

THE UNITED REPUBLIC OF TANZANIA



**PRIME MINISTER'S OFFICE,
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT**

**THE FUNCTIONS AND ORGANISATION STRUCTURE OF
THE PRIME MINISTER'S OFFICE, REGIONAL
ADMINISTRATION AND LOCAL GOVERNMENT (PMO-
RALG)**

(Approved by the President on 12th February, 2015)

**PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT**

DAR ES SALAAM

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ABREVIATION

AG	-	Attorney General
AIDS	-	Acquired Immune Deficiencies Syndrome
ASLMs	-	Agricultural Sector Lead Ministries
BRN	-	Big Result Now
CA	-	Chief Accountant
CIA	-	Chief Internal Auditor
D by D	-	Decentralization by Devolution
DADPs	-	District Agriculture Development Plans
DAHRM	-	Division of Administration and Human Resource Management
DASs	-	District Administrative Secretaries
DCs	-	District Commissioners
DEC	-	Division of Education Coordination
DID	-	Director of Infrastructure Development
DLG	-	Division of Local Government
DLS	-	Division of Legal Service
DOD	-	Division of Organization Development
DPP	-	Division of Policy and Planning
DPs	-	Deputy Permanent Secretary
DRA	-	Division of Regional Administration
DROMAS	-	District Roads Management System
DSC	-	Division of Sector Coordination
DUD	-	Division of Urban Development
E-Services	-	Electronic Services
GCU	-	Government Communication Unit
HIV	-	Human Immunodeficiency Virus
ICT	-	Information and Communication Technology
LAN	-	Local Area Network
LGAs	-	Local Government Authorities
LG-RICS	-	Local Government Road Inventory Condition Survey
LGRP	-	Local Government Reform Program
LGSP	-	Local Government Support Program
M&E	-	Monitoring and Evaluation
MDAs	-	Ministry Department and Government Agencies
MoEVT	-	Ministry of Education and Vocational Training
MoU	-	Memorandum of Understanding
MTFs	-	Medium Term Frameworks'
NEMC	-	National Environmental Management Council
NSAs	-	Non State Actors
OPRAS	-	Open Performance Review and Appraisal System
PIC	-	Presidential Implementation Committee
PIM	-	Performance Improvement Model
PMO-RALG	-	Prime Minister's Office-Regional Administration and Local Government
PMU	-	Procurement Management Unit
PO-PSM	-	President Office - Public Service Management
PPRA	-	Public Procurement Regulatory Authority
PS	-	Permanent Secretary
RAS	-	Regional Administrative Secretary
RCs	-	Regional Commissioners
RHMTs	-	Regional Health Management Teams

- RS - Regional Secretariats
- TIC - Tanzania Investment Centre
- WAN - Wide Area Network

1.0 INTRODUCTION

The President of the United Republic of Tanzania issued a Notice on assignment of Ministerial responsibilities (Instrument) vide Government Notice No. 494 of 17 December, 2010. In the said Instrument, the President created the Prime Minister's Office-Regional Administration and Local Government (PMO-RALG) which is mandated for formulation, monitoring and evaluation of Decentralisation by Devolution (D-by-D), Rural and Urban development policies and their implementation. In addition, the Ministry is mandated for Regional Administration, Management of Local Government Authorities to provide quality services to their respective communities, Administration of Social, Economic and Productive Sectors. The Ministry is also responsible for administering good governance and accountability that will contribute to poverty reduction and National economic growth. Furthermore, the mandates of this Office are also derived from the following:

- (i) The Constitution of the United Republic of Tanzania Articles 8(1), 145 and 146 of 1977 and the amendments that followed from time to time. These articles enshrine the Local Government system, emphasising the supremacy of the people and underlining that the Government is accountable to the people. It also highlights that the people have a right to participate, and establish levels at the region, district as well as at the village.
- (ii) The Local Government (District Authorities) Act No.7 of 1982 (Cap.287), the Local Government (Urban Authorities) Act No.8 of 1982 (Cap.288). In these Acts, the Minister responsible for Local Government is mandated to establish District and Urban Councils.
- (iii) The Local Government Finances Act No.9 of 1982 (Cap 290) mandates the Minister responsible for Local Government to agree with the Minister of Finance on levels of financial subsidy to Local Government Authorities.
- (iv) The Regional Administration Act No.19 of 1997 (Cap 97). This Act establishes the Office of the Regional Commissioner, District Commissioner, Divisional Secretary, the Regional Secretariat and the Regional and District Consultative Committees.

Despite the fact that there are no changes in mandated functions of PMO-RALG, the Office is proposing to review some of its functions so as to overcome some of the challenges encountered during the implementation of the 2011 Organization Structure. Among others D-by-D compliance by Sectorial Ministries necessitated the transfer of some of their functions to PMO-RALG. Also the need to address national initiatives such as Big Result Now (BRN) resulted into the establishment of Economic and Productive Sector Section of which Agriculture and Water Sectors are inclusive. Thus, the rationale for change of the structure aims at enabling PMO-RALG to perform its functions effectively and efficiently for better provision of equitable quality services.

1.1 RATIONALE FOR CHANGES

1.1.1 The transfer of Administration responsibilities of Adult and Non- Formal; and Special Needs Education from the Ministry of Education and Vocational Training and changing the name of Education Coordination to Education Administration.

On 3rd June 2011, the President of United Republic of Tanzania approved the Functions and Organization structure of the Prime Minister's Office Regional Administration and Local Government. The new Structure included the administration of primary and Secondary Education. The administration and management of Adult and Non-Formal; and Special Needs Education were left under Ministry of Education and Vocational Training (MoEVT).

In October, 2013, it was agreed between PMO-RALG and MOEVT that all responsibilities related to Administration of Adult and Non-Formal Education, Special Needs Education and Secondary and Primary Schools Administration be transferred to PMO-RALG. The transferred responsibilities have overstretched the existing division in its day to day activities. Therefore, it is proposed to establish new Sections responsible for Adult and Non Formal Education and Special Needs Education.

1.1.2 To elevate the Infrastructure Unit into Infrastructure Development Division

The Prime Minister's Office Regional Administration and Local Government is responsible for coordination and monitoring of maintenance and development of LGAs Roads infrastructure. It involves full routine and recurrent maintenance of all roads and cross drainage structures such as spot improvement, periodic and reactive maintenance of bridges, culverts and drifts and re-installation of bridges, culverts and drifts. Currently, the road networks consist of about 108,464.2km of District, Feeder and Urban roads.

The rural road infrastructure is characterised by high construction costs, low quality of implemented works resulting from low road management capacity in LGA as well as quality of materials used. PMO-RALG has been facilitating LGAs to undertake materials testing to a laboratory owned by TANROADS. The testing of materials has been taking too long resulting to delaying in project implementation, high construction costs, low quality and unsustainable roads and water infrastructures. Therefore to minimise time taken for materials testing and reduce construction costs and increase efficiency in LGAs infrastructure construction, it is proposed that a Section for conducting planning, research and materials testing for LGAs infrastructures development be established.

Due to the expanded scope of infrastructure (roads, electricit, telephones, transportation, housing, school buildings, solid waste and drainage systems) it is proposed to elevate the Unit into a Division with three Sections namely; Urban Infrastructures Section, Rural Infrastructures Section and Planning and Research Section

1.1.3 To review the functions of Organizational Development Division and change to Management Services Improvement Unit

The Organizational Development Division was established to provide expertise and services on improving systems and organizational structures for efficiency and effectiveness in service delivery in PMO-RALG's Affiliated Institutions, Regional Secretariats and Local Governments Authorities. LGA structures are demand driven and are

initiated and developed by Local Government Authorities under the guidance of Regional Secretariats themselves. In addition, subsequent amendments of these structures are minimal to an extent that does not need an established section within the Division of Organization Development. Thus, it leaves the Division with few functions. Following the review and harmonization of activities to other Divisions, it is proposed to change the name of this Division into Management Services Improvement Unit which will be responsible with Structures and Performance Management Systems in RSs, LGAs and Affiliated Institutions under PMO-RALG.

1.1.4 To establish the Inspectorate and Finance Tracking Unit

There have been increasing level of fiscal decentralization whereby more financial resources are remitted by the Central Government to LGAs' (and more revenues are collected from LGAs own sources).The PMORALG is entrusted to undertake supervisory role on financial resources remitted to LGAs, however there have been public outcry on fund misappropriation among LGAs as revealed yearly by oversight institutions' audit reports. Under current setup, the role is being undertaken by Director of Local Government Finance Section under the same division that disburse funds thus lacking checks and balance. The positioning of this Section has hindered to conduct fair and effective routine inspections and finance tracking to LGAs. The Ministry has been held accountable by oversight institution on mismanagement of fund by LGAs by not being pro-actively on issues that are raised by Controller and Auditor General's (CAG's) audits or Local Authorities Accounts Committee (LAAC) visits. Therefore it is proposed to establish Inspectorate and Finance Tracking Unit.

1.1.5 To elevate Sector Coordination Unit to Sector Coordination Division

The current Sector Coordination Unit is dealing with more than one Sector and Central Ministries such as Ministry of Agriculture, Food Security and Cooperative; Ministry of Livestock and Fisheries Development, Ministry of Industry and Trade; Ministry of Finance; Ministry of Lands Housing and Settlements Development; Ministry of East African Cooperation; Ministry of Energy and Minerals; Ministry of Natural Resources and Tourism; and the Vice President's Office which are key drivers in poverty reduction and National economic growth. The transferred roles and responsibilities from Ministry of Water to PM-

RALG including establishment, management and performance assessment of water supply and sanitation bodies in district headquarters and townships necessitates the need to review the structure of the Sector Coordination Unit.

In addition, ongoing and emerging National priority initiatives such as BRN, KILIMO KWANZA and Global challenges of Climate implemented by RSs and LGAs need a strong coordination role.

Therefore, it is proposed to elevate the Sector Coordination Unit into a fully fledged Division of Sector Coordination (DSC) with two Sections namely; Economic and Productive Sectors Section and Social Services Sectors Section.

1.1.6 To establish Health, Social Welfare Services and Nutrition Services Division

The Health facility network is expanding rapidly in RSs and LGAs and the ever increasing demand for more resources to RSs and LGAs both financial and human resources requires intensity in administrative support, coordination and follow up to ensure increased productivity. Also, the presidential appointment of the Deputy Permanent Secretary responsible for health issues within PMO-RALG necessitates the need of having internal reorganization in terms of structure. Therefore, it is proposed to have Health, Social Welfare and Nutrition Services Division with four Sections namely; Regional Health Services Section, District Health Services Section, Social Welfare Services Section and Nutrition Services Section.

1.1.7 To change the Section names under the Division of Information and Communication Technology Division (DICT)

In order to reflect activities performed under this Division, the existing Section names are proposed to be renamed as follows;

- (i) Information and Communication Technology Section to be called Information Communication Technology Application Section; and
- (ii) Technical Support Services Section to be called Information and Communication Technology Infrastructure Section.

1.1.8 To change the Section Names under the Division of Urban Development

For the purpose of reflecting activities performed under this Division, the existing Section names are proposed to be renamed as follows:-

- (i) Urban Planning and Land Use Management Section to be called Urban Development Planning and Land Management Section; and
- (ii) Urban Development Control and Housing Infrastructure Section to be called Urban Development Management Section

1.2 VISION AND MISSION

1.2.1 Vision

An influential institution in facilitating provision of quality services in RSs and LGAs.

1.2.2 Mission

To create an enabling environment by formulating and overseeing the implementation of decentralisation by devolution (D-by-D), rural and urban development policies, legislations, guidelines and standards in order to facilitate RSs and LGAs to provide quality services to the community.

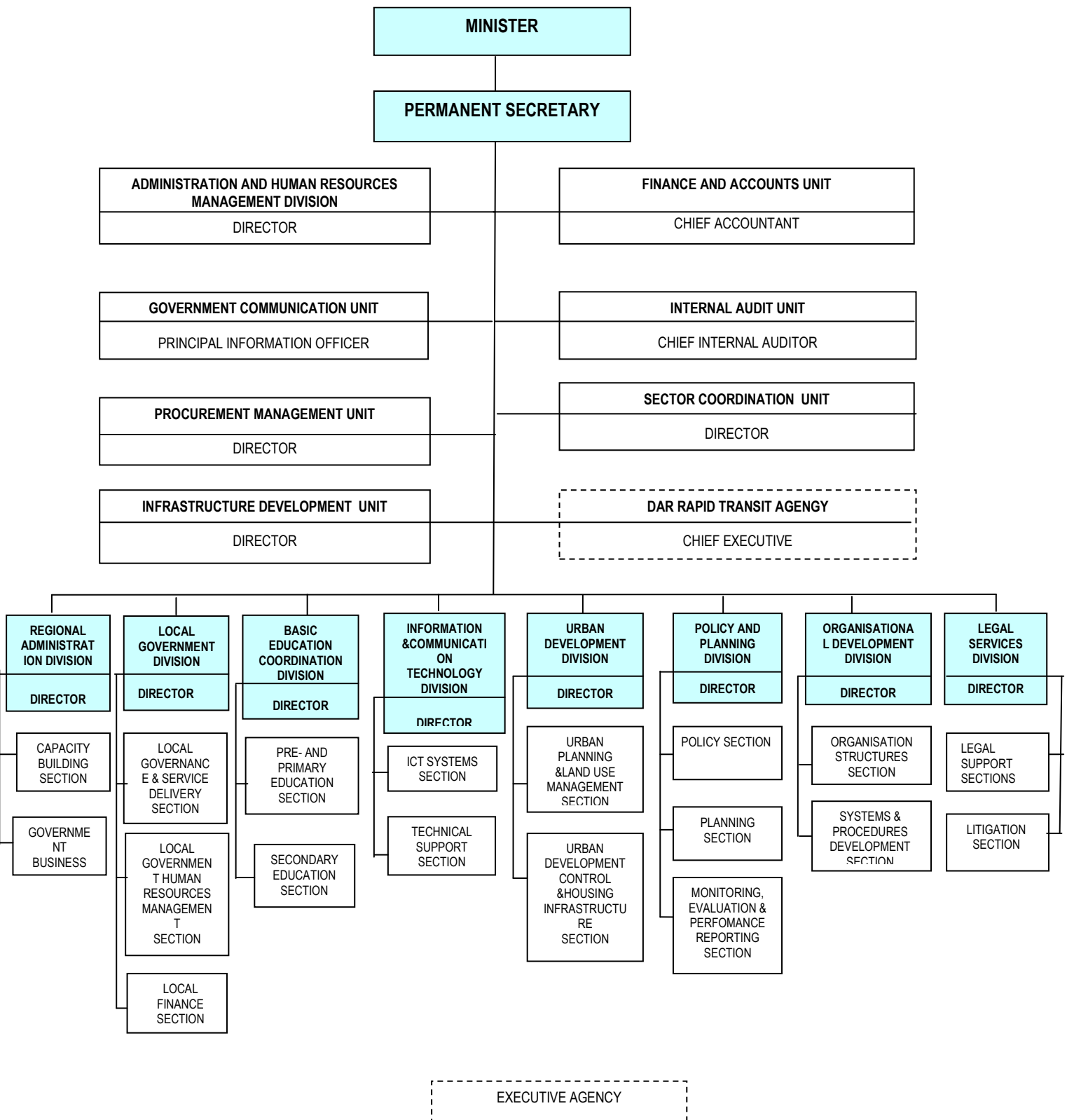
2.0 THE CURRENT FUNCTIONS AND ORGANISATION STRUCTURE

The current functions and organization structure of Prime Minister's Office Regional Administration and Local Government comprises of Core and Support Divisions and Units as follows **(See Chart I):-**

- (i) Regional Administration Division;
- (ii) Local Government Division;
- (iii) Urban Development Division;
- (iv) Basic Education Coordination Division;
- (v) Information and Communication Technology Division;
- (vi) Policy and Planning Division;
- (vii) Legal Services Division;
- (viii) Organisational Development Division;
- (ix) Infrastructure Development Unit;
- (x) Sector Coordination Unit;
- (xi) Administration and Human Resource Management Division;
- (xii) Government Communication Unit;

- (xiii) Procurement Management Unit;
- (xiv) Finance and Accounts Unit; and
- (xv) Internal Audit Unit.

THE CURRENT ORGANISATION STRUCTURE OF THE PRIME MINISTER'S OFFICE – REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT (Approved by the President on 3rd June, 2011)
Chart I

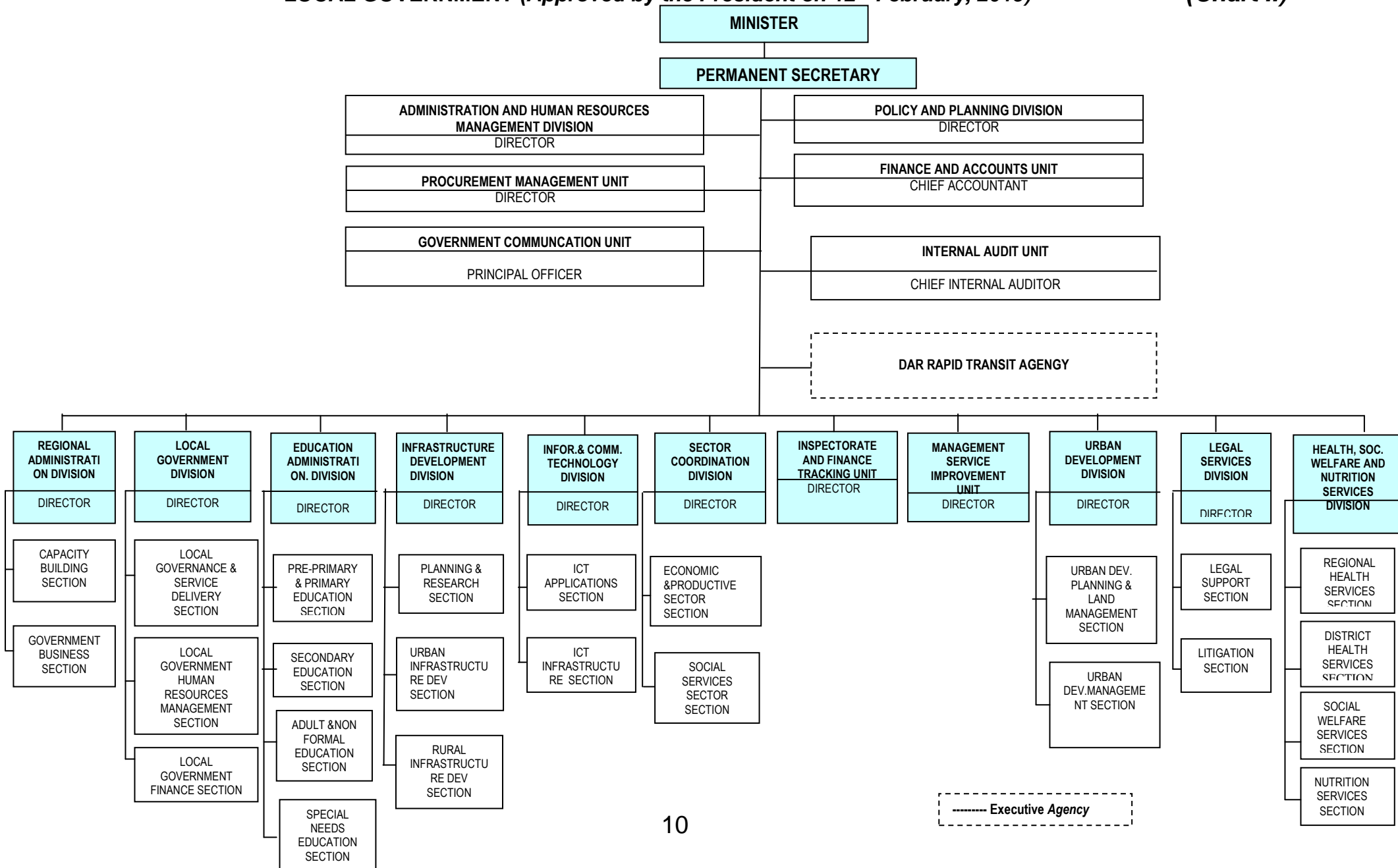


3.0 THE APPROVED FUNCTIONS AND ORGANISATION STRUCTURE OF PMO- RALG

The approved functions and organisation structure comprises the following Divisions and Units as follows (**see Chart II**):-

- (i) Regional Administration Division;
- (ii) Local Government Division;
- (iii) Education Administration Division;
- (iv) Infrastructure Development Division;
- (v) Information and Communication Technology Division;
- (vi) Sector Coordination Division;
- (vii) Inspectorate and Finance Tracking Unit;
- (viii) Management Services Improvement Unit;
- (ix) Urban Development Division;
- (x) Legal Services Division;
- (xi) Health, Social Welfare and Nutrition Services Division;
- (xii) Administration and Human Resource Management Division;
- (xiii) Policy and Planning Division;
- (xiv) Finance and Accounts Unit;
- (xv) Internal Audit Unit;
- (xvi) Procurement Management Unit; and
- (xvii) Government Communication Unit.

THE FUNCTIONS AND ORGANISATION STRUCTURE OF PRIME MINISTER'S OFFICE – REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT *(Approved by the President on 12th February, 2015)* **(Chart II)**



----- Executive Agency

3.1 REGIONAL ADMINISTRATION DIVISION

Objective

To build the capacity of Regional Administration, coordinate and monitor Regional affairs and support provided to LGAs by Regional Secretariats.

Functions

- (i) To build the capacity in the Regional Administration; and
- (ii) To coordinate and monitor Government Business in the Regions.

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

- (i) Capacity Building Section; and
- (ii) Government Business Section.

3.1.1 Capacity Building Section

This Section will perform the following activities:-

- (i) Develop and implement capacity building plans in respect of RCs, RASs, DCs, DASs, Local Government Officers and Divisional Secretaries as per identified training needs;
- (ii) Co-ordinate the implementation of donor supported programmes for Regional Administration capacity building;
- (iii) Facilitate appointments, confirmations, transfers, staffing levels, terminal benefits and other human resource and administrative issues of Regional Commissioners, Regional Administrative Secretaries and District Commissioners;
- (iv) Facilitate and conduct orientation programmes to newly appointed RCs, RASs, DCs and Divisional Officers;
- (v) Facilitate and coordinate human resources issues (staffing levels, HR development, Succession plan) at Regional level;
- (vi) Facilitate Leadership and Management Development in RAs;
- (vii) Facilitate implementation of Succession Plans for RSs;
- (viii) Facilitate Training Needs Assessment and development of Human Resource Training Programmes and monitor its implementation in RSs;
- (ix) Facilitate and coordinate Administrative Meetings and Working Sessions between regional level leaders (RCs, RAs and DCs) and National leaders Meeting;

- (x) Facilitate and coordinate Union Meetings between PMO-RALG and the Revolution Government of Zanzibar;
- (xi) Facilitate coordination of implementation reports of the directives given by the National Leaders to the RAs;
- (xii) Interpret and ensure adherence to Public Service Regulations, Standing Orders and other Labour laws;
- (xiii) Carryout Staff Audit and follow up implementation of its outcome in RAs;
- (xiv) Facilitate implementation of diversity/cross-cutting issues including gender, disability and HIV/AIDS and monitor their adherence in RAs.

This Section will be led by an Assistant Director.

3.1.2 Government Business Section

This Section will perform the following activities:-

- (i) Provide guidance and advice to RAs in relation to:
 - (a) Law and Orders;
 - (b) Creation of the enabling environment in respect of socio-economic activities in LGAs;
 - (c) Issues and matters of Regional and National significance and priorities including poverty reduction, HIV/AIDS, Gender and other Cross cutting issues;
- (ii) Analyse and consolidate Regional Weekly Reports in respect of various occurrences and advise relevant authorities accordingly;
- (iii) Analyse and consolidate minutes of Regional Consultative Committee Meeting and advise relevant authorities accordingly;
- (iv) Conduct Annual Budget Consultative Meetings between the President and the RAs;
- (v) Analyse, prepare and disseminate National Planning and Budget guidelines to RSs and monitor their compliance;
- (vi) Facilitate consolidation and integration of RSs' priorities and plans into National Plans;
- (vii) Analyse and consolidate Budget implementation reports from RSs and advise accordingly;
- (viii) Scrutinise Regional Economic Development Initiatives in line with Local Economic Development and advise accordingly;
- (ix) Facilitate creation of new administrative areas at Region, District and Division level;

- (x) Facilitate RAs and LGAs to demarcate and identify Investment Areas (Land Banks);
- (xi) Facilitates handling Land Disputes, Boundary conflicts and complaints and Disaster Management in RSs.

This Section will be led by an Assistant Director.

3.2 LOCAL GOVERNMENT DIVISION

Objective

To facilitate Local Government Authorities to provide quality services.

Functions

- (i) To coordinate efforts of different persons engaged in development and growth of autonomous Local Authorities;
- (ii) To facilitate and coordinate capacity building plans in manpower development, staffing levels and create an enabling environment for Local Government development and growth;
- (iii) To promote efficient, accountable, transparent and democratic Local Governments;
- (iv) To facilitate and enable Local Government Authorities to have adequate financial and other resources so as to ensure the effective and efficient service delivery;
- (v) To ensure adherence of Local Government Authorities to National Policies and Laws on local government matters;

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

- (i) Local Governance and Service Delivery Section;
- (ii) Local Government Human Resources Management Section; and
- (iii) Local Government Finance Section.

3.2.1 Local Governance and Service Delivery Section

This Section will perform the following activities:

- (i) Collate, rationalise, disseminate and monitor implementation of practices on good governance in LGAs;
- (ii) Facilitate and coordinate grassroots elections;

- (iii) Provide technical support through RSs on O & OD planning approach to LGA's;
- (iv) Facilitate analysis and report compilation of citizens' complaints against LGAs ;
- (v) Coordinate, analyse and compile reports for implementation of plans from LGAs;
- (vi) Analyse LGAs' performance agreements implementation reports from RSs and provide feedback; and
- (vii) Provide technical backstopping on the implementation of Rural Development Policy.

This Section will be led by an Assistant Director.

3.2.2 Local Government Human Resources Management Section

This Section will perform the following activities:

- (i) Facilitate and conduct orientation programmes to newly appointed Council Directors in LGAs;
- (ii) Facilitate development of Human Resources Plans, enhancement of skills, review and monitor implementation of Training Programmes in LGAs through RSs;
- (iii) Facilitate and coordinate appointments, confirmations, transfers and disciplinary actions of Council Directors;
- (iv) Provide technical support to Head of Departments on human resource issues in LGAs;
- (v) Carryout Staff Audit and follow up implementation of its outcome in LGAs through RSs; and
- (vi) Facilitate implementation of diversity/cross-cutting issues including gender, disability and HIV/AIDS and monitor their adherence in LGAs.

This Section will be led by an Assistant Director.

3.2.3 Local Government Finance Section

This Section will perform the following activities:-

- (i) Provide inputs in budget guidelines and advise LGAs in their implementation;
- (ii) Facilitate and coordinate the Local Government Development Grant System Technical and Steering Committee;
- (iii) Facilitate the development of revenue enhancement plans for LGAs and monitor their implementation;

- (iv) Facilitate enhancement of sharing of revenue sources between Central and Local Government;
- (v) Provide technical advice for LGAs on loans applications, other financing arrangements and follow up on respective project implementation and loan repayment;
- (vi) Facilitate preparation and implementation of LGAs capacity building plans on procurement;
- (vii) Facilitate the improvement of LGAs accounting and financial systems and reporting;
- (viii) Facilitate, follow up, monitor and evaluate the effectiveness of Local Government Development Grant System;
- (ix) Facilitate mapping of microfinance initiatives to LGAs.

This Section will be led by an Assistant Director.

3.3 EDUCATION ADMINISTRATION DIVISION

Objective

To coordinate the management and administration of Pre-Primary, Primary, Secondary Special Needs, Adult and Non-formal education.

Functions

- (i) To coordinate and supervise the delivery of Pre-Primary, Primary, Secondary, Adult and Non-formal and Special Needs education services;
- (ii) To monitor and evaluate administration and management of Pre-Primary, Primary and Secondary Education services;
- (iii) To oversee and take remedial measures on management and administration of Pre-Primary, Primary and Secondary Education services;
- (iv) To prepare and disseminate operational guidelines and circulars on management and administration of Pre-Primary, Primary and Secondary Education services;
- (v) To create, update and maintain database on Pre-Primary, Primary and Secondary Education services; and
- (vi) To coordinate and supervise sports and games in LGAs.

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

- (i) Pre-primary and Primary Education Section;
- (ii) Secondary Education Section;
- (iii) Adult and Non-Formal Education Section; and
- (iv) Special Needs Education Section.

3.3.1 Pre-primary and Primary Education Section

This Section will perform the following activities:-

- (i) Create and maintain databases on Pre-Primary and Primary Education;
- (ii) Facilitate availability and transfers of teaching staff between Regions;
- (iii) Analyse and compile teaching staff requirements from RSs in liaison with MoEVT;
- (iv) Prepare and disseminate operational guidelines and circulars on management and administration of Pre-Primary and Primary Education;
- (v) Analyse reports on school buildings and infrastructure; assets; and general performance in Pre-Primary and Primary Education from RSs and conduct spot inspection where necessary ;
- (vi) Revise roles, functions, responsibilities and membership of school boards;
- (vii) Roll out best practice for teachers retention in LGAs;
- (viii) Consult with Ministry responsible for Finance regarding funding of administration and management of Pre-Primary and Primary Education including students' welfare;
- (ix) Coordinate and conduct Form One selections;
- (x) Review guidelines and circulars on administration of Pre-Primary and Primary Education for RSs and LGAs;
- (xi) Oversee administration of examinations of Primary Education; and
- (xii) Operate, coordinate and supervise sports and games in Primary schools.

This Section will be led by an Assistant Director.

3.3.2 Secondary Education Section

This Section will perform the following activities:-

- (i) Create and maintain databases on Secondary Education;
- (ii) Facilitate availability and transfers of teaching staff between Regions;
- (iii) Analyse and compile teaching staff requirements from RSs in liaison with MoEVT;
- (iv) Prepare and disseminate operational guidelines and circulars on management and administration of Secondary Education;
- (v) Analyse reports on school buildings and infrastructure; assets; and general performance in Secondary Education from RSs and conduct spot inspection where necessary;
- (vi) Revise roles, functions, responsibilities and membership of school boards;
- (vii) Roll out best practices for teachers retention in LGAs;
- (viii) Consult with Ministry responsible for Finance regarding funding of administration and management of Secondary Education including students' welfare;
- (ix) Prepare, disseminate and review guidelines and circulars on administration of secondary education for RSs and LGAs; and
- (x) Oversee administration of examinations of Secondary Education.
- (xi) Coordinate and conduct Form Five selections; and
- (xii) Operate, coordinate and supervise sports and games in Secondary schools.

This Section will be led by an Assistant Director.

3.3.3 Adult and Non-Formal Education Section

This Section will perform the following activities:-

- (i) Coordinate and supervise the delivery of Adult and Non-Formal education;
- (ii) Evaluate Adult Education Zonal Rural Presses;
- (iii) Create and maintain database on Adult and Non-Formal education;
- (iv) Monitor the establishment and management of Post Primary education;
- (v) Monitor the establishment of and management of rural libraries;
- (vi) Prepare, produce and distribute learners books (brailed and larger print);

- (vii) Facilitate capacity building for District and Regional Coordinators on Adult and Non-Formal Education; and
- (viii) Conduct adult literacy survey.

This Section will be led by an Assistant Director.

3.3.4 Special Needs Education Section

This Section will perform the following activities:-

- (i) Develop mechanisms for mobilizing resources and monitor implementation;
- (ii) Develop and implement mechanism on collaboration with societies for and of the handicapped;
- (iii) Conduct research on Special Needs Education and advise accordingly; and
- (iv) Collect, analyze and keep data and statistics on Special Needs Education.

This Section will be led by an Assistant Director.

3.4 INFRASTRUCTURE DEVELOPMENT DIVISION

Objective

To coordinate, support and facilitate a National overview of infrastructure maintenance and development within the LGAs in collaboration with the RSs.

Functions

- (i) To interpret national policies and strategies related to Infrastructure Development for implementation by RSs, and LGAs;
- (ii) To conduct research on appropriate technologies, preparing and disseminating operational guidelines and methodologies on management and implementation of roads, water and housing infrastructure;
- (iii) To oversee plans and coordinate the national level resource allocation for roads, electricity, telephones, transportation and housing infrastructure development and maintenance;
- (iv) To coordinate Capacity Building and provide technical support and expertise to build up LGAs competence in all aspects of infrastructure Development and maintenance issues;
- (v) To facilitate and coordinate feasibility studies, design and impact assessment on infrastructure in LGAs; and

- (vi) To strengthen roads, electricity, telephones, transportation and housing infrastructure data management system in LGAs.

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

- (i) Urban Road Infrastructure Development Section;
- (ii) Rural Road Infrastructure Development Section; and
- (iii) Planning and Research Section ;

3.4.1 Urban Infrastructure Development Section

This Section will perform the following activities:-

- (i) Provide linkage between MDAs, DPs and Non State Actors (NSAs) to RS and LGAs in roads, electricity, telephones, transportation and housing sectors;
- (ii) Oversee plans and coordinate the national level resource allocation for urban infrastructures development and maintenance;
- (iii) Coordinate Capacity Building and provide technical support and expertise to build up LGAs competence in all aspects of urban infrastructure issues;
- (iv) Monitor adherence of set standards in construction/building design and construction;
- (v) Conduct Monitoring and Evaluation of urban infrastructure Development and Maintenance in LGAs;
- (vi) Prepare and enforce Annual Performance Agreement for Urban infrastructure works in LGAs;
- (vii) Facilitate establishment of Water Supply and Sanitation Bodies in LGAs and Township Authorities;
- (viii) Facilitate adoption of Operation and Maintenance culture of roads, electricity, telephones, transportation and housing infrastructure within LGAs;
- (ix) Consolidate and analyse progress reports from RS and LGAs;
- (x) Oversee and advise on planning and implementation of low cost houses, housing infrastructure and maintenance in LGAs;
- (xi) Build capacity of LGAs to develop their own infrastructural investments in growing centres or satellite towns; and
- (xii) Provide advice on the use of affordable building materials and technology.

This Section will be led by an Assistant Director

3.4.2 Rural Infrastructure Development Section

This Section will perform the following activities:-

- (i) Interpret National policies and strategies related to rural Infrastructures to be implemented by RS and LGAs;
- (ii) Conduct Monitoring and Evaluation of Rural Infrastructure Development and Maintenance in LGAs;
- (iii) Oversee plans and coordinate the national level resource allocation for Rural Infrastructures Development and Maintenance;
- (iv) Prepare and enforce Annual Performance Agreement for Rural infrastructure works in LGAs;
- (v) Coordinate Capacity Building and provide technical support and expertise to build up LGAs competence in all aspects of Rural Infrastructure issues;
- (vi) Monitor adherence of set standards in construction/building design and construction;
- (vii) Facilitate establishment of Water Supply and Sanitation Bodies in Districts Headquarters and Township Authorities;
- (viii) Facilitate adoption of Operation and Maintenance culture of roads, electricity, telephones, transportation and housing infrastructure within LGAs;
- (ix) Consolidate and analyse progress reports from RS and LGAs.
- (x) Oversee and advise on planning and implementation of low cost houses, housing infrastructure and maintenance in LGAs;
- (xi) Build capacity of LGAs to develop their own infrastructural investments in growing centres or satellite towns;
- (xii) Provide advice on the use of affordable building materials and technology; and
- (xiii) Provide technical supports and capacity building to Regional Secretariats and LGAs in respect to Water resources sector.

This Section will be led by an Assistant Director.

3.4.3 Planning and Research Section

This Section will perform the following activities:-

- (i) Conduct research on appropriate technologies on roads, water and housing Infrastructures in LGAs;
- (ii) Prepare and disseminate operational guidelines and methodologies on management of infrastructures in LGAs;

- (iii) Facilitate and coordinating feasibility study and impact assessment on infrastructures in LGAs
- (iv) Conduct training needs assessment for RSs' and LGAs Engineers on Infrastructures Development;
- (v) Strengthen Data Management System in Local Government Authorities;
- (vi) Advise on the use of affordable construction/building materials and technology;
- (vi) Coordinate the establishment of testing laboratories in RSs and LGAs; and
- (vii) Consolidate and analyse infrastructure research reports from RSs and LGAs.

This Section will be led by Assistant Director.

3.5 INFORMATION AND COMMUNICATION TECHNOLOGY DIVISION

Objective

To facilitate PMO-RALG, RSs, LGAs to provide quality and timely information and services through ICT systems (application and infrastructure)

Functions

- (i) To design and maintain ICT infrastructure and systems;
- (ii) To provide technical advice and support to RAs and LGAs on ICT and data management;
- (iii) To analyse e-services and facilitate the use of e-Government in RSs and LGAs;
- (iv) To coordinate data management issues at RSs and LGAs;
- (v) To Develop Corporate wide ICT Strategy and its implementation plan;
- (vi) To Develop ICT Enterprise, Application, Network/Technology and Security Architecture;
- (vii) To provide ICT support to all users and prepare ICT user manuals and monitor their implementation;
- (viii) To design ICT trainings and build capacity of all ICT staff at all Levels; and
- (ix) To Carry out troubleshooting for ICT systems (application and infrastructure) and provide solutions.

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

- (i) ICT Applications Section; and
- (ii) ICT Infrastructure Section.

3.5.1 ICT Application Section

This Section will perform the following activities:-

- (i) Develop ICT Systems;
- (ii) Programme ICT Systems;
- (iii) Develop and manage Website application;
- (iv) Design, develop, administer and manage database in all level;
- (v) Administer ICT System;
- (vi) Maintain relevant software/programmes;
- (vii) Carry out troubleshooting for ICT application and provide solutions;
- (viii) Provide specifications for procurement and installation for ICT application systems;
- (ix) Review standard software applications and advise on appropriate options;
- (x) Undertake ICT Quality Assurance, Application Programming and Life Cycle Management;
- (xi) Establish technical and architectural strategies, standards and direction based on exploitation and innovation of evolving technologies and how the business operational processes will benefit from those technologies;
- (xii) Provide continuous availability and maintenance of applications that are crucial to overall business operations;
- (xiii) Design, develop, and update Data Management strategy and its implementation plan;
- (xiv) Coordinate routine data collection, analysis, interpretation, storage and dissemination to LGAs through RSs;
- (xv) Coordinate undertaking of service delivery surveys at LGAs;
- (xvi) Prepare PMO-RALG Statistical Abstract;
- (xvii) Coordinate implementation of Tanzania Statistical Master Plan activities at RSs and LGAs; and
- (xviii) Prepare guidelines for implementation of statistical activities.

This Section will be led by an Assistant Director.

3.5.2 ICT Infrastructure Section

This Section will perform the following activities:-

- (i) Develop long-term strategies relating to servers, data storage and server operating systems;
- (ii) Overall design and critical levels incident resolution of enterprise storage and application services.
- (iii) PMORALG Wide Area Network, LAN and Internet designing, installation and administration;
- (iv) Develop hardware and software standards for operating systems, servers and peripheral equipment;
- (v) Manage all data centre assets and ensure that the data centre inventory, systems diagrams and related documentation, and system component maintenance contracts are properly maintained;
- (vi) Develop recovery strategies for breakdown/loss of network facilities or data including firewalls and virus protection, filtering and backup servers;
- (vii) Carry out troubleshooting for ICT infrastructure and provide solutions;
- (viii) Provide specifications for procurement and installation of ICT infrastructure; and
- (ix) Review standard ICT infrastructure and advice on appropriate options.

This Section will be led by an Assistant Director.

3.6 SECTOR COORDINATION DIVISION

Objective

To coordinate the PMO-RALG critical interfaces with Central and Sector Ministries, Departments and Agencies, Non-State Actors (NSAs), RSs and LGAs.

Functions

- (i) To provide linkage between Central and Sectors Ministries, Development Partners and Non-State Actors (NSAs) to RSs, LGAs and other stakeholders;
- (ii) To facilitate and coordinate provision of inputs from PMO-RALG on policy formulation, interpretation, review and dissemination of

policies, guidelines, laws and regulations of Central and Sector Ministries ;

- (iii) To promote and monitor implementation of Decentralization by Devolution in Central and Sector Ministries;
- (iv) To coordinate implementation of Programmes and Projects including various national initiatives outside the current BRN sector initiatives;
- (v) To provide technical backstopping, capacity building, supportive supervision, monitoring and evaluation of central and sector ministries' programme, project and other related activities of respective sectors that are implemented in RSs and LGAs; and
- (vi) To facilitate establishment of Water Supply and Sanitation Bodies in Districts Headquarters and Township Authorities;

This Division will be led by a Director and will comprise two sections as follows:-

- (i) Economic and Productive Sectors Section ; and
- (ii) Social Service Sectors Section .

3.6.1 Economic and Productive Sectors Section

This Section will perform the following activities:

- (i) Facilitate and promote development and implementation of economic and productive sector policies (Food, Industrial and Export Crops, Fish, Livestock, Beekeeping and Energy and Minerals);;
- (ii) Provide linkage between Central and Sector Ministries, Development Partners, Private Sectors and Non-State Actors (NSAs) to RSs and LGAs;
- (iii) Carry out supportive supervision, technical backstopping, monitoring and evaluation to RSs and LGAs on the implementation of economic and productive sector policies;

- (iv) Facilitate the interpretation and dissemination of Policies, Laws, Regulations, Strategies, Guidelines and Standards for economic and productive sectors to the RSs and LGAs;
- (v) Facilitate the implementation of capacity building plans to the staff of RSs and LGAs in line with economic and productive sectors policies ;
- (vi) Consolidate and analyse implementation reports on economic and productive sectors from RSs and LGAs and advise accordingly;
- (vii) Facilitate the RSs and LGAs to sensitize and promote availability and utilization of affordable and appropriate production and marketing technologies/infrastructures for development of economic and productive sectors ;
- (viii) Participate in overseeing implementation of various national agricultural priority initiatives;
- (ix) Facilitate organization and management of Agriculture sectors' Extension Service delivery in RSs and LGAs;
- (x) Promote Private Sector Investment in economic and productive sectors especially in agriculture, energy and mineral sectors;
- (xi) Facilitate promotion of small and medium scale agro processing industries, energy and mineral sub sectors in value addition initiatives;
- (xii) Facilitate promotion and implementation of Beekeeping practices in RSs and LGAs;
- (xiii) Oversee the preparation and implementation of Environmental Impact Assessment and Resettlement Plans required for investments.

This Section will be led by Assistant Director.

3.6.2 Social Service Sectors Section

This Section will perform the following activities;

- (i) Interpret policies, laws and regulations of social service sectors;

- (ii) Provide linkage between Central and Sector Ministries, Development Partners and Non State Actors (NSAs) to RSs and LGAs in social service sectors;
- (iii) Coordinate management and conservation of natural resources and environment issues in RSs and LGAs;
- (iv) Monitor and evaluate implementation of social service sectors at RSs and LGAs;
- (v) Coordinate the implementation of mitigation and adaptation measures with respect to Climate Change in RSs and LGAs;
- (vi) Consolidate and analyse social service sectors progress reports from RSs and LGAs.
- (vii) Coordinate preparation and implementation of water supply and sanitation plans in LGAs; and
- (viii) Conduct performance assessment of water supply and sanitation in Authorities in LGAs and Township Authorities.

This Section will be led by an Assistant Director.

3.7 INSPECTORATE AND FINANCIAL TRACKING UNIT

Objective

To create checks and balance and conduct fair and effective routine inspections and finance tracking to funds remitted to RAs and LGAs.

This Unit will perform the following activities:-

- (i) Collate, analyse and confirm information provided by RSs and LGAs;
- (ii) Perform both ad hoc and routine inspection and spot-checks in RSs and LGAs;
- (iii) Conduct financial Monitoring, tracking, Evaluation and Assessment (Performance audit) in the:
 - a) Broad legal compliance achieved by RAs and LGAs;
 - b) Broad policy adherence by RSs and LGAs;
 - c) Implementation of RSs and LGAs services delivery plans (capital and recurrent);

- d) Implementation of both Government and Donor funded Programmes;
- e) Expenditures made against approved RSs and LGA budgets;
- f) Value for Money achieved by RSs and LGAs; and
- g) Fit for Purpose of Capital projects achieved by RAs and LGAs;
- (iv) Track disbursement of funds to RSs and LGAs;
- (v) Assess viability of RSs and LGAs Capital Investments:
 - a) Value for Money achieved by RSs and LGAs;
 - b) Fit for Purpose of Capital Projects achieved by RSs and LGAs; and
- (vi) Scrutinize reports of the Controller and Auditor General and recommend accordingly.

This Unit will be led by a Director

3.8 MANAGEMENT SERVICES IMPROVEMENT UNIT

Objective

To provide expertise and services on improving Management Systems and Organisational Structures for efficiency and effectiveness in service delivery in RSs, LGAs, PMO-RALG, Affiliated Institutions.

This Unit will perform the following activities:-

- (i) Facilitate development and review functions and organisational structures, management systems and service delivery procedures in RSs and LGAs;
- (ii) Identify best practices and customize the same for application in RSs and LGAs;
- (iii) Evaluate the efficacy of Organisation Structures, Management Systems and service delivery Procedures for quality service in RSs and LGAs;
- (iv) Facilitate and assist on the execution of Job Evaluation and Review for Grading (JERG) exercise at RSs, LGAs and Affiliated Institutions;

- (v) Provide technical advise on review of functions and organisational structures of RSs, LGAs and its Affiliated Institutions;
- (vi) Facilitate installation of performance management systems in RSs and LGAs;
- (vii) Monitor and Evaluate the implementation of the approved functions and structures of RSs, LGAs and Affiliated Institutions and advise accordingly;
- (viii) Facilitate preparation and review of Job Lists and Job Description in RSs, LGAs and Affiliated Institution and monitor their implementation;
- (ix) Recommend on creation and abolition of posts in LGAs and Affiliated Institutions;
- (x) Facilitate the institutionalisation of Private Sector Participation (PSP) and monitor its implementation in RSs, LGAs and Affiliated Institution and advise accordingly;
- (xi) Facilitate and monitor Contract Management of the PSP programme in RSs, LGAs and Affiliated Institutions;
- (xii) Design and facilitate installation of Performance Appraisal System in RSs, LGAs and Affiliated Institutions and monitor its implementation and advise accordingly;
- (xiii) Facilitate development and review of Client Service Charters in RSs, LGAs and Affiliated Institutions and monitor their implementation and advise accordingly;
- (xiv) Develop tools for Service Delivery Surveys and Institutional Self Assessment, Install and monitor their implementation and advise accordingly;
- (xv) Facilitate identification of service areas for improvement through process improvement/re-engineering;
- (xvi) Coordinate collection, updating and maintaining of Data Bank Management Standards including staffing levels in RSs, LGAs and Affiliated Institutions;

- (xvii) Develop and install M&E System, Strategies and Plans and monitor its implementation in RSs, LGAs and Affiliated Institutions;
- (xviii) Facilitate the development, review, implementation and monitoring of performance reporting frameworks in RSs, LGAs and Affiliated Institutions;
- (xix) Undertake quality control and assurance of performance reports prepared and submitted by RSs, LGAs and Affiliated; and
- (xx) Carry out studies on the status of implementation of M&E Systems and Performance Frameworks in RSs, LGAs and Affiliated Institutions.

This Unit will be led by a Director.

3.9 URBAN DEVELOPMENT DIVISION

Objective

To ensure properly planned urban areas with safe and sustainable development in economic, social, environmental and political aspects.

Functions:-

- (i) To coordinate, advise and monitor the implementation of urban development and land use management policies and laws;
- (ii) To facilitate capacity building to RSs and LGAs in planning and implementation of urban development; and
- (iii) To facilitate LGAs in preparation and implementation of urban investment programmes.

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

- (i) Urban Development Planning and Land Management Section; and
- (ii) Urban Development Management Section.

3.9.1 Urban Development Planning and Land Management Section

The Section will perform the following activities:-

- (i) Coordinate land use planning and development in LGAs;

- (ii) Facilitate and coordinate the preparation and implementation of Master plans or General Plan Schemes (GPS), Interim Land Use Plans, Redevelopment and Regularization schemes in LGAs;
- (iii) Coordinate implementation of informal settlements upgrading schemes in Urban Councils;
- (iv) Coordinate and facilitate land management and administration in Urban Councils and Administrative areas (Land acquisition, demarcation/survey, land use and conflict resolutions, valuation of properties, titling and property taxation);
- (v) Coordinate, rationalise and disseminate relevant policies to Urban Councils in collaboration with the Ministry of Lands, Housing and Human Settlements Development; NEMC, National Land use Planning Commission, sector Ministries and other stakeholders;
- (vi) Identify, coordinate and facilitate capacity building on technical skills and expertise in urban development in Urban Local Authorities;
- (vii) Coordinate implementation of formal sector and non-formal sector programmes linked to urban development and land use management;
- (viii) Coordinate policy adherence in Urban Councils in relation to de-registration of villages, approval of land use plan and related matters;
- (ix) Build up and upgrade the operational capacities of the informal enterprises and fast growing informal economy during urban planning and design in LGAs;
- (x) Facilitate LGAs in establishment and implementation of Disaster Management and Preparedness plans in all Urban Councils;
- (xi) Coordinate advice and incorporate specific security and disaster prevention and management mechanisms in urban planning and management; and
- (xii) Facilitate LGAs to coordinate, administer and guidance in development of real estate industry to protect public interest.

This Section will be led by an Assistant Director.

3.9.2 Urban Development Management Section

The Section will perform the following activities:-

- (i) Coordinate management of urban development in LGAs;
- (ii) Oversee and coordinate policy adherence on management of antiquities;
- (iii) Guide, administer and monitor emerging towns and urbanisation process;

- (iv) Support LGAs on issues related to Environment and Social Impact Assessment;
- (v) Monitor compliance of laws and regulations in LGAs on matters related to environmental degradation and maintenance of social amenities;
- (vi) Prepare and disseminate Operational Guidelines on urban development plan, implementation of housing and sustainable land use;
- (vii) Support and facilitate establishment of Auxiliary Police in Urban Councils for law enforcement;
- (viii) Sensitize the public on taking part in Community Police and justice delivery at Ward level for urban safety;
- (ix) Coordinate preparation and implementation of land use plans in RAs and LGAs and participate in land use conflict resolutions and disasters management.

The Section will be led by an Assistant Director.

3.10 LEGAL SERVICES DIVISION

Objective

To provide a legal framework and services to PMO-RALG, RAs and LGAs for promotion and development of local government.

Functions

- (i) To undertake Litigation and Prosecution; and
- (ii) To carry out Legal Drafting.

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

- (i) Legal Support Section; and
- (ii) Litigation and Prosecutions Section.

3.10.1 Legal Support Section

This Section will perform the following activities:

- (i) Contribute in the preparation of proposed Bills/Acts, subsidiary legislations (regulations, rules, orders etc) and liaise with the Attorney Generals' Chambers (AGC);

- (ii) Provide advice to LGAs on by-laws drafting in collaboration with the Division of Local Government;
- (iii) Scrutinise and advise on new by-laws before presentation for Ministerial consideration;
- (iv) Prepare, monitor enforcement and review laws and regulations regarding RAs and LGAs in collaboration with AGC;
- (v) Initiate amendments of the Constitution to enshrine Decentralisation by Devolution (D-by-D) in collaboration with AGC;
- (vi) Support Ministerial Task Forces (MTFs) to prepare and submit reports on D-by-D compliance; and
- (vii) Provide legal advice and assistance to Divisions and Units on interpretation of laws, terms of contracts, terms of agreements, procurement contracts, memorandum of understanding, consultancy agreements and other types of agreements, and legal documents in PMO-RALG.

This Section will be led by an Assistant Director.

3.10.2 Litigation and Prosecutions Section

This Section will perform the following activities:

- (i) Provide information and liaise with the Attorney General Chambers regarding court cases/proceedings and legal opinion;
- (ii) Assist LGAs' solicitors to prosecute cases against LGAs in courts;
- (iii) Advise Regional Secretariats and LGAs on cases, proceedings and other legal issues;
- (iv) Facilitate disciplinary proceedings and outcomes and advise where appropriate; and
- (v) Participate in Conflict Resolutions for handling dispute.

This Section will be led by an Assistant Director.

3.11 HEALTH, SOCIAL WELFARE AND NUTRITION SERVICES DIVISION

Objective

To provide support, guidance, coordination, follows up on facilitating a national picture of the distribution and equity administratively in the provision of Health Services and Sector Development within RSs and LGAs.

Functions

- (i) To provide supportive supervision to enhance good governance and conduct monitoring and evaluation of health services provision in Regions and LGAs;
- (ii) To interpret national policies and guidelines related to health and social welfare sector development and financing strategies;
- (iii) To conduct monitoring and evaluation of social welfare services provision in Regions and LGAs;
- (iv) To coordinate health and social welfare sector projects and programmes;
- (v) To coordinate and undertake follow up to Regions and LGAs for policies and regulations compliance;
- (vi) To coordinate and update country data on health and social welfare services for RSs and LGAs;
- (vii) To coordinate and advise RSs and LGAs to enhance community participation and ownership in managing health services;
- (viii) To coordinate, monitor environmental cleanliness and hygiene;
- (ix) To coordinate capacity building and provide administrative support to RSs and LGAs;
- (x) To undertake studies to identify factors influencing social evils and crime among street children and violence against women and children;
- (xi) To receive and consolidate projects and programme reports based on living MoUs;
- (xii) To coordinate and supervise nutritional services in LGAs; and
- (xiii) To provide supportive supervision to RHMTs through RSs and ensure they perform their functions.

This Division will be led by a Director and will have four (4) Sections as follows:-

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

3.11.1 Regional Health Services Section

This Section will perform the following activities:

- (i) Conduct monitoring and evaluation of health services provision in regions;
- (ii) Interpret national policies and guidelines related to health sector development and financing strategies for RHMTs and RRHMTs;
- (iii) Coordinate health sector projects and programmes;
- (iv) Coordinating and undertaking follow up to Regions for policies and regulations compliance;
- (v) Coordinating and updating country data on health services for regions;
- (vi) Coordinate capacity building and provide administrative support to Regions; and
- (vii) Monitor the utilization of health facilities and resources at Regional level.

This Section will be led by an Assistant Director.

3.11.2 District Health Services Section

This Section will perform the following activities:

- (i) Conduct monitoring and evaluation of health and nutritional service provisions in LGAs;
- (ii) Coordinate Good governance and interpret national policies and guidelines related to health sector financing strategies;
- (iii) Coordinating and updating country data on health services for Local Government Authorities;
- (iv) Coordinate and advise LGAs to enhance community participation and ownership in managing health services;
- (v) Coordinate, monitor environmental cleanliness and hygiene;
- (vi) Receive and consolidate projects and program reports based on living MoUs; and
- (vii) Monitor the utilization of health facilities and resources at District level.

This Section will be led by an Assistant Director.

3.11.3 Social Welfare Services Section

This Section will perform the following activities:

- (i) Conduct monitoring and evaluation of social welfare services provision in RSs and LGAs;
- (ii) Coordinate and undertake follow up and interpret national policies and guidelines related to social welfare sector development and financing strategies;
- (iii) Conduct monitoring and evaluation of social welfare services provision in RSs and LGAs;
- (iv) Coordinate social welfare sector projects and programs;
- (v) Coordinating and updating country data on social welfare services for RSs and LGAs; and
- (vi) Undertake studies to identify factors influencing social evils and crime among street children and violence against women and children.

This Section will be led by an Assistant Director.

3.11.4 Nutrition Services Section

This Section will perform the following activities:

- (i) Collate, disseminate, coordinate and supervise the nutrition intervention services in the RAs and LGAs;
- (ii) Provide technical support on nutrition interventions to RAs and LGA's;
- (iii) Collect, analyze and compile reports on LGAs implementation of plans of nutrition interventions from RAs and provide feedback;
- (iv) Monitor the implementation of key milestones for the National Nutrition Strategy, nutrition component and related activities in the RAs and LGAs;
- (v) Coordinate creation and maintenance of Nutrition related databases from the RAs and LGAs;
- (vi) Facilitate review of roles, functions and responsibilities of Nutrition Services in RAs and LGAs; and
- (vii) Facilitate and coordinate Capacity Building Plans from RAs and LGAs on technical skills and expertise in Nutrition related issues.

This Section will be led by an Assistant Director

3.12 ADMINISTRATION AND HUMAN RESOURCES MANAGEMENT DIVISION

Objective

To provide expertise and services on human resources management and administrative matters to the PMO-RALG.

Functions

- (i) To provide advice on administrative and human resources matters;
- (ii) To provide strategic inputs on Administration and Human Resources Management issues such as recruitment, human resources development and training, promotion, discipline, retention, motivation, performance management and welfare;
- (iii) To manage utilization of human resources in the Office;
- (iv) To collect, analyse, store and disseminate data and information related to human resource development plans;
- (v) To provide a link between the Office 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 organization development services in areas such as restructuring, job listing and job evaluation; and
- (viii) To process terminal benefits and leave.

This Division will be led by a Director and will comprise two sections as follows:-

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

3.12.1 Administration Section

This Section will perform the following activities:-

- (i) Interpret and ensure adherence to Public Service Regulations, Standing Orders and other Labour laws;
- (ii) Facilitate employee relations and welfare including health, safety, sports and culture;

- (iii) Provide registry, messengerial 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, buildings 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 Office's Gender Focal Point;
- (ix) Coordinate implementation of Private Sector Participation in the Office;
- (x) Coordinate the preparation and implementation of the Wage Bill of the Office and Recurrent Budget for the Administration Division;
- (xi) Coordinate implementation of Business Process Improvement in the Office;
- (xii) Advise on organizational efficiency of the Office; and
- (xiii) Coordinate implementation of Client Service Charter.

This Section will be led by an Assistant Director.

3.12.2 Human Resources Management Section

This Section will perform the following activities:

- (i) Coordinate staff recruitments, selections, placements, confirmations, promotions and transfers for the Office;
- (ii) Carry out human resources planning to determine supply and demand for professionals under the Office;
- (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-ups on the implementation of the recommendations on individual OPRAS forms;
- (v) Process and update Human Resource records;
- (vi) Prepare employee's entitlements and terminal benefits (pension, allowances, retirement, resignation, deaths etc) and other entitlements;
- (vii) Prepare Annual Personnel Emolument Estimates;
- (viii) Prepare and facilitate implementation of Succession Plans;

- (ix) Facilitate orientation/induction programs for new employees in the public service;
- (x) Carry out training needs assessment for the Office and prepare training programs;
- (xi) Facilitate Human Resource Training and career development (professional development, performance improvement, pre-retirement, part-time, and overseas) for the Office;
- (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 programmes and prepare assessment reports;
- (xv) Carry out assessment of professional requirements for the institution; develop and implement staff development plans;
- (xvi) Initiate and co-ordinate in-house courses and on the job training;
- (xvii) Provide information, clarifications and briefings on human resources and training matters and maintain training records ; and
- (xviii) Serve as a Secretariat support to the Appointment Committee; and Training and Professional Development Committee to be formed in the Office.

This Section will be led by an Assistant Director.

3.13 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 monitoring and evaluation of the PMO-RALG's plans and budgets and prepare performance reports;
- (v) To conduct studies, assessments and evaluation of ministerial plans and provide a basis for making informed decisions on the future

- direction of the PMO-RALG;
- (vi) To coordinate preparations of Ministerial contributions to the Budget Speech and Annual Economic Report;
 - (vii) To institutionalise strategic planning; budget; and monitoring and evaluation skills in the PMO-RALG;
 - (viii) To monitor integration of ministerial plans and budgets into the government budgeting process; and
 - (ix) To coordinate preparation of responses for Parliamentary questions and issues.

This Division will be led by a Director and will comprise three Sections as follows:-

- (i) Policy Section;
- (ii) Planning Section; and
- (iii) Monitoring, Evaluation and Performance Reporting Section.

3.13.1 Policy Section

This Section will perform the following activities:

- (i) Coordinate formulation, review, implementation and monitoring of PMO-RALG's policies and monitor their consistency with national policies, frameworks and strategies;
- (ii) Review and advise on Policy Papers prepared by other Ministries;
- (iii) Conduct impact studies of Ministerial policies and provide a basis for making informed decisions on the future direction of the PMO-RALG;
- (iv) Coordinate compilation of Parliamentary Committee reports and questions.

This Section will be led by an Assistant Director.

3.13.2 Planning Section

This Section will perform the following activities:

- (i) Coordinate formulation and preparation of the PMO-RALG's medium term strategic plan, annual action plans and budgets;
- (ii) Compile reports on Ministerial projects, programmes and Action Plans and Develop strategies for resource mobilization;
- (iii) Prepare memorandum of understanding for projects and programs for international financing;
- (iv) Coordinate the preparation of Ministerial budget speech;

- (v) Provide technical guidance and support for institutionalization of Strategic Planning and Budgeting process within the PMO-RALG; and
- (vi) Coordinate preparation of reports on the implementation of Ruling Party Manifesto.

This Section will be led by an Assistant Director.

3.13.3 Monitoring, Evaluation and Performance Reporting Section

This Section will perform the following activities:

- (i) Monitor and evaluate implementation of the PMO-RALG'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 PMO-RALG including establishment of performance targets and indicators;
- (v) Provide technical advice including institutionalization of M&E process;
- (vi) Undertake impact studies of plans, projects and programs undertaken by the PMO-RALG;
- (vii) Undertake service delivery surveys to collect stakeholders/clients views on services rendered and advise management accordingly;
- (viii) Coordinate mid-year and annual performance reviews; and
- (ix) Monitor performance of Executive Agencies under the PMO-RALG.

This Section will be led by an Assistant Director.

3.14 FINANCE AND ACCOUNTS UNIT

Objective

To provide financial Management control systems and bookkeeping services for PMO-RALG.

This Unit will perform the following activities:

Budget and appropriation Accounts

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

Salaries

- (i) Prepare payment of salaries; and
- (ii) Manage pay roll in collaboration with the Division of Administration and Human Resources Management.

Cash Office

- (i) Submit voucher lists to Sub- Treasury;
- (ii) Collect all cheques from Sub-Treasury;
- (iii) Bank cash and cheques;
- (iv) Prepare monthly cash reports;
- (v) Prepare and facilitate payment of cash/cheques to employees/ customers (Service providers);
- (vi) Batch paid vouchers; and
- (vii) Maintain cash books.

Revenue

- (i) Collect revenues;
- (ii) Manage revenue according to regulations and guidelines; and
- (iii) Supervise collection of revenue.

Pension

- (i) Prepare and maintain pension papers in collaboration with the division of Administration and Human Resources Management.

Pre-Audit/Examination

- (i) Verify documentations to support vouchers, including authorization according to relevant Acts, Regulations and Circulars;
- (ii) Reply all Audit Queries raised during the previous financial year; and
- (iii) Monitor expenditure.

This Unit will be led by a Chief Accountant.

3.15 INTERNAL AUDIT UNIT

Objective

To provide advisory services to the Accounting Officer on the proper management and control of resources.

This Unit will perform the following activities:-

- (i) Review and report on proper control over the receipt, custody and utilization of all financial resources of PMO-RALG;

- (ii) 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 PMO-RALG;
- (iii) Review and report on the correct classification and allocation of revenue and expenditure accounts;
- (iv) Develop audit procedures to facilitate compliance with international standards;
- (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 operations or programs to ascertain whether results are consistent with established objectives and goals;
- (viii) 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;
- (ix) Review and report on the adequacy of controls built into computerized systems in place in PMO-RALG;
- (x) Prepare and implement Strategic Audit Plans; and
- (xi) Conduct performance audits on appraisal of development projects.

This Unit will be led by a Chief Internal Auditor.

3.16 PROCUREMENT MANAGEMENT UNIT

Objective

To provide expertise and services in procurement, storage and supply of goods and services for PMO-RALG.

This Unit will perform the following activities:-

- (i) Advise the Management on matters pertaining to the procurement of goods and services and logistics management;
- (ii) Monitor adherence to procurement process and procedures as per Public Procurement Act;
- (iii) Develop an Annual Procurement Plan for PMO-RALG;
- (iv) Procure, maintain and manage supplies, materials and services to support the logistical requirements of PMO-RALG;
- (v) Maintain and monitor distribution of office supplies and materials;

- (vi) Maintain and update inventory of goods, supplies and materials;
- (vii) Provide Secretariat services to the Ministerial Tender Board as per Public Procurement Act;
- (viii) Set specifications/standards for goods and services procured and monitor adherence to them to ensure value for money. and
- (ix) Coordinate formulation and preparation of the PMO-RALGs Procurement Plans.

This Unit will be led by Director.

3.17 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 functions:-

- (i) Promote PMO-RALG policies, mandated functions and programs;
- (ii) Up-date PMO-RALG information on the website and enhance public access to information on resource base and performance at all levels;
- (iii) Prepare and implement PMO-RALG Communication Strategy;
- (iv) Coordinate preparation and production of Articles and Newsletters for PMO-RALG;
- (v) Engage in dialogue with the Public as well as Media on issues concerning PMO-RALG;
- (vi) Produce and disseminate documents such as brochures, articles, newsletters, etc. to inform the Public on Policies, Programmes, activities and Reforms undertaken by PMO-RALG;
- (vii) Coordinate Press Briefings for PMO-RALG; and
- (viii) Advise internal and external stakeholders of PMO-RALG on the production of various documents.

This Unit will be led by a Principal Officer with wide knowledge and experience with the Office.