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RISHYIRAHU IMBONERAHAMWE
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MU KIGO CY'IGIHUGU GISHINZWE
GUTEZA IMBERE INGUFU, AMAZI
N'ISUKURA (EWSA)

PRIME MINISTER'S ORDER N°41/03 OF
20/05/2011 DETERMING STRUCTURE
AND SUMMARY OF JOB POSITIONS
FOR RWANDA ENERGY, WATER AND
SANITATION AUTHORITY (EWSA)

ARRETE DU PREMIER MINISTRE
N°41/03 DU 20/05/2011 DETERMINANT
L'ORGANIGRAMME ET LA
SYNTHESE DES EMPLOIS DE
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L'EAU ET DE L'ASSAINISSEMENT
(EWSA)

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ITEKA RYA MINISITIRI W'INTEBE N°41/03 RYO KUWA 20/05/2011 RISHYIRAHO IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO MU KIGO CY'IGIHUGU GISHINZWE GUTEZA IMBERE INGUFU, AMAZI N'ISUKURA (EWSA)

PRIME MINISTER'S ORDER N°41/03 OF 20/05/2011 DETERMING STRUCTURE AND SUMMARY OF JOB POSITIONS FOR RWANDA ENERGY, WATER AND SANITATION AUTHORITY (EWSA)

ARRETE DU PREMIER MINISTRE N°41/03 DU 20/05/2011 DETERMINANT L'ORGANIGRAMME ET LA SYNTHESE DES EMPLOIS DE L'OFFICE RWANDAIS POUR LE DEVELOPEMENT DE L'ENERGIE, DE L'EAU ET DE L'ASSAINISSEMENT (EWSA)

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 kamena 2003, nk'uko ryavuguruwe kugeza ubu, cyane mu ngingo zaryo iya 118, iya 119, iya 120, iya 121 n'iya 201;

Ashingiye ku Itegeko n° 43/2010 ryo kuwa 07/12/2010 rishyiraho Ikigo cy'Igihugu gishinzwe guteza imbere Ingufu, Amazi n'Isukura (EWSA) rikanagena inshingano, imiterere n'imikorere byacyo;

Ashingiye ku Itegeko n° 22/2002 ryo kuwa 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

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, 120, 121 and 201;

Pursuant to Law n° 43/2010 of 07/12/2010 establishing Rwanda Energy, Water and Sanitation Authority (EWSA) and determining its responsibilities, organisation and functioning;

Pursuant 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 Public Service

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, 120, 121 et 201;

Vu la Loi n° 43/2010 du 07/12/2010 portant création de l'Office Rwandais pour le développement de l'Energie, de l'Eau et de l'Assainissement (EWSA) et déterminant ses attributions, son organisation et son fonctionnement ;

Vu la Loi n° 22/2002 du 09/07/2002 portant Statut Général de la Fonction Publique; spécialement en ses articles premier, 2 et 17;

Sur proposition du Ministre de la Fonction

n'Umurimo;

and Labour;

Publique et du Travail;

Inama y'Abaminisitiri yateranye kuwa 16/03/2011 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet in session of 16/03/2011.

Après examen et adoption par le Conseil des Ministres en sa séance du 16/03/2011.

ATEGETSE:

HEREBY ORDERS:

ARRETE:

Ingingo ya mbere: Icy iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Iri teka rigena imbonerahamwe y'imyanya y'imirimo n'incamake y'imyanya y'imirimo mu Kigo cy'Igihugu gishinzwe guteza imbere Ingufu, Amazi n'Isukura (EWSA)

This Order determines the organizational structure and the summary of job positions for Rwanda Energy, Water and Sanitation Authority (EWSA).

Le présent arrêté détermine l'organigramme et la synthèse des emplois de l'Office rwandais pour le développement de l'Energie, de l'Eau et de l'Assainissement (EWSA).

Ingingo ya 2: Imbonerahamwe n'incamake y'inzego z'imirimo

Article 2: Organizational structure and summary of jobs

Article 2 : Organigramme et synthèse des emplois

Imbonerahamwe y'imyanya y'imirimo mu Kigo cy'Igihugu gishinzwe guteza imbere Ingufu, Amazi n'Isukura (EWSA) n'incamake y'imyanya y'imirimo biboneka ku migereka wa I n'uwa II y'iri teka.

Rwanda Energy, Water and Sanitation Authority (EWSA) organizational chart and the summary of job positions are respectively in annexes I and II of this Order.

L'Organigramme de l'Office Rwandais pour le Développement de l'Energie, de l'Eau et de l'Assainissement (EWSA) et la synthèse des emplois sont respectivement en annexes I et II du présent arrêté.

Ingingo ya 3: Abashinzwe kubahiriza iri teka

Article 3: Authorities responsible for the implementation of this Order

Article 3 : Autorités chargées de l'exécution du présent arrêté

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ibikorwa Remezo na Minisitiri

The Minister of Public Service and Labour, the Minister of Infrastructure, and the Minister of

Le Ministre de la Fonction Publique et du Travail, le Ministre des Infrastructures et le

Official Gazette n° special of 24 May 2011

w'Imari n'Igenamigambi bashinzwe kubahiriza iri teka.

Finance and Economic Planning are responsible for the implementation of this Order.

Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

Ingingo ya 4: Ivanwaho ry'ingingo zinyuranye n'iri teka

Article 4: Repealing provision

Article 4 : Disposition abrogatoire

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

All prior provisions contrary to this Order are hereby repealed.

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 5: Igihe iri teka ritangira gukurikizwa

Article 5: Commencement

Article 5 : Entrée en vigueur

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

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

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

Kigali, kuwa 20/05/2011

Kigali, on 20/05/2011

Kigali le 20/05/2011

(sé)

MAKUZA Bernard
Minisitiri w'Intebe

(sé)

MUREKEZI Anastase
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)

MAKUZA Bernard
Prime Minister

(sé)

MUREKEZI Anastase
Minister of Public Service and Labour

(sé)

MAKUZA Bernard
Premier Ministre

(sé)

MUREKEZI Anastase
Ministre de la Fonction Publique et du

Travail

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

(sé)

KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

**Seen and sealed with the Seal of the
Republic:**

(sé)

KARUGARAMA Tharcisse
Minister of Justice/Attorney General

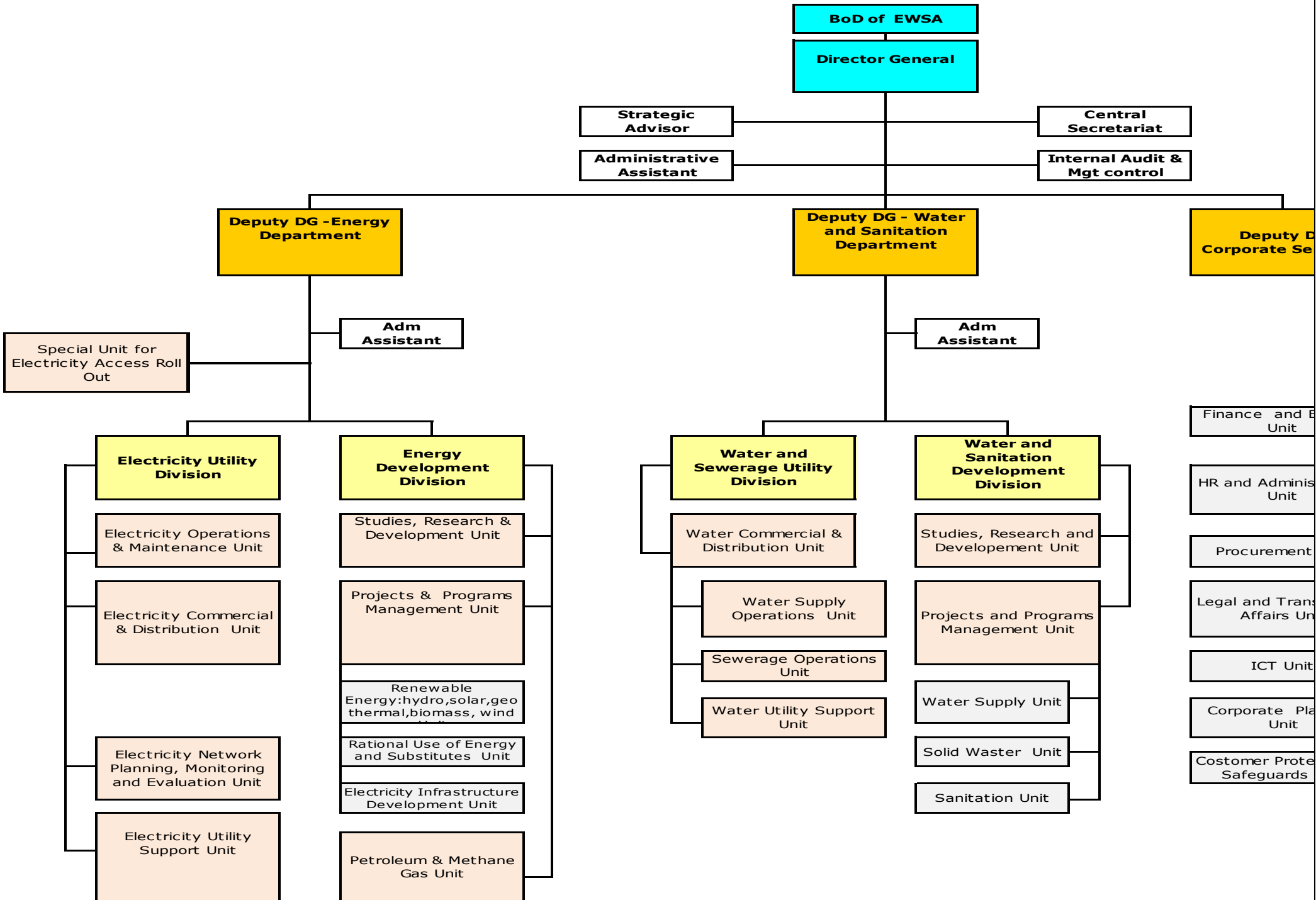
Vu et scellé du Sceau de la République :

(sé)

KARUGARAMA Tharcisse
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I KU ITEKA RYA MINISITIRI W'INTEBE N° 41/03 RYO KUWA 20/05/2011 RISHYIRAHU IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO MU KIGO CY'IGIHUGU GISHINZWE GUTEZA IMBERE INGUFU, AMAZI N'ISUKURA (EWSA)	ANNEXE I TO PRIME MINISTER'S ORDER N° 41/03 OF 20/05/2011 DETERMINING ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS FOR RWANDA ENERGY, WATER AND SANITATION AUTHORITY (EWSA)	ANNEXE I DE L'ARRETE DU PREMIER MINISTRE N° 41/03 DU 20/05/2011 DETERMINANT L'ORGANIGRAMME ET LA SYNTHESE DES EMPLOIS DE L'OFFICE RWANDAIS POUR LE DEVELOPEMENT DE L'ENERGIE, DE L'EAU ET DE L'ASSAINISSEMENT (EWSA)
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ENERGY, WATER AND SANITATION AUTHORITY - ORGANIZATIONAL CHART 2011



Bibonywe kugira ngo bishyirwe ku migereka y’Iteka rya Minisitiri w’Intebe n° 41/03 ryo kuwa 20/05/2011 rishyiraho imbonerahamwe n’incamake y’imyanya y’imirimo mu Kigo cy’Igihugu gishinzwe guteza imbere Ingufu, Amazi n’Isukura (EWSA)

Seen to be annexed to the Prime Minister’s Order n° 41/03 of 20/05/2011 determining the organizational structure and summary of job positions for Rwanda Energy, Water and Sanitation Authority (EWSA)

Vu pour être annexé à l’Arrêté du Premier Ministre n° 41/03 du 20/05/2011 déterminant l’organigramme et la synthèse des emplois dans l’Office Rwandais pour le développement de l’énergie, de l’eau et de l’assainissement (EWSA)

Kigali, kuwa 20/05/2011

Kigali, on 20/05/2011

Kigali, le 20/05/2011

(sé)

(sé)

(sé)

MAKUZA Bernard
Minisitiri w’Intebe

MAKUZA Bernard
Prime Minister

MAKUZA Bernard
Premier Ministre

(sé)

(sé)

(sé)

MUREKEZI Anastase
Minisitiri w’Abakozi ba Leta n’Umurimo

MUREKEZI Anastase
Minister of Public Service and Labour

MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

**Bibonywe kandi bishyizweho Ikirango
cya Repubulika**

(sé)

KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya
Leta

**Seen and sealed with the Seal of the
Republic:**

(sé)

KARUGARAMA Tharcisse
Minister of Justice/Attorney General

Vu et scellé du Sceau de la République :

(sé)

KARUGARAMA Tharcisse
Ministre de la Justice/ Garde des Sceaux

UMUGEREKA WA II KU ITEKA RYA MINISITIRI W'INTEBE N° 41/03 RYO KUWA 20/05/2011 RISHYIRAHU IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO MU KIGO CY'IGIHUGU GISHINZWE GUTEZA IMBERE INGUFU, AMAZI N'ISUKURA (EWSA)	ANNEXE II TO PRIME MINISTER'S ORDER N° 41/03 OF 20/05/2011 DETERMINING ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS FOR RWANDA ENERGY, WATER AND SANITATION AUTHORITY (EWSA)	ANNEXE II DE L'ARRETE DU PREMIER MINISTRE N° 41/03 DU 20/05/2011 DETERMINANT L'ORGANIGRAMME ET LA SYNTHESE DES EMPLOIS DE L'OFFICE RWANDAIS POUR LE DEVELOPEMENT DE L'ENERGIE, DE L'EAU ET DE L'ASSAINISSEMENT (EWSA)
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ANNEX II: SUMMARY OF JOBS AND JOB PROFILES FOR RWANDA ENERGY, WATER & SANITATION AUTHORITY (EWASA)

Administrative Unit	Job Title	Title of Job position linked to the job	Proposed Job
Office of Managing Director	Managing Director	Managing Director of EWASA	1
	Central Secretariat	Head of Central Secretariat	1
	Central Secretariat	Secretary in Central Secretariat	3
	Internal Audit	Director Internal auditor	1
	Internal Audit	Internal auditor Officers	19
	Customer Protection	Customer Protection Officer	9
	Administrative Assistant	Administrative Assistant to DG	1
	Strategic Advisor	Strategic Advisor to DG	2
	S/Total		37
Office of Deputy MD Corporate Services	Deputy Managing Director	Deputy Managing Director	1
	Administrative Assistant	Administrative Assistant	1
	S/Total		2
Finance and Budget Unit	Director	Director of Finance and Budget Unit	1
	Finance officers	Finance officers	4
	Chief Account	Chief Accountant	1
	Accounts	Accounts	6

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	Budget officers	Budget officers	4
	Secretary	Secretary of Unit	1
	S/Total		21
Human Resources and administrative Unit	Director	Director of Human Resources and Administration	1
	Human resource development officers	Human resource development officers	6
	Administration	Administration Officer	1
	Administration officers	Administration officers	4
	Procurement Officers	Procurement Officers	10
	Public Relations	Public Relations	5
	Logistics	Logistics officers	20
	Fleet	Drivers	150
	Asset Mgt	Asset Mgt Officer	5
	Fuel management	Fuel Management	5
	Documentation and Archives Officers	Documentation and Archives Officers	5
	S/Total		212
Legal and Transactions Affairs Unit	Director	Director of Legal & Transactions Unit	6
	Financial transaction advisors	Financial and Legal transaction advisors	4
	Environmental Safeguards Advisors	Environmental and social experts	4
Strategic Planning Unit	Director	Director of Strategic planning Unit	1
	Strategic Planning	Strategic Planning Officer	7
	S/Total		8
ICT UNIT	Director	Director of ICT Unit	1
	ICT Officer	ICT Officers (network, maintenance)	19
	S/Total		20

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Office of Deputy MD Energy Departement	Deputy DG	Deputy DG of Energy Department	1
	Administrative Assistant	Administrative Assistant	1
	S/Total		2
Electricity Utility Division	Head of Division	Head of Electricity Utility Division	1
	Administrative Assistant	Administrative Assistant	1
	S/Total		2
Operations & Maintenance Unit	Director	Director of Operations and Maintenance unit	1
	Generation section	Chief of Power plants	12
		Electricity operations officers	80
	Thermal and gaz plants	Mechanical operations officers	20
		chief of power plants	2
	Electricity operations officers	50	
	Mechanical operations officers	25	
	Power generation Head Quarters	Public Generation officers	2
	IPPs officers	2	
	S/Total		194
Transmission	Head of National control Center	Head of National control Center	1
	Substations operations	Substations operations	180
	SCADA operations	SCADA operations	18
	Head of Transmission lines and substations maintenance	Head of Transmission lines and substations maintenance	1
	Substations maintenance officers	Substations maintenance officers	28
	Transmission Line maintenance officers	Transmission Line maintenance officers	18
	Networks, Protection and Stability officers	Networks, Protection and Stability officers	5

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	Network Planning, Monitoring and Evaluation Unit	Network Planning, Monitoring and Evaluation Unit	16
	Manager of NPME	Manager of NPME	1
	Administrative Assistant	Administrative Assistant	1
	Strategic and specific Studies	Strategic and specific Studies	2
	Electricity project implementation	Electricity project implementation	2
	Equipment acquisition planning	Equipment acquisition planning officers	3
	Standards+techn. Specifications	Standards+techn. Specifications officers	3
	Network mapping+database	Network mapping+database officers	4
	S/Total		283
Commercial and Distribution Unit	Director	Director of Commercial & Distribution Unit	1
	Commercial	Chief Of Commercial	1
	Customer service	Customer service officers	3
	Marketing	Marketing officers	4
	Customer Management	Customer Management officers	3
	Revenue Accounting	Revenue Accounting officers	4
	Billing	Billing officers	4
	Debt Management	Debt Management officers	3
	Regional Coordination	Regional Coordination officers	3
	Distribution	Chief of Distribution	1
	Distribution line maintenance	Distribution maintenance	10
	Distribution line extension	Distribution line extensions	10
	Distribution Cabins and Switch Gears	Distribution Cabins and Switch Gears	6
	Secretary	Secretary of Unit	1
S/T		54	
Special Unit - Electricity Access Rollout Program	Director of EARP	Director of EARP	1
	Planning	Chief Planner	1

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		Planning officer	5
	Contract Management	Contract Management specialist	1
		Contract Management Officer	3
	Finance	Senior Financial Officer	1
		Financial Officer	3
	Administration & Logistics	Administration & Logistics Officers	14
	Secretary	Secretary of Unit	1
	S/Total		30
Electricity Utility Support Unit	Director	Director of Electricity Utility Support	1
	Administrative Assistant	Administrative Assistant	1
	Utility Finance (17 branches)	Utility Finance officers	17
	Utility Procurement	Utility Procurement specialists	3
	Logistics and Stock Management	Logistics and Stock Management officers	17
	S/Total		39
Energy Development Division	Director General	Director General Energy Development Division	1
	Administrative Assistant	Administrative Assistant	1
	S/Total		2
Studies, Research and Development unit	Director	Director of Research & Development	1
	Strategic and specific Studies	Strategic and specific Studies officers	2
	Energy information System Management	Energy information System Management officers	2
	Monitoring and Evaluation	Monitoring and Evaluation officers	2
	Research and Development	Research and Development Officers(technical, social, economics)	3
	Carbon markets	Carbon markets specialist	1
	S/Total		11
Project and Programs Management Unit	Director	Director of Project and Programs Management Unit	1

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	Administrative Assistant		1
	S/Total		2
Renewable Energies Unit	Director	Director of Renewable Energies	1
	Hydropower development	Chief Hydro power Engineer	1
		Senior Hydro mechanical engineer, Senior electrical engineer, senior civil engineer, senior hydro business specialist	4
		Hydro Surveyor, geologist, hydrologist	3
	Geothermal	Head of Geothermal + exploration, development, application	1
		Geothermal exploration(geologist, geochemist, geophysist, hydrologist, civil engineer)	5
		Geothermal application(steam specialist, power production)	2
	Wind and Solar	Wind and Solar specialists (Wind specialist, solar pv, solar thermal specialists)	3
		Head of Biomass	1
	Biomass	Domestic biogas specialist, institutional biogas specialist, peat to heat specialist, improved stoves specialists (2), carbonisation of charcoal specialist	6
	S/Total		23
Rational use of energy and substitute Energy	Director	Director Rational use of energy and sub.energy	1
	Industry and Transport	Industry and Transport	2
	Tertiary Sector and Residential	Tertiary Sector and Residential	2
	Substitute Energy	Substitute Energy	1
	S/Total		6
Electricity Infrastructure Unit	Director	Director of Electricity Infrastructure	1
	Generation	electricity generation specialist	2

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	Transmission	electricity transport specialist	2
	Distribution	Electricity distribution specialist	2
	S/Total		7
Petroleum and Methane Gaz Unit	Director	Director of Petroleum and Methane Gaz	1
	Petroleum	Petroleum exploration experts (upstream and down stream)	4
	Methane Exploration and Development	Methane Exploration and Development	4
	Peat to Power develoment	Peat to power development	
	Lake Kivu Monitoring	Head of Lake Kivu Monitoring	1
		Lake Kivu Monitoring Officer (Inspector, biologist, chemist, physist, database)	5
	S/Total		14
Office of Deputy Water and Sanitation Department	Deputy DG	Deputy DG of Water and Sanitation Department	1
	Administrative Assistant	Administrative Assistant	1
	S/Total		2
Water and Sewerage Utility Division	Director	Director of Water and Sewerage Utility Division	1
	Administrative Assistant	Administrative Assistant	1
	S/Total		2
Commercial and Distribution Unit	Director	Director of Commercial and Distribution	1
	Secretary	Secretary of Unit	1
	Marketing and Customer Service officers	Marketing and Customer Service officers	7
	Revenue Accounting officers	Revenue Accounting officers	10

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	Private Operations officers	Private Operations officers	3
	Regional Coordination officers	Regional Coordination officers	2
	S/Total		26
Water Supply Operations Unit	Director	Water Supply Operations Unit	1
	Water treatment plants (heads and operations officers)	Water treatment plants (heads and operations officers)	491
	Water supply network management	Water supply network management	162
	Water Supply Quality Management	Water Supply Quality Management	8
	District Operations Support	District Operations Support	5
	S/Total		667
Water Utility Support Unit	Director	Director of Water Utility Support	1
	Special Utility Finance	Special Utility Finance	6
	Utility Procurement	Utility Procurement	5
	Logistics, Stock and management	Logistics, Stock and management	2
	S/Total		14
Sewerage Operations	Director	Director of Sewerage operations	1
	Sewerage treatment plant	Sewerage treatment plant	2
	Sewerage Network	Sewerage network	2
	S/Total		5
Water and Sanitation Development Division	Director General	DG of Water and Sanitation Development Division	1
	Administrative Assistant	Administrative Assistant	1
	S/Total		2

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Studies, Research and Development unit	Director	Director of Studies, Research and Development Unit	1
	Research and Development	Research and Development	5
	Water and Sanitation Information Management	Water and Sanitation Information Management	3
	Monitoring and evaluation	Monitoring and evaluation	6
	Studies and designs	Studies and designs	6
	S/Total		21
Projects and Programs Management unit	Director	Director of Projects and Programs Management unit	1
	Administrative Assistant	Administrative Assistant	1
	Water supply	Water supply Officer	5
	Solid waste officers	Solid waste officers	2
	District support officers	District support officers	5
	Sanitation officers	Sanitation officers	3
	S/Total		17
	GRAND TOTAL		1725

Bibonywe kugira ngo bishyirwe ku migereka y’Iteka rya Minisitiri w’Intebe n° 41/03 ryo kuwa 20/05/2011 rishyiraho imbonerahamwe n’incamake y’imyanya y’imirimo mu Kigo cy’Igihugu gishinzwe guteza imbere Ingufu, Amazi n’Isukura (EWSA)

Seen to be annexed to the Prime Minister’s Order n° 41/03 of 20/05/2011 determining the organizational structure and summary of job positions for Rwanda Energy, Water and Sanitation Authority (EWSA)

Vu pour être annexé à l’Arrêté du Premier Ministre n° 41/03 du 20/05/2011 déterminant l’organigramme et la synthèse des emplois dans l’Office Rwandais pour le développement de l’énergie, de l’eau et de l’assainissement (EWSA)

Kigali, kuwa 20/05/2011

Kigali, on 20/05/2011

Kigali, le 20/05/2011

(sé)

(sé)

(sé)

MAKUZA Bernard
Minisitiri w’Intebe

MAKUZA Bernard
Prime Minister

MAKUZA Bernard
Premier Ministre

(sé)

(sé)

(sé)

MUREKEZI Anastase
Minisitiri w’Abakozi ba Leta n’Umurimo

MUREKEZI Anastase
Minister of Public Service and Labour

MUREKEZI Anastase
Ministre de la Fonction Publique et du Travail

**Bibonywe kandi bishyizweho Ikirango
cya Repubulika**

(sé)

KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya
Leta

**Seen and Sealed with the Seal of the
Republic:**

(sé)

KARUGARAMA Tharcisse
Minister of Justice/Attorney General

Vu et scellé du Sceau de la République :

(sé)

KARUGARAMA Tharcisse
Ministre de la Justice/ Garde des Sceaux

ITEKA RYA MINISITIRI N°10/2011
RYO KUWA 20/5/2011 RIGENA
IBICIRO BYEREKEYE IMIRIMO
Y'IYANDIKA RY'IBIKORWA
BY'UBUCURUZI BY'AMASOSIYETE

MINISTERIAL ORDER N°10/2011 OF
20/5/2011 DETERMINING FEES FOR
REGISTRATION OF COMPANIES'
BUSINESS ACTIVITIES

ARRETE MINISTERIEL N°10/2011
DU 20/5/2011 DETERMINANT LES
FRAIS D'ENREGISTREMENT DES
ACTIVITES COMMERCIALES DES
SOCIETES

ISHAKIRO

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ITEKA RYA MINISITIRI N°10/2011 RYO KUWA 20/5/2011 RIGENA IBICIRO BYEREKEYE IMIRIMO Y'IYANDIKA RY'IBIKORWA BY'UBUCURUZI BY'AMASOSIYETE

MINISTERIAL ORDER N°10/2011 OF 20/5/2011 DETERMINING FEES FOR REGISTRATION OF COMPANIES' BUSINESS ACTIVITIES

ARRETE MINISTERIEL N°10/2011 DU 20/5/2011 DETERMINANT LES FRAIS D'ENREGISTREMENT DES ACTIVITES COMMERCIALES DES SOCIETES

Minisitiri w'Ubucuruzi n'Inganda;

The Minister of Trade and Industry;

Le Ministre du Commerce et de l'Industrie ;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo ku wa 04 Kamena 2003, nk'uko ryavugururwe kugeza ubu, cyane cyane mu ngingo zaryo iya 120, iya 121 n'iya 201;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003, as amended to date, especially in Articles 120, 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 120, 121 et 201;

Ashingiye ku Itegeko n° 07/2009 ryo ku wa 27/04/2009 ryerekeye amasosiyeti y'ubucuruzi nk'uko ryahinduwe kandi ryujujwe kugeza ubu, cyane cyane mu ngingo yaryo ya 374;

Pursuant to Law n° 07/2009 of 27/04/ 2009 relating to companies as modified and complemented to date, especially in Article 374;

Vu la Loi n° 07/2009 du 27/04/2009 relative aux sociétés commerciales tel que modifiée et complétée à ce jour, spécialement en son article 374 ;

Asubiye ku Iteka rya Minisitiri n° 03/09/MINICOM ryo ku wa 08/05/2009 rigena ibiciro byerekeye imirimo y'iyandika ry'ibikorwa by'ubucuruzi by'amasosiyete;

Having reviewed the Ministerial Order n° 03/09/MINICOM of 08/05/2009 determining fees for registration of companies' business activities;

Revu l'Arrêté Ministériel n° 03/09/MINICOM du 08/05/2009 déterminant les frais d'enregistrement des activités commerciales des sociétés;

Inama y'Abaminisitiri yateranye ku wa 11/05/2011 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in its session of 11/05/ 2011;

Après examen et adoption par le Conseil des Ministres en sa séance du 11/05/2011 ;

ATEGETSE:

HEREBY ORDERS:

ARRETE:

Ingingo ya mbere: Icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Iri teka rigena ibiciro by'imirimo y'iyandika ry'amasosiyete n'ibikorwa by'ubucuruzi byayo ikorerwa mu biro by'Umwanditsi Mukuru.

This Order determines fees for registration of companies and their business activities applicable by the Office of the Registrar General.

Le présent arrêté détermine les frais d'enregistrement des sociétés commerciales et de leurs activités commerciales appliqués par l'Office du Registraire Général.

Ingingo ya 2: Imirimo yishyurwa n'ibiciro

Article 2 : Activities to be paid for and fees

Article 2: Activités requérant paiement et frais à payer

Ibiciro bisabwa ku mirimo yo kwandika amasosiyete n'ibikorwa by'ubucuruzi byayo biri ku mugereka w'iri teka.

Fees for registration of companies and their business activities are provided for in the annex to this Order.

Les frais d'enregistrement des sociétés commerciales et de leurs activités commerciales sont en annexe du présent arrêté.

Ibiciro by'imirimo y'iyandika ry'amasosiyeti y'ubucuruzi byishyurirwa ku biro by'Umwanditsi Mukuru, ku by'abamuhagarariye, ku mabanki n'ibigo by'imari byemewe hakurikijwe uburyo bwo kwishyura bukoreshwa mu Rwanda.

Fees for companies' registration services shall be paid at the office of the Registrar General, delegated offices, banks and other recognized financial institutions in accordance with payment systems used in Rwanda.

Les frais des services d'enregistrement des sociétés commerciales sont payés au bureau du Registraire Général, à ses bureaux décentralisés et aux banques et institutions financières agréées selon les moyens de paiement admis au Rwanda.

Ingingo ya 3: Kwiyandikisha hakoreshejwe umurongo wa interinete

Article 3: Online application

Article 3 : Demande d'enregistrement par internet

Kwiyandikisha hakoreshejwe umurongo wa interineta ni ubuntu. Ibiciro bivugwa

Online application shall be free of charge. The fees for services as provided for in

La demande d'enregistrement par voie d'internet est gratuite. Les frais des services tels

Official Gazette n° special of 24 May 2011

mu ngingo ya 2 y'iri teka ntibikurikizwa iyo imirimo isabwe hakoreshejwe umurongo wa interinete. Article 2 of this Order shall not be applicable in case of online application. que prévus à l'article 2 du présent arrêté ne sont pas applicables en cas de demande par voie d'internet.

Uburyo bwo kwiwandikisha hakoreshejwe umurongo wa interinete buteganywa n'amabwiriza y'Umwanditsi Mukuru. Modalities for online application shall be determined by the guidelines of the Registrar General. Les modalités d'enregistrement par internet seront déterminées par les directives du Registraire General.

Ingingo ya 4: Ivanwaho ry'ingingo zinyuranyije n'iri teka

Article 4: Repealing of inconsistent provisions

Article 4 : Disposition abrogatoire

Iteka rya Minisitiri n° 03/09/MINICOM ryo kuwa 08/05/2009 rigena ibiciro byerekeye imirimo y'iyandika ry'ibikorwa by'ubucuruzi by'amasosiyete, kimwe n'izindi ngingo zose z'amateka abanziriza iri kandi zinyuranyije naryo bivanyweho.

The Ministerial Order N° 03/09/MINICOM of 08/05/2009 determining fees for registration of companies' business activities, and all prior provisions contrary to this Order are hereby repealed.

L'Arrête Ministériel N° 03/09/MINICOM du 08/05/2009 déterminant les frais d'enregistrement des activités commerciales des sociétés, ainsi que toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 5: Igihe iteka ritangira gukurikizwa

Article 5 : Commencement

Article 5 : Entrée en vigueur

Iri Teko ritangira gukurikizwa ku muni ritangarijwe mu Igazeti ya Leta ya Repubulika y'u Rwanda.

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

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

Kigali, ku wa 20/5/2011

Kigali, on 20/5/2011

Kigali, le 20/5/2011

(sé)

KANIMBA François
Minisitiri w'Ubucuruzi n'Inganda

(sé)

KANIMBA François
Minister of Trade and Industry

(sé)

KANIMBA François
Ministre du Commerce et de l'Industrie

**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 KU ITEKA RYA ANNEX TO THE MINISTERIAL ANNEXE A L'ARRETE MINISTERIEL N°
MINISITIRI N° 10/2011 RYO KUWA ORDER N° 10/2011 OF 20/5/2011 10/2011 DU 20/5/2011 DETERMINANT LES
20/5/2011 RIGENA IBICIRO DETERMINING FEES FOR FRAIS D'ENREGISTREMENT DES
BYEREKEYE IMIRIMO REGISTRATION OF COMPANIES' ACTIVITES COMMERCIALES DES
Y'IYANDIKA RY'IBIKORWA BUSINESS ACTIVITIES SOCIETES
BY'UBUCURUZI BY'AMASOSIYETE**

IBIKORWA	ACTIVITIES	ACTIVITES	IGICIRO/FEE/FRAIS
Kwiyandikisha mu gitabo cy'ubucuruzi ku masosiyete	Company registration	Enregistrement des sociétés commerciales	10,000Frw
Kubitsa no guhindura izina ry'isosiyete	Reservation or Change of company name	Réservation ou Changement de Nom de la société	3,000Frw
Gushaka amakuru mu gitabo cy'ubucuruzi	Searching in the register	Consultation du registre de commerce	5,000Frw
Kubika inyandiko z'amasosiyeti	Filing Deeds of companies	Classement d'actes juridiques des sociétés	2,000Frw
Guhindura ibikorwa by'ubucuruzi	Change of business activities	Changement d'activités commerciales	5,000Frw
Guhindura abanyamigabane cyangwa imigabane	Change of shareholders or shares	Changement d'actionnaires ou d'actions	5,000Frw
Guhagarika isosiyete y'ubucuruzi	Closing a company	Demande de radiation d'une société	5,000Frw
Izindi serivisi zitavuzwe	Any other service not provided for	Tout autre service non indiqué	5,000Frw

Bibonywe ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n° 10/2011 ryo kuwa 20/5/2011 rigena ibiciro byerekeye imirimo y'iyandika ry'ibikorwa by'ubucuruzi by'amasosiyete

Kigali, ku wa 20/5/2011

(sé)

KANIMBA François
Minisitiri w'Ubucuruzi n'Inganda

Seen to be annexed to Ministerial Order n°10/2011 of 20/5/2011 determining fees for registration of companies' business activities

Kigali, on 20/5/2011

(sé)

KANIMBA François
Minister of Trade and Industry

Vu pour être annexé à l'Arrêté Ministériel n° 10/2011 du 20/5/2011 déterminant les frais d'enregistrement des activités commerciales des sociétés

Kigali, le 20/5/2011

(sé)

KANIMBA François
Ministre du Commerce et de l'Industrie

Bibonywe kandi bishyizweho ikirango cya Repubulika:

(sé)

KARUGARAMA Tharcisse
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Seen and sealed with the Seal of the Republic:

(sé)

KARUGARAMA Tharcisse
Minister of Justice/Attorney General

Vu et scellé du Sceau de la République:

(sé)

KARUGARAMA Tharcisse
Ministre de la Justice/Garde des Sceaux

RWANDA REVENUE AUTHORITY

ANNOUNCEMENT

PUBLIC NOTICE ON REQUIRED DOCUMENTS FOR CUSTOMS DECLARATIONS

In a bid to enhance trade facilitation and simplifying doing businesses in Rwanda, Rwanda Revenue Authority-Customs Services Department has revised required import documents as follows:

A) The mandatory documents

- 1. Commercial Invoice**
- 2. Packing List**
- 3. Bill of Lading/Airway Bill.**

B) Optional documents

- 1. The certificate of origin-** Importers will only submit it to enable them benefit from preferential tariff treatment
- 2. Technical/health certificate-** It may be required only for clearance of some specific commodities

This notice takes effect with immediate effect.

Done at Kigali, May 13th, 2011.

(sé)

Richard TUSABE
Deputy Commissioner General and
Commissioner for Customs Services Department

**CITY OF KIGALI (COK) - RWANDA DEVELOPMENT BOARD
(R.D.B):**

PUBLIC NOTICE

CITY OF KIGALI IN CONJUNCTION WITH THE RWANDA DEVELOPMENT BOARD (RDB) IS PLEASED TO INFORM THE GENERAL PUBLIC THAT THE ONE STOP CENTRE FOR CONSTRUCTION PERMITS LOCATED AT NYARUGENGE DISTRICT HAS FURTHER STREAMLINED THE CONSTRUCTION PERMITTING PROCESS BY CONSOLIDATING ALL PROCESSES RELATED TO CONSTRUCTION AT THE CENTRE.

IN ORDER TO REDUCE THE APPROVAL TIME, THE CENTRE NOW PROCESSES ALL LAND DOCUMENTS (SUCH AS LEASE CONTRACT, CONSTRUCTION PERMIT, OCCUPANCY PERMIT AND UTILITIES CONNECTION APPLICATIONS (ELECTRICITY, WATER, FIXED TELEPHONE) FOR ALL COMMERCIAL, MULTI-FAMILY RESIDENTIAL AND INSTITUTIONAL PROJECTS.

THIS CONSOLIDATED APPLICATION PROCESS, DOES NOT APPLY TO SINGLE FAMILY RESIDENTIAL CONSTRUCTION PROJECTS AND LAND TRANSFERS THAT WILL CONTINUE TO BE PROCESSED AT DISTRICT LAND OFFICES AS USUAL.

THE CITY OF KIGALI'S ONE STOP CENTRE WILL RECEIVE THE CONSOLIDATED APPLICATION AND DIRECTLY LINK WITH ENERGY, WATER AND SANITATION AUTHORITY (EWSA) AND LANDLINE TELEPHONE PROVIDER TO FACILITATE THIS PROCESS AND IT WILL DO THE SAME WITH RDB/IT FOR ICT CONNECTIVITY. CUSTOMERS DO NOT HAVE TO GO TO EWASA, TELEPHONE LANDLINE PROVIDER AND RDB-IT IF THEY HAVE SUBMITTED A CONSOLIDATED APPLICATION TO THE CENTRE.

THE CENTRE ENFORCES LEGALLY BINDING TIME LIMITS SET BY THE PRIME MINISTER'S ORDER ON CONSTRUCTION PERMITS (CLIENT CHARTER).

WE PLEDGE TO CONTINUE BETTER SERVICE DELIVERY.

DONE IN KIGALI, ON 11TH MAY 2011

(sé)

**NDAYISABA FIDÈLE
MAYOR
KIGALI CITY**

(sé)

**JOHN GARA
CHIEF EXECUTIVE OFFICER
RWANDA DEVELOPMENT BOARD**