

ITEKA RYA MINISITIRI W'INTEBE N° 75/01 RYO KUWA 08/07/2011 RIGENA INSHINGANO IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO YA MINISITERI Y'IMICUNGIRE Y'IBIZA N'IMPUNZI (MIDIMAR)

PRIME MINISTER'S ORDER N°75/01 OF 08/07/2011 DETERMINING THE MISSION, FUNCTIONS, ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS OF THE MINISTRY OF DISASTER MANAGEMENT AND REFUGEE AFFAIRS (MIDIMAR)

ARRETE DU PREMIER MINISTRE N°75/01 DU 08/07/2011 PORTANT MISSION, FONCTIONS, STRUCTURE ORGANISATIONNELLE ET SYNTHESE DES EMPLOIS DU MINISTERE DE LA GESTION DES CATASTROPHES ET DES REFUGIES (MIDIMAR)

ISHAKIRO

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ITEKA RYA MINISITIRI W'INTEBE N°75/01 RYO KUWA 08/07/2011 RIGENA KANDI RISHYIRAHO INSHINGANO IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO YA MINISITERI Y'IMICUNGIRE Y'IBIZA N'IMPUNZI (MIDIMAR)

PRIME MINISTER'S ORDER N° 75/01 OF 08/07/2011 DETERMINING MISSION, FUNCTIONS, THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS OF THE MINISTRY OF DISASTER MANAGEMENT AND REFUGEE AFFAIRS (MIDIMAR)

ARRETE DU PREMIER MINISTRE N°75/01 DU 08/07/2011 PORTANT MISSION, FONCTIONS, STRUCTURE ORGANISATIONNELLE ET SYNTHESE DES EMPLOIS DU MINISTERE DE LA GESTION DES CATASTROPHES ET DES REFUGIES (MIDIMAR)

Minisitiri w'Intebe,

The Prime Minister,

Le Premier Ministre,

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003, as amended to date, especially in Articles 119, 121 and 201;

Vu la Constitution de la République du Rwanda du 04 juin 2003, telle que révisée à ce jour, spécialement en ses articles 119, 121 et 201;

Ashingiye ku Itegeko n°22/2002 ryo kuwa 09/07/2002 rishyiraho Sitati rusange igenga abakozi ba Leta n' Inzego z'Imirimo ya Leta mu ngingo zaro iya mbere, iya 3 n'ya 15;

Pursuant to Law n° 22/2002 of 09/07/2002 on General Statutes for Rwanda Public Service in Articles One, 3 and 15;

Vu la Loi n° 22/2002 du 09/07/2002 portant Statut Général de la Fonction Publique Rwandaise en ses articles premier, 3 et 15 ;

Asubiye ku Iteka rya Minisitiri w'Intebe N°84/03 ryo kuwa 25/06/2010 rishyiraho imiterere n'incamake y'imyanya y'Imirimo ya Minisitiri y'Imicungire y'Ibiza n'Impunzi;

Reviewing Prime Minister's Order n° 84/03 of 25/06/2010 determining the structure and summary of job positions for the Ministry of Disaster Management and Refugee Affairs;

Revu l'Arrête du Premier Ministre déterminant la structure et la synthèse des emplois du Ministère de la Gestion des Catastrophes et des Réfugiés ;

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 kuwa 26/06/2009 n'iyi kuwa 16/03/2011 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in its session of 26/06/2009 and 16/03/2011;

Après examen et adoption par le Conseil des Ministres en sa séance du 26/06/2009 et du 16/03/2011;

ATEGETSE :

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: icyo iri teka rigamije

Iri teka rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimu bya Minisitiri y'Imicungire y'Ibiza n'Impunzi (MIDIMAR).

Ingingo ya 2: Inshingano

Minisitiri y'Imicungire y'Ibiza n'Impunzi ifite inshingano rusange zikurikira:

- 1° gutegura ingamba zigamije kurwanya, kugabanya ubukana, kuzahura, gucunga umutekano, kugenzura no kugira icyo ikora mu gihe bikenewe mu rwego rwo guteza imbere imyumvire kuri politiki y'amicungire y'ingaruka z'ibiza byizana cyangwa biterwa n'abantu nk'iruka ry'ibirunga, imitingito, imyuzure, inkangu, imihengeri, imiyaga, inkongi y'umuriro n'amapfa;
- 2° gushyiraho politiki yo kurwanya ubuhunzi n'ingamba zo gukemura ikibazo cy'impunzi z'abanyarwanda n'izabanyamahanga hakurikijwe amategeko y'u Rwanda n'amasezerano mpuzamahana yerekeye kurinda impunzi atanga uburyo bwo gufata ingamba zitanga ibisubizo nyabyo.

By'umwihariko, Minisitiri y'Imicungire y'Ibiza n'Impunzi ishinzwe ibi bikurikira:

- 1° kuyoborano itegurwa rya politiki y'amicungire y'impunzi no guhuza

Article One: Purpose of this Order

This Order determines the mission, functions, organizational structure and summary of job Positions of the Ministry of Disaster Management and Refugee Affairs (MIDIMAR).

Article 2: Mission and functions

The Ministry of Disaster Management and Refugee Affairs has a general mission of:

- 1° developing a highly proficient mechanism for preventing, mitigating, responding to, recovering, securing, monitoring and responding in a timely manner in order to promote management of natural and man-made disasters including volcanic activity, earthquakes, floods, landslides, mudslides, storms, fire and drought;
- 2° developing a pro-active refugee policy and a mechanism for the management and protection of Rwandan and foreign refugees which permits development of a strategic response to the problems of refugees, in conformity with national laws and international treaties.

The Ministry of Disaster Management and Refugee Affairs shall, in particular, be responsible for:

- 1° leading the formulation of refugee policies and the coordination of disaster

Article premier: Objet du présent arrêté

Le présent arrêté détermine la mission, les fonctions, la structure organisationnelle et la synthèse des emplois du Ministère de la Gestion des Catastrophes et des Réfugiés (MIDIMAR).

Article 2: Mission et fonctions

Le Ministère de la Gestion des Catastrophes et des Réfugiés a pour mission générale de:

- 1° mettre en place un mécanisme efficace de prévention, d'atténuation, de réaction rapide, de sécurisation, de contrôle et d'action au moment opportun en vue de la gestion des risques provoqués par les catastrophes naturelles et humaines tels que les activités volcaniques, les tremblements de terre, les inondations, les tempêtes, les glissements de terrain, les coulées de boue, les incendies et la sécheresse;
- 2° mettre en place une politique proactive de gestion des réfugiés et un mécanisme rationnel de la gestion des réfugiés rwandais et étrangers conformément au droit national et aux traités internationaux pour la protection des réfugiés qui permettent d'élaborer une solution stratégique aux problèmes des réfugiés.

Le Ministère de la Gestion des Catastrophes et des Réfugiés est particulièrement chargé de:

- 1° diriger la formulation de la politique des réfugiés, et coordonner la gestion des

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| imicungire y'ibiza; | management; | catastrophes ; |
| 2° gutanga imirongo ya politiki, no kuzuzura ibikorwa by'ubutabazi mu bihe by'amaze no gukusanya ibikenewe mu rwego rwo kwirinda ibiza no gucunga impunzi z'abanyarwanda n'izabanyamahanga ndetse no gushaka ibisubizo ku kibazo cy'ibiza n'impunzi; | 2° controlling and supervising humanitarian assistance in emergency situations and mobilizing appropriate resources accordingly in order to prevent disasters and provide for Rwandan and foreign refugees in order to generate visionary responses to challenges related to disasters and refugees; | 2° donner les orientations politiques, et superviser l'assistance humanitaire dans les situations d'urgence et la mobilisation des ressources nécessaires afin de prévenir les catastrophes et s'occuper des réfugiés rwandais et étrangers afin d'élaborer des réponses visionnaires aux défis des catastrophes et des réfugiés ; |
| 3° kugira uruhare runini mu kongera ubushobozi bwo gucunga ibiza hagamijwe umutekano n'amajyambere arambye mu karere ndetse no kugira inama leta n'abafatanyabikorwa bayo; | 3° actively participating in the operational process aimed at reinforcing disaster management capability for sustainable regional stability and development, and advising the government, stakeholders and other interested partners; | 3° participer activement aux opérations visant à renforcer la capacité de gestion des catastrophes afin de pérenniser la stabilité régionale et le développement durable et donner des conseils au gouvernement et aux partenaires intéressés ; |
| 4° gutegura, kumenyekanisha no guhuza ishikirwa mu bikorwa rya politiki, ingamba na gahunda ibinyujije mu: | 4° formulating, disseminating and coordinating the implementation of policies, strategies and programs through: | 4° élaborer, disséminer et coordonner la mise en œuvre des politiques, stratégies et programmes sectoriels à travers: |
| a. gushyiraho politiki na gahunda zigamijwe imiyoborere myiza ku bijyanye n'ubushobozi mu micungire y'ibiza n'impunzi; | a. formulating good governance policies and programs in the field of disaster management and refugee affairs; | a. élaboration des politiques, des stratégies et programmes de bonne gouvernance, dans le domaine de la gestion des catastrophes et des réfugiés ; |
| b. gutunganya amategeko, politiki n'ibikorwa byerekeranye n'imicungire y'ibiza n'impunzi mu karere; | b. providing standards for harmonization of legal and institutional practices related to disaster management and refugees in the region; | b. harmonisation du cadre juridique, institutionnel des pratiques relatives à la gestion des catastrophes et des réfugiés dans la région ; |
| c. gutegura gahunda ngengabikorwa mu karere igamijwe kugabanya no gucunga ibiza n'impunzi; | c. developing a regional action plan for disaster mitigation and management and refugee affairs; | c. l'élaboration du plan d'action régional pour atténuation et la gestion des catastrophes et des réfugiés ; |

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| d. gushyiraho amategeko agenga urujya n'uruza rw'abakora ubutabzi n'urw'ibikoresho by'ubutabazi; | d. establishing a legal framework for the free movement of goods and personnel for assistance; | d. la mise en place d'un cadre juridique visant la libre circulation des équipements et du personnel de secours ; |
| 5° guhuza gahunda Minisiteri ihuriyeye n'izindi nzege, ifatanyije n'abafatanyabikorwa bo mu Rwanda n'abo mu mahanga ibinyujije mu: | 5° coordinating sector programmes in collaboration with both national and international stakeholders through: | 5° coordonner les programmes sectoriels en collaboration avec les partenaires nationaux et internationaux à travers : |
| a. guhuza gahunda za Minisiteri n'izindi nzege zifite uruhare mu micungire y'ibiza n'impunzi; | a. coordinating the programmes of Ministries and other institutions which contribute to disaster management and refugee affairs; | a. la coordination des programmes des ministères et autres institutions contribuant à la gestion des catastrophes et des réfugiés ; |
| b. guha agaciro inyandiko z'abafatanyabikorwa b'uru rwego, no guhuza ibikorwa by'uru rwego ku rwego rw'akarere no ku rwego mpuzamahanga; | b. validating documents produced by interested stakeholders in the sector and coordinating interventions pertaining to the sector at the regional and international level; | b. la validation des documents produits par des partenaires intéressés dans le secteur et la coordination des interventions sectorielles aux niveaux régional et international ; |
| c. kumenyesha inzego bireba n'abandi bafatanyabikorwa gahunda zafashwe na Leta mu bihe by'amage mu rwego rwo gucunga ibiza, n'ubutabazi bukeneye ibikoresho byihariye; | c. informing concerned institutions and other partners about the measures taken by the government in managing disasters and humanitarian assistance which require specific resources; | c. l'avertissement fait des institutions concernées et d'autres partenaires des mesures prises par le gouvernement pour la gestion des catastrophes et l'aide nécessitant des ressources spécifiques ; |
| 6° gukurikirana no kugenzura ibikorwa bya za gahunda z'imicungire y'ibiza n'impunzi ibinyujije mu: | 6° monitoring and evaluation of programs related to disaster management and refugees affairs through: | 6° suivi et évaluation des programmes de la gestion des catastrophes et des réfugiés à travers: |
| a. gutanga amakuru ya ngombwa kandi mu gihe gikwiye; | a. providing all the necessary information within a reasonable timeframe; | a. les informations nécessaires dans le délai raisonnable ; |
| b. gukurikirana no kugenzura ishyirwa mu bikorwa ry' ibikorwa bya Minisiteri, hagamijwe kumenya niba ibyo bikorwa byarayigejeje ku ntego zayo, ndeste | b. monitoring and evaluating the implementation of activities in order to ensure that the activities implemented achieve the targeted objectives and the | b. le suivi et évaluation de l'exécution des activités du Ministère en vue de s'assurer qu'elles lui a permis d'aboutir à ses objectifs et en tenir compte lors de la |

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bikanashingirwaho hategurwa ingamba nshya;

c. gukora igenzura rigamiye gusesengura ingaruka za politiki y'imicungire y'ibiza n'impunzi ku rwego rw'uturere n'urw'igihugu;

d. gutanga raporo zihoraho ku ishyirwa mu bikorwa rya gahunda zayo;

7° kuzamura ubushobozi bw'uru rwego mu kwigisha rubanda ibijyanye n'ibiza ibinyujije mu guhuza no gukora ibikorwa byo kwigisha rubanda, kwitegura, gutegura ingamba, kugenzura ishyirwa mu bikorwa ry'ingamba zo gucunga ibiza n'impunzi mu duce twa ngombwa, ibinyujije mu kunoza amahugurwa, gukoreha amahugurwa y'abahugura abandi, no gutanga ibikoreho by'amahugurwa bigezweho;

8° gukusanya amafaranga akoreshwa mu gucunga Ibiza ibinyujije mu:

a. gutegura gahunda no guhuza ibikorwa byo gusaba inkunga y'amafaranga ikenewe hakurikijwe inkunga itangwa n'amahanga;

b. gucunga amafaranga ahari no gusaba inkunga y'imishinga yayo;

c. gushyiraho uburyo bwo kubika inyandiko zigaragaza inkunga zitangwa n'abafatanyabikorwa mu iterambere;

d. guteza imbere ubufatanye bwa za Guverinoma mu bijyanye n'imicungire

results shall be considered in the design of new initiatives;

c. providing retrospective evaluations in order to analyse the impact of disaster management and refugee affairs policies at the local and national level;

d. reporting regularly on the progress of implementing its programs;

7° developing institutional capacity and public education in the disaster management sector through coordination and development of education, sensitization of the public, strategic planning, and oversight of all strategies of disaster management and refugee affairs through improved training, training of trainers, and improved training materials;

8° mobilizing financial resources for disaster management through:

a. planning and coordinating the negotiations for necessary aid available from foreign sources;

b. managing available funds and proposing related financing projects;

c. creating and managing a database relating to financing from development partners;

d. promoting intergovernmental relations in disaster management through state

conception de nouvelles initiatives ;

c. l'évaluation rétrospective afin d'analyser l'impact de la politique de la gestion des catastrophes et des réfugiés aux niveaux local et national et local ;

d. les rapports réguliers sur les progrès de mise en œuvre de ses programmes ;

7° renforcer les capacités institutionnelles et d'éducation du public dans le domaine des catastrophes à travers la coordination et le développement de l'éducation, et la sensibilisation de la population, la planification stratégique et la supervision de l'exécution de toutes les stratégies de la gestion des catastrophes et des réfugiés à travers l'amélioration de la formation, la formation des formateurs et le matériel de formation avancé ;

8° la mobilisation des ressources financière pour la gestion des catastrophes à travers :

a. la planification et la coordination des négociations de l'aide nécessaire compte tenu du financement provenant de l'extérieur ;

b. la gestion des fonds disponibles et faire la proposition du financement des projets y relatifs;

c. la mise en place d'une base de données relatives au financement par des partenaires au développement ;

d. la promotion des relations de coopération intergouvernementale dans la gestion des

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y'ibiza binyujijwe mu butwererane hagati y'ibihugu.

partnerships.

catastrophes à travers le partenariat entre les Etats.

Ingingo ya 3: Imbonerahamwe n'incamake y'imyanya y'imirimu

Imbonerahamwe n'incamake y'imyanya y'imirimu bya Minisiteri y'Imicungire y'Ibiza n'Impunzi biri ku mugereka wa I n'uwa II y'iri teka.

Article 3: Organizational structure and summary of job positions

The organizational structure and summary of job positions of the Ministry of Disaster Management and Refugee Affairs are respectively in Annex I and II of this Order.

Article 3: Structure organisationnelle et synthèse des emplois

La structure organisationnelle et la synthèse des emplois du Ministère de la Gestion des Catastrophes et des réfugiés sont respectivement en annexes I et II du présent arrêté.

Ingingo ya 4: Abashinzwe kubahiriza iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo na Minisitiri w'Imicungire y'Ibiza n'Impunzi basabwe kubahiriza iri teka.

Article 4: Authorities responsible for the implementation of this Order

The Minister of Public Service and Labour and the Minister of Disaster Management and Refugee Affairs are entrusted with the implementation of this Order.

Article 4: Autorités chargées de l'exécution du présent arrêté

Le Ministre de la Fonction Publique et du Travail et le Ministre de la gestion des catastrophes et des réfugiés sont chargés de l'exécution du présent arrêté.

Ingingo ya 5: Ivanwaho ry'Ingingo zinyuranye n'iri teka

Ingingo zose z'amateka abanziriza iri kandi zinyuranyije na ryo zivanweho.

Article 5: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 5: Dispositions abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 6: Igihe iteka ritangira gukurikizwa

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

Article 6: Commencement

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

Article 6: Entrée en vigueur

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

Kigali, kuwa **08/07/2011**

Kigali, on **08/07/2011**

Kigali, le **08/07/2011**

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(sé)

MAKUZA Bernard
Minisitiri w'Intebe

(sé)

MAKUZA Bernard
Prime Minister

(sé)

MAKUZA Bernard
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

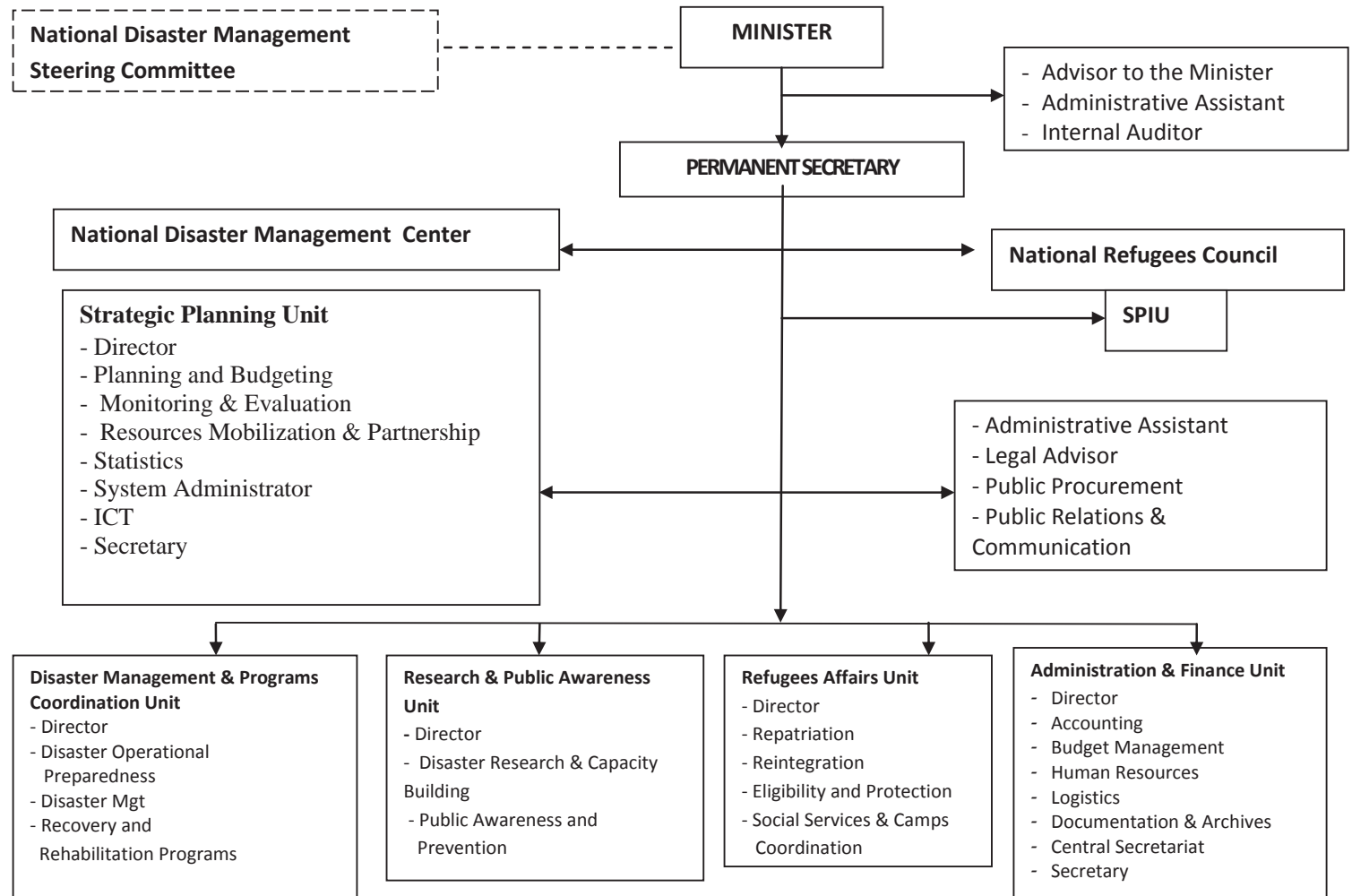
(sé)

KARUGARAMA Tharcisse
Minister of Justice/ Attorney General

(sé)

KARUGARAMA Tharcisse
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA MINISITIRI W'INTEBE N°75/01 RYO KUWA 08/07/2011 RIGENA INSHINGANO IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO YA MINISITERI Y'IMICUNGIRE Y'IBIZA N'IMPUNZI (MIDIMAR)	ANNEX I TO PRIME MINISTER'S ORDER N°75/01 OF 08/07/2011 DETERMINING MISSION, FUNCTIONS, THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS OF THE MINISTRY OF DISASTER MANAGEMENT AND REFUGEE AFFAIRS (MIDIMAR)	ANNEXE I DE L'ARRETE DU PREMIER MINISTRE N°75/01 DU 08/07/2011 PORTANT MISSION, FONCTIONS, STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DU MINISTERE DE LA GESTIONS DES CATASTROPHES ET DES REFUGIES (MIDIMAR)
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Bibonywe kugira ngo bishyirwe ku mugereka y'Iteka rya Minisitiri w'Intebe n°75/01 ryo kuwa 08/07/2011 rigena inshingano, imbonerahwwe n'incamake y'imyanya y'imirimo muri Minisiteri y'Imicungire y'Ibiza n'Impunzi (MIDIMAR)

Kigali, kuwa 08/07/2011

(sé)
MAKUZA Bernard
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 n° 75/01 of 08/07/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Disaster Management and Refugee Affairs (MIDIMAR)

Kigali, on 08/07/2011

(sé)
MAKUZA Bernard
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 n° 75/01 du 08/07/2011 portant mission, fonctions, organigramme et synthèse des emplois du Ministère de la Gestion des Catastrophes et des Réfugiés (MIDIMAR)

Kigali, le 08/07/2011

(sé)
MAKUZA Bernard
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 II W'ITEKA RYA MINISITIRI W'INTEBE N°75/01 RYO KUWA 08/07/2011 RIGENA INSHINGANO IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO YA MINISITERI Y'IMICUNGIRE Y'IBIZA N'IMPUNZI (MIDIMAR)	ANNEX II TO PRIME MINISTER'S ORDER N°75/01 OF 08/07/2011 DETERMINING MISSION, FUNCTIONS, THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS OF THE MINISTRY OF DISASTER MANAGEMENT AND REFUGEE AFFAIRS (MIDIMAR)	ANNEXE II DE L'ARRETE DU PREMIER MINISTRE N°75/01 DU 08/07/2011 PORTANT MISSION, FONCTIONS, STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DU MINISTERE DE LA GESTIONS DES CATASTROPHES ET DES REFUGIES (MIDIMAR)
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ANNEX II: SUMMARY OF JOB POSITIONS FOR MIDIMAR

Administrative Unit	Job Title	Title of Job Positions linked to the Job		Proposed Jobs
Office of the Minister	Minister	Minister of Disaster Mgt and Refugees Affairs	Political Appointee	1
	Advisor	Advisor to the Minister	Master or Equivalent in Law, Political Sciences, Public Administration, Social Sciences, Development Studies, with 1 year working experience; or A0 in Law, Political Sciences, Public Administration, Social Sciences, Development Studies; Or other relevant field with 3 year working experience	1
	Administrative Assistant	Administrative Assistant	A0 in Public Administration, Management; Or A1 Secretariat ; Or other relevant field with 3 year working experience;	1
	Internal Auditor	Internal Auditor	A0 Public Finance, Accounting ; Management specializing in Finance or Accounting	1
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Master or Equivalent in Political Science, Public Administration, Social Sciences, Management, Economics, Development Studies with 3 year working experience; or A0 in Political Science, Public Administration, Social Sciences, Management, Economics, Development Studies; Military Academy or be an Officer of Rwanda National Police/Rwanda Defense; or other relevant field with 5 year working experience; or 2 years in a senior position	1
	Administrative Assistant	Administrative Assistant	A1 Secretariat; Or other relevant field with 2 year working experience	1

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	Procurement	Procurement Officer	A0 in Procurement, Purchase, Accounting, Public Finance, Economics, Law, Engineering and other qualifications related to specific domain	1
	Public Relations & Communication	Public Relations & Communication Officer	A0 in Communication, Public Relations, Journalism, Marketing ; Or other relevant field	1
	Legal Advisor	Legal Advisor	A0 in Law with 2 year working experience	1
Strategic Planning Unit	Director	Director of Strategic Planning Unit	Master or Equivalent in Economics, Project Management, Development Studies, Management, Regional Development with 1 year working experience; or A0 in Economics, Project Management, Development Studies, Management; Regional Development, Or other relevant field with 3 year working experience;	1
	Planning, and Budgeting	Professional in Charge of Planning and Budgeting	Master or Equivalent in Economics, Development Studies, Management; or A0 in Economics, Development Studies, Management; Or other relevant field with 2 year working experience	1
	Monitoring and Evaluation	Professional in Charge of Monitoring and Evaluation	Master or Equivalent in Economics, Development Studies, Management; or A0 in Economics, Development Studies, Management; Or other relevant field with 2 year working experience	1
	Resources Mobilization & Partnership	Professional in Charge of Resources Mobilization & Partnership	Master or Equivalent in Economics, Project Management, Development Studies, Management; Or A0 in Economics, Development Studies, Management; Or other relevant field with 2 year working experience	1
	Statistics	Statistician	A0 in Statistics, Applied Mathematics, Economics ; Or other relevant field with 2	1

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			year working experience	
	System Administrator	System Administrator	Bachelor's degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or ICT related field ; Or Diploma in IT related field with 2 years experience in System Administration. Certified in A+, N+, Linux+ and MCITP or MCSE, MCSA is required; certification in CCNA and Server is an added advantage.	1
	ICT Officer	ICT Officer	Bachelors' Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or ICT related field; Or Diploma in an ICT related field. Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage	1
	Secretary	Secretary of Planning Unit	A1 Secretariat; Or other relevant field	1
Disaster Management & Programmes Coordination Unit	Director	Director of Disaster Management & Programmes Coordination Unit	Master or Equivalent in Political Sciences, Public Administration, Social Sciences, Development Studies, Management, Economics, with 1 year working experience; or A0 in Political Sciences, Public Administration, Social Sciences, Development Studies, Management, Economics, Military Academy; Or be an Officer of Rwanda National Police or Rwanda Defense Or other relevant field with 3 year working experience;	1

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	Disaster Management	Professional in Charge of Disaster Management	Master or Equivalent in Political Sciences, Public Administration, Social Sciences, Development Studies, or A0 in Political Sciences, Public Administration, Social Sciences, Development Studies ; Military Academy; Or be an Officer of Rwanda National Police or Rwanda Defense or other relevant field with 2 year working experience;	1
	Recovery & Rehabilitation Programs	Professional in Charge of Recovery & Rehabilitation Programs	Master or Equivalent in Management, Economics, Political Sciences, Public Administration, Social Sciences, Development Studies or A0 in Management, Economics, Political Sciences, Public Administration, Social Sciences, Development Studies ; Or other relevant field with 2 year working experience	1
	Disaster Operational Preparedness	Professional in Charge of Disaster Operational Preparedness	Master or Equivalent in Political Sciences, Public Administration, Social Sciences, Development Studies, or A0 in Political Sciences, Public Administration, Social Sciences, Development Studies ; Or other relevant field with 2 year working experience	1
Research & Public Awareness Unit	Director	Director of Research & Public Awareness Unit	Master or Equivalent in Geography, Geodesy, Engineering, Hydrology, Climatology, Demography & Population Studies, Social Sciences, with 1 year working experience, Or A0 in Geography, Geodesy, Engineering, Hydrology, Climatology, Demography & Population Studies, Social Sciences, Or other relevant field with 3 year working experience	1

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	Disaster Research & Capacity Building	Professional in Charge of Disaster Research & Capacity Building	Master or Equivalent in Geography, Geodesy, Engineering, Hydrology, Climatology, Demography & Population Studies, Social Sciences, Or A0 in Geography, Geodesy, Engineering, Hydrology, Climatology, Demography & Population Studies, Social Sciences, Or other relevant field with 2 year working experience	2
	Public Awareness and Prevention	Professional in Charge of Public Awareness and prevention	Master or Equivalent in Geography, Geodesy, Engineering, Hydrology, Climatology, Demography & Population Studies, Social Sciences, Or A0 in Geography, Geodesy, Engineering, Hydrology, Climatology, Demography & Population Studies, Social Sciences, Or other relevant field with 2 year working experience	1
Refugies Affairs Unit	Director	Director of Refugies Affairs	Master or Equivalent in Political Sciences, Public Administration, Social Sciences, Development Studies, Management, Economics, with 1 year working experience; or A0 in Political Sciences, Public Administration, Social Sciences, Development Studies, Management, Economics, or other relevant field with 3 year working experience	1
	Eligibility and Protection	Professional in Charge of Eligibility and Protection	Master or Equivalent in Law, Political Sciences, Public Administration, Social Sciences; or A0 in Law, Political Sciences, Public Administration, Social Sciences ; Or other relevant field with 2 year working experience	1

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	Social Services & Camps Coordination	Social Services & Camps Coordination	Master or Equivalent in Social Sciences, Political Sciences, Public Administration, Sociology, Psychology; or A0 in Social Sciences, Political Sciences, Public Administration, Sociology, Psychology, Or other relevant field with 2 year working experience	1
	Reintegration	Professional in Charge of Refugees Reintegration	Master or Equivalent in Law, Political Sciences, Public Administration, Social Sciences, Development Studies, or A0 in Law, Political Sciences, Public Administration, Social Sciences, Development Studies ; Or other relevant field with 2 year working experience	2
	Repatriation	Professional in Charge of Refugees Repatriation	Master or Equivalent in Law, Political Sciences, Public Administration, Community Development, Development Studies, Social Sciences or A0 in Law, Political Sciences, Public Administration, Community Development, Development Studies, Social Sciences, Or other relevant field with 2 year working experience	1
Finance & Administration Unit	Director	Director of Finance & Administration	Accounting Professional Qualification recognised by IFAC (ACCA, CPA etc); Or A0 Public Finance, Accounting, Management, specialising in Finance/Accounting, with 3 year working experience	1
	Accountant	Accountant	A0 Accounting, Public Finance, Management specialised in Finance/Accounting, plus Level II Professional Qualification recognised by IFAC, (ACCA, CPA etc)	1

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	Budget Mgt	Budget Officer	A0 in Public Finance, Accounting, Management, Economics	1
	HR	HR Officer	A0 in Management, Public Administration, Human Resources Manament, ; Or other relevant field	1
	Logistics Officer	Logistics Officer	A0 in Accounting, Management , Store Management; Economics Or other relevant field	1
	Documentation/Archives	Documentation & Archives Officer	A0 Library and Information Science ; A1 Library and Information Science with 3 year working experience; Or other relevant field	1
	Central Secretariat	Head of Central Secretariat	A1 Secretariat ; Or other relevant field with 2 year working experience	1
	Secretary	Secretary in Central Secretariat	A1 Secretariat ; Or other relevant field	1
	Secretary	Secretary of Finance & Administration Unit	A1 Secretariat ; Or other relevant field	1
	Grand Total			40

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Bibonywe kugira ngo bishyirwe ku mugereka y'Iteka rya Minisitiri w'Intebe n° 75/01 ryo kuwa 08/07/2011 rigena inshingano, imbonerahmwwe n'incamake y'imyanya y'imirimo muri Minisiteri y'Imicungire y'Ibiza n'Impunzi (MIDIMAR)

Seen to be annexed to the Prime Minister's Order n°75/01 of 08/07/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Disaster Management and Refugee Affairs (MIDIMAR)

Vu pour être annexé à l'Arrêté du Premier Ministre n°75/01 du 08/07/2011 portant mission, fonctions, organigramme et synthèse des emplois du Ministère de la Gestion des Catastrophes et des Réfugiés (MIDIMAR)

Kigali, kuwa **08/07/2011**

(sé)

MAKUZA Bernard
Minisitiri w'Intebe

Kigali, on **08/07/2011**

(sé)

MAKUZA Bernard
Prime Minister

Kigali, le **08/07/2011**

(sé)

MAKUZA Bernard
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