

ITEKA RYA MINISITIRI W'INTEBE
N°34/03 RYO KUWA 19/06/2012 RIGENA
IMBONERAHAMWE N'INCAMAKE
Y'IMYANYA Y'IMIRIMO BY'IKIGO
CYA GISIRIKARE CY'UBWISHINGIZI
KUNDWARA

PRIME MINISTER'S ORDER N° 34/03
OF 19/06/2012 DETERMINING THE
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS OF
THE MILITARY MEDICAL
INSURANCE

ARRETE DU PREMIER MINISTRE
N°34/03 DU 19/06/2012 DETERMINANT
LA STRUCTURE
ORGANISATIONNELLE ET LA
SYNTHESE DES EMPLOIS DE
L'ASSURANCE MALADIE DES
MILITAIRES

ISHAKIRO

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**ITEKA RYA MINISITIRI W'INTEBE
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L'ASSURANCE MALADIE DES
MILITAIRES**

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo ku wa 04 Kamena 2003 nk'uko ryavugururwe kugeza ubu, cyane mu ngingo zaryo, iya 118, iya 119, iya 120, 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 118, 119, 120, 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 118, 119, 120, 121 et 201;

The Prime Minister;

Le Premier Ministre ;

Ashingiye ku Itegeko n° 08/2012 ryo ku wa 29/02/2012 rishyiraho Ikigo cya Gisirikare cy'Ubwishingizi ku Ndwara (MMI) rikanagena inshingano, imiterere n'imikorere byacyo cyane cyane mu ngingo yaryo ya 13;

Pursuant to Law n° 08/2012 of 29/02/2012 establishing Military Medical Insurance (MMI) and determining its mission, organization and functioning especially in Article 13 ;

Vu la Loi n° 08/2012 du 29/02/2012 portant création de l'Assurance Maladie des Militaires (MMI) et déterminant ses missions, son organisation et son fonctionnement spécialement en son article 13;

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

Pursuant to Law n° 22/2002 of 09/07/2002 on General Statutes for Rwanda Public Service especially in 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 Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 04/04/2012 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet in session of 04/04/2012;

Après examen et adoption par le Conseil des Ministres en sa séance du 04/04/2012 ;

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: icyo iri teka rigamije

Iri teka rishyiraho imbonerahamwe n'incamake y'imyanya y'imirimu by'Ikigo cya Gisirikare cy'Ubwishingizi ku Ndwara (MMI).

This Order shall determine the organizational structure and the summary of job positions of the Military Medical Insurance (MMI).

Article One: Purpose of this Order

Le présent arrêté détermine la structure organisationnelle et la synthèse des emplois de l'Assurance Maladie des Militaires (MMI).

Article premier: Objet du présent arrêté

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

Imbonerahamwe n'incamake y'imyanya y'imirimu by'Ikigo cya Gisirikare cy'Ubwishingizi ku Ndwara (MMI) biri ku mugereka wa I n'uwa II y'iri teka.

The Organizational structure and the summary of job positions of the Military Medical Insurance (MMI) are respectively in annexes I and II of this Order.

Article 2: Organizational structure and summary of job positions

Article 2 : Structure organisationnelle et synthèse des emplois

La structure organisationnelle et la synthèse des emplois de l'Assurance Maladie des Militaires (MMI) sont respectivement en annexes I et II du présent arrêté.

Ingingo ya 3: Abashinzwe gushyira mu bikorwa iri teka

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

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

Article 3: Authorities responsible for 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 la Défense et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

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

Ingingo z'amateka abanziriza iri kandi zinyuranyije naryo zivanweho.

Ingingo va 5: Igihe iteka ritangira gukurikizwa

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

Kigali, kuwa 19/06/2012

(sé)

Dr HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

(sé)

MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

Article 4: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 5: Commencement

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

Kigali, on 19/06/2012

(sé)

Dr HABUMUREMYI Pierre Damien
Prime Minister

(sé)

MUREKEZI Anastase
Minister of Public Service and Labour

Article 4 : Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 5 : Entrée en vigueur

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

Kigali, le 19/06/2012

(sé)

Dr HABUMUREMYI Pierre Damien
Premier Ministre

(sé)

MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen and sealed with the Seal of the Republic:

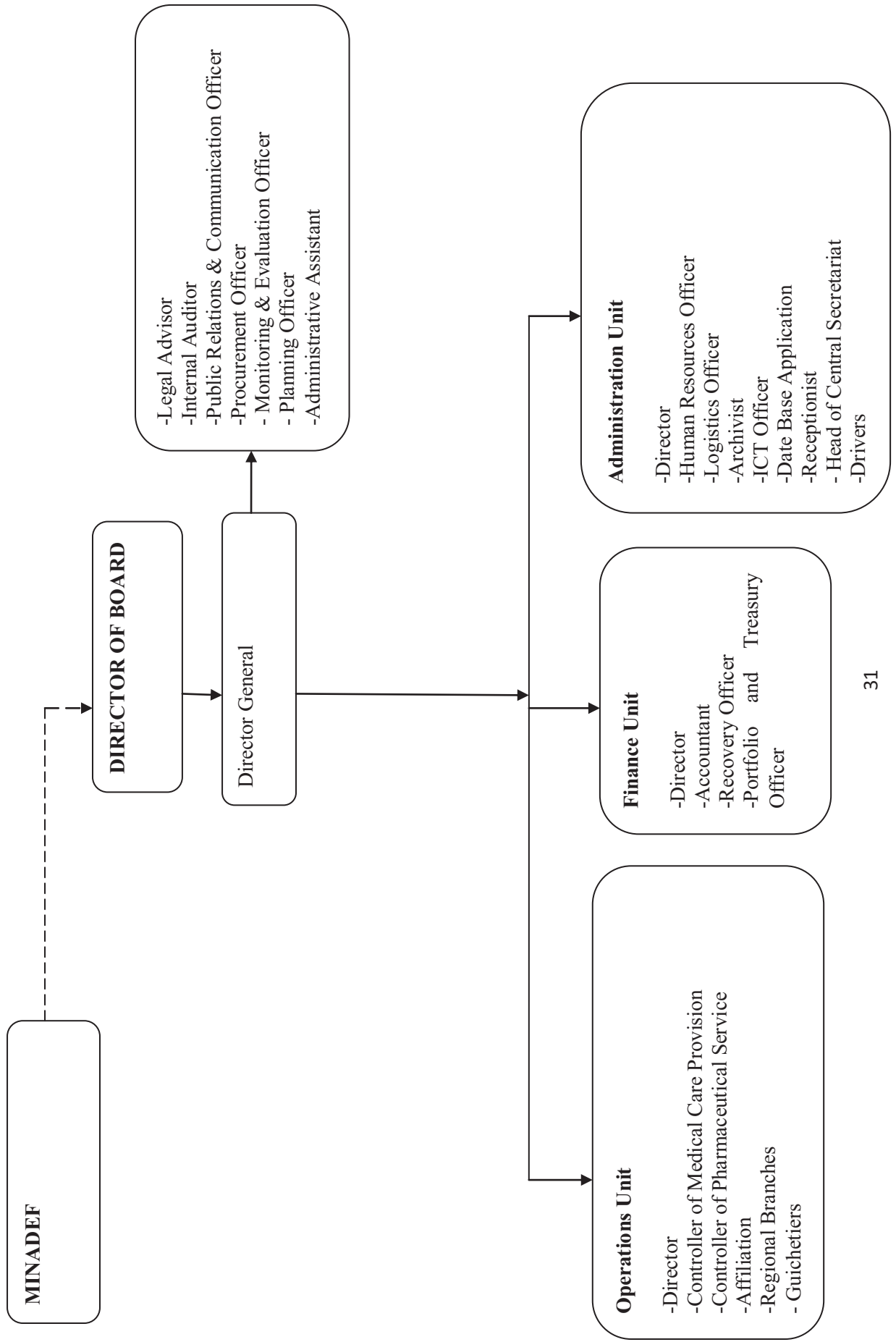
(sé)
KARUGARAMA Tharcisse
Minister of Justice/Attorney General

Vu et scellé du Sceau de la République :

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

<p>UMUGEREKA WA I W'ITEKA RYA MINISITIRI W'INTEBE N°34/03 RYO KUWA 19/06/2012 RIGENA IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BY'IKIGO CYA GISIRIKARE CY'UBWISHINGIZI KUNDWARA</p>	<p>ANNEX I TO PRIME MINISTER'S ORDER N° 34/03 OF 19/06/2012 DETERMINING THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS OF THE MILITARY MEDICAL INSURANCE</p>	<p>ANNEXE I A L'ARRETE DU PREMIER MINISTRE N°34/03 DU 19/06/2012 DETERMINANT LA STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DE L'ASSURANCE MALADIE DES MILITAIRES</p>
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ANNEX I : ORGANIZATION CHART OF MILITARY MEDICAL INSURANCE



<p>UMUGEREKA WA II W'ITEKA RYA MINISITIRI W'INTEBE N°34/03 RYO KUWA 19/06/2012 RIGENA IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BY'IKIGO CYA GISIRIKARE CY'UBWISHINGIZI KU NDWARA</p>	<p>ANNEX II TO PRIME MINISTER'S ORDER N°34/03 OF 19/06/2012 DETERMINING THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS OF THE MILITARY MEDICAL INSURANCE</p>	<p>ANNEXE II A L'ARRETE DU PREMIER MINISTRE N°34/03 DU 19/06/2012 DETERMINANT LA STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DE L'ASSURANCE MALADIE DES MILITAIRES</p>
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ANNEX II: SUMMARY OF JOB POSITIONS OF MILITARY MEDICAL INSURANCE

Administrative Unit	Job Title	Title of the job position linked to the job	Proposed Jobs
Director General Office	Director General	Director General	1
	Administrative Assistant	Administrative Assistant to DG	1
	Legal Advisor	Legal Advisor	1
	Public Relations and Communication	Public Relations and Communication Officer	1
	Internal Audit	Internal Auditor	2
	Planning	Planning Officer	1
	Monitoring & Evaluation	Monitoring & Evaluation Officer	1
	Procurement	Procurement Officer	1
S/Total			9
Operations Unit	Director of Unit	Director of Operations Unit	1
	Controller of Medical Care Provision	Controller of Medical Care Provision Officers	3
	Controller of Pharmaceutical Service	Controller of Pharmaceutical Service Officers	2
	Affiliation	Affiliation Officer	1
	Regional Branches	Regional Branches Officers	5
	Guichetiers	Guichetiers	13
S/Total			25

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Finance Unit	Director of Unit	Director of Finance Unit	1
	Accountant	Accountant	2
	Recovery	Recovery Officer	1
	Portfolio and Treasury Officer	Portfolio and Treasury Officer	1
S/Total			5
Administration Unit	Director of Unit	Director of Administration a Unit	1
	Human Resources	Human Resources Officer	1
	Logistics	Logistics Officer	1
	ICT	ICT Officer	1
	IT /Database Application	IT /Database Application	1
	Archivist	Archivist	1
	Receptionist	Receptionist	1
	Central Secretariat	Head of Central Secretariat	1
	Driver	Driver	2
S/Total			10
Grand Total			49

ANNEX II : SUMMARY OF JOB PROFILES OF MILITARY MEDICAL INSURANCE

Administrative Unit	Job Title	Title of the job position linked to the job	Required qualifications, experience and profiles	Proposed Jobs
Director General Office	Director General	Director General	PhD - Masters in Medicine, Pharmacy	1
	Administrative Assistant	Administrative Assistant to DG	A0 in Secretariat Studies, Management, Public Administration, or A1 in Secretariat Studies, Management, Public Administration	1
	Legal Advisor	Legal Advisor	A0 in Law	1
	Public Relations and Communication	Public Relations and Communication Officer	A0 in Communication , Public Relations, Journalism, Marketing;	1
	Internal Audit	Internal Auditor	A0 Accounting, Public Finance, Management specializing in Finance/Accounting	2
	Planning	Planning Officer	A0 in Management, Economics, Business Administration or related field.	1
	Monitoring & Evaluation	Monitoring & Evaluation Officer	A0 in Management, Economics, Project Management, Public Health	1
	Procurement	Procurement Officer	A0 Procurement, Purchase, Management, Accounting, Public Finance and other qualifications related to specific domain.	1
				9
	Operations Unit	Director of Unit	Director of Operations Unit	A0 in General Medicine or Masters degree in Public Health with relevant experience in Health Management.
Controller of Medical Care Provision		Controller of Medical Care Provision Officers	A0 in Public Health or any other relevant field	3
Controller of Pharmaceutical Service		Controller of Pharmaceutical Service Officers	A0 in Pharmaceutical	2
Affiliation		Affiliation Officer	A0 in Public Administration, sociale science, Management, Clinic Psychology	1
Regional Branches		Regional Branches Officers	A0 in Nursing or A1 in Nursing with 3 years working experience	5

	Guichetiers	Guichetiers	A1 in Nursing or A2 in Nursing with 2 years working experience	13
S/Total				25
Finance Unit	Director of Unit	Director of Finance Unit	Accounting Professional Qualification recognized by IFAC (ACCA, CPA) with 1 year working experience or A0 in Public Finances, Accounting, Management specializing in Finance/Accounting with 3 years working experience	1
	Accountant	Accountant	A0 Accounting, Public Finance, Management specialized in Finance/ Accounting	2
	Recovery	Recovery Officer	A0 Management in Finances and accounting	1
	Portfolio and Treasury Officer	Portfolio and Treasury Officer	A0 Finance, Accounting, Management; Economics	1
				5
S/Total Administration Unit	Director of Unit	Director of Administration Unit	Master's in Management, Public Administration, Human Resources; or A0 Management, Public Administration, Human Resource Management with 3 years working experience	1
	Human Resources	Human Resources Officer	A0 Management, Public Administration, Human Resources; or other relevant field	1
	Logistics	Logistics Officer	A0 Management, Accounting, Finance, Store Management or other relevant field specialize in Logistics Management	1
	ICT	ICT Officer	A0 in Computer science, Computer Engineering, Electromechanical Engineering, Electronics.	1
	IT /Data bases Application	IT /Data bases Application	A0 in Computer science, Computer Engineering, Electromechanical Engineering, Electronics	1
	Archivist	Archivist	A1 Library & Information Science.	1

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	Receptionist	Receptionist	A1 in Secretariat, Public Administration	1
	Central Secretariat	Head of Central Secretariat	A0 in Secretariat or other relevant field	1
	Driver	Driver	Driving Licenses B or D Categories with 5 years experience in driving	2
S/Total				10
Grand Total				49

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°34/03 ryo kuwa 19/06/2012 rigena imbonerahamwe n'incamake y'imyanya y'imirimo by'Ikigo cya Gisirikare cy'Ubwishingizi ku Ndwara

Kigali, kuwa 19/06/2012

(sé)

Dr. HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

(sé)

MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

Seen to be annexed to the Prime Minister's Order n°34/03 of 19/06/2012 determining the organisational structure and summary of job positions of the Military Medical Insurance

Kigali, on 19/06/2012

(sé)

Dr. 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°34/03 du 19/06/2012 déterminant la structure organisationnelle et la synthèse des emplois de l'Assurance Maladie des Militaires

Kigali, le 19/06/2012

(sé)

Dr. HABUMUREMYI Pierre Damien
Premier Ministre

(sé)

MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)

KARUGARAMA Tharcisse
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(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