

DAHRM

Be handle accordingly

CC DRS

SIRI

JAMHURI YA MUUNGANO WA TANZANIA

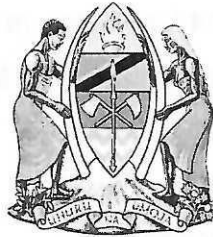


**OFISI YA RAIS
MENEJIMENTI YA UTUMISHI WA UMMA NA UTAWALA BORA**

Simu Na: +255 26 216 0240
Nukushi: +255 (026) 2963629
Barua Pepe: ps@utumishi.go.tz

Tovuti: <http://www.utumishi.go.tz>

Unapojibu tafadhali taja:



Mji wa Serikali Mtumba
Mtaa wa Utumishi,
S.L.P. 670,
DODOMA.

Kumb. Na: CBA. 12/248/01/31

19 Julai, 2022

✓ Katibu Mkuu,
Wizara ya Kilimo,
Mji wa Serikali Mtumba,
S. L. P. 2128,
DODOMA.

Yah: **MUUNDO WA WIZARA YA KILIMO**

Kikao cha Kamati ya Rais ya Utekelezaji (PIC) kilichofanyika tarehe 10 Juni, 2022 kilijadili mapendekezo ya Muundo na Mgawanyo wa Majukumu ya Wizara ya Kilimo. Mapendekezo hayo yaliwasilishwa kwa Mheshimiwa Rais wa Jamhuri ya Muungano wa Tanzania ili yapate idhini yake.

2. Napenda kukujulisha kuwa Mheshimiwa Rais wa Jamhuri ya Muungano wa Tanzania ameridhia mapendekezo ya PIC tarehe 04 Julai, 2022 kwa kuidhinisha Muundo na Mgawanyo wa Majukumu ya Wizara ya Kilimo. Katika Muundo ulioidhinishwa, mabadiliko yafuatayo yamefanyika: -

- a) Kubadili jina la Idara ya Mafunzo ya Kilimo, Huduma za Ugani na Tafiti kuwa Idara ya Mafunzo ya Kilimo na Tafiti ili kuakisi majukumu yanayotekelezwa na Idara. Idara itakuwa na Sehemu mbili (2) zifuatazo:-

Jiandae Kuhesabiwa Siku ya Jumanne tarehe 23 Agosti, 2022

SIRI

(i) Sehemu ya Huduma za Mafunzo katika Taasisi za Kilimo; na

(i) Sehemu ya Usimamizi wa Mtaala wa Mafunzo ya Kilimo na Utafiti.

b) Kupanga upya Sehemu chini ya Idara ya Maendeleo ya Mazao baada ya kuhamishwa Sehemu ya Huduma ya Afya ya Mazao inayopendekezwa kuwa Mamlaka. Pia, kuhamisha Sehemu ya Masoko ya Mazao ya Kilimo kwenda Idara ya Masoko ya Mazao ya Kilimo na Usalama wa Chakula inayopendekezwa. Hivyo kwa mabadiliko haya majukumu ya Idara ya Maendeleo ya Mazao itakuwa na Sehemu tatu (3) zifuatazo:-

(i) Sehemu Uzalishaji wa Mazao;

(ii) Sehemu ya Pembejeo za Kilimo; na

(iii) Sehemu ya Huduma za Ugani.

c) Kubadili jina la Idara ya Usalama wa Chakula kuwa Idara ya Masoko ya Mazao ya Kilimo na Usalama wa Chakula ili kuakisi majukumu yanayotekelezwa baada ya kuhamisha majukumu ya Masoko ya Mazao ya Kilimo kutoka Idara ya Maendeleo ya Mazao kwenda Idara hii.

Idara itakuwa na Sehemu mbili (2) zifuatazo:-

(i) Sehemu ya Ufuatiliaji wa Mazao na Usalama wa Chakula; na

(ii) Sehemu ya Masoko ya Mazao ya Kilimo.

d) Kubadili jina la Idara ya Zana za Kilimo na Umwagiliaji (Agricultural Mechanization and Irrigation Division) kuwa Idara ya Zana za Kilimo na Uongezaji Thamani (Agricultural Mechanization and Value Addition Division) baada ya kuhamisha majukumu ya kiutendaji ya kilimo cha umwagiliaji kwenda Tume ya Umwagiliaji Tanzania na kuimarisha jukumu la kuongeza thamani mazao ya kilimo. Idara itakuwa na Sehemu mbili (2) zifuatazo:-

(i) Sehemu ya Mashine ya Zana za Kilimo na Matumizi ya Nishati Mbadala; na

(ii) Sehemu ya Uchakataji wa Mazao ya Kilimo na Uongezaji Thamani.

3. Muundo ulioidhinishwa utakuwa na Idara saba (7) na Vitengo nane (8) kama ifuatavyo:-


(i) Idara ya Mafunzo ya Kilimo na Tafiti;

(ii) Idara ya Maendeleo ya Mazao;

(iii) Idara ya Masoko ya Kilimo na Usalama wa Chakula;

(iv) Idara ya Usimamizi na Mipango ya Matumizi ya Ardhi ya Kilimo;

Jiandae Kuhesabiwa Siku ya Jumanne tarehe 23 Agosti, 2022

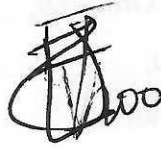
- 
- (v) Idara ya Zana za Kilimo na Uongezaji Thamani;
 - (vi) Idara ya Utawala na Usimamizi wa Rasilimaliwatu;
 - (vii) Idara ya Sera na Mipango;
 - (viii) Kitengo cha Haki za Wazalishaji Mbegu za Mimea;
 - (ix) Kitengo cha Usimamizi wa Mazingira;
 - (x) Kitengo cha Ukaguzi wa Ndani;
 - (xi) Kitengo cha Usimamizi wa Ununuzi;
 - (xii) Kitengo Fedha na Uhasibu;
 - (xiii) Kitengo cha Huduma za Sheria;
 - (xiv) Kitengo cha TEHAMA; na
 - (xv) Kitengo cha Mawasiliano Serikalini.

4. Katika utekelezaji wa Muundo huu, hatua zifuatazo zizingatiwe:-

- i) Kujaza nafasi za Uongozi zilizo wazi kwenye Muundo ulioidhinishwa kulingana na Sheria, Kanuni, Taratibu na Miongozo inayosimamia Utumishi wa Umma;
- ii) Kuandaa Mahitaji ya Watumishi (Job List) ambao watahitajika katika kutekeleza majukumu na kazi za Wizara kwa Muundo huu mpya kulingana na Muundo ya Utumishi (Schemes of Service). Aidha, katika kuandaa mahitaji ya watumishi ni vema kuzingatia hali ya uchumi wa nchi, vipaumbele vya Nchi, Dira na Dhima ya Wizara, vipaumbele vya Wizara, matumizi ya teknolojia na njia mbadala za utoaji wa huduma. Mahitaji hayo yawe katika upeo wa miaka mitatu (3) ijayo;
- iii) Kuandaa Maelezo ya Kazi (*Job Descriptions*) kwa kila nafasi ya kazi katika Wizara;
- iv) Kuwaelewesha Watumishi wote juu ya Muundo mpya ili kurahisisha utekelezaji wake; na
- v) Kuwasilisha Ofisi ya Rais, Menejimenti ya Utumishi wa Umma na Utawala Bora taarifa ya utekelezaji wa Muundo na Mgawanyo wa Majukumu kabla au ifikapo tarehe 28 Oktoba, 2022. Taarifa hiyo iwe na maelezo ya nafasi za uongozi zilizojazwa, Orodha ya Mahitaji ya Watumishi na Maelezo ya Kazi kwa Watumishi wote.

Jiandae Kuhesabiwa Siku ya Jumanne tarehe 23 Agosti, 2022

5. Naambatisha Muundo ulioidhinishwa na Mheshimiwa Rais, na ni matumaini yangu kuwa Muundo huu mpya utatekelezwa kikamilifu.
6. Nakushukuru kwa ushirikiano wako.



V. E. Shoo

Kny: **KATIBU MKUU (UTUMISHI)**

Nakala: Katibu Mkuu Kiongozi,
Ofisi ya Rais,
Ikulu,
1 Barabara ya Julius Nyerere
Chamwino,
S. L. P. 1102,
40400 DODOMA.

SIRI

“ Katibu Mkuu,
Wizara ya Fedha na Mipango,
Mji wa Serikali Mtumba,
Mtaa wa Hazina,
S. L. P. 2802,
DODOMA.



Jiandae Kuhesabiwa Siku ya Jumanne tarehe 23 Agosti, 2022

THE UNITED REPUBLIC OF TANZANIA



**THE APPROVED FUNCTIONS AND ORGANISATION STRUCTURE OF THE MINISTRY
OF AGRICULTURE**

(Approved by the President on 4th July, 2022)

**PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT AND GOOD GOVERNANCE**

JULY, 2022

**PERMANENT SECRETARY
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT
P.O.Box 670
DODOMA**

TABLE OF CONTENTS

1.0	INTRODUCTION	1
1.1	VISION AND MISSION	1
1.1.1	Vision	1
1.1.2	Mission	1
2.0	THE CURRENT FUNCTIONS AND ORGANIZATION STRUCTURE OF THE MINISTRY OF AGRICULTURE	1
2.1	RATIONALE FOR REVIEW	4
2.1.1	To rename Agricultural Training, Extension Services and Research Division to Agricultural Training and Research Division	4
2.1.2	To reorganise Sections under Crop Development Division	4
2.1.3	To merge Agriculture Marketing and Food Security functions to form Agriculture Marketing and Food Security Division	5
2.1.4	To rename Agricultural Mechanization and Irrigation Division to Agricultural Mechanization and Value Addition Division.....	5
3.0	THE APPROVED FUNCTIONS AND ORGANISATION STRUCTURE OF THE MINISTRY OF AGRICULTURE	6
3.1	AGRICULTURAL TRAINING AND RESEARCH DIVISION.....	8
3.1.1	Agricultural Training Institutes Support Section.....	8
3.1.2	Agricultural Training Curriculum Management and Research Section.....	9
3.2	CROP DEVELOPMENT DIVISION.....	9
3.2.1	Crop Production Section.....	10
3.2.2	Agricultural Inputs Section.....	10
3.2.3	Agricultural Extension Services Section	11
3.3	AGRICULTURAL MARKETING AND FOOD SECURITY DIVISION	12
3.3.1	Crop Monitoring and Food Security Section	12
3.3.2	Agricultural Marketing Section	13
3.4	AGRICULTURAL LAND USE PLANNING AND MANAGEMENT DIVISION	13
3.4.1	Agricultural Land Use Planning Section	14
3.4.2	Agricultural Land Use Management Section	14
3.5	AGRICULTURAL MECHANIZATION AND VALUE ADDITION DIVISION	15
3.5.1	Farm Machinery and Renewable Energy Usage Section.....	16

3.5.2	Agro Processing and Value Addition Section	16
3.6	PLANT BREEDER'S RIGHTS UNIT	17
3.7	ENVIRONMENTAL MANAGEMENT UNIT	18
3.8	ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT DIVISION	19
3.8.1	Human Resource Management Section	20
3.8.2	Administration Section	20
3.9	POLICY AND PLANNING DIVISION	21
3.9.1	Policy and Planning Section	22
3.9.2	Monitoring and Evaluation Section	22
3.10	FINANCE AND ACCOUNTS UNIT	23
3.11	INTERNAL AUDIT UNIT	24
3.12	PROCUREMENT MANAGEMENT UNIT	25
3.13	GOVERNMENT COMMUNICATION UNIT	25
3.14	INFORMATION AND COMMUNICATION TECHNOLOGY UNIT	26
3.15	LEGAL SERVICES UNIT	27

PERMANENT SECRETARY
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT
 P.O.Box 670
 DODOMA

1.0 INTRODUCTION

The President of the United Republic of Tanzania issued a Notice on Assignment of Ministerial Functions (Instrument) No. 534 2nd July, 2021. In that Instrument, the President created a Ministry of Agriculture which is mandated to formulate and monitor implementation of Policies on Agriculture, irrigation, Food Security and Cooperatives; Food Security management; Crop Warehouse Licensing; Strategic Food Reserve Management; Development of Cooperative Societies and Cooperatives; Cooperative Savings and Credit Societies; Agricultural Infrastructure Development; Marketing and Value Addition for Agriculture; Performance Improvement and Development of Human Resources; Extra-Ministerial Departments, Parastatal Organisations, Agencies and Projects under this Ministry.

1.1 VISION AND MISSION

1.1.1 Vision

Nucleus for providing policy guidance and services to a modernized, commercialized, competitive and effective agriculture system.

1.1.2 Mission

To deliver quality agricultural, provide a conducive environment to stakeholders, provide technical backstopping to Local Government Authorities and facilitate the Private Sector to contribute effectively to sustainable agricultural production, productivity and cooperative development.

2.0 THE CURRENT FUNCTIONS AND ORGANIZATION STRUCTURE OF THE MINISTRY OF AGRICULTURE

The current functions and Organisation Structure of the Ministry of Agriculture consists of the following Divisions and Units (*see Chart I*):-

- (i) Agricultural Training, Extension Services and Research Division;
- (ii) Crop Development Division;
- (iii) National Food Security Division;
- (iv) Agricultural Land Use Planning and Management Division;
- (v) Agricultural Mechanisation Division;
- (vi) Plant Breeders' Rights Unit;
- (vii) Environmental Management Unit;
- (viii) Administration and Human Resources Management Division;

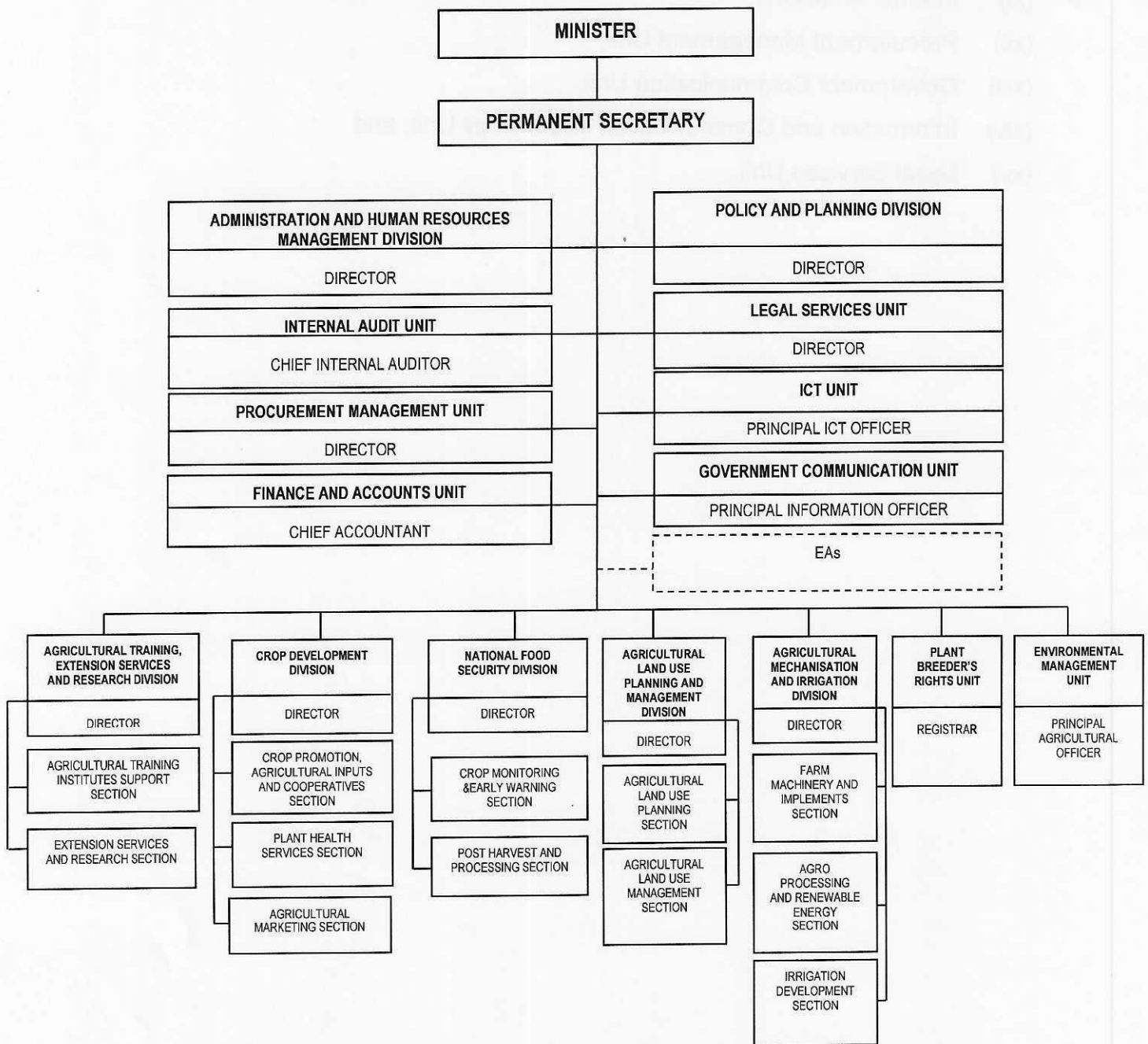
- (ix) Policy and Planning Division;
- (x) Finance and Accounts Unit;
- (xi) Internal Audit Unit;
- (xii) Procurement Management Unit;
- (xiii) Government Communication Unit;
- (xiv) Information and Communication Technology Unit; and
- (xv) Legal Services Unit.



PERMANENT SECRETARY
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT
P.O. Box 670
DODOMA

THE CURRENT ORGANISATION STRUCTURE OF THE MINISTRY OF AGRICULTURE

(Approved by the President on 10th June, 2018)



PERMANENT SECRETARY
 PRESIDENT'S OFFICE
 PUBLIC SERVICE MANAGEMENT
 P.O. Box 670
 DODOMA

2.1 RATIONALE FOR REVIEW

The current functions and organization structure of the Ministry came into effect from 10th June 2018 as approved by the President of the United Republic of Tanzania. On 2nd July, 2021 the President of the United Republic of Tanzania issued a Notice No. 534 of Assignment of Ministerial Functions (Instrument). Directives were given to all Ministries to prepare their proposed structures and functions. In adherence to directives, the Ministry of Agriculture made a number of changes by rearranging and reorganizing its structure and functions. Main reason for the changes made is to improve productivity.

2.1.1 To rename Agricultural Training, Extension Services and Research Division to Agricultural Training and Research Division

It is proposed to rename Agricultural Training, Extension Services and Research Division to Agricultural Training and Research Division to reflect functions performed under the Division as a result of moving Extension services activities to Crop Development Division for proper functioning. Also, proposed changes aim to improve provision of quality education and support management of 14 public agriculture institutes and 15 private agriculture institutes. The Division will comprise of two (2) Sections instead of three (3). These Sections are namely:-

- (i) Agricultural Training Institutes Support Section; and
- (ii) Agricultural Training Curriculum Management and Research Section.

2.1.2 To reorganise Sections under Crop Development Division

Plant Health Service Section which are under Crop Development Division has been eliminated as all the Plant Health Services functions will be implemented under proposed Tanzania Plant Health and Pesticide Authority (TPHPA). Also, the proposal to move Agricultural Marketing Section to proposed Agricultural Marketing and Food Security Division to strengthen crop development and expansion of the Agricultural Marketing that necessitate to commercialize agriculture.

Nevertheless, the Extension Services activities has been moved to this Division for proper functioning as developed technologies will be smoothly extended to farmers.

The Crop Development Division will comprise of three (3) Sections namely:-

- (i) Crop Production;
- (ii) Agricultural Inputs; and
- (iii) Agricultural Extension Services.

PERMANENT SECRETARY
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT
P.O.Box 670
DODOMA

2.1.3 To merge Agriculture Marketing and Food Security functions to form Agriculture Marketing and Food Security Division

It is proposed to rename Food Security Division to Agriculture Marketing and Food Security Division to reflect functions performed under the Division after moving Agricultural Marketing section to this Division. The Division mainly work with produce after harvest and thus have been put together to balance the amount of food to be secured and that to be supplied in the market. The Post-Harvest and Processing Section has been shifted from this Division to the Agricultural Mechanization and Value Addition Division for proper functioning. The Division will comprise of two (2) Sections namely:-

- (i) Crop Monitoring and Food Security Section; and
- (ii) Agricultural Marketing Section.

2.1.4 To rename Agricultural Mechanization and Irrigation Division to Agricultural Mechanization and Value Addition Division

It is proposed to renamed Agricultural Mechanization and Irrigation Division to Agricultural Mechanization and Value Addition Division as irrigation function is now being under National Irrigation Commission hence deletion of Irrigation Development Section. The Division will also work with post-harvest, agro-processing and value addition for agriculture products to improve productivity. The Division will comprise of two Sections namely:-

- (i) Farm Machinery and Renewable Energy Usage Section; and
- (ii) Agro Processing and Value Addition Section.

PERMANENT SECRETARY
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT
P.O.Box 670
BODOMA

3.0 THE APPROVED FUNCTIONS AND ORGANISATION STRUCTURE OF THE MINISTRY OF AGRICULTURE

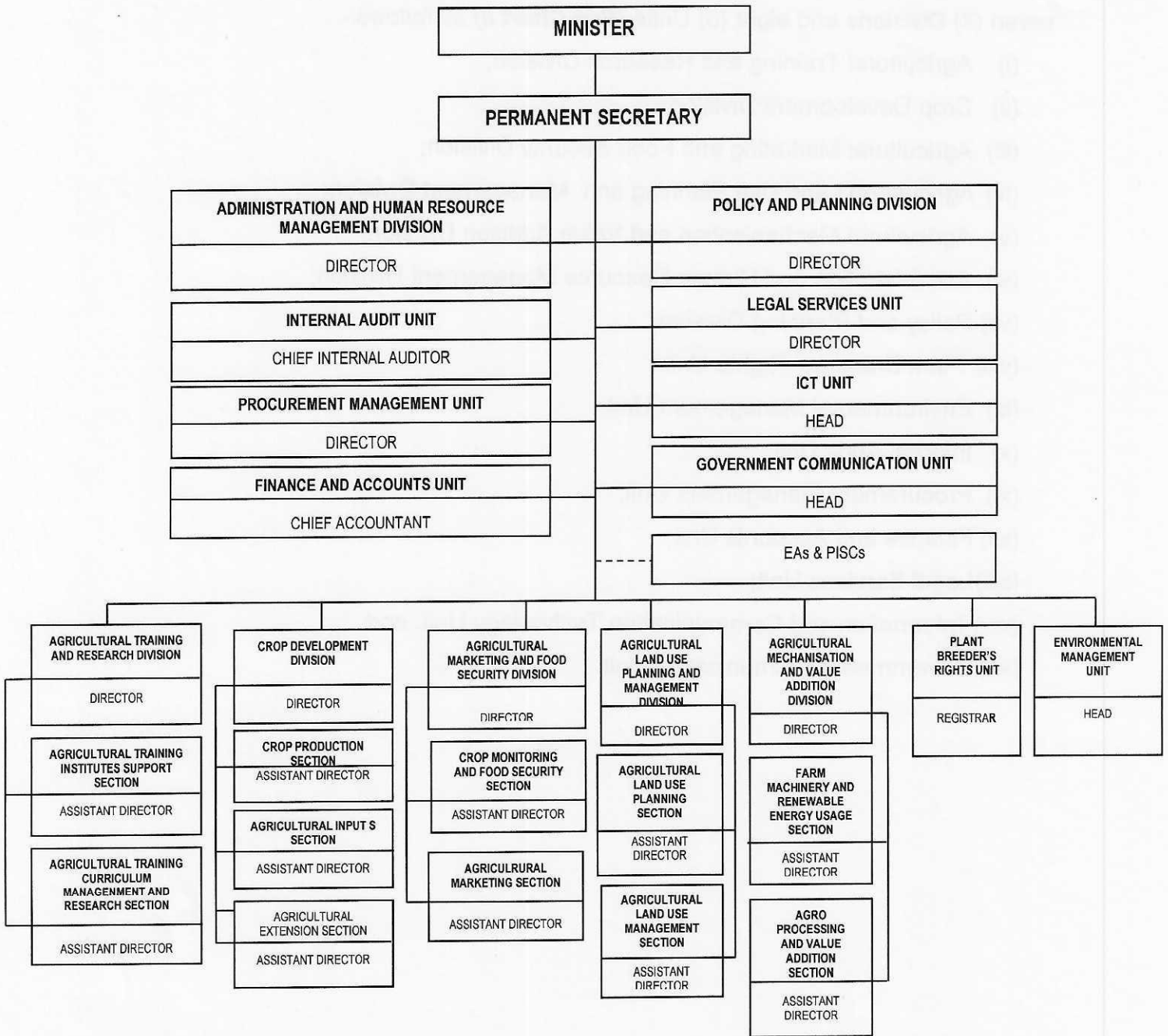
The approved functions and organisation structure of the Ministry will comprise of seven (7) Divisions and eight (8) Units (*See Chart II*) as follows:-

- (i) Agricultural Training and Research Division;
- (ii) Crop Development Division;
- (iii) Agricultural Marketing and Food Security Division;
- (iv) Agricultural Land Use Planning and Management Division;
- (v) Agricultural Mechanisation and Value Addition Division;
- (vi) Administration and Human Resource Management Division;
- (vii) Policy and Planning Division;
- (viii) Plant Breeders' Rights Unit;
- (ix) Environmental Management Unit;
- (x) Internal Audit Unit;
- (xi) Procurement Management Unit;
- (xii) Finance and Accounts Unit;
- (xiii) Legal Services Unit;
- (xiv) Information and Communication Technology Unit; and
- (xv) Government Communication Unit.

PERMANENT SECRETARY
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT
P.O.Box 670
DODOMA

THE APPROVED ORGANISATION STRUCTURE OF THE MINISTRY OF AGRICULTURE

(Approved by the President on 4th July, 2022)



PERMANENT SECRETARY
 PRESIDENT'S OFFICE
 PUBLIC SERVICE MANAGEMENT
 P.O. Box 670
 DODOMA

3.1 AGRICULTURAL TRAINING AND RESEARCH DIVISION

Objective

To oversee provision and implementation of agricultural training and agricultural research activities.

Functions

The Division will perform the following functions:-

- (i) To coordinate and monitor agricultural training and research institutes;
- (ii) To facilitate management and development of the Ministry's agricultural training institutes;
- (iii) To develop strategies and programs for agricultural training institutes sustainably;
- (iv) To facilitate review of curricula in line with clients' demands;
- (v) To enforce NACTE standards within agricultural training institute; and
- (vi) To keep inventories of Agricultural Research findings for improving training curriculum.

This Division will be led by a Director and will have two (2) Sections as follows:-

- (i) Agricultural Training Institutes Support Section; and
- (ii) Agricultural Training Curriculum Management and Research Section.

3.1.1 Agricultural Training Institutes Support Section

This Section will perform the following activities: -

- (i) Develop and monitor implementation of Agricultural institutes strategies and programmes;
- (ii) Monitor the management and administration of the Ministry's training institutes;
- (iii) Manage assessment and examination quality in Agricultural Training Institutes;
- (iv) Coordinate farmer training programmes including cross cutting issues (HIV/AIDS and gender);
- (v) Develop and review instructional materials for short and long term training programmes for middle level manpower;
- (vi) Establish and coordinate linkages with other training institutions within East Africa and elsewhere;
- (vii) Prepare Ministry's Training Institutions budget and financial report;
- (viii) Coordinate the acquisition of training institutions materials and equipment;
- (ix) Coordinate the rehabilitation and construction of infrastructure in MoA training institutes;

PERMANENT SECRETARY
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT
P.O.Box 670
DODOMA

- (x) Investigate student disciplinary cases and appeals; and
- (xi) Evaluate effectiveness of utilisation of tutors in agricultural training institutes.

This Section will be led by an Assistant Director.

3.1.2 Agricultural Training Curriculum Management and Research Section

This Section will perform the following activities: -

- (i) Prepare, monitor, evaluate and review curriculum implementations in all Agricultural Training Institutes;
- (ii) Prepare and compile reports pertaining to curriculum development;
- (iii) Prepare and monitor training needs assessment for capacity strengthening of training unit professionals;
- (iv) Coordinate Agricultural Research Institutes including TARI, TACRI, TORITA and TRIT activities and ensure they are in line with the national Policies;
- (v) Keep inventories and disseminate Agricultural Research findings through training institutes; and
- (vi) Develop farmer training curriculum which includes cross cutting issues (HIV/AIDS and gender).

This Section will be led by an Assistant Director.

3.2 CROP DEVELOPMENT DIVISION

Objective

To provide expertise and quality services on crop development to ensure food security and income generation.

Functions

The Division will perform the following functions:-

- (i) To provide inputs on crop development policies, legislations, standards and rules related to crop development;
- (ii) To develop crop development strategies, programmes and coordinate its implementation;
- (iii) Overall coordination of crop development activities and implementation of crop development policies;
- (iv) Facilitate increased productivity and agricultural output through improved extension, advisory support services and technology application; and
- (v) To build capacity of RS and LGAs in crop development in liaison with Ministry responsible with Regional Administration and Local Government.

This Division will be led by a Director and will have three (3) Sections as follows: -

- (i) Crop Production Section;
- (ii) Agricultural Inputs; and
- (iii) Agricultural Extension Section.

3.2.1 Crop Production Section

This Section will perform the following activities: -

- (i) Develop, monitor, evaluate and review implementation of crop related policies and legislations;
- (ii) Enhance application of improved technologies to increase crop Production and Productivity;
- (iii) Promote establishment of out grower program earmarked to assist small scale farmers improve their productivity;
- (iv) Coordinate the development of projects, programmes and strategies for crop development;
- (v) Facilitate promotion of commercial farming including contract farming and block farms;
- (vi) Provide advice on production of crops based on agro – ecological zones;
- (vii) Provide advice on enforcement of crop industry legislation and guidelines;
- (viii) Develop and maintain Government Orchards for multiplication and dissemination of improved varieties of horticultural crops;
- (ix) Promote production of new and emerging crops; and
- (x) Prepare and enforce implementation of quality standards on production of traditional and non-traditional export crops.

This Section will be led by an Assistant Director.

3.2.2 Agricultural Inputs Section

This Section will perform the following activities: -

- (i) Initiate, develop and review implementation of policies, strategies, standards and legislation on agricultural inputs;
- (ii) Coordinate and facilitate registration, inspection, monitoring and certification of quality seed and crop varieties;
- (iii) Coordinate and promote involvement of Cooperative Unions in input supply and distribution;
- (iv) Promote investment on local manufacturing of agricultural inputs;

PERMANENT SECRETARY
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT
P.O. Box 670
DODOMA

- (v) Facilitate and promote of farmer managed seed production (Quality Declared Seed [QDS]);
 - (vi) Encourage Private Sector Participation in quality seed production;
 - (vii) Coordinate production and distribution of agricultural seed for assurance of National Seed Self- sufficient;
 - (viii) Coordinate establishment of National supply and demand for Agro-Inputs distribution and utilization;
 - (ix) Build capacity of RS and LGAs Extension staff to provide advisory Services on appropriate handling and use of agricultural inputs;
 - (x) Develop Agricultural Inputs Databank; and
 - (xi) Coordinate and facilitate availability and safe use of agricultural inputs.
- This Section will be led by an Assistant Director.

3.2.3 Agricultural Extension Services Section

This Section will perform the following activities: -

- (i) Develop, monitor and review implementation of extension services policy, guidelines, regulations and standing orders;
- (ii) Establish, introduce and improve extension services methodologies;
- (iii) To design, review and monitor implementation extension services methodologies;
- (iv) Develop and disseminate technical extension packages for use in RS and LGAs;
- (v) Develop standards for extension services delivery, monitor and evaluate performance and advise accordingly;
- (vi) Build capacity of RS and LGAs to provide technical advisory services to farmers;
- (vii) Build capacity of extension workers;
- (viii) Develop and maintain ICT technologies for data bank in extension service delivery;
- (ix) Coordinate and facilitate agricultural exhibitions;
- (x) Establish and retooling of Ward Agricultural Resource Centers (WARCs) and monitor its utilization; and
- (xi) Coordinate and facilitate public and private extension service providers.

This Section will be led by an Assistant Director.

3.3 AGRICULTURAL MARKETING AND FOOD SECURITY DIVISION

Objective

To ensure food availability at all levels and Facilitate Marketing of Agricultural Products.

Functions

The Division will perform the following functions:-

- (i) To develop, monitor, evaluate and review implementation of food aid policy, guidelines and legislation;
- (ii) To prepare and coordinate National Strategies and Programmes on food security in the Country and monitor its implementation;
- (iii) To carry out overall monitoring of food crops performance at all stages for early warning on impending food situation;
- (iv) To analyze the state of food level and prepare strategies in liaison with PMO and National Food Reserve Agency (NFRA);
- (v) Coordinate, promote and facilitate public and Private Sector involvement in Agricultural marketing and marketing infrastructure; and
- (vi) Strengthen agricultural market access at domestic, regional and international levels.

This Division will be led by a Director and will have two (2) Sections as follows: -

- (i) Crop Monitoring and Food Security Section; and
- (ii) Agricultural Marketing Section.

3.3.1 Crop Monitoring and Food Security Section

This Section will perform the following activities: -

- (i) Prepare preliminary and final food crop production forecasts;
- (ii) Analyse and implement early warning systems;
- (iii) Provide advice on proper balancing of food levels across the country;
- (iv) Prepare and disseminate reports on food levels across the country;
- (v) Build capacity of RS and LGAs to provide accurate data on early warnings systems in liaison with Ministry responsible with Regional Administration and Local Government;
- (vi) Analyse and prepare reports on levels of food imports and exports;
- (vii) Provide advice on farm operations in accordance to weather changes information data;
- (viii) Provide advisory services on nutritional quality based on food crops; and

PERMANENT SECRETARY
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT
P.O.Box 670
DODOMA

- (ix) Analyse level of food and prepare report in liaison with PMO and the National Food Reserve Agency (NFRA).

This Section will be led by an Assistant Director.

3.3.2 Agricultural Marketing Section

This Section will perform the following activities: -

- (i) Provide inputs to develop and review policies, strategies and legislations concerning agricultural marketing and Cooperatives;
- (ii) Conduct market intelligence on crops grown in the Country;
- (iii) Conduct analysis concerning storage and marketing of crops grown in the Country;
- (iv) Coordinate agricultural market access domestically, regional and internationally;
- (v) Provide advice to the Government on exploiting and sustaining available agricultural marketing opportunities at all levels;
- (vi) Data Harmonization Centre for agricultural crop markets;
- (vii) Provide platform for Agricultural Marketing Stakeholders;
- (viii) Promote adherence to quality, standards and grade in agricultural products to meet domestic, regional and international markets requirement;
- (ix) Coordinate and promote Public and Private Sector investment in Agricultural Marketing enterprises;
- (x) Develop and promote different models in agricultural value chain financing; and
- (xi) Provide inputs on cooperative development policies and legislations.

This Section will be led by an Assistant Director.

3.4 AGRICULTURAL LAND USE PLANNING AND MANAGEMENT DIVISION

Objective

To provide expertise on agricultural land use planning and management.

Functions

The Division will perform the following functions:-

- (i) Liaise with Ministry responsible for land to publish and protect legally identified land for agricultural use;
- (ii) To stipulate agricultural land users (farmers) roles and ensure agricultural land conservation, management and sustainability requirements are met to preserve soil fertility;
- (iii) To facilitate and implement strategies for rejuvenating degraded agricultural land resulting from unsustainable utilization;

- (iv) To set scales for punishment/fines to those who will fail to comply for sustainable agricultural land use practices;
- (v) To prepare agricultural land/soil suitability and capability classification for agricultural use; and
- (vi) To monitor and facilitate activities carried out by the National Irrigation Commission.

This Division will be led by a Director and will have two (2) Sections as follows: -

- (i) Agricultural Land Use Planning Section; and
- (ii) Agricultural Land Use Management Section.

3.4.1 Agricultural Land Use Planning Section

This Section will perform the following activities: -

- (i) Produce agricultural land use management plans and maps for Districts and National levels;
- (ii) Identify and facilitate demarcation on agricultural land for agriculture use;
- (iii) Liaise with Ministry responsible for land to facilitate legal ownership of agricultural land/ farms;
- (iv) Undertake survey on agricultural land;
- (v) Disseminate to RS and LGAs relevant technological packages for agricultural land use planning;
- (vi) Establish, operate and maintain a National Data Bank for agricultural land use planning; and
- (vii) Promote information sharing and exchange on sustainable agricultural land use planning.

This Section will be led by an Assistant Director.

3.4.2 Agricultural Land Use Management Section

This Section will perform the following activities: -

- (i) Develop, monitor, evaluate and review policies and strategies to address issues of sustainability agricultural land use planning and management;
- (ii) Facilitate agricultural land suitability and capability classification and disseminate to users and monitor their implementation;
- (iii) Develop and disseminate guidelines for agricultural land use management and monitor their implementation;
- (iv) Provide technical capacity building to Regional Secretariat and LGAs on sustainable agricultural land management and utilization;

- (v) Undertake agricultural land evaluation for use and management planning;
- (vi) Procure and disseminate to RS and LGAs relevant on-farm soil and water management technologies on soil erosion control and on-farm rain water harvesting;
- (vii) Prepare relevant agricultural land use management technologies for Districts;
- (viii) Design and disseminate to RS and LGAs relevant on-farm soil fertility and agro-forestry management packages;
- (ix) Monitor environmental degradation on cultivated agricultural lands; and
- (x) Develop guidelines to protect catchments of irrigated land to support irrigation initiatives countrywide.

This Section will be led by an Assistant Director.

3.5 AGRICULTURAL MECHANIZATION AND VALUE ADDITION DIVISION

Objective

To provide expertise in modernization of agricultural production in the country.

Functions

The Division will perform the following functions:-

- (i) To advise the government on formulation, implementation and review of the National Agricultural Mechanization and Irrigation Policy, Strategy, Programs and Laws;
- (ii) To act as a forum/platform for information and technology sharing and soliciting resources pertaining to time, labour and water saving technologies;
- (iii) To coordinate all interventions in Agricultural Modernization domain conducted by the development agents and other stakeholders;
- (iv) To facilitate modernization of farm machinery including use of alternate power sources and conservation tillage equipment;
- (v) To promote agro-processing machines and productive use of rural energy;
- (vi) To build capacity of institutions and personnel in profitable agricultural modernization (including Region Secretariat and Local Government Authorities, research, training, innovations and other stakeholders);
- (vii) To advise the Government in all matters concerning development and management of agricultural modernization domain in the country;
- (viii) To acquire, develop and disseminate suitable technologies originating from research findings, innovations and manufacturers of local or foreign origin;
- (ix) To monitor activities carried out by the National Irrigation Commission; and

- (x) To provide advisory services and facilitate establishment of appropriate farm structures.

The Division will be led by a Director and will comprise two (2) Sections as follows: -

- (i) Farm Machinery and Renewable Energy Usage Section; and
- (ii) Agro Processing and Value Addition Section.

3.5.1 Farm Machinery and Renewable Energy Usage Section

This Section will perform the following activities: -

- (i) Initiate formulation, implementation and review of policy, strategies and programmes on agricultural machinery and productive use of renewable energy;
- (ii) Prepare specifications and guidelines for agricultural machinery;
- (iii) Provide effective information on the national demand, availability and distribution of farm implements, machinery and equipment;
- (iv) Provide advisory services on appropriate farm machinery, multi operational use of machinery and productive use of renewable energy;
- (v) Promote and encourage agro-machinery technologies and modernization;
- (vi) Promote exploitation of productive use of renewable energy in agriculture;
- (vii) Facilitate up scaling of conservation tillage technologies to improve agricultural productivity;
- (viii) Build capacity of RS and LGAs on farm machinery technologies and productive use of renewable energy;
- (ix) Encourage participation of private investors in agro mechanization including supply of conservation tillage implements;
- (x) Develop data bank for agricultural machinery; and
- (xi) Advise on the creation of enabling environment to acquire modern agro mechanisation technologies.

The Section will be led by an Assistant Director.

3.5.2 Agro Processing and Value Addition Section

This Section will perform the following activities: -

- (i) Develop strategies and programmes to increase adoption of agro-processing technologies;
- (ii) Provide advisory services on food crops handling, processing and storage in collaboration with other related institutions;

- (iii) Develop specifications and guidelines on agro-processing technologies and storage facilities and provide technical back stopping;
- (iv) Build capacity of RS and LGAs on food crops handling, processing and storage;
- (v) Encourage private sector participation in increasing accessibility and availability of agro-processing technologies and storage facilities;
- (vi) Facilitate dissemination and commercialization of new agro-processing machinery technologies from Research & Development institutions;
- (vii) Develop and maintain data bank on agro processing machinery;
- (viii) Develop and disseminate technical packages skills on food crops processing and preservation, and monitor their implementation;
- (ix) Prepare and disseminate food quality and standards and monitor their implementation; and
- (x) Provide information on areas and opportunities for private investment in food crops handling, processing and storage.

The Section will be led by an Assistant Director.

3.6 PLANT BREEDER'S RIGHTS UNIT

Objective

To promote plant breeding and availability of improved plant varieties for agricultural development in the Country.

This Unit will perform the following activities: -

- (i) Establish criteria for quality plant breeds;
- (ii) Register quality plant breeds;
- (iii) Grant Plant Breeders' Rights (PBR);
- (iv) Establish and maintain a documentation centre for the purposes of dissemination of information on Plant Breeders' Rights;
- (v) Maintain a register and provide information on Plant Breeders' Rights issues;
- (vi) Facilitate transfer and licensing of Plant Breeders' Rights;
- (vii) Collaborate with Local and International bodies whose functions relate to Intellectual Property Rights based on plant matters;
- (viii) Maintain the Plant Breeders' Rights Fund established under the Plant Breeders Rights; and
- (ix) Coordinate matters on property rights that relate to plant genetic resources and geographical indications.

This Unit will be led by a Registrar.

3.7 ENVIRONMENTAL MANAGEMENT UNIT

Objective

To provide expertise on environment management and climate change within the agricultural Sector.

This Unit will perform the following activities: -

- (i) Monitor compliance with the requirement of Environment Management Act, national regulations and international agreements Agricultural Sector;
- (ii) Advise on policy and legal reviews on environment management and climate change in the Agriculture sector;
- (iii) Oversee the implementation of policies, strategies, programs and plans to minimize adverse social–economic impacts due to agricultural activities;
- (iv) Prepare and coordinate the implementation of Agricultural sector environmental and climate resilience action plans across levels as required under EMA and National Climate Change Strategy;
- (v) Undertake strategic environmental assessment of the agricultural sector legislation, regulations, policies, strategies, programs and plans;
- (vi) Oversee the preparation and implementation of Environmental and Social Impact Assessments required for investments in agriculture;
- (vii) Collaborate with the Ministry responsible for Local Governments, to build technical capacity of LGAs to integrated environment and climate change issues in their District Agricultural Development Plans;
- (viii) Oversee the implementation of climate smart agriculture practices and technologies in the Agriculture sector at national, regions and district level;
- (ix) Sensitize, educate, disseminate and monitor climate change related interventions and initiatives including resilience plan (ACRP), Climate Smart Agriculture (CSA) Program, Guideline, National Adaptation plans (NAPs) and National Determined Contributions (NDCs) in Agricultural sector;
- (x) Conduct assessment of threatened ecosystems due to agricultural activities and implement environmental management plans in collaboration with other stakeholders;
- (xi) Promote public awareness at all levels on the importance of conservation of biological diversity, sustainable use and management of natural resources and

effective waste management (agrochemicals and crop residues) in the agricultural sector;

- (xii) Prepare and coordinate implementation of the Climate Smart Agriculture Guideline, Training of Trainers of the CSA Guideline and its Training Manual for enabling CSA adoption at MATIs and LGAs; and
- (xiii) Prepare, mobilise resources, coordinate and implement programmes and projects to lessen environmental degradation and address climate change in the agriculture sector.

This Unit will be led by a Head who is equivalent to a Principal Officer.

3.8 ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT DIVISION

Objective

To provide expertise and services on human resource management and administrative matters.

Functions

The Division will perform the following functions:-

- (i) To interpret Public Service Regulations; Standing Orders and other Labour laws;
- (ii) To oversee the implementation of ethics and value promotion activities including corruption prevention education;
- (iii) To administer and oversee implementation of activities such as recruitment, selection, orientation, training and employee development, promotion, discipline, retention, motivation, performance management and general staff welfare;
- (iv) To ensure optimal, efficient and effective management and utilization of human resource;
- (v) To coordinate Workers Council and Trade Union affairs;
- (vi) To oversee the development and implementation of effective policies, procedures and guidelines for recruitment, training and development, deployment, retention of staff, promotions, performance management;
- (vii) To conduct human resource audit and inventory of current and needed skills;
- (viii) To provide registry, messengerial and courier services; and manage Ministry records;
- (ix) To handle protocol matters;
- (x) To facilitate provision of security services, transport and general utilities;

- (xi) To facilitate maintenance of Ministry equipments, buildings and grounds;
- (xii) To coordinate implementation of ethics and value promotion activities;
- (xiii) To coordinate implementation of diversity issues; and
- (xiv) To coordinate implementation of Private Sector Participation, Business Process Improvement and Client Service Charter.

This Division will be led by a Director and will comprise two (2) Sections as follows: -

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

3.8.1 Human Resource Management Section

This Section will perform the following activities: -

- (i) Interpret and ensure adherence to Public Service Regulations, Standing Orders and other Labour laws;
- (ii) Carry out human resources planning and development;
- (iii) Coordinate staff recruitment, selection, orientation, placement, confirmation, training and employee development, promotion, transfer, motivation; and
- (iv) Prepare Annual Personnel Emolument estimates and administer salaries and process payrolls;
- (v) Coordinate implementation of Open Performance Review and Appraisal System (OPRAS);
- (vi) Oversee employee's benefits (pension, allowances, retirement, resignation, deaths etc) and other entitlements;
- (vii) Oversee services related to separation from service (retirement, resignation etc);
- (viii) Facilitate employee relations and welfare including employee health and safety, sports and culture;
- (ix) Process and update leave records such as vacation, sick, maternity, study and terminal;
- (x) Coordinate complaints and grievances handling; and
- (xi) Serve as a Secretariat to the Appointment Committee.

This Section will be led by an Assistant Director.

3.8.2 Administration Section

This Section will perform the following activities: -

- (i) Facilitate maintenance of Ministry equipments, buildings and grounds;

PERMANENT SECRETARY
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT
P.O. Box 670
DODOMA

- (ii) Coordinate implementation of ethics and value promotion activities including prevention of corrupt practices;
- (iii) Coordinate implementation of diversity issues;
- (iv) Provide registry, messengerial and courier services and manage office records;
- (v) Coordinate Workers Council and Trade Union affairs
- (vi) Handle protocol matters;
- (vii) Facilitate provision of security services, transport and general utilities;
- (viii) Coordinate implementation of Private Sector Participation, Business Process Improvement and Client Service Charter in the Ministry; and
- (ix) Advise on organizational efficiency of the Ministry.

This Section will be led by an Assistant Director.

3.9 POLICY AND PLANNING DIVISION

Objective

To provide expertise and services in policy formulation, implementation, monitoring and evaluation.

Functions

The Division will perform the following functions:-

- (i) To coordinate preparation of Sector policies and monitor their implementation and carry out their impact assessments;
- (ii) To analyse policies from other sectors;
- (iii) To coordinate preparations and implementations of Sector plans and budgets;
- (iv) To carry out monitoring and evaluation of the Sector's plans and budgets and prepare performance reports;
- (v) To carry out research, assessments and evaluation of Sector plans and provide a basis for making informed decisions on the future direction of the Sector;
- (vi) To encourage and facilitate the provision of services by the Private Sector in the Sector;
- (vii) To coordinate implementation of performance contracting;
- (viii) To coordinate preparations of Sector contributions to the Budget Speech and Annual Economic Report;

PERMANENT SECRETARY
 OF
 PRESIDENT'S OFFICE
 PUBLIC SERVICE MANAGEMENT
 P.O.Box 670
 DODOMA

- (ix) To institutionalise strategic planning; budget; and monitoring and evaluation skills in the Sector;
- (x) To be a custodian and coordinator of Ministerial statistics; and
- (xi) To ensure that ministerial plans and budgets are integrated into the Government budgeting process.

This Division will be led by a Director and will comprise two (2) Sections as follows: -

- (i) Policy and Planning Section; and
- (ii) Monitoring and Evaluation Section.

3.9.1 Policy and Planning Section

This Section will perform the following activities:-

- (i) Coordinate formulation, review, implementation and monitoring of Sector's policies; and ensure they are consistent with National policies, frameworks and strategies;
- (ii) Review and advise on policy papers prepared by other Ministries;
- (iii) To carry out research and impact studies of Sector policies and provide a basis for making informed decisions on the future direction of the Sector;
- (iv) Compile implementation reports on Ruling Party Manifesto and Parliamentary Committee reports;
- (v) Coordinate formulation and preparation of the Sector's medium term strategic plan, annual action plans and budgets;
- (vi) Compile reports on Sector projects, programmes and Action Plans and Develop strategies for resource mobilization;
- (vii) Provide technical guidance and support for institutionalization of Strategic Planning and Budgeting process within the Sector;
- (viii) Prepare memorandum of understanding for projects and programs for International financing;
- (ix) Coordinate the preparation of Sector budget speech; and
- (x) Participate in analysis of outsourcing of non-core functions (Private Sector Participation).

This Section will be led by an Assistant Director.

3.9.2 Monitoring and Evaluation Section

This Section will perform the following activities: -

- (i) Monitor and evaluate implementation of the Sector 's Annual Plans and Medium Term Strategic Plan;

PERMANENT SECRETARY
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT
P.O.Box 670
DODOMA

- (ii) Collect, study and analyze statistics needed in the formulation and implementation of policies, plans and budgetary proposals;
- (iii) Provide inputs in preparation of plans, programs and budgetary activities in the Sector including establishment of performance targets and indicators;
- (iv) Provide technical advice including institutionalization of M&E process;
- (v) Coordinate implementation of performance contracting;
- (vi) Undertake research and evaluation studies of plans, projects and programs undertaken by the Sector;
- (vii) Plan and develop a system for collecting and management of Ministry statistics;
- (viii) Coordinate collection, analysis and dissemination of statistics;
- (ix) Interpret statistical data for internal and external users by using contemporary technology;
- (x) Be a custodian of Statistical data;
- (xi) Undertake service delivery surveys to collect stakeholders/ clients views on services rendered and advise management accordingly;
- (xii) Coordinate mid-year and annual performance reviews; Coordinate collection, analysis, interpretation and presentation of Ministerial data and statistics;
- (xiii) Monitor performance of institution under the Sector; and
- (xiv) Prepare periodic performance reports.

This Section will be led by an Assistant Director.

3.10 FINANCE AND ACCOUNTS UNIT

Objective

To provide financial management and book-keeping services for the Ministry.

This Unit will perform the following activities: -

Cash Office

- (i) Submit voucher list to the Treasury;
- (ii) Collect all cheques from Treasury;
- (iii) Bank cash and cheques;
- (iv) Prepare monthly flash report;
- (v) Pay cash/cheques to employees/customers (service Provider);
- (vi) Batch paid vouchers;
- (vii) Maintain cash book;
- (viii) Record/ reconcile all imprest issued; and

PERMANENT SECRETARY
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT
P.O. Box 670
DODOMA

- (ix) Prepare and effect all payments.

Revenue

- (i) Collect all revenues;
- (ii) Manage the revenue according to regulations and guidelines; and
- (iii) Undertake Bank reconciliation.

Budget

- (i) Monitor allocations and expenditure; and
- (ii) Prepare Final Accounts and other Financial Statements.

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) Reply all Audit queries raised during the previous financial year.

This Unit will be led by a Chief Accountant.

3.11 INTERNAL AUDIT UNIT

Objective

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

This Unit will perform the following activities: -

- (i) Prepare and implement Strategic Audit Plans;
- (ii) Review and report on proper control over the receipt, custody and utilization of all financial resources of the Sector;
- (iii) 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 Sector;
- (iv) Review and report on the correct classification and allocation of revenue and expenditure accounts;
- (v) Develop audit procedures to facilitate compliance with international standards;
- (vi) Review and report on the reliability and integrity of financial and operation data and prepare financial statements and other reports;
- (vii) Review and report on the systems in place used to safeguard assets, and verify existence of such assets;
- (viii) Review and report on operations or programs to ascertain whether results are consistent with established objectives and goals;
- (ix) 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 Auditor General;

- (x) Review and report on the adequacy of controls built into computerized systems in place in the Sector; and
- (xi) Conduct performance audits on appraisal of development projects.

This Unit will be led by a Chief Internal Auditor.

3.12 PROCUREMENT MANAGEMENT UNIT

Objective

To provide expertise and services in procurement, storage and supply of goods and services for the Sector.

This Unit will perform the following activities: -

- (i) Develop an annual procurement Plan for the Sector;
- (ii) Advise the Management on matters pertaining to the procurement of goods and services and logistics management;
- (iii) Monitor adherence to procurement process and procedures as per Public Procurement Act;
- (iv) Procure, maintain and manage supplies, materials and services to support the logistical requirements of the Sector;
- (v) Maintain and monitor distribution of office supplies and materials;
- (vi) Maintain and update inventory of goods, supplies and materials;
- (vii) Provide Secretariat services to the Ministerial Tender Board as per Public Procurement Act; and
- (viii) Set specifications/standards for goods and services procured and monitor adherence to them to ensure value for money.

This Unit will be led by a Director.

3.13 GOVERNMENT COMMUNICATION UNIT

Objective

To provide to the Sector expertise and services in information, communication and dialogue with public and media.

This Unit will perform the following activities: -

PERMANENT SECRETARY
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT
P.O.Box 670
DODOMA

- (i) Produce and disseminate documents such as brochures, articles, newsletters etc to inform the Public on Policies, Programmes, activities and Reforms undertaken by the Sector;
- (ii) Coordinate press briefings for the Sector;
- (iii) Engage in dialogue with the Public as well as media on issues concerning the Sector;
- (iv) Promote Sector activities programs and policies;
- (v) Coordinate preparation of Sectoral and Sector papers for workshops and conferences;
- (vi) Coordinate preparation and production of Ministerial articles and news papers;
- (vii) Up-date sectoral and Sector information in the website; and
- (viii) Advise Divisions, Units, extra Sector I and non-commercial Public Institutions on the production of various documents.

This Unit will be led by a Head who is equivalent to a Principal Information Officer.

3.14 INFORMATION AND COMMUNICATION TECHNOLOGY UNIT

Objective

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

This Unit will perform the following functions: -

- (i) Implement ICT and e-Government policy;
- (ii) Design and maintain Ministry's information data base;
- (iii) Ensure efficient operations of the installed information systems through the implementation of adequate and systematic operating, backup, security and other necessary systems and procedures;
- (iv) Ensure implementation of procedures, norms and policies that safeguard and maintain security of information;
- (v) Ensure and enforce use of ICT in ethical ways as per established government regulations;
- (vi) Establish ICT services such as Internet, email, file sharing, video conference and other services to the Ministry;
- (vii) Provide ICT support to MoA Institutions;
- (viii) Provide training to users on the developed systems;
- (ix) Coordinate and provide support on procurement purchase of software and hardware; and
- (x) Carry out studies and propose areas of using ICT as an instrument to improve

service delivery to the whole Sector.

This Unit will be led by a Head equivalent to Principal Officer.

3.15 LEGAL SERVICES UNIT

Objective

To provide legal expertise and services to the Sector.

This Unit will perform the following activities: -

- (i) Provide assistance to Sector's Divisions and Units and entities under the Sector on interpretation of laws, terms of contract, terms of agreements, privatization agreements, procurement contracts, guarantees, letters of undertaking, memorandum of understanding, consultancy agreements and other type of agreements, and other legal documents;
- (ii) Provide technical support in preparation of legislative instruments including enactments of Parliament and subsidiary legislation(s) and forward to the Office of Attorney General;
- (iii) Participate to various negotiations and meetings that call for legal expertise on agriculture, food security and cooperatives;
- (iv) Liaise with the Office of the Attorney General on litigation of civil cases and other claims involving the Sector;
- (v) Provide technical support to Office of Attorney General on review of various legal instruments such as orders, notices, certificates, agreements and transfer deeds;
- (vi) Collaborate with NBS in data collection, data coding/entry, analysis and interpretation;
- (vii) Provide statistical backstopping support during planning and budget preparation;
- (viii) Coordinate implementation of contract farming under the ministry and its entities;
and
- (ix) Coordinate implementation of contracts and memorandum of understanding under the ministry and its entities.

This Unit will be led by a Director.

PERMANENT SECRETARY
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT
P.O. Box 670
DODOMA

INSTITUTIONS UNDER THE MINISTRY OF AGRICULTURE

NO.	INSTITUTION	TYPE OF INSTITUTION
1.	Tanzania Agricultural Research Institute (TARI)	Public Corporation
2.	Tea Reseach Institute of Tanzania (TRIT)	Public Company
3.	Tobacco Research Institute of Tanzania (TORITA)	Public Company
4.	Tanzania Coffee Research of Tanzania (TaCRI)	Public Company
5.	Wakala wa Taifa wa Hifadhi ya Chakula (National Food Reserve Agency (NFRA)	Executive Agency
6.	Cereals and Other Produce Board (CPB)	Public Corporation
7.	Cashewnut Board of Tanzania (CBT)	Public Corporation
8.	Tea Board of Tanzania (TBT)	Public Corporation
9.	Tanzania Tobacco Board (TTB)	Public Corporation
10.	Tanzania Sisal Board (TSB)	Public Corporation
11.	Tanzania Cotton Board (TCB)	Public Corporation
12.	Tanzania Coffee Board (TCB)	Public Corporation
13.	Tanzania Pyrethrum Board (TPB)	Public Corporation
14.	Sugar Board of Tanzania (SBT)	Public Corporation
15.	Tanzania Smallholders Tea Development Agency (TSHTDA).	Public Corporation
16.	Wakala wa Mbegu za Kilimo (Agricultural Seed Agency -ASA)	Executive Agency
17.	Taasisi ya Kudhibiti Ubora wa Mbegu Tanzania (Tanzania Official Seed Certification Institute - TOSCI)	Public Corporation
18.	Tanzania Cooperative Development Commission- (TCDC)	Independent Department
19.	Cooperative Audit and Supervision Corporation (COASCO)	Public Corporation
20.	National Irrigation Commission (NIRC)	Independent Department

21.	Tanzania Fertilizer Regulatory Authority (TFRA)	Public Corporation
22.	Mamlaka ya Afya ya Mimea na Viuatilifu (TPHPA)	Public Corporation
23	Agricultural Inputs Trust Fund (AGITF)	Public Corporation
24	Tanzania Fertilizer Company Limited (TFC)	Company
25.	National Sugar Institute	Public Corporation