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N'INSHINGANO BY'INZEGO
ZACYO

PRIME MINISTER'S ORDER N°002/03
OF 24/01/2012 DETERMINING THE
SUPERVISING AUTHORITY AND
CATEGORY OF RWANDA
BIOMEDICAL CENTER (RBC),
ORGANISATION, FUNCTIONING AND
RESPONSIBILITIES OF ITS ORGANS

ARRETE DU PREMIER MINISTRE
N°002/03 DU 24/01/2012
DETERMINANT L'AUTORITE DE
TUTELLE ET CATEGORIE DU
CENTRE BIOMEDICAL DU RWANDA,
ORGANISATION,
FONCTIONNEMENT ET
ATTRIBUTIONS DES SES ORGANES

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**ITEKA RYA MINISITIRI W'INTEBE
N°002/03 RYO KUWA 24/01/2012
RIGENA URWEGO RUREBERERA
IKIGO GISHINZWE UBUZIMA MU
RWANDA (RBC) N'ICYICIRO
CYACYO RIKANAGENA
IMITERERE, IMIKORERE
N'INSHINGANO BY'INZEGO
ZACYO**

Minisitiri w'Intebe,

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

Ashingiye ku Itegeko Ngenga n°06/2009/OL ryo kuwa 21/12/2009 rishyiraho amategeko rusange yerekeye ibigo bya leta;

Ashingiye ku Itegeko N°54/2010 ryo kuwa 25/01/2011 rishyiraho Ikigo gishinzwe Ubuzima mu Rwanda (RBC), rikanagena inshingano, imiterere n'imikorere byacyo cyane cyane mu ngingo zaryo iya 4, iya 6, iya 9 n'ya 11;

**PRIME MINISTER'S ORDER N°002/03
OF 24/01/2012 DETERMINING THE
SUPERVISING AUTHORITY AND
CATEGORY OF RWANDA
BIOMEDICAL CENTER (RBC),
ORGANISATION, FUNCTIONING AND
RESPONSIBILITIES OF ITS ORGANS**

The Prime Minister,

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

Pursuant to Organic Law n° 06/2009/OL of 21/12/2009 establishing general provisions governing public institutions;

Pursuant to Law n° 54/2010 of 25/01/2011 establishing the Rwanda Biomedical Center (RBC) and determining its Mission, Organization and Functioning especially in Articles 4, 6, 9 and 11;

**ARRETE DU PREMIER MINISTRE
N°002/03 DU 24/01/2012
DETERMINANT L'AUTORITE DE
TUTELLE ET CATEGORIE DU
CENTRE BIOMEDICAL DU RWANDA,
ORGANISATION,
FONCTIONNEMENT ET
ATTRIBUTIONS DES SES ORGANES**

Le Premier Ministre,

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

Vu la Loi Organique n° 06/2009/OL du 21/12/2009 portant dispositions générales applicables aux établissements publics;

Vu la Loi n° 54/2010 du 25/01/2011 portant Création du Centre Biomédical du Rwanda (RBC) et déterminant sa mission, son organisation et son fonctionnement spécialement en ses articles 4, 6, 9 et 11;

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Abisabwe na Minisitiri w'Ubuzima;

On proposal by the Minister of Health;

Sur proposition du Ministre de la Santé;

Inama y'Abaminisitiri yateranye kuwa 14/10/2011 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in its session of 14/10/2011;

Après examen et adoption par le Conseil des Ministres en sa séance du 14/10/2011;

ATEGETSE:

HEREBY ORDERS:

ARRETE:

**UMUTWE WA MBERE: INGINGO
RUSANGE**

**CHAPTER ONE: GENERAL
PROVISIONS**

**CHAPITRE PREMIER: DES
DISPOSITIONS GENERALES**

Ingingo ya mbere: Icyo iteka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Iri teka rigena urwego rureberera cy'Ikigo Gishinzwe Ubuzima mu Rwanda (RBC) n'icyiciro cyacyo. Rigena kandi imiterere, imikorere n'inshingano by'inzego za RBC.

This Order determines the supervising authority and the category of Rwanda Biomedical Center abbreviated "RBC". It also determines the organization, functioning and responsibilities of RBC organs.

Le présent arrêté détermine l'Organe de tutelle et la catégorie dans laquelle est placé le Centre Biomédical du Rwanda dénommé RBC. Il détermine également l'organisation, le fonctionnement et les attributions des organes du RBC.

Ingingo ya 2: Urwego rureberera RBC

Article 2: The Supervising Authority of RBC

Article 2: Organe de tutelle du RBC

RBC irebererwa na Minisitiri y'Ubuzima.

RBC shall be supervised by the Ministry of Health.

RBC est placé sous la tutelle du Ministère de la Santé.

Ingingo ya 3: Icyiciro RBC ishyizwemo

Article 3: Category of the RBC

Article 3: Catégorie du RBC

RBC ishyizwe mu cyiciro cy'Ibigo bya Leta bitanga amabwiriza no guteza imbere

The RBC is hereby placed in the category of public institutions with the responsibilities of

Le RBC rentre dans la catégorie des institutions publiques ayant dans leurs

ibikorwa by'Ubuzima, iby'imibereho myiza n'ibindi bigamije inyungu rusange mu rwego rw'ubuzima.

UMUTWE WA II: IMITERERE, IMIKORERE N'INSHINGANO BY'INZEGO ZA RBC

Ingingo ya 4: Inzego z'Ubuyobozi za RBC

Inzego z'ubuyobozi za RBC ni izi zikurikira:

- 1° Inama y'Ubuyobozi;
- 2° Ubuyobozi Bukuru;

Icyiciro cya mbere: Inama y'Ubuyobozi

Ingingo ya 5: Umubare w'abagize Inama y'Ubuyobozi

Inama y'ubuyobozi ya RBC igizwe n'abanyamuryango barindwi (7).

Ingingo ya 6: Inshingano z'Inama y'Ubuyobozi

Inama y'Ubuyobozi ya RBC ni rwo rwego ruyiyobora kandi rushinzwe gufata

regulating and promoting health and other activities in line with general public interest in health.

CHAPTER II: ORGANISATION, FUNCTIONING AND RESPONSIBILITIES OF RBC ORGANS

Article 4: Management Organs of RBC

Management organs of RBC shall be comprised of the following:

- 1° the Board of Directors;
- 2° the General Directorate;

Section One: Board of Directors

Article 5: Composition of the Board of Directors

The Board of Directors of RBC shall be composed of seven (7) members.

Article 6: Responsibilities of the Board of Directors

The Board of Directors of RBC shall be the authority which directs RBC and which is

attributions la régulation des domaines d'activités de la santé et autres activités d'intérêt général dans le cadre de la santé.

CHAPITRE II: ORGANISATION, FONCTIONNEMENT ET RESPONSABILITÉS DES ORGANES DU RBC

Article 4: Organes de gestion du RBC

RBC est composé des organes de gestion suivants:

- 1° le Conseil d'Administration;
- 2° la Direction Générale;

Section première: Conseil d'Administration

Article 5: Composition du Conseil d'Administration

Le Conseil d'Administration du RBC est composé de sept (7) membres.

Article 6: Les attributions du Conseil d'Administration

Le Conseil d'Administration du RBC est l'autorité qui dirige le RBC et qui est

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ibyemezo. Ifite ububasha busesuye n'inshingano byo gucunga RBC kugira ngo ishobore kugera ku nshingano zayo.

Inshingano z'Inama y'Ubuyobozi ya RBC ni izi zikurikira:

- 1° kwemeza icyerekezo cy'ibikorwa na gahunda y'imikorere bya RBC;
- 2° kwemeza amategeko ngengamikorere ya RBC;
- 3° kwemeza gahunda y'ishoramari;
- 4° kwemeza ingengo y'imari ya buri mwaka ya RBC;
- 5° gusuzuma imikorere ya RBC hakurikijwe gahunda n'ingengo y'imari;
- 6° kwemeza raporo y'ibikorwa na raporo y'imikoreshereze y'imari by'umwaka urangiye;
- 7° gukurikirana imikorere y'Ubuyobozi bwa RBC n'abakozi bayo.

responsible for taking decisions. It shall have full powers and responsibilities to manage the RBC in order to fulfill its mission.

The Board of Directors of RBC shall be responsible for:

- 1° to approve the strategic vision and the activity plan of RBC;
- 2° to approve internal rules and regulations of RBC;
- 3° to approve investment plans;
- 4° to approve the annual budget of RBC;
- 5° to examine the performance of RBC in accordance with the action plan and the budget;
- 6° to approve the activity and financial report of the previous year;
- 7° to monitor the performance of the management and personnel of RBC.

responsable de la prise de décisions. Elle a les pleins pouvoirs et les responsabilités de gérer le RBC pour remplir sa mission.

Le Conseil d'Administration du RBC est responsable de:

- 1° adopter la vision stratégique et le plan d'action du RBC;
- 2° approuver le Règlement d'ordre intérieur du RBC;
- 3° adopter le plan d'investissement;
- 4° approuver le budget annuel du RBC;
- 5° évaluer les performances du RBC sur base du plan d'action et du budget;
- 6° approuver le rapport d'activités et financier pour l'exercice précédent;
- 7° faire le suivi de la performance de la Direction du RBC et de son personnel.

Ingingo ya 7: Itumizwa n'iterana ry'inama y'Ubuyobozi n'ifatwa ry'ibyemezo

Inama y'Ubuyobozi ya RBC iterana rimwe mu gihembwe n'igihe cyose bibaye ngombwa itumijwe na Perezida wayo, cyangwa Visi-Perezida igihe Perezida adahari, babyibwirije cyangwa bisabwe mu nyandiko nibura na kimwe cya gatatu (1/3) cy'abayigize.

Ubutumire bukorwa mu nyandiko ishyikirizwa abagize Inama y'Ubuyobozi hasigaye nibura iminsi cumi n'itanu (15) ngo inama iterane. icyakora, inama idasanze itumizwa mu nyandiko hasigaye nibura iminsi itanu (5) kugira ngo iterane.

Mu byigwa n'Inama y'Ubuyobozi mu gihembwe cya mbere cy'umwaka, harimo kwemeza raporo y'imari n'iy'ibikorwa mu mwaka urangiye.

Buri gihembwe kandi, Inama y'Ubuyobozi igomba gusuzuma raporo y'imari n'iy'ibikorwa byerekeranye n'igihembwe kirangiye igashyikirizwa Minisitiri ureberera RBC.

Article 7: Meetings of the Board of Directors and the modalities for taking decisions

The meeting of the Board of Directors of RBC is held once in every three months and at any time it is considered necessary upon invitation by its Chairperson or Vice Chairperson in case of absence of its Chairperson, at their own initiative, or upon request in writing by at least a third (1/3) of its members.

The invitation shall be submitted in writing at least fifteen (15) days before the meeting convenes. However, an extraordinary meeting shall be convened in writing at least five (5) days before the meeting is held.

Items to be examined by the meeting of the Board of Directors in the first quarter of the year, shall include approval of the financial and activity report of the previous year.

In every quarter, the Board of Directors shall examine the financial and activity reports relating to the previous three months and the report shall be transmitted to the Minister supervising RBC.

Article 7: Réunions du Conseil d'Administration et les modalités de prise de décisions

Le Conseil d'Administration du RBC se réunit une fois tous les trois mois et à tout moment jugé nécessaire, sur convocation de son Président, ou de son Vice-président en cas d'absence du Président, de leur propre initiative, ou sur demande écrite par un tiers (1/3) au moins de ses membres.

L'invitation doit être présentée par écrit au moins quinze (15) jours avant la tenue de la réunion. Toutefois, une réunion extraordinaire est convoquée par écrit au moins cinq (5) jours avant la tenue de la réunion.

Sur les points à examiner par le Conseil d'Administration au cours du premier trimestre, doit figurer notamment l'approbation du rapport financier et d'activités de l'année précédente.

Chaque trimestre, le Conseil d'Administration doit également examiner les rapports financiers et d'activité relatifs aux trois mois précédents et les transmettre au Ministre de tutelle du RBC.

Uburyo inama itumizwa n'uko ibyemezo bifatwa biteganywa n'amategako ngengamikorere ya RBC.

Ingingo ya 8: Itumira mu nama y'Ubuyobozi umuntu ushobora kuyungura inama

Inama y'Ubuyobozi ishobora gutumira mu nama yayo umuntu wese ibona ashobora kuyungura inama ku ngingo runaka ifite ku murongo w'ibygwa. Uwatumiwe ntiyemerewe gutora no gukurikira iyigwa ry'izindi ngingo ziri ku murongo w'ibygwa.

Ingingo ya 9: Iyemezwa ry'ibyemezo by'inama z'Inama y'Ubuyobozi n'inyandikomvugo yayo

Inyandiko y'ibyemezo by'inama y'Inama y'Ubuyobozi ishyirwaho umukono n'abayigize inama ikirangira, kopi yayo yoherezwa Minisitiri ureberera RBC mu gihe kitarenze iminsi itanu (5). Minisitiri ayitangaho ibitekerezo mu gihe kitarenze iminsi cumi n'itanu (15) kuva ayishyikirijwe. Iyo icyo gihe kirenze ntacyo arabivugaho imyanzuro y'inama iba yemewe burundu.

The procedures through which the meeting is held and the mode of taking decisions shall be determined by the internal rules and regulations of RBC.

Article 8: Invitation of a resourceful person in the meetings of the Board of Directors

The Board of Directors may invite in its meeting any person from whom it may seek advice on a certain issue on the agenda. The invitee is not allowed to vote and to follow debates on other items on the agenda.

Article 9: Approval of resolutions and minutes of the meetings of the Board of Directors

Resolutions of the meeting of the Board of Directors shall be signed by its members immediately after its completion, and a copy shall be sent to the Minister supervising RBC in a period not exceeding five (5) days. The Minister shall give his/her views in a period not exceeding fifteen (15) days from its reception. If this period expires before he/she gives his/her views, the resolutions of the meeting shall be presumed definitively approved.

Les modalités de la tenue de la réunion et le mode de prise de décisions doivent être déterminés par les règlements d'ordre intérieur du RBC.

Article 8: Invitation d'une personne ressource aux réunions du Conseil d'Administration

Le Conseil d'Administration peut inviter à ses réunions toute personne dont il peut obtenir conseils sur une certaine question à l'ordre du jour. La personne invitée n'a pas le droit de vote et de suivre les débats sur d'autres questions à l'ordre du jour.

Article 9: Approbation des résolutions et procès-verbaux des réunions du Conseil d'Administration

Les résolutions de la réunion du Conseil d'Administration sont immédiatement signées par les membres présents après la séance et transmises au Ministre de tutelle du RBC dans une période n'excédant pas cinq (5) jours. Le Ministre donne son point de vue dans une période n'excédant pas quinze (15) jours à partir de leur réception. Passé ce délai sans réaction du Ministre, ces résolutions sont réputées définitives.

Inyandikomvugo y'inama ishyirwaho umukono na Perezida n'umwanditsi bayo, ikemezwa mu nama ikurikira. Kopi y'inyandikomvugo yoherezwa Minisitiri ureberera RBC mu gihe kitarenze iminsi cumi n'itanu (15) guhera umunsi yemerejweho.

Ingingo ya 10: Impamvu zituma ugize Inama y'Ubuyobozi avanwa muri uwo mwanya n'uko asimburwa

Ugize Inama y'Ubuyobozi ava muri uwo mwanya iyo:

- 1° manda ye irangiye;
- 2° yeguye akoresheje inyandiko;
- 3° atagishoboye gukora imirimo ye kubera ubumuga bw'umubiri cyangwa uburwayi bwo mu mutwe, byemejwe na muganga wemewe na Leta;
- 4° akatiwe burundu igihano cy'igifungo kingana cyangwa kirengeje amezi atandatu (6) nta subikagihano;
- 5° asibye inama inshuro eshatu (3)

The minutes of the meeting shall be signed by the Chairperson and its rapporteur, and it shall be approved in the following session. The copy of minutes shall be sent to the Minister supervising RBC in a period not exceeding fifteen (15) days from the day of its approval.

Article 10: Reasons for loss of membership to the Board of Directors and replacement

A member of the Board of Directors shall lose membership if:

- 1° the term of office expires;
- 2° he/she resigns in writing;
- 3° he/she is no longer able to perform his/her duties due to physical or mental disability certified by an authorized medical doctor;
- 4° he/she is definitively sentenced to a term of imprisonment equal to or exceeding six (6) months without suspension of the sentence;
- 5° he/she is absent in meetings for three

Le procès-verbal de la réunion du Conseil d'Administration est signé conjointement par le Président et son rapporteur et soumise à la session suivante pour approbation. Une copie du procès-verbal est transmise au Ministre de tutelle du RBC dans un délai n'excédant pas quinze (15) jours à partir de la date de son approbation.

Article 10: Causes de perte de qualité de membre au Conseil d'Administration et remplacement

Un membre du Conseil d'Administration cesse d'être membre si:

- 1° son mandat expire;
- 2° il démissionne par écrit;
- 3° il n'est plus en mesure de remplir ses fonctions pour cause d'incapacité physique ou mentale constatée par un médecin agréé par l'Etat;
- 4° il est définitivement condamné à une peine d'emprisonnement égale ou supérieure à six (6) mois sans sursis;
- 5° il s'absente de réunions plus de trois

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zikurikirana nta mpamvu zifite
ishingiro;

6° bigaragaye ko atacyujuje
ibyashingiweho ashyirwa mu
Nama y'Ubuyobozi;

7° agaragaje imyitwarire itajyanye
n'inshingano ze;

8° abangamira inyungu za RBC;

9° yireze akemera icyaha cya
jenocide;

10° agaragayeho ibimenyetso
by'ingengabitekerezo ya jenocide;

11° iyo apfuye.

Iyo umwe mu bagize Inama y'Ubuyobozi
avuye mu mirimo ye nibura amezi
atandatu (6) mbere y'uko manda ye
irangira, Umuyobozi ubifitiye ububasha
ashyiraho umusimbura. Ushyizweho
arangiza iyo manda.

(3) consecutive times without valid
reasons;

6° he/she no longer fulfils the
requirements considered at the time of
his/her appointment in the Board of
Directors;

7° he/she manifests behaviors contrary to
his/her responsibilities;

8° he/she jeopardizes the interests of
RBC;

9° he/she confesses and pleads guilty to
the crime of genocide;

10° he/she is proven to be propelled by the
genocidal ideology;

11° he / she dies.

In case a member of the Board of Directors
leaves his/her duties at least six (6) months
before the expiration of his/her term of office,
the competent authority shall appoint his/her
substitute to complete his/her mandate.

fois consécutives sans raisons
valables;

6° il ne remplit plus les conditions
requis au moment de sa
nomination au conseil
d'administration;

7° il manifeste des comportements
contraires à ses responsabilités;

8° il compromet les intérêts du RBC;

9° il avoue et plaide coupable pour le
crime de génocide;

10° il est prouvé qu'il/elle est animé(e)
de l'idéologie de génocide;

11° il meurt.

Lorsqu'un membre du Conseil d'
Administration quitte ses fonctions six (6)
mois au moins avant l'expiration de son
mandat, l'autorité compétente nomme son
remplaçant pour terminer son mandat.

Ingingo ya 11: Umwanditsi w'Inama y'Ubuyobozi

Umuyobozi Mukuru wa RBC akurikira inama z'Inama y'Ubuyobozi akazibera umwanditsi. Ashobora kuzitangamo ibitekerezo ariko ntatora mu ifatwa ry'ibyemezo.

Umuyobozi Mukuru wa RBC ntajya mu nama zifata ibyemezo ku bibazo bimureba; icyo gihe Inama y'Ubuyobozi yitoramo umwanditsi.

Amategako ngengamikorere ya RBC agena umusimbura iyo adahari.

Icyiciro cya 2: Ubuyobozi Bukuru

Ingingo ya 12: Inshingano z'Ubuyobozi Bukuru bwa RBC

Imicungire ya buri muni ya RBC ishinze Umuyobozi Mukuru wayo. Umuyobozi Mukuru wa RBC ni we uhuza akanayobora ibikorwa bya buri muni bya RBC kandi akabazwa n'Inama y'Ubuyobozi uko ibyemezo byayo bishyirwa mu bikorwa.

Article 11: Rapporteur of the Board of Directors

The Director General of RBC shall attend the meetings of the Board of Directors and shall serve as their rapporteur. He/she may give views but he/she shall not be allowed to vote during decision making.

The Director General of RBC shall not participate in the meetings that take decisions on issues that concern him/her; in that case, the Board of Directors shall elect a rapporteur among its members.

The internal rules and regulations of RBC shall determine his or her substitute in case of absence.

Section 2: General Directorate

Article 12: Responsibilities of the General Directorate

The daily management of RBC shall be entrusted to its Director General. The Director General of RBC shall coordinate and direct the daily activities of RBC and shall be answerable to the Board of Directors on how its decisions are implemented.

Article 11: Rapporteur du Conseil d'Administration

Le Directeur Général du RBC assiste aux réunions du Conseil d'Administration et en est le rapporteur. Il donne son point de vue, mais il ne participe pas au vote pour la prise de décision.

Le Directeur Général du RBC ne doit pas participer aux réunions qui prennent des décisions qui le concernent personnellement; dans ce cas, le Conseil d'Administration élit parmi ses membres un rapporteur.

Le règlement d'ordre intérieur du RBC détermine son remplaçant en cas d'absence.

Section 2: Direction Générale

Article 12: Attributions de la Direction Générale

La gestion journalière du RBC est confiée à son Directeur Général. Le Directeur Général est chargé de coordonner et de diriger les activités quotidiennes du RBC et est responsable de l'exécution des décisions du Conseil d'Administration.

Ingingo ya 13: Abagize Ubuyobozi Bukuru

Ubuyobozi Bukuru bwa RBC bugizwe n'aba bakurikira:

- 1° Umuyobozi Mukuru;
- 2° Abayobozi Bakuru Bungiriye;
- 3° Abayobozi b'Amashami;
- 4° Abayobozi b'Udushami.

Ingingo ya 14: Inshingano zihariye z'Umuyobozi Mukuru

Umuyobozi Mukuru wa RBC ashinzwe by'umwihariko ibi bikurikira:

- 1° gushyira mu bikorwa ibyemezo by'Inama y'Ubuyobozi;
- 2° gutegura imbanzirizamushinga ituma hashyirwa imbere icyerekezo n'intego z'ikigo kugira ngo hatezwe imbere politiki y'ubwisungane mu buzima;
- 3° kwita ku micungire ya RBC mu rwego rwa tekiniki, urw'ubuyobozi n'imari;
- 4° gutegura no gushyikiriza Inama y'Ubuyobozi

Article 13: Composition of the General Directorate

The General Directorate of RBC shall be comprised of the following:

- 1° the Director General;
- 2° the Deputy Directors General;
- 3° Heads of Divisions;
- 4° Heads of Units.

Article 14: Responsibilities of the Director General

The Director General of RBC shall, in particular, be responsible of:

- 1° implementing the decisions of the Board of Directors;
- 2° preparing a strategic plan to advance the institution's mission and objectives in order to promote the national health insurance policy;
- 3° ensuring RBC technical, administrative and financial management;
- 4° preparing and submitting to the Board of Directors the budget proposal of the

Article 13: Composition de la Direction Générale

La Direction Générale du RBC est composée de:

- 1° le Directeur Général;
- 2° les Directeurs Généraux Adjoints;
- 3° les Chefs de Divisions;
- 4° les Chefs d'Unités.

Article 14: Attributions du Directeur Général

Le Directeur Général du RBC a, en particulier, les attributions suivantes:

- 1° mettre en œuvre des décisions du Conseil d'Administration;
- 2° élaborer un plan stratégique pour faire progresser la mission de l'institution et les objectifs visant la promotion de la politique nationale d'assurance maladie;
- 3° assurer la gestion technique, administrative et financière du RBC;
- 4° préparer et soumettre au Conseil d'Administration la proposition du

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imbanzirizamushinga y'ingengo y'imari izakoreshwa mu mwaka ukurikira na raporo y'ingengo y'imari y'umwaka ushize;

following year and the budget reports of the previous year;

budget de l'année suivante et les rapports budgétaires de l'année précédente;

5° gushyira mu bikorwa ingengo y'imari no gucunga umutungo wa RBC;

5° executing the budget and managing the property of RBC;

5° l'exécution du budget et la gestion de la propriété du RBC;

6° gukurikirana imicungire y'Abakozi ba RBC akurikije amategeko;

6° ensuring the management of the personnel of RBC in accordance with the Law;

6° assurer la gestion du personnel du RBC en conformité avec la loi;

7° kumenyesha mu nyandiko Inama y'Ubuyobozi imigendekere n'ibikorwa bya RBC nibura rimwe mu gihembwe;

7° informing the Board of Directors, in writing, the progress and the activities of RBC at least once a term;

7° informer le Conseil d'Administration, par écrit, des progrès et des activités du RBC, au moins une fois par trimestre;

8° guhagararira RBC imbere y'amategeko.

8° representing RBC before the law.

8° représenter légalement RBC.

Buri mwaka, hakorwa amasezerano yerekeye gahunda y'ibikorwa hagati y'Inama y'Ubuyobozi n'Ubuyobozi bukuru.

Each year, there shall be a performance contract signed between the Board of Directors and the General Directorate.

Chaque année, un contrat de performance est signé entre le Conseil d'Administration et la Direction Générale.

Ingingo ya 15: Inshingano z'Abayobozi Bakuru Bungirije

Article 15: Responsibilities of Deputy Directors General

Article 15: Attributions des Directeurs Généraux Adjoints

Inshingano z'Abayobozi Bakuru Bungirije ni izi zikurikira:

The responsibilities of the Deputy Directors General of RBC shall be the following:

Les attributions des Directeurs Généraux Adjoints du RBC sont les suivantes:

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- | | | |
|--|---|--|
| 1° gufasha Umuyobozi Mukuru gushyira mu bikorwa ibyemezo by'Inama y'Ubuyobozi; | 1° to assist the Director General in implementing the decisions of the Board of Directors; | 1° assister le Directeur Général à mettre en œuvre les décisions du Conseil d'Administration; |
| 2° kugira uruhare mw'itegura ry'imbanzirizamushinga ituma hashyirwa imbere icyerekezo n'itego z'ikigo, kugira ngo hatezwe imbere politiki y'ubwisungane mu buzima; | 2° to participate in developing a strategic plan to advance the institution's mission and objectives, for the promotion of the health insurance policy; | 2° participer à l'élaboration d'un plan stratégique pour faire progresser la mission et les objectifs de l'institution, afin de promouvoir la politique d'assurance maladie. |
| 3° gusuzuma raporo z'ibikorwa no kurebera hamwe uburyo n'imiterere amashami ahagazemo hagamijwe kugera ku ntego mu gihe kirekire no mu gihe cya bugufi; | 3° to review activity reports to determine the progress and status of the divisions in attaining the established long and short term objectives; | 3° examiner les rapports d'activité pour déterminer les progrès et l'état des divisions dans la réalisation des objectifs de long et à court terme; |
| 4° gutegura no gushyira mu bikorwa imishinga ibyara inyungu; | 4° to develop and implement strategies for generating resources; | 4° développer et mettre en œuvre des stratégies pour générer des ressources; |
| 5° kugaragariza komite y'inama y'ubuyobozi ishinze ishoramari za raporo zerekanye n'ishoramari no gusuzuma ibya showemo imari; | 5° to present investment reports and investment appraisals to the investment committee of the Board of Directors; | 5° présenter des rapports d'investissement et évaluations de l'investissement au comité d'investissement du Conseil d'Administration; |
| 6° gusuzuma imikorere y'abayobozi b'amashami hakurikijwe amabwiriza n'itego z'ikigo; | 6° to evaluate the performance of Heads of Divisions, in conformity with the established policies and objectives of the institution. | 6° évaluer les performances de Chefs de Divisions, en conformité avec les politiques et les objectifs de l'institution; |
| 7° izindi nshingano ziteganywa n'amategeko ngengamikorere ya RBC. | 7° other responsibilities as shall be determined by the internal rules and regulations of RBC. | 7° d'autres attributions déterminées par le règlement d'ordre intérieur du RBC. |

Ingingo ya 16: Inshingano z'abayobozi b'amashami

Abayobozi b'amashami bafite inshingano zikurikira:

- 1° gucunga no gushyira mu bikorwa ibikorwa byose by'amashami;
- 2° guhuza imikorere n'imigendere y'akazi mu mashami;
- 3° gushyiraho ingamba zo gushyira mu bikorwa ibikorwa mu mashami;
- 4° gukora isuzumamikorere y'abakozi bo mu mashami;
- 5° gushyiraho ingamba zatuma ishambi rigira imikorere myiza;
- 6° izindi nshingano yahabwa n'abayobozi bamukuriye.

Ingingo ya 17: Inshingano z'Abayobozi b'Udushami

Abayobozi b'udushami bafite inshingano zikurikira:

Article 16: Responsibilities of Heads of Divisions

The Heads of Divisions shall have the following responsibilities:

- 1° to manage and ensure the effective implementation of all activities of the division;
- 2° to supervise the implementation of the planned activities at the division level;
- 3° to establish strategic and operational plans to ensure the smooth running of the division;
- 4° to make periodical evaluation of the activities of personnel of the division;
- 5° make recommendations for the improvement of the activities of the division;
- 6° other responsibilities as shall be determined by his/her hierarchical supervisors.

Article 17: Responsibilities of Heads of Units

The Heads of Units shall have the following responsibilities:

- 1° to manage and ensure the effective

Article 16: Attributions des Chefs de Division

Les Chefs de Divisions ont les attributions suivantes :

- 1° gérer et assurer la mise en œuvre effective de toutes les activités de la division;
- 2° superviser la mise en œuvre des activités prévues au niveau de la division;
- 3° mettre en place des plans stratégiques et opérationnels pour assurer le bon fonctionnement de la division;
- 4° faire l'évaluation périodique des activités du personnel de la division;
- 5° faire des recommandations pour l'amélioration des activités de la division;
- 6° d'autres attributions déterminées par leurs chefs hiérarchiques.

Article 17: Attributions des Chefs d'Unités

Les Chefs d'Unités ont les attributions suivantes :

- 1° gérer et assurer la mise en œuvre

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- | | | |
|---|--|--|
| 1° gucunga no gukurikirana ibikorwa byose by'udushami; | implementation of all activities of the units; | effective de toutes les activités d'unités; |
| 2° guhuza no gushyiraho ingamba zo gushyira mu bikorwa ibikorwa mu dushami; | 2° to coordinate and establish strategic plans and ensure the smooth running of the units; | 2° coordonner et établir des plans stratégiques et d'assurer le bon fonctionnement d'unités; |
| 3° gukora isuzumamikorere y'abakozi bo mu dushami; | 3° to make periodical evaluation of the activities of personnel of the units; | 3° faire l'évaluation périodique des activités du personnel d'unités; |
| 4° gutanga inama ijyanye ni uburyo ibikorwa byarushaho kunozwa mu agashami; | 4° to provide advice on effective management of the activities of the unit; | 4° donner des conseils sur l'organisation effective des activités de l'unité ; |
| 5° izindi nshingano ziteganywa n'amategeko ngamikorere ya RBC. | 5° other responsibilities as shall be determined by the internal rules and regulations of RBC. | 5° d'autres attributions sont déterminées par le règlement d'ordre intérieur du RBC. |

Ingingo ya 18: Ibigererwa Abayobozi Bakuru n'abakozi

Ibyo Umuyobozi Mukuru, Abayobozi Bakuru Bungirije n'abakozi ba RBC bagenerwa biteganywa n'amategeko agenga ibyo abakozi b'Ibigo bya Leta bagenerwa.

Ingingo ya 19: Sitati igenga abakozi

Abakozi ba RBC bagengwa na sitati zigenga abakozi b'ibigo bya leta.

Article 18: Benefits Entitled to the Director and the Personnel

Benefits entitled to the Director General, the Deputy Directors General and the personnel of RBC shall be determined in accordance with the legal provisions governing the personnel of Public Institutions.

Article 19: Statutes Governing Staff

The staff of RBC shall be governed by the statutes governing the personnel of public institutions.

Article 18: Avantages accordés aux Directeurs Généraux et au personnel

Les avantages accordés au Directeur Général, aux Directeurs Généraux Adjointes et au personnel du RBC sont déterminés conformément aux dispositions légales régissant le personnel des institutions publiques.

Article 19: Statuts du personnel

Le personnel du RBC est régi par les statuts régissant le personnel des établissements publics.

UMUTWE WA III: INGINGO ZISOZA

Ingingo ya 20: Abashinzwe gushyira mu bikorwa iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo na Minisitiri w'Ubuzima bashinzwe kubahiriza iri teka.

Ingingo 21: Ivanwaho ry'Ingingo z'amateka zinyuranyije n'iri teka

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

Ingingo 22: Igihe iteka ritangira gukurikizwa

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

Kigali kuwa **24/01/2012**

CHAPTER III: FINAL PROVISIONS

Article 20: Authorities responsible for the implementation of this Order

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

Article 21: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 22: Commencement

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

Kigali on **24/01/2012**

CHAPITRE III: DISPOSITIONS FINALES

Article 20: Autorités chargées de l'exécution du présent arrêté

Le Ministre de la Fonction Publique et du Travail et le Ministre de la Santé sont chargés de l'exécution du présent arrêté.

Article 21: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 22: Entrée en vigueur

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

Kigali, le **24/01/2012**

Official Gazette n°05 of 30/01/2012

(sé)

HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

(sé)

HABUMUREMYI Pierre Damien
Prime Minister

(sé)

HABUMUREMYI Pierre Damien
Premier Ministre

(sé)

Dr. BINAGWAHO Agnes
Minisitiri w'Ubuzima

(sé)

Dr. BINAGWAHO Agnes
Minister of Health

(sé)

Dr. BINAGWAHO Agnès
Ministre de la Santé

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République :

(sé)

KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya
Leta

(sé)

KARUGARAMA Tharcisse
Minister of Justice/Attorney General

(sé)

KARUGARAMA Tharcisse
Ministre de la Justice /Garde des Sceaux

ITEKA RYA MINISITIRI W'INTEBE	PRIME MINISTER'S ORDER N°003 OF	ARRETE DU PREMIER MINISTRE N°003
N°003/03 RYO KUWA 24/01/2012	24/01/2012 APPOINTING A PRINCIPAL	DU 24/01/2012 PORTANT NOMINATION
RISHYIRAHU UMUYOBOZI WA "TUMBA	OF TUMBA COLLEGE OF	D'UN DIRECTEUR DE "TUMBA COLLEGE
COLLEGE OF TECHNOLOGY"	TECHNOLOGY	OF TECHNOLOGY"

ISHAKIRO

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

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Article 4 : Entrée en vigueur

ITEKA RYA MINISITIRI W'INTEBE PRIME MINISTER'S ORDER N°003/03 OF ARRETE DU PREMIER MINISTRE N°003/03
N°003/03 RYO KUWA 24/01/2012 24/01/2012 APPOINTING A PRINCIPAL OF DU 24/01/2012 PORTANT NOMINATION
RISHYIRAHU UMUYOBOZI WA "TUMBA TUMBA COLLEGE OF TECHNOLOGY D'UN DIRECTEUR DE "TUMBA COLLEGE
COLLEGE OF TECHNOLOGY" OF TECHNOLOGY"

Minisitiri w'Intebe;

The Prime Minister;

Le Premier Ministre;

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

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

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

Ashingiye ku Itegeko n°22/2002 ryo kuwa 09/07/2002 rishyiraho Sitati Rusange igenga abakozi ba Leta n'Inzego z'Imirimo ya Leta, cyane cyane mu ngingo zaryo, iya 17, iya 24 n'iya 35;

Pursuant to Law n° 22/2002 of 09/07/2002 on General Statutes for Rwanda Public Service, especially in Articles 17, 24 and 35;

Vu la Loi n° 22/2002 du 09/07/2002 portant Statut Général de la Fonction Publique Rwandaise, spécialement en ses articles 17, 24 et 35;

Bisabwe na Minisitiri w'Uburezi;

On proposal by the Minister of Education;

Sur proposition du Ministre de l'Education;

Inama y'Abaminisitiri yateranye kuwa 04/11/2011 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in its session of 04/11/2011;

Après examen et adoption par le Conseil des Ministres en sa séance du 04/11/2011;

ATEGETSE :

HEREBY ORDERS :

ARRETE :

Ingingo ya mbere : Ishyirwaho

Eng. GATABAZI Pascal agizwe Umuyobozi wa “Tumba College of Technology”.

Article One: Appointment

Eng. GATABAZI Pascal is hereby appointed Principal of Tumba College of Technology.

Article premier: Nomination

Eng. GATABAZI Pascal est nommé Directeur de “Tumba College of Technology”.

Ingingo ya 2 : Abashinzwe kubahiriza iri teka

Minisitiri w’Uburezi na Minisitiri w’Abakozi ba Leta n’Umurimo basabwe kubahiriza iri teka.

Article 2 : Authorities responsible for the implementation of this Order

The Minister of Education and the Minister of Public Service and Labour are entrusted with the implementation of this Order.

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

Le Ministre de l’Education et le Ministre de la Fonction Publique et du Travail sont chargés de l’exécution du présent arrêté.

Ingingo ya 3: Ivanwaho ry’ingingo zinyuranyije n’iri teka

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

Article 3: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 3 : Disposition abrogatoire

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

Ingingo ya 4 : Igihe iteka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku muni rishyiriweho umukono. Agaciro karyo gahera kuwa 04/11/2011.

Article 4 : Commencement

This Order shall come into force on the date of its signature. It takes effect as of 04/11/2011.

Article 4 : Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa signature. Il sort ses effets à partir du 04/11/2011.

Kigali, kuwa 24/01/2012

Kigali, on 24/01/2012

Kigali, le 24/01/2012

(sé)

HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

(sé)

HABUMUREMYI Pierre Damien
Prime Minister

(sé)

HABUMUREMYI Pierre Damien
Premier Ministre

(sé)

Dr BIRUTA Vincent
Minisitiri w'Uburezi

(sé)

Dr BIRUTA Vincent
Minister of Education

(sé)

Dr BIRUTA Vincent
Ministre de l'Education

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République :

(sé)

KARUGARAMA Tharcisse
Minisitiri w'Ubutabera / Intumwa Nkuru ya Leta

(sé)

KARUGARAMA Tharcisse
Minister of Justice / Attorney General

(sé)

KARUGARAMA Tharcisse
Ministre de la Justice / Garde des Sceaux

ITEKA RYA MINISITIRI W'INTEBE
N°004/03 RYO KUWA 24/01/2012
RISHYIRAHU UMUYOBOZI W'ISHAMI
MU KIGO CY'IGIHUGU GISHINZWE
GUTEZA IMBERE IYOHEREZWA MU
MAHANGA RY'IBIKOMOKA KU
BUHINZI N'UBWOROZI

PRIME MINISTER'S ORDER N°004/03
OF 24/01/2012 APPOINTING A HEAD OF
DIVISION IN THE NATIONAL
AGRICULTURAL EXPORT
DEVELOPMENT BOARD

ARRETE DU PREMIER MINISTRE
N°004/03 DU 24/01/2012 PORTANT
NOMINATION D'UN CHEF DE DIVISION
A L'OFFICE NATIONAL DE
DEVELOPPEMENT DES
EXPORTATIONS AGRICOLES

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**ITEKA RYA MINISITIRI W'INTEBE
N°004/03 RYO KUWA 24/01/2012
RISHYIRAHU UMUYOBOZI W'ISHAMI
MU KIGO CY'IGIHUGU GISHINZWE
GUTEZA IMBERE IYOHEREZWA MU
MAHANGA RY'IBIKOMOKA KU
BUHINZI N'UBWOROZI**

**PRIME MINISTER'S ORDER N°004/03
OF 24/01/2012 APPOINTING A HEAD
OF DIVISION IN THE NATIONAL
AGRICULTURAL EXPORT
DEVELOPMENT BOARD**

**ARRETE DU PREMIER MINISTRE
N°004/03 DU 24/01/2012 PORTANT
NOMINATION D'UN CHEF DE DIVISION
A L'OFFICE NATIONAL DE
DEVELOPPEMENT DES
EXPORTATIONS AGRICOLES**

Minisitiri w'Intebe;

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

Ashingiye ku Itegeko n° 22/2002 ryo kuwa 09/07/2002 rishyiraho Sitati Rusange igenga Abakozi ba Leta n'inzego z'imirimo ya Leta, cyane cyane mu ngingo zayo, iya 17, iya 24 n' iya 35;

Ashingiye ku Itegeko n° 39/2010 ryo kuwa 25/11/2010 rishyiraho Ikigo cy'Igihugu gishinzwe guteza imbere iyoherezwa mu mahanga ry'ibikomoka ku buhinzi n'ubworozi (NAEB) rikanagena inshingano, imiterere n'imikorere byacyo;

Bisabwe na Minisitiri w'Ubuhanzi n'Ubworozi;

The Prime Minister;

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

Pursuant to Law n° 22/2002 of 09/07/2002 on General Statutes for Rwanda Public Service, especially in Articles 17, 24 and 35;

Pursuant to Law n° 39/2010 of 25/11/2010 establishing National Agricultural Export Development Board (NAEB) and determining its responsibilities, organisation and functioning;

On proposal by the Minister of Agriculture and Animal Resources;

Le Premier Ministre;

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

Vu la Loi n° 22/2002 du 09/07/2002 portant Statut Général de la Fonction Publique Rwandaise, spécialement en ses articles 17, 24 et 35 ;

Vu la Loi n° 39/2010 du 25/11/2010 portant création de l'Office National de Développement des Exportations Agricoles (NAEB) et déterminant ses attributions, son organisation et son fonctionnement;

Sur proposition du Ministre de l'Agriculture et des Ressources Animales;

Official Gazette n°05 of 30/01/2012

Inama y'Abaminisitiri yateranye kuwa 04/11/2011 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in its session of 04/11/2011;

Après examen et adoption par le Conseil des Ministres en sa séance du 04/11/2011;

ATEGETSE:

HEREBY ORDERS:

ARRETE:

Ingingo ya mbere : Ishyirwaho

Madamu BASIIMA Janet agizwe Umuyobozi w'Ishami ry'Imirimo Rusange mu Kigo cy'Igihugu gishinzwe guteza imbere iyoherezwa mu mahanga ry'ibikomoka ku buhinzi n'ubworozi (NAEB).

Article One : Appointment

Mrs. BASIIMA Janet is hereby appointed Head of Corporate Services Division in the National Agricultural Export Development Board (NAEB).

Article premier : Nomination

Madame BASIIMA Janet est nommée Chef de Division des Services Généraux à l'Office National de Développement des Exportations Agricoles (NAEB).

Ingingo ya 2: Abashinzwe kubahiriza iri teka

Minisitiri w'Ubuhanzi n'Ubworozi na Minisitiri w'Abakozi ba Leta n'Umurimo basabwe kubahiriza iri teka.

Article 2: Authorities responsible for the implementation of this Order

The Minister of Agriculture and Animal Resources and the Minister of Public Service and Labour are entrusted with the implementation of this Order.

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

Le Ministre de l'Agriculture et des Ressources Animales et le Ministre de la Fonction Publique et du Travail sont chargés de l'exécution du présent arrêté.

Ingingo ya 3: Ivanwaho ry'ingingo zinyuranyije n'iri teka

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

Article 3: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 3 : Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Ingingo ya 4: Igihe iteka ritangira Article 4: Commencement
gukurikizwa**

Iri teka ritangira gukurikizwa ku muni rishyiriweho umukono. Agaciro karyo gahera kuwa 04/11/2011.

Kigali, kuwa **24/01/2012**

(sé)
HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

(sé)
Dr. KALIBATA Agnes
Minisitiri w'Ubuhinzi n'Ubworozi

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

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

This Order shall come into force on the date of its signature. It takes effect as of 04/11/2011.

Kigali, on **24/01/2012**

(sé)
HABUMUREMYI Pierre Damien
Prime Minister

(sé)
Dr. KALIBATA Agnes
Minister of Agriculture and Animal Resources

**Seen and sealed with the Seal of the
Republic:**

(sé)
KARUGARAMA Tharcisse
Minister of Justice/Attorney General

Article 4 : Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa signature. Il sort ses effets à partir du 04/11/2011.

Kigali, le **24/01/2012**

(sé)
HABUMUREMYI Pierre Damien
Premier Ministre

(sé)
Dr. KALIBATA Agnes
Ministre de l'Agriculture et des Ressources
Animales

Vu et scellé du Sceau de la République :

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

ITEKA RYA MINISITIRI W'INTEBE N°005/03 RYO KUWA 24/01/2012 RISHYIRAHU UMUYOBOZI W'ISHAMI MU KIGO GISHINZWE ITERAMBERE RY'UBUHINZI N'UBWOROZI MU RWANDA	PRIME MINISTER'S ORDER N°005/03 OF 24/01/2012 APPOINTING A HEAD OF DIVISION IN THE RWANDA AGRICULTURE BOARD	ARRETE DU PREMIER MINISTRE N°005/03 DU 24/01/2012 PORTANT NOMINATION D'UN CHEF DE DIVISION A L'OFFICE RWANDAIS DE DEVELOPPEMENT AGRICOLE
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ITEKA RYA MINISITIRI W'INTEBE N°005/03 RYO KUWA 24/01/2012 RISHYIRAHU UMUYOBOZI W'ISHAMI MU KIGO GISHINZWE ITERAMBERE RY'UBUHZINZI N'UBWOROZI MU RWANDA	PRIME MINISTER'S ORDER N°005/03 OF 24/01/2012 APPOINTING A HEAD OF DIVISION IN THE RWANDA AGRICULTURE BOARD	ARRETE DU PREMIER MINISTRE N°005/03 DU 24/01/2012 PORTANT NOMINATION D'UN CHEF DE DIVISION A L'OFFICE RWANDAIS DE DEVELOPPEMENT AGRICOLE
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Minisitiri w'Intebe;

The Prime Minister;

Le Premier Ministre;

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

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

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

Ashingiye ku Itegeko n°22/2002 ryo kuwa 09/07/2002 rishyiraho Sitati Rusange igenga abakozi ba Leta n'Inzego z'Imirimo ya Leta, cyane cyane mu ngingo zaryo, iya 17, iya 24 n'iya 35;

Pursuant to Law n° 22/2002 of 09/07/2002 on General Statutes for Rwanda Public Service, especially in Articles 17, 24 and 35;

Vu la Loi n° 22/2002 du 09/07/2002 portant Statut Général de la Fonction Publique Rwandaise, spécialement en ses articles 17, 24 et 35;

Ashingiye ku Itegeko n°38/2010 ryo kuwa 25/11/2010 rishyiraho Ikigo gishinzwe Iterambere ry'Ubuho n'Ubworozi mu Rwanda (RAB) rikanagena inshingano, imiterere n'imikorere byacyo;

Pursuant to Law n° 38/2010 of 25/11/2010 establishing Rwanda Agriculture Board (RAB) and determining its responsibilities, organisation and functioning;

Vu la Loi n° 38/2010 du 25/11/2010 Portant création de l'Office Rwandais de Développement Agricole (RAB) et déterminant ses attributions, organisation et fonctionnement;

Bisabwe na Minisitiri w'Ubuho n'Ubworozi;

On proposal by the Minister of Agriculture and Animal Resources;

Sur proposition du Ministre de l'Agriculture et des Ressources Animales;

Inama y'Abaminisitiri yateranye kuwa 04/11/2011 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in its session of 04/11/2011;

Après examen et adoption par le Conseil des Ministres en sa séance du 04/11/2011;

ATEGETSE :

HEREBY ORDERS :

ARRETE :

Ingingo ya mbere: Ishyirwaho

Madamu NYIRASANGWA Violet agizwe Umuyobozi ushinze Imirimo Rusange mu Kigo gishinzwe Iterambere ry'Ubuhanzi n'Ubworozi mu Rwanda (RAB).

Article One: Appointment

Mrs. NYIRASANGWA Violet is hereby appointed Head of Corporate Services Division in the Rwanda Agriculture Board (RAB).

Article premier: Nomination

Madame NYIRASANGWA Violet est nommée Chef de Division des Services Généraux à l'Office Rwandais de Développement Agricole (RAB).

Ingingo ya 2: Abashinzwe kubahiriza iri teka

Minisitiri w'Ubuhanzi n'Ubworozi na Minisitiri w'Abakozi ba Leta n'Umurimo basabwe kubahiriza iri teka.

Article 2: Authorities responsible for the implementation of this Order

The Minister of Agriculture and Animal Resources and the Minister of Public Service and Labour are entrusted with the implementation of this Order.

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

Le Ministre de l'Agriculture et des Ressources Animales et le Ministre de la Fonction Publique et du Travail sont chargés de l'exécution du présent arrêté.

Ingingo ya 3: Ivanwaho ry'ingingo zinyuranyije n'iri teka

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

Article 3: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 3 : Disposition abrogatoire

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

Ingingo ya 4: Igihe iteka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku muni rishyirwaho umukono. Agaciro karyo gahera kuwa 04/11/2011.

Article 4 : Commencement

This Order shall come into force on the date of its signature. It takes effect as of 04/11/2011.

Article 4 : Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa signature. Il sort ses effets à partir du 04/11/2011.

Kigali, kuwa **24/01/2012**

Kigali, on **24/01/2012**

Kigali, le **24/01/2012**

(sé)

HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

(sé)

HABUMUREMYI Pierre Damien
Prime Minister

(sé)

HABUMUREMYI Pierre Damien
Premier Ministre

(sé)

Dr. KALIBATA Agnes
Minisitiri w'Ubuhinzi n'Ubworozi

(sé)

Dr. KALIBATA Agnes
Minister of Agriculture and Animal Resources

(sé)

Dr. KALIBATA Agnes
Ministre de l'Agriculture et des Ressources
Animales

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

**Seen and sealed with the Seal of the
Republic:**

Vu et scellé du Sceau de la République :

(sé)

KARUGARAMA Tharcisse
Minisitiri w'Ubutabera / Intumwa Nkuru ya
Leta

(sé)

KARUGARAMA Tharcisse
Minister of Justice /Attorney General

(sé)

KARUGARAMA Tharcisse
Ministre de la Justice / Garde des Sceaux

ITEKA RYA MINISITIRI W'INTEBE
N°006/03 RYO KUWA 24/01/2012
RIGENA IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA Y'IMIRIMO
BY'INAMA Y'IGIHUGU Y'AMASHURI
MAKURU

PRIME MINISTER'S ORDER N° 006/03
OF 24/01/2012 DETERMINING THE
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS FOR
THE NATIONAL COUNCIL OF
HIGHER EDUCATION

ARRETE DU PREMIER MINISTRE
N°006/03 DU 24/01/2012 DETERMINANT
LA STRUCTURE
ORGANISATIONNELLE ET LA
SYNTHESE DES EMPLOIS DU
CONSEIL NATIONAL DE
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summary of job positions

Article 2 : Structure organisationnelle et
synthèse des emplois

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

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Article 4 : Disposition abrogatoire

Ingingo ya 5: Igihe iteka ritangira
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Article 5: Commencement

Article 5 : Entrée en vigueur

**ITEKA RYA MINISITIRI W'INTEBE
N°006/03 RYO KUWA 24/01/2012
RIGENA IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA Y'IMIRIMO
BY'INAMA Y'IGIHUGU Y'AMASHURI
MAKURU**

**PRIME MINISTER'S ORDER N° 006/03
OF 24/01/2012 DETERMINING THE
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS FOR
THE NATIONAL COUNCIL OF
HIGHER EDUCATION**

**ARRETE DU PREMIER MINISTRE
N°006/03 DU 24/01/2012 DETERMINANT
LA STRUCTURE
ORGANISATIONNELLE ET LA
SYNTHESE DES EMPLOIS DU
CONSEIL NATIONAL DE
L'ENSEIGNEMENT SUPERIEUR**

Minisitiri w'Intebe;

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

Ashingiye ku Itegeko n°23/2006 ryo kuwa 28/04/2006 rishyiraho Inama y'Igihugu y'Amashuri makuru cyane cyane mu ngingo zaryo iya 8, iya 18 n'iya 21;

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

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

Inama y'Abaminisitiri yateranye kuwa 07/12/2011 imaze kubisuzuma no kubyemeza.

The Prime Minister;

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

Pursuant to Law n° 23/2006 of 28/04/2006 governing the National Council of Higher Education, especially in Articles 8, 18 and 21;

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

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet in session of 07/12/2011.

Le Premier Ministre ;

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

Vu la Loi n° 23/2006 du 28/04/2006 portant création du Conseil National de l'Enseignement Supérieur, spécialement en ses Articles 8, 18 et 21 ;

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

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

Après examen et adoption par le Conseil des Ministres en sa séance du 07/12/2011.

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena imbonerahamwe n'incamake y'imyanya y'imirimo by' Inama y'Igihugu y'Amashuri Makuru.

Article One: Purpose of this Order

This Order shall determine the organizational structure and the summary of job positions for the National Council of Higher Education.

Article premier: Objet du présent arrêté

Le présent arrêté détermine la structure organisationnelle et la synthèse des emplois du Conseil National de l'Enseignement Supérieur.

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

Imbonerahamwe n'incamake y'imyanya y'imirimo by' Inama y'Igihugu y'Amashuri Makuru biri ku mugereka wa I n'uwa II y'iri teka.

Article 2: Organizational structure and summary of job positions

The Organizational structure and the summary of job positions of the National Council of Higher Education are respectively in annexes I and II to this Order.

Article 2 : Structure organisationnelle et synthèse des emplois

La structure organisationnelle et la synthèse des emplois du Conseil National de l'Enseignement Supérieur sont respectivement en annexes I et II du présent arrêté.

Ingingo ya 3: Abashinzwe kubahiriza iri teka

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

Article 3: Authorities responsible for the implementation of this Order

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

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

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

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

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

Article 4: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 4 : Disposition abrogatoire

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

Ingingo ya 5: Igihe iri teka ritangira gukurikizwa

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

Kigali kuwa **24/01/2012**

(sé)
HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Article 5: Commencement

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

Kigali on **24/01/2012**

(sé)
HABUMUREMYI Pierre Damien
Prime Minister

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
KARUGARAMA Tharcisse
Minister of Justice/Attorney General

Article 5 : Entrée en vigueur

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

Kigali le **24/01/2012**

(sé)
HABUMUREMYI Pierre Damien
Premier Ministre

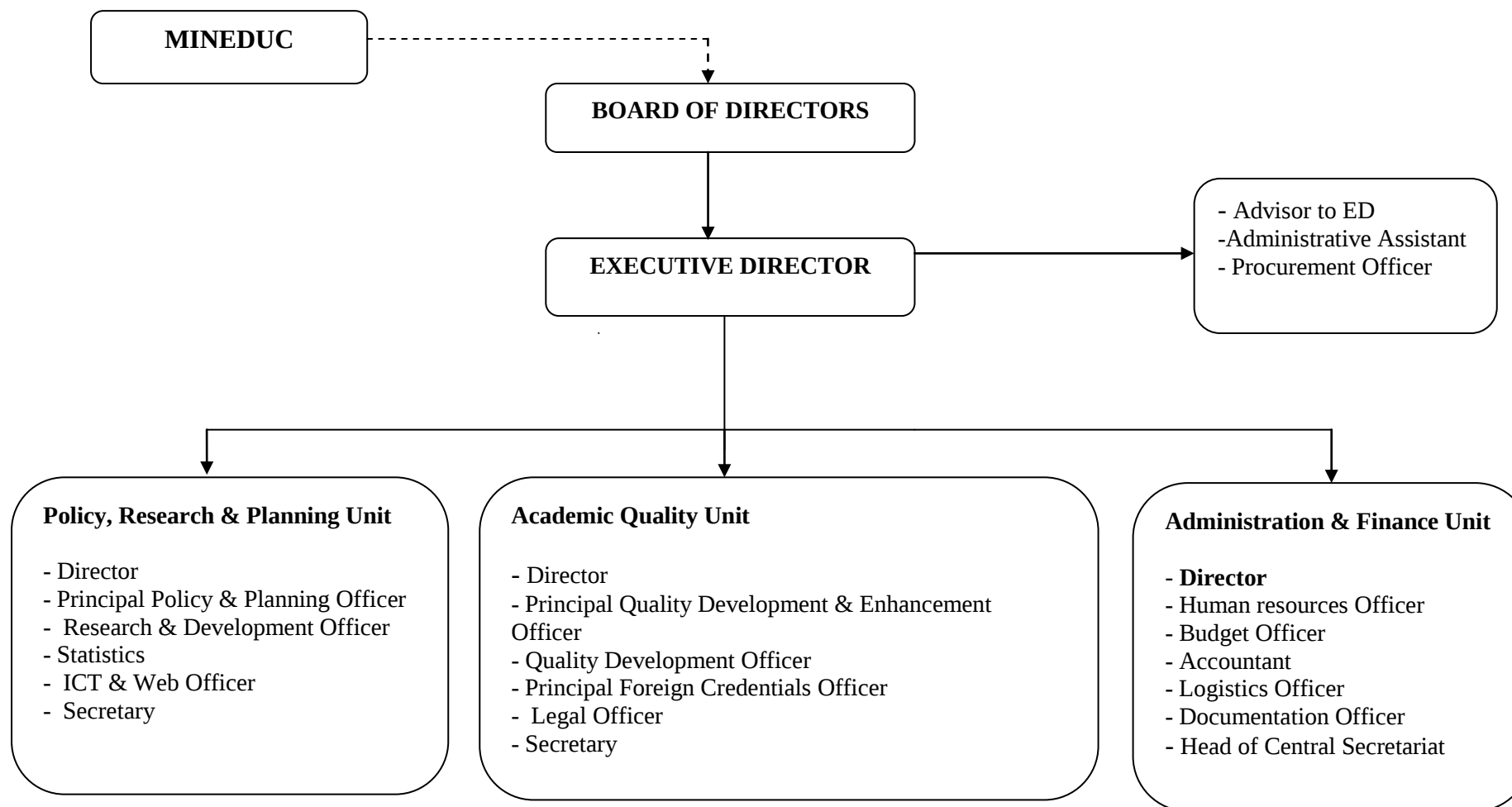
(sé)
MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

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

UMUGEREKA WA I W' ITEKA RYA MINISITIRI W'INTEBE N°006/03 RYO KUWA 24/01/2012 RIGENA IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BY'INAMA Y'IGIHUGU Y'AMASHURI MAKURU	ANNEX I TO PRIME MINISTER'S ORDER N°006/03 OF 24/01/2012 DETERMINING THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS FOR THE NATIONAL COUNCIL OF HIGHER EDUCATION	ANNEXE I A L'ARRETE DU PREMIER MINISTRE N°006/03 DU 24/01/2012 DETERMINANT LA STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DU CONSEIL NATIONAL DE L'ENSEIGNEMENT SUPERIEUR
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ANNEX I: ORGANIZATIONAL CHART OF THE NATIONAL COUNCIL OF HIGHER EDUCATION



UMUGEREKA WA II W'ITEKA RYA MINISITIRI W'INTEBE N°006/03 RYO KUWA 24/01/2012 RIGENA IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BY'INAMA Y'IGIHUGU Y'AMASHURI MAKURU	ANNEX II TO PRIME MINISTER'S ORDER N°006/03 OF 24/01/2012 DETERMINING THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS FOR THE NATIONAL COUNCIL OF HIGHER EDUCATION	ANNEXE II A L'ARRETE DU PREMIER MINISTRE N°006/03 DU 24/01/2012 DETERMINANT LA STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DU CONSEIL NATIONAL DE L'ENSEIGNEMENT SUPERIEUR
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ANNEX II : SUMMARY OF JOB POSITIONS OF THE HIGHER EDUCATION COUNCIL

Administrative Unit	Job Title	Position related to the type of job	Proposed Jobs
Office of the Executive Director	Executive Director	Executive Director	1
	Advisor to Executive Director	Advisor to the Executive Director of HEC	1
	Administrative Assistant	Administrative Assistant	1
	Procurement officer	Procurement Officer	1
	S/Total		4
Office of the Director of Academic Quality Unit	Director of Unit	Director of Academic Quality Unit	1
	Principal Quality Development & Enhancement Office	Principal Quality Development & enhancement officer	1
	Quality Development	Quality Development Officer	1
	Principal foreign Credentials	Principal foreign Credentials Officer	1
	Legal Office	Legal Officer	1
	Secretary	Secretary of Policy, Research & Planning Unit	1
	S/Total		6
Office of the Director of Policy, Research and Planning	Director of Unit	Director of Policy, Strategy , Research and Planning Unit	1
	Principal Policy Development & Research	Principal Policy Development & Research Officer	1
	Development and planning	Development and Planning Officer	1
	Statistician & Data Base	Statistician & Data Base Officer	1
	ICT and Web Master Officer	ICT and Web Master Officer	1
	Secretary	Secretary of Academic Quality Unit	1
	S/Total		6
Administration and Finance Unit	Director of Unit	Director for Administration and Finance Unit	1

Official Gazette n°05 Of 30/01/2012

Budget officer	Budget Officer	1
Accountant officer	Accountant	1
Human Resources officer	Human Resources Officer	1
Logistics officer	Logistics Officer	1
Documentation	Documentation Officer	1
Central Secretariat	Head of Central Secretariat	1
S/Total		7
Grad Total		23

JOB PROFILES OF THE HIGHER EDUCATION COUNCIL

Job Title	Position related to the type of job	Job Profiles	Proposed Jobs
Executive Director	Executive Director	PhD or equivalent and a significant record of research and publication in a relevant discipline, Successful experience as a senior manager in a university, preferably at pro vice chancellor academic or equivalent level, including having a proven record of academic vision, leadership, management, scholarship and development of staff commensurate with this level of post.	1
Advisor to Executive Director	Advisor to the Executive Director of HEC	Master or Equivalent in Education Sciences, Education Planning, Educational Management & Administration, Education & Development, Applied Pedagogy, Psychology, Management, Law, Sciences with 1 year working experience; or A0 Education Sciences, Education Planning, Educational Management & Administration, Education & Development, Applied Pedagogy, Psychology, Management, Law, Sciences with 3 years working experience; or a demonstrable interest in public policy development in higher education.	1
Administrative Assistant	Administrative Assistant	A0 in Public Administration, Management; or A1 Secretariat; or other relevant field with 3 years working experience	1
Procurement officer	Procurement Officer	A0 Procurement, Purchase, Management, Accounting, Public Finance and other qualifications related to specific domain.	1
S/Total			4
Director of Unit	Director of Academic Quality Unit	A PhD or equivalent and a significant record as an academic. Successful experience as a senior manager in a university, preferably at Dean, Academic Registrar or equivalent level, including having a proven record of academic vision, leadership, management, scholarship and development of staff commensurate with this level of post.	1

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Principal Quality Development & Enhancement Office	Principal Quality Development & enhancement officer	Master or Equivalent in Education Sciences, Education Planning, Educational Management & Administration, Education & Development, Applied Pedagogy, Psychology, Management, Law with 1 year working experience; or A0 in Education Sciences, Education Planning, Educational Management & Administration, Education & Development, Applied Pedagogy, Psychology, Management, Law with 3 years working experience;	1
Quality Development	Quality Development Officer	Master or Equivalent in Education Sciences, Education Planning, Educational Management & Administration, Education & Development, Applied Pedagogy, Psychology, Management, Law with 1 year working experience; or A0 in Education Sciences, Education Planning, Educational Management & Administration, Education & Development, Applied Pedagogy, Psychology, Management, Law, Sciences; with 3 years working experience, a significant experience as an academic; A thorough understanding of the functions of higher education including teaching, research and consultancy	1
Principal foreign Credentials	Principal foreign Credentials Officer	Master or Equivalent in Law, Education Sciences, Education Planning, Educational Management & Administration, Education & Development, Applied Pedagogy, Psychology, Management, with 1 year working experience; or A0 in Law, Education Sciences, Education Planning, Educational Management & Administration, Education & Development, Applied Pedagogy, Psychology, Management; with 3 years working experience, a significant experience as an academic; A thorough understanding of the functions of higher education including teaching, research and consultancy	1
Legal Office	Legal Officer	Master or Equivalent in Law with 1 year working experience, or A0 in Law with 3 years working experience;	1
Secretary	Secretary of Policy, Research & Planning Unit	A1 in Secretarial Studies or other relevant field.	1
S/Total			6
Director of Unit	Director, Policy, Strategy , Research and Planning	A PhD or equivalent and a significant record as an academic or as a strategic planner. Successful experience as a senior manager in a university, preferably at Dean, Academic Registrar or equivalent level, including having a proven record of academic vision, leadership, management, scholarship and development of staff	1

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		commensurate with this level of post.	
Principal Policy Development & Research	Principal Policy Development & Research Officer	Master or Equivalent in Education Sciences, Education Planning, Educational Management & Administration, Education & Development, Applied Pedagogy, Psychology, Management, Law with 1 year working experience; Or A0 in Education Sciences, Education Planning, Educational Management & Administration, Education & Development, Applied Pedagogy, Psychology, Management, Law, Sciences; with 3 years working experience, a significant experience as an academic; A thorough understanding of the functions of higher education including teaching, research and consultancy	1
Development and planning	Development and Planning Officer	Master or Equivalent in Social Sciences, Education Sciences, Education Planning, Educational Management & Administration, Education & Development, Applied Pedagogy, Psychology, Management, Law with 1 year working experience; Or A0 in social Sciences, Education Sciences, Education Planning, Educational Management & Administration, Education & Development, Applied Pedagogy, Psychology, Management, Law, Sciences; with 3 years working experience, a significant experience as an academic;	1
Statistician & Data Base	Statistician & Data Base officer	A0 in Statistics, Applied Mathematics, Economics; Or other relevant field with 2 year working experience	1
ICT and Web Master Officer	ICT and Web Master Officer	A0 in Computer science, Computer Engineering, Electromechanical Engineering, IT, Electronics with 2 years working experience	1
Secretary	Secretary of Academic Quality Unit	A1 in Secretarial Studies or other relevant field.	1
S/Total			6
Director of Unit	Director for Administration and Finance	Accounting Professional Qualification recognised by IFAC(ACCA, CPA) with 1 year working experience or A0 in Public Finances, Accounting, Management specializing in Finance/Accounting with 3 years working experience.	1
Budget	Budget Officer	A0 Finance, Accounting, Management, Economics	1
Accountant	Accountant	A0 Accounting, Public Finance, Management specialized in Finance/ Accounting; Plus Level II professional recognized by IFAC.	1
Human Resource	Human Resources Officer	A0 Management, Public Administration, Human Resources; or other relevant field.	1

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Logistics	Logistics Officer	A0 Management, Accounting, Finance, Store Management or other relevant field specialize in Logistics Management.	1
Documentation	Documentation Officer	A0 Library & Information Science; A1 Library & Information Science, with 3 years working experience; or other relevant field.	1
Central Secretariat	Head of Central Secretariat	A1 in Secretarial Studies with 2 years working experience or other relevant field.	1
S/Total			7
Grand Total			23

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°006/03 ryo kuwa 24/01/2012 rigena imbonerahamwe n'incamake y'imyanya y'imirimo by'Inama y'Igihugu y'Amashuri Makuru

Kigali, kuwa 24/01/2012

(sé)
HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen to be annexed to the Prime Minister's Order n° 006/03 of 24/01/2012 determining the organizational structure and summary of job positions of the National Council of Higher Education

Kigali, on 24/01/2012

(sé)
HABUMUREMYI Pierre Damien
Prime Minister

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

Seen and Sealed with the Seal of the Republic:

(sé)
KARUGARAMA Tharcisse
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°006/03 du 24/01/2012 déterminant la structure organisationnelle et la synthèse des emplois du Conseil National de l'Enseignement Supérieur

Kigali, le 24/01/2012

(sé)
HABUMUREMYI Pierre Damien
Premier Ministre

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

Vu et scellé du Sceau de la République :

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

ITEKA RYA MINISITIRI W'INTEBE
N°007/03 RYO KUWA 24/01/2012
RIGENA IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA Y'
IMIRIMO BY'INTEKO
NYARWANDA Y'URURIMI
N'UMUCO (RALC)

PRIME MINISTER'S ORDER N° 007/03
OF 24/01/2012 DETERMINING THE
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS FOR
RWANDA ACADEMY OF LANGUAGE
AND CULTURE (RALC)

ARRETE DU PREMIER MINISTRE
N°007/03 DU 24/01/2012
DETERMINANT LA STRUCTURE
ORGANISATIONNELLE ET LA
SYNTHESE DES EMPLOIS DE
L'ACADEMIE RWANDAISE DE
LANGUE ET DE CULTURE (RALC)

ISHAKIRO

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**ITEKA RYA MINISITIRI W'INTEBE
N°007/03 RYO KUWA 24/01/2012
RIGENA IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA Y'
IMIRIMO BY'INTEKO
NYARWANDA Y'URURIMI
N'UMUCO (RALC)**

**PRIME MINISTER'S ORDER N° 007/03
OF 24/01/2012 DETERMINING THE
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS FOR
RWANDA ACADEMY OF LANGUAGE
AND CULTURE (RALC)**

**ARRETE DU PREMIER MINISTRE
N°007/03 DU 24/01/2012
DETERMINANT LA STRUCTURE
ORGANISATIONNELLE ET LA
SYNTHESE DES EMPLOIS DE
L'ACADEMIE RWANDAISE DE
LANGUE ET DE CULTURE (RALC)**

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 Kamena 2003 nk'uko ryavuguruwe kugeza ubu, cyane cyane mu ngingo zaryo iya 50, iya 51, iya 118, iya 119, iya 120, iya 121 n'ya 201;

Ashingiye ku Itegeko n°01/2010 ryo kuwa 29/01/2010 rigena inshingano, imiterere n'imikorere by'Inteko Nyarwanda y'Ururimi n'Umuco, cyane cyane mu ngingo zaryo iya 6, iya 7, iya 15, iya 21 n'ya 24;

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

Bisabwe na Minisitiri w'Abakozi ba Leta

The Prime Minister;

Pursuant to the Constitution of 4 June 2003 of the Republic of Rwanda as amended to date especially in Articles 50, 51, 118, 119, 120, 121 and 201;

Pursuant to Law n°01/2010 of 29/01/2010 determining the mission, organization and functioning of the Rwanda Academy of Language and Culture especially in Articles 6, 7, 15, 21 and 24;

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

On proposal by the Minister of Public

Le Premier Ministre ;

Vu la Constitution de la République du Rwanda du 04 juin 2003, telle que révisée à ce jour, spécialement en ses articles 50, 51, 118, 119, 120, 121 et 201;

Vu la Loi n° 01/2010 du 29/01/2010 portant mission, organisation et fonctionnement de l'Académie Rwandaise de Langue et de Culture, spécialement en ses articles 6, 7, 15, 21 et 24 ;

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

Sur proposition du Ministre de la Fonction

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n'Umurimo;

Service and Labour;

Publique;

Inama y'Abaminisitiri yateranye kuwa 07/12/2011 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet in its session of 07/12/2011.

Après examen et adoption par le Conseil des Ministres en sa séance du 07/12/2011.

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Icyo iri teka rigamiye

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Iri teka rigena imbonerahamwe n'incamake y'imyanya y'imirimo by'Inteko Nyarwanda y'Ururimi n'Umuko (RALC).

This Order shall determine the organizational structure and the summary of job positions for Rwanda Academy of Language and Culture (RALC).

Le présent arrêté détermine la structure organisationnelle et la synthèse des emplois de l'Académie Rwandaise de Langue et de Culture (RALC).

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

Article 2: Organizational structure and summary of job positions

Article 2 : Structure organisationnelle et synthèse des emplois

Imbonerahamwe n'incamake y'imyanya y'imirimo by'Inteko Nyarwanda y'Ururimi n'Umuko biri ku mugereka wa I n'uwa II y'iri teka.

The organizational structure and the summary of job positions for Rwanda Academy of Language and Culture are respectively in annexes I and II of this Order.

La structure organisationnelle et la synthèse des emplois de l'Académie Rwandaise de Langue et de Culture sont respectivement en annexes I et II du présent arrêté.

Ingingo ya 3: Abashinzwe kubahiriza iri teka

Article 3: Authorities responsible for the implementation of this Order

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

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri wa Siporo n' Umuko na Minisitiri w'Imari n'Igenamigambi bashinzwe kubahiriza iri teka.

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

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

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

Ingingo z'amateka abanziriza iri kandi zinyuranyije naryo zivanweho.

Ingingo ya 5: Igihe iteka ritangira gukurikizwa

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

Kigali kuwa **24/01/2012**

(sé)
HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

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

**Bibonywe kandi bishyizweho Ikirango
cya Repubulika:**

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

Article 4: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 5: Commencement

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

Kigali on **24/01/2012**

(sé)
HABUMUREMYI Pierre Damien
Prime Minister

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

**Seen and sealed with the Seal of the
Republic:**

(sé)
KARUGARAMA Tharcisse
Minister of Justice/Attorney General

Article 4 : Disposition abrogatoire

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

Article 5 : Entrée en vigueur

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

Kigali le **24/01/2012**

(sé)
HABUMUREMYI Pierre Damien
Premier Ministre

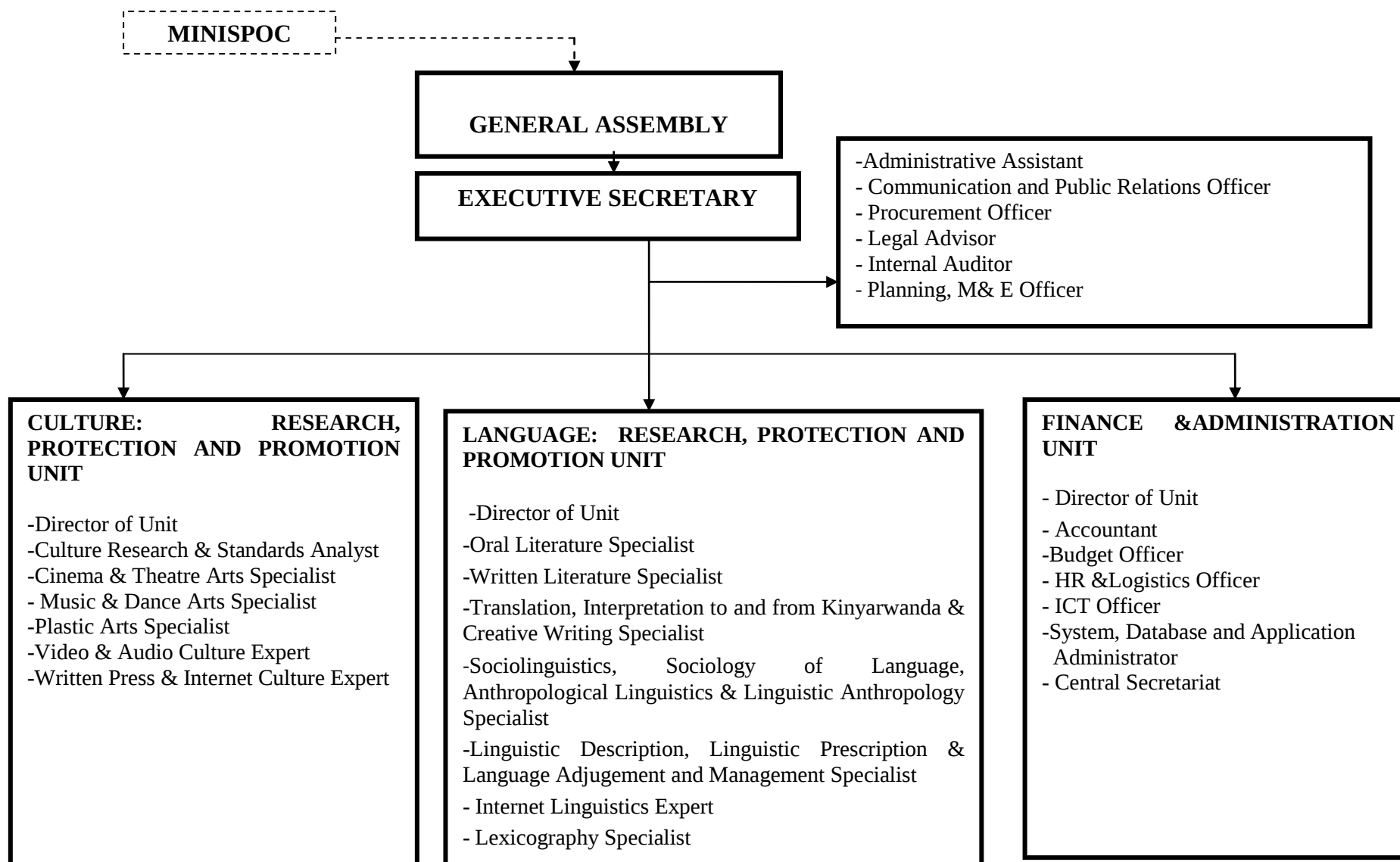
(sé)
MUREKEZI Anastase
Ministre de la Fonction Publique et du
Travail

Vu et scellé du Sceau de la République :

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

UMUGEREKA WA I W'ITEKA RYA MINISITIRI W'INTEBE N°007/03 RYO KUWA 24/01/2012 RIGENA IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BY' INTEKO NYARWANDA Y'URURIMI N'UMUCO (RALC)	ANNEX I TO PRIME MINISTER'S ORDER N°007/03 OF 24/01/2012 DETERMINING THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS FOR RWANDA ACADEMY OF LANGUAGE AND CULTURE (RALC)	ANNEXE I A L'ARRETE DU PREMIER MINISTRE N°007/03 DU 24/01/2012 DETERMINANT LA STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DE L'ACADEMIE RWANDAISE DE LANGUE ET DE CULTURE (RALC)
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ANNEX I: ORGANISATIONAL CHART OF RWANDA ACADEMY OF LANGUAGE AND CULTURE



UMUGEREKA WA II W'ITEKA RYA MINISITIRI W'INTEBE N°007/03 RYO KUWA 24/01/2012 RIGENA IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BY' INTEKO NYARWANDA Y'URURIMI N'UMUCO (RALC)	ANNEX II TO PRIME MINISTER'S ORDER N°007/03 OF 24/01/2012 DETERMINING THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS FOR RWANDA ACADEMY OF LANGUAGE AND CULTURE (RALC)	ANNEXE II A L'ARRETE DU PREMIER MINISTRE N°007/03 DU 24/01/2012 DETERMINANT LA STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DE L'ACADEMIE RWANDAISE DE LANGUE ET DE CULTURE (RALC)
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ANNEX II : SUMMARY OF JOB POSITIONS OF RWANDA ACADEMY OF LANGUAGE AND CULTURE

Administrative Unit	Job Title	Job Positions	Proposed Jobs
Executive Secretariat	Executive Secretary	Executive Secretary	1
	Internal Audit	Internal Auditor	1
	Public Relations and Communication	Public Relations and Communication Officer	1
	Planning, M & E	Planning, M & E Officer	1
	Procurement	Procurement Officer	1
	Legal Advisor	Legal Advisor	1
	Administrative Assistant	Administrative Assistant	1
		S/Total	7
Culture: Research, Protection & Promotion Unit	Director of Unit	Director of Culture: Research, Protection and Promotion Unit	1
	Culture Research & Standards	Culture Research & Standards Analyst	1
	Cinema & Theatre Art	Cinema & Theatre Arts Specialist	1
	Music & Dance Art	Music & Dance Arts Specailist	1
	Plastic Arts	Plastic Arts	1
	Video & Audio Culture	Video & Audio Culture Expert	1
	Written Press & Internet Culture	Written Press & Internet Culture Expert	1
		S/Total	7
Language: Research, Protection & Promotion Unit	Director of Unit	Director of Language: Research, Protection and Promotion Unit	1
	Oral Literature	Oral Literature Specialist	1

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	Written Literature	Written Literature Specialist	1
	Translation and Interpretation & Creative Writing	Translation and Interpretation to and from Kinyarwanda& Creative Writting Specialist	1
	Sociolinguistics and Sociology of Language & Anthropological linguistics and linguistic anthropology	Sociolinguistics and Sociology of Language, anhtropological linguistics & Linguistic Anthropology Specialist	1
	Linguistic description and Linguistic prescription Linguistic adjustment and Language Management	Linguistic description and Linguistic prescription& Language adjudgement and management Specalist	1
	Lexicography	Lexicography Specialist	1
	Internet Linguistics	Internet Linguistics Expert	1
		S/Total	8
Finance & Administration Unit	Director of Unit	Director of Finance and Administration	1
	Accountant	Accountant	1
	Budget Officer	Budget officer	1
	ICT	ICT Officer	1
	System, Database and Application	Database and Application Adminstrator	1
	Central Secretariat	Secretariat	1
	HR and Logistics Officer	HR &Logistics Officer	1
		S/Total	7
		Grand Total	29

SUMMARY OF JOB PROFILES OF RWANDA ACADEMY OF LANGUAGE AND CULTURE				
Administrative Unit	Job Title	Job Positions	Jobs profiles	Proposed Jobs
Executive Secretariat	Executive Secretary	Executive Secretary	PHD or Masters in Literature, History,Linguistics, Communication,Sociology, Antropology or other related fields with 3 years of experience or A0 in the mentioned fields with 5 years working experience	1
	Internal Audit	Internal Audit	A0 in Public Finance, Accounting; Management specializing in Finance/Accounting	1
	Public Relations and Communication	Public Relations and Communication	A0 in Communication , Public Relations, Journalism or other related fields with 2 years working experience	1
	Planning, M & E	Planning, M & E	Masters or Equivalent in Economics, Management, Development Studies, Planning, Public Administration or A0 Economics, Management, Development Studies, Planning, Public Administration ; or other relevant field with 2 years working experience	1
	Procurement	Procurement	A0 in Public procurement, Management, Accounting, Public Finance with 2 years working Experience	1
	Legal Advisor	Legal Advisor	A0 in Law with 2 years working experience	1
	Administrative Assistant	Administrative Assistant	A0 in Secretariat, Public Administration, or A1 in the same fields with 3 years working experience	1
		S/Total		7
Culture: Research, Protection & Promotion Unit	Director of Unit	Director of Culture: Research, Protection and Promotion Unit	Masters or Equivalent in Cultural Heritage Studies, History, Philosophy, Sociology,Anthropology, Ethics, Litterature with one year of Experience or A0 in the same fields with 4 years working experience	1

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	Culture Research & Standards	Culture Research & Standards Analyst	Masters or Equivalent in Cultural Heritage Studies, History, Philosophy, Anthropology, Ethics, Legal Cultural Matters, Litterature Drama and Dramatics, Theatre Arts, Cinema/Film Studies, or A0 in the related fields with 2 years working experience	1
	Cinema & Theatre Arts	Cinema & Theatre Art Specialist	Masters or Equivalent in Film making, and Culture Studies, Audio and Video Technology, Communication, Studio Arts, Drama and Dramatics, Theatre Arts, Musicology, or A0 in the related fields with 2 years working experience	1
	Music & Dance Arts	Music & Dance Art Specailist	Masters in Dance Studies, Choregraphy Music Studies, Musicology, Music Academy/Conservatory of Music or A0 in Relevant Fields or A0 in the same Fields with 2 years working experince	1
	Plastic Arts	Plastic Arts Specialist	Masters in Plastic Arts, Painting, Sculpture, Design, Arts and Crafts or A0 in the same Fields with 2 years working experience	1
	Video & Audio Culture	Video & Audio Culture Expert	Masters or Equivalent in Library Sciences,Writing and Publishing, Media and Culture Studies, Communication, Studio Arts or other related fields or A0 in the same fields with 2 years working experience	1
	Written Press & Internet Culture	Written Press & Internet Culture Expert	A0 in Computer Science, Computer Engineering, Electromechanical Engineering, Electronics Litterature, Communication with 2 years working experience	1
		S/Total		7
Language: Research, Protection & Promotion Unit	Director of Unit	Director of Language: Research, Protection and Promotion Unit	Masters or Equivalent in, Linguistics, Literature, with 1 year working experience or A0 in Linguistics with 3 years working experience	1
	Oral Literature	Oral Literature Specialist	Masters or Equivalent in Litterature or A0 in Litteratures with 2 years working experience	1
	Written Literature	Written Literature Specialist	Masters in Literature or A0 with 2 years working	1

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			experience	
	Translation and Interpretation & Creative Writing	Translation and Interpretation & Creative Writing Specialist	Masters in linguistics, literature, applied linguistics or A0 in linguistics with 2 years working experience	1
	Sociolinguistics and Sociology of Language & Anthropological linguistics and linguistic anthropology	Sociolinguistics and Sociology of Language & Anthropological linguistics and linguistic anthropology Specialist	Masters in linguistics, Applied linguistics, Sociology, Anthropology or A0 in linguistics with 2 years working experience	1
	Linguistic description and Linguistic prescription Linguistic adjustment and Language Management	Linguistic description and Linguistic prescription Linguistic adjustment and Language Management Specialist	Masters in linguistics, applied linguistics or A0 in linguistics with 2 years working experience	1
	Lexicography	Lexicography Specialist	Masters in linguistics, applied linguistics, or A0 in Linguistics, with 2 years working experience	1
	Internet Linguistics	Internet Linguistics Expert	Masters in Computer Science, Computer Engineering, Electromechanical Engineering, Electronics or A0 in the same fields with 2 years working experience	1
		S/Total		8
Finance & Administration Unit	Director of Unit	Director of Finance and Administration	Accounting Professional Qualification recognised by IFAC(ACCA, CPA etc); Or A0 Public Finance, Accounting, Management, specialising in Accounting, with 3 years working experience	1
	Budget	Budget Officer	Accounting Professional Qualification recognised by IFAC(ACCA, CPA etc); Or A0 Public Finance, Accounting, Management, specialising in Accounting, with 3 years working experience	1
	Accountant	Accountant	A0 Accounting, Public Finance, Management specialised in Accounting, plus Level II Professional Qualification recognised by IFAC, (ACCA, CPA etc)	1

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	ICT	ICT Officer	A0 in Computer Science, Computer Engineering, Electromechanical Engineering, Electronics with 2 years working experience	1
	System, Database and Application	Database and Application Administrator	A0 in Computer Science, Computer Engineering, Electromechanical Engineering, Electronics with 2 years working experience	1
	Central Secretariat	Secretariat	A1 Secretariat ; or other relevant field	1
	HR and Logistics Officer	HR &Logistics Officer	A0 in Management , Accounting, Store Management ; or other relevant field	1
		S/Total		7
		Grand Total		29

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°007/03 ryo kuwa 24/01/2012 rigena imbonerahamwe n'incamake y'imyanya y'imirimo by'Inteko Nyarwanda y'Ururimi n'Umuco (RALC)

Kigali, kuwa 24/01/2012

(sé)

HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

(sé)

MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)

KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Seen to be annexed to the Prime Minister's Order n°007/03 of 24/01/2012 determining the Organizational structure and summary of job positions for Rwanda Academy of Language and Culture (RALC)

Kigali, on 24/01/2012

(sé)

HABUMUREMYI Pierre Damien
Prime Minister

(sé)

MUREKEZI Anastase
Minister of Public Service and Labour

Seen and Sealed with the Seal of the Republic:

(sé)

KARUGARAMA Tharcisse
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 007/03 du 24/01/2012 déterminant la structure organisationnelle et la synthèse des emplois de l'Académie Rwandaise de Langue et de Culture (RALC)

Kigali, le 24/01/2012

(sé)

HABUMUREMYI Pierre Damien
Premier Ministre

(sé)

MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

(sé)

KARUGARAMA Tharcisse
Ministre de la Justice/ Garde des Sceaux

ITEKA RYA MINISITIRI W'INTEBE
N° 008/03 RYO KUWA 24/01/2012
RIGENA IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA
Y'IMIRIMO BY'URWEGO
RW'IGIHUGU RUSHINZWE
INTWARI Z'IGIHUGU, IMIDARI
N'IMPETA BY'ISHIMWE

PRIME MINISTER'S ORDER N° 008/03
OF 24/01/2012 DETERMINING THE
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS OF
THE CHANCELLERY FOR HEROES,
NATIONAL ORDERS AND
DECORATIONS OF HONOUR

ARRETE DU PREMIER MINISTRE
N°008/03 DU 24/01/2012
DETERMINANT LA STRUCTURE
ORGANISATIONNELLE ET LA
SYNTHESE DES EMPLOIS DE LA
CHANCELLERIE DES HEROS, DES
ORDRES NATIONAUX ET DES
DECORATIONS HONORIFIQUES

ISHAKIRO

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**ITEKA RYA MINISITIRI W'INTEBE
N°008/03 RYO KUWA 24/01/2012
RIGENA IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA
Y'IMIRIMO BY'URWEGO
RW'IGIHUGU RUSHINZWE
INTWARI Z'IGIHUGU, IMIDARI
N'IMPETA BY'ISHIMWE**

**PRIME MINISTER'S ORDER N° 008/03
OF 24/01/2012 DETERMINING THE
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS OF
THE CHANCELLERY FOR HEROES,
NATIONAL ORDERS AND
DECORATIONS OF HONOUR**

**ARRETE DU PREMIER MINISTRE
N°008/03 DU 24/01/2012
DETERMINANT LA STRUCTURE
ORGANISATIONNELLE ET LA
SYNTHESE DES EMPLOIS DE LA
CHANCELLERIE DES HEROS, DES
ORDRES NATIONAUX ET DES
DECORATIONS HONORIFIQUES**

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 Kamena 2003 nk'uko ryavuguruwe kugeza ubu, cyane mu ngingo zaryo, iya 118, iya 119, iya 121, iya 176, iya 186 n'ya 201;

Ashingiye ku Itegeko n°13 bis/2009 ryo kuwa 16/06/2009 rigena inshingano, imiterere n'imikorere by'Urwego rw'Igihugu rushinzwe Intwari z'Igihugu, Imidari n'Impeta by'Ishimwe, cyane cyane mu ngingo zaryo, iya 5 n'ya 22;

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

The Prime Minister;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date especially in Articles 118, 119, 121, 176, 186 and 201;

Pursuant to Law n° 13 bis/2009 of 16/06/2009 determining the responsibilities, structure and functioning of the Chancellery for Heroes, National Orders and Decorations of honour, especially in Articles 5 and 22;

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

Le Premier Ministre ;

Vu la Constitution de la République du Rwanda du 04 juin 2003, telle que révisée à ce jour, spécialement en ses articles 118, 119, 121, 176, 186 et 201;

Vu la Loi n° 13 bis/2009 du 16/06/2009 portant attributions, structure et fonctionnement de la Chancellerie des Héros , des Ordres Nationaux et des Décorations honorifiques, spécialement en ses Articles 5 et 22 ;

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

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye kuwa 07/12/2011 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet in session of 07/12/2011.

Après examen et adoption par le Conseil des Ministres en sa séance du 07/12/2011.

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Iri teka rigena imbonerahamwe n'incamake y'imyanya y'imirimo by'Urwego rw'Igihugu rushinzwe Intwari z'Igihugu, Imidari n'Impeta by'Ishimwe.

This Order shall determine the organizational structure and the summary of job positions of the Chancellery for Heroes, National Orders and Decorations of honour.

Le présent arrêté détermine la structure organisationnelle et la synthèse des emplois de la Chancellerie des Héros, des Ordres Nationaux et des Décorations honorifiques.

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

Article 2: Organizational structure and summary of job positions

Article 2: Structure organisationnelle et synthèse des emplois

Imbonerahamwe n'incamake y'imyanya y'imirimo by'Urwego rw'Igihugu rushinzwe Intwari z'Igihugu, Imidari n'Impeta by'Ishimwe biri ku mugereka wa I n'uwa II y'iri teka.

The Organizational structure and the summary of job positions of the Chancellery for Heroes, National Orders and Decorations of honour are respectively in annexes I and II of this Order.

La structure organisationnelle et la synthèse des emplois de la Chancellerie des Héros, des Ordres Nationaux et des Décorations honorifiques sont respectivement en annexes I et II du présent arrêté.

Ingingo ya 3: Abashinzwe kubahiriza iri teka

Article 3: Authorities responsible for the implementation of this Order

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

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Urubyiruko, Siporo n'Umuco na Minisitiri w'Imari n'Igenamigambi

The Minister of Public Service and Labour, the Minister of Youth, Sports and Culture and the Minister of Finance and Economic

Le Ministre de la Fonction Publique et du Travail, le Ministre de la Jeunesse, Sports et Culture et le Ministre des Finances et de la

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bashinzwe kubahiriza iri teka.

Planning are entrusted with the implementation of this Order.

Planification Economique sont chargés de l'exécution du présent arrêté.

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

Article 4: Repealing provision

Article 4 : Disposition abrogatoire

Ingingo z'amateka abanziriza iri kandi zinyuranyije naryo zivanyweho.

All prior provisions contrary to this Order are repealed.

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

Ingingo ya 5: Igihe iteka ritangira gukurikizwa

Article 5: Commencement

Article 5: Entrée en vigueur

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

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

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

Kigali kuwa **24/01/2012**

Kigali on **24/01/2012**

Kigali le **24/01/2012**

(sé)
HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

(sé)
HABUMUREMYI Pierre Damien
Prime Minister

(sé)
HABUMUREMYI Pierre Damien
Premier Ministre

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

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

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

**Bibonywe kandi bishyizweho Ikirango
cya Repubulika:**

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

**Seen and sealed with the Seal of the
Republic:**

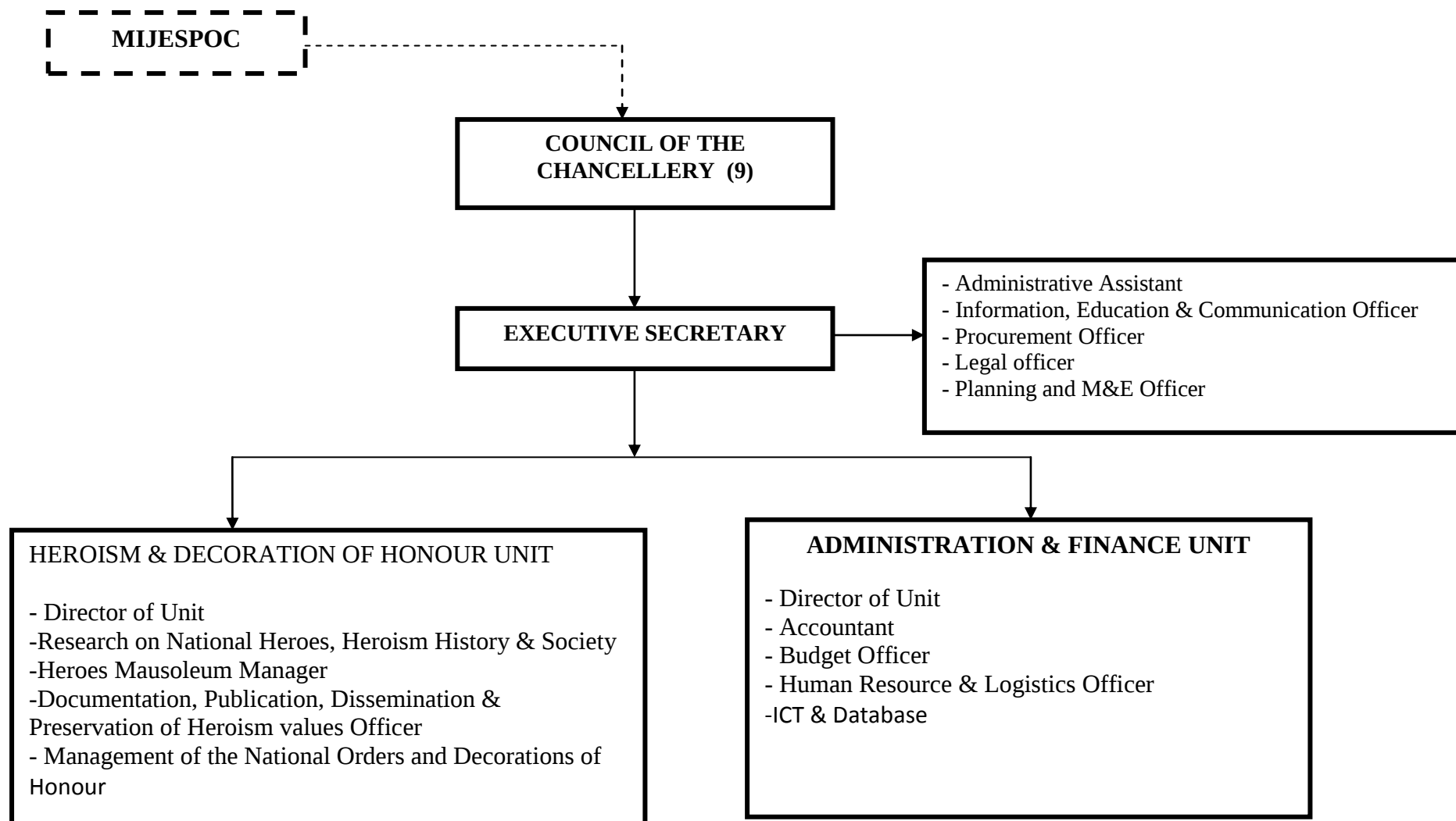
(sé)
KARUGARAMA Tharcisse
Minister of Justice/Attorney General

Vu et scellé du Sceau de la République :

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

UMUGEREKA WA I W'ITEKA RYA MINISITIRI W'INTEBE N°008/03 RYO KUWA 24/01/2012 RIGENA IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BY'URWEGO RW'IGIHUGU RUSHINZWE INTWARI Z'IGIHUGU, IMIDARI N'IMPETA BY'ISHIMWE	ANNEX I TO PRIME MINISTER'S ORDER N°008/03 OF 24/01/2012 DETERMINING THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS OF THE CHANCELLERY FOR HEROES, NATIONAL ORDERS AND DECORATIONS OF HONOUR	ANNEXE I A L'ARRETE DU PREMIER MINISTRE N°008/03 DU 24/01/2012 DETERMINANT LA STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DE LA CHANCELLERIE DES HEROS, DES ORDRES NATIONAUX ET DES DECORATIONS HONORIFIQUES
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ANNEX I: ORGANIZATIONAL CHART OF THE CHANCELLERY FOR HEROES, NATIONAL ORDERS AND DECORATIONS OF HONOUR



UMUGEREKA WA II W'ITEKA RYA MINISITIRI W'INTEBE N°008/03 RYO KUWA 24/01/2012 RIGENA IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BY'URWEGO RW'IGIHUGU RUSHINZWE INTWARI Z'IGIHUGU, IMIDARI N'IMPETA BY'ISHIMWE	ANNEX II TO PRIME MINISTER'S ORDER N°008/03 OF 24/01/2012 DETERMINING THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS OF THE CHANCELLERY FOR HEROES, NATIONAL ORDERS AND DECORATIONS OF HONOUR	ANNEXE II A L'ARRETE DU PREMIER MINISTRE N°008/03 DU 24/01/2012 DETERMINANT LA STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DE LA CHANCELLERIE DES HEROS, DES ORDRES NATIONAUX ET DES DECORATIONS HONORIFIQUES
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ANNEX II: SUMMARY OF JOB POSITIONS FOR THE CHANCELLERY FOR HEROES, NATIONAL ORDERS AND DECORATIONS OF HONOUR

Administrative Unit	Job Title	Title of Job positions linked to the Job	Proposed Jobs
Office of the Executive Secretary	Executive Secretary	Executive Secretary	1
	Administrative Assistant	Administrative Assistant to the Executive Secretary	1
	Legal Advisor	Legal Advisor	1
	Information, Education & Communication	Information, Education & Communication Officer	1
	Procurement	Procurement Officer	1
	Planning, M & E	Planning, M & E Officer	1
	S/Total		6
Heroism and Decoration of Honour Unit	Director of Unit	Director of Heroism and Decoration Unit	1
	Research on National Heroes, Heroism History and Society	Researcher on National Heroes, Heroism History and Society	2
	Documentation, Publication , Dissemination and Preservation of Heroism Values	Documentation, Publication , Dissemination and Preservation of Heroism Values Officer	1
	Heroes Mausoleum Management	Heroes Mausoleum Manager	1

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	National Orders and Decorations of Honour	National Orders and Decorations of Honour Officer	2
	S/Total		7
Administration & Finance	Director of Unit	Director of Administration & Finance Unit	1
	Accounting	Accountant	1
	Human Resources & Logistics	Human Resources & Logistics Officer	1
	Budget Management	Budget Officer	1
	Database & ICT	Database & ICT Officer	1
	S/Total		5
	Grand Total		18

JOB PROFILES FOR THE CHANCELLERY FOR HEROES, NATIONAL ORDERS AND DECORATIONS OF HONOUR

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Executive Secretary	Executive Secretary	Executive Secretary	Master or Equivalent in Sociology, History, Anthropology, Physical Education, Education Sciences, Development Studies with 3 years working experience or A0 in Sociology, History, Anthropology, Physical Education, Education Sciences, Development Studies; Or other relevant fields with 5 years working experience or 2 years in senior position	1
	Administrative Assistant	Administrative Assistant to Executive Secretary	A0 in Public Administration, Management or A1 Secretariat or other relevant field with 3 years working experience	1
	Legal Advisor	Legal Advisor	A0 in Law with 2 year working experience	1
	Information, Education & Communication	Information, Education & Communication Officer	A0 in Communication, Public Relations, Journalism; Marketing Or other relevant fields	1
	Planning, M & E	Planning, M & E Officer	Master or Equivalent in Planning, Economics, Management, Development Studies; or A0 in Planning, Economics, Management, Development Studies; Or other relevant field with 2 years working experience	1

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	Procurement	Procurement Officer	A0 Procurement, Purchase, Management, Accounting, Public Finance and other qualifications related to specific domain	1
	S/Total			6
Heroism & Decoration of Honour Unit	Director of Unit	Director of Research on Heroism & Decoration Unit	Master or Equivalent in Cultural Heritage Management, Heritage Studies, Planning, Economics, Management, Development Studies with 1 year working experience; or A0 in Planning, Economics, Management, Development Studies; Or other relevant fields with 3 years working experience	1
	Research on National Heroes, Heroism History and Society	Researcher on National Heroes, Heroism History and Society	Master or Equivalent in Cultural Heritage Management, Heritage Studies, Social Sciences, Literature, Anthropology, Sociology; Or A0 in Cultural Heritage Management, Heritage Studies, Social Sciences, Literature, Anthropology, Sociology or other relevant fields with 2 years working experience	2
	Documentation, Publication, Dissemination & Preservation of Heroism Values	Documentation, Publication, Dissemination & Preservation of Heroism Values Officer	Master or Equivalent in History, Literature, Social Sciences, Communication, Library & Information Science, Journalism A0 in Communication, Library & Information Science, Journalism; Or other relevant fields with 2 years working experience	1
	Heroes Mausoleum Management	Heroes Mausoleum Manager	Master or Equivalent in Social Sciences, Human Sciences, History, Education Sciences, Political Science or A0 in Social Sciences, Human Sciences, History, Education Sciences, Political Science or other relevant fields with 2 years of working experience	1

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	National Orders and Decorations of Honour	National Orders and Decorations of Honour Officer	Master or Equivalent in Social Sciences, Political Sciences, Literature, Public Administration, History, Education Sciences, Heritage Studies or A0 in Social Sciences, Political Sciences, Public Administration, Literature, History, Education Sciences, Heritage Studies or other relevant fields with 2 years of working experience	2
	S/Total			7
Administration & Finance	Director of Unit	Director of Administration & Finance Unit	Accounting professional qualification recognised by IFAC(ACCA, CPA) with 1 year working experience or A0 in Public Finances, Accounting, Management specialising in Finance/Accounting with 3 years working experience	1
	Accounting	Accountant	A0 Accounting, Public Finance, Management specialized in Finance/Accounting; plus Level II professional recognized by IFAC	1
	Budget Management	Budget officer	A0 Finance, Accounting, Management; Or other relevant field	1
	Human Resources & Logistics	Human Resources & Logistics Officer	A0 Management, Public Administration, Human Resources; or other relevant field	1
	Database & ICT	Database & ICT Officer	Bachelors' Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or ICT related field; Or Diploma in an ICT related field. Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, 1	1

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			MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage.	
	S/Total			5
	Grand Total			18

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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°008/03 ryo kuwa 24/01/2012 rigena imbonerahamwe n'incamake y'imyanya y'imirimo by'Urwego rw'Igihugu rushinzwe Intwari z'Igihugu, Imidari n'Impeta by'Ishimwe

Kigali kuwa **24/01/2012**

(sé)
HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to the Prime Minister's Order n° 008/03 of 24/01/2012 determining the organisational structure and summary of job positions of the Chancellery for Heroes, National Orders and Decorations of Honour

Kigali on **24/01/2012**

(sé)
HABUMUREMYI Pierre Damien
Prime Minister

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
KARUGARAMA Tharcisse
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 008/03 du 24/01/2012 déterminant la structure organisationnelle et la synthèse des emplois de la Chancellerie des Héros, des Ordres Nationaux et des Décorations Honorifiques

Kigali le **24/01/2012**

(sé)
HABUMUREMYI Pierre Damien
Premier Ministre

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

Vu et scellé du Sceau de la République :

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

ITEKA RYA MINISITIRI W'INTEBE
N°009/03 RYO KUWA 24/01/2012
RIGENA IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA
Y'IMIRIMO BY'INAMA
Y'IGIHUGU Y'ABANTU BAFITE
UBUMUGA (NCPD)

PRIME MINISTER'S ORDER N°009/03
OF 24/01/2012 DETERMINING THE
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS FOR
THE NATIONAL COUNCIL OF
PERSONS WITH DISABILITIES
(NCPD)

ARRETE DU PREMIER MINISTRE
N°009/03 DU 24/01/2012
DETERMINANT LA STRUCTURE
ORGANISATIONNELLE ET LA
SYNTHESE DES EMPLOIS DU
CONSEIL NATIONAL DES
PERSONNES HANDICAPEES (NCPD)

ISHAKIRO

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Article 2 : Structure organisationnelle et
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Ingingo ya 3: Abashinzwe gushyira mu
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Article 3 : Autorités chargées de
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Ingingo ya 4: Ivanwaho ry'ingingo
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Article 5: Repealing provision

Article 4 : Disposition abrogatoire

Ingingo ya 5: Igihe iteka ritangira
gukurikizwa

Article 6: Commencement

Article 5 : Entrée en vigueur

**ITEKA RYA MINISITIRI W'INTEBE
N°009/03 RYO KUWA 24/01/2012
RIGENA IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA
Y'IMIRIMO BY'INAMA Y'IGIHUGU
Y'ABANTU BAFITE UBUMUGA
(NCPD)**

**PRIME MINISTER'S ORDER N° 009/03
OF 24/01/2012 DETERMINING THE
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS FOR
THE NATIONAL COUNCIL OF
PERSONS WITH DISABILITIES
(NCPD)**

**ARRETE DU PREMIER MINISTRE
N°009/03 DU 24/01/2012
DETERMINANT LA STRUCTURE
ORGANISATIONNELLE ET LA
SYNTHESE DES EMPLOIS DU
CONSEIL NATIONAL DES
PERSONNES HANDICAPEES (NCPD)**

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 Kamena 2003 nk'uko ryavuguruwe kugeza ubu, cyane cyane mu ngingo zaryo iya 118, iya 119, iya 121, iya 176 n'iya 201;

Ashingiye ku Itegeko n°03/2011 ryo kuwa 10/02/2011 rigena inshingano, imiterere n' imikorere y'Inama y'Igihugu y'Abantu bafite Ubumuga; cyane cyane mu ngingo zaryo iya 4, iya 7, iya 8 n'iya 10;

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

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

The Prime Minister;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121, 176 and 201;

Pursuant to Law n° 03/2011 of 10/02/2011 determining the responsibilities, organization and functioning of the National Council of the Persons with Disabilities; especially in Articles 4, 7, 8, and 10;

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

On proposal by the Minister of Public Service and Labour;

Le Premier Ministre ;

Vu la Constitution de la République du Rwanda du 04 juin 2003, telle que révisée à ce jour, spécialement en ses articles 118, 119, 121, 176 et 201;

Vu la Loi n° 03/2011 du 10/02/2011 déterminant la mission, organisation et fonctionnement du Conseil National des Personnes Handicapées; spécialement en ses Articles 4, 7, 8, et 10;

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

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

Inama y'Abaminisitiri yateranye kuwa 07/12/2011 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet in its session of 07/12/2011.

Après examen et adoption par le Conseil des Ministres en sa séance du 07/12/2011.

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Iri teka rigena imbonerahamwe n'incamake y'imyanya y'imirimo by'Inama y'Igihugu y'Abantu bafite Ubumuga (NCPD).

This Order shall determine the organizational structure and the summary of job positions of the National Council of Persons with Disabilities (NCPD).

Le présent arrêté détermine la structure organisationnelle et la synthèse des emplois du Conseil National des Personnes Handicapées (NCPD).

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

Article 2: Organizational structure and summary of job positions

Article 2 : Structure organisationnelle et synthèse des emplois

Imbonerahamwe n'incamake y'imyanya y'imirimo by'Inama y'Igihugu y'Abantu bafite Ubumuga (NCPD) biri ku mugereka wa I n'uwa II y'iri teka.

The Organizational structure and the summary of job positions for the National Council of Persons with Disabilities (NCPD) are respectively in annexes I and II of this Order.

La structure organisationnelle et la synthèse des emplois du Conseil National des Personnes Handicapées (NCPD) sont respectivement en annexes I et II du présent arrêté.

Ingingo ya 3: Abashinzwe kubahiriza iri teka

Article 3: Authorities responsible for the implementation of this Order

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

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

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

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

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

Ingingo z'amateka abanziriza iri kandi zinyuranyije naryo zivanyweho.

Ingingo ya 5: Igihe iteka ritangira gukurikizwa

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

Kigali, kuwa 24/01/2012

(sé)

HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

(sé)

MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)

KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Article 4: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 5: Commencement

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

Kigali, on 24/01/2012

(sé)

HABUMUREMYI Pierre Damien
Prime Minister

(sé)

MUREKEZI Anastase
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)

KARUGARAMA Tharcisse
Minister of Justice/Attorney General

Article 4 : Disposition abrogatoire

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

Article 5 : Entrée en vigueur

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

Kigali, le 24/01/2012

(sé)

HABUMUREMYI Pierre Damien
Premier Ministre

(sé)

MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

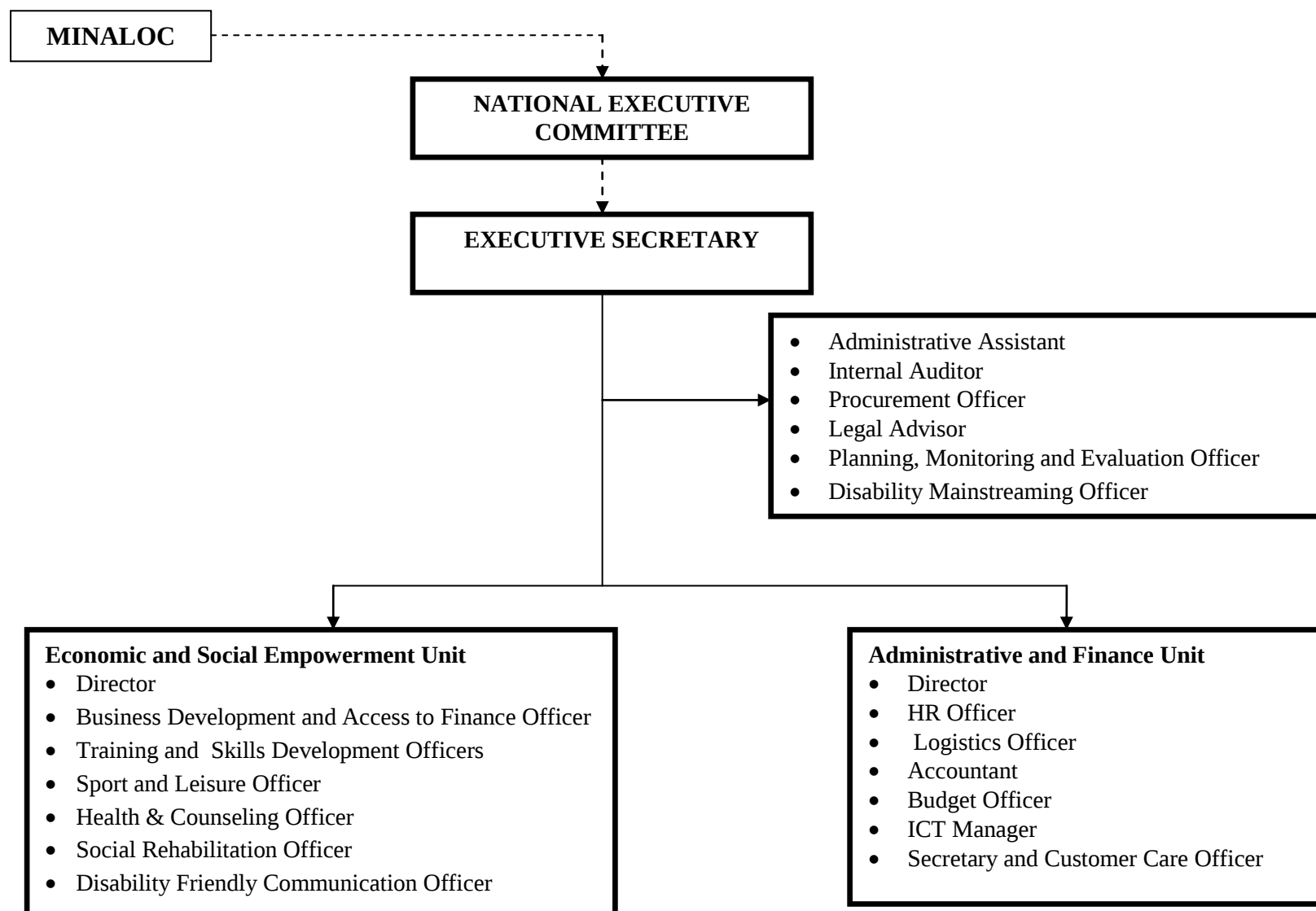
Vu et scellé du Sceau de la République :

(sé)

KARUGARAMA Tharcisse
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W' ITEKA RYA MINISITIRI W'INTEBE N°009/03 RYO KUWA 24/01/2012 RIGENA IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BY'INAMA Y'IGIHUGU Y'ABANTU BAFITE UBUMUGA (NCPD)	ANNEX I TO PRIME MINISTER'S ORDER N°009/03 OF 24/01/2012 DETERMINING THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS FOR THE NATIONAL COUNCIL OF PERSONS WITH DISABILITIES (NCPD)	ANNEXE I A L'ARRETE DU PREMIER MINISTRE N°009/03 DU 24/01/2012 DETERMINANT LA STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DU CONSEIL NATIONAL DES PERSONNES HANDICAPEES (NCPD)
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ANNEX I: ORGANIZATIONAL STRUCTURE OF THE NATIONAL COUNCIL FOR PERSONS WITH DISABILITIES



UMUGEREKA WA II W' ITEKA RYA MINISITIRI W'INTEBE N°009/03 RYO KUWA 24/01/2012 RIGENA IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BY'INAMA Y'IGIHUGU Y'ABANTU BAFITE UBUMUGA (NCPD)	ANNEX II TO PRIME MINISTER'S ORDER N°009/03 OF 24/01/2012 DETERMINING THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS FOR THE NATIONAL COUNCIL OF PERSONS WITH DISABILITIES (NCPD)	ANNEXE II DE ARRETE DU PREMIER MINISTRE N°009/03 DU 24/01/2012 DETERMINANT LA STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DU CONSEIL NATIONAL DES PERSONNES HANDICAPEES (NCPD)
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ANNEX II : SUMMARY OF JOB POSITIONS OF THE NATIONAL COUNCIL FOR PERSONS WITH DISABILITIES

Office/Unit	Job Positions	Job Title	Positions
Office of the Executive Secretary	Executive Secretary	Executive Secretary	1
	Administrative Assistant	Administrative Assistant	1
	Internal Auditor	Internal Auditor Officer	1
	Procurement	Procurement Officer	1
	Legal Affairs	Legal Affairs Officer	1
	Planning, M&E	Planning, M&E Officer	1
	Disability Mainstreaming	Disability Mainstreaming Officer	1
	Sub Total		7
Economic and Social Empowerment Unit	Director of Unit	Director of Economic and Social Empowerment Unit	1
	Business Development and Access to Finance	Business Development and Access to Finance Officer	1
	Training and Skills Development	Training and Skills Development Officer	2
	Sport and Leisure	Sport and Leisure Officer	1
	Health & Counseling	Health & Counseling Officer	1
	Social Rehabilitation	Social Rehabilitation Officer	1
	Disability Friendly Communication	Disability Friendly Communication Officer	1

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	Sub Total		8
Administrative and Finance Unit	Director of Unit	Director of Administrative and Finance Unit	1
	Accountant	Accountant Officer	1
	Budget	Budget Officer	1
	Human Resources	Human Resources Officer	1
	Logistics	Logistics Officer	1
	Database & ICT	Database & ICT Officer	1
	Secretary & Customer Care	Secretary & Customer Care Officer	1
	Sub Total		7
	GENERAL TOTAL		22

JOB PROFILES OF THE NATIONAL COUNCIL FOR PERSONS WITH DISABILITIES

Office/Unit	Job Positions	Job Title	Job Profiles	Position s
Office of the Executive Secretary	Executive Secretary	Executive Secretary	Master or Equivalent in Management, Social Protection, Human Rights, Economic, Law, Sociology, Social Sciences or other related field with 3 years working experience or A0 in Management, Economic, Law, Social Protection, Human Rights, Social Sciences and other related field with 8 years working experience	1
	Administrative Assistant	Administrative Assistant	A0 in Secretariate, Public Administration, or A1 in Secretariat; or other relevant field with 3 years working experience	1
	Internal Audit	Internal Auditor Officer	A0 in Accounting, Public Finance, Management specialized in Finance/ Accounting	1
	Procurement	Procurement Officer	A0 Procurement Purchase, Accounting, Public Finance or other specific related domain	1
	Legal Advisor	Legal Advisor Officer	A0 in Law with relevant experience in legal matters of at least 3 years	1
	Planning, M&E Officer	Planning, M&E Officer	Masters or Equivalent in Economics, Planning, Management, Development Studies, Statistics or A0 in Economics, Planning, Management, Development Studies, Statistics with 2 years working Experience	1
	Disability Mainstreaming	Disability Mainstreaming Officer	Master in Health Sciences, Social Sciences or A0 Health Sciences, Social Sciences with 2 years working experience	1
	Sub Total			7

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Economic and Social Empowerment Unit	Director of Unit	Director of Economic and Social Empowerment Unit	Master or Equivalent in Economics, Law, Management or A0 in Planning, Law, Economics, Management , or other relevant field with 2 years working experience	1
	Business Development and Access to Finance	Business Development and Access to Finance Officer	Master in Economics , Management or A0 in Economics, Management with at least 2 years working experience	1
	Training and Skills Development Officer	Training and Skills Development Officers	Master in Human Resources, Social Sciences, Education , Health Sciences or A0 in Social Human Resources, Social Sciences, Education , Health Sciences with 2 years working experience	2
	Sports and Leisure	Sport and Leisure Officer	Master or Equivalent in Physical Education or A0 in Physical Education or other relevant field with 2 year working experience	1
	Health & Counseling	Health & Counseling Officer	Master or Equivalent in Psychology Clinic, Social Works, Health Sciences, Psychiatric and Psychology or A0 in Psychology Clinic, Social Works, Health Sciences, Psychiatric and Psychology with 2 years working experience	1
	Social Rehabilitation	Social Rehabilitation Officer	Master or Equivalent in Psychology Clinic, Social Works, Health Sciences, Psychiatric and Psychology or A0 in Psychology Clinic, Social Works, Health Sciences, Psychiatric and Psychology with 2 years working experience	1
	Disability Friendly Communication	Disability Friendly Communication Officer	Master or Equivalent in Psychology Clinic, Social Works, Health Sciences, Psychiatric and Psychology or A0 in Psychology Clinic, Social Works, Health Sciences, Psychiatric and Psychology with 2 years working experience	1
	Sub Total			8

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Administrative and Finance Unit	Director of Unit	Director of Administrative and Finance Unit	Accounting Professional Qualification recognized by IFAC (ACCA,CPA,etc); or A0 in Public Finance, Accounting, Management specializing in Finance/Accounting, with 3 years working experience.	1
	Accountant	Accountant Officer	A0 in Public Finance, Accounting, Management specializing in Finance/ Accounting, Plus Level II professional qualification recognized by IFAC (ACCA, CPA etc)	1
	Budget	Budget Officer	A0 in Public Finance, Accounting, Management specializing in Finance/ Accounting, Plus Level II professional qualification recognized by IFAC (ACCA, CPA etc)	1
	Human Resources	Human Resources Officer	A0 in Public administration or equivalent with atleast 3 years of experience in the field,Having computer skills.	1
	Logistics	Logistics Officer	A0 in Management, Economics, Public administration or equivalent with at least 3 years of experience in the field,Having computer skills.	1
	Database & ICT Officer	Database & ICT Officer	A0 in Computer Science, Computer Engineering or Communication Technology	1
	Secretary & Customer Care	Secretary & Customer Care Officer	A0 in Public Relations, Communication, Marketing or Other Relevant Field, Friendly, Outgoing Personality, Fluent in Kinyarwanda, English & French	1
	Sub Total			7
	GENERAL TOTAL			22

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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°009/03 ryo kuwa 24/01/2012 rigena imbonerahamwe n'Incamake y'imyanya y'Imirimo by'Inama y'Igihugu y'Abantu bafite Ubumuga (NCPD)

Kigali, kuwa 24/01/2012

(sé)
HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to the Prime Minister's Order n°009/03 of 24/01/2012 determining the Organizational structure and summary of job positions of the National Council of Persons with Disabilities (NCPD)

Kigali, on 24/01/2012

(sé)
HABUMUREMYI Pierre Damien
Prime Minister

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

Seen and Sealed with the Seal of the Republic:

(sé)
KARUGARAMA Tharcisse
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°009/03 du 24/01/2012 déterminant la structure organisationnelle et la synthèse des emplois du Conseil National des Personnes Handicapées (CNPD)

Kigali, le 24/01/2012

(sé)
HABUMUREMYI Pierre Damien
Premier Ministre

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

Vu et scellé du Sceau de la République :

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

**ICYEMEZO N°RCA 1004/2010 CYO KUWA 12/12/2011 GIHA UBUZIMAGATOZI
«COOPERATIVE DES ARTISANS ET DES TECHNICIENS DU BATIMENT
GATENGA» (COATB-GA)**

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

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

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

Abisabwe na Perezida wa Koperative « **COATB-GA** » ifite icyicaro i Nyanza, Umurenge wa Gahanga, Akarere ka Kicukiro, Umujyi wa Kigali, mu rwandiko rwe rwo kuwa 03 Ukuboza 2010 ;

YEMEJE:

Ingingo ya 1:

Koperative « **COATB-GA** » ifite icyicaro i Nyanza, Umurenge wa Gahanga, Akarere ka Kicukiro, Umujyi wa Kigali, ihawe ubuzimagatozi.

Ingingo ya 2:

Koperative «**COATB-GA**» igamije guteza imbere umwuga w'ubwubatsi bw'amazu. Ntiyemerewe gukora indi mirimo inyuranye n'iyi iherewe ubuzimagatozi keretse ibanje kubisaba ikanabihirwa uburenganzira.

Ingingo ya 3:

Koperative «**COATB-GA** » itegetswe gutangaza iki cyemezo mu Igazeti ya Leta ya Repubulika y'u Rwanda mu gihe kitarenze iminsi mirongo itatu (30) ikimara kugihabwa.

Kigali, kuwa 12/12/2011

(sé)

MUGABO Damien

Umuyobozi w'Ikigo cy'Igihugu gishinzwe guteza imbere Amakoperative

**ICYEMEZO N°RCA/248/2011 CYO KUWA 31/03/2011 GIHA UBUZIMAGATOZI
«COOPERATIVE A JEU D'ENSEMBLE POUR L'AMELIORATION DE
L'ENVIRONNEMENT » (COJEPADÉ)**

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

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

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

Abisabwe na Perezida wa Koperative « **COJEPADÉ** » ifite icyicaro i Kanyangese, Umurenge wa Gahengeri, Akarere ka Rwamagana, Intara y'Iburasirazuba, mu rwandiko rwe rwo kuwa 18 Gashyantare 2011 ;

YEMEJE:

Ingingo ya 1:

Koperative «**COJEPADÉ**» ifite icyicaro i Kanyangese, Umurenge wa Gahengeri, Akarere ka Rwamagana, Intara y'Iburasirazuba, ihawe ubuzimagatozi.

Ingingo ya 2:

Koperative «**COJEPADÉ**» igamije guteza imbere ubuhinzi bw'imboga no gukora pepiniyeri z'ingemwe z'ibiti by'imbuto n'iz'ibiti by'ishyamba. Ntiyemerewe gukora indi mirimo inyuranye n'iyi iherewe ubuzimagatozi keretse ibanje kubisaba ikanabihirwa uburenganzira.

Ingingo ya 3:

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

Kigali, kuwa 31/03/2011

(sé)

MUGABO Damien

Umuyobozi w'Ikigo cy'Igihugu gishinzwe guteza imbere Amakoperative

**ICYEMEZO N°RCA 914/2011 CYO KUWA 21/11/2011 GIHA UBUZIMAGATOZI
KOPERATIVE «UMUSINGI - GASABO »**

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

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

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

Abisabwe na Perezida wa Koperative « **UMUSINGI -GASABO**» ifite icyicaro i Gasabo, Umurenge wa Remera, Akarere ka Gasabo, Umujyi wa Kigali, mu rwandiko rwe rwakiriwe kuwa 01 Ugushyingo 2011 ;

YEMEJE:

Ingingo ya 1:

Koperative «**UMUSINGI - GASABO**» ifite icyicaro i Gasabo, Umurenge wa Remera, Akarere ka Gasabo, Umujyi wa Kigali, ihawe ubuzimagatozi.

Ingingo ya 2:

Koperative «**UMUSINGI - GASABO**» igamije guteza imbere ubucuruzi buciriritse (Boutique). Ntiyemerewe gukora indi mirimo inyuranye n'iyi ihereye ubuzimagatozi keretse ibanje kubisaba ikanabihirwa uburenganzira.

Ingingo ya 3:

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

Kigali, kuwa 21/11/2011

(sé)

MUGABO Damien

Umuyobozi w'Ikigo cy'Igihugu gishinzwe guteza imbere Amakoperative