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Kigali, ku wa 5/04/1999

Uburyo bwo gufasha abakozi ba MIJESCAFOP

Copies to all Divisions & projects 27/05/99

Umushinga uzareba ibibazo by'umukozi nko :

- KUBYARA
- GUSHAKA (MARIAGE)
- GUPFA
- GUPFUSHA
- n'ibindi ......nko gutira imodoka ku mpamvu zigaragara zinyuranye

– mu busanzwe umukozi wagiraga kimwe muri ibyo bibazo byavuzwe haruguru, Minisiteri yaramufashaga; ariko uburyo bwo gutanga amafaranga ntibufutuke neza. Ayo mafaranga aho ava ntihazwi, kandi ntatangwa ku buryo bunogeye bose, kuko bamwe bahabwa menshi, abandi make.

– None rero, kugira ngo utwo tubazo twose duce mu nzira z'umucyo, **ishami rishinzwe imibereho myiza y'abakozi** ryakoze umushinga ugamije gufasha abakozi bose mu buryo bukurikira :

  – **BURI MUKOZI** azatanga cotisation y'amafaranga magana abiri (200 FRW).
  – **MINISITERI** hari inkunga izagenera iyo fonds.
  – **AMAFARANGA** yaboneka yabikwa kandi ibikorwa byayo bigakurikiranwa **n'ishami rishinzwe imibereho myiza y'abakozi** kuko rifite mu nshingano zaryo **« Gucunga umutungo (finances) »** ushinzwe uwo murimo muri iryo shami, akaba Madame Petronilla N.HATEGEKIMANA.

Uwo mukozi azajya yakira, abike, abikuze amafaranga agomba guhabwa abapfushije ababo, abagize ubukwe, n'izindi manza.Turabibutsa kandi ko mbere yo kuzamuka mwirukira mu nzego zo hejuru, ikibazo umukozi agize icyo ari cyo cyose, agomba kubanza kukinyuza mu **ishami rishinzwe imibereho myiza y'abakozi,** akaba ari ryo ryihutira gushaka igisubizo. Kugeza ubu, uwarigannye wese ntiyateterejwe.

– Ushinzwe gucunga uwo mutungo kandi, azagenzurwa kandi akorane n'umukozi wagenwa n'inama rusange y'abakozi ba MIJESCAFOP babanje kubijyaho impaka.
– Hagomba gufungurwa konti muri Banki yagenwa n'inama y'abakozi, hakagenwa kandi n'abagira uburenganzira bwo gusinya kuri sheki. Dore abo ishami ribona bakwiye gushyira imikono kuri sheki ni :

1. **Umuyobozi** w'Imirimo Rusange.
2. **Umuyobozi** w'Ishami ry'Imibereho Myiza y'Abakozi.
3. **Umukozi ushinzwe** gucunga umutungo muri iryo shami, Madamu Pétronilla.
4. **Umukozi** uzashingwa kugenzura imikorere y'uwo mutungo.

- Dore uko amafaranga yatangwa :

  - Umukozi apfuye, umuryango we wahabwa amafaranga ibihumbi mirongo itanu (50.000 FRW)
  - Umukozi apfushije se, nyina, umwana, uwo bashakanye, yahabwa amafaranga ibihumbi mirongo ine (40.000 FRW)
  - Cyangwa apfushije undi muntu atunze mu rugo
  - Umukozi ushyingiwe (ushinze urugo) yahabwa amafaranga ibihumbi mirongo itanu (50.000 FRW)
  - Umukozi wabyaye yahabwa amafaranga ibihumbi icumi (10.000 FRW)

izindi manza (nko gutira imodoka, guterwa inkunga ku mpamvu nyinshi zinyuranye.....). Ishami ry'imibereho myiza rizareba urwo ari rwo, n'icyo yafashishwa rihereye ku bitekerezo bizaturuka mu nama rusange y'abakozi ba MIJESCAFOP.

Ishami Rishinzwe Imibereho
myiza y'Abakozi muri MIJESCAFOP