REPUBLIC OF RWANDA
RWANDA COOPERATIVE AGENCY
IKIGO CY'IGIHUGU GISHINZWE GUTEZA IMBERE AMAKOPERATIVE

AMABWIRIZA N°021../ 2018 YO KU WA 03 MATA 2018 AGENGA ABAKOZI BASHINZWE IMYITWARIRE (DISCIPLINARY OFFICERS) MU MAKOPERATIVE Y'ABATWARA AMAPIKIPIKI MU RWANDA.

Umuyobozi w'Ikigo cy'Igihugu gishinzwe guteza imbere Amakoperative;

Mu rwego rwo kunoza imikorere, imiyoborere n'imicungire myiza y'Amakoperative afite intego yo gutanga serivisi zijyanye no gutwara abagenzi hakoreshejwe amapikipiki;

Amaze kubona ko, mu Makoperative afite intego yo gutanga serivisi zijyanye no gutwara abagenzi hakoreshejwe amapikipiki, hagaragaramo ibibazo bitandukanye bituma abanyamuryango binubira imikorere y'urwego rishinzwe ***umutekano muri ayo Makoperative, ibyo bigatuma imikorere yayo itaba myiza kubera akavuyo kagaragaramo;***

Ashingiye ku Itegeko n^0 48/2013 ryo ku wa 28/06/2013 rishyiraho Ikigo cy'Igihugu gishinzwe guteza imbere Amakoperative, rikagena inshingano, imiterere n'ububasha bwacyo, cyane cyane ingingo ya 3;

Ashingiye kandi ku itegeko n^0 50/2007 ryo ku wa 18/09/2007 rigena ishyirwaho, imiterere n'imikorere y'Amakoperative mu Rwanda, nk'uko ryahinduwe kandi ryujujwe kugeza ubu;

Ashingiye ku Mabwiriza n° 001/2013 yo ku wa 5 Ukuboza 2013 agena uko abagize inzego za Koperative n'abakozi bakuru bazo bagomba kwitwara mu mirimo yabo;

Ashingiye ku Mabwiriza n°001/ 2017 yo ku wa 11/01/ 2017 agamije kunoza imikorere, imiyoborere, imicungire y'umutungo n'imikoranire hagati y'amakoperative y'abamotari, cyane cyane ingingo zayo iya 5 n'iya 6;

ATANZE AMABWIRIZA AKURIKIRA:

Ingingo ya mbere: Icyo aya mabwiriza agamije.

Aya mabwiriza agamije gutanga umurongo ku mikoreshereze n'imikorere **y'abakozi bashinzwe imyitwarire** mu Makoperative afite intego yo gutanga serivisi zijyanye no gutwara abagenzi hakoreshejwe amapikipiki.

Ingingo ya 2: Kureka gukoresha izina: "Security officers".

Amakoperative afite intego yo gutanga serivisi zijyanye no gutwara abagenzi hakoreshejwe amapikipiki ategetswe, guhera ku itariki aya Mabwiriza ashyiriweho umukono, guhita areka gukoresha izina "**Security officer**" ahubwo agakoreshwa izina "**Umukozi ushizwe imyitwarire**" (Disciplinary Officer), ibi kandi bigahita byandikwa ku myambaro yabo bakozi.

Ingingo ya 3: Ishyirwaho ry'abakozi bashinzwe imyitwarire.

Koperative igomba gushyiraho abakozi bashinzwe imyitwarire ishingiye ku bushobozi ifite bwo kubahemba no ku mubare w'ibinyabiziba abanyamuryango bafite, ku buryo bukurikira:

1°. Abashinzwe imyitwarire babiri (2) ku Makoperative afite amapikipiki guhera kuri 10 kugera ku 200.
2°. Abashinzwe imyitwarire batatu (3) ku Makoperative afite amapikipiki guhera kuri 201 kugera kuri 300.
3°. Abashinzwe imyitwarire bane (4) ku Makoperative afite umubare w'amapikipiki uri hejuru ya 300.

Ingingo ya 4: Amasezerano y'akazi

Buri mukozi wese ushinzwe imyitwarire muri Koperative agomba kuba afite amasezerano y'akazi yanditse yahawe na Koperative nyuma yo gusuzuma bagasanga yujuje ibisabwa byose kuri uwo mwanya ***harimo no kuba yarabiherewe amahugurwa n'Urwego rubishinzwe***. Muri ayo masezerano hagomba kugaragaramo ubwoko bw'akazi, inshingano z'impande zombi, uburyo amasezerano ashobora guseswa, ubukemurampaka n'igihe cy'igeragezwa.

Hashingiwe ku Mabwiriza yo ku wa 05/12/2013 agenga imyitwarire y'abayobozi n'abakozi bakuru b'Amakoperative, Abakozi bashinzwe imyitwarire muri Koperative ntibagomba kuba bafitanye isano ya hafi n'umwe mu bagize inzego za Koperative.

Ingingo ya 5: **Aho abashinzwe imyitwarire bakorera n'icyo bakora.**

Abakozi bashyinzwe imyitwarire mu makoperative afite intego yo gutanga serivisi zijyanye no gutwara abagenzi hakoreshejwe amapikipiki bakora inshingano bahawe na Koperative yabo kandi akazi bagakorera gusa ku biro bya Koperative no kuri parikingi ya Koperative yabahaye akazi.

Ingingo ya 6: Imyenda n'ikarita by'akazi.

Umukozi ushyinzwe imyitwarire muri Koperative, igihe cyose ari mu kazi, agomba kuba yambaye impuzankano z'akazi (uniforme) kandi afite ikarita y'akazi igaragaza amazina ye, izina rya Koperative akorera n'aho akorera.

Ingingo ya 7: **Ibyo umukozi ushinzwe imyitwarire abujijwe.**

1°. Nta mukozi ushinzwe imyitwarire muri Koperative wemerewe kwaka no kwakira imisanzu itangwa n'abanyamuryango cyangwa andi mafaranga agenewe Koperative.

2°. Kwishyura imisanzu bikorerwa mu bigo by'imari byemewe Koperative ibitsamo, maze uwishyuye agashyikiriza Koperative ye Inyemezabwishyu (bordereau de versement).

3°. Umukozi ushinzwe imyitwarire ntiyemerewe guca abanyamuryango amande cyangwa kuyakira.

4°. Nta mukozi ushinzwe imyitwarire y'abamotari wemerewe gufata abamotari igihe bari mu muhanda, keretse gusa ari igikorwa cyateguwe na Polisi y'Igihugu, ishami rishyinzwe umutekano wo mu muhanda, igasaba ko Koperative, binyuze ku bakozi bayo bashinzwe imyitwarire, yafatanya nabo muri ako kazi.

5°. Nta mukozi ushinzwe imyitwarire muri Koperative wemerewe gukoreshwa mu nyungu bwite z'umuyobozi wa Koperative. Igihe cyose, uwo mukozi agomba kumenya ko akorera abanyamuryango, akirinda icyatuma abangamira inyungu rusange abanyamuryango bahuriyeho.

Ingingo ya 8: **Guhana amakosa yakorewe mu muhanda**.

Amakosa yakorewe mu muhanda akurikiranwa kandi agahanwa n'Urwego rubifitiye ububasha.

Nta Koperative cyangwa ushinzwe imyitwarire ufite ububasha bwo gufatira ikinyabiziga cyangwa ikindi kintu cy'umunyamuryango wayo.

Ibihano byose bifitanye isano n'imyitwarire y'abanyamuryango bitangwa n'Ubuyobozi bwa Koperative. Icyo umukozi ushinzwe imyitwarire akora ni ugutanga raporo ku buyobozi bwa Koperative ku makosa umunyamuryango aba yakoze, kandi ayo makosa akaba ateganywa mu Mategeko y'Umwihariko ya Koperative.

Ingingo ya 9: Abasabwa gutanga imisanzu.

Koperative ifite intego yo gutanga serivisi zijyanye no gutwara abagenzi hakoreshejwe amapikipiki yemerewe kwaka no kwakira amafaranga y'imisanzu y'abanyamuryango bayo gusa kandi bigakorwa n'Umucungamutungo (Manager) cyangwa umubaruramari (Accountant). Umunyamuryango yemerewe gutanga umusanzu muri Koperative abarizwamo yonyine kandi nawo akawunyuza kuri Konti ya Koperative ye.

Ingingo ya 10: Ibyo umukozi ushinzwe imyitwarire agomba kubahiriza

1° Umukozi ushinzwe imyitwarire asabwa kubahiriza amabwiriza y'ubuyobozi bwa Koperative. Izindi nzego z'abafatanyabikorwa, igihe zifuza gukorana n'uyu mukozi, zigomba kubinyuza ku buyobozi bwa Koperative.

2° Umukozi ushinzwe imyitwarire afite inshingano yo kuzana ituze mu banyamuryango, kurinda umuvundo mu bamotari igihe bari muri za parikingi, kurinda umuvundo ku biro bya koperative no mu nama zitegurwa na Koperative.

Ingingo ya 11: Ivanwaho ry'Ingingo z'amabwiriza zinyuranyije n'aya mabwiriza.

Ingingo zose z'amabwiriza abanziriza aya mabwiriza kandi zinyuranyije nayo zivanyweho.

Ingingo ya 12: Igihe aya mabwiriza atangira gukurikizwa.

Aya mabwiriza atangira gukurikizwa ku munsi ashyiriweho umukono.

Kigali, ku wa 03 Mata 2018.

Joseph Nzakunda.

Umuyobozi w'Agateganyo w'Ikigo cy'Igihugu gishinzwe guteza imbere Amakoperative.