

THE UNITED REPUBLIC OF TANZANIA



**THE FUNCTIONS AND ORGANISATION
STRUCTURE OF THE REGIONAL
SECRETARIATS**

(Approved by the President on 3rd June, 2011)

**PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT**

JUNE, 2011

TABLE OF CONTENTS

1.0	INTRODUCTION	1
1.1	BACKGROUND	1
2.0	THE CURRENT FUNCTIONS AND STRUCTURE OF REGIONAL SECRETARIAT	1
3.0	RATIONALE FOR CHANGE	4
3.1	SPLITTING OF FUNCTIONS IN THE SOCIAL SECTOR SECTION.....	4
3.2	REMOVING THE WATER AND IRRIGATION FUNCTIONS FROM THE INFRASTRUCTURE SECTION.....	4
3.3	ESTABLISH LEGAL SERVICES AND INFORMATION AND COMMUNICATION TECHNOLOGY UNITS.....	5
3.4	INCORPORATING LABOUR AND CULTURAL FUNCTIONS IN THE RS STRUCTURE	5
3.5	PROPOSAL TO USE SCHEME OF SERVICE TITLES RATHER THAN 'TECHNICAL ADVISORS' WHO DO NOT HAVE A SPECIFIC SCHEME OF SERVICE.....	5
3.6	INCORPORATING INFORMATION, EDUCATION AND COMMUNICATION FUNCTION IN THE RS STRUCTURE	5
4.0	THE APPROVED ORGANISATION STRUCTURE AND FUNCTIONS OF THE REGIONAL SECRETARIAT	6
4.1	STRUCTURE	6
5.0	APPROVED FUNCTIONS.....	8
5.1	PLANNING AND COORDINATION SECTION	8
5.2	HEALTH AND SOCIAL WELFARE SECTOR SECTION.....	9
5.3	EDUCATION SECTOR SECTION.....	10
5.3	ECONOMIC AND PRODUCTIVE SECTORS SECTION.....	11
5.4	INFRASTRUCTURE SECTION.....	12
5.5	WATER SERVICES SECTION.....	13

5.6	LGAs' MANAGEMENT SERVICES SECTION	14
5.7	ADMINISTRATION AND HUMAN RESOURCES MANAGEMENT SECTION ..	14
5.8	FINANCE AND ACCOUNTS UNIT	16
5.9	INTERNAL AUDIT UNIT	18
5.10	PROCUREMENT MANAGEMENT UNIT	19
5.11	INFORMATION AND COMMUNICATION TECHNOLOGY UNIT	20
5.12	LEGAL SERVICES UNIT	21
	ANNEX "A"	23
	THE CURRENT FUNCTIONS OF REGIONAL SECRETARIATS	23
	ANNEX "B"	25
	STAFFING LEVELS	25

1.0 INTRODUCTION

1.1 BACKGROUND

The Regional Administration Act, Number 19 of 1997 makes provision for restructuring Regional Administration (RA) for purposes of 'strengthening and promoting the local government system'. The existing organizational structure for Regional Administration (Secretariats) was approved by the Government in 2007.

The Regional Administration Act No. 19 of 1997 was enacted before the Local Government Reform Policy of 1998 and as a result was outdated before becoming fully operational. It does not cater adequately for the autonomy of Local Government Authorities as it assumed a mode, decentralization by deconcentration, which was soon to be superseded by the preferred approach of decentralization by devolution. It is largely for this reason that a review of the functions and organization structure has taken place. The structure being recommended will permit Regional Secretariats to carry out their responsibilities more effectively and in line with the Government's policy on Local Government Reform of 1998.

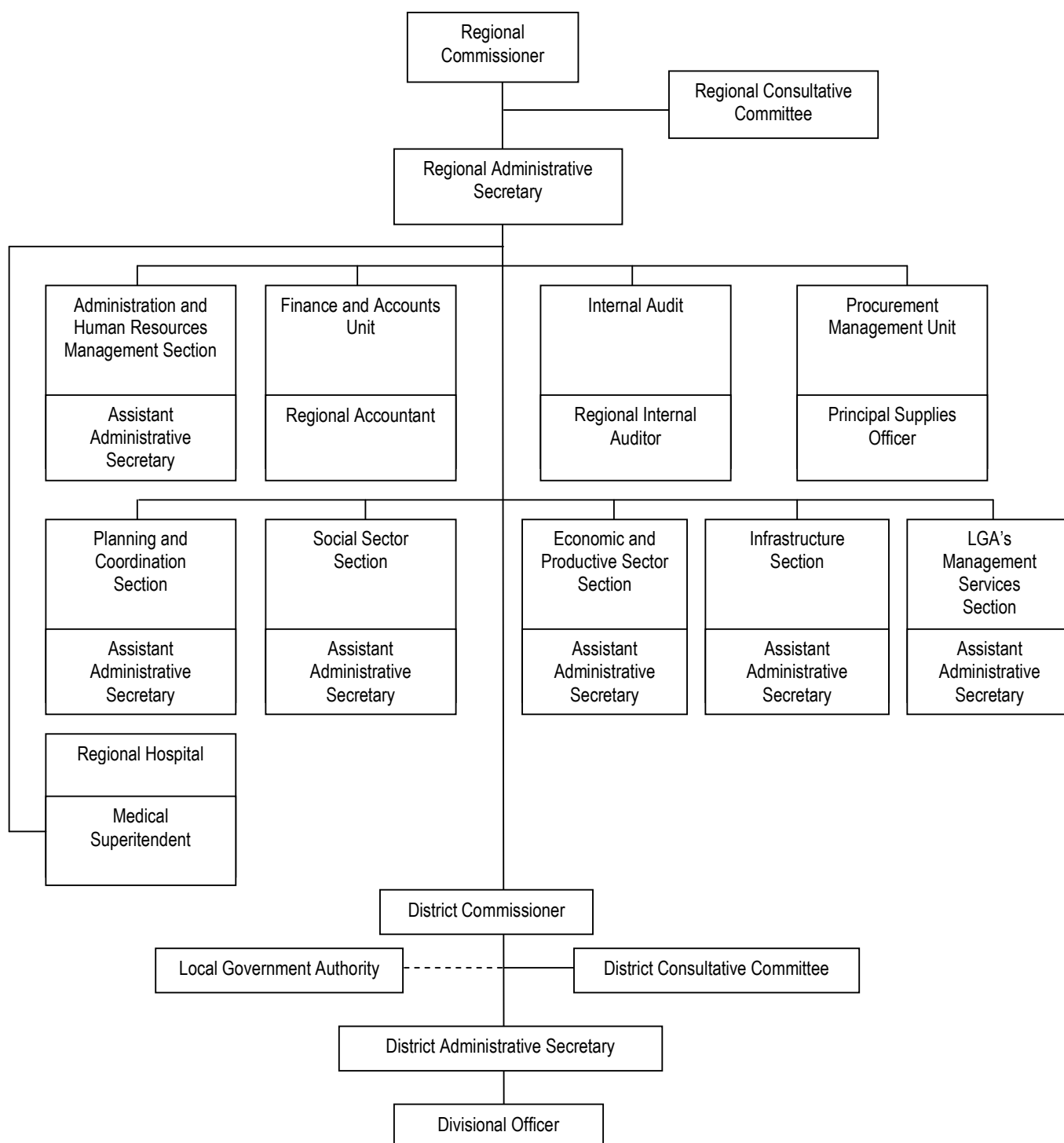
2.0 THE CURRENT FUNCTIONS AND STRUCTURE OF REGIONAL SECRETARIAT

The current organization structure consists of 6 Sections at Regional Offices and District Offices as follows (**see Chart I**):

- (i) Planning and Coordination Section;
- (ii) Social Sector Section;
- (iii) Economic and Productive Sector Section;
- (iv) Infrastructure Section;
- (v) Local Government Authorities Management Services Section;

- (vi) Administration and Human Resources Management Section;
- (vii) Finance and Accounts Unit;
- (viii) Internal Audit Unit;
- (ix) Procurement Management Unit;
- (x) Regional Hospital;
- (xi) District Commissioner's Office;
- (xii) District Administrative Secretary; and
- (xiii) Divisional Officers.

**THE CURRENT ORGANIZATION STRUCTURE OF THE REGIONAL SECRETARIAT
REGIONAL COMMISSIONER'S OFFICE
(Approved by the President on 13th August, 2007)**



3.0 RATIONALE FOR CHANGE

Implementation of the current RS structure has revealed shortcomings in some areas and missing of functions which are important in facilitating RS business. The RSs do not have functions such as legal; and Information, Communication and Technology services. These services are of necessity and are cross-cutting in all public institutions. There is a need therefore to establish such units in the RSs.

Based on the above observation we propose the following:

3.1 SPLITTING OF FUNCTIONS IN THE SOCIAL SECTOR SECTION

The mandate for coordination and management of secondary education has been devolved to Regions and LGAs. On the other hand the coordination and implementation of health service delivery is also a role of Regions and Local Government Authorities. Basing on the size and importance of these sectors, it is proposed to split the Social Sector Section into two fully fledged Sections namely: Health and Social Welfare Section and Education Sector Section so as to improve efficiency in service delivery in these sectors.

3.2 REMOVING THE WATER AND IRRIGATION FUNCTIONS FROM THE INFRASTRUCTURE SECTION

The composition of the Infrastructure Section is made up of infrastructure development, water and irrigation functions. The water sector is a social service oriented function with direct impact to the society; and irrigation is directly related to economic and productive sector under agriculture; while other functions are infrastructural in nature. In order to give water services its required emphasis, it is proposed to separate its functions from this Infrastructure Section and establish an independent section to be named as Water

Services Section. In addition, it is proposed to remove irrigation functions from the Section and merge its functions to Economic and productive Sectors Section.

3.3 ESTABLISH LEGAL SERVICES AND INFORMATION AND COMMUNICATION TECHNOLOGY UNITS

It is proposed to establish Legal Services Unit and ICT Unit to comply with the PIC instructions of having such services in every public service institution.

3.4 INCORPORATING LABOUR AND CULTURAL FUNCTIONS IN THE RS STRUCTURE

The RSs have Labour and Cultural Officers; however, their functions are not currently stipulated in functions of the RS. It is proposed therefore to incorporate labour functions in the LGAs Management Section and Cultural functions in the Education Sector Section.

3.5 PROPOSAL TO USE SCHEME OF SERVICE TITLES RATHER THAN ‘TECHNICAL ADVISORS’ WHO DO NOT HAVE A SPECIFIC SCHEME OF SERVICE

Technical Staff in the Regional Secretariat are termed as “Technical Advisors”. This title does not fall under any title in the Schemes of Service. It is proposed to use titles as per the Schemes of Service for each respective cadre in the RSs.

3.6 INCORPORATING INFORMATION, EDUCATION AND COMMUNICATION FUNCTION IN THE RS STRUCTURE

In the current Structure there is no IEC function. However, this function has been deemed important to facilitate RS in raising awareness to the public of which can eventually facilitate delivery of quality services. It is therefore proposed to incorporate such function in the Administration and Human Resources Management Section.

4.0 THE APPROVED ORGANISATION STRUCTURE AND FUNCTIONS OF THE REGIONAL SECRETARIAT

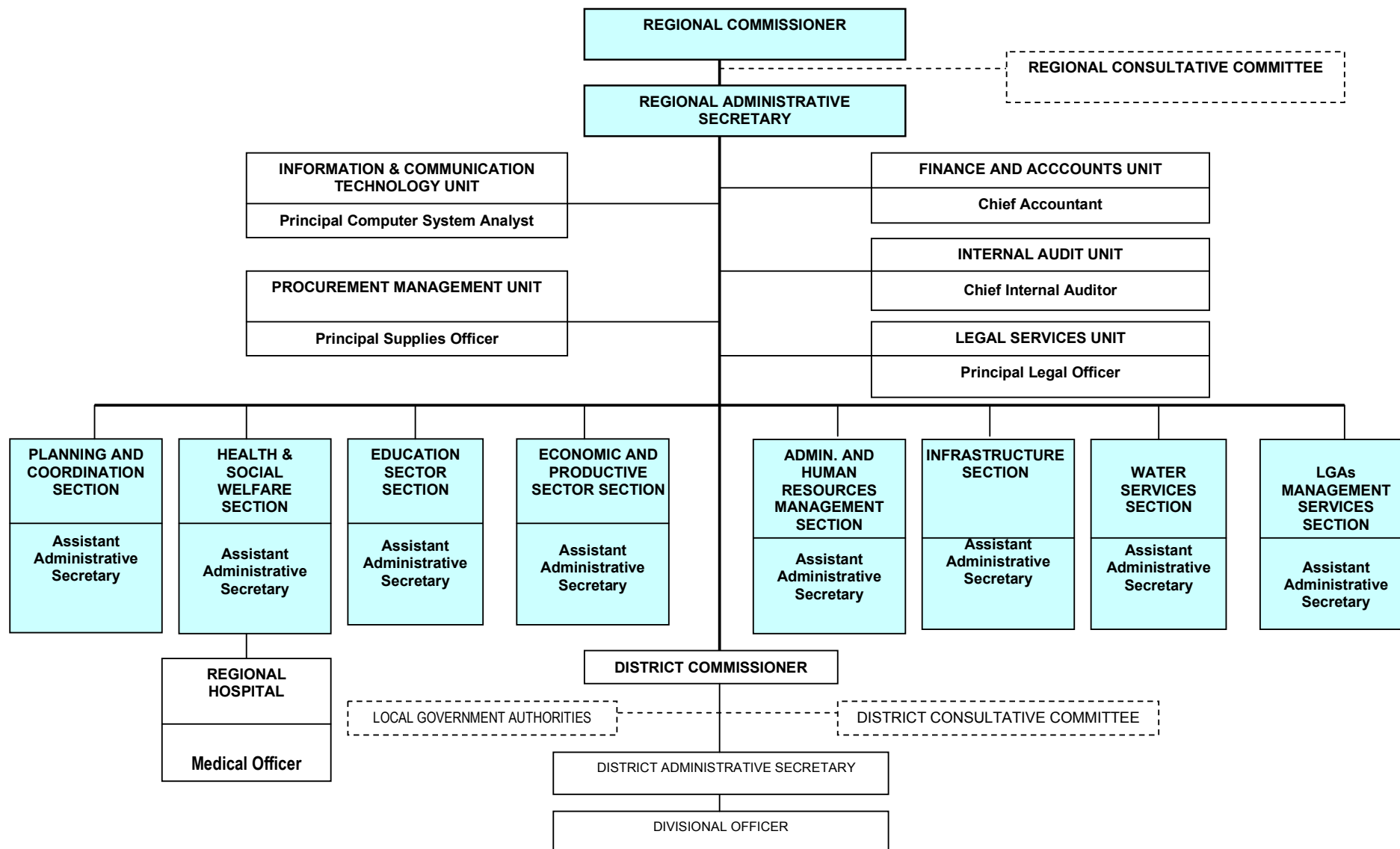
4.1 STRUCTURE

The approved Organization Structure consists of eight Sections and five Units at Regional Offices. Moreover, there will be District Offices. The structure will require **66** core staff, **80** support staff, **18** staff for the District Commissioner's Office and **5** staff for Division (*see Chart II, Annex A and Annex B*):

- (i) Planning and Coordination Section;
- (ii) Health and Social Welfare Section;
- (iii) Education Sector Section;
- (iv) Economic and Productive Sectors Section;
- (v) Infrastructure Section;
- (vi) Water Services Section;
- (vii) Local Government Authorities Management Services Section;
- (viii) Administration and Human Resources Management Section;
- (ix) Finance and Accounts Unit;
- (x) Internal Audit Unit;
- (xi) Procurement Management Unit;
- (xii) Legal Services Unit;
- (xiii) Information and Communication Technology Unit;
- (xiv) District Commissioner's Office;
- (xv) District Administrative Secretary; and
- (xvi) Division Officer.

THE ORGANIZATIONAL STRUCTURE FOR REGIONAL SECRETARIATS

(Approved by the President on 3rd June, 2011)



5.0 APPROVED FUNCTIONS

5.1 PLANNING AND COORDINATION SECTION

Objective

To provide expertise and services in planning, budgeting and coordinate Regional Secretariats in providing backstopping expertise to LGAs.

This Section will perform the following activities:-

- (i) Coordinate the overall economic development in the region (including the Private Sector, Parastatals, Co-operatives, NGOs, CBOs);
- (ii) Advise and coordinate implementation of various sector policies in the Region;
- (iii) Co-ordinate preparation, monitoring and evaluation of Plans (Strategic plan, action plan, and budget) for RSs;
- (iv) Serve as a Secretariat to Regional Consultative Committees;
- (v) Scrutinize, consolidate and monitor the preparation and implementation of the Regional Plans and Budgets;
- (vi) Coordinate donor funded Programmes in the Region and advise on their implementation;
- (vii) Advise RASs on the activities of Parastatals, Civil Society Organisations and the private sector;
- (viii) Advise and coordinate Research activities in the Region;
- (ix) Coordinate population and housing census exercises;
- (x) Coordinate Disaster Management exercises in the Region;
- (xi) Assist and advise LGAs on preparation of projects proposals;

- (xii) Coordinate implementation of diversity issues including gender, disability, HIV/AIDS, act as Regional Gender Focal point;
- (xiii) Coordinate implementation of Private Sector Participation in the Region; and
- (xiv) Monitor and Evaluate performance of LGAs.

The Section will be led by an Assistant Administrative Secretary.

5.2 HEALTH AND SOCIAL WELFARE SECTOR SECTION

This section will also comprise the Regional Hospital

Objectives

To facilitate the provision of health preventive, curative, health development and social welfare in the Region

This Section will perform the following activities:-

- (i) Co-ordinate and advise on implementation of health policy in the Region;
- (ii) Coordinate health and social welfare matters in the region;
- (iii) Monitor proper management of health services provided by public and private sector hospitals and other health facilities in the Region;
- (iv) Build capacity to LGAs in health service delivery;
- (v) Provide technical advice on preparation of HIV/AIDS combating plans;
- (vi) Provide technical advice on HIV/AIDS activities in the Region;
- (vii) Provide backstopping support during health epidemics in the region;
- (viii) Provide clinical services to inpatients and outpatients referred to by LGA hospitals;
- (ix) Provide curative specialist services;

- (x) Provide expert/technical backstopping service to LGA hospitals and health centres during major communicable diseases epidemics;
- (xi) Provide referral laboratory services; and
- (xii) Coordinate availability of adequate pharmaceuticals products for the hospital.

The Section will be led by an Assistant Administrative Secretary who will also be a Regional Medical Officer.

The Regional hospital will be led by a Medical Officer In-charge.

5.3 EDUCATION SECTOR SECTION

Objectives

To facilitate the provision of educational development services including administering of Pre- Primary, Primary, Adult and Non – formal Education and Secondary schools examinations.

This Section will perform the following activities:-

- (i) Coordinate administration of Pre-Primary, Primary, Secondary Schools and Adult and Formal Education;
- (ii) Co-ordinate placement of Primary and Secondary School Teachers in the Region;
- (iii) Co-ordinate the implementation of Education and Vocational Training Policy within the Region and advise accordingly;
- (iv) Supervise Primary, Secondary and teachers college examinations in the Region;
- (v) Co-ordinate collection, analyse, compile, interpret and disseminate Educational and Vocational Training data within the Region;
- (vi) Conduct follow up on the implementation of inspection reports;

- (vii) Advise LGAs on implementation of Culture and Sports Policy; and
- (viii) Co-ordinate sports related activities in the region.

The Section will be led by an Assistant Administrative Secretary who will also be a Regional Education Officer.

5.3 ECONOMIC AND PRODUCTIVE SECTORS SECTION

Objective

To provide expert facilitation on Economic and Productive Sectors to LGA.

This Section will perform the following activities:-

- (i) Co-ordinate implementation of Agriculture, Livestock, Co-operative, Forest, Game, Fisheries, Industries, Trade, and Marketing Policies in the Region;
- (ii) Build capacity to LGAs in providing Agricultural, Livestock, Co-operative, Forest, Game, Fisheries, Industries, Trade, Marketing and services;
- (iii) Assist and advise LGAs on appropriate and affordable technologies in economic and productive sectors;
- (iv) Register Co-operative Societies in the Region;
- (v) Advise LGAs on the establishment and inspection of Co-operative Societies and SACCOS;
- (vi) Assist and advise LGAs on Small and Medium Enterprises (SME) promotion;
- (vii) Assist and advise LGAs to identify the potential areas for investment;
- (viii) Assist and advise LGAs on development, promotion and better production of fish industry;

- (ix) Monitor, coordinate, and facilitate Forestry issues in the region;
- (x) Advise LGAs on enforcement of laws related to wildlife protection;
- (xi) Assist and advise LGAs on the development of wildlife areas;
- (xii) Advise LGAs on monitoring tourism, wildlife numbers and movement;
- (xiii) Facilitate LGAs on implementation of Environmental laws Act No. 2 of 2004;
- (xiv) Provide technical expertise to LGAs pertaining to irrigation schemes; and
- (xv) Coordinate implementation of Business Process Improvement in the Region.

The Section will be led by an Assistant Administrative Secretary.

5.4 INFRASTRUCTURE SECTION

Objective

To provide backstopping expert services to LGAs in the development of infrastructure.

This Section will perform the following activities:-

- (i) Co-ordinate implementation of Roads, Building, Energy, Survey, Land and Town Planning Policies, Laws, Regulations and Standards;
- (ii) Build capacity of LGAs in Roads, Energy, Buildings, Survey and Town Planning;
- (iii) Liaise with the relevant authorities in the Central and Local Government on civil engineering matters;

- (iv) Advise on roads, energy, works, plots and redevelopment schemes;
- (v) Oversee and advise on structural engineering works undertaken in the region;
- (vi) Assist LGAs in land acquisition by central government;
- (vii) Prepare maps for town planning; and
- (viii) Advise RAS on Environmental Impact Assessment (EIA).

The Section will be led by an Assistant Administrative Secretary.

5.5 WATER SERVICES SECTION

Objective

To provide backstopping expert services to LGAs in the development of Water sector

This Section will perform the following activities:-

- (i) Analyse, coordinate and advise on the implementation of Water Sector Policies in the Region;
- (ii) Build Capacity of LGAs in Water Sector;
- (iii) Liaise with the relevant authorities in the Central and Local Government on water sectors issues;
- (iv) Develop and improve water and sanitation in the region; and
- (v) Facilitate, co-ordinate, monitor and regulate all private sectors that provide water services in the Region;
- (vi) Facilitate and coordinate Water and environment cleanness Team in the Region;
- (vii) Facilitate and advise LGAs to identify and establish of rural water bodies; and
- (viii) Facilitate LGAs in preparation of guidelines for implementation and rehabilitation of water projects.

The Section will be led by an Assistant Administrative Secretary.

5.6 LGAs' MANAGEMENT SERVICES SECTION

Objective

To provide expertise and service in developing good governance in LGAs.

This Section will perform the following activities:-

- (i) Advise and facilitate proper use of public finances in LGAs;
- (ii) Build capacity and promote good governance in LGAs;
- (iii) Facilitate review of structures and processes in LGAs;
- (iv) Take part in routine inspections of LGA performance, and conducting ad hoc Inspections;
- (v) Assist LGAs budget preparations and expenditure;
- (vi) Coordinate and advise LGAs on Human Resources Management (Recruitment, Placement, Discipline, Promotion etc)
- (vii) Advise LGAs on Administrative matters
- (viii) Oversee the implementation of the Election Manifesto;
- (ix) Co-ordinate preparation, implementation, monitoring and evaluation of the LGAs client service charter; and
- (x) Advise RAS and LGAs on implementation of Labour laws.

The Section will be led by an Assistant Administrative Secretary.

5.7 ADMINISTRATION AND HUMAN RESOURCES MANAGEMENT SECTION

Objective

To provide support, expertise and services on human resources management and administrative matters to the RS.

This Section will perform the following activities:-

- (i) Coordinate implementation of Public Service Management Policy and other Acts pertaining to administration and management of Public Service;
- (ii) Coordinate provision of Employee relations and welfare including health, safety, sports and cultural;
- (iii) Co-ordinate preparation, implementation, monitoring and evaluation of the RS client service charter;
- (iv) Provide registry, office and records management services;
- (v) Provide Protocol Services in the Region;
- (vi) Coordinate security, cleanness and ground maintenance, real estates and transport services;
- (vii) Provide general custodian services including maintenance of office equipments and buildings;
- (viii) Coordinate implementation of ethics and value promotion activities including corruption prevention education;
- (ix) Coordinate implementation of diversity issues including gender, disability, HIV/AIDS in the RS;
- (x) Advise on organizational efficiency of the RS;
- (xi) Collaborate with PO-PSM - Employment Secretariat on all matters related to recruitment and placement of employees;
- (xii) Supervise the process of confirmations, and promotion for the Regional staff;
- (xiii) Facilitate human resources training and development (career, professional, skills enhancement) for the Regional Secretariat;
- (xiv) Facilitate orientation/induction programs for new entrants;
- (xv) Supervise human resources planning to determine supply and demand needs for professions in the RS;

- (xvi) Administer salary and advise on payroll management;
- (xvii) Supervise implementation of Open Performance Review and Appraisal System (OPRAS);
- (xviii) Process and update records of leave such as vacation, sick, maternity, study and termination;
- (xix) Coordinate provision of employees benefits (pension, allowances, etc) and entitlements;
- (xx) Facilitate provision of services related to separation from the service (retirement, resignation, etc);
- (xxi) Serve as a Secretariat support to the appointment “Ad hoc Committees” of the Region;
- (xxii) Manage Disciplinary matters;
- (xxiii) Coordinate complaints and grievances handling;
- (xxiv) Advise RAS on HR related issues; and
- (xxv) Facilitate provision of information, education and communication services for the RS.

The Section will be led by an Assistant Administrative Secretary.

5.8 FINANCE AND ACCOUNTS UNIT

Objective

To provide quality financial management and Accounting services for the RS.

This Section will perform the following activities:-

Salaries

- (i) Prepare and effect payment of salaries;
- (ii) Manage payroll; and
- (iii) Facilitate deductions from salaries and submit to relevant authorities

Cash Office

- (i) Prepare and effect all payment to IFMS;
- (ii) Submit voucher list to the Treasury;
- (iii) Collect all cheques from Treasury;
- (iv) Bank cash and cheques;
- (v) Prepare monthly flash reports;
- (vi) Facilitate payments by cash/cheques to employees/customers (service providers);
- (vii) Batch paid vouchers; and
- (viii) Maintain Cash books.

Final Accounts

- (i) Prepare budgets and monitor expenditure;
- (ii) Prepare quarterly, midyear and annual expenditure reports for submission to Accountant General;
- (iii) Reply all audit and management queries and observations raised by Controller and Auditor General; and
- (iv) Prepare Final report and submit to Accountant General and Controller and Auditor General.

Revenue

- (i) Collect revenue; and
- (ii) Manage the revenue according to regulations and guidelines.

Pension

- (i) Prepare pension papers;
- (ii) Maintain pension records and gratuities; and
- (iii) Collect paid Cheques from Pension Funds.

Pre – Audit / Examination

- (i) Ensure proper documentation to support vouchers, including authorization according to regulations;
- (ii) Ensure adherence to the relevant Acts, regulations, circulars etc; and

- (iii) Ensure the payments made not overdrawn estimated items.
- The Unit will be led by a Chief Accountant.

5.9 INTERNAL AUDIT UNIT

Objective

To provide advisory services to the Accounting Officer in the proper and soundness application of financial management of funds.

This Section will perform the following activities:-

- (i) Review and report on proper control over the receipt, custody and utilization of all financial resources of the RS;
- (ii) Review and report on conformity with financial and operational procedures laid down in any legislation or any regulations or instructions for control over the expenditure of the RS;
- (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 operation data and prepare financial statements and other reports;
- (v) Review and report on the systems in place used to safeguard assets and verify existence of such assets;
- (vi) Review and report on the reactions by the management to internal audit reports and assist management in the implementation of recommendations made by reports and follow –up on the implementation of recommendations made by the Controller and Audit General;
- (vii) Review and report on the adequacy of control built into computerised systems in place in the RS; and

(viii) Prepare and implement Strategic Audit Plans.

The Unit will be led by the 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 RS.

This Section will perform the following activities:-

- (i) Advise the management on matters pertaining to the procurement of goods and services and logistics management in the Region;
- (ii) Ensure that the Region adhere to procurement processes and procedures as per Public Procurement Act;
- (iii) Develop and facilitate implementation of an annual procurement plan for the Region;
- (iv) Procure, maintain and manage supplies, materials, and services to support the logistical requirements of the Region;
- (v) Ensure proper handling and storage, adequate and timely distribution of office supplies and materials;
- (vi) Maintain and update inventory of goods, supplies and materials;
- (vii) Provide Secretariat services to the Regional Tender Board as per PPA, 2004 and its Regulations of 2005; and
- (viii) Disposal of unwanted materials.

The Unit will be led by a Principal Supplies Officer.

5.11 INFORMATION AND COMMUNICATION TECHNOLOGY UNIT

Objective

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

- (i) Prepare ICT Strategic Plan, guidelines and procedures in line with National ICT Policy;
- (ii) Advice Regional Secretariat Management on the matters pertaining to policies related to ICT and e-government implementation;
- (iii) Advice RS Management on the matters pertaining to policies, guidelines and procedures related to statistics;
- (iv) Oversee ICT development and implementation for RS;
- (v) In collaboration with PMO-RALG assist to coordinate and develop ICT Standards for software and hardware acquisition at RS and LGAs;
- (vi) Facilitate LGAs in the development and implementation of ICT initiatives;
- (vii) Coordinate the designing implementation and maintaining web-based applications and database of the RS;
- (viii) Assist to coordinate implementation of Management Information System from other Ministries, Departments and Agencies (MDAs) and other stakeholders;
- (ix) Provide and coordinate Information Technology support to Regional Secretariat and LGAs;
- (x) Monitor ICT hardware and software and keep inventory at RS and LGAs;
- (xi) Evaluate, improve and monitor ICT and Management Information Systems deployed at RS and LGAs;
- (xii) Conduct Training Needs Assessment on MIS and ICT and prepare capacity building plan;

- (xiii) Perform and assess risks management and control pertaining to ICT infrastructure and Management Information Systems;
- (xiv) Provide quality assurance services at RS and LGAs;
- (xv) Develop and maintain Regional website;
- (xvi) Use of ICT in data and information handling;
- (xvii) Facilitate the Regional Secretariat in the use of ICT in data collection, storage, processing, analysis, reporting, dissemination and archiving;
- (xviii) Collaborate with National Bureau of Statistics on all matters related to the National Statistical System; and
- (xix) Production of statistical products at the RS and LGAs.

The Unit will be led by a Principal Computer System Analyst.

5.12 LEGAL SERVICES UNIT

Objective

To provide legal expertise and services to the RS.

The activities of the Unit are:-

- (i) Provide legal advice and assistance to the RS and LGAs on the interpretation of laws, contract, agreements, guarantees, memorandum of understanding, consultancy agreement and other legal documents in liaison with the PMO – RALG Director of Legal Services and Attorney General Chamber;
- (ii) Provide legal advice to the RS and LGAs in liaison with the PMO – RALG Director of Legal Services and Attorney General Chamber;
- (iii) Participate to various negotiations and meetings that call for legal expertise in liaison with the PMO – RALG Director of Legal Services and Attorney General Chamber;

- (iv) Translate legislations within the RS in liaison with the PMO – RALG Director of Legal Services and Attorney General Chamber;
- (v) Liaise with the PMO – RALG Director of Legal Services and the Office of Attorney General Chamber on litigation of Civil cases and other claim involving the RS and LGAs; and
- (vi) Prepare and review various legal instruments such as Contracts, memorandum of understanding, orders, notices, certificates, agreements and Transfer deeds the PMO – RALG Director of Legal Services.

This Unit will be led by a Principal Legal Officer.

THE CURRENT FUNCTIONS OF REGIONAL SECRETARIATS

1. Assist the Regional Commissioner to:
 - (i) Execute the functions of Government within the area of the region;
 - (ii) Secure the maintenance of law and order in the region;
 - (iii) Determine the specific direction of efforts in implementing the general policies of the Government in the region; and
 - (iv) Discharge of such other functions and duties as conferred or imposed upon him by or under this Act or any other written law.

2. Through the RAS as Secretary to the Regional Consultative Committee
 - (i) Consider and provide advice to LGAs regarding their development plans;
 - (ii) Provide advice to any interested party on economic and development affairs in the region;
 - (iii) Consider reports and advise the Government on national development projects, programmes and activities affecting or relating to the region;
 - (iv) Consider reports and advise on the activities of Parastatals and co-operative societies and other non-governmental organizations operating in the region;
 - (v) Monitor and ensure the co-ordination of the overall economic development in the region; and

- (vi) Discharge any other functions which the Minister may direct in respect of all or any consultative committees.
-
- 3. Through the powers conferred under section 10.3 of the Act
 - (i) Facilitate the work of the Government generally; and
 - (ii) Facilitate the promotion, development fostering and upholding of local government and the realization of the goals and targets of LGAs in relation to national development.

 - 4. As Adviser to the Regional Commissioner in relation to Local Government under the Act:
 - (i) Facilitate and assist LGAs in the region to undertake and discharge their responsibilities by providing and securing the enabling environment for successful performance by them of their duties and functions.

STAFFING LEVELS**1.0 PLANNING AND CO-ORDINATION SECTION**

DESIGNATIONS	NUMBER
i) Assistant Administrative Secretary	1
ii) Economist	2
iii) Statistician	1
iv) Community Development Officer	2
v) Financial Management Officer	2
S u b T o t a l	8

2.0 HEALTH SECTOR SECTION

DESIGNATIONS	NUMBER
i) Assistant Administrative Secretary	1
ii) Dentist	1
iii) Health Officer	1
iv) Health Secretary	1
v) Nursing Officer	1
vi) Pharmacist	1
vii) Technician (Laboratory)	1
viii) Social Welfare Officer	1
S u b T o t a l	8

3.0 EDUCATION SECTOR SECTION

DESIGNATIONS	NUMBER
i) Assistant Administrative Secretary	1
ii) Education Officer (Academic Primary	1
iii) Education Officer (Academic Adult and Non formal Education)	1
iv) Education Officer (Academic Secondary)	1
v) Games and Sports Officers	1
vi) Youth Officer	1
vii) Cultural Officer	1
S u b T o t a l	7

4.0 ECONOMIC AND PRODUCTIVE SECTORS SECTION

DESIGNATIONS	NUMBER
i) Assistant Administrative Secretary	1
ii) Agriculture Officer	4
iii) Irrigation Engineer	1
iv) Agro Engineer	2
v) Cooperative Officer	2
vi) Trade Officer	2
vii) Livestock Officer	2
viii) Veterinary Officer	1
ix) Fisheries Officer	1
x) Forestry Officer	1
xi) Game Officer	1
xii) Beekeeping Officer	1
S u b T o t a l	19

5.0 INFRASTRUCTURE SECTION

DESIGNATIONS	NUMBER
i) Assistant Administrative Secretary	1
ii) Civil Engineer	1
iii) Land Officer	1
iv) Land Valuer	1
v) Surveyor	1
vi) Technician (Survey)	1
vii) Technician (Cartography)	1
viii) Technician (Civil)	1
ix) Town Planner	1
S u b T o t a l	9

6.0 WATER SERVICES SECTION

DESIGNATIONS	NUMBER
i) Assistant Administrative Secretary	1
ii) Hydro-geologist	1
iii) Water Resources Engineer	2
iv) Civil Engineers	1
S u b T o t a l	5

7.0 LGA MANAGEMENT SERVICES SECTION

DESIGNATIONS	NUMBER
i) Assistant Administrative Secretary	1
ii) LG Officer	2
iii) Auditor	2
iv) Legal Officer	1
v) Labour Officer	1
vi) Economist	1
vii) Financial Management Officer	2
S u b T o t a l	10
Total No. of Core Staff	66

8.0 ADMINISTRATION AND HUMAN RESOURCES MANAGEMENT SECTION

DESIGNATIONS	NUMBER
i) Assistant Administrative Secretary	1
ii) Personal Assistant to RC	1
iii) Administrative Officer	2
iv) Human Resources Officer	1
v) Personal Secretary	12
vi) Records Management Assistant	6
vii) Receptionist	1
viii) Telephone Operator	1
ix) Driver	15
x) Office Assistant	7
xi) Information Officer	1
xii) Security Guards	6
S u b T o t a l	54

9.0 FINANCE AND ACCOUNTS UNIT

DESIGNATIONS	NUMBER
i) Chief Accountant	1
ii) Accountants (Final Accounts)	2
iii) Accountants (Cash Office)	2
iv) Accountant (Hospital)	2
v) Assistant Accountant (Pension)	1
vi) Assistant Accountant (Salaries)	2
vii) Assistant Accountant (Pre – Audit /Examination)	1
viii) Machine Operator	1
S u b T o t a l	12

10.0 INTERNAL AUDIT UNIT

DESIGNATIONS	NUMBER
i) Chief Internal Auditor	1
ii) Internal Auditor	2
S u b T o t a l	3

11.0 PROCUREMENT MANAGEMENT UNIT

DESIGNATIONS	NUMBER
i) Principal Supplies Officer	1
ii) Supplies Officer	2
S u b T o t a l	3

12.0 LEGAL SERVICES UNIT

DESIGNATION	NUMBER
i) Principal Legal Officer	1
ii) Legal Officers	1
S u b T o t a l	2

13.0 INFORMATION AND COMMUNICATION TECHNOLOGY UNIT

DESIGNATION	NUMBER
i) Principal Computer System Analyst	1
ii) Computer Systems Analyst	2
iii) Computer Technician	2
iv) Statistician	1
S u b T o t a l	6
Total No. of Support Staff	80

GRAND TOTAL FOR RS	146
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12.0 DISTRICT COMMISSIONER'S OFFICE

DESIGNATIONS	NUMBER
i) District Commissioner	1
ii) District Administrative Secretary	1
iii) Administrative Officer	1
iv) Assistant Accountant	1
v) Accountant Assistant	1
vi) Personal Secretary	3
vii) Record Management Assistant	2
viii) Office Assistant	2
ix) Driver	2
x) Security Guards	4
T o t a l	18

13.0 DIVISION OFFICER

DESIGNATIONS	NUMBER
i) Division Officer	1
ii) Personal Secretary	1
iii) Records Management Assistant	1
iv) Security Guard	2
T o t a l	5