ITEKA RYA MINISITIRI W'INTEBE Nº178/03 RYO KUWA 23/11/2011 RIGENA IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BYA KOMISIYO Y'IGIHUGU Y'UBURENGANZIRA BWA MUNTU

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ITEKA RYA MINISITIRI W'INTEBE Nº178/03 RYO KU WA 23/11/2011 RIGENA IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BYA KOMISIYO Y'IGIHUGU Y'UBURENGANZIRA BWA MUNTU

Minisitiri w'Intebe;

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

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;

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

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

ATEGETSE:

<u>Ingingo ya mbere</u>: Icyo iri teka rigamije

Iri teka rigena imbonerahamwe n'incamake y'imyanya y'imirimo bya Komisiyo y'Igihugu

PRIME MINISTER'S ORDER Nº178/03 OF 23/11/2011 DETERMINING THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS OF THE NATIONAL COMMISSION FOR HUMAN RIGHTS

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° 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 approval by the Cabinet in its session of 30/09/2011;

HEREBY ORDERS:

<u>Article One</u>: Purpose of this Order

This Order determines the organizational structure and the summary of job positions for the National

ARRETE DU PREMIER MINISTRE Nº178/03 DU 23/11/2011 DETERMINANT LA STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DE LA COMMISSION NATIONALE DES DROITS DE LA PERSONNE

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° 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 30/09/2011 ;

ARRETE :

<u>Article premier</u>: Objet du présent arrêté

Le présent arrêté détermine la structure organisationnelle et la synthèse des emplois de la

y'Uburenganzira bwa Muntu.

<u>Ingingo ya 2</u>: Imbonerahamwe n'incamake y'imyanya y'imirimo

Imbonerahamwe n'incamake y'imyanya y'imirimo bya Komisiyo y'Igihugu y'Uburenganzira bwa Muntu biri ku mugereka wa I n'uwa II y'iri teka.

<u>Ingingo ya 3</u>: Abashinzwe kubahiriza iri teka

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

<u>Ingingo ya 4</u>: Ivanwaho ry'ingingo zinyuranyije n'iri teka

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

<u>Ingingo ya 5</u>: Igihe iteka ritangira gukurikizwa

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

Kigali, ku wa **23/11/2011**

Commission for Human Rights.

<u>Article 2</u>: Organizational structure and summary of jobs

The Organizational structure and the summary of job positions of the National Commission for Human Rights are respectively in annexes I and II of this Order.

<u>Article 3</u>: Authorities responsible for implementing this Order

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

<u>Article 4</u>: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

<u>Article 5</u>: Commencement

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

Kigali, on **23/11/2011**

Commission Nationale des Droits de la Personne.

<u>Article 2</u> : Structure organisationnelle et synthèse des emplois

La structure organisationnelle et la synthèse des emplois de la Commission Nationale des Droits de la Personne sont respectivement en annexes I et II du présent arrêté.

<u>Article 3</u> : Autorités chargées de l'exécution du présent arrêté

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.

<u>Article 4</u> : Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

<u>Article 5</u> : Entrée en vigueur

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

Kigali, le **23/11/2011**

(sé)

HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

(sé)

MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)

KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(sé)

HABUMUREMYI Pierre Damien
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

(sé)

HABUMUREMYI Pierre Damien
Premier Ministre

(sé)

MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

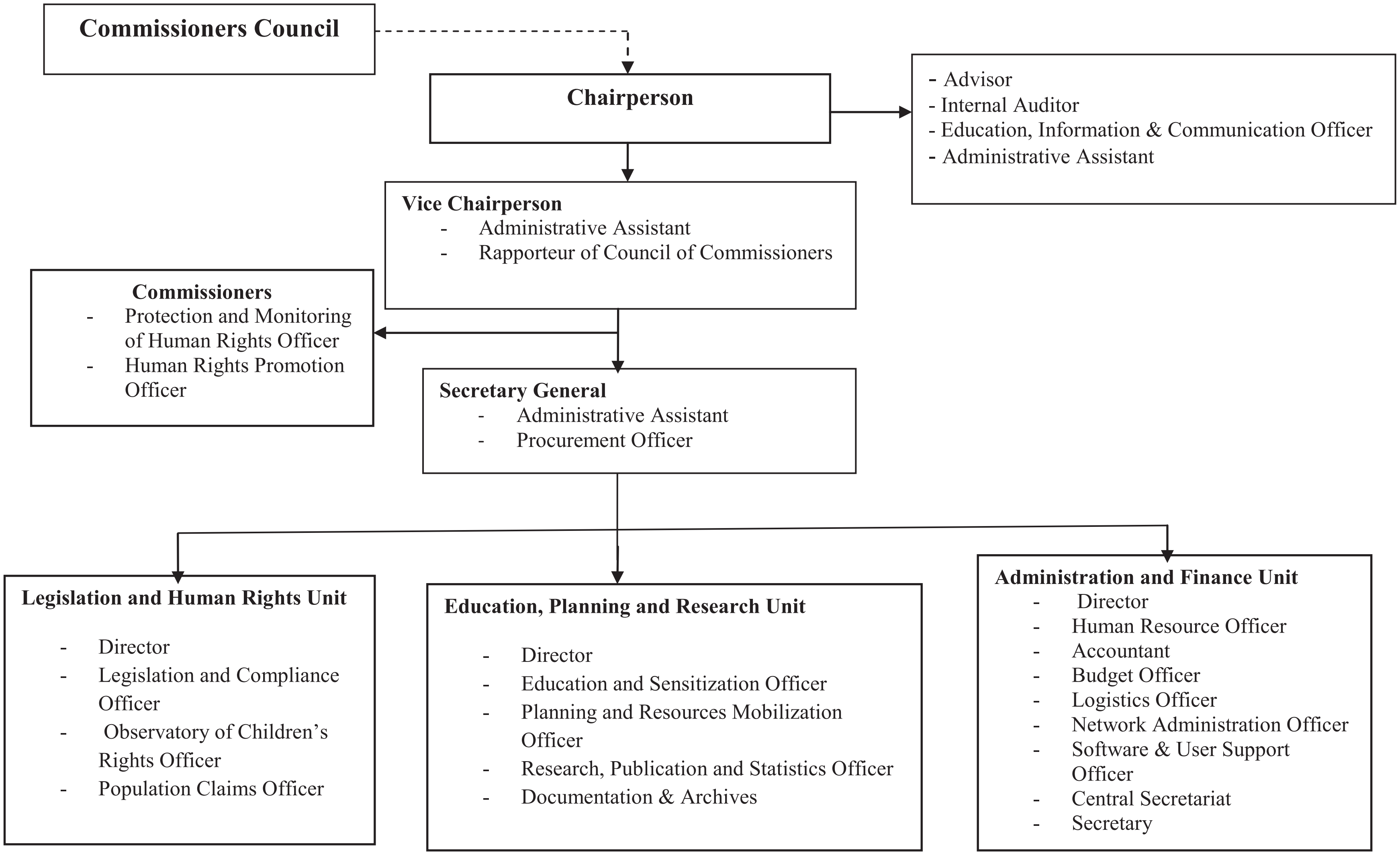
Vu et scellé du Sceau de la République :

(sé)

KARUGARAMA Tharcisse
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA MINISITIRI W'INTEBE Nº178/03 RYO KUWA 23/11/2011 RIGENA IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BYA KOMISIYO Y'IGIHUGU Y'UBURENGANZIRA BWA MUNTU	**ANNEX I TO PRIME MINISTER'S ORDER Nº178/03 OF 23/11/2011 DETERMINING THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS OF THE NATIONAL COMMISSION FOR HUMAN RIGHTS**	**ANNEXE I A L'ARRETE DU PREMIER MINISTRE Nº178/03 DU 23/11/2011 DETERMINANT LA STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DE LA COMMISSION NATIONALE DES DROITS DE LA PERSONNE**

ANNEX I : ORGANIZATIONAL CHART OF NATIONAL COMMISSION FOR HUMAN RIGHTS



UMUGEREKA WA II W'ITEKA RYA MINISITIRI W'INTEBE Nº178/03 RYO KU WA 23/11/2011 RIGENA IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BYA KOMISIYO Y'IGIHUGU Y'UBURENGANZIRA BWA MUNTU	ANNEX II TO PRIME MINISTER'S ORDER Nº178/03 OF 23/11/2011 DETERMINING THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS OF THE NATIONAL COMMISSION FOR HUMAN RIGHTS	ANNEXE II A L'ARRETE DU PREMIER MINISTRE Nº178/03 DU 23/11/2011 DETERMINANT LA STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DE LA COMMISSION NATIONALE DES DROITS DE LA PERSONNE

JOB PROFILES OF NATIONAL COMMISSION FOR HUMAN RIGHT

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Chairperson of the NCHR	Chairperson	Chairperson of the National Commission for Human Rights	Political Appointee	1
	Administrative Assistant	Administrative Assistant to the Chairperson	AO in Secretariat studies, Public Administration, Management, Social Science Studies; or other relevant field with 3 year working experience	1
	Education, Information & Communication	Education, Information & Communication Officer	A0 in Communication , Public Relations, Journalism; Or other relevant field.	1
	Advisor	Advisor to Chairperson	Master or Equivalent in Law, Education Sciences, Public Administration, Political Sciences, Social Sciences; A0 in Law, Education Sciences, Public Administration, Political Sciences, Social Sciences or other relevant field with 4 years working experience	1
	Internal Auditor	Internal Auditor	A0 Accounting, Public Finance, Management specializing in Finance/Accounting	1
	S/Total			**5**

Office of the Vice Chairperson of the National Commission for Human Rights	Vice Chairperson	Vice Chairperson of the National Commission for Human Rights	Political Appointee	1
	Administrative Assistant	Administrative Assistant to the Vice Chairperson	A0 in Secretariat Studies, Public Administration, Management, Social Sciences Studies; or other relevant field with 3 years working experience	1
	Rapporteur of Council of Commissioners	Rapporteur of Council of Commissioners	Master or Equivalent in Law, Education Sciences, Public Administration, Political Sciences, Social Sciences, Communication, Arts; A0 in Law, Education Sciences, Public Administration, Political Sciences, Social Sciences, Communication, Arts or other relevant field with 2 years working experience	1
	S/Total			**3**
Office of the Secretary General	Secretary General	Secretary General	Political Appointee	1
	Procurement Officer	Procurement Officer	A0 Procurement, Purchase, Management, Accounting, Public Finance and other qualifications related to specific domain	1
	Administrative Assistant	Administrative Assistant to SG	AO Public Administration, Management, or A1 Secretarial Studies; or other relevant field with 3 years working experience	1
	S/Total			**3**
Commissioners	Commissionners	Human Rights Commissioners	Political Appointee	5
	Human Rights Promotion	Human Rights Promotion Officer	Master or Equivalent in Law, Education Sciences, Public Administration, Political Sciences, Social & Human Sciences; A0 in Law, Education Sciences, Public	6

			Administration, Political Sciences, Social & Human Sciences or other relevant field with 2 years working experience	
	Protection and Monitoring of Human Rights	Protection and Monitoring of Human Rights Officer	Master or Equivalent in Law, Education Sciences, Public Administration, Political Sciences, Social Sciences; A0 in Law, Education Sciences, Public Administration, Political Sciences, Social Sciences or other relevant field with 2 years working experience	14
	S/Total			**25**
Legislation and Human Rights Unit	Director	Director of Legislation and Human Rigths Unit	Master or Equivalent in Law with 1 year working experience; A0 in Law or other relevant field with 4 years working experience	1
	Legislation & Compliance	Legislation & Compliance Officer	Master or Equivalent in Law ; A0 in Law or other relevant field with 2 years working experience	2
	Observatory of Children's Rights	Observatory of Children's Rights Officer	Master or Equivalent in Law ; A0 in Law or other relevant field with 2 years working experience	1
	Population Claims	Population Claims Officer	Master or Equivalent in Law, Education Sciences, Public Administration, Political Sciences, Social Sciences; Or A0 in Law, Education Sciences, Public Administration, Political Sciences, Social & Human Sciences or other relevant field with 2 years working experience	1
	S/Total			**5**

Education, Planning & Research Unit	Director of Unit	Director of Education, Planning & Research Unit	Master or Equivalent in Law, Education Sciences, Public Administration, Political Sciences, Social Sciences; A0 in Law, Education Sciences, Public Administration, Political Sciences, Social Sciences or other relevant field with 4 years working experience	1
	Planning & Resources Mobilization	Planning & Resources Mobilization Officer	Master or Equivalent in Economics, Management, Development Studies; or A0 in Economics, Management, Development Studies; or other relevant field with 2 years working experience.	1
	Education & Sensitization	Education & Sensitization Officer	Master or Equivalent in Law, Education Sciences, Public Administration, Political Sciences, Social Sciences; A0 in Law, Education Sciences, Public Administration, Political Sciences, Social Sciences or other relevant field with 2 year working experience	2
	Research, Publication and Statistics	Research, Publication and Statistics Officer	Master or Equivalent in Education Sciences, Social Sciences, Political Sciences, Arts, Literature, Communication; A0 in Education Sciences, Social Sciences, Political Sciences, Arts, Literature, Communication or other relevant field with 2 years working experience	2
	Documentation & Archives	Documentalist and archivist	A0 Library & Information Science, Or A1 Library & Information Science, with 3 year working experience.	1
	S/Total			**7**
Administration & Finance Unit	Director	Director of Administration & Finance Unit	Accounting Professional Qualification recognised by IFAC(ACCA, CPA) with 1 year working experience or A0 in Public Finances, Accounting, Management specializing in Finance/Accounting with 4 years working experience.	1

	Accounting	Accountant	A0 Accounting, Public Finance, Management specialized in Finance/ Accounting; Plus Level II professional recognized by IFAC.	1
	Budget Management	Budget Officer	A0 Finance, Accounting, Management, Economics	1
	Human Resources	Human Resources Officer	A0 Management, Public Administration, Human Resources; Social science, or other relevant field	1
	Logistics	Logistics Officer	A0 Management, Accounting, Finance, Store Management or other relevant field specialize in Logistics Management	1
	Network Administrator	Network Administrator Officer	A0 in Computer Engineering, Electromechanical Engineering, or Electronics; with 2 years working experience	1
	Software & User Support	Software & User Support Officer	A0 in Computer Engineering, Electromechanical Engineering, or Electronics with 2 years working experience	1
	Central Secretary	Head of Central Secretariat	A0 Public administration or A1 in Secretarial Studies with 2 year working experience or other relevant field	1
		Secretary in Central Secretariat	A1 in Secretarial studies or other relevant field	1
		Secretary of Unit	A1 in Secretariat studies or other relevant field	1
	S/Total			**10**
Grand Total				**58**

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe nº 178/03 ryo ku wa 23/11/2011 rigena imbonerahamwe n'incamake y'imyanya y'imirimo bya Komisiyo y'Igihugu y'Uburenganzira bwa Muntu

Kigali, kuwa **23/11/2011**

(sé)

HABUMUREMYI Pierre Damien
Minisitiri w'Intebe

(sé)

MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika

(sé)

KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Seen to be annexed to the Prime Minister's Order nº 178/03 of 23/11/2011 determining the organizational structure and summary of job positions of the National Commission for Human Rights

Kigali, on **23/11/2011**

(sé)

HABUMUREMYI Pierre Damien
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 nº 178/03 du 23/11/2011 déterminant la structure organisationnelle et la synthèse des emplois de la Commission Nationale des Droits de la Personne

Kigali, le **23/11/2011**

(sé)

HABUMUREMYI Pierre Damien
Premier Ministre

(sé)

MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République

(sé)

KARUGARAMA Tharcisse
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