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

AGATABO K' AMABWIRIZA AGENEWE UMUHUZABIKORWA W'IBARURA RUSANGE KU RWEGO RW'INTARA (Province Coordinator)

Gashyantare, 2012

IBIRI MURI AKA GATABO

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IRIBURIRO

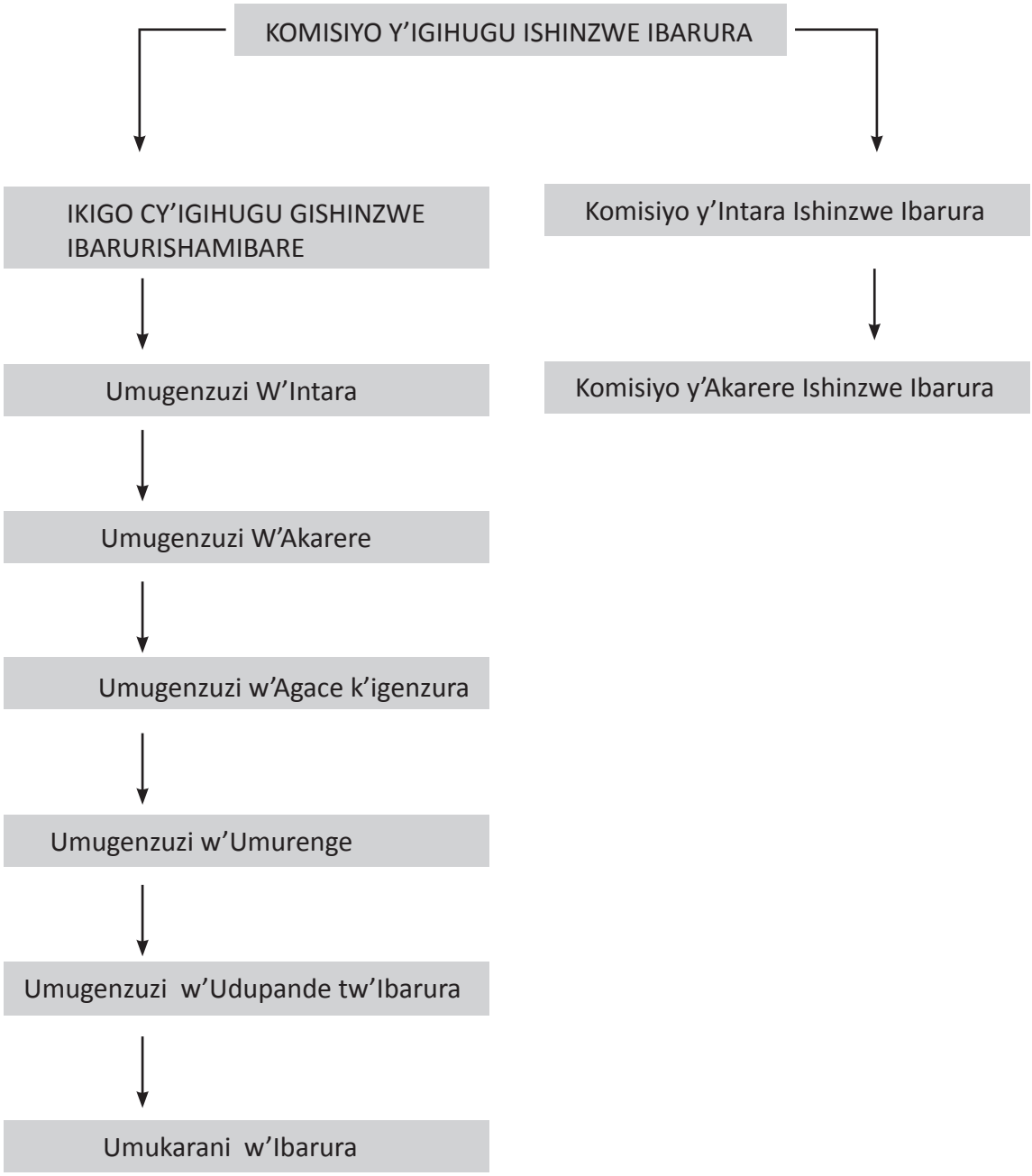
Ibikubiye muri aka gatabo ntabwo ari amabwiriza ahubwo ni imirongo migali ngenderwaho imufasha kumenya no gukurikirana imirimo iremereye ashinzwe mu migendekere myiza y'ibarura.

Nk'umugenzuzi ku rwego rwa 2 rw'ibarura asabwa gutunga no gusobanukirwa neza ibikubiye mu dutabo tw'amabwiriza y'ibarura ku nzego zose akuriye. Ibyo ni:

- Agatabo k'Umugenzuzi ku rwego rw'Akarere
- Agatabo k'Umugenzuzi ku rwego rw'agace k'igenzura (imirenge irenze 1)
- Agatabo k'Umugenzuzi ku rwego rw'Umurenge
- Agatabo k'Umugenzuzi w'Udupande tw'Ibarura
- Agatabo k'Amabwiriza y'Umukarani w'Ibarura

Kubisoma kenshi no kubisobanukirwa bizamufasha gutunganya neza imirimo. Azajya abyifashisha buri gihe cyose ari muri ako kazi kandi si ngombwa ku bigarukaho kuko bisobanuye bihagije muri buri gatabo.

1. UMWANYA W'UMUHUZABIKORWA W'IBARURA KU RWEGO RW'INTARA MU ISHUSHO MBONERA Y'IMIRIMO Y'IBARURA RUSANGE RYA KANE.



Biragaragara ko :

1. Umuhuzabikorwa w'ibarura ku rwego rw'Intara ari we shingiro ry'ibikorwa bya Komisiyo y'Intara ishinzwe ibarura muri rusange akaba n'umuhuzabikorwa w'ibikorwa by'uturere tuyigize by'umwihariko.

2. Umuhuzabikorwa w'ibarura ku rwego rw'Intara ni we ukuriye inzego enye z'ibarura cyane cyane urwego rw'Akarere..

3. Umuhuzabikorwa w'ibarura ku rwego rw'Intara azahabwa uburyo buhagije kugirango atunganye neze imirimo ye (imodoka, uburyo bw'itumanaho n'ibindi,..)

4. Umuhuzabikorwa w'ibarura ku rwego rw'Intara agomba gushobora gukemura ibibazo bishobora kubangamira imigendekere myiza y'ibarura haba ku rwego tekiniki cyangwa mu buyobozi.

2. KWIBUTSA IMYITWARIRE UMUHUZABIKORWA W'IBARURA KU RWEGO RW'INTARA AGOMBA KUGIRA NI IBYO ASABWA KWIRINDA.

a) Ikigo cy'Igihugu cy'Ibarurishamibare mu Rwanda gisaba abari mu gikorwa cy'ibarura uhereye ku Muhzabikorwa ku rwego rw'Intara nabo akurye bose ibi bikurikira :

- **Ubunyangamugayo :** Urebye umubare w'abakozi Umuhuzabikorwa w'ibarura ku rwego rw'Intara aba akuriye agomba kumenya uko abakoresha n'imibanire hagati yabo. Imyitwarire yawe igomba kuba ndakemwa kugirango ukorane neza na bagenzi bawe.

- **Ukuri:** Kugirango harangwe umwuka mwiza hagati y' Umuhuzabikorwa w'ibarura ku rwego rw'Intara n'abakozi akuriye, agomba kurangwa n'ukuri. Ashobora gutanga igihano, kugaya, gushima cyangwa guhemba igihe cyose bibaye ngombwa.

- **Gukunda akazi :** Umuhuzabikorwa w'ibarura ku rwego rw'Intara agomba gukora no gukunda akazi kandi akishimiye. Asabwa gukorana ubwitonzi kandi neza imirimo ye.

- **Umurava :** Kumenya gushishoza no gufata ibyemezo. Guhora utekereza icyatuma akazi kagenda neza kandi kihuta, guhorana umurava.

- **Guteganya :** Gutekereza ku bibazo bishobora kuvuka n'ingamba zafarwa kugirango bikemuke.(abarwara, abanebwe, abitwara nabi, imburamukoro ni ukubahozaho ijisho, (amamodoka n'ibikoresho bigomba gucungwa neza). Wakora iki mu gihe hagize ikiba muri ibi,menya kandi ko bitajya bibura?

- **Kubahiriza gahunda :** Umuhuzabikorwa w'ibarura ku rwego rw'Intara asabwa kuzuza inshingano ze imwe ku yindi ku ngengabihe iteganyijwe akanabisaba abo bakorana ngo babyubahiriza kugirango bose bagendere hamwe kandi buzuzanye aho bizaba ngombwa.

b) Na none Umuhuzabikorwa w'ibarura ku rwego rw'Intara asabwa kureka imyitwarire imwe n'imwe ishobora kubangamira igikorwa cy'ibarura. Izwi cyane ni iyi:

- **Ubunebwe :** Agomba kumenya umunota k'umunota uko imirimo ihagaze mu Turere twose ashinzwe. Kubera izo nshingano ni uguca ukubiri n'ubunebwe

- **Kudaha agaciro igikorwa :** Gukurikira akantu kose nta na kamwe ushyize ku ruhande. Kudategereza ngo nzabikora ejo,…

- **Uburangare cyangwa kudafatira umwanya uhagije igikorwa (concentration):** Kudatekereza akantu kose kakurangaza gashobora kugutesha umwanya mu gukurikirana ibikorwa ushinzwe by'ibarura.

Harimo n'indi myitwarire mibi nko kwirirwa cyangwa kurara ugenda nta kintu gifatika ukora, kurara mu bunywero,… Ingaruka zishobora kugaragara ku gikorwa muri rusange cy'ibarura.
Urugero : Bucya wananiwe,hashobora kuvuka impanuka, kwibwa ibikoresho by'akazi,…

3. IBYO ASABWA, IBYO ATEGETSWE N'INSHINGANO ZIHARIYE.

a) **IBYO ASABWA MURI RUSANGE :** Gukurikirana ibikorwa byose bijyanye n'ibarura, ni ukuvuga:

- Kuba mu mahugurwa y'abakarani b'ibarura, ay'abagenzuzi b'udupande tw'ibarura,ab'Imirenge nabo ku Turere ;

- Kwakira no gutanga ibikoresho, kwegeranya no gusubiza ku Kigo cy'Igihugu gishinzwe Ibarurishamibare mu Rwanda ibikoresho bisabwa gusubirayo,intonde z'ibibazo zujujwe, amaraporo n'ibindi…,

- Gufasha abagenzuzi n'abakarani bose bari mu ibarura kurangiza neza inshingano zabo;

- Gukurikirana no kugenzura abakozi bari mu ibarura n'imirimo yabo ;

- Gukora no gutanga amaraporo asabwa wifashishije imbonerahamwen'inkingi bitangwa n'Ikigo.

b) Ibyo ategetswe : Kuba mu mahugurwa no guhugura abakarani b'ibarura :

- Kuba mu mahugurwa yose ajyanye n'ibikorwa by'ibarura ;

- Gutunganya no gutegura amahugurwa y'abakozi bose bazajya mu gikorwa cy'ibarura.

c) Inshingano : Umuhuzabikorwa w'ibarura ku rwego rw'Intara ni we ushinzwe abakozi bose bakorera mu Turere tugize iyo Ntara : Abagenzuzi bari ku rwego rw'Akarere, Agace k'igenzura, Murenge, Abagenzuzi b'Udupande tw'Ibarura n'Abakarani b'ibarura. Uretse ibyo, ashinzwe no kumenya ko ingo zose ziherereye muri iyo Ntara zabaruwe kandi ko intonde z'ibibazo zujujwe zatashye.

Igikorwa cyose giteganyijwe mu minsi 15 gusa. Ni yo mpamvu Umuhuzabikorwa w'ibarura ku rwego rw'Intara asabwa gukurikirana ireme n'umubare w'ibyakozwe umunsi ku w'undi kandi ku nzego zose z'ibarura akuriye.

Ireme ry'umurimo w'ibarura ni ngombwa : Ibyo azaba yakoze byose n'abo azaba ashinzwe bizasuzumwa cyane, Ireme ry'umurimo wabo n'iryo rizashingirwaho mukwemeza ibyo bakoze.

Iki gikorwa Umuhuzabikorwa w'ibarura ku rwego rw'Intara azaba akoze kiba rimwe mu myaka 10. Azanezezwa no kubona cyose kigenze neza.

4. GUKURIKIRANA NO KUMENYA IBIPIMO BY'IMIRIMO KURI BURI NZEGO

a) Gukurikira uko imirimo ikorwa : Ibyo birareba imirimo inyuranye :

- Kumenya agapande k'ibarura no gushyira nimero ku mazu no ku ngo.
- Kuzuza agatabo k'agapande k'ibarura
- Gutanga ibikoresho by'ibarura
- Ireme ry'ubufasha rihabwa abakarani b'ibarura n'abagenzuzi babo
- Uko ibazwa rikorwa mu ngo n'intonde z'ibibazwa zujujwe neza.
- Kuzuza amafishi y'imbonerahamwe yabugenewe
- Kwegeranya amaraporo anyuranye atangwa n'abagenzuzi ku nzego zose z'ibarura (raporo,ihererekanya ry'ibikoresho, ifishi ya buri munsi y'imigendekere y'ibarura,…
- Gukomeza umwuka mwiza hagati y'abakozi n'inzego.
- Kugira imibanire myiza n'ubuyobozi bw'inzego z'ibanze.

b) Kugenzura/Gupima biza nyuma yo gukurikirana ibikorwa. Ni ugufata igipimo runaka cyerekana aho ugeze mu nshingano zawe, niba warazujuje cyangwa se niba bitaragezweho. Mu kubikora ushyiraho ingingo uzagenderaho mu gutanga ibyo bipimo.

5. GUKORA RAPORO ZISABWA

Itangwa igendeye ku nkingi zitangwa n'Ikigo cy'Ibarurishamibare mu Rwanda. Iyi raporo igomba kugaragaza isura nyayo y'ibarura. Ni indorerwamo y'ibyagenze neza n' ibyagenze nabi kandi ikavuga ku bikorwa byose byakozwe :

- Amazina y'uwayikoze n'Intara yakoreyemo ;
- Ibibazo bijyanye n'imyuzurizwe y'intonde z'ibibazwa (ikibazo runaka, uko giteye n'umuti/igisubizo mwagihaye,…);
- Ibibazo mwagiye muhura nabyo mu ibarura (uko mwabyize n'uko mwabikemuye)
- Gusoma amakarita (ibibazo +ibisubizo) ;
- Uko abakozi baje mu gikorwa /amahugurwa;
- Ibikoresho;
- Abakozi;
- Kumenyekanisha igikorwa;
- Itumanaho;
- Ibindi.

Umuhuzabikorwa w'ibarura ku rwego rw'Intara agenda yegeranya ingingo azashyira muri raporo uko ibarura rigenda rikorwa umunsi ku munsi. Hari ibyo yibonera hakaba n'ibyo abwirwa n'abo bakorana bari ku nzego z'Uturere, uduce tw'igenzura, Umurenge cyangwa mu bagenzuzi b'udupande tw'ibarura. Ashobora gutangira kuyandika hasigaye nk'iminsi itatu kuko ibyangombwa biba bimaze kugaragara.
Raporo igomba kuba yuzuye, ikoze neza kandi irimo ibitekerezo bivuye mu nzego zose z'ibarura azaba akuriye cyane cyane abagenzuzi bo ku nzego z'Uturere.

6. UMURIMO WO GUCUNGA ABAKOZI N'IBIKORESHO

a) Gucunga abakozi :

- Gushyira no kumenya ko abakozi bose bari mu myanya yabo. Ibi abikora afatanyije n'abagenzuzi baba bari ku rwego rw'Uturere.
- Ashobora no gusimbura umukozi wananiwe akazi cyangwa guhinduranya abakozi mu gihe bibaye ngombwa.
- Kumenya ibibazo by'abakozi no kubigeza ku nzego bireba(Imishahara, amasezerano y'akazi,…).

b) Gucunga ibikoresho :

- Gucunga neza ibikoresho by'ibarura no kumenya ko bihagije mu Ntara uherereyemo ;
- Kumenya umubare w'ibikoresho ucyenewe ugereranije n'uko Intara ingana, uko iteye, uko ituwe,….
- Gusaba ibikoresho bicyenewe byose no kuzuza impapuro zabugenewe;
- Kugeza ibikoresho mu Ntara wahawe gukoreramo;
- Kubigeza mu Turere twose tugize iyo Ntara no gusinyisha abo ubihaye;
- Kumenya ko bikoreshwa neza;
- Kwegeranya ibikoresho nyuma y'ibarura, kuzuza impapuro zibiherekeza;
- Kugeza ibikoresho byose bisabwa ku Kigo cy'ibarurishamibare naho ukuzuza impapuro zisabwa.(Iherekanyabubasha).
- Kumenya imikorere n'imikoreshereze y'amamodoka yoherejwe muri iyo Ntara.