

**THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION
(NACTE)**

**INSTITUTIONAL HUMAN RESOURCES QUALITY ASSURANCE
DEPARTMENT**

AN OVERVIEW OF THE DEPARTMENT FUNCTIONS AND RESPONSIBILITIES

Dar-es-Salaam

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1.0 INTRODUCTION

The Department of Institutional Human Resource Quality Assurance is responsible for quality assurance of Human Resources (RM) in Registered and Accredited Technical Institutions. Its functions include among others; Coordinating, Overseeing, Monitoring and Evaluating the compliance of Technical Institutions with NACTE Human Resources quality standards as regards to institutes' establishment, staffing, management, administration and governance, human resources capacity building and the implementation of Harmonized Technical Institutional Human Resources Policies.

2.0 DUTIES AND RESPONSIBILITIES

2.1 Guides Technical Institutions towards Human Resource Management and Capacity Building.

This is done through guiding and supporting technical institutions in formulation and operationalization of sound HR and Administration Policies on staffing, training and development and succession plan.

2.2 Audits the quality and capacity of Human Resource Management and Administration Systems in Technical Institutions by:

2.2.1 Monitor and evaluate the appropriateness of the existence and Human Resources Policies which includes staff development policy, succession plan and appointment of the three top executives;

2.2.2 Monitor and evaluate implementation of the existence HR policies;

2.2.3 Monitor and evaluate quality and capacity of the HR including both academic staff and support staff of the technical institution;

2.2.4 Monitor and evaluate governance and administration system of technical institutions, including appointment procedures of the governing board, composition of the governing board, tenure of the office of the governing board members, and the institutions administrative structures and systems.

2.3 Coordinates, Formulates, Reviews, Operationalizes and Evaluate the Human Resource quality assurance policies, regulations and guidelines for Technical Institutions

2.3.1 Ensures that Human Resource Quality Assurance policies, regulations and guidelines including scheme of service for technical teachers and qualified technician, staff training

and development, appointment of institutional leadership, structures, succession plan, and appointment of governing board are formulated and operationalized to ensure quality in the management and administration of technical institutions.

2.4 Coordinates the implementation of the Harmonized Scheme of Service for Technical Teachers by

- 2.4.1 Monitoring compliance to the Scheme of Service by technical institutions;
- 2.4.2 Reviewing the Scheme of Service;
- 2.4.3 Monitor compliance on the appointment of institutional leaders;
- 2.4.4 Verifying the re-categorization and promotion of technical teachers in technical institutions; and
- 2.4.5 Ensuring a smooth transition from tutor cadre to lecturer cadre in technical institutions.

2.5 Maintains Human Resource Statistics of Technical Institutions

- 2.5.1 Maintains a database of academic staff and support staff with their qualifications;
- 2.5.2 Maintain database of academic staff holding PhD in Technical Institutions;
- 2.5.3 Maintains a database for registered technical teachers from all technical institutions; and
- 2.5.4 Maintain a database of institutional top leaders.

2.6 Registers Technical Teachers

The Department receives Technical Teachers Application forms which are then processed & evaluated based on the set Procedures for Registration of Technical Teachers and Qualified Technicians, 2004. The procedures set minimum requirements for registration of technical teachers; which includes:

- a) Minimum Educational Qualification (must be one level higher than the level employed to teach);
- b) Teacher Training Qualification;
- c) Ability to Teach;
- d) Registration with Professional Board;
- e) Good Character; and
- f) Teaching and Professional Experience

The evaluated applications are then forwarded to the respective Subject Boards for registration before being forwarded to the Council for endorsement. After the Council's endorsement they are then notified of their registration status.

Upon fulfillment of the set criteria a teacher is granted Full Registration category while Provisional Registration category is normally granted to a technical teacher who has partially fulfilled the minimum criteria.

2.6 Current Status of Registered Technical Teachers is as presented in the table below:

Table1: Registration of Technical Teachers as at 31st September 2016 (Cumulative since July 2006)

Subject Board	Institutions Per Subject Board	Number of Staff Per Subject Board	Teachers Registration Status (31 st September 2016)		
			Full	Provisional	Total Registered
Business, Tourism and Planning	188		1094	404	1517
Health and Allied Sciences	159		532	102	634
Science and Allied Technologies	89		1257	388	1645
Teaching and Learning Facilitation	148		1219	80	1302
Total	584		4102	974	5098

2.7 Guides, monitors and evaluates Governance and Administrative structure in technical institutions by:

- 2.7.1 Guides technical institutions on the development of the governing structures as required by the Council;
- 2.7.2 Monitoring compliance to required governance structure in technical institutions;
- 2.7.3 Monitoring compliance on the appointment of institutional leaders; and
- 2.7.4 Approves any changes in the leadership in technical institutions.

2.8 Handles conflicts/disputes in Technical Institutions such as:

- 2.8.1 Re-categorization complaints; and
- 2.8.2 Promotion complaints
- 2.8.3 Programmes Technical Teachers are permitted to teach