

Directorate General Services

The Directorate of General Services is headed by **Théogène Ruzindana** who is the Director General of General Services.

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The Directorate of General Services is in charge of the following:

- ✓ Coordination of all activities in Finance, Administration and Planning Units;
- ✓ Provide guidelines for financial, administrative and planning processes and establish sound financial, administrative and planning systems;
- ✓ Coordinate procurement of goods and services;
- ✓ Provide guidelines in the public procurement process, and establish a sound tendering system;
- ✓ Supervise the preparation of procurement plans;
- ✓ Coordinate budget preparation and its execution;
- ✓ Supervise financial management and reporting;
- ✓ Ensure the existence of strong internal controls in fund allocation, budgetary commitments, authorizations and payments;
- ✓ Liaise with the internal and external audit and assist them in their respective functions;
- ✓ Oversee the management of financial resources of the judiciary;
- ✓ Assess performance of the staff of the unit and coordinate assessment of performance of the Department;
- ✓ Coordinate the annual training plan of the institution.