

# REPUBLIKA Y'U RWANDA

MINISITERI Y'IMARI N'IGENAMIGAMBI



KOMISIYO Y'IGIHUGU ISHINZWE IBARURA

## IKIGO CY'IGIHUGU GISHINZWE IBARURISHAMIBARE MU RWANDA

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**IBARURA RYA KANE RY'ABATURAGE N'IMITURIRE  
(16-30 KANAMA 2012)**

**AGATABO K' AMABWIRIZA Y'UMUGENZUZI  
W'UMURENGE**

Mutarama, 2012

# IBIRI MURI AKA GATABO

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## 1. IBISOBANURO RUSANGE

Muri aka gatabo, hakubiyemo amabwiriza agenewe umugenzuzi w'Umurenge w'Ibarura Rusange rya kane ry'Abaturage n'Imiturire rizaba kuwa kuwa 16 kugeza kuwa 30 Kanama 2012.

Ibarura Rusange ry'Abaturage n'Imiturire rigamije kumenya umubare n'imiturire y'abaturage bose bari ku butaka bw'u Rwanda mu ijoro ry'ibarura (ni ukuvuga ijoro ryo kuwa 15/08 rishyira uwa 16/08/2012).

Ibarura Rusange rituma Leta cyangwa abandi baterankunga, berekwa mu gihe cya vuba ndetse n'ikizaza, ibikenewe n'aho bikenewe kuba, kugirango hategurwe igenamigambi mu by'amajyambere, mu by'ubukungu n'imibereho myiza y'abatuye Igihugu.

Ibarura Rusange rya kane rizatuma hamenyekana imihindukire y'imibare, kuwa ku Ibarura Rusange ryo muri Kanama 2002 n'impinduka zakurikiyeho zose ku mubare rusange w'abaturage, ku bagize urugo, ndetse n'ibyerekeranye n'imibereho y'abaturage, ubukungu n'imiturire yabo.

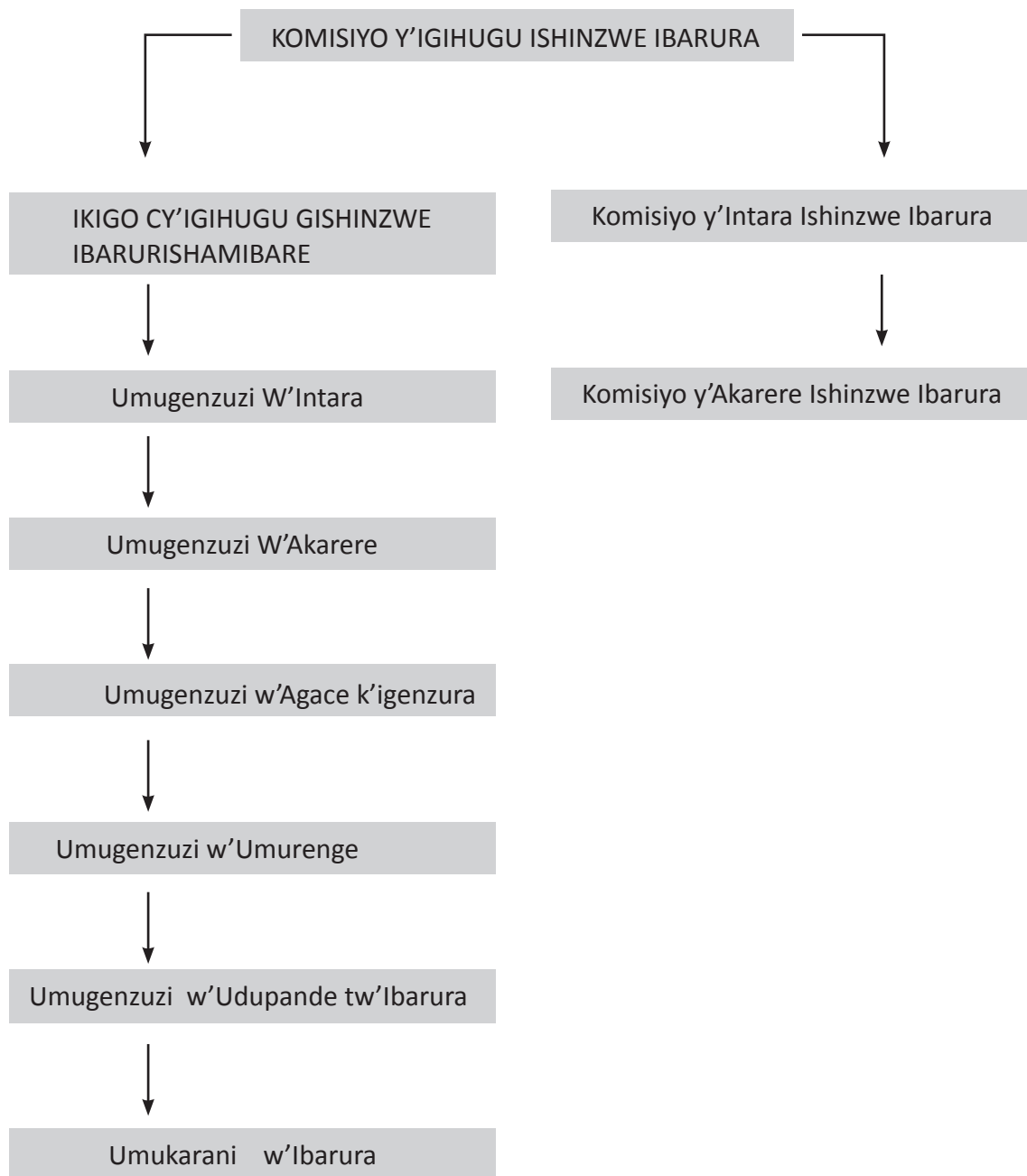
Wowe ukora akazi k'umugenzuzi w'umurenge muri rino Barura Rusange, ufite imirimo ya ngombwa. Kugira ngo iri Barura Rusange rigere ku ntego yaryo, urwego rw'umugenzuzi w'umurenge rurakenewe cyane haba mu mitunganyirize n'imiyoborere y'imirimo y'Ibarura Rusange mu Murenge.

Niyo mpamvu Ikigo cy'Igihugu gishinzwe Ibarurishamibare kigufitiye icyizere. Ubunyangamugayo bwawe bukazatuma imirimo y'Ibarura Rusange itungana neza mu Murenge ushinzwe.

Amabwiriza ari muri kano gatabo azagufasha mu mitunganyirize y'akazi washinzwe.

Ishushombonera ikurikira irakwereka urwego uriho mu mitunganyirize y'Imirimo y'Ibarura Rusange mu murenge.

## 2. ISHUSHO MBONERA Y'IMIRIMO Y'IBARURA



### **3. IBIRANGA UMUGENZUZI W'UMURENGE**

Mu mirimo y'Ibarura Rusange rya kane ry'Abaturage n'Imiturire ryo muri Kanama 2012, umugenzuzi w'umurenge ashinzwe imirimo ikurikira mu murenge:

- Ahagararira Ikigo cy'Igihugu gishinzwe Ibarurishamibare;
- Ayobora abagenzuzi b'udupande tw'ibarura n'abakarani b'ibarura;
- Ahugura abakozi bose ayobora;
- Agira uruhare rwa mbere mu mitunganyirize, mu bugenzuzi no mu gufata neza ibikoresho by'Ibarura.

#### **3.1. IMYITWARIRE Y'UMUGENZUZI W'UMURENGE**

##### **3.1.1. IMICO MYIZA Y'UMUGENZUZI W'UMURENGE**

Mu mirimo y'Ibarura Rusange, ugomba kumenya bihagije inyungu n'akamaro y'ubutumwa bwawe. Ntabwo ugomba kwisuzugura cyangwa ngo wumve ko usumba abandi bose. Ugomba kugira ikinyabupfura. Ugomba guhora wambaye neza ku buryo butabangamira abandi. Ugomba kwubahiriza umuco w'akarere ukoreramo. Ugomba gutoza abakozi ukuriye kwitwara neza imbere y'abaturage kuko bizafasha mu gutuma hatangwa ibisubizo nyabyo. Zirikana ko imyifatire mibi y'umwe mu bakozi b'ibarura, ishobora gutuma igikorwa gifitiye akamaro kanini igihugu cyangirika, maze uyirinde.

##### **3.1.2. KUMENYA AKAZI UGOMBA GUTUNGANYA**

Kubera urwego uriho rw'umugenzuzi w'umurenge mu Ibarura Rusange, ugomba kuba ufite ubumenyi buhagije mu mirimo yerekeranye n'ibarura n'uburyo bukoreshwa mu kubaza ubarurwa.

Ugomba kandi kuba washobora kuvumbura ko ibisubizo uhawe bidahuye n'ukuri cyangwa bivuguruzanya.

#### **3.2. KUGIRA IBANGA RY'AKAZI**

Kubera ko ari wowe ukuriye abagenzuzi b'udupande tw'ibarura n'abakarani b'ibarura mu murenge wose ubereye umuyobozi, ugomba kugira ibanga ry'akazi kuko ibisubizo byose bitangwa ku ntonde z'ibibazwa biba ari amabanga nk'uko itegeko rivuga ko umuntu wese ukora mu mirimo, iyo ariyo yose, yerekeranye no gutegura, gukora cyangwa gusesengura Ibarura ategetswe kugira ibanga ry'ibyo ashinzwe, bitaba ibyo agahanishwa ibihano biteganywa n'itegeko n° 01/2005 ryo ku wa 14/02/2005 rigena imiterere y'imirimo y'ibarurishamibare mu Rwanda.

Kuba uri umuyobozi, ugomba kugira ibanga ry'ibyo ubwirwa n'abakozi ukuriye kugira ngo wirinde icyateza amacakubiri mubo ukuriye. Kumvikana mu kazi bizatuma haba ukwizerana mu bakozi bose uyobora bitume Ibarura Rusange rigenda neza mu Murenge ushinzwe.

### **3.3. GUTANGA AMABWIRIZA ASOBANUTSE**

Ni byiza gutanga amabwiriza ashoboka gukurikizwa. Ntugomba guha amabwiriza adasobanutse abo ukuriye kuko byateza ingaruka mbi. Uramutse utanze amabwiriza adashoboka, bishobora kudindiza imirimo y'Ibarura Rusange kandi byanze bikunze rigomba kurangira mu gihe cy'iminsi 15. Ni ukuvuga kuva kuri 16/08 kugeza kuri 30/08/2012.

### **3.4. GUKORANA NEZA N'ABAYOBOZI B'UMURENGE NDETSE N'ABAKOZI B'IBARURA RUSANGE**

Umugenzuzi w' Umurenge agomba kumvikana n'abagenzuzi b'udupande tw'ibarura ndetse n'abakarani b'ibarura akuriye mu Murenge kugirango igikorwa cy'Ibarura gitange umusaruro ushimishije. Niwumvikana n'abo ukuriye nta kabuza umwuka mwiza uzatuma mutahiriza umugenzi umwe, mufatanye mu ngorane zivutse, mushakire ibisubizo ibibazo muhuye nabyo, wirinde gutegekesha igitugu no gusuzugura abo ukuriye. Ntugomba kubwira nabi umukozi w'Ibarura Rusange imbere y'ubarurwa cyangwa umugenzuzi w'udupande tw'ibarura imbere y'abakarani b'ibarura.

### **3.5. KUBAHIRIZA AMASAHA Y'AKAZI**

Buri mukozi w'Ibarura Rusange asabwa kwubahiriza amasaha asanzwe y'akazi; ni ukuvuga guhera saa moya za mu gitondo (7h00) kugeza saa sita (12h00), no kuva saa saba (13h00) kugeza saa kumi n'imwe za nimugoroba (17h00).

Mu gihe bibaye ngombwa, akazi gashobora gukorwa mbere cyangwa nyuma y'amasaha asanzwe y'akazi biturutse kuri gahunda wahawe n'ubarurwa utabasha kuboneka mu masaha y'akazi. Imirimo y'Ibarura Rusange mu Murenge igomba kurangira mu minsi 15 gusa. Mu gihe umugenzuzi w'agapande k'Ibarura yakumenyesheje ko hari aho imirimo itazaba yarangiye muri icyo minsi, ukore uko ushoboye ubimenyeshe ubuyobozi bugukuriye kugira ngo bishakirwe umuti hakiri kare.

By'umwihariko, mu gihe cy'Ibarura Rusange, nta mukozi n'umwe wemerewe gusiba ku kazi yitwaje ko yagiye gusenga, mu birori n'ibindi. Ibyo abakozi bose bagomba kubimenyeshwa mbere y'uko Ibarura Rusange ritangira, utabishoboye akiviramo hakiri kare.

## 4. AKAZI K'UMUGENZUZI W' UMURENGE

- Kubonana n'abayobozi b'inzeho z'ibanze kugira ngo ubamenyeshe ibirebana n'imirimo y'ibarura rusange n'uburyo izakorwa ;
- Kugenzura mu karere ushinze uko imirimo y'ibarura rusange ikorwa umunsi ku wundi ;
- Gutanga buri munsi ku mugenzuzi w'Agace k'igenzura uko imirimo ihagaze mu murenge ushinze ;
- Gukemura ibibazo byose byagaragara igihe cy'ibarura rusange, kandi ukabimenyesha umugenzuzi w'Agace k'igenzura;
- Mu gihe cy'ibarura rusange kugerageza guhura nibura rimwe mu minsi ibiri n'abagenzuzi b'udupande tw'ibarura mu rwego rwo kumenya uko igikorwa cy'ibarura kigenda no kumenya ibibazo bahura nabyo.
- Kugenzura ko intonde z'ibibazwa zuzuzwa neza ( gufata nkeya randomly).

### 4.1. UBUYOBOZI

Ni wowe uhuza abakozi b'ibarura mu rwego rw'Umurenge n'Umugenzuzi w'Agace k'igenzura; Umenye ko uhagarariye Ikigo cy'igihugu gishinzwe ibarurishamibare mu murenge wahawe kugenzura.

Ugomba gukora gahunda y'imirimo mu Murenge ushinze kandi ugashyikirana n'inzeho z'ubuyobozi bw' Umurenge ukoreramo.

Wemeza ko umukarani w'ibarura ufite ingorane yunganirwa n'umukarani w'ibarura w'umusimbura.

Ibibazo byose utaboneye umuti ugomba kubishyikiriza umugenzuzi w'agace k'igenzura kandi ukanamumenyesha n'ibyo wakemuye n'umwanzuro wabifatye.

### 4.2. GUTEGURA IBARURA

Ugomba kugenzura urutonde rw'ibigo bituwe byo mu Murenge ushinze.

Uzafasha kandi unagenzure uko bashyira inomeru ku mazu no ku ngo n'uko bakora urutonde rw'abakuru b'ingo rushyirwa mu gatabo k'agapande k'ibarura k'umukarani w'ibarura no ku yandi mafishi yabugenewe(listing).

### 4.3. IMIRIMO Y'IBARURA

Ugomba kugenzura akazi kamaze gukorwa kandi ugakurikirana buri munsi imirimo y'ibarura yakozwe mu Murenge ushinze.

Ugomba gusura buri gihe abagenzuzi b'udupande tw'ibarura n'abakarani b'ibarura ugasuzuma niba buzuzwa neza urutonde rw'ibibazwa n'agatabo k'agapande k'ibarura.

Ugomba kwumvikana n’abagenzuzi b’udupande tw’ibarura gahunda y’igihe n’ahantu muzajya muhurira kugira ngo murebere hamwe uko imirimo y’ibarura irimo kugenda mukanakemura kandi utubazo tugenda tuvuka.

Mu gihe abagenzuzi b’udupande tw’ibarura badafite uburyo buboroherereza urugendo mu kazi ko kugenzura abakarani b’ibarura, uzabibafashamo rimwe na rimwe ukoresheje moto yawe.

#### **4.4. GUKURIKIRANA NO KUGENZURA IMIRIMO Y’IBARURA**

Uzakurikiranira hafi Imirimo y’ibarura Rusange mu Murenge hose.

Uzajya ukorera raporo ku mpapuro zabigenewe kuri buri cyiciro cy’imirimo y’ibarura Rusange mu Murenge hanyuma uzohereze umugenzuzi wawe w’Agace k’igenzura ku matariki uzamenyeshwa.

Uzahagarikira abagenzuzi b’udupande tw’ibarura n’abakarani b’ibarura mu gikorwa cyo kumenya imbibi z’udupande tw’ibarura.

Nyuma y’igenzura ry’impapuro n’intonde zuzujwe, ugomba kuzishyikiriza umugenzuzi wawe w’Agace k’igenzura. Buri gihe uko utanze cyangwa wakiriye ibikoresho by’akazi, ugomba kwuzuzura impapuro zabigenewe.

Uzajye umenya kandi ibibazo byavutse mu gukata no gushyiraho imbibi z’udupande tw’ibarura.

#### **4.5. GUCUNGA NEZA IBIKORESHO N’ABAKOZI**

Ugomba guteganya hakiri kare ibikoresho bihagije bizakenerwa mu mirimo y’ibarura Rusange.

Uzashyikiriza ibikoresho bihagije by’imirimo y’ibarura abagenzuzi b’udupande tw’ibarura ku gihe kugira ngo igende neza. Ibyo bikoresho ni intonde z’ibibazwa n’izindi mpapuro zikoreshwa mu ibarura, amakaramu, amakaramu y’ibiti, agahanaguzo k’ikaramu y’igiti, ikaye yo kwandikamo, n’ibindi.)

Ifishi y’ihererekanya ry’ibyo bikoresho igomba gusinywaho n’impande zombi.

Uzajya wakira impapuro zuzuye ushyikirijwe n’abagenzuzi b’udupande tw’ibarura kandi unazigenzure uko iminsi igenda yigiraye utarinze gutegereza umunsi wa nyuma.

Uzajya ukemura ibibazo by’abagenzuzi b’udupande tw’ibarura ufitiye ubushobozi.

Ugomba gukurikiranira hafi niba buri mukozi ushinzwe yaje ku kazi.



## 5. AMABWIRIZA YIHARIYE Y'UMUGENZUZI W'UMURENGE

### 5.1. GUSIMBURA UMUKOZI W'IBARURA

Ni wowe wemeza ko hagira isimburwa ry'umukozi rikorwa mu Murenge ushinzwe. Mu buryo bwihutirwa, ugomba guhora witeguye gukemura ikibazo cy'umwe mu bakozi ukuriye wahura n'ingorane zitunguranye zatuma adakomeza akazi yatangiye. Mu gihe umugenzuzi w'udupande tw'ibarura agize impamvu zituma atabasha gukomeza gukora akazi ke, ni wowe umusimbura by'agateganyo (bitarenze umunsi umwe) ugategereza icyemezo cy'umugenzuzi w'Agapande k'igenzura bigakorerwa inyandiko. Niba umugenzuzi w'udupande tw'ibarura asibye igihe kirenze umunsi umwe, asimbuswa umusimbura we.

**Icyitonderwa:** Kugira ngo ubashe gutunganya akazi ushinzwe, ugomba guhora witeguye kuba wasimbura umwe mu bakozi waramuka ahuye n'ikibazo gitunguranye ku buryo byakerereza Imirimo y'Ibarura Rusange.

Ugomba gukurikiranira hafi amabwiriza yose mashya aturutse ku Kigo cy'igihugu gishinzwe ibarurishamibare.

### 5.2. KUGENZURA IMIRIMO Y'IBARURA

Umurimo w'ubugenzuzi ni wo wa mbere w'ingenzi ushinzwe. Impapuro zose ushyikirizwa n'abagenzuzi b'udupande tw'ibarura usabwa kuzigenzura neza mbere yo kuzishyikiriza Umugenzuzi w'Agapande k'igenzura. Birumvikana ko utagenzura intonde z'ibibazwa zose zo mu Murenge, ariko hari igenzura riciriritse ushobora gukora: nko gufata zimwe ziba zakosowe n'umugenzuzi w'udupande tw'ibarura ukareba niba imbonerahamwe z'ingo zujijwe neza, ukareba niba ibibazwa byaragiye bibazwa abo bigomba kubazwa cyangwa niba nta bibazo byagiye bisimbukwa...

Unagenzura kandi imihererekanye y'ibikoresho by'ibarura hagati y'umugenzuzi w'udupande tw'ibarura n'umukarani w'ibarura.

Mu gihe cy'Ibarura Rusange, intonde z'ibibazwa zigenzurwa hakurikijwe amabwiriza aba yatanzwe n'ikigo cy'igihugu gishinzwe Ibarurishamibare. Ushobora kureba niba ibisubizo byatanzwe bijyanye n'ibibazo byabajijwe. Ugomba kumenya neza niba muri rusange abakozi ushinzwe bafite imyumvire imwe ku bibazwa.

Kugenzura ko ibibazwa byumvikana kandi bigasubizwa kimwe mu Karere, ni bumwe mu buryo bugaragaza amakosa ashobora gukorwa n'abakarani b'ibarura.

Usabwa kujya kenshi aho abakarani b'ibarura n'abagenzuzi b'udupande tw'ibarura bakorera ukirebera ubwawe uko batunganya Imirimo y'Ibarura Rusange. Ukagenzura uko umukarani arimo kwuzura intonde z'ibibazwa mu ngo no mu bigo bibarurwa.

Buri gihe, abo ugenzura ntibagomba kumenya igihe uzaza kubasura, bityo bagahora bazi ko igihe cyose uri hafi yabo.

### **5.3.UWO UMUGENZUZI W’UMURENGE YITABAZA AGIZE INGORANE**

Ni ngombwa kutihererana ikibazo cyakunaniye gukemura. Ugomba gushyikiriza ikibazo utaboneye igisubizo urwego rugukuriye. Aramutse atabonetse vuba wakwiyambaza umugenzuzi w’Umurenge muhana imbibi. Biramutse byihutirwa cyane, ushobora kwiyambaza Ikigo cy’Igihugu gishinzwe ibarurishamibare. Si byiza ariko gusimbuka urwego rukwegereye kuko bishobora guteza akaduruvayo mu mirimo y’Ibarura Rusange.

## **6. UMWANZURO**

Ishami ry’Igihugu Rishinzwe Ibarura ryaguhisemo ngo urihagararire mu mirimo y’Ibarura Rusange ry’Abaturage n’Imiturire mu Murenge wose kubera icyizere ryari rigufitiye. Bityo, ni wowe Igihugu cyose gihanze amaso. Urwego rw’Ubugenzuzi mu Murenge rufite uruhare rukomeye mu mitunganyirize n’imiyoborere y’imirimo y’Ibarura Rusange.

Kora neza ku buryo rizaba ryarangiye mu Murenge ushinzwe mu minsi 15.

Imirimo uzaba watumye itungana neza mu Murenge, ni yo izagaragariza Abayobozi b’Igihugu n’abandi baterankunga ibikorwa by’amajyambere bikenewe mu Murenge!