

8.7 Directorate of Policy and Planning

The objective of this department is to provide expertise and services in policy formulation, implementation, monitoring and evaluation.

Functions:

- To coordinate preparation of ministerial policies and monitor their implementation and carry out their impact assessments;
- To analyse policies from other sectors and advise accordingly;
- To coordinate preparations and implementations of ministerial plans and budgets;
- To carry out research, assessments and evaluation of ministerial plans and provide a basis for making informed decisions on the future direction of the Ministry;
- To encourage and facilitate the provision of services by the Private Sector in the Ministry;
- To coordinate preparations of Ministerial contributions to the Budget Speech and Annual Economic Report.
- To institutionalise strategic planning; budget; and monitoring and evaluation skills in the Ministry and
- To ensure that ministerial plans and budgets are integrated into the government budgeting process.

The Division is led by a Director and it comprises three sections as follows:

- Policy Section;
- Budget and planning Section; and
- Monitoring Evaluation and Performance Reporting section.

Section	Program	Function	Cadre	Proposed Staff
Directors Office of Policy and Planning		Administration	Director	1
			Health Secretary	1
			Personal Secretary	2
			Drivers	2
			Office attendant	1
	Health Sector Resource Secretariat (HSRS)	Coordination of Health Sector Resources Secretariat	Head HSRS	1
			Personal Secretary	1
			Office Attendant	1
			Driver	1
		Regional Health Services	Head	1
			Health Secretary	1
			Drivers	2
		District Health Services	Head	1
			Economist	1
			Medical Doctor	1
			Pharmacist	1
			Health Secretary	1
			Social Welfare Officer	1
			Drivers	2
			Health Systems	Head

Section	Program	Function	Cadre	Proposed Staff
		Strengthening	Medical Doctor	1
			Pharmacist	1
			M&E Officer	1
			Laboratory Scientist	1
			Nurse	1
			Social Welfare officer	1
			Accountant	2
			Infrastructure Specialist	1
			Secretary	1
			Driver	2
		Advocacy	Head	1
			Communication Officer	1
			Driver	1
		Building	Head	1
			Architect	1
			Quantity Surveyor	1
			Valuer	1
			Civil Engineer	1
			Architectural/Civil draft	2
			Personal Secretary	2
Drivers			3	
Policy Section		Policy Analysis	Assistant Director	1
			Economist	4
			Driver	1
			Policy Analyst	1
			Statistician (Data Manager)	1
		Health care Financing	Head	1
			Economist	4
			Sociologist	1
			Diver	1
Monitoring and Evaluation Section		Monitoring and Evaluation	Assistant Director	1
			Statistician	1
			Driver	1
		Health Management Information System (HMIS)	Head	1
			Medical Doctor	1
			IT Specialist	1
			Statistician	8
			Medical Doctor (Epidemiologist)	1
			Medical Recorder	1
			Computer Operators	1
Driver	1			

Section	Program	Function	Cadre	Proposed Staff
		Health Survey and Mobile Health	Head	1
			System Analyst	1
			Medical Officer	1
			Statistician	1
			Driver	1
		National Sentinel Surveillance	Head	1
			Statistician	1
			Computer Operator	1
			Social Welfare Officer	1
			Medical Officer (Public Health)	1
			Medical Officer (Epidemiologist)	1
Budget and planning Section		Budgeting and planning	Assistant Director	1
			Economist	6
			Driver	1
Total				103

8.8 Directorate of Preventive Services

The objective of this department is to oversee the provision of preventive health services in the country.

Functions:

- To develop policies, laws, regulations and guidelines on preventive health
- To oversee implementation of policies, laws, regulations and guidelines on preventive health services
- To prepare and manage health education and promotion programmes and services.

This Division is led by a Director and it has the following Sections:-

- Epidemiology and Diseases Control Section
- Reproductive and Child Health Section
- Environmental Health and Sanitation Section
- Health Education and Promotion Section
- Nutritional Services Section.

Function	Sub Function	Specific Area	Cadre	Proposed Number	
Office of Director of Preventive Services			Director	1	
			Health Secretary	2	
			Accountant I	3	
			Library Assistant I	1	
			Supplies officer 1	2	
			Drivers	16	
			Personal Secretary	1	
			Office attendant	1	
Reproductive and Child Health			Assistant Director	1	
			Health Secretary	3	
			Personal Secretary I	6	
			Office Attendant	4	
			Drivers	16	
	Monitoring and Evaluation Unit			Statistician	1
				Epidemiologist	1
				Computer Operator	3
	RCH Commodity Security Coordinator			Pharmacist	1
	Family planning manager			Medical Officer	1

Function	Sub Function	Specific Area	Cadre	Proposed Number
	Family Planning - Training		Nursing officer	3
	Family Planning - Service Delivery		Medical Officer	1
			Nursing officer	1
	FP -Commodity Security		Public Health Specialist	1
	FP-HIV integration		Nursing Officer	2
	FP Community Based Services		Nursing officer	1
	Adolescence Sexual Reproductive Health		Medical Officer	2
	Newborn and Child Health Programme Manager		Nursing officer	1
			Paediatrician	1
	Child health Coordinator		Paediatrician	1
			Medical Officer	1
			Nursing Officer	2
			Health Officer	1
	Safe Motherhood Initiative (SMI)		Obstetrician/ gynaecologist	2
	Gender in Reproductive and Child Health		Medical officer	2
			Nursing Officer	4
			Medical Officer	1
			Nursing officer	1
			Nutritionist	1
	Prevention of Mother to Child Transmission of HIV (PMTCT)		Medical officer	3
			Nutritionist	2
			Statistician	1
			Pharmacist	1
			Nursing officer	1
	Zonal Reproductive and Child Health Coordinators		Nursing Officer	8
	Zonal Coordination offices		Nursing officer	16
			Drivers	8

Function	Sub Function	Specific Area	Cadre	Proposed Number	
	Expanded Program on Immunization (EPI)		Medical Officer (Coordinator)	1	
			Health Secretary	1	
			Medical officer	3	
			Nursing Officer	2	
			Health Officer	4	
			Computer Operator	1	
			Technician	3	
			Laboratory Technologist	1	
			Supplies Officer	1	
			Personal Secretary	2	
			Drivers	6	
Health Education and Promotion Section			Assistant Director	1	
			Health Officer	6	
			Medical Officer	3	
			Nursing Officer	3	
			Technician	4	
			Assistant Printer	10	
			Social Welfare Officer	1	
			Communication Officer	1	
			Health Secretary	1	
			Personal Secretary	2	
			Driver	2	
		National School Health Program		Medical Officer	2
				Nursing Officer	1
				Health Officer	2
				Personal Secretary	1
				Driver	1
		Community Based Health Care		Medical Officer	1
				Nursing Officer	1
				Health Officer	2
				Personal Secretary	1
			Driver	1	
	Vector Borne Diseases		Medical Officer (Head)	1	
			Medical Officer	2	
			Nursing Officer	1	

Function	Sub Function	Specific Area	Cadre	Proposed Number
			Health Officer	2
			Statistician	1
HTC Programme office			Medical Officer	1
Laboratory unit			Laboratory Technologist	1
Epidemiology and Disease Control Section			Assistant Director	1
			Medical Officer (MPH)	1
			Epidemiologist	4
			Statistician	1
			Environmental Health Officer	6
			Personal Secretary	1
			Driver	1
Data Management			Statistician	2
Research Coordination			Medical Officer	1
Care and Treatment Unit			Medical Officer	1
			Nursing Officer	1
			Pharmacist	2
Clinical/STD Unit			Medical Officer	2
			Nursing Officer	1
Information, Education and Communication (IEC)			Medical Officer	2
			Sociologist	1
			Communication Officer (HIV/AIDS)	2
			Health Officer	1
National Malaria Control Programme			Medical Officer (Programme Manager)	1
			Medical Officer	5

Function	Sub Function	Specific Area	Cadre	Proposed Number
			Laboratory Technologist	1
			Health Officer	4
			Social Welfare Officer	1
			Clinical Officer (Health Education)	1
			Engineer	2
			Nursing Officer	3
			Assistant Medical Officer	1
			Health Secretary	1
			Statistician	1
			Supplies Officer	3
			Accountant	3
			Personal Secretary	2
			Driver	5
	National Tuberculosis and Leprosy Programme	Assistant director	Medical Officer	1
		Research and Development, TB/Leprosy	Medical Officer (Head - TB/L)	1
			Medical Doctor 1	1
		Capacity Building and Supervision - TB/Leprosy	Medical Officer (Head)	1
			Medical Officer	2
			Nursing Officer	
		Central TB	Laboratory Scientist (Head)	1
		Reference Laboratory (CTRL)	Laboratory Scientist	3
			Health Secretary	2
			Statistician (Head)	1
			Computer Operator	2
			Physiotherapist	1
			Orthopaedic Technician	1
		TB/HIV PPP	Medical Officer (Coordinator)	1
	Laboratory	Laboratory Scientist (Coordinator)	1	
		MDR-TB	Medical Officer (Coordinator)	1
		Monitoring and Evaluation	Medical Officer	1
		Advocacy, Communication	Laboratory Technologist	1

Function	Sub Function	Specific Area	Cadre	Proposed Number
		and Social Mobilization	Accountant	1
			Assistant Accountant	1
			Data Analyst	1
			Data entry clerk	1
			Driver	1
			Office Attendant	1
Environmental Health, hygiene and Sanitation section		Assistant Director office	Assistant Director	1
			Personal Secretary	1
			Driver	5
		Environmental Protection	Health Officer	4
		Food, water, hygiene and sanitation	Health Officer	2
		Occupation health	Health Officer	3
		Port health	Health Officer	6
Nutritional Services Section			Assistant Director	1
			Nutritionist	2
			Personal Secretary	1
			Driver	1
Total				344

Staffing Levels for Frontier ports, Airports, Sea and Lake Ports

There are a total of 20 port centres, among these, 3 are in the airports, 5 are Sea/Lake ports and the remaining 12 are frontier ports. Most of the ports which are used for freight to and from abroad have health facilities manned by the qualified health professionals. The names of the ports by categories are as follows:-

AIR PORTS:

Julius Nyerere International Airport, Kilimanjaro International Airport and Mwanza Airport

SEA/LAKE PORTS:

Dar es Salaam Sea Port, Mbambabay Port , Tanga Sea port, Kigoma Port and Mtwara Port.

FRONTIER PORTS:

Holili Port, Horohoro Port, Isaka Port, Kabanga Port, Kasumulo Port, Mtukula Port, Namanga Port, Rusumo Port, Sirari Port, Tarakea Port, Tunduma Port and Mtambaswala Port.

Table 47: Staffing Levels for Port Health Centers.

SN	CADRE	PROPOSED NUMBER OF STAFF		
		AirPort	Lake/Sea Port	Frontier Port
1	In-charge Environmental Health Officer	1	1	1
2	Environmental Health Officer	3	3	1
3	Assistant Environmental Health Officer	6	4	2
4	Assistant Medical Officer	1	-	
5	Nursing officer	2	-	
6	Health Assistant	2	2	1
7	Health Attendant	2	1	1
8	Driver/Boat Driver	1	1	-
9	Typist	1	1	1
	TOTAL	19	13	7

8.9 Directorate of Social Welfare

Background

The department's mandate is to ensure provision of effective systems, programs and services to vulnerable groups in the country, through enhancement of the social welfare and social protection to all Tanzanians, promote efficiency and professionalism in social work practice, by:-

- Developing and reviewing policies, legislations, regulations, guidelines pertaining to Social welfare services.
- Building Capacity of its staff and Stake Holders to render Social Welfare Services in accordance with stipulated Laws, Regulations and guidelines.
- Setting standards and quality assurance.
- Coordination and supervision of activities related to the social welfare service provision.
- Monitoring and evaluation of social welfare services.
- Conduct operational research.

Department of Social Welfare (DSW) is headed by a Commissioner who is supported by four (4) Assistant Commissioners, each of whom is responsible for the administration of one of the following four sections:-

- i. Persons with Disabilities and older persons Services section
- ii. Families and Child Rights Promotion & Protection section
- iii. Juvenile Justice and Correctional Services section
- iv. Training and Human Resource Development Section

Table 48: Commissioner for Social Welfare Office

Function	Cadre	Number of Proposed Staff	Criteria
Management/ Administration	Commissioner for Social Welfare	1	As per organisation Structure
	Human Resource Officer	2	Manages Social Welfare and other supporting staff
	Budget Officer	2	Prepares Recurrent and Development Budget
	Statistics Officers	2	S/Welfare reports in the Department
	Accountant	2	Executes budget and prepare monthly, quarterly and annual reports
	IT Officer	1	Controls Data Base of DSW 900,000 MVC
	Procurement Officer	2	Controls and purchases good and services for DSW Services
	Personal Secretaries	3	1 for Commissioner 1 for Accounts activities and 1 for Budget and Statistics Units
	Office Attendant	2	Attend Commissioner's Budget, Accounts, Statistics and Procurement files movements
Transport	Drivers	2	1 Commissioners Vehicle 1 For Pool
Total		18	

Table 49: Juvenile Justice and Correctional Services Section

Function	Cadre	Proposed	Criteria
Juvenile Justice and Correctional Services Section	Assistant Commissioner	1	As Per Organisation Structure
	Social Welfare Officer s	17	Handling 82 Street children centres 5 retentions homes, 1 Approved School and rehabilitation services
	Driver	1	For 1 Vehicle
	Personal Secretary	1	For Assistant Commissioner
	Office Attendant	1	For Assistant Commissioner
	Total		21

Table 50: Persons with Disabilities and Older Person services Section

Function	Cadre	Proposed Number	Criteria
Persons With Disabilities And Older Persons Services Section	Assistant Commissioner for Persons With Disabilities And Older Persons Services Section	1	Managing 20 National Organisation of Persons with Disabilities and Older Peoples' organisations, 17 Older persons Homes, 6 Vocational Rehabilitation Training Centres.
	Social Welfare Officer	17	
	Personal Secretary	1	For Assistant Commissioner
	Driver	1	For 1 Assistant Commissioner Vehicle
	Office Attendant	1	For Assistant Commissioner
	Total	221	

Table 51: Family, child Welfare and Early Child hood Care and Development Services

Function	Cadre	Proposed Number	Criteria
Family, child Welfare and Early Childhood Care and Development Services	Assistant Commissioner for Family, child Welfare and Early Childhood Care and Development Services	1	As per organisation Structure
	Social Welfare Officer (Child protection Section)	17	Family and Child S/welfare National Marriage Reconciliation Board Early Child Development Services Children Homes Foster Care and Adoption services <i>Day Care Centres</i> Anti trafficking in Human)
	Personal Secretary	1	For Assistant Commissioner
	Driver	1	For 1 Assistant Commissioner Vehicle
	Office Attendant	1	For Assistant Commissioner
		TOTAL	21

Social Welfare Training Institutions and Children's Home

Kurasini National Children's Home

Kurasini National Children's home was established by the Children's Home Act No. of 1971 which was repealed by the Law of the Child Act No 21, of 2009. The main objective of its establishment is to provide full time care, support and protection to the most vulnerable children referred from Children Homes run by Civil Society Organisations all over the country. The home provide basic needs like food, shelter, clothes, education, recreation activities, counselling and psychosocial support to 150 children. The capacity of the home is to accommodate 300 children.

Services provided

- i. Counselling and psychosocial support
- ii. Full time care and maintenance (shelter, food and clothing) of Most Vulnerable children
- iii. Child protection and school and health support
- iv. Education
- v. Recreation activities
- vi. Referral services
- vii. Resettlement Services

Table 52: Staffing at Kurasini Children Home

Function	Cadre	Proposed Number	Criteria
Care, Support and protection of Most vulnerable children	Social Welfare Officer	1	Officer In charge, managing human resource 54 and prepare budget for 150, and planning for the centre
	Social welfare officer and Welfare Assistants	14	Manage 1:10 Ratio for 150
	Clinical Officer	1	Attending 150 inmates children, staff and nearby community members
	Nurse midwife	3	Attending 150 inmates children, staff and nearby community members in 3 shifts
	Health Attendants	5	Manage health issues to 150 children
	Office Attendant	1	Office cleaning
	Driver	1	1 vehicle
	Cook	3	Food preparation and serving to 150 children
	Guard	9	Security of the children and properties 24 hrs with 3 shifts
	Gardener	1	Gardening of flowers and vegetable on

Function	Cadre	Proposed Number	Criteria
	Day care centre Assistants	4	Taking care of children 40
	Laundry Assistant	2	Washing, Ironing, sewing and Keeping and 400 clothes 300 three times week beddings manually.
	Procurement Officers	1	Procurement services
Sub Total		48	

Kisangara Social Work Institute

Kisangara college of social work was established in 1995, The main objective of its establishment was to train child care workers for child upbringing in children's homes and day care centres, recently in 2012 it introduced a one year certificate course program for Welfare assistant, the objective is to train SWOs who will fill the gap of shortage of staff at the ward and community level. Currently there 30 student in early childhood

Development course, 35 students in Social work certificate program, also there is a class for day care. Centre with 20 children which students use it for practical. This is a 1-year program enrolling form IV students and Para-social workers with Form. IV education. Upon completion of the course the students are awarded Certificate in Social.

The general criteria for setting numbers are as follows

150 teaching hours per semester

4 tests per semester

4 assignments

1 Mid Term Examination and 1 end of semester examination

Table 53: Staffing Levels for Kisangara Social Work Institute

Function	Cadre	Proposed Number	Criteria
Training 14 subjects;	Social Welfare Officer	1	Principal of the Institutions.
Introduction to Social Work Practice; Field Instruction;	Social Welfare officers tutors	13	Subordinate to Principal.
Introduction to Social Welfare Services; Introduction to Social Work Ethics; Elements of Social Research; Block Field Placement			Teaching 135 students 14 subjects, conducting 150 teaching hours per semester, 4 tests per semester, 4 assignments 1 mid-term and 1 end of semester examination.
AND ECD CPURSE Introduction to Psychology Introduction to	ICT Persons	2	Training 135 students

Function	Cadre	Proposed Number	Criteria
Sociology Communication Skills Skills in HIV/ AIDs Guidance and Counselling Introduction to ICT			
	Office attendant	2	Office and 15 buildings keeping
	Day care assistants	2	Taking care of 30 children
	Nutritionist	1	Taking health care of 30 children and 135 students
	Librarian	3	Management of Instructional materials and lending books and CDs them to 135 students and 14 tutors
	Driver	1	Managing 1Vehicle
	Cook	4	Food preparation and serving for 135 students by 2 shifts
	Guard	6	Security guard services to 50 hectares for 2 shifts
	Gardener	2	Gardening for 10 hectares
	Secretary	1	Secretarial duties
	Total	38	

Ilonga Social Welfare Training Centre

Ilonga Center is one of the institutions under the Department of Social Welfare started as child nutrition centre; the main Objective of the centre was to rehabilitate the status of the nutrition among the children. But according to the Ruling Part Manifesto, the Ministry is supposed to renovate the institution and start Certificate training for social work by 2015. Because of the increased demand of skilled social welfare officers in the Districts, communities, wards and health facilities, renovating DSW institution Ilonga Institution in Kilosa Morogoro, will partly solve the demand of Social Workers needs at community levels. Almost 6,000 welfare assistants are needed. Services to be provided.

- i. Managing the Institution
- ii. Training social welfare practitioners including Social Welfare Assistants
- iii. Procurement of Training materials food and other supplies
- iv. Library
- v. Accounts
- vi. Driving
- vii. Catering/Food, Shelter and beddings
- viii. Sports and recreation activities
- ix. Health Services

The general criteria for setting numbers are as follows

150 teaching hours per semester

4 tests per semester

4 assignments

1 end of semester examination

Table 54: Ilonga Social Welfare Training Centre

Module/Section	Cadre	Proposed	Criteria
Training 14 subjects; Introduction to Social Work Practice; Field Instruction; Introduction to Social Welfare Services; Introduction to Social Work Ethics; Elements of Social Research; Block Field Placement ;	Social Welfare Officer	1	Principal of the Institutions.
	Social Welfare officers tutors	13	Subordinate to Principal.
			Teaching 135 students 14 subjects, conducting 150 teaching hours per semester, 4 tests per semester, 4 assignments 1 mid-term and 1 end of semester examination.
Introduction to Psychology Introduction to Sociology Communication Skills Skills in HIV/AIDs Guidance and Counselling Introduction to ICT	IT Persons	2	Training 135 students
	Office attendant	2	Office and 15 buildings keeping
	Day care assistants	2	Taking care of 30 children
	Nutritionist	1	Taking health care of 30 children and 135 students
	Librarian	3	Management of Instructional materials and lending books and CDs them to 135 students and 14 tutors
	Driver	1	Managing 1 Vehicle
	Cook	4	Food preparation and serving for 135 students by 2 shifts
	Guard	6	Security guard services to 50 hectares for 2 shifts
	Gardener	2	Gardening for 10 hectares
	Secretary	1	Secretarial duties
Total		38	

Irambo Approved School - Mbeya

Irambo Approved School is a legal institution located in Mbeya Region. The main objective of the school is to provide behavioural modification services to children under 18 years of age that are found guilty by the Court of law when they fall in conflict with the Law, as was directed by Cap. 13 of Children and Young Persons Ordinance of 1937, which was later, repealed by the Law of the Child Act No 21 of 2009.

The school has a capacity of accommodating a total number of 400 children, 300 being male and 100 female and it admits children from all over the United Republic of Tanzania. The school is under

the Commissioner for Social Welfare and has a Board of Visitors that is established by the Law of the Child Act No.21 of 2009 of which its main functions is to advise the minister responsible for Social Welfare on all matters that can improve and meet objectives of its establishment.

Apart from providing basic needs to the children, the institution also provides formal primary school education, vocational training and behavioural rehabilitation through guidance and counselling. Also the school has agricultural programmes to enable the children become self-independent in the future. Recreation is also part of children activities in the school programme.

The institution is located in Mbeya Rural District at Irambo Village.

Services Provided at Retention homes

- i. Counseling and guidance.
- ii. Provision of “Custodian services” .
- iii. Correctional Services
- iv. Education
- v. Vocational training Activities
- vi. Sports and recreation activities
- vii. Referral
- viii. Income generating Activities

Table 55: Irambo Approved School Staffing Level

Role/Function	Type Of Cadre	Proposed	Criteria
	Social welfare officers	40	1:10 Officer Children Ratio
	Social Welfare assistants	26	Ratio is 15 inmates 1 1 Social welfare Assistant
	Accountant	1	To run the schools accounts.
	Security Guards	12	6 guards during the day and 6 guards during the night.
	Vocational Training Tutors	2	2 teachers are needed to work together on teaching the subject
	Procurement officer	1	Purchase and carry goods and materials bought from town
	Carpenter	2	2 teachers for those who are interested in carpentry.
	Computer technician	2	2 Computer teacher to teach computer maintenance and computing application skills
	Office Attendant	3	Provide supportive services and taking care of the office
	Personal Secretary	1	1 staff with computer skills and secretarial experience
	Tailor	1	1 teacher to teach those children with tailoring interest.

Role/Function	Type Of Cadre	Proposed	Criteria
	Clinical Officer	2	1 Male and 1 female are needed
	Nurse/Midwife	1	Nurse/Midwife is needed for the girls on matters concerning pregnancy and STD
	Agricultural Assistant	1	1 Agricultural Assistant is needed to teach children as to prepare them to be self independent
	Driver	2	Driving school vehicle
Total		97	

Retention Homes

The government of Tanzania needs to improve the conditions of the children according to the Convention on the Rights of the Child (CRC) Requirements. Therefore, Retention Homes are established under Cap 13 of Children and Young Persons Ordinance of which was amended and the Law of the child No. 21 of 2009 enacted. The home admits under 18 years of age children who are in conflict with the Law as a Remand Custody instead of taking them to prisons. While in custody, children are provided with basic needs, education, medication, vocational skills and counselling. The Homes are operating under the Commissioner for Social Welfare with a number of supporting staff who is in daily operation. Currently we have 7 retention homes all over the country, which have almost the same requirements. They are allocated in Dare es Salaam, Tanga, Moshi, Arusha, Mbeya and Mtwara.

Arusha Retention Home

The government of Tanzania needs to improve the conditions of the children according to the ratification of Convention on the Rights of the Child (CRC).. Therefore Retention Homes are established under Cap 13 of Children and Young Persons Ordinance of which has now being amended by the Law of the child No. 21 of 2009. The homes admit children who are in conflict with the Law under 18 years of age as Remand Custody instead of taking them to prisons.

While in custody, children are provided with basic needs, education, medication, vocational skills and social counselling. The Homes are operating under the Commissioner for Social Welfare with a number of supporting staffs who are in daily operation. Currently we have seven retention homes all over the country, which have almost the same requirements. They are allocated in Dare es Salaam, Tanga, Moshi, Arusha, Mbeya and Mtwara. The Arusha Retention home was established in 1973. It has the capacity of accommodating 60 children. The retention Home admits both boys and girls. The institution is located in Arusha Municipality at Unga Limited area near Arusha Secondary School.

Services Provided at Retention homes

- i. Counseling and guidance.
- ii. Provision of "Custodian services".
- iii. Correctional Services
- iv. Education
- v. Vocational training Activities
- vi. Sports and recreation activities

vii. Referral

viii. Income generating Activities

Table 56: Staffing Levels for Arusha Retention Home

Role/function	Type of cadre	Proposed number	Criteria	
Retention Home	Social Welfare Officer (Warden)	1	Manager of the Retention Home	
	Social Welfare Officer	7	Ratio of 10 inmates to 1 Social Welfare Officer	
	Social Welfare Assistants	4	<ul style="list-style-type: none"> Ratio is 15 inmates to one Social Welfare Assistant 	
	Accountant	1	To run the accounts	
	Supplies officer	1	Purchases of goods and services for 60 inmates	
	Child workers	4	<ul style="list-style-type: none"> Ratio is 15 inmates for one caretaker 	
	Clinical Officer	1	<ul style="list-style-type: none"> 24 hours service for the children who are at risk of being infected with various diseases 	
	Medical Attendant	4		
	Cooks	4	<ul style="list-style-type: none"> 2 cooks in the morning shift and 2 cooks in the evening shift. 	
	Security guards	4	<ul style="list-style-type: none"> 2 guards in daytime and 2 in night. Guard inside and 1 outside daily. 	
	Tailor	2	<ul style="list-style-type: none"> 1 tailoring teacher for those inmates who are interested in tailoring. Imparting carpentry skills 	
	Carpenter	1		
	IT technician	1		
			1	Facilitation of electronic communication
		Agricultural Assistant	1	Imparting agricultural skills
	Driver	1	Managing vehicles	
	Office attendant	1	Attend offices	
Total		39		

Mtwara Retention Home

In order to facilitate efficient provision of care and protection to children who are in contact and or in conflict with the law the government through the Ministry of Health and Social Welfare has established a new retention home in Mtwara region. The institution will serve children in the south eastern regions, a situation which will significantly eliminate unnecessary cost and inefficient processes which were formally involved in giving care and protection to this category of children. The institution is located in Mtwara district council at Ufuoni ward.

Services Provided at Mtwara Retention home

- i. Counseling and guidance.
- ii. Provision of “Custodian services” .
- iii. Correctional Services
- iv. Education
- v. Vocational training Activities
- vi. Sports and recreation activities
- vii. Referral
- viii. Income generating Activities

Table 57: Table: Staffing Levels for Mtwara Retention Home

Role/function	Type of cadre	Proposed number	Criteria
Retention Home	Social Welfare Officer (Warden)	1	Manager of the Retention Home
	Social Welfare Officer	7	Ratio of 10 inmates to 1 Social Welfare Officer
	Social Welfare Assistants	4	• Ratio is 15 inmates to one Social Welfare Assistant
	Accountant	1	To run the accounts
	Supplies officer	1	Purchases of goods and services for 60 inmates
	Child workers	4	• Ratio is 15 inmates for one caretaker
	Clinical Officer	1	• 24 hours service for the children who are at risk of being infected with various diseases
	Medical Attendant	4	
	Cooks	4	• 2 cooks in the morning shift and 2 cooks in the evening shift.
	Security guards	4	• 2 guards in daytime and 2 in night. • Guard inside and 1 outside daily.
	Teacher	2	• 2 Primary level teachers

Role/function	Type of cadre	Proposed number	Criteria
	Tailor	1	• 1 tailoring teacher for those inmates who are interested in tailoring.
	Carpenter	1	Imparting carpentry skills
	IT technician	1	Facilitation of electronic communication
	Agricultural Assistant	1	Imparting agricultural skills
	Driver	1	Managing vehicles
	Office attendant	1	Attend offices
Total		39	

Tanga Retention Home

Tanga retention home was established in 1965. The institution has the capacity of accommodating 40 children at once, which includes 30 boys and 10 girls. The institution is located in Tanga City Council along 15th and 16 roads. Services Provided at Tanga Retention home

- i. Counseling and guidance.
- ii. Provision of "Custodian services".
- iii. Correctional Services
- iv. Education
- v. Vocational training Activities
- vi. Sports and recreation activities
- vii. Referral
- viii. Income generating Activities

Table 58: Staffing Levels for Tanga Retention Home

Role/function	Type of cadre	Proposed number	Criteria
Retention Home	Social Welfare Officer (Warden)	1	Manager of the Retention Home
	Social Welfare Officer	7	Ratio of 10 inmates to 1 Social Welfare Officer
	Social Welfare Assistants	4	• Ratio is 15 inmates to one Social Welfare Assistant
	Accountant	1	To run the accounts
	Supplies officer	1	Purchases of goods and services for 60 inmates
	Child workers	4	• Ratio is 15 inmates for one caretaker
	Clinical Officer	1	• 24 hours service for the children who are at risk of being infected with various diseases
	Medical Attendant	4	

Role/function	Type of cadre	Proposed number	Criteria
	Cooks	4	<ul style="list-style-type: none"> 2 cooks in the morning shift and 2 cooks in the evening shift.
	Security guards	4	<ul style="list-style-type: none"> 2 guards in daytime and 2 in night. Guard inside and 1 outside daily.
	Teacher	2	<ul style="list-style-type: none"> 2 Primary level teachers
	Tailor	1	<ul style="list-style-type: none"> 1 tailoring teacher for those inmates who are interested in tailoring.
	Carpenter	1	Imparting carpentry skills
	IT technician	1	Facilitation of electronic communication
	Agricultural Assistant	1	Imparting agricultural skills
	Driver	1	Managing vehicles
	Office attendant	1	Attend offices
Total		39	

Mwanza Retention Home

In order to facilitate with efficient provision of care and protection to children who are in contact and or in conflict with the law the government through the Ministry of Health and Social Welfare is in the process of establishing the retention home in Mwanza Region. The institution will serve children in the lake zone regions, a situation, which will significantly eliminate unnecessary cost, and inefficient processes, which were formally involved in giving care and protection to this category of children.

Services Provided at Mwanza Retention Home includes

- i. Counseling and guidance.
- ii. Provision of "Custodian services".
- iii. Correctional Services
- iv. Education
- v. Vocational training Activities
- vi. Sports and recreation activities
- vii. Referral
- viii. Income Generating Activities

Table 59: Staffing Levels for Mwanza Retention Home

Role/function	Type of cadre	Proposed number	Criteria
Retention Home	Social Welfare Officer (Warden)	1	Manager of the Retention Home
	Social Welfare Officer	7	Ratio of 10 inmates to 1 Social Welfare Officer
	Social Welfare Assistants	4	<ul style="list-style-type: none"> Ratio is 15 inmates to one Social Welfare Assistant
	Accountant	1	<ul style="list-style-type: none"> To run the accounts
	Supplies officer	1	<ul style="list-style-type: none"> Purchases of goods and services for 60 inmates
	Child workers	4	<ul style="list-style-type: none"> Ratio is 15 inmates for one caretaker
	Clinical Officer	1	<ul style="list-style-type: none"> 24 hours service for the children who are at risk of being infected with various diseases
	Medical Attendant	4	<ul style="list-style-type: none">
	Cooks	4	<ul style="list-style-type: none"> 2 cooks in the morning shift and 2 cooks in the evening shift.
	Security guards	4	<ul style="list-style-type: none"> 2 guards in daytime and 2 in night. Guard inside and 1 outside daily.
	Teacher	2	<ul style="list-style-type: none"> 2 Primary level teachers
	Tailor	1	<ul style="list-style-type: none"> 1 tailoring teacher for those inmates who are interested in tailoring.
	Carpenter	1	Imparting carpentry skills
	IT technician	1	Facilitation of electronic communication
	Agricultural Assistant	1	Imparting agricultural skills
	Driver	1	Managing vehicles
Office attendant	1	Attend offices	
Total		39	

Moshi Retention Home

The Moshi Retention Home was established in 1968 and has a capacity of accommodating 60 children of which boys are 50 and girls are 10. The institution has an area of about 3 Hectors that are used for agricultural and gardening. It is allocated in Moshi Municipal Council opposite Mashujaa Ground along Mahakama Road. Services Provided at Moshi Retention Home includes the following:-

- i. Counseling and guidance.
- ii. Provision of “Custodian services”.
- iii. Correctional Services
- iv. Education
- v. Vocational training Activities
- vi. Sports and recreation activities
- vii. Referral
- viii. Income generating Activities

Table 60: Staffing Levels for Moshi Retention Home

Role/function	Type of cadre	Proposed number	Criteria
Retention Home	Social Welfare Officer (Warden)	1	Manager of the Retention Home
	Social Welfare Officer	7	Ratio of 10 inmates to 1 Social Welfare Officer
	Social Welfare Assistants	4	Ratio is 15 inmates to one Social Welfare Assistant
	Accountant	1	To run the accounts
	Supplies officer	1	Purchases of goods and services for 60 inmates
	Child workers	4	Ratio is 15 inmates for one caretaker
	Clinical Officer	1	24 hours service for the children who are at risk of being infected with various diseases
	Medical Attendant	4	
	Cooks	4	2 cooks in the morning shift and 2 cooks in the evening shift.
	Security guards	4	2 guards in day time and 2 in night. Guard inside and 1 outside daily.
	Teacher	2	2 Primary level teachers
	Tailor	1	1 tailoring teacher for those inmates who are interested in tailoring.
	Carpenter	1	Imparting carpentry skills
	IT technician	1	Facilitation of electronic communication
	Agricultural Assistant	1	Imparting agricultural skills
	Driver	1	Managing vehicles
Office attendant	1	Attend offices	
Total		39	

Dar Es salaam Retention Home

The Dar es Salaam Retention home was established in 1962 accommodating 70 children of which 60 are boys and 10 are girls. The institution is located at Upanga in Ilala District Council near Regency Hospital.

Activities Provided at Dar es Salaam Retention Home

- i. Counseling and guidance.
- ii. Provision of "Custodian services".
- iii. Correctional Services
- iv. Education
- v. Vocational training Activities
- vi. Sports and recreation activities
- vii. Referral
- viii. Income generating Activities

Table 61: Staffing Levels for Dar Es Salaam Retention Home

Role/function	Type of cadre	Proposed number	Criteria
Retention Home	Social Welfare Officer (Warden)	1	Manager of the Retention Home
	Social Welfare Officer	7	Ratio of 10 inmates to 1 Social Welfare Officer
	Social Welfare Assistants	4	<ul style="list-style-type: none"> Ratio is 15 inmates to one Social Welfare Assistant
	Accountant	1	To run the accounts
	Supplies officer	1	Purchases of goods and services for 60 inmates
	Child workers	4	<ul style="list-style-type: none"> Ratio is 15 inmates for one caretaker
	Clinical Officer	1	<ul style="list-style-type: none"> 24 hours service for the children who are at risk of being infected with various diseases
	Medical Attendant	4	
	Cooks	4	<ul style="list-style-type: none"> 2 cooks in the morning shift and 2 cooks in the evening shift.
	Security guards	4	<ul style="list-style-type: none"> 2 guards in daytime and 2 in night. Guard inside and 1 outside daily.
	Teacher	2	<ul style="list-style-type: none"> 2 Primary level teachers
	Tailor	1	<ul style="list-style-type: none"> 1 tailoring teacher for those inmates who are interested in tailoring.
	Carpenter	1	Imparting carpentry skills
	IT technician	1	Facilitation of electronic communication
	Agricultural Assistant	1	Imparting agricultural skills
Driver	1	Managing vehicles	
Office attendant	1	Attend offices	
Total		39	

Mbeya Retention Home

The Mbeya Retention Home was established in 1964 with the capacity of accommodating 50 children of whom all were male. The centre has an area of 2 hectares that is used for agricultural activities. The institution admits both boys and girls inmates. The institution is located in Mbeya City Council at Mwanjelwa area.

Activities Provided at Mbeya Retention Home

- i. Counseling and guidance.
- ii. Provision of "Custodian services" .
- iii. Correctional Services
- iv. Education
- v. Vocational training Activities
- vi. Sports and recreation activities
- vii. Referral
- viii. Income generating Activities

Table 62: Staffing Levels for Mbeya Retention Home

Role/function	Type of cadre	Proposed number	Criteria
Retention Home	Social Welfare Officer (Warden)	1	Manager of the Retention Home
	Social Welfare Officer	7	Ratio of 10 inmates to 1 Social Welfare Officer
	Social Welfare Assistants	4	Ratio is 15 inmates to one Social Welfare Assistant
	Accountant	1	To run the accounts
	Supplies officer	1	Purchases of goods and services for 60 inmates
	Child workers	4	<ul style="list-style-type: none"> • Ratio is 15 inmates for one caretaker
	Clinical Officer	1	<ul style="list-style-type: none"> • 24 hours service for the children who are at risk of being infected with various diseases
	Medical Attendant	4	
	Cooks	4	<ul style="list-style-type: none"> • 2 cooks in the morning shift and 2 cooks in the evening shift.
	Security guards	4	<ul style="list-style-type: none"> • 2 guards in daytime and 2 in night. • Guard inside and 1 outside daily.
	Teacher	2	<ul style="list-style-type: none"> • 2 Primary level teachers
	Tailor	1	<ul style="list-style-type: none"> • 1 tailoring teacher for those inmates who are interested in tailoring.
Carpenter	1	Imparting carpentry skills	

Role/function	Type of cadre	Proposed number	Criteria
	IT technician	1	Facilitation of electronic communication
	Agricultural Assistant	1	Imparting agricultural skills
	Driver	1	Managing vehicles
	Office attendant	1	Attend offices
Total		39	

Vocational Rehabilitation Training Institutions

Definition

Vocational rehabilitation refers to any program that seeks to restore disabled individuals to their optimal physical, mental, social, vocational, and economic ability. It involves programs designed to help persons with disabilities which in one way or another have been excluded in getting basic education and who have completed primary education but can not move further in ordinary vocational colleges due to some physical, social, economic and mental limitations. It also applies to workers who have become physically or mentally disabled in working place and who can no longer hold the same jobs they had prior to their disabilities. Most vocational rehabilitation programs – whether part of workers’ compensation or not – aid the disabled in receiving training for new skills and occupations, locating jobs, retaining jobs, and building permanent careers.

Yombo Vocational and Rehabilitation centre.

It was established in 1973 as an Eldery home and two years later the Eldres were shifted to Nunge Eldery home . Yombo then started as Vocational Training in the fields of Masonry, Carpentry, Tailoring, Shoe making, Batiki and weaving, Electrical installation, Welding and fabrication and Clerical/computer . The objective of establishing the courses was to equip the persons with disabilities with technical skill for employment prospects both in formal and informal sector. The centre is located at Kiwalani Ward-Ilala district in Dar es salaam Region. Its capacity is to accomodate 150 trainees per year.

Activities provided at yombo;

- Counseling and Guidance
- Vocational and career assessment
- Rehabilitation Services
- Physiotherapy activities
- Mobility Training
- Sign Language Skill
- Speech therapy
- Daily Living Activities
- IGAs
- Vocational Training (Tailoring, Carpentry, Masonry, shoe making, batic making, watch, telephone and computer repair, agriculture, poultry keeping,
- Case management
- Resettlement
- Food and Shelter
- Referrals

Table 63: Staffing levels for Yombo Vocational Rehabilitation Training Centre

Function	Type of Cadre	Proposed Number	Criteria
Vocational Training Centre for People with disabilities	Social Welfare Officer	7	To provide vocation rehabilitation and welfare services to 150 students
	Secretary	1	Carry out clerical duties
	Accountant	1	Supervise cash transactions
	Driver	1	Driving and maintenance of car
	Cook	4	2 shifts each shift 2 cook
	Nurse midwife	1	Nurse 150 students with disabilities
	Health attendants	2	Attend 150 students with disabilities
	Clinical Officer	1	24 hours service due to the nature of clients served.
	Supplies Officer	1	Public procurement Act requirement.
	Guards	6	Three shift each 2 guards
	Tailoring teacher	1	50 trainees
	Sign Language teacher	1	30 Trainees
	Braille Teacher	1	30 trainees
	Carpentry teacher	2	30 trainees
	Masonry teacher	2	20 trainees
	Welding teacher	2	15 trainees
	Electrical installation teacher	2	20 trainees
	Shoe making teacher	2	10 trainees
	IT	2	10 Trainees
	Painting and sign writing teacher	2	10 trainees
Secretarial and computing teacher	2	20 trainees	
Office attendant	1	To serve to the principal's office	
	TOTAL	46	

Mtapika Vocational Training Center For The Blind

It was established in 1973 with the purpose of providing vocational skills to the blind people in courses like carpentry, Agriculture and Braille. Its capacity is to accommodate 50 trainees. It is located in Masasi district-Mtwara region.

Services Provided

- Vocational training
- Food and Shelter
- Speech therapy,
- Sign language training,
- Mobility training,
- Daily Living Activities Skills or Braille training and
- Literacy knowledge,

Table 64: Staffing levels for Mtapika Training Centre For The Blind

Function	Type of Cadre	Proposed Number	Criteria
Vocational Training Centre for People with disabilities	Social Welfare Officer	7	To provide vocation rehabilitation and welfare services to 150 students
	Secretary	1	Carry out clerical duties
	Accountant	1	Supervise cash transactions
	Driver	1	Driving and maintenance of car
	Cook	4	2 shifts each shift 2 cook
	Nurse midwife	1	Nurse 150 students with disabilities
	Health attendants	2	Attend 150 students with disabilities
	Clinical Officer	1	24 hours service due to the nature of clients served.
	Supplies Officer	1	Public procurement Act requirement.
	Guards	6	Three shift each 2 guards
	Tailoring teacher	1	50 trainees
	Sign Language teacher	1	30 Trainees
	Braille Teacher	1	30 trainees
	Carpentry teacher	2	30 trainees
	Masonry teacher	2	20 trainees
	Welding teacher	2	15 trainees
	Electrical installation teacher	2	20 trainees
	Shoe making teacher	2	10 trainees
	IT	2	10 Trainees
	Painting and sign writing teacher	2	10 trainees
	Sign Language	1	
	Secretarial and Computing teacher	2	20 trainees
	Office attendant	1	To serve to the principal's office
	TOTAL	46	

Masiwani Vocational Training Center For People With Disabilities

It was established in 1973 with the purpose of providing vocational skills to the blind people in courses like carpentry, Agriculture and Braille. Its capacity is to accommodate 40 trainees. It is located in Tanga Urban. Services provided include;

- Vocational training
- Food and Shelter
- Speech therapy,
- Sign language training,
- Mobility training,
- Daily Living Activities Skills or Braille training and
- Literacy knowledge,

Table 65: Staffing levels for Masiwani Vocational Rehabilitation Training Centre

Function	Type of Cadre	Proposed Number	Criteria
Vocational Training Centre for People with disabilities	Social Welfare Officer	7	To provide vocation rehabilitation and welfare services to 150 students
	Secretary	1	Carry out clerical duties
	Accountant	1	Supervise cash transactions
	Driver	1	Driving and maintenance of car
	Cook	4	2 shifts each shift 2 cook
	Nurse midwife	1	Nurse 150 students with disabilities
	Health attendants	2	Attend 150 students with disabilities
	Clinical Officer	1	24 hours service due to the nature of clients served.
	Supplies Officer	1	Public procurement Act requirement.
	Guards	6	Three shift each 2 guards
	Tailoring teacher	1	50 trainees
	Sign Language teacher	1	30 Trainees
	Braille Teacher	1	30 trainees
	Carpentry teacher	2	30 trainees
	Masonry teacher	2	20 trainees
	Welding teacher	2	15 trainees
	Electrical installation teacher	2	20 trainees
	Shoe making teacher	2	10 trainees
	IT	2	10 Trainees
	Painting and sign writing teacher	2	10 trainees
	Sign Language	1	
	Secretarial and computing teacher	2	20 trainees
	Office attendant	1	To serve to the principal's office
	TOTAL		46

Singida Blind College For The Women

It was established in 1973 with the purpose of providing vocational skills to the blind women in courses like Braille, Weaving and batik making and DLA Skills, Agriculture, computer/Clerical duties, tie and dye. Its capacity is to accommodate 150 trainees. It is located in Singida region

Services Provided

- Vocational training
- Food and Shelter
- Speech therapy,
- Sign language training,
- Mobility training,
- Daily Living Activities Skills or Braille training and
- Literacy knowledge,

Table 66: Staffing levels for Singida Blind College For The Women

Designation	Number Of Staff Required	Criteria
Social Welfare Officer	3	In charge of the institution Counselling, guidance for 40 students
Personal secretary	1	Carry out clerical duties
Social Welfare Assistants	5	To manage
Accountant	1	Supervise cash transactions
Driver	1	Driving and maintenance of car
Cook	4	Preparing meals in two shifts
Health attendants	1	General cleanliness of health facilities
Nurse	1	Attending trainees
Clinical Officer	1	Prescribing medical services
Supplies Officer	1	Supply office facilities training and food
Plumber	1	To maintain and fix plumbing defaults
Security guard	6	24 hours task, 3 shifts, 2guards each shift
Day care centre assistants	6	Day care staff
Office attendant	1	To serve in the office of the officer in charge and other subordinate staff
Agriculture teacher	2	Instruct 50 students
Sign Writers Teacher	1	Instructs 20 students
Sign Language teachers	2	Instruct 30 students
Braille teacher	2	Instruct 30 students
Carpentry teacher	2	Instruct 50 students
Business Skills Teacher	2	Instructs 150 students
Communication Skills	1	Instruct 150 students
IT	1	Instruct 150 Students
Tailoring teacher	2	Instruct 40 students
Total	50	

Mirongo Vocational Rehabilitation and Training Centre-Mwanza

It was established in 1988 by the department of Social Welfare with the purpose of providing Vocational and rehabilitation skills to People With Disabilities (PWDs) aged from 15-35 years. It was the registered in April 1990. It is have boarding and day students. This institution was established to meet the needs of vocational rehabilitation for disabled students from the lake Zone (Mwanza, Mara and Kagera) in courses like Agriculture and carpentry. Its capacity is to accommodate 150 trainees. It is located in Mwanza region.

The aims of Vocational rehabilitation is to prepare PWDs enter into work force after acquired Disability. I getting medical rehabilitation (pysio, physical or mental therapists This step may include medical, physical, and therapeutic treatment; prosthetics and/or orthotics; occupational or communication therapy; and psychiatry. These conditions if not attended can impede a client's fullest potential functioning. Services provided

- Counselling
- Vocational Assessment and guidance to determine existing skill
- Rehabilitation (medical, Psychosocial care and support, educational rehab)
- Vocational training
- Food and Shelter
- Speech therapy,
- Sign language training,
- Mobility training,
- Daily Living Activities Skills or Braille training and
- Literacy knowledge.

Table 67: Mirongo Vocational Rehabilitation and Training Centre

Designation	Number Of Staff Required	Criteria
Social Welfare Officer	3	In charge of the institution Counselling, guidance for 40 students
Personal secretary	1	Carry out clerical duties
Social Welfare Assistants	5	To manage
Accountant	1	Supervise cash transactions
Driver	1	Driving and maintenance of car
Cook	4	Preparing meals in two shifts
Health attendants	1	General cleanliness of health facilities
Nurse	1	Attending trainees
Clinical Officer	1	Prescribing medical services
Supplies Officer	1	Supply of facilities-office, training and food
Plumber	1	To maintain and fix plumbing defaults
Security guard	6	24 hours task, three shifts, two guards each shift
Day care centre assistants	6	Day care staff
Office attendant	1	To serve in the office of the officer in charge
Agriculture teacher	2	Instruct 40 students
Sign Language teachers	2	Instruct 10 students
Braille teacher	2	Instruct 10 students
Carpentry teacher	2	Instruct 40 students
Tailoring teacher	2	Instruct 40 students
Total	39	

Luanzari Vocational Training Centre For People With Disabilities.

Since 1956, vocational rehabilitation has existed as a tool for both cost containment and empowerment. Manoleo /Luanzari is an oldest Vocational Training Institution in Tanzania. It is located in Tabora urban. It was found in 1956 by the Commonwealth to train Visually individuals shoe making, agriculture, Job training in telephone operator, and Braille. Services Provided

- Vocational training
- Food and Shelter
- Speech therapy,
- Sign language training,
- Mobility training,
- Daily Living Activities Skills or Braille training and
- Literacy knowledge,

Table 68: Staffing Levels for Luanzari Vocational Training Center for People with disability

Designation	Number Of Staff Required	Criteria
Social Welfare Officer	3	In charge of the institution Counselling, guidance for 40 students
Personal secretary	1	Carry out clerical duties
Social Welfare Assistants	5	To manage
Accountant	1	Supervise cash transactions
Driver	1	Driving and maintenance of car
Cook	4	Preparing meals in two shifts
Health attendants	1	General cleanliness of health facilities
Nurse	1	Attending trainees
Clinical Officer	1	Prescribing medical services
Supplies Officer	1	Supply of facilities-office, training and food
Plumber	1	To maintain and fix plumbing defaults
Security guard	6	24 hours task, three shifts, two guards each shift
Day care centre assistants	6	Day care staff
Office attendant	1	To serve in the office of the officer in charge and other subordinate staff
Agriculture teacher	2	Instruct 40 students
Sign Language teachers	2	Instruct 10 students
Braille teacher	2	Instruct 10 students
Carpentry teacher	2	Instruct 40 students
Tailoring teacher	2	Instruct 40 students
Total	39	

Elderly Homes

The Elderly homes were established under the colonial rule in order to provide medical care support and settlement to the persons affected with Leprosy. The Government took over after Independence and the Arusha Declaration(1967) put emphasis by establishing more Elderly Homes not only for the Sick from Leprosy; but also for the Elders who happened to have no relatives to take care of. The Care and maintenance Act No 3 of 1982 (17) provides for the Establishment of Disability settlements and the Elderly homes were established under this Act To take care and maintenance of the Leprosy affected Persons who are also the disabled persons. The admitted ones are provided with basic needs like accommodation, food, medication, vocational skills and counselling. The

homes are operating under The Ministry of health and Social welfare department and currently, there are Seventeen (17) Elderly Homes located in Dar es salaam) Morogoro and Fungafunga, Tabora Ipuli, Mwanza, Bukumbi- Manyara-Magugu, Tanga -Misufini-Mwanzage, Mtwara-Mkaseka, Lindi -Nandanga, Ruvuma-Ngehe of 1939, Mara-Nyabange, Singida-Sukamahela, Kilimanjaro -Njoro, Kigoma-Kibirizi na Shinyanga Kolandoto .

Nunge Elderly Home

It was established in 1936 as an elderly home. Currently, is operating as an elderly home and a settlement for PWDs. It is located at Kigamboni-Temeke district, Dar es Salaam. Its capacity is to accommodate 96 people. Services Provided: -

- Counselling
- Child care and protection
- Provision of food, clothing, shelter and beddings
- Supporting children of the older people in Primary and Secondary Education
- Community Rehabilitation Services
- Income Generating Activities
- Physiotherapy services
- Provision of early childhood education
- Health Services
- Resettlement services
- Recreation Activities

Table 69: Staffing Levels for Nunge Elderly home

Designation	Number Of Staff Required	Criteria
Social Welfare Officers	15	1:10 Social Welfare Officer per Inmates
Social Welfare Assistants	10	Guidance and counselling to the 1: 15 inmates.
Driver	1	To drive and maintain 1 car.
Health Attendants	2	To cleaning buildings and attending health issues to 100 inmates
Office Attendants	1	To serve in the office of the officer in charge and other subordinate staff
Cooks	4	2 cook in the morning shift and 2 cooks in the evening.
Security Guard	6	24 hours task, 3 shift each 2 guards.
Laundry attendants	2	To wash clothes of 50 bed sheets of bed ridden inmates.
Personal secretary	1	Typing official documents and management of the office.
Total	42	

Kilima Elderly Home

Is an Elderly institution established in 1920s. It is located in Kagera Region-Bukoba and is operating as an Elderly home and PWDs. Its capacity is to accommodate 50 elders Services Provided

- Psychosocial Care and Support
- Counselling
- Physiotherapy
- Health Assessment
- Provision of Shelter, Food and Clothing
- Recreation activities
- Education
- Income Generating Activities
- Referral services
- Resettlement and Community Integration
- Supporting children of the older people in Primary and Secondary Education
- Community Rehabilitation Services
- Provision of early child hood education

Table 70: Staffing Levels for Kilima Elderly home

Designation	Number Of Staff Required	Criteria
Social Welfare Officer	5	1:10 Officer inmates
Social Welfare Assistant	3	1:15 Inmates Guidance and counselling to inmates.
Health Attendants	2	Cleaning of the health facilities
Office Attendants	1	To serve in the offices.
Cooks	4	2 cooks in the morning shift and 2 cooks in the evening
Security Guard	4	2 shifts each 2 guards
Laundry attendants	2	Wash clothes of 20 bed ridden inmates
Driver	1	To drive 1e car.
Personal secretary	1	Typing official documents
Total	23	

Njoro Elderly Home

IT is an elderly institution established in 1953. It is located in Moshi-Kilimanjaro region and is operating as an Elderly home and PWDs. Its capacity is to accommodate 50 elders

Table 71: Staffing Levels for Njoro Elderly home

Designation	Number Of Staff Required	Criteria
Social Welfare Officer	5	1:10 Officer inmates
Social Welfare Assistant	3	1:15 Inmates Guidance and counselling to inmates.
Health Attendants	2	General cleaning of the health facilities 5 buildings.
Office Attendants	1	To serve in the office of the officer in charge in other subordinate staff.
Cooks	4	2 cooks in the morning shift and 2 cooks in the evening
Security Guard	4	2 shifts each 2 guards
Laundry attendants	2	To wash clothes of 20 bed ridden inmates
Driver	1	To drive 1e car.
Personal secretary	1	Typing official documents and management of the office.
Total	23	

Kibirizi Elderly Home

It is an elderly institution established in 1967. It is located in Kigoma municipal and is operating as an Elderly home and PWDs. Its capacity is to accommodate 150 elders Psychosocial Care and Support

Services Provided

- Counselling
- Physiotherapy
- Health Assessment
- Provision of Shelter, Food and Clothing
- Recreation activities
- Education
- Income Generating Activities
- Referral services
- Resettlement and Community Integration
- Supporting children of the older people in Primary and Secondary Education
- Community Rehabilitation Services
- Provision of early child hood education

Table 72: Staffing Levels for Kibirizi Elderly Home

Designation	Number Of Staff Required	Criteria
Social Welfare Officers	15	1:10 Social Welfare Officer per Inmates
Social Welfare Assistants	10	Guidance and counselling to the 1: 15 inmates.
Driver	1	To drive and maintain 1 car.
Health Attendants	2	To cleaning buildings and attending health issues to 100 in mates
Office Attendants	1	To serve in the office of the officer in charge and other subordinate staff
Cooks	4	2 cook in the morning shift and 2 cooks in the evening.
Security Guard	6	24 hours task, 3 shift each 2 guards.
Laundry attendants	2	To wash clothes of 50 bed sheets of bed ridden inmates.
Personal secretary	1	Typing official documents and management of the office.
Total	42	

Magugu Elderly Home

It is an elderly institution established in 1940s. It is located in Manyara region and is operating as an Elderly home and PWDs. Its capacity is to accommodate 50 elders. Psychosocial Care and Support

- Counselling
- Physiotherapy
- Health Assessment
- Provision of Shelter, Food and Clothing
- Recreation activities
- Education
- Income Generating Activities
- Referral services
- Resettlement and Community Integration
- Supporting children of the older people in Primary and Secondary Education
- Community Rehabilitation Services
- Provision of early child hood education

Table 73: Staffing Levels for Magugu Elderly Home

Designation	Number Of Staff Required	Criteria
Social Welfare Officer	5	1:10 Officer inmates
Social Welfare Assistant	3	1:15 Inmates Guidance and counselling to inmates.
Health Attendants	2	General cleaning of the health facilities 5 buildings.
Office Attendants	1	To serve in the office of the officer in charge in other subordinate staff.
Cooks	4	2 cooks in the morning shift and 2 cooks in the evening
Security Guard	4	2 shifts each 2 guards
Laundry attendants	2	To wash clothes of 20 bed ridden inmates
Driver	1	To drive 1e car.
Personal secretary	1	Typing official documents and management of the office.
Total	23	

Nyabange Elderly Home

It is an elderly institution established in 1975. It is located in Musoma district-Mara region and is operating as an Elderly home and PWDs. Its capacity is to accommodate 150 elders.

- Psychosocial Care and Support
- Counselling
- Physiotherapy
- Health Assessment
- Provision of Shelter, Food and Clothing
- Recreation activities
- Education
- Income Generating Activities
- Referral services
- Resettlement and Community Integration
- Supporting children of the older people in Primary and Secondary Education
- Community Rehabilitation Services
- Provision of early child hood education

Table 74: Staffing Levels for Nyabange Elderly Home

Designation	Number Of Staff Required	Criteria
Social Welfare Officers	15	1:10 Social Welfare Officer per Inmates
Social Welfare Assistants	10	Guidance and counselling to the 1: 15 inmates.
Driver	1	To drive and maintain 1 car.

Designation	Number Of Staff Required	Criteria
Health Attendants	2	To cleaning buildings and attending health issues to 100 in mates
Office Attendants	1	To serve in the office of the officer in charge and other subordinate staff
Cooks	4	2 cook in the morning shift and 2 cooks in the evening.
Security Guard	6	24 hours task, 3 shift each 2 guards.
Laundry attendants	2	To wash clothes of 50 bed sheets of bed ridden inmates.
Personal secretary	1	Typing official documents and management of the office.
Total	42	

Chazi Elderly Home

It is an elderly institution established in 1940. It is located in Turiani-Morogoro region and is operating as an Elderly home and PWDs. Its capacity is to accommodate 50 elders Psychosocial Care and Support, some of the activities carried out includes

- Counselling ,
- Physiotherapy
- Provision of Shelter, Food and Clothing
- Recreation and Education activities
- Income Generating Activities
- Referral services
- Resettlement and Community Integration
- Supporting children of the older people in Primary and Secondary Education
- Community Rehabilitation Services
- Provision of early child hood education

Table 75: Staffing Levels for Chazi Elderly Home

Designation	Number Of Staff Required	Criteria
Social Welfare Officer	5	1:10 Officer inmates
Social Welfare Assistant	3	1:15 Inmates Guidance and counselling to inmates.
Health Attendants	2	General cleaning of the health facilities 5 buildings.
Office Attendants	1	To serve in the office of the officer in charge in other subordinate staff.
Cooks	4	2 cooks in the morning shift and 2 cooks in the evening
Security Guard	4	2 shifts each 2 guards
Laundry attendants	2	To wash clothes of 20 bed ridden inmates
Driver	1	To drive 1e car.

Designation	Number Of Staff Required	Criteria
Personal secretary	1	Typing official documents and management of the office.
Total	23	

Fungafunga Elderly Home

It is an elderly institution established in 1974. It is located in Morogoro municipal and is operating as an Elderly home and PWDs. Its capacity is to accommodate 100 elders. Psychosocial Care and Support. Service Provided

- i. Counselling
- ii. Physiotherapy
- iii. Health Assessment
- iv. Provision of Shelter, Food and Clothing
- v. Recreation activities
- vi. Education
- vii. Income Generating Activities
- viii. Referral services
- ix. Resettlement and Community Integration
- x. Supporting children of the older people in Primary and Secondary Education
- xi. Community Rehabilitation Services
- xii. Provision of early child hood education

Table 76: Staffing Levels for Staffing Levels for Fungafunga Elderly Home

Designation	Number Of Staff Required	Criteria
Social Welfare Officers	15	1:10 Social Welfare Officer per Inmates
Social Welfare Assistants	10	Guidance and counselling to the 1: 15 inmates.
Driver	1	To drive and maintain 1 car.
Health Attendants	2	To cleaning buildings and attending health issues to 100 in mates
Office Attendants	1	To serve in the office of the officer in charge and other subordinate staff
Cooks	4	2 cook in the morning shift and 2 cooks in the evening.
Security Guard	6	24 hours task, 3 shift each 2 guards.
Laundry attendants	2	To wash clothes of 50 bed sheets of bed ridden inmates .
Personal secretary	1	Typing official documents and management of the office.
Total	42	

Nkaseka Elderly Home

It is an elderly institution established in 1975. It is located in Ruvuma Rural and is operating as an Elderly home and PWDs. Its capacity is to accommodate 50 elders. Services Provided

- Psychosocial Care and Support
- Counselling
- Physiotherapy
- Health Assessment
- Provision of Shelter, Food and Clothing
- Recreation activities
- Education
- Income Generating Activities
- Referral services
- Resettlement and Community Integration
- Supporting children of the older people in Primary and Secondary Education
- Community Rehabilitation Services
- Provision of early child hood education

Table 77: Staffing Levels for Nkaseka Elderly Home

Designation	Number Of Staff Required	Criteria
Social Welfare Officer	5	1:10 Officer inmates
Social Welfare Assistant	3	1:15 Inmates Guidance and counselling to inmates.
Health Attendants	2	General cleaning of the health facilities 5 buildings.
Office Attendants	1	To serve in the office of the officer in charge in other subordinate staff.
Cooks	4	2 cooks in the morning shift and 2 cooks in the evening
Security Guard	4	2 shifts each 2 guards
Laundry attendants	2	To wash clothes of 20 bed ridden inmates
Driver	1	To drive 1e car.
Personal secretary	1	Typing official documents and management of the office.
Total	23	

Nandanga Elderly Home

It is an elderly institution established in 1981 under the R.C Church. It is located in Lindi Region and is operating as an Elderly home and PWDs. Its capacity is to accommodate 60 elders. Psychosocial Care and Support Physiotherapy

- Health Assessment
- Provision of Shelter, Food and Clothing
- Recreation activities
- Education

- Income Generating Activities
- Referral services
- Resettlement and Community Integration
- Supporting children of the older people in Primary and Secondary Education
- Community Rehabilitation Services
- Provision of early child hood education

Table 78: Staffing Levels for Nandanga Elderly Home

Designation	Number Of Staff Required	Criteria
Social Welfare Officer	5	1:10 Officer inmates
Social Welfare Assistant	3	1:15 Inmates Guidance and counselling to inmates.
Health Attendants	2	General cleaning of the health facilities 5 buildings.
Office Attendants	1	To serve in the office of the officer in charge in other subordinate staff.
Cooks	4	2 cooks in the morning shift and 2 cooks in the evening
Security Guard	4	2 shifts each 2 guards
Laundry attendants	2	To wash clothes of 20 bed ridden inmates
Driver	1	To drive 1e car.
Personal secretary	1	Typing official documents and management of the office.
Total	23	

Sukamahela Elderly Home

It is an elderly institution established in 1973. It is located in Manyoni- Singida Region and is operating as an Elderly home and PWDs. Its capacity is to accommodate 100 elders Psychosocial Care and Support

- Counselling
- Physiotherapy
- Health Assessment
- Provision of Shelter, Food and Clothing
- Recreation activities
- Education
- Income Generating Activities
- Referral services
- Resettlement and Community Integration
- Supporting children of the older people in Primary and Secondary Education
- Community Rehabilitation Services
- Provision of early child hood education

Table 79: Staffing Levels for Sukamahela Elderly Home

Designation	Number Of Staff Required	Criteria
Social Welfare Officers	15	1:10 Social Welfare Officer per Inmates
Social Welfare Assistants	10	Guidance and counselling to the 1: 15 inmates.
Driver	1	To drive and maintain 1 car.
Health Attendants	2	To cleaning buildings and attending health issues to 100 inmates
Office Attendants	1	To serve in the office of the officer in charge and other subordinate staff
Cooks	4	2 cook in the morning shift and 2 cooks in the evening.
Security Guard	6	24 hours task, 3 shift each 2 guards.
Laundry attendants	2	To wash clothes of 50 bed sheets of bed ridden inmates.
Personal secretary	1	Typing official documents and management of the office.
Total	42	

Kolandoto Elderly Home

It is an elderly institution established in 1924. It is located in Shinyanga urban and is operating as an Elderly home and PWDs. Its capacity is to accommodate 50 elders. Psychosocial Care and Support

- Counselling
- Physiotherapy
- Health Assessment
- Provision of Shelter, Food and Clothing
- Recreation activities
- Education
- Income Generating Activities
- Referral services
- Resettlement and Community Integration
- Supporting children of the older people in Primary and Secondary Education
- Community Rehabilitation Services
- Provision of early child hood education

Table 80: Staffing Levels for Kolandoto Elderly Home

Designation	Number Of Staff Required	Criteria
Social Welfare Officer	5	1:10 Officer inmates
Social Welfare Assistant	3	1:15 Inmates Guidance and counselling to inmates.
Health Attendants	2	General cleaning of the health facilities 5 buildings.
Office Attendants	1	To serve in the office of the officer in charge in other subordinate staff.
Cooks	4	2 cooks in the morning shift and 2 cooks in the evening
Security Guard	4	2 shifts each 2 guards
Laundry attendants	2	To wash clothes of 20 bed ridden inmates
Driver	1	To drive 1e car.
Personal secretary	1	Typing official documents and management of the office.
Total	23	

Ipuli Elderly Home

Is an Elderly institution established in 1968. It is located in Tabora and is operating as an Elderly home and PWDs. Its capacity is to accommodate 50 elders. Psychosocial Care and Support

- Counselling
- Physiotherapy
- Health Assessment
- Provision of Shelter, Food and Clothing
- Recreation activities
- Education
- Income Generating Activities
- Referral services
- Resettlement and Community Integration
- Supporting children of the older people in Primary and Secondary Education
- Community Rehabilitation Services
- Provision of early child hood education

Table 81: Staffing Levels for Ipuli Elderly Home

Designation	Number Of Staff Required	Criteria
Social Welfare Officer	5	1:10 Officer inmates
Social Welfare Assistant	3	1:15 Inmates Guidance and counselling to inmates.
Health Attendants	2	General cleaning of the health facilities 5 buildings.
Office Attendants	1	To serve in the office of the officer in charge in other subordinate staff.
Cooks	4	2 cooks in the morning shift and 2 cooks in the evening
Security Guard	4	2 shifts each 2 guards
Laundry attendants	2	To wash clothes of 20 bed ridden inmates
Driver	1	To drive 1e car.
Personal secretary	1	Typing official documents and management of the office.
Total	23	

Misufini Elderly Home

It is an elderly institution established in 1984. It is located in Muheza -Tanga region and is operating as an Elderly home and PWDs. Its capacity is to accommodate 100 elders Psychosocial Care and Support

- Counselling
- Physiotherapy
- Health Assessment
- Provision of Shelter, Food and Clothing
- Recreation activities
- Education
- Income Generating Activities
- Referral services
- Resettlement and Community Integration
- Supporting children of the older people in Primary and Secondary Education
- Community Rehabilitation Services
- Provision of early child hood education

Table 82: Staffing Levels for Misufini Elderly Home

Designation	Number Of Staff Required	Criteria
Social Welfare Officers	10	1:10 Social Welfare Officer per Inmates
Social Welfare Assistants	9	Guidance and counselling to the 1: 15 inmates.
Driver	1	To drive and maintain 1 car.
Health Attendants	2	To cleaning buildings and attending

Designation	Number Of Staff Required	Criteria
		health issues to 100 in mates
Office Attendants	1	To serve in the office of the officer in charge and other subordinate staff
Cooks	4	2 cooks in the morning shift and 2 cooks in the evening.
Security Guard	6	24 hours task, 3 shift each 2 guards.
Laundry attendants	2	To wash clothes of 40 bed sheets of bed ridden inmates.
Personal secretary	1	Typing official documents and management of the office.
Total	42	

Ngehe Elderly Home

It is an elderly institution established in 1939. It is located in Mbinga-Ruvuma region and is operating as an Elderly home and PWDs. Its capacity is to accommodate 50 elders Psychosocial Care and Support

- Counselling
- Physiotherapy
- Health Assessment
- Provision of Shelter, Food and Clothing
- Recreation activities
- Education
- Income Generating Activities
- Referral services
- Resettlement and Community Integration
- Supporting children of the older people in Primary and Secondary Education
- Community Rehabilitation Services
- Provision of early child hood education

Table 83: Staffing Levels for Ngehe Elderly Home

Designation	Number Of Staff Required	Criteria
Social Welfare Officer	5	1:10 Officer inmates
Social Welfare Assistant	3	1:15 Inmates Guidance and counselling to inmates.
Health Attendants	2	General cleaning of the health facilities 5 buildings.
Office Attendants	1	To serve in the office of the officer in charge in other subordinate staff.
Cooks	4	2 cooks in the morning shift and 2 cooks in the evening
Security Guard	4	2 shifts each 2 guards
Laundry attendants	2	To wash clothes of 20 bed ridden