

**THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT**



**THE APPROVED FUNCTIONS AND ORGANISATION STRUCTURE OF
LOCAL GOVERNMENT AUTHORITIES
(Approved by the President on 29th January, 2022)**

**PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT AND GOOD GOVERNANCE**

JANUARY, 2022

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1.0 INTRODUCTION

The Constitution of the United Republic of Tanzania articles 8 (1), 145 and 146 of 1977 and the amendments that followed, enshrine the Local Government system, emphasizing the supremacy of the people and underlining that the Government is accountable to the people. Furthermore, the Local Government (District Authorities) Act No. 7 of 1982 (Cap 287), and the Local Government (Urban Authorities) Act No 8, of 1982 Cap (288) states the responsibilities of Local Government in creating enabling environment for provision of quality services and promotion of social and economic development.

In that respect, it is important for the Local Government Authorities (LGAs) to have defined functions and Organization Structures in which all necessary aspects dealing with implementation of the Constitution and Local Government Acts requirements are addressed.

1.1 VISION, MISSION AND CORE VALUES

1.1.1 Vision

Excel in responding to local needs for good governance quality services, sustainable development and improved living standards.

1.1.2 Mission

To engage communities and other actors in governance, service delivery, infrastructure and local economic development for improved community well-being.

1.1.3 Core Values

The values of the Local Government Authority are:-

- (i) **Respect for the rule of Law:** The Council shall conduct its affairs in accordance with the law;
- (ii) **Integrity:** The Council uphold high ethical and moral standards in its conduct and execution of duties;
- (iii) **Inclusiveness:** The Council embrace broad participation, teamwork and partnerships so as to harness multiple complementarities, skills and experiences in discharging its objectives;

- (iv) **Excellence:** The Council seek to execute its duties professionally, with creativity, innovativeness and continuously striving to improve organizational performance;
- (v) **Transparency:** The Council will conduct its activities with openness;
- (vi) **Accountability:** The Council is committed to being ready for public scrutiny and accountable to the community for the mandate and responsibilities conferred upon it and its actions and decisions on available resources; and
- (vii) **Impartiality:** The Council is committed to being impartial in managing a diverse community.

1.2 FUNCTIONS OF LOCAL GOVERNMENT AUTHORITY (LGA's)

Basic functions of Local Government Authority as stipulated in the Local Government Authority (District Authorities) Act No. 7 of 1982 (Cap 287), and the Local Government (Urban Authorities) Act No 8, of 1982 Cap (288) are as follows:-

- (i) To maintain and facilitate the maintenance of peace, order and good government within its area of jurisdiction;
- (ii) To promote the social welfare and economic well-being of all persons within its area of jurisdiction; and
- (iii) Subject to the National policy and plans for rural and urban development, to further the social and economic development of its area of jurisdiction.

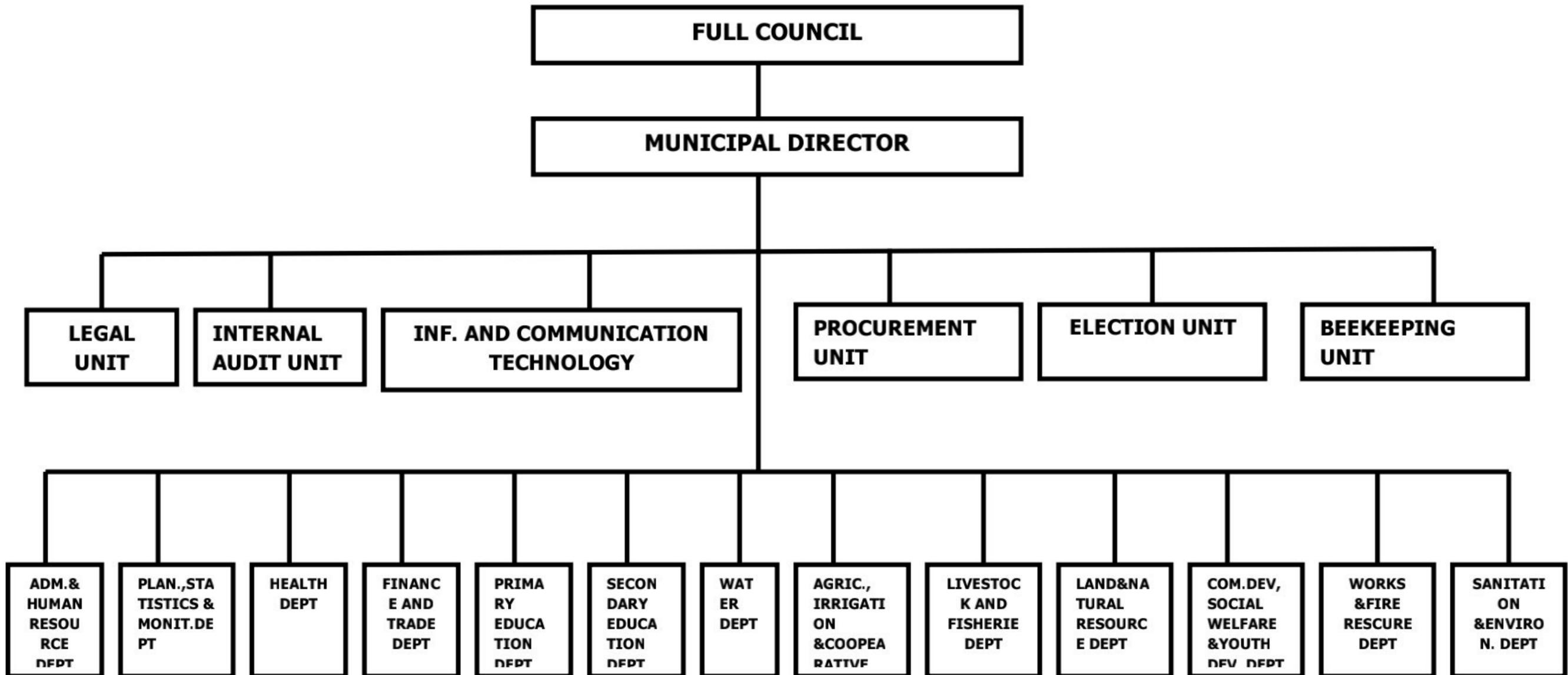
2.0 THE CURRENT FUNCTIONS AND ORGANISATION STRUCTURE OF THE LOCAL GOVERNMENT AUTHORITIES (LGA's)

The current functions and organization structure of the LGAs comprises of 13 Departments and six (6) Units (**See Chart I**) as follows:-

- (i) Administration and Human Resource Department;
- (ii) Finance and Trade Department;
- (iii) Water Department;
- (iv) Works and Fire Rescue Department;
- (v) Planning, Statistics and Coordination Department;
- (vi) Health Department;
- (vii) Primary Education Department;
- (viii) Secondary Education Department;

- (ix) Land and Natural Resources Department;
- (x) Agriculture, Irrigation and Cooperatives Department;
- (xi) Livestock and Fisheries Department;
- (xii) Community Development, Social Welfare and Youth Department;
- (xiii) Sanitation and Environment Department;
- (xiv) Legal Unit;
- (xv) Internal Audit Unit;
- (xvi) Procurement Unit;
- (xvii) Information and Communication Technology Unit;
- (xviii) Election Unit; and
- (xix) Beekeeping Unit.

THE CURRENT FUNCTIONS AND ORGANISATION STRUCTURE OF THE LOCAL GOVERNMENT AUTHORITIES
(Approved on 8th June, 2011)



2.1. RATIONALE FOR CHANGE

The current Functions and Organization Structure for the Local Government Authorities (LGAs) has existed since June, 2011. During this period, LGAs have undergone various changes in their day to day operations. These changes aimed at enabling LGAs to perform their mandated functions effectively for provision of quality services. Moreover, the Government through a letter with reference No. CAB.344/401/01/A/76 dated 10 May, 2021 issued the directives to undertake restructuring so as to improve efficiency in service delivery and control of operations costs. Also in July, 2019 the Government directed transfer of Land and Water functions and Staff from the Local Government Authorities and Regional Secretariats to their respective Ministries and Agencies.

As part of implementing the above mentioned Constitutional and legal requirements; and Government directives, LGAs functions and organisation structure has been reviewed as follows:-

2.1.1. To abolish Works and Fire Rescue Department and establish Infrastructure, Rural and Urban Development Division

It is proposed to abolish Works and Fire Rescue Department and establish Infrastructure, Rural and Urban Development Division due to the shifting of fire brigade and rescue activities from LGAs to the Ministry of Home Affairs. Subsequently, to establish Infrastructure, Rural and Urban Development Division that will perform works, roads activities and coordinate land, housing, rural and urban development functions.

Therefore, the Division will have three (3) Sections namely:-

- (i) Works Section;
- (ii) Roads Section; and
- (iii) Rural and Urban Development Section.

2.1.2. To rename Health Department to Health, Social Welfare and Nutrition Services Division

Currently, Health and Social Welfare and Nutrition functions are performed under two Departments namely Health Department and Community Development, Social Welfare and Youth Development Department. Therefore, it is proposed to merge health and social

welfare functions due to their interrelationship and change the name of Health Department to Health, Social Welfare and Nutrition Services Division. It is also proposed, to rename Community Development, Social Welfare and Youth Development Department to Community Development Division. Functions of community participation and self- help have also been added to the Community Development Division and form the new Section named Community Participation and Self Help.

2.1.3. To move trade functions from Finance and Trade Department to the proposed Industry, Trade and Investment Division and Establish Finance and Account Unit

It is proposed to move trade activities from Finance and Trade Department to the proposed Industry, Trade and Investment Division due to their interrelationship and to establish Finance and Accounts Unit in order to improve efficiency in service delivery. The proposed Industry, Trade and Investment Division will have two (2) Sections namely:-

- (i) Industry Development and Investment Section; and
- (ii) Trade and Marketing Section.

2.1.4. To add special needs, adult and non-formal education and life skills functions under Primary Education Department and rename it to Pre-Primary and Primary Education Division

Currently, special needs, adult and non-formal education and life skills activities are performed under Primary Education Department. However, these functions are not reflected in the structure. Therefore, it is proposed to establish Special Needs Education Section and Adult and Non-Formal Education Section under Primary Education Department so as to enhance supervision and coordination. Likewise it is proposed to rename Primary Education Department to be Pre-Primary and Primary Education Division in order to reflect the functions under this Division. Therefore, the proposed Division will have four (4) Sections namely:-

- (i) Academic Section;
- (ii) Statistics and Logistics Section;
- (iii) Special Needs Education Section; and

(iv) Adult and Non-Formal Education Section.

2.1.5. To add special needs, adult and non-formal education and life skills functions under Secondary Education Division

Currently, special needs, adult and non-formal education and life Skills activities are performed under Secondary Education Department but not reflected in the structure. Therefore, it is proposed to establish Special Needs Education Section and Adult and Non-Formal Education Section under Secondary Education Department to enhance supervision and coordination. Therefore, the proposed Division will have four (4) Sections namely:-

- (i) Academic Section;
- (ii) Statistics and Logistics Section;
- (iii) Special Needs Education Section; and
- (iv) Adult and Non-Formal Education Section.

2.1.6. To merge Agriculture, Irrigation and Cooperatives Department with Livestock and Fisheries Department and establish Agriculture, Livestock and Fisheries Division

Agriculture, irrigation, cooperatives, livestock and fisheries functions are related. Therefore, it is proposed Agriculture, Irrigation and Cooperatives Department to be merged with Livestock and Fisheries Department and establish Agriculture, Livestock and Fisheries Division. The merging intends to improve efficiency and reduce operations costs. The proposed Division will have three (3) Sections namely:-

- (i) Agriculture Section;
- (ii) Livestock Section; and
- (iii) Fisheries Section.

2.1.7. To abolish Election Unit and Transfer its activities to Human Resource Management and Administration Division

This Unit was established mainly to perform election activities which are periodic and not conducted on daily basis. It is proposed to abolish this Unit and its activities be transferred to Human Resource Management and Administration Division.

2.1.8. To rename Planning, Statistics and Monitoring Department to Planning and Coordination Division

It is proposed to rename Planning, Statistics and Monitoring Department to Planning and Coordination Division to reflect functions performed under the Division. The Division consist of two (2) Sections namely: Planning and Budgeting Section; and Planning, Monitoring and Evaluation Section.

2.1.9. To establish Government Communication Unit

It is proposed to establish Government Communication Unit so as to comply with the Government decision of having such a Unit in all Public institutions.

2.1.10. To abolish Water Department

Due to the establishment of Rural Water and Sanitation Agency (RUWASA) under the Ministry of Water, all water functions which were formally under Water Department have been transferred to RUWASA District Office. Therefore, it is proposed to abolish Water Department and the coordination of these functions in LGAs be carried out under proposed Planning and Coordination Division.

2.1.11. To transfer youth development functions from Community Development, Social Welfare and Youth Development Department and establish Sports Culture and Arts Unit

It is proposed to transfer functions of youth development from Community Development, Social Welfare and Youth Development Department and establish Sports Culture and Arts Unit in order to enhance promotion of sports, arts and culture, activities in LGAs.

2.1.12. To rename and change the status of Sanitation and Environment Department to Waste Management and Sanitation Unit

It is proposed to rename and change the status of Sanitation and Environment Department to be Waste Management and Sanitation Unit so as to reflect the functions to be performed under the proposed Unit. Furthermore, environment functions in relation to conservation have been transferred to the newly proposed Natural

Recourses and Environmental Conservation Unit. It is proposed environment in terms of hygiene and sanitation to remain under Waste Management and Sanitation Unit.

2.1.13. To abolish Land and Natural Resources Department and establish Natural Resources and Environment Conservation Unit

The Government decision to transfer Land Sector functions and staff from LGAs to the Ministry responsible for Lands has necessitated a review of LGAs organization structure. As part of this review, it is proposed to abolish Land functions under Land and Natural Resources Department and move them the newly established LGAs Land Administration Office under the Ministry. After removal of Lands functions, it is proposed Natural resources functions to be performed under the proposed Natural Resources and Environment Conservation Unit.

2.1.14. To abolish Beekeeping Unit

It is proposed to abolish Beekeeping Unit and its activities to be moved to the newly proposed Natural Resources and Environment Conservation Unit for efficiency and improved beekeeping service delivery.

2.1.15. To rename Legal Unit to Legal Services Unit

It is proposed to rename Legal Unit to Legal Services Unit so as to clearly reflect the functions performed under this Unit.

2.1.16. To reflect Ward Executive Office and Village/Mtaa Executive Office in the structure

It is proposed to reflect Ward Executive Office and Village/Mtaa Executive Office in the proposed organisation structure. Currently these Offices are not shown in the LGAs organisation structure despite being part of LGAs.

2.1.17. To adopt the term Division instead of Department

It is proposed to adopt the term Division instead of Department so as to comply with the Public Institutions Organization Structure guidelines. Furthermore, it is proposed each Division to have Sections that will show clear distribution and demarcation of activities within the Divisions. Each proposed Section will be led by a Principal Officer.

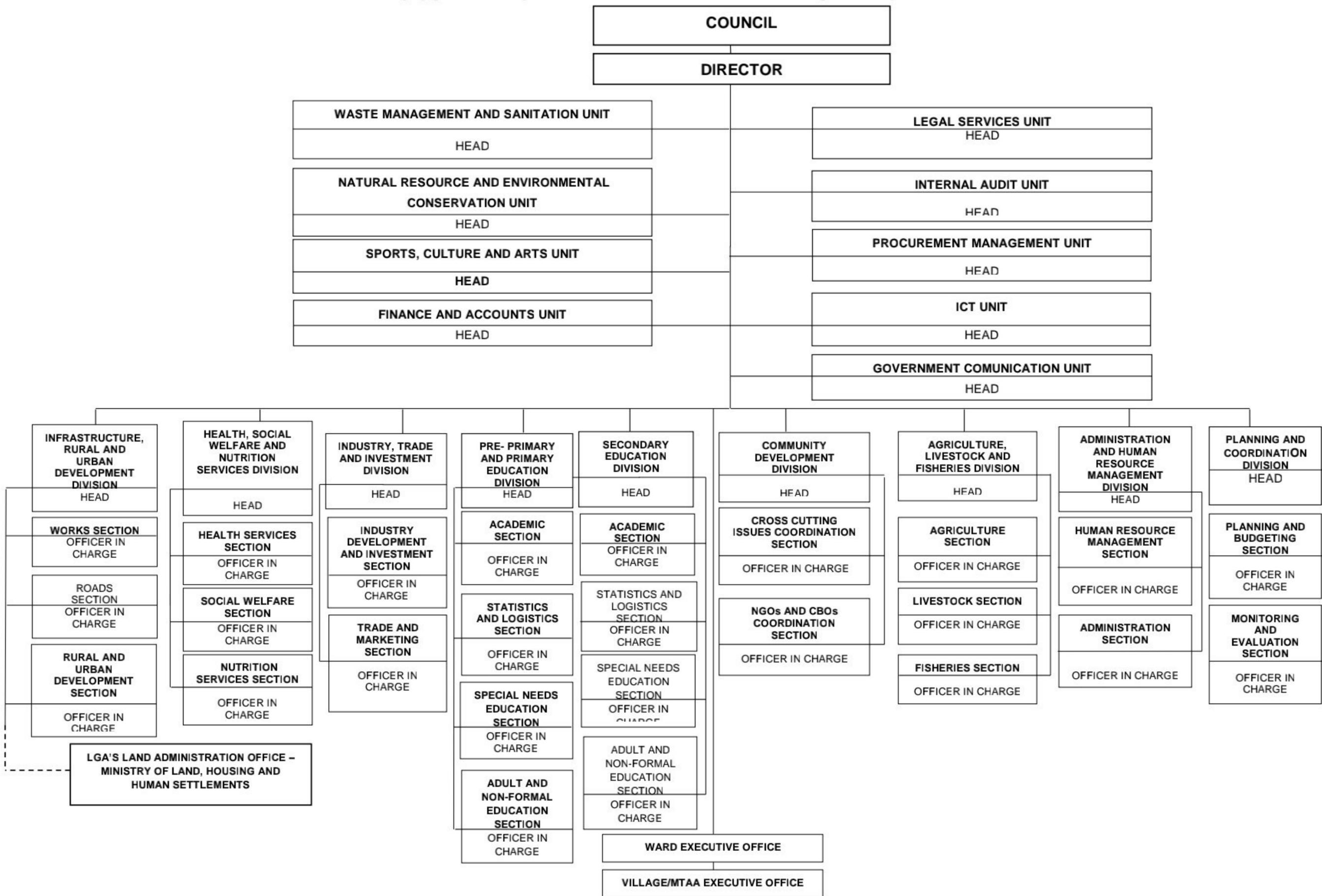
3.0 THE APPROVED FUNCTIONS AND ORGANISATION STRUCTURE OF THE LOCAL GOVERNMENT AUTHORITIES

The approved functions and organization structure of the Local Government Authorities (LGAs) comprises of nine (9) Divisions, nine (9) Units and two (2) Offices (**See Chart II**) as follows: -

- (i) Infrastructure, Rural and Urban Development Division;
- (ii) Health, Social Welfare and Nutrition Services Division;
- (iii) Industry, Trade and Investments Division;
- (iv) Pre-Primary and Primary Education Division;
- (v) Secondary Education Division;
- (vi) Community Development Division;
- (vii) Agriculture, Livestock and Fisheries Division;
- (viii) Planning and Coordination Division;
- (ix) Human Resource Management and Administration Division;
- (x) Waste Management and Sanitation Unit;
- (xi) Natural Resources and Environment Conservation Unit;
- (xii) Sports, Culture and Arts Unit;
- (xiii) Finance and Accounts Unit;
- (xiv) Legal Services Unit;
- (xv) Internal Audit Unit;
- (xvi) Procurement Management Unit;
- (xvii) ICT Unit;
- (xviii) Government Communication Unit.
- (xix) Ward Executive Office; and
- (xx) Village/Mtaa Executive Office.

THE APPROVED ORGANISATION STRUCTURE OF LOCAL GOVERNMENT AUTHORITIES

(Approved by the President on 29th January, 2022)



3.1 INFRASTRUCTURE, RURAL AND URBAN DEVELOPMENT DIVISION

Objective

To supervise and advise on all issues related to infrastructure in the Council.

Functions

The Division will perform the following functions:-

- (i) To advise on matters related to construction industry;
- (ii) To plan development of infrastructure;
- (iii) To analyse and make recommendations on claims for payment of contractors;
- (iv) To inspect construction works performed by Council and ensure their quality;
- (v) To issue certificates to contractors for completed contracts;
- (vi) To undertake paving of new roads in collaboration with TARURA;
- (vii) To establish and maintain cooperation with Institutions outside and inside the Country dealing with infrastructure issues;
- (viii) To participate in facilitating resolution of land use conflicts;
- (ix) To manage urbanization process in collaboration with Ministry responsible for land; and
- (x) To oversee development of rural and urban settlements in collaboration with Ministry responsible for land.

This Division will be led by a Head and will comprise of three (3) Sections as follows:-

- (i) Works Section;
- (ii) Roads Section; and
- (iii) Rural and Urban Development Section.

3.1.1 Works Section

The Section will perform the following activities: -

- (i) Provide advice on laws, regulations, procedures and all matters related to construction;
- (ii) Analyze, interpret and manage the implementation of policies, laws and regulations on construction issues;
- (iii) Prepare contracts related to buildings and installations;

- (iv) Prepare and estimate construction costs;
- (v) Follow up performance of contractors;
- (vi) Analyse and make recommendations on payments claims from contractors;
- (vii) Inspect buildings and ensure their quality;
- (viii) Issue certificates to contractors for completed works as per contracts; and
- (ix) Supervise operations of the Council workshops.

This Section will be led by Officer in Charge.

3.1.2 Roads Section

The Section will perform the following activities:-

- (i) Provide advice on matters related to identification and paving of new roads;
- (ii) Analyze, interpret and manage the implementation of policies, laws and regulations on paving roads;
- (iii) Pave new roads in the surveyed land;
- (iv) Prepare contracts for paving of new roads;
- (v) Prepare cost estimates for roads paving;
- (vi) Make follow up on performance of contractors;
- (vii) Issue certificates to contractors for completed works as per contracts;
- (viii) Analyse and make recommendations on payments claims from contractors;
- (ix) Inspect paved roads to ensure quality; and
- (x) Supervise construction and maintenance of bus terminals.

This Section will be led by Officer in Charge.

3.1.3 Rural and Urban Development Section

This Section will perform the following activities: -

- (i) Oversee development of rural and urban settlements in collaboration with the Ministry responsible for lands;
- (ii) Manage environmental and social amenities;
- (iii) Guide urban development planning, housing and sustainable land use;
- (iv) Oversee and coordinate management of antiquities and tourism;
- (v) Manage urbanization process in collaboration with the Ministry responsible for lands;

(vi) Coordinate and nurture evolution of emerging towns from village to urban settlements; and

(vii) Participate in facilitating resolution of land use conflicts.

This Section will be led by Officer in Charge.

3.2 HEALTH, SOCIAL WELFARE AND NUTRITION SERVICES DIVISION

Objective

To provide quality health, social welfare and nutrition services for community well-being.

Functions

The Division will perform the following functions:-

- (i) To supervise implementation of policies, laws and procedures on provision of health, social welfare and nutrition services;
- (ii) To prepare short and long term plans and programs for health sector in the Council;
- (iii) To promote participation of various players in health, social welfare and nutrition activities;
- (iv) To prepare and submit reports on health, social welfare and nutrition services to relevant authorities;
- (v) To develop strategies for control of communicable and non-communicable diseases;
- (vi) To manage health, social welfare and nutrition projects; and
- (vii) To manage database of for health, social welfare and nutrition services related matters.

This Division will be led by a Head who will also be a Council Medical Officer of Health (CMoH). The Division will comprise of three (3) Sections as follows:-

- (i) Health Services Section;
- (ii) Social Welfare Section; and
- (iii) Nutrition Services Section.

3.2.1 Health Services Section

This Section will perform the following activities:-

- (i) Analyse, interpret and supervise implementation of Policy, Laws, and Procedures of health services;
- (ii) Advise on coordination and building capacity on health services;
- (iii) Prepare short and long term plans and programs for health services;
- (iv) Provide technical advice to stakeholders on health services issues; and
- (v) Conduct epidemiology monitoring and evaluation, prevention of non-communicable, communicable and emerging diseases in all facilities, communities and point of entries.

This Section will be led by Officer in Charge.

3.2.2 Social Welfare Section

The Section will perform the following activities: -

- (i) Analyze, interpret and manage the implementation of policies, laws and procedures of the social welfare improvement;
- (ii) Prepare short and long term plans and projects for Social Welfare;
- (iii) Supervise implementation of plans and projects for social welfare ;
- (iv) Coordinate and manage all projects related to Social Welfare; and
- (v) Prepare reports related to social welfare.

This Section will be led by Officer in Charge.

3.2.3 Nutrition Services Section

The Section will perform the following activities: -

- (i) Analyze, interpret and manage the implementation of policies, laws and procedures of the nutrition improvement;
- (ii) Prepare short and long term plans and projects for nutrition;
- (iii) Supervise implementation of plans and projects for nutrition;
- (iv) Coordinate and manage all projects related to nutrition;
- (v) Prepare reports related to social nutrition;
- (vi) Sensitize community on nutrition issues;
- (vii) Monitor and evaluate provision of nutrition services in the Council;
- (viii) Collect and analyze nutrition services reports; and
- (ix) Provide nutrition services to children, adults and persons with special needs.

This Section will be led by Officer in Charge.

3.3 INDUSTRY, TRADE AND INVESTMENT DIVISION

Objective

To provide favourable business environment for industrialization, trade, marketing and investment development.

Functions

The Division will perform the following functions:-

- (i) To coordinate implementation of policies, laws, regulations and procedures related to industry, trade, marketing and investment;
- (ii) To promote industrial, trade, marketing and investments in the Council;
- (iii) To plan for and develop industrial sites and parks in collaboration with other key players;
- (iv) To plan incentives for industrial, trade, marketing and investment promotion;
- (v) To promote advancement of Small and Medium Enterprises (SMEs);
- (vi) To develop investment proposals and projects;
- (vii) To advance measures for private sector development;
- (viii) To establish and manage database for industrial, trade, marketing and investments;
- (ix) To oversee management of one stop business centres;
- (x) To undertake research on investment promotion;
- (xi) To coordinate business forum;
- (xii) To administer auctions and markets activities in the Council;
- (xiii) To implement Business Development Strategy for small vendors and small business providers; and
- (xiv) To provide conducive Business and investment Environment in order to promote Business and Investment.

This Division will be led by a Head and will comprise of two (2) Sections as follows:-

- (i) Industry Development and Investment Section; and
- (ii) Trade and Marketing Section.

3.3.1 Industry Development and Investment Section

The Section will perform the following activities:-

- (i) Coordinate implementation of policies, laws, regulations and procedures on industry and investment sectors;
- (ii) Promote and coordinate implementation of Public Private Partnership;
- (iii) Allocate, develop and monitor industrial sites and parks;
- (iv) Provide advice on improvement of Industrial policies and coordinate sector meetings;
- (v) Promote production of various raw materials for industrial use;
- (vi) Prepare and maintain registers of industries and investments;
- (vii) Plan and estimate tariffs for small industries;
- (viii) Develop and review investment profile;
- (ix) Promote private sector investments;
- (x) Coordinate and provide advice to investors; and
- (xi) Create conducive environment for investment.

This Section will be led by Officer in Charge.

3.3.2 Trade and Marketing Section

The Section will perform the following activities; -

- (i) Supervise implementation of trade and marketing policies, laws, rules and regulations;
- (ii) Provide entrepreneurial skills to business community;
- (iii) Coordinate and provide advice on trade registration activities;
- (iv) Analyze trade and marketing reports and advice accordingly;
- (v) Coordinate District Business Council forum;
- (vi) Promote public private sector partnerships;
- (vii) Administer auctions and markets activities in the Council; and
- (viii) Collect and distribute marketing information of goods and services to interested parties;
- (ix) Implement Business Development Strategy for small vendors and small business providers; and

- (x) Provide conducive Business Environment.

This Section will be led by Officer in Charge.

3.4 PRE - PRIMARY AND PRIMARY EDUCATION DIVISION

Objective

To plan and supervise implementation of policies, laws and circulars on provision of pre-primary, primary, special needs and non-formal education.

Functions

The Division will perform the following functions:-

- (i) To plan for acquisition, distribution and use of resources in primary schools;
- (ii) To supervise administration of continuous assessments and primary schools National Examinations;
- (iii) To supervise the delivery of adult and non-formal education at pre – primary and primary level;
- (iv) To coordinate life skills education in primary schools;
- (v) To conduct needs assessment for special needs, adult and non-formal education;
- (vi) To provide advice on establishment and maintenance of special needs, adult and non-formal education centres;
- (vii) To monitor implementation of primary education plans and programs;
- (viii) To create and maintain database on pre-primary and primary education; and
- (ix) To coordinate and supervise sports and games activities in primary schools.

This Division will be led by a Head and will comprise of four (4) Sections as follows:-

- (i) Academic Section;
- (ii) Statistics and Logistics Section;
- (iii) Special Needs Education; and
- (iv) Adult and Non-Formal Education.

3.4.1 Academic Section

The Section will perform the following activities:-

- (i) Coordinate implementation of Pre-Primary and Primary education policies, plans, circulars, and guidelines at school level;

- (ii) Coordinate and supervise administration of schools continuous assessments and national standard four and seven examinations;
- (iii) Monitor and evaluate the implementation of pre-primary and primary education plans;
- (iv) Prepare reports on implementation of education development plans and programs; and
- (v) Coordinate provision of education for self-reliance and management of income generating activities/project in Primary schools.

The Section will be led by Officer in Charge.

3.4.2 Statistics and Logistics Section

The Section will perform the following activities: -

- (i) Collect, analyze and interpret Pre-primary and Primary education statistics;
- (ii) Coordinate acquisition, distribution and use of educational resources in primary schools;
- (iii) Coordinate enrolment statistics and logistics for schools;
- (iv) Prepare implementation reports on education development; and
- (v) Determine resource needs for schools in the Council.

This Section will be led by Officer in Charge.

3.4.3 Special Needs Section

The Section will perform the following activities: -

- (i) Prepare and supervise special needs education implementation plans for primary education;
- (ii) Identify children with special needs and allocate them to schools;
- (iii) Collect information on pupils with special needs and advise accordingly;
- (iv) Coordinate acquisition, distribution and use of resources for special needs education.

This Section will be led by Officer in Charge.

3.4.4 Adult and Non-Formal Education Section

The Section will perform the following activities: -

- (i) Prepare and supervise adult and non-formal education implementation plans for primary education;
- (ii) Coordinate life skills education;
- (iii) Conduct needs assessment for adult and non-formal education;
- (iv) Advise on establishment and maintenance of adult and non-formal training centres; and
- (v) Coordinate acquisition, distribution and use of resources for adult and non-formal education.

This Section will be led by Officer in Charge.

3.5 SECONDARY EDUCATION DIVISION

Objective

To coordinate implementation of secondary education policies, plans, laws and circulars and guidelines.

Functions

The Division will perform the following functions: -

- (i) To supervise the administration of continuous assessments and national form two, four and six examinations;
- (ii) To conduct monitoring and evaluation on implementation of secondary education plans and programs;
- (iii) To supervise delivery of adult and non-formal education at secondary level;
- (iv) To create and maintain database on secondary education;
- (v) To coordinate life skills education in secondary schools;
- (vi) To coordinate and supervise secondary schools' sports and games;
- (vii) To conduct needs assessment for special needs, adult and non-formal education; and
- (viii) To provide advice on establishment and maintenance of special needs, adult and non-formal education centres.

This Division will be led by a Head and will comprise of four (4) Sections as follows: -

- (i) Academic Section;
- (ii) Statistics and Logistics Section;
- (iii) Special Needs Education Section; and
- (iv) Adult and Non - Formal Education Section.

3.5.1 Academic Section

The Section will perform the following activities: -

- (i) Supervise implementation of secondary education policies, plans, circulars, and guidelines in secondary schools;
- (ii) Supervise development of secondary schools academic performance;
- (iii) Coordinate and supervise administration of continuous assessments and National form two, form four and form six examinations;
- (iv) Monitor and evaluate implementation of secondary education plans and assess their strength and weakness; and
- (v) Coordinate and supervise sports and games in secondary schools.

This Section will be led by Officer in Charge.

3.5.2 Statistics and Logistics Section

The Section will perform the following activities: -

- (i) Collect, analyze and interpret secondary education statistics;
- (ii) Coordinate acquisition, distribution and use of educational resources at secondary schools;
- (iii) Coordinate enrolment statistics and logistics for schools;
- (iv) Prepare implementation reports on education development; and
- (v) Determine resource needs for schools in the Council.

This Section will be led by Officer in Charge.

3.5.3 Special Needs Education Section

The Section will perform the following activities: -

- (i) Prepare and supervise special needs education implementation plans for secondary education;
- (ii) Identify children with special needs and allocate them to schools;

- (iii) Collect information on pupils with special needs and advise accordingly;
- (iv) Coordinate acquisition, distribution and use of resources for special needs education.

This Section will be led by Officer in Charge.

3.5.4 Adult and Non-Formal Education Section

The Section will perform the following activities: -

- (i) Prepare and supervise adult and non-formal education implementation plans for secondary education;
- (ii) Coordinate life skills education;
- (iii) Conduct needs assessment for adult and non-formal education;
- (iv) Advise on establishment and maintenance of adult and non-formal education centres; and
- (v) Coordinate acquisition, distribution and use of resources for adult and non-formal education.

This Section will be led by Officer in Charge.

3.6 COMMUNITY DEVELOPMENT DIVISION

Objective

To supervise community development activities in LGA.

Functions

The Division will perform the following functions: -

- (i) To analyze, interpret and supervise implementation of policies, laws and procedures related to community development;
- (ii) To facilitate communities to initiate, plan, implement and evaluate their own programs and projects;
- (iii) To prepare short and long term plans and projects in community development at LGA level;
- (iv) To conduct research and recommend on how to deal with various problems of development that uphold community development in collaboration with the Ministry responsible with community development and other stakeholders;

- (v) To regulate and supervise operations of Microfinance services providers tier four under directives of Bank of Tanzania (BOT);
- (vi) To coordinate and manage economic development activities for women, children and persons with disabilities;
- (vii) To coordinate provision of training on poverty alleviation, AIDS, drugs and gender equality;
- (viii) To coordinate and monitor NGOs and CBOs activities in community development; and
- (ix) To coordinate and manage community development activities in LGA.

This Division will be led by a Head and will comprise of two (2) Sections as follows:-

- (i) Cross-cutting Issues Coordination Section; and
- (ii) NGOs and CBOs Coordination Section.

3.6.1 Cross-cutting Issues Coordination Section

The Section will perform the following activities:-

- (i) Analyze, interpret and supervise implementation of policies, laws and procedures related to community development;
- (ii) Supervise the implementation of plans and projects for Community Development;
- (iii) Prepare short and long term plans and projects for Community Development;
- (iv) Conduct research and recommend on dealing with various development problems;
- (v) Coordinate and manage the development of women and children; and persons with disabilities;
- (vi) Coordinate and provide training methods, help liberate society from poverty, AIDS, drugs and advocating gender equality;
- (vii) Promote community participation and volunteerism in development project/program;
- (viii) Coordinate and participate on awareness creation concerning community participation in community development;

- (ix) Coordinate and participate on community sensitization concerning participation on planning, decision making, implementation and evaluation of multispectral projects; and
- (x) Undertake research on community development issues which hinder factors on community development.

This Section will be led by Officer in Charge.

3.6.2 NGOs and CBOs Coordination Section

The Section will perform the following activities:-

- (i) Coordinate registration of NGOs and CBOs and monitor their activities in social development;
- (ii) Coordinate provision of citizenship education in the community;
- (iii) Establish and maintain partnerships with organizations, institutions inside and outside the Country dealing with the promotion of community development activities through the Ministry responsible for community development;
- (iv) Coordinate and manage all projects related to social community development;
- (v) Manage implementation of all agreements relating to community development;
- (vi) Prepare regular reports on Community Development; and
- (vii) Regulate and supervise operations of Microfinance services providers' tier four (4) under directives of BOT.

This Section will be led by Officer in Charge.

3.7 AGRICULTURE, LIVESTOCK AND FISHERIES DIVISION

Objective

To promote transformation and development of agriculture, irrigation, livestock, and fisheries.

Functions

The Division will perform the following functions:-

- (i) To analyze, interpret and supervise implementation of Policy, Laws and Regulation of agriculture, irrigation, Livestock and Fisheries;
- (ii) To propose standards and prices of products and services from agriculture, livestock and fisheries;
- (iii) To prepare short and long plans and programs on development of agriculture, irrigation, livestock and fisheries;
- (iv) To oversee promotion and governance of cooperatives in the Council;
- (v) To provide technical advice to stakeholders concerned with agriculture, irrigation, livestock and fisheries;
- (vi) To prepare reports on agriculture, irrigation, livestock and fisheries; and
- (vii) To supervise collection and control of revenue from agriculture, irrigation, livestock and fisheries activities.

This Division will be led by a Head and will comprise of three (3) Sections: -

- (i) Agriculture Section;
- (ii) Livestock Section; and
- (iii) Fisheries Section.

3.7.1 Agriculture Section

The Section will perform the following activities:-

- (i) Prepare and implement programs for fertilizer supply in different sales points;
- (ii) Prepare programs for arranging and stocking of agriculture inputs;
- (iii) Carry out soil testing of farmer's field samples and advice accordingly;
- (iv) Provide advice to farmers on, post harvest handling, agro-processing and value addition of agriculture produce;
- (v) Estimate crop yield/production of important crops;
- (vi) Perform statistics and agriculture census work;
- (vii) Conduct demonstration of demo trials both varietal and fertilizer trials from the share of entire Council;
- (viii) Oversee promotion and governance of cooperatives;
- (ix) Coordinate stocking of fertilizer/plant protection measures at village level;
- (x) Organize farmers training camps at village level;

- (xi) Prepare and implement crop diversification plan particularly for irrigated areas in block;
- (xii) Implement Biogas Development Program;
- (xiii) Plan, design, construct and maintain irrigation schemes;
- (xiv) Facilitate the formation of irrigators' organizations and ensure that organizations are equipped with required skills for effective and sustainable irrigation management;
- (xv) Support the formulation and enforcement of irrigation by-laws by the Irrigators Association in their areas; and
- (xvi) Provide backstopping services to the farmers in the irrigation scheme by establishing irrigation scheme management support teams.

The Section will be led by Officer in Charge.

3.7.2 Livestock Section

The Section will perform the following activities: -

- (i) Translate and supervise implementation of policies, laws, regulations, and procedures for Livestock;
- (ii) Prepare short and long term plan and program for livestock development;
- (iii) Evaluate conservation and use of livestock resources;
- (iv) Oversee promotion and governance of cooperatives;
- (v) Provide technical support to the stakeholders of livestock sector; and
- (vi) Coordinate and supervise all projects concerned with livestock.

The Section will be led by Officer in Charge.

3.7.3 Fisheries Section

The Section will perform the following activities: -

- (i) Translate and supervise implementation of policy, laws, regulations, and procedures for fisheries;
- (ii) Prepare short and long term plan and program for fisheries resources development;
- (iii) Evaluate conservation and use of fisheries resources;

- (iv) Oversee promotion and governance of cooperatives
- (v) Provide technical support to the stakeholders of fisheries sector; and
- (vi) Coordinate and supervise all projects concerned with fisheries.

The Section will be led by Officer in Charge.

3.8 ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT DIVISION

Objective

To provide expertise and services on human resource management and administrative matters to the Council and coordinate all issues related to General and LGA's elections in the Council.

Functions

This Division will perform the following functions:-

- (i) To interpret Public Service Regulations; Standing Orders and other Labour laws;
- (ii) To oversee the implementation of ethics and value promotion activities including corruption prevention education;
- (iii) To administer and oversee implementation of activities such as recruitment, selection, orientation, training and employee development, promotion, discipline, retention, motivation, performance management and general staff welfare;
- (iv) To ensure optimal, efficient and effective management and utilization of human resource;
- (v) To coordinate Workers Council and Trade Union affairs;
- (vi) To oversee the development and implementation of effective policies, procedures and guidelines for recruitment, training and development, deployment, retention of staff, promotions, performance management;
- (vii) To conduct regular human resources audit and inventory of current and needed skills;
- (viii) To provide registry, messengerial and courier services; and manage Office records;

- (ix) To handle protocol matters;
- (x) To facilitate provision of security services, transport and general utilities;
- (xi) To facilitate maintenance of Office equipment, buildings and grounds;
- (xii) To coordinate implementation of ethics and value promotion activities;
- (xiii) To coordinate implementation of diversity issues;
- (xiv) To coordinate implementation of Private Sector Participation, Business Process Improvement and Client Service Charter; and
- (xv) To provide advice on organizational efficiency of the Office.
- (xvi) To coordinate election activities in Council; and
- (xvii) To supervise General and LGAs elections.

This Division will be led by a Head and will comprise of two (2) Sections as follows:-

- (i) Human Resource Management Section; and
- (ii) Administration Section.

3.8.1 Human Resource Management Section

The Section will perform the following activities: -

- (i) Interpret and ensure adherence to Public Service Regulations, Standing Orders and other Labour laws;
- (ii) Carry out human resources planning and development;
- (iii) Coordinate staff recruitment, selection, orientation, placement, confirmation, training and employee development, promotion, motivation and transfer;
- (iv) Prepare Annual Personnel Emolument estimates and administer salaries and process payrolls;
- (v) Coordinate implementation of Open Performance Review and Appraisal System (OPRAS);
- (vi) Oversee employee's benefits (pension, allowances, retirement, resignation, deaths etc) and other entitlements;
- (vii) Oversee services related to separation from service (retirement, resignation etc);
- (viii) Facilitate employee relations and welfare including employee health and safety, sports and culture;

- (ix) Process and update leave records such as vacation, sick, maternity, study and terminal;
- (x) Coordinate complaints and grievances handling;
- (xi) Serve as a Secretariat to the Appointment Committee; and
- (xii) Coordinate Workers Council and Trade Union affairs.

The Section will be led by Officer In Charge.

3.8.2 Administration Section

The Section will perform the following activities:-

- (i) Facilitate maintenance of office equipment, buildings and grounds;
- (ii) Coordinate implementation of ethics and value promotion activities including prevention of corrupt practices;
- (iii) Coordinate implementation of diversity issues;
- (iv) Provide registry, messengerial and courier services and manage office records;
- (v) Handle protocol matters;
- (vi) Facilitate provision of security services, transport and general utilities;
- (vii) Coordinate implementation of Private Sector Participation, Business Process Improvement and Client Service Charter in the Office;
- (viii) Advise on organizational efficiency of the Office;
- (ix) Coordinate election activities in Council;
- (x) Coordinate General elections and LGAs elections; and
- (xi) Monitor implementation of principles of good governance.

This Section will be led by Officer In Charge.

3.9 PLANNING AND COORDINATION DIVISION

Objective

To provide expertise and services in planning, budgeting, monitoring and evaluation.

This Division will perform the following functions: -

- (i) To prepare mid and long term strategies, plans and budget;
- (ii) To monitor and evaluate implementation of strategies, plans and budget;
- (iii) To prepare and review LGA's economic profile;
- (iv) To coordinate implementation of private sector participation;

- (v) To coordinate data collection, analysis, interpretation and Storage to LGAs;
- (vi) To provide technical advice on monitoring and evaluation processes;
- (vii) Coordinate Council Disaster Management; and
- (viii) To coordinate LGA's activities implemented by other institutions such as land and water.

This Division will be led by a Head and will comprise of two (2) Sections as follows: -

- (i) Planning and Budgeting Section; and
- (ii) Monitoring and Evaluation Section.

3.9.1 Planning and Budgeting Section

This Section will perform the following activities:-

- (i) Coordinate implementation of economic and productive sectors policies;
- (ii) Interpret and disseminate policies of Central and Sector Ministries with LGA;
- (iii) Coordinate mid-year and annual performance reviews;
- (iv) Coordinate formulation and preparation of LGA plans and budgets;
- (v) Compile reports regarding projects, programmes and action plans and develop strategies for resource mobilization;
- (vi) Provide technical guidance and support for institutionalization of strategic planning and budgeting process within LGA; and
- (vii) Coordinate preparation of reports on the implementation of Ruling Party Manifesto.

This Section will be led by Officer In Charge.

3.9.2 Monitoring and Evaluation Section

This Section will perform the following activities: -

- (i) Monitor and evaluate implementation of LGA plans;
- (ii) Prepare periodic performance reports;
- (iii) Provide inputs in preparation of plans, programs and budgetary activities including establishment of performance targets and indicators;
- (iv) Provide technical advice including institutionalization of Monitoring and Evaluation process;
- (v) Undertake impact studies on plans, projects and programs undertaken by LGA;

- (vi) Coordinate production of routine data and statistics across all sectors;
- (vii) Collaborate with NBS in data collection, data coding/entry, analysis and interpretation;
- (viii) Coordinate preparation and dissemination of socio-economic profiles;
- (ix) Develop and design data collection instruments;
- (x) Coordinate production of routine data and statistics across all sectors;
- (xi) Coordinate preparation and dissemination of socio-economic profiles;
- (xii) Develop and design data collection instruments;
- (xiii) Collaborate with NBS in data collection, data coding/entry, analysis and interpretation;
- (xiv) Provide statistical backstopping support during planning and budget preparation;
- (xv) Provide statistical backstopping support during planning and budget preparation;
- (xvi) Coordinate implementation of performance contracting; and
- (xvii) Undertake service delivery surveys.

This Section will be led by Officer in Charge.

3.10 WASTE MANAGEMENT AND SANITATION UNIT

Objective

To provide expertise and services on sanitation and waste management to the Council.

The Unit will perform the following activities:-

- (i) Prepare short and long term plans and programs for waste management and sanitation;
- (ii) Interpret and supervise implementation of policies, laws and procedures on provision of waste management and sanitation service;
- (iii) Coordinate training on waste management and sanitation issues;
- (iv) Coordinate and supervise waste management and sanitation projects;
- (v) Supervise implementation of waste management and sanitation contracts;
- (vi) Create awareness on hygiene and sanitary issue in communities and public facilities;

- (vii) Develop techniques for waste management and sanitation issues; and
- (viii) Develop and manage database on waste management and sanitation.

This Section will be led by Head who is equivalent to Principal Officer.

3.11 NATURAL RESOURCES AND ENVIRONMENT CONSERVATION UNIT

Objective

To supervise implementation natural resources and environmental conservation issues.

This Unit will perform the following activities: -

- (i) Interpret and supervise the implementation of policies, laws and procedures on natural resources and environment conservation;
- (ii) Prepare long and short term plans and programs for natural resources and environment conservation development;
- (iii) Plan and prepare price standards for natural resources products and services under LGA's jurisdictions;
- (iv) Provide technical advice to stakeholders on issues related to natural resources and environment conservation;
- (v) Prepare information relating to natural resources and environment conservation;
- (vi) Prevent, detect and suppress wildfires;
- (vii) Provide extension services in beekeeping in LGA;
- (viii) Assess damages from releases of hazardous substances; and
- (ix) Develop programs for management of natural resources and environment conservation.

This Unit will be led by Head who is equivalent to Principal Officer.

3.12 SPORTS, CULTURE AND ARTS UNIT

Objective

To provide expertise on arts, sports development and culture preservation.

This Unit will perform the following activities:-

- (i) Conduct search on the identification, development and nurturing of people with talents to increase participation and excellence in sports, culture and arts;

- (ii) Create and coordinate links between LGA, key stakeholders and agencies for promotion of local culture, arts and sports activities;
- (iii) Organize, develop and deliver diverse range of inclusive sporting activities;
- (iv) Coordinate the preservation and protection of community's parks and areas allocated for sports and recreation purposes;
- (v) Prepare and provide mass participation opportunities in sports, culture and arts across the age spectrum to promote active and physically lifestyles;
- (vi) Organize community festivals to celebrate local cultural diversity;
- (vii) Promote participation development and training of all stakeholders in quality and sustainable sports, culture and arts programmes in the LGA;
- (viii) Conduct monitoring and evaluation of educational services and training in sports, culture and arts; and
- (ix) To coordinate and organize schools' sports, culture and arts events in the LGA.

This Unit will be led by Head who is equivalent to Principal Officer.

3.13 FINANCE AND ACCOUNTS UNIT

Objective

To provide expertise on financial management and book keeping services.

This Unit will perform the following activities:-

- (i) Provide advice on laws, regulations and procedures regarding Local Government finance and accounts;
- (ii) Prepare operational and development revenue and expenditure projections in collaboration with others Divisions and Units;
- (iii) Manage revenue and expenditure and make follow up on availability of funds from relevant authorities;
- (iv) Administer LGA's funds according to financial laws, regulations and procedures;
- (v) Manage preparation of finance reports and submit to relevant authorities;
- (vi) Keep accounting records and ensure application of approved Government accounting systems;
- (vii) Administer preparation of reports Local Authorities Accounting Committee (LAAC) and any other Government instructions;

- (viii) Ensure accounting procedures and accounting books are adhered according to Local Authority Financial Memorandum;
- (ix) Prepare financial reports of the Council;
- (x) Authorize payments as per laid down financial procedures; and
- (xi) Prepare responses on audit queries raised by Head of Internal Audit Unit and the Controller and Auditor General.

This Unit will be led by a Head.

3.14 LEGAL SERVICES UNIT

Objective

To provide legal services to the Council.

This Unit will perform the following activities:-

- (i) Interpret and provide legal assistance on the same to the Council;
- (ii) Litigate civil and other claims instituted by or against the Council in liaison with the Office of the Attorney General, Regional Secretariat and PO-RALG;
- (iii) Draft and vet contracts prior to submission to the Office of the Attorney General;
- (iv) Prepare and maintain register of all by laws enforced by the Council;
- (v) Draft regulations, rules and Government notices; and
- (vi) Maintain a register of all cases filed by or against the Council.

This Unit will be led by a Head.

3.15 INTERNAL AUDIT UNIT

Objective

To provide advice to Accounting Officer on proper management of resources.

The Unit will perform the following activities:-

- (i) Prepare and implement strategic audit plans;
- (ii) Review and report on proper control over the receipt, custody and utilization of all financial resources of the Council;
- (iii) Review and report on conformity with financial and operational procedures laid down in any legislation or any regulations or instructions for control over the expenditure of the Council;

- (iv) Review and report on the correct classification and allocation of revenue and expenditure accounts;
- (v) Review and report on the reliability and integrity of financial and operation data and prepare financial statements and other reports;
- (vi) Review and report on the systems in place used to safeguard assets and verify existence of such assets;
- (vii) Review and report on the reactions by the management to internal audit reports and assist management in the implementation of recommendations made by reports and follow –up on the implementation of recommendations made by the Controller and Auditor General; and
- (viii) Review and report on the adequacy of control built into computerised systems in place in the Council.

This Unit will be led by a Head.

3.16 PROCUREMENT MANAGEMENT UNIT

Objective

To provide expertise and services in procurement, storage and supply of goods and services for the Council.

This Unit will perform the following activities: -

- (i) Develop annual procurement plan;
- (ii) Advise on matters pertaining to the procurement of goods and services and logistics management in the Council;
- (iii) Coordinate procurement of goods, services and logistics management;
- (iv) Acquire assets, Update register and assures assets are coded properly;
- (v) Procure, maintain and manage supplies, materials, and services to support the logistical requirements;
- (vi) Maintain and update inventory of goods, supplies and materials;
- (vii) Prepare tender documents and advertise tender opportunities;
- (viii) Prepare contract documents; and
- (ix) Provide secretariat services to the Council Tender Board.

The Unit will be led by a Head.

3.17 INFORMATION COMMUNICATION TECHNOLOGY UNIT

Objective

To provide expertise and services on application of ICT to the Council.

The Unit will perform the following activities: -

- (i) Implement National ICT and e-Government Policy;
- (ii) Oversee development of internal ICT initiatives, policies and their implementation;
- (iii) Design and maintain web-based applications and database;
- (iv) Monitor ICT hardware and software utilization in the Council;
- (v) Provide inputs in training needs assessment on ICT; and
- (vi) Develop and maintain Council website.

This Unit will be led by a Head.

3.18 GOVERNMENT COMMUNICATION UNIT

Objective

To provide expertise and service in information, communication and dialogue with the public and media.

This Unit will perform the following activities: -

- (i) Promote LGA's policies, functions and programs;
- (ii) Up-date LGA's information on the website;
- (iii) Prepare and implement communication strategy;
- (iv) Engage in dialogue with the public as well as media on various issues concerning the Council;
- (v) Produce and disseminate documents such as brochures, articles, newsletters; and
- (vi) Coordinate press briefings.

This Unit will be led by Head who is equivalent to Principal Officer.

3.19 WARD EXECUTIVE OFFICE

The Office will perform the following activities: -

- (i) Oversee security matters, maintain peace and tranquillity;
- (ii) Prepare and implement Ward development plans and budget;
- (iii) Promote citizens participation on economic development activities;
- (iv) Provide secretarial services to Ward Development Committee (WDC);
- (v) Prepare and submit proposals for drafting legislation to respective authorities;
- (vi) Monitor implementation of Ward plans and budget;
- (vii) Supervise implementation of ruling part manifesto;
- (viii) Interpret and oversee implementation of the Government's Policies, Laws, Regulations, Guidelines and Directives;
- (ix) Coordinate and handle disaster management; and
- (x) Handle citizen complaints.

This Office will be led by a Ward Executive.

3.19.1 VILLAGE/MTAA EXECUTIVE OFFICE

The Office will perform the following activities: -

- (i) Oversee security matters, maintain peace and tranquillity;
- (ii) Develop, review and implement Village/Mtaa Development plans and Budgets;
- (iii) Provide secretarial services to committees meetings and Village/Mtaa Council;
- (iv) Interpret and implement sector policies, laws and procedures at Village/ Mtaa level;
- (v) Monitor implementation of Village/Mtaa plans and budget;
- (vi) Develop, review and implement Village By-Laws;
- (vii) implement ruling part manifesto;
- (viii) Mobilize citizens to participate in development activities at Village/Mtaa;
- (ix) Coordinate and handle disaster management; and
- (x) Handle citizen complaints.

This Office will be led by a Village/Mtaa Executive.

