



THE INSTITUTE OF PUBLIC ADMINISTRATION ACT, 2007

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ACT NO. 1 OF 2007

I ASSENT

Amani Abeid Karume

**{ AMANI ABEID KARUME }
PRESIDENT OF ZANZIBAR
AND**

CHAIRMAN OF THE REVOLUTIONARY COUNCIL

21st February '07

**AN ACT TO ESTABLISH INSTITUTE OF PUBLIC
ADMINISTRATION
AND OTHER MATTERS CONNECTED THEREWITH**

ENACTED by the House of Representatives of Zanzibar

**PART 1
PRELIMINARY PROVISIONS**

Short title and
commencement.

1. This Act may be cited as the Instituté of
Public Administration Act, 2007 and shall come into
operation on such date as the Minister may by
notice in the Gazette appoint.

Interpretation.

2. In this Act, unless the context otherwise
requires:



“Chairperson” means the chairperson of the Council;

“Council” means the Council of the Institute established under section 5 of this Act;

“Council’s Rules” means notification, orders or rules made by the Council as prescribed under section 17 of this Act;

“Department” means the departments of the Institute;

“Director” means the Director of the Institute appointed in accordance with section 9 of this Act;

“Financial year” means a period of consecutive twelve months commencing from 1st July of each year;

“Institute” means the Institute of public administration established under section 3 of this Act;

“Minister” means the Minister responsible for the Public Administration matters;

“President” means the President of Zanzibar and Chairman of the Revolutionary Council;



"Registrar" means the Registrar of the Institute appointed in accordance with section 10 of this Act;

"Trainee" means any person registered by the Institute for the purpose of pursuing studies;

"Trainees Organization" means an organization established under section 12 of this Act for the purpose of protecting interests of the trainees as prescribed in the Council's Rules.

PART II ESTABLISHMENT OF THE INSTITUTE

Establishment of the Institute.

3.(1) There is hereby established an Institute to be known as the Institute of Public Administration.

(2) The Institute shall be a body corporate and shall:-

- (a) have perpetual succession and common seal;
- (b) be capable of acquiring, purchasing or in any reasonable way disposing of movable and immovable property for purpose of promoting and improving development of the Institute;



Functions of the Institute.

(c) in its corporate name, be capable of suing and being sued;

(d) have power from time to time to receive, disburse or borrow such sums as it may require for its purposes;

(3) The Seal of the Institute shall be kept in such custody as the Council directs and shall not be used except by the resolution of the Council or such manner as is authorized by Council's Rules.

4. The functions of the Institute shall be:

(a) to plan, organize, conduct and assess a wide range of practical and relevant training programmes to meet the needs of the public and private sectors in the country;

(b) to undertake relevant research and consultancies on issues and problems of management and administration and to act as a centre for collection, storage, retrieval and dissemination of information on public administration;

(c) to attract, develop and retain high quality staff to act as professional trainers and advisers;

(d) to maintain a close working relationship with the public and



private sector and allied educational and training institutions, including various professional bodies within and outside Tanzania;

- (e) to create, develop and maintain an effective administrative structure to ensure efficient and effective management of the resources of the Institute, including manpower, finance and physical facilities;
- (f) to be involved in any other activities that may contribute towards better development of human resources and increase productivity in the economy as directed from time to time by the policies of the country;
- (g) to award certificates or any other awards to the trainees who completed a course of study and passed examinations conducted by the Institute or to any person to whom on the opinion of the Council deserves to be awarded with certificate for his due contribution to the society;
- (h) to establish and provide an effective management for the business and commercial activities and resources of the Institute;



- (i) to do anything that is necessary or convenient for or incidental to the purpose of its functions.

(2) The Institute may, in the execution of its functions, associate with other institutions within and outside the United Republic of Tanzania.

(3) The Institute may offer certificates, diploma and other awards on its own or as an associate or agent of any Institute whether local or foreign.

(4) The Institute may prepare alone or jointly with other Institute examination on courses of different levels conducted by the Institute.

PART III ADMINISTRATION OF THE INSTITUTE

Council and its members.

5. (1) There is hereby established the Council of the Institute which shall be composed of:-

- (a) a Chairperson who shall be appointed by the President;
- (b) the Director of the Civil Service Department, an ex-officio member;
- (c) the Director of the Institute, an ex-officio member;
- (d) the Registrar of the Institute;



- (e) One representative from trainees organization of the Institute;
- (f) the Director of Higher Education, an ex-officio member;
- (g) One member to be appointed by the Minister and shall be a person who has knowledge and experience in public administration or academic management or trade union.

(2) A person shall be qualified to be appointed as a chairperson provided that he has experience in management of academic institution or public administration or trade union.

(3) The Chairperson and the member of the Council appointed by Minister shall hold office for the period of three years and shall be eligible for re-appointment for another term of three years.

(4) The Council shall appoint a suitable and qualified person to be Secretary of the Council who shall have the following functions:-

- (a) to keep minutes of the Council in a manner approved by the Council;
- (b) to keep register of resolutions and decisions of the Council;
- (c) to make all necessary preparations for the meetings of the Council;



(d) to inform relevant officers of the decisions and resolution of the Council;

(e) to do any other thing directed by the Council or Director of the Institute;

Functions of the Council.

6. The Council shall have the following functions:-

(a) to provide general direction for the efficient and effective management of the Institute.

(b) to decide the course of studies and content of such courses and other matters of an academic nature consistent with the policy of the Government as determined from time to time.

Powers of the Council.

7. (1) Notwithstanding any provision of this Act, the Council shall have the following powers:-

(a) to administer the properties of the Institute both movable and immovable;

(b) to administer the funds and other assets of the Institute;

(c) to signify and approve monetary budget for administration of the activities of the Institute;



- (d) to approve liaison and association with other institutions of higher learning in furthering development of the activities of the Institute;
- (e) to approve recruitment and emoluments of the staff of the Institute
- (f) to approve the tuition fees and charges for the services of the Institute;
- (g) to approve receipt of gifts, donation, grants or other moneys;
- (h) to approve appointment of heads of the departments of the Institute.

(2) The Council may establish committees permanent and ad hoc as considered necessary for the purpose of the Institute.

(3) The Council may appoint persons including its members to be members of the committees and prescribe the powers, functions and procedures of the committees.

(4) The Council may by instrument delegate its powers, functions and duties to the committees formed under this section.

Meeting of the Council.

8. The Council shall have the power to determine all procedures of its meeting as prescribed in the Council's Rules.

Appointment of the Director.

9.(1) The Institute shall be headed by the Director who shall be appointed by the President



and shall be responsible for its day to day operation.

(2) Subject to the power of the Minister and of the Council conferred under this Act, the powers and the functions of the Institute provided and conferred under this Act shall be performed by the Director on behalf of the Institute.

(3) In appointing the Director of the Institute, regard shall be the need to appoint a person with adequate knowledge and experience in public administration or academic management or trade union.

Appointment of Registrar.

10.(1) There shall be appointed by the Council an officer to the academic office who shall be the Registrar of the Institute.

(2) A person shall be qualified to be Registrar if he has:

- (a) professional qualification and experience in management, public administration or other related fields of specialization with at least first degree level,
- (b) an experience in academic matters for a period of not less than three years.



(3) The Registrar shall hold office for a period of four years and may be reappointed for another term of four years.

(4) The Registrar shall have the following functions:-

- (a) to administer academic matters as planned by the Council;
- (b) to do all matters of trainees registrations;
- (c) to do any other functions as shall be directed by the Council.

Departments of the Institute.

11. The Institute shall have departments as determined by the Council.

Trainees Organization.

12. There is hereby established a trainees organization whose leaders and functions shall be prescribed in the Council's Rules.

PART IV SOURCE OF FUNDS AND FINANCIAL MATTERS

General Funds.

13.(1) The Institute shall have its own general fund.

(2) There shall be paid into general fund:

- (a) a subvention from the Government;



(b) all such sums of money as may be paid as fees under this Act; and

(c) all such sums of money as may be received by the Institute for its operations from any other sources.

(3) There shall be paid out of the fund all such sums of money required to defray the expenditure incurred by the Institute in the exercise, discharge and performance of its objective and function under this Act.

Annual budget.

14. The annual budget of the Institute shall be subject to approval by the Minister and any fund generated in the general fund in excess of the amount deemed appropriate by the Minister shall be paid into the Consolidated Fund.

Book of accounts.

15. The Institute shall cause proper books of accounts to be kept of its income and expenditure, assets and liabilities and all other transactions of the Institute, and shall prepare an Annual Statement of Accounts within six months of the end of each financial year.

Auditing of the account.

16. The annual statement of accounts of the Institute shall be audited in accordance with the provisions of the Establishment of the Auditor – General Act. No. 11 of 2003.



PART V MISCELLANEOUS PROVISIONS

Council's Rules.

17. The Council may make Council's Rules with respect to:-

- (i) the management of good governance and discipline of the Institute;
- (ii) the use and custody of the seal of the Institute;
- (iii) the manner and time of convening, holding and adjourning meeting of the Council in relation to voting procedure, record of business, quorum and conduct;
- (iv) the members, powers, functions, duties and responsibilities of the permanent Committees and other Committees;
- (v) the organization, powers, duties, functions and responsibilities of the departments of the Institute;
- (vi) manner of appointment and dismissal of members of the training and non-training staff and employees of the Institute;
- (vii) the admission, attendance, examination, discipline and appeal of the trainees;
- (viii) the times, places and manner of conducting training programmes, assessments, the number and character of training programmes and assessment;



- (ix) the granting of training qualifications, scholarships and prizes;
- (x) the admission of trainees of other Institutes or on the job experience and training to any corresponding programme or course of study with or without examination or assessment;
- (xi) the fees to be paid to the Institute and the exemption of persons from the payment of fees;
- (xii) the establishment, management and control of libraries and other establishment in connection with the Institute;
- (xiii) the affiliation or admission to the Institute of any training or research establishment;
- (xiv) the control and investment of the property of the Institute;
- (xv) the recognition, in lieu of or for the purpose of any examination, assessment of any course of study completed or examination passed in the Institute;
- (xvi) the Leadership and functions of the Trainees organization of the Institute;
- (xvii) generally, all other matters that are authorized by this Act or that are necessary or convenient for giving effect to this Act;



Regulations.

18.(1) The Minister may make regulations, not inconsistent with this Act prescribing all matters that are required or permitted to be prescribed necessary or convenient to be prescribed for carrying out or giving effect to this Act.

(2) Regulations made under this section shall be published in the Official Gazette.

Saving.

19. Any act lawfully done by the Civil Servants College before the coming into force of this Act shall be deemed valid and shall be taken to be issued or conducted under the provision of this Act.

PASSED in the House of Representatives on the 24th day of January, 2007.

(**IBRAHIM MZEE IBRAHIM**)
CLERK OF THE HOUSE OF REPRESENTATIVES