Duties and responsibilities:

The Finance Department is responsible for preparation of the Budget and Financial Reports; liaising with Directors of other departments for budget planning and execution; monthly financial reporting including bank reconciliation; cash and credit transactions for the Institute on a daily basis.

It has also the responsibilities of submitting monthly financial reports to the Ministry; management accounts; maintaining special accounting procedures (e.g. Inventory register); establishing and maintaining contracting and procurement management procedures; coordinating with Directors for departments' procurement needs; providing projections for future procurement needs for the Institute; ensuring value for money in all NISR financial transactions; ensuring all procurement rules are respected; and monitoring all external contracts for the Institute in conjunction with the Legal Officer of the institute.

Director:



Mr MUNYEMANA Silas

Mr. MUNYEMANA Silas is the Director of the Finance Unit at the National Institute of Statistics of Rwanda (NISR), a role he has held since January 2014.
Before his current position, he served as an accountant at NISR from 2011 to 2013.

Prior to joining NISR, he worked as an accountant at the Media High Council and at Kavumu College of Education.

Mr. MUNYEMANA has participated in various professional development programs to enhance his expertise. These include a leadership training program (2017–2018), a

Corporate Governance Master Class Workshop for board members and senior management, as well as trainings organized by ICPAR.

Mr. MUNYEMANA holds a Bachelor’s degree in Accounting Sciences from the University of Rwanda.

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