

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

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

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

ISHAKIRO

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

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

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

Minisitiri w'Intebe;

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

The Prime Minister;

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

Le Premier Ministre ;

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

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

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

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

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

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

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

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

On proposal by the Minister of Public Service and Labour;

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

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

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

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

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Iryo iri teka rigamije

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

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

Article One: Purpose of this Order

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

Article premier: Objet du présent arrêté

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

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

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

Article 2 : Structure organisationnelle et synthèse des emplois

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

Ingingo ya 3: Abashinzwe kubahiriza iri teka

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

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

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

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

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

Ingingo z'amateka abanziriza iri kandi zinyuranyije n'ariyo zivanyweho.

Article 4: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 4 : Disposition abrogatoire

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

Ingingo ya 5: Igihe iteka ritangira gukurikizwa

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

Article 5: Commencement

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

Article 5 : Entrée en vigueur

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

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

(sé)
HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

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

(sé)
HABUMUREMYI Pierre Damien
Prime Minister

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

(sé)
HABUMUREMYI Pierre Damien
Premier Ministre

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

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République :

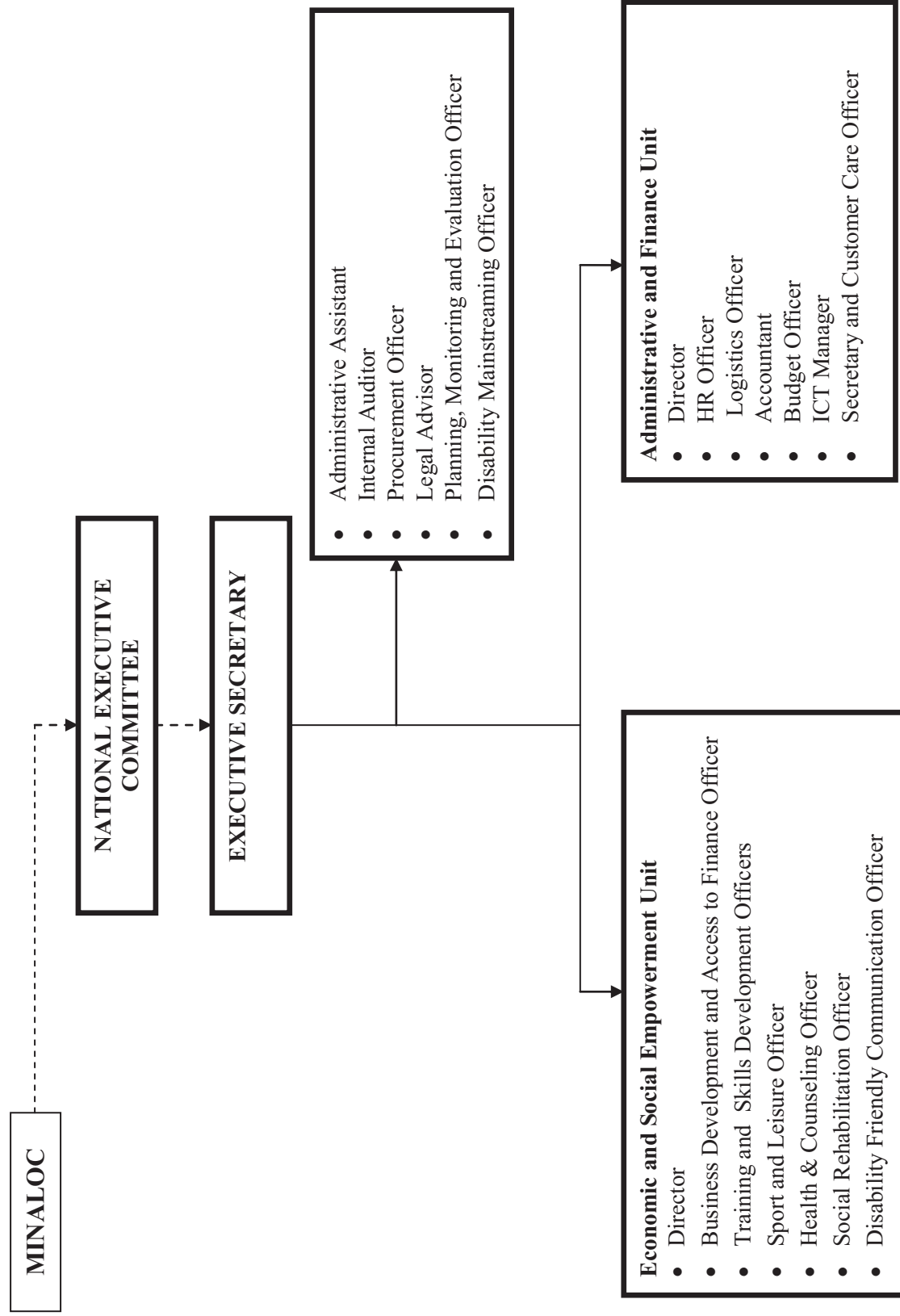
(sé)
KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(sé)
KARUGARAMA Tharcisse
Minister of Justice/Attorney General

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

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



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

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

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

JOB PROFILES OF THE NATIONAL COUNCIL FOR PERSONS WITH DISABILITIES

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

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

Official Gazette n°05 of 30/01/2012

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

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

Kigali, kuwa 24/01/2012

(sé)
HABUMUREMYI Pierre Damien
Minisitiri w'Itebe

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

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

Kigali, on 24/01/2012

(sé)
HABUMUREMYI Pierre Damien
Prime Minister

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

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

Kigali, le 24/01/2012

(sé)
HABUMUREMYI Pierre Damien
Premier Ministre

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

Bibonywe kandi bishyizweho Ikirango cya Repubilika:

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

Seen and Sealed with the Seal of the Republic:

(sé)
KARUGARAMA Tharcisse
Minister of Justice/Attorney General

Vu et scellé du Sceau de la République :

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