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REPUBLIQUE RWANDAISE

Kigali, le 9/6 199 2

N° 621/21.00

MINISTERE DE LA JEUNESSE
DE LA CULTURE, DES SPORTS
ET DE LA FORMATION
PROFESSIONNELLE
B.P. 1044 KIGALI

URGENT!

Secrétariat
Informer les chefs des divisions

Ku Munyabanga Mukuru
muri MIJESCAFOP.
Kigali.

Impamvu : Imibonano mu biro bya Minisitiri.

Bwana Munyabanga Mukuru,

Nagirango nibutse ko imwe mu nshingano z'Umunyabanga wihariye wa Minisitiri ari ukunfasha gusuzuma ibyifuzo by'abashaka imibonano. Byamaze kugaragara ko abantu benshi bo hanze bashaka iyo mibonano baba bafite ibibazo byabo bwite bitagira aho bihurira n'inshingano za Minisiteri cyangwa se byaba binahuye ugasanga ibisubizo byinshi bishobora kubonerwa mu zindi nzego, byaba bititaweho n'izo nzego bikabona gushyikirizwa urwego rwa nyuma. Ntitwanakwiyibagiza umuco w'abanyarwanda wo gushaka kwishyikira.

Abakozi ba Minisiteri n'abo bab'abayobozi baba abakozi basanzwe, usanga ubunyamabanga bwa Cabinet barabugize isoko. Umunsi wose usanga ari urujya n'uruza.

Ibi bikwiriye gucika burundu, bityo bihe Ubuyobozi umwanya wo gutekereza kubyo baba bakurikiranye no kubyihutisha. Kugirango ibyo bigerweho, ibikurikira bigomba kubahirizwa :

1. Abashaka imibonano bo hanze ya Minisiteri bagomba kubisaba mu nyandiko cyangwa bakuzuza formulaires zabigenewe.

2. Izo nyandiko na formulaires bigomba gushyikirizwa umunyamabanga wihariye, akaziyungurura, akamenya aho yohereza uwasabye umubonano, bitewe n'imiterere y'ikibazo cye.

Icyitonderwa :

Benshi mu basaba imibonano usanga bavuga ko bafite impamvu zabo bwite. N'ubwo tutakwirengangiza ko bamwe baba bazifite, twanamenya ko bene abo bari muri rwa rwego rw'abashaka kwishyikira . Bigomba kwitonderwa, byaba ngombwa ntibihabwe agaciro.

Tél. 8 35 12, 8 35 13, 8 35 40

Fax. 8 35 18

3. Igihe Umunyabanga wihariye adahari, impapuro zisaba umubonano zigomba kuva mu biro bye zishyikirizwa Umunyamabanga Mukuru, akaba ari we uzisuzuma.

4. Abayobozi usibye Umunyabanga Mukuru, abakozi bo mu nzego zinyuranye bifuza kubonana na Minisitiri, bagomba nabo kubigeza k'umunyabanga Wihariye ku buryo buboroheye, n'ukuvuga mu mvugo, telefone, n'ibindi. Igisubizo cy'igihe cyo kubonanira kizakurikira iyo nzira.

5. Telefone y'imbere (ligne interne)ijya mu biro bya Minisitiri nayo ni kimwe mu bitesha umwanya. Abayobozi n'abakozi bakwiriye kumenyera gukora imirimo ku buryo bupanze, gucyemura ibibazo bahura nabyo ku buryo burambye, bakitabaza inzego zo hejuru ari uko inzira zose zananiranye.

6. Hari umuco wateye wo gutegera abayobozi ku muryango. Uwo ugomba gucika.

Umwanzuro :

Ibikubiye mur'iyi baruwa bigamije kworoherez'abayobozi, abayoborwa n'abashyitsi mu mikoranire no kwihutisha imirimo. Ukaba usabwe kunonosora uburyo bwo kubishyira mu bikorwa no kubimenyesha abo bireba.

Ku buryo bw'umwihariko abashyitsi bagomba kugaragarizwa inzira zo gucamo batugana. Bibaye ngombwa hasubizwaho umuntu wo kubereka inzira bakinjira cyangwa bigashushanywa hafi y'umuryango.

Imirimo myiza.

Dogiteri Yakobo BIHOZAGARA

Minisitiri w'Urubyiruko
Siporo, Umuco no Kwigisha
Imyuga Iciriritse.

Bimenyeshejwe :
- Umunyabanga Mukuru muri **MIJESCAFOP**.
- Umunyabanga Wihariye muri **MIJESCAFOP**
- Umuyobozi w'Imirimo (Bose). muri **MIJESCAFOP.** Sport