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REPUBULIKA Y'U RWANDA
MINISITERI Y'ABAKOZI BA LETA
N'UMURIMO
B.P 403 KIGALI

Copies pour tous les directeurs
12.02.98

Nyakubahwa Minisitiri w'Intebe
KIGALI

Impamvu : Amabwiriza yo gutanga akazi muri Leta

Nyakubahwa Minisitiri w'Intebe,

Mboherereje inyandiko yerekeranye n'amabwiriza agomba gukurikizwa kugirango ivugururwa ry'ubutegetsi bw'abakozi ba Leta rizabashe kubahirizwa nta kazi kadindiye mbasaba ko byasuzumwa vuba n'Inama y'Abaminisitiri.

Murakoze mugire akazi keza.

Minisitiri w'Abakozi ba Leta n'Umurimo
Dr NSENGIMANA Yozefu

REPUBLIQUE RWANDAISE
Ministère de la Fonction Publique et du Travail

Bimenyeshejwe :

- Nyakubahwa Perezida wa Repubulika
  KIGALI
- Nyakubahwa Visi Perezida wa Repubulika akaba na Minisitiri w'Ingabo
  KIGALI
- Madamu, Bwana Minisitiri MIJESCAFOP (bose)
  KIGALI
- Madamu, Bwana Munyamabanga wa Leta, (bose)
  KIGALI

AMABWIRIZA YO GUTANGA AKAZI MURI LETA.

Nyuma y'aho Minisitiri w'Intebe asabye Minisitiri w'Imari n'Igenamigambi mu ibarwa n○ 646//02.3 yo kuwa 19 nzeri 1997 ko nta masezerano aha umukozi akazi muri Leta azongera guhembwa atabanje kwemerwa no gushyirwaho umukono na Minisitiri w'Abakozi Leta, ndetse bikaza gushimangirwa mu Itegeko rishyiraho Ingengo y'Imari yo mu uw'1998, byari ngombwa ko higwa ukuntu ibyo byashyirwa mu bikorwa, ibigamijwe byose bikagerwaho. Ibyo ni nko kumenya abakozi ba Leta ba ngombwa, kubashyira mu myanya ari uko bakenewe kandi babifitiye ubumenyi n'ubushobozi no kuba koko hari ingengo y'imari imishahara yabo izaturukaho.

Byabaye ngombwa ko Minisiteri y'Abakozi ba Leta n'Umurimo yiga imiterere y'imirimo muri Leta, ikerekana imirimo-ngombwa, abakozi bagomba kuyigumamo kuko babifitiye ubushobozi n'ubumenyi bwifuzwa kuri iyo mirimo, abakozi bagomba guhindurirwa mu mirimo ikwiranye n'ubushobozi n'ubumenyi bwabo, abakozi bagomba gusezererwa kuko nta mirimo iri muri Leta ikwiranye n'ubushobozi bwabo ndetse n'abakozi bagomba kwinjizwa mu myanya yo muri Leta yabonetse ko idafitemo abantu bafite ubumenyi bwifuzwa. Inyandiko irambuye ikubiyemo ibyo byose yashyikirijwe Inama y'Abaminisitiri ibifatira ibyemezo. None kugira ngo gutanga akazi muri Leta bikomeze nta mbogamizi, ibi bikurikira byagombye guhita byubahirizwa :

1. Gushyira vuba mu bikorwa ibyemezo byafashwe n'Inama y'Abaminisitiri kubirebana n'inyandiko yerekeranye n'ivugurura ry'ubutegetsi bwa Leta. Akanama kagizwe n'abakozi bo muri Minisiteri y'Imari n'Igenamigamba n'abo muri Minisiteri y'Abakozi ba Leta n'Umurimo kagomba kuba katanze imyanzuro bitarenze tariki ya 11 gashyantare 1998. Gahunda yo gukora ako kazi ni kuwa 6,7,8,9,10 gashyantare 1998.

Muri iyo myanzuro hagomba kuba hagaragaramo :

- Abakozi bazasezererwa kuri buri Minisiteri na gahunda yo kubasezerera
- Amafaranga azabatangwaho ukurikije ibyo amategeko ateganya n'ayabatangwaho bagenewe amezi 18, y'imperekeza ariko ayo akaba yatangwa ari uko abadufasha bakwemera gushyigikira iyo gahunda (FMI/B.M)
- Amafaranga azasigara hamaze kugira abasezererwa n'abakozi bashobora kuvamo mu bagomba kwinjizwa hakaba hateganywa amafaranga yo kwinjiza abasigara bakenewe.
- Kwerekana abakozi bagomba guhabwa akazi muri uyu mwaka kuri buri Minisiteri n'uko bazagenda bagahabwa

2. Kwinjiza abakozi ku kazi ka Leta.

Umukozi agomba kubanza gutanga dosiye yuzuye igizwe na fotokopi 3 z'impamyabumenyi ye yashyizweho umukono na Noteri, amafoto magufi 3 n'icyemezo cy'aho yaba yarakoze.

... / ...

A. Ku bakozi basabye akazi muri Minisiteri y'Abakozi ba Leta n'Umurimo bagomba kugengwa n'itegeko rishyiraho amategeko rusange agenga abakozi ba Leta, Minisiteri y'Abakozi ba Leta n'Umurimo ikurikije ko hari imyanya muri Cadres Organiques/Organic structures za Minisiteri yemejwe ku ngengo y'imari, nibazaba ari bake ukurikije iyo myanya izajya ibaha ibarwa iyibashyiramo by'agateganyo noneho Minisiteri zibategurire amasezerano kugira ngo babashe guhembwa bagitangira akazi, igihe hagitegerejwe ko Inama y'Abaminisitiri yemeza ko amateka ya Minisitiri abagira abakozi ba leta ashyirwaho umukono.

B. Ku bakozi basabiwe akazi na za Minisiteri bameze nk'abavuzwe muri(A), Minisiteri y'Abakozi ba Leta n'Umurimo izajya isuzuma ibyavuzwe muri (A), ko byuzuye maze ibahe nabo ibarwa ibemerera akazi by'agateganyo ubundi bazakorerwa amateka ya Minisitiri abagira abakozi ba Leta.

C. Abatse akazi bavugwa muri (A) na (B) nibazajya baba benshi kuruta imyanya y'akazi hazajya hakoreshwa irushanwa kugirango iyo myanya ihabwe abayikwiye kurusha abandi ntaho babogamiye.

D. Ku bakozi bakora imirimo idahoraho (emplois non permanents/non permanent jobs) iyo mirimo niramuka ivuyemo abakozi badatanze integuza cyangwa bibaye ngombwa ko birukanwa nta nteguza nkuko byemewe mu mategeko abagenga, Minisiteri zizajya zitangaza iyo myanya kugira ziyihe abanyarwanda bayikwiye nta kubogama.
Mbere yo gutangira gukora bazajya bohereza amasezerano yabo muri Minisiteri y'Abakozi ba Leta n'Umurimo kugirango iyemeze inayashyireho umukono imaze gusuzuma ko ibigomba kubahirizwa byubahirijwe.

3. Gusezerera abakozi ba Leta.

Kugeza ubu ubwo Leta y'Ubumwe yiyemeje gukurikiza amategeko, hagomba kuzajya hakurikizwa ibyo ateganya mu myirukanire y'abakozi. Ahubwo Abayobazi bo mu nzego zose bakabihugurwamo, basanga hari ingingo zituma inyungu za Leta zibangamirwa bikaba byahindurwa, amategeko akavugururwa.

Kigali kuwa, 06 FEV. 1998
Dr NSENGIMANA Yozefu
Minisitiri w'Abakozi ba Leta n'Umurimo

B Service généraux

B 1 Généralités

Ukuyobora bushya bwo Gutanga amaVuta

1997

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…FOP.

…a iyi baruwa, mbasaba ko, mwanfasha munshingano z'akazi … ya 10 / 11 / 1997 n'Umuyobozi w'ibikorwa muri MIJESCAFOP. Nkurikije amabwirizwa nahawe, kandi ngomba gukurikiza aribyo (Gestion) y'amavuta n'imodoka, none rero, ku nyungu y'Igihugu no ku nyungu ya Minisiteri MIJESCAFOP, kugira ngo ako kazi kagende neza, nkaba mbasabye ibi bikurikira.

- Umuyobozi uzakenera amavuta y'imodoka akoresha mukazi ashinzwe, niba atumye umushoferi azajye amuha icyemezo cye gisinye byaba byiza ndetse giteyeho na KASHE (cachet ya Directeur) kugira ngo abone guhabwa amavuta.

- Ibyerekeye ubutumwa bwo mu Gihugu hagati nabyo, ngirango murabizi ko, ari ordre de Mission nayo ikaba isinyeho n'Umuyobozi umutumye, kandi isinyeho, iteyeho na KASHE (cachet) z'abayobozi bakuru babishinzwe ba Mijescafop.

Mbaye mbashimiye. Imilimo myiza.

Ushinzwe Charroi muri MIJESCAFOP.
KANYAMIBWA Simon.

Byemejwe.
- Umunyamabanga mukuru muri Mijescafop

Bimenyeshejwe;

- Bwana Minisitiri w'Urubyiruko, Siporo, Umuco no Kwigisha Imyuga Iciriritse
- Umuyobozi w'Ibikorwa Rusange muri Mijescafop
- Umuyobozi w'Ishami rishinzwe imitegekere y'abakozi n'Imari muri mijescafop.

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