EXECUTIVE SECRETARY EXAM

Q1._The number of cells and villages in Rwanda are respectively:

a) **2,148 and 14,837**
b) 2,184 and 14,837
c) 2148 and 14,837
d) None is correct

Q2. The decentralized administrative entities shall comprise the city of Kigali city, districts, sectors, cells and villages. These entities shall be governed by:

a) Their respective councils

b) Their executive committees

c) Their respective councils and be under the supervision of the Ministry in charge of local government

d) All the answers are correct

Q3. As much as possible the planning process must be participatory. To apply this principle the following should be done

a) Involve all stakeholders in planning process
b) Involve citizens in planning process
c) Involve existing forums and councils
d) All are correct

Q4. According to the law, the administrative entities of a district are defined as follow

a) District is divided into administrative entities comprised of sectors , cells and villages
b) District is divided into administrative entities which are sectors, cells and villages
c) District is divided into administrative entities comprise of sectors that are subdivided into cells and cells into villages

Q5. Juridically the difference between a district and lower level entities (sectors, cells and Village) is that:

a) In district highest decisions are taken by the council which is not the case for its lower level entity
b) A district enjoys financial and human resource management autonomy while its lower level entity don't

c) A district is decentralized administrative entity having legal personality while its lower level entities are decentralized entities without legal personality
d) All are correct

Q6. How many district councils do we have in Rwanda?

a) 31
b) 20
c) 27
d) 416

Q7. For a project implementation resource can be:

a) Human resource
b) Financial resource
c) Equipment
d) All are corrects

Q8. The recruitement of the sector staff is the responsibility of

a) The sector
b) RALGA
c) District
d) All are corrects

Q9. The district executive committee comprises of :

a) The district mayor, The vice mayor in charge of economic development, the vice mayor in charge of social affairs
b) The district mayor, The vice mayor in charge of economic development, the vice mayor in charge of social affairs and the executive secretary
c) The district mayor, The vice mayor in charge of economic development, the vice mayor in charge of social affairs and the executive secretary, the executive secretary of the district council
d) None is correct

Q10. According to the law governing the district, the district executive secretariat shall comprise:

a) The executive secretary and his/ her adm. Assistant

b) The executive secretary and the sector executive secretary
c) The executive secretary and other staff appointed in accordance with relevant laws
d) All district permanent staff on payroll

Q11. The current national strategy for transformation (NST1) has how many cross cutting areas

a) Five
b) Seven
c) Four
d) Twelve

Q12. The current Rwanda vision is

a) 2020
b) 2050
c) 2030
d) All are correct

Q13. The following concilise the pillars of NST1

a) Economic transformation
b) Socio-economic transformation
c) Governance transformation
d) All are corrects

Q14. Why is a customer service so important to a corporate?

a) It is required by law in order for a company to operate
b) A customer service is merely an illusion
c) Gives a company competitive advantage
d) Makes the line ups go faster/ rend les lies d' attente plus rapide

Q15. All sector strategic plans and district development strategies should take into consideration a) Disability and social inclusion b) HIV/AIDS and non-communicable diseases

a) Because both are health
b) Because as approved in NST1 , BOTH ARE AMONG CROSS CUTTIN AREAS
c) Both cause a lot of deaths
d) None is correct

Q16. All sector strategic plans and district development strategies would like into consideration 1) Environment 2) Climate change

a) Because as approved in NST1 , BOTH ARE AMONG CROSS CUTTIN AREAS
b) Because both are sources of incidents in Rwanda
c) Because are causes the other

d) All are corrects

Q17. Which of the following cannot be treated as cash liquid

a) Coins
b) Money orders
c) Cheques
d) Special investments

Q18. What does result based management mean?

a) A broad management strategy aimed at changing the way institutions operate by improving performance
b) The way organization applies processes and resources to achieve interventions targeted at commonly agreed results
c) An approach/programme management based on clearly defined results, methodologies and tools to measure and achieve them.
d) All are corrects

Q19. The following are considered as cross cutting areas as they have raised in NST1. Which of the following answers is faulse

a) Capacity development

b) Regional integration

c) Gender and family promotion

d) Security maintainance

Q20. In any case the civil registrar at the sector level will collaborate with NIDA, What does NIDA mean in full

a) National identity agency
b) National Identification agency
c) National identity design agency
d) National identification authority

Q21. How is called the constitution of the republic of Rwanda

a) The constitution of the republic of Rwanda of 2015
b) The constitution of the republic of Rwanda of As revised in 2015, the constitution of the republic of Rwanda
c) The constitution of the republic of Rwanda 0f 2003 revised in 2015
d) The constitution of the republic of Rwanda 0f 2003 replaced in 2015

Q22. The current EAC Partners states are

a) Tanzania, Uganda, Kenya, Burundi , Rwanda and Sudan
b) Tanzania, Uganda, Kenya, Burundi , Rwanda, south Sudan and DRC
c) Tanzania, Uganda, Kenya, Burundi , Rwanda, south Sudan
d) Tanzania, Uganda, Kenya, Burundi , Rwanda, Sudan and DRC

Q23. The process in planning in local government is highly supported by LODA. What does loda mean in full

a) Local organized dvpt agency
b) Local administrative entities dvpt agency
c) Local organized dvpt authority
d) NONE IS CORRECT

Q24. In accordance with article 26 of the law no 12/9/2013 on state finance and property, related to the planning and budgeting calendar MINECIFFIN produces and submits a planning and budgeting call circular (FECO) Tov Chief Budget Manager in order to:

a) Gide them in the planning and budgeting process for the concerned fiscal year
b) Help them to know their ceiling in budget
c) Carry out monitoring and evaluation of their performance
d) All are corrects

Q25. District council and the city of Kigali annually approve annual plans and budgets of local government. Therefore, the plans and budget for the year 2022/2023 will be approved by:

a) 30 council
b) 28 council
c) 31 council
d) None is correct

Q26. The advantages of cashbook are:

a) Bank reconciliation
b) Accuracy/ precision in French
c) To detect errors in case of difference
d) All are corrects

Q27. The hierarchical structure of the juridical and regulatory framework in Rwanda is shaped as follows

a) Organic laws, constitutions, organic laws , instructions
b) Constitutions, international laws, organic law, instructions
c) International laws, constitutions, instructions, organic laws.
d) NONE IS CORRECT

Q28. The following are among the duties of the director of M&E at district level.

a) Provide technical support in elaboration of strategies in implement among locally national policies and district council's decision
b) Monitor the overall programs in the execution of the strategic plans, action plans, imihigo
c) Ensure active participation of local development stakeholder to the planning and M$E
d) All are corrects

Q29. Respect for the hierarchy of law is fundamental to the rule of law as it dictate how the different levels of laws will apply in practice. This help to understand the interaction between:

a) Constitution
b) Organic law
c) Ministerial order
d) All are corrects

Q30. According to the law determining the organization and the functioning of decentralized entities within the timeframe for financial year is defined as follows:

a) It shall began on 15th July and end on 15th June of the following year
b) It shall began on 1st July and end on 30th June of the following year
c) It shall began on 1st July and end on 30th June of the year
d) It shall began on 1st July and end on 30th July of the following year

Q31. The Rwanda planning adopted result based management (RBM) and Imihigo approach a closer to the management system. Their relationship can be discussed as follows:

a) Imihigo is originated from RBM translated in Kinyarwanda
b) RBM in particular applied in Imihigo whereby particular target are defined to be achieved in a specific time
c) Imihigo is a particularity of local government
d) None is correct

Q32. In Rwanda there is a direct link between local planning and national lanning because:

a) Those planned at national level must refer to those provided at local level and viceversa
b) The preparation of imihigo at local level is done following what requested from national level
c) All planned programs at national level must implemented in all districts
d) All are corrects

Q33. In accordance with the laws governing the management of state finance, the general regulations governing financial management with the decentralized administrative entities with legal personality is determined by an order of:

a) The minister in charge of local administration and finance
b) The minister in charge of local administration and the minister in charge of finance
c) The minister in charge of local administration
d) The minister in charge of finance

Q34. The difference between the annual action plan and the strategic plan is that:

a) The first is prepared at local level while the second is prepared only at national level
b) The first is defined over one year while the second is defined over a long period (more than 3 years)
c) The first is accompanied by a precise budget while the second is accompanied by a provisional budget
d) All are corrects

Q35. In the context of planning in Rwanda, imihigo can be defined by:

a) A practice drawn from Rwandan culture of identifying a number of activities to be carried out, often within a period of one year

b) Rwandan home grown solutions aiming at resources mobilization

c) A planning document signed between mayor and the president of the republic

d) All are corrects

Q36. Versus annual, imihigo should made up of/ par rapport au plan d' action annuel, imihigo devrait etre compose de:

a) Activities extracted from the annual action plan
b) Important activities of the annual action plan targeting the significant changes
c) Activities forming part of the annual action plan whose results of which can be evaluated with clear indicators
d) All are corrects

Q37. As much as possible, the planning of a sector must be participatory to do so. Among the following what is the last with the most important stakeholders to be involved/ Dans la mesure possible la plannification du secteur doit etre participative. Pour ce faire, parmi les suivants quelle est la lisse avec les parties pertinentes les plus importants:

a) Civil society organization, citizens, private sector members
b) Civil society organization, private sector members, development partners, faith based organisations
c) NGO'S, Civil society organization, , development partners, faith based organisations
d) Media, NGOS, , development partners, faith based organisations

Q38. The following are decentralized administrative entities having legal personality:

a) District of Kicukiro in the city of Kigali
b) The sector of Kacyiru in Gasabo district
c) The western province
d) None is correct

Q39. What does SWOT analysis mean in full

a) Strategy, weaknesses, operation and threats
b) Strategy, weaknesses, opportunity and threats
c) Strengths, weaknesses, opportunity and threats
d) Strengths, weaknesses, Operation and treatement

Q40. The responsibilities of the executive secretary of the sector shall include to the management of the sector resource like

a) Sector equipments and infrastructures
b) Executive secretaries of the cells
c) Teachers of primary schools located in the sector
d) All are corrects

Q41. In the meetings the use of the visuals is necessary. They are used for purposes including:

a) To attract the participation of the audience
b) To help audiences to understand
c) To help the participants to relax
d) All are corrects

Q42. Meetings are essential for task management and team development . Key factors for a successful meeting include:

a) The chair of meeting who is expect in the topic on agenda
b) Clear and concise agenda of meeting
c) Primary needs like water and juices supplied
d) All are corrects

Q43. The duties and the responsabilities of the sector executive secretary include among others manage and coordinate activities of the sector, convene and chair meetings of the executive

committee of the sector, supervise activities related to civil registration, official marriages. They are as performed through organization and management of different meetings at different levels

a) Face to face meeting
b) A virtual meeting
c) A sector council meeting
d) All are corrects

Q44. The success of meeting can be evaluated through:

a) The number of items discussed
b) The number of decisions taken
c) The level of participation
d) All are corrects

Q45. According to the law no 87/2013 of 11/9/2013 determining the organization and the functioning of the decentralized administrative entities, the specific responsibilities of the executive secretary of the sector shall be among others to deliver civil status, to ensure good management of the state properly and resources of the sector

a) The law 32/2016 of 28/8/2016 governing persons and family as revised in 2020
b) The law 32/2016 of 28/8/2016 governing persons and family and law no 001/2020 0f 2/2/2020 governing persons and family
c) law no 001/2020 0f 2/2/2020 governing persons and family amending The law 32/2016 of 28/8/2016 governing persons and family
d) none is correct

Q46. The property allocated to the administrative sector shall belong to the district such sector is located in because:

a) A sector does not have enough capacity in financial management
b) The sector is under supervision of the district
c) A sector is a decentralized administrative entity without legal personality
d) All are corrects

Q47. The set up for a meeting room can be/ L' arrangement d'une sale de reunion soit dispose comme suit

a) Comference sytle
b) U shape/ forme en U
c) Classroom style/ style de class

d) All are corrects

Q48. The number of civil status registers are:

a) 4
b) 6
c) 7
d) 10

Q49. The staff of the sector belongs to the district. Therefore, the executive secretary of the sector:

a) Recruits the staff of the sector after consultation with the executive secretary of the district
b) Leads on behalf of executive secretary of the district, the staff of the district working at the sector level and follow up their management
c) Can't evaluate staff working at the sector level
d) None is correct

Q50. Recently the law 065/2021 of 9/10/2021 governing the district was published, this means that:

a) Law no87/2013 of 11/9/2013 determining the organization and the functioning of decentralized administrative entities was replaced
b) Both laws can be consulted by the sector executive secretary to perform his/her work
c) To perform his work, the sector executive secretary should refer to the recent law
d) None is correct