences, Administrative Sciences, Public Administration with 7 years of working experience or 2 years in a senior position or Master or Equivalent in Finance, economics, Management, International Relations, Political Sciences, Administrative Sciences, Public Administration with 5 years of working experience; **Key Technical Skills & Knowledge required:**- Extensive knowledge and understanding of the Rwandan legal system- Good knowledge of government policy-making and legislative processes;- Knowledge of the justice sector policies and issues; - Knowldge of International criminal Law and capacity of providing legal advices; - Leadership skills;- High analytical skills;- Report writing and presentation skills;- Computer Literate;- Coordination, planning and organisational skills;- Interpersonal skills;- Collaboration and team working skills;- Effective communication skills;- Administrative skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Internal Auditor	Internal Auditor	A0 in Accounting, Public Finance, Management specializing in Finance/Accounting **Key Technical Skills & Knowledge required:** - Detailed knowledge of financial and Audit Standards, HR & Financial Regulations, Procedures; - Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
S/Total				**3**

Office of Vice-President in charge of Legislative Affairs and Oversight of Government	Vice-President in charge of Legislative Affairs and Oversight Government	Vice-President in charge of Legislative Affairs and Oversight Government	Political appointee	1
	Advisor	Advisor	A0 in Law, Political Sciences, International Relations, Administrative Sciences, Public Administration with 5 years of working experience or Master in Law, Political Sciences, International Relations, Administrative Sciences, Public Administration with 3 years of working experience **Key Technical Skills & Knowledge required:** - Extensive knowledge and understanding of the Rwandan legal system- Good knowledge of government policy; -making and legislative processes; - Knowledge of the justice sector policies and issues; - Knowldge of International criminal Law and capacity of providing legal advices; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
			S/Total	**2**
Office of Clerk	clerk	clerk	Political appointee	1

	Protocol officer	Protocol officer	A0 International Relations , Political Science, Communication with 3 year working experience in the International Relations , Political Science, Communication or Master's Degree in International Relations, Political Science, communication with 1 year of working experience **Technical Skills & Knowledge required:** - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

	Assistant Protocol officer	Assistant Protocol officer	A0 International Relations, Political Science, communication **Technical Skills & Knowledge required:** - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Administrative Liaison	Administrative Liaison Officer	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology or Social Work **Key Technical Skills & Knowledge required:**- Office Management Skills;- Excellent Communication, Organizational, - Interpersonal Skills;- Computer knowledge (Work Processing, Power Point and Internet)- Analytical and problem solving skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology or Social Work **Key Technical Skills & Knowledge required:** - Office Management Skills; - Excellent Communication, Organizational, - Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Procurement Officer	Procurement Officer	A0 in Procurement, Management, Accounting, Public Finance, Law, Economy **Key Technical Skills & Knowledge required:** - High Analytical Skills;- Negociation Skills;- Knowledge of basic business and purchasing practices;- Excellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills;- Computer Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
S/Total				**6**
Office Deputy Clerk in charge of Parliamentary Services	**Deputy Clerk**	**Deputy Clerk**	Political appointee	1
	Administrative Assistant	Administrative Assistant	A1 in Secretarial Studies, Office Management or A0 in Public Administration,Administrative Sciences, Management, Sociology, Social Work **Key Technical Skills & Knowledge required:** - Office Management Skills;- Excellent Communication, Organizational, Interpersonal Skills;- Computer knowledge (Work Processing, Power Point and Internet)- Analytical and problem solving skills;- Time management skills;- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				**2**

Plenary Services Unit	Table officer	Table officer	A0 in Law, Political sciences, social sciences, Administrative Sciences, Public Administration and Mangament with 3 years of working experience or Masters Degree in Political sciences, social sciences, Administrative Sciences, Public Administration and Mangament with 1 year of working experience **Technical Skills & Knowledge required:** - Leadership skills; - Report writing and presentation skills; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	**1**
	Hansard Editor	Hansard Editor	A0 in Public Administration, Management, Administrative Sciences, Social sciences, Political sciences, and Office mangement**Technical Skills & Knowledge required:**- Report writing and presentation skills;-Coordination, planning and organisational skills;- Interpersonal skills;-Collaboration and team working skills;-Effective communication skills;-Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. - Leadership skills;- High analytical skills;- Report writing and presentation skills;- Interpersonal skills;-Collaboration and team working skills;-Effective communication skills;-Administrative skills;-Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	3

	Chamber operator	Chamber operator	A0 in Electronics, Electronics and Telecommunication Engineering, Computer Science **Key Technical Skills & Knowledge required:** - Report writing and presentation skills; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
	Chamber attendant	Chamber attendant	A1 in Secretariat Studies, Office Management, Management, Sociology or Social Science **Key Technical Skills & Knowledge required:**- Report writing and presentation skills;- Interpersonal skills;- Collaboration and team working skills;- Effective communication skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. - Leadership skills;- High analytical skills;- Report writing and presentation skills;- Interpersonal skills;- Collaboration and team working skills;- Effective communication skills;- Administrative skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	2
S/Total				**8**

Directorate General of Corporate Services	Directorate General	Directorate General	A0 in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 5 years of working experiencin or Master's Degree in Economics, Management, Business Administration, Public Administration, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 3 years of working experience **Key Technical Skills & Knowledge required:**- Knowledge of Human Resources Policy and procedures;- Knowledge of Accounting principles and practices and financial data reporting.- Knowledge of Rwanda Public Servant & Labour laws and Financial Law;- Knowledge of Electronic equipment and computer hardware and software;- Leadership skills;- Coordination, Planning & Organizational Skills;- Interpersonal Skills;- Effective Communication Skills; - Judgment and Decision Making Skills;- Complex Problem Solving; - Negotiation Skills;- Time Management Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Planning and M & E Officer	Planning and M & E Officer	A0 in Economics, Project Management, Management, Development Studies, Business Administration **Key Technical Skills & Knowledge required:** -Knowledge of results based management, logical framework approach, strategic planning processess and tools; - Knowledge of Strategic planning; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

	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	1
	Budget Officer	Budget Officer	A0 in Finance, Accounting, Management, Economics **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	1

	Logistics Officer	Logistics Officer	A0 in Store Management,Management, Economics, Public Administration, Administrative Sciences **Key Technical Skills & Knowledge required:** - Knowledge of Management of Material Resources; -Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; -Report writting & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negociation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Technical Maintenance	Technical Maintenance	A0 in Electronics, Electricity, Civil Engineering, Estate Management **Key Technical Skills & Knowledge required :** -Excellent communication skills both oral and in writing; -Excellent interpersonnal skills; -Report writting & Presentation skills; - Creativity & Initiative; - Good Organizational and Time-management Skills; - Teamworking Skills; - Effective Public relations & Public speaking skills; - Interviewing Skills- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

	Secretary to DF Unit	Secretary to DF Unit	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work **Key Technical Skills & Knowledge required:** - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	VIP Driver	VIP Driver	B Category driving licence with good driving record. **Key Technical Skills & Knowledge required:** - Communication Skills; - Mecanical skills; - Time Management Skills; - Knowledge of Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
HR & Administration Unit	Unit Director	HR & Administration Unit	A0 in HR Management, Management with specialization on Human Resource Management Public Administration, Administrative Sciences, with 3 years of working experience or Master's Degree in HR Management, Management with specialization on Human Resource Management, Administrative Sciences, Public Administration with 1 year of working experience **Key Technical Skills & Knowledge required:**- Deep knowledge of Rwandan public service and labor laws;- Knowledge in Confilct Management;- knowledge of the regulations applying to payroll procedures;- Knowledge of human resources concepts, practices, policies, and procedures;- Problem Solving Skills;- Computer Skills;- Judgment & Decision Making Skills;- Time management Skills;- Interview Skills;- High analytical Skills;- Teamworking Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	HR Officer	HR Officer	A0 in Human Resource Management, Management, Public Administration, Administrative Sciences **Key Technical Skills & Knowledge required:** - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
Central Secretariat Unit	Head of Central Secretariat	Head of Central Secretariat	A0 in Secretarial Studies, Office Management, Management, Administrative Sciences,Public Administration with 3 years of working experience or Master's in Management, Administrative Sciences,Public Administration with 1 year of working experience **Key Technical Skills & Knowledge required**: - Leadership skills; - High analytical skills; - Report writing and presentation skills;- Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

	Secretary of Central Secretariat	Secretary of Central Secretariat	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work **Key Technical Skills & Knowledge required:** - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Committee's' Support Officer	Committee's' Support Officer	A2 certificate **Key Technical Skills & Knowledge required**: - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
S/Total				**14**
Directorate General of ICT& Outreach (Joint service)	**Director General**	**Director General**	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 5 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage or Master's degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience in ICT **Key Technical Skills & Knowledge required:** - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Knowledge to research and analyze technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Interpersonal Skills;	1

			- Communication skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	
	Database Administrator	Database Administrator	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage **Key Technical Skills & Knowledge required:** - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems; - Proficient in Microsoft Office products; - Proficient in basic networking protocols and standards; - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills; - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

	Network Administration Specialist	Network Administration Specialist	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage **Key Technical Skills & Knowledge required:** - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems; - Proficient in Microsoft Office products- Proficient in basic networking protocols and standards; - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills; - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	System Administration Specialist	System Administration Specialist	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage **Key Technical Skills & Knowledge required:** - Knowledge of Rwanda's ICT policies and strategies;- Highly proficient with Microsoft Windows operating systems;- Proficient in Microsoft Office products- Proficient in basic networking protocols and standards;- Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills; - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	IT Officer	IT Officer	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage **Key Technical Skills & Knowledge required:** - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems; - Proficient in Microsoft Office products; - Proficient in basic networking protocols and standards; - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills; - Negotiation Skills;	3

			- Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	
Outreach & Documentation unit	Director	Director	A0 in Communication, Library & Information Science, International Relations with 3 years of working experience or Master's Degree in Communication, Library & Information Science, International Relations with 1 year of working experience **Key Technical Skills & Knowledge required:** - Knowledge of results based management, logical framework approach, strategic planning processess and tools; - Knowledge of Rwanda's Justice Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decission Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Public Education & Outreach	Public Education & Outreach	A0 in Communication, Public Relations, Journalism, Marketing, Linguistics and Literature **Key Technical Skills & Knowledge required:** -Knowledge of results based management, logical framework approach, strategic planning processess and tools; - Knowledge of Strategic planning; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	2

	Archivist	Archivist	A0 in Library & Information Science or A1 in Library & information Science, Bibliotheconomy **Key Technical Skills & Knowledge required:** - Knowledge of results based management, logical framework approach, strategic planning processess and tools; - Knowledge of Strategic planning; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills; -Maintenance and management of documents; - High analytical Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Documentation	Documentation	A0 in Library & Information Science or A1 in Library & information Science, Bibliotheconomy **Key Technical Skills & Knowledge required:** - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of Rwanda's JusticePolicies and Strategies; - Knowledge of various statistical software packages; - Knowledge to Prepares and publishes statistical and technical reports and research papers; - Knowledge of the theory, systems and application of statistical research methodology; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	2

	Public Relations and Communication Officer	Public Relations and Communication Officer	A0 in Communication, Public Relations, Journalism, Marketing, Linguistics and Literature **Key Technical Skills & Knowledge required:** -Excellent communication skills both oral and in writing; -Excellent interpersonnal skills; -Report writting & Presentation skills; - Creativity & Initiative; - Good Organizational and Time-management Skills; - Teamworking Skills; - Effective Public relations & Public speaking skills; - Interviewing Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	2
S/Total				**15**
Directorate General of Parliamentary affairs, Fundamental Principles and Research	Director General	Director General	A0 in Law, Management, Business Administration with 5 years working exprience or Master in Law, Management, Business Administration with 3 years of working experience **Key Technical Skills & Knowledge required:** - Extensive knowledge and understanding of the Rwandan Finance System; - General management; - Policy analysis and formulation skills; - Leadership skills; - Communication, reporting and writing skills; - Sound knowledge of English and Swahili; - Understanding of how regional economic blocs, customs, monetary and political unions work; - Understanding of the EAC Treaty and related protocols; - Effective communication skills; - Time Management Skills; - Computer Skills; - High analytical & Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Fundamental Principles Specialist	Fundamental Principles Specialist	A0 in Law, Political Science, Administrative Sciences,Public administration, with 3 years of working experience or Master's Degree in Public Policy, Project management,Administrative Sciences, Public Administration **Key Technical Skills & Knowledge required:** - Planning and organisational skills; - Communication skills; - 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	1
	Bills & Policy Researcher	Bills & Policy Researcher	A0 in Law, Political Science, Administrative Sciences, Public administration, with 3 years of working experience or Master's Degree in Public Policy, Project management, Administrative Sciences, Public Administration **Key Technical Skills & Knowledge required:** - Planning and organisational skills; - Communication skills; - 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	1

	Government Programs Researcher	Government Programs Researcher	A0 in Law, Political Science, Public administration, Administrative Sciences,Management, Social sciences with 3 years of working experience or Master's degree in Law, Political Science, Administrative Sciences,Public administration, Management, Social sciences **Key Technical Skills & Knowledge required:** - Knowldge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Budget & Public Accountability Researcher	Budget & Public Accountability Researcher	A0 in Business Administration, Management, Accounting, Public Finance with 3 years of working experience or Master's Degree in Business Administration, Management, Accounting, Public Finance **Key Technical Skills & Knowledge required:** - Extensive Knowledge in public Accountability; - Research skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Committees clerk	Committees clerk	A0 in Law with 3 years of working experience or Master's Degree in Law **Key Technical Skills & Knowledge required:** - Knowledge of Office Administration; - Communication Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Analytical & Problem solving Skills; -Knowledge of Kinyarwanda, English and/ or French; knowledge of all is an advantage	5
	Statistics	Statistician	A0 in Statistics, Applied Mathematics, Economics **Key Technical Skills & Knowledge required:** - Knowledge of Database Management; - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of Rwanda's Justice Policies and Strategies; - Knowledge of various statistical software packages; - Knowledge to Prepares and publishes statistical and technical reports and research papers; - Knowledge of the theory, systems and application of statistical research methodology; - Computer Skills; - Organizational Skills and Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Legislative drafting and advisory	Legislative drafting and advisory Specialist	A0 in Law with 3 years of working experience or Masters in Law **Key Technical Skills & Knowledge required:** - Extensive knowledge and understanding of the Rwandan legal system; - Good knowledge of government policy-making and legislative processes; - Knowledge of the justice sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	**5**
S/Total				**16**
GRAND TOTAL				**70**

UMUGEREKA WA III W'ITEKA RYA PEREZIDA Nº 52/01 RYO KU WA 19/08/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO MURI SERIVISI ZA SENA, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI BAYO	**ANNEX III TO THE PRESIDENTIAL ORDER Nº 52/01 OF 19/08/2015 DETERMINING THE ORGANIZATIONAL STRUCTURE OF THE SERVICES OF THE SENATE, SALARIES AND FRINGE BENEFITS FOR ITS PERSONNEL**	**ANNEXE III DE L'ARRETE PRESIDENTIEL Nº 52/01 DU 19/08/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE DES SERVICES DU SENAT, SALAIRES ET AUTRES AVANTAGES ACCORDES A SON PERSONNEL**

SENATE SALARY STRUCTURE

POST	I.V	Nbr	Level	Index	Gross Salary (Rwf/Month)
Clerk	441	1	F	2869	1,613,167
Senators	441	23	F	2869	1,679,591
Advisor to the President of the Senate	330	1	1.IV	2608	1,097,316
Deputy Clerk in charge of Parliamentary Services	378	1	1.IV	2608	1,256,926
Advisor to the Vice-President of Senate	330	2	2.III	1890	892,962
Director General of Corporate Services	330	1	2.III	1890	892,962
Director General of General of Parliamentary affairs, Fundamental Principles and Research	330	1	2.III	1890	892,962
Director General of ICT & Outreach (Joint service)	330	1	2.III	1890	892,962
Bills & Policy Reseacher	330	1	3.III	1575	744,135
Budget & Public Accountability Reseacher	330	1	3.III	1575	744,135
Government Programs Researcher	330	1	3.III	1575	744,135
Commitees Clerk	330	5	3.II	1369	646,807
Director of Central Secretariat	330	1	3.II	1369	646,807
Director of Human resources Unit	330	1	3.II	1369	646,807
Executive Assistant to the President of Senate	330	1	3.II	1369	646,807
Fundamental Principles Specialist	330	1	3.II	1369	646,807
Legal Analysis Specialist	330	1	3.II	1369	646,807
Legislative drafting and advisory Specialist	330	5	3.II	1369	646,807
Network Administration Specialist	330	1	3.II	1369	646,807
Outreach & Documentation unit director	330	1	3.II	1369	646,807

Protocol Officer	330	1	3.II	1369	646,807
Table officer	330	1	3.II	1369	646,807
System Administration Specialist	330	1	3.II	1369	646,807
Public Relations and Communication Officer	300	2	4.III	1313	558,494
Database Administrator	300	2	4.II	1141	485,333
Assistant Protocol	300	1	4.II	1141	485,333
Statistician	300	2	4.II	1141	485,333
Chamber Operator	300	2	4.II	1141	485,333
Hansard Editor	300	3	4.II	1141	485,333
Human Resources Officer	300	1	4.II	1141	485,333
IT Officer	300	3	4.II	1141	485,333
Professional in Charge of Planning, Monitoring & Evaluation	300	1	4.II	1141	485,333
Public Education & Outreach	300	2	4.II	1141	485,333
Technical Maintenance	300	1	4.II	1141	485,333
Administrative Assistant to the Clerk	300	1	5.II	951	404,515
Administrative liaison officer	300	1	5.II	951	404,515
Accountant	300	1	5.II	951	404,515
Budget Officer	300	1	5.II	951	404,515
Internal Auditor	300	1	5.II	951	404,515
Logistics Officer	300	1	5.II	951	404,515
Procurement Officer	300	1	5.II	951	404,515
Documentalist	300	2	6.II	793	337,308
Archivist	300	1	6.II	793	337,308

Administrative Assistant to the Deputy Clerk	300	1	7.II	660	280,736
Chamber Attendant	300	2	7.II	660	280,736
Driver VIP	300	1	8.II	508	216,081
Secretary in DF Unit	300	1	8.II	508	216,081
Secretary in the Central Secretariat	300	1	8.II	508	216,081
Commission's support officer	300	2	10.II	300	127,607

Bibonywe kugira ngo bishyirwe ku migereka y'Iteka rya Perezida nº 52/01 ryo ku wa 19/08/2015 rigena imbonerahamwe y'imyanya y'imirimo muri serivisi za Sena, imishahara n'ibindi bigenerwa Abakozi bayo

Kigali, ku wa **19/08/2015**

(sé)
KAGAME Paul
Perezida wa Repubulika

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)
BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Seen to be annexed to Presidential Order n^{0}52/01 of 19/08/2015 determining the organizational Structure of the services of Senate, salaries and fringe benefits for its personnel

Kigali, on **19/08/2015**

(sé)
KAGAME Paul
President of the Republic

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexés à l'Arrêté Présidentiel n^{0}52/01 du 19/08/2015 déterminant la structure organisationnelle des services du Sénat, salaires et autres avantages accordés à son personnel

Kigali, le **19/08/2015**

(sé)
KAGAME Paul
Président de la République

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

ITEKA RYA PEREZIDA N° 54/01 RYO KU WA 19/08/2015 RIGENA INDAMUNITEZIHABWA ABAGIZE INAMA Y'INARARIBONYE

PRESIDENTIAL ORDER N° 54/01 OF 19/08/2015 DETERMINING ALLOWANCES FOR MEMBERS OF THE COUNCIL OF ELDERS

ARRETE PRESIDENTIELN° 54/01 DU 19/08/2015 DETERMINANT LES INDEMNITES ACCORDES AUX MEMBRES DU CONSEIL DES SAGES

ISHAKIRO

UMUTWE WA MBERE: INGINGO RUSANGE

Ingingo ya mbere: Icyo iri teka rigamije

Ingingo ya 2:Igisobanuro cya indamunite y'ubunararibonye

UMUTWE WA II: INDAMUNITE Z'ABAGIZE INAMA Y'INARARIBONYE

Ingingo ya 3: Indamunite z'abagize Inama y'Inararibonye n'uburyo zitangwa

Ingingo ya 4: Indamunite n'ibindi bigenerwa Perezida w'Inama y'Inararibonye

Ingingo ya 5: Indamunite igenerwa Visi Perezida n'Abagize Inama y'Inararibonye

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ITEKA RYA PEREZIDA N° 54/01 RYO KU WA 19/08/2015 RIGENA INDAMUNITEZIHABWA ABAGIZE INAMA Y'INARARIBONYE

Twebwe, KAGAME Paul,
Perezida wa Repubulika;

Dushingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo ku wa 04 Kamena 2003 nk'uko ryavuguruwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 112, iya 113 n'iya 201;

Dushingiye ku Itegeko n° 39/2013 ryo ku wa 16/06/2013 rishyiraho Urubuga Ngishwanama rw'Inararibonye z'u Rwanda rikanagena inshingano, imiterere n'imikorere byarwo, cyane cyane mu ngingo yaryo ya 15;

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

Inama y'Abaminisitiri yateranye ku wa 04/05/2015,imaze kubisuzuma no kubyemeza;

TWATEGETSE KANDI DUTEGETSE :

PRESIDENTIAL ORDER N° 54/01 OF 19/08/2015 DETERMINING ALLOWANCES FOR MEMBERS OF THE COUNCIL OF ELDERS

We, KAGAME Paul,
President of the Republic;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 112, 113and 201;

Pursuant to Law n° 39/2013 of 16/06/2013 establishing the Rwandan Elders Advisory Forum and determining its mission, organization and functioning, especially in Article 15;

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet, in its session of 04/05/2015;

HAVE ORDERED AND HEREBY ORDER:

ARRETE PRESIDENTIELN° 54/01 DU 19/08/2015 DETERMINANT LES INDEMNITES ACCORDES AUX MEMBRES DU CONSEIL DES SAGES

Nous, KAGAME Paul,
Président de la République ;

Vu la Constitution de la République du Rwanda du 04 juin 2003, telle que révisée à ce jour, spécialement en ses articles 112, 113,120et 201;

Vu la Loi n° 39/2013 du16/06/2013 portant création du Forum Consultatif des Sages Rwandais et déterminant sa mission, son organisation et son fonctionnement, spécialement en son article 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 04/05/2015;

AVONS ARRETE ET ARRETONS :

UMUTWE WA MBERE: INGINGO RUSANGE

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena indamunite zihabwa abagize Inama y'Inararibonye.

Ingingo ya 2: Igisobanuro cya indamunite y'ubunararibonye

Muri iri teka, "Indamunite y'ubunararibonye" bisobanura amafaranga atangwa nk'ikimenyetso kigamije gushima Inararibonye kubera ubufasha bw'ingirakamaro itanga mu kugira inama ubuyobozi bw'Igihugu.

Indamunite y'ubunararibonye ikubiyemo amafaranga y'itumanaho n'ingendo afasha abagize inama y'inararibonye kuzuza neza inshingano zabo.

CHAPTER ONE: GENERAL PROVISIONS

Article One: Purpose of this Order

This Order determines allowances for members of the council of Elders.

Article 2: Definition of elders' allowance

In this Order, the term "elder's allowance" shall mean an amount of money expressing government's gratitude for a priceless contribution of a member of the council of elders in advising the leadership of the country.

Elder's allowance shall be made by communication and transport fees to facilitate Members of the Council of Elders discharge their duties.

CHAPITRE PREMIER : DISPOSITIONS GENERALES

Article premier: Objet du présent arrêté

Le présent arrêté détermine les indemnités accordées aux membres du Conseil des Sages.

Article 2: Définition de l'indemnité des Sages

Aux fins du présent arrêté, le terme "indemnité des Sages" signifie une somme d'argent exprimant la gratitude du gouvernement envers un membre du conseil des Sages dans le cadre de reconnaitre sa contribution sans prix en ce qui concerne la fourniture de conseils aux autorités du pays.

L'indemnité des Sages couvre les frais de communication et de transport pour faciliter les membres du conseil des Sages à s'acquitter de leurs fonctions.

UMUTWE WA II: INDAMUNITE Z'ABAGIZE INAMA Y'INARARIBONYE

Ingingo ya 3: Indamunite z'abagize Inama y'Inararibonye n'uburyo zitangwa

Mu gihe cya manda yabo, Abagize Inama y'Inararibonye bagenerwa buri kwezi ndamunite ibafasha gutunganya inshingano zabo.

CHAPTER II: ALLOWANCES OF MEMBERS OF THE COUNCIL OF ELDERS

Article 3: Allowances of members of the Council of Elders and modalities of their allocation

During their term of office, members of the Council of Elders shall be entitled to a monthly

CHAPITRE II : INDEMNITES DES MEMBRES DU CONSEIL DES SAGES

Article 3: Indemnités des membres du Conseil des Sages et les modalités de leur allocation

Durant leur mandat, les membres du Conseil des Sages ont droit à une indemnité mensuelle qui leur facilitent de s'acquitter de leurs fonctions.

allowanceto facilitate them discharge their duties.

Inararibonye iri mu kiruhuko cy'izabukuru kandi ikaba ifite uburenganzira ku mafaranga ya pansiyo, inagenerwa indamunite y'ubunararibonye iteganywa n'iri teka.

A member of the Council of Elders benefiting his or her retirement benefits shall also be entitled to elders' allowance provided for in this Order.

Un membre du Conseil des Sages bénéficiantde la pension de retraite, il doit aussi obtenir l'indemnité des Sages dont mention au présent arrêté.

Imirimo y'inararibonye ntibangikanywa n'akandi kazi gahoraho kandi gahemberwa haba mu Butegetsi bwa Leta cyangwa mu Nzego z'abikorera.

Elders' responsibilities shall be incompatible with any other paid permanent job in the public sector or private sector.

Les responsabilités des Sages sont incompatibles avec tout autre poste permanent rémunéré dans le secteur public ou le secteur privé.

Ingingo ya 4: Indamunite n'ibindi bigenerwa Perezida w'Inama y'Inararibonye

Article 4: Allowance and other fringe benefits for theChairperson of the Council of Elders

Article 4 : Indemnité et autres avantages alloués au Président du Conseil des Sages

Perezida w'Inama y'Inararibonyeagenerwa indamunite n'ibindi bimufasha gutunganya imirimo, bigizwe n'ibi bikurikira buri kwezi:

TheChairperson of the Council of Elders shall be entitled to the following monthly allowance and benefits:

Le Président du Conseil des Sages, bénéficie mensuellementd'une indemnité et des avantages suivants:

1 º indamunitey'ubunararibonye buri kwezi ingana n'amafaranga y'u Rwanda miliyoni imwe n'ibihumbi magana atatu (1.300.000 frw) atahanwa buri kwezi;

1 º an elder's allowance of one million three hundred thousand Rwandan francs net (frw 1,300,000) per month;

1 º une indemnité des Sages équivalent à un million trois cent mille francs rwandais net (1,300,000 frw) par mois;

2 º amafaranga yo kwakira abashyitsi mu rwego rw'akazi angana n'ibihumbi magana abiri by'amanyarwanda (200.000 Frw) buri kwezi anyuzwa kuri konti y'Urwego bireba;

2 º an office guests' entertainment allowance of two hundred thousand Rwandan francs (200,000 frw) net per month payable to the Institution's bank account;

2 º les frais de représentation dans le cadre du travail équivalent à deux cent mille francs rwandais (200.000 Frw) domiciliés au compte de l'institution concernée;

Ingingo ya 5: Indamunite igenerwa Visi Perezida n'abagize Inama y'Inararibonye

Visi Perezida na buri Nararibonye bagenerwa buri umwe indamunite ingana n'amafaranga y'u Rwanda miliyoni imwe n'ibihumbi magana abiri na mirongo irindwi (1.270.000 frw) atahanwa buri kwezi;

Ingingo ya 6: Ubwishingizi ku ndwara

Urubuga Ngishwanama rw'Inararibonye z'u Rwanda rufatira Inararibonye ubwishingizi ku ndwara iyo zidasanzwe zibufite. Ubwo bwishingizi bumara igihe kingana na manda yazo.

Ingingo ya 7: Ubutumwa bw'akazi

Iyo Inararibonye igiye mu butumwa bw'akazi imbere mu Gihugu cyangwa mu mahanga igenerwa indamunite z'ubutumwa zijyana n'urwego rw'imirimo rwa *G* kandi hakubahirizwa ibiteganywa n'Iteka rya Perezida rigenga ubutumwa bw'akazi ku Bakozi ba Leta.

Ingigo ya 8: Amafaranga y'ishyingura n'ay'impozamarira

Inararibonye yitabye Imana ikiri mu mirimo, Urubuga Ngishwanama rw'Inararibonye z'u Rwanda ruha umuryango wa Nyakwigendera amafarangay'ishyingura n'ay'impozamarira

Article 5: Allowance for theVice-Chairperson and Members of the Council of Elders

TheVice-Chairperson of the Council of Elders and each Member of the Council of Elders shall each be entitled to allowance equivalent to One million two hundred seventy thousands Rwandan francs net (frw 1,270,000) per month;

Article 6: Medical insurance

The Rwandan Elders Advisory Forum shall subscribe to a medical insurance in favor of members of the Council of Elders who don't have it. Such insurance shall cover the period of their term of office.

Article 7: Official mission

If a member of the council of elders goes on mission inside the country or abroad, he or she shall be entitled to mission allowances basing on G job level in line with Presidential Order regulating official mission for public servants.

Article 8: Funeral expenses and death allowance

In case of death of a member of the Council of Elders while in service, the Rwandan Elders Advisory Forum shall allocate funeral expenses and death allowance to the family of the deceased, in accordance with the Law

Article 5: Indemnité allouée au Vice-Président et autres membres du Conseil des Sages

Le Vice-Président du Conseil des Sages et chaque membre du Conseil des Sages bénéficie chacun d'une indemnité équivalente à un million deux cent soixante-dix mille francs rwandais net (1,270,000 frw) par mois;

Article 6: Assurance maladie

Le Forum Consultatif des Sages Rwandais souscrit une assurance maladie pour les membres du Conseildes Sages qui ne l'ont pas.Cette assurance est prise pour la période équivalente à leur mandat.

Article 7: Mission officielle

Lorsqu'un membre du conseil des Sages va en mission à l'intérieur du pays ou à l'étranger, il bénéficie des frais de mission en se basant sur le niveau d'emploi G conformément à l'arrêté Présidentiel déterminant les modalités des missions officiels des agents de l'Etat.

Article 8: Frais funéraires et indemnité de décès

En cas de décès d'un membre du Conseil des Sages encore en fonction, le Forum Consultatif des Sages Rwandais alloue les frais funéraires et l'indemnité de décès à la famille du défunt,

hakurikijwe Itegeko rishyiraho Sitati Rusange igenga Abakozi ba Leta.

establishing the General Statutes for Rwanda Public Service.

conformément à la Loi portant Statut Général de la Fonction Publique.

UMUTWE WA III: INGINGO ZISOZA

CHAPTER III: FINAL PROVISIONS

CHAPITRE III: DISPOSITIONS FINALES

Ingingoya 9: Abashinzwe kubahiriza iri teka

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

Article 9: Authorities responsible for the implementation of this Order

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

Article 9: Autorités chargées de l'exécution du présent arrêté

Le Premier Ministre, 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.

Ingingo ya 10: Ivanwaho ry'ingingo zinyuranyije n'iri teka

Ingingo z'amateka abanziriza iri kandi zinyuranyije naryo bivanyweho.

Article 10: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 10: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 11: Igihe iri teka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku munsi ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda kandi ibyo riteganya bigatangira gushyirwa mu bikorwa uhereye tariki ya 13/02/2015.

Kigali, ku wa 19/08/2015

Article 11: Commencement

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda and its effects shall begin from 13/02/2015.

Kigali, on 19/08/2015

Article 11: Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda et ses effets commencent à partir du 13/02/2015.

Kigali, le 19/08/2015

(sé)
KAGAME Paul
Perezida wa Repubulika

(sé)
KAGAME Paul
President of the Republic

(sé)
KAGAME Paul
Président de la République

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

(sé)
BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

ITEKA RYA PEREZIDA Nº 55/01 RYO KUWA 21/08/2015 RYEMEZA BURUNDU AMASEZERANO YASHYIRIWEHO UMUKONO I LONDRES MU BWONGEREZA KU WA 22 UKUBOZA 2014 HAGATI YA REPUBULIKA Y'U RWANDA NA BARBADOS, YOKUVANAHO GUSORESHA KABIRI NO GUKUMIRA FORODE Y'IMISORO KU BYEREKEYE IMISORO KU MUSARURO

PRESIDENTIAL ORDER Nº 55/01 OF 21/08/2015 ON THE RATIFICATION OF THE AGREEMENT SIGNED IN LONDON, UNITED KINGDOM ON 22 DECEMBER 2014 BETWEEN THE REPUBLIC OF RWANDA AND BARBADOS, FOR THE AVOIDANCE OF DOUBLE TAXATION AND THE PREVENTION OF FISCAL EVASION WITH RESPECT TO TAXES ON INCOME

ARRETE PRESIDENTIEL Nº 55/01 DU 21/08/2015 PORTANT RATIFICATION DE L'ACCORD SIGNE A LONDRES, AU ROYAUME-UNI LE 22 DECEMBRE 2014 ENTRE LA REPUBLIQUE DU RWANDA ET BARBADOS, POUR EVITER LA DOUBLE TAXATION ET PREVENIR L'EVASION FISCALE EN MATIERE D'IMPOTS SUR LE REVENU

ISHAKIRO

Ingingo ya mbere: Kwemeza burundu

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ITEKA RYA PEREZIDA Nº 55/01 RYO KUWA 21/08/2015 RYEMEZA BURUNDU AMASEZERANO YASHYIRIWEHO UMUKONO I LONDRES MU BWONGEREZA KU WA 22 UKUBOZA 2014 HAGATI YA REPUBULIKA Y'U RWANDA NA BARBADOS, YOKUVANAHO GUSORESHA KABIRI NO GUKUMIRA FORODE Y'IMISORO KU BYEREKEYE IMISORO KU MUSARURO

Twebwe, KAGAME Paul,
PerezidawaRepubulika;

Dushingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo ku wa 04 Kamena 2003 nk'uko ryavuguruwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 98, iya 112, iya 121, iya 189, iya 190 n'iya 201;

Dushingiye ku Itegeko nº 17/2015 ryo ku wa 22/05/2015 ryemerera kwemeza burundu amasezerano yashyiriweho umukono i Londres mu Bwongereza ku wa 22 Ukuboza 2014 hagati ya Repubulika y'u Rwanda na Barbados, yo kuvanaho gusoresha kabiri no gukumira forode y'imisoro ku byerekeye imisoro ku musaruro;

Tumaze kubona amasezerano yashyiriweho umukono i Londres mu Bwongereza ku wa 22 Ukuboza 2014 hagati ya Repubulika y'u Rwanda na Barbados, yo kuvanaho gusoresha kabiri no gukumira forode y'imisoro ku byerekeye imisoro ku musaruro;

PRESIDENTIAL ORDER Nº 55/01 OF 21/08/2015 ON THE RATIFICATION OF THE AGREEMENT SIGNED IN LONDON, UNITED KINGDOM ON 22 DECEMBER 2014 BETWEEN THE REPUBLIC OF RWANDA AND BARBADOS, FOR THE AVOIDANCE OF DOUBLE TAXATION AND THE PREVENTION OF FISCAL EVASION WITH RESPECT TO TAXES ON INCOME

We, KAGAME Paul,
President of the Republic;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 98, 112, 121, 189, 190 and 201;

Pursuant to Law n° 17/2015 of 22/05/2015 authorising the ratification of the Agreement signed in London, United Kingdom on 22 December 2014 between the Republic of Rwanda and Barbados, for the avoidance of double taxation and the prevention of fiscal evasion with respect to taxes on income;

Considering the Agreement signed in London, United Kingdom on 22 December 2014 between the Republic of Rwanda and Barbados, for the avoidance of double taxation and the prevention of fiscal evasion with respect to taxes on income;

ARRETE PRESIDENTIEL Nº 55/01 DU 21/08/2015 PORTANT RATIFICATION DE L'ACCORD SIGNE A LONDRES, AU ROYAUME-UNI LE 22 DECEMBRE 2014 ENTRE LA REPUBLIQUE DU RWANDA ET BARBADOS, POUR EVITER LA DOUBLE TAXATION ET PREVENIR L'EVASION FISCALE EN MATIERE D'IMPOTS SUR LE REVENU

Nous, KAGAME Paul,
Président de la République;

Vu la Constitution de la République du Rwanda du 04 juin 2003 telle que révisée à ce jour, spécialement en ses articles 98, 112, 121, 189, 190 et 201;

Vu la Loi n°17/2015 du 22/05/2015 autorisant la ratification de l'Accord signé à Londres, au Royaume-Uni le 22 décembre 2014 entre la République du Rwanda et Barbados, pour éviter la double taxation et prévenir l'évasion fiscale en matière d'impôts sur le revenu ;

Considérant l'Accord signé à Londres, au Royaume-Uni le 22 décembre 2014 entre la République du Rwanda et Barbados, pour éviter la double taxation et prévenir l'évasion fiscale en matière d'impôts sur le revenu;

Bisabwe na Minisitiri w'Imari n'Igenamigambi;

Inama y'Abaminisitiri yateranye ku wa 20 Werurwe 2015 imaze kubisuzuma no kubyemeza;

TWATEGETSE KANDI DUTEGETSE :

Ingingo ya mbere: Kwemeza burundu

Amasezerano yashyiriweho umukono i Londres mu Bwongereza ku wa 22 Ukuboza 2014 hagati ya Repubulika y'u Rwanda na Barbados, yo kuvanaho gusoresha kabiri no gukumira forode y'imisoro ku byerekeye imisoro ku musaruro, yemejwe burundu kandi atangiye gukurikizwa uko yakabaye.

Ingingo ya 2: Abashinzwe kubahiriza iri teka

Minisitiri w'Intebe, Minisitiri w'Imari n'Igenamigambi na Minisitiri w'Ububanyi n'Amahanga n'Ubutwererane basabwe kubahiriza iri teka.

Ingingo ya 3: Igihe iteka ritangira gukurikizwa

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

On proposal by the Minister of Finance and Economic Planning;

After consideration and approval by the Cabinet, in its session of 20 March 2015;

HAVE ORDERED AND HEREBY ORDER:

Article One: **Ratification**

The Agreement signed in London, United Kingdom on 22 December 2014 between the Republic of Rwanda and Barbados, for the avoidance of double taxation and the prevention of fiscal evasion with respect to taxes on income, is hereby ratified and becomes fully effective.

Article 2: Authorities responsible for the implementation of this Order

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

Article 3: Commencement

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

Sur proposition du Ministre des Finances et de la Planification Economique;

Après examen et adoption par le Conseil des Ministres en sa séance du 20 Mars 2015;

AVONS ARRETE ET ARRETONS:

Article premier: Ratification

L'Accord signé à Londres, au Royaume-Uni le 22 décembre 2014 entre la République du Rwanda et Barbados, pour éviter la double taxation et prévenir l'évasion fiscale en matière d'impôts sur le revenu, est ratifié et sort son plein et entier effet.

Article 2: Autorités chargées de l'exécution du présent arrêté

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

Article 3: Entrée en vigueur

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

Kigali, ku wa 21/08/2015

(sé)
KAGAME Paul
Perezida wa Repubulika

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)
BUSINGYE Johnston
Minisitiri w'Ubutabera/ Intumwa Nkuru ya Leta

Kigali, on 21/08/2015

(sé)
KAGAME Paul
President of the Republic

(sé)
MUREKEZI Anastase
Prime Minister

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/ Attorney General

Kigali, le 21/08/2015

(sé)
KAGAME Paul
Président de la République

(sé)
MUREKEZI Anastase
Premier Ministre

Vu et scellé du Sceau de la République:

(sé)
BUSINGYE Johnston
Ministre de la Justice/ Garde des Sceaux

ITEKA RYA PEREZIDA Nº 56/01 RYO KU WA 21/08/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI SERIVISI Z'UMUTWE W'ABADEPITE

PRESIDENTIAL ORDER Nº 56/01 OF 21/08/2015 DETERMINING THE ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF SERVICES OF THE CHAMBER OF DEPUTIES

ARRETE PRESIDENTIEL Nº 56/01 DU 21/08/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DES SERVICES DE LA CHAMBRE DES DEPUTES

ISHAKIRO

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ITEKA RYA PEREZIDA Nº 56/01 RYO KU WA 21/08/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI SERIVISI Z'UMUTWE W'ABADEPITE

Twebwe, KAGAME Paul,
Perezida wa Repubulika;

Dushingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo ku wa 04 Kamena 2003 nk'uko ryavuguruwe kugeza ubu, cyane cyane mu ngingo zaryo iya 113, iya 121 n'iya 201;

Dushingiye ku Itegeko Ngenga n° 06/2006 ryo ku wa 15/02/2006 rigena imikorere y'Umutwe w'Abadepite mu Nteko ishinga Amategeko nk'uko ryahinduwe kandi ryujujwe kugeza ubu, cyane cyane mu ngingo yaryo ya 151;

Dusubiye ku Iteka rya Perezida nº 51/01 ryo ku wa 25/08/2011 rishyiraho kandi rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo ya Serivisi z'Umutwe w'Abadepite;

Bisabwe na Perezida w'Umutwe w'Abadepite;

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza;
TWATEGETSE KANDI DUTEGETSE:

PRESIDENTIAL ORDER Nº 56/01 OF 21/08/2015 DETERMINING THE ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF SERVICES OF THE CHAMBER OF DEPUTIES

We, KAGAME Paul,
President of the Republic;

Pursuant to the Constitution of O4 June 2003 of the Republic of Rwanda as amended to date, especially in Articles 113, 121 and 201;

Pursuant to the Organic Law n° 06/2006 of 15/02/2006 establishing internal rules of procedure of the Chamber of Deputies in Parliament as modified and complemented to date, especially in Article 151;

Having reviewed Presidential Order nº51/01 of 25/08/2011 establishing and determining the responsibilities, organizational structure and summary of positions of the Services of the Chamber of Deputies;

Upon request by the Speaker the Chamber of Deputies;

After consideration and approval by the Cabinet in session of 29/07/2014;
HAVE ORDERED AND HEREBY ORDER:

ARRETE PRESIDENTIEL Nº 56/01 DU 21/08/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DES SERVICES DE LA CHAMBRE DES DEPUTES

Nous, KAGAME Paul,
Président de la République;

Vu la Constitution de la République du Rwanda du 04 juin 2003 telle que révisée à ce jour, spécialement en ses articles 113, 121 et 201;

Vu la Loi Organique n° 06/2006 du 15/02/2006 portant règlement d'ordre intérieur de la Chambre des Députés du Parlement telle que modifiée et complétée à ce jour, spécialement en son article 151;

Revu l'Arrêté Présidentiel nº51/01 du 25/08/2011 créant et déterminant les attributions, la structure organisationnelle et la synthèse des emplois des Services de la Chambre des Députés ;

Sur demande du Président de la Chambre des Députés;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014;
AVONS ARRETE ET ARRETONS:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena imbonerahamwe y'imyanya y'imirimo muri Serivisi z'Umutwe w'Abadepite, imishahara n'ibindi bigenerwa abakozi bawo.

Ingingo ya 2: Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo muri Serivisi z'Umutwe w'Abadepite biri ku mugereka wa I n'uwa II y'iri teka.

Ingingo ya 3: Igenwa ry'umushahara

Imishahara y'Abakozi muri Serivisi z'Umutwe w'Abadepite igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu Butegetsi bwa Leta.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri Serivisi z'Umutwe w'Abadepite biri ku mugereka wa III w'iri teka.

Ingingo 4: Ibigize umushahara mbumbe

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

1° umushahara fatizo;

Article One: Purpose of this Order

This Order determines the organizational structure of the Services of the Chamber of Deputies, salaries and fringe benefits for its personnel.

Article 2: Organizational structure and job profiles

The Organizational structure and job profiles of the Services of the Chamber of Deputies are respectively in annex I and II of this Order.

Article 3: Determination of the salary

Salaries for employees of the Services of the Chamber of Deputies shall be determined basing on job classification and in accordance with general principles on salary calculation in Public Service.

The level, index value and the gross salary corresponding to each job position for Services of the Chamber of Deputies are in annex III to this Order.

Article 4: Composition of gross salary

The monthly gross salary of an employee shall mainly be composed of the following:

1° basic salary;

Article premier: Objet du présent Arrêté

Le présent arrêté détermine la structure organisationnelle des services de la Chambre des Députés, salaires et autres avantages accordés à son personnel.

Article 2: Structure organisationnelle et profils d'emplois

La structure organisationnelle et profils d'emplois des Services de la Chambre des Députés sont respectivement en annexe I et II du présent arrêté.

Article 3: Détermination du salaire

Les salaires accordés au personnel des Services de la chambre des Députés sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi pour les Services de la Chambre des Députés sont en annexe III du présent arrêté.

Article 4: Composition du salaire brut

Le salaire brut mensuel de l'agent de l'Etat comprend principalement:

1° le salaire de base;

2° indamunite y'icumbi;

3° indamunite y'urugendo;

4° inkunga ya Leta mu bwiteganyirize bw'umukozi;

5° inkunga ya Leta yo kuvuza umukozi.

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abakozi bari ku nzego z'imirimo za "F", "G/1.IV", na "H/2" boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze; ndetse n'Abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

Ingingo ya 5: Ibindi bigenerwa Umunyamabanga Mukuru

Umunyamabanga Mukuru agenerwa ibindi bimufasha gutunganya imurimo bikurikira:

1° amafaranga y'itumanaho rya telefoni na fax byo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) n'irya telefone igendanwa angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi;

2° housing allowance;

3° transport allowance;

4° State contribution for social security;

5° State contribution for medical care.

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

Article 5: Fringe benefits for the Clerk

The Clerk shall be entitled to the following fringe benefits:

1° an office telephone and fax communication allowance of One hundred thousand Rwandan francs (Rwf 100,000) and a mobile phone communication allowance of One hundred thousand Rwandan francs (Rwf 100,000) per month;

2° l'indemnité de logement ;

3° l'indemnité de transport ;

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

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

L'indemnité de transport dont question à l'alinéa premier du présent article n'est pas allouée aux Agents de l'Etat aux postes de niveau "F", "G/1.IV" et "H/2" pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux postes de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Article 5: Autres avantages alloués au Secrétaire Général

Le Secrétaire Général bénéficie des avantages suivants :

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

2° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 Frw) buri kwezi anyura kuri konti y'urwego bireba ;

3° Leta imworohereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Ingingo ya 6: Ibindi bigenerwa Umuyobozi Mukuru uri ku rwego rwa G/1.IV

Umuyobozi Mukuru uri ku rwego rwa "G/1.IV" kandi ufite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe y'imirimo yemewe, agenerwa buri wese ibindi bimufasha bimufasha gutunganya imirimo bikurikira:

1° amafaranga y'itumanaho rya telefoni na fax byo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) n'irya telefone igendanwa angana n'ibihumbi ijana y'u Rwanda (100,000 Frw) buri kwezi;

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

Umuyobozi Mukuru uri ku rwego rw'imirimo rwa G/1.IV ariko udafite itsinda ry'Abakozi ba Leta ayobora hashingiwe ku mbonerahamwe y'imyanya

2° office entertainment allowance of two hundred thousand Rwandan francs (Rwf 200,000) per month payable at the concerned institution's bank account ;

3° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of transport.

Article 6: Fringe benefits for the Senior Official on G/1.IV job level

The Senior Official on "G/1.IV" job level with a pool of public servants under his/her responsibility in accordance with the approved organizational structure, shall be entitled to the following fringe benefits:

1° an office telephone and fax communication allowance of One hundred thousand Rwandan francs (Rwf 100,000) and a mobile phone communication allowance of One hundred thousand Rwandan francs (Rwf 100,000) per month;

2° the Government shall facilitate his/her transport in accordance with Instructions of the Minister responsible for transport.

The Senior Official positioned on level G/1.IV without a pool of public servants under his/her responsibility in accordance with the approved

2° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois payable au compte de l'institution concernée;

3° l'Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 6: Autres avantages alloués aux hauts cadres au poste de niveau G/1.IV

Le haut cadre au poste de niveau "G/1.IV" et ayant des agents de l'Etat placés sous sa responsabilité suivant la structure organisationnelle approuvée, bénéficie des avantages suivants:

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

2° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Le haut cadre au poste de niveau G/1.IV qui n'a pas d'agents de l'Etat placés sous sa responsabilité suivant la structure organisationnelle approuvée,

y'imirimo yemewe, agenerwa buri kwezi amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi ijana y'u Rwanda (100.000 Frw). Leta imworohereza kandi ingendo mu buryo buteganyijwe mu gika cya mbere cy'iyi ngingo.

Ingingo ya 7: Ibindi bigenerwa Umuyobozi Mukuru uri ku rwego rwa "H/2"

Umuyobozi Mukuru uri ku rwego rwa "H/2" kandi ufite itsinda ry'abakozi ba Leta ayobora hashingiwe ku mbonerahamwe y'imyanya y'imirimo yemewe, agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

1° amafaranga y'itumanaho rya telefone yo mu biro angana n'amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 Frw) buri kwezi; n'ay'irya telefoni igendanwa angana n'amafaranga ibihumbi mirongo irindwi y'u Rwanda (70. 000 Frw) buri kwezi;

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

Umuyobozi Mukuru uri ku rwego rw'imirimo rwa H/2 ariko udafite itsinda ry'abakozi ba Leta ayobora hashingiwe ku mbonerahamwe y'imyanya y'imirimo, agenerwa buri kwezi amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000

Article 7: Fringe benefits for the Senior Official on "H/2" job level

The Senior Official on "H/2" job classification level with a pool of public servants under his/her responsibility in accordance with the approved organizational structure, shall be entitled to the following fringe benefits:

1° seventy thousand Rwandan francs (Rwf 70,000) per month for office telephone communication and seventy thousand Rwandan francs (Rwf 70,000) per month for mobile phone communication allowance;

2° the Government shall facilitate his/her transport in accordance with Instructions of the Minister in charge of transport.

The Senior Official positioned on level H/2 without a pool of public servants under his/her responsibility in accordance with the approved organizational structure, shall each be entitled to a mobile phone communication allowance of seventy thousand Rwandan francs (Rwf 70,000) per month. The Government shall also facilitate his/her transport as provided for under Paragraph One of this Article.

Article 7: Autres avantages alloués aux haut cadre au poste de niveau "H/2"

Le haut cadre au poste de niveau "H/2" et ayant des agents de l'Etat placés sous sa responsabilité suivant la structure organisationnelle approuvée, bénéficie des avantages suivants:

1° les frais de communication par téléphone de bureau équivalant à septante mille francs rwandais (70.000 Frw) et de téléphone portable équivalant à septante mille francs rwandais (70.000 Frw) par mois ;

2° l'Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Le haut cadre au poste de niveau H/2 qui n'a pas d'agents de l'Etat placés sous sa responsabilité suivant la structure organisationnelle approuvée, bénéficie des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois; l'Etat lui facilite

bénéficie des frais de communication par téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois; l'Etat lui facilite le transport conformément aux dispositions de l'alinéa premier du présent article.

Frw). Leta imworohereza kandi ingendo mu buryo buteganyijwe mu gika cya mbere cy'iyi ngingo.

per month. The Government shall also facilitate his/her transport as provided for under Paragraph One of this Article.

aussi le transport conformément aux dispositions de l'alinéa premier du présent article.

Ingingo ya 8: Ibigenerwa Umuyobozi n'umukozi bari ku rwego rw'imirimo rwa "3"

Article 8: Fringe benefits for Officials on "3" job classification level

Article 8: Autres avantages alloués aux cadres aux postes de niveau "3"

Umuyobozi w'Ishami n'umukozi bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

The Director of Unit and the official on "3" job classification level shall each be entitled to fringe benefits as follows:

Le Directeur d'Unité et le cadre aux postes de niveau "3" bénéficient chacun d'autres avantages comme suit :

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

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

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

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

2° a special transport allowance as determined by the instructions of the Minister in charge of public service.

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

Umuyobozi w'Ishami wo ku ku rwego rw'imirimo rwa "3" ufite itsinda ry'abakozi ba Leta ayobora hashingiwe ku mbonerahamwe yemewe, agenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (Rwf 100.000) buri kwezi ya telefoni yo mu biro.

The Director of Units on level "3" with a pool of public servants under his/her responsibilities in accordance with the approved organizational structure shall also be entitled to an office telephone of One hundred thousand Rwandan francs (Rwf 100,000) per month.

Le Directeur d'Unité au poste de niveau "3" ayant des Agents de l'Etat placés sous sa responsabilité suivant la structure organisationnelle approuvée, bénéficie aussi des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois.

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

Article 9: Mileage allowances

Article 9: Indemnités kilométriques

Iyo Abayobozi Bakuru bari ku rwego rwa F, G/1.IV na H/2 bagiye mu butumwa imbere mu Gihugu bakoresheje imodoka zabo, Leta ibabagenera indamunite y'urugendo hakurikijwe ibiteganywa

When Senior Officials on levels F, G/1.IV, and H/2 go on official mission inside the country by using their vehicles, the State pay them mileage allowances specified in the relevant Ministerial

Lorsque les hauts cadres aux postes de niveaux F, G/1.IV, et H/2 vont en missions officielles à l'intérieur du pays en utilisant leurs véhicules ; l'Etat leur octroie des indemnités kilométriques

n'Amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

Ingingo ya 10: Abashinzwe kubahiriza iri teka

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

Ingingo ya 11: Ivanwaho ry'ingingo zinyuranyije n'iri teka

Iteka rya Perezida nº 51/01 ryo ku wa 25/08/2011 rishyiraho kandi rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo ya Serivisi z'Umutwe w'Abadepite n'ingingo z'amateka abanziriza iri kandi zinyuranyije na ryo zivanyweho.

Ingingo ya 12: Igihe iteka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku munsi ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

Instructions issued by the Minister in charge of transport.

Article 10: Authorities responsible for the implementation of this Order

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

Article 11: Repealing provision

The Presidential Order nº 51/01 of 25/08/2011 establishing and determining the responsibilities, organizational structure and summary of positions of the Services of the Chamber of Deputies and all prior provisions contrary to this Order are hereby repealed.

Article 12: Commencement

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It shall take effect as of 29/07/2014.

conformément aux Instructions du Ministre ayant le transport dans ses attributions.

Article 10: Autorités chargées de l'exécution du présent arrêté

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

Article 11: Disposition abrogatoire

L'Arrêté Présidentiel nº 51/01 du 25/08/2011 déterminant les attributions, la structure organisationnelle et la synthèse des emplois des Services de la Chambre des Députés et toutes les autres dispositions antérieures contraires au présent arrêté sont abrogées.

Article 12: Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 29/07/2014.

Kigali, ku wa 21/08/2015

(sé)
KAGAME Paul
Perezida wa Repubulika

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)
BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Kigali, on 21/08/2015

(sé)
KAGAME Paul
President of the Republic

(sé)
MUREKEZI Anastase
Prime Minister

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Kigali, le 21/08/2015

(sé)
KAGAME Paul
Président de la République

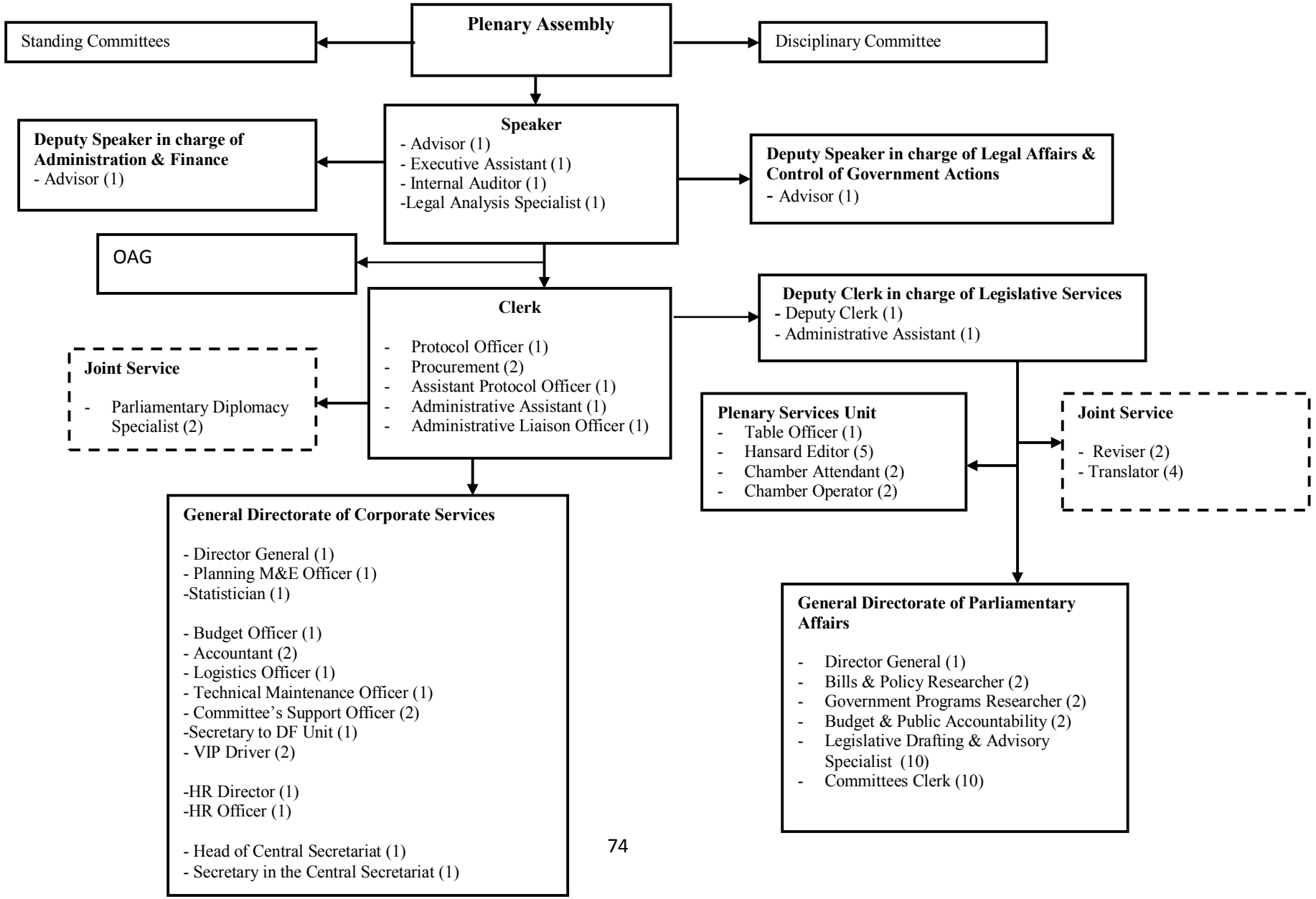
(sé)
MUREKEZI Anastase
Premier Ministre

Vu et scellé du Sceau de la République :

(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA PEREZIDA Nº 56/01 RYO KU WA 21/08/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI SERIVISI Z'UMUTWE W'ABADEPITE	**ANNEX I TO THE PRESIDENTIAL ORDER Nº 56/01 OF 21/08/2015 DETERMINING THE ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE SERVICES OF THE CHAMBER OF DEPUTIES**	**ANNEXE I DE L'ARRETE PRESIDENTIEL Nº 56/01 DU 21/08/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DES SERVICES DE LA CHAMBRE DES DEPUTES**

Organizational Chart of the Chamber of Deputies



UMUGEREKA WA II W'ITEKA RYA PEREZIDA Nº 56/01 RYO KU WA 21/08/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI SERIVISI Z'UMUTWE W'ABADEPITE	**ANNEX II TO THE PRESIDENTIAL ORDER Nº 56/01 OF 21/08/2015 DETERMINING THE ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE SERVICES OF THE CHAMBER OF DEPUTIES**	**ANNEXE II DE L'ARRETE PRESIDENTIEL Nº 56/01 DU 21/08/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DES SERVICES DE LA CHAMBRE DES DEPUTES**

CHAMBER OF DEPUTIES - JOB PROFILES				
Administrative Unit	**Job Title**	**Title of Job positions linked to the Job**	**Job Profile**	**Proposed Jobs**
Office of Speaker	Speaker	Speaker	Elective mandate	1
	Advisor to the Speaker of the Chamber of Deputies	Advisor	A0 in Law, International Relations, Political Sciences, Administrative Sciences, Public Administration with 7 years of working experience or 2 years in senior position or Master's Degree in International Relations, Political Sciences, Administrative Sciences, Public Administration, Law with 5 years of working experience **Key Technical Skills & Knowledge required:** - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Executive Assistant to the Speaker	Executive Assistant	A0 in Public Administration,Management, Project Management, Interprenership, Administrative Sciences, Political sciences, Sociology, Business Administration, Office Management with 3 years of working experience or Master's Degree in Public Administration,Management, Interprenership, Project Management, Administrative Sciences, Political sciences, Sociology, Business Administration, Office Management **Key Technical Skills & Knowledge required:** - Leadership skills;- High analytical skills;- Report writing and presentation skills;- Computer Literate;- Coordination, planning and organisational skills;- Interpersonal skills;- Collaboration and team working skills;- Effective communication skills;- Administrative skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Internal Audit	Internal Auditor	A0 in Accounting, Public Finance, Management specializing in Finance/Accounting **Key Technical Skills & Knowledge required**: - Detailed knowledge of financial and Audit Standards, HR & Financial Regulations, Procedures; - Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Legal Analysis Specialist	Legal Analysis Specialist	A0 in Law with 3 years working experience or Master's Degree in Law **Key Technical Skills & Knowledge required:**- Extensive knowledge and understanding of the Rwandan legal system- Good knowledge of government policy-making and legislative processes;- Knowledge of the justice sector policies and issues; - Leadership skills;- High analytical skills;- Report writing and presentation skills;- Computer Literate;- Coordination, planning and organisational skills;- Interpersonal skills;- Collaboration and team working skills;- Effective communication skills;- Administrative skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/TOTAL				**5**
Deputy Speaker in charge of Parliamentary Services	Deputy speaker	Deputy speaker	Elective mandate	1
	Advisor to the Deputy Speaker in Charge of Parliamentary Services	Advisor	A0 in Law, International Relations, Political Sciences, Administrative Sciences, Public Administration with 7 years of working experience or 2 years in senior position or Master or Equivalent in Law, International Relations, Political Sciences, Administrative Sciences, Public Administration and Public Policy with 5 years of working experience **Key Technical Skills & Knowledge required:** - Extensive knowledge and understanding of the Rwandan legal system- Good knowledge of government policies and legislative processes; - Leadership skills;- High analytical skills;- Report writing and presentation skills;- Computer Literate;- Coordination, planning and organisational skills;- Interpersonal skills;- Collaboration and team working skills;- Effective communication skills;- Administrative skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/TOTAL				**2**
Deputy Speaker in charge of Administration & Finance	Deputy speaker	Deputy speaker	Elective mandate	1

	Advisor to the Deputy Speaker in Charge of Administration and Finance	Advisor	A0 in Public Finance, HR Management, Management, Economics, Statistics, Administrative Sciences, Public Administration with 7 years of working experience or 2 years in a senior position or Master or Equivalent in Finance, economics, Statistics, Management, Administrative Sciences, International Relations, Political Sciences, Public Administration with 5 years of working experience; **Key Technical Skills & Knowledge required:**- Extensive knowledge and understanding of the Rwandan legal system- Good knowledge of government policies and legislative processes; - Leadership skills;- High analytical skills;- Report writing and presentation skills;- Computer Literate;- Coordination, planning and organisational skills;- Interpersonal skills;- Collaboration and team working skills;- Effective communication skills;- Administrative skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				**2**
Office of the Clerk	Clerk to Chamber of Deputies	Clerk	Political Appointee	1
	Administrative Assistant	Administrative Assistant	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law **Key Technical Skills & Knowledge required:** - Office Management Skills; - Excellent Communication, Organizational, - Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Protocol Officer	Protocol Officer	A0 in International Relations , Political Science, Communication, Public Relations, Hospitality Mnagement, Marketing, Public Administration, Population Studies, Language Studies with 3 years of working experience or Master's Degree in International Relations , Political Science, Communication, Public Relations, Hospitality Mnagement, Marketing, Public Administration, Language Studies with 1 year of working experience **Technical Skills & Knowledge required:**- Leadership skills;- High analytical skills;- Report writing and presentation skills;- Interpersonal skills;- Collaboration and team working skills;- Effective communication skills;- Administrative skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. - Leadership skills;- High analytical skills;- Interpersonal skills;- Effective communication skills;- Administrative skills;- Time management skills	1
	Protocol Assistant	Protocol Assistant	A0 in International Relations , Political Science, Communication **Technical Skills & Knowledge required:** - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. - Leadership skills; - High analytical skills; - Interpersonal skills; - Effective communication skills; - Administrative skills; - Time management skills	1

	Procurement	Procurement Officer	A0 in Procurement, Management, Accounting, Public Finance, Law, Economics **Key Technical Skills & Knowledge required:**- High Analytical Skills;- Negociation Skills;- Knowledge of basic business and purchasing practices;- Execellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills;- Decesion making Skills; - Computer Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
	Parliamentary Diplomacy Specialist	Parliamentary Diplomacy Specialist	A0 in Political Sciences, International Relations, Law with 3 years working experience or Master's Degree in Political Sciences, Internatioal Relations or Law. **Key Technical Skills & Knowledge required:** - Good knowledge of government policy and legislations - Knowledge of the justice sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
	Administrative Liaison Officer	Administrative Liaison Officer	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology or Social Work, Law **Key Technical Skills & Knowledge required:**- Office Management Skills;- Excellent Communication, Organizational, - Interpersonal Skills;- Computer knowledge (Work Processing, Power Point and Internet)- Analytical and problem solving skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				**9**

Office of Deputy Clerk in charge of Legislative Services	Deputy Clerk	Deputy Clerk	Political Appointee	1
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology or Social Work, Law **Key Technical Skills & Knowledge required:** - Office Management Skills; - Excellent Communication, Organizational, - Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French;knowledge of all is an advantage	1
S/Total				**2**
Plenary Services Unit	Table Officer	Table Officer	A0 in Law, Political sciences, social sciences, Linguistics, Administrative Sciences, Public Administration and Managament with 3 years of working experience or Masters Degree in Political sciences, social sciences, Administrative Sciences, Public Administration and Mangament with 1 year of working experience**Technical Skills & Knowledge required:**- Extensive Knowledge in Plenary services- Leadership skills;- Report writing and presentation skills;- Coordination, planning and organisational skills;- Interpersonal skills;- Collaboration and team working skills;- Effective communication skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. - Leadership skills;- High analytical skills;- Report writing and presentation skills;- Interpersonal skills;- Collaboration and team working skills;- Effective communication skills;- Administrative skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Hansard Editor	Hansard Editor	A0 in Law, Public Administration, Administrative Sciences, Management, Social sciences, Linguistics, Political sciences, and Office mangement **Technical Skills & Knowledge required:**- Leadership skills;- Report writing and presentation skills;- Coordination, planning and organisational skills;- Interpersonal skills;- Collaboration and team working skills;- Effective communication skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. - Leadership skills;- High analytical skills;- Report writing and presentation skills;- Interpersonal skills;- Collaboration and team working skills;- Effective communication skills;- Administrative skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	5
	Chamber Attendant	Chamber Attendant Officer	A1 in Secretariat Studies, Office Management, Management, Sociology or Social Science, Political Sciences **Key Technical Skills & Knowledge required:** - Office Management Skills; - Excellent Communication, Organizational, - Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French knowledge of all is an advantage	2
	Chamber Operator	Chamber Operator officer	A0 in Electronics, Electronics and Telecommunication Engineering, Computer Science **Key Technical Skills & Knowledge required:**- Report writing and presentation skills;- Coordination, planning and organisational skills;- Interpersonal skills;- Collaboration and team working skills;- Effective communication skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. - Leadership skills;- High analytical skills;- Interpersonal skills;- Effective communication skills;- Administrative skills;- Time management skills	2
S/Total				**10**

Joint Services	Revision	Reviser	A0 in Law,Linguistics and Literature with 3 years of working experience or Master's Degree in Law, Linguistics and Literature **Technical Skills & Knowledge required:** - Report writing and presentation skills; - Coordination, planning and organisational skills; - Interpersonal skills; - Legal Knowledge - Collaboration and team working skills; - Effective communication skills; - Time management skills; - High analytical skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
	Translator	Translator	A0 in Linguistics and Literature,Translation and Languages **Technical Skills & Knowledge required:**- Report writing and presentation skills;- Coordination, planning and organisational skills;- Interpersonal skills;- Legal Knowledge- Collaboration and team working skills;- Effective communication skills;- Time management skills;- High analytical skills;- Collaboration and team working skills;- Effective communication skills;- Administrative skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	4
S/Total				**6**

General Directorate of Corporate Services	Director General	Director General	A0 in Public Finance, Accounting, Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Development Studies with 5 years of working experience including 2 in a senior position or Master's Degree in Public Finance, Accounting, Economics, Management, Business Administration, Public Administration, Strategic Management, Development Studies with 3 years of working experience **Key Technical Skills & Knowledge required:**- Knowledge of Human Resources Policy and procedures;- Knowledge of Accounting principles and practices and financial data reporting.- Knowledge of Rwanda Public Servant & Labour laws and Financial Law;- Knowledge of Electronic equipment and computer hardware and software;- Leadership skills;- Coordination, Planning & Organizational Skills;- Interpersonal Skills;- Effective Communication Skills;- Judgment and Decision Making Skills;- Complex Problem Solving;- Negotiation Skills;- Time Management Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Planning and M& E	Planning and M& E Officer	A0 in Economics, Project Management,Management, Development Studies, Business Administration **Key Technical Skills & Knowledge required:** - Knowledge of Strategic planning; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Statistician	Statistician	A0 in Statistics, Applied Mathematics, Economics **Key Technical Skills & Knowledge required:**- Knowledge of Strategic planning;- Computer Skills;- Organizational Skills;- Communication Skills;- High analytical Skills;- Time management Skills;- Team working Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Budget management	Budget Officer	A0 in Finance, Accounting, Management, Economics **Key Technical Skills & Knowledge required:** - Knowledge of Strategic Finance and planning; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French	1
	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
	Logistics	Logistics Officer	A0 in Store Management,Management, Economics, Finance, Accounting, Public Administration, Administrative Sciences **Key Technical Skills & Knowledge required:** - Knowledge in Logistics - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/or French	1

	Maintenance	Technical Maintenance Officer	A0 in Electronics, Electricity, Civil Engineering, Estate Management **Key Technical Skills & Knowledge required:**- Knowledge in Technical Maintenance;- Organizational Skills;- Communication Skills;- High analytical Skills;- Time management Skills;- Team working Skills;- Fluent in Kinyarwanda, English and French	1
	Committee's Support Officer	Committee's Support Officer	A2 Certificate **Key Technical Skills & Knowledge required**: - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
	VIP Driver	VIP Driver	B Category driving licence **Key Technical Skills & Knowledge required:** - Good driving record - Communication Skills; - Mecanical skills; - Time Management Skills; - Knowledge of Kinyarwanda, English and/ or French or knowledge of all is an advantage	2
	HR Director	HR Director	A0 in HR Management, Management with Specialization in Human Ressource Management, Public Administration, Administrative Sciences with 3 years of working experience or Master's Degree in HR Management, Management with Specialization in Human Ressource Management, Public Administration, Administrative Sciences **Key Technical Skills & Knowledge required:** - Knowledge in the Development of Human Resources Policies and procedures- Leadership skills;- High analytical skills;- Report writing and presentation skills;- Computer Literate;- Coordination, planning and organisational skills;- Interpersonal skills;- Collaboration and team working skills;- Effective communication skills;- Administrative skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Human Resource Officer	Human Resource Officer	A0 in Human Resource Management, Management, Public Administration, Administrative Sciences **Key Technical Skills & Knowledge required:**- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;- Knowledge in the Development of Human Resources Policies and procedures- Leadership skills;- High analytical skills;- Report writing and presentation skills;- Computer Literate;- Coordination, planning and organisational skills;- Interpersonal skills;- Collaboration and team working skills;- Effective communication skills;- Administrative skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Head of Central Secretariat	Head of Central Secretariat	A0 in in Public Administration, Administrative Sciences, Human Resources Management, Management, Sociology, Social Work, Law, Library and Information Science with 3 years of working experience or Master's Degree inPublic Administration, Administrative Sciences, Human Resources Management, Management, Sociology, Social Work, Law with 1 year of working experience **Key Technical Skills & Knowledge required**: - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Litterate; - Coordination, planning and organisational skills; - Interpersonal skills; - Effective communication skills; - Leadership skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Secretary in Central Secretariat	Secretary in Central Secretariat	A1 in Secretariat Studies, Office Management, Library and Information Science or A0 in Public Administration, Administrative Sciences, Human Resources Management, Management, Sociology, Social Work, Law, Library and Information Science **Key Technical Skills & Knowledge required**: - Leadership skills;- High analytical skills;- Report writing and presentation skills;- Computer Literate;- Coordination, planning and organisational skills;- Interpersonal skills;- Effective communication skills;- Administrative skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				**17**
General Directorate of Parliamentary Affairs	Director General	Director General	A0 in Law, Management, Business Administration with 5 years working exprience or Master in Law, Management, Business Administration with 3 years of working experience **Technical Skills & Knowledge required:** - Good knowledge in Rwandan Laws; - Leadership skills; - Knowldge of existing system including policies, strategies and plans related to Human Resources; - Report writing and presentation skills; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - High analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Bills and Policy	Bills and Policy Researcher	A0 in Law, Political Science, Public administration, Administrative Sciences, with 3 years of working experience or Master's Degree in Public Policy, Project management, Administrative Sciences, Public Administration **Key Technical Skills & Knowledge required:**- Course on Policy Formulation- Planning and organisational skills;- Communication skills;- 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
	Government Programs	Government Programs Researcher	A0 in Law, Political Science, Public administration,Administrative Sciences, Management, Social sciences with 3 years of working experience or Master's degree in Law, Political Science, Administrative Sciences, Public administration, Management, Social sciences **Key Technical Skills & Knowledge required:** - Knowldge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2

	Budget and Public Accountability	Budget and Public Accountability	A0 in Business Administration, Management, Accounting, Public Finance with 3 years of working experience or Master's Degree in Business Administration, Management, Accounting, Public Finance **Key Technical Skills & Knowledge required**:- Extensive Knowledge in public Accountability- Research skills- Interpersonal Skills;- Organizational Skills;- Stress Management Skills;- Time Management Skills;- Bookkeeping Skills;- Analytical & Problem solving Skills;- Decision Making Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
	Legislative Drafting and Advisory	Legislative Drafting and Advisory Specialist	A0 in Law with 3 years of working experience or Master's Degree in Law **Key Technical Skills & Knowledge required:** - Extensive knowledge and understanding of the Rwandan legal system - Good knowledge of government policy-making and legislative processes; - Knowledge of the justice sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	10

	Committees Clerk	Committees Clerk	A0 in Law, Political Sciences, Social Sciences, Economics, Management, Public Finance, Accounting with 3 years of working experience or Master's Degree in Law, Political Sciences, Social Sciences, Economics, Management, Public Finance **Key Technical Skills & Knowledge required:**- Knowledge of Office Administration;- Communication Skills;- Interpersonal Skills;- Organizational Skills;- Stress Management Skills;- Time Management Skills;- Analytical & Problem solving Skills;- Knowledge of Kinyarwanda, English and/ or French; knowledge of all is an advantage	10
S/TOTAL				**27**
TOTAL				**80**

UMUGEREKA WA III W' ITEKA RYA PEREZIDA Nº 56/01 RYO KU WA 21/08/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI SERIVISI Z'UMUTWE W'ABADEPITE	**ANNEX III TO THE PRESIDENTIAL ORDER Nº 56/01 OF 21/08/2015 DETERMINING THE ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE SERVICES OF THE CHAMBER OF DEPUTIES**	**ANNEXE III DE L'ARRETE PRESIDENTIEL Nº 56/01 DU 21/08/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AUX AGENTS DES SERVICES DE LA CHAMBRE DES DEPUTES**

CHAMBER OF DEPUTIES SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Clerk	441	F	2869	1,613,167
Deputy Clerk in Charge of Legislation Services	378	1.IV	2608	1,256,926
Advisor to the Speaker of Chamber of Deputies	330	1.IV	2608	1,097,316
Advisor to Deputy Speaker in charge of Administration & Finance	330	2.III	1890	892,962
Advisor to Deputy Speaker in charge of Parliamentary Services	330	2.III	1890	892,962
Director General of Corporate Services	330	2.III	1890	892,962
Director General of Parliementary Affairs	330	2.III	1890	892,962
Bills & Policy Researcher	330	3.III	1575	744,135
Budget and Public Accountability	330	3.III	1575	744,135
Government Programs Reseacher	330	3.III	1575	744,135
Table Officer	330	3.II	1369	646,807
Committees Clerk	330	3.II	1369	646,807
Director of HR & Administrattion	330	3.II	1369	646,807
Executive Assistant to the Speaker	330	3.II	1369	646,807
Legal Analysis Specialist	330	3.II	1369	646,807
Legislative drafting & Advisory Specialist	330	3.II	1369	646,807
Parliamentary Diplomacy Specialist	330	3.II	1369	646,807
Reviser	330	3.II	1369	646,807
Translator	330	3.II	1369	646,807
Head of Central Secretariat	330	3.II	1369	646,807

Protocol Officer	330	3.II	1369	646,807
Chamber Operator	300	4.II	1141	485,333
Hansard Editor	300	4.II	1141	485,333
Human Resources Officer	300	4.II	1141	485,333
Planning & Monitoring Evaluation Officer	300	4.II	1141	485,333
Statistician	300	4.II	1141	485,333
Technical Maintenance Officer	300	4.II	1141	485,333
Assistant Protocol Officer	300	4.II	1141	485,333
Accountant	300	5.II	951	404,515
Administrative Assistant to the Clerk	300	5.II	951	404,515
Administrative Liaison Officer	300	5.II	951	404,515
Budget Officer	300	5.II	951	404,515
Internal Auditor	300	5.II	951	404,515
Logistics Officer	300	5.II	951	404,515
Procurement Officer	300	5.II	951	404,515
Administrative Assistant to the Deputy Clerk in charge of Legislative Services	300	7.II	660	280,736
Chamber Attendant	300	7.II	660	280,736
Driver VIP	300	8.II	508	216,081
Secretary in Central Secretariat	300	8.II	508	216,081
Secretary in DF Unit	300	8.II	508	216,081
Committee's Support Officer	300	10.II	300	127,607

ITEKA RYA MINISITIRI N°01/Mininter/15 RYO KU WA 21/07/2015 RIGENA UKO IBIKORWA BYO KURINDA UMUTEKANO BY'IBIGO BY'ABIKORERA BITANGA SERIVISI Z'UMUTEKANO BISHYIRWA MU BIKORWA

MINISTERIAL ORDER N°01/Mininter/15 OF 21/07/2015 DETERMINING THE MODALITIES FOR IMPLEMENTATION OF SECURITY OPERATIONS PERFORMED BY PRIVATE SECURITY PROVIDERS

ARRETE MINISTERIEL N°01/Mininter/15 DU 21/07/2015 PORTANT MODALITES DE MISE EN OEUVRE DES OPERATIONS DE SECURITE PAR LES PRESTATAIRES DE SERVICE DE SECURITE PRIVES

ISHAKIRO

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ITEKA RYA MINISITIRI N°01/Mininter/15 RYO KU WA 21/07/2015 RIGENA UKO IBIKORWA BYO KURINDA UMUTEKANO BY'IBIGO BY'ABIKORERA BITANGA SERIVISI Z'UMUTEKANO BISHYIRWA MU BIKORWA

Minisitiri w'Umutekano mu Gihugu;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo ku wa 04 Kamena 2003 nk'uko ryavuguruwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 120, iya 121 n'iya 201;

Ashingiye ku Itegeko n° 31/2014 ryo ku wa 19/08/2014 rigenga ibigo by'abikorera bitanga serivisi z'umutekano, cyane cyane mu ngingo yaryo ya 6;

Inama y'Abaminisitiri yateranye ku wa 14/04/2015 imaze kubisuzuma no kubyemeza;

ATEGETSE:

UMUTWE WA MBERE: **INGINGO RUSANGE**

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena uko ibikorwa byo kurinda umutekano by'ibigo by'abikorera bitanga serivisi z'umutekano bishyirwa mu bikorwa.

MINISTERIAL ORDER N°01/Mininter/15 OF 21/07/2015 DETERMINING THE MODALITIES FOR IMPLEMENTATION OF SECURITY OPERATIONS PERFORMED BY PRIVATE SECURITY PROVIDERS

The Minister of Internal Security;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 120, 121 and 201;

Pursuant to Law n° 31/2014 of 19/08/2014 governing private security service providers, especially in Article 6;

After consideration and approval by the Cabinet, in its session of 14/04/2015;

HEREBY ORDERS:

CHAPTER ONE: GENERAL PROVISIONS

Article One: Purpose of this Order

This Order determines the modalities for implementation of security operations performed by private security services providers.

ARRETE MINISTERIEL N°01/Mininter/15 DU 21/07/2015 PORTANT MODALITES DE MISE EN OEUVRE DES OPERATIONS DE SECURITE PAR LES PRESTATAIRES DE SERVICE DE SECURITE PRIVES

Le Ministre de la Sécurité Intérieure;

Vu la Constitution de la République du Rwanda du 04 juin 2003 telle que révisée à ce jour, spécialement en ses articles 120, 121 et 201;

Vu la Loi n° 31/2014 du 19/08/2014 régissant les prestataires de services de sécurité privée, spécialement en son article 6;

Après examen et adoption par le Conseil des Ministres, en sa séance du 14/04/2015;

ARRETE:

CHAPITRE PREMIER: DISPOSITIONS GENERALES

Article premier: Objet du présent arrêté

Le présent arrêté porte les modalités d'exécution des opérations de sécurité par les prestataires de service de sécurité privés.

UMUTWE WA II: IBIKORWA BYO KURINDA UMUTEKANO N'UKO BISHYIRWA MU BIKORWA

Icyiciro cya mbere: Gusaba no gutanga umurinzi ugendanwa

Ingingo ya 2: Gusaba umurinzi ugendanwa

Umuntu wese usaba umurinzi ugendanwa abisaba ikigo gitanga serivisi z'umutekano mu nyandiko kandi akakigaragariza impamvu amukeneye.

Bitabangamiye ibiteganywa mu gika cya mbere cy'iyi ngingo, iyo usaba umurinzi ugendanwa ari umunyamahanga uba mu Rwanda, agomba guha ikigo cy'abikorera gitanga serivisi z'umutekano inyandiko zikurikira:

1º fotokopi y'icyangombwa kimwemerera kuba mu Rwanda;

2º inyandiko igaragaza umwirondoro we wuzuye n'umubare w'iminsi akeneyemo umurinzi ugendanwa ufite intwaro.

Ingingo ya 3: Kumenyesha Polisi y'u Rwanda isaba ry'umurinzi ugendanwa witwaza intwaro

Iyo hasabwe umurinzi ugendanwa uzitwaza intwaro, ikigo cy'abikorera gitanga serivisi kigomba, mbere y'uko gitanga uwo murinzi, kumenyesha Polisi y'u Rwanda mu gihe cy'iminsi itatu y'akazi (3) uhereye igihe ubwo busabe bwatangiwe.

CHAPTER II: SECURITY OPERATIONS AND MODALITIES FOR THEIR IMPLEMENTATION

Section One: Application for and provision of a bodyguard

Article 2: Application for a bodyguard

Any person who requests for a bodyguard shall submit a written application to the security provider with justification of the necessity.

Without prejudice to provisions of paragraph one of this Article, if the applicant of a bodyguard is a foreigner but who resides in Rwanda, the applicant must provide to the security provider the following documents:

1º a copy of a valid resident permit;

2º a complete identification and the number of days for which he/she needs the armed bodyguard.

Article 3: Notification of application of an armed body guard to the National Police

In case of the request of an armed bodyguard, the security provider shall, before providing the body guard, inform the Rwanda National Police within a period of three (3) days from the date of the receipt of the request.

CHAPITRE II : ACTIVITES DE SECURITE ET LEUR MISE EN OEUVRE

Section première: Demande et obtention d'un garde du corps

Article 2: Demande d'un garde du corps

Une personne qui veut avoir un garde du corps soumet une demande écrite au prestataire de service de sécurité en justifiant la nécessité.

Sans préjudice aux dispositions de l'alinéa premier du présent article, si la personne qui requiert un garde du corps est un étranger qui réside au Rwanda, il doit soumettre au prestataire de service de sécurité les documents suivants:

1º une copie du permis de résidence;

2º une identification complète et le nombre des jours pour lesquels il a besoin du garde du corps armé.

Article 3: Notification à la Police Nationale de la demande d'un garde du corps armé

En cas de demande d'un garde du corps armé, le prestataire de service de sécurité doit en informer au préalable la Police Nationale dans les trois (3) jours à compter de la réception de la demande.

Haseguriwe ibikubiye mu gika cya mbere cy'iyi ngingo, ikigo cy'abikorera gitanga serivisi z'umutekano kigomba kuzuza ifishi yabugenewe igenwa na Polisi y'u Rwanda.

Umurinzi ugendanwa witwaje intwaro agomba kuba afite icyemezo kigaragaza ko yarangije inyigisho z'uburinzi zitangwa n'ikigo kibifitiye uburenganzira.

Umurinzi ugendanwa witwaje intwaro agomba kuyikoresha mu buryo bwubahirije amategeko yerekeye intwaro.

Ingingo ya 4: Kwanga gutanga umurinzi ugendanwa witwaje intwaro

Mu gihe cy'amasaha makumyabiri n'ane (24), uhereye igihe yamenyesherejwe iby'isabwa ry'umurinzi ugendanwa witwaje intwaro, Polisi y'u Rwanda ishobora kubuza ikigo gitanga serivisi z'umutekano gutanga uwo murinzi mu gihe isanze bishobora guhungabanya umutekano.

Ingingo ya 5: Inshingano z'umurinzi ugendanwa

Umurinzi akora gusa ibikorwa bigamije kurinda umutekano w'uwo ashinzwe hashingiwe ku masezerano ari hagati y'ikigo n'uwo arinze.

Iyo hagize usagarira umuntu urinzwe cyangwa umutungo afite, umurinzi ugendanwa amutabara

Subject to provisions of Paragraph One of this article, the security provider shall be required to fill the appropriate form designed by the Rwanda National Police.

Any armed bodyguard must possess a certificate of completion of a security course conducted by an authorized security company.

Any armed bodyguard shall use his/her weapon in accordance with Laws governing firearms.

Article 4: Denial of providing an armed bodyguard

In a period of twenty four (24) hours from the time it was notified of the request for an armed body guard, the Rwanda National Police may refuse to the security service provider to provide an armed bodyguard if the National Police believes that provision of such a body guard is a threat to security.

Article 5: Responsibilities of the bodyguard

A bodyguard shall only carry out security operations to ensure the security of the protected person in accordance with the contract concluded between the service provider and the person.

In case a person attacks the protected person or his/her property, the bodyguard shall intervene by

Sans préjudice des dispositions de l'alinéa premier du présent article, le prestataire de service de sécurité doit remplir la fiche appropriée prévue par la Police Nationale.

Chaque garde du corps doit avoir un certificat attestant qu'il a terminé la formation des gardes de corps délivré par une société de sécurité autorisée.

Un garde du corps armé doit faire usage d'arme en conformité avec la loi portant régime des armes.

Article 4: Refus d'accorder un garde du corps armé

La Police Nationale du Rwanda peut, dans les vingt quatre (24) heures dès la réception de la notification de la demande d'un garde du corps armé, refuser au prestataire de service de sécurité de fournir un garde du corps armé au cas où elle estime que cela peut nuire à la sécurité.

Article 5: Responsabilités du garde du corps

Un garde du corps ne mène des operations de sécurité que dans les limites d'assurer la sécurité de la personne protégée, conformément au contrat passé entre la personne et le prestataire de service de sécurité.

Si la personne protégée ou ses biens font l'objet d'attaque, le garde du corps intervient en usant les

hakoreshejwe uburyo budasumbye kure uburemere bw'amakuba.

Ingingo ya 6: Umwambaro w'abakozi barinda umutekano

Umwambaro w'abakozi b'ikigo gitanga serivise z'umutekano ugomba kuba ufite mu gituza ibara rinyuranye n'ibara rusange rigize uwo mwambaro kandi iryo bara riri mu gituza rigomba gusa n'iry'agatambaro kari ku mpande z'ipantaro.

Iyo ikigo gifite imyambaro y'abakozi barinda umutekano wo mu biro n'iy'abakozi bari mu bikorwa byo kurinda umutekano hanze y'inyubako zikorerwamo, abakozi barinda umutekano wo mu biro bagira indi myambaro ikigo cyahisemo.

Iyo myambaro igomba kuba iriho ibirango by'ikigo cy'abikorera gitanga serivisi z'umutekano kandi yanditseho n'amazina y'umukozi.

Icyiciro cya 2: Kurinda umutungo wimukanwa cyangwa utimukanwa

Ingingo ya 7: Ibikorwa byo kurinda umutungo wimukanwa cyangwa utimukanwa

Ibikorwa bifatwa nk'ibyo kurinda umutungo wimukanwa cyangwa utimukanwa ni ibi bikurikira :

1º kurinda umutungo aho uherereye hose;

use of a reasonable force in relation to the gravity of the violent attack.

Article 6: Uniform of security guards

Uniform of security service providers guards shall have in the chest, a color different from the general color of the uniform and the color in the chest must be similar to the color of the ribbon on both sides of the trouser.

If the Security Service provider has uniforms for security office staff and others for guard responsible for outside premises' security, office security guards shall be given any other uniform chosen by the Security Services provider.

This uniform must bear the insignia of the security service provider and the name tag of the staff.

Section 2: Protection of movable or immovable property

Article 7: Acts of protecting movable or immovable property

Acts considered as those to protect movable and immovable property are :

1º protection of the property in any of its locality;

moyens de défense proportionnels à la gravité de l'atteinte.

Article 6: Uniforme des agents de sécurité

L'uniforme d'agents de sécurité d'un prestataire de service de sécurité doit avoir dans la poitrine, une couleur différente de la couleur générale de l'uniforme et la couleur de la partie de la poitrine doit être similaire à la couleur du ruban se trouvant sur les côtés du pantalon.

Si le prestataire de services de sécurité a une uniforme pour le personnel de bureau et celle destinée aux agents de sécurité chargés de la sécurité à l'extérieur des locaux, le personnel chargé de la sécurité des bureaux doit avoir une uniforme distincte choisie par le prestataire de service de sécurité.

Cet uniforme doit avoir les insignes du prestataire de service de sécurité et les badges portant le nom de ce personnel.

Section 2: Protection des biens mobiliers ou immobiliers

Article 7: Actes de protection de biens mobiliers ou immobiliers

Est considéré comme acte de protection de biens mobiliers et immobiliers:

1º la protection de la propriété dans la zone où elle se trouve;

2º kurinda umutungo mu gihe uvanywe ahantu ujyanwa ahandi ujyanwe na nyirawo cyangwa se undi muntu nyirawo yabihereye ububasha.

Ingingo ya 8: Gutwara amafaranga no kuyaherekeza

Gutwara amafaranga y'ibigo by'imari avanywe ahantu ajyanywe ahandi bikoreshwa imodoka zabugenewe.

Imodoka zivugwa mu gika cya mbere cy'iyi ngingo ziherekezwa n'abarinzi barenze umwe (1) kandi bitwaje intwaro.

Imodoka zivugwa muri iyi ngingo ntizigira ububasha bwo gutambuka mbere y'izindi.

Abarinzi baherekeje imodoka zivugwa muri iyi ngingo ntibemerewe gucisha intwaro zabo mu bice bibujijwemo gucishwamo intwaro, keretse babifitiye uburenganzira butangwa na Polisi y'u Rwanda.

2º escorting the property that is transferred from one place to another by the owner or any other person authorized by the owner.

Article 8: Transportation of money and provision of escort

Transportation of money of financial institutions from one place to another shall be done by specialized cars.

Cars referred to in Paragraph One of this Article shall be escorted by more than one (1) armed guard.

Cars referred to in this Article shall not have any traffic priority over other cars.

Bodyguards who escort the cars referred to in this Article are prohibited from carrying weapons in areas where carrying weapons is restricted, unless authorized by Rwanda National Police.

2º escorte de la propriété en déplacement d'un endroit à un autre effectué par le propriétaire ou une autre personne autorisée par le propriétaire.

Article 8: Transport et escorte de l'argent

Le transport de l'argent des institutions financières, d'un endroit vers un autre, est effectué par les véhicules spécialisés.

Les véhicules mentionnés à l'alinéa premier du présent article doivent être escortés par plus d'un (1) garde du corps armé.

Les véhicules visés au présent article ne bénéficient d'aucune priorité aux autres véhicules dans la circulation routière.

Les gardes de corps qui escortent les véhicules visés au présent article, ne sont pas autorisés à porter d'armes dans les endroits où le port d'armes est interdit, sauf s'ils ont reçu l'autorisation de la Police Nationale.

Icyiciro cya 3: Gutanga inama mu kurinda umutekano cyangwa ku mikoreshereze y'ibikoresho birinda umutekano

Ingingo ya 9: Inshingano z'ikigo cy'abikorera gitanga serivisi z'umutekano

Ikigo cy'abikorera gitanga serivisi z'umutekano icyo ari cyo cyose cyifuza gushaka impuguke ikigira inama cyangwa ihugura abarinzi kigomba, mbere y'uko iyo mpuguke itanga iyo nama cyangwa ayo mahugurwa, gushyikiriza Polisi y'u Rwanda ibi bikurikira:

1º umwirondoro wuzuye w'impuguke izatanga inama cyangwa amahugurwa;

2º inyandiko ikubiyemo intego z'inama cyangwa amahugurwa zatangwa;

3º gahunda y'amahugurwa;

4º amasomo azigwa mu mahugurwa.

Mu gihe kitarenze iminsi cumi n'itanu (15) y'akazi uhereye igihe yabimenyesherejwe, Polisi y'u Rwanda ishobora gusaba ikigo cy'abikorera gitanga serivisi z'umutekano gusubika cyangwa guhagarika inama cyangwa amahugurwa avugwa muri iyi ngingo kubera impamvu z'umutekano.

Section 3: Providing for advice on security or on use of security control equipment

Article 9: Obligations of the security service provider

Any security service provider which intends to seek advisory services or security trainings from an expert must, before such advice or security trainings are offered, submit the following to Rwanda National Police:

1º a complete identification of the expert who will provide advice or security trainings;

2º a document of the objectives of the advice or trainings to be offered;

3º the training schedule;

4º course modules.

In a period not exceeding fifteen working days (15) from the reception of the notification, the Rwanda National Police may request the Security Service provider to cancel or to postpone the reception of advice or conducting training referred to in this Article for security reasons.

Section 3: Donner des conseils sur la sécurité ou l'utilisation d'équipement de contrôle de sécurité

Article 9: Obligation du prestataire de service de sécurité

Tout prestataire de service de sécurité qui souhaite recruter un expert pour donner des conseillers ou des formations en matière de sécurité à ses agents doit d'abord soumettre les dossiers suivants à la Police Nationale:

1º l'identification complète de la personne devant fournir les conseils ou dispenser les formations;

2º un document contenant les objectifs des conseils ou formations à dispenser ;

3º le programme de formation;

4º le manuel de formation.

Dans une période ne dépassant pas quinze (15) jours suivant la réception de la notification, la Police Nationale du Rwanda peut demander au prestataire de service de sécurité d'annuler ou de reporter les conseils ou les formations visés au présent article pour raisons de sécurité.

Ingingo ya 10: Ibyo impuguke itanga inama cyangwa amahugurwa igomba kuba yujuje

Impuguke ivugwa mu ngingo ya 9 y'iri teka igomba kuba:

1º ifite imyaka cumi n'umunani (18) y'amavuko;

2º itarakatiwe igihano cy'igifungo kingana cyangwa kirenze amezi atandatu (6) cyangwa yarahawe ihanagurabusembwa iyo yagikatiwe;

3º atarigeze ahamwa n'ibyaha bikurikira:

a) icyaha cyo guhungabanya umutekano w'u Rwanda cyangwa uw'ikindi gihugu;

b) icyaha cya jenoside cyangwa icy'iterabwoba;

c) icyaha cy'ingengabitekerezo ya jenoside, icyo guhakana cyangwa gupfobya jenoside yakorewe Abatutsi n'ibindi byaha byibasiye inyoko muntu;

4º atari mu bagize inzego za Leta zishinzwe umutekano zaba izo mu Rwanda cyangwa izo mu mahanga.

Impuguke itanga inama cyangwa amahugurwa igomba kandi kuba kandi ifite ubumenyi bwihariye mu byerekeye umutekano.

Article 10: Requirements of the expert who provides advice and training

The expert referred to in Article 9 of this Order must:

1º be at least eighteen (18) years of age;

2º not have been sentenced to a term of imprisonment of at least six (6) months or, if sentenced, to have been rehabilitated;

3º not have been found guilty of the following crimes:

a) a crime relating to violation of security of Rwanda or of a foreign country;

b) the crime of genocide or terrorism;

c) the crime of genocide ideology, crime of negationism and the crime of minimization of the genocide committed against Tutsi and other crimes against humanity;

4º not a member of State security organizations either in Rwanda or abroad.

The expert who provides advice and training must also possess other special skills in security matters.

Article 10: Conditions que l'expert conseiller ou formateur doit remplir

L'expert visé à l'article 9 du présent arrêté doit:

1º être âgé de dix huit (18) ans au moins;

2º ne pas avoir été condamné à une peine d'emprisonnement d'au moins six (6) mois ou en cas de condamnation à cette peine, avoir été réhabilité;

3º n'avoir pas été reconnu coupable des crimes suivants:

a) crime relatif à la violation de la sécurité du Rwanda ou d'un pays étranger;

b) crime de génocide ou de terrorisme;

c) crime d'idéologie du génocide, de négationnisme et de minimisation du génocide commis contre les Tutsi et autres crimes contre l'humanité;

4º ne pas être un agent des organes de sécurité de l'Etat, ni du Rwanda ni d'un pays étranger.

L'expert conseiller ou formateur doit également avoir des connaissances particulières en matière de sécurité.

Icyiciro cya 4: Ibikorwa bigamije kurinda ituze n'umudendezo

Ingingo ya 11: Ituze n'umudendezo ku bantu n'ibikorwa byabo

Ikigo cy'abikorera gitanga serivisi z'umutekano kirinda ituze n'umudendezo ku bantu, ku bikorwa ndetse no ku mutungo wabo.

Ikigo cy'abikorera gitanga serivisi z'umutekano gikora ibikorwa byacyo mu buryo butabangamira umudendezo n'ituze ry'abari aharinzwe no hanze yaho n'iry'ibikorwa n'imitungo byabo, bitabangamiye umutekano w'aharinzwe.

Ingingo ya 12: Isaka

Mu gihe bibaye ngombwa, abakozi b'ikigo cy'abikorera gitanga serivisi z'umutekano barinda umutekano bashobora gusaka umuntu uje cyangwa uri aho bashinzwe kurinda.

Isaka ku mubiri rikorwa n'umuntu uhuje igitsina n'umuntu usakwa.

Iyo hari impamvu zikomeye zatuma habaho isaka mu mubiri, ikigo cy'abikorera gitanga serivisi z'umutekano gihita kibimenyesha Polisi y'u Rwanda igafata umwanzuro hashingiwe ku biteganywa n'amategeko.

Section 4: Activities to ensure order and safety

Article 11: Order and safety to persons and their activities

The security service provider shall ensure order and safety of persons, their activities and assets.

A security service provider must carry out its security operations in a manner that does not compromise the order and safety of habitants in and around the protected area and of their works without compromising the security of the protected area.

Article 12: Search

If considered necessary, employees of the security service provider shall conduct search on any person in the area where they provide security.

Body search shall be conducted by a person of the same sex with the person subject to search.

In case of serious grounds that may necessitate inner body search, the security service provider shall immediately inform the Rwanda National Police in order to decide in accordance with the Law.

Section 4: Activités visant à assurer l'ordre et la sécurité

Article 11: Paix et sécurité des personnes et de leurs activités

Le prestataire de service de sécurité doit assurer la paix et la sécurité des personnes, de leurs activités et de leurs biens.

Le prestataire de service de sécurité doit mener ses activités de sécurité de façon à ne pas compromettre l'ordre et la sécurité des personnes se trouvant à l'intérieur et aux alentours de la zone protégée et du lieu de leur travail sans compromettre la sécurité de la zone protégée.

Article 12: Fouille

En cas de besoin, les employés du prestataire de service de sécurité peuvent fouiller toute personne entrant ou se trouvant dans la zone où ils assurent la sécurité.

La fouille corporelle doit être effectuée par une personne du même sexe que la personne concernée.

En cas de faits graves rendant nécessaire de procéder à une fouille à l'intérieur du corps, le prestataire de service de sécurité doit informer directement la Police Nationale du Rwanda en vue de prendre la décision conforme à la loi.

Ingingo ya 13: Ibintu bibonetse mu isaka

Iyo mu isaka hagaragaye icyahungabanya umutekano w'urinzwe, aharinzwe cyangwa ikirinzwe, ugisanganywe agisigira umukozi w'ikigo cy'abikorera gitanga serivisi z'umutekano urinze umutekano, akagisubizwa iyo ahavuye.

Iyo hari ikigaragaye kandi ugisanganywe abuzwa n'amategeko kugitunga cyangwa kukigendana, urinze umutekano ahita abimenyesha ubuyobozi bw'ikigo gitanga servivisi z'umutekano akorera, na bwo bukamenyesha ubuyobozi bwa Polisi y'u Rwanda buhegereye.

Icyiciro cya 5: Gushyira ahantu ibikoresho birinda umutekano no gutangaza amakuru

Ingingo ya 14: Gushyira ahantu ibikoresho birinda umutekano

Gushyira ahantu ibikoresho birinda umutekano byubahiriza imbibi z'aharinzwe umutekano kandi hagakurikiranwa gusa ibifitanye isano n'umutekano w'ikirinzwe.

Iyo ubushobozi bw'igikoresho cyashyizwe ahantu burenga imbibi z'ikirinzwe, ikigo kibanza kubyumvikanaho n'abandi bireba.

Article 13: Items found during the search

In case search identifies any item that may cause a threat to security in the protected person, area or property, the owner shall hand it over to the security service provider guard and it shall be returned to the owner when he/she leaves the area.

In case someone is found in possession of the item which is prohibited by the Law to own or carry it, the guard shall immediately inform the authorities of the security service providers where he/she is employed and the employer shall inform the nearest Rwanda National Police authorities.

Section 5: Installation of security equipment and communication of information

Article 14: Installation of security monitoring devices

The installation of security monitoring devices shall respect the boundaries of the protected item and monitoring shall only be carried out to any items related to the protected area.

If the capacity of the installed device goes beyond the protected area, the security security provider shall negotiate with other concerned parties before installation of the device.

Article 13: Objets découvert lors de la fouille

Si, lors de la fouille, il est découvert une chose susceptible de compromettre la sécurité de la personne, de l'endroit ou des biens sous protection, elle est remise à l'agent du prestataire de service de sécurité et retournée au propriétaire lorsque celui-ci quitte l'endroit.

Si, lors de la fouille, il est découvert une personne en possession d'un objet dont la possession et le port sont interdits par la loi, l'agent de sécurité informe directement la direction de l'autorité du prestataire de service de sécurité qui à son tour en informe les autorités de la Police Nationale du Rwanda les plus proches.

Section 5: Installation des équipements de sécurité et communication de l'information

Article 14: Installation du dispositif de surveillance de sécurité

L'installation du dispositif de surveillance de sécurité ne doit pas aller au-delà des limites de l'endroit protégé et cette surveillance n'est menée que pour assurer la sécurité de l'endroit protégé.

Si la capacité d'un dispositif installé s'etend au-delà de la zone protégée, le prestataire de service de sécurité doit au préalable négocier avec les parties concernées.

Ingingo ya 15: Gutangaza amakuru yafashwe n'ibikoresho birinda umutekano

Gutangaza amakuru yafashwe n'ibyuma birinda umutekano mu gihe itangazwa ry'ayo makuru ryateza impagarara cyangwa se akabangamira umuco w'imbonezabupfura, uburenganzira bwa muntu, uburenganzira bw'abantu mu mibereho yabo birabujijwe.

Gutangaza amakuru y'amashusho n'amajwi byafatiwe aharindwa umutekano, mu gihe bitanyuranyije n'ibivugwa mu gika cya mbere cy'iyi ngingo, bikorwa iyo bitangiwe uruhushya n'ufitanye amasezerano n'ikigo yo gucungirwa umutekano cyangwa se uwo abihereye uburenganzira.

Bitabangamiye ibiteganywa mu gika cya 2 cy'iyi ngingo, abakozi b'ikigo cy'abikorera gitanga serivisi z'umutekano bireba ni bo bonyine batangariza uwagiranye amasezerano n'ikigo ibigaragazwa n'ibikoresho bicunga umutekano cyangwa se uwo uwagiranye amasezerano n'ikigo yabihereye uburenganzira.

Ingingo ya 16: Imbibi z'ibikoresho bifata amajwi, ibifata amashusho cyangwa ibitabaza

Iyo hakoreshejwe ibikoresho bifata amajwi n'ibifata amashusho, ikigo gisabwe kudakoresha ibyo bikoresho ku buryo burenze imbibi z'urinzwe cyangwa ikirinzwe.

Article 15: Communication of the information taken from monitoring devices

Communicating information taken by security monitoring devices which may cause public disorder or which may compromise good morals and human rights or which may infringe human rights or the right to privacy in particular, is prohibited.

Communication of audio visual information taken from the protected area shall be done if authorized by the person that concluded the contract with the service provider or by the person so authorized by the contracting party, in case it does not contradict with Paragraph One of this Article.

Without prejudice to provisions of Paragraph 2 of this Article, only the concerned employees of the security service provider shall communicate the signals of the security monitoring devices to the contracting party or to the person authorised by party**.**

Article 16: Territorial limits of audio visual or alarm monitoring devices

In case security audio visual monitoring devices are used, the security service provider is required not to use the device beyond the territorial limits of the protected person or property.

Article 15: Divulgation des informations captées par les appareils du dispositive de contrôle de sécurité

Il est interdit de divulguer des informations captées par les appareils du dispositif de surveillance de sécurité au cas où cette divulgation porterait atteinte à l'ordre public ou aux bonnes mœurs et aux droits des personnes ou constituerait une violation de la vie privée.

La divulgation des informations concernant des images ou des sons captées dans la zone sous protection, au cas où elle est en conformité avec les dispositions de l'alinéa premier du présent article, est faite si elle est autorisée par le partenaire contractuel du prestataire de service de sécurité ou par la personne à qui il donne ce pouvoir.

Sans préjudice des dispositions de l'alinéa 2 du present article, seuls les employés concernés du prestataire de service de sécurité communiquent les signaux fournis par le dispositif de surveillance de la sécurité à la partie contractante ou à la personne autorisée par la partie contractante.

Article 16: Limite territoriale du dispositif de surveillance de sécurité pour recevoir les sons et les images ou d'alarme

En cas d'utilisation du dispositif de surveillance de sécurité qui prennant des photos ou enregistrant des sons, le prestataire de service de sécurité doit

Ikoreswa ry'ibikoresho bitabaza urumuri cyangwa urusaku ntibyemerewe kurenza iminota itatu (3).

The use of the light or security alarm device shall not exceed three minutes (3).

respecter les limites territoriales de la personne ou de la propriété protégée.
L'utilisation de lumière ou d'alarme de sécurité ne doit pas dépasser trois (3) minutes.

UMUTWE WA III: INGINGO ZISOZA

Ingingo ya 17: Ivanwaho ry'ingingo zinyuranyije n'iri teka

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

CHAPTER III: FINAL PROVISIONS

Article 17: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

CHAPITRE III: DISPOSITIONS FINALES

Article 17: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 18: Igihe iteka ritangira gukurikizwa

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

Article 18: Commencement

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

Article 18: Entrée en vigueur

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

Kigali, ku wa 21/07/2015

(sé)

Sheikh Mussa Fazil HARERIMANA

Minisitiri w'Umutekano mu Gihugu

Kigali, on 21/07/2015

(sé)

Sheikh Mussa Fazil HARERIMANA

Minister of Internal Security

Kigali, le 21/07/2015

(sé)

Sheikh Mussa Fazil HARERIMANA

Ministre de la Sécurité Intérieure

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)

BUSINGYE Johnston

Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Seen and sealed with the Seal of the Republic:

(sé)

BUSINGYE Johnston

Minister of Justice/Attorney General

Vu et scellé du Sceau de la République:

(sé)

BUSINGYE Johnston

Ministre de la Justice/Garde des Sceaux

AMABWIRIZA Nº 003/2015 YO KUWA 06/08/2015 YA PEREZIDA W'URUKIKO RW'IKIRENGA AGENGA UBURYO UREGWA UTISHOBOYE WOHEREJWE KUBURANIRA MU RWANDA YEMERERWA IBIMUFASHA GUKORERWA IPEREREZA RY'INYONGERA

Perezida w'Urukiko rw'Ikirenga;

Ashingiye ku Itegeko Ngenga n^{0}3/2012/OL ryo kuwa 13/06/2012 rigena imiterere, imikorere n'ububasha by'Urukiko rw'Ikirenga cyane cyane mu ngingo yaryo ya 13, 7°;

Amaze kubona Itegeko Ngenga n° 09/2013/OL ryo kuwa 16/06/2013 rikuraho Itegeko Ngenga n° 11/2007 ryo kuwa 16/03/2007 rigena kwimurira muri Repubulika y'u Rwanda imanza zivuye mu Rukiko Mpanabyaha Mpuzamahanga rwashyiriweho u Rwanda n'izivuye mu bindi bihugu, nk'uko ryahinduwe kandi ryujujwe kugeza ubu;

Ashyizeho amabwiriza akurikira:

PRACTICE DIRECTIONS N° 003/2015 OF 06/08/2015 BY THE CHIEF JUSTICE ON AUTHORISATION OF FUNDING FURTHER DEFENSE INVESTIGATIONS FOR INDIGENT ACCUSED TRANSFERRED TO RWANDA

The Chief Justice;

Pursuant to the Organic Law n^{0}3/2012/OL of 13/06/2012 determining the organization, functioning and jurisdiction of the Supreme Court, especially in Article 13, 7°;

Considering the organic law n° 09/2013/ OL of 16/06/2013 repealing the organic law n° 11/2007 of 16/03/2007 concerning the transfer of cases to the Republic of Rwanda from The international criminal
Tribunal for Rwanda and from other states, as modified and complemented to date;

Issues the following directions;

REGLEMENT Nº003/2015 DU 06/08/2015 DU PRESIDENT DE LA COUR SUPREME RELATIF A L'AUTORISATION DU FINANCEMENT D'ENQUÊTE SUPPLEMENTAIRE DE LA DÉFENSE DES ACCUSÉS INDIGENTS TRANSFÉRÉS AU RWANDA

Le Président de la Cour Suprême;

Vu la loi organique n^{0}3/2012/OL du 13/06/2012 portant organisation, fonctionnement et compétence de la Cour Suprême, spécialement en son Article 13, 7°;

Loi organique n° 09/2013/ OL du 16/06/2013 portant abrogation de la loi organique n° 11/2007 du 16/03/2007 relative au renvoi d'affaires à la République du Rwanda par le Tribunal pénal international pour le Rwanda et par d'autres Etats, telle que modifiée et completée à ce jour;

Arrête le règlement suivant:

Ingingo ya 1: Kwemererwa n'Urukiko Rukuru

Uregwa utishoboye iyo asabye uburyo bworohereza abamwunganira kumukorera iperereza agomba kubahiriza ibisabwa bikurikira :

1. Uregwa agomba gushyikiriza Umwanditsi Mukuru mu Rugereko rwihariye rw'Urukiko Rukuru ruburanisha ibyaha byo ku rwego mpuzamahanga n'ibyaha byambuka imbibe.

2. Ubusabe bwe bugomba kuba bwageze ku Rukiko iminsi 30 nibura mbere y'uko iperereza ritangira cyangwa mbere y'uko urugendo ruteganijwe rukorwa.

3. Ubusabe bwe bugomba kuba bukubiyemo ibi bikurikira :
   a. Ibisobanuro bihagije ku mpamvu y'iperereza n'ibizakorwa muri iryo perereza ;

Article 1: Authorization from the High Court

Indigent accused requesting funds for further investigation must comply with the following requirements:

1. The Accused must make an *ex parte* application to chief registrar of the Specialized Chamber of the High Court hearing international crimes and cross-border crimes.

2. The Application must be made at least 30 days before the commencement of the investigation or planned travel.

3. The application must include the following information:
   a. A detailed explanation of the purpose of the investigation and the work to be undertaken;

Article 1: De l'Autorisation du financement de l'enquête par la Haute Cour

L'accusé indigent qui requiert des fonds pour financer l'enquête de sa défense doit remplir les conditions suivantes :

1. L'accusé doit soumettre une requête au Greffier en Chef de la Chambre Spécialisée de la Haute Cour connaissant des affaires liées aux crimes à caractère international et crimes à caractère transfrontalier.

2. La requête doit être soumise au greffier au moins 30 jours avant le début des enquêtes ou du voyage planifié.

3. La requête doit notamment contenir les informations suivantes :
   a. Les explications détaillées sur l'objet de l'enquête et les activités à entreprendre;

b. Igihe rizatangirira, igihe rizarangirira, amatariki n'aho bateganya kurikorera, uburyo buhendutse bushoboka bw'ibikenewe n'uburyo bworoshye bwo kwishyura ingendo, umubare w'abakenewe muri urwo rugendo;

c. Gahunda y'ibazwa ry'abatangabuhamya cyangwa iy'ibindi bikorwa by'iperereza n'igihe bigomba kuzamara ;

d. Amakuru afitiwe gihamya ajyanye n'aho abatangabuhamya baherereye, inyandiko cyangwa ibindi bikenewe ;

e. Ibisobanuro bigaragaza ko amakuru yava muri iryo perereza adashobora kuboneka binyuze mu kuvugana imbona nkubone mu mashusho hifashishijwe iyakure, hakoreshejwe interineti, iposita cyangwa ubundi buryo buhendutse ;

f. Amafranga yo gusemura iyo ari ngombwa.

b. The start, end dates and place(s) of any anticipated travel, the most economical and efficient route and means of transport, and of persons who are required to travel;

c. The dates and duration of any anticipated witness interview(s) or other investigation;

d. Verifiable information about the whereabouts and availability of the witness(s), documents, or other items;

e. An explanation why the information sought cannot be obtained by video-link, telephone, email, post, or other more economical means;

f. Any interpretation costs if applicable.

b. Le début, la fin, et l'endroit(s) du voyage prévu, les voies et moyens de transport les plus économiques, ainsi le nombre de personnes qui doivent voyagent;

c. Le calendrier de chaque audition de témoin ou d'autres sortes d'investigation,

d. Les informations vérifiables sur le lieu et la disponibilité des témoins, documents et autres objets;

e. Les explications sur les raisons pour lesquels l'information recherchée ne peut être obtenue par liaison vidéo, par courrier, par poste, ou par autre voie moins couteuse ;

f. Frais d'interprétation éventuelle.

Ingingo ya 2 : Icyemezo cy'Urukiko Rukuru

Urukiko Rukuru rugomba kwemeza niba hakenewe ipererezа, niba rikenewe ku byasabwe byose cyangwa igice cyabyo; igihe haba hakenewe gukorwa ingendo hakagaragazwa uburyo buzakoreshwa, umubare w'abazazijyamo n'igihe zizamara.

Urukiko Rukuru rugomba kumenyesha Ministeri y'Ubutabera icyemezo cyo kongera amafaranga akenewe mu gihe bibaye ngombwa.

Ingingo ya 3: Amafaranga ashobora kwishyurwa ku ngendo no ku busemuzi

Ibishobora kwishyurwa ni ibi bikurikira:

1. Umwanya wo mu rwego rwa kabiri mu ndege, umwanya wo mu rwego rwa kabiri muri gari ya moshi, n'ubundi buryo bukoreshwa mu ngendo ;

Article 2: Determination by the High Court

The High Court shall determine whether the investigation is reasonable, in whole or in part, and where travel is required, the means of travel, and the number of persons authorized to travel.

The High Court shall notify the Ministry of Justice to extend any necessary funding.

Article 3: Costs recoverable for travel and interpretation

Only the following costs will be authorized:

1. Economy class flight(s), second class train ticket(s), or other means of travel;

Article 2: Décision de la Haute Cour

La Haute Cour doit décider si l'enquête est nécessaire, entièrement ou partiellement ; et, s'il y a nécessité de voyage déterminer les moyens de transport, le nombre de personnes autorisées à voyager et la durée du voyage.

La Haute Cour doit notifier éventuellement l'extension du financement en cas de nécessité au Ministère de la Justice.

Article 3: Les frais de voyage et d'interprétation

Seuls les coûts suivants seront autorisés:

1. Le vol en classe économique (s), le(s) billet(s) de train de deuxièmes classe (s), ou autres moyens de transport;

2. Insimbura mubyizi ihabwa umukozi wa Leta uri mu rwego rwa Diregiteri nk'uko biteganywa n'Iteka rya Minisitiri N° 005/08/10/MIN ryo kuwa 01 Nzeri 2008 ;

3. Ibisobanuro ku mafaranga y'ubusemuzi iyo ari ngombwa.

Inyemezabuguzi zose ndetse n'inyandiko zakoreshejwe mu rugendo, harimo na tike y'indege, iya gari ya moshi cyangwa iya bisi zigashyikirizwa Minisiteri y'ubutabera mu minsi 7 nyuma yo kuva mu rugendo.

Ingingo ya 4: Itegurwa ry'aya mabwiriza

Aya mabwiriza yateguwe mu rurimi rw'Icyongereza.

2. Daily subsistence allowance equivalent to that received by Director Generals as set out in Ministerial Order No. 005/08/10/MIN of 1 September 2008;

3. Any interpretation costs if applicable.

All receipts and proof of travel, including boarding passes, train or bus tickets, must be submitted to Ministry of Justice within 7 days from the end date of travel.

Article 4: Drafting of these practice directions

These practice directions were drafted in English.

2. L'indemnité journalière équivalente à celle prévue pour un officiel du rang de Directeur Général tel que prévu par l'Arrêté Ministériel N° 005/08/10/MIN du 01 Septembre 2008 ;

3. Frais d'interprétation éventuelle.

Tous les reçus et les pièces justificatives du voyage effectué, y compris les billets d'embarquement d'avion, ticket du train ou des bus doivent être déposés au Ministère de la Justice endéans 7 jours à partir de la date de retour du voyage.

Article 4: Initiation de ce reglèment

Le présent reglèment a été initié en anglais.

Ingingo ya 5: Igihe amabwiriza atangira gukurikizwa

Aya mabwiriza atangira gukurikizwa ku munsi atangajweho Igazeti ya Repubulika y'u Rwanda.

Bikorewe i Kigali, kuwa 06/08/2015.

(sé)
Prof. Sam Rugege

Perezida w'Urukiko rw'Ikirerenga

Article 5: Commencement

These practice directions shall come into force on the date of their publication in the Official Gazette of the Republic of Rwanda.

Done in Kigali, on 06/08/2015

(sé)
Prof. Sam Rugege

Chief Justice

Article 5: Entrée en vigueur

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

Fait à Kigali, le 06/08/2015.

(sé)
Prof. Sam Rugege

Président de la Cour Suprême