

THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE

Civil Service Department  
P.O. Box 2483,  
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STAFF CIRCULAR NO. 3 OF 1991

THE NATIONAL MANAGEMENT DEVELOPMENT  
ADVISORY COUNCIL (NAMDAC)

1. INTRODUCTION:

- 1.1 The current arrangement in force for effective co-ordination of Management Development and Training for all Sectors of the Nation's economy is set out in Staff Circular No. 4 of 1976. As well as establishing the National Management Development Advisory Council (NAMDAC), this circular delineated the roles and functions of the Council.
- 1.2 In the span of one and half decades, NAMDAC has strived to bring out significant development in various aspects of Management Development and Management Training in Tanzania. The Council has worked hard to accomplish its functions. Nevertheless, over the years, experience has shown that the current roles, objectives and functions of NAMDAC have been restrictive in scope in that they have mainly been catering for Management Development and Training. The new thinking of NAMDAC is that the Council should not only be a "think-tank" on Management Development and Training, but should also provide advice to the Government in the fields of Management Consultancy, Research and Publications; and Management Manpower Requirements and Utilisation.
- 1.3 As a result of this new thinking, it has now been decided to introduce the following arrangements in respect of NAMDAC's composition and functions. Rules and Regulations appear as Appendix I.

2. FUNCTIONS:

The major functions of the National Management Development Advisory Council will be to review, improve, and enhance Management and Administrative capacity in the Country. The activities to be undertaken will include, Management Training, Consultancy, Research and Publications. In particular, the Council will render professional advice in Management and Administration to the Department/Ministry responsible for the Civil Service with a view to ensuring that:

2.1 NATIONAL MANAGEMENT AND ADMINISTRATIVE CULTURE:

Evolves, promotes and Develops:

- (i) A National management culture, suited to the needs of the Tanzania economy.
- (ii) Management values, ethics, philosophy etc. which would guide Tanzania Managers.
- (iii) A professional Board of Management and Administration.

## 2.2 DEMAND FOR MANAGEMENT AND ADMINISTRATIVE PERSONNEL:

- (i) Establish in collaboration with the Human Resource Division in the Planning Commission, realistic demand for Managers and Administrators, both in the short and long term.
- (ii) Encourage Employers to institute Staff Development Plans for managerial requirements which specify job skill requirements and training projections over a period of time, preferably five years.
- (iii) Identify specialized training needs in the management field.

## 2.3 MANAGEMENT DEVELOPMENT AND TRAINING:

Monitor closely Management Training Resources with a view to ensuring that existing capacity is fully utilized—

- Scale of Management Training,
- Organization of Management Training,
- Form of Management Training,
- Development of Management Training,
- Evaluation of Management Training,
- Management Training Capacity Utilization.

## 2.4 HUMAN RESOURCES UTILIZATION:

- (i) Encourage employers to draw plans for proper utilization of management talents by ensuring that Managers who excel in their professions are encouraged and adequately rewarded through job satisfaction and enrichment.
- (ii) Establish and maintain an Inventory of the Management and Administrative Cadre, and eventually create a Management Manpower Data Bank, capable of providing reliable information.

## 2.5 MANAGEMENT CONSULTANCY AND RESEARCH:

- (i) Encourage large organisations and major Management Training Institutions to strive towards organizational excellence through Local Management Consultancy and Research.
- (ii) Promote and develop local management consulting capacity in collaboration with appropriate Management Consultancy Organizations with a view to ensuring that Consultants from outside the Country are allowed only on exceptional cases and where local consultancy is not available or not sufficiently developed.
- (iii) Identify and sponsor local requests for management consulting work and disseminate information or opportunities available for consulting.

## 2.6 MANAGEMENT WORKSHOPS:

Establish and urge Training Institutions to organize biannual workshops to be attended by major users of Management and Administration Graduates.

## 2.7 CLASSIFICATION AND AUTHORIZATIONS OF MANAGEMENT TRAINING AWARDS:

Evolve, introduce and maintain a Standardised Classification of Awards (Diplomas, Certificates and other Awards) as will be spelt out.....

## 2.8 SPECILIAZED MANAGEMENT TRAINING NEEDS:

Identify and provide for specialized training in the Management and Administration fields.

## 3. MEMBERSHIP:

3.1 The Council's Membership shall be as indicated below:

(a) *Chairperson:*

The Principal Secretary, Civil Service Department.

(b) *Members:*

Head of Management Training Institutions listed below:

(i) Dean, Faculty of Commerce and Management, University of Dar es Salaam;

(ii) Principal, Institute of Development Management, (IDM, Mzumbe);

(iii) Principal, Institute of Finance Management (IFM);

(iv) Principal, Cooperative College, Moshi;

(v) Principal, College of Business Education (CBE);

(vi) Director, Institute of Rural Development Planning (IRDP—Dodoma);

(vii) Director, Nyegezi Social Training Institute (NSTI).

(c) *Secretary:*

Director of Training and Recruitment, Civil Service Department.

(d) *Representative From Selected Ministries:*

(i) Ministry of Science, Technology and Higher Education;

(ii) Ministry of Communications and Transport;

(iii) Ministry of Finance;

(iv) Ministry of Industries and Trade.

(e) *Heads of Management Professional Bodies and Departments:*

(i) Registrar, National Board of Accountants and Auditors (NBAA),

(ii) Registrar, National Board of Materials Management (NBMM),

(iii) Secretary, Presidential Standing Committee on Parastatal Organisations (SCOPO),

(iv) Secretary, Local Government Service Commission,

(v) Executive Secretary, Association of Tanzania Employers (ATE),

(vi) Director of Human Resources, Planning Commission,

(vii) Director of Establishment, Civil Service Department,

(viii) Director of Policy Analysis, Research and Review, Civil Service Department,

(ix) Director of Management Services and Organization Development, Civil Service Department,

(x) Secretary, Tanzania Association of Parastatal Organizations (TAPO),

(xi) Secretary, Tanzania Association of Development Administration and Management (TADAM).

(f) *Appointees of the Minister responsible for the Civil Service:*

In addition to the above Members, there will be two Members who shall be appointed to the Council by the Minister responsible for the Civil Service in their personal capacities on the basis of their professional experience in the field of Management and administration. They will hold Office for a period not exceeding two (2) years.

3.3 **Co-option of Members:**

The Council shall have the power to co-opt Persons in their personal/functional capacities to assist it in its functions whenever such co-option is deemed necessary.

4. **STANDING COMMITTEE ON AWARDS (SCOA):**

One of NAMDAC's functions is CLASSIFICATION AND AUTHORIZATION OF MANAGEMENT AWARDS. This function is performed by a specialized committee called Standing Committee on Awards (SCOA), established by Staff Circular No. 2 of 1978. Since SCOA performs one of NAMDAC's functions the two organs are now covered under one Circular. Likewise, SCOA is subjected to the same Rules and Regulations as they appear in Appendix I.

4.2 **FUNCTIONS:**

SCOA will have the following functions in relation to Management Training:

- (i) To ensure that the Standardized Classification of Awards is adhered to and maintained, and NAMDAC is kept informed on the matter.
- (ii) To propose and analyse proposals on Award for new and revised training courses.
- (iii) To ensure that the quality of syllabi and teaching of syllabi are commensurate with the set standards of Awards.

5. **UNIFORM SYSTEM OF AWARDS:**

The arrangements as set out in Appendix II apply to Awards conferred by Management Training Institutions (MTIs) and all other Government and Government-aided Post-Secondary and Post-Primary Training Institutions to Students successfully completing courses which commence on or after the date of publication of this Circular where the Examinations are conducted by the Training Institution itself and not by an outside Examination Body such as the National Examinations Council and the National Board of Accountants and Auditors (NBAA). These have their own arrangements and designations for Academic Awards, which will not be affected by the terms of this Circular. Nor does it cover the University of Dar es Salaam and Sokoine University of Agriculture for they have their own separate formal arrangements and designations for Academic Awards.

6. **MEMBERSHIP**

6.1 **Chairperson:**

To be appointed by NAMDAC from among SCOA Members.

## 6.2 Members:

- (i) Dean, Faculty of Commerce and Management, University of Dar es Salaam;
- (ii) Principal, Institute of Development Management. (IDM—Mzumbe);
- (iii) Principal, Institute of Finance Management;
- (iv) Principal, Cooperative College, Moshi;
- (v) Principal, Institute of Rural Development Planning;
- (vi) Principal, Nyegezi Social Training Institute;
- (vii) Principal, College of Business Education;
- (viii) Principal, National Institute of Transport;
- (ix) Registrar, National Board of Accountants and Auditors;
- (x) Representative, Ministry of Science, Technology and Higher Education.

## 6.3 Secretary:

The Secretariat of NAMDAC will also serve as Secretariat of SCOA.

## 6.4 Co-option of Members:

SCOA will have the powers to Co-opt Management Professionals in their personal or functional capacities to assist the Committee in its responsibilities whenever such co-option is considered desirable by the Committee.

W. H. SHELLUKINDO,  
*Principal Secretary (Establishment)*

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## APPENDIX I

### RULES AND REGULATIONS GOVERNING NAMDAC/SCOA OPERATIONS

1. The Council at its first seating shall appoint Deputy Chairperson whose Office tenure shall not exceed two (2) years.
2. Members shall continue to hold offices as such until the end of the two-year period (for those appointed in their personal capacities) and as such until the Member ceases to be Head of the Member Organization (for those who are Heads of represented Bodies).
3. Where any Member absents himself/herself from three consecutive Meetings of the National Management Development Advisory Council without reasonable excuse, the National Management Development Advisory Council shall advise the Minister on the fact, and the Minister may, if he/she deems fit to do, terminate the appointment of the Member and appoint another person to replace him/her.

## APPENDIX II

### UNIFORM SYSTEM OF AWARDS

Minimum Entry Qualifications normally required for admission to courses—

#### ACADEMIC

(a)

Approved, Relevant work experience (b)

Minimum Duration of course

Designation of award which may be conferred on candidates completing courses successfully and passing final examinations

1. Recognized University Degree/Professional qualification or Advanced Diploma.	Two years	One academic year; Two academic years	Post Graduate Diploma/ Graduate Degree
2. Two Principal Level Passes in Advanced Certificate of Secondary Education (ACSE) or its equivalent	Diploma Holders: One year Certificate Holders: Two years	Three Academic years	Advanced Diploma
OR			
3. One Principal and one Subsidiary Passes at ACSE or its equivalent.			
OR			
Relevant Certificate obtained after successful completion of Form IV.....	Two years	Two Academic years	Diploma (Ordinary)
OR			
Three Credit Passes in relevant subjects in the CSE or its Equivalent.....	Four years		
4. (i) Two Credit Passes in relevant Subject in CSE or its equivalent.....		None	
Relevant Diploma/Certificate of not less than Second Class and in the case of Accountancy, possessing of Technician Certificate or its equivalent.	Certificate Holders,		
OR			
Five Credit passes in the Certificate of Secondary Education (CSE) or its equivalent	Four years		

OR

Std. X plus successful Attendance at Extramural Courses pitched at "O" Level.

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(ii) Successful completion of Primary Education; Attendance at Extramural Courses should be an added advantage.	Four years	One/Two/Three/ Four Years	Certificate
5. Unspecified...	Unspecified	Unspecified	Certificate of Attendance

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NOTICES

- (i) Contact hours are the actual Teaching Hours, Seminars/Tutorials, the distribution of hours depends on training needs.
- (ii) The requirements set out in columns (a)—(b) are the MINIMUM requirements.
- (iii) The Academic years for Advanced Diploma Courses should be between 500—1000 Hours depending on training needs. For other long Courses, an Academic year must consist of at least 1000 Hours.
- (iv) Regarding Certificates of Attendance, they cover all Courses which do not fall under Serial Nos. 1—4 and normally no final examination will be required to qualify Candidates for Certificates of Attendance.
- (v) The introduction of this uniform system for Academic/Professional Awards applicable to various categories of Courses does not affect starting salaries, which remain as shown in Appendix A to Staff Circular No. 6 of 1990 and as may be amended from time to time.