**(LOGO OF THE COMPANY)**

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| **INTERNSHIP/APPRENTICESHIP CONTRACT**Referring to the law n° 66/2018 of 30/08/2018 regulating labour in Rwanda, especially in its articles35 and 36 concerning Apprenticeship and Internship contracts; This contract is entered into and between the **……………………**, P.O BOX ……….Kigali-Rwanda, e-mail: ……………………. website ……………………………………, Tel: ………….., represented by**…………….),** [Hereinafter referred as “**Training provider**”**];** **And,**Mr/Mrs………resides at………………email…………… Tel……………….. [Hereinafter referred as “**internee/Apprentice”]****Now therefore the parties hereby agree as follows:** **Article One: Purpose of this contract** The purpose of this contract is to facilitate the internee/Apprentice to gain work experience in order to apply skills acquired through workplace learning.**Article 2: Place and duration of the contract** The duration of the Internship/Apprenticeship is ……………… The Internship/Apprenticeship will take place at the office of …………. or at any other place as may be agreed by Parties.**Article 3: Working Hours**The weekly working hours is .............starting from ……….. am to ……….. pm notwithstanding exception when it is deemed necessary. **Article 4: Responsibilities of the Training provider**The Training provider is responsible to:1. provide day to day supervision and coaching to the internee;
2. Provide required consumables to Internee/Apprentice;
3. Provide relevant practical trainings where available;
4. Ensure health, safety and welfare at workplace for Internees/Apprentices;
5. evaluate the performance of Internees/Apprentices;
6. Certify Internee/ apprentice after completion of at least ¾ of training period;
7. Comply with Law Regulating Labour in Rwanda.

**Article 5: Responsibilities of Internee/Apprentice** The Intern/Apprentice is responsible to: 1. Maintain a regular internship/Apprenticeship schedule determined by the supervisor;
2. Demonstrate honesty, punctuality, cooperative attitude and a willingness to learn;
3. make use of every opportunity to improve his or her field of practical knowledge;
4. Follow the instructions given by his or her supervisor to achieve the objectives of the internship/Apprenticeship;
5. Observe the given working rules and institutional guidelines and to manage all tools, instruments, machines and materials with due care attention;
6. Protect and declare to his or her colleagues all that may endanger safety and health at work

**Article 6: Facilitation of Internee/Apprentice** The training provider may facilitate the internee/Apprentice in terms of transportation and meals equivalent to Two thousands (2,000 frw) as per attendance, And both parties may agree on convenient payment modalities.**Article 7: Modification of the contract**Modification, extension, omission or cancellation of the terms or conditions of this contract may be agreed in writing and signed by all parties with copy to WDA. **Article 8: Termination of the contract**This contract may be terminated for one of the following cases:1. upon the expiration of the duration provided by this contract;
2. if the parties mutually agree to terminate the contract;
3. when one of the party does not fulfill his or her responsibilities as provided for this contract;
4. if the internee/apprentice presents personal reasons;
5. if the Internee/Apprentice commits fault such as theft, fighting with another staff, or any other indiscipline act at workplace;
6. any other reason provided for by law regulating labour in Rwanda.

**Article 9: Dispute settlement**Any dispute arising from the interpretation or execution of this internship/Apprenticeship contract shall be in the first instance be settled amicably by both parties. In case of failure to settle the matter, the matter shall be referred to District Labour Inspector. **Article 10: Governing Law** The governing Law shall be the Laws of the Government of Rwanda.**Article 11: Entry into force** This contract shall enter into force from the date of its signature by all parties and shall be effective from the date provided by parties to this contract.**Done at ………, ……./………./2020** **TrainingProvider Internee/Apprentice** Signature…………. Signature: …………..Name: ………Name:……………..  | **AMASEZERANO YO KWITOZA UMURIMO** **N’AYO KWIMENYEREZA UMWUGA**Hashingiwe ku itegeko rigenga Umurimo mu Rwanda n° 66/2018 ryo ku wa 30/08/2018,cyane cyane mu ngingo za 35 na 36 zirebana n’amasezerano yo kwitoza no kwimenyereza umwuga;Hakozwe amasezerano hagati ya………………..(Izina ry’ikigo),P.O Box……………Rwanda, e~mail:………………,website………….Tel:…………,Uhagarariye ikigo:…………………….. Na,……………………………….(Izina ry’uwimenyereza/Uwitoza umwuga),Utuye:…………….., email:………………..Tel:.............................**Impande zombi zumvikanye ibi bikurikira:****Ingingo ya Mbere**:**Impamvu y’aya Masezerano**Impamvu y’aya Masezerano ni ugufasha Uwimenyereza cyangwa Uwitoza umwuga kunguka ubunararibonye bw’akazi mu rwego rwo kwigira ku Murimo.**Ingingo ya 2:Ahantu n’igihe amasezerano azamara**Igihe cyo Kwimenyereza/Kwitoza umwuga kingana na………………Kwimenyereza/Kwitoza umwuga bizakorerwa ku biro bya ………………………….cyangwa ahandi hantu igihe humvikanyweho n’impande zombie.**Ingingo ya 3:Amasaha y’akazi**Amasaha y’akazi mu cyumweru ni………….atangira kuva…………….za mugitondo kugeza……………z’umugoroba,keretse igihe bibaye ngombwa ko ahindurwa.**Ingingo ya 4:Inshingano z’utanga amahugurwa**Utanga amahugurwa afite inshingano yo:1.Gukurikirana no gufasha uwimenyereza/uwitoza umwuga;2.Kugenera uwimenyereza/uwitoza umwuga ibyangombwa bikenerwa bya buri munsi;3. Gutanga ubumenyingiro bufatika aho bukenewe;4. Kubungabunga ubuzima, umutekano n’imibereho myiza y’abimenyereza/abitoza umwuga;5.Gusuzuma ubumenyi uwimenyereza/uwitoza umwuga;6.Guha Impamyabushobozi umunyeshuri wize byibuze ¾ by’igihe giteganyijwe kwigwa;7.Kubahiriza itegeko rigenga Umurimo mu Rwanda.**Ingingo ya 5**:**Inshingano z’Uwimenyereza/Uwitoza umwuga**Uwimenyereza/Uwitoza umwuga afite inshingano yo:1.Kubahiriza gahunda yo Kwimenyereza/Kwitoza umwuga yashyizweho;2.Kugaragaza ubunyangamugayo,kubahiriza igihe,gukorana n’abandi no gukunda kwiga;3.Gukoresha amahirwe yose ahawe kugira ngo yunguke ubumenyingiro;4.Kubahiriza amabwiriza ahabwa n’Utanga amahugurwa mu rwego rwo kugira ngo kwimenyereza/Kwitoza umwuga bigere ku ntego;5.Kumenya amategeko yihariye y’ikigo, kuyubahiriza no gufata neza ibikoresho,imashini, n’ibindi bikoresho by’ikigo;6. Kwirinda no kumenyesha bagenzi be ikintu cyose gishobora kubangamira umutekano n’ubuzima`**Ingingo ya 6:Ibigenewe Uwimenyereza/Uwitoza umwuga**Utanga amahugurwa afasha uwimenyereza/Uwitoza umwuga mu buryo bw’urugendo ndetse n’ifunguro rya saa sita bingana n’Ibihumbi bibiri (2,000frw) buri uko uwimenyereza/Uwitoza umwuga aje kwiga, impande zombi zemeranya uburyo bwo kubonamo aya mafaranga.**Ingingo ya 7:Guhindura amasezerano**Guhindura, kongera cyangwa gusesa ibiri muri aya masezerano bigomba kumvikanwaho n’impande zombie mu nyandiko izinye WDA ikagenerwa ikopi.**Ingingo ya 8:Gusesa amasezerano**Aya masezerano ashobora guseswa kuri imwe mu mpamvu zikurikira:1.Igihe cyo gusoza amasezerano cyanditse kigeze;2.Igihe impamvu zombi zumvikanye gusesa amasezerano;3.Igihe uruhande rumwe rutubahirije inshingano nkuko ateganywa muri aya masezerano;4.Igihe Uwimenyereza/Uwitoza umwuga agaragaje impamvu z’umwihariko;5.Igihe Uwimenyereza/Uwitoza umwuga akoze amakosa nko kwiba,kurwana n’uwo bakorana, cyangwa irindi kosa rirebana n’imyitwarire mibi ku kazi;6.Indi mpamvu yose iteganywa n’Itegeko rigenga Umurimo mu Rwanda.**Ingingo ya 9: Uburyo bwo gukemura impaka**Impaka zose zavuka mu ishyirwa mu bikorwa ry’aya masezerano, zakemuka ku bwumvikane bw’impande zombi. Iyo kumvikana bidashobotse, ikibazo gishyikirizwa Ubugenzuzi bw’Umurimo mu Karere Umukoresha aherereyemo kugira ngo nawe akemure impaka mu bwumvikane**Ingingo ya 10:Itegeko rigenga**Itegeko rigenga rigomba kuba amategeko ya Guverinoma y’u Rwanda**Ingingo ya 11: Itariki amasezerano y’umurimo atangira gukurikizwa**Aya masezerano atangira kubahirizwa amaze gushyirwaho umukono n’impande zombi.**Bikorewe i………………../………./2020****Utanga amahugurwa Uwimenyereza/Uwitoza**Umukono…………. Umukono………………….Amazina…………... Amazina………………….. |