



KOPERATIVE COMIKAGI

INTARA Y'AMAJYARUGURU

AKARERE KA GAKENKE

UMURENGE WA RULI

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ITANGAZO RY'AKAZI

Ubuyobozi bwa COMIKAGI, Koperative ikora ubucukuzi bw'amabuye y'agaciro mu Murenge wa Ruli, Akarere ka Gakenke, Intara y'Amajyaruguru, buramenyesha ababyifuza bose kandi bujuje ibisabwa ko bwifuza gutanga akazi ku mwanya w'Umubaruramari wa Koperative COMIKAGI (Comptable /Accountant) .

A. Ibisabwa ku bifuza gupiganira uyu mwanya:

- ✓ A0 mu ibaruramari, icungamutungo;
- ✓ Kuba afite impamyabushobozi y'ababaruramari b'umwuga (CPA Certificate)byaba ari akarusho.
- ✓ Kuba afite nibura uburambe bw'imyaka itatu mu ibaruramari cyangwa ubugenzuzi
- ✓ Kuba azi neza gukoresha Ms Office cyane cyane Ms Excel;
- ✓ Kuba azi neza nibura zimwe muri Accounting Software, kumenya SAGE 100 ni akarusho;
- ✓ Kuba atarigeze afungwa igihe kingana cyangwa kirenze amezi atandatu ;
- ✓ Kuba ari inyangamugayo;
- ✓ Kuba ari Umunyarwanda;
- ✓ Kuvuga no kwandika neza ikinyarwanda n'Icyongereza, Igifaransa ni akarusho.

B. Zimwe mu nshinganoazaba ashinzwe:

- ✓ Abiyobowemo n'Ukuriye ibaruramari, ategura ingengo y'imari ya buri mwaka, hubahirizwa gahunda y'ibikorwa;
- ✓ Akurikirana buri gihe uko ingengo y'imari yubahirizwa, hagamijwe kunoza imicungire no koroshya igenzura ry'imikoreshereze y'imari yagenewe koperative COMIKAGI
- ✓ Ateganya akanahuza ibikorwa bifatanye isano n'imari,n' ibaruramari bya buri kwezi, buri gihembwe, buri mezi atandatu na buri mwaka;



- ✓ Kugenzura raport y'umutungo buri kwezi, hagamijwe kwemeza ko ibikubiyemo biteguye neza kandi ko ari ukuri;
- ✓ Kugenzura imicungire y'abakozi hagamijwe kureba niba yubahiriza amategeko agenga imicungire y'abakozi ndetse n'amabwiriza ngenga mikorere;
- ✓ Kugira Inama Inama y'Ubuyobozi ku buryo bwiza bwo gukosora ibiba byagaragajwe muri raporo y'ubugenzi bwite;
- ✓ Kugira Inama Inama y'Ubuyobozi ku buryo bwiza bwo gukosora ibiba byagaragajwe muri raporo y'ubugenzi bwo hanze ya Koperative;
- ✓ Gukorana n'abagenzuzi bo hanze yak operative igihe baje kugenzura COMIKAGI;
- ✓ Kuba umuhamya mu bikorwa by'ibarura ry'umutungo utimukanwa ndetse n'umutungo ubitse mu bubiko (stock)
- ✓ Gukora igenzura ryimbitse igihe risabwe n'Inama y'Ubuyobozi;
- ✓ Gutegura gahunda y'ibikorwa by'umwaka;
- ✓ Gutanga Raporo z'ubugenzuzi ku Nama y'Ubuyobozi;
- ✓ Gukora akandi kazi yasabwa n'Inama y'Ubuyobozi.

==> Amadosiye asaba akazi akubiyemo ibaruwa isaba akazi yandikiwe Perezida w'Inama y'Ubuyobozi wa COMIKAGI; Umwirondoro wuzuye "C.V" hariho n'abantu batatu bakuzi n'aho babarizwa; Fotokopi ya Diplome iriho umukono wa Notaire; Fotokopi y'Indangamuntu n'Icyemezo cy'umukoresha wa nyuma; ayo madosiye agomba kuba yatanze ku biro by'Ubuyobozi bwa Koperative COMIKAGI mu minsi y'akazi bitarenze tariki ya 08 Ukuboza 2025 saa kumi n'imwe z'umugoroba (17h00).

N.B: Abazaba bujuje ibisabwa, nibo gusa bazahamagarwa bamenyeshwe umunsi wo gukora ikizamini cy'akazi.

Bikorewe i Ruli, ku wa 01/12/2025

Umuyobozi wa Koperative COMIKAGI

KAYITESI Beatrice





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A. Ibisabwa ku bifuzwa gupiganira uyu mwanya:

- ✓ A0 mu Ibaruramari, Icungamutungo cyangwa Ubukungu;
- ✓ Kuba afite impamyabushobozi y'ababaruramari b'umwuga (CPA Certificate);
- ✓ Kuba afite nibura uburambe bw'imyaka itanu mu ibaruramari cyangwa ubugenzuzi;
- ✓ Kuba atarigeze afungwa igihe kingana cyangwa kirenze amezi atandatu ;
- ✓ Kuba ari inyangamugayo;
- ✓ Kuba ari Umunyarwanda;
- ✓ Kuvuga no kwandika neza ikinyarwanda n'Icyongereza, Igifaransa ni akarusho.

B. Zimwe mu nshinganoazaba ashinzwe:

- ✓ Kugenzura umunsi ku munsu ibikorwa bya koperative Comikagi hagamijwe kureba ko ibikorwa bikurikiza amabwiriza n'amategeko;
- ✓ Kugenzura raport y'umutungo buri kwezi, hagamijwe kwemeza ko ibikubiyemo biteguye neza kandi ko ari ukuri;
- ✓ Kugenzura imicungire y'abakozi hagamijwe kureba niba yubahiriza amategeko agenga imicungire y'abakozi ndetse n'amabwiriza ngenga mikorere;
- ✓ Kugira Inama Inama y'Ubuyobozi ku buryo bwiza bwo gukosora ibiba byagaragajwe muri raporo y'ubugenzuzi bwite;
- ✓ Kugira Inama Inama y'Ubuyobozi ku buryo bwiza bwo gukosora ibiba byagaragajwe muri raporo y'ubugenzuzi bwo hanze ya Koperative;



- ✓ Gukorana n'abagenzuzi bo hanze yak operative igihe baje kugenzura COMIKAGI;
- ✓ Kuba umuhamba mu bikorwa by'ibara ry'umutungo utimukanwa ndetse n'umutungo ubitse mu bubiko (stock)
- ✓ Gukora igenzura ryimbitse igihe risabwa n'Inama y'Ubuyobozi;
- ✓ Gutegura gahunda y'ibikorwa by'umwaka;
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