



**THE ZANZIBAR INSTITUTE OF FINANCIAL ADMINISTRATION**

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ACT NO. 1 OF 2002

I ASSENT

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

CHAIRMAN OF THE REVOLUTIONARY COUNCIL

.....*20<sup>th</sup> FEBRUARY*..... 2002

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

**ENACTED** by the House of Representatives of Zanzibar.

**PART I**  
**PRELIMINARY**

Short title and  
Commencement.

1. This Act may be cited as the Zanzibar Institute of Financial Administration Act, 2002 and shall come into operation immediately upon being assented to by the President;

Interpretation.

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

"Act" means the Zanzibar Institute of Financial Administration Act, 2002 together with by-laws and Regulations made under it;

"Chief Administrative Officer" means the Chief Administrative Officer appointed in accordance with section 18 of this Act;

"Chairperson" means the Chairperson of the Governing Council of the Institute;



"Chief Academic Officer" means the Chief Academic Officer appointed in accordance with section 16 of this Act;

"Council" means the Governing Council of the Institute established under section 7 (1) of this Act;

"Discipline" means disciplinary procedures laid down by this Act or rules of the Institute;

"Disciplinary Offence" means contravention of rules made under the provisions of this Act;

"Financial year" means a period of consecutive twelve months set out by the Council in accordance with the provision of section 36 of this Act;

"Institute" means the Zanzibar Institute of Financial Administration established under section 3 of this Act;

"Minister" means the Minister responsible for Finance;

"President" means the President of Zanzibar and Chairman of the Revolutionary Council;

"Principal" means the Principal of the Institute appointed in accordance with section 15 of this Act;

"Trainee" means any person registered by the Institute for the purpose of pursuing a Certificate or Diploma courses;

"Trainees Organization" means the Trainees Organization established under section 24 of this Act for purposes of protecting interests of the Trainees in accordance with the constitution of the organization.

**PART II**  
**THE ESTABLISHMENT OF ZANZIBAR INSTITUTE**  
**OF FINANCIAL ADMINISTRATION**

Establishment of the Institute.

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



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

- (a) have perpetual succession;
- (b) be capable of acquiring, purchasing or in any reasonable way disposing of movable and immovable property for purposes of promoting and improving developments of the Institute;
- (c) have common seal as shall be determined by the Council;
- (d) be capable of suing and being sued in its corporate name;
- (e) have power to borrow such amount of money as required;

Functions of the Institute.

4.(1) The functions of the Institute shall be:-

- (i) to identify training needs of the personnel working in the financial sector and related assignment at different levels; and to organise suitable training programmes for improving skills and performance;
- (ii) to organise seminars on matter of topical interest in public administration in general and development administration in particular with a view to inculcates right perspectives and proper orientation in senior public service;
- (iii) to conduct professional courses on regular basis with a view to develop skills of accounting, auditing, budgeting, costing and other related fields;
- (iv) to conduct any commercial activities for the purpose of generating income for the Institute sustainability;
- (v) to perform such other functions as the Minister may determine.



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

Special Practical training laboratory.

5. There shall be a special practical training laboratory for the trainees, which shall be built in the premises of the Institute or in any other area, which may be determined by the Institute.

Examination.

6. The Institute shall prepare examinations on courses of different levels conducted by the Institute in collaboration with relevant partners within and outside Tanzania.

### **PART III** **ADMINISTRATION**

Council and its members.

7.(1) There is hereby established the Governing Council of the Institute which shall consist of the following members:-

- (a) a Chairperson who shall be appointed by the President for a period of four years, but shall be eligible to be appointed for another term of office;
- (b) the Director of the Department of Civil Service;
- (c) the Principal, who shall be the secretary of the Council;
- (d) the Registrar from the National Board of Accountants and Auditors – DSM;
- (e) the Director of the Department of Higher Education Science and Technology from the Ministry of Education Zanzibar;
- (f) the Accountant General from the Ministry of Finance, Zanzibar;
- (g) a member proposed by the trainee's organization to represent trainees;



- (h) the Academic Officer from the Zanzibar State University;
- (i) the Academic Officer from the Zanzibar University;
- (j) a member from business Community nominated by the Chamber of Commerce Zanzibar;
- (k) not more than three other members appointed by the Minister

Qualification of the Chairperson.

8. A person shall be qualified to be appointed as a Chairperson if, he is a Tanzanian and holder of at least First degree and has experience in management of academic Institutional activities.

Powers and functions of the Council.

9.(1) Without prejudice to the provisions of this Act, administration and management of the Institute shall be under the control of the Council which shall have the following powers:-

- (a) to administer the funds and properties of the Institute both movable and immovable;
- (b) to satisfy and approve monetary budget for administration of the activities of the Institute;
- (c) to approve curriculum and plans of the Institute for purposes of improvement, promotion and administration of its academic planning;
- (d) to endorse the Institute's examinations results and approve the release of such results;
- (e) to approve granting of certificates, Diploma, and Post graduate Diplomas and other awards.
- (f) to liaise and associate with other Institutions of higher learning in furthering the advancement and development of the activities of the Institute.
- (g) to administer the entire arrangements shown in the Institute's annual calendar;





- (h) to approve inspection of the Institute's accounts using internal and external auditors;
- (i) to receive the Institution's statements and reports which shall be done quarterly a year;
- (j) to administer arrangement for development of the employees of the Institute;
- (k) to set qualifications and standards of education required in joining the Institute.
- (l) to set the tuition fees and charges for services offered by the Institute as it may deem necessary;
- (m) on behalf of the Institute, to receive gifts, donation, grants or other moneys;
- (n) to hire and approve employees of the Institute and propose their emoluments in accordance with the Institute scheme of service.
- (o) to propose the establishment of different departments relating to the respective courses being offered at any one material time.
- (p) to appoint heads of departments of the Institute.
- (q) to fire, terminate or resign from the service of the Institute any head of department or staff.

(2) Without prejudice to the provisions of this section, the Minister may give any general or specific directive to the Council.

(3) The Council shall meet not more than four times a year; provided that emergency meetings may be convened by the consent of the Chairperson.



(4) The Chairperson shall be responsible to convene a special meeting if he will receive written applications from not less than half of the members.

(5) A quorum of the Council's meetings shall be constituted by attendance of half the total members of the Council.

(6) All ordinary meetings of the Council shall be convened by the Chairperson in a special regulated procedure set out in the rules of the Institute.

(7) All members shall be served with prior-notices of the ordinary meeting at least seven days before the date of convening the meeting.

(8) Without prejudice to provisions of this Act, the Council shall have power to make rules for better performance of the activities of the Institute.

Technical  
Committees.

10.(1) There shall be two Technical Committees responsible to the Council as follows:-

- (a) Academic Planning Committee (APC) and
- (b) Financial and Human Resources Committee (FRC)

(2) The Committees shall meet at least four times a year and in case of emergency, at any time as may be determined by the Chairperson of the Committees.

(3) At any meeting attendance of half of the total number of members of the Committee shall constitute a quorum for a meeting of the Committees.

(4) All ordinary and emergency meetings of the Committees shall be convened by the Principal in accordance with the procedure as may be arranged.

Composition of the  
Academic Planning  
Committee (APC).

11. The Academic Planning Committee shall consist of the following Members:-

- (a) the Principal who shall be the Chairperson;



- (b) the Chief Academic Officer who shall be the Secretary of the Committee;
- (c) the Course Directors of Diploma, Certificate and short courses;
- (d) all Heads of the Departments;
- (e) the Chairperson of Trainees Organization;
- (f) the Accountant General from the Ministry of Finance Zanzibar.
- (g) the Director of Higher Education Science and Technology Ministry of Education Zanzibar.

Powers of the Committee.

12. Without prejudice to provisions of this Act, the Academic Planning Committee shall have the following powers:-

- (a) to endorse the Institute 's examinations' results and submit them before the Council;
- (b) to approve all research proposals conducted by Trainees and the Institute;
- (c) to administer and review the curriculum;
- (d) to propose to the Council qualifications and standards of education required in joining the Institute;
- (e) to prepare and administer regulations of academic planning.

Composition of the Financial and Human Resources Committee (FRC).

13. The Financial and Human Resources Committee shall consist of the following members:-

- (a) the Principal who shall be the Chairperson;
- (b) the Chief Administrative Officer who shall be the secretary of the Committee;



- (c) the Chief Academic Officer;
- (d) the Course Directors of Diploma, Certificate and short courses;
- (e) the Accountant General's;
- (f) the Director of Department of Civil Service Zanzibar.

Powers of the Financial and Human Resources Committee.

14. Without prejudice to provisions of this Act, the Financial and Human Resources Committee shall have the following powers:-

- (a) to prepare the budget of the Institute;
- (b) to endorse any act done by the Institute by use of common Seal;
- (c) to make proposal for up grading the employees of the Institute;
- (d) to arrange and administer financial and civil service regulations and rules of the Institute.

Principal.

15.(1) There shall be a Principal of the Institute who shall be appointed by the President for a period of four years and shall be eligible to be appointed for another term of four years in office.

(2) A person shall be qualified to be appointed as Principal if, he:-

- (a) is a holder of at least Master's degree in Economics, Finance, Accounting Management or any related field of specialization;
- (b) has an experience in Leadership for a period of not less than five years.

(3) In the execution of his duties the Principal shall be responsible to the Council and shall have the following duties:-



- (a) to administer discipline of Trainers, Trainees and employees of the Institute;
- (b) to pursue execution of decisions of the Council;
- (c) to manage and administer the academic development of the Institute;
- (d) to foster co-operation between the Institute and other learning Institutions;
- (e) to be the representative of the Institute in liaison with the third party;
- (f) to prepare quarterly annual budgets and submit them to the Council;
- (g) to prepare the Institute's reports in accordance with directions of the Council;
- (h) to execute all directives as may be directed by the Council;
- (i) to submit to the Minister reports as may be required.

Chief Academic Officer.

16.(1) There shall be a Chief Academic Officer who shall be appointed by the Council.

(2) A person shall be a Chief Academic Officer if, and he has -

- (a) professional qualification and experience in Management Economics, Finance, Accounting and related fields of specialisation at masters level;
- (b) an experience in academic matters for a period of not less than 5 years.

(3) The Chief Academic Officer shall hold office for a period of 4 years and may be reappointed for a final term of 4 years.



(4) The Chief Academic Officer shall be responsible to the Principal on all academic issues.

Functions of the Chief Academic Officer.

17. The Chief Academic Officer shall be duty bound to perform the following functions:-

- (a) to implement all academic matters as planned by the Council;
- (b) to supervise all matters of students registration;
- (c) to conduct training long and short courses;
- (d) to act as a Principal in the absence of the Institute Principal
- (e) to do any other function as shall be directed by the Council or this Act.

Chief Administrative Officer.

18.(1) There shall be a Chief Administrative Officer who shall be appointed by the Council.

(2) The Chief Administrative Officer shall be responsible to the Principal and shall be duty bound to perform all administrative matters as may be planned by the Council.

(3) The Chief Administrative Officer shall have the following qualifications:-

- (a) is a holder at least of Master degree in Management and Administration or its equivalent;
- (b) has an experience in administrative matters for a period of not less than five years.

(4) The Chief Administrative Officer shall hold office for a period of 4 years and may be reappointed for a final term of 4 years.

Functions of the Chief Administrative Officer.

19. The Chief Administrative Officer shall be responsible for the following functions:-



- (a) to supervise general administration of the Institute towards providing support services to the smooth running of the training courses;
- (b) to attract, select and appoint high calibre staff for the Institute;
- (c) to perform appraisal and feed back to the staff for improved performance;
- (d) to assist the Principal in day to day operational work of the Institute.

Departments of the Institute.

20.(1) There shall be the following departments of the Institute:

- (a) Department of Economic;
- (b) Department of Accounting;
- (c) Department of Taxation;
- (d) Department of General studies;
- (e) Department of Administration and library services;
- (f) Department of Information, technology and Research.

(2) Every department shall consist of the following members:

- (a) a Head of Department.
- (b) not more than five trainers appointed by the Institute.

(3) Without prejudice to provisions of sub-section (1) of this section, the Technical Committee may, on considering the interests of the Institute and on the approval of the Council establish new departments or unite departments as it may deem fit to do so.



Duties of  
Departments of the  
Institute.

21.(1) Every Department shall have the following duties:

- (a) to review and submit to the concerned Committee its proposals on administration and rules of teaching, examinations, academy and research in that department;
- (b) to propose to the concerned Committee on any matter relating to the department activities;
- (c) to do any act or activity as may be allowed by the concerned Committee or provided by any provision of this Act;
- (d) subject to directives of the Committee, to establish sub-committees for the administration and performance of duties of the department.

(2) Without prejudice to the provisions of this Act, except where the Committee determines otherwise the department may convene a meeting at any time if it deems fit to do so.

Institute's  
Management  
Committee.

22.(1) There is hereby established the Institute Management Committee which shall be responsible to the Council in the execution of its functions.

(2) The Institute Management Committee shall have the following members:

- (a) the Principal who shall be the Chairperson;
- (b) the Chief Academic officer as a secretary;
- (c) the Chief Administrative Officer;
- (d) the Heads of departments;
- (e) the Chairperson of the Trainees Organization; and
- (f) a representative of women from the trainees Organization.





The functions of the Institutes Management Committee.

23. The functions of the Institutes Management Committee shall be as follows:-

- (a) to submit its reports to the Council;
- (b) to make estimations on the functions of the Institute and to propose to the Principal on the whole issue of administration and management of the Institute;
- (c) to discuss and consider any issue concerning responsibilities of the Principal and to make proposals on the development of the Institute;
- (d) to advise the Principal on the performance of his routine functions and methods of promoting them;
- (e) to receive proposals from the Principal and from committees and work upon them;
- (f) to submit before the Council proposals on the ways which activities of the Institute are executed and methods of promoting execution of functions;
- (g) to perform any other function as may be directed by the Council;
- (h) to make arrangements and propose methods of seeking grants or donations and other different facilities for the administration of the Institute;

(2) In the execution of its functions the Institutes Management Committee may meet once a month, subject to directives of the Council.

Trainees Organization.

24.(1) There shall be established a trainees' organization of the Institute which shall be known by such name as may be agreed upon by its members and approved by the Principal by notice published in the Gazette.



(2) Every trainee of the Institute shall be deemed to have become a member of the organization upon registration and membership shall terminate upon cessation of registration as a trainee.

(3) The affairs of the organization shall be conducted in accordance with its constitution, which shall be approved by the Council and the Principal.

Functions of  
Trainees'  
Organization.

25. The functions of the Trainee's Organization shall include -

- (a) to stimulate and promote meaningful discussions amongst the trainees of the Institute on matters of academic and social interest;
- (b) to sponsor social and academic functions;
- (c) to cooperate with other organs of the Institute in matters of general interest to the Institute Community.

#### **PART IV** **DISCIPLINE**

Disciplinary Organ.

26. (1) There shall be a discipline organ which shall administer all disciplinary action of the Institute which shall be headed by the Principal.

(2) In this section the disciplinary organ means the Principal exercising powers conferred upon him under section 15(3) of this Act, or any other person to whom such powers have been delegated to him under this Act.

Powers to make  
disciplinary rules.

27.(1) The Council may make by-laws or rules to ensure that discipline among trainees and employees are maintained.

(2) By-laws or rules made under section 9(1) of this Act may provide that the contravention of any of such by-laws or rules shall constitute a disciplinary offence and may further provide for the punishment that may be imposed for such disciplinary offence.



(3) By-law or rules made under this section shall be published in the Government of Zanzibar official Gazette;

Disciplinary offence.

28.(1) Any disciplinary offence against the trainee or employee shall be investigated by the Principal who shall have power to impose punishment as he may consider appropriate after inquiring into the offence in accordance with the procedure prescribed that the charge against the trainee or employee has been proved.

(2) No disciplinary investigation shall be conducted for the alleged disciplinary breach against a trainee or employee before an opportunity is afforded and that trainee or employee is informed of the allegation against him and given an opportunity to defend such allegations.

Delegation of powers of Disciplinary Organ.

29. The Principal may, in writing, delegate his powers provided under section 15(1) (a) of this Act, to the Heads of Departments, Chief Academic Officer or Chief Administrative Officer.

Appellate Committee.

30.(1) The Appellate Committee shall be composed of the following members:-

- (a) a Chairperson of the Council shall be the Chairman;
- (b) the Principal;
- (c) a Member from Academic Planning Committee;
- (d) a Member from a Financial and Human Resources Committee;
- (e) a State Attorney;
- (f) a Member from Trainees organization.

(2) At any decision, attendance of more than half of the members including a Chairperson shall constitute a quorum of the Appellate Committee.



Period of Appeal.

31.(1) Where a trainee or employee has been punished for any disciplinary offence and he wishes to appeal, he may appeal to the Appellate Committee within fourteen days (14) of such decision.

(2) Every appeal, under this section shall be in writing and shall be submitted to the Appellate Committee.

(3) On every appeal under this section, the trainee or employee appealing shall have the right to appeal before and be heard by the Appellate Committee.

(4) On appeal under this section the Appellate Committee may:-

- (a) set aside the finding made against the trainee or employee and the punishment imposed on him; or
- (b) uphold the findings and the punishment imposed against the trainee or employee; or
- (c) uphold the finding and reduce or enhance the punishment imposed upon the trainee or employee.

Finality of the decision of the Appellate Committee.

32. Without prejudice to the provisions of this Act concerning appeal, any decision of the Appellate Committee shall be final and shall not be subject to review by any court except on point of law.

**PART V**  
**ISSUING OF CERTIFICATES, DIPLOMA**  
**AND ADVANCED DIPLOMA.**

Issuing of Certificates and Diploma.

33.(1) The Institute shall have power to award Certificates, Ordinary diplomas and Advanced Diplomas in any field of Financial Administration as shall be determined.

(2) Certificate, Diploma, Advance Diploma and other awards may be issued by the Institute to any trainee who successfully complete and pass examinations.



(3) The Institute may award certificate, and Diploma and other awards alone, in partnership or as agent of any Institute or college inside or outside Zanzibar.

Signification and justification of Certificates and Diplomas.

34.(1) Certificates of completion of courses or honorary certificates shall have no effect unless they are signed by the Principal on one side and the Chairperson of the Council on another side and sealed by the seal of the Institute.

(2) All certificates awarded by the Institute in accordance with procedures provided before the effectiveness of this Act shall be valid and shall be taken to be awarded under this Act.

#### **PART VI** **FINANCE**

Assets and funds of the Institute.

35. Assets and funds of the Institute shall include:-

- (a) all funds approved by the House of Representative in the annual budget estimates;
- (b) grants and loans approved by the Minister;
- (c) tuition fees;
- (d) all funds which shall be granted, generated or acquired by the Institute in accordance with provisions of this Act for the execution of functions of the Institute.
- (e) All buildings and assets owned and acquired by the Institute shall be the properties of the Institute.

Institute's financial year.

36. Without prejudice to the period provided by section 2 of this Act to be the financial year, the Council shall have power to arrange any period of consecutive twelve (12) months to be the Institute's financial year.



Submission of income and expenditure estimates of the Institute.

37.(1) The Principal shall prepare estimates of income and expenditure of the next coming Institute's financial year five months prior to the commencement of the year for discussion and approval of the Governing Council.

(2) The Council, shall could make amendments, and approve all income and expenditures estimates prepared in accordance with provisions of this section.

(3) No Institute's expenditure shall be made except in accordance with provisions of items of the annual expenditure or expenditure of surplus items as may be approved by the Council.

(4) A copy of income and expenditure estimates and surplus income if any, shall be sent to the Minister immediately after being approved and assented by the Council.

Details of assets of the Institute.

38.(1) The Council shall prepare details of the assets of the Institute on the day ending the financial year and shall submit it to the Controller and Auditor General.

(2) The Controller and Auditor General or an auditor assigned by him shall audit the accounts of the Institute.

Accountant.

39.(1) There is hereby established the Accountant's office who shall be appointed by the Council.

(2) The Accountant shall perform the following functions:-

- (a) to receive, on behalf of the Institute, all moneys which shall be kept in the Institutes accounts;
- (b) to keep books of accounts and design proper accounting system thereby;



- (c) to make policy which shall include all issues of providing funds to the Institute and to advise on the means of generating funds in the excess of all expenditure;
- (d) to prepare budget of the Institute as shall be directed by the Council.

Financial report of the Principal.

40.(1) The Principal at the end of each financial year will prepare a report on the activities of the Institute during that financial year and submit such report to the Council and the Minister.

(2) The Minister shall cause to be laid before the House of Representatives as soon as may be practicable:-

- (a) copies of statements of Income and Expenditure and balance sheet;
- (b) a funds flow statement ;
- (c) an Auditors' report;
- (d) a Principal report.

The Minister to submit financial reports to the House of Representatives.

41. The Minister shall submit the Institute's Development financial report to the House of Representatives.

#### **PART VII** **MISCELLANEOUS PROVISIONS**

Powers of the Minister.

42. The Minister may make rules or regulations for the better carrying out of the provision of this Act, and without prejudice to the generality of the foregoing, may make rules:-

- (a) prescribing anything which may be prescribed under this Act;



- (b) governing all, matters related to Administrative, Financial and Academic, in respect of which rules may be made under this Act;
- (c) providing for any matter or thing which, in the opinion of the Council, is necessary to provide for the furtherance of the functions and objects of the Institute.

Repeal & Savings.

43. Legal notice no. 69 of 1998 is hereby repealed by this Act and all acts legally made by the Institute in accordance with provided procedures shall be taken to be made under this Act.

Passed in the House of Representatives on the  
17<sup>th</sup> day of January, 2002.

Handwritten signature of Khamis Juma Chande in blue ink.

{ KHAMIS JUMA CHANDE }  
CLERK OF THE HOUSE OF REPRESENTATIVES