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PRESIDENTIAL ORDER N°100/01 OF 24/02/2017 DETERMINING FEES PAID FOR NOTARIAL SERVICES

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ARRETE PRESIDENTIEL N°100/01 DU 24/02/2017 FIXANT LES FRAIS DE SERVICES DE NOTARIAT

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ITEKA RYA PEREZIDA N° 100/01 RYO KU WA 24/02/2017 RIGENA INGANO Y'AMAFARANGA YISHYURWA KURI SERIVISI ZITANGWA N'UMUNOTERI **PRESIDENTIAL ORDER N°100/01 OF 24/02/2017 DETERMINING FEES PAID FOR NOTARIAL SERVICES** **ARRETE PRESIDENTIEL N°100/01 DU 24/02/2017 FIXANT LES FRAIS DE SERVICES DE NOTARIAT**

Twebwe, KAGAME Paul,
Perezida wa Repubulika;

We, KAGAME Paul,
President of the Republic;

Nous, KAGAME Paul,
Président de la République;

Dushingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo, iya 112, iya 120, iya 122 n'iya 176;

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 112, 120, 122 and 176;

Vu la Constitution de la République du Rwanda de 2003 révisée en 2015, spécialement en ses articles 112, 120, 122 et 176 ;

Dushingiye ku Itegeko n° 13bis/2014 ryo ku wa 21/05/2014 rigenga umurimo w'ubunoteri, cyane cyane mu ngingo yaryo ya 34 ;

Pursuant to Law n° 13bis/2014 of 21/05/2014 governing the office of notary, especially in Article 34;

Vu la Loi n° 13bis/2014 du 21/05/2014 régissant la fonction de notaire, spécialement en son article 34 ;

Bisabwe na Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta;

On proposal by the Minister of Justice/Attorney General;

Sur proposition du Ministre de la Justice/Garde des Sceaux;

Inama y'Abaminisitiri yateranye ku wa 12/10/2016 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 12/10/2016;

Après examen et adoption par le Conseil des Ministres, en sa séance du 12/10/2016;

TWATEGETSE KANDI DUTEGETSE:

HAVE ORDERED AND HEREBY ORDER:

AVONS ARRETE ET ARRETONS :

UMUTWE WA MBERE: INGINGO RUSANGE

CHAPTER ONE: GENERAL PROVISIONS

CHAPITRE PREMIER: DISPOSITIONS GENERALES

Ingingo ya mbere: icyo iri teka rigamije

Article One: Purpose of this Order

Article premier : Objet du présent arrêté

Iri teka rigena ingano y'amafaranga yishyurwa kuri serivisi zitangwa n'umunoteri. Rinagena kandi Urwego rwakira ayo mafaranga.

This Order determines fees paid for notarial services. It also specifies the entity to which such fees are paid.

Le présent arrêté fixe les frais de services de notariat. Il détermine aussi l'entité qui perçoit ces frais.

Ingingo ya 2: Ibirebwa n'iri teka

Iri teka rireba amafaranga yishyurwa kuri serivisi zitangwa n'umunoteri wa Leta n'uwigenga.

UMUTWE WA II: AMAFARANGA YISHYURWA KURI SERIVISI ZITANGWA N'UMUNOTERI

Ingingo ya 3: Amafaranga yishyurwa ku nyandiko zishyirwaho umukono n'umunoteri wa Minisiteri, uwo ku Karere n'uwo ku Murenge

Amafaraanga atangwa ku nyandiko zishyirwaho umukono n'umunoteri wa Minisiteri, uwo ku Karere n'uwo ku Murenge ateye ku buryo bukurikira:

- 1° kwemeza inyandiko ni amafaranga ibihumbi bitatu y'amanyarwanda (3.000 Frw);
- 2° guhamya imikono ni amafaranga igihumbi na magana atanu y'amanyarwanda (1.500 Frw);
- 3° kwemeza ko inyandiko ari impamo ni amafaranga igihumbi na magana atanu y'amanyarwanda (1.500 Frw);
- 4° kwemeza ko kopi y'inyandiko ihuye n'iy'umwimerere ni amafaranga igihumbi na magana atanu y'amanyarwanda (1.500 Frw);

Article 2: Scope of application

This Order relates to fees paid for notarial services rendered both by a public and a private notary.

CHAPTER II: FEES PAID FOR SERVICES OF A NOTARY

Article 3: Fees paid on documents notified by a notary at the Ministry, District and Sector level

Fees paid for notarization of documents by a notary at the Ministry, District and Sector level are fixed as follows:

- 1° authentication of any deed is three thousand Rwandan francs (Frw 3,000);
- 2° authentication of a signature is one thousand five hundred Rwandan francs (Frw 1,500);
- 3° certification of the authenticity of a document is one thousand five hundred Rwandan francs (Frw 1,500);
- 4° certification of the conformity of a copy to the original is one thousand five hundred Rwandan francs (Frw 1,500);

Article 2: Champs d'application

Le présent arrêté s'applique aux frais à payer pour les services de notariat rendus par un notaire public et privé.

CHAPITRE II: FRAIS PERCUS POUR LES SERVICES RENDUS PAR UN NOTAIRE

Article 3: Frais perçus pour les documents notariés par le notaire près le Ministère, le District et le Secteur

Les frais payés pour le notariat des documents par un notaire près le Ministère, le District et le Secteur sont fixés de la manière suivante :

- 1° l'authentification des actes est de trois mille francs Rwandais (3.000 Frw);
- 2° la légalisation des signatures est de mille cinq cent francs Rwandais (1.500 Frw);
- 3° la certification de l'authenticité d'un document est de mille cinq cent francs Rwandais (1.500 Frw);
- 4° la certification de la conformité d'une copie à l'original est de mille cinq cent francs Rwandais (1.500 Frw) ;

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| 5° gutanga kopi z'inyandiko umunoteri aba yakoze ni amafaranga ibihumbi bibiri y'amanyarwanda (2.000 Frw) kuri kopi y'inyandiko; | 5° issuance of copies of any deed drawn up by a notary is two thousand Rwandan francs (Frw 2,000) per copy of the deed; | 5° la délivrance des copies des actes établis par un notaire est de deux mille francs Rwandais (2.000 Frw) par copie d'acte; |
| 6° kwemeza inyandiko z'irage ku mutungo wimukanwa n'inyandiko zizitesha agaciro zakozwe na bene zo ni amafaranga ibihumbi bitanu y'amanyarwanda (5.000 Frw) | 6° certification of wills involving movable property and that of acts that nullify them drawn up by testators is five thousand Rwandan francs (Frw 5,000) ; | 6° la certification des testaments portant sur les biens meubles et celle des actes qui les rendent nuls établis par les testateurs est de cinq mille francs Rwandais (5.000 Frw); |
| 7° kwemeza no guhamya inyandiko zikomatanijye imitungo yimukanwa n'itimukanwa ni amafaranga ibihumbi bitanu y'amanyarwanda (5.000 Frw); | 7° certification and authentication of complex deeds related to movable and immovable property is five thousand Rwandan francs (Frw 5,000); | 7° la certification et l'authentification des actes complexes relatifs aux biens meubles et immeubles est de cinq mille francs Rwandais (5.000 Frw); |
| 8° gushyira umukono w'umunoteri kuri sitati ni amafaranga ibihumbi bitanu y'amanyarwanda (5.000 Frw) kuri buri sitati; | 8° fee for notarization of Articles of Association is five thousand Rwandan francs (Frw 5,000) per each Articles of Association; | 8° la notification des statuts est de cinq mille francs Rwandais (5.000 Frw) pour chaque statut; |
| 9° gushyira umukono w'umunoteri ku masezerano ayo ari yo yose ni amafaranga ibihumbi bibiri y'amanyarwanda (2.000 Frw) kuri buri masezerano; | 9° fee for notarization of any agreement is two thousand Rwandan francs (Frw 2,000) per each agreement; | 9° la notification des contrats est de deux mille francs Rwandais (2.000 Frw) pour chaque contrat; |
| 10° gutanga izindi nyandiko z'Umunoteri ziteganywa n'amategeko ni amafaranga ibihumbi bitanu y'amanyarwanda (5.000 Frw). | 10° issuance of any other notarial deeds provided for by Law is five thousand Rwandan francs (Frw 5,000). | 10° la délivrance d'autres actes notariaux prévus par la loi est de cinq mille francs Rwandais (5.000 Frw). |

Ingingo ya 4: Amafaranga yishyurwa ku nyandiko zishyirwaho umukono n'umunoteri mu bijyanye n'ubutaka

Amafaranga atangwa ku nyandiko zishyirwaho umukono n'umunoteri mu bijyanye n'ubutaka ateye ku buryo bukurikira:

- 1° kwemeza no guhamya inyandiko z'irage ku mutungo utimukanwa n'inyandiko zizitesha agaciro zakozwe na bene zo ni amafaranga ibihumbi bitanu y'amanyarwanda (5.000 Frw) kuri buri nyandiko;
- 2° kwemeza no guhamya amasezerano y'iherekanya ry'ubutaka kimwe n'undi mutungo utimukanywa uri ku butaka binyuze mu izungura, impano, umurage, umunani, ikodeshwa, igurishwa, iyatisha, ingurane, inshingano yo gutanga inzira ku butaka bw'undi bituruka ku miterere y'ahantu, gutiza ingwate zo ni amafaranga ibihumbi bitanu y'amanyarwanda (5.000 Frw) kuri buri masezerano;
- 3° kwemeza no guhamya amasezerano y'ubufatanye ku nyubako ihuriweho n'abantu barenze umwe ni amafaranga ibihumbi bitanu y'amanyarwanda (5.000 Frw) kuri buri masezerano;
- 4° kwemeza no guhamya izindi nyandiko zijyanye n'iherekanya ry'ubutaka zateganywa n'amategeko ni amafaranga

Article 4: Fees paid on documents notarized by a notary in land related matters

Fees paid for notification of documents by a notary in land related matters are fixed as follows:

- 1° certification and authentication of wills involving immovable property and deeds that nullify them drawn up by testators is five thousand Rwandan francs (Frw 5,000) per each document;
- 2° certification and authentication of agreements relating to transfer of land and other immovable property fixed on land through succession, donation, bequest, inheritance, leasing, sale, land leasing, compensation, right of way, provision of a guarantee for the benefit of a third party is five thousand Rwandan francs (Frw 5,000) per each agreement;
- 3° certification and authentication of contracts relating to condominium agreements is five thousand Rwandan francs (Frw 5,000) per each contract;
- 4° certification and authentication of other deeds related to land transfer provided for

Article 4: Frais perçus pour les documents notariés par le notaire en matière foncière

Les frais payés pour le notariat des documents par un notaire en matière foncière sont fixés de la manière suivante:

- 1° certification et légalisation les testaments portant sur des biens immeubles et les actes qui les annulent établis par les testateurs est de cinq mille francs Rwandais (5.000 Frw) par chaque document;
- 2° certification et authentification des contrats de transfert foncier et d'autres biens immeubles par incorporation effectué à travers la succession, les dons, les legs, l'héritage, le bail, la vente, la compensation, la servitude de passage, le tiers constituant d'une hypothèque est de cinq mille francs Rwandais (5.000 Frw) par chaque contrat;
- 3° certification et légalisation les contrats relatifs aux immeubles en copropriété est de cinq mille francs Rwandais (5.000 Frw) par chaque contrat;
- 4° certification et légalisation d'autres actes de transfert foncier prévus par la loi est

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ibihumbi bitanu y'amanyarwanda (5.000 Frw) kuri buri nyandiko.

by law is five thousand Rwandan francs (Frw 5,000) per each document.

de cinq mille francs Rwandais (5.000 Frw) par chaque document.

Ingingo ya 5: Amafaranga yishyurwa ku inyandiko zishyirwaho umukono n'Umunoteri muri serivisi ya Leta ifite mu nshingano zayo guteza imbere ishoramari

Article 5: Fees paid on documents notarized by a notary at the Government office in charge of investment promotion

Article 5: Frais perçus pour les documents notifiés près le service de l'Etat ayant la promotion des investissements dans ses attributions

Amafaranga atangwa ku nyandiko zishyirwaho umukono n'umunoteri muri Serivisi ya Leta ishinze ishoramari ateye ku buryo bukurikira:

Fees paid for notification of documents by a notary at Government office in charge of investment promotion are fixed as follows:

Les frais payés pour le notariat des documents par un notaire près le Service de l'Etat ayant la promotion de l'investissement dans ses attributions sont fixés de la manière suivante:

- 1° kwemeza inyandiko ni amafaranga ibihumbi bitatu y'amanyarwanda (3.000 Frw);
- 2° guhamya imikono ni amafaranga igihumbi na magana atanu y'amanyarwanda (1.500 Frw);
- 3° kwemeza ko inyandiko ari impamo ni amafaranga igihumbi na magana atanu y'amanyarwanda (1.500 Frw);
- 4° kwemeza ko kopi y'inyandiko ihuye n'iy'umwimerere ni amafaranga igihumbi na magana atanu y'amanyarwanda (1.500 Frw);
- 5° gutanga kopi z'inyandiko baba bakoze ni amafaranga ibihumbi bibiri y'amanyarwanda (2.000 Frw);
- 6° kwemeza no guhamya inyandiko zikomatanijye imitungo yimukanwa n'itimukanwa ni amafaranga ibihumbi bitanu y'amanyarwanda (5.000 Frw);

- 1° authentication of any deed is three thousand Rwandan francs (Frw 3,000);
- 2° authentication of signatures is one thousand five hundred Rwandan francs (Frw 1,500);
- 3° certification of authenticity of a document is one thousand five hundred Rwandan francs (Frw 1,500);
- 4° certification of the conformity of a copy to the original is one thousand five hundred Rwandan francs (Frw 1,500);
- 5° issuance of copies of deeds drawn up is two thousand Rwandan francs (Frw 2,000);
- 6° certification and authentication of complex deeds related to movable and immovable

- 1° l'authentification des actes est de trois mille francs Rwandais (3.000 Frw);
- 2° la légalisation des signatures est de mille cinq cent francs Rwandais (1.500 Frw);
- 3° la certification de l'authenticité d'un document est de mille cinq cent francs Rwandais (1.500 Frw);
- 4° la certification de la conformité d'une copie à l'original est de mille cinq cent francs Rwandais (1.500 Frw);
- 5° la délivrance des copies des actes qu'ils établissent est de deux mille francs Rwandais (2.000 Frw) ;
- 6° la certification et l'authentification des actes complexes relatifs aux biens

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| | property is five thousand Rwandan francs (Frw 5.000); | meubles et immeubles est de cinq mille francs Rwandais (5.000 Frw); |
| 7° gutanga izindi nyandiko z'umunoteri ziteganywa n'amategeko ni amafaranga ibihumbi bitanu y'amanyarwanda (5.000 Frw); | 7° issuance of other notarial deeds provided for by Law is five thousand Rwandan francs (Frw 5,000); | 7° la délivrance d'autres actes notariaux prévus par la loi est de cinq mille francs Rwandais (5.000 Frw); |
| 8° kwemeza no guhamya inyandiko z'irage ku mutungo utimukanwa n'inyandiko zizitesha agaciro zakozwe na bene zo ni amafaranga ibihumbi bitanu y'amanyarwanda (5.000 Frw); | 8° to certify and authenticate wills involving immovable property and deeds that nullify them drawn up by testators is five thousand Rwandan francs (Frw 5,000); | 8° certification et légalisation des testaments portant sur des biens immeubles et les actes qui les annulent établis par les testateurs est de cinq mille francs Rwandais (5.000 Frw); |
| 9° kwemeza no guhamya amasezerano y'iherekanya ry'ubutaka kimwe n'undi mutungo utimukanwa uri ku butaka bikozwe binyuze mu izungura, impano, umurage, umunani, ikodeshwa, igurishwa, iyatisha, ingurane, inshingano yo gutanga inzira ku butaka bw'undi bituruka ku miterere y'ahantu, gutiza ingwate zo ni amafaranga ibihumbi bitanu y'amanyarwanda (5.000 Frw); | 9° to certify and authenticate agreements relating to transfer of land and other immovable property fixed on land through succession, donation, bequest, inheritance, leasing, sale, land leasing, compensation, right of way, provision of a guarantee for the benefit of a third party is five thousand Rwandan francs (Frw 5,000); | 9° certifier et authentifier des contrats de transfert foncier et d'autres biens immeubles par la destination effectué à travers la succession, les dons, les legs, l'héritage, le bail, la vente, la compensation, la servitude de passage, le tiers constituant d'une hypothèque est de cinq mille francs Rwandais (5.000 Frw); |
| 10° kwemeza no guhamya amasezerano y'ubufatanye ku nyubako ihuriweho n'abantu barenze umwe ni amafaranga ibihumbi bitanu y'amanyarwanda (5.000 Frw); | 10° to certify and authenticate contracts relating to condominium agreements is five thousand Rwandan francs (Frw 5,000); | 10° certifier et légaliser les contrats relatifs aux immeubles en copropriété est de cinq mille francs Rwandais (5.000 Frw); |
| 11° kwemeza no guhamya izindi nyandiko zijyanye n'iherekanya ry'ubutaka zateganywa n'amategeko ni amafaranga ibihumbi bitanu y'amanyarwanda (5.000 Frw); | 11° to certify and authenticate other deeds related to land transfer provided for by law is five thousand Rwandan francs (Frw 5,000). | 11° certifier et légaliser d'autres actes de transfert foncier prévus par la loi est de cinq mille francs Rwandais (5.000 Frw). |

Ingingo ya 6: Amafaranga yishyurwa ku nyandiko zishyirwaho umukono na Ambasaderi n'Umunyamabanga wa mbere muri Ambasade

Amafaranga atangwa ku nyandiko zishyirwaho umukono na Ambasaderi n'Umunyamabanga wa mbere muri Ambasade ateye ku buryo bukurikira:

- 1° kwemeza inyandiko ni amafaranga ibihumbi icumi y'amanyarwanda (10.000 Frw);
- 2° guhamya imikono ni amafaranga ibihumbi icumi y'amanyarwanda (10.000 Frw);
- 3° kwemeza ko inyandiko ari impamo ni amafaranga ibihumbi icumi y'amanyarwanda (10.000 Frw);
- 4° kwemeza ko kopi y'inyandiko ihuye n'iy'umwimerere ni amafaranga ibihumbi icumi y'amanyarwanda (10.000 Frw);
- 5° gutanga kopi z'inyandiko baba bakoze ni amafaranga ibihumbi bitanu y'amanyarwanda (5.000 Frw) kuri buri kopi y'inyandiko;
- 6° gutanga izindi nyandiko z'Umunoteri ziteganywa n'amategeko ni amafaranga ibihumbi icumi y'amanyarwanda (10.000 Frw) ku buri nyandiko.

Amafaranga yishyurwa ku nyandiko zishyirwaho umukono na Ambasaderi n'Umunyamabanga wa mbere muri Ambasade ni agaciro kayo mafaranga y'u Rwanda abazwe mu mafaranga y'Igihugu

Article 6: Fees paid on documents notarized by an Ambassador and the First Secretary of the Embassy

Fees paid for notarization of documents by an Ambassador and the First Secretary of the Embassy are fixed as follows:

- 1° authentication of any deed is ten thousand Rwandan francs (Frw 10,000);
- 2° authentication of signatures is ten thousand Rwandan francs (Frw 10,000);
- 3° certification of authenticity of a document is ten thousand Rwandan francs (Frw 10,000);
- 4° certification of the conformity of a copy to the original is ten thousand Rwandan francs (Frw 10,000);
- 5° issuance of copies of any deed drawn up is five thousand Rwandan francs (Frw 5,000) per each copy of deed;
- 6° issuance of other notarial deeds provided for by Law is ten thousand Rwandan francs (Frw 10,000) per every notarial deed.

Fees paid for the documents notarized by the Ambassador and the First Secretary is done by converting the fees from Rwandan franc in the local currency of the country in which the act is

Article 6: Frais perçus pour les documents notariés par l'Ambassadeur et le Premier Secrétaire d'Ambassade

Les frais payés pour le notariat des documents par l'Ambassadeur et le Premier Secrétaire d'Ambassade sont fixés de la manière suivante :

- 1° l'authentification des actes est de dix mille francs Rwandais (10.000 Frw);
- 2° la légalisation des signatures est de dix mille (10.000 Frw) francs Rwandais ;
- 3° la certification de l'authenticité d'un document est de dix mille francs Rwandais (10.000 Frw);
- 4° la certification de la conformité d'une copie à l'original est de dix mille francs Rwandais (10.000 Frw);
- 5° la délivrance des copies des actes établis est de cinq mille francs rwandais (5.000 Frw) par chaque copie de l'acte;
- 6° la délivrance d'autres actes notariaux prévus par la loi est de dix mille francs Rwandais (10.000 Frw) par acte notarial.

Les frais perçus pour les documents notariés par l'Ambassadeur et le Premier Secrétaire d'Ambassade est la conversion de ces frais en franc Rwandais dans la monnaie locale du pays

byakorewemo. Buri Ambasade ishyiraho ibiciro byishyurwa kuri serivisi y'umunoteri yakozwe mu mafaranga y'icyo gihugu.

Ingingo ya 7: Amafaranga yishyurwa ku nyandiko zishyirwaho umukono n'umunoteri wikorera

Amafaranga atangwa ku nyandiko zivugwa mu ngingo ya 3 y'iri teka zishyizweho umukono n'umunoteri wikorera, ni amwe n'atangwa kuri izo nyandiko iyo zishyizweho umukono n'umunoteri wa Leta akiyongeraho mirongo itatu ku ijana (30%) byayo. Ayo mafaranga ni aya akurikira:

- 1° kwemeza inyandiko ni amafaranga ibihumbi bitatu na magana icyenda y'amanyarwanda (3.900 Frw);
- 2° guhamya imikono ni amafaranga igihumbi na magana icyenda na mirongo itanu y'amanyarwanda (1.950 Frw);
- 3° kwemeza ko inyandiko ari impamo ni amafaranga igihumbi na magana icyenda na mirongo itanu y'amanyarwanda (1.950 Frw);
- 4° kwemeza ko kopi y'inyandiko ihuye n'iy'umwimerere ni amafaranga igihumbi na magana icyenda na mirongo itanu y'amanyarwanda (1.950 Frw);
- 5° gutanga kopi z'inyandiko baba bakoze ni amafaranga igihumbi na magana icyenda na mirongo itanu y'amanyarwanda (1.950 Frw) kuri kopi y'inyandiko;

done. Each Embassy determines fees charged for the notarial service in the local currency of the concerned Country.

Article 7: Fees paid on documents notarized by a private notary

Fees paid for notarization of documents by a private notary referred to in Article 3 of this Order apply to notarization of the same documents if notarized by a public notary with its extra increment of thirty per cent (30%). The fees are as follows:

- 1° authentication of any deed is three thousand nine hundred Rwandan francs (Frw 3,900);
- 2° authentication of a signature is one thousand nine hundred and fifty Rwandan francs (Frw 1,950);
- 3° certification of the authenticity of a document is one thousand nine hundred and fifty Rwandan francs (Frw 1,950);
- 4° certification of the conformity of a copy to the original is one thousand nine hundred and fifty Rwandan francs (Frw 1,950);
- 5° issuance of copies of any deed drawn up is one thousand nine hundred and fifty Rwandan francs (Frw 1,950) per copy of deed;

dans lequel l'acte a été fait. Chaque Ambassade met en place les frais à percevoir pour le service notarial dans la monnaie locale du pays concerné.

Article 7: Frais perçus pour les documents notariés par un notaire privé

Les frais payés pour les documents mentionnés à l'article 3 du présent arrêté qui sont notifiés par un notaire privé sont les mêmes que ceux payés au notaire public majorés de trente pour cent (30%) de ces frais. Ces frais sont les suivants :

- 1° l'authentification d'actes est de trois mille neuf cent francs Rwandais (3.900 Frw);
- 2° la légalisation des signatures est de mille neuf cent cinquante francs Rwandais (1.950 Frw);
- 3° la certification de l'authenticité d'un document est de mille neuf cent cinquante francs Rwandais (1.950 Frw);
- 4° la certification de la conformité d'une copie à l'original est de mille neuf cent cinquante francs Rwandais (1.950 Frw);
- 5° la délivrance des copies d'actes qu'ils établissent est de mille neuf cent cinquante (1.950 Frw) francs Rwandais par copie d'acte;

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|---|--|--|
| 6° kwemeza inyandiko z'irage ku mutungo wimukanwa n'inyandiko zizitesha agaciro zakozwe na bene zo ni amafaranga ibihumbi bitandatu na magana atanu y'amanyarwanda (6.500 frw); | 6° certification of a will involving movable property and that of acts that nullify them drawn up by testators is six thousand five hundred Rwandan francs (Frw 6,500) ; | 6° la certification des testaments portant sur les biens meubles et celle des actes qui les rendent nuls établis par les testateurs est de six mille cinq cent francs Rwandais (6.500 Frw) ; |
| 7° kwemeza no guhamya inyandiko zikomatanije imutungo yimukanwa n'itimukanwa ni amafaranga ibihumbi bitandatu na magana atanu y'amanyarwanda (6.500 Frw); | 7° certification and authentication of any complex deed related to movable and immovable property is six thousand five hundred Rwandan francs (Frw 6,500); | 7° la certification et l'authentification des actes complexes relatifs aux biens meubles et immeubles est de six mille cinq cent francs Rwandais (6.500 Frw); |
| 8° gushyira umukono w'Umunoteri kuri sitati ni amafaranga ibihumbi bitandatu na magana atanu y'amanyarwanda (6.500 frw) kuri buri sitati; | 8° fee for notarization of Articles of Association is six thousand five hundred Rwandan francs (Frw 6,500) per each Articles of Association; | 8° le notification des statuts est de six mille cinq cent francs Rwandais (6.500 Frw) par chaque statut; |
| 9° gushyira umukono w'umunoteri ku masezerano ayo ari yo yose ni amafaranga ibihumbi bibiri na magana atandatu y'amanyarwanda (2.600 Frw) kuri buri masezerano; | 9° fee for the notarization of any agreement is two thousand six hundred Rwandan francs (Frw 2,600) per each agreement; | 9° le notification des contrats est de deux mille six cent francs Rwandais (2.600 Frw) par chaque contrat; |
| 10° gutanga izindi nyandiko z'Umunoteri ziteganywa n'amategeko ni amafaranga ibihumbi bitandatu na magana atanu y'amanyarwanda (6.500 Frw). | 10° fee for issuance of other notarial deeds provided for by Law is six thousand five hundred Rwandan francs (Frw 6,500). | 10° la délivrance d'autres actes notariaux prévus par la loi est de six mille cinq cent francs rwandais (6.500 Frw). |

UMUTWE WA III: URWEGO RWAKIRA AMAFARANGA YISHYURWA KURI SERIVISI Z'UMUNOTERI

Ingingo ya 8: Urwego rwakira amafaranga yishyurwa kuri serivisi z'umunoteri

Amafaraanga yishyurwa kuri serivisi z'umunoteri wa Leta ukorera ku rwego rw'ibanze rwegerejwe abaturage yishyurwa kuri konti y'urwego uwo munoteri akoreramo, naho ayishyurwa serivisi z'umunoteri wa Minisitiri cyangwa umunoteri w'urundi rwego rwa Leta ashirwa mu Isanduku ya Leta.

Ingingo ya 9: Kwiandikisha mu Kigo gifite imisoro n'amahoro mu nshingano zacyo

Umunoteri wikorera yiyandikisha mu Kigo gifite Imisoro n'Amahoro mu nshingano zacyo agahabwa numero iranga umusoreshwa.

UMUTWE WA IV: INGINGO ZISOZA

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

Minisitiri w'Intebe na Minisitiri w'Ubutabera bashinzwe gushyira mu bikorwa iri teka.

CHAPTER III: ENTITY TO WHICH FEES ON NOTORIAL SERVICES ARE PAID

Article 8: Entity to which fees on services of a public notary are paid

Fees paid on services rendered by a public notary at a decentralized administrative entity are paid to the bank account of the decentralized entity where the notary operates while fees paid to a public notary at the Ministry level or any other Government institution are paid in Public Treasury.

Article 9: Registration in the Authority in charge of revenues

A private notary is required to be registered in the Authority in charge of revenues and get a Tax Identification Number.

CHAPTER IV: FINAL PROVISIONS

Article 10: Authorities responsible for the implementation of this Order

The Prime Minister and the Minister of Justice are entrusted with the implementation of this Order.

CHAPTER III: ENTITE QUI PERCOIT LES FRAIS PAYES POUR LES SERVICES DE NOTARIAT

Article 8: Entité qui perçoit les frais payés pour les services d'un notaire public

Les frais perçus pour les services d'un notaire près une entité administrative décentralisée sont payés au compte bancaire de cette entité dans laquelle le notaire travaille, tandis que les frais payés pour les services d'un notaire auprès du Ministère ou de toute autre institution de l'Etat sont payés au Trésor Public.

Article 9: Inscription auprès de l'Office ayant les recettes dans ses attributions

Un notaire privé doit se faire enregistrer auprès de l'Office ayant les recettes dans ses attributions et recevoir un Numéro d'Identification du Contribuable.

CHAPITRE IV: DISPOSITIONS FINALES

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

Le Premier Ministre et le Ministre de la Justice sont chargés de l'exécution du présent arrêté.

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

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

Ingingo ya 12: Igihe iteka ritangira gukurikizwa

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

Kigali, ku wa **24/02/2017**

(sé)

KAGAME Paul
Perezida wa Repubulika

(sé)

MUREKEZI Anastase
Minisitiri w'Intebe

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)

BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Article 11: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 12: Commencement

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

Kigali, on **24/02/2017**

(sé)

KAGAME Paul,
President of the Republic

(sé)

MUREKEZI Anastase
Prime Minister

Seen and sealed with the Seal of the Republic:

(sé)

BUSINGYE Johnston
Minister of Justice/Attorney General

Article 11: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 12: Entrée en vigueur

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

Kigali, le **24/02/2017**

(sé)

KAGAME Paul,
Président de la République

(sé)

MUREKEZI Anastase
Premier Ministre

Vu et scellé du Sceau de la République:

(sé)

BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

ITEKA RYA PEREZIDA N°101/01 RYO KU WA 24/02/2017 RISHYIRAHU UMUGABA W'INGABO ZIRWANIRA KU BUTAKA MU NGABO Z'U RWANDA

PRESIDENTIAL ORDER N°101/01 OF 24/02/2017 APPOINTING THE ARMY CHIEF OF STAFF IN RWANDA DEFENCE FORCES

ARRETE PRESIDENTIEL N° 101/01 DU 24/02/2017 PORTANT NOMINATION DU CHEF D'ETAT MAJOR DE L'ARMEE DE TERRE AU SEIN DES FORCES RWANDAISES DE DEFENSE

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Ingingo ya 2: Abashinzwe gushyira mu bikorwa iri teka

Article 2: Authorities responsible for the implementation of this Order

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

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

Article 3: Repealing provision

Article 3: Disposition abrogatoire

Ingingo ya 4: Igihe iteka ritangira gukurikizwa

Article 4: Commencement

Article 4: Entrée en vigueur

ITEKA RYA PEREZIDA N°101/01 RYO KU WA 24/02/2017 RISHYIRAHU UMUGABA W'INGABO ZIRWANIRA KU BUTAKA MU NGABO Z'U RWANDA

Twebwe, KAGAME Paul,
Perezida wa Repubulika;

Dushingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo, iya 112, 122 n'iya 176;

TWATEGETSE KANDI DUTEGETSE:

Ingingo ya mbere: Ishyirwaho ry'Umugaba w'Ingabo zirwanira ku Butaka mu Ngabo z'u Rwanda

Jenerali Majoro Jacques MUSEMAKWELI agizwe Umugaba w'Ingabo zirwanira ku Butaka mu Ngabo z'u Rwanda.

Ingingo ya 2: Abashinzwe gushyira mu bikorwa iri teka

Minisitiri w'Intebe, Minisitiri w'Ingabo na Minisitiri w'Imari n'Igenamigambi bashinzwe gushyira mu bikorwa iri teka.

PRESIDENTIAL ORDER N°101/01 OF 24/02/2017 APPOINTING THE ARMY CHIEF OF STAFF IN RWANDA DEFENCE FORCES

We, KAGAME Paul,
President of the Republic;

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles, 112, 122 and 176;

HAVE ORDERED AND HEREBY ORDER:

Article One: Appointment of Army Chief of Staff in Rwanda Defence Forces

Major General Jacques MUSEMAKWELI is appointed Army Chief of Staff in Rwanda Defence Forces.

Article 2: Authorities responsible for the implementation of this Order

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

ARRETE PRESIDENTIEL N°101/01 DU 24/02/2017 PORTANT NOMINATION DU CHEF D'ETAT MAJOR DE L'ARMEE DE TERRE AU SEIN DES FORCES RWANDAISES DE DEFENSE

Nous, KAGAME Paul,
Président de la République ;

Vu la Constitution de la République du Rwanda de 2003 révisée en 2015, spécialement en ses articles, 112, 122 et 176;

AVONS ARRETE ET ARRETONS :

Article premier: Nomination du Chef d'Etat-Major de l'Armée de Terre au sein des Forces Rwandaises de Défense

Général Major Jacques MUSEMAKWELI est nommé Chef d'Etat-major de l'Armée de Terre au sein des Forces Rwandaises de Defense.

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

Le Premier Ministre, le Ministre de la Défense et le Ministre des Finance et de la Planification Economique 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 zinyuranye na ryo zivanyweho.

Ingingo ya 4: Igihe iteka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 08/02/2016.

Kigali, ku wa **24/02/2017**.

(sé)
KAGAME Paul
Perezida wa Repubulika

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Article 3: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 4: Commencement

This Order comes into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 08/02/2016.

Kigali, on **24/02/2017**

(sé)
KAGAME Paul
President of the Republic

(sé)
MUREKEZI Anastase
Prime Minister

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Article 3: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 4: Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 08/02/2016.

Kigali, le **24/02/2017**

(sé)
KAGAME Paul
Président de la République

(sé)
MUREKEZI Anastase
Premier Ministre

Vu et scellé du Sceau de la République:

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

ITEKA RYA PEREZIDA N°102/01 RYO
KU WA 24/02/2017 RISHYIRAHU
UMUGABA W'INGABO ZIRWANIRA MU
KIRERE MU NGABO Z'U RWANDA

PRESIDENTIAL ORDER N°102/01 OF
24/02/2017 APPOINTING AIR FORCE
CHIEF OF STAFF IN RWANDA
DEFENCE FORCES

ARRETE PRESIDENTIEL N° 102/01 DU
24/02/2017 PORTANT NOMINATION
D'UN CHEF-D'ETAT MAJOR DE
L'ARMEE DE L'AIR AU SEIN DES
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Article premier : Nomination d'un Chef
d'Etat-Major de l'Armée de l'Air au sein
des Forces Rwandaises de Défense

Ingingo ya 2 : Abashinzwe kubahiriza iri
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Article 2: Authorities responsible for the
implementation of this Order

Article 2: Autorités chargées de l'exécution
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Ingingo ya 3: Ivanwaho ry'ingingo
zinyuranyije n'iri teka

Article 3: Repealing provision

Article 3: Disposition abrogatoire

Ingingo ya 4: Igihe iteka ritangira
gukurikizwa

Article 4: Commencement

Article 4: Entrée en vigueur

ITEKA RYA PEREZIDA N°102/01 RYO KU WA 24/02/2017 RISHYIRAHU UMUGABA W'INGABO ZIRWANIRA MU KIRERE MU NGABO Z'U RWANDA

Twebwe, KAGAME Paul,
Perezida wa Repubulika;

Dushingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo, iya 112, 122 n'iya 176;

Dushingiye ku Itegeko n° 10/2011 ryo ku wa 13/05/2011 rigena inshingano, imiterere n'ububasha by'Ingabo z'u Rwanda, cyane cyane mu ngingo yaryo, ya 12;

Bisabwe na Minisitiri w'Ingabo;

Inama y'Abaminisitiri yateranye ku wa 08/12/2015 imaze kubisuzuma no kubyemeza;

TWATEGETSE KANDI DUTEGETSE:

Ingingo ya mbere: Ishyirwaho ry'Umugaba w'Ingabo zirwanira mu Kirere mu Ngabo z'u Rwanda

Brigadiye Jenerali Charles KARAMBA agizwe Umugaba w'Ingabo Zirwanira mu Kirere mu Ngabo z'u Rwanda.

PRESIDENTIAL ORDER N° 102/01 OF 24/02/2017 APPOINTING AIR FORCE CHIEF OF STAFF IN RWANDA DEFENCE FORCES

We, KAGAME Paul,
President of the Republic;

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 112, 122 and 176;

Pursuant to Law n° 10/2011 of 13/05/2011 determining missions, organization and powers of the Rwanda Defence Forces, especially in Article 12;

On proposal by the Minister of Defence;

After consideration and approval by the Cabinet, in its session of 08/12/2015;

HAVE ORDERED AND HEREBY ORDER:

Article One: Appointment of Air Force Chief of Staff in Rwanda Defence Forces

Brigadier General Charles KARAMBA is appointed Air Force Chief of Staff in Rwanda Defence Forces

ARRETE PRESIDENTIEL N° 102/01 DU 24/02/2017 PORTANT NOMINATION D'UN CHEF-D'ETAT MAJOR DE L'ARMEE DE L'AIR AU SEIN DES FORCES RWANDAISES DE DEFENSE

Nous, KAGAME Paul,
Président de la République ;

Vu la Constitution de la République du Rwanda de 2003 révisée en 2015, spécialement en ses articles 112, 122 et 176;

Vu la Loi n° 10/2011 du 13/05/2011 portant missions, organisation et compétences des Forces Rwandaises de Défense, spécialement en son article 12;

Sur proposition du Ministre de la Défense ;

Après examen et adoption par le Conseil des Ministres, en sa séance du 08/12/2015 ;

AVONS ARRETE ET ARRETONS :

Article premier: Nomination d'un Chef d'Etat-Major de l'Armée de l'Air au sein des Forces Rwandaises de Défense

Brigadier Général Charles KARAMBA est nommé Chef d'Etat-Major de l'Armée de l'Air au sein des Forces Rwandaises de Défense.

Ingingo ya 2: Abashinzwe kubahiriza iri teka

Minisitiri w'Intebe, Minisitiri w'Ingabo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

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

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

Ingingo ya 4: Igihe iteka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 28/10/2015.

Kigali, ku wa **24/02/2017**

Article 2: Authorities responsible for the implementation of this Order

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

Article 3: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 4: Commencement

This Order comes into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 28/10/2015.

Kigali, on **24/02/2017**.

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

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

Article 3: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 4: Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 28/10/2015.

Kigali, le **24/02/2017**

(sé)
KAGAME Paul
Perezida wa Repubulika

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika :**

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

(sé)
KAGAME Paul
President of the Republic

(sé)
MUREKEZI Anastase
Prime Minister

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

(sé)
BUSINGYE Johnston
Minister of Justice /Attorney General

(sé)
KAGAME Paul
Président de la République

(sé)
MUREKEZI Anastase
Premier Ministre

Vu et scellé du Sceau de la République:

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

ITEKA RYA PEREZIDA N°103/01 RYO KU PRESIDENTIAL ORDER N°103/01 OF ARRETE PRESIDENTIEL N°103/01 DU
WA 24/02/2017 RISHYIRAHU UMUYOBOZI 24/02/2017 APPOINTING A DIRECTOR 24/02/2017 PORTANT NOMINATION D'UN
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**ITEKA RYA PEREZIDA N°103/01 RYO KU PRESIDENTIAL ORDER N°103/01 OF ARRETE PRESIDENTIEL N°103/01 DU
WA 24/02/2017 RISHYIRAHU UMUYOBOZI 24/02/2017 APPOINTING A DIRECTOR 24/02/2017 PORTANT NOMINATION D'UN
MUKURU GENERAL DIRECTEUR GENERAL**

Twebwe, KAGAME Paul,
Perezida wa Repubulika;

We, KAGAME Paul,
President of the Republic;

Nous, KAGAME Paul,
Président de la République ;

Dushingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo, iya 112, iya 122 n'iya 176;

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Article 112, 122 and 176;

Vu la Constitution de la République du Rwanda de 2003 révisée en 2015, spécialement en ses articles 112, 122 et 176;

Dushingiye ku Itegeko no 07/2012 ryo ku wa 29/02/2012 rishyiraho Ibitaro bya Gisirikare by'u Rwanda (RMH) rikanagena inshingano, imiterere n'imikorere byacyo, cyane cyane mu ngingo yaryo ya 9;

Pursuant to Law no 07/2012 of 29/02/2012 establishing Rwanda Military Hospital (RMH) and determining its mission, organization and functioning, especially in Article 9;

Vu la Loi n° 07/2012 du la 29/02/2012 portante création de l'Hôpital Militaire du Rwanda (RMH) et déterminant sa mission, son organisation et son fonctionnement, spécialement en son article 9;

Bisabwe na Minisitiri w'Ingabo;

On proposal by the Minister of Defense;

Sur proposition du Ministre de la Défense;

Inama y'Abaminisitiri yateranye ku wa 03/11/2015 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 03/11/2015;

Après examen et adoption par le Conseil des Ministres en sa séance du 03/11/2015;

TWATEGETSE KANDI DUTEGETSE:

HAVE ORDERED AND HEREBY ORDER:

AVONS ARRETE ET ARRETONS:

Ingingo ya mbere: Ishyirwaho

Article One: Appointment

Article premier: Nomination

Burigadiye Jenerali NDAHIRO Emmanuel agizwe Umuyobozi Mukuru w'Ibitaro bya Gisirikare by'u Rwanda.

Brigadier General NDAHIRO Emmanuel is appointed Director General of Rwanda Military Hospital (RMH).

Général de Brigade NDAHIRO Emmanuel est nommé Directeur Général de l'Hôpital Militaire du Rwanda (RMH).

<u>Ingingo ya 2: Abashinzwe gushyira mu bikorwa iri teka</u>	<u>Article 2: Authorities responsible for the implementation of this Order</u>	<u>Article 2: Autorités chargées de l'exécution du présent arrêté</u>
Minisitiri w'Intebe, Minisitiri w'Ingabo na Minisitiri w'Imari n'Igenamigambi bashinzwe gushyira mu bikorwa iri teka.	The Prime Minister, the Minister of Defense, and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.	Le Premier Ministre, le Ministre de la Défense et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.
<u>Ingingo ya 3: Ivanwaho ry'ingingo zinyuranyije n'iri teka</u>	<u>Article 3: Repealing provision</u>	<u>Article 3: Disposition abrogatoire</u>
Ingingo zose z'amateka abanziriza iri kandi zinyuranyije na ryo zivanyweho.	All prior provisions contrary to this Order are repealed.	Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.
<u>Ingingo ya 4: Igihe iteka ritangirira gukurikizwa</u>	<u>Article 4: Commencement</u>	<u>Article 4 : Entrée en vigueur</u>
Iri teka ritangira gukurikizwa ku muni rishyiriweho umukono. Agaciro karyo gahera ku wa 03/11/2015.	This Order comes into force on the date of its signature. It takes effects as of 03/11/2015.	Le présent arrêté entre en vigueur le jour de sa signature. Il sort ses effets à partir du 03/11/2015.

Official Gazette n° 13 of 27/03/2017

Kigali, ku wa **24/02/2017**

Kigali, on **24/02/2017**

Kigali, le **24/02/2017**

(sé)
KAGAME Paul
Perezida wa Repubulika

(sé)
KAGAME Paul
President of the Republic

(sé)
KAGAME Paul
Président de la République

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

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

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

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

**ITEKA RYA PEREZIDA N°104/01 RYO KU
WA 24/02/2017 RISHYIRAHO DEFENCE
ATTACHE**

**PRESIDENTIAL ORDER N°104/01 OF
24/02/2017 APPOINTING A DEFENCE
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**ARRETE PRESIDENTIEL N° 104/01 DU
24/02/2017 PORTANT NOMINATION
D'UN ATTACHE MILITAIRE**

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**Ingingo ya 3: Ivanwaho ry'ingingo
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Article 3: Disposition abrogatoire

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

Article 4: Commencement

Article 4: Entrée en vigueur

ITEKA RYA PEREZIDA N°104/01 RYO KU WA 24/02/2017 RISHYIRAHU DEFENCE ATTACHE

PRESIDENTIAL ORDER N°104/01 OF 24/02/2017 APPOINTING A DEFENCE ATTACHE

ARRETE PRESIDENTIEL N° 104/01 DU 24/02/2017 PORTANT NOMINATION D'UN ATTACHE MILITAIRE

Twebwe, KAGAME Paul,
Perezida wa Repbulika;

We, KAGAME Paul,
President of the Republic;

Nous, KAGAME Paul,
Président de la République ;

Dushingiye ku Itegeko Nshinga rya Repbulika y'u Rwanda ryo mu 2003 ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo, iya 111, iya 112 , iya 122 n'iya 176;

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 111, 112, 122 and 176;

Vu la Constitution de la République du Rwanda de 2003 révisée en 2015, spécialement en ses articles 111, 112, 122 et 176;

Dushingiye ku Itegeko n° 10/2011 ryo ku wa 13/05/2011 rigena inshingano, imiterere n'ububasha by'Ingabo z'u Rwanda, cyane cyane mu ngingo yaryo ya 12;

Pursuant to Law n° 10/2011 of 13/05/2011 determining missions, organization and powers of the Rwanda Defence Forces, especially in Article 12;

Vu la Loi n° 10/2011 du 13/05/2011 portant missions, organisation et compétences des Forces Rwandaises de Défense, spécialement en son article 12;

Bisabwe na Minisitiri w'Ingabo;

Upon proposal by the Minister of Defence;

Sur proposition du Ministre de la Défense;

Inama y'Abaminisitiri yateranye ku wa 08/12/2015 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 08/12/2015;

Après examen et adoption par le Conseil des Ministres en sa séance du 08/12/2015;

TWATEGETSE KANDI DUTEGETSE:

HAVE ORDERED AND HEREBY ORDER:

AVONS ARRETE ET ARRETONS :

Ingingo ya mbere: Ishyirwaho rya *Defence Attaché*

Article One: Appointment of a Defence Attaché

Article premier: Nomination d'un Attaché Militaire

Koloneli Vicent NYAKARUNDI agizwe *Defence Attaché* i Washington muri Leta Zunze Ubumwe za Amerika.

Colonel Vicent NYAKARUNDI is appointed Defence Attaché in Washington, United States of America.

Colonel Vicent NYAKARUNDI est nommé Attaché Militaire à Washington, aux Etats Unis d'Amérique.

Ingingo ya 2: Abashinzwe kubahiriza iri teka

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

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

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

Ingingo ya 4: Igihe iteka ritangira gukurikizwa

Iri teka ritangira gukurikizwa kumunsi ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 28/10/2015.

Kigali, ku wa 24/02/2017

Article 2: Authorities responsible for the implementation of this Order

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

Article 3: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 4: Commencement

This Order comes into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 28/10/2015.

Kigali, on 24/02/2017

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

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

Article 3: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 4: Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 28/10/2015.

Kigali, le 24/02/2017.

Official Gazette n° 13 of 27/03/2017

(sé)
KAGAME Paul
Perezida wa Repubulika

(sé)
KAGAME Paul
President of the Republic

(sé)
KAGAME Paul
Président de la République

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika :**

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République :

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

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

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

**ITEKA RYA PEREZIDA N°105/01 RYO KU
WA 24/02/2017 RISHYIRAHU UMUYOBOZI
MUKURU**

**PRESIDENTIAL ORDER N°105/01 OF
24/02/2017 APPOINTING A DIRECTOR
GENERAL**

**ARRETE PRESIDENTIEL N°105/01 DU
24/02/2017 PORTANT NOMINATION D'UN
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Article 3 : Repealing provision

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

Article 4 : Commencement

Article 4 : Entrée en vigueur

ITEKA RYA PEREZIDA N°105/01 RYO KU WA 24/02/2017 RISHYIRAHU UMUYOBOZI MUKURU

PRESIDENTIAL ORDER N°105/01 OF 24/02/2017 APPOINTING A DIRECTOR GENERAL

ARRETE PRESIDENTIEL N°105/01 DU 24/02/2017 PORTANT NOMINATION D'UN DIRECTEUR GENERAL

Twebwe, KAGAME Paul,
Perezida wa Repubulika;

We, KAGAME Paul,
President of the Republic;

Nous, KAGAME Paul,
Président de la République;

Dushingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo ku wa 04 Kamena 2003, nk'uko ryavuguruwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 88, iya 89, iya 112, iya 113, iya 121 n'iya 201;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 88, 89, 112, 113, 121 and 201;

Vu la Constitution de la République du Rwanda du 04 juin 2003 telle que révisée à ce jour, spécialement en ses articles 88, 89, 112, 113, 120 et 201;

Dushingiye ku Itegeko n° 86/2013 ryo ku wa 11/09/2013 rishyiraho Sitati Rusange igenga Abakozi ba Leta, cyane cyane mu ngingo zaryo iya 4, iya 6 n'iya 8;

Pursuant to Law n° 86/2013 of 11/09/2013 establishing the General Statutes for Public Service, especially in Articles 4, 6, and 8;

Vu la Loi n° 86/2013 du 11/09/2013 portant Statut Général de la Fonction Publique, spécialement en ses articles 4, 6, et 8;

Dushingiye ku Itegeko n°40/2010 ryo ku wa 25/11/2010 rishyiraho Ikigo cy'u Rwanda gishinzwe guteza imbere imiturire (RHA) rikanagena inshingano, imiterere n'imikorere byacyo, cyane cyane mu ngingo yaryo ya 9;

Pursuant to Law N°40/2010 of 25/11/2010 establishing the Rwanda Housing Authority (RHA) and determining its responsibilities, organisation and functioning, especially in Article 9;

Vu la Loi ° 40/2010 du 25/11/2010 portant création de l'Office Rwandais pour la Promotion de l'Habitat (RHA) et déterminant ses attributions, son organisation et son fonctionnement, spécialement en son article 9;

Bisabwe na Minisitiri w'Ibikorwa Remezo;

On proposal by the Minister of Infrastructure;

Sur proposition du Ministre des Infrastructures;

Inama y'Abaminisitiri yateranye ku wa 08/06/2015 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in its session of 08/06/2015;

Après examen et adoption par le Conseil des Ministres en sa séance du 08/06/2015;

Bimaze kwemezwa na Sena mu Nama yayo y'Inteko Rusange yo ku wa 29/06/2015;

After approval by Senate in its Plenary Session of 29/06/2015;

Après adoption par le Sénat en sa Séance Plénière du 29/06/2015;

TWATEGETSE KANDI DUTEGETSE:

HAVE ORDERED AND HEREBY ORDER:

AVONS ARRETE ET ARRETONS:

Ingingo ya mbere : Ishyirwaho

Eng. SAGASHYA Didier Giscard agizwe Umuyobozi Mukuru w'Ikigo cy'u Rwanda gishinzwe guteza imbere imiturire (RHA).

Ingingo ya 2 : Abashinzwe kubahiriza iri teka

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

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

Izindi ngingo z'amateka abanziriza iri kandi zinyuranye naryo zivanyweho.

Ingingo ya 4 : Igihe iteka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku muni rishyiriweho umukono. Agaciro karyo gahera ku wa 08/06/2015.

Kigali, ku wa **24/02/2017**

Article One : Appointment

Eng. SAGASHYA Didier Giscard is hereby appointed Director General of Rwanda Housing Authority (RHA).

Article 2 : Authorities responsible for the implementation of this Order

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

Article 3: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 4 : Commencement

This Order shall come into force on the date of its signature. It takes effect as of 08/06/2015.

Kigali, on **24/02/2017**

Article premier : Nomination

Eng. SAGASHYA Didier Giscard est nommé Directeur Général de l'Office Rwandais pour la Promotion de l'Habitat (RHA).

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

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

Article 3 : Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 4 : Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa signature. Il sort ses effets à partir du 08/06/2015.

Kigali, le **24/02/2017**

(sé)
KAGAME Paul
Perezida wa Repubulika

(sé)
KAGAME Paul
President of the Republic

(sé)
KAGAME Paul
Président de la République

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

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

Vu et scellé du Sceau de la République:

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

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

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

ITEKA RYA PEREZIDA N°106/01 RYO KU PRESIDENTIAL ORDER N°106/01 OF ARRETE PRESIDENTIEL N°106/01 DU
WA 24/02/2017 RISHYIRAHU KOMISERI 24/02/2017 APPOINTING A NON- 24/02/2017 PORTANT NOMINATION D'UNE
UDAHORAHU PERMANENT COMMISSIONER COMMISSAIRE NON-PERMANENTE

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Article 3 : Disposition abrogatoire

Ingingo ya 4:Igihe iteka ritangira gukurikizwa

Article 4 : Commencement

Article 4 : Entrée en vigueur

ITEKA RYA PEREZIDA N°106/01 RYO KU WA 24/02/2017 RISHYIRAHO KOMISERI UDAHORAHO **PRESIDENTIAL ORDER N°106/01 24/02/2017 APPOINTING A NON-PERMANENT COMMISSIONER** **OF ARRETE PRESIDENTIEL N°106/01 DU 24/02/2017 PORTANT NOMINATION D'UNE COMMISSAIRE NON-PERMANENTE**

Twebwe, KAGAME Paul
Perezida wa Repubulika,

We, KAGAME Paul
President of the Republic,

Nous, KAGAME Paul
Président de la République,

Dushingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo ku wa 04 Kamena 2003 nk'uko ryavuguruwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 88, iya 89, iya 112, iya 113, iya 121 n'ya 201;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 88, 89, 112, 113, 121 and 201;

Vu la Constitution de la République du Rwanda du 04 Juin 2003, telle que révisée à ce jour, spécialement en ses articles 88, 89, 112, 113, 121 et 201;

Dushingiye ku Itegeko n° 44/2013 ryo ku wa 16/06/2013 rishyiraho Komisiyo y'u Rwanda ishinzwe Ivugururwa ry'Amategeko (RLRC) rikanagena inshingano, imiterere n'imikorere byayo nk'uko ryahinduwe kandi ryujujwe kugeza ubu, cyane mu ngingo zaryo, iya 11 n'ya 12;

Pursuant to Law n° 44/2013 of 16/06/2013 establishing the Rwanda Law Reform Commission (RLRC) and determining its mission, organization and functioning as modified and complemented to date, especially in Articles 11 and 12;

Vu la loi n° 44/2013 du 16/06/2013 portant création de la Commission Rwandaise de Réforme du Droit (RLRC) et déterminant sa mission, son organisation et son fonctionnement telle que modifiée et complétée à ce jour spécialement en ses articles 11 et 12;

Bisabwe na Minisitiri w'Ubutabera/ Intumwa Nkuru ya Leta;

On proposal by the Minister of Justice/Attorney General;

Sur proposition du Ministre de la Justice/Garde des Sceaux;

Inama y'Abaminisitiri yateranye ku wa 05/08/2015 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in its session of 05/08/2015;

Après examen et adoption par le Conseil des Ministres en sa séance du 05/08/2015;

Bimaze kwemezwa na Sena mu Nama yayo y'Inteko Rusange yo ku wa 13/08/2015;

After approval by the Senate in its Plenary Session of 13/08/2015;

Après adoption par le Sénat en sa Séance Plénière du 13/08/2015;

TWATEGETSE KANDI DUTEGETSE:

HAVE ORDERED AND HEREBY ORDERS:

AVONS ARRETE ET ARRETONS:

Ingingoyambere: Ishyirwaho

Madamu BIGIRIMANA Consolate agizwe Komiseri udahoraho muri Komisiyo y'u Rwanda ishinzwe Ivugururwa ry'Amategeko (RLRC).

Article One: Appointment

Ms BIGIRIMANA Consolate is hereby appointed Non-Permanent Commissioner in Rwanda Law Reform Commission (RLRC).

Article premier: Nomination

Madame BIGIRIMANA Consolate est nommée Commissaire Non-Permanente à la Commission Rwandaise de Réforme du Droit (RLRC).

Ingingo ya 2: Abashinzwe kubahiriza iri teka

Minisitiri w'Intebe, Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta, Minisitiri w'Abakozi ba Leta n'Umurimo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

Article 2: Authorities responsible for the implementation of this Order

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

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

Le Premier Ministre, le Ministre de la Justice/Garde des Sceaux, le Ministre de la Fonction Publique et du Travail et le Ministre des Finances et de Planification Economique 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 n'ariyo 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 gukurikizwa

Iri teka ritangira gukurikizwa ku munsiri rishyiriweho umukono. Agaciro karyo gahera ku wa 05/08/2015.

Article 4: Commencement

This Order shall come into force on the date of its signature. It takes effect as of 05/08/2015.

Article 4 : Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa signature. Il sort ses effets à partir du 05/08/2015.

Kigali, ku wa 24/02/2017

Kigali, on 24/02/2017

Kigali, le 24/02/2017

(sé)
KAGAME Paul
Perezida wa Repubulika

(sé)
KAGAME Paul
President of the Republic

(sé)
KAGAME Paul
Président de la République

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

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

Vu et scellé du Sceau de la République

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

(sé)
BUSINGYE Johnston
Minister of Justice / **Attorney General**

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

ITEKA RYA PEREZIDA N°107/01 RYO PRESIDENTIAL ORDER N°107/01 OF ARRETE PRESIDENTIEL N°107/01 DU
KU WA 24/02/2017 RISHYIRAHO 24/02/2017 APPOINTING A NON- 24/02/2017 PORTANT NOMINATION
KOMISERI UDAHORAHO PERMANENT COMMISSIONER D'UN COMMISSAIRE NON-
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Ingingo ya 4:Igihe iteka ritangira gukurikizwa

Article 4 : Commencement

Article 4 : Entrée en vigueur

ITEKA RYA PEREZIDA N°107/01 RYO KU WA 24/02/2017 RISHYIRAHOKOMISERI UDAHORAHO **PRESIDENTIAL ORDER N°107/01 OF 24/02/2017 APPOINTING A NON-PERMANENT COMMISSIONER** **ARRETE PRESIDENTIEL N°107/01 DU 24/02/2017 PORTANT NOMINATION D'UN COMMISSAIRE NON-PERMANENT**

Twebwe, KAGAME Paul
Perezida wa Repubulika,

We, KAGAME Paul
President of the Republic,

Nous, KAGAME Paul
Président de la République,

Dushingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo ku wa 04 Kamena 2003 nk'uko ryavuguruwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 88, iya 89, iya 112, iya 113, iya 121 n'ya 201;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 88, 89, 112, 113, 121 and 201;

Vu la Constitution de la République du Rwanda du 04 Juin 2003, telle que révisée à ce jour, spécialement en ses articles 88, 89, 112, 113, 121 et 201;

Dushingiye ku Itegeko n° 44/2013 ryo ku wa 16/06/2013 rishyiraho Komisiyo y'u Rwanda ishinzwe Ivugururwa ry'Amategeko (RLRC) rikanagena inshingano, imiterere n'imikorere byayo nk'uko ryahinduwe kandi ryujujwe kugeza ubu, cyane mu ngingo zaryo, iya 11 n'ya 12;

Pursuant to Law n° 44/2013 of 16/06/2013 establishing the Rwanda Law Reform Commission (RLRC) and determining its mission, organization and functioning as modified and complemented to date, especially in Articles 11 and 12;

Vu la Loi n° 44/2013 du 16/06/2013 portant création de la Commission Rwandaise de Réforme du Droit (RLRC) et déterminant sa mission, son organisation et son fonctionnement telle que modifiée et complétée à ce jour spécialement en ses en ses articles 11 et 12;

Bisabwe na Minisitiri w'Ubutabera/ Intumwa Nkuru ya Leta;

On proposal by the Minister of Justice/Attorney General;

Sur proposition du Ministre de la Justice/Garde des Sceaux;

Inama y'Abaminisitiri yateranye kuwa 08/06/2015 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in its session of 08/06/2015;

Après examen et adoption par le Conseil des Ministres en sa séance du 08/06/2015;

Bimaze kwemezwa na Sena mu Nama yayo y'Inteko Rusange yo ku wa 13/08/2015;

After approval by the Senate in its Plenary Session of 13/08/2015;

Après adoption par le Sénat en sa Séance Plénière du 13/08/2015;

TWATEGETSE KANDI DUTEGETSE:

HAVE ORDERED AND HEREBY ORDERS:

AVONS ARRETE ET ARRETONS:

Ingingoyambere: Ishyirwaho

Madamu YANKULIJE Odette agizwe Komiseri udahoraho muri Komisiyo y'u Rwanda ishinze Ivugururwa ry'Amategeko (RLRC).

Article One: Appointment

Ms YANKULIJE Odette is hereby appointed Non-Permanent Commissioner in Rwanda Law Reform Commission (RLRC).

Article premier: Nomination

Madame YANKULIJE Odette est nommée Commissaire Non-Permanente à la Commission Rwandaise de Réforme du Droit (RLRC).

Ingingo ya 2: Abashinzwe kubahiriza iri teka

Minisitiri w'Intebe, Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta, Minisitiri w'Abakozi ba Leta n'Umurimo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

Article 2: Authorities responsible for the implementation of this Order

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

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

Le Premier Ministre, le Ministre de la Justice/Garde des Sceaux, le Ministre de la Fonction Publique et du Travail et le Ministre des Finances et de Planification Economique 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 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 ku wa 08/06/2015.

Article 4: Commencement

This Order shall come into force on the date of its signature. It takes effect as of 08/06/2015.

Article 4 : Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa signature. Il sort ses effets à partir du 08/06/2015.

Official Gazette n° 13 of 27/03/2017

Kigali, ku wa **24/02/2017**

(sé)
KAGAME Paul
Perezida wa Repubulika

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

**Bibonywe kandi bishyizweho Ikirango
cya Repubulika:**

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

Kigali, on **24/02/2017**

(sé)
KAGAME Paul
President of the Republic

(sé)
MUREKEZI Anastase
Prime Minister

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

(sé)
BUSINGYE Johnston
Minister of Justice / **Attorney General**

Kigali, le **24/02/2017**

(sé)
KAGAME Paul
Président de la République

(sé)
MUREKEZI Anastase
Premier Ministre

Vu et scellé du Sceau de la République

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

ITEKA RYA PEREZIDA N°108/01 RYO PRESIDENTIAL ORDER N°108/01 OF ARRETE PRESIDENTIEL N°108/01 DU
KU WA 24/02/2017 RISHYIRAHU 24/02/2017 APPOINTING A 24/02/2017 PORTANT NOMINATION
KOMISERI COMMISSIONER D'UN COMMISSAIRE

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Article 4 : Entrée en vigueur

**ITEKA RYA PEREZIDA N°108/01 RYO PRESIDENTIAL ORDER N°108/01 OF ARRETE PRESIDENTIEL N°108/01 DU
KU WA 24/02/2017 RISHYIRAHU 24/02/2017 APPOINTING A 24/02/2017 PORTANT NOMINATION
KOMISERI COMMISSIONER D'UN COMMISSAIRE**

Twebwe, KAGAME Paul,
Perezida wa Repubulika;

We, KAGAME Paul,
President of the Republic;

Nous, KAGAME Paul,
Président de la République;

Dushingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo ku wa 04 Kamena 2003 ryavuguruwe muri 2015, cyane cyane mu ngingo zaryo, iya 112, iya 122 n'iya 176;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 revised in 2015 especially in Articles 112, 122 and 176;

Vu la Constitution de la République du Rwanda du 04 Juin 2003 révisée en 2015, spécialement en ses articles 112, 122 et 176;

Dushingiye ku Itegeko n° 35/2008 ryo ku wa 08/08/2008 rigena imiterere n'imikorere bya Komisiyo y'Igihugu y'Ubumwe n'Ubwiye nk'uko ryahinduwe kandi ryujwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 8 n'iya 9;

Pursuant to Law n° 35/2008 of 08/08/2008 determining the organisation and functioning of the National Unity and Reconciliation Commission as modified and complemented to date, especially in Articles 8 and 9;

Vu la Loi n° 35/2008 du 08/08/2008 portant organisation et fonctionnement de la Commission Nationale de l'Unité et la Réconciliation telle que modifiée et complétée à ce jour spécialement en ses articles 8 et 9;

Bisabwe na Minisitiri muri Perezidansi ya Repubulika;

On proposal by the Minister in the Office of the President;

Sur proposition du Ministre à la Présidence de la République;

Inama y'Abaminisitiri yateranye kuwa 04/05/2015 imaze kubisuzuma no kubyemeza;

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

Après examen et adoption par le Conseil des Ministres en sa séance du 04/05/2015;

Bimaze kwemezwa na Sena mu nama yayo y'Inteko Rusange yo kuwa 15/06/2015;

After approval by the Senate in its plenary session of 15/06/2015;

Après adoption par le Sénat en sa séance plénière du 15/06/2015;

TWATEGETSE KANDI DUTEGETSE:

HAVE ORDERED AND HEREBY ORDERS:

AVONS ARRETE ET ARRETONS:

Ingingo ya mbere: Ishyirwaho

Bwana RULINDA Innocent agizwe Komiseri muri Komisiyo y'Igihugu y'Ubumwe n'Ubwiyunge.

Article One: Appointment

Mr. RULINDA Innocent is hereby appointed Commissioner in the National Unity and Reconciliation Commission.

Article premier: Nomination

Monsieur RULINDA Innocent est nommé Commissaire à la Commission Nationale de l'Unité et la Réconciliation.

Ingingo ya 2: Abashinzwe kubahiriza iri teka

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

Article 2: Authorities responsible for the implementation of this Order

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

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

Le Premier Ministre, le Ministre à la Présidence de la République, le Ministre des Finances et de la Planification Economique 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 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 ku wa 04/05/2015.

Article 4: Commencement

This Order shall come into force on the date of its signature. It takes effect as of 04/05/2015.

Article 4 : Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa signature. Il sort ses effets à partir du 04/05/2015.

Kigali, ku wa **24/02/2017**

Kigali, on **24/02/2017**

Kigali, le **24/02/2017**

(sé)

KAGAME Paul
Perezida wa Repubulika

(sé)

MUREKEZI Anastase
Minisitiri w'Intebe

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

(sé)

BUSINGYE Johnston
Minisitiri w'Ubutabera / Intumwa Nkuru ya
Leta

(sé)

KAGAME Paul
President of the Republic

(sé)

MUREKEZI Anastase
Prime Minister

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

(sé)

BUSINGYE Johnston
Minister of Justice / Attorney General

(sé)

KAGAME Paul
Président de la République

(sé)

MUREKEZI Anastase
Premier Ministre

Vu et scellé du Sceau de la République

(sé)

BUSINGYE Johnston
Ministre de la Justice / Garde des Sceaux

ITEKA RYA MINISITIRI W'INTEBE N°39/03
RYO KU WA 24/02/2017 RISHYIRAHO
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'IKIGO
GISHINZWE ITERAMBERE
RY'UBUSHOBOZI N'UMURIMO (CESB)

PRIME MINISTER'S ORDER N°39/03 OF
24/02/2017 DETERMINING
ORGANIZATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES OF THE CAPACITY
DEVELOPMENT AND EMPLOYMENT
SERVICES BOARD (CESB)

ARRETE DU PREMIER MINISTRE N°39/03
DU 24/02/2017 DETERMINANT
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ACCORDES
AU PERSONNEL DE L'OFFICE DE
DEVELOPPEMENT DES CAPACITES ET
SERVICES D'EMPLOI (CESB)

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Article 11: Repealing provision

Article 11: Disposition abrogatoire

Ingingo ya 12: Igihe iri teka ritangira gukurikizwa

Article 12: Commencement

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ITEKA RYA MINISITIRI W'INTEBE N°39/03 RYO KU WA 24/02/2017 RISHYIRAHO IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO GISHINZWE ITERAMBERE RY'UBUSHOBOZI N'UMURIMO (CESB)

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo, iya 119, iya 120, 122 n'iya 176;

Ashingiye ku Itegeko n°43/2016 ryo ku wa 18/10/2016 rishyiraho Ikigo gishinzwe Iterambere ry'Ubushobozi n'Umurimo rikanagena inshingano, imiterere n'imikorere byacyo, cyane cyane mu ngingo zaryo, iya 26 n'iya 27;

Ashingiye ku Itegeko n°86/2013 ryo ku wa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta, cyane cyane mu ngingo yaryo ya 52;

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

Inama y'Abaminisitiri yateranye ku wa 09/12/2016 imaze kubisuzuma no kubyemeza.

ATEGETSE:

PRIME MINISTER'S ORDER N°39/03 OF 24/02/2017 DETERMINING ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE CAPACITY DEVELOPMENT AND EMPLOYMENT SERVICES BOARD (CESB)

The Prime Minister;

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 119, 120, 122 and 176;

Pursuant to Law n°43/2016 of 18/10/2016 establishing the Capacity Development and Employment Services Board and determining its mission, organisation and functioning, especially in Articles 26 and 27;

Pursuant to Law n° 86/2013 of 11/09/2013 establishing the general statutes for public service, especially in Article 52;

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet, in its session of 09/12/2016.

HEREBY ORDERS:

ARRETE DU PREMIER MINISTRE N°39/03 DU 24/02/2017 DETERMINANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE DE DEVELOPPEMENT DES CAPACITES ET SERVICES D'EMPLOI (CESB)

Le Premier Ministre;

Vu la Constitution de la République du Rwanda de 2003 révisée en 2015, spécialement en ses articles 119, 120, 122 et 176;

Vu la Loi n° 43/2016 du 18/10/2016 portant création de l'Office de Développement des Capacités et Services d'emploi et déterminant ses missions, son organisation et son fonctionnement, spécialement en ses articles 26 et 27 ;

Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en son article 52;

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

Après examen et adoption par le Conseil des Ministres, en sa séance du 09/12/2016.

ARRETE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo gishinzwe Iterambere ry'Ubushobozi n'Umurimo (CESB).

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

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo by'Ikigo gishinzwe Iterambere ry'Ubushobozi n'Umurimo (CESB) biri ku mugereka wa I n'uwa II y'iri teka.

Ingingo ya 3: Igenwa ry'umushahara

Imishahara y'abakozi b'Ikigo gishinzwe Iterambere ry'Ubushobozi n'Umurimo (CESB) igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu butegetsi bwa Leta.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo mu Kigo gishinzwe Iterambere ry'Ubushobozi n'Umurimo (CESB) iri ku mugereka wa III w'iri teka.

Ingingo ya 4: Ibigize umushahara mbumbe

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

Article One: Purpose of this Order

This Order determines organisational structure, salaries and fringe benefits for employees of the Capacity Development and Employment Board (CESB).

Article 2: Organisational structure and job profiles

The organisational structure and job profiles of the Capacity Development and Employment Board (CESB) are respectively in annex I and II of this Order.

Article 3: Determination of the salary

Salaries for employees of the Capacity Development and Employment Board (CESB) are determined basing on the job classification and in accordance with general principles on salary calculation in Public Service.

The level, index value and gross salary corresponding to each job position in the Capacity Development and Employment Board (CESB) are in annex III to this Order.

Article 4: Composition of the gross salary

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

Article premier: Objet du présent arrêté

Le présent arrêté détermine structure organisationnelle, salaires et avantages accordés au personnel de l'Office de Développement des Capacités et Promotion de l'Emploi (CESB).

Article 2: Structure organisationnelle et profils d'emplois

La structure organisationnelle et les profils d'emplois de l'Office de Développement des Capacités et Promotion de l'Emploi (CESB) sont respectivement en annexe I et II du présent arrêté.

Article 3: Détermination du salaire

Les salaires accordés au personnel de l'Office de Développement des Capacités et Promotion de l'Emploi (CESB) sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi au sein de l'Office de Développement (CESB) sont en annexe III du présent arrêté.

Article 4: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement:

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1 ° umushahara fatizo;

2 ° indamunite y'icumbi;

3 ° indamunite y'urugendo;

4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi;

5 ° inkunga ya Leta yo kuvuza umukozi.

1 ° basic salary;

2 ° housing allowance;

3 ° transport allowance;

4 ° state contribution for social security;

5 ° State contribution for medical care.

1 ° le salaire de base;

2 ° l'indemnité de logement;

3 ° l'indemnité de transport;

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

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

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

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

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

Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru wa CESB

Umuyobozi Mukuru wa CESB agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

1 ° amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi, amafaranga ibihumbi mirongo ine y'u Rwanda (40.000 Frw) buri kwezi ya *interineti* igendanwa n'ay'itumanaho rya telefoni igendanwa angana

Article 5: Fringe benefits for the Director General of CESB

The Director General of CESB is entitled to the following fringe benefits:

1 ° one hundred thousand Rwandan francs (Frw 100,000) each month for office landline communication allowance, forty thousand Rwandan francs (Frw 40,000) per month for wireless internet connection and one hundred and fifty thousand Rwandan francs (Frw 150,000)

Article 5: Avantages alloués au Directeur Général de CESB

Le Directeur Général de CESB bénéficie des avantages suivants:

1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois, les frais d'internet sans fil équivalant à quarante mille francs rwandais (40.000 Frw) par mois et ceux de communication par téléphone portable

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n'ibihumbi ijana na mirongo itanu (150.000 Frw) buri kwezi;	per month for mobile phone communication allowance;	équivalent à cent cinquante mille francs rwandais (150.000 Frw) par mois;
2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana atatu y'u Rwanda (300.000 Frw) buri kwezi anyura kuri konti ya CESB;	2 ° office entertainment allowance of three hundred thousand Rwandan francs (Frw 300,000) per month and transferred to the CESB's account;	2 ° les frais de représentation au service équivalent à trois cent mille francs rwandais (300.000 Frw) chaque mois et domiciliés au compte bancaire de l'institution concernée;
3 ° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.	3 ° transport facilitation in accordance with the instructions of the Minister in charge of transport.	3 ° facilitation de transport en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Abayobozi b'Inzego bari ku rwego rwa "G/1.IV"

Article 6: Fringe benefits for Heads of Departments on "G/1.IV" job classification level

Article 6: Avantages alloués au Chefs de Départements au poste de niveau "G/1.IV"

Abayobozi b'Inzego bagenerwa ibindi bibafasha gutunganya imirimo bikurikira:

Heads of Departments are entitled to the following fringe benefits:

Les Chefs de Départements bénéficient des avantages suivants:

1 ° amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) n'iy'itumanaho rya telefone igendanwa angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi;	1 ° one hundred thousand Rwandan francs (Frw 100,000) each month for office landline communication allowance and one hundred thousand Rwandan francs (Frw 100,000) per month for mobile phone communication allowance;	1 ° les frais de communication par téléphone de bureau équivalent à cent mille francs Rwandais (100.000 Frw) et ceux de communication par téléphone portable équivalent à cent mille francs rwandais (100.000 Frw) par mois;
2 ° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.	2 ° transport facilitation in accordance with the instructions of the Minister in charge of transport.	2 ° facilitation de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 7: Ibindi bigenerwa Abayobozi b'Amashami n'Abasesenguzi bari ku rwego rwa "2.III"

Abayobozi b'Amashami n'Abasesenguzi bari ku rwego rwa "2.III" bagenerwa ibindi bibafasha gutunganya imirimo ku buryo bukurikira:

- 1° buri Muyobozi w'Ishami agenerwa amafaranga y'itumanaho rya telefoni yo mu biro angana n'amafaranga ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi n'ay'irya telefone igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;
- 2° buri Musesenguzi agenerwa amafaranga y'itumanaho rya telefone igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;
- 3° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Ingingo ya 8: Ibindi bigenerwa Abayobozi b'Udushami n'Impuguke bari ku rwego rw'imirimo rwa "3"

Abayobozi b'Udushami n'Impuguke bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo ku buryo bukurikira:

Article 7: Fringe benefits for Division Managers and Analysts on "2.III" job classification level

Division Managers and Analysts on "2.III" job classification level are each entitled to fringe benefits as follows:

- 1° each Division Manager receives seventy thousand Rwandan francs (Frw70,000) each month for office landline communication allowance and a mobile phone communication allowance of seventy thousand Rwandan francs (Frw 70,000) per month;
- 2° each Analyst receives a mobile phone communication allowance of seventy thousand Rwandan francs (Frw 70,000) per month;
- 3° transport facilitation in accordance with the instructions of the Minister in charge of transport.

Article 8: Fringe benefits for Directors of Units and Specialists on "3" job classification level

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

Article 7: Avantages alloués aux Chefs de Divisions et Analystes aux postes de niveau "2.III"

Les Chefs de Divisions et Analystes au poste de niveau "2.III" bénéficient chacun des avantages comme suit:

- 1° chaque Chef de Division reçoit les frais de communication par téléphone de bureau équivalant à soixante-dix mille francs Rwandais (70.000 Frw) et de communication par téléphone portable équivalant à septante mille francs rwandais (70.000 Frw) par mois;
- 2° chaque Analyste reçoit les frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois;
- 3° facilitation de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 8: Avantages alloués aux Directeurs d'Unités et Spécialistes aux postes de niveau "3"

Les Directeurs d'Unités et Spécialistes aux postes de niveau "3" bénéficient chacun des avantages comme suit:

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- | | | |
|---|---|--|
| <p>1 ° Amafaranga y’itumanaho rya telefoni igendanwa angana n’ibihumbi mirongo itatu y’u Rwanda (30.000 Frw) buri kwezi;</p> <p>2 ° Koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.</p> | <p>1 ° thirty thousand Rwandan francs (Frw 30,000) per month for a mobile phone communication allowance;</p> <p>2 ° transport facilitation in accordance with instructions of the Minister in charge of public service.</p> | <p>1 ° les frais de communication par téléphone portable de Trente mille francs rwandais (30.000 Frw) par mois;</p> <p>2 ° facilitation de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.</p> |
|---|---|--|

Abayobozi b’Udushami bari ku rwego rw’imirimo rwa “3.II” bafite itsinda ry’abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y’Ikigo bakorera, bagenerwa kandi amafaranga ibihumbi ijana y’u Rwanda (100,000 Frw) buri kwezi amafaranga y’itumanaho rya telefoni yo mu biro.

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

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

Ingingo ya 9: Indamunite z’urugendo rw’imodoka

Article 9: Mileage allowances

Article 9: Indemnités kilométriques

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

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

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

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

Article 10: Authorities responsible for the implementation of this Order

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

Minisitiri w’Imari n’Igenamigambi, Minisitiri w’Abakozi ba Leta n’Umurimo na Minisitiri w’Ibikorwa Remezo bashinzwe gushyira mu bikorwa iri teka.

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

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

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

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

Ingingo ya 12: Igihe iri teka ritangira gukurikizwa

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

Kigali, ku wa **24/02/2017**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Article 11: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 12: Commencement

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

Kigali ,on **24/02/2017**

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/ Attorney General

Article 11: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 12: Entrée en vigueur

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

Kigali, le **24/02/2017**

(sé)
MUREKEZI Anastase
Premier Ministre

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

Vu et scellé du Sceau de la République:

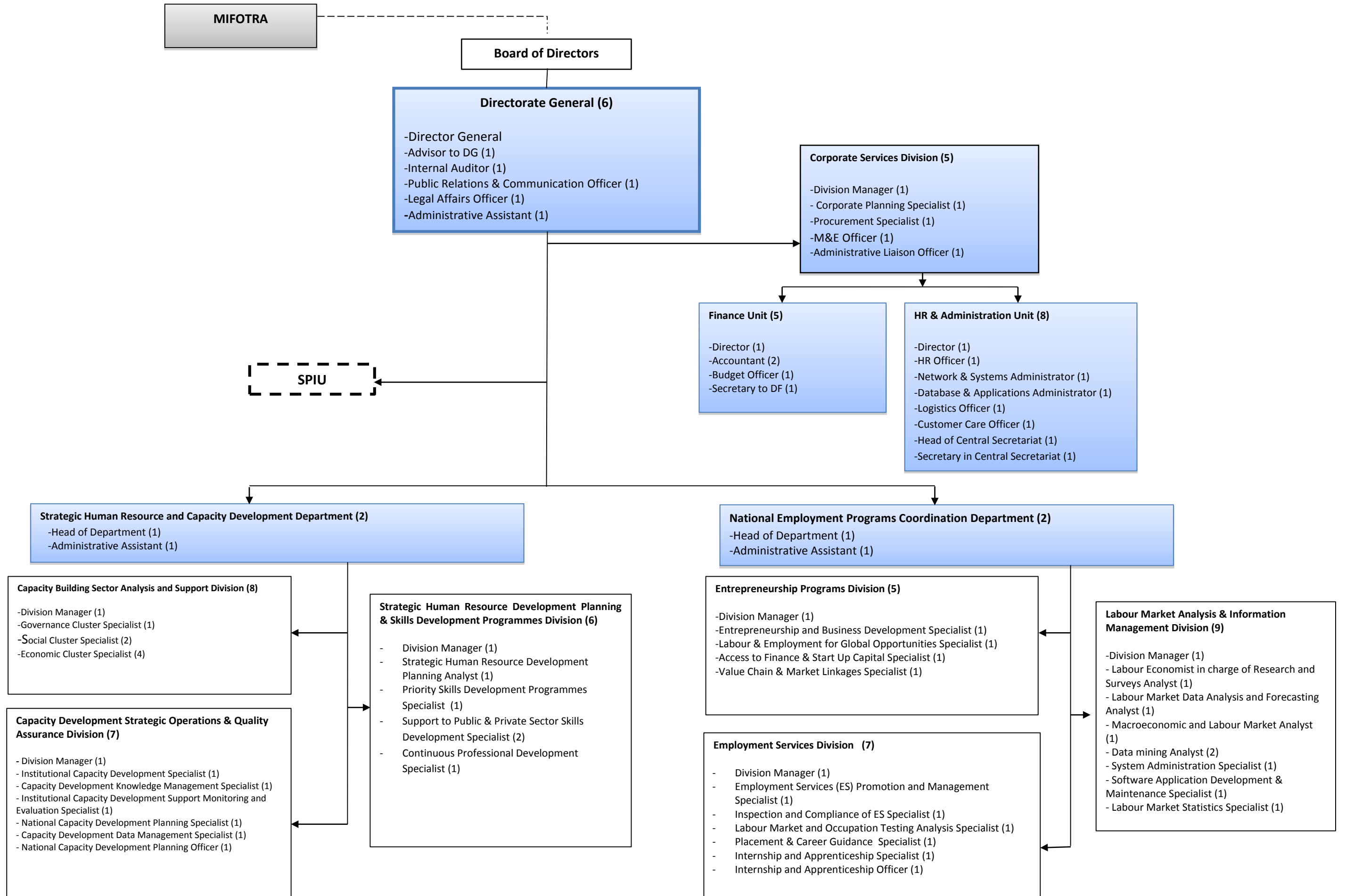
(sé)
BUSINGYE Johnston
Ministre de la Justice/ Garde des Sceaux

**UMUGEREKA WA I W' ITEKA RYA
MINISITIRI W'INTEBE N°39/03 RYO KU WA
24/02/2017 RISHYIRAHO
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'IKIGO
GISHINZWE ITERAMBERE
RY'UBUSHOBOZI N'UMURIMO (CESB)**

**ANNEX I TO THE PRIME MINISTER'S
ORDER N°39/03 OF 24/02/2017
DETERMINING ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
CAPACITY DEVELOPMENT AND
EMPLOYMENT SERVICES BOARD
(CESB)**

**ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N°39/03 DU 24/02/2017
DETERMINANT STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DE L'OFFICE DE DEVELOPPEMENT DES
CAPACITES ET SERVICES D'EMPLOI
(CESB)**

CAPACITY DEVELOPMENT AND EMPLOYMENT SERVICES BOARD (CESB) ORGANIZATIONAL STRUCTURE



Bibonywe kugira ngo bishyirwe ku mugereka w’Iteka rya Minisitiri w’Intebe n°39/03 ryo ku wa 24/02/2017 rishyiraho imbonerahamwe y’imyanya y’imirimo, imishahara n’ibindi bigenerwa abakozi b’Ikigo gishinzwe Iterambere ry’Ubushobozi n’Umurimo (CESB)

Kigali, ku wa 24/02/2017

(sé)
MUREKEZI Anastase
Minisitiri w’Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen to be annexed to the Prime Minister’s Order n°39/03 of 24/02/2017. determining organisational structure, salaries and fringe benefits for employees of the Capacity Development and Employment Services Board (CESB)

Kigali, on 24/02/2017

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and Sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l’Arrêté du Premier Ministre n°39/03 du 24/02/2017 déterminant structure organisationnelle, salaires et avantages accordés au personnel de l’Office de Développement des Capacités et Services d’Emploi (CESB)

Kigali, le 24/02/2017

(sé)
MUREKEZI Anastase
Premier Ministre

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

Vu et scellé du Sceau de la République :

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

**UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N°39/03 RYO KU
WA 24/02/2017 RISHYIRAHO
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'IKIGO
GISHINZWE ITERAMBERE
RY'UBUSHOBOZI N'UMURIMO (CESB)**

**ANNEXE II TO THE PRIME MINISTER'S
ORDER N°39/03 OF 24/02/2017
DETERMINING ORGANIZATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
CAPACITY DEVELOPMENT AND
EMPLOYMENT SERVICES BOARD (CESB)**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N°39/03 DU 24/02/2017
DETERMINANT STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DE L'OFFICE DE DEVELOPPEMENT DES
CAPACITES ET SERVICES D'EMPLOI
(CESB)**

CESB - JOB PROFILES

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
Office of the Director General	Director General	Director General	Political appointee	1
	Advisor to the Director General	Advisor to the Director General	<p>Bachelor's Degree in Law, Management, Business Administration, Project Management, Human Resources, Organisational and Institutional Development, Development Studies, Labour Economics, Economic Planning, Economic Policy, Administrative Sciences with 3 years of relevant experience of Masters in Law, Management, Business Administration, Project Management, Human Resources, Organisational and Institutional Development, Development Studies, Labour Economics, Economic Planning, Economic Policy, Administrative Sciences with 1 year of relevant working experience or and 2 years in senior positions</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Social Security legislation skills - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; 	1
	Internal Audit	Internal Audit	<p>AO in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Public Relations and Communication Officer	Public Relations and Communication Officer	<p>A0 in Communication, Public Relation, International Relations, Journalism, Marketing, Linguistics and Literature</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills - Computer skills - Creativity and initiative Skill - Good organisational and time-management skills - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	1
	Legal Affairs Officer	Legal Affairs	<p>A0 in Law</p> <p><u>Knowledge and technical skills required :</u></p> <ul style="list-style-type: none"> - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - High analytical and problem solving skills; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Administrative Assistant	Administrative Assistant to the DG	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/TOTAL				6
Corporate Services Division	Division Manager	Corporate Services Division Manager	<p>A0 in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 5 years of working experience or Master's Degree in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 3 years of relevant working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Human Resources Policy and procedures; - Knowledge of Rwanda Public Servant & Labour laws; - Leadership skills; - Coordination, Planning & Organizational Skills; - Interpersonal Skills; - Effective Communication Skills; - Judgment and Decision Making Skills; - Negotiation Skills; - Time Management Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Corporate Planning Specialist	Corporate Planning Specialist	<p>A0 in Economics, Management, Development Studies option Project Management, Project Management, Business Administration with 3 years relevant experience or Master's degree in Economics, Management, Development Studies, Project Management, Business Administration</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Strategic planning; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Modeling skills; - Communication Skills; - High analytical Skills; - Risk profiling skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Monitoring & Evaluation Officer	Monitoring & Evaluation Officer	<p>A0 in Economics, Statistics, Monitoring and Evaluation, Management, Development Studies , Project Management, Business Administration</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Monitoring & Evaluation Skills; - Knowledge of Monitoring and Evaluation concepts and tools; - Knowledge to conduct monitoring exercises; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills; - Analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Procurement	Procurement Specialist	<p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics with 3 years of relevant working experience or Master's Degree in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills; - Knowledge of basic business and purchasing practices - Knowledge of state contracting law, regulations and procedures - Knowledge of grade, qualities, suppliers and prices tenders of commodities; - Knowledge in contract drafting and negotiation - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. 	1
	Administrative Assistant	Administrative Liaison Officer	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Science, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/TOTAL				5

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
Human Resource and Administration unit	Unit Director	Director of Human Resource & Administration Unit	<p>A0 in Human Resources Management, Management with Specialization in Human Resource, Public Administration, Administrative Sciences with 5 years of working experience or Master's Degree in Human Resources Management, Management with Specialization in Human Resource, Public Administration, Administrative Sciences with 3 years of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of organizational structure, workflow, and operating procedures; - Knowledge in Monitoring & System Evaluation; - Leadership and management skills; - Planning and organisational skills; - High Analytical Skills; - Communication skills; - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem Solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Human Resources Officer	Human Resources Officer	<p>A0 in Human Resources Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan public service and labor laws; - Knowledge in Conflict Management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Teamworking Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Network & Systems Administrator	Network & Systems Administrator	<p>A0 in Computer Science, Business Computing, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Business Computing, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Database & Applications Administrator	Database & Applications Administrator	<p>A0 in Computer Science, Business Computing, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Business Computing, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Logistic Officer	Logistics Officer	<p>A0 in Store Management, Management, Finance, Economics, Accounting, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; <p>- <u>Fluent in Kinyarwanda, English and/ or French: knowledge of all is an advantage.</u></p>	1
	Head of Central Secretariat	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management, Library and Information Science or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science with 2 years of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; <p>- <u>Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</u></p>	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Secretary	Secretary in Central Secretariat	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Customer Care Officer	Customer Care Officer	<p>A0 in Communication, Public Relations, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Excellent interpersonal skills; - Knowledge in Customer care satisfaction; - Knowledge in Hospitality management; - Public speaking skills; - Time management skills; - Organizational skills; - Excellent communication skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage. 	1
S/TOTAL				8

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
Finance Unit	Director of Unit	Director of Finance Unit	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) with 1 year of working experience or A0 in Finance, Accounting, Management specialized in Finance/Accounting with 3 years of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting; - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Accountant	Accountant	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - High Analytical Skills; - Interpersonal skills; - Time management Skills; - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
	Budget Officers	Budget Officer	<p>A0 in Finance, Accounting, Management, Economics</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; - Flexibility Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Secretary	Secretary to the Finance unit	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/TOTAL				5

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
Strategic Human Resource and Capacity Development Department	Head of Department	Head of Strategic Human Resource and Capacity Development Department	<p>A0 in Human Resource Management, Project Management, Economics, Public Administration, Development Studies ,Actual Sciences, Business Administration with Option Human Resource, Management with option Human Resource with 7 years of relevant working experience or Master's Degree in Human Resource Management, Project Management, Economics, Public Administration, Development Studies ,Actual Sciences, Business Administration with Option Human Resource, Management with option Human Resource with 5 years of relevant working experience;</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Excellent leadership skills; - Organizational Skills; - Solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Administrative Assistant	Administrative Assistant to the Head of Capacity Development Department	<p>A1 in Secretarial Studies,Office Management or A0 in Public Administration, Administrative Sciences, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/TOTAL				2

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
Capacity Building Sector Analysis and Support Division	Division Manager	Capacity Building Sector Analysis and Support Division Manager	<p>A0 in Human Resource Management, Project Management, Economics, Public Administration, Development Studies ,Administrative Sciences, Business Administration with Option Human Resource, Management with option Human Resource with 5 years of relevant working experience on a similar position or Master's Degree in Human Resource Management, Project Management, Economics, Public Administration, Development Studies ,Administrative Sciences, Business Administration with Option Human Resource, Management with option Human Resource with 3 years of relevant working experience on similar position.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> --Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in social sciences Research Methodologies; - Strong knowledge in Good Governance principles and practices; - Extensive policy and international indexes analysis; - Strong Leadership Skills; - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes; - Able to work well with both internal and external clients; - Good presentation skills, and ability to communicate with various audiences, including end users and managers; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Coordination, planning and organizational skills;- - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Governance Cluster Specialist	Governance Cluster Specialist	<p>AO in Public Policy Analysis, Public Administration, International Relations, Governance Studies, Economics Law, Political Sciences, Administrative Sciences with 3 years of working experience OR Master or Equivalent in Public Policy Analysis, Public Administration, International Relations, Governance Studies, Economics Law, Political Sciences, Administrative Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge of International governance indexes and global governance ; - Extensive knowledge in social sciences Research Methodologies; - Strong knowledge in Good Governance principles and practices; - Clearly presenting results orally and in writing; - Able to work well with both internal and external clients; - Good presentation skills, and ability to communicate with various audiences, including end users and managers; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Coordination, planning and organizational skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Social Cluster Specialist	Social Cluster Specialist	<p>A0 in Sociology, Social Work, Management, Population Studies, Statistics, Economics, Political Sciences, Public Administration, Administrative Sciences with 3 years of working experience or master's Degree or Equivalent in Sociology, Social Work, Management, Population Studies, Statistics, Economics, Political Sciences, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Social sector; - Extensive knowledge in social sciences Research Methodologies; - Strong knowledge in Social Sector principles and strategies; - Clearly presenting results orally and in writing; - Numerical and Computational skills; - Extensive knowledge of conducting surveys and studies; - Able to work well with both internal and external clients; - Good presentation skills, and ability to communicate with various audiences, including end users and managers; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Coordination, planning and organizational skills; - Time Management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Economic Cluster Specialist	Economic Cluster Specialist	<p>AO in Econometrics, Economics, Public Finance, Business Administration option Economics with 3 years of working experience or Master's Degree or Equivalent in Econometrics, Economics, Applied Microeconomics, Macroeconomics, Public Finance, Finance and Economics Business Administration option Economics.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Economics sector; - Extensive knowledge in Economics Research Methodologies; - Strong knowledge in Economics Sector principles and strategies; - Clearly presenting results orally and in writing; - Numerical and Computational skills; - Extensive knowledge of conducting surveys and studies; - Able to work well with both internal and external clients; - Good presentation skills, and ability to communicate with various audiences, including end users and managers; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Coordination, planning and organizational skills; - Time Management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an added advantage 	4
S/TOTAL				8
Capacity Development Strategic Operations & Quality Assurance Division	Division Manager	Capacity Development Strategic Operations & Quality Assurance Division Manager	<p>AO in Human Resource Management, Management ,Project Management, Economics, Public Administration, Organizational Development ,Development Studies with 5 year of relevant working experience in similar positions or Master's Degree in Human Resource ,Management, Project Management, Economics, Public Administration, Organizational Development" Development Studies with 3 years of relevant working experience in similar positions.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge of Capacity Development Skills; - Leadership skills; - High analytical skills; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Institutional Capacity Development Specialist	Institutional Capacity Development Specialist	<p>A0 in Human Resource Management, Project Management, Economics, Public Administration, Organizational Development, Development Studies with 3 years of relevant working experience or Master's Degree in Human Resource Management, Project Management, Economics, Public Administration, Organizational Development, Development Studies</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge of Capacity Development Skills; - Leadership skills; - High analytical skills; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Capacity Development Knowledge Management Specialist	Capacity Development Knowledge Management Specialist	<p>A0 in Information /Knowledge Management,Communication, Library Science or Librarianhip,Document Management with 3 years of relevant working experience or Master's Degree in Information /Knowledge Management,, Communication, Library Science or Librarianhip,Document Management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge of Capacity Development Skills; - Leadership skills; - High analytical skills; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Institutional Capacity Development Support Monitoring and Evaluation Specialist	Institutional Capacity Development Support Monitoring and Evaluation Specialist	<p>A0 in Human Resource Management, Project Management, Economics, Public Administration, Statistics, Monitoring and Evaluation ,Development Studies with 3 years of relevant working experience or Master's Degree in Human Resource Management, Project Management, Economics, Public Administration,Statistics, Monitoring and Evaluation ,Development Studies</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge of Capacity Development Skills; - Leadership skills; - High analytical skills; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	National Capacity Development Planning Specialist	National Capacity Development Planning Specialist	<p>A0 in Human Resource Management, Project Management, Economics, Public Administration, Management, Organizational Development, Development Studies with 3 years of relevant working experience or Master's Degree in Human Resource Management, Project Management, Economics, Public Administration, Management, Organizational Development, Development Studies</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge of Capacity Development Skills; - Leadership skills; - High analytical skills; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Capacity Development Data Management Specialist	Capacity Development Data Management Specialist	<p>A0 in Statistics, Economics, Actuarial Sciences, Operational Research, Project Management with 3 years of relevant working experience or a Master's Degree in Statistics, Economics, Actuarial Sciences, Operational Research, Project Management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyze technology problems, issues, and program requirements. - Knowledge of computer hardware/software technologies. - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	National Capacity Development Planning Officer	National Capacity Development Planning Officer	<p>A0 in A0 in Human Resource Management, Project Management, Economics, Public Administration, Management, Organizational Development, Development Studies.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals;- Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/Total				7

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
Strategic Human Resource Development Planning & Skills Development Programmes Division	Division Manager	Strategic Human Resource Development Planning & Skills Development Programmes Division Manager	<p>A0 in Human Resource Management, Project Management, Economics, Public Administration, Development Studies ,Actual Sciences, Business Administration with Option Human Resource, Management with option Human Resource with 5 years of relevant working experience in similar position or Master's Degree in Human Resource Management, Project Management, Economics, Public Administration, Development Studies ,Actual Sciences, Business Administration with Option Human Resource, Management with option Human Resource with 3 years of relevant working experience in similar position.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Excellent leadership skills; - Organizational Skills; - Solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Strategic Human Resource Development Planning Analyst	Strategic Human Resource Development Planning Analyst	<p>AO in Human Resource Management, Project Management, Economics, Public Administration, Development Studies ,Actual Sciences, Business Administration with Option Human Resource, Management with option Human Resource with 5 years of relevant working experience in similar position or Master's Degree in Human Resource Management, Project Management, Economics, Public Administration, Development Studies,Actual Sciences, Business Administration with Option Human Resource, Management with option Human Resource with 3 years of working experience in similar position</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge and understanding of the Rwandan Health system; - Leadership skills; - Organizational Skills; - Solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Priority Skills Development Programmes Specialist	Priority Skills Development Programmes Specialist	<p>A0 in Human Resource Management, Project Management, Economics, Public Administration, Development Studies ,Actual Sciences, Business Administration with Option Human Resource, Management with option Human Resource with 3years of relevant working experience or Master's Degree in Human Resource Management, Project Management, Economics, Public Administration, Development Studies ,Actual Sciences, Business Administration with Option Human Resource, Management with option Human Resource</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge and understanding of the Rwandan Health system; - Leadership skills; - Organizational Skills; - Solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Support to Public & Private Sector Skills Development Specialist	Support to Public & Private Sector Skills Development Specialist	<p>A0 in Human Resource Management, Project Management, Economics, Public Administration, Development Studies ,Actual Sciences, Business Administration with Option Human Resource, Management with option Human Resource with 3years of relevant working experience or Master's Degree in Human Resource Management, Project Management, Economics, Public Administration, Development Studies ,Actual Sciences, Business Administration with Option Human Resource, Management with option Human Resource</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge and understanding of the Rwandan Health system; - Leadership skills; - Organizational Skills; - Solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Continuous Professional Development Specialist	Continuous Professional Development Specialist	<p>A0 in Human Resource Management, Project Management, Economics, Public Administration, Development Studies ,Actual Sciences, Business Administration with Option Human Resource, Management with option Human Resource with 3years of relevant working experience or Master's Degree in Human Resource Management, Project Management, Economics, Public Administration, Development Studies ,Actual Sciences, Business Administration with Option Human Resource, Management with option Human Resource</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge and understanding of the Rwandan Health system; - Leadership skills; - Organizational Skills; - Solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/Total				6

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
National Employment Programs Coordination Department	Head of Department	Head of National Employment Programs Coordination Department	<p>A0 in Economics, Labour Economics, Development Studies, Agro economics, Labour Administration with 7 years working experience; Or Master or Equivalent in Economics, Labour Economics, Development Studies, Agro economics, Labour Administration with 5 years of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda Labour and Employment Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Leadership Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Administrative Assistant	Administrative Assistant to Head of Employment Department	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/Total				2

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
Entrepreneurship Programs Division	Division Manager	Entrepreneurship Programs Division Manager	<p>A0 in Economics, Labour Economics, Economic Planning, Economic Policy , Business Administration Development Studies, Labour Administration, Project management with 5 years of relevant working experience on similar positions; Or Master or Equivalent in Economics, Labour Economics, Economic Planning, Economic Policy , Business Administration, Development Studies, Labour Administration, project management with 3 years of relevant working experience on similar position</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of quantitative research methods and variables correlation/relationship analysis - Knowledge of Rwanda Labour and Employment Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Leadership Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Entrepreneurship and Business Development Specialist	Entrepreneurship and Business Development Specialist	<p>A0 in Economics, Labour Economics, Economic Planning, Economic Policy , Business Administration and Development Studies with 3 years of working experience or Master's Degree in Economics, Labour Economics, Economic Planning, Economic Policy , Business Administration and Development Studies.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Employment Sector; - Working experience in entrepreneurship and business development services - Analytical, problem-solving and critical thinking skills. - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Leadership skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Labour & Employment for global opportunities specialist	Labour & Employment for global opportunities specialist	<p>A0 in Economics, Labour Economics, Economic Planning, Economic Policy and Development Studies with 3 years of relevant working experience or Master's Degree in Economics, Labour Economics, Economic Planning, Economic Policy and Development Studies</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Employment Sector; - Analytical, problem-solving and critical thinking skills. - Knowledge of international labour and employment standards ; - Experience in working with many stakeholders - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Leadership skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Access to Finance & Start Up Capital specialist	Access to Finance & Start Up specialist	<p>AO in Economics, Labour Economics, Economic Planning, Economic Policy and Development Studies, Business Administration, Management, Finance, Project management with 3 years of relevant working experience or Master's Degree in Economics, Labour Economics, Economic Planning, Economic Policy and Development Studies, Business Administration, Management, Finance, Project management ,</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Employment Sector; -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Leadership skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Value Chain & Market Linkages Specialist	Value Chain & Market Linkages Specialist	<p>A0 in Economics, Labour Economics, Economic Planning, Economic Policy and Development Studies, Business Administration, Management, Finance, Project Management , Planning, Marketing with 3 years of relevant working experience or Master's Degree in Economics, Labour Economics, Economic Planning, Economic Policy and Development Studies, Business Administration, Management, Finance, Project Management , Planning, Marketing.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Employment Sector; -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Leadership skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
S/Total				5

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
Employment Services Division	Division Manager	Employment Services Division Manager	<p>A0 in Economics, Labour Economics, Economic Planning, Economic Policy and Development Studies, Agro economics, Labour Administration, Public Administration, Administrative Sciences with 5 relevant years working experience on similar position ; Or Master or Equivalent in Economics, Labour Economics, Economic Planning, Economic Policy and Development Studies, Agro economics, Labour Administration, Public Administration, Administrative Sciences with 3 years of relevant working experience on similar position .</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of international labour and employment standards ; - Experience in working with many stakeholders - Knowledge of Rwanda Labour and Employment Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Leadership Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decission Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Employment Services (ES) promotion and management specialist	Employment Services (ES) promotion and management specialist	<p>A0 in Economics, Labour Economics, Economic Planning, Economic Policy and Development Studies, Human Resource Dvpt/Mgt with 3 years of relevant working experience or Master's Degree in Economics, Labour Economics, Economic Planning, Economic Policy and Development Studies, Human Resource Dvpt/Mgt</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Employment Sector; - Analytical, problem-solving and critical thinking skills. - Technical understanding of system being analyzed and how it affects the various business units. - Knowledge of international labour and employment standards ; - Experience in working with many stakeholders - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Leadership skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Inspection and compliance of ES specialist	Inspection and compliance of ES specialist	<p>A0 in Law, Labour Administration, Public Administration, Administrative Sciences, Management, Labour Psychology with 3 years of working experience or Master's Degree in Law, Labour Administration, Public Administration, Administrative Sciences, Management, Labour Psychology.</p> <p><u>Key Technical Skills & Knowledge required :</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of Labour policies and law; - Ability to conduct investigations in complex establishments; - Mediation and negotiations skills; -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both clients from Public and Private Sector. -Good presentation skills, and ability to communicate with various audiences, including end users, managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Labour market and occupation testing analysis specialist	Labour market and occupation testing analysis specialist	<p>AO in Statistics, Applied Mathematics, Economics, Labour Economics, Economic Planning, Economic Policy and Development Studies, Human Resource Management with 3 years of working experience or Master's Degree in Statistics, Applied Mathematics, Economics, Labour Economics, Statistics, Applied Mathematics, Economics, Labour Economics, Economic Planning, Economic Policy and Development Studies, Human Resource Management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of Rwandan Labour and Employment Policies and Strategies; - Knowledge of various statistical software packages; - Knowledge to Prepares and publishes statistical and technical reports and research papers; - Knowledge of the theory, systems and application of statistical research methodology - High analytical Skills; - Time management Skills; - Team working Skills; - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Good presentation skills, and ability to communicate with various audiences, including end users, managers, and members of the IT team. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Quick learner who is easily able to learn new products, systems, applications and technologies 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Placement & Career Guidance Specialist	Placement & Career Guidance Specialist	<p>A0 in Economics, Labour Economics, Economic Planning, Economic Policy and Development Studies , Human Resource Dvpt & Mgt, Educational Psychology with 3 years of relevent working experience or Master's Degree in Economics,Labour Economics, Economic Planning, Economic Policy and Development Studies & Human Resource Dvpt & Mgt, Educational Psychology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwandan Labour and Employment Policies and Strategies; - Knowledge to Prepares and publishes statistical and technical reports and research papers; - Working experience in skills transfer and stilling cognitive soft skills - Knowledge and Experience in business development services - Knowledge of the theory, systems and application of statistical research methodology - High analytical Skills; - Time management Skills; - Team working Skills; -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Good presentation skills, and ability to communicate with various audiences, including end users, managers, and members of the IT team. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Quick learner who is easily able to learn new products, systems, applications and technologies 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Internship and apprenticeship specialist	Internship and apprenticeship specialist	<p>A0 in Economics, Business Administration, Public Administration, Economic Planning, Economic Policy, Human Resource Dvpt & Mgt, Psychology with 3 years of relevant working experience or Master's Degree in Economics, Business Administration, Public Administration, Economic Planning, Economic Policy a, Human Resource Dvpt & Mgt, Education</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Employment Sector; - Analytical, problem-solving and critical thinking skills. - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Leadership skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Internship and apprenticeship Officer	Internship and apprenticeship Officer	<p>A0 in Economics, Business Administration , public Administration, Economic Planning, Economic Policy , Human Resource Dvpt & Mgt,Education.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Employment Sector; -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Leadership skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
S/Total				7

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
Labour Market Analysis & Information Management Division	Division Manager	Labour Market Analysis & Information Management Division Manager	<p>AO in Economics, Business Administration, Information Technology, computer engineering, Information Systems Management with 5 years of relevant working experience in similar position ; or Master's Degree in Economics, Business Administration, Information Technology, computer engineering, Information Systems Management with 3 years of relevant working experience in similar position.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Information Systems; - Understanding of different data collection mechanisms; - Knowledge of Analytical report writing; - Excellent Leadership and management skills; - Planning and organisational; - Effective Communication skills; - Judgment & Decision making skills; - Complex Problem solving; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Labour economist in charge of research and surveys analyst	Labour economist in charge of research and surveys analyst	<p>AO in economics, labour economics, development studies, labour statistics with 5 relevant years working experience or Master's Degree in economics, labour economics, development studies, labour statistics with 3 relevant years working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Proven experience in research design, methodology and technic - Working experience with statistical softwares (SPSS, stata, Data Pro) - Experience in economic modeling and long run analysis of variable relationship (Co-integration) - Knowledge in analysing factors that determine labour force participation and labour mobility - Knowledge to apply economic modeling to test economic theories and devise solutions to economic problem - Knowledge in sampling design and technics - Knowledge in questionnaire design and administration - Experience in large dataset management and structuring - Knowledge in employment and labour metadata 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Labour Market Data Analysis and Forecasting analyst	Labour Market Data Analysis and Forecasting analyst	<p>AO in Applied statistics, Economists, actuarial studies, Demography, Econometrics with 5 years relevant working experience or Master's Degree in applied statistics, Economists, actuarial studies, Demography, Econometrics with 3 years relevant working experience</p> <p><u>Key Technical Skills & Knowledge required :</u></p> <ul style="list-style-type: none"> - Knowledge in forecasting changes for economic and employment variavles - Working experience with statistical softwares (SPSS, stata, Data Pro) - Proven experience to project economic factors and trends - Experience in economic modeling and long run analysis of variable relationship (Co-integration) - Proven knowedle to compile, analyse and interpret labour statistics and use them to projects employment indicators 	1
	Macroeconomic and Labour Market Analyst	Macroeconomic and Labour Market Analyst	<p>AO in Labour economics, economics of development, Demograpgy, development studies, economic policy with 5 years of relevant working experience or Master's Degree in labour economics, economics of development, Demograpgy, development studies, economic policy with 3 years of relevant working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - working Knowledge in fiscal and monitory policies impact on employment - Experience in macroeconomic variable measurement - Experience in economic modeling and long run analysis of variable relationship (Co-integration) - Knowledge in analysing factors that determine labour force participation and mobility - Working experience with statistical softwares (SPSS, stata, Data Pro) - Knowledge in monitoring economic data and variables and assess effectiveness on fiscal and monitory policies - Knowledge to test economic thiories and devise solutions to economic problem - Knowledge to apply economic medeling to test economic thiories and devise solutions to economic problem 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	System Administration specialist	System Administration Specialist	<p>AO in Computer Science, Software Engineering, Computer Engineering, Information Technology with at least 3 years working with Linux environment; or Master's degree in Computer Science, Software Engineering, Computer Engineering, Information Technology with working experience with Linux environment</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Highly proficient with Linux operating systems; - Familiar with security mechanisms of linux operating systems; - Proficient in programming in PHP and MySQL; - Understanding of LAMP/WAMP environment is highly required; - Proficient in networking protocols and standards; - Knowledge of Rwanda's ICT policies and strategies; - Interpersonal Skills; - Effective Communication skills; - Problem-solving skills; - Analytical skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Data Mining Analyst	Data Mining Analyst	<p>AO in Computer Science, Software Engineering, Computer Engineering, Information Technology with at least 5 years working with big distributed database systems or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information Technology with at least 3 years working with big distributed database systems ;</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Familiar with highly distributed database systems; - Familiar with big database optimization techniques; - Proficient in programming in PHP and MySQL; - Understanding of LAMP/WAMP environment is highly required; - Familiar with analytical systems (SPSS, STATA, EXCEL,...) data export and import functions; - Familiar with Linux operating systems; - Interpersonal Skills; - Effective Communication skills; - Problem-solving skills; - Analytical skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Software Application Development & Maintenance Specialist	Software Application Development & Maintenance Specialist	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information Technology with at least 3 years working in software development or Master's degree in Computer Science, Software Engineering, Computer Engineering, Information Technology with working experience in software development ;</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Strong understanding of Software life cycle; - Strong understanding of systems requirements; - Familiar with highly distributed database systems; - Familiar with big database optimization techniques; - Proficient in programming in PHP and MySQL; - Understanding of LAMP/WAMP environment is highly required; - Familiar with analytical systems (SPSS, STATA, Excel,...) data export and import functions; - Familiar with Linux operating systems; - Interpersonal Skills; - Effective Communication skills; - Problem-solving skills; - Analytical skills - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Labour Market Statistics Specialist	Labour Market Statistics Specialist	<p>A0 in Statistics, Applied Statistics with 3 years of relevant experience or Master's degree in Statistics, Applied Statistics</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Proven knowledge to compile, analyse and interpret labour statistics and use them to projects employment indicators - Working experience with statistical softwares (SPSS, stata, Data Pro) - Knowledge in sampling design and techniques - Experience in large dataset management and structuring - Knowledge in employment and labour metadata 	1
S/Total				9
GRAND TOTAL				70

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°39/03 ryo ku wa 24/02/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo gishinzwe Iterambere ry'Ubushobozi n'umurimo (CESB)

Kigali, ku wa 24/02/2017

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen to be annexed to the Prime Minister's Order n°39/03 of 24/02/2017 determining organisational structure, salaries and fringe benefits for employees of the Capacity Development and Employment Services Board (CESB)

Kigali, on 24/02/2017

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and Sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°39/03 du 24/02/2017 déterminant structure organisationnelle, salaires et avantages accordés au personnel de l'Office de Développement des Capacités et Services d'Emploi (CESB)

Kigali, le 24/02/2017

(sé)
MUREKEZI Anastase
Premier Ministre

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

Vu et scellé du Sceau de la République :

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

**UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N°39/03 RYO KU WA
24/02/2017 RISHYIRAHU
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'IKIGO
GISHINZWE ITERAMBERE
RY'UBUSHOBOZI N'UMURIMO (CESB)**

**ANNEXE III TO PRIME MINISTER'S
ORDER N°39/03 OF 24/02/2017
DETERMINING ORGANIZATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
CAPACITY DEVELOPMENT AND
EMPLOYMENT SERVICES BOARD
(CESB)**

**ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N°39/03 DU 24/02/2017
DETERMINANT STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DE L'OFFICE DE DEVELOPPEMENT DES
CAPACITES ET SERVICES D'EMPLOI
(CESB)**

**CAPACITY DEVELOPMENT AND EMPLOYMENT SERVICES
BOARD PROPOSED SALARY STRUCTURE**

POST	I.V	Level	Index	Basic Salary	Gross Salary (Rwf/Month)
Director General	500	E	3,156	1,578,000	2,017,360
Head of National Employment Programs Coordination Department	500	1.IV	2608	1,304,000	1,667,071
Head of Human Resource and Capacity Development Department	500	1.IV	2608	1,304,000	1,667,071
Capacity Building Sector Analysis and Support Division Manager	500	2.III	1890	945,000	1,356,635
Capacity Development Strategic Operations and Quality Assurance Division Manager	500	2.III	1890	945,000	1,356,635
Employment Services Management Division Manager	500	2.III	1890	945,000	1,356,635
Entrepreneurship Programs Division Manager	500	2.III	1890	945,000	1,356,635
Labor Market Analysis and Information Management Division Manager	500	2.III	1890	945,000	1,406,389
Strategic Human Resource Development Planning & Skills Development Programmes Division Manager	500	2.III	1890	945,000	1,406,389
Corporate Services Division Manager	500	2.III	1890	945,000	1,356,635
Data mining Analyst	500	2.III	1890	945,000	1,356,635
Labour Economist in charge of Research and Surveys Analyst	500	2.III	1890	945,000	1,356,635
Labour Market Data Analysis and Forecasting Analyst	500	2.III	1890	945,000	1,356,635
Macroeconomic and Labour Market Analyst	500	2.III	1890	945,000	1,356,635
Strategic Human Resource Development Planning Analyst	500	2.III	1890	945,000	1,356,635

Acces to Finance and Start up Capital Specialist	500	3.II	1369	684,500	982,663
Advisor to DG	500	3.II	1369	684,500	982,663
Capacity Development Data Management Specialist	500	3.II	1369	684,500	982,663
Capacity Development Knowledge Management Specialist	500	3.II	1369	684,500	982,663
Continous Professional Development Specialist	500	3.II	1369	684,500	982,663
Director of Finance Unit	500	3.II	1369	684,500	982,663
Director of Human Resource and Administration Unit	500	3.II	1369	684,500	982,663
Economic Cluster Specialist	500	3.II	1369	684,500	982,663
Employment Services (ES) Promotion and Management Specialist	500	3.II	1369	684,500	982,663
Entrepreneurship and Business Development Specialist	500	3.II	1369	684,500	982,663
Governance Cluster Specialist	500	3.II	1369	684,500	982,663
Inspection and Compliance of Employment Service Specialist	500	3.II	1369	684,500	982,663
Institutional Capacity Development Specialist	500	3.II	1369	684,500	982,663
Institutional Capacity Development Support Monitoring and Evaluation Specialist	500	3.II	1369	684,500	982,663
Corporate Planning Specialist	500	3.II	1369	684,500	982,663
Procurement Specialist	500	3.II	1369	684,500	982,663
Internship and Apprenticeship Specialist	500	3.II	1369	684,500	982,663
Labour & employment for Global Opportunities Specialist	500	3.II	1369	684,500	982,663
Labour Market and Occupation Testing Analysis Specialist	500	3.II	1369	684,500	982,663
Labour Market Statistics Specialist	500	3.II	1369	684,500	982,663
National Capacity Development Planning Specialist	500	3.II	1369	684,500	982,663

Placement and Career Guidance Specialist	500	3.II	1369	684,500	982,663
Priority Skills Development Programmes Specialist	500	3.II	1369	684,500	982,663
Social Cluster Specialist	500	3.II	1369	684,500	982,663
Software Application Development & Maintenance Specialist	500	3.II	1369	684,500	982,663
Support to Public and Private Sector Skills Development Specialist	500	3.II	1369	684,500	982,663
System Administration Specialist	500	3.II	1369	684,500	982,663
Value Chain and Market Linkages Specialist	500	3.II	1369	684,500	982,663
Legal Affairs Officer	500	4.III	1313	656,500	933,074
HR Officer	500	4.II	1141	570,500	810,844
Public Relations & Communication Officer	500	4.II	1141	570,500	810,844
Accountant	500	5.II	951	475,500	675,821
Administrative Assistant to DG	500	5.II	951	475,500	675,821
Administrative Liaison Officer	500	5.II	951	475,500	675,821
Budget Officer	500	5.II	951	475,500	675,821
Database & Applications Administrator	500	5.II	951	475,500	675,821
Internal Auditor	500	5.II	951	475,500	675,821
Internship and Apprenticeship Officer	500	5.II	951	475,500	675,821
Logistics Officer	500	5.II	951	475,500	675,821
Monitoring and Evaluation Officer	500	5.II	951	475,500	675,821
National Capacity Development Planning Officer	500	5.II	951	475,500	675,821
Network & Systems Administrator	500	5.II	951	475,500	675,821
Customer Care Officer	500	6.II	793	396,500	563,540
Administrative Assistant to Head of Department	500	7.II	660	330,000	469,024
Head of Central Secretariat	500	7.II	660	330,000	469,024
Secretary in Central Secretariat	500	8.II	508	254,000	361,007
Secretary to DF	500	8.II	508	254,000	361,007

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°39/03. ryo ku wa 24/02/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo gishinzwe Iterambere ry'Ubushobozi n'Umurimo (CESB)

Kigali, ku wa 24/02/2017

(sé)
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Minisitiri w'Intebe

(sé)
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Kigali, on 24/02/2017

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Vu pour être annexé à l'Arrêté du Premier Ministre n°39/03 du 24/02/2017 déterminant structure organisationnelle, salaires et avantages accordés au personnel de l'Office de Développement des Capacités et Services d'Emploi (CESB)

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Premier Ministre

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

Vu et scellé du Sceau de la République :

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

ITEKA RYA MINISITIRI MINISTERIAL ORDER ARRETE MINISTERIEL
N°011/MOJ/AG/2017 RYO KU WA N°011/MOJ/AG/2017 OF 24/02/2017 N°011/MOJ/AG/2017 DU 24/02/2017
24/02/2017 RIGENA IMITERERE DETERMINING THE FORMAT OF AND DETERMINANT LE FORMAT ET LES
Y'IKARITA IRANGA UMUNOTERI MODALITIES FOR OBTAINING A MODALITES D'OBTENTION DE LA
WIKORERA N'UBURYO AYIBONAMO PRIVATE NOTARY'S CARD CARTE DU NOTAIRE PRIVE

ISHAKIRO

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ITEKA RYA MINISITIRI N°011/MOJ/AG/2017 RYO KU WA 24/02/2017 RIGENA IMITERERE Y'IKARITA IRANGA UMUNOTERI WIKORERA N'UBURYO AYIBONAMO	MINISTERIAL N°011/MOJ/AG/2017 OF 24/02/2017 DETERMINING THE FORMAT OF AND MODALITIES FOR OBTAINING A PRIVATE NOTARY'S CARD	ORDER ARRETE MINISTERIEL N°011/MOJ/AG/2017 DU 24/02/2017 DETERMINANT LE FORMAT ET LES MODALITES D'OBTENTION DE LA CARTE DU NOTAIRE PRIVE
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Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta,

The Minister of Justice/Attorney General,

Le Ministre de la Justice/Garde des Sceaux,

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo, iya 121, iya 122 n'iya 176;

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 121, 122 and 176;

Vu la Constitution de la République du Rwanda de 2003 révisée en 2015, spécialement en ses articles 121, 122 et 176;

Ashingiye ku Itegeko n° 13bis/2014 ryo ku wa 21/05/2014 rigenga umurimo w'ubunoteri, cyane cyane mu ngingo yaryo ya 8 ;

Pursuant to Law n° 13bis/2014 of 21/05/2014 governing the office of notary, especially in Article 8;

Vu la Loi n° 13bis/2014 du 21/05/2014 régissant la fonction de notaire, spécialement en son article 8;

Inama y'Abaminisitiri yateranye ku wa 05/08/2015 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 05/08/2015;

Après examen et adoption par le Conseil des Ministres en sa séance du 05/08/2015 ;

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Icyo iteka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Iri teka rigena imiterere y'ikarita iranga umunoteri wikorera n'uburyo ayibonamo.

This Order determines the format and modalities for obtaining a private notary's card.

Le présent arrêté détermine le format et les modalités d'obtention de la carte du notaire privé.

Ingingo ya 2: Imiterere y'ikarita

Article 2: Characteristics of the card

Article 2 : Caractéristiques de la carte

Ikarita iranga umunoteri wikorera ifite ibipimo bikurikira:

The private notary's card shall have the following dimensions :

La carte du notaire privé a les dimensions suivantes :

Official Gazette n° 13 of 27/03/2017

- | | | |
|---|--|---|
| 1° ku byerekeye uburebure ifite milimetero ijana (100 mm); | 1° the length is one hundred millimeters (100 mm); | 1° pour la longueur : elle est de cent millimètres (100 mm) ; |
| 2° ku byerekeye ubugari ifite milimetero mirongo irindwi (70 mm); | 2° the width is seventy millimeters (70 mm); | 2° pour la largeur : elle est de soixante-dix millimètres (70 mm) ; |
| 3° ku byerekeye umubyimba ifite milimetero imwe (1 mm). | 3° the thickness is one millimeter (1 mm). | 3° pour l'épaisseur : elle est de un millimètre (1 mm). |

Ikarita y'umunoteri wikorera ikozwe mu rupapuro rukomeye kandi rutakwangizwa n'amazi rufunikishijwe pulasitiki ibonerana.

The private notary's card shall be made out of waterproof synthetic material glazed by a layer out of transparent laminator.

La carte du notaire privé est fabriquée en carton synthétique imperméable protégé par une couche en plastique transparent.

Ingingo ya 3: Ibyanditse ku ikarita y'umunoteri wikorera

Article 3: Inscriptions on the notary private's card

Article 3: Mentions sur la carte du notaire privé

Imbere ku ikarita iranga umunoteri wikorera, ahagaragara ifoto ya nyirakarita handitse ibi bikurikira:

On the front of the private notary's card, on which the photo of the holder is displayed, the following shall appear:

Au recto de la carte du notaire privé où se trouve la photo du détenteur figurent les mentions suivantes :

- | | | |
|------------------------|---------------------|-------------------------|
| 1° amazina; | 1° names; | 1° noms; |
| 2° itariki yavutseho; | 2° date of birth; | 2° date de naissance; |
| 3° igitsina; | 3° sex; | 3° sexe ; |
| 4° aho akorera ; | 4° place of work: | 4° lieu du travail ; |
| 5° aho yatangiwe; | 5° place of issue ; | 5° lieu de délivrance ; |
| 6° umukono wa nyirayo. | 6° signature. | 6° signature. |

Amabwiriza ya Minisiteri ifite imirimo y'ubunoteri mu nshingano zayo akena ibindi bishyirwa ku ikarita y'umunoteri wikorera.

The instructions of the Ministry in charge of notary services shall determine other inscriptions appearing on the private notary's card.

Les instructions du Ministère ayant les services de notariat dans ses attributions

déterminent les autres mentions figurant sur la carte du notaire privé.

Ingingo ya 4: Itangwa ry'ikarita n'igihe imara

Ikarita y'umunoteri wikorera itangwa na Minisiteri ifite imirimo y'abanoteri mu nshingano zayo ari na yo ifite ububasha bwo kuyambura uwayihawe.

Ikarita y'umunoteri wikorera itangirwa igihe cy'imyaka ibiri (2).

Ingingo ya 5: Ikiguzi cy'ikarita

Ikiguzi cy'ikarita y'umunoteri wikorera kigenwa na Minisiteri ifite imirimo y'ubunoteri mu nshingano zayo hakurikijwe amabwiriza agenga amasoko.

Ayo mafaranga atangwa n'umunoteri agashyirwa mu Isanduku ya Leta.

Ingingo ya 6: Ivanwaho ry'ingingo zinyuranyije n'iri teka

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

Article 4: Issuing of the card and period of validity

The private notary's card shall be issued by the Ministry in charge of notary services, which also reserves the right to withdraw it from the holder.

The private notary's card shall be granted for a period of two (2) years.

Article 5: Price of the card

The price of the private notary's card shall be determined by the Ministry in charge of notary services in accordance with tender regulations.

The fee shall be paid by the private notary and deposited in the Public Treasury.

Article 6: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 4 : Délivrance de la carte et durée de validité

La carte de notaire privé est délivrée par le Ministère ayant les services de notariat dans ses attributions qui est le seul habilité à le retirer à son détenteur.

La carte de notaire privé est délivrée pour une durée de deux (2) ans.

Article 5 : Prix de la carte

Le prix de la carte du notaire privé est fixé par le Ministère ayant les services de notariat dans ses attributions conformément aux règles de passation de marchés.

Les frais sont à la charge du notaire privé et versés dans le Trésor Public.

Article 6: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 7: Igihe iteka ritangira gukurikizwa

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

Kigali, ku wa **24/02/2017**

(sé)

BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)

BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Article 7: Commencement

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

Kigali, on **24/02/2017**

(sé)

BUSINGYE Johnston
Minister of Justice/Attorney General

Seen and sealed with the Seal of the Republic:

(sé)

BUSINGYE Johnston
Minister of Justice/Attorney General

Article 7 : Entrée en vigueur

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

Kigali, le **24/02/2017**

(sé)

BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

Vu et scellé du Sceau de la République:

(sé)

BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

ITEKA RYA MINISITIRI N° 012/MOJ/AG/2017
RYO KU WA 24/02/2017 RIGENA
AMAGAMBO NA KASHE UMUNOTERI
ASHYIRA KU NYANDIKO MPAMO

MINISTERIAL
N°012/MOJ/AG/2017 OF 24/02/2017
DETERMINING THE WRITINGS AND
STAMP A NOTARY AFFIXES ON
AUTHENTIC DEEDS

ARRETE
N°012/MOJ/AG/2017 DU 24/02/2017
PORTANT INSCRIPTIONS FAITES ET
CACHETS APPOSES PAR LE NOTAIRE
SUR LES ACTES AUTHENTIQUES

ISHAKIRO

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**ITEKA RYA MINISITIRI N° 012/MOJ/AG/2017
RYO KU WA 24/02/2017 RIGENA
AMAGAMBO NA KASHE UMUNOTERI
ASHYIRA KU NYANDIKO MPAMO**

**MINISTERIAL ORDER
N°012/MOJ/AG/2017 OF 24/02/2017
DETERMINING THE WRITINGS AND
STAMPS A NOTARY AFFIXES ON
AUTHENTIC DEEDS**

**ARRETE MINISTERIEL
N°012/MOJ/AG/2017 DU 24/02/2017
PORTANT INSCRIPTIONS FAITES ET
CACHETS APPOSES PAR LE NOTAIRE
SUR LES ACTES AUTHENTIQUES**

Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta,

The Minister of Justice/Attorney General,

Le Ministre de la Justice/Garde des Sceaux,

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo, iya 121, iya 122 n'iya 176;

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 121, 122 and 176;

Vu la Constitution de la République du Rwanda de 2003 révisée en 2015, spécialement en ses articles 121, 122 et 176;

Ashingiye ku Itegeko n° 13bis/2014 ryo ku wa 21/05/2014 rigenga umurimo w'ubunoteri, cyane cyane mu ngingo yaryo ya 39;

Pursuant to Law n° 13bis/2014 of 21/05/2014 governing the office of notary, especially in Article 39;

Vu la Loi n° 13bis/2014 du 21/05/2014 régissant la fonction de notaire, spécialement en son article 39;

Inama y'Abaminisitiri yateranye ku wa 05/08/2015 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 05/08/2015;

Après examen et adoption par le Conseil des Ministres, en sa séance du 05/08/2015;

ATEGETSE:

HEREBY ORDERS:

ARRETE:

UMUTWE WA MBERE: INGINGO RUSANGE

CHAPTER ONE: GENERAL PROVISIONS

CHAPITRE PREMIER: DISPOSITIONS GENERALES

Ingingo ya mbere: Icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Iri teka rigena amagambo na kashe umunoteri ashyira ku nyandiko mpamo.

This Order determines the writings and stamps a notary affixes on authentic deeds.

Le présent arrêté détermine les inscriptions faites et cachets apposés par le notaire sur les actes authentiques.

Ingingo ya 2: Inyandiko mpamo

Article 2: Authentic deed

Article 2: Acte authentique

Inyandiko mpamo ni inyandiko yanditswe cyangwa yakiranywe imihango yabugenewe n'umukozi wa

Authentic deed is a deed which has been drawn up or received with all the required formalities

Un acte authentique est un acte établi ou reçu avec les solennités requises par un officier public

Leta ufite ububasha bwo gukorera mu ifasi y'aho yandikiwe.

UMUTWE WA II: KASHE Z'UMUNOTERI, IBIKWA N'IKORESHA BYAZO N'INYANDIKO ZISHYIRWA KU NYANDIKO MPAMO

Ingingo ya 3: Ibyiciro bya kashe

Kashe za noteri ziri mu byiciro bikurikira:

- 1° kashe y'Ikirango cya Repubulika;
- 2° kashe yo kwemeza ko kopi z'inyandiko zihuye n'inyandiko z'umwimerere wazo;
- 3° kashe yo kugaragaza ubwishyu bw'amafaranga;
- 4° kashe yerekeranye no guhamya imikono ;
- 5° kashe iriho izina rya noteri ;
- 6° kashe ishyingirwa ku nyandiko itishyuriwe.

Kashe y'Ikirango cya Repubulika ikoreshwa gusa n'umunoteri wa Leta. Inyandiko zishyirwa ku makashe hitawe ku ndimi eshatu (3) zikoreshwa mu butegets. icyakora, buri nyandiko ikeneye gushyirwaho kashe ishyingirwaho iri mu rurimi rumwe n'urwo inyandiko yateguwemo.

by a public officer authorized to officiate in the place where it is drawn up.

CHAPTER II: STAMPS OF A NOTARY, THEIR KEEPING AND USE AND WRITINGS AFFIXED ON AUTHENTIC DEEDS

Article 3: Categories of the stamps

Stamps of a notary are divided into the following categories:

- 1° the stamp with the Seal of the Republic;
- 2° the stamp to certify that copies of documents are true to their originals;
- 3° the stamp to certify payment of fees;
- 4° the stamp relating to certification of signatures;
- 5° the stamp with the notary's name;
- 6° the stamp relating to free of charge delivery.

The stamp with the Seal of the Republic is only used by a public notary. The writings are affixed on stamps taking into account the three (3) official languages. However, the language of writings to be affixed

habilité pour instrumenter dans le lieu où l'acte est dressé.

CHAPITRE II : CACHETS DE NOTAIRE, LEUR TENUE ET UTILISATION ET INSCRIPTIONS SUR LES ACTES AUTHENTIQUES

Article 3: Catégories de cachets

Les cachets de notaire sont classés dans les catégories suivantes:

- 1° le cachet avec le Sceau de la République;
- 2° le cachet relatif à la certification de la conformité des copies à leurs originaux;
- 3° le cachet attestant le paiement des frais;
- 4° le cachet relatif à la légalisation des signatures;
- 5° le cachet avec le nom du notaire;
- 6° le cachet relatif à la délivrance gratuite.

Le cachet avec le Sceau de la République est seulement utilisé par le notaire public. Les inscriptions sur les cachets sont faites en tenant compte des trois (3) langues officielles. Toutefois, la langue de l'inscription du cachet à apposer sur

	to the document is the one in which the document is written.	le document est celle dans lequel le document est rédigé.
Umunoteri asabwe gukoresha kashe ifite wino y'umutuku.	The notary is required to use stamps with red ink.	Le notaire est requis d'utiliser les cachets à encre rouge.
<u>Ingingo ya 4: Imiterere n'ingano bya kashe</u>	<u>Article 4: Form and dimensions of the stamps</u>	<u>Article 4: Forme et dimensions des cachets</u>
Imiterere n'ingano bya kashe y'Ikirango cya Repubulika bikurikiza ibiteganywa n'Itegeko n° 24/2008 ryo ku wa 23/07/2008 rishyiraho imiterere, ibisobanuro, imikoreshereze n'uburinzi by'Ikirango cya Repubulika;	The form and dimensions of the stamp of the Seal of the Republic are governed by the provisions of Law n° 24/2008 of 23/07/2008 determining the characteristics, significance, usage and protection of the Seal of the Republic;	Les formes et dimensions du cachet du Sceau de la République sont conformes aux dispositions de la Loi n° 24/2008 du 23/07/2008 portant caractéristiques, signification et garde du Sceau de la République.
Imiterere n'ingano by'izindi kashe biri ku mugereka wa I w'iri teka.	The form and the dimensions of other stamps are in Annex I of this Order.	Les formes et dimensions des autres cachets sont en annexe I du présent arrêté.
<u>Ingingo ya 5: Gusaba kashe</u>	<u>Article 5: Application for a stamp</u>	<u>Article 5: Demande du cachet</u>
Minisiteri ifite ubutabera mu nshingano zayo iha inzego za Leta zibisabye uburenganzira bwo gukoresha kashe hakurikijwe ibiteganywa n'Itegeko n° 24/2008 ryo ku wa 23/07/2008 rishyiraho imiterere, ibisobanuro, imikoreshereze n'uburinzi by'Ikirango cya Repubulika.	The Ministry in charge of justice authorizes public institutions which apply for permission to order stamps to manufacturers in accordance with provisions of Law n° 24/2008 of 23/07/2008 determining the characteristics, significance, usage and protection of the seal of the Republic.	Le Ministère ayant la justice dans ses attributions autorise sur demande des institutions publiques la fabrication du cachet auprès des fabricants conformément aux dispositions de la Loi n° 24/2008 du 23/07/2008 portant caractéristiques, signification et garde du Sceau de la République.
<u>Ingingo ya 6: Ibikwa n'ikoreshwa bya kashe</u>	<u>Article 6: Keeping and use of the stamps</u>	<u>Article 6: Tenue et utilisation des cachets</u>
Umunoteri agomba kubika kashe ahantu harinzwe kandi ntagomba kuziha abandi, kuzitakaza cyangwa guhindura umwimerere wazo.	A notary must keep his/her stamps in a safe place and shall not give them to any other person, lose it or alter its originality.	Le notaire est tenu de conserver les cachets à un endroit protégé et ceux-ci ne doivent être ni cédés, ni perdus, ni falsifiés.
Kashe zikoreshwa gusa icyo zagenewe.	Stamps are only used for what they are designated for.	Les cachets sont seulement utilisés au besoin du service y relatif.

Ingingo ya 7: Inyandiko zishyirwa ku nyandiko mpamo

Inyandiko zishyirwa ku nyandiko mpamo zigomba kuba zigaragaza nibura ibi bikurikira:

- 1° itariki y'inyandiko mpamo;
- 2° amazina y'umunoteri ;
- 3° amazina y'abahamya;
- 4° umubare w'amafaranga yishyuwe.

Nimero ya dosiye yandikwa muri *Arabic numerals* naho numero y'umutumba yandikwa muri *Roman numerals*.

Buri mutumba w'amadosiye ugomba kugira amadosiye mirongo itanu (50)

Imiterere y'inyandiko zishyirwa kuri izo nyandiko iri ku mugereka wa II w'iri teka.

UMUTWE WA III: INGINGO ZISOZA

Ingingo ya 8: Ivanwaho ry'ingingo zinyuranyije n'iri teka

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

Article 7: Writings to be affixed on the authentic deeds

Writings to be affixed on the authentic deeds must indicate at least the following:

- 1° date of the authentic deed;
- 2° names of the Notary;
- 3° names of the witnesses;
- 4° amount of money paid.

The number of the file is written in Arabic numerals while the number of the volume is written in Roman numerals.

Each volume of the files must comprise fifty (50) files.

The format of writings affixed to such authentic deeds is in annex II of this Order.

CHAPTER III: FINAL PROVISIONS

Article 8: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 7: Inscriptions sur les actes authentiques

Les inscriptions faites sur les actes authentiques doivent contenir au moins les informations suivantes :

- 1° la date du document;
- 2° les noms du Notaire;
- 3° les noms des témoins;
- 4° le montant des frais payés.

Le numéro du dossier s'écrit en *Arabic numerals* alors que le numéro du volume s'écrit en *Roman numerals*.

Chaque volume de dossiers doit comprendre cinquante (50) dossiers.

Le modèle des inscriptions faites sur ces actes est en annexe II du présent arrêté.

CHAPITRE III: DISPOSITIONS GENERALES

Article 8: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 9: Igihe iteka ritangira gukurikizwa

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

Kigali, ku wa **24/02/2017**

(sé)

BUSINGYE Johnston

Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)

BUSINGYE Johnston

Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Article 9: Commencement

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

Kigali, on **24/02/2017**

(sé)

BUSINGYE Johnston

Minister of Justice/Attorney General

Seen and sealed with the Seal of the Republic:

(sé)

BUSINGYE Johnston

Minister of Justice/Attorney General

Article 9 : Entrée en vigueur

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

Kigali, le **24/02/2017**

(sé)

BUSINGYE Johnston

Ministre de la Justice/Garde des Sceaux

Vu et scellé du Sceau de la République:

(sé)

BUSINGYE Johnston

Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI N°012/MOJ/AG/2017 RYO KU WA
24/02/2017 RIGENA AMAGAMBO NA KASHE
UMUNOTERI ASHYIRA KU NYANDIKO
MPAMO**

**ANNEX I TO THE MINISTERIAL ORDER
N° 012/MOJ/AG/2017 OF 24/02/2017
DETERMINING THE WRITINGS AND
STAMPS A NOTARY AFFIXES ON
AUTHENTIC DEEDS**

**ANNEXE I A L'ARRETE MINISTERIEL
N°012/MOJ/AG/2017 DU 24/02/2017
PORTANT INSCRIPTIONS FAITES ET
CACHETS APPOSES PAR LE NOTAIRE
SUR LES ACTES AUTHENTIQUES**

KOPI IHUYE N'IY'UMWIMERERE

TRUE COPY OF THE
ORIGINAL

POUR COPIE CONFORME A
L'ORIGINAL

HISHYUWEFRWS

PAID.....RWF

PAYEFRWS

Noteri
(Amazina)

Notary
(Names)

Notaire
(Noms)

Bibonywe kugira ngo hemezwe
umukono wa Bwana / Madamu

.....

Ushyizweho iruhande hano

Ku wa.....

Seen to certify the signature of
Mr/Mrs.....

Hereby appended

On

Vu pour légalisation de la
signature de Mr/Mme.

.....

Apposée ci-contre

Le

BITANZWE BITISHYURIWE

ISSUED FREE OF CHARGES

DELIVRE GRATUITEMENT

Bibonywe ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n° 012/MOJ/AG/2017 ryo ku wa 24/02/2017 rigena amagambo na kashe Umunoteri ashya ku nyandiko mpamo

Kigali, ku wa 24/02/2017

(sé)

BUSINGYE Johnston

Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)

BUSINGYE Johnston

Minisitiri w'Ubutabera/ Intumwa Nkuru ya Leta

Seen to be annexed to the Ministerial Order n° 012/MOJ/AG/2017 of 24/02/2017 determining the writings and stamps a Notary affixes on authentic deeds

Kigali, on 24/02/2017

(sé)

BUSINGYE Johnston

Minister of Justice/Attorney General

Seen and sealed with the Seal of the Republic:

(sé)

BUSINGYE Johnston

Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté Ministériel n° 012/MOJ/AG/2017 du 24/02/2017 portant inscriptions faites et cachets apposés par le Notaire sur les actes authentiques

Kigali, le 24/02/2017

(sé)

BUSINGYE Johnston

Ministre de la Justice/Garde des Sceaux

Vu et scellé du Sceau de la République:

(sé)

BUSINGYE Johnston

Ministre de la Justice/ Garde des Sceaux

UMUGEREKA WA II W'ITEKA RYA MINISITIRI N°012/MOJ/AG/2017 RYO KU WA 24/02/2017 RIGENA AMAGAMBO NA KASHE UMUNOTERI ASHYIRA KU NYANDIKO MPAMO	ANNEX II TO THE MINISTERIAL ORDER N°012/MOJ/AG/2017 OF 24/02/2017 DETERMINING THE WRITINGS AND STAMPS A NOTARY AFFIXES ON AUTHENTIC DEEDS	ANNEXE II A L'ARRETE MINISTERIEL N°012/MOJ/AG/2017 DU 24/02/2017 PORTANT INSCRIPTIONS FAITES ET CACHETS APPOSES PAR LE NOTAIRE SUR LES ACTES AUTHENTIQUES
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INYANDIKO MPAMO

NOMERO UMUTUMBA.....

AUTHENTIC DEED

NUMBERVOLUME.....

ACTE AUTHENTIFIE

NUMERO VOLUME

Umwaka wa ku wa umunsi w'ukwezi kwa,

Year.....on.....Day of the month of

L'anle..... jour du mois de,

Twebwe,, Umunoteri wa Leta y'u Rwanda, turi twemeje ko inyandiko ikubiyemo ingingo zikurikira twayigaragarijwe na:

HARI utuye mu Karere ka na utuye mu Karere ka, abahamya b'ibikubiye mu nyandiko kandi bujuje ibisabwa n'amategeko.

I,, the Notary of the Republic of Rwanda, in, certify that the document with the following provisions was presented to us by:.....

IN WITNESS THEREOF: resident of District of and resident of.....District of

Nous,....., Notaire Officiel de l'Etat Rwandais, étant et résidant certifions que l'acte dont les clauses sont reproduites ci-dessous, nous a été présenté par

EN PRESENCE DE..... résidant en District de et de, résidant en District de, témoins instrumentaires et réunissant les conditions exigées par la loi.

Abahabwa serivisi n'umuoteri bamaze gusomerwa ibikubiye mu nyandiko kandi bagahamiriza imbere yacu ko inyandiko, nk'uko yanditse, ikubiyemo koko ibihuye n'ugushaka kwabo;

Clients who receive the services of the Notary, subsequent to listening to contents of this document and certifying before us that the contents of the document are sincerely in conformity with their consent;

Lecture du contenu de l'acte ayant été faite aux comparants et ceux-ci ayant déclaré devant Nous que l'acte tel qu'il est rédigé renferme bien l'expression de leur volonté.

Duhamije ko, iyi nyandiko yashyizweho umukono n'abahabwa serivisi n'Umunoteri ndetse natwe, Umunoteri, kandi ishyizweho Ikirango cy'Ibiro by'Umunoteri wa

We do hereby certify that this document was signed by the clients of the Notary and we, the Notary and hereby sealed with the seal of the Notary of

En foi de quoi, le présent acte a été signé par les comparants et Nous, Notaire, et revêtu du Sceau de l'Office Notarial de

Abahabwa serivisi n'Umunoteri

Clients of the Notary

Comparants devant le Notaire

1. 2

Abahamya
Witnesses
Témoins

1..... 2

Umunoteri
Notary
Notaire

.....
AMAFARANGA YISHYUWE (RWF) MU MIBARE:
AMOUNT PAID (RWF) IN FIGURES:
MONTANT PAYE (RWF) EN CHIFFRES:

Amafanga v'invandiko:.....
Fees for deed:.....
Frais d'acte :

Byanditswe natwe,Umunoteri wa Leta y'u Rwanda, turi kuri numero
umutumba wa ku mafaranga (RWF) yishyuwe ku wa
.....;

WeNotary of the Republic of Rwanda, inhave hereby prepared this document on number.....,
volume.....on payment of.....(RWF), paid on;
Enregistré par Nous,, Notaire Officiel de l'Etat Rwandais étant et résidant en, sous le numéro volume
..... dont le coût est de Frw payé le

Umunoteri
The Notary
Le Notaire

.....

KOPI Y'INYANDIKO MPAMO YATANGIWE AMAFARANGA Y'U RWANDA YISHYUWE KUGIRA NGO HATANGWE INYANDIKO MPAMO.

THE COPY OF THE AUTHENTIC DEED WAS PAIDRWANDAN FRANCS PAID FOR ISSUANCE OF THE AUTHENTIC DEED.

POUR EXPEDITION AUTHENTIQUE DONT LE COUT ESTFRANCS RWANDAIS PAYES POUR UNE EXPEDITION AUTHENTIQUE.

Umunoteri

The Notary

Le Notaire

.....

Official Gazette n° 13 of 27/03/2017

Bibonywe ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n° 012/MOJ/AG/2017 ryo ku wa 24/02/2017 rigena amagambo na kashe Umunoteri ashya ku nyandiko mpamo

Kigali, ku wa 24/02/2017

(sé)

BUSINGYE Johnston

Minisitiri w'Ubutabera/ Intumwa Nkuru ya Leta

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)

BUSINGYE Johnston

Minisitiri w'Ubutabera/ Intumwa Nkuru ya Leta

Seen to be annexed to the Ministerial Order n°012/MOJ/AG/2017 of 24/02/2017 determining the writings and stamps a Notary affixes on authentic deeds

Kigali, on 24/02/2017

(sé)

BUSINGYE Johnston

Minister of Justice/Attorney General

Seen and sealed with the Seal of the Republic:

(sé)

BUSINGYE Johnston

Minister of Justice/ Attorney General

Vu pour être annexé à l'Arrêté Ministériel n°012/MOJ/AG/2017 du 24/02/2017 portant inscriptions faites et cachets apposés par le Notaire sur les actes authentiques

Kigali, le 24/02/2017

(sé)

BUSINGYE Johnston

Ministre de la Justice/ Garde des Sceaux

Vu et scellé du Sceau de la République:

(sé)

BUSINGYE Johnston

Ministre de la Justice/ Garde des Sceaux

ITEKA RYA MINISITIRI N° 013/MOJ/AG/2017 RYO KU WA 24/02/2017. RIGENA UBURYO ABIKORERA BINJIRA MU MURIMO W'UBUNOTERI N'UKO BAKORA, UBURYO UMUNOTERI WIKORERA AGENZURWA N'UKO ABIKA INYANDIKO MPAMO	MINISTERIAL ORDER N°013/MOJ/AG/2017 OF 24/02/2017 DETERMINING MODALITIES FOR ACCESS TO AND PRACTICE OF THE OFFICE OF NOTARY BY PRIVATE PERSONS, SUPERVISION OF A PRIVATE NOTARY AND CONSERVATION OF AUTHENTIC DEEDS	ARRETE MINISTERIEL N°013/MOJ/AG/2017 DU 24/02/2017 PORTANT MODALITES D'ACCES AUX FONCTIONS DE NOTAIRE ET DE LEUR EXERCICE PAR LES PERSONNES PRIVEES, DE SUPERVISION D'UN NOTAIRE PRIVE ET DE CONSERVATION DES ACTES AUTHENTIQUES
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ITEKA RYA MINISITIRI N° 013/MOJ/AG/2017 RYO KU WA 24/02/2017 RIGENA UBURYO ABIKORERA BINJIRA MU MURIMO W'UBUNOTERI N'UKO BAKORA, UBURYO UMUNOTERI WIKORERA AGENZURWA N'UKO ABIKA INYANDIKO MPAMO

MINISTERIAL ORDER N°013/MOJ/AG/2017 OF 24/02/2017 DETERMINING MODALITIES FOR ACCESS TO AND PRACTICE OF THE OFFICE OF NOTARY BY PRIVATE PERSONS, SUPERVISION OF A PRIVATE NOTARY AND CONSERVATION OF AUTHENTIC DEEDS

ARRETE MINISTERIEL N°013/MOJ/AG/2017 DU 24/02/2017 PORTANT MODALITES D'ACCES AUX FONCTIONS DE NOTAIRE ET DE LEUR EXERCICE PAR LES PERSONNES PRIVEES, DE SUPERVISION D'UN NOTAIRE PRIVE ET DE CONSERVATION DES ACTES AUTHENTIQUES

Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta;

The Minister of Justice/Attorney General;

Le Ministre de la Justice/Garde des Sceaux;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo, iya 121, iya 122 n'iya 176;

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 121, 122 and 176;

Vu la Constitution de la République du Rwanda de 2003 révisée en 2015, spécialement en ses articles 121, 122 et 176;

Ashingiye ku Itegeko n° 13 bis/2014 ryo ku wa 21/05/2014 rigenga umurimo w'ubunoteri, cyane cyane mu ngingo zaryo, iya 6, iya 22 n'iya 45;

Pursuant to Law n° 13bis/2014 of 21/05/2014 governing the Office of notary, especially in Articles 6, 22 and 45;

Vu la Loi n° 13bis/2014 du 21/05/2014 régissant la fonction de notaire, spécialement en ses articles 6, 22 et 45;

Inama y'Abaminisitiri yateranye ku wa 05/08/2015, imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 05/08/2015;

Après examen et adoption par le Conseil des Ministres, en sa séance du 05/08/2015;

ATEGETSE:

HEREBY ORDERS:

ARRETE:

UMUTWE WA MBERE: INGINGO RUSANGE

CHAPTER ONE: GENERAL PROVISION

CHAPITRE PREMIER: DISPOSITION GENERALE

Ingingo ya mbere: Icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Iri teka rigena uburyo abikorera binjira mu murimo w'ubunoteri n'uko bakora, rikanagena uburyo umunoteri wikorera agenzurwa n'uburyo abika impapuro mpamo.

This Order determines modalities for access to and practice of the office of notary by private persons and determines modalities for the supervision of a private notary and the way he/she keeps authentic deeds.

Le présent arrêté détermine les modalités d'accès aux fonctions de notaire et de leur exercice par les personnes privées et détermine les modalités de supervision d'un notaire privé et de la façon de conservation des actes authentiques.

UMUTWE WA II: UBURYO ABIKORERA BINJIRA MU MURIMO W'UBUNOTERI

CHAPTER II: ACCESS TO THE OFFICE OF NOTARY BY PRIVATE PERSONS

CHAPITRE II: ACCES AUX FONCTIONS DE NOTAIRE POUR LES PERSONNES PRIVEES

Ingingo ya 2: Ibisabwa ushaka kuba umunoteri wikorera

Article 2: Requirements to be a private notary

Article 2: Conditions pour être un notaire privé

Umuntu ushaka kuba umunoteri wikorera agomba kuba yujuje ibi bikurikira:

Any person who wishes to be a private notary must fulfil the following requirements:

Toute personne qui désire devenir un notaire privé doit remplir les conditions suivantes:

1° kuba afite ubwenegihugu nyarwanda;

1° be a Rwandan national;

1° être de nationalité rwandaise;

2° kuba afite imyaka y'ubukure yemewe n'amategeko;

2° have attained the age of majority;

2° avoir atteint l'âge légal de la majorité;

3° kuba afite nibura impamyabumenyi ihanitse mu mategeko cyangwa ihwanye nayo;

3° hold at least a bachelor's degree in law or its equivalent;

3° être détenteur d'au moins un diplôme de licence en droit ou son équivalent;

4° kuba atarigeze guhanishwa igihano cy'igifungo cyabaye ndakuka kingana cyangwa kirengeje amezi atandatu (6) kitahanaguwe n'imbabazi z'itegeko cyangwa ihanagurabusembwa;

4° not having been sentenced, in a final court decision, to a term of imprisonment of more than or equal to six (6) months which has not been nullified by amnesty or rehabilitation;

4° n'avoir pas été condamné définitivement à une peine d'emprisonnement égale ou supérieure à six (6) mois qui n'a pas été effacée par l'amnistie ou la réhabilitation;

5° kuba atarirukanywe ku kazi yakoraga biturutse ku bihano byo mu rwego rw'imyitwarire;

5° not having been dismissed from duties as a result of disciplinary sanctions;

5° n'avoir pas été révoqué de ses fonctions suite aux sanctions disciplinaires;

6° kugira uburambe bw'imyaka nibura itanu (5) mu kazi kerekanye n'amategeko.

6° having at least a five (5) years' experience in a legal profession.

6° avoir une expérience d'au moins cinq (5) ans dans une profession juridique.

Ingingo ya 3: Gusaba kuba umunoteri wikorera

Article 3: Application for being a private notary

Article 3: Demande pour être un notaire privé

Umuntu ushaka kuba umunoteri wikorera yandikira Minisitiri ibaruwa ibisaba ishinganye mu iposita

Any person who wishes to be a private notary is required to apply to the Minister in writing

Toute personne qui désire devenir un notaire privé adresse sa requête au Ministre, par lettre

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cyangwa itanzwe mu ntoki agahabwa gihamya ko yakiriwe. through a registered mail or hand delivery with acknowledgement of receipt. recommandée à la poste ou remise en mains avec accusé de réception.

Umuntu usaba yomekaho kandi impapuro zigaragaza ko yujuje ibisabwa. The applicant is also required to attach all the required documents. Le demandeur y annexe aussi tous les documents attestant qu'elle remplit les conditions exigées.

Muri iri teka, ijamba "Minisitiri" bivuga Minisitiri ufite Ubutabera mu nshingano ze. In this Order, the term "Minister" means the Minister in charge of Justice. Dans le présent arrêté, le terme « Ministre » signifie le Ministre ayant la Justice dans ses attributions.

Ingingo ya 4: Isuzumwa ry'amadosiye

Article 4: File assessment

Article 4: Examen des dossiers

Minisitiri asuzuma idosiye y'uwasabye kuba umunoteri, akabimenyesha Umushinjacyaha Mukuru, mu gihe kitarenze iminsi mirongo itatu (30) uhereye igihe idosiye yasuzumiwe. The Minister examines the file of the applicant and informs the Prosecutor General within thirty (30) days from the date of examining the file. Le Ministre examine le dossier de demande et en informe le Procureur Général, endéans trente (30) jours à partir de la date d'examen du dossier.

Mu gihe kitarenze iminsi mirongo itandatu (60) isanzwe, amaze kumenyeshwa na Minisitiri, Umushinjacyaha Mukuru agomba kuba yamenyesheje Minisitiri mu nyandiko icyo atekereza ku isaba ry'uwifuzwa kuba umunoteri wikorera. Iyo atagaragaje icyo atekereza, iryo saba rifatwa nk'iryemewe. The Prosecutor General must, in a period of sixty (60) calendar days from when the Minister notified him/her, provide his/her written opinion to the Minister on the application for being a private notary. Failure to provide his/her opinion thereon, the application is considered approved. Dans un délai n'excédant pas soixante (60) jours calendriers après la notification par le Ministre, le Procureur Général doit avoir adressé au Ministre son avis écrit et motivé sur la requête du demandeur d'accès à la fonction de notaire privé. A défaut de communication d'avis, la requête est réputée approuvée.

Minisitiri ashobora gushingira ku gitekerezo cyatanzwe n'Umushinjacyaha Mukuru cyangwa ntagishingireho. The Minister may or may not base on the opinion of the Prosecutor General. Le Ministre peut ou ne peut pas fonder sur l'avis donné par le Procureur Général.

Ingingo ya 5: Igihe usaba agomba kuba yasubirijwemo

Article 5: Time limit for response

Article 5: Délai de réponse

Iyo uwasabye kuba umunoteri wikorera yujuje ibisabwa bivugwa mu ngingo ya 2 y'iri teka, kandidatire ye yemerwa na Minisitiri mu gihe cy'iminsi mirongo itatu (30) uhereye igihe yaherewe. If the applicant for being a private notary fulfils the requirements mentioned in Article 2 of this Order, the Minister is required to approve his/her application within thirty (30) days from the date. Lorsque le demandeur d'accès à la fonction de notaire privé remplit les conditions requises prévues à l'article 2 du présent arrêté, sa demande est approuvée par le Ministre dans un délai de

igisubizo n'Umushinjacyaha Mukuru. Iyo atujuje ibisabwa na bwo abimenyeshwa muri icyo gihe.

Mu gihe Umushinjacyaha Mukuru atatanze igisubizo, uwasabye amenyeshwa igisubizo nyuma y'iminsi mirongo icyenda (90) ibarwa uherye igihe Umushinjacyaha Mukuru yamenyesherejweho.

Minisitiri agomba kwemera cyangwa akanga isaba ryo kuba umunoteri wikorera akoresheje ibaruwa.

Ingingo ya 6: Kumenyereza uwitoza n'igihe cyo kwitoza umwuga

Mbere yo gutangira imirimo ye, umunoteri wikorera wemerewe gukora agomba kwihitiramo umunoteri wo kumutoza uwo mwuga mu gihe cy'amezi atandatu (6).

Mu gihe kitarenze iminsi mirongo itatu (30) uherye ku munsu ukurikira umunsu wa nyuma wo kumenyerezwa, umenyereza uwitoza umurimo w'umunoteri wikorera agomba gushyikiriza raporo ye Minisitiri.

Iyo raporo ikorerwa uwitoza umwuga igaragaza ko awushoboye, uwitoza yemererwa burundu kuba umunoteri wikorera agashyirwa ku rutonde rw'abanoteri bikorera rukorwa na Minisitiri.

Iyo raporo igaragaje ko utozwa adashoboye umwuga, ahabwa ikindi gihe cy'amezi atatu (3) cyo kongera

of reception of the opinion of the Prosecutor General. In case the applicant does not fulfil the requirements, he/she is also informed within the same period.

If the Prosecutor General does not communicate his/her opinion, the applicant is informed of the decision taken after ninety (90) days following the date the Prosecutor General was notified .

The Minister is required to approve or reject the application for access to the function of a private notary through a letter.

Article 6: Supervision and period of professional internship

Before practicing, an authorized private notary is required to choose a notary who supervises him/her during the internship for a period of six (6) months.

The supervisor of the internship is required to prepare and submit to the Minister a report on the trainee in a period of thirty (30) days from the day following the last day of the internship.

If the internship supervisor's report indicates the trainee's capacity, the trainee is definitively enrolled on the list of private notaries by the Minister.

In case the report indicates that the trainee is incapable, the internship period is extended for

trente (30) jours à compter du jour de la réception de l'avis du Procureur Général. Lorsqu'il ne remplit pas les conditions requises, il en est également informé dans ce délai.

Si le Procureur Général ne donne pas son avis, le demandeur est informé de la décision prise après quatre-vingt-dix (90) jours suivant le jour de la notification faite au Procureur Général.

Le Ministre doit approuver ou rejeter la demande d'accès à la fonction de notaire privé par une lettre.

Article 6: Supervision et période du stage professionnel

Avant d'exercer, un notaire privé qui a obtenu l'admission choisit un notaire qui supervise son stage pendant une période de six (6) mois.

Dans un délai de trente (30) jours à compter du jour qui suit le dernier jour du stage, le maître de stage doit donner son rapport au Ministre.

Si le rapport du maître de stage indique que le stage est concluant, le stagiaire est définitivement admis dans sa qualité de notaire privé et est inscrit sur la liste des notaires privés établie par le Ministre.

Si le rapport indique que le stage n'est pas concluant, il est prolongé pour une période de trois

gutozwa, atatsinda akamburwa ubunoteri, hagendewe kuri raporo y'umenyereza.	another period of three (3) months and if he/she fails, he/she is disqualified on the basis of the internship supervisor's report.	(3) mois et si le stagiaire ne réussit pas, il est disqualifié, sur base du rapport du maître de stage.
Umuntu umaze imyaka itanu (5) akora umurimo w'ubwavoka cyangwa uwabaye umunoteri wa Leta mu gihe kirenze umwaka umwe (1) asonewe kwimenyereza umwuga guteganyijwe mu gika cya mbere cy'iyi ngingo.	A person who practiced as an advocate for a period of five (5) years or as a public notary for more than one (1) year is exempted from the internship provided for in Paragraph One of this Article.	Une personne ayant exercé la profession d'avocat pendant cinq (5) ans ou la fonction de notaire public pendant plus d'une (1) année est exemptée du stage prévu à l'alinéa premier du présent article.
Mu gihe cy'umwaka umwe (1) uhereye igihe iri teka ritangarijweho mu igazeti ya Leta ya Repubulika y'u Rwanda, kumenyereza umwuga abanoteri bikorera bikorwa n'abanoteri ba Leta. Nyuma y'icyo gihe, abanoteri bikorera bamenyerezwa umwuga n'abanoteri bikorera gusa.	The supervision of the internship of private notaries is carried out by public notaries within a period of one (1) year from the date of publication of this Order in the Official Gazette of the Republic of Rwanda. After that period, private notaries are supervised only by private notaries.	Durant la période d'une (1) année suivant la publication du présent arrêté au Journal Officiel de la République du Rwanda, la supervision du stage des notaires privés est assurée par les notaires publics. Après cette période, la supervision est assurée par les seuls notaires privés.
<u>UMUTWE WA III: UBURYO ABIKORERA BAKORA UMURIMO W'UBUNOTERI</u>	<u>CHAPTER III: PRACTICE OF THE OFFICE OF NOTARY BY PRIVATE PERSONS</u>	<u>CHAPITRE III: EXERCICE DE LA FONCTION DE NOTAIRE PAR LES PERSONNES PRIVEES</u>
<u>Ingingo ya 7: Ubwigenge bw'umunoteri wikorera</u>	<u>Article 7: Independence of a private notary</u>	<u>Article 7: Indépendance du notaire privé</u>
Mu kuzuzwa inshingano ze, umunoteri wikorera arigenga mu mirimo ye y'ubunoteri.	In the exercise of his/her duties, a private notary is fully independent in his/her notarial functions.	Dans l'exercice de ses fonctions, le notaire privé est indépendant quant à ses actes de notaire.
<u>Ingingo ya 8: Agaciro k'ibikorwa by'umunoteri wikorera</u>	<u>Article 8: Validity of private notary acts</u>	<u>Article 8: Force des actes d'un notaire privé</u>
Ibikorwa by'umunoteri wikorera mu rwego rw'akazi ke bifatwaho ukuri usibye mu gihe biteshejwe agaciro n'inkiko.	Acts of a private notary who carries out his/her activities are considered valid except if declared void by courts.	Les actes posés par un notaire privé dans l'exercice de ses fonctions font foi sauf en cas d'annulation par les juridictions.

Ingingo 9: Abagenerwabikorwa b'umunoteri wikorera

Umunoteri wikorera agomba gukorera buri muntu wese umuganyye.

Icyakora, Umunoteri wikorera ntashobora kwemeza cyangwa guhamya inyandiko ye ubwe, iy'uwo bashakanye cyangwa uwo bafitanye isano mu miryango kugeza ku gisanira cya kane (4).

Umunoteri wikorera ntashobora kandi kwemeza cyangwa guhamya inyandiko y'isosiyete, iy'ishyirahamwe cyangwa iya koperative afitemo imigabane cyangwa abereye umunyamuryango cyangwa iy'umwe mu bavugwa mu gika cya mbere cy'iyi ngingo abereye umunyamuryango cyangwa afitemo imigabane. Ntashobora na none kwemeza cyangwa guhamya inyandiko yagizemo uruhare.

Ingingo ya 10: Aho umunoteri wikorera akorera

Umunoteri wikorera wese agomba kugira aho akorera hagaragazwa n'icyapa. Agomba gushyikiriza Minisitiri inyandiko igaragaza Akarere yashyizemo ibiro bye by'ifatizo.

Ingingo ya 11: Gukorana kw'abanoteri bikorera

Umunoteri wikorera ashobora gukora uwo mwuga wenyine cyangwa afatanyije n'abandi mu rwego rw'ishyirahamwe ridafite ubuzimagatozi ariko rifite ubuyobozi bwaryo. Ashobora kandi gukorana mu buryo bw'ishyirahamwe cyangwa ubufatanye

Article 9: Beneficiaries of services of a private notary

A private notary must serve every person who seeks his/her assistance.

However, a private notary is not permitted to certify or authenticate his/her own document, one of his/her spouse or one of direct or collateral relative up to the fourth (4th) degree.

A private notary is not also permitted to certify or authenticate any document of a company, association or a cooperative in which he/she has shares, he/she is a member or any company in which one of the persons mentioned in Paragraph One of this Article is a shareholder or a member. He/she is not permitted to certify or authenticate any document in which he/she participated.

Article 10: Office of the private notary

Every private notary must have an office easily identified by a sign post. He/she must submit a written notice to the Minister indicating the District in which his/her main office is located.

Article 11: Collaboration among private notaries

A private notary may practice either as an individual, in association or in collaboration with other private notaries in an association with no legal personality but with its administration. He/she may also practice in association or in

Article 9: Bénéficiaires des services d'un notaire privé

Un notaire privé doit servir toute personne qui en fait la requête.

Toutefois, un notaire privé ne peut certifier ou légaliser son propre document ni celui de son conjoint, de ses parents ou alliés en ligne directe ou collatérale jusqu'au quatrième (4^{ème}) degré.

Un notaire privé ne peut non plus certifier ou légaliser pour le compte d'une société, association ou une coopérative dans laquelle lui-même ou l'un des personnes mentionnées à l'alinéa premier du présent article est actionnaire, sociétaire ou membre. Il ne peut non plus certifier ou légaliser un document dans lequel il a participé.

Article 10: Bureau du notaire privé

Tout notaire privé doit avoir un bureau connu, identifiable au moyen d'une pancarte. Il doit transmettre au Ministre un document indiquant le District dans lequel se trouve son bureau principal.

Article 11: Collaboration entre notaires privés

Un notaire privé peut exercer la profession soit à titre individuel, soit en groupe dans le cadre d'une association dépourvue de personnalité juridique mais ayant son administration. Il peut aussi exercer avec d'autres notaires privés en association ou en

n'abandi banoteri bikorera bifite ubuzimagatozi hakurikijwe amategeko abigenga.

Ingingo ya 12: Amasezerano yo gukorana n'amasezerano y'ishyirahamwe

Abanoteri bikorera bashobora gukora imirimo y'ubunoteri hashingiwe ku masezerano yo gukorera hamwe.

Amasezerano y'ishyirahamwe ry'abanoteri bikorera ahuza abanoteri babiri (2) cyangwa benshi bakorera hamwe uwo mwuga haba mu biro bimwe cyangwa bitandukanye bakanyemeza gushyira hamwe no kugabana inyungu n'igihombo.

UMUTWE WA IV: UBURYO BW'IGENZURWA RY'UMUNOTERI WIKORERA N'UKO AHAGARIKA IMIRIMO

Ingingo ya 13: Raporo y'umunoteri wikorera

Buri mezi atatu (3), umunoteri wikorera agomba gukora raporo y'imirimo y'ubunoteri yakoze akayishyikiriza Minisitiri.

Raporo y'imirimo y'ubunoteri igomba kugaragaza:

- 1° ubwoko bw'inyandiko yashyikirijwe;
- 2° igihe inyandiko yashyiriweho umukono;
- 3° amazina na aderesi bya nyir'inyandiko;

partnership with other private notaries, with legal personality in accordance with relevant laws.

Article 12: Agreement of collaboration and agreement of association

Private notaries may perform notarial services on the basis of agreement of collaboration.

The agreement of notarial association is one by which two (2) or several private notaries decide to practice the profession together, either within the same office or in different offices and agree to share profits and losses.

CHAPTER IV: MODALITIES OF SUPERVISION OF A PRIVATE NOTARY AND CESSATION OF ACTIVITY

Article 13: Report of a private notary

A private notary is required to prepare a report of notarial activities performed every three (3) months and submits it to the Minister.

The report of notarial activities must indicate:

- 1° the nature of documents received;
- 2° the certification date;
- 3° the names and address of the owner of the document;

partenariat doté de la personnalité juridique conformément aux lois en la matière.

Article 12: Contrat de collaboration et contrat d'association

Les notaires privés peuvent exercer leurs activités de notaire sous un contrat de collaboration.

Le contrat d'association est le contrat par lequel deux (2) ou plusieurs notaires privés décident d'exercer en commun la profession soit au sein d'un même bureau, soit dans des bureaux différents et partagent les bénéfices et les pertes.

CHAPITRE IV: MODALITES DE SUPERVISION D'UN NOTAIRE PRIVE ET CESSATION D'ACTIVITE

Article 13: Rapport d'un notaire privé

Un notaire privé doit préparer, tous les trois (3) mois, un rapport d'activités notariales qu'il a effectuées et le transmet au Ministre.

Le rapport d'activités notariales doit indiquer:

- 1° la nature des documents reçus;
- 2° la date de l'acte de notariat;
- 3° le (s) nom (s) et l'adresse du porteur du document;

4° icyo umunoteri yasabwaga gukora.

Iyo umunoteri wikorera adatanze raporo ivugwa muri iyi ngingo, Minisitiri amwibutswa kuyitanga akoresheje ibaruwa. Iyo iminsi mirongo itatu (30) ibarwa uherye umunsi yashyikirijweho ibaruwa imwibutsa gutanga raporo ishize ataratanga raporo asabwa, ahagarikwa by'agateganyo amezi atatu (3). Iyo nyuma y'icyo gihe akomeje kwanga gutanga raporo, ahagarikwa burundu mu gukora imirimo y'ubunoteri.

Ingingo ya 14: Kongerera ubushobozi umunoteri wikorera

Umunoteri wese wikorera agomba kwitabira amahugurwa yerekeranye n'umurimo we ategurwa na Minisitiri ifite ubutabera mu nshingano zayo.

Iyo umunoteri wikorera atitabiriye amahugurwa avugwa mu gika cya mbere cy'iyi ngingo nta mpamvu yumvikana atanze, Minisitiri amwandikira amusaba gutanga ibisobanuro. Iyo yongeye gusiba amahugurwa ku nshuro ikurikiyeho nta mpamvu yumvikana ahagarikwa by'agateganyo mu gihe cy'amezi atandatu (6). Iyo yongeye kuyasiba ku nshuro ya kabiri (2) nta mpamvu yumvikana, ahagarikwa burundu gukora imirimo y'ubunoteri.

4° the service the notary was required to deliver.

If a private notary does not submit the report mentioned in this Article, the Minister reminds him/her to do so through a written notice. If thirty (30) days which are counted from the date of reception of such a notice elapse without submitting the report, the private notary is suspended for a period of three (3) months. If after that period, the private notary persists in failing to submit the report, he/she is prohibited from exercising the function of a notary.

Article 14: Capacity building for a private notary

Every private notary is required to attend trainings relating to the profession organized by the Ministry in charge of justice.

In case a private notary does not participate in the trainings provided for in Paragraph One of this Article without reasonable grounds, the Minister writes to him/her requesting to provide explanations. If he/she does not participate again in the next training without reasonable grounds, the private notary is suspended for a period of six (6) months. If he/she is again absent in the following training, without reasonable grounds, he/she is prohibited from practicing the notary functions.

4° l'objet de notariat.

Lorsqu'un notaire privé ne soumet pas le rapport visé au présent article, le Ministre lui rappelle de le soumettre par une lettre écrite. Si, à la fin de trente (30) jours suivant un tel rappel, il faillit à son obligation, il est suspendu temporairement pour trois (3) mois. S'il persiste dans son refus de soumettre le rapport après cette période, il est définitivement suspendu de l'exercice des activités de notaire.

Article 14: Renforcement des capacités d'un notaire privé

Chaque notaire privé est tenu de participer aux formations relatives à la profession organisées par le Ministère ayant la justice dans ses attributions.

Lorsqu'un notaire privé ne participe pas aux formations visées à l'alinéa premier du présent article sans motif valide, le Ministre lui écrit une lettre de demande d'explications. S'il ne participe pas encore une fois à la formation suivante, sans motif valide, il est suspendu temporairement pour six (6) mois. S'il s'absente encore dans une autre formation, sans motif valide, il est révoqué de l'exercice des activités de notaire.

Ingingo ya 15: Ihagarika ry'imirimo ku munoteri wikorerera n'imenyekanisha ryaryo

Umunoteri wikorerera ashobora guhagarika umurimo. Icyo gihe yandikira Minisitiri asobanura impamvu n'igihe ahagarikiye akazi k'ubunoteri.

Umunoteri wikorerera uhagaritse akazi agomba gukora ibarura ry'amadosiye asize atarangije akayashyikiriza urugaga rw'abanoteri bikorerera kandi akamenyesha ba nyirayo aho bashobora kuyasanga.

Mu gihe urugaga rutarabaho, umunoteri wikorerera uhagaritse akazi agomba gusubiza dosiye yose afite uwayimuhaye kugira ngo yishakire undi wayikomeza.

Umunoteri wikorerera wanditse ahagarika imirimo y'ubunoteri ashobora kongera gusaba kuyigarukamo igihe cyose ashakiye kandi yujuje ibisabwa. Icyakora, iyo ashatse gusubira mu mwuga yari yarahagaritse akazi mu gihe kirenze amezi atandatu (6) yongera gusaba yubahirije ibisabwa kandi bikamenyeshwa Umushinjacyaha Mukuru.

Ingingo ya 16: Impamvu zituma umunoteri ahagarikwa mu mirimo

Umunoteri wigenga ahagarikwa mu mirimo kubera impamvu zikurikira:

Article 15: Cessation of a private notary functions and its notification

A private notary may cease his/her activities. In that case he/she informs the Minister in writing indicating reasons and date of cessation of notary activities.

A private notary who ceases the activities must make an inventory of pending files and submits them to the private notaries association and communicates to owners of the files where they may find them.

In case the association is not yet established, a private notary who ceases his/her activities is required to return any file under his/her possession to the owner to enable him/her get any other notary to handle it.

A private notary who requested for suspension of his/her notarial activities may re-apply to practice at any time he/she so wishes provided he/she fulfils the required conditions. However, if the private notary suspends the activities for a period exceeding six (6) months, he/she re-applies upon fulfilment of the requirements and informing the Prosecutor General thereof.

Article 16: Grounds for suspension of a private notary

A private notary is suspended from duties because of the following grounds:

Article 15: Cessation d'activités par un notaire privé et sa notification

Un notaire privé peut mettre fin à l'exercice de ses activités. Dans ce cas, il écrit au Ministre en précisant les motifs et la date de cessation de ses activités de notaire.

Un notaire privé mettant fin à l'exercice des activités doit faire un inventaire des dossiers en cours, les transmettre au corps des notaires privés et informer ses clients où ils peuvent les trouver.

Au cas où le corps n'est pas encore créé, le notaire mettant fin à ses activités remet tout dossier à sa disposition à son propriétaire pour qu'il cherche un autre pour le traiter.

Un notaire privé ayant mis fin à l'exercice de ses activités peut solliciter une nouvelle fois l'admission, tant qu'il le désire et qu'il remplit les conditions exigées. Cependant, s'il a suspendu ses activités pendant une période supérieure à six (6) mois, il fait une demande de réadmission à la fonction pourvu qu'il remplisse les conditions exigées et le Procureur Général en est informé.

Article 16: Motifs de révocation d'un notaire privé

Un notaire privé est révoqué de ses fonctions à cause des raisons suivantes:

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- | | | |
|---|---|--|
| 1° iyo adafite aho akorera hazwi na konti ishyirwaho amafaranga ya serivisi atanga; | 1° if he/she does not have any known office and account on which the payments of his/her services are made; | 1° s'il n'a pas un bureau connu et un compte sur lequel se font les paiements de ses services; |
| 2° iyo yanze gutanga raporo nk'uko biteganywa n'ingingo ya 13 y'iri teka; | 2° if he/she does not submit the report as provided for in Article 13 of this Order; | 2° s'il ne soumet pas le rapport comme prévu à l'article 13 du présent arrêté; |
| 3° iyo yatse, yakiriye cyangwa yatanze ruswa; | 3° if he/she requests, receives or offers a bribe; | 3° s'il demande, reçoit ou offre un pot de vin; |
| 4° iyo yakatiwe burundu igihano cy'igifungo kingana cyangwa kirengeje amezi atandatu (6); | 4° if he/she is definitively sentenced to imprisonment of six (6) months or more; | 4° s'il est condamné définitivement à une peine d'emprisonnement égale ou supérieure à six (6) mois; |
| 5° iyo yakoze ikosa akomeye mu murimo w'ubunoteri bitewe n'imyitwarire mibi; | 5° if he/she commits a serious fault in notary functions following his/her misconduct; | 5° s'il commet une faute lourde dans les fonctions de notaire suite à son mauvais comportement; |
| 6° iyo yakoresheje uburiganya kugira ngo abe umunoteri wikorera. | 6° if he/she used fraudulent practices to be a private notary. | 6° s'il a utilisé des manœuvres frauduleuses pour être un notaire privé. |

UMUTWE WA V: UBURYO UMUNOTERI WIKORERA ABIKA INYANDIKO MPAMO

CHAPTER V: CONSERVATION OF AUTHENTIC DEEDS BY A PRIVATE NOTARY

CHAPITRE V: CONSERVATION DES ACTES AUTHENTIQUES PAR UN NOTAIRE PRIVE

Ingingo ya 17: Aho inyandiko mpamo zibikwa

Article 17: Place for conservation of authentic deeds

Article 17: Lieu de conservation des actes authentiques

Umunoteri wikorera agomba kubika inyandiko mpamo z'umwimerere yakira mu biro bye. Aha kopi zazo ba nyirazo.

A private notary must keep all original authentic deeds received in his/her office. He/she gives copies to the concerned owners.

Un notaire privé doit conserver l'original des actes authentiques qu'il reçoit dans son bureau. Il remet des copies aux personnes concernées.

Ingingo ya 18: Inyandiko mpamo zangiritse cyangwa zabuze

Iyo inyandiko mpamo zangiritse cyangwa se zikabura, umunoteri yandika inyandiko yemeza ko zabayeho.

Ingingo ya 19: Inyandiko mpamo z'umunoteri wikoreraga utagikora

Iyo umunoteri wikorera apfuye, ahagaritse imirimo ye by'agateganyo cyangwa burundu, cyangwa se mu gihe ahagaritswe, inyandiko mpamo zibikwa n'umunoteri wa Leta wo mu ifasi ibiro by'umunoteri wikoreraga biherereyemo.

UMUTWE WA VI: INGINGO ZISOZA

Ingingo ya 20: Ivanwaho ry'ingingo zinyuranyije n'iri teka

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

Ingingo ya 21: Igihe iteka ritangira gukurikizwa

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

Kigali, ku wa **24/02/2017**.

Article 18: Damaged or lost deeds

In case of damage or loss of deeds, the notary makes a writing to attest that they existed.

Article

19: Deeds of a private notary after cessation of activities

In case of death, suspension or termination of activities of a private notary or revocation, the authentic deeds are kept by the public notary in the territorial jurisdiction where the private notary's office is located.

CHAPTER VI: FINAL PROVISIONS

Article 20: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 21: Commencement

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

Kigali, on **24/02/2017**

Article 18: Actes authentiques abîmés ou disparus

Au cas où les actes authentiques sont abîmés ou disparus, le notaire fait un écrit attestant qu'ils ont existé.

Article 19: Actes authentiques d'un notaire privé en cessation d'activités

En cas de décès, de cessation temporaire ou définitive d'activités ou de révocation, la conservation des actes du notaire privé revient aux soins du notaire public dans le ressort duquel le notaire privé avait établi son bureau.

CHAPITRE VI: DISPOSITIONS FINALES

Article 20: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 21: Entrée en vigueur

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

Kigali, le **24/02/2017**

(sé)

BUSINGYE Johnston

Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

(sé)

BUSINGYE Johnston

Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(sé)

BUSINGYE Johnston

Minister of Justice/Attorney General

Seen and sealed with the Seal of the Republic:

(sé)

BUSINGYE Johnston

Minister of Justice/Attorney General

(sé)

BUSINGYE Johnston

Ministre de la Justice/Garde des Sceaux

Vu et scellé du Sceau de la République:

(sé)

BUSINGYE Johnston

Ministre de la Justice/Garde des Sceaux