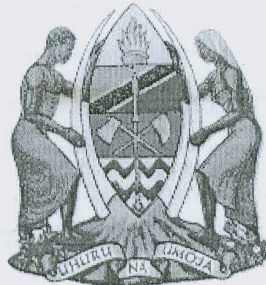


THE UNITED REPUBLIC OF TANZANIA



**THE FUNCTIONS AND ORGANISATION STRUCTURE OF THE
COOPERATIVE DEVELOPMENT COMMISSION**

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

**PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT
DAR ES SALAAM**

FEBRUARY, 2015

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1.0 INTRODUCTION

The Cooperative Development Department has been moving from one Ministry to another presumably for the purpose of strengthening the implementation of its roles and functions to meet the desired demands of the cooperative societies and various stakeholders. Though the Department had passed through various Ministries it faced various challenges which contrary to the envisaged results lead to inefficiency in its performance and operations.

The Cooperative Development Department passed through various Ministries as bellow:

- 1932-1966 - Ministry of Trade and Cooperatives
- 1967-1970 - Ministry of Agriculture and Cooperative
- 1970-1971 - Ministry of Agriculture Food and Cooperative Societies
- 1972 - Ministry of Agriculture and Cooperatives
- 1973-1977 - Prime Minister and Second Vice President Office
- 1978-1985 - Prime Minister Office
- 1986-1988 - Ministry of Local Government and Cooperative Development
- 1989-1990 - Ministry of Local Government Cooperatives and Marketing
- 1990 - Ministry of Local Government Community Development
Cooperatives and Marketing
- 1991-1994 - Ministry of Agriculture Livestock Development and Cooperatives
- 1995-1997 - Ministry of Agriculture
- 1998-2001 - Ministry of Agriculture and Cooperatives
- 2002-2005 - Ministry of Cooperatives and Marketing
- 2006-2014 - Ministry of Agriculture Food Security and Cooperatives

The President of The United Republic of Tanzania established the Tanzania Cooperative Development Commission (TCDC) in 2009 through the Government Notice No. 20 of February, 2008. The Cooperatives Development Division was transformed into an Independent Department as a Commission under the Ministry responsible for Cooperatives. However, the Commission could not become fully operational to implement its functions under the Cooperative Societies Act No. 20 of 2003 which lacked the requisite provisions.

TCDC is mandated by the Cooperative Societies Act No. 6 of 2013 to implement its functions for regulating and promoting cooperative development in Tanzania. The enactment of the new cooperative legislation and the consequent establishment of TCDC is part of implementation of the Government policy decisions of 2008 which aimed at strengthening Government regulatory and promotional roles in order to restore people's confidence in cooperatives.

TCDC is therefore mandated to oversee the management and operations of cooperative societies to ensure compliance to the fundamental principles of cooperatives. To perform its functions and duties properly, TCDC needs an organization structure which will guide through the realization of its vision and mission as reflected in TCDC Strategic Plan and the mandates of the Cooperative Societies Act.

1.1. VISION AND MISSION

1.1.1 Vision

To be a leading organization in Africa that fosters development of modern and commercial cooperative societies which meet global standards and demands of the Cooperative Movement.

1.1.2 Mission

To provide efficient and effective regulatory and promotional services for attainment of vibrant, modern and commercial cooperative societies in Tanzania.

2.0 MANDATE

The Tanzania Cooperative Development Commission is established by the Cooperative Societies Act No. 6 of 2013 and is mandated to regulate and promote development of cooperative sector.

2.1 Roles and Functions

The roles of the Commission are to regulate and promote development of the cooperative sector through carrying out the following functions:-

2.1.1 For the purposes of regulating cooperative societies, the functions of the Commission shall be to:

- (i) To register and deregister cooperative societies;
- (ii) To inspect and supervise cooperative societies;
- (iii) To keep and maintain the register of cooperative societies;
- (iv) To publish names of registered or de-registered societies in the Gazette;
- (v) To determine disputes and complaints arising from cooperative societies;

- (vi) To collaborate with Regional Secretariats (RSs) and Local Government Authorities (LGAs) on the implementation of regulatory functions of cooperative development; and
- (vii) To supervise the performance of such other regulatory functions as may be required in accordance with the provisions of the Cooperative Societies Act.

2.1.2 For the purposes of promoting development of cooperative sector the functions of the Commission shall be to:

- (i) To supervise, coordinate and collaborate with sectoral ministries, Local Government Authorities and such other stakeholders undertaking cooperative promotional responsibilities;
- (ii) To raise awareness to the general public, youth and other groups on the nature and benefits of cooperative societies;
- (iii) To promote and encourage the development of viable and sustainable cooperative societies;
- (iv) To facilitate the formation of cooperative societies which are accountable to their members and communities;
- (v) To provide education and training to members and staff of cooperative societies pertaining to cooperative management;
- (vi) To advise the Minister on all matters relating to cooperative development and management;
- (vii) To provide services designed to assist in the formation, management, organisation and operation of societies;
- (viii) To coordinate the economic plans of cooperative societies for the incorporation in the national plan;

- (ix) To implement or cause to be implemented policies on the cooperative development;
- (x) To facilitate and enhance linkages among stakeholders both locally and internationally;
- (xi) To create conducive environment for the cooperative movement networking in the areas of production, processing, marketing, financing and investment;
- (xii) To maintain and disseminate or cause to be disseminated the information relating to cooperatives and cooperative development to stakeholders;
- (xiii) To conduct research as may be necessary for the development of cooperative societies;
- (xiv) To advise primary societies, secondary societies or other categories of cooperative societies on the formation of federation of cooperative societies; and
- (xv) To ensure that the federation formed, provides, organizes and supervises effective centralized services for the members.

3.0 THE CURRENT FUNCTIONS AND ORGANISATION STRUCTURE

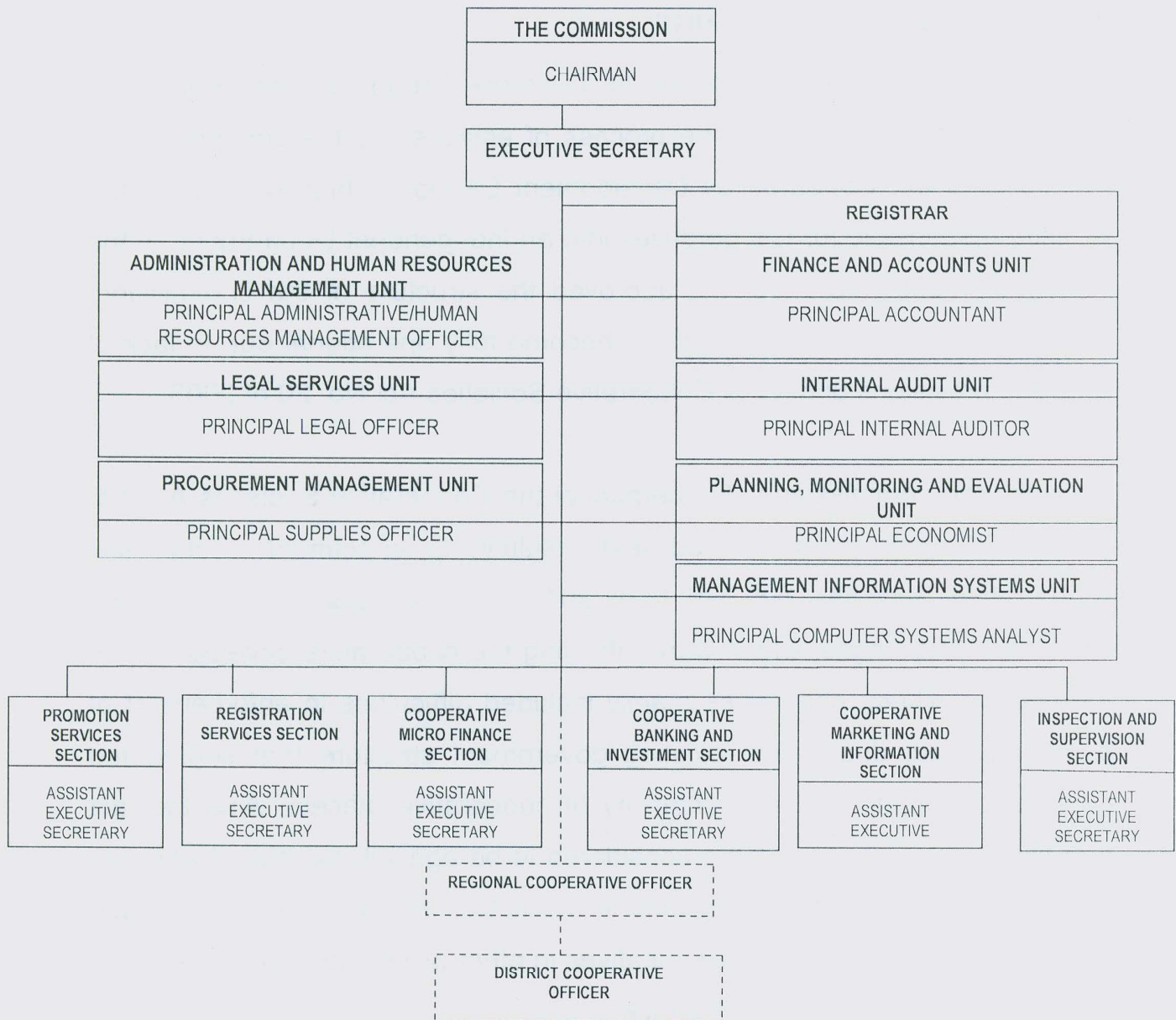
The approved Organization Structure of the Tanzania Cooperative Development commission comprises of Sections and Units (*see chart I*) as follows:-

- (i) Promotion Services Section;
- (ii) Cooperative Microfinance Section;
- (iii) Cooperative Banking and Investment Section;
- (iv) Cooperative Marketing and Information Section;

- (v) Registration Services Section;
- (vi) Inspection and Supervision Section;
- (vii) Regional cooperative Officer;
- (viii) District Cooperative Officer;
- (ix) Administration and Human Resources Management Unit;
- (x) Planning, Monitoring and Evaluation Unit;
- (xi) Finance and Accounts Unit;
- (xii) Internal Audit Unit;
- (xiii) Procurement Management Unit;
- (xiv) Legal Services Unit; and
- (xv) Management Information Systems Unit.

THE APPROVED FUNCTIONS AND ORGANISATION STRUCTURE OF THE COOPERATIVE DEVELOPMENT COMMISSION

(Approved by the President on 13th January 2009)



NB: The Assistant Registrar of Cooperatives is with Regional Secretariat.
The District Cooperative Officer is with Local Government Authority

4.0 RATIONALE FOR CHANGE

The President of United Republic of Tanzania through government notice number 20 of 2008 initiated the process of establishing the commission by transforming the Cooperatives Development Division, which was under the Ministry responsible for Cooperatives into an Independent Department. In the next year, 2009, the President approved the structure of the commission. However, the Commission could not become fully operational due to lack of requisite provisions under the Cooperative Societies Act No. 20 of 2003.

To make the commission fully operational the Cooperative Societies Act No. 20 of 2003 had to be revised and resulting to enactment of the new Cooperative Societies Act No. 6 of 2013. The process of revision also addressed challenges, which were inhibiting the cooperative development in the country. These challenges mainly included difficulties in enforcement of cooperative act due to the existing government structure that segmented chain of command and accountability of cooperative officers. Also the fact that cooperative societies were considered to be agricultural related whereas the cooperatives can be established in all sectors the fact which contributed to the stagnation of cooperative initiatives in other production sectors such as fishing, housing, mining and livestock.

The new act, among other things, established the Tanzania Cooperative Development Commission and defines its mandate, roles and functions, particularly the act separates the core functions of the commission namely regulatory and promotional. The act mandates the commission to be involved in regulatory function from districts, regional to the national level. As far as

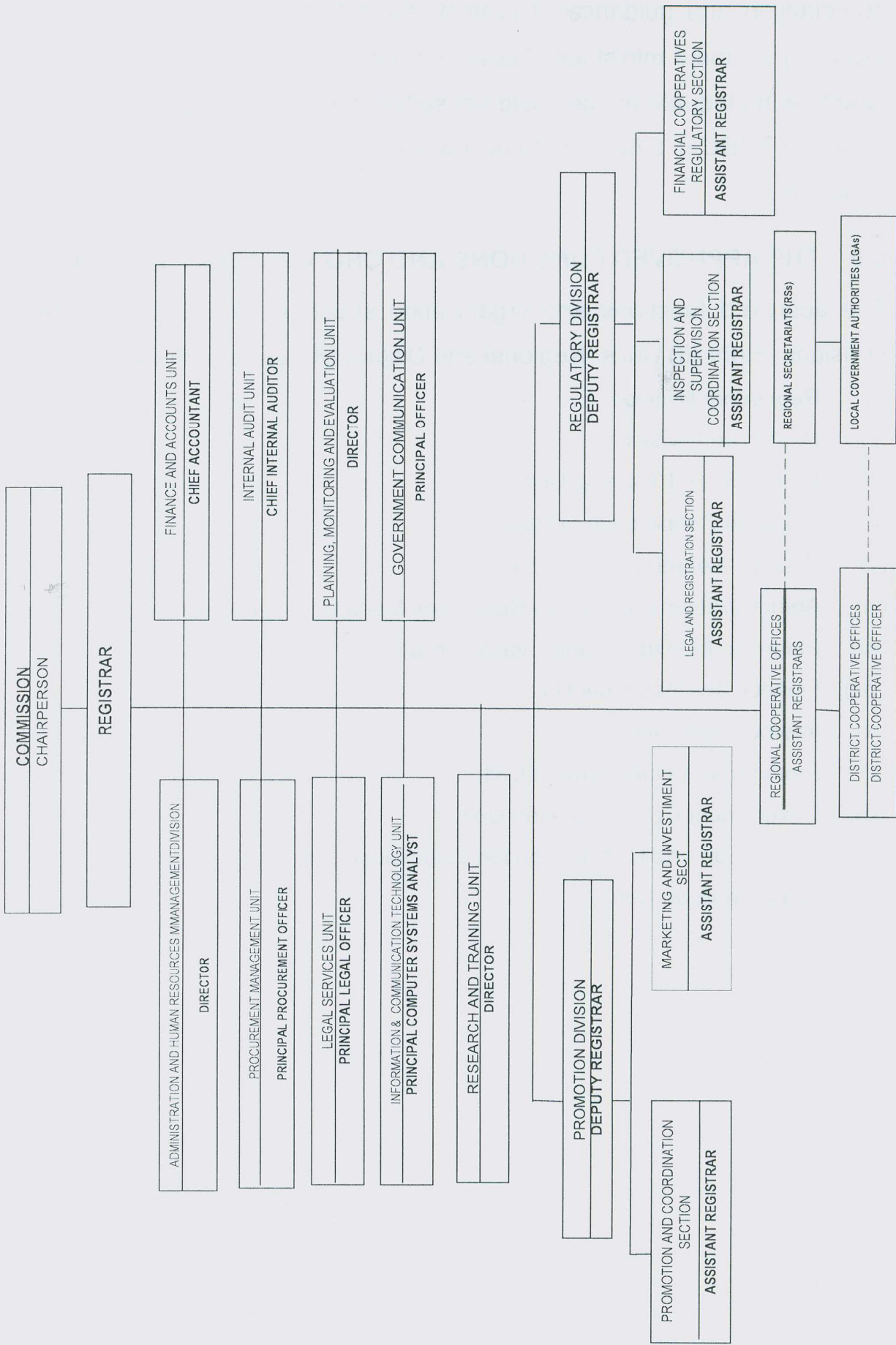
the promotional function is concerned, the commission is mandated with coordination and guidance of promotional activities carried out at all level including sectorial ministries. These revisions in the act made the approved structure inadequate hence could not suffice in implementing the new act and therefore TCDC is proposing to review the current functions and organization structure.

5.0 THE APPROVED FUNCTIONS AND ORGANIZATION STRUCTURE

The approved functions and organization structure comprises of three (3) Divisions, Eight (8) Units, Regional and District Offices as follows:-

- (i) Regulatory Division;
- (ii) Promotion Division;
- (iii) Research and Training Unit;
- (iv) Regional Cooperative Offices;
- (v) Districts Cooperative Offices;
- (vi) Administration and Human Resources Management Division;
- (vii) Planning, Monitoring and Evaluation Unit;
- (viii) Finance and Accounts Unit;
- (ix) Internal Audit Unit;
- (x) Procurement Management Unit;
- (xi) Government Communication Unit.
- (xii) Information and Communication Technology Unit; and
- (xiii) Legal Services Unit.

THE FUNCTIONS AND ORGANISATION STRUCTURE OF THE COOPERATIVE DEVELOPMENT COMMISSION
 (Approved by the President on 12th February, 2015)



5.1 REGULATORY DIVISION

OBJECTIVE

To provide expertise and services on all regulatory matters including registration, supervision and inspection of cooperative societies.

FUNCTIONS

- (i) To register and deregister cooperative societies;
- (ii) To keep and maintain the register of cooperative societies;
- (iii) To ensure publication of registered and de-registered societies in the Government Gazette;
- (iv) To determine disputes and complaints arising from cooperative societies; and
- (v) To collaborate with Regional Administrative Secretaries on the implementation of regulatory functions of cooperative development.
- (vi) To inspect and supervise cooperative societies;
- (vii) To collaborate with Regional Administrative Secretaries on the implementation of regulatory functions of cooperative development; and
- (viii) Supervise the performance of such other regulatory functions as may be required by the Cooperative Societies Act.
- (ix) To regulate registered and licensed SACCOS in accordance with Cooperative Act, Cooperative Regulations, SACCOS Regulations and other applicable legislation;
- (x) To supervise cooperative banks in collaboration with BoT;
- (xi) To monitor and evaluate registered and licensed SACCOS to ensure compliance with by-laws and relevant legislation;

- (xii) To coordinate activities of registered, licensed SACCOS and Cooperative banks with other players and stakeholders;
- (xiii) To advise on the de-registration and licensing of the SACCOS and cooperative banks; and
- (xiv) To ensure protection of member deposits and good governance to SACCOS and Cooperative banks.

The Division will be headed by Deputy Registrar Regulatory and will comprise three Sections as follows:-

- (i) Legal and Registration Section;
- (ii) Inspection and Supervision Coordination Section; and
- (iii) Financial Cooperative Regulatory Section.

5.1.1 Legal and Registration Section

The Section will perform the following activities;

- (i) Prepare areas that require review on relevant policies, Acts, regulations and guidelines on registration and de-registration of cooperative societies and monitor their implementation
- (ii) Issue guidelines on registration and de-registration of cooperative societies and monitor their implementation
- (iii) Register by-laws of affiliated cooperative societies and their amendments
- (iv) Coordinate registration of by-laws of primary cooperative societies

- (v) Register legal mortgages, debentures, letters of hypothecation, charges and contracts involving affiliated cooperative societies;
- (vi) Institute amalgamation, division and cancellation of affiliated Cooperative societies;
- (vii) Initiate and make follow up of affiliated cooperative societies liquidation processes; and
- (viii) Oversee the vetting and election of leaders of affiliated cooperative societies.
- (ix) Identify and recommend areas that require review on Policies, Act, Regulations and Guidelines on inspection and supervision of primary cooperative societies and monitor their implementation;
- (x) Issue and make follow up on implementation of guidelines on complaints and dispute settlements of affiliated cooperative societies;
- (xi) Receive, consider and settle complaints of cooperative societies;
- (xii) Determine and settle disputes of cooperative societies;
- (xiii) Provide advice, support and make follow up on cases involving cooperative societies;
- (xiv) Ensure affiliated cooperative societies comply to cooperative legislation;
- (xv) Initiate prosecution of cases involving affiliated cooperative societies; and
- (xvi) Issue and supervise implementation of orders, circulars, notices and directives to cooperative societies and members.

This section will be led by an Assistant Registrar.

5.1.2 Inspection and Supervision Coordination Section

The Section will perform the following activities:-

- (i) Identify and recommend areas that require review on Policies, Act, Regulations and Guidelines on inspection and supervision of primary cooperative societies and monitor their implementation;
- (ii) Oversee Inspection of the affairs and operations of primary cooperative societies
- (iii) Oversee accounts and operations of liquidators of primary cooperative societies
- (iv) Conduct special investigation and inquiries in primary cooperative societies
- (v) Provide backstop on the job training to primary cooperatives societies inspectors;
- (vi) Review and approve annual income and expenditure estimates and maximum liability of primary cooperative societies which exceed zone limits; and
- (vii) Ensure that external auditors for primary cooperative societies submit audited reports to the Registrar.
- (viii) Prepare areas that require review on Policies, Act, Regulations and Guidelines on inspection and supervision of affiliated cooperative societies and monitor their implementation;

- (ix) Inspect the affairs and operations of affiliated cooperative societies;
- (x) Inspect accounts and operations of liquidators of affiliated cooperative societies;
- (xi) Conduct Special investigation and inquiries in affiliated cooperative societies;
- (xii) Facilitate interpretation of audited accounts and balance sheet for use by members of affiliated cooperative society;
- (xiii) Facilitate on –the – job training to affiliated cooperatives societies inspectors;
- (xiv) Facilitate COASCO operations on cooperative societies;
- (xv) Operationalize Inspection and Supervision Fund for Cooperative societies;
- (xvi) Review and approve annual income and expenditure estimates and maximum liability of affiliated cooperative societies;
- (xvii) Prepare an inventory of qualified external auditors for cooperative societies;
- (xviii) Analyse and approve strategic and business plans of affiliated cooperative societies; and
- (xix) Ensure that external auditors of affiliated cooperative societies submit audited reports to the Registrar according to the Act.

This section will be led by an Assistant Registrar

5.1.3 Financial Cooperatives Regulatory Section

The Section will perform the following activities:-

- (i) Ensure compliance of licensed SACCOS to Cooperative societies Legislation;
- (ii) Issue license to qualified SACCOS;
- (iii) Perform off-site and on-site supervision of Licensed SACCOS;
- (iv) Approve licensed SACCOS branch formation and relocation of business places;
- (v) Approve the Licensed SACCOS to open or operate agencies or outlets;
- (vi) Place Licensed SACCOS under statutory management for non-compliance with relevant legislation;
- (vii) Administer supervisory sanctions or penalties for non-compliant Licensed SACCOS with relevant legislation;
- (viii) Recommend on appointment of board members of cooperative banks;
- (ix) Provide advisory and technical support to the cooperative banks;
- (x) Liaise with the Bank of Tanzania and other relevant authorities on performance of cooperative banks and licensed SACCOS;
- (xi) Identify and recommend areas that require review on Policies, Act, Regulations and Guidelines on registered SACCOS and monitor their implementation;
- (xii) Oversee enforcement of SACCOS Regulations and ensure their compliance;
- (xiii) Oversee off-site and on-site supervision of registered SACCOS;
- (xiv) Oversee enforcement of supervision sanctions or penalties to non-complying registered SACCOS;

- (xv) Coordinate collection of off-site and on-site supervisory reports of registered SACCOS;
- (xvi) Monitor members' shares, assets protection and good governance; and
- (xvii) Oversee accounts and operations of liquidators of registered SACCOS.

This section will be led by an Assistant Registrar

5.2 PROMOTION DIVISION

OBJECTIVE

To provide expertise and services on coordination of marketing and promotion of cooperatives.

FUNCTIONS

- (i) To supervise, coordinate cooperative promotion in collaboration with Sector Ministries, Local Government Authorities and other stakeholders undertaking cooperative promotional responsibilities;
- (ii) To encourage and promote development of viable and sustainable cooperative societies;
- (iii) To facilitate the formation of cooperative societies;
- (iv) To provide advise primary societies, secondary societies or other categories of cooperative societies on the formation of federation of cooperative societies;
- (v) To provide services designed to assist in the formation, management, organization and operation of cooperative societies;
- (vi) To coordinate the preparation and implementation of economic development plans of cooperative societies for incorporation into the national economic development plan;

- (vii) To provide technical support on implementation of cooperative societies development policies;
- (viii) To facilitate and enhance linkages among cooperative stakeholders, both locally and internationally;
- (ix) To provide advice on coordination of implementation of policies and strategies in respect of cooperative promotion;
- (x) To create conducive environment for the cooperative movement networking in the areas of production, processing, marketing, financing and investment;
- (xi) To ensure that the cooperatives federation, provides, organizes and supervises effective centralized services for the members;
- (xii) To provide advice on coordination of implementation of policies and strategies in respect of marketing and investment; and
- (xiii) To supervise, coordinate cooperative promotion in collaboration with Sector Ministries, Local Government Authorities and other stakeholders undertaking cooperative marketing and investment responsibilities.

The Division will be headed by Deputy Registrar for Promotion will comprise two Sections as follows:-

- (i) Promotion and Coordination Section;
- (ii) Marketing and Investment Section.

5.2.1 Promotion and Coordination Section

The Section will perform the following activities:

- (i) Prepare and issue general and specific directives to guide cooperative development offices under Sector Ministries, Regional secretariat, Local Government Authorities and other stakeholders to perform cooperative development activities;
- (ii) Prepare and issue guidelines on cooperative development plans to Sector Ministries, Regional secretariat, Local Government Authorities and other stakeholders;
- (iii) Collaborate with the Sector Ministries, Regional secretariat, Local Government Authorities and other stakeholders to monitor implementation of the cooperative development plans;
- (iv) Develop systems for collecting and consolidation of cooperative development information from Sector Ministries, Regional Secretariat, Local Government Authorities and other Stakeholders ;
- (v) Identify and recommend areas that require review on Policies, Act, Regulations and Guidelines on promotion of cooperative societies development, and monitor their implementation;
- (vi) Sensitize and coordinate the implementation of the Cooperative Development Policy, Cooperative Societies legislation, Cooperative Development Strategic Plans and other relevant cooperative development documents to Sector Ministries, Local Government Authorities and other stakeholders;
- (vii) Collaborate with Social Security Schemes, Sector Ministries, RAs, LGAs and other Stakeholders on sensitization of cooperative societies to participate in the social security's services;

- (viii) Collaborate with Sector Ministries, RAs LGAs and other Stakeholders in raising public awareness on benefits of cooperatives;
- (ix) Collaborate with Sector Ministries, RAs, LGAs and other Stakeholders to sensitize women, youths and disadvantaged groups to participate in cooperative activities; and
- (x) Collaborate with Sector Ministries LGAs and other stakeholders in promoting good governance in cooperative societies.

The section will be led by an Assistant Registrar.

5.2.2 Marketing and Investment Section

The Section will perform the following activities:

- (i) Identify and recommend areas that require review on Policies, Act, Regulations and Guidelines on marketing and investment of cooperative societies and monitor their implementation;
- (ii) Collaborate with sector Ministries, RAs, LGAs and other stakeholders to assist cooperative societies to produce market led goods and services;
- (iii) Facilitate and foster cooperative societies participation in appropriate marketing systems such as warehouse receipt and commodity exchange;
- (iv) Collaborate with sector Ministries, LGAs and other stakeholders on development of marketing and investment strategies for cooperative societies;

- (v) Collaborate with Sector Ministries LGAs and other stakeholders in promoting business, capital mobilization and entrepreneurial culture in cooperative societies;
- (vi) Coordinate inter-lending among cooperative societies and linkages with financial institutions;
- (vii) Provide linkages with cooperative Societies to various institutions such as insurance and social security institutions;
- (viii) Advise cooperative societies to invest in viable and sustainable business ventures;
- (ix) Coordinate, monitor and evaluate on cooperative societies capital mobilization and investment;
- (x) Develop systems for collecting and consolidation of cooperative marketing and investment information;
- (xi) Prepare and issue guidelines for cooperative societies participation in local and international markets; and
- (xii) Prepare and issue guidelines on development of business and strategic plans in fostering cooperative societies development and monitor their implementation.

The section will be led by an Assistant Registrar.

5.3 RESEARCH AND TRAINING UNIT

OBJECTIVE

To provide expertise and services on cooperatives research and training for cooperative development.

The unit will perform the following activities:-

- (i) Identify and recommend areas that require review on Policies, Act, Regulations and Guidelines on cooperative research and monitor its implementation;
- (ii) Conduct research on cooperative specific development matters;
- (iii) Conduct periodic studies on the level of compliance of cooperative societies Act, Regulations and by laws of cooperative societies;
- (iv) Prepare and facilitate publication of journals, periodicals and documents on the cooperative research findings and cooperative development matters;
- (v) Ensure protection of intellectual property rights on discoveries of the cooperative research findings conducted by the commission;
- (vi) Guide and recommend individuals and institutions on conducting cooperative research;
- (vii) Identify and recommend areas that require review on Policies, Act, Regulations and Guidelines on cooperative training and monitor its implementation;

- (viii) Collaborate with Sector Ministries, RAs, LGAs and training institutions in providing training to members, leaders and staff of cooperative societies;
- (ix) Provide training to cooperative officers and cooperative inspectors on regulatory and promotion roles of the commission and other relevant matters;
- (x) Facilitate and coordinate provision of training to cooperative officers and inspectors at TCDC, Sector Ministries, Local Government Authorities and RAs;
- (xi) Ensure and monitor that quality cooperative education and training is provided by stakeholders;
- (xii) Backstop provision of training to cooperative society members for promotion of production, processing, marketing, financing and investment of cooperative societies;
- (xiii) Advise and collaborate with training institutions and other stakeholders on the development of cooperative training curricula;
- (xiv) Establish track record data of cooperatives training service providers;
- (xv) Establish cooperative stakeholders' fora for the purpose of discussing and agreeing on matters and challenges on cooperative training; and
- (xvi) Collaborate with Sector Ministries, LGAs and other stakeholders in providing training on entrepreneurship skills development in cooperative societies, project and business plans preparations and implementation.

The Unit will be led by a Director.

5.4 REGIONAL COOPERATIVE OFFICES

OBJECTIVE

The objective of Regional Cooperative Office is to carry out legal and registration functions and to facilitate regulation and supervision of Cooperative Societies in the Region.

The Regional Cooperative Office will perform the following activities:-

- (i) Register and de-register primary Cooperative societies;
- (ii) Register by laws of primary Cooperative societies and their amendments;
- (iii) Register legal mortgages, debentures, letter of hypothecation, charges and contracts involving primary Cooperative societies;
- (iv) Scrutinize applications for registration of affiliated Cooperative societies and make appropriate recommendations to the Registrar of Cooperative societies;
- (v) Initiate and make follow up of liquidation process of the primary Cooperative societies;
- (vi) Institute amalgamation, division and cancellation of primary cooperative societies
- (vii) Undertake and monitor election and vetting process of leaders of primary Cooperative societies;
- (viii) Advise Registrar on leaders to be vetted for Affiliated Cooperative Societies;
- (ix) Collect and monitor payments of registration fees and penalties from primary cooperative societies;
- (x) Review and settle complaints and disputes of primary Cooperative societies;

- (xi) Provide support and make follow up on cases involving primary Cooperative societies as well as advise Registrar on the cases involving the Affiliated Cooperative Societies;
- (xii) Submit relevant periodic reports or information pertaining to implementation of cooperative legal and registration activities in the district to the Registrar;
- (xiii) Implement guideline on registration, de-registration and disputes settlement of cooperative societies as submitted by the Commission;
- (xiv) Interpret cooperative Legislation to primary cooperative societies;
- (xv) Ensure primary cooperative societies comply to cooperative Legislation;
- (xvi) Initiate prosecution of cases involving primary cooperative societies;
- (xvii) Supervise implementation of orders, circulars, notices and directives to primary cooperative societies and members;
- (xviii) Review and approve annual income and expenditure estimates and maximum liability of primary Cooperative societies;
- (xix) Prepare and maintain inventory of qualified external auditors for primary cooperative societies and submit to the Registrar;
- (xx) Analyze and approve strategic and business plans of the primary cooperative societies;
- (xxi) Ensure that external auditors for cooperative societies submit audited reports to the Registrar before presentation to Annual General Meeting;
- (xxii) Submit to the Registrar relevant periodic reports or information pertaining to implementation of cooperative inspection and supervision activities;

- (xxiii) Require registered SACCOS to furnish supervisory off-site reports, financial and statistical reports;
- (xxiv) Ensure protection of members shares, assets and good governance;
- (xxv) Submit relevant periodic reports or information pertaining to implementation of financial cooperative regulatory activities in the region to the Registrar.

The Regional Offices will be headed by an Assistant Registrar.

5.5 DISTRICT COOPERATIVE OFFICES

Objective

To carry out legal and registration functions and to facilitate regulation and supervision of Cooperative Societies in the District.

The District Offices will perform the following activities;

- (i) Inspect the affairs and operations of primary Cooperative societies;
- (ii) Inspect accounts and operations of liquidators of primary cooperative societies;
- (iii) Conduct investigation and inquiries in primary cooperative societies;
- (iv) Facilitate interpretation of audited accounts and balance sheet for use by members of primary cooperative society;
- (v) Provide on the job training for primary cooperatives societies inspectors; and
- (vi) Facilitate collection and operationalization of Inspection and supervision Fund;
- (vii) Enforce Cooperative Legislation and ensure its compliance;

- (viii) Perform off-site and on-site supervision of registered SACCOS;
- (ix) Impose supervisory sanctions and penalties to non-compliant registered SACCOS;
- (x) Review registered SACCOS reports, monitor and evaluate their performance;

The District offices will be headed by a District Cooperative Officer

5.6 ADMINISTRATION AND HUMAN RESOURCES MANAGEMENT

DIVISION

OBJECTIVE

To provide expertise and services on human resources management and administrative matters to the Office of the Cooperative Development Commission.

FUNCTIONS

- (i) To provide advice the Registrar of Cooperative Societies 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 ensure optimal, efficient and effective management and utilization of human resources in the Ministry;
- (iv) To collect, analyze, store and disseminate data and information related to human resource development plans;

- (v) To provide a link between the Commission 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 management services and organization development; and
- (viii) To process terminal benefits and leave.

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

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

5.6.1 Administration Section

The section will perform the following activities:

- (i) Interpret Public Service Regulations Standing Orders and other Labour laws;
- (ii) Facilitate employee relations and welfare including health, safety, sports and culture;
- (iii) Provide registry, office records, messenger and courier services
- (iv) Handle protocol Matters;
- (v) Facilitate security services, transport and general utility;
- (vi) Facilitate general custodian services to include maintenance of office equipments buildings and grounds;
- (vii) Coordinate implementation of ethics and value promotion activities including corruption prevention education;

- (viii) Implement diversity issues including gender, disability, HIV /AIDS etc and be the Gender Focal Point;
- (ix) Coordinate implementation of private sector participation;
- (x) Advise on organizational efficiency;
- (xi) Coordinate implementation of Client Service Charter;
- (xii) Timely preparation of pension papers;
- (xiii) Maintenance of pension records.
- (xiv) Coordinate Commissioners, management and staff meetings; and
- (xv) Coordinate workers day.

The Section will be led by Assistant Director.

5.6.2 Human Resources Management Section

The Section will perform the following activities:-

- (i) Coordinate recruitment, selection, placement, confirmations and transfers of staff;
- (ii) Facilitate Human Resources training and development (career professional, skills enhancement) including staff Cadres;
- (iii) Facilitate orientation/ induction programmes for the new entrants;
- (iv) Human resources planning to determine supply and demand needs for professionals under this Office;
- (v) Salary administration and payroll processing;
- (vi) Coordinate implementation of Open Performance Review and Appraisal System (OPRAS);
- (vii) Process and update records of various leaves such as annual, sick, maternity, study and terminal;
- (viii) Oversee employee benefits (pension, allowance etc) and entitlements;

- (ix) Oversee services related to separation from the service (retirement, resignation etc); and
- (x) Serve as a Secretariat support to the appointment 'Ad-hoc Committee.

The Section will be led by Assistant Director

5.7 PLANNING MONITORING AND EVALUATION UNIT

OBJECTIVE

To provide expertise and services in planning, budgeting, implementation, monitoring, statistics and evaluation

The Unit will perform the following activities:

- i. Coordinate formulation, preparation of the annual plan and medium term strategic plan for the Cooperative Development Commission;
- ii. Compile reports on Commission projects, programmes and Actions Plans and Develop strategies for resources mobilization;
- iii. Provide technical guidance and support for institutionalization of Strategic Planning and Budgeting process within the Commission; Participate in analysis of outsourcing of non-core functions (private sector Participation);
- iv. Liaise with Ministry of Finance and PO-PSM on Strategic Planning and Budgeting process;
- v. Coordinates preparation of the Commission's inputs on the Ministerial budget speech;
- vi. Prepare memorandum of understanding for projects and programs for international financing; and
- vii. Coordinate preparation of regulations and guidelines;

- viii. Monitor and evaluate implementation of the Commission's Annual Plans and Medium Term Strategic Plan;
- ix. Prepare periodic performance reports;
- x. Participate in preparing plans, programs and budgetary activities in the Commission including establishment of the performance indicators;
- xi. Provide technical support including institutionalization of monitoring and evaluation process;
- xii. Undertake research and impact studies of plans, projects and program undertaken by the office of the cooperative development commission;
- xiii. Undertake service delivery surveys to collect stakeholders/clients views on services rendered by the office of the cooperative development commission; and
- xiv. Coordinate mid-year and annual performance reviews of the Cooperative Development Commission.
- xv. Collect, study and analyze statistics needed in the formulation and implementation of policies, plans and budgetary proposals;
- xvi. Provide inputs in the preparation of plans, programs and budgetary activities in the commission including the establishment of performance targets and indicators;
- xvii. Coordinate and prepare procedures for data collection and sample sizing;
- xviii. Develop a system for collection, analysis, storage and dissemination of cooperative activities data; and
- xix. Prepare and disseminate procedures for data collection.

The Unit will be led by Director.

5.8 FINANCE AND ACCOUNTS UNIT

OBJECTIVE

To provide financial management and bookkeeping services to the office of the Tanzania Cooperative Development Commission.

The Unit will perform the following activities:-

Salaries

- (i) preparation and payment of salaries;
- (ii) Proper payroll management; and
- (iii) Budget for personnel emoluments.

Cash Office

- (i) Submission of voucher list of the treasury;
- (ii) Collection of all cheques from treasury;
- (iii) Banking cash and cheques;
- (iv) Preparation of monthly flash report;
- (v) Payment of cash/cheque to employees/customers(service provider);
- (vi) Batching of paid vouchers;
- (vii) Maintenance of cash book;
- (viii) Preparation and effecting all payments;
- (ix) Maintenance and custody of accountable documents and records;
- (x) Maintenance of imprest register;
- (xi) Preparation of imprest payments and list of imprest holders; and
- (xii) Batching of payment vouchers.

Revenue

- (i) Collection of all revenues;
- (ii) Manage the revenue according to regulations and guidelines;

- (iii) Maintenance of revenue records;
- (iv) Supervision of revenue collection; and
- (v) Preparation of bank reconciliation statements.

Finance and Vote Book

- (i) Follow-up and distribution of exchequer issue notification;
- (ii) Maintenance of vote book for the sub votes;
- (iii) Preparation of payment vouchers;
- (iv) Preparation and remittance of warrant of funds to the up-country stations;
- (v) Allocation of fund; and
- (vi) Preparation of interim financial reports.

Pre-Audit/Examination/Audit Queries

- (i) Examination of payment vouchers and supporting documents to ensure; proper documentation and authorization according to the financial laws;
- (ii) Ensure proper document to support vouchers, including authorization according to regulations;
- (iii) Ensure adherence to relevant acts, regulations and circulars ;
- (iv) Reply all audit queries raised during the previous financial year. and
- (v) Monitor expenditure

Audit Query

- (i) Maintenance of audit query register;
- (ii) Reply all audit queries raised during the previous financial year;
- (iii) Consolidation of audit query replies and other audit reports;
- (iv) Maintenance of loss register; and
- (v) Preparation of loss reports.

Computer Room and Final Accounts

- (i) Post and approval of receipts and payments in the system;
- (ii) Dealing with adjustment of errors in the system records;
- (iii) Preparation of final accounts; and
- (iv) Reconciliation of accounts with treasury.

The unit will be led by Chief Accountant

5.9 INTERNAL AUDIT UNIT

OBJECTIVE

To provide advisory services to the Accounting Officer on the proper management of funds.

The Unit will perform the following activities.

- (i) Review and report on proper control over the receipt, custody and utilization of all financial resources of the Register;
- (ii) Review and report on conformity with financial and operation procedures;
- (iii) Review and report on the correct classification and allocation of revenue and expenditure accounts;
- (iv) Review and report on the reliability and integrity of financial and operating data;
- (v) Reviewing and reporting on the systems in place used to safeguard assets, and as appropriate, the verification of the existence of such assets;
- (vi) Review and report on operations or programs to ascertain whether results are consistent with established objectives and goals;

- (vii) Review and report on the adequacy of action by the management in response to internal audit reports;
- (viii) Assist management in the implementation or recommendation made by those reports and also, where appropriate, recommendation made by the controller and audit;
- (ix) Review and report on the adequacy of controls built into computerized systems in place in the office of the cooperative development commission;
- (x) Preparing strategic audit plans;
- (xi) Coordinating audit programs;
- (xii) Conducting performance audit on appraisal of development projects;
- (xiii) Conducting operational/value for money audits; and
- (xiv) Institute internal control to reduce audit queries.

The unit will be led by Chief Internal Auditor.

5.10 PROCUREMENT MANAGEMENT UNIT

OBJECTIVE

To provide expertise and services in procurement, storage and supply of goods and services for the office of the cooperative development commission.

The Unit will perform the following activities.

- (i) Manage all procurement and disposal by tender activities of the producing entity except adjudication and the award of contract;
- (ii) Support the functioning of the tender board;
- (iii) Implement the decisions of the tender board;
- (iv) Liaise directly with the authority on matters within its jurisdiction;

- (v) Act as a secretariat to the tender board;
- (vi) Plan the procurement and disposal by tender activities of the procuring entity;
- (vii) Recommend procurement and disposal by tender procedures;
- (viii) Check and prepare statements for requirements;
- (ix) Prepare tendering documents;
- (x) Prepare advertisements of tender opportunities;
- (xi) Issue approved contract documents;
- (xii) Maintain and archive records of the procurement and disposal process;
- (xiii) Maintain a list or register of all contracts awarded;
- (xiv) Prepare monthly reports for the tender board;
- (xv) Coordinate the procurement and disposal activities of all the departments of the procuring entity;
- (xvi) Prepare other reports as may be required from time to time.

The unit will be led by Principal Procurement Officer.

5.11 GOVERNMENT COMMUNICATION UNIT

OBJECTIVE

To provide expertise and services in information and dialogue with public and media to the Commission.

This Unit will perform the following activities:-

- (i) Produce and disseminate documents such as brochures, articles, newsletters etc to inform the Public on Policies, Programs, activities and Reforms undertaken by the Commission;
- (ii) Coordinate press briefings, conferences for the Commission;

- (iii) Engage in dialogue with the Public as well as media on issues concerning the Commission;
- (iv) Promote Commission activities programs and policies;
- (v) Coordinate preparation of Sector and commission papers for workshops and conferences;
- (vi) Coordinate preparation and production of commission articles and news papers;
- (vii) Up-date sector and Commission information in the website;
- (viii) Advise Divisions, Units, and cooperative stakeholders on the production of various documents;
- (ix) Develop and facilitate awareness programs in media;
- (x) Manage and supervise production of press releases, advertisements and other publications to the media and stakeholders;
- (xi) Ensure proper preparation and production of commission publications in print and electronic media including the website;
- (xii) Take part in preparing the Commission's statements for clarifying issues of interest to stakeholders;
- (xiii) Coordinate preparation of feature articles and documentaries for publication in the media;
- (xiv) Develop and implement of the Commission's communication strategies, programs and budgets.

This Unit will be led by a Principal Officer with wide knowledge and experience on cooperatives

5.12 INFORMATION AND COMMUNICATION TECHNOLOGY UNIT

OBJECTIVE

To provide expertise and services on application of ICT to the commission.

The Unit will perform the following activities:-

- (i) Implementation of IT and e-government policy;
- (ii) Develop and coordinate integrate management information system for the commission;
- (iii) Maintenance and installing of hardware and software;
- (iv) Coordinate and provide support on procurement purchase of software and hardware in the commission;
- (v) Managing LAN and WAN network;
- (vi) Carryout studies and propose areas of using IT as an instruments to improve service delivery to the whole commission;
- (vii) Establish, maintain and Upgrading of Database Management System for Cooperative Societies data;
- (viii) Training users on any matters concerning ICT;
- (ix) Ensuring the Data integrity and Security in an Organization;
- (x) Website designing, administration and development.

The Unit will be led by Principal Computer Analyst

5.13 LEGAL SERVICE UNIT

OBJECTIVE

To provide legal service and expertise to the commission.

The Unit will perform the following activities:-

- (i) Prepare and provide legal advice and assistance to commission on interpretation of laws, terms of contract, terms of agreements, agreements, procurement contracts, guarantees, letters of undertaking memorandum of understanding, consultancy agreements and other types of agreements and other legal documents;
- (ii) Prepare agreements, procurement contracts, guarantees, letters of undertaking memorandum of understanding, consultancy agreements and other types of agreements and other legal documents;
- (iii) Contribute to the preparation of proposed Bill/Act, Guidelines, Legislation (regulation , rules, order etc);
- (iv) Liaise with the Ministry responsible for Cooperatives, Chief Parliamentary Draftsman and Attorney Generals Chambers on matters pertaining to Legal issues;
- (v) Represent the Commission in suits/cases involving the commission
- (vi) Review legal issues affecting the commission ; and
- (vii) Provide advice to the Commission on all relevant legal matters.

The Unit will be led by Principal Legal Officer.

ANNEX I

THE APPROVED FUNCTIONS AND ORGANISATION STRUCTURE
OF REGIONAL AND DISTRICT COOPERATIVE OFFICES

