

MINISTERIAL ORDER N° 19/19 DATED 08/07/2003, CONCERNING TRAINING PROCEDURES FOR RWANDA CIVIL SERVANTS

The Minister of Public Service, Skills Development, Vocational Training and Labour,

Given the Constitution of the Republic of Rwanda of 4th June 2003, with special reference to its article 120;

Given the Law n° 22/2002 of 09/07/2002 on General Statutes for Rwanda Public Service, with special reference to its article 55;

After consideration and adoption by Cabinet meeting in its session of 2nd April 2003;

ORDERS:

Article one :

A civil servant's course must be in relation with the general improvement in output of the department in which he/she works, and with the development of his/her professional abilities as related to the tasks and requirements of the post currently occupied or to be occupied later.

A course must take place either inside the country or abroad in official training institutions recognised as such by the Government.

The provisions of this order are only concerned training of with civil servants and not with official missions .

Article 2:

In general, training is done after prior analysis of professional abilities of civil servants which is carried out within different public administrations.

Each administration or State institution identifies and presents its training needs to the Ministry in charge of Public Service.

All training courses must fit into the national training plan .The Ministry in charge of Public Service centralises all training needs from different Ministries and State institutions concerned.

Article 3:

The Ministry in charge of Public Service supervises the implementation of the national training plan and then compiles a list of candidates selected for courses taking into consideration the priorities resulting from the identification process of training needs and in line with the country's development. Both the candidates and their institutions of origin should be informed about the selection not later than 15 days before training courses start .

Article 4.

Any candidate admitted to a training course must, before his/her departure, get a duly authorised permission for the course issued by the Minister in charge of Public Service, after prior approval of his/her institution of origin. The candidate will be requested to do the course as designed for his/her intention.

Should he/she fail to do so with no justifiable reasons, he /she will be suspended or punished according to the Law on General Statutes for Rwanda Public Service.

Article 5 :

The expenditures pertaining to different training courses for civil servants must be provided for in the annual budget of each Institution and should not be used for other purposes.

Article 6 :

When the training is financed by the Rwandan Government, the latter will incur all course fees, including accommodation, medical insurance and transport costs for candidates.

When the course is partially financed by sponsors other than the Rwandan Government, the civil servant selected for the course will get additional funds from the Rwandan Government in order to meet expenses not covered by the sponsor.

Article 7.

A civil servant selected for a training course abroad will get two hundred US dollars (200\$) as pocket money, whereas the one selected for a local course is covered fully by the employer and gets, as pocket money, a flat rate of:

- 5.000 RWF for a course of less than 2 weeks ;
- 10.000 RWF for a course not exceeding one month ;
- 20.000 RWF for a course exceeding one month.

Article 8:

The maximum duration of courses is fixed at 12 months. However, the Minister in charge of Public Service, on request of the concerned department, may extend the course duration for 6 more months.

Article 9 :

The value of a course is rated in terms of duration and on the basis of the learned modules.

In case of successful completion, a course of nine months and more gives to the trainee right to an increment of 3 % on his/her basic salary, and of 2 % for the course successful completion in six months.

Article 10:

A civil servant who carried out course either locally or abroad, must submit a course report to the Minister in charge of Public Service not later than 15 days after the end of the course and a copy will be reserved to his institution of origin.

A civil servant who does having not submit the above mentioned report, is not entitled to benefits pertaining and cannot go for further training courses .

Article 11:

A civil servant who completes training course according to this order, will have to sign a contract with the Government whereby he /she must be requested to remain on State duties during :

- a) one year period ; if he /she completed a course lasting 3 to 6 months;
- b) two years period ; if he /she completed a course lasting between 6 to 12 months;
- c) three years period; if he /she completed a course lasting more than 12 months.

Should he/she act to the contrary, the concerned will have to refund the total amount of money spent on his/her course.

Article 12 :

All previous provisions contrary to this order are hereby repealed.

Article 13:

This order comes into force on the day of its publication in the Official Gazette of the Republic of Rwanda.

Kigali, on/...../.....

The Minister of Public Service, Skills Development,
Vocational Training and Labour

BUMAYA André

The Minister of Finance and Economic Planning

Dr. KABERUKA Donald

Seen and Sealed with the Seal of the Republic:

The Minister of Justice and Institutional Relations

MUCYO Jean de Dieu