

INTRODUCTION

Welcome to Buhare Community Development Training Institute (CDTI) of the Ministry of Community Development, Gender and Children. We are pleased to have you as a member of the Buhare CDTI; we will make sure that your stay with us will be an exciting and rewarding one, as we believe we offer a well rounded program to our students, both academically and in terms of extra curricular activities.

Buhare-CDTI is a public institution serving the needs of the Tanzanian community and the surrounding area especially Kenya, Uganda, Congo-DRC, Malawi, Zambia, Rwanda and Burundi.

The Campus is located within Musoma Municipality 4 kilometres along Majita road. The institute is one of the three CDTI's under the Ministry of Community Development, Gender and Children, with the other institutes located in Misungwi in Mwanza, Monduli in Arusha and Rungemba in Iringa.

The Institute, opened in 1964, has over 235 students currently enrolled as fulltime students. The Campus features several academic buildings, a multipurpose hall, dining hall, Dormitories and playing grounds.

This handbook provides you an introduction to the institute program and outlines the rules and regulations governing students life while at the institute.

STATEMENT OF PHILOSOPHY AND OBJECTIVES

VISION

To become a centre of excellence in professional training in the field of community development in Tanzania and East Africa.

MISSION

To produce capable Community Development Professionals who can facilitate community in effective and efficient utilization of available resources for sustainable development.

OBJECTIVES

- Introduce Community Development Trainees to concepts, methodology and approaches of community development as well as equipping them with essential techniques and tools of analysis.
- Enable Community Development Trainees to understand and analyze the impacts of development models on social, economics. Environment, psychology and cultural dimensions focusing on gender perspectives so as to make them facilitate widely accepted and viable programs and projects.
- Mould or orient Community Development trainees with the required attitudes for community development work so as to enable them to be responsible to peoples needs.
- To create a sense of public responsibility for rural development among the community development trainees and to promote respect for learning and pursuit of truth.
- To conduct examinations for, and to grant, certificates, diploma and other awards of this institute.

Buhare-CDTI, seeks to meet the academic, social, and emotional needs of students from Tanzania and other Countries. Our institute community is made up of students, tutors and supporting staff. The pool of ideas, experiences and values which this community offers is an important asset. Each group within our Community has a set of overlapping needs and purposes which merged within the institute. The success of our Institute relies heavily on teamwork, collaboration, diligence, accountability and the broad participation of our community.

An essential function of our institute is to prepare students to become community development workers in governments and non- governmental organizations which aim at promoting development of communities. Our institute will develop the skills and understanding to enable our learners become responsible, contributing citizens of the global community.

The following aims shall contribute to the development of an optimal learning environment. The institute community will:-

- Prepare students to be independence learner.
- Emphasize creative thinking, acquisition of critical thinking skills, and problem solving experience.
- Develop a proactive responsibility and a sense of awareness concerning, our environment.
- Encourage, nurture and abiding sense of personal integrity.
- Develop an understanding of different philosophies and cultures, and instill respect for people, their work, their beliefs, and their expressions.
- Encourage resolution of problems within a frame work of openness and fairness, with due consideration and respect for differing views.
- Facilitate participation in the arts, developing, understanding and appreciation of the aesthetic aspects of life.
- Facilitate participation in organized sports programs, encouraging a lifelong enjoyment of physical activity.

- Encourage self- expression as well as sensitive and considerate response to the expression of others.
- Foster respect for property, both personal and communal
- Provide appropriate opportunities for social and emotional growth.
- Promote the values and teach the principles associated with healthy living

Staff on First Appointment

The public servant shall on first appointment be entitled to :-

- (a) Free transport for himself, spouse and not more than four children and two dependants from his home to working station.
- (b) Subsistence allowance to rates and days to be determined from time to time by the permanent secretary (Establishment).

Note: Free transport and subsistence allowance are traditionally paid by the Parent ministry since the institute receives no funds for due payments in question.

Where any person is first appoint to an office in the public service on pension able terms, he shall serve a probation ally period. The probation period shall depend on the scheme of service and shall not exceed twelve months.

Immediate supervisor or authorized public servant shall, not later than three months before the expiration of the probation period, consider whether

- (a) the public servant shall be confirmed in his office or
- (b) the probation period shall be extended to afford the public servant an opportunity of improving in any respect in which his work or conduct of being advisory reported on or
- (c) the public servants appointment should be terminated.

Where the immediate supervisor or an authorized public servant is of the opinion that the probationary period should be extended on paragraph (b) or an appointment terminated on paragraph (c) of sub regulation (2) of these regulation he shall before extending such period or terminating such appointment inform the public servant in writing of his intention.

Promotion of the Institute Staff

Promotion of the institute staff shall be based on merit, effective and efficient performance, qualification, skills and personal qualities.

Where the institute staff is promoted to any post in a public service that staff shall for the period of six months (exclusive of any period of leave) from the date of upon which the promotion became effective, be deemed to be on trial and where immediate supervisor is of the opinion that the staff has failed to perform satisfactorily all the duties of the post to which was promoted, shall give the staff notice in writing calling upon him/her to show cause, in writing, why his/her promotion shall not be withdrawn.

Staff Term of Service

Terms and condition of services of all public servants shall be determined by the chief secretary provided that these powers may be exercised by the permanent secretary (establishments) under directives of the chief secretary.

No public servant shall be permitted to continue in the service on contract after attaining the age of sixty years, serve that the chief secretary may approve the re-engagement of a public servant if he is satisfied that it is in the public interest so to do.

Under special circumstances certain persons may be engaged in a public service to serve in contract terms, these shall include,

- (a) a non citizen of Tanzania who is engaged for some project or expatriate requirement.
- (b) a retired public servant who has been re-engaged in a public service

(c) a citizen who is first appointed to the public service after attaining the age of forty years.

Staff Remuneration

The permanent secretary (establishment) shall, after consultation with the minister determine the remuneration of public servant.

In determining salaries and salary scales, for the public servants, the permanent secretary (establishment) shall have regard to any other relevant rules, the national pay policy and directives given from time to time by the chief secretary.

Note: Staff monthly salary payment is done by the Parent ministry through a centralized payment system under the Ministry of finance in collaboration with Treasury department.

Staff Performance Appraisal and Evaluation Systems

Every organization within the public service shall operate an open performance appraisal system for all its public servants. For the purpose of this part the performance appraisal of public servant is to discover, evaluate and document the potential and short comings of individuals to enable measures to be taken for improvement of the efficiency and effectiveness of the public service as a continuous objective.

The information obtained through performance appraisal should be used in awarding or withholding increments, planning job rotation and training programmes, and in making appointments in higher posts or in demotions or termination of appointment to that particular post.

Every public servant shall be given a job description incorporating specific objectives and measurable indicators for the results to be achieved within twelve months. The job description shall be drawn up in consultation with the public servant and shall include personal and skills development objectives as well as operational objectives.

Public servants shall be given feedback at regular intervals of not less than six months on their performance against objectives, and shall be given advice and support to improve any shortcomings. Written performance assessment shall be completed in each year, and its contents discussed between the public servant and his supervisor.

The assessment interview shall provide the opportunity to discuss the public servants training and career development needs, and shall recognize good performance, agree on remedial actions and examine the reason where performance has not matched the required standard.

Subject to the information obtained under sub-regulation (3) of this regulation, where a performance of a public servant is adjudged unsatisfactory and there is a need to withhold increments or making demotions or terminate the appointment in the interest of the employer, the employer or any authorized public servant shall notify the public servant concerned informing him in writing, the area or areas in which his performance is deficient in giving him an opportunity to improve on his performance within a period to be determined by the employer or such authorized public servant.

If after the expiry of period determined to afford the public servant an opportunity to improve upon his performance as provided for, under sub-regulation (8) of this regulation, the public servant's performance shows no improvement the employer or the authorized public servant shall decide on the matter and

- (a) in case the public servants appointed by the president after consultation with the minister at that ministry, submit his recommendations to demote or terminate the appointment or withhold the increment of a public servant for unsatisfactory performance and,
- (b) in case of other public servants demote or terminate or withhold his increment on satisfactory performance.

The public servants and his supervisor shall sign a performance contract every year. The chief executive officer shall sign a performance contract with individual staff. Every

performance appraisal report shall be dully completed. The supervisor shall make sure that one copy remains in the public servant personal and another copy is retained by the public servant who is apprised. Provided the supervisor shall make sure that

- (a) in case a public servant in a principal level one copy shall be forwarded to the permanent secretary (establishment)
- (b) in case of a public servant serving a department or division one copy shall be forwarded to the permanent secretary of hi respective ministry and shall be kept in his personal file.
- (c) In case of a teacher one copy shall be forwarded to the teachers' department of the public service commission.

Suspension of a Public Servant Convicted of Criminal Offence.

Where a public servant has been convicted of criminal offence the disciplinary authority may suspend that public servant from performing his duties and functions pending consideration of the case on disciplinary grounds under the provision of these regulations.

A public servant under suspension shall not be entitled to any salary with effect from the date of suspension but shall be paid by the appointing authority an alimentary allowance equivalent to one-third of his gross salary.

Subject to the provisions of any written law for the time being in force, the public servant who is dismissed from the public service shall be paid a lamp sum pension, if prior to his dismissal qualify for pension or gratuity under the provision of any pension scheme and shall be granted passages, that public servant shall no be paid monthly pension.

Notwithstanding the provision of these regulations any public servant who is convicted of any criminal offence, which involves corruption or embezzlement of the public fund shall forfeit all hi rights or claims.

Staff Punishments

Any public servant who commits a disciplinary offence which amount to a criminal offence under these regulations shall be awarded appropriate punishment corresponding to the offence as provided for in the schedule of these regulations.

Offences Warranting Summary Proceedings (Regulations 43)

NATURE OF OFFENCE	PERMISSIBLE PENALTIES		
	1 st commissions of the offence	2 nd commissions of the offence	3 rd commissions of the offence
<p>Being late for duty without leave or reasonable cause.</p> <p>Late attendance being recorded fro one hour after official commencing time for three days consecutively</p>	Written warning	Reprimand	Stoppage of increment
<p>Absence from work place during working hours without leave.</p> <p>Actual time of absence recorded</p>	Written warning	Reprimand	Stoppage of increment
<p>Absence for duty without leave.</p> <p>Two days of absence being counted as separate breach.</p>	Written warning	Reprimand	Stoppage of increment
<p>Failure to complete a task.</p> <p>Teckoned relatively on the time or cost for making good the harm occasioned thereby.</p>	Written warning	Reprimand	Stoppage of increment
<p>Negligence in the performance of duties not endangering the safety of persons or property.</p> <p>Teckoned relatively on the time or cost for making good the harm occasioned thereby.</p>	Written warning	Reprimand	Stoppage of increment

<p>Failure to comply with instructions not amounting to insubordination.</p> <p>Teckoned relatively on the time or cost for making good the harm occasioned thereby.</p>	Written warning	Reprimand	Stoppage of increment
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Reprimands and Warning

Nothing in this regulation shall prohibit any disciplinary authority from issuing a reprimand for, or a warning of a unsatisfactory work or conduct to public servant or any authorized public servant from issuing that reprimand or warning to any public servants directly subordinate to him.

Absent Without Leave

Where a staff is absent from duty without leave or reasonable cause for a period exceeding five days, that staff may be charged with a disciplinary offence of being absent without leave and punished by dismissal

Transfers

For the purposes of improving efficiency of the service, a public servant may transferred from one department o another or from one ministry to another or from one region to another where necessary and when it is in the public interest.

Notwithstanding the provision of sub-regulation (1) of these regulations a public servant shall not be transferred from one service to another with different terms and conditions of services without his consent.

Where a public servant is transferred he shall be entitled to free transport for himself, spouse and children or dependants as well as his personal belongings. Transfer costs shall be met by the receiving employer provided that half of the amount shall be paid by the incumbent employer on re-reimbursable basis.

Note: Free transport/transfer costs and associated subsistence allowance for a transferred officers are traditionally paid by the Parent ministry since the institute receives no funds for due payments in question.

Training and Staff Development

The employer (Permanent Secretary, Ministry of Community Development, Gender and Children) shall be responsible for training and development of his employees in undertaking the mentioned responsibility. The employer may be assisted and supported by the public service department subject to such directives as may be given time to time by the government.

The employer shall on the basis of job descriptions, personnel audit, forecast in the human resource plans and performance appraisal findings, introduce a staff development programme for a public servant. Staff development for the purpose of this regulation, shall be aimed at developing individuals in the skills required for the performance of the present duties or for the purpose of future jobs.

Employers shall prescribe terms and conditions for the public servant attendance at various training courses and the public service management and administration shall monitor and coordinate the training of all public servants in order to avoid disparities within the public service.

Note: Training and staff development related costs are traditionally met by the Parent Ministry since the institute receives no funds for due payments in question.

Annual Staff Leave

Every staff shall be entitled to annual leave which shall be granted once years in accordance with the staff leave cycle. The leave cycle shall commence from the date the staff was first appointed to the public service, and shall be earned and calculated at an annual rate of 28 days for all staff except those serving on contract terms whose leave shall be earned and calculated as stipulated in the contract.

Leave shall be respected as a right and when not granted by the employer a staff shall be paid a one month salary in lieu thereof. No staff may be granted leave before completing 8 months of service from the date of first appointment.

Ever public servant shall be granted once during the two years leave cycle for transport in the form of a cash grant calculated on the basis of a prevailing fare rate by available public transport for himself, spouse and up to 4 children under 18 years of age or dependants who are wholly depending on the public servant or staff.

Note: Related costs for staff during annual leave are traditionally paid by the Parent Ministry through the institute.

Maternity Leave

Female public servant/staff shall be granted a paid (her salary) maternity leave of 84 days once in three years from the date she completed her last maternity leave. Maternity leave shall not be carried forward and shall be exclusive of annual leave for the calendar year in which the maternity leave is taken.

Where a female staff has availed herself the wholly or part of her maternity leave in relation to any pregnancy and the pregnancy results in abortion or a kid dies within 12 months of delivery the female public servant shall be granted to maternity leave in relation to the subsequent pregnancy on withstanding the restriction referred to in sub-regulation 1 of these regulations.

A female staff shall, within a period not exceeding six months after maternity leave, be allowed to leave office before the end of office hours to breastfeed her kid. This leave shall be granted to a female staff that has a breastfeeding kid.

Staff Leave Without Pay

The permanent secretary may grant a leave without pay to a staff provided he is satisfied that it is in the public interest so to do. The grand of such leave shall take into account the government policy. The application for leave without pay shall be made through the

employer who shall forward it to the permanent secretary (establishment) with his recommendations.

Sick Leave and Convalescent Leave

Subject to the recommendations of the government/private medical practitioner the appointing authority may grant a sick or a convalescent leave provided that such approval shall be copied to the permanent secretary (establishment)

Sick or convalescent leave shall be granted on conditions that it does not exceed six months on full pay any sick period. Where a sick public servant does not recover within such period, consideration may be given to the termination of a public servant's appointment on medical grounds in accordance with these regulations.

Sabbatical Leave

The sabbatical leave shall be approved by the permanent secretary (establishment) except for the CEO's in which case the approval shall be given by the Chief Secretary

Application for sabbatical leave will be submitted to the Permanent Secretary through the appointing authorities who shall forward with recommendations indicating clearly the benefits expected there from. The sabbatical leave shall be limited to 12 months and shall be granted once in every five years.

Subsistence Allowances for Duty Journey within Tanzania

An officer will be eligible to receive subsistence allowances in respect of every night for which he/she is away from duty station at rates to be determined from time to time by government circulars. The cost of transportation between bus terminals on arrival/departure will be re-reimbursed in addition to the subsistence allowance. As far as conveniently possible, officers are expected to use public transport when available rather than taxis as their means of transportation.

Note: An officer, who is transferred solely at his own request to suit his own convenience, will not be eligible for the grants of any transport privileges.