

**ITEKA RYA MINISITIRI W'INTEBE N° 99/03 RYO KUWA 08/09/2011 RISHYIRAHO IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BY'IKIGO GISHINZWE GUTEZA IMBERE IYOHEREZWA MU MAHANGA RY'IBIKOMOKA KU BUHINZI N'UBWOROZI**

**PRIME MINISTER'S ORDER N° 99/03 OF 08/09/2011 DETERMINING THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS OF NATIONAL AGRICULTURAL EXPORT DEVELOPMENT BOARD**

**ARRETE DU PREMIER MINISTRE N° 99/03 DU 08/09/2011 DETERMINANT LA STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DE L'OFFICE NATIONAL DE DEVELOPPEMENT DES EXPORTATIONS AGRICOLES**

**Minisitiri w'Intebe;**

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 118, iya 119, iya 121 n'ya 201;

Ashingiye ku Itegeko n° 39/2010 ryo kuwa 25/11/2010 rishyiraho Ikigo cy'Igihugu gishinzwe guteza imbere iyoherezwa mu mahanga ry'ibikomoka ku buhinzi n'ubworozi (NAEB) rikanagena inshingano, imiterere n'imikorere byacyo cyane cyane mu ngingo yaryo ya 11;

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'ya 17;

Bisabwe na Minisitiri w'Abakozi ba Leta n'Umurimo;

Inama y'Abaminisitiri yateranye kuwa 20/04/2011 imaze kubisuzuma no kubyemeza;

**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, 121 and 201;

Pursuant to Law n° 39/2010 of 25/11/2010 establishing National Agricultural Export Development Board (NAEB) and determining its responsibilities, organisation and functioning especially in Article 11;

Pursuant to 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 and Labour;

After consideration and approval by the Cabinet in its session of 20/04/2011;

**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, 121 et 201;

Vu la Loi n° 39/2010 du 25/11/2010 portant création de l'Office National de Développement des Exportations Agricoles (NAEB) et déterminant ses attributions, son organisation et son fonctionnement spécialement en son article 11;

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

Sur proposition du Ministre de la Fonction Publique et du Travail;

Après examen et adoption par le Conseil des Ministres en sa séance du 20/04/2011;

**ATEGETSE:**

**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rigena imbonerahamwe n'incamake y'imyanya y'imirimu by'Ikigo cy'Igihugu gishinzwe guteza imbere iyoherezwa mu mahanga ry'ibikomoka ku buhinzi n'ubworozi (NAEB).

**Ingingo ya 2: Imbonerahamwe n'incamake y'inzeho z'imirimu**

Imbonerahamwe n'incamake y'imyanya y'imirimu by'Ikigo cy'Igihugu gishinzwe guteza imbere iyoherezwa mu mahanga ry'ibikomoka ku buhinzi n'ubworozi (NAEB) biri ku mugereka wa I n'uwa II y'iri teka.

**Ingingo ya 3: Abashinzwe kubahiriza iri teka**

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ubuhinzi n'Ubworozi na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

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

Ingingo zose z'amateka abanziriza iri kandi zinyuranyije n'ariyo zivanweho.

**HEREBY ORDERS:**

**Article One: Purpose of this Order**

This Order determines the organizational structure and the summary of job positions of National Agricultural Export Development Board (NAEB).

**Article 2: Organizational structure and summary of job positions**

The Organizational structure and the summary of job positions of National Agricultural Export Development Board (NAEB) are respectively in annexes I and II of this Order.

**Article 3: Authorities responsible for the implementation of this Order**

The Minister of Public Service and Labour, the Minister of Agriculture and Animal Resources and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.

**Article 4: Repealing provision**

All prior provisions contrary to this Order are hereby repealed.

**ARRETE :**

**Article premier: Objet du présent arrêté**

Le présent arrêté détermine la structure organisationnelle et la synthèse des emplois de l'Office National de Développement des Exportations Agricoles (NAEB).

**Article 2 : Organigramme et synthèse des emplois**

La structure organisationnelle et la synthèse des emplois de l'Office National de Développement des Exportations Agricoles (NAEB) sont respectivement en annexes I et II du présent arrêté.

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

Le Ministre de la Fonction Publique et du Travail, le Ministre de l'Agriculture et des Ressources Animales et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

**Article 4 : Disposition abrogatoire**

Toutes les dispositions réglementaires antérieures contraires au présent arrêté sont abrogées.

**Ingingo ya 5: Igihe iteka ritangira gukurikizwa**

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

Kigali, kuwa 08/09/2011

(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

**Article 5: Commencement**

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

Kigali, on 08/09/2011

(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

**Article 5 : Entrée en vigueur**

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

Kigali, le 08/09/2011

(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

<b>UMUGEREKA WA I W'ITEKA RYA MINISITIRI W'INTEBE N°99/03 RYO KUWA 08/09/2011 RISHYIRAHO IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BY'IKIGO GISHINZWE GUTEZA IMBERE IYOHEREZWA MU MAHANGA RY'IBIKOMOKA KU BUHINZI N'UBWOROZI</b>	<b>ANNEX I TO THE PRIME MINISTER'S ORDER N°99/03 OF 08/09/2011 DETERMINING THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS OF NATIONAL AGRICULTURAL EXPORT DEVELOPMENT BOARD</b>	<b>ANNEXE I A L'ARRETE DU PREMIER MINISTRE N°99/03 DU 08/09/2011 DETERMINANT LA STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DE L'OFFICE NATIONAL DE DEVELOPPEMENT DES EXPORTATIONS AGRICOLES</b>
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<b>UMUGEREKA WA II W'ITEKA RYA MINISITIRI W'INTEBE N°99/03 RYO KUWA 08/09/2011 RISHYIRAHU IMBONERAHAMWE N'INCAMAKE Y'IMYANYA Y'IMIRIMO BY'IKIGO GISHINZWE GUTEZA IMBERE IYOHEREZWA MU MAHANGA RY'IBIKOMOKA KU BUHINZI N'UBWOROZI</b>	<b>ANNEX II TO THE PRIME MINISTER'S ORDER N°99/03 OF 08/09/2011 DETERMINING THE ORGANISATIONAL STRUCTURE AND SUMMARY OF JOB POSITIONS OF NATIONAL AGRICULTURAL EXPORT DEVELOPMENT BOARD</b>	<b>ANNEXE II A L'ARRETE DU PREMIER MINISTRE N°99/03 DU 08/09/2011 DETERMINANT LA STRUCTURE ORGANISATIONNELLE ET LA SYNTHESE DES EMPLOIS DE L'OFFICE NATIONAL DE DEVELOPPEMENT DES EXPORTATIONS AGRICOLES</b>
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**SUMMARY OF POSITIONS FOR NATIONAL AGRICULTURE EXPORT DEVELOPMENT BOARD**

<b>Administrative Unit</b>	<b>Positions</b>	<b>Title linked to the position</b>	<b>Proposed Positions</b>
<b>Office of the Director General</b>	Director General	Director General of NAEB	1
	Public Relations & Communications Officer	Public Relations & Communications Officer	1
	Internal Audit	Internal Auditor	2
	Legal Advisor	Legal Advisor	1
	Administrative Assistant to the DG	Administrative Assistant to DG	1
	<b>S/Total</b>		<b>6</b>
<b>Planning Unit</b>	Director of Planning Unit	Director of Planning Unit	1
	M & E	M & E Officer	3
	Operations Planning & Statistics	Operations Planning & Statistics Officer	3
	Product Development Research	Product Development Research Officer	3
	Partnerships and Resources Mobilisation	Partnerships and Resources Mobilisation Officer	1
	PPP (Private Public Partnership)	PPP (Private Public Partnership) Officer	1
	Capacity Building	Capacity Building Officer	1
	<b>S/Total</b>		<b>13</b>
<b>Office of Deputy DG Production Support &amp; Chain Development</b>	Deputy DG	Deputy DG Production Support & Chain Development	1
	Administrative Assistant	Administrative Assistant to DDG	1
	<b>S/Total</b>		<b>2</b>

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<b>Coffee Production &amp; Processing Support Services Division</b>	Head of division	Head of Coffee Production Division	1
	Coffee Production Support	Coffee Production Support Officer	4
	Coffee Processing	Coffee Processing Officer	2
	Zone Coffee Extensionists	Zone Coffee Extensionists	60
	Administrative Assistant	Administrative Assistant to Head of Division	1
	<b>S/Total</b>		<b>68</b>
<b>Tea Production Support Services Division</b>	Head of division	Head Tea Production Division	1
	Tea Processing	Tea Processing Officer	2
	Tea Production Support	Tea Production Support Officer	2
	Tea Machinery Maintenance Officer	Tea Machinery Maintenance Technician	2
	Administrative Assistant	Administrative Assistant to Head of Division	1
	<b>S/Total</b>		<b>8</b>
<b>Horticulture Production Support Services Division</b>	Head of division	Head Horticulture Production Division	1
	Horticulture Processing	Horticulture Processing Officer	1
	Horticulture Production Support	Horticulture Production Support Officer	5
	Pyrethrum & Sericulture Technicians	Pyrethrum Technicians & Sericulture	5
	Administrative Assistant	Administrative Assistant to Head of Division	1
	<b>S/Total</b>		<b>13</b>



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<b>Diversification Unit</b>	Director of Diversification Unit	Director of Diversification Unit	1
	Innovation and Transformation	Innovation and Transformation Officer	1
	New Chain Promotion	New Chain Promotion Officer	2
	Sericulture Center Coordination	Sericulture Center Coordinator	1
	Eggs Multiplication and Race Maintenance	Eggs Multiplication and Race Maintenance Officer	1
	Mulbury Production	Mulbury Production Officer	1
	Sericulture Extension	Sericulture Extension Officer	1
	<b>S/Total</b>		<b>8</b>
<b>Office of Deputy DG Export Operation &amp; Market Development</b>	Deputy DG Export Operation and Marketing	Deputy DG Export Operation and Marketing	1
	Administrative Assistant	Administrative Assistant to DDG	1
	<b>S/Total</b>		<b>2</b>
<b>Certification &amp; Export Unit</b>	Director of Certification & Export Unit	Director of Certification & Export Unit	1
	Coffee Certification	Coffee Certification Officer	1
	Tea Certification	Tea Certification Officer	1
	Fresh Products Certification	Fresh Products Certification Officer	1
	Processed Foods Certification	Processed Foods Certification Officer	1
	<b>S/Total</b>		<b>5</b>
<b>Quality Control, Inspection &amp; Standards Compliance Unit</b>	Director	Director of Quality Control, Inspection & Standards Compliance Unit	1
	Tea Quality	Tea Quality Officer	1

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	Coffee Quality	Coffee Quality Officer	1
	Fresh Products Quality	Fresh products Quality Officer	1
	Processed Food Quality	Processed Food Quality Officer	1
	Plant Health Inspector for Horticulture	Plant Health Inspector for Horticulture Officer	3
	Planting Material inspector for Horticulture	Planting Material inspector for Horticulture Officer	1
	Tea Inspection	Tea Inspection Officer	1
	Coffee Inspection	Coffee Inspection Officer	1
	<b>S/Total</b>		<b>11</b>
<b>Marketing &amp; Export Logistics Unit</b>	Director of Marketing Unit	Director of Marketing & Export Logistics Unit	1
	Tea Local Marketing	Tea Local Marketing Officer	1
	Tea International Marketing	Tea International Marketing Officer	2
	Coffee Local Marketing	Coffee Local Marketing Officer	2
	Coffee International Marketing	Coffee International Marketing Officer	2
	Coffee Agro Processing & Value Addition	Coffee Agro Processing & Value Addition Officer	1
	Horticulture Local Marketing	Horticulture Local Marketing Officer	1
	Horticulture International Marketing	Horticulture International Marketing Officer	1
	Horticulture Agro Processing & Value Addition	Horticulture Agro Processing & Value Addition Officer	1
	<b>S/Total</b>		<b>12</b>
<b>Corporate Services Division</b>	Head of division	Head of Corporate Services Division	1

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<b>Procurement Unit</b>	Director	Director of Procurement	1
	Procurement	Procurement Officer	3
	Secretary	Secretary	1
	<b>S/Total</b>		<b>6</b>
<b>ICT Unit</b>	Director	Director of ICT	1
	Database and application administrator	Data base and application administrator	2
	Network administrator	Network administrator	1
	System administrator	System administrator	1
	ICT Officer	ICT Officer	1
	Webmaster	Webmaster	1
	<b>S/Total</b>		<b>7</b>
<b>Finances &amp; Budget Unit</b>	Director	Director of Finance & Budget	1
	Budget Officer	Budget Officer	2
	Treasury	Treasurer	1
	Chief Accountant	Chief Accountant	1
	Accountant	Accountant	2
	Inventory & Store Manager	Inventory & Store Mgt Officer	4
	Cashier	Cashier	1
	Secretary	Secretary of Finance Unit	1
	<b>S/Total</b>		<b>13</b>
<b>Human Resources &amp; Administration Unit</b>	Director	Director of Human Resources & Administration Unit	1
	Human Resources Development	Human Resources Development	1

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Payroll Management & Compensation	Payroll Management & Compensation	2
Logistics Management	Logistics Officer	1
Central Secretariat	Central Secretariat	2
<b>S/Total</b>		<b>7</b>
<b>Grand Total</b>		<b>181</b>

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**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 99/03 ryo kuwa 08/09/2011 rishyiraho imbonerahamwe n'incamake y'imyanya y'imirimo by'Ikigo gishinzwe Guteza Imbere Iyoherezwa mu mahanga ry'Ibikomoka ku Buhinzi n'Ubworozi**

**Seen to be annexed to the Prime Minister's Order n° 99/03 of 08/09/2011 determining the organizational structure and summary of job positions for National Agricultural Export Development Board**

**Vu pour être annexé à l'Arrêté du Premier Ministre n° 99/03 du 08/09/2011 déterminant la structure organisationnelle et la synthèse des emplois de l'Office National de Développement des Exportations Agricoles**

Kigali, kuwa 08/09/2011

Kigali, on 08/09/2011

Kigali, le 08/09/2011

(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