

## ATTRIBUTIONS ENTRUSTED TO THE STAFF OF GENERAL DIRECTORATE ON TERRITORIAL ADMINISTRATION AND GOVERNANCE

TITLE	ATTRIBUTIONS
Director General	<p>Supervise and provide technical guidance/assistance on the Policies, programs and projects aiming at building decentralized administration entities based on good Governance that serve the population:</p> <ul style="list-style-type: none"> <li>- Evaluate the existing programs or projects on good governance and decentralization</li> <li>- Supervise studies of establishing policy capable for decentralization and democratization promotion from the perspective of empowering the population for decisions-making;</li> <li>- Put in place mechanisms to strengthen decision-making in decentralised entities;</li> <li>- Determine attributions or limits of power for each body within local administration;</li> <li>- Give the orientation for updating national policies and programs aimed at addressing anomalies identified in Local Governments;</li> </ul> <ul style="list-style-type: none"> <li>• Put in place programs and lay strategies for promotion good governance and decentralization at the local government level: <ul style="list-style-type: none"> <li>- Support and strengthen decentralization and participation of the population in decision-making</li> <li>- Identify possible partnerships (NGOs-Stakeholders) that could provide support to help Local government to implement good governance and decentralization programs.</li> <li>- Organize and carry out evaluation in areas concerning good governance and decentralization at local administration level.</li> <li>- Receive population claims that have not been resolved by Local Governments and establish their resolutions mechanisms.</li> <li>- Organize training sessions in Local Governments particularly on good governance and decentralization.</li> </ul> </li> <li>• Evaluate positive and negative reform impact at local levels: <ul style="list-style-type: none"> <li>- Ensure services provided to the population are satisfactory after any local administration reform took place</li> <li>- Identify weaknesses generated by local administration reform</li> <li>- Check if staff recruitment and laying off process at local government meets job requirements and legitimate</li> <li>- Carry out regular inspections in the decentralised entities in order to verify the compliance and effective implementation of the policies, programs, rules and regulations of Territorial administration &amp; Decentralisation</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Inspect the functioning of provincial and decentralised entities vis a vis the quality of services delivered to the population</li> <li>- Propose corrective measures to avoid similar cases and/or amendments of procedures or regulations and rules</li> <li>- Propose sanctions against the offenders of law and procedures of territorial administration.</li> </ul>
Administrative Assistant	<p>The Administrative Assistance to the DG Secretariat shall be responsible for:</p> <ul style="list-style-type: none"> <li>- Making short notes on incoming and outgoing documents and/or correspondences of the pool particularly to the DG</li> <li>- Ensuring the DG received all mails addressed to him/her and are replied, he/she makes the appropriate filing of pool of experts, updates the diary of the DG with new appointments, welcomes pool's visitors and provides the required hospitality.</li> <li>- He/she answers phone calls and makes summaries to the DG and experts.</li> <li>- He/she organizes DG and experts meetings and travels within and outside the country and must ensure DG's office is in excellent order with all the necessary materials.</li> <li>- Do any other ministry significant duties assigned by the higher competent authority.</li> </ul>
Territorial Administration Analyst	<ul style="list-style-type: none"> <li>- Participate to the development and dissemination of laws, regulations and instructions related to Territorial administration, Decentralisation, and Good governance;</li> <li>- Collaborate and support his/her counterparts in decentralized entities;</li> <li>- Carry out regular inspections in the decentralised entities in order to verify the compliance and effective implementation of the policies, programs, rules and regulations of Territorial administration, Decentralisation, and good governance,</li> <li>- Inspect the functioning of provincial and decentralised entities vis a vis the quality of services delivered to the population</li> <li>- Cross-check results performed by the local governments in territorial administration, good governance and decentralisation programs;</li> <li>- Analyse and prepare instructions to resolve malfunctioning and complaints identified in local governments;</li> <li>- Propose corrective measures to avoid similar cases and/or amendments of procedures or regulations and rules;</li> <li>- Propose sanctions against the offenders of law and procedures of territorial administration.</li> <li>- Do any other ministry significant duties assigned by the higher competent authority;</li> <li>- Exploit reports from management team and district council;</li> <li>- Identify files processed by each district and make opinions and considerations on reports from grassroots local administration.</li> </ul>
Professional in charge Fiscal and	<ul style="list-style-type: none"> <li>- Carry out financial inspections at local government levels especially provinces, Kigali city, districts in order to verify the actual practice with Public finance rules and regulations</li> </ul>

Finance Analysis	<ul style="list-style-type: none"> <li>- Inspect the efficiency and accuracy of the fiscal decentralised systems and provide recommendations to solve the inefficiencies</li> <li>- Evaluate the results according to the performance indicators established for local finance management</li> <li>- Analyse periodic financial reports of the local governments and provide appropriate feedback</li> <li>- Formulate recommendations to improve the mechanisms and systems of local finance management and of local tax collection,</li> <li>- Work closely with MINECOFIN and RRA, and propose necessary amendments related to the rules and regulations governing local finance management</li> <li>- Prepare and conduct training sessions for local government finance officers in financial management</li> </ul>
Professional in charge of civil society policy	<ul style="list-style-type: none"> <li>- Elaborate and up date the national policies and programs related to the functioning of civil society organisations (NGOs, religious organisations, associations and political parties)</li> <li>- Develop, disseminate related instructions and monitor the implementation - Sensitize the population on civic education and democratisation through training local trainers, and monitor and report periodically on progress</li> <li>- Develop quantitative and qualitative evaluation performance indicators and achievement on the objectives of civil society development and political parties.</li> <li>- Monitor at local levels the implementation of laws and regulations related to political parties, civil society development and civic education (rights and correlative obligations)</li> <li>- Analyse civil society reports and make recommendations to resolve issues requiring serious attention provide timely registration certificates and recommendation required of the ministry by civil society organisations, work closely with national electoral commission, produce reports on elections, make periodic reports of the ministry on civil society and political parties performance.</li> <li>- Do any other ministry significant duties assigned by higher competent authority.</li> </ul>