

ITEKA RYA MINISITIRI W'INTEBE N°84/03
RYO KUWA 23/08/2011 RISHYIRAHO
IMBONERAHAMWE N'INCAMAKE
Y'IMYANYA Y'IMIRIMO BY'IKIGO
CY'UBWITEGANYIRIZE MU RWANDA

PRIME MINISTER'S ORDER N°84/03
23/08/2011 DETERMINING
ORGANISATIONAL STRUCTURE AND
SUMMARY OF JOB POSITIONS OF RWANDA
SOCIAL SECURITY BOARD

ARRETE DU PREMIER MINISTRE N°84/03
DU 23/08/2011 PORTANT STRUCTURE
ORGANISATIONNELLE ET SYNTHÈSE DES
EMPLOIS DE L'OFFICE RWANDAIS DE
SECURITE SOCIALE

ISHAKIRO

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**ITEKA RYA MINISITIRI W'INTEBE N°84/03
RYO KUWA 23/08/2011 RISHYIRAHU
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**PRIME MINISTER'S ORDER N°84/03 OF
23/08/2011 DETERMINING THE
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**ARRETE DU PREMIER MINISTRE N°84/03
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ORGANISATIONNELLE ET SYNTHÈSE DES
EMPLOIS DE L'OFFICE RWANDAIS DE
SECURITE SOCIALE**

Minisitiri w'Intebe;

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

Ashingiye ku Itegeko n° 45/2010 ryo kuwa 14/12/2010 rishyiraho Ikigo cy'Ubwiteganyirize mu Rwanda (RSSB) rikanagena inshingano, imiterere n'imikorere byacyo cyane cyane mu ngingo yaryo ya 12;

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

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

Inama y'Abaminisitiri yateranye kuwa 20/04/2011 imaze kubisuzuma no kubyemeza;

ATEGETSE:

The Prime Minister;

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

Pursuant to Law n°45/2010 of 14/12/2010 establishing Rwanda Social Security Board (RSSB) and determining its responsibilities, organisation and functioning especially in Article 12;

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

On proposal by the Minister of Public Service and Labour;

After consideration and adoption by Cabinet in its session of 20/04/2011;

HEREBY ORDERS:

Le Premier Ministre ;

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

Vu la Loi n° 41/2010 du 25/11/2010 portant création de l'Office Rwandais de Sécurité Sociale (RSSB) et déterminant ses attributions, son organisation et son fonctionnement spécialement en son article 12;

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

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

Après examen et adoption par le Conseil des Ministres en sa séance du 20/04/2011;

ARRETE :

Ingingo ya mbere: icyo iri teka rigamije

Iri teka rigena imbonerahamwe n'incamake y'imyanya y'imirimu by'Ikigo cy'Ubwiteganyirize mu Rwanda (RSSB).

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

Imbonerahamwe n'incamake y'imyanya y'imirimu by'Ikigo cy'Ubwiteganyirize mu Rwanda (RSSB) biri ku mugereka wa I n'uwa II y'iri teka.

Ingingo ya 3: Abashinzwe kubahiriza iri teka

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

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

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

Ingingo ya 5: Igihe iteka ritangira gukurikizwa

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

Kigali, kuwa **23/08/2011**

Article One: Purpose of this Order

This Order determines the organizational structure and the summary of job positions of Rwanda Social Security Board (RSSB).

Article 2: Organizational structure and summary of job positions

The Organizational structure and the summary of job positions of Rwanda Social Security Board (RSSB) are respectively in annexes I and II of this Order.

Article 3: Authorities responsible for the implementation of this Order

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

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 **23/08/2011**

Article premier: Objet du présent arrêté

Le présent arrêté détermine la structure organisationnelle et la synthèse des emplois de l'Office Rwandais de Sécurité Sociale (RSSB).

Article 2 : Organigramme et synthèse des emplois

La structure organisationnelle et la synthèse des emplois de l'Office Rwandais de Sécurité Sociale (RSSB) sont respectivement en annexes I et II du présent arrêté.

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

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

Article 4 : Disposition abrogatoire

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

Article 5 : Entrée en vigueur

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

Kigali, le **23/08/2011**

(sé)
MAKUZA Bernard
Minisitiri w'Intebe

(sé)
MAKUZA Bernard
Prime Minister

(sé)
MAKUZA Bernard
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

UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 84/03 RYO KUWA
23/08/2011 RISHYIRAHO IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA Y'IMIRIMO
BY'IKIGO CY'UBWITEGANYIRIZE MU
RWANDA

ANNEX I TO THE PRIME MINISTER'S
ORDER N°84/03 OF 23/08/2011
DETERMINING THE ORGANISATIONAL
STRUCTURE AND SUMMARY OF JOB
POSITIONS OF RWANDA SOCIAL
SECURITY BOARD

ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N°84/03 DU 23/08/2011 PORTANT
STRUCTURE ORGANISATIONNELLE ET
SYNTHESE DES EMPLOIS DE L'OFFICE
RWANDAIS DE SECURITE SOCIALE

Official Gazette n°37bis of 12/09/2011

Bibonywe kugira ngo bishyirwe ku mugereka **Seen to be annexed to the Prime Minister's Order**
w'Iteka rya Minisitiri w'Intebe n°84/03 ryo n°84/03 **of 23/08/2011 determining the**
kuwa 23/08/2011 rishyiraho imbonerahamwe **organizational structure and summary of job**
n'incamake y'imyanya y'imirimo by'Ikigo **positions of Rwanda Social Security Board**
cy'Ubwiteganyirize mu Rwanda

Kigali, kuwa **23/08/2011**

Kigali, on **23/08/2011**

Kigali, le **23/08/2011**

(sé)
MAKUZA Bernard
Minisitiri w'Intebe

(sé)
MAKUZA Bernard
Prime Minister

(sé)
MAKUZA Bernard
Premier Ministre

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

(sé)
MUREKEZI Anastase
Minister of Public Service and Labour

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KARUGARAMA Tharcisse
Minister of Justice/Attorney General

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

UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N°84/03 RYO KUWA
23/08/2011 RISHYIRAHU IMBONERAHAMWE
N'INCAMAKE Y'IMYANYA Y'IMIRIMO
BY'IKIGO CY'UBWITEGANYIRIZE MU
RWANDA

ANNEX II TO THE PRIME MINISTER'S
ORDER N°84/03 OF 23/08/2011
DETERMINING THE ORGANISATIONAL
STRUCTURE AND SUMMARY OF JOB
POSITIONS OF RWANDA SOCIAL
SECURITY BOARD

ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N° 84/03 DU 23/08/2011 PORTANT
STRUCTURE ORGANISATIONNELLE ET
SYNTHESE DES EMPLOIS DE L'OFFICE
RWANDAIS DE SECURITE SOCIALE

ANNEXE II: SUMMARY OF JOB POSITIONS OF RWANDA SOCIAL SECURITY BOARD

Administrative Unit	Positions	Title linked to the Position	Proposed Positions
Office of the Director General	Director General	Director General of RSSB	1
	Social Security Senior Advisor	Social Security Senior Advisor	1
	Administrative Assistant	Administrative Assistant to DG	1
	S/Total		3
Public Relations, Communication & Education Unit	Director	Director of Public Relations, Communication & Education Unit	1
	Sensitisation Officers	Sensitisation Officers	4
	Public Relations and Communication Officers	Public Relations and Communication Officers	2
	Customer Care	Customer Care Officers	3
S/Total		10	
Quality Assurance & Internal Audit Division	Quality Assurance & Internal Audit Division	Quality Assurance & Internal Audit Division Manager	1
	Director	Director of Internal Affairs Unit	1
Internal Affairs Unit	Internal Affairs Officers	Internal Affairs Officers	4
	Director	Director of Internal Audit	1
Internal Audit Unit	Internal Audit Officers	Internal Audit Officers	6
	S/Total		13
Corporate Planning Division	Corporate Planning Division Manager	Corporate Planning Division Manager	1
	Administrative Assistant	Administrative Assistant	1
Planning & Statistics Unit	Director	Director of Planning & Statistics Unit	1
	Planning & Statistics Officers	Planning & Statistics Officers	3
Research & Modernisation Unit	Director	Director of Research & Modernisation Unit	1
	Research & Modernisation Officer	Research & Modernisation Officer	3
Risk Management & Compliance Unit	Director	Director of Risk Management & Compliance Unit	1
	Risk Management & Compliance Officers	Director of Risk Management & Compliance Officers	3
S/Total			14
Legal Affairs Unit	Director	Director of Legal Affairs Unit	1
	Legal Specialist /Benefits Litigation/State Attorney	Legal Specialist /Benefits Litigation/State Attorney	1
	Benefits Litigation Lawyer	Benefits Litigation Lawyer	2

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	Legal Specialist/ Contributions & Investments Litigation / State Attorney	Legal Specialist/ Contributions & Investments Litigation / State Attorney	1
	Contributions/Investments Litigation Lawyer	Contributions/Investments Litigation Lawyer	3
	S/Total		8
Deputy DG in charge of Benefits	Deputy DG	Deputy DG in charge of Benefits	1
	Administrative Assistant	Administrative Assistant	1
	Medical Advisor	Medical Advisors	2
	S/Total		4
Branch Coordination Unit	Branches Coordination Unit	Director of Branches Coordination unit	1
	Branch Coordination Officers	Branch Coordination Officers	2
	Branch Supervision	Branch Supervisors	30
	S/Total		33
Medical Services Department	Director of Department	Director of Medical Services Department	1
	Administrative Assistant	Administrative Assistant	1
	S/Total		2
Medical Benefits Division	Division Manager	Medical Benefits Division Manager	1
Medical Access Unit	Director	Director of Medical Access Unit	1
	Medical Access	Medical Access Officers	3
	Medical Benefits Access Facilitation	Medical Benefits Access Facilitators	100
Medical Benefits Verification Unit	Director	Director of Medical Benefits Verification Unit	1
	Medical Benefits Verification	Medical Benefits Verification Officer	37
	S/Total		147
Pharmacy Division	Division Manager	Pharmacies Division Manager	1
Pharmaceutical Operations Unit	Director	Director of Pharmaceutical Operations	1
	Pharmaceutical Operations	Pharmaceutical Officers/ Pharmacists	15
	Drug Sellers	Drug Sellers	35
	Cashiers	Cashiers	3
Pharmaceutical Warehouse Unit	Director	Director of Pharmaceutical Warehouse Unit	1
	Pharmaceutical Warehouse	Pharmaceutical Warehouse Officers	2
	Warehouse Clerks	Warehouse Clerks	3
	S/Total		61
Laboratory Division	Division Manager	Laboratory Division Manager	1

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Chemistry & Haematology Unit	Director	Director of Chemistry & Haematology Unit	1
	Chemistry & Haematology	Chemistry & Haematology officers	2
Parasitology, Virology and Bacteriology Unit	Director	Director of Parasitology, Virology and Bacteriology Unit	1
	Parasitology and Bacteriology	Parasitology and Bacteriology Officers	2
Anatomopathology Unit	Director	Director of Anatomopathology Unit	1
	Anatomopathology	Anatomopathology Officers	2
	S/Total		10
Pension & Pre-Retirement Benefits Department	Head of Department	Head of Pension and Pre-Retirement Benefits Department	1
	Administrative Assistant	Administrative Assistant	1
	S/Total		2
Pension & Occupational Hazards Division	Division Manager	Pension & Occupational Hazards Division Manager	1
Occupational Hazards Benefits Unit	Director	Director Occupational Hazards Benefits Unit	1
	Occupational Hazards Officers	Pension & Occupational Hazards Officers	21
Pension Benefits Unit	Director	Director of Pension Benefits Unit	1
	Pension Benefits	Pension Benefits Officers	30
	S/Total		54
Maternity Leave Benefits Division	Division Manager	Maternity Leave Benefits Division Manager	1
Maternity Leave Benefits Processing Unit	Director	Director of Maternity Processing Unit	1
	Maternity Leave Benefits Processing	Maternity Leave Benefits Processing Officers	8
Maternity Leave Benefits Verification Unit	Director	Director of Maternity Leave Benefits Verification Unit	1
	Maternity Leave Benefits Verification	Maternity Leave Benefits Verification Officers	5
	S/Total		16
Deputy DG Funds Mgt	Deputy DG	Deputy DG Funds Mgt	1
	Administrative Assistant	Administrative Assistant	1
	S/Total		2
Finance and Contributions Department	Head of Department	Head of Finance and Contributions Department	1

	Administrative Assistant	Administrative Assistant	1
	S/Total		2
Contributions Division	Division Manager	Contributions Division Manager	1
Contributor's Accounts Mgt Unit	Director	Director of Contributor's Accounts Mgt Unit	1
	Contributions Officers	Contributions Officers	9
	Registration Officers /Branches	Registration Officers /Branches	30
Inspection of Contributors Unit	Director	Director of Inspection of contributors Unit	1
	Inspection of contributors	Inspection of contributors officers	6
	S/Total		48
Finance Division	Division Manager	Finance Division Manager	1
Budget and Treasury Unit	Director	Director of Budget and Treasury unit	1
	Expenditure Officers	Expenditure Officers	5
	Revenue Officers	Revenue Officers	8
Accounting Unit	Director	Director of Accounting Unit	1
	Accounting Officers	Accounting Officers	4
Enforcement and Debt Recovery Unit	Director	Director of Enforcement and Debt Recovery Unit	1
	Enforcement and Debt Recovery	Enforcement and Debt Recovery Officers	5
	S/Total		26
Investment Department	Head of Department	Head of Investment Department	1
	Administrative Assistant	Administrative Assistant	1
	S/Total		2
Portfolio Mgt Division	Division Manager	Portfolio Mgt Division Manager	1
Fixed Income Investment Unit	Director	Director of Fixed Income Investment unit	1
	Fixed Income Investment	Fixed Income Investment Officers	4
Non Fixed Income Investment Unit	Director	Director of Non Fixed Income Investment unit	1
	Non Fixed Income Investment	Non Fixed Income Investment Officers	4
	S/Total		15
Real Estate Division	Division Manager	Real Estate Division Manager	1
Estate Development Unit	Director	Director of Estate Development Unit	1
	Estate Development	Estate Development Engineer	5
Real Estate Management Unit	Director	Director of Real Estate Management unit	1
	Real Estate Management	Real Estate Management Officers	4

	S/Total			12
Corporate Services Division				
	Corporate Services Division Manager	Corporate Services Division Manager		1
	Administrative Assistant	Administrative Assistant		1
	S/Total			2
Procurement Unit				
	Director	Director of Procurement Unit		1
	Procurement	Procurement Officers		4
	S/Total			5
Human Resources & Administration Unit				
	Director	Director of Human Resources & Administration Unit		1
	Human Resources Mgt	Human Resources Mgt Senior Officer		1
	Human Resources Mgt	Human Resources Officers		5
	Asset Management	Asset Mgt Officer		1
	Storekeeping	Storekeepers		2
	Documentation & Archives	Senior Librarian		1
	Documentation & Archives	Librarians		3
	Central Secretariat	Head of Central Secretariat		1
	Central Secretariat	Secretary in Central Secretariat		4
	Driver	Drivers		5
	S/Total			24
ICT Unit				
	Director	Director of IT Unit		1
	Senior Network Administrator	Senior Network Administrator		1
	Network Administrator	Network Administrator		2
	System Administrator	System Administrator		2
	Senior Software Engineer	Senior Software Engineer		1
	Software engineer	Software Engineer		4
	Database & Application Administrator	Database & Application Administrator		2
	Senior Business Analyst	Senior Business Analyst		1
	Business Analyst	Business Analyst		2
	Application Security engineer	Application Security Engineer		1
	Network Security	Network Security		1
	Webmaster	Webmaster		1
	ICT Officer	ICT Officer		2
	S/Total			21
	Grand Total			530

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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°84/03 ryo kuwa 23/08/2011 rishyiraho imbonerahamwe n'incamake y'imyanya y'imirimu by'Ikigo cy'Ubwiteganyirize mu Rwanda

Kigali, kuwa 23/08/2011

(sé)
MAKUZA Bernard
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase

Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubilika :

(sé)
KARUGARAMA Tharcisse

Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Seen to be annexed to the Prime Minister's Order n°84/03 of 23/08/2011 determining the organizational structure and summary of job positions of Rwanda Social Security Board

Kigali, on 23/08/2011

(sé)
MAKUZA Bernard
Prime Minister

(sé)
MUREKEZI Anastase

Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
KARUGARAMA Tharcisse

Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°84/03 du 23/08/2011 portant structure organisationnelle et synthèse des emplois de l'Office Rwandais de Sécurité Sociale

Kigali, le 23/08/2011

(sé)
MAKUZA Bernard
Premier Ministre

(sé)
MUREKEZI Anastase

Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

(sé)
KARUGARAMA Tharcisse

Ministre de la Justice/ Garde des Sceaux