RWANDA ALLIED HEALTH PROFESSIONS COUNCIL

(Law N°46/2012 OF 14/01/2013)

ELECTIONS HANDBOOK/ AMABWIRIZA AGENGA AMATORA

Electoral Committee

Kigali, NZERI 2026

AMABWIRIZA YEREKEYE AMATORA Y'ABAGIZE INZEGO Z'URUGAGA NYARWANDA RW'ABAKORA IMIRIMO ISHAMIKIYE KU BUVUZI

INTANGIRIRO

Hashingiwe ku ngingo ya 10, 11, 12, 15 n'iya 16 z'Itegeko Nº 46/2012 ryo kuwa 14/01/2013 rishyiraho Urugaga Nyarwanda rw'Abakora Imirimo Ishamikiye ku Buvuzi kandi rikagena imiterere, imikorere n'ububasha byarwo;

Hashingiwe ku ngingo ya 20, 21, 50, 51, 52, 53, 58, 59, 60, 61 na 62 z'Amategeko Ngengamikorere y'Urugaga Nyarwanda rw'Abakora Imirimo Ishamikiye ku Buvuzi;

Hashingiwe ku nyandiko igena ibigenderwaho mu kugena abahagararira abandi mu matora y'abagize inzego z'Urugaga (Electoral Handbook of the Council);

Abagize Inama y'Igihugu y'Urugaga bamaze kubisuzuma;

Bemeje ko amatora y'uyu mwaka y'abagize inzego z'Urugaga azakorwa hakoreshejwe uburyo bukomatanyije (Hybrid);

Ikoranabuhanga rizakoreshwa mu gutora abahagarariye imyuga y'imirimo ishamikiye ku buvuzi; hanyuma abazaba batowe bakazahurira hamwe mu gushyiraho inzego z'Urugaga.

UMUTWE WA MBERE: INGINGO RUSANGE

Ingingo ya 1: Icyo aya mabwiriza agamije

Aya mabwiriza agena uburyo amatora y'abagize inzego z'Urugaga Nyarwanda rw'Abakora Imirimo Ishamikiye ku Buvuzi ategurwa kandi agakorwa hakoreshejwe uburyo bukomatanije.(Hybrid).

Ingingo ya 2: Amahame ngenderwaho mu matora

Amatora akorwa hubahirizwa amahame akurikira:

1. Ibanga ry'itora;
2. Ubwisanzure bw'utora;
3. Uburinganire bw'amahirwe ku bakandida;
4. Umutekano n'ubwirinzi bw'amakuru;
5. Gukorera mu mucyo;

Kugenzura no kubika ibyavuye mu matora mu buryo bw'ikoranabuhanga

UMUTWE WA II: AMATORA YO MU BYICIRO BY'IMIRIMO ISHAMIKIYE KU BUVUZI (PROFESSIONAL ADVISORY BOARDS)

Ingingo ya 3: Itegurwa n'iyobora ry'amatora

Amatora yo mu Byiciro by'Imirimo Ishamikiye ku Buvuzi ategurwa kandi akayoborwa na Komisiyo y'Amatora ishyirwaho na Biro y'Inama y'Igihugu y'Urugaga.

Komisiyo y'Amatora igena urubuga rw'ikoranabuhanga ruzakoreshwa mu matora kandi ikarukurikirana kugira ngo rwizerwe kandi rukore neza.

Ingingo ya 4: Imyanya itorerwa muri buri cyiciro

Buri cyiciro cyitoramo abantu batatu (3) ari bo:

1. Perezida;
2. Visi Perezida;
3. Umujyanama (1).

Ingingo ya 5: Gutanga kandidatire

Abifuza kwiyamamaza bohereza kandidatire zabo hakoreshejwe uburyo bw'ikoranabuhanga bwagenwe na Komisiyo y'Amatora nibura mu minsi mirongo itatu (30) mbere y'umunsi w'amatora.

Kandidatire igaragaza:

1. Amazina y'uwiyamamaza;
2. Nimero y'iyandikwa mu Rugaga;
3. Umwanya yiyamamarizaho;
4. Umwirondoro mugufi (Curriculum Vitae);
5. Ifoto n'inyandiko yerekana imigabo n'imigambi ye.

Ingingo ya 6: Kugenzura abemerewe gutora no gutorwa

Komisiyo y'Amatora ifatanyije n'Ubunyamabanga bw'Urugaga igenzura urutonde rw'abemerewe gutora no gutorwa.

Urutonde ndakuka rutangazwa nibura iminsi irindwi (7) mbere y'umunsi w'amatora hakoreshejwe urubuga rw'Urugaga n'ubundi buryo bw'ikoranabuhanga, bwemewe kandi busanzwe bukoreshwa n'Urugaga.

Ingingo ya 7: Ibisabwa uwemerewe gutorwa

Uwemerewe gutorwa agomba kuba yujuje ibisabwa byemejwe n'Inama y'Igihugu y'Urugaga, bigaragara ku muereka w'aya mabwiriza.

Ingingo ya 8: Uburyo amatora akorwa

Amatora akorwa hifashishijwe urubuga rw'ikoranabuhanga rwemejwe na Komisiyo y'Amatora.

Buri muntu wemerewe gutora ahabwa uburyo bwihariye bwo kwinjira muri sisitemu y'itora (username, password cyangwa OTP).

Buri muntu wemerewe gutora yemerewe gutora rimwe gusa kandi sisitemu ikabuza gutora inshuro zirenze imwe.

Ingingo ya 9: Kubara no gutangaza amajwi

Igihe cy'amatora kirangiye, sisitemu ihita ibara amajwi mu buryo bwikora.

Komisiyo y'Amatora ihita itangaza ibyavuye mu matora.

Iyo habaye kunganya amajwi, amatora asubirwamo hagati y'abakandida banganyije mu gihe kitarenze iminsi ibiri (2).

Iyo bongeye kunganya amajwi, hakoreshwa tombola ikozwe mu buryo buboneye , butegurwa kandi bukurikiranwa na Komisiyo y'Amatora.

Iyo umukandida ari umwe gusa, agomba kubona nibura kimwe cya kabiri (1/2) cy'amajwi y'abatoye hiyongereyeho ijwi rimwe kugira ngo abe atowe.

UMUTWE WA III: AMATORA Y'ABAGIZE BIRO Y'INAMA Y'IGIHUGU Y'URUGAGA

Ingingo ya 10: Itegurwa n'iyobora ry'amatora

Amatora y'Abagize Biro y'Inama y'Igihugu y'Urugaga ategurwa kandi akayoborwa na Komisiyo y'Amatora ku rwego rw'Urugaga.

Ingingo ya 11: Abagize Komisiyo y'Amatora

Komisiyo y'Amatora igizwe n'abantu batanu (5) bashyirwaho n'Inama y'Igihugu y'Urugaga.

Ntibyemewe ko:

1. Uwari uri muri Biro irangije manda aba umwe mu bagize Komisiyo y'Amatora;
2. Umwe mu bagize Komisiyo y'Amatora yiyamamariza umwanya uwo ari wo wose utorerwa.

Ingingo ya 12: Imyanya itorerwa muri Biro

Imyanya itorerwa muri Biro ni:

1. Perezida;
2. Visi Perezida;
3. Umunyamabanga;
4. Umubitsi;
5. Abajyanama batatu (3).

Ingingo ya 13: Abemerewe gutora

Abemerewe gutora ni abahagarariye ibyiciro byemejwe n'Inama y'Igihugu y'Urugaga.

Ingingo ya 14: Gutanga kandidatire

Komisiyo igenzura kandidatire zatanzwe kandi igatangaza urutonde rwa nyuma rw'abakandida bitoreza guhagararira ibyo byiciro.

Ingingo ya 15: Kwiyamamaza

Kwiyamamaza gukorwa hakoreshejwe uburyo bw'imbonankubone (Physiocal) bigakorwa ku munsi nyirizina w'amatora

Buri mukandida ahabwa iminota itanu yo kwiyamamaza

Ingingo ya 16: Uburyo amatora akorwa

Amatora y'abahagagariye imyuga afungurwa kandi agafungwa na Komisiyo y'Amatora binyuze muri sisitemu y'itora.

Abatoye mu matora y'abahagarariye imyuga bashobora gutora aho bari hose mu gihe cyagenwe na Komisiyo.

Ingingo ya 17: Kubara no gutangaza amajwi

Sisitemu y'itora ibara amajwi mu buryo bwikora kandi igatanga raporo y'ibyavuye mu matora.

Amatora yakozwe mu buryo bw'imbonankubone (Physical), amajwi abarwa ako kanya hifashishijwe uburyo bwo kwandika amajwi y'abatoye hakamenyekana uwatsinze amatora.

Komisiyo y'Amatora yemeza kandi igatangaza ibyavuye mu matora.

Mu gihe habaye kunganya amajwi cyangwa umukandida umwe rukumbi, hakurikizwa ibiteganywa n'Ingingo ya 9 y'aya mabwiriza.

Ingingo ya 18: Inyandikomvugo y'amatora

Nyuma y'amatora, Komisiyo y'Amatora ikora inyandikomvugo igaragaza:

1. Uko amatora yagenze;
2. Umubare w'abatoye;
3. Ibyavuye mu matora;
4. Ibibazo byagaragaye n'uko byakemuwe.

Inyandikomvugo ibikwa mu bubiko bw'ikoranabuhanga bw'Urugaga kandi igashyikirizwa inzego zibishinzwe.

UMUTWE WA IV: IBIREGO N'UBUJURIRE

Ingingo ya 19: Ibibazo n'ubujurire

Ikirego cyose kijyanye n'amatora gitangwa mu buryo bw'ikoranabuhanga kuri Komisiyo y'Amatora mu gihe kitarenze amasaha mirongo ine n'umunani (48) nyuma y'itangazwa ry'ibyavuye mu matora.

Komisiyo ifata icyemezo mu gihe kitarenze iminsi itatu (3) y'akazi.

Utishimiye icyemezo cya Komisiyo ajuririra Komite yihariye (Adhoc Committee) igizwe n'abantu batatu, batoranywa mu bagize Inama y'Igihugu y'Urugaga, batari mu biyamamarije gutorwa cyangwa abagize Komisiyo y'Amatora. Iyo Komite yihariye ishyirwaho n'abagize Komite Nyobozi basoje manda kandi batongeye kwiyamamaza nyuma yo kubijyaho inama.

Iyo ubujurire bwakiriwe Komite yihariye itangaza icyemezo cyayo mu gihe kitarenze iminsi itatu, amatora agasuburwamo mu gihe kitarenze iminsi 2 y'akazi.

UMUTWE WA V: INGINGO ZISOZA

Ingingo ya 20: Isimburwa ry'uwavuye mu mwanya

Umwe mu bagize inzego z'Urugaga uvuye mu mwanya ku mpamvu ziteganywa n'amategeko asimburwa hakurikijwe uburyo bwamugejeje kuri uwo mwanya.

Ingingo ya 21: Kubika no kurinda amakuru y'amatora

Komisiyo y'Amatora ifatanyije n'Ubunyamabanga bw'Urugaga igomba kubika amakuru yose y'amatora mu buryo bw'ikoranabuhanga nibura mu gihe cy'imyaka itatu (3) no kuyarinda hakurikijwe amategeko agenga kurinda amakuru.

Ingingo ya 22: Ishyirwa mu bikorwa

Aya mabwiriza atangira gukurikizwa ku munsi yemejwe n'Inama y'Igihugu y'Urugaga kandi avanaho ingingo zose z'amabwiriza yabanje zinyuranyije na yo.

ANNEXE I:

Ubunyamabanga bw'Urugaga + Komisiyo ishinzwe amatora **Igikorwa**	**Amatariki**	**Ababishinzwe**
Gushyiraho komisiyo y'amatora n'akanama nkemurampaka	**05/10/2026**	Biro y'inama nkuru y'Urugaga
Kumenyesha abantu bo mu byiciro amabwiriza y'amatora y'inzego z'Urugaga zisimbura izari zisanzweho	**05/10/2026**	Ubunyamabanga bw'Urugaga
Gushyikiriza Komisiyo ishinzwe amatora ibisabwa ku bashaka kwiyamamariza imyanya izatorerwa	**19-30/10/2026**	Komisiyo ishinzwe amatora
Gusuzuma ubusabe bw'abifuza kwiyamamaza	**01-15/11/2026**	Komisiyo ishinzwe amatora
Gutangaza abemerewe gutorwa	**15/11/2026**	Komisiyo ishinzwe amatora
Kwakira no gusuzuma ubujurire ku batemerewe gutorwa	**17/11/2026**	Perezida w'Inama y'Igihugu y'Urugaga urangije manda
Amatora y'abahagarariye ibyiciro by'imirimo ishamikiye ku buvuzi (professional Advisory Board)	**01-06/12/2026**	Ubunyamabanga bw'Urugaga + Komisiyo ishinzwe amatora
Amatora y'abahagarariye abandi mu byiciro byemejwe n'Inama y'Igihugu y'Urugaga	**11/12/2026**	Ubunyamabanga bw'Urugaga + Komisiyo ishinzwe amatora
Gutangaza abatowe mu ibyiciro by'imirimo ishamikiye ku buvuzi (professional Advisory Board)	**12/12/2026**	Ubunyamabanga bw'Urugaga + Komisiyo ishinzwe amatora
Amatora y'Abagize Biro y'Igihugu y'Urugaga	**18/12/2026**	Ubunyamabanga bw'Urugaga + Komisiyo ishinzwe amatora
Ubujurire ku muntu utishimiye ibyavuye mu matora y'Abagize Inzego z'Urugaga (Inama nkuru y'urugaga na Biro yayo)	**20/12/2026**	Perezida w'Inama y'Igihugu y'Urugaga urangije manda
Raporo ya nyuma y'imigendekere y'amatora ku myanya y'Abagize Biro y'Urugaga	**21/12/2026**	Ubunyamabanga bw'Urugaga + Komisiyo ishinzwe amatora
Ihererekanyabubasha (Handover)	**30/12/2026**	Abarangije manda + abatowe bashya

ANNEXE II:

SPECIFIC REQUIREMENTS FOR THE COUNCIL'S ORGANS OFFICIALS

1. Chairperson of the NCB

1. Must have at least a postgraduate qualification in Allied Health Professions
2. Must have at least 5 years' experience in professional leadership
3. Must be registered and licensed by the Council with 5 years of seniority on the Register of the Council
4. Must not have received any disciplinary sanction from RAHPC during the preceding three years.

2. Deputy Chairperson

1. Must have at least a bachelor's degree qualification in Allied Health Professions
2. Must have at least 3 years' experience in professional leadership
3. Must be registered and licensed by the Council with 3 years of seniority on the Register of the Council
4. Must not have received any disciplinary sanction from RAHPC during the preceding three years.

3. Secretary

1. Must have at least a bachelor's degree qualification in Allied Health Professions
2. Must have at least 3 years' experience in professional leadership
3. Must be registered and licensed by the Council with 3 years of seniority on the Register of the Council
4. Must not have received any disciplinary sanction from RAHPC during the preceding three years.

4. Treasurer

1. Should have at least a bachelor degree in Allied Health Professions
2. Should be able to understand the accounting language
3. Must have at least 3 years' experience in professional leadership
4. Must be registered and licensed by the Council with 3 years of seniority on the Register of the Council
5. Must not have received any disciplinary sanction from RAHPC during the preceding three years.

5. Advisors (3)

1. Must have at least an advanced diploma in any Allied Health Profession disciplines
2. Must have at least 3 years' experience in professional leadership Must have interpersonal and leadership skills,
3. Must be registered and licensed by the Council with 3 years of seniority on the Register of the Council
4. Must not have received any disciplinary sanction from RAHPC during the preceding three years.

6. Chairperson (Professional Board)

1. Must have at least a bachelor's degree qualification in the Allied Health Professionals discipline, where applicable
2. Must have at least 3 years' experience in professional leadership
3. Must be registered and licensed by the Council with 3 years of seniority on the Register of the Council
4. Must not have received any disciplinary sanction from RAHPC during the preceding three years.

7. Professional board members (Vice Chair-person and Advisors)

1. Must have at least an advanced diploma in any Allied Health Profession disciplines
2. Must be registered and licensed by the Council with 3 years of seniority on the Register of the Council
3. Must have at least 3 years' experience in professional leadership
4. Must not have received any disciplinary sanction from RAHPC during the preceding three years.

The Chairperson
Electoral Committee
Rwanda Allied Health Professions Council (RAHPC).