

THE UNITED REPUBLIC OF TANZANIA



**THE APPROVED FUNCTIONS AND ORGANISATION STRUCTURE OF
THE MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT, GENDER,
THE ELDERLY AND CHILDREN**
(Approved by the President on 7th July, 2018)

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

JULY, 2018

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1.0 INTRODUCTION

1.1 Background

The President of the United Republic of Tanzania issued a Notice on Assignment of Ministerial Functions (Instrument) No.144 of 22nd April, 2016 and its amendment of 7th October, 2017. In that Instrument, the President created a Ministry of Health, Community Development, Gender, the Elderly and Children which is mandated to formulate and monitor implementation of Policies on Health, Community Development, Social Welfare, the Elderly Children and Gender; Preventive and Curative Services; Chemical Management Services; Medical Laboratory Services; Medical Research and Nutrition; Food and Drug Quality Services; Medical Supplies; Promotion of Traditional and Alternative Medicine; Health Services Inspection; Family Planning; International Health and Medical Organisations; Coordination of NGO dealing with the functions under this Sector; Coordination of International Organisations under this Sector; Performance Improvement and Development of Human Resources; Extra Ministerial Departments, Parastatal Organisation, Agencies, Projects and Programmes under this Ministry.

1.2 Vision and Mission

1.2.1 Vision

Health and social welfare services of high quality, effective, accessible affordable and delivered by a well performing and sustainable national health and welfare system that encourages responsiveness to the needs of the people.

1.2.2 Mission

To facilitate the provision of equitable and effective health and social welfare services by formulating policies and guidelines, delivered by an adequate, competent and well motivated human resource to improve the

health and well being of the public with emphasis on those most at risk.

2.0 THE CURRENT FUNCTIONS AND ORGANISATION STRUCTURE

Ministry of Health and Social Welfare (Chart I)

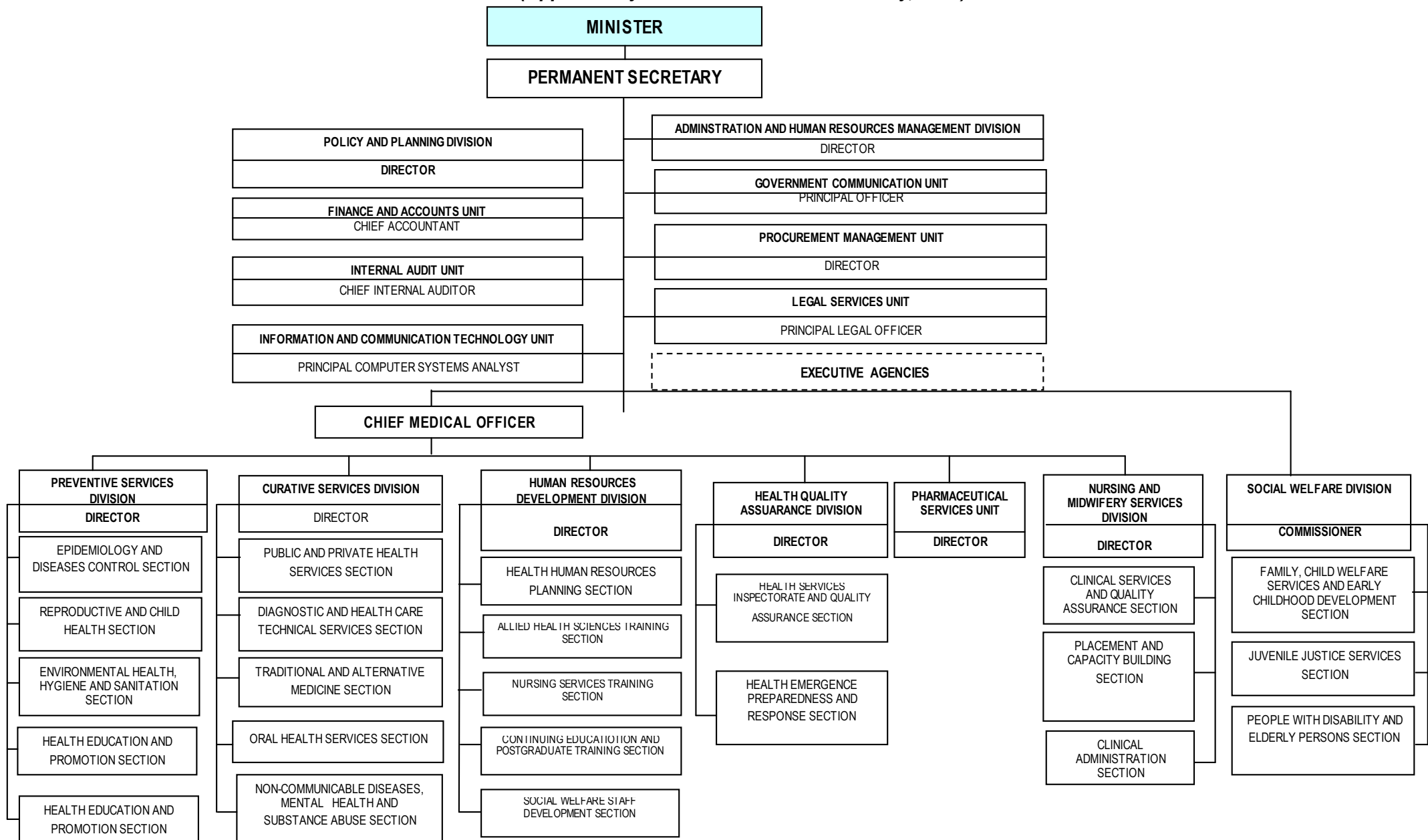
- (i) Preventive Services Division;
- (ii) Curative Services Division;
- (iii) Human Resources Development Division;
- (iv) Health Quality Assurance Division;
- (v) Nursing and Midwifery Services Division;
- (vi) Pharmaceutical Services Unit;
- (vii) Social Welfare Division;
- (viii) Administration and Human Resources Management Division;
- (ix) Policy and Planning Division;
- (x) Finance and Accounts Unit;
- (xi) Internal Audit Unit;
- (xii) Procurement Management Unit;
- (xiii) Government Communication Unit;
- (xiv) Information and Communication Technology Unit; and
- (xv) Legal Services Unit.

Ministry of Community Development, Gender and Children (Chart II)

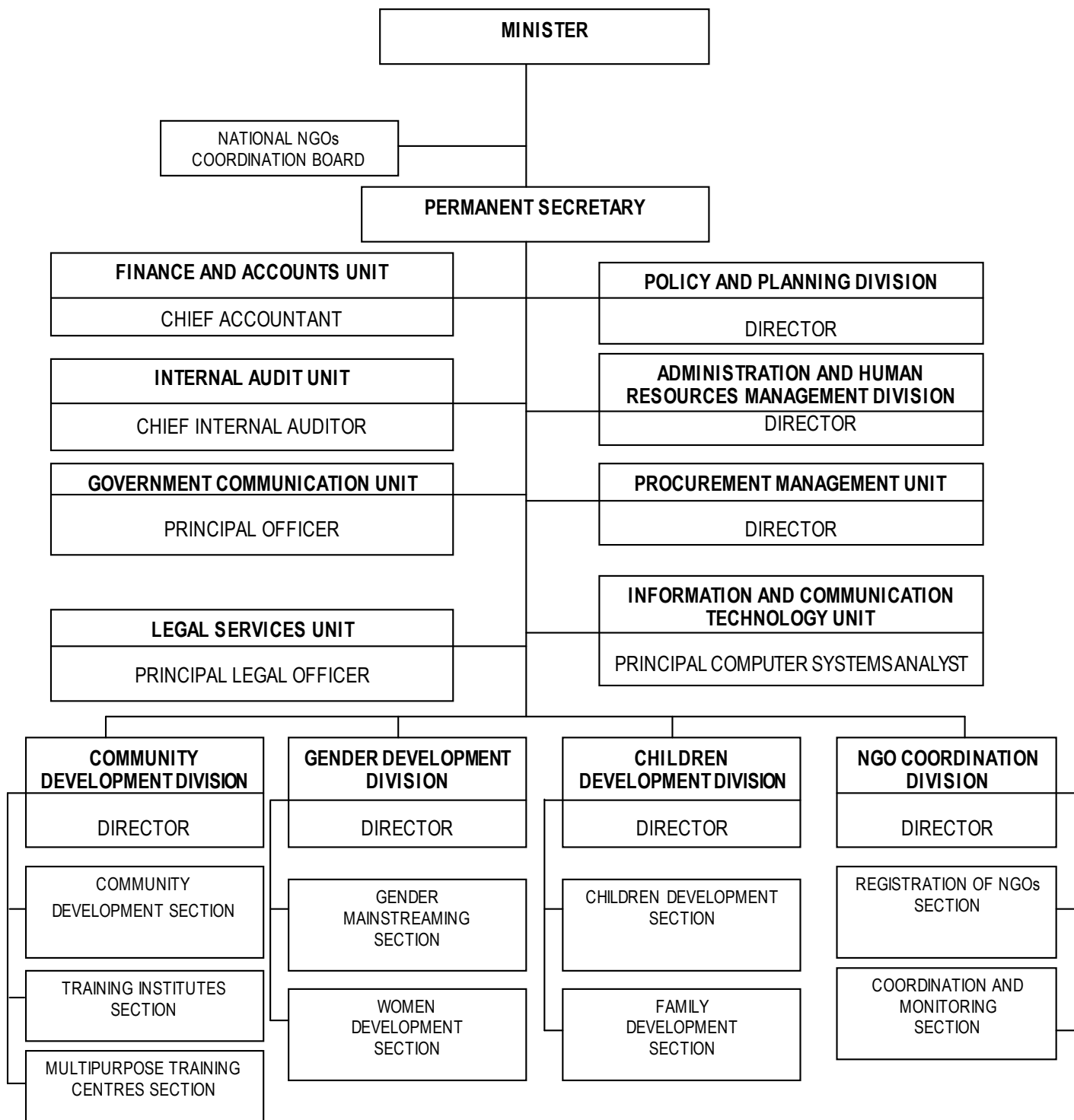
- (i) Community Development Division;
- (ii) Gender Development Division;
- (iii) Children Development Division;
- (iv) NGO Coordination Division;
- (v) Administration and Human Resources Management Division;
- (vi) Policy and Planning Division;
- (vii) Finance and Accounts Unit;
- (viii) Legal Services Unit;
- (ix) Internal Audit Unit;
- (x) Government Communication Unit;

- (xi) Information and Communication Technology Unit; and
- (xii) Procurement Management Unit.

THE CURRENT FUNCTIONS AND ORGANISATION STRUCTURE OF THE MINISTRY OF HEALTH AND SOCIAL WELFARE
(Approved by the President on 12th February, 2015)



THE CURRENT ORGANISATION STRUCTURE OF MINISTRY OF COMMUNITY DEVELOPMENT, GENDER AND CHILDREN
(Approved by the President on 3rd June, 2011)



3.0 THE APPROVED FUNCTIONS AND ORGANISATION STRUCTURE OF THE MINISTRY

The approved functions and organisation structure of the Ministry of Health, Community Development, Gender, the Elderly and Children comprises of the following (**See Chart III & Annex “A”, “B” and “C”**): -

A. Health

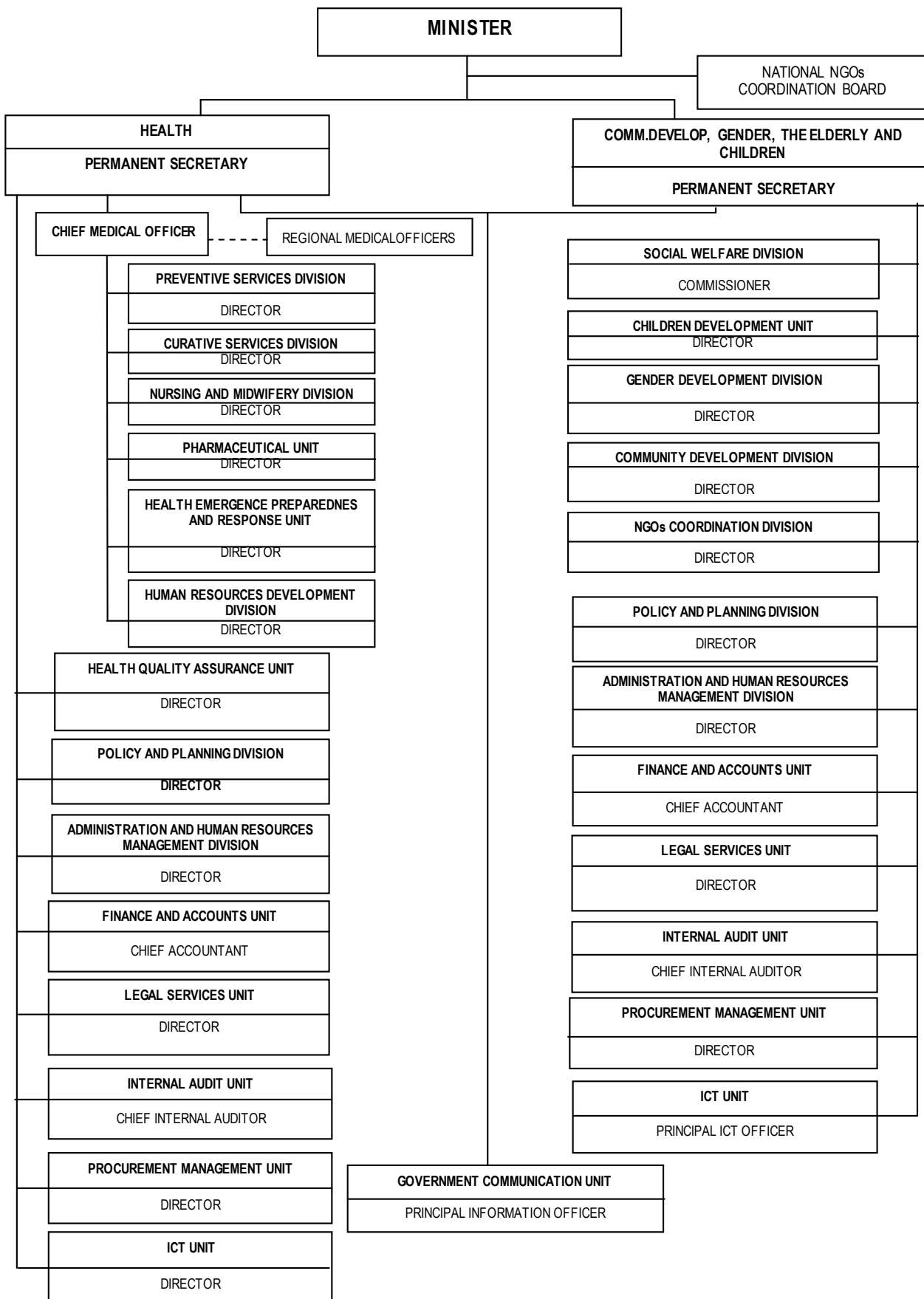
- (i) Office of the Chief Medical Officer which co-ordinates all medical functions Divisions, Units and Regional Hospitals as follows:-
 - a. Preventive Services Division;
 - b. Curative Services Division;
 - c. Human Resources Development Division;
 - d. Nursing and Midwifery Services Division;
 - e. Health Emergence Preparedness and Response Unit; and
 - f. Pharmaceutical Services Unit.
- (ii) Health Quality Assurance Unit;
- (iii) Administration and Human Resources Management Division;
- (iv) Policy and Planning Division;
- (v) Finance and Accounts Unit;
- (vi) Legal Services Unit;
- (vii) Internal Audit Unit;
- (viii) Information and Communication Technology; and
- (ix) Procurement Management Unit.

B. Community Development, Gender, the Elderly and Children

- (x) Community Development Division;
- (xi) Gender Development Division;
- (xii) Children Development Division;
- (xiii) Social Welfare Division;
- (xiv) NGOs Coordination Division;
- (xv) Administration and Human Resources Management Division;
- (xvi) Policy and Planning Division;

- (xvii) Finance and Accounts Unit;
- (xviii) Legal Services Unit;
- (xix) Internal Audit Unit;
- (xx) Information and Communication Technology Unit;
- (xxi) Procurement Management Unit; and
- (xxii) Government Communication Unit.

**THE APPROVED FUNCTIONS AND ORGANISATION STRUCTURE OF THE MINISTRY OF HEALTH,
COMMUNITY DEVELOPMENT, THE ELDERLY, GENDER AND CHILDREN
(Approved by the President on 7th July, 2018)**



3.1 HEALTH

3.1.1 OFFICE OF THE CHIEF MEDICAL OFFICER

Objective

To coordinate medical functions and health services delivery under the Ministry through four (4) Divisions and two (2) Units as follows: -

- (i) Preventive Services Division;
- (ii) Curative Services Division;
- (iii) Human Resources Development Division;
- (iv) Nursing and Midwifery Services Division;
- (v) Health Emergence Preparedness and Response Unit; and
- (vi) Pharmaceutical Services Unit.

3.1.1.1 PREVENTIVE SERVICES DIVISION

Objective

To oversee the provision of preventive health services in the country.

Functions

- (i) To develop policies, laws, regulations and guidelines on preventive health and oversee their implementation; and
- (ii) To prepare and manage health education and promotion programmes and services.

The Division will be led by a Director and will have five (5) Sections as follows: -

- (i) Epidemiology and Diseases Control Section;
- (ii) Reproductive, Adolescent and Child Health Section;
- (iii) Environmental Health, Hygiene and Sanitation Section;
- (iv) Health Education and Promotion Section; and
- (v) Nutrition Services Section.

3.1.1.1.1 Epidemiology and Diseases Control Section

The Section will perform the following activities: -

- (i) Develop and review policies and guidelines on communicable and non communicable diseases control, epidemics control and monitor their implementation;
- (ii) Coordinate the implementation of communicable and non communicable diseases and epidemics control policies and guidelines;
- (iii) Mobilize resources for implementation of programs on communicable and non-communicable diseases;
- (iv) Monitor, supervise and evaluate quality and implementation of the communicable, non-communicable and epidemics control activities;
- (v) Monitor drug sensitivity pattern of communicable diseases and advise on interventions;
- (vi) Coordinate communicable diseases control, surveillance and collaborate with other institutions in research in communicable and non-communicable diseases;
- (vii) Supervise, monitor and evaluate implementation of communicable and non-communicable diseases and epidemics control;
- (viii) Coordinate data pertaining to epidemiological surveillance in the country; and
- (ix) Coordinate the implementation of National AIDS Control Program, National Tuberculosis and Leprosy Program, National Malaria Control Program, National Onchocerciasis Control Program, Eye care services, non-communicable diseases and Neglected Tropical diseases.

This Section will be led by an Assistant Director.

3.1.1.1.2 Reproductive, Adolescent and Child Health Section

The Section will perform the following activities: -

- (i) Prepare and review policy guidelines, manuals for maternal, child, adolescent and community health services;
- (ii) Co-ordinate, monitor and evaluate maternal, child, adolescent and community based health care including expanded programme on immunization, school health, community based health care and family planning;
- (iii) Liaise with other Ministries and relevant Organizations dealing with reproductive, adolescent and child health; and
- (iv) Review the list of standard essential equipment and supplies for provision of quality reproductive health care.

This Section will be led by an Assistant Director.

3.1.1.1.3 Environmental Health, Hygiene and Sanitation Section

The Section will perform the following activities: -

- (i) Prepare and review environmental health control and sanitation policy guidelines;
- (ii) Provide guidelines and Monitor use of guidelines by Regional Secretariats (RS) and Local Government Authorities (LGAs) on the control of pollution in the environment and elaborate on appropriate measures to be taken in collaboration with other agencies;
- (iii) Provide guidelines and enforce international sanitary regulations, for the purpose of preventing inter-country transmission of diseases or disease agents in collaboration with World Health Organization and other International Organizations;
- (iv) Monitor and guide on the use of up-dated public health laws in the country for improving and sustaining sound public health interventions;
- (v) Provide guidelines, monitor and guide to ensure there is an effectiveness of different environmental health and sanitation interventions instituted in the country;

- (vi) Translate and guide on the use by regions, information on new developments pertaining to environmental health and sanitation obtained from national and international organizations;
- (vii) Provide guidelines and monitor the occupational health measures taken by Employers in preventing and controlling occupational diseases;
- (viii) Monitor and provide guidelines on health assessment of the workers most at risk; and
- (ix) Provide guidelines on the food safety and ensure the application of relevant laws.

This Section will be led by an Assistant Director.

3.1.1.1.4 Health Education and Promotion Section

The Section will perform the following activities: -

- (i) Prepare and review health education policy guidelines;
- (ii) Coordinate the designing, development and distribution of health information, education and communication materials in the country;
- (iii) Formulate, promote and coordinate research activities in liaison with health systems research in the field of health education within the community;
- (iv) Promote intra-sectoral and inter-sectoral collaboration by establishing a forum for information, education and communication;
- (v) Ensure that delivery of health education is in conformity with the national health policy;
- (vi) Monitor and evaluate implementation of health education policy guidelines; and
- (vii) Coordinate and facilitate National Health Commemorative days.

The Section will be led by an Assistant Director.

3.1.1.1.5 Nutrition Services Section

The Section will perform the following activities: -

- (i) Formulate Policy guidelines, Manuals and Strategic Plan for Nutrition Promotion Services;
- (ii) Co-ordinate, monitor and evaluate Public nutrition promotion Services;
- (iii) Liaise with other Ministries and relevant Organizations dealing with nutrition promotion;
- (iv) Formulate, promote and coordinate research in the field of nutrition promotion;
- (v) Build technical capacity of Regional Health Management Teams, Zonal Resource Centres and other stakeholders in nutrition promotion;
- (vi) Promote an integrated approach in implementing nutrition promotion intervention;
- (vii) Promote improved nutrition and increased levels of physical activity;
- (viii) Formulate Policy guidelines, Manuals and Strategic Plan for School Health Services;
- (ix) Facilitate collaboration with other Ministries and Organizations dealing with School Health Promotion;
- (x) Formulate mechanism for screening and monitoring of school children's wellbeing;
- (xi) Facilitate provision of environmental health, nutrition and First Aid services to school children;
- (xii) Establish and maintain mechanism for health promoting sports in schools; and
- (xiii) Co-ordinate, monitor and evaluate School Health Promotion Services.

This Section will be led by an Assistant Director.

3.1.1.2 CURATIVE SERVICES DIVISION

Objective

To oversee the provision of curative health services.

Functions

- (i) To formulate, review and oversee the implementation of curative health policies, laws, Regulations and guidelines;
- (ii) To oversee the provision of general and specific curative services;
- (iii) To coordinate the provision of pharmaceutical and diagnostic services in the provision of curative services;
- (iv) To coordinate the development of horizontal and other alternative medical services approaches; and
- (v) To administer Regional Referral Hospitals.

The Division will be led by a Director and will have five Sections (5) as follows:

- (i) Public and Private Health Services Section;
- (ii) Diagnostic and Health Care Technical Services Section;
- (iii) Traditional and Alternative Medicine Section;
- (iv) Non - Communicable Diseases, Mental Health and Oral Health Section; and
- (v) Regional Referral Hospitals Services Section.

3.1.1.2.1 Public and Private Health Services Section

The Section will perform the following activities: -

- (i) Prepare, review and disseminate policy guidelines, strategic plans and standards of management of public and private health services in facilities other than Regional Referral Hospitals;
- (ii) Prepare and review guidelines for the provision of effective treatment services;

- (iii) Facilitate training for hospital management teams and Health service providers (coaching, mentoring) based on the Ministry's guidelines;
- (iv) Review and co-ordination of Hospital plans and relevant programs related to provision of curative service to ensure that they are in line with Ministry's plans;
- (v) Collect and analyse hospital data related to curative services for effective planning and response to diseases;
- (vi) Monitor performance of Hospital management Teams including carrying out clinical audits;
- (vii) Monitor and coordinate operational research and explore factors that will enhance the quality of services;
- (viii) Coordinate and facilitate national sessions for hospital operating teams with other relevant Ministries and stakeholders;
- (ix) Liaise with appropriate Professionals bodies to ensure that staff provide health services of required professional and ethical standards;
- (x) Prepare and review guidelines on technical supplies and equipment in the public and private health facilities;
- (xi) Collaborate with the Registrar of Private health facilities on matters pertaining to role of private sector in the provision of health services;
- (xii) Maintain a record of approved public and private health service providers in the country; and
- (xiii) Coordinate and facilitate Public Private Partnership in health services delivery.

This Section will be led by an Assistant Director.

3.1.1.2.2 Regional Referral Hospitals Services Section

The Section will perform the following activities: -

- (i) Prepare, review and disseminate policy guidelines, strategic plans and standards of management for Regional Referral Hospitals;
- (ii) Prepare and review guidelines for the provision of effective treatment services at RRH;
- (iii) Facilitate training for Hospital Management Teams and Health service providers (coaching, mentoring) based on the Ministry's guidelines;
- (iv) Collect and analyse hospital data related to curative services for effective planning and response to diseases;
- (v) Monitor performance of Hospital management Teams including carrying out clinical audits;
- (vi) Monitor and coordinate operational research and explore factors that will enhance the quality of services;
- (vii) Coordinate and facilitate national sessions for hospital operating teams with other relevant Ministries and stakeholders;
- (viii) Liaise with appropriate Professionals Bodies to ensure that staff provide health services of required professional and ethical standards;
- (ix) Prepare and review guidelines on technical supplies and equipment in Regional Referral Hospitals; and
- (x) Coordinate and facilitate Public Private Partnership in health services delivery at the Regional Referral Hospitals.

The Section will be led by an Assistant Director.

3.1.1.2.3 Diagnostic and Health Care Technical Services Section

The Section will perform the following activities: -

- (i) Prepare and review policy guidelines and manuals on medical radiology, medical laboratory services and Health care technical services;

- (ii) Prepare and review guidelines for different medical radiology and laboratory investigations;
- (iii) Co-ordinate, monitor and evaluate implementation of diagnostic services policy guidelines;
- (iv) Monitor the quality of reagents, chemicals and apparatus including instruments for diagnostic services;
- (v) Liaise with the Human Resources Development Division in training laboratory and radiography staff;
- (vi) Prepare and review guidelines for Forensic Pathology;
- (vii) Coordinate, monitor and evaluate implementation of forensic pathology including medical legal investigations;
- (viii) Supervise, monitor and evaluate diagnostic services in health facilities; and
- (ix) Collaborate with National Blood Transfusion to ensure availability of sufficient safe blood.

The Section will be led by an Assistant Director

3.1.1.2.4 Traditional and Alternative Medicine Section

The Section will perform the following activities: -

- (i) Review, formulate and monitor implementation of policy guidelines on traditional medicine and other emerging systems of healing;
- (ii) Coordinate registration of traditional healers;
- (iii) Review laws and regulations on traditional medicine and other emerging systems of healing;
- (iv) Coordinate research on traditional medicine and other emerging systems of healing which have therapeutic properties;
- (v) Liaise with the Health Information and Research Section and other health medicine research institutions in dissemination of information;

- (vi) Monitor and evaluate traditional medicine and other emerging systems of healing policy guidelines;
- (vii) Coordinate collaboration between modern practise and traditional and alternative healing systems;
- (viii) Monitor the standard of imported and exported traditional medicines and alternative healing methods; and
- (ix) Communicate, advocate and promote acceptance and collaboration between traditional oral health care providers and conventional oral health providers.

The Section will be led by an Assistant Director.

3.1.1.2.5 Non - Communicable Diseases, Mental Health and Oral Health Section

The Section will perform the following activities: -

- (i) Develop Policies, guidelines and standards for the provision of quality curative services in addressing NCD's, as well as Mental, Eye and Oral Health problems
- (ii) Facilitate a multi - sectoral and Community support for NCD, Mental health, Eye health and oral health services;
- (iii) Coordinate and monitor performance in implementation of curative and rehabilitative interventions for the common Non – Communicable Diseases (NCD)
- (iv) Facilitate the Steering Committee for NCD coordination and networking;
- (v) Coordinate and monitor performance in implementation of curative and rehabilitative interventions for the common Mental Health problems
- (vi) Coordinate and monitor performance in implementation of curative and rehabilitative interventions for the common Eye Health problems

- (vii) Coordinate and monitor performance in implementation of curative and rehabilitative interventions for the common Oral Health problems
- (viii) Facilitate preparation, dissemination and implementation of National Oral Health Services;
- (ix) Set standards on dental equipment materials and monitor their implementation;
- (x) Liaise with Human Resources Division on issues related to development of Oral Health Personnel; and
- (xi) Identify priority areas for research and facilitate operational research in oral health services and.

The Section will be led by an Assistant Director.

3.1.1.3 HUMAN RESOURCES DEVELOPMENT DIVISION

Objective

To plan and oversee implementation of sustainable availability of qualified human resources in the health sector.

Functions

- (i) To develop policies, plans legislation, guidelines on health human resources;
- (ii) To provide support to health training institutions;
- (iii) To monitor quality and standards of training in the sector; and
- (iv) To follow up on proper fund allocation, utilization and accounting.

The Division will be led by a Director and will have two (2) Sections as follows:-

- (i) Health Human Resources Planning Section; and
- (ii) Health Human Resources Development Section.

3.1.1.3.1 Health Human Resources Planning Section

The Section will perform the following activities: -

- (i) Develop and review professional human resources policy, short and long term plans, guidelines and legislations;
- (ii) Prepare projections on professional human resource needs for the sector;
- (iii) Develop, review and disseminate policy guidelines for the nurses and midwives placement and career development;
- (iv) Enhance capacity building and career development for nurses and midwives in line with service provision;
- (v) Coordinate career structure and succession plan for health workers;
- (vi) Maintain an up-to-date inventory of professional human resource for the sector;
- (vii) Coordinate studies on human resources for health, rationalize balance, distribution and utilization of human resources; and
- (viii) Identify national health training needs in line with Human Resource Strategic Plans; and
- (ix) Coordinate Development Partners in matters related to Health Work force through Human Resource for Health (HRH) Technical Working Group.

The Section will be led by an Assistant Director.

3.1.1.3.2 Health Human Resources Development Section

The Section will perform the following activities:-

- (i) Prepare and review policy, guidelines and training curricula for allied health sciences training;
- (ii) Review and evaluate training plans for the allied health professionals;
- (iii) Monitor and evaluate implementation of training curricula and programmes for Allied Health, Nursing and Midwifery professions;
- (iv) Coordinate training programmes for the allied health professions;

- (v) Coordinate and monitor the enrolment of students into the training institutions;
- (vi) Review and support training institutions through provision of relevant and appropriate health learning materials;
- (vii) Facilitate registration and accreditation of allied health training institutions; and
- (viii) Liaise with allied health training institutions boards on matters related to student affairs and welfare.

This Section will be led by an Assistant Director.

3.1.1.4 NURSING AND MIDWIFERY SERVICES DIVISION

Objective

To oversee the provision of quality Nursing and Midwifery services in the Country.

Functions

- (i) To enhance quality of nursing and midwifery services at all levels provided by both public and private sectors;
- (ii) To provide strategic technical advice to the Government on nursing and midwifery services within the health care system;
- (iii) To promote evidence based and standardized nursing and midwifery practice;
- (iv) To develop collaborative partnership with key stakeholders at National, Regional and International levels; and
- (v) To coordinate in-service professional development training for nursing and midwifery.

The Division will be led by a Director and will have two (2) Sections as follows:

-

- (i) Quality Improvement Section; and
- (ii) Clinical Services Section.

3.1.1.4.1 Quality Improvement Section

The Section will perform the following activities: -

- (i) Develop/Review clinical nursing and midwifery services guidelines standards, protocols, indicators and monitor their implementation and application;
- (ii) Develop systems of planning, monitoring and evaluating performance of quality assurance in nursing and midwifery practice at all levels of health care;
- (iii) Collaborate with other heads of divisions, regulatory bodies, associations and other key stakeholders on issues pertaining to improving the quality of nursing and midwifery care;
- (iv) Coordinate and conduct mentorship and supportive supervision to improve quality in nursing and midwifery services;
- (v) Liaise with Regional Health Management Teams (RHMT) with regards to quality improvement in Nursing and Midwifery health care services;
- (vi) Monitor and evaluate implementation plans to identify strengths and gaps in improving the quality of nursing and midwifery services;
- (vii) Coordinate all midwifery activities to improve the quality of care in maternal, neonatal and child health;
- (viii) Coordinate all nursing and midwifery activities pertaining to infection prevention and control for health quality assurance; and
- (ix) Coordinate and conduct clinical audits to improve the quality of nursing and midwifery services;
- (x) Enhance capacity building and career development for nurses and midwives in line with service provision;
- (xi) Ensure the application of even distribution during posting of nurses and midwives at all levels of service provision; and
- (xii) Identify Nursing and midwifery training needs countrywide according to services provision needs.

This Section will be led by an Assistant Director.

3.1.1.4.2 Clinical Services Section

The Section will perform the following activities: -

- (i) Develop and review protocols for appropriate service provision according to strategies, policy guidelines and standards to ensure smooth running of clinical services;
- (ii) Develop monitoring tools for clinical practice in the Country;
- (iii) Facilitate provision of technical support of clinical administration and management country wide;
- (iv) Liaise with heads of other departments on issues related to clinical management and its requirements;
- (v) Coordinate availability of appropriate infrastructure, human resource, medical and non medical equipments, supplies, commodities and medicines to ensure smooth running of services at different levels of care and different sites of health service provision;
- (vi) Facilitate and conduct supportive supervision and evaluate quality of care at country wide;
- (vii) Facilitate quarterly and annual evaluation meetings on nursing and midwifery services to the Regional Nursing Officer; and
- (viii) Liaise with other authorities at national and regional levels in identification and selection of nursing and midwifery leaders.

This Section will be led by an Assistant Director.

3.1.1.5 HEALTH EMERGENCY PREPAREDNESS AND RESPONSE UNIT

Objective

To provide expertise on health emergency preparedness, international collaboration and sustainable quality improvements in health services.

The Unit will perform the following activities:-

- (i) Develop, prepare and formulate health sector guidelines, protocols and standards on emergency and disaster preparedness and response in the Country;
- (ii) Coordinate and direct health sector emergency response activities in the Country;
- (iii) Provide technical advice to the Chief Medical Officer on matters pertaining to emergency and disaster management;
- (iv) Coordinate capacity creation countrywide on Disaster Risks Management (DRM) and response to health sector emergencies,
- (v) Mobilize resources (human, material, financial, pharmaceutical, medical supplies and equipment) and deploying them during response to major emergencies;
- (vi) Build capacity of the National Health Emergency Rapid Response Team, as well as Zonal and Regional Rapid Response Teams;
- (vii) Coordinate health related Vulnerability Assessment and Hazard Mapping of disaster prone areas in collaboration with other sectors;
- (viii) Prepare and disseminate in collaboration with key stakeholders in the health sector national healthcare service standards and indicators;
- (ix) Prepare and disseminate Quality Assurance and Quality Improvement policy guidelines in healthcare;
- (x) Coordinate activities of the “Focal point” in Quality Improvement in health care in the sector;

- (xi) Coordinate all types of quality assessment/audits in the healthcare facilities e.g Star Rating Assessment and SafeCare Assessment and provide Certificates;
- (xii) Coordinate or supervise all issues of accreditation in health care facilities (including laboratory and any other form of accreditation in health care delivery);
- (xiii) Collect and disseminate national and international experiences (evidence-based best practices), techniques and data references with regards to quality improvement in health care; and
- (xiv) Coordinate Health Sector collaboration through EAC, SADC, AU, other regional initiatives and Joint Permanent Commissions (JPCs) to secure and safeguard interests of the Country.

This Unit will be led by a Director.

3.1.1.6 PHARMACEUTICAL SERVICES UNIT

Objective

To ensure the provision of quality, equitable and accessible pharmaceutical services at all levels of health care delivery.

The Unit will perform the following activities: -

- (i) Provide stewardship of the pharmaceutical sector through technical support and coordination of stakeholders;
- (ii) Coordinate planning for pharmaceutical services;
- (iii) Formulate and review medicines policies, regulations, guidelines, essential medicines list and standards for pharmaceutical care and services, and promote rational use of medicines;
- (iv) Forecast National requirements and plan for medicines and health supplies;
- (v) Promote development of domestic pharmaceutical manufacturing and technology transfer;

- (vi) Develop, oversee and support the pharmaceutical management, logistics systems and monitor the supply chain of medicines;
- (vii) Coordinate Operational Research on medicines utilization; and
- (viii) Develop and review mechanisms to control and monitor prices of essential medicines.

The Unit will be led by a Director.

3.1.2 HEALTH QUALITY ASSURANCE UNIT

Objective

To provide professional health assurance services to identify weaknesses and strengths for better Health services delivery.

This Unit will perform the following activities:-

- (i) Prepare and disseminate Quality Assurance policy guidelines in Healthcare;
- (ii) Assess the quality of health care provision in the country;
- (iii) Collect and disseminate national and international experiences (evidence based best practices), techniques and data references with regards to quality assurance in health care; and
- (iv) Serve as the Secretariat (National Quality Improvement Secretariat) to the National Quality Improvement Committee.

This Unit will be led by a Director.

3.1.2.1 ADMINISTRATION AND HUMAN RESOURCES MANAGEMENT DIVISION

Objective

To provide expertise and services on human resource management and administrative matters to the Ministry.

Functions

- (i) To provide strategic inputs on Administration and Human Resource Management issues such as recruitment, human resource development and training, promotion, discipline, retention, motivation, performance management and welfare;
- (ii) To advise the Permanent Secretary on administrative matters and utilization of resources;
- (iii) To ensure optimal, efficient and effective management and utilization of human resources in the Sector;
- (iv) To collect, analyse, store and disseminate data and information related to human resources development plans;
- (v) To provide a link between the Ministry and the President's Office Public Service Management on operationalization of the Public Service Management and Employment Policy and relevant Public Service Acts;
- (vi) To provide data support and up-date records on various human resources information;
- (vii) To provide all management services and organization development; and
- (viii) To process terminal benefits.

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

- (i) Administration Section;
- (ii) Human Resources Management Section - Headquarters; and
- (iii) Human Resources Management Section – Hospitals.

3.1.2.1.1 Administration Section

The Section will perform the following activities:-

- (i) Interpret and ensure adherence to Public Service Regulations Standing Orders and other Labor laws;

- (ii) Facilitate employee relations and welfare including health, safety, sports and culture;
- (iii) Provide registry, messenger and courier services, and manage office records;
- (iv) Handle all protocol matters;
- (v) Facilitate provision of security services, transport and general utilities;
- (vi) Facilitate general custodian services to include maintenance of office equipment, building and grounds,
- (vii) Coordinate implementation of ethics and value promotion activities including prevention of corrupt practices;
- (viii) Implement diversity issues including gender, disability and HIV/AIDS etc and be the Sector's Gender Focal point;
- (ix) Coordinate implementation of Private Sector Participation in the Sector;
- (x) Coordinate the preparation and implementation of the Wage Bill of the Sector and Recurrent Budget for the Administration Division;
- (xi) Coordinate implementation of Business Process Improvement in the Sector;
- (xii) Advise on organizational efficiency of the Sector; and
- (xiii) Coordinate implementation of Client Service Charter in Sector.

This Section will be led by an Assistant Director.

3.1.2.1.2 Human Resource Management Section - Headquarters

The Section will perform the following activities:-

- (i) Coordinate staff recruitment, selection, placement, confirmation, promotion, and transfers for the Sector;
- (ii) Carry out human resources planning to determine supply and demand for the Sector;
- (iii) Administer salaries and process payroll;
- (iv) Coordinate implementation of Open Performance Review and Appraisal System (OPRAS), assess the appraisal results; prepare implementation

reports; and make follow-up on the implementation of the recommendations on individual OPRAS forms;

- (v) Process and update records of various leaves of absence;
- (vi) Oversee employee's benefits (pension, allowance etc) and entitlements;
- (vii) Prepare Annual Personnel Emolument Estimates;
- (viii) Oversee services related to separation from the service (retirement, resignation, etc);
- (ix) Prepare and facilitate implementation of succession plans, and
- (x) Facilitate orientation/induction programs for new entrants in the services;
- (xi) Carry out training needs assessment for the Sector and prepare training programs;
- (xii) Facilitate Human Resources training and career development (professional development, performance improvement, pre-retirement, part-time, and oversees for the Sector;
- (xiii) Facilitate human resource development (training, coaching, mentoring, and job rotation);
- (xiv) Monitor and evaluate implementation of institutional training programs; and prepare training reports;
- (xv) Carry out impact assessment of the training programs and prepare assessment reports;
- (xvi) Carry out assessment of professional requirements for the institution develop and implement staff development plans;
- (xvii) Initiate and co-ordinate in-house courses and on the job training;
- (xviii) Maintain training records;
- (xix) Provide information, clarifications and briefings on human recourses and training matters; and
- (xx) Serve as a secretariat support to the Appointment Committee; and Training and Professional Development Committee to be formed in the Sector.

This section will be led by an Assistant Director.

3.1.2.1.3 Human Resources Management Section - Hospitals

The Section will perform the following activities: -

- (i) Coordinate staff recruitment, selection, placement, confirmation, promotion and transfers for the Sector;
- (ii) Provide inputs on human resource planning to determine supply and demand in the Hospitals;
- (iii) Coordinate implementation of Open Performance Review and Appraisal System (OPRAS), assess the appraisal results; prepare implementation reports; and make follow-up on the implementation of the recommendations on individual OPRAS forms;
- (iv) Process and update records of various leaves of absence;
- (v) Oversee employee's benefits and entitlements;
- (vi) Provide inputs for Annual Personnel Emolument Estimates;
- (vii) Provide advice on services related to separation from the service (retirement, resignation, etc);
- (viii) Prepare and facilitate implementation of succession plans, and
- (ix) Facilitate orientation/induction programs for new entrants in the services;
- (x) Carry out training needs assessment for the Hospitals and prepare training programs;
- (xi) Facilitate Human Resource training and career development (professional development, performance improvement, pre-retirement, part-time, and oversees for the Hospitals;
- (xii) Facilitate human resource development (training, coaching, mentoring, and job rotation);
- (xiii) Monitor and evaluate implementation of institutional training programs; and prepare training reports;
- (xiv) Carry out impact assessment of the training programs and prepare assessment reports;
- (xv) Carry out assessment of professional requirements for the staff development plans;

- (xvi) Initiate and co-ordinate in-house courses and on the job training;
- (xvii) Maintain training records;
- (xviii) Provide information, clarification and briefings on human resources and training matters; and
- (xix) Serve as a Secretariat support to the Appointments Committee; and Training and Professional Development Committee for the Hospitals.

This Section will be led by an Assistant Director.

3.1.2.2 POLICY AND PLANNING DIVISION

Objective

To provide expertise and services in policy formulation, implementation, monitoring and evaluation.

Functions

- (i) To coordinate preparation of Sector policies and monitor their implementation and carry out their impact assessments;
- (ii) To analyse policies from other sectors and advise accordingly;
- (iii) To coordinate preparations and implementations of Sector plans and budgets;
- (iv) To carry out research, assessments and evaluation of Ministerial plans and provide a basis for making informed decisions on the future direction of the Sector;
- (v) To encourage and facilitate the provision of services by the Private Sector in the Sector;
- (vi) To monitor performance contracting;
- (vii) To coordinate preparations of Sector contributions to the Budget Speech and Annual Economic Report;
- (viii) To institutionalise strategic planning, budget, monitoring and evaluation skills in the Sector;
- (ix) To be a custodian and coordinator of Ministerial statistics; and
- (x) To ensure that Ministerial plans and budgets are integrated into the Government budgeting process.

The Division will be led by a Director and will comprise two (2) Sections as follows:-

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

3.1.2.2.1 Policy and Planning Section

This Section will perform the following activities; -

- (i) Coordinate formulation, review, implementation and monitoring of Sector's policies; and ensure they are consistent with national policies, frameworks and strategies;
- (ii) Review and advise on policy papers prepared by other Sector/ministries;
- (iii) Carry out research and impact studies of ministerial policies and provide a basis for making informed decisions on the future direction of the Sector;
- (iv) Compile implementation reports on Ruling Party Manifesto and Parliamentary Committee reports;
- (v) Coordinate formulation and preparation of the Sector's medium term strategic plan, annual action plans and budgets;
- (vi) Compile reports on Sector project, programmes and Action Plans and Develop strategies for resource mobilization;
- (vii) Liaise with Ministry of Finance and Planning and PO-PSM on Strategic Planning and Budgeting process;
- (viii) Provide technical guidance and support for institutionalization of Strategic Planning and budgeting process within the Sector;
- (ix) Prepare Memoranda of Understanding for projects and programs for international financing;
- (x) Coordinate the preparation of Sector budget speech;
- (xi) Coordinate cost-benefit analysis of outsourcing of non-core functions (Private Sector Participation); and
- (xi) Coordinate and oversee performance contracting.

This Section will be led by an Assistant Director.

3.1.2.2 Monitoring and Evaluation Section

This Section will perform the following activities: -

- (i) Monitor and evaluate implementation of the Sector's Annual Plans and Medium Term Strategic Plan;
- (ii) Prepare periodic performance reports;
- (iii) Collect, study and analyze statistics needed in the formulation and implementation of policies, plans and budgetary proposals;
- (iv) Provide inputs in preparation of plans, programs and budgetary activities in the Sector including establishment of performance targets and indicators;
- (v) Provide technical advice including institutionalization of M & E process;
- (vi) Undertake research and impact studies of plans, projects and programs undertaken by the Sector;
- (vii) Oversee performance contracting in relation to M&E;
- (viii) Undertake service delivery surveys to collect stakeholders/clients views on services rendered and advise management accordingly;
- (ix) Coordinate mid-year and annual performance reviews; Coordinate collection, analysis, interpretation and presentation of Ministerial data and statistics;
- (x) Be custodian and focal point of Ministry's statistics; and
- (xi) Monitor performance of Executive Agencies under the Sector.

This Section will be led by an Assistant Director.

3.1.2.3 FINANCE AND ACCOUNTS UNIT

Objective

To provide financial management and book-keeping services for the Sector.

The Unit will perform the following activities: -

Salaries

- (i) Prepare payment of salaries.

Cash Office

- (i) Submission of voucher list to the Treasury;
- (ii) Collection of all cheques from Treasury;
- (iii) Banking cash and cheques;
- (iv) Preparation of monthly flash report;
- (v) Payment of cash/cheques to employees/customers (service Provider);
- (vi) Batching of paid vouchers;
- (vii) Maintenance of cash book; and
- (viii) Preparation and effecting all payments.

Revenue

- (i) Collect revenues and manage the revenue according to regulations and guidelines.

Pension

- (i) Maintenance of pension records.

Budget and Appropriation Accounts:

- (i) Prepare appropriation Accounts and Financial reports; and
- (ii) Monitor expenditure.

Pre – Audit/Examination

- (i) Ensure proper documentation to support vouchers, including authorization according to regulations;
- (ii) Ensure adherence to the relevant acts, regulations, circulars etc; and
- (iii) Reply all Audit queries raised during the previous financial year.

This Unit will be led by a Chief Accountant.

3.1.2.4 INTERNAL AUDIT UNIT

Objective

To provide advisory services to the Accounting Officer in the proper management of resources.

The Unit will perform the following activities:-

- (i) Prepare strategic audit plans;
 - (ii) Coordinate audit programmes;
 - (iii) Provide proper financial advice to the Accounting Officer on the use of funds;
 - (iv) Carry inspections of records of the Sub Warrant and receivers of revenue in the Sector;
 - (v) Scrutinize the existing system of accounting and examination of payments and collection of receipts;
 - (vi) Conduct performance audit on appraisal of development projects; and
 - (vii) Review internal and external audit reports involving concern to senior management of the ministry, agency or department including the identification and dissemination of good practices.
 - (viii) Review and report on implementation of Risk Management Framework
- This Unit will be led by a Chief Internal Auditor.

3.1.2.5 PROCUREMENT MANAGEMENT UNIT

Objective

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

The Unit will perform the following activities:-

- (i) Advise the Management on matters pertaining to the procurement of goods, works, non consultancy and consultancy services and disposal of public goods;
- (ii) Ensure that the Sector adheres to procurement process and procedures as per Public Procurement Act and Finance Act;
- (iii) Develop an annual procurement Plan for the Sector;

- (iv) Procure, maintain and manage supplies, materials and services to support the logistical requirements of the Sector;
 - (v) Ensure proper handling and storage, adequate and timely distribution of office supplies and materials;
 - (vi) Maintain and updates inventory of goods, supplies and disposal of public assets;
 - (vii) Will be a Secretariat to the Tender Board as per Public Procurement Act; and
 - (viii) To support Sector's Divisions and Units to obtain the best value of money in terms of price, quality and delivery, having regard to set specifications.
- This Unit will be led by a Director.

3.1.2.6 GOVERNMENT COMMUNICATION UNIT

Objective

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

The Unit will perform the following activities:-

- (i) Produce and disseminate documents such as brochures, articles, news letters etc to inform the Public on Policies, Programmes, activities and Reforms undertaken by the Sector;
- (ii) Coordinate press briefings for the Sector;
- (iii) Engage in dialogue with the Public as well as media on issues concerning the Sector;
- (iv) Promote Ministerial activities programs and policies;
- (v) Coordinate preparation of Sectoral and Ministerial papers for workshops and conferences;
- (vi) Coordinate preparation and production of Sector articles and news papers;
- (vii) Up-date sectoral information in the website; and
- (viii) Advise Divisions, Units, extra Ministerial and non-commercial Public

Institutions on the production of various documents.

This Unit will be led by a Principal Information Officer.

3.1.2.7 INFORMATION AND COMMUNICATION TECHNOLOGY UNIT

Objective

To provide expertise and technological services in management of health information and communication

The Unit will perform the following activities:-

- (i) Coordinate and support e-Health strategy implementation programs/projects at different levels such as Telemedicine, Telehealth, m-Health, e-Learning, etc;
- (ii) Assist different departments and other actors in health sector to develop adequate ICT strategies and implementation programs;
- (iii) Develop and maintain health data standards (for example: monitoring and evaluation, unique patient identifiers, data standards like HL7, TransHis, Snow med, SDMX-HD or other);
- (iv) Assure interoperability, regulate, and facilitate the supportive structures as well as defining Health Enterprise Architecture;
- (v) Identify best practice in ICT through the application of process improvement methodologies and techniques;
- (vi) Support security architecture and risk management;
- (vii) Advice on the procurement procedures of ICT tools, equipment and consultancy;
- (viii) Coordination of all sectoral healthcare system information initiatives that support health workers and patients care delivery; i.e. decision and knowledge support systems;
- (ix) Support operations and maintenance including the ongoing first and second line desktop and networks support at all levels;

- (x) Oversee the development and implementation of new ICT applications (software) needed by different health actors such as HMIS/DHIS, HRIS, TIIIS, IFMS, EMRs, EHRs, Logistics, etc;
- (xi) Support and manage programming and database administration including management of websites, Internet, web portals & webmail etc;
- (xii) Lead research and development (R&D) to all matters related to ICT services;
- (xiii) Coordinate ICT training to health providers and provide change management skills; and
- (xiv) Monitoring and evaluation of the performance of ICT services and eHealth initiatives/programmes.

This Unit will be led by a Director.

3.1.2.8 LEGAL SERVICES UNIT

Objective

To provide legal expertise and services to the Sector

This Unit will perform the following activities: -

- (i) To provide technical inputs in the development of principle and subsidiary legislations
- (ii) Provide legal services and assistance to Sector's Divisions and Units and entities under the Sector on interpretation of laws, terms of contract, agreements, guarantees, letters of undertaking, memorandum of understanding, and other legal documents;
- (iii) Provide technical support in preparation of legislative instruments including Principal and Subsidiary legislations(s) and forward them to the Attorney General's Chambers;
- (iv) Provide legal services to the Sector and its institutions;
- (v) Participate to various negotiations and meetings that call for legal expertise;
- (vi) Translate legislations within the health sector;

- (vii) Liaise with the Attorney General's Chambers on litigation of civil cases and other claims involving the Sector; and
- (viii) Provide technical support to Attorney General's Chambers on review of various legal instruments such as orders, notices, certificates, agreements and transfer deeds.

This Unit will be led by a Director.

3.2 COMMUNITY DEVELOPMENT, GENDER, ELDERLY AND CHILDREN

3.2.1 SOCIAL WELFARE DIVISION

Objective

To provide expertise in social welfare to elderly persons, correctional services and juvenile justice.

Functions

- (i) To develop, review, monitor and evaluate implementation of the juvenile justice, correctional and rehabilitation policies, legislations, guidelines and standards;
- (ii) To develop, coordinate and supervise community rehabilitation programs to juvenile delinquents, children in conflict and in contact with the law;
- (iii) To develop and coordinate implementation of strategies for exist, reunification and resettlement of children living and working on the streets;
- (iv) To develop, operationalize and review comprehensive data base juvenile justice administration;
- (v) To develop, coordinate, monitor and evaluate implementation of the elderly person's policies, legislations, guidelines and standards;
- (vi) To develop and coordinate intergenerational sensitization programs for the elderly;
- (vii) To develop and coordinate sustainable economic empowerment programs for elderly persons; and

(viii) To manage rehabilitation services or oversee such services.

The Division will be led by a Commissioner and will comprise two (2) as follows: -

- (i) Juvenile Justice and Correctional Services Section.
- (ii) Social Welfare and Elderly Persons Development Section

3.2.1.1 Juvenile Justice and Correctional Services Section

The Section will perform the following activities: -

- (i) Prepare, implement, monitor and evaluate juvenile justice, correctional and rehabilitation programs;
- (ii) Coordinate, monitor and evaluate provision of services in retention homes and approved school;
- (iii) Coordinate and monitor provision of social welfare services in juvenile justice administration;
- (iv) Develop diversion strategies and programs for children in conflict with the law and at risk of offending;
- (v) Coordinates and monitor provision of rehabilitation services to children and other drug addicts and substance abusers;
- (vi) Sensitize communities on the rights and welfare of children in conflict and in contact with the law and those at risk of offending including children living and working on the streets; and
- (vii) Carry out operational research to determine the nature of juvenile offending and juvenile justice administration.

This Section will be led by Assistant Commissioner

3.2.1.2 Elderly Persons Development Section

This Section will perform the following activities: -

- (i) Plan, coordinate and monitor the implementation of community based rehabilitation programs for elderly persons in respective communities
- (ii) Coordinate, monitor and evaluate the provision of Psychosocial care and support programs for the elderly
- (iii) Coordinate and sensitize communities to establish recreational and rehabilitation centers for the elderly
- (iv) Coordinate and provides resettlement, care and maintenance for elderly persons in institutions and in communities
- (v) Sensitize communities on the rights and welfare of the elderly
- (vi) Develop, operationalize and review comprehensive data base for the elderly
- (vii) Carryout out impact study and research on various interventions to elderly persons

This Section will be led by Assistant Commissioner.

3.2.2 COMMUNITY DEVELOPMENT DIVISION

Objective

To integrate community development issues into development policies and plans.

Functions

- (i) To prepare community development policies, programs and guidelines and monitor and evaluate their implementation;
- (ii) To Review existing laws and legislations and suggest ways of improving them in accordance with the current situation, global trends and referendum;

- (iii) To undertake community development research in order to introduce innovative ideas in developing the community;
- (iv) To advice on the best community development approaches in accordance with the relevant environment; and
- (v) To plan and coordinate implementation of projects/programs or activities which create improvements in the living standards of people in a particular community.

This Division will be led by a Director and will have two (2) Sections as follows:-

- (i) Community Development Section; and
- (ii) Community Development Training Institutes Section.

3.2.2.1 Community Development Section

This Section will perform the following activities:-

- (i) Develop, coordinate, monitor and evaluate the implementation of the Community Development Policy, legislations and guidelines;
- (ii) Plan, coordinate and monitor implementation of community development projects/programs or activities in a particular communities;
- (iii) Provide technical advice to non state actors in community development;
- (iv) Undertake research on community development issues and introduce innovative ideas in developing the community; and
- (v) Provide advice on the best community development approaches in accordance with the relevant environment.

This Section will be led by an Assistant Director.

3.2.2.2 Community Development Training Institutes Section

This Section will perform the following activities:-

- (i) Provide inputs in preparation, monitoring and evaluating preparation of community development policies, legislations and guidelines;

- (ii) Analyse community development policy and identify training requirements;
- (iii) Facilitate/Review community development training curricula, instructional materials and teaching methods;
- (iv) Set standards of education, student performance and achievement for community development trainees;
- (v) Advise, set standards and oversee the professional development of tutors in community development institutes;
- (vi) Issue guidelines for student selection and monitor their implementation;
- (vii) Coordinate tutor recruitment, posting and deployment;
- (viii) Develop, issue and monitor the implementation of guidelines and operating procedures on the management and administration of community development institutes;
- (ix) Ensure that community development institutes' plans and budgets are integrated into ministerial plans and budgets and monitor their implementation;
- (x) Advocate on the use of Field Units in the implementation of Self-Help Projects; and
- (xi) Coordinate Community Based Organizations (CBOs).

This Section will be led by an Assistant Director.

3.2.3 CHILDREN DEVELOPMENT DIVISION

Objective

To ensure rights of the children for survival; development, protection, Non - discrimination and participation are well known and implemented with all stakeholders from family level for the wellbeing of the children.

Functions

- (i) To develop, coordinate and review implementation of policies, laws, strategies, programs and guidelines related to children, parenting and family development such as the Law of the Child Act. No. 21 (2009);
- (ii) To coordinate, monitor, prepare and submit reports on the implementation of International and Regional conventions, treaties and agreed declarations on child rights such as the Convention on the Right of the Child (CRC) and African Charter on the Rights and Wellbeing of the Child (ACRWC);
- (iii) To develop programs and learning materials to educate children, parents/care givers and communities on the importance of investing in early childhood care and development, girl's education, skill development and participate full on campaigns to end violence against children;
- (iv) To develop and disseminate educational programs on positive Parenting and care to the minds of every single citizen;
- (v) To develop and coordinate National Plan, strategies and monitor implementation of programs addressing campaign to end Violence against children;
- (vi) To coordinate monitor and evaluate formation of Junior Councils to ensure child participation programs are implemented as per guiding principles from grassroots to national level;
- (vii) To monitor and evaluate the Child Help Line No. 116 to enable children and other stakeholders participate in providing information on all actions which violate children rights at home, school and in the community;
- (viii) To coordinate research and establish the system of collecting, dissemination and control the use of the information to the sustainable development of children and family; and

- (ix) Network with development partners both in and out in order to ensure support provided comply with Child Development Policy 2008 and the Law of the Child Act no. 21 of 2009.

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

- (i) Child Rights and Development Section; and
- (ii) Parenting and Family care Education Section.

3.2.3.1 Child Rights and Development Section

This Section will perform the following activities:

- (i) Prepare policies, laws, regulation and guidelines in a friendly language, disseminate and advocacy its implementation to community;
- (ii) Educate and advocacy implementation of the international and regional conventions and treaties ratified by the state on children rights;
- (iii) Sensitize and create awareness to communities to understand the rights of the children and participate in its implementation for sustainable child development;
- (iv) Provide technical advice on investing in early childhood and care for better brain development of a child to all stakeholders who work with and for children;
- (v) Coordinate researches undertaken and reports on the violence Against Children and prepare programs that prevents any form of harmful practices to children;
- (vi) Educate and promote parents, caregivers and communities on their responsibilities to provide better ECD services to children and conduct

TOTs at national level who will train district teams on child rights issues;

- (vii) Collect and update information and statistics on the implementation of the children's rights and network with CSOs and development Partners;
- (viii) Build capacity of local councils to promote and advocate for communities to identify and report any form of violence against children and report to the related authorities for action;
- (ix) Coordinate, monitor and evaluate establishment of Junior Councils and children clubs;
- (x) Coordinate and monitor support provided to children by stakeholders who work with and for children to protect children's rights and welfare; and
- (xi) Coordinate the commemoration of a day of an African Child and International day of a girl child, monitor implementation of the resolutions and provide report.

This Section will be led by an Assistant Director.

3.2.3.2 Parenting and Family Care Education Section

This Section will perform the following activities:-

- (i) Prepare in a friendly language the laws, guidelines and regulation on parenting and family development;
- (ii) Prepare, advocate, coordinate and evaluate the implementation of National Plan and strategies of eradicating traditions and practices which are harmful to the health and socio-economic development of a child, family and community;

- (iii) Educate and disseminate to communities implementation of the International, Regional and National treaties ratified by the state on parenting and family care development;
- (iv) Develop and coordinate implementation of positive parenting and care programs and build capacity to Local Government experts of children related matters, family and community;
- (v) Undertake effective and efficient coordination and monitoring of parenting and children protection initiatives in the country at Local, National and International levels;
- (vi) Prepare, coordinate and supervise sustainable livelihood programs of the families;
- (vii) Develop programs to support parents, caregivers and community members to raise children in homes, schools and communities free from violence;
- (viii) Collect, analyze and update data and information on parenting and family care programs;
- (ix) Coordinate, sensitize and monitor implementation of the population and parenting education programs;
- (x) Coordinate research exercise on traditions and harmful practices and prepare programs to respond to the outcome of the research; and
- (xi) Coordinate the commemoration of the International Day of Family and National Campaign;

This Section will be led by an Assistant Director.

3.2.4 GENDER DEVELOPMENT DIVISION

Objective

To mainstream gender into Government policies, plans and strategies for the empowerment of women and promotion of gender equality and equity

Functions

- (i) To develop, review and monitor and evaluate implementation of Gender Policies;
- (ii) To develop and implement mechanisms for gender mainstreaming into government policies, plans and strategies and monitor and evaluate their implementation;
- (iii) To foster implementation of international and regional agreements and conventions on gender; and
- (iv) To develop and implement strategies for women empowerment.

This Division will be led by a Director and will have two (2) Sections as follows:-

- (i) Gender Mainstreaming; and
- (ii) Women Development.

3.2.4.1 Gender Mainstreaming Section

This Section will perform the following activities:-

- (i) Develop, review and monitor and evaluate implementation of Gender Policies, legislations and guidelines;
- (ii) Develop and implement strategies to mainstream gender concerns into National development plans and strategies, legislations, Sectoral Policies, Programmes and Projects;
- (iii) Advocate gender issues to policy makers and community in general;
- (iv) Inculcate leadership, decision making and entrepreneurship skills to facilitate women to be active participants and equal beneficiary of services and resources at community level;
- (v) Provide technical advice and backstopping services to stakeholders who are involved in gender activities;
- (vi) Collect, analyze and disseminate data and information on gender and development in the country;
- (vii) Coordinate and monitor gender concerns in HIV/AIDS; and
- (viii) Develop and maintain a gender database.

This Section will be led by an Assistant Director.

3.2.4.2 Women Development Section

This Section will perform the following activities:-

- (i) Develop, review and monitor and evaluate implementation of Women Development Policies;
- (ii) Foster implementation of international and regional agreements and conventions on women issues;
- (iii) Coordinate, monitor and evaluate implementation of sub-regional, regional and International Conventions and Agreements related to women advancement – e.g. the Convention on the Elimination of all forms of Discrimination against Women (CEDAW) and Platform for Action (PFA), and Protocol to the African Charter on Human & People’s Rights on the Rights of Women;
- (iv) Advocate human rights;
- (v) Develop mechanism to prevent and eradicate violence against women;
- (vi) Coordinate activities to commemorate the International Women’s Day annually and monitor implementation of resolutions and agreements;
- (vii) Facilitate, supervise, issue guidelines and coordinate the Women Development Fund (WDF);
- (viii) Monitor, evaluate and facilitate access to credit system for women in the country;
- (ix) Collect, process, store and maintain women related data and statistics for utilization and dissemination;
- (x) Facilitate and coordinate women entrepreneurship development; and
- (xi) Initiate, facilitate and coordinate implementation of women economic empowerment strategies.

This Section will be led by an Assistant Director.

3.2.5 NON-GOVERNMENTAL ORGANIZATIONS CO-ORDINATION DIVISION

Objective

To register and monitor NGOs and ensure that they implement activities in accordance with their purpose of establishment.

Functions

- (i) To register NGOs;
- (ii) To monitor and evaluate NGOs activities; and
- (iii) To maintain NGOs data base.

This Division will be led by a Director and will have two Sections as follows:

- (i) Registration of NGOs Section; and
- (ii) Coordination and Monitoring Section.

3.2.5.1 Registration of NGOs Section

This Section will perform the following activities:-

- (i) Prepare and review the National NGO Policy, legislations and guidelines and ensure their implementation;
- (ii) Raise public awareness on the NGO Act;
- (iii) Prepare and facilitate agreements of cooperation between the Government and International NGOs;
- (iv) Scrutinise applications for registrations of NGOs and advice accordingly; and
- (v) Study and recommend on deregistration of the NGOs.

This Section will be led by an Assistant Director.

3.2.5.2 Coordination and Monitoring Section

This Section will perform the following activities:-

- (i) Coordinate NGOs at national, regional and district levels and prepare periodical performance reports;
- (ii) Prepare and maintain NGOs Databank;
- (iii) Monitor and evaluate performance of NGOs to ensure that they focus on their purpose of establishment;

- (iv) Identify national development strategies that require NGOs support in implementation and liaise with sector ministries and umbrella NGO;
- (v) Create a conducive environment for collaboration between Government, NGOs and the public; and
- (vi) Collect, analyse and prepare information on sources of funding for NGOs and update annually.

This Section will be led by an Assistant Director.

3.2.6 ADMINISTRATION AND HUMAN RESOURCES MANAGEMENT DIVISION

Objective

To provide expertise and services on human resource management and administrative matters to the Sector

Functions

- (i) To provide strategic inputs on Administration and Human Resource Management issues such as recruitment, human resource development and training, promotion, discipline, retention, motivation performance management and welfare;
- (ii) To advice the Permanent Secretary on administrative and utilization of resources matters;
- (iii) To oversee development of Social Welfare Staff;
- (iv) To ensure optimal, efficient and effective management and utilization of human resources in the Sector;
- (v) To collect, analyse, store and disseminate data and information related to human resources development plans;
- (vi) To provide a link between the Ministry and the President's Office Public Service Management on operationalization of the Public Service Management and Employment Policy and relevant Public Service Acts;
- (vii) To provide data support and up-date records on various human resources information;

- (viii) To provide all management services and organization development; and
- (ix) To process terminal benefits and leave.

The Division will be led by a Director and will comprise two (2) sections as follows:-

- (i) Administration Section; and
- (ii) Human Resources management Section.

3.2.6.1 Administration Section

The Section will perform the following activities:-

- (i) Interpret and ensure adherence to Public Service Regulations Standing Orders and other Labor laws;
- (ii) Facilitate employee relations and welfare including health, safety sports and culture;
- (iii) Provide registry, messenger and courier services, and manage office records;
- (iv) Handle all protocol matter;
- (v) Facilitate provision of security services, transport and general utilities;
- (vi) Facilitate general custodian services to include maintenance of office equipment, building and grounds;
- (vii) Develop staff training programmes for pre - service, in - service, short and refresher courses;
- (viii) Prepare and review projections on human resource needs;
- (ix) Develop career structure for social welfare workers;
- (x) Maintain an update inventory of Social Welfare workers;
- (xi) Design, plan and evaluate social welfare training programmes;
- (xii) Coordinate implementation of ethics and value promotion activities including prevention of corrupt practices;
- (xiii) Implement diversity issues including gender, disability and HIV/AIDS etc and be the Ministry's Gender Focal point;
- (xiv) Coordinate implementation of private sector participation in the Sector;

- (xv) Coordinate implementation of Business Process Improvement in the Sector;
- (xvi) Advise on organizational efficiency of the Ministry, and
- (xvii) Coordinate implementation of Client Service Charter in Sector.

This Section will be led by an Assistant Director.

3.2.6.2 Human Resource Management Section

The Section will perform the following activities:-

- (i) Coordinate staff recruitments, selections, placements, confirmations, promotions and transfers for the Sector;
- (ii) Carry out human resources planning to determine supply and demand for professionals under the Sector;
- (iii) Administer salaries and process payrolls;
- (iv) Coordinate implementation of Open Performance Review and Appraisal System (OPRAS), assess the appraisal results; prepare implementation reports; and make follow-up on the implementation of the recommendations on individual OPRAS forms;
- (v) Process and update records of various leaves of absence;
- (vi) Oversee employee's benefits (pension, allowance etc) and entitlements;
- (vii) Prepare Annual Personnel Emolument Estimates;
- (viii) Oversee services related to separation from the service (retirement, resignation, etc);
- (ix) Prepare and facilitate implementation of succession plans, and
- (x) Facilitate orientation/induction programs for new entrants in the services;
- (xi) Carry out training needs assessment for the Ministry and prepare training programs;
- (xii) Facilitate Human Resources training and career development (professional development, performance improvement, pre-retirement, part-time, and oversees⁰ for the Sector;

- (xiii) Facilitate human resource development (training, coaching, mentoring, and job rotation);
- (xiv) Monitor and evaluate implementation of institutional training programs; and prepare training reports;
- (xv) Carry out impact assessment of the training programs and prepare assessment reports;
- (xvi) Carry out assessment of professional requirements for the institution develop and implement staff development plans;
- (xvii) Initiate and co-ordinate in-house courses and on the job training and maintain training records;
- (xviii) Provide information, clarifications and briefings on human resources and training matters; and
- (xix) Serve as a secretariat support to the Appointment Committee; and Training and Professional Development Committee to be formed in the Sector.

This Section will be led by an Assistant Director.

3.2.7 POLICY AND PLANNING DIVISION

Objective

To provide expertise and services in policy formulation, implementation, monitoring and evaluation

Functions

- (i) To coordinate preparation of ministerial policies and monitor their implementation and carry out their impact assessments;
- (ii) To analyse policies from other sectors and advise accordingly;
- (iii) To coordinate preparations and implementations of ministerial plans and budgets;

- (iv) To carry out research, assessments and evaluation of ministerial plans and provide a basis for making informed decisions on the future direction of the Sector;
- (v) To encourage and facilitate the provision of services by the Private Sector in the Sector;
- (vi) To oversee performance contracting;
- (vii) To coordinate preparations of Sector contributions to the Budget Speech and Annual Economic Report;
- (viii) To institutionalise strategic planning; budget; and monitoring and evaluation skills in the Sector;
- (ix) To ensure that ministerial plans and budgets are integrated into the government budgeting process; and
- (x) To coordinate and oversee performance contracting.

The Division will be led by a Director and will have two (2) Sections as follows:-

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

3.2.7.1 Policy and Planning Section

This Section will perform the following activities:-

- (i) Coordinate formulation, review, implementation and monitoring of Sector's policies; and ensure they are consistent with national policies, frameworks and strategies;
- (ii) Review and advise on policy papers prepared by other ministries;
- (iii) Carry out research and impact studies of ministerial policies and provide a basis for making informed decisions on the future direction of the Sector;
- (iv) Compile implementation reports on Ruling Party Manifesto and Parliamentary Committee reports;
- (v) Coordinate formulation and preparation of the Sector's medium term strategic plan, annual action plans and budgets;

- (vi) Compile reports on Sector project, programmes and Action Plans and Develop strategies for resource mobilization;
- (vii) Liaise with Ministry of Finance and Planning and POPSM on Strategic Planning and Budgeting process;
- (viii) Provide technical guidance and support for institutionalization of Strategic Planning and budgeting process within the Sector;
- (ix) Prepare memorandum of understanding for projects and programs for international financing;
- (x) Coordinate the preparation of Sector budget speech;
- (xi) Coordinate analysing of analysis of outsourcing of non-core functions (Private Sector Participation); and
- (xii) Coordinate and oversee performance contracting.

This Section will be led by an Assistant Director.

3.2.7.2 Monitoring and Evaluation Section

This Section will perform the following activities:-

- (i) Monitor and evaluate implementation of the Sector's Annual Plans and Medium Term Strategic Plan;
- (ii) Prepare periodic performance reports;
- (iii) Collect, study and analyze statistics needed in the formulation and implementation of policies, plans and budgetary proposals;
- (iv) Provide inputs in preparation of plans , programs and budgetary activities in the Sector including establishment of performance targets and indicators;
- (v) Provide technical advice including institutionalization of M & E process;
- (vi) Undertake research and impact studies of plans, projects and programs undertaken by the Sector;
- (vii) Oversee performance contracting;
- (viii) Undertake service delivery surveys to collect stakeholders/clients views on services rendered and advise management accordingly;

- (ix) Coordinate mid-year and annual performance reviews; and
- (x) Monitor performance of Executive Agencies under the Sector.

This Section will be led by an Assistant Director.

3.2.8 FINANCE AND ACCOUNTS UNIT

Objective

To provide financial management and book keeping services for the Sector.

The Unit will perform the following activities: -

Cash Office

- (i) Submission of voucher list to the Treasury;
- (ii) Collection of all cheques from Treasury;
- (iii) Banking cash and cheques;
- (iv) Preparation of monthly flash report;
- (v) Payment of cash/cheques to employees/customers (service Provider);
- (vi) Batching of paid vouchers;
- (vii) Maintenance of cash book; and
- (viii) Preparation and effecting all payments.

Revenue

- (ix) Collection of all revenues; Manage the revenue according to regulations and guidelines.

Pension:

- (x) Maintenance of pension records.

Budget and Appropriation Accounts:

- (xi) Prepare appropriation Accounts and Financial reports; and
- (xii) Monitor expenditure.

Pre – Audit/Examination

- (xiii) Ensure proper documentation to support vouchers, including authorization according to regulations;
- (xiv) Ensure adherence to the relevant acts, regulations, circulars etc; and
- (xv) Reply all Audit queries raised during the previous financial year.

This Unit will be led by a Chief Accountant.

3.2.9 INTERNAL AUDIT UNIT

Objective

To provide advisory services to the Accounting Officer in the proper management of resources.

The Unit will perform the following activities:-

- (i) Prepare strategic audit plans;
- (ii) Coordinate audit programmes;
- (iii) Provide proper financial advice to the Accounting Officer on the use of funds;
- (iv) Carry inspections of records of the Sub Warrant and receivers of revenue in the Sector;
- (v) Scrutinize the existing system of accounting and examination of payments and collection of receipts;
- (vi) Conduct performance audit on appraisal of development projects; and
- (vii) Review internal and external audit reports involving concern to senior management of the Sector, agency or department including the identification and dissemination of good practices.

This Unit will be led by a Chief Internal Auditor.

3.2.10 PROCUREMENT MANAGEMENT UNIT

Objective

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

The Unit will perform the following activities:-

- (i) Advise the Management on matters pertaining to the procurement of goods, works, non-consultancy and consultancy services and disposal of public goods;

- (ii) Ensure that the Sector adhere to procurement process and procedures as per Public Procurement Act;
- (iii) Develop an annual procurement Plan for the Sector;
- (iv) Procure, maintain and manage supplies, materials and services to support the logistical requirements of the Sector;
- (v) Ensure proper handling and storage, adequate and timely distribution of office supplies and materials;
- (vi) Maintain and updates inventory of goods, supplies and disposal of public assets;
- (vii) Will be a Secretariat to the Tender Board as per Public Procurement Act; and
- (viii) To support Sector's Divisions and Units to obtain the best value of money in terms of price, quality and delivery, having regard to set specifications.

This Unit will be led by a Director.

3.2.11 INFORMATION AND COMMUNICATION TECHNOLOGY UNIT

Objective

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

This Unit will perform the following activities: -

- (i) Implement ICT and e-Government policy;
- (ii) Develop and Coordinate Integrated Information and Communication Technology for the Sector;
- (iii) Ensure that hardware and software are well maintained;
- (iv) Coordinate and provide support on procurement purchase of software and hardware in the Sector;
- (v) Establish and Coordinate use of Electronic mail Communication on LAN and WAN; and

- (vi) Carryout studies and propose areas of using ICT as an instrument to improve service delivery to the whole Sector.

This Unit will be led by a Principal ICT Officer.

3.2.12 LEGAL SERVICES UNIT

Objective

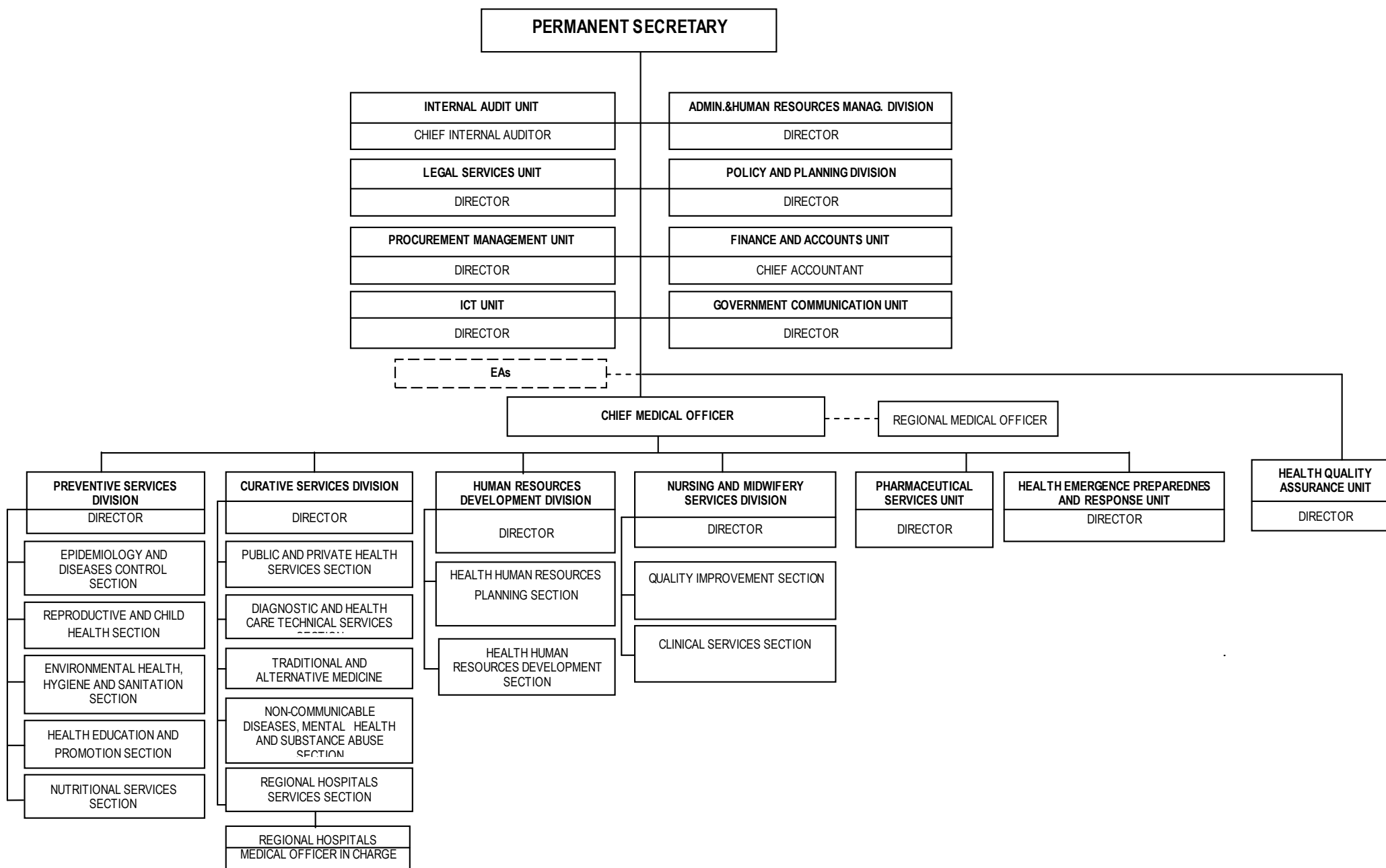
To provide legal expertise and services to the Sector

This Unit will perform the following activities: -

- (i) Provide legal advice and assistance to Sector's Divisions and Units and entities under the Ministry on interpretation of laws, terms of contract, terms of agreements, privatization agreements, procurement contracts, guarantees, letters of undertaking, memorandum of understanding, consultancy agreements and other type of agreements, and other legal documents;
- (ii) Provide technical support in preparation of legislative instruments including enactments of Parliament and subsidiary legislation(s) and forward to the Attorney General's Chambers;
- (iii) Oversee negotiations of the health and social welfare sectors;
- (iv) Provide legal advice to the Ministry and its institutions;
- (v) Participate to various negotiations and meetings that call for legal expertise on health and social welfare sectors;
- (vi) Translate legislations within the health and social welfare sectors;
- (vii) Liaise with the Attorney Generals Chambers on litigation of civil cases and other claims involving the Sector; and
- (viii) Provide technical support to Attorney General's Chambers on review of various legal instruments such as orders, notices, certificates, agreements and transfer deeds.

This Unit will be led by a Director.

**THE APPROVED ORGANISATION STRUCTURE OF HEALTH, COMMUNITY DEVELOPMENT, GENDER, THE ELDERLY AND CHILDREN
(HEALTH)**
(Approved by the President on 7th July, 2018)



THE APPROVED ORGANISATION STRUCTURE OF COMMUNITY DEVELOPMENT, GENDER, THE ELDERLY AND CHILDREN
(Approved by the President on 7th July, 2018)

