

Designation	Number Of Staff Required	Criteria
		inmates
Driver	1	To drive 1e car.
Personal secretary	1	Typing official documents and management of the office.
<b>Total</b>	<b>23</b>	

### Mwanzange Elderly Home

It is an elderly institution established in 1970s. It is located in Tanga region and is operating as an Elderly home and PWDs. Its capacity is to accommodate 60 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 84: Staffing Levels for Mwanzange 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.
<b>Total</b>	<b>23</b>	

## Bukumbi Elderly Home

The Home was established in 1974 by Catholic Mission to provide protection and care to people who were affected by leprosy and then handed to the government in 1984. It has a capacity of more than 200 inmates

### Activities 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 childhood education

**Table 85: Staffing Levels for Bukumbi 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.
<b>Total</b>	<b>42</b>	

### Social Welfare Staffing Level in the Local Government Activities

- Interview to older persons, MVC, Families in conflict, truants at ward level
- Register for persons with disabilities.
- Conducting Social enquiry to clients.
- Collecting data on social welfare services and clients
- Supervise, Inspect and recommend day care centres, older persons, street children institutions, children's home, foster care families and people with disabilities institutions for registration

- Receive applications/request for Presidential Bounty.
- Responsible for identification and psychosocial, care and support for MVC
- Receive and scrutinize social economic support from vulnerable groups and recommend for assistance (financial, technical devices, education support materials, health exemptions, transport etc).

**Table 86: Staffing Levels for Social Welfare Staffing in the Local Government**

Designation	Cadre	Proposed	Criteria
Provision of Social Welfare Services at Regional level	Social Welfare Officers	50 (2 per Region, For 25 regions)	Cordination of S/welfare services in the region and district levels
Provision of Social Welfare Services at Council Level	Social Welfare Officers	845 (5 per council, For 169 Councils)	1 SWO family and child welfare case loads annually 1 SWO Managing disabilities and 120,000 older people annual 1 SWO Managing juvenile justice cases annually 1 SWO Managing children protection annually 1 SWO Managing children cases held in 150 juvenile court annually
Provision of Social Welfare Services at Ward Level	Social Welfare Assistant	4,670 (1 per ward, for 4,670 wards)	Attends family and child, cases, persons with disabilities and older people and juvenile justice cases

**Table 87: Summary of the staffing levels for Social Welfare Department and facilities**

SN	PROFESSION	PROPOSED
1.	Commissioner	1
2.	Assistant Commissioners	4
3.	Social Workers	358
4.	Social Welfare Assistants	210
5.	HR	3
6.	Accountants	27
7.	Cooks	51
8.	Guards	112
9.	Laundry	67
10.	Procurement Officers	27
11.	Civil Engineers	4
12.	Nurses	19
13.	Personal Secretaries	33
14.	Drivers	32
15.	Office Attendants	28
16.	Clinical Officers	28
17.	Physiotherapists	20

SN	PROFESSION	PROPOSED
18.	Medical Attendants	17
19.	Vocational Training Tutors	75
20.	Librarian	12
21.	Cleaners	34
22.	Gardeners	18
23.	DCC	20
24.	Agriculturists	17
25.	Day Care Assistants	67
26.	Nutritionist	5
27.	Sign Language Interpreters	14
28.	IT Persons	10
29.	Statisticians'	3
30.	Child Care workers	24
	<b>TOTAL</b>	<b>1,340</b>

## 8.10 Legal Services Unit

### Functions of the Legal Services Unit

The core responsibility of the Legal Services Unit is to provide legal expertise and services to the Ministry. In particular, the activities of the Unit are:-

- To provide legal advice and assistance to the ministry's directorates, divisions and units and entities under the ministry on interpretation of laws, terms of contracts, terms of agreements, privatization agreements, procurements contracts and guarantees, letter of undertaking, memorandum of understanding, consultancy agreements and other type of agreements and other legal documents;
- Contribute to the preparation of bill/ Act, subsidiary legislation (regulations, rules, orders etc.) and liaise with the Chief Parliamentary Draftsman and the Attorney General's Office; and
- Prosecute and make follow up of cases in courts of law and court s' decisions and ensure their safe custody.

**Table 88: Staffing Levels for Legal Services Unit**

Function	Cadre	Proposed number
Office of Head of the Legal Services Unit	Principal State Attorney	1
	Principal Legal Officer	1
	Records Management Assistant	1
	Personal Secretary	1
	Driver	1
	Office Attendant	1
Contract Drafting and Contract Management	Legal Officer	3
Cabinet papers, drafting and formulation of Health and Social Welfare Legislation	Legal Officer	3
Litigation and Prosecution	Legal Officer	3
<b>Total</b>		<b>15</b>

## 8.11 Finance and Accounts Unit

The objective of this unit is to provide financial management and book keeping Services for the Ministry. A Chief Accountant leads this Unit.

**Table 89: Staffing Levels for Finance and Accounts Unit**

Function	Cadre	Proposed Number
Accounting and finance	Chief Accountant	1
Cash office	Accountant	5
	Assistant Accountant	1
	Accounts Assistant	2
Pre-audit	Principal Auditor	1
	Auditor	1
	Accountant	3
	Accounts Assistant	2
Directorate Curative Services	Senior accountant	3
	Accounts Assistant	5
Directorate Human Resource Development	Accountant	4
	Assistant Accountant	1
	Accounts assistant	1
National eye control programme/NACP	Accountant	4
	Assistant accountant	1
	Accounts assistant	1
	Accountant	1
	Assistant accountant	1
	Accountant assistant	1
Tanzania first health rehabilitation project	Accountant	3
	Assistant accountant	1
	Accountant Assistant	1
Directorate of Administration and Personnel	Accountant	2
	Assistant accountant	1
	Accounts Assistant	1
Directorate of Preventive services	Accountant	3
	Assistant Accountant	1
	Accounts Assistant	1
TB/Leprosy programme	Accountant	2
	Assistant Accountant	1
Malaria Programme	Accountant	2
	Assistant Accountant	1
National Aids control Programme	Accountant	2
	Accounts Assistant	1
Main Accounts	Accountant	15
	Assistant Accountant	5
Salaries	Accountant	5
	Assistant Accountant	5
	Accounts Assistant	2
Finance	Accountant	2
Health Training Institutions.	Accountant	18
	Assistant Accountant	36
	Accounts Assistant	36
Mbeya Referral Hospital	Accountant	3
	Assistant Accountant	1
Mirembe Hospital	Accountant	1

Function	Cadre	Proposed Number
	Assistant accountant	1
Kibong'oto Hospital	Accountant	1
	Accountant assistant	1
	Accountant	1
Reconciliation Section	Assistant Accountant	1
	Accounts Assistant	1
	Accountant	5
Chief Medical Office, Chief Nursing Office	Accountant	5
Social Welfare Department(HQ)	Accountant	2
	Assistant accountant	1
	Accounts Assistant	1
<b>Total</b>		<b>206</b>

## 8.12 Internal Audit Unit

The Internal Audit unit is one of the sections under the Ministry of Health and Social Welfare. It is engaged in appraising various responsibilities of the Ministry. It also evaluates implementation procedures involved in areas where the government through the Ministry provides/ disburses fund like MSD, District Designated Hospitals (DDHs) and Voluntary Agency Hospitals (VAHs) owned by religious institutions. It is therefore one of the internal control mechanism of the Ministry ensuring the main objective of the Ministry is attained which is provision of quality health services in the country and safeguarding of the government's funds and assets.

**Table 90: Staffing Levels for Internal Audit Unit**

Function	Cadre	Proposed number
Internal Audit	Chief Internal Auditor	1
	Internal Auditor	30
	Assistant Internal Auditor	6
	Office Management Secretary	1
	Office attendant	1
	Driver	2
<b>Total</b>		<b>41</b>

**Table 91: Staffing Levels for Information Communication Technology (ICT) Unit**

Function	Cadre	Proposed Number
Information Communication Technology	Head ICT Unit	1
	System Analyst	7
	Computer Operator	7
<b>Total</b>		<b>15</b>

## 9.0 MEDICAL PROFESSIONAL COUNCILS STAFFING LEVELS

### 9.1 Medical Council of Tanganyika

The Medical Council of Tanganyika is a statutory body established under section 3 of the Medical Practitioners Act and Dentists Act, Cap 152 (2002 RE) of the Laws of Tanzania. The council is vested with legal power to oversee medical and dental practice in Tanzania. In particular, the council has been empowered to ensure safe and effective practice for medical doctors and dentists. Generally, the council has the duty to guide members of the profession and protect the public against undesirable practice.

**Table 92: Staffing Levels for Medical Council of Tanganyika**

Type Of Cadre	Proposed	Criteria
<b>Registrar</b>	<b>1</b>	More than 4,000 qualified Medical and Dental Practitioners are registered annually Average of 4 to 5 complaints from different facilities arise monthly. Average of 250+ graduants every year and 150 doctors (MDs+DDS) from outside the country
Principal Dental Officer	1	15 intern facilities
Principal Medical Officer	1	15 intern facilities All Referrals, Regional, District and Private dental facilities 2 EAC countries to be visited
Record Management Assistant	1	Keeps and updates File records with an average of 4000 registrants, 15 intern centres files, 250 interns annually, 120 citizens/expatriates/volunteers
Legal Secretary	1	Legal Issues
ICT Officer	1	Average of 4000+ Registrants posted/updated yearly Average of 50 registered complaints yearly Average of 150 new citizens/foreigners registered and posted in the data base
Office Management Secretary	1	Average of 10 - 20 photo cops daily Average of 20+ visitors daily Typing an average of 90+ transcripts monthly Typing an average of 10 Registration certificates weekly Typing an average of 4 correspondence letters to the complainers monthly
Driver	1	1 vehicle Average of 12 regional trips upcountry annually
<b>Total</b>	<b>8</b>	

### 9.2 Tanzania Nursing and Midwifery Council

The Tanzania Nursing and Midwifery Council (TNMC) is an autonomous professional regulatory body established under the Nursing and Midwifery Act No. 1 of 2010 which aims to ensure that

nurses and midwives in Tanzania provide high standard of care to their clients. Together with the Act there are 4 regulations operating under this Act (Registration & licensing, Education & training, Nursing practice and Fitness to practice/legal issues).

**Table 93: Staffing Levels for Tanzania Nursing and Midwifery Council**

Section	Cadre	Proposed Number	Criteria/justification
Registrar's Office	Registrar	1	<ul style="list-style-type: none"> <li>TNMC Act No 1 of 2010 Section 10</li> <li>Section 11 of the Nursing and Midwifery Act, 2010,</li> <li>Average of 3 to 5 Inquiries per day</li> </ul>
Deputy Registrar's Office	Deputy registrar	1	
Internal Auditor's Office	Internal auditor	1	<ul style="list-style-type: none"> <li>Average of 30 to 40 clients daily.</li> <li>Monthly and quarterly reports</li> </ul>
Accounting Office	Assistant accountant	2	<ul style="list-style-type: none"> <li>Preparing vouchers and cheques with an average of 10 per monthly.</li> <li>Daily, weekly, monthly and quarterly and annual reports</li> </ul>
Office Of The Administration	Administrator (Principal nursing officer with post graduate in management)	1	<ul style="list-style-type: none"> <li>Regulating an average of 30,000 to 50,000 N/NM in the Country</li> <li>Average of 101 subject files (83-schools, 24-regional and 20 general)</li> <li>Daily client attendances ranges from 30 to 40</li> <li>Monthly, quarterly and yearly Progressive technical reports</li> <li>Daily an average of 5 to 10 management communications with 21 Regions/120 districts supervisory Authorities</li> </ul>
	Personal secretary	1	<ul style="list-style-type: none"> <li>Average of 10 - 20 general visitors per week</li> <li>Typing an average of 3 to 5 letters daily</li> </ul>
	Office supervisor	1	<ul style="list-style-type: none"> <li>Average of 5,000 copies per month</li> <li>Average of 10 to 15 incoming and outgoing mails daily</li> <li>Managing three offices having 14 desks of officers</li> <li>Average of 101 subject files( 60-schools, 24-regional and 20 general)</li> </ul>
	Office attendant	1	<ul style="list-style-type: none"> <li>3 offices</li> <li>14 officer's desks</li> </ul>
	Driver	1	<ul style="list-style-type: none"> <li>1vehicle</li> </ul>
Licensure And Ethics Management Unit	Principal nursing officer (head of unit)	1	<ul style="list-style-type: none"> <li>3 sections under the unit</li> <li>Regulating an average of 30,000 to 50,000 N/NM in the Country</li> </ul>



Section	Cadre	Proposed Number	Criteria/justification
			<ul style="list-style-type: none"> <li>Registering an average of 4,500 to 5,000 nurses twice a year</li> </ul>
	Senior nursing officer	2	<ul style="list-style-type: none"> <li>3 Sections under the unit</li> <li>Average of 60 to 90 nursing homes and private maternity nursing</li> <li>83 to 100 nursing schools supervision.</li> <li>Average of 3 to 5 professional misconduct allegations per year</li> </ul>
Nursing Professional Development Unit	Principal nursing officer (head of NPD)	1	<ul style="list-style-type: none"> <li>3 sections under the unit</li> <li>Coordinate registration examination and marking twice a year</li> <li>Supervision of 83 to 100 schools</li> </ul>
	Senior nursing officer (Assistants to the head of NPD)	2	<ul style="list-style-type: none"> <li>Organization structure</li> <li>3 Sections under the unit</li> <li>Summation of CPD reports for 30,000 to 50,000 nurses after every 3 years</li> <li>2 to 3 researches in a year</li> </ul>
<b>Total</b>		<b>16</b>	

### 9.3 Health Laboratory Practitioners' Council

The Health Laboratory Practitioners' Council (HLPC) is established under the Health Laboratory Practitioners' Act Cap. 48. The core functions of the Council are to establish and improve standards of health laboratory services in order to serve and protect the public.

**Table 94: Staffing Levels for Health Laboratory Practitioners' Council Introduction**

Function/Role	Type Of Cadre	Proposed Number	Criteria
Registrar Office	Registrar (HLP)	1	HLP Act CAP No48 of 2007
	Deputy Registrar (HLP)	1	HLP Act CAP No48 of 2007 (same criteria for the Registrar)
Administration	Administrative officer	1	4 HLPC Offices Average of 20 to 30 clients per day
	Personal Secretary	1	Provide secretarial Services
	Driver	1	1 vehicle
	Office attendant	1	5 Council's offices
Council Secretariat	Laboratory scientist	2	Average of 20 meetings per year Register an average of 100 certificates per month.
Accounting	Accountant	1	
<b>TOTAL</b>		<b>9</b>	

## 9.4 National Health Laboratory - Quality Assurance and Training Centre

The NHLQATC is the premier reference laboratory at national level with the overall responsibility for the quality of laboratory services, training of laboratory personnel, implementation of national EQA programs, coordination of clinical and Public Health laboratory services. The NHL-QATC also provides national EQA (proficiency testing, site assessment and where appropriate, specimen rechecking) programs for CD4 enumeration, serology, chemistry, haematology and microbiology (including parasitology) for clinical testing laboratories throughout the country. It also establishes internal and External QA guidelines to assist in the international accreditation of the NHL-QATC as well as developing and implementing national accreditation scheme programs for laboratories across the country. The NHL-QATC also provides a wide range of services including identification and confirmation of unknown pathogenic organisms, consultation on laboratory methodology and training in current laboratory techniques, Quality Systems, evaluation of test kits, equipment and other diagnostic reagents and development of national SOPs.

The proposed staffing level: National Health Laboratory - Quality Assurance and Training Centre

**Table 95: Staffing Levels for National Health Laboratory - Quality Assurance and Training Centre**

Function	Cadre	Proposed Number	Criteria
Administration	Administrative Officer	1	Carry out Administrative activities of the institute
	Assistant Administrative Officer	1	
	Drivers	3	
Procurement and Supplies	Supplies officer	1	Provide Guidance and effect procuring procedures for the institute
	Assistant supplies officer	1	
	Store keeper	1	
Technical Services	Biomedical Engineer	1	
	Biomedical Technician	1	
Clinical Chemistry Section	Head Clinical Chemistry Section	1	Average of 150 tests per day
	General Laboratory Technologist -	3	
	Specialised Laboratory Technologist	1	
	Laboratory Scientist	1	
	Clinical Chemist	1	
Public Health - Section	Head of Section	1	
	General Lab Technologists	2	
	Specialised Lab Technologists	2	
	Laboratory Scientists	2	
	Biotechnology Scientists (MB)	3	
	Field Lab - Epidemiology Officer	2	
Haematology Microbiology and Immunology	Assistant Laboratory Technologists	1	
	General Laboratory Technologists	3	

Function	Cadre	Proposed Number	Criteria
	Specialised Laboratory Technologists	3	
	Laboratory Scientist	3	
	Laboratory Scientist (Biotechnologist)	3	
	Haematologist	1	
	Assistant Lab Technologists Laboratory Assistants	2	
	General Laboratory Technologists	3	
	Specialised Laboratory Technologists	5	
	Laboratory Scientist	5	
	Laboratory Scientist (Biotechnologist)	3	
	Microbiologist	1	
Biotechnology (Molecular Biology)	Specialised Lab Technologists	1	
	Laboratory Scientist	1	
	Laboratory Scientist (Biotechnologist)	3	
Histology and Cytology	Specialised Lab Technologists	2	
	Laboratory Scientist	2	
	Histopathologist	1	
Quality assurance	Specialised Lab Technologists	4	
	Laboratory Scientist	3	
	Laboratory Scientist (Biotechnologist)	2	
	Data Analyst	1	
Parasitology	Head of Section	1	
	General Lab Technologists	1	
	Specialised Lab Technologists	1	
ICT	Information Technology Officer	3	
	Data Analyst	1	
<b>Total</b>		<b>90</b>	

## Staffing Requirements for the Private Health Laboratories Board

Table 96: Staffing Requirements for the Private Health Laboratories Board

Function	Cadre	Proposed Number	Criteria
Laboratories Board	Registrar (PHL B)	1	PHLB ACT NO 10 OF 1997
	Deputy Registrar (PHLB)	1	
	Legal officer	1	
	Internal auditor	1	
Board Secretariat	(PHLB)	2	
	Office attendant	1	
Accounting and finance	Accountant	1	
Inspectorate	Authorized Inspectors	4	
Transport	Driver	3	
<b>TOTAL</b>		<b>15</b>	

## 9.5 Optometry Council

Optometry Council like other Councils in the MoHSW, is a Body Corporate under the Optometry Act No.12 of 2007 after the repealed Optician Act No. 09 of 1966. In its corporate name, is capable of suing and being sued. The Council was inaugurated on 25th December 2009. The main function of the Council is to supervise and promote Optometry health services and facilities in Tanzania mainland.

Table 97: Staffing Levels for Optometry Council

Function	Cadre	Proposed	Criteria
Office of the Registrar	Registrar (Optometrist)	1	Optometry Act 2007 section 7(1)
	Deputy Registrar (Optometrist)	1	Optometry Act 2007 section 8(1)
Ethics, Practice and Disciplinary unit	Optometrist	1	Inspection of Optometry facilities: 105 in DSM 187 in 21 regions 23 in the districts Supervision of optometry supervisors 25 in the regions 4 in the Referral Hospitals 11 in the districts
Registration and licensing unit	Optometrist	1	Registering 250 Optometrists

Function	Cadre	Proposed	Criteria
			134 Ophthalmic opticians 384 license to practice 315 opt. facilities Enlisting 76 optical laboratories 3 annual Council meetings
Supporting staff	Personal Secretary	1	Data entry for 315 professionals 3 to 4 clients per day Assisting 4 Officers
	Driver	1	1 Council vehicle
	Office Attendant	1	3 offices
<b>Total</b>		<b>6</b>	

## 9.6 Medical Radiology and Imaging Professionals Council (MRIPC)

The Radiology and Imaging Professionals Council (RIPC) is a new Council among Councils under the Health Sector. It was established by the Act of Parliament No 21 of 2007. The staffing levels for the councils is as shown below

### Proposed staffing level:

**Table 98: Staffing Levels for Medical Radiology and Imaging Professionals Council**

Function	Cadre	Proposed Number	Criteria
REGISTRAR'S OFFICE	Registrar	1	• MRIPC Act Cap 426 Article 11 (1) and (2)
	Deputy Registrar	1	• MRIPC Act Cap 426 Article 11 (1) and (3)
Office of the Unit Managing the MRIPC Register both Electronic and Hardcopy	Radiologist (head of unit)	1	• Managing and registering: • 40Radiologists • 600 Radiographers, • 120 Radiographic Assistants • 40 Radiotherapists, • 40 Health/medical/Nuclear Phycists, • 30 Sonographers, • 5 Radio Pharmacists
Ethical and standards Unit	Radiologist (head of unit)	1	• 100 Professional practice guidelines and protocols developed & disseminated • Number of RI practicing private facilities supervised
Education, Training, Research and Professional Development Unit	Radiologist (head of unit)	1	• 5 RI training institutions supervised annually
Administration, HR Management and Finance Management Office	Administrative officer	1	
	Accountant	1	
Radiation Safety and Quality	Radiologist	1	

Function	Cadre	Proposed Number	Criteria
Assurance Unit			
IT and Data Management	IT officer	1	
Registry	Registry management assistant	1	
	Office attendant	1	
Transport	Driver	1	
<b>TOTAL</b>		<b>12</b>	

### 9.7 Traditional and Alternative Health Practice Council

The Traditional and Alternative Health Practice Council is the Council established under the Traditional and Alternative Medicines Act No 23 of 2002. It is the body corporate and is one of the Councils in the Ministry of Health and Social Welfare, and technically under the Chief Medical Officer's Office. As the body Corporate it can sue and be sued, employ and deploy workers. The Council was established in March, 2005, with a task of developing Regulations dealing with registration of practitioners, facilities and materia medica. Others are the Regulations dealing with Ethics and codes of practice and conducts, inquiries and fees and charges, as well as guidelines for facilities, supportive supervision and institutionalization. Other developments include the development of registration procedures for Traditional Healers, Traditional Birth Attendants, Alternative Health practitioners, Facilities and materia medica as well as enrolment of assistants.

**Table 99: Staffing Level for Traditional and Alternative Health Practice Council**

Function	Cadre	Proposed Number	Criteria
Office of the Registrar	Medical Officer (Registrar)	1	The establishment Act.
	Legal Officer (Deputy Registrar)	1	
	Medical Officer (Practice and disciplinary officer)	1	
Registration and Licensing Unit	Medical Officer (Head of Registration and Licensing)	1	Registration activities
	Nursing Officer (En-rolling Officer)	1	
Region and District Coordination Unit	Nursing Officer (Head of Region and District Coordination)	1	
	Nursing Officer	1	
Quality control and assurance Unit	Pharmacist (Head of Quality control and assurance)	1	
	Pharmacist (Assistant Head of Quality control and assurance)	1	
Accreditation and continuous professional development Unit	Medical Officer (Head of accreditation and continuous professional development)	1	
	(Medical Officer Education and training	1	

Function	Cadre	Proposed Number	Criteria
	Officer)		
	Nursing Officer(Education and training Officer)	1	
Administration, planning and finance Unit	Economist (Head of administration, planning and finance)	1	
	IT officer	4	
	Personal Secretaries	5	
	Office Attendants	4	
	Drivers	3	
<b>TOTAL</b>		<b>29</b>	

## 9.8 Environmental Health Practitioners Council

Environmental Health Practitioners (Registration) Act, 2007 established the Council known as Environmental Health Practitioners Registration Council (Sec. 4). The Council is a body corporate and has: Perpetual succession and common seal In its corporate name be capable of suing and being sued; holding and purchasing or acquiring in any other way and disposing of movable or immovable property; entering into contracts or other transactions; doing all other acts and things which a body corporate may lawfully perform and; have power to borrow such sums as it may require for its purpose.

**Table 100: Staffing level for Environmental Health Practitioners Council**

Function	Cadre	Proposed Number	Criteria
REGISTRAR'S OFFICE	Registrar (Principal Health Officer)	1	Appointed Under Act No 20 of 2007, sec. 8
Environmental health practice and control department	Environmental Health Officer	1	
Registration department	Principal Health Officer	1	
Disciplinary and ethics	Health Officer	1	
<b>Total</b>		<b>4</b>	

## 10. MINISTRY OF HEALTH AND SOCIAL WELFARE AGENCIES

### 10.1 National Institute for Medical Research (NIMR)

#### Introduction

The National Institute for Medical Research (NIMR) is a Parastatal Institution, established by the act of Parliament No. 23 of 1979, with its head Office located at Ocean Road Dar es salaam. NIMR was empowered to take over all health research institutions in the country which, until the demise of the East African Community in 1977, were administered by the East African Medical Research Council. The Institute is charged with carrying out, control, coordination, registration, monitoring, evaluation and promotion of medical research in Tanzania. The Institute comprises of eight (8) research centres that includes Amani, Mwanza, Tabora, Tanga , Muhimbili, Tukuyu, Mbeya and Ngongongare and 6 research stations that are, Kilosa, Gonja, Amani Hill, Korogwe, Hydom and Handeni.

#### Staffing Level of the Institute

The headquarters is the coordination and administrative center based in Dar es Salaam, and comprises 4 directorates and 23 departments. In addition to coordination and management of the institute, the headquarters is also responsible for conducting researches and supervising centers and stations.

**Table 101: Staffing Levels for National Institute for Medical Research (NIMR)**

Function	Cadre	Proposed Number	Justification for required number
Executive Management	Director General	1	<ul style="list-style-type: none"> <li>Manage 523 permanent and pensionable personnel</li> <li>Manage 4 Directorates, 8 Research centers, 6 research stations and more than 23 departments and units</li> </ul>
	Director of Finance, Human Resource and Planning	1	
	Director of Research, Coordination and Promotion	1	
	Director of Information, Technology and Communication	1	
	Director of Health Intervention and Innovation	1	
	Centre Directors	7	
	Head of Stations	6	
	Human Resource Manager	1	
	Chief Accountant	1	
	Planning Manager	1	
	Legal Officer	1	



Function	Cadre	Proposed Number	Justification for required number
	Supplies Officer	1	
	Chief Internal Auditor	1	
Directorate of Research, Coordination and Promotion	Biologists	18	<ul style="list-style-type: none"> <li>Conduct more than 100 health and social determinants researches per year</li> <li>Approve more than 150 research proposals in Tanzania</li> <li>Monitor an average of 80% of approved health research proposals</li> </ul>
	Biochemistry	12	
	Molecular Biologists	25	
	Sociologists	50	
	Pharmacists	25	
	Photo Chemistry	25	
	Microbiologists	11	
	Environmental Health Officers	3	
	Botanic	5	
	Health Economists	5	
	Medical Doctors	11	
	Demographers	2	
	Anthropologist	2	
	Biostatistician	10	
Assistant Research Scientist	160		
Department of Health Laboratory Sciences	Health Laboratory Scientist	53	<ul style="list-style-type: none"> <li>Handle average of 15 samples for each of the 7 laboratory in 6 departments</li> </ul>
	Health Laboratory Technologist	50	
	Health Laboratory Assistant	55	
	Laboratory attendant	22	
Directorate of Information, Technology and Communication	Systems Analyst	25	<ul style="list-style-type: none"> <li>Programing of database and software</li> <li>Bioinformatics and</li> <li>Computer science</li> </ul>
	Statistician	5* From Above	<ul style="list-style-type: none"> <li>Mapping of health research interventions and key parameters</li> <li>Data management and analysis for 100 researches per year</li> </ul>
	IT Technician	5	<ul style="list-style-type: none"> <li>Maintenance of internet services and 300 computers, 50 printers/scanners</li> </ul>
	Data Entry Clerk	31	<ul style="list-style-type: none"> <li>Key data /information for 100 research activities per</li> </ul>

Function	Cadre	Proposed Number	Justification for required number
			year for all research centers
	Librarian Officer	2	<ul style="list-style-type: none"> <li>1staff for each Research Centre</li> </ul>
	Assistant Librarian	8	
Human Resource department	Human Resource Officer	16	<ul style="list-style-type: none"> <li>General administration to 14 centers/station and 523 personal</li> </ul>
	Public Relation Officer	1	<ul style="list-style-type: none"> <li>Serves as spokes unit in all matters pertaining to the institutitution</li> </ul>
	Protocol Officer	2	
	Office Supervisor	10	<ul style="list-style-type: none"> <li>Attending an average of 1000 official documents including personal files &amp; letters</li> </ul>
	Registry assistant	5	
	Personal Secretary	25	<ul style="list-style-type: none"> <li>For NIMR Headquarters and branches</li> </ul>
	Receptionist	5	<ul style="list-style-type: none"> <li>Attend official calls and visitors on daily basis for all centers/stations</li> </ul>
	Artisan/Technician	24	<ul style="list-style-type: none"> <li>Take cares of plumbing, masonry, electrical, sewage and clean water system for office buildings to all centers/stations</li> </ul>
	Office Attendant	30	<ul style="list-style-type: none"> <li>Move an average of 200 files from one office to another daily.</li> </ul>
	Driver	40	<ul style="list-style-type: none"> <li>Drives more than 40 official vehicles</li> </ul>
	House Keeper /Cook	15	<ul style="list-style-type: none"> <li>3 staff per rest house for Amani Hill, Ubwari, Gonja, Same and Ngongongare.</li> </ul>
Accounts and Finance	Accountant	19	<ul style="list-style-type: none"> <li>Maintains books of accounts on daily basis</li> <li>Pays monthly remuneration</li> </ul>
	Assistant Accountant	24	
	Accounts Assistant	14	
Internal Audit	Internal Auditor	4	<ul style="list-style-type: none"> <li>Provides technical services for performance management and compliance</li> </ul>
	Assistant Internal auditor	6	

Function	Cadre	Proposed Number	Justification for required number
Procurement and Supplies	Supplies Officer	10	<ul style="list-style-type: none"> <li>• Makes available all procurements of the institute and reports.</li> <li>• Ensures adherent to Procurement regulations</li> </ul>
	Assistant Supplies Officer	8	
Legal Unit	Legal Officers	3	<ul style="list-style-type: none"> <li>• Represents the institutes on all legal matters with third-party</li> </ul>
Policy and Planning	Planning officer	5	<ul style="list-style-type: none"> <li>• Develop, disseminate, monitor and evaluate policy and plans, legislation, standards and regulations of the Institute;</li> <li>• Mobilizes, allocates resources to institutional priorities</li> </ul>
Estates Unit	Estate officer	4	<ul style="list-style-type: none"> <li>• Manage an average of 85 office, animal house, insectary and laboratory buildings</li> <li>• Undeveloped land at Bunju - DSM, Isevy - TBR and Bwiru- Mwanza</li> </ul>
<b>TOTAL</b>		914	

## 10.2 Tanzania Food and Nutrition Centre (TFNC)

### Introduction

Tanzania Food and Nutrition Centre was established by an Act of Parliament No 24 of the 1973 as amended by Act No. 3 of 1995. The Centre becomes operational in 1973. The institution is charged with the responsibilities of spearheading food and nutrition activities in Tanzania.

The vision of TFNC is to become a Centre of excellence that plays a pivotal role in guiding and catalyzing actions for prevention and control of malnutrition in Tanzania. The mission is to provide research, advocacy education and training services aimed at the prevention and control malnutrition in Tanzania. TFNC has 135 staff and 5 Departments.

### Staff guidelines for Executive

Cadre	Proposed	JUSTIFICATION
Managing Director	1	Chief Executive Officer of the centre
Director of Community Health and Nutrition	1	Responsible for planning, supervising and coordinating all activities in their respective departments.
Director of Nutrition and Policy Planning	1	
Director of Nutrition Education and Training	1	
Director of Food Science and Nutrition	1	
Director of Finance Personell and Administration	1	
<b>Total</b>	6	

**Table 102: Staffing Levels for Tanzania Food and Nutrition Centre (TFNC)**

Department	Cadres	Proposed	Reason/Justification
Managing Director Office	Procurement Officers/Specialist	2	<ul style="list-style-type: none"> <li>To Procure for 5 departments and manage 1 store.</li> </ul>
	Assistant Supplies.	1	
	Chief Internal Audit	1	<ul style="list-style-type: none"> <li>To Audit all Accounts correspondence and prepare accounts quarterly and Annual reports of the Centre.</li> </ul>
	Legal Officer	1	<ul style="list-style-type: none"> <li>Responsible with all legal matters of the Centre.</li> </ul>
	Office Management Secretary	4	<ul style="list-style-type: none"> <li>Attend almost 2000 confidential and open files and attend a minimum of 50 visitors per day.</li> </ul>
Community Health and Nutrition	Research officer- Nutrition, Epidemiology and Dietetics	30	<ul style="list-style-type: none"> <li>Provide technical support to 20% of all districts to incorporate Community based Nutrition</li> <li>To develop staffs capacity to undertake nutrition research and</li> <li>Produce scientific publication. At least 2 publications per year.</li> <li>To carry out epidemiological studies to establish state of malnutrition in Tanzania.</li> </ul>
Nutrition Education and Training.	Research Officer- Nutrition Training, Communication	22	<ul style="list-style-type: none"> <li>Conduct 2 assessments annually to assess social behaviour change and communication in infant feeding and young child nutrition. .</li> <li>To conduct at least 5 consultative meetings per year.</li> </ul>
	Assistant communication officer	2	<ul style="list-style-type: none"> <li>To develop and disseminate information.</li> <li>20 TV programs developed.</li> </ul>

Department	Cadres	Proposed	Reason/Justification
	Librarian Officer	2	Minimum of 150 books are classified and cataloguing per year.
Food Science and Nutrition	Research Officer-Food Science and Technology, Bio Chemistry, Food Chemistry, Microbiology	17	<ul style="list-style-type: none"> <li>Advisory Services on Quality assurance in food processing industries average of 10 industries per annual.</li> <li>To conduct operational research on Food quality and safety in food vending premises in urban setting covering 50% of region per annual.</li> </ul>
	Assistant Food Scientist	2	<ul style="list-style-type: none"> <li>To collect samples and analyse at least 40000 per annual.</li> </ul>
	Laboratory Technologist	5	
	Laboratory Assistants	2	
Finance, Personnel and Administration	Chief Accountant	1	<ul style="list-style-type: none"> <li>Responsible for all Accounts matters and produce Quarterly and annual reports.</li> </ul>
	Assistant Accountants	7	
	Human Resources Officer	2	<ul style="list-style-type: none"> <li>To administer for 139 staff and 2 office location.</li> </ul>
	Administrative Officer	2	
	Office Supervisor	4	<ul style="list-style-type: none"> <li>Responsible with almost 5000 files in the Registry.</li> </ul>
	Personal Secretary	4	<ul style="list-style-type: none"> <li>Responsible for 5 directors, 1 directorate has 2 secretaries.</li> </ul>
	Security Guards	21	<ul style="list-style-type: none"> <li>3 Guarding points and operating in shifting.</li> </ul>
	Office Attendant	6	<ul style="list-style-type: none"> <li>To clean 70 rooms, attend 6 directors and conduct institutional file movements.</li> </ul>
	Telephone Operator	1	<ul style="list-style-type: none"> <li>To operate 1 switchboard with minimum 30 extensions.</li> </ul>
	Machine Operator	3	<ul style="list-style-type: none"> <li>Operate 3 printing machines.</li> </ul>
	Drivers	10	<ul style="list-style-type: none"> <li>To drive 12 motor vehicles.</li> </ul>
Estate officer	1	<ul style="list-style-type: none"> <li>To monitor 10 buildings and plots.</li> </ul>	
<b>Total</b>		<b>169</b>	

## 10.3 Government Chemist Laboratory Agency (GCLA)

### 1.0 Introduction

The Government Chemist Laboratory Agency (GCLA) is a semi - autonomous Executive Agency under the Ministry of Health and Social Welfare. It was officially launched as a Government Executive Agency on 26th March 1999 following enactment of the Executive Agencies Act, Cap 245 as amended 2010.

The role of GCLA is to provide scientific services in quality analysis of food, pharmaceuticals, traditional medicine, other industrial products, chemicals, Forensic Science services, and research and consultancy services on the same. GCLA is the regulatory body for the Industrial and Consumer Chemicals (Management and Control) Act, Cap 182 in Tanzania Mainland and the Human DNA (Regulation) Act, Cap 73. The set goal for the Chemicals Act being that chemicals are produced and used in a way that leads to the minimization of significant adverse effects on human health and the environment while the goal for Human DNA (Regulation) Act is to manage and regulate the practices and use of human HDNA.

Currently GCLA serves the whole public in Tanzania with only 106 staff who works at the Head Quarters in Dar es Salaam and in four zones namely Lake Zone- Mwanza region, Northern Zone – Arusha region, Southern Highlands Zone- Mbeya region and Eastern Zone – Dar es Salaam region. With expectation of opening other zones very soon, these include central zone that will be in Dodoma region and South East zone in Mtwara region.

Due to its role and functions GCLA needs to increase human resource so as to bring services near to the public, improve efficiency and effectiveness in service delivery.

Below is the summary of the manning level

**Table 103: Staffing Levels Summary for Government Chemist Laboratory Agency (GCLA)**

SN	CADRE	PROPOSED NUMBER
1	Chief Government Chemist	1
2	Director of Product Quality Services Department	1
3	Director Chemicals Management Department	1
4	Director Forensic Chemistry and Toxicology Department	1
5	Director of Business Development Services Department	1
6	Director of DNA Services Department	1
7	Manager Food and Drugs	1
8	Manager Microbiology	1
9	Manager Environmental Pollution Control	1

SN	CADRE	PROPOSED NUMBER
10	Manager Technical Services	1
11	Manager Chemicals Registration	1
12	Manager Chemical Inspection	1
13	Manager Environment Management	1
14	Manager Forensic Chemistry	1
15	Manager Forensic Biology & DNA Lab Services	1
16	Manager HDNA Lab. Registration	1
17	Manager HDNA Lab. Inspection	1
18	Manager Toxicology Section	1
19	Manager HRM & Documentation	1
20	Manager Planning, M&E	1
21	Manager Marketing & PR	1
22	Lake Zone Lab. Manager	1
23	Northern Zone Lab. Manager	1
24	S/Highlands Zone Lab. Manager	1
25	Eastern Zone Lab. Manager	1
26	Central Zone Lab. Manager	1
27	East Southern Zone Lab. Manager	1
28	Head Internal Audit Unit	1
29	H/Research & Quality Assurance.	1
30	Head Procurement Unit	1
31	Head of ICT	1
32	Head Legal Services Unit	1
33	Chief Accountant	1
34	Information Officer	1
35	Administrative Officers	9
36	Human Resources Officers	4



SN	CADRE	PROPOSED NUMBER
37	Chemists	126
38	Health Laboratory Specialists	40
39	Chemical Laboratory Technologists	53
40	Assistant Chemical Lab. Technologists	25
41	Legal Officers	2
42	Internal Auditors	2
43	Assistant Internal Auditors	1
44	Accountants	11
45	Assistant Accountant	11
46	Principal Computer Systems Analysts	3
47	Planning Officer	2
48	Marketing Officers	2
49	Procurement Officers	10
50	Assistant Procurement Officer	8
51	Records Management Officers	3
52	Records Management Assistants	6
53	Personal Secretary	28
54	Health Attendant	27
55	Librarian	1
56	Library Assistant	1
57	Receptionists	4
58	Drivers	24
59	Plumber	3
60	Electrical Technician	4
61	Electronics Technician	4
	<b>Total Human Resources</b>	<b>448</b>

## Manning levels for Government Chemist Laboratory Agency

Function	Cadre	Proposed Number	Criteria
Management and Administration	Chief Government Chemist	1	<ul style="list-style-type: none"> <li>In charge of 5 directorates and 6 Zones, with 440 employees</li> </ul>
	Directors	5	<ul style="list-style-type: none"> <li>Assists Chief Executive Officer.</li> </ul>
	Managers	15	<ul style="list-style-type: none"> <li>Assists 5 Directors with 17 sections</li> </ul>
	Zone Managers	6	<ul style="list-style-type: none"> <li>Manages 6 zones of 204 staffs</li> </ul>
	Heads of Units	5	<ul style="list-style-type: none"> <li>Heads employees 1: 3 - 5 staff</li> <li>Audits over 20 sections</li> <li>Procure and supply over 200 items and 300 chemicals annually</li> <li>Assist over 50 cases annually</li> <li>Manages over 10 computer systems</li> <li>Assists over 400 employees on the electronics systems.</li> <li>Control over 20 standard procedures to adhere to ISO 9001:2008</li> </ul>
	Chief Accountant	1	<ul style="list-style-type: none"> <li>Facilitates financial transactions for 445 employees.</li> </ul>
	Attendants	2	<ul style="list-style-type: none"> <li>Assists CEO Office on secretarial and clerk duties.</li> </ul>
	Personal Secretaries	2	
Chemical Management services	Chemist	57	<ul style="list-style-type: none"> <li>Average of 21 ports, 15 inland container destinations, 40 premises inspection per month</li> </ul>
	Health Laboratory Scientist	16	<ul style="list-style-type: none"> <li>Average of 2 samples</li> </ul>

Function	Cadre	Proposed Number	Criteria
	Chem. Lab. Technologists	16	of 15 parameters each analyzed and 2 analytical reports prepared and reported daily. <ul style="list-style-type: none"> <li>• Average of 4 samples per week collected, investigated and reported.</li> </ul>
	Ass. Chemical Lab. Technologists	9	
	Health Attendants	12	<ul style="list-style-type: none"> <li>• Ratio of 2:1 Attendant to directorate/ zones</li> <li>• Ratio of 1:2 Attendants to Laboratories.</li> <li>• Average of 50 chemical permits typed.</li> <li>• Average of 2 analytical reports typed daily.</li> </ul>
	Personal Secretaries	16	
Forensic Toxicology and chemistry services	Chemist	32	<ul style="list-style-type: none"> <li>• Average of 34 forensic samples analyzed daily</li> <li>• Average of 34 analytical reports generated and reported daily.</li> <li>• Average of 2 trips for sampling and investigations per month</li> <li>• Average of 10 responses from the prison centre daily</li> <li>• Ratio of 2: 6 (staff to clients) attended daily.</li> </ul>
	Health Laboratory Scientist	10	
	Chemical Laboratory Technologist	16	
	Assistant Chemical Lab Technologists	8	<ul style="list-style-type: none"> <li>• Ratio of 2:1 Attendant to Labs.</li> <li>• Average of 34 files moved daily.</li> <li>• Average of 34 analytical reported typed daily.</li> </ul>
	Health Attendants	4	
	Personal Secretaries	2	

Function	Cadre	Proposed Number	Criteria
DNA Services	Chemist	14	<ul style="list-style-type: none"> <li>• Ratio of 1:5 Chemists to client per day.</li> <li>• Ratio of 1:5 staff to samples analysed daily</li> <li>• Average of 5 DNA samples reports prepared daily.</li> <li>• Average of 2 DNA Labs inspected quarterly.</li> <li>• Average of 2 staff attended and give expert witness in courts of Law,</li> </ul>
	Health Laboratory Scientist	7	
	Chemical Laboratory Technologist	10	
	Assistant Chemical Lab Technologists	2	
	Health Attendants	1	
	Personal Secretaries	1	
Product Quality Services	Chemist	21	<ul style="list-style-type: none"> <li>• Average of 2 samples of 15 parameters each analysed daily</li> <li>• Average of 4 samples collected and investigated per day</li> <li>• Average of 2 analytical reports prepared and reported daily</li> <li>• Average of 3 electronic instrument/equipment repaired weekly</li> <li>• Average of 4 analytical corrective maintenance of equipment done weekly</li> <li>• Average of 2 chemists each attended 25 chemical stakeholders/clients daily</li> </ul>
	Health Laboratory Scientist	5	
	Chemical Laboratory Technologist	11	
	Assistant Chemical Laboratory Technologists	6	
	Electronic technologists	4	
	Health Attendants	4	
		4	<ul style="list-style-type: none"> <li>• Average of 10 files moved daily.</li> <li>• Average of 10 analytical</li> </ul>

Function	Cadre	Proposed Number	Criteria
	Personal Secretaries	2	reports typed daily.
	Electrical Technician	4	<ul style="list-style-type: none"> <li>Average of over 10 building per 1 Technician.</li> </ul>
	Plumber	3	<ul style="list-style-type: none"> <li>Average of over 20 water systems per 1 plumber.</li> </ul>
Quality Assurance Unit	Chemists	2	<ul style="list-style-type: none"> <li>Facilitate and monitors over 15 standard operating procedures per ISO 9001:2008</li> <li>Facilitate 2 QMS internal audits annually.</li> <li>Facilitate 1 QMS awareness trainings to 320 staffs annually</li> </ul>
	Health Laboratory Scientist	2	
	Personal Secretaries	1	
Legal Unit	Legal Officers	2	<ul style="list-style-type: none"> <li>Attend over 5 cases monthly.</li> <li>Assist legal advisory to CEO daily.</li> </ul>
Internal Audit Unit	Internal Auditors	2	<ul style="list-style-type: none"> <li>Audits internal systems 4 quarterly</li> <li>Audit Coverage of six (6) zones.</li> <li>Audits over 30 risk areas quarterly.</li> <li>Average of 20 audit reports provided annually.</li> </ul>
	Assistant Internal Auditors	1	
ICT	Computer Systems Analysts	3	<ul style="list-style-type: none"> <li>Provides electronics assistance to 320 staffs</li> <li>Maintains over 300 accessories</li> <li>Maintains and assists over 10 computer systems</li> </ul>
PMU	Procurement Officers	10	<ul style="list-style-type: none"> <li>Provides procurement and supply services to</li> </ul>

Function	Cadre	Proposed Number	Criteria
	Assistant Procurement Officers	8	<p>445 employees.</p> <ul style="list-style-type: none"> <li>• Average of 100 items and 400 chemicals procured and supplied annually.</li> <li>• Average of 7 contracts managed</li> <li>• Average of 5 clients attended per day</li> </ul>
Finance and Accounts	Accountants	11	<ul style="list-style-type: none"> <li>• Ratio of 2:1 accountants to 1 sub-function</li> <li>• Average of 50 clients per day</li> <li>•</li> </ul>
	Assistant Accountants	11	
Administration	Administrative Officers	9	<ul style="list-style-type: none"> <li>• Administers and manages over 400 staffs</li> <li>• Ratio of 1:50 (AO : staffs)</li> <li>• Ratio of 1:100 (HRO : staffs)</li> </ul>
HRM	Human Resources Officers	4	
Public Relation services	Information Officers	1	<ul style="list-style-type: none"> <li>• Average of 5 information publicised monthly</li> <li>• Average of 50 clients attended weekly.</li> </ul>
Marketing services	Marketing Officers	2	<ul style="list-style-type: none"> <li>• Average of 2 surveys done and reported monthly.</li> </ul>

Function	Cadre	Proposed Number	Criteria
Planning, monitoring and evaluation	Planning Officers	2	<ul style="list-style-type: none"> <li>• 4 Agency's performance reports coordinated and produced annually</li> <li>• 4 M &amp; E surveys and reported</li> <li>• 1 Agency annual performance report coordinated and produced annually</li> <li>• 1 Business Plan coordinated and produced annually</li> <li>• 1 MTEF &amp; Strategic Plan coordinated once per 3 years.</li> <li>• Average of 7 clients attended daily</li> </ul>
Records Management services	Records Management Officers	3	<ul style="list-style-type: none"> <li>• Average of 120 - 360 laboratory record/files facilitated and maintains daily.</li> </ul>
	Records Management Assistants	6	
	Personal Secretaries	4	<ul style="list-style-type: none"> <li>• Average of 2:1 (Ps/Attendant: CEO Office)</li> </ul>
	Health Attendant	4	<ul style="list-style-type: none"> <li>• Average of 2:1 (Ps/Attendant: Supporting services/pool)</li> </ul>
	Librarians	1	<ul style="list-style-type: none"> <li>• Maintains the average of 1000 books</li> </ul>
	Library Ass.	1	
	Receptionists	4	<ul style="list-style-type: none"> <li>• Ratio of 2:1 ( staff: reception)</li> <li>• Average of 50 - 70 clients per day</li> <li>• Average of 50 - 70 calls daily.</li> </ul>
	Drivers	24	<ul style="list-style-type: none"> <li>• Average of 1 driver to one vehicle</li> </ul>
	<b>GRAND TOTAL</b>		<b>448</b>

## 10.4 Tanzania Food and Drugs Authority (TFDA)

### Introduction

Tanzania Food and Drugs Authority (TFDA), is a regulatory body under the Ministry of Health and Social Welfare responsible for controlling the quality and safety of food, medicines, cosmetics and medical devices. It is a semi-autonomous Government Executive Agency, established under section 4(1) of the Tanzania Food, Drugs and Cosmetics Act, Cap 219 and became operational on 1st July 2003.

Currently, TFDA is organized into four (4) Directorates namely Directorate of Medicines and Cosmetics, Directorate of Food Safety, Directorate of Laboratory Services and Directorate of Business Support. In the office of the Director General, there are three Units and five Zone offices. Zones include Eastern Zone (Dar es Salaam, Morogoro, Coast, Mtwara and Lindi), Central Zone (Dodoma, Singida, Tabora, Kigoma and Katavi), Northern Zone (Arusha, Kilimanjaro, Tanga and Manyara), Southern Highlands (Mbeya, Iringa, Ruvuma, Njombe and Rukwa), and Lake Zone (Mwanza, Shinyanga, Simiyu, Kagera, Mara and Geita).

The Specific functions of TFDA include:-

- i. Registration of food, drugs, cosmetics and medical devices;
- ii. Control of import and export of food, drugs, cosmetics and medical devices;
- iii. Analysis of food, drugs, cosmetics and medical devices;
- iv. Inspection of food, drugs, cosmetics and medical devices;
- v. Issuance of permits, licenses and certificates for regulated products;
- vi. Inspection of premises and post marketing surveillance in regard to the regulated products
- vii. Control of conduct of clinical trials
- viii. Control of product promotion
- ix. Public education of food, drugs, cosmetics and medical devices
- x. Monitoring of adverse drug reactions (ADR), serious adverse events (SAEs) related to medicines clinical trials and food borne diseases (FBD);
- xi. Promotion of rational use of medicines.

### Staffing Level of TFDA

Coordination and administration of TFDA functions are centrally managed at TFDA Headquarters (HQ) based in Dar es Salaam. TFDA HQ comprises five (5) directorates and five (5) zone offices. TFDA staffing levels are as shown below:-



**Table 104: Staffing Levels for the Tanzania Food and Drugs Authority (TFDA)**

Function	Cadre	Proposed Number	Justification/Criteria
Executive Management	Director General	1	To provide guidance on the management of TFDA resources, functions, systems.
	Directorate of Medicines and Cosmetics	1	
	Directorate of Food Safety	1	
	Directorate of Laboratory Services	1	
	Directorate of Business Support	1	
	Chief Accountant	1	
	Legal Counsel	1	
	Chief Internal Auditor	1	
	Manager, Procurement	1	
	Principal Public Relations Officer	1	
Manager, Quality Management	1		
Office of Director General	Legal Services Unit	4	Advise the Director General on TFDA's legal matters
	Food Safety Policy Advisor	1	Advise the Director General on matters pertaining to food safety and quality.
	Internal Audit Unit	3	Assess TFDA systems and ensure compliance on the same.
	Procurement Management Unit	3	Advise the management on matters pertaining to the procurement and logistics management.
	Zone Managers	6	Manage TFDA operations, resources and systems at zone level.
	Principal Food Inspectors	2	Inspection of food, drugs, cosmetics, medical devices, premises and facilities.
	Senior Food Inspectors	22	
	Food Inspectors	24	
	Principal Drug Inspectors	2	
	Senior Drug Inspector	3	
Drug Inspectors	18		
Directorate of Food Safety	Manager	3	Inspection of food products, premises
	Principal Food Inspectors	5	
	Senior Food Inspectors	5	

Function	Cadre	Proposed Number	Justification/Criteria
	Food Inspectors	5	and facilities related to food as well as food evaluation and registration of the same.
	Principal Food Registration Officers	5	
	Senior Food Registration Officers	10	
	Food Registration Officers	47	
	Data Entry Technicians - Food Evaluation and Registration	5	
Directorate of Medicines and Cosmetics	Managers	4	Inspection of medicines, cosmetics and medical devices, premises and facilities as well as evaluation and registration of the same.
	Principal Drug Inspectors	4	
	Senior Drug Inspectors	5	
	Drug Inspectors	4	
	Principal Drug Registration Officers	3	
	Senior Drug Registration Officers	6	
	Drug Registration Officers	19	
	Principal Assistant Drug Inspectors	30	
Data Entry Technicians - Food Evaluation and Registration	5		
Directorate of Laboratory Services	Managers	4	Analyse, medicines, cosmetics and food products for compliance with standards and development of analytical methods.
	Principal Lab Analyst	1	
	Senior Lab Analyst	3	
	Senior Lab Technologist	2	
	Lab Analyst	13	
	Principal Lab Technician	4	
	Senior Lab Technician	6	
	Lab Technician	20	
Laboratory Assistants	6		
Directorate of Business Support	Managers	4	Administration, management of TFDA resources and provision of support services to other directorates.
	Computer Systems Analyst	7	
	Principal Human Resource Officer	1	
	Human Resource Officer	6	
	Administrative Officers	1	
	Accountants	3	
	Assistant Accountant	5	
	Planning Officers	4	
	Information & Communication Officer	4	
	Quality Management Officer	3	
	Librarian	1	
	Office Management Secretary	4	
	Personal Secretaries	12	
	Office Attendants	8	
	Drivers	14	
Security Guard	2		
Records Management Assistants	7		
Receptionist	1		
	<b>TOTAL</b>	<b>410</b>	

## 10.5 Medical Stores Department (MSD)

Medical Stores Department (MSD) is the government institution under the Ministry of Health and Social Welfare, established by an act of Parliament No. 13 of 1993. Its core function is to procure, store and distribute medicines and medical supplies to approved public health centers throughout Tanzania. The organization comprises of 9 zones that includes Dar es Salaam, Tanga, Mtwara, Dodoma, Iringa, Mbeya, Mwanza, Moshi and Tabora, which serves all regions of mainland including Zanzibar.

### Staffing Level of the Organization

The headquarters is the coordination and administrative center based in Dar es Salaam and comprises of 6 directorates, 4 units and 15 sections..

**Table 105: Staffing Levels for the Medical Stores Department (MSD)**

S/N	Department/Zone	Proposed	Justification/Criteria
1	<b>Director General</b>	<b>1</b>	<ul style="list-style-type: none"> <li>Manages 301 personnel and 106 contract staff</li> <li>Manage 6 directorates</li> </ul>
	Procurement Staff	13	<ul style="list-style-type: none"> <li>To ensure timely availability of goods and services in a cost effective manner</li> </ul>
	Quality Assurance Staff	10	<ul style="list-style-type: none"> <li>To ensure MSD products and services are provided in compliance with set quality standards</li> </ul>
	Internal Audit	7	<ul style="list-style-type: none"> <li>To ensure compliance to financial controls, effective utilization of resources and IT systems integrity</li> </ul>
	Legal	3	<ul style="list-style-type: none"> <li>To oversee all legal matters related to MSD</li> </ul>
	Monitoring and Evaluation	4	<ul style="list-style-type: none"> <li>Monitoring implementation of Strategy and performance indicator</li> </ul>
	Public Relations	2	<ul style="list-style-type: none"> <li>Project good image of MSD and provide information to the public on MSD activities</li> </ul>
	Stock Verifier	3	<ul style="list-style-type: none"> <li>To verify physical stock and provide cost information</li> </ul>
2	<b>Director Of Administration And Human Resources</b>	<b>1</b>	<ul style="list-style-type: none"> <li>Supervise Administration and HR Department</li> </ul>

S/N	Department/Zone	Proposed	Justification/Criteria
	Administrative Manager	1	<ul style="list-style-type: none"> <li>To Supervise the management of office support services and secretarial services</li> </ul>
	Administrative Officer	1	<ul style="list-style-type: none"> <li>To manage office support services and secretarial services</li> </ul>
	Project Manager	2	<ul style="list-style-type: none"> <li>To ensure that the construction of Warehouse-in -a- Box carried out at MSD HQ and zonal stores.</li> </ul>
	Secretaries	8	<ul style="list-style-type: none"> <li>To produce documents and organize office</li> </ul>
	Office Attendant	3	<ul style="list-style-type: none"> <li>To perform errands, provide office services and clean offices when required to do so.</li> </ul>
	Receptionist	1	<ul style="list-style-type: none"> <li>To receive MSD HQ guests and operate telephone switchboard</li> </ul>
	Registry Supervisor	1	<ul style="list-style-type: none"> <li>Supervise proper file movements and documents are available to decision makers when they are needed.</li> </ul>
	Records Management Assistant	4	<ul style="list-style-type: none"> <li>Effective storage of documents proper file movements and maintenance of file movement records.</li> </ul>
	Principal Technician	1	<ul style="list-style-type: none"> <li>To maintain buildings and equipment for MSD HQ &amp; Zones</li> </ul>
	Senior Technician	1	<ul style="list-style-type: none"> <li>To provide civil technical support..</li> </ul>
	Security Officer	1	<ul style="list-style-type: none"> <li>Coordinates Transport Logistics</li> </ul>
	Drivers	7	<ul style="list-style-type: none"> <li>To keep vehicle in operable condition and drive vehicle</li> </ul>
	Human Resource Officer	9	<ul style="list-style-type: none"> <li>General Administration of all MSD Staff</li> </ul>
	Corporate Relation	3	<ul style="list-style-type: none"> <li>Project good image of MSD and provide information to the public on MSD activities</li> </ul>
3	<b>Director of Information and Communication Technology</b>	1	<ul style="list-style-type: none"> <li>To plan, administer the use of computer and telecommunications systems within MSD</li> </ul>
	Database	5	<ul style="list-style-type: none"> <li>To manage, access,</li> </ul>

S/N	Department/Zone	Proposed	Justification/Criteria
			retrieval, sharing and configuration data held by many systems
	System & Network	6	<ul style="list-style-type: none"> <li>To ensure availability of relevant IT systems for MSD operations</li> </ul>
4	<b>Director Of Logistics</b>	<b>1</b>	<ul style="list-style-type: none"> <li>Supervises: Clearing and Distribution, Warehouse and Vertical Programme Staff.</li> </ul>
5	<b>Director Of Customer Service and Zonal Operations</b>	<b>1</b>	<ul style="list-style-type: none"> <li>To supervise 9 area managers and Customer relation manager.</li> </ul>
	Inventory	1	<ul style="list-style-type: none"> <li>To monitor and forecast stock levels in order to hold optimal inventory levels</li> </ul>
	Demand And Supply Manager	2	<ul style="list-style-type: none"> <li>To manage stock</li> </ul>
	Clearing And Distribution	6	<ul style="list-style-type: none"> <li>To clear goods from port of entry in the most efficient manner</li> </ul>
	Transport Officer	1	<ul style="list-style-type: none"> <li>Supervise transport at MSD</li> </ul>
	Senior Driver	1	<ul style="list-style-type: none"> <li>To provide driving service and maintain vehicles in operable condition</li> </ul>
	Drivers	92	
	Truck Assistant	10	<ul style="list-style-type: none"> <li>To assist the driver, especially during truck breakdown, to secure the vehicle</li> </ul>
	Forklift Driver	6	<ul style="list-style-type: none"> <li>To drive forklift and ensure proper arrangements of stock in the warehouse</li> </ul>
	Principal Warehouse Officer	3	<ul style="list-style-type: none"> <li>To ensure proper receiving, storage and dispatch of MSD drugs and supplies</li> </ul>
	Senior Warehouse Officer	12	
	Warehouse Officer	26	
	Senior Warehouse Assistant	2	
	Warehouse Assistant	99	
	Warehouse Attendant	5	<ul style="list-style-type: none"> <li>Picking stocks from the truck to the shelves, and making proper arrangements of stock in the store.</li> </ul>
Senior Sales Officer	5	<ul style="list-style-type: none"> <li>To solicit and oversee sales of MSD items</li> </ul>	
Sales Officer	17		

S/N	Department/Zone	Proposed	Justification/Criteria
	Sales Assistant	14	
	Customer Service Officer	10	<ul style="list-style-type: none"> <li>To ensure that the services that MSD provides to its clients are efficient and effective.</li> </ul>
	Zonal Managers	9	<ul style="list-style-type: none"> <li>Provides overall leadership and technical assistance for the zone</li> </ul>
6	<b>Director of Finance</b>	1	<ul style="list-style-type: none"> <li>To oversee the effectiveness and efficiency of financial resources</li> </ul>
	Accountant	10	<ul style="list-style-type: none"> <li>To monitor and control financial expenditures in MSD</li> </ul>
	Accounts Officer	4	<ul style="list-style-type: none"> <li>To monitor and control financial expenditures in MSD</li> </ul>
	Assistant Accountant	14	<ul style="list-style-type: none"> <li>Maintain books of accounts on daily basis</li> </ul>
	Accounts Assistant	17	<ul style="list-style-type: none"> <li>Pays monthly remuneration to 407 staff</li> </ul>
	Claims Officer	1	<ul style="list-style-type: none"> <li>To support and follow up claims of MSD so that MSD is paid</li> </ul>
	<b>TOTAL</b>	<b>469</b>	

## 10.6 The National Health Insurance Fund (NHIF)

The National Health Insurance Fund was established under National Health Insurance Fund Act, Cap. 395 R.E 2002. The Fund commenced its operations in 2001. The Fund is mandated to manage the Community Health Fund, which covers mostly people in the informal sector, hence health insurance is likely to be extended to all Tanzanians.

Functions of the Fund

- The basic functions of the Fund are therefore to:
- Register members and employers and issue identity cards to beneficiaries;
- Accredite and inspect health service providers
- Undertake quality assurance processes;
- Inspect employers to check compliance;
- Collect monthly contributions;
- Invest the funds so collected in order to earn income;
- Account for the funds so collected and invested;
- Process providers' claims;
- carry out an actuarial assessment and valuation after every three years; and
- Provide health insurance education to the public with the aim of marketing it and enhance public relations.

**Table 106: Staffing Levels for The National Health Insurance Fund (NHIF)**

Function	Cadre	Proposed Number	Justification/Criteria
Management	Director General	1	<ul style="list-style-type: none"> <li>Manages 455 staff in 8 directorates , 20 departments and 24 field offices</li> <li>Supervise Fund activities in 25 offices in 21 regions and Zanzibar</li> </ul>
	Deputy Director General	1	
	Director of Operations	1	
	Director of Actuarial Services and Statistics	1	
	Director of Finance, Planning and Investments	1	
	Director of Medical and Technical Services	1	
	Director of Human Resource and Administration	1	
	Director of Community Health Fund	1	
	Director of Marketing and Research	1	
	Director of Information Systems	1	
	Pharmaceutical Services Manager	1	
	Compliance and Field Operations Manager-Non Public Institutions	1	
	CHF Manager	1	
	Claims Administration Manager	1	
	Quality Assurance Manager	1	
	Membership Manager	1	
Legal Services Manager	1		
Claims Verifications Manager	1		

Function	Cadre	Proposed Number	Justification/Criteria
	Compliance and Field Operations Manager-Public Institutions	1	
	Donor Funded Projects Manager	1	
	Chief Internal Auditor	1	
	Administrative Services Manager	1	
	Chief Accountant	1	
	Planning and Investment Manager	1	
	Marketing and Public Education Manager	1	
	Procurement Manager	1	
	Data Management Centre Manager	1	
	Research Manager	1	
	Application and Development Manager	1	
	Infrastructure Support Manager	1	
	Human Resources Manager	1	
	Actuarial Services and Statistics Manager	1	
	Regional Manager	28	
Directorate of Operations	Compliance Officers	66	<ul style="list-style-type: none"> <li>Recruit and register members</li> <li>Collection of contribution</li> <li>Provide insurance education</li> <li>Produces Identity cards to members</li> </ul>
	Membership Officers	38	
	Claims Officers	52	
	Archive Officers	3	
	ID Clerks/ Assistants	21	
	Data Entry Clerks	60	



Function	Cadre	Proposed Number	Justification/Criteria
			<ul style="list-style-type: none"> <li>Process claims payments to service providers</li> </ul>
Directorate of Medical and Technical Services	Quality Assurance Officers	66	<ul style="list-style-type: none"> <li>Conduct inspections of health facilities countrywide</li> <li>Verify claims of service providers</li> <li>Advice on medical standards</li> <li>Advice on benefit package</li> </ul>
	Pharmaceutical Services Officers	12	
Directorate of Community Health Fund	Compliance Officers	10	<ul style="list-style-type: none"> <li>Mobilise communities to join CHF</li> </ul>
Directorate of Actuarial Services and Statistics	Actuarial Officers	2	<ul style="list-style-type: none"> <li>Conduct actuarial valuation</li> <li>Prepare actuarial reports</li> <li>Prepares Statistical Reports</li> <li>Advice on benefit package</li> </ul>
	Statistics Officers	2	
Directorate of Finance, Planning and Investment	Accounts Officers	66	<ul style="list-style-type: none"> <li>Manage organisational funds</li> <li>Prepares financial reports</li> <li>Manage investments</li> <li>Manage construction projects</li> </ul>
	Planning and Investment Officers	6	
	Risk Officer	3	
	Civil Engineers	3	

Function	Cadre	Proposed Number	Justification/Criteria
			<ul style="list-style-type: none"> <li>• Prepare Fund's short and long term plans</li> <li>• Control risks</li> </ul>
Directorate of Human Resources and Administration	Human Resources Officers	4	<ul style="list-style-type: none"> <li>• Manage the Fund's human resources-455 staff</li> <li>• Manages the Fund's non-human assets</li> <li>• Coordinate all administrative services</li> </ul>
	Administrative Officers	3	
	Records Management Assistants	3	
	Personal Secretaries	13	
	Receptionists	2	
	Registry Clerks	3	
	Drivers	58	
Directorate of Information Systems	Systems Administrators	6	<ul style="list-style-type: none"> <li>• Provide IT infrastructure</li> <li>• Administers IT information systems</li> <li>• Maintain data centre</li> </ul>
	Network Administrators	6	
	Data Administrator	4	
Directorate of Marketing, Research and Public Education	Marketing Officers	2	<ul style="list-style-type: none"> <li>• Provide to the public information and education about the Fund</li> <li>• Conduct researches</li> <li>• Disseminate research results to stakeholders</li> </ul>
	Research Officers	3	
	Communication Officers	3	
Legal Services Department	Legal Officers	4	<ul style="list-style-type: none"> <li>• Provide legal advice to Management</li> <li>• Supervise all contracts entered by the Fund</li> </ul>
Procurement Department	Procurement Officers	6	<ul style="list-style-type: none"> <li>• Procure goods and services for the Fund</li> </ul>

Function	Cadre	Proposed Number	Justification/Criteria
Department of Internal Audit	Internal Auditors	8	<ul style="list-style-type: none"> <li>Instil internal controls and good governance</li> </ul>
	Information System Auditor	2	
		600	

## 11. APPENDIX

### 11.1 Staffing Levels User Guide

#### A User Guide to the Interpretation of these Guidelines

##### Key Considerations in Reviewing, Interpreting and Applying the Staffing Guideline for Health Facilities

#### Introduction

The purpose of this section is to help ‘operationalize’ the decision-making process with regard to staffing needs. The guide aims to provide its users – managers, planners and decision-makers at district, regional and central levels – with a suggested approach and tips that will facilitate the process of equipping facilities with the appropriate mix and number of trained staff.

#### Key Considerations

- The presented staffing guidelines include both a *minimum and a maximum level* (see table below).
- The *maximum staffing level* is to be viewed as an ultimate goal with the objective of providing the most comprehensive health services. It therefore represents a “*Gold Standard*” toward which every HR planner should work.
- It is recognized that, at the present time, the existing limitations in human resources and funding for their employment, do not allow for the immediate implementation of this Gold Standard. A *minimum staffing level* has therefore been established as the lowest level of human resources required to offer essential core services at each facility type.
- What is suggested below is a *systematic incremental approach to*
  - o First, bridging the gap between the actual HR staffing levels and the required minimum level.
  - o Secondly, increase progressively from the minimum towards the maximum staffing numbers according to each facility’s service requirements.

The guiding principle in this approach is to assure an *optimal equitable distribution* of available human resources. The objective is to have all of the functioning health facilities staffed with the minimally appropriate number of health workers with the appropriate skills before considering increased staffing in any facility.

- This first requires a precise evaluation of the *present available HR* by facility within a district, as well as their skill mix (considering in-service training).
- Secondly, an evaluation of each facility’s characteristics (population, burden of disease, service packages, workload and infrastructure) will guide planner on the facility’s HR needs.
- The third exercise is one of planning the HR allocation. This may involve *redistribution* of existing staff to assure a more equitable service delivery. It may also guide for new *HR requests*. In this last case, the HR planner must obviously make a balanced request that will benefit a maximum number of health facilities while respecting the financial resource constraints.

Facilities	Minimum	Maximum
1. Dispensary	9	13
2. Health Center	32	45
3. District Hospital	198	310
4. Regional Referral Hospital	474	680

### Step-by-Step Process

The following steps have been developed to ‘guide’ the HR planner through a practically-oriented analysis of the current staffing situation and to facilitate planning for staff changes based on the results of this step-by-step exercise.

#### Step 1:

- Determine your Current Human Resources: How many workers do you have at all health facilities (Public, FBO and Private)? What are the different cadres and what are the skill mixes? (Take stock of all existing workers by facility and by type and make a list).
  - o *How many staff do I have?*
  - o *What are their qualification and skills?*
  - o *Is the minimum staffing level reached?*

Tip: Much of this information is obtained through the process of developing the HR chapter in your annual CCHP.

#### Step 2:

- **Evaluate each Health Facility to determine if staffing is appropriate based on the minimum staffing level and these key considerations.** The following considerations should be analyzed to justify and advocate increases or redistribution of HR.
  - Burden of disease
  - Population
  - Service packages offered
  - Workload – patient load, bed occupancy
  - Infrastructure, equipment
- o *How many people do we see a day, and what are they consulting for?*
- o *What essential services are being provided?*
- o *Do I have the infrastructure necessary to provide these services?*
- o *What are the staffing implications based on this analysis?*

Tip: Once the minimum staffing level has been assured, do the above considerations call for an increase in staffing? If so, follow Step 3 to consider redistribution and/or request for additional HR.

Step 3:

- **Formulate or revise a new staffing plan**
  - The main goal is to provide an equitable distribution of HR throughout the different facilities while respecting their specific requirements (from Step 2), even if the staffing guideline targets cannot be met in the current year.
  - Determine how many additional staff each facility should have and first consider re-deployment of staff to other facilities. *Remember, the first objective is to provide the minimum staffing level in all facilities.*
  - If re-deployment is not sufficient, consider requesting additional HR.
  - Consider the financial resource implications if additional HR are to be requested.
- o *Do I have the right persons (qualifications, skills) in the right places?*
  - o *Is the skill mix appropriate for the services that will be provided?*
  - o *With current staffing, what is the most equitable distribution possible now?*
  - o *How many more do I need to provide the minimum requirement for each facility?*

Tip: Refer to the situational analysis conducted by the CCHP to identify the priority services and relevant staffing needs for these services

Step 4:

- Incorporate the new staffing plan requirements in the appropriate documents to implement the new staffing guidelines.