Repubulika y'u Rwanda
Umujyi wa Kigali

Nº ya Ref2474/07.01.05/16 Kigali, ku wa 23./11./2016

Madamu Umuyobozi w'Akarere ka Kicukiro;
Madamu Umuyobozi w'Akarere ka Nyarugenge;
Bwana Umuyobozi w'Akarere ka Gasabo
KIGALI

Impamvu: Gushyira mu bikorwa amabwiriza ajyanye n'irondo ry'umwuga mu Mujyi wa Kigali

Madamu/Bwana Muyobozi w'Akarere,

Nshingiye ku myanzuro y'inama ya Komite y'Umutekano yaguye y'Umujyi wa Kigali yo ku wa 28/10/2016 by'umwihariko umwanzuro wo kuvugurura irondo ry'umwuga mu Mujyi wa Kigali , aho yemeje amabwiriza yo kunoza irondo ry'umwuga mu Mujyi wa Kigali;

Nejejwe no kubohererereza, ku mugereka w'iyi baruwa, amabwiriza yemejwe ajyanye no kunoza imicungire y'irondo mu Mujyi wa Kigali mbasaba kwihutisha ishyirwa mu bikorwa ryayo.

Mugire amahoro.

MUKARULIZA Monique
Umuyobozi w'Umujyi wa Kigali

Bimenyeshejwe:
- **Nyakubahwa Minisitiri w'Ubutegetsi bw'Igihugu**
  KIGALI

IRONDO RY'UMWUGA MU KUNGANIRA INZEGO Z'IBANZE N'IZ'UMUTEKANO MU MUJYI WA KIGALI

IRIBURIRO

Irondo ry'umwuga ni uburyo abaturage bishyiriyeho mu kwicungira umutekano ku rwego rw'Umudugudu bunganira inzego z'umutekano bigakorwa kinyamwuga, hagamijwe gukumira ibyaha no gutanga amakuru ku gihe.

Dushingiye ku mabwiriza ya Minisitiri w'Ubutegetsi bw'Igihugu N° 001/07.01 yo ku wa 04/01/2013, mu ngingo ya 14 ivuga inshingano z'ubuyobozi mu mikorere y'amarondo, n'ingingo ya 15 ivuga ikanagena abakora irondo n'abariyobora;

Dushingiye kandi ku iterambere n'ikoranabuhanga abatuye isi bagenda bageraho, rikaba ridasiga inyuma abagizi ba nabi bakora ibyaha kandi babikorana ubuhanga;

Dusanga ubufatanye hagati y'abaturage, inzego z'umutekano n'ubuyobozi bw'inzego z'ibanze ari ngombwa kugira ngo tugere ku mutekano uhamye kandi urambye.

INTEGO Y'IGIKORWA

Intego ni ukugaragaza uburyo abaturage batuye Umujyi wa Kigali bagomba kwikorera irondo ry'umwuga mu rwego rwo kwirindira umutekano.

INGINGO ZIKUBIYE MURI IYI NYANDIKO:

1. Inshingano z'irondo ry'umwuga
2. Inshingano za buri rwego rw'ubuyobozi bw'irondo
3. Umubare w'abagize irondo ry'umwuga
4. Uko Abanyerondo bakurikiranwa
5. Ibikoresho Abanyerondo bagomba gukoresha
6. Kugena ahashyirwa *posts* z'irondo
7. Uko umusanzu w'umutekano ukusanywa n'ibyo ukoreshwa

I. INSHINGANO Z'IRONDO RY'UMWUGA

Irondo ry'umwuga rifite inshingano yo kurinda umutekano w'abaturage mu Mudugudu. Inshingano mu buryo burambuye ni izi zikurikira:

- Gushaka amakuru yose y'ibyahungabanya umutekano agatangirwa igihe;
- Gukumira ibyaha bitaraba;
- Gutabara byihuse aho bibaye ngombwa;
- Kunganira izindi nzego zishinzwe kurinda umutekano w'abaturage.

II. INSHINGANO ZA BURI RWEGO RW'UBUYOBOZI

Irondo ry'Umwuga rishingiye ku Mudugudu, rigakurikiranwa n'inzego z'ibanze zikuriye Umudugudu.

Buri rwego rukaba rufite inshingano zikurikira:

1. **Urwego rw'Umudugudu:**

- Gutoranya Abanyerondo hashingiye ku bunyangamugayo n'ubushobozi ;
- Ubukangurambaga mu baturage mu kugira uruhare rusesuye mu micungire y'umutekano wabo n'ibyabo;
- Ubukangurambaga mu mitangire y'umusanzu w'umutekano;
- Gutangariza abaturage mu nama ya nyuma y'umuganda uko umusanzu w'umutekano watanzwe;
- Kugena uwishyuza umusanzu w'irondo afatanyije n'ubuyobozi bw'irondo;

2. **Urwego rw'Akagari:**

- Guhuza ibikorwa by'irondo ry'Imidugudu;
- Gutanga amabwiriza y'akazi ku Banyerondo bitabiriye akazi no kugenzura imikorere y'irondo;
- Gufasha urwego rw'Umudugudu kugira ngo irondo rigende neza mu gihe bibaye ngombwa;
- Kugenzura imyitwarire y'Abanyerondo no gutanga raporo ku rwego rw'Umurenge;

- Gukurikirana uko umusanzu w'umutekano wishyuzwa no gutanga raporo ku Murenge buri kwezi.

3. Urwego rw'Umurenge

- Kwemeza ingano y'umusanzu w'umutekano n'agahimbazamusyi k'Abanyerondo;
- Kugena uburyo bunoze bwo gukusanya umusanzu w'umutekano n'imikoreshereze yawo;
- Kugaragariza urwego rw'Akagari n'Umudugudu imikoreshereze y'umusanzu w'umutekano;
- Gufungura konti ishyirwaho umusanzu w'umutekano isinywaho n'abantu bakurikira : Umunyamabanga Nshingwabikorwa w'Umurenge, umwe mu bahagarariye Abakuru b'Imidugudu mu Murenge (Utorwa n'abagenzi be) n'Umuyobozi w'Irondo ry'Umwuga ku Murenge;
- Gukusanya umusanzu w'umutekano;
- Gukurikirana imikorere y'irondo;
- Kugurira Abanyerondo ibikoresho byifashishwa mu kazi;
- Gushyiraho itsinda ritabara mu buryo bwihuse igihe bibaye ngombwa;
- Guha amahugurwa Abanyerondo (atari munsi y'iminsi 3 ikurikirana) bigakorwa byibuze rimwe mu mwaka;
- Kugenzura imyitwarire y'Abanyerondo no gutanga ibihano ku myitwarire mibi yagaragaye.

4. Urwego rw'Akarere

- Ubujyanama mu kunoza imikorere y'irondo;
- Kunganira amahugurwa y'Abanyerondo ku Murenge;
- Kugenzura imikusanyirize n'imikoreshereze y'umusanzu w'umutekano;
- Ubugenzuzi bw'imikorere y'irondo

<u>NB:</u>

Urwego rw'Akarere rushyiraho Komite ishinzwe kugenzura no guhana ugaragaweho ibikorwa bituma irondo ridakora neza no kwakira ubujurire bw'uwahanwe n'urwego rw'Umurenge.

III. UMUBARE W'ABAGIZE IRONDO RY'UMWUGA

Imibare y'abagize irondo ry'umwuga iteye ku buryo bukurikira:

1. **Umurenge: 2**

- Umuyobozi w'Irondo ku rwego rw'Umurenge
- Ushinzwe imyitwarire y'Abanyerondo no gutegura ibikorwa by'irondo

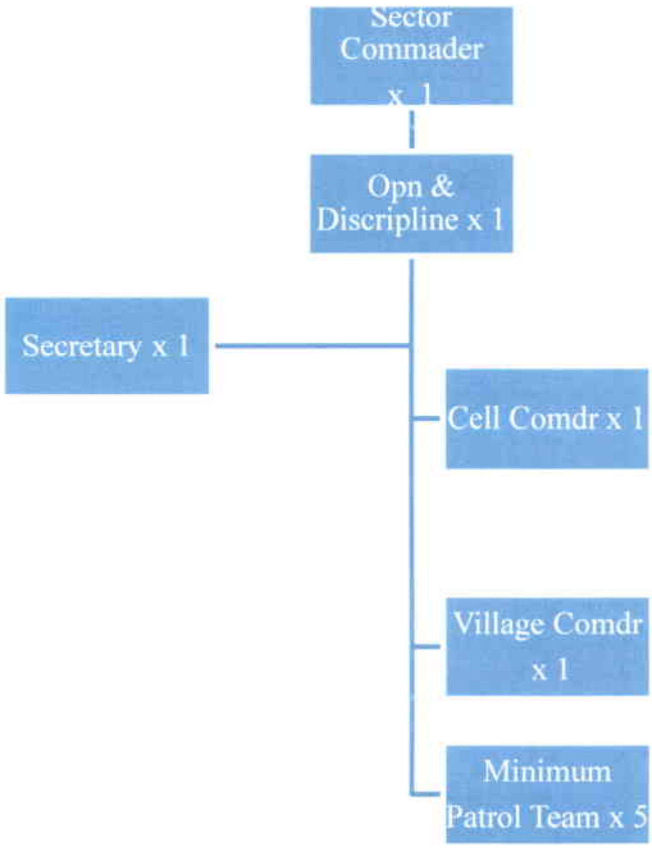
2. **Akagari: 1**

- Umuyobozi w'Irondo ku Kagari

3. **Umudugudu: 6**

- Abanyerondo nibura 6

IRONDO COMMAND STRUCTURE AT UMURENGE



IV. UKO ABANYERONDO BAKURIKIRANWA

Abanyerondo bashyirwaho na Komite y'Umudugudu hashingiye ku bunyangamugayo n'ubushobozi bafite, bakemezwa mu nama ya Komite y'Umutekano k'urwego rw'Umurenge, bakazagaragarizwa abaturage mu nama y'Umudugudu.

Abanyerondo bakurikiranwa ku myitwarire mibi yabo bagaragaza mu kazi, bigakorwa n'urwego rubagenzura ku rwego rw'Umurenge (Disciplinary Committee).

Urwego rushinzwe ubugenzuzi rushyikirizwa raporo ku myitwarire ya buri Munyerondo agatumizwa mu nama y'uru rwego akagaragarizwa ibyo aregwa akabyisobanuraho.

Urwego rushinzwe ubugenzuzi bw'imyitwarire rugizwe n'aba bakurikira:

- Ushinzwe imyitwarire y'Abanyerondo no gutegura ibikorwa by'Irondo
- Uhagariye Abanyerondo
- Uhagarariye Abayobozi b'Irondo ku Tugari
- Uhagarariye Abayobozi b'Irondo ku rwego rw'Imidugudu
- Umukozi w'Umurenge ufite umutekano mu nshingano ze.

Iyi Komite yitoramo uyiyoboye n'umwanditsi.

Umunyerondo wakoze amakosa ashyikirizwa urwego rushinzwe ubugenzuzi bw'imyitwarire, hagategurwa uzamusimbura mu gihe bigaragaye ko agomba guhagarikwa, umusimbura yemezwa n'inama ya Komite y'Umutekano.

Uwishyuza umusanzu w'Irondo, abakozi bakurikirana umusanzu w'irondo (Umubaruramari w'irondo n'uwakira umusanzu), iyo agaragaweho ikosa ryo kurigisa cyangwa kutishyuza umusanzu w'irondo ahita ahagarikwa ako kanya.

Umusimbura yemezwa n'inama ya Komite y'Umutekano ku rwego rw'Umurenge kandi agashyikirizwa inzego z'ubutabera.

Mu gihe bigaragaye ko mu Mudugudu habaye ikibazo cy'ubujura bwapfumuye inzu irondo ntiritabare kubera uburangare bwabayeho bwabo cg indi mpamvu yatumye badatabara, abagize irondo muri uwo mudugudu uko kwezi bahabwa igihano kingana no gucibwa 70% by'agahimbazamusyi kabo bose.

V. IBIKORESHO ABANYERONDO BAKORESHA

Irondo ry'umwuga rikenera ibikoresho bikurikira kugira ngo ribashe kugera ku nshingano rifite:

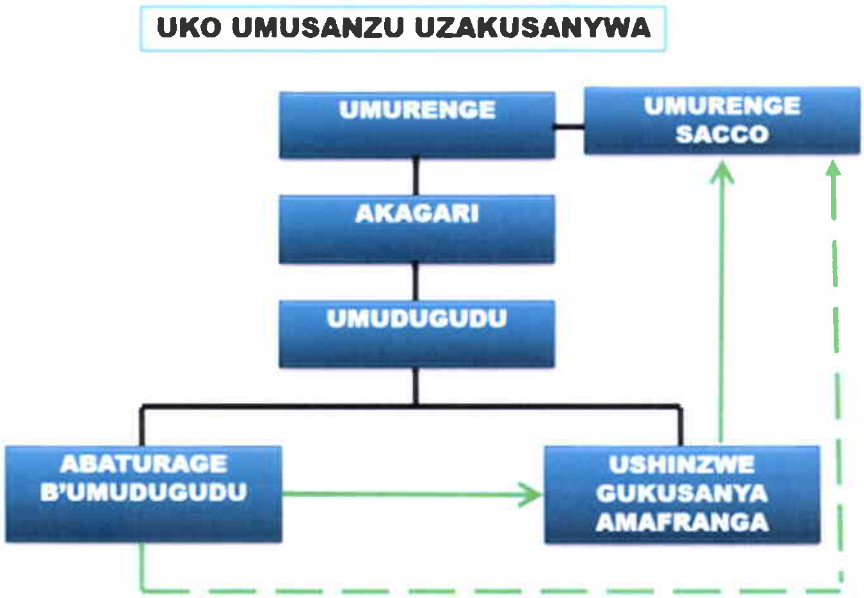
- Imodoka ku rwego rw'Umurenge
- Mudasobwa (computer)
- Itumanaho rikomatanye (CUG)
- Umwambaro mpuzankano w'akazi n'umwambaro urinda imvura (ibaraba rigenwa n'ubuyobozi bw'Akarere)
- Itoroshi (Torch)
- Inkweto (Boots)
- Umukongoto.

VI. KUGENA AHASHYIRWA *POSTS* Z'IRONDO

Irondo *Posts* zigomba kubakwa kandi zigakoreshwa. izi *Posts* zakirirwamo ibibazo by'abaturage bahohotewe, hakabaho ubutabazi bwihuse. Komite y'Umutekano ku rwego rw'Umurenge igena ahakwiriye gushyirwa *Irondo Posts* hitawe ku ihame ko buri Kagari kagomba kugira nibura *Irondo Post*.

VII. UKO UMUSANZU W'UMUTEKANO UKUSANYWA N'IBYO UKORESHWA

Umusanzu w'irondo uhurizwa hamwe n'urwego rw'Umurenge nyuma yo kugena abagomba kuwukusanya kuri buri Mudugudu.



VII.1. Uko amafranga azaboneka:

Hashingiwe ku byiciro 4 by'ubudehe buri rugo rwishyura umusanzu mu buryo bukurikira:

- ✓ Icyiciro cya 1 cy'Ubudehe : 500 frw.
- ✓ Icyiciro cya 2 cy'Ubudehe : 1,000 frw.
- ✓ Icyiciro cya 3 cy'Ubudehe : 2,000 frw.
- ✓ Icyiciro cya 4 cy'Ubudehe: 5,000 frw

NB:

1. Ibikorwa bibyara inyungu byishyuzwa umusanzu w'umutekano uzagenwa n'Inama Njyanama y'Umurenge hashingiye ku bunini bwabyo cg aho biherereye;

2. Umuturage utabonye ubushobozi bwo kwishyura umusanzu w'irondo atanga imibyizi 4 mu cyumweru yo kurara irondo;
3. Umusanzu w'irondo wakusanyijwe ntugomba kurenza amasaha 24 utagejejwe kuri konti muri SACCO.

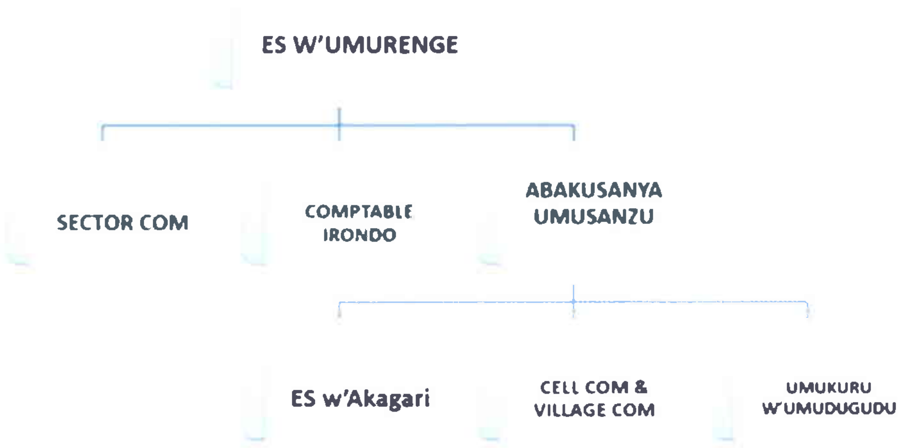
4. **Uyu musanzu w'umutekano ukoreshwa mu buryo bukurikira:**
   - ✓ 80% yayo ni agahimbazamusyi k'Abanyerondo.
   - ✓ 15% yayo akoreshwa mu kugura ibikoresho
   - ✓ 5% asubizwa urwego rw'Umudugudu

Ibi byose bikorwa nyuma yo guhemba Abanyerondo.

VII.2. UBURYO UMUSANZU W'UMUTEKANO WISHYUZWA

Urwego rw'Umurenge ku bufatanye n'urwego rw'Umudugudu rugena abakusanya umusanzu w'umutekano muri buri Mudugudu, abakusanya umusanzu w'irondo bagomba kuba bajijutse bafite byibuze amashuri 6 yisumbuye.

UKO UMUSANZU W'IRONDO UKURIKIRANWA



VII.3. inshingano za buri wese mu gukurikirana umusanzu w'irondo

Umunyamabanga Nshingwabikorwa w'Umurenge: Gukurikirana uko umusanzu ukusanywa no gukoresha inama zifata ibyemezo mu kunoza imyakirire yawo, gutegura gahunda yo kwishyuza abanangiye kwishyura, gufata ingamba zituma umusanzu w'irondo ubungabungwa ukaniyongera.

Umuyobozi w'Irondo ku Murenge: Gukurikirana uko umusanzu w'irondo wakirwa no gukurikirana abakozi bakira umusanzu uko babikora no kugena ingamba zatuma kuwakira bigenda neza, gutegura gahunda yo kwishyuza abanangiye kwishyura umusanzu w'umutekano.

Umubaruramari w'Irondo: Gutegura imishahara y'Abanyerondo, Gukora "file" y'Abanyerondo igaragaza umwirondoro wa buri munyerondo n'indangamuntu ye, kugenzura umubare nyawo w'abakora irondo (Physical Control), guhuza amafaranga yagiye kuri konti na "bordereaux" zakiriwe (Bank reconciliation), gutegura raporo y'imikoreshereze y'amafaranga (Financial report) buri Kwezi no kugenzura ibitabo byakiriwemo umusanzu w'umutekano. Akurikirana kandi buri munsi uko umusanzu w'umutekano washyizwe kuri konti yo muri SACCO.

Umunyamabanga Nshingwabikorwa w'Akagari : Gukurikirana uko umusanzu ukusanywa mu Kagari, kugena ingamba zuko umusanzu w'umutekano ukusanywa mu Mudugudu, gutegura gahunda yo kwishyuza abanangiye kwishyura, gutumiza abaturage banangiye kwishyura umusanzu w'umutekano bakishyuzwa, gutanga raporo ya buri kwezi igaragaza uko abanyerondo bitabiriye irondo, gutanga raporo buri kwezi igaragaza umusanzu wakusanyijwe muri uko kwezi.

Umuyobozi w'Irondo ku Kagari n'Umuyobozi w'Irondo ku Mudugudu: Gukurikirana niba abakozi bishyuza umusanzu w'umutekano niba bakora buri munsi, gukoresha irondo ingo zanze gutanga umusanzu w'umutekano (byibura imibyizi 4 mu cyumweru) yahawe n'Umukuru w'Umudugudu, Gufatanya n'Umukuru w'Umudugudu gukemura ibibazo byagaragara mu kwishyuza umusanzu w'umutekano (Follow up).

Umukuru w'Umudugudu: Kumenyesha abaturage ingano y'umusanzu w'umutekano yemejwe n'Inama Njyanama y'Umurenge, gufatanya n'uwishyuza gukusanya umusanzu w'umutekano, gukemura ibibazo byagaragaye ku baturage banangiye kwishyura umusanzu w'umutekano, kugeza ku buyobozi bw'Akagari urutonde rw'abaturage banze kwishyura umusanzu w'umutekano.

Ukusanya umusanzu w'umutekano:

Ashinzwe gukusanya umusanzu w'umutekano, kuzuza ibitabo muri buri Mudugudu byerekana uko buri Muturage yishyura umusanzu w'umutekano, icyo gitabo cyerekana uko buri kwezi umusanzu utangwa na buri Muturage, ikirarane arimo bigahuzwa n'amafaranga yishyuwe, atanga raporo y'amafaranga yishyuwe akagenera kopi umuyobozi w'Umudugudu n'Akagari akoreramo.

VII.4. imicungire y'ibitabo byakirirwamo umusanzu w'irondo

1. Udutabo tw'irondo tugurwa rimwe mu mezi 3. Iyo tuguzwe dushyikirizwa Umubaruramari w'Umurenge "Sector Accountant", bikandikwa mu gitabo hakurikijwe "Serial number" ya buri gatabo. Agatabo kagomba kuba kanditseho amafaranga y'umusanzu w'umutekano wakiriwe, (urugero: agatabo ka 500 Frw, agatabo ka1, 000 Frws, agatabo ka 2,000Frws, agatabo ka 5,000Frws…);

2. Uwakira umusanzu w'umutekano ashyikiriza udutabo twose twakiriwemo amafaranga y'umusanzu w'umutekano umubaruramari w'irondo nyuma yo kudukorera raporo igaragaza uko twakoreshejwe no guhuza "serial number" igaragara mu bitabo yabyakiriyemo, Umubaruramari w'irondo yaka umubaruramari w'Umurenge Udutabo tugomba gukoreshwa twakirwamo umusanzu w'umutekano akadushyikiriza abakira umusanzu w'umutekano buri munsi.

VII.5. <u>uko abanyerondo bahembwa</u>

1. Buri Kagari buri mpera y'ukwezi bagaragaza raporo y'uko Abanyerondo bitabiriye akazi basaba ko bahembwa bikoherezwa mu nyandiko k'urwego rw'Umurenge;
2. Umubaruramari w'Irondo agenzura urutonde yashyikirijwe n'Akagari akabihuza n'igitabo cy'ubwitabire bw'Abanyerondo mu kazi kuri buri Kagari, Abanyerondo batitabiriye iminsi yose bakatwa amafaranga y'umubyizi utakozwe mu gihe basibye nta mpamvu ifatika;
3. Umubaruramari w'Irondo ategura inyandiko y'agahimbazamusyi k'Abanyerondo, igasinywaho n'abasinya kuri konti aribo (Uhagarariye Abakuru b'Imidugudu, ES w'Umurenge, n'Ukuriye irondo ku Murenge). Amafaranga y'agahimbazamusyi yoherezwa kuri SACCO agashyirwa ku makonti y'Abanyerondo. Bitarenze tariki ya 05 ya buri kwezi agahimbazamusyi k'Abanyerondo kagomba kuba kagejejwe kuri konti zabo.

VII.6.<u>Umusanzu w'umutekano uzajya ukoreshwa muri ibi bikurikira:</u>

- ✓ Agahimbazamusyi k'Abanyerondo.
- ✓ Ibikoresho by'irondo.
- ✓ Ibindi bikenera amafaranga mu bijyanye n'umutekano.

VII.7. Uko agahimbazamushyi gatangwa:

Agahimbazamusyi gahabwa abakora mu irondo mu buryo bukurikira (mu mafaranga y'u Rwanda):

a) **Igice cy'inkengero z'umujyi**:

- Umunyerondo ahabwa : 20,000 – 30,000
- Umuyobozi w'irondo ku Mudugudu: 30,000 – 35,000
- Umuyobozi w'irondo ku Kagari : 50,000 – 70,000
- Ushinzwe imyitwarire y'Abanyerondo no gutegura ibikorwa by'irondo : 70,000 – 100,000
- Umwanditsi : 50,000 – 70,000
- Umubaruramari : 70,000 – 100,000
- Umuyobozi w'irondo ku Murenge : 100,000 – 200,000

b) **Igice cy'umujyi**

- Umunyerondo ahabwa : 30,000 – 35,000Frws
- Umuyobozi w'irondo ku Mudugudu: 35,000 – 40,000
- Umuyobozi w'irondo ku Kagari : 50,000 – 70,000
- Ushinzwe imyitwarire y'Abanyerondo no gutegura ibikorwa by'irondo : 70,000 – 100,000
- Umwanditsi : 50,000 – 70,000
- Umubaruramari : 70,000 – 100,000
- Umuyobozi w'irondo ku Murenge : 150,000 – 250,000

NB:

1. Hejuru y'ibi Inama Njyanama y'Umurenge ishobora kugena ibindi byakwiyongera kuri aka gahimbazamusyi gashyizweho.
2. Abishyuza umusanzu w'umutekano bahabwa agahimbazamusyi hashingiwe ku ngo zishyuzwa, bigakorwa mu buryo bukurikira:

- Hagati y'ingo 500 – 700 : yishyurwa umushahara 30,000 – 50,000
- Ingo zirenze 700 : yishyurwa 50,000 – 70,000

UMWANZURO

Umutekano ureba buri wese, ndetse n'abawuhungabanya nabo baba bawukeneye. Duhurije hamwe ibitekerezo n'imbaraga byacu twabasha kwibungabungira umutekano dore ko aho utari nta terambere ryahaboneka.

Bikorewe i Kigali, ku wa 18 Ugushyingo 2016

MUKARULIZA Monique
Umuyobozi w'Umujyi wa Kigali