

ITEKA RYA MINISITIRI W'INTEBE  
N°172/03 RYO KUWA 23/11/2011  
RIGENA IMBONERAHAMWE  
N'INCAMAKE Y'IMYANYA  
Y'IMIRIMO BY'INAMA Y'IGIHUGU  
Y'ABAGORE

PRIME MINISTER'S ORDER N°172/03 OF  
23/11/2011 DETERMINING THE  
ORGANISATIONAL STRUCTURE AND  
SUMMARY OF JOB POSITIONS OF THE  
NATIONAL WOMEN'S COUNCIL

ARRETE DU PREMIER MINISTRE  
N°172/03 DU 23/11/2011 DETERMINANT LA  
STRUCTURE ORGANISATIONNELLE ET  
LA SYNTHÈSE DES EMPLOIS DU  
CONSEIL NATIONAL DES FEMMES

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**ITEKA RYA MINISITIRI W'INTEBE N°172/03 RYO KUWA 23/11/2011 RIGENA IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BY'INAMA Y'IGIHUGU Y'ABAGORE**

**PRIME MINISTER'S ORDER N°172/03 OF 23/11/2011 DETERMINING THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS OF THE NATIONAL WOMEN'S COUNCIL**

**ARRETE DU PREMIER MINISTRE N°172/03 DU 23/11/2011 DETERMINANT LA STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DU CONSEIL NATIONAL DES FEMMES**

**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 121 n'iya 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 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 et 201;

Ashingiye ku Itegeko n° 02/2011 ryo ku wa 10/02/2011 rigena inshingano, imiterere n'imikorere by'Inama y'Igihugu y'Abagore cyane cyane mu ngingo zaryo ya 6;

Pursuant to Law n° 02/2011 of 10/02/2011 determining the responsibilities, organization and functioning of the National Women's Council especially in Article 6;

Vu la Loi n° 02/2011 du 10/02/2011 portant la mission, organisation et fonctionnement du Conseil National des Femmes ; spécialement en son article 6;

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 of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 30/09/2011 imaze kubisuzuma no kubyemeza;

After consideration and approval by Cabinet in its session of 30/09/2011;

Après examen et adoption par le Conseil des Ministres en sa séance du 30/09/2011;

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE :**

**Ingingo ya mbere: icyo iri teka rigamije**

Iri teka rigena imbonerahamwe n'incamake y'imyanya y'imirimo by'Inama y'Igihugu y'Abagore (CNF).

**Article One: Purpose of this Order**

This Order determines the organizational structure and the summary of job positions of the National Women's Council (CNF).

**Article premier: Objet du présent arrêté**

Le présent arrêté détermine la structure organisationnelle et la synthèse des emplois du Conseil National des Femmes (CNF).

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

Imbonerahamwe n'incamake y'imyanya y'imirimo by'Inama y'Igihugu y'Abagore (CNF) biri ku migereka ya I na II y'iri teka.

**Article 2: Organizational structure and summary of job positions**

The Organizational structure and the summary of job positions for the National Women's Council (CNF) 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 Femmes (CNF) 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'Ubuganire n'Iterambere ry'Umuryango na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

**Article 3: Authorities responsible for implementing this Order**

The Minister of Public Service and Labour, the Minister of Gender and Family Promotion 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 du Genre et de la Promotion de la Famille et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

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

Ingingo zose z'amateka abanziriza iri kandi zinyuranyije n'ariyo zivanweho.

**Article 4: Repealing provision**

All prior provisions contrary to this Order are hereby repealed.

**Article 4 : Disposition abrogatoire**

Toutes les dispositions 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.

*Official Gazette n° 49 of 05/12/2011*

Kigali, kuwa 23/11/2011

Kigali, on 23/11/2011

Kigali, le 23/11/2011

(sé)

**HABUMUREMYI Pierre Damien**  
Minisitiri w'Intebe

(sé)

**HABUMUREMYI Pierre Damien**  
Prime Minister

(sé)

**HABUMUREMYI Pierre Damien**  
Premier Ministre

(sé)

**MUREKEZI Anastase**  
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)

**MUREKEZI Anastase**  
Minister of Public Service and Labour

(sé)

**MUREKEZI Anastase**  
Ministre de la Fonction Publique et du Travail

**Bibonywe kandi bishyizweho Ikirango cya  
Repubulika:**

**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)

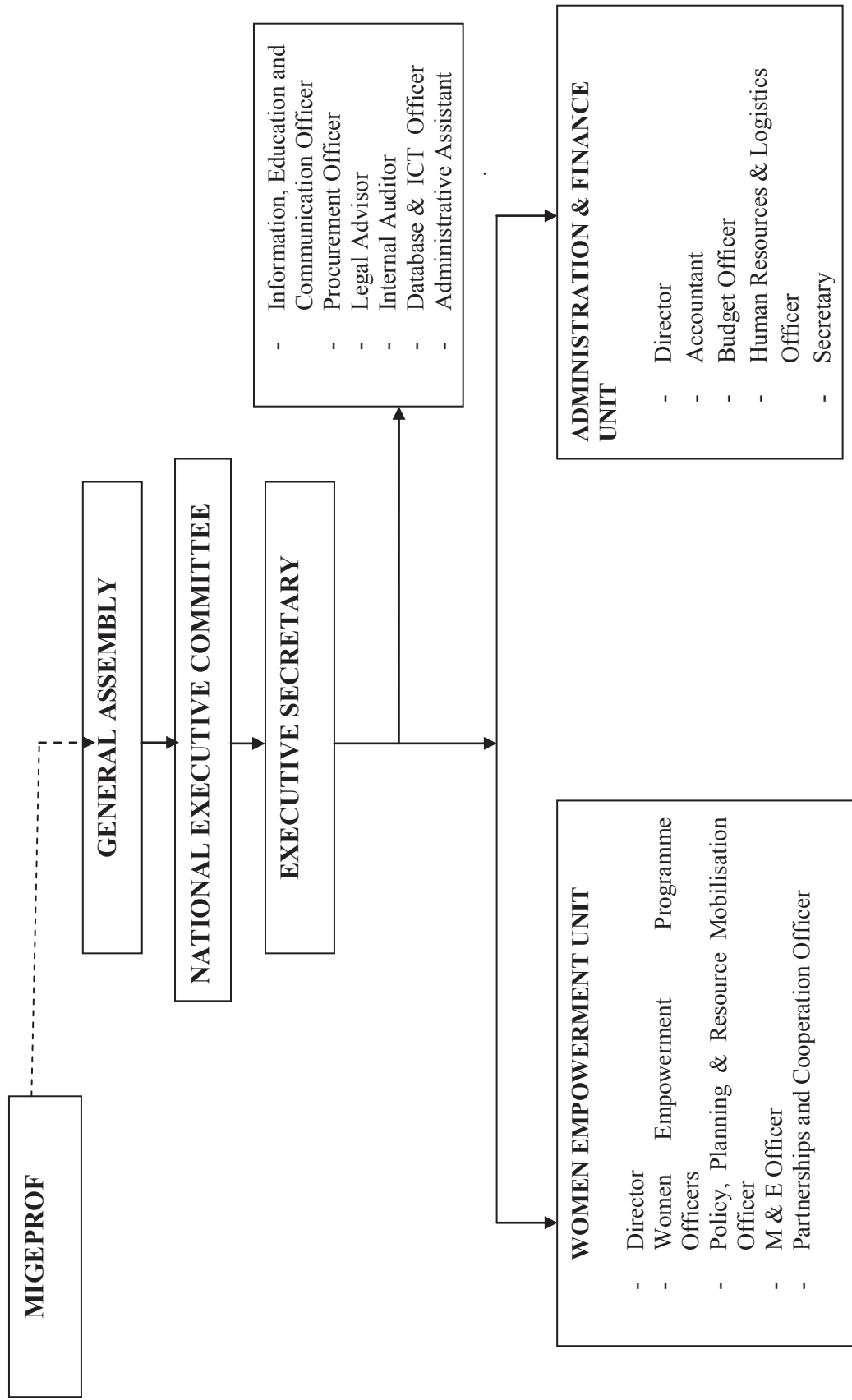
**KARUGARAMA Tharcisse**  
Minister of Justice/Attorney General

(sé)

**KARUGARAMA Tharcisse**  
Ministre de la Justice/Garde des Sceaux

<p>UMUGEREKA WA I W'ITEKA RYA MINISITIRI W'INTEBE N°172/03 RYO KUWA 23/11/2011 RIGENA IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BY'INAMA Y'IGIHUGU Y'ABAGORE</p>	<p>ANNEX I TO THE PRIME MINISTER'S ORDER N°172/03 OF 23/11/2011 DETERMINING THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS OF THE NATIONAL WOMEN'S COUNCIL</p>	<p>ANNEXE I A L'ARRETE DU PREMIER MINISTRE N°172/03 DU 23/11/2011 DETERMINANT LA STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DU CONSEIL NATIONAL DES FEMMES</p>
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**ANNEX I : ORGANISATIONAL CHART OF THE NATIONAL WOMEN COUNCIL**



**JOB PROFILES OF THE NATIONAL WOMEN'S COUNCIL**

<p><b>UMUGEREKA WA II W'ITEKA RYA MINISITIRI W'INTEBE N° N°172/03 RYO KUWA 23/11/2011 RIGENA IMBONERAHAMWE N'INCAMA Y'IMYANYA Y'IMIRIMO BY'INAMA Y'IGHUGU Y'ABAGORE</b></p>	<p><b>ANNEX II TO THE PRIME MINISTER'S ORDER N°172/03 OF 23/11/2011 DETERMINING THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS OF THE NATIONAL WOMEN'S COUNCIL</b></p>	<p><b>ANNEXE II A L'ARRETE DU PREMIER MINISTRE N° 172/03 DU 23/11/2011 DETERMINANT LA STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DU CONSEIL NATIONAL DES FEMMES</b></p>
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<b>Administrative Unit</b>	<b>Job Title</b>	<b>Title of job position linked with the job</b>	<b>Required qualification, Experience and Profiles</b>	<b>Proposed Job Positions</b>
<b>National Women's Council</b>	Executive Secretary	Executive Secretary	Cabinet Appointee	1
	Information, Education and Communication	Information, Education and Communication Officer	A0 in Communication, Public Relations, Journalism; Marketing; or other relevant field	1
	Procurement	Procurement Officer	A0 Procurement, Purchase, Management, Accountancy, Public Finance, Economics, Law, Engineering; or other qualifications related to specific domain	1
	Legal Advisor	Legal Advisor	A0 in Law with 2 years working experience	1
	Internal Auditor Database and ICT	Internal Auditor Database and ICT Officer	A0 Accounting, Public Finance, Management specializing in Finance/Accounting with 2 years working experience	1
			A0 in Computer Science, Computer Engineering, Electromechanical Engineering, Electronics	1
			A0 in Public Administration, Management, or A1 in Secretariat; or other relevant field with 3 years working experience	1
	Administrative Assistant	Administrative Assistant		
	<b>S / Total</b>			<b>7</b>



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<b>Women Empowerment Unit</b>	Director of Unit	Director of Women Empowerment Unit	Master or Equivalent Social Sciences, Gender and Development Studies, Education Sciences, Public Administration, Socio-Economics', Sociology with 1 year working experience or A0 in Social Sciences, Gender and Development Studies, Education Sciences, Public Administration, Socio-Economics, Sociology ; Or other relevant field with 3 years working experience	1
	Policy, Planning & Resources Mobilisation	Policy, Planning and Resource Mobilisation Officer	Master in Planning, Economics, Management, Development Studies; or A0 in Planning, Economics, Management, Development Studies with 2 years working Experience.	1
	Monitoring and Evaluation	Monitoring and Evaluation Officer	Master or Equivalent in Planning, Economics, Statistics, Management, Development Studies; or A0 in Planning, Economics, Statistics, Management, Development Studies; or other relevant field with 2 years working experience	1
	Partnerships and Cooperation	Partnerships and Cooperation Officer	Master or Equivalent Gender Social Sciences and Development Studies, Socio-Economics, with 1 year working experience	1
	Women Empowerment Programme	Women Empowerment Programme Officers	Master in Economics, Development Studies, Management, Social Sciences, Education, Health Sciences, Law or A0 in Economic, Development Studies, Management, Social Sciences, Education, Health Sciences, Law with experience 2 years working experience	5
<b>S / Total</b>				<b>9</b>
<b>Administration &amp; Finance Unit</b>	Director of Unit	Director of Administration 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

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Accounting	Accountant	A0 in Public Finance, Accounting, Management specializing in Finance/ Accounting, Plus Level II professional qualification recognized by IFAC (ACCA, CPA etc )	1
Budget Officer	Budget Officer	A0 Accounting, Finance, Management, Economics or any other relevant field with 2 years working experience	1
Human Resource and Logistics	Human Resource and Logistics Officer	A0 in Public administration, Management, Economic or equivalent with at least 3 years of experience in the field, having computer skills (word and excel)	1
Secretary	Secretary	A1 Secretariat, or other relevant field with 3 years of experience in the field, having a command of computer skills (word and excel)	1
<b>S / Total</b>			<b>5</b>
<b>Grand Total</b>			<b>21</b>

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**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°172/03 ryo kuwa 23/11/2011 rigena imbonerahamwe n'incamake y'imyanya y'imirimu by'Inama y'Igihugu y'Abagore**

Kigali, ku wa 23/11/2011

(sé)

**HABUMUREMYI Pierre Damien**  
Minisitiri w'Intebe

(sé)

**HABUMUREMYI Pierre Damien**  
Prime Minister

Kigali, on 23/11/2011

Kigali, le 23/11/2011

(sé)

**HABUMUREMYI Pierre Damien**  
Premier Ministre

**Vu pour être annexé à l'Arrêté du Premier Ministre n°172/03 du 23/11/2011 déterminant la structure organisationnelle et la synthèse des emplois du Conseil National des Femmes**

(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 Repubilika :**

(sé)

**KARUGARAMA Tharcisse**  
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(sé)

**KARUGARAMA Tharcisse**  
Minister of Justice/Attorney General

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

**Vu et scellé du Sceau de la République :**

(sé)

**KARUGARAMA Tharcisse**  
Ministre de la Justice/ Garde des Sceaux