



THE UNITED REPUBLIC OF TANZANIA  
PRESIDENT'S OFFICE  
PUBLIC SERVICE MANAGEMENT  
AND GOOD GOVERNANCE



# TANZANIA PUBLIC SERVICE COLLEGE



# PROSPECTUS

## 2023/2024





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PUBLIC SERVICE MANAGEMENT  
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**TANZANIA PUBLIC SERVICE COLLEGE  
(TPSC)**

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# **PROSPECTUS**

## **2023/2024**

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## RECTOR'S WELCOMING NOTE

I would like to welcome you to Tanzania Public Service College (TPSC) on behalf of the Management as new or as continuing students returning from vacation. By coming to TPSC, you have chosen to become a community member of one of the best training College in the fields of leadership, management and administration. The College stabled to supports the public sector reforms by improving the leadership, management and administrative skills in the public service through provision of quality Training Programmes, Consultancies and Applied Researches. TPSC aims at providing students with high quality education and preparing them to become exceptionally well qualified innovators, researchers, leaders and entrepreneurs in their desired fields.

We, aspire to provide quality training, applied research, consultancy, outreach and related services in order to make TPSC an outstanding place in advancing knowledge and skills sharing in order to solve public and community problems and contribute to national socio-economic development. Our vision is “to be a centre of excellence in facilitating knowledge sharing for quality public service delivery” with the mission “to build the public and private sector capacity and competencies through comprehensive training, applied research, consultancy and technology based sharing platforms for delivery of quality service”

As a Rector and Chief Executive Officer, I am determined to build on our well-established position of providing a high-quality competence-based training and offer research and consultancy services through applied technology as stated in our mission. If you are eager to discover and create new knowledge that will help make a difference in the public and community at large, then TPSC is a place where you can excel. Your stay at TPSC will provide you with the opportunity of interacting with the well-trained minds in your fields of academia.

The College management is always very positive to support everyone involved in studies and research so that life at the College can be academically and professionally rewarding.

I wish you an enjoyable and successful stay at TPSC.

**Dr. Ernest Mabonesho**  
**Ag. Rector/Chief Executive Officer**

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## CHAPTER ONE

# INTRODUCTION TO TANZANIA PUBLIC SERVICE COLLEGE

### 1.1 Establishment

The Tanzania Public Service College (TPSC), historically was established as Civil Service Training Centre in 1969 under the ambit of President's Office, Civil Service Department to compliment the Government effort of building capacity of civil service in delivering services to the citizens. Initially, the College was established to train civil servants at lower, middle and senior level in Leadership, Management, Administration and office operations skills for improvement of Civil service delivery. In supplementing this effort, in 1972 the Government established the Tabora Secretarial College which focused in training in Service and pre service Personal Secretaries and office Administrative Assistants.

In the year 2000, the government made another reform by merging the Civil Service training Centre with the Tabora Secretarial College to form the Tanzania Public Service College. The College (TPSC) was established as semi- autonomous Executive Agency under the Executive Agencies, Act of 1997. TPSC was established within the context of a comprehensive Public Service Reform Programme (PSRP) from 2000 – 2011. The main reason of establishing it was to support the Public sector reforms by improving the leadership, management and administrative skills in the public service through provision of quality Training Programmes, Consultancies and Applied Research. In this case, TPSC has the role of transforming the Public Service into an organ that has the capacity, systems and culture of offering customer – oriented services, and the culture of continuously improving these services. Management and coordination of Public Service Examinations (PSE) is the one of the functions of TPSC.

Moreover, on the 18<sup>th</sup> June, 2019 the President of United Republic of Tanzania approved the merger of Tanzania Public Service College and the Tanzania Global Learning Agency (TaGLA) into one Public Institution through new Organization Structure retaining the name of Tanzania Public Service College. The new TPSC came into operation on 31<sup>st</sup> January 2020 after its Establishment Order being published through the Government Gazette (G.N. 64). TPSC takes over the functions of former Tanzania Public Service College (TPSC) and Tanzania Global Learning Agency (TaGLA) which are to offer statutory and voluntary trainings for all public servants; offering public servants' access to training through the use of technology-based training facilities and programmes; conduct and coordinate public service examinations and public service proficiency Programmes to enhance public service delivery; develop skills, knowledge and awareness in management, leadership, administration and office support; offer advisory/consultancy services; provide training and platforms for knowledge sharing that meet the public service requirement and other beneficiaries; disseminate knowledge on public service management best practice through applied research and publication of research findings; harness global expertise in a variety of disciplines through linkages to development networks, best faculties and skills available in the world; enable target beneficiaries to learn in friendly environment with less costs, less work disruptions, travel and social disconnection; promote Government policies, learning culture and supporting technological use among a wide range of actors for enhancement of development in Tanzania; award bachelor degrees, diplomas and certificates to qualified graduates of a few professional programmes; and foster strategic alliances and partnership with public and private training and development institutions and individuals to strengthen and deliver public service learning.

## **1.2 Location of Campuses and Centres**

Tanzania Public Service College has six operating campuses and one centre. The Campuses are Dar-es-salaam, Tabora, Mtwara, Singida

Tanga and Mbeya. Dar es Salaam campus offers Certificate, Diploma and Bachelor degree programmes while other Campuses offer Certificate and Diploma programmes. In addition to that, the College has one Global Learning Centre in Dar es Salaam which offers platform for e-learning and teleconferencing services.

### **1.3 TPSC Governing Board and Management Team**

The college is governed by the Ministerial Advisory Board (MAB) and the Management team. Below is the description of members in each group.

#### **1.3.1 College Ministerial Advisory Board (MAB)**

- 1) Dr. Florens Turuka : -Retired PS – Ministry of Agriculture & Ministry of Defence and National Service (Tanzania) - Chairperson
- 2) Dr. Ernest Mabonesho : Ag. Rector & CEO TPSC - Secretary
- 3) Prof. Masoud Hadi Muruke : Associate Professor - UDSM - Member
- 4) Judge. Awadh Mohamed Bawaziri : Retired Judge - Member
- 5) Dr. Edith Rwiza : DHRD PO PSM&GG - Member

#### **1.3.2 TPSC Academic Board Members**

- 1) Prof. Masoud Hadi Muruke : Associate Professor (UDSM) - Chairperson
- 2) Dr. Edith Rwiza : PO PSM DHRD - Member
- 3) Dr. Theresia Mnaranara : Ag. DR(ARC) - Secretary

- 4) Dr. Ernest Mabonesho : Ag. Rector & CEO - Member
- 5) President : TAPSSO- Representative - Member
- 6) Hermes Assenga : Registrar - Member

### **1.3.3 College Management Team**

The College is headed by the Chief Executive Officer who is also the College Rector, assisted by Deputy Rectors and Directors. The full management team is as tabulated below:

- 1) Dr. Ernest Mabonesho : Ag. Rector and Chief Executive Officer
- 2) Dr. Theresia Leonard Mnarana : Ag DP- Academic, Research and Consultancy
- 3) Sijali Petro Korojelo : Ag. Director – Public Service in-Service Training
- 4) Hermes Assenga : Registrar
- 5) Mussa A. Ligembe : Director – Dar es Salaam Campus
- 6) Felister Leo Akonaay : Director - Tabora Campus
- 7) Juslina Tuzza : Director - Mtwara Campus
- 8) Dr. Hamisi Amani Nalinga : Director - Singida Campus
- 9) Zawadi Mohamed : Director - Tanga Campus
- 10) Saidy Nzagamba : Director - Mbeya Campus
- 11) Baraka Mwabenga : Ag. Director (HR & Admin.) -TPSC
- 12) Elibarick Mushi : Ag. Head of Quality Assurance & ICT Unit
- 13) Shakiru Abdulkarim : Head of Communication and Marketing Unit



- 14) Jovinus T. Christopher : Ag. Head of Procurement Management Unit
- 15) Steven Sibuti : Ag. Manager - Finance and Accounts
- 16) Dr. Charles Rwekaza : Manager-Research, consultancy and Publications
- 17) Zena Hussein Suleiman : Ag. Manager – Global Learning Section
- 18) Mwanaidi Mdee : Ag. Manager - Planning and Development

### **1.3.4 Heads of Academic and Supporting Departments**

#### ***1.3.4.1 Corporate office***

- 1) Dr. Ernest Mabonesho : Ag. Rector and Chief Executive Officer
- 2) Dr. Theresia Leonard Mnararara : Ag. DR.- Academic, Research and Consultancy
- 3) Sijali Petro Korojelo : Ag Director (PSST)
- 4) Baraka Mwabenga : Ag. Director – Human Resource & Administration
- 5) Jovinus Christopher : Ag. Head of Procurement Management Unit
- 6) Steven Sibuti : Ag. Manager - Finance and Accounts
- 7) Shakiru Abdulkarim : Head of Communication and Marketing Unit
- 8) Elibarick Mushi : Ag. Manager of Quality Assurance & Head of ICT

- 9) Mwanaidi Mdee : Ag. Manager - Planning and Development
- 10) Dr. Charles Rwekaza : Manager-Research, Consultancy and Publications

#### **1.3.4.2 Dar-es-salaam Campus**

- 1) Mussa A. Ligembe : Campus Director
- 2) Magreth Njele Mfinanga : Manager of Programmes
- 3) Lilian Jones Saronga : Human Resources Officer I
- 4) Violet B. Haule : Branch Accountant
- 5) Nakivona Rashid : Head of Dept - Library
- 6) Hamad Marwa : Head of Dept - Records and Archives Management
- 7) Anziruni Katunka : Head,- ICT & Library and Information Studies
- 8) Aloycia Mgovano : Head of Dept - Secretarial Studies.
- 9) Esther Rugeiyamu : Coordinator – Secretarial Studies
- 10) Hosea George : Head - Short Courses

#### **1.3.4.3 Tabora Campus**

- 1) Felister Leo Akonaay : Campus Director
- 2) Fadhili Shabani Mtinda : Manager of Programmes
- 3) Richard Man'goma Nchali : Branch Accountant
- 4) Eliaman Lukumay Mathayo : Head, Records and Archives Management
- 5) Athanas Marco Garaba : Head, Information and Communication Technology.

- 6) Rudovic Ngemela Brevius : Head, Public Admin, Leadership & Management.
- 7) Sauda Kassim Musaba : Head, Secretarial Studies.
- 8) Dastan Baltazary Kingalu : Head of Admission and Examination Office
- 9) Lilian Julian Shio : Head of Performance Improvement Programme (PIP)
- 10) Zakia Haroun Swai : Head of Library department

#### **1.3.4.4 Mtwara Campus**

1. Juslina Tuzza : Campus Director
2. Seleman Mpelumbe : Ag. Manager of Programmes
3. Vaileth R. Mtanga : Ag. Human Resource & Admin. Officer
4. Daniel Zacharia Kityege : Branch Accountant
5. Shadrack Nkingwa Kilunga : Procurement Management Unit
6. Suzan F. Kalawa : Head, Records Management
7. Jeremiah Kijangwa : Head of PALM
8. Mahamudu Abdallah : Assistant Registrar
9. Oswin Clemence : Head, Quality Assurance
10. Leticia Malambika : Head, Record Office/ Registry
11. Benson Katabalo : Head, Library
12. Raphaela Willium Assenga : Head of Secretarial studies

#### **1.3.4.5 Singida Campus**

1. Dr. Hamisi Amani Nalinga : Campus Director

2. Martin Lunogelo Fute : Ag. Head Human Resource & Administration
3. Prisca Julius Chacha : Head- Records & Archives Management
4. Novatus Majuva Ibede : Campus Accountant
5. Assumpta Wambura Alexander : Head, Office Management and Secretarial Studies
6. Lilian Pius Mahiri : Campus Procurement and Supplies Officer
7. Emmanuel Samu Masewa : Head, Public Admin, Leadership & Management
8. Cecylly Cornel Ngudungi : Head of Library
9. Lameck Sospeter Kashaija : Head of Department Research, Consultancy an Short Courses

#### **1.3.4.6 Tanga Campus**

1. Zawadi N. Rashidi : Campus Director
2. Henry G. Godda : Manager of Programmes.
3. John Mkony : Campus Human Resource Officer
4. Doris Atieno Christopher : Campus Accountant
5. Rodrick Moshi : Procurement and Supplies Officer
6. John Julius : Head, Records and Archives Management
7. Gihanamagala B. Busein : Head, Public Admn., Leadership and General Management
8. Catherine G. Semkumbo : Head, Secretarial studies
9. Andrew Msagamasi : Head, Library & Information services

10. Ibrahim Membe : Assistant Registrar
11. Eligi A. Shayo : Head, Quality Assurance
12. Moses B. Kiunsi : Head, Performance Improvement Programmes

#### **1.3.4.7 Mbeya Campus**

1. Saily Raphael Nzagamba : Campus Director
2. Helena Ndyali : Manager of Programmes.
3. William Laiser : Campus Human Resource Officer
4. Ally Seugendo : Campus Accountant
5. Lawrent Kapama : Head, PMU
6. Dickson Katabazi : Head, Library
7. Dainess Adongo : Head, Records Department
8. Clementina Kyenche : Head, PALM Department
9. Veronica Kasake : Head, Secretarial Studies Department
10. Passian Stambuli Kimboka : Head, Admission, Exams & Certification Officer

#### **1.3.4.8 Global Learning Section (GLS)**

1. Zena Hussein Suleiman : Ag. Manager
2. Agness Muraba : Human Resource and Administration Officer
3. Frank John Msewa : Principal Training Officer II

## 1.4 TPSC Vision and Mission Statements

### 1.4.1 Vision

*To be a centre of excellence in facilitating knowledge sharing for quality public service delivery.*

### 1.4.2 Mission

*To build the public and private sector capacity and competencies through comprehensive training, applied research, consultancy and technology-based sharing platforms for delivery of quality services.*

## 1.5 Core Values

In performing our functions, we as the Institute are guided by the following core values:

***Customer focus:*** We provide people-oriented services;

***Impartiality:*** We observe equality and avoid favouritism in service delivery;

***Innovation:*** We use idea, technological device or method to deliver services;

***Patriotism:*** We perform duties while upholding high level of patriotism; and

***Professionalism:*** We will conduct our activities in a professional manner to achieve high in our goals

### 1.5.1 Guiding Principles

Our service will be guided by the following core beliefs:

1. Our products and services will be dictated by customer needs.
2. For success, we will be proactive and results oriented.
3. Conducting business with high and acceptable standard of ethics, accountability and efficiency.

4. Work with passion, commitment, team spirit and dedication.

### **1.5.2 Organizational Values**

As an Institution, our success will be based on the following organizational values:

- i. Commitment to excellence in delivery of quality products and services.
- ii. Commitment to develop skills and knowledge of public servants.
- iii. Commitment to professionalism, fairness and honesty.
- iv. Commitment to continuous learning for a better service to our community.
- v. Commitment to stronger relationships with collaborating partners.
- vi. Commitment to observe all basic human rights in our operations.
- vii. Commitment to observe the Public Service Code of Ethics and Conduct provided by the government of the United Republic of Tanzania.

### **1.5.3 Client service Charter**

The college has a client service charter, aiming at improving the business relationships between the college and its customers (stakeholders). It explains the products and services offered and the expected standard and quality of service delivery. The charter also functions as a social contract that binds the College and the clients.

## **1.6 Functions of the College**

The major functions of the College are to:

- i. offer statutory and voluntary trainings for all public servants;
- ii. offering public servants' access to training through the use of technology-based training facilities and programmes;

- iii. conduct and coordinate public service examinations and public service proficiency Programmes to enhance public service delivery;
- iv. develop skills, knowledge and awareness in management, leadership, administration and office support;
- v. offer advisory/consultancy services;
- vi. provide training and platforms for knowledge sharing that meet the public service requirement and other beneficiaries;
- vii. disseminate knowledge on public service management best practice through applied research and publication of research findings;
- viii. harness global expertise in a variety of disciplines through linkages to development networks, best faculties and skills available in the world;
- ix. enable target beneficiaries to learn in friendly environment with less costs, less work disruptions, travel and social disconnection;
- x. promote Government policies, learning culture and supporting technological use among a wide range of actors for enhancement of development in Tanzania;
- xi award bachelor degrees, diplomas and certificates to qualified graduates of a few professional programmes; and
- xii. foster strategic alliances and partnership with public and private training and development institutions and individuals to strengthen and deliver public service learning.

## **1.7 Accreditation**

TPSC is a fully accredited college by the National Council for Technical Education (NACTE) since July, 2009.



## **1.8 Professional Manpower**

TPSC fulfils her mandate of providing training, consultancy and conduction of training by relying on her professional manpower that falls under the following categories: -

### **1.8.1 Core Faculty**

TPSC has a core of full-time, highly qualified and motivated staff in all its Campuses and the Public Service Learning Centre. The team of staff comprises Specialists in:- Secretarial Studies; Records, Archives and Information Management, Computer Application, Systems Design and Management Information Systems, Public and Local Government Administration, financial and procurement management, Human Resource Management etc.

### **1.8.2 Associate Consultants**

TPSC maintains a pool of highly qualified and experienced consultants with a wide range of expertise in training, consulting and research undertakings. These are partners in the business of fulfilling the mandate of the College.

### **1.8.3 Institutional Collaboration**

TPSC views co-operation with other management training and development institutions as a long-term strategic choice in which it will be able to achieve those results which are otherwise unattainable. The collaboration is in the areas of designing, production and deliverance of training programmes as well as consultancy and research services.

## **1.9 General Information**

### **1.9.1 Hostel Accommodation**

The College has limited hostel accommodation facilities at Tabora, Singida and Tanga Campus. Those who fail to secure accommodation in campus hostels are advised to secure private accommodation in the College vicinities.

### **1.9.2 Catering Services**

Catering services are provided commercially at Tabora campus. However, for Dar es Salaam, Mtwara, Singida, Tanga and Mbeya campuses do not provide any catering services due to limited space, although the services are provided by private individuals around the College.

### **1.9.3 Sports and Games**

The TPSC does not have sports facility at Dar es Salaam Mtwara, Singida, Tanga and Mbeya campuses. The TPSC management in these campuses negotiates for availability of the sports facilities from other Institutes. Tabora campus has a modest range of sports facilities for soccer, netball, table tennis, jogging, volleyball, basketball, etc.

### **1.9.4 Students' Organization**

Students have their own organization called Tanzania Public Service Students' Organization (TAPSSO) of which all Students are members. The affairs and communications of all Students are channelled through this organization. The organization in each campus has its own students' organization.

### **1.9.5 Library Services**

The library services and internet are provided in all campuses.

### **1.9.6 Religious Functions**

The TPSC community is comprised of individuals from a wide range of religious backgrounds. Complete freedom of religious worships is given to all so long as it encourages positive religious values. Students and staff working with TPSC are advised to use nearby available religious buildings and facilities.

### **1.9.7 HIV & AIDS and Non-communicable Diseases (NCD) Awareness and Prevention**

The college has strategic plans and programmes for addressing HIV, AIDS and Non-communicable Diseases (NCD) infection reduced and supporting services improved. The strategic objective is to give awareness and prevention to the spread of HIV and AIDS at work place and provide support to people living with HIV and AIDS. Students are highly encouraged to educate and counsel their peer groups to prevent the spread of HIV and AIDS.

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## CHAPTER TWO

### ACADEMIC PROGRAM OFFERED

#### LONG-TERM TRAINING PROGRAMMES

TPSC offers long term training programmes at five levels, NTA Level 4 to NTA Level 8, the programmes being organized into five departments.

#### **2.1. Department of Secretarial Studies and Office Management**

The department of Secretarial Studies offers programmes at NTA Level 4, 5, 6, 7 and 8; namely:

- Basic Technician Certificate in Secretarial Studies (BTCSS),
- Technician Certificate in Secretarial Studies (TCSS),
- Ordinary Diploma in Certificate in Secretarial Studies (DSS), and
- Bachelor Degree In Secretarial Studies and Administration (BSSA),

##### **2.1.1. NTA Level 4: Basic Technician Certificate in Secretarial Studies (BTCSS)**

The program is provided to produce qualified and competent Office Assistants, Typists, Front Desk Assistants and Personal Secretaries who are prepared to take specialized roles in modern business operations within Tanzania and globally. After completion of the programme the Student will be able to apply secretarial competences in: typing, hatimkato, shorthand; computer applications; office procedures; secretarial duties; customer handling techniques; communication; public service ethics, patriotism and life skills for improved organizational performance.

***Entry Qualifications***

Holder of Ordinary Secondary School Certificate (Form Four) with at least four passes in relevant subjects except religious subjects or Form four with National Vocational Award (NVA) level 2

***Programme Modules***

This is a one year programme divided into two semesters.

**Semester One**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credit Value</b>
1.	SST 04101	Office Practice	10
2.	SST 04102	Typing Skills Principles	12
3.	SST 04103	Essentials of IT	8
4.	SST 04104	Principles of Business English	12
5.	SST 04105	Principles of Secretarial Duties	10
6.	SST 04106	Life Skills Principles	8
<b>Total</b>			<b>60</b>

**Semester Two**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credit Value</b>
1.	SST 04201	Typing Skills Stage I (30wpm)	12
2.	SST 04202	Office Computer Applications	12
3.	SST 04203	Msingi wa Hatimkato Nadharia	10
4.	SST 04204	Shorthand Theory Principles	10
5.	SST 04205	Public Service Ethics and Patriotism	8
6.	SST 04206	Field Practice	8
<b>Total</b>			<b>60</b>

### 2.1.2. NTA Level 5: Technician Certificate Secretarial Studies (TCSS)

The general objective of Technician Certificate in Secretarial Studies and Administration program is to produce qualified and competent Personal Secretaries, Office Management Secretaries and Executive Assistants who are prepared to take specialized roles in modern business operations within Tanzania and globally. Upon completion of this programme the holder of the qualification will be able to apply competencies in typing; computer office applications; meeting and conference; Hatimkato; shorthand; communication, interpersonal and small business development for improved performance in an organisation.

#### *Entry Qualifications*

Holder of Basic Technician Certificate in Secretarial Studies and Administration (NTA level 4) or Form four with National Vocational Award (NVA) level 3 or Form six with at least one principal pass.

#### *Programme Modules*

This is a one year programme divided into two semesters.

#### **Semester One**

Sn	Code	Module	Credit Value
1.	SST 05101	Hatimkato Nadharia	8
2.	SST 05102	Shorthand Theory	8
3.	SST 05103	Typing Stage II (40wpm)	10
4.	SST 05104	IT and Word Processing Applications Practices	10
5.	SST 05105	Secretarial Duties and Professional Etiquettes	10
6.	SST 05106	Communication and Interpersonal Skills	8
		<b>Total</b>	<b>54</b>

**Semester Two**

Sn	Code	Module	Credit Value
1.	SST 05201	Hatimkato Kasi Maneno 80 mkd	10
2.	SST 05202	Shorthand 80wpm	10
3.	SST 05203	Typing Stage III 50wpm	10
4.	SST 05204	Meeting Procedures and Practice	10
5.	SST 05205	Computer Spread sheet and Presentation Applications	8
6.	SST 05206	Small Business Development Skills	8
7.	SST 05207	Field Industrial Training	10
		<b>Total</b>	<b>66</b>

**2.1.3. NTA Level 6: Ordinary Diploma in Secretarial Studies (DSS)**

This programme is intended to produce qualified and competent Personal Secretaries, Office Management Secretaries, Office Administrative Assistants and Executive Assistants who are prepared to take specialized roles in modern business operations within Tanzania and globally.

Upon completion of the Diploma in Secretarial Studies programme, the Student will be able to apply competencies in computer office applications, stenography, human resources management, public relations and protocol, records management, bookkeeping and accounting, ethics and good governance, diversity management and research methods for improved organizational management performance.

**Entry Qualifications**

Holder of Technician Certificate in Secretarial Studies and Administration (NTA level 5)

**Programme Modules**

This is a one year programme divided into two semesters.

**Semester One**

Sn	Code	Module Name	Credit Value
1.	SST 06101	Shorthand 100 wpm	12
2.	SST 06102	Hatimkato 100 mkd	12
3.	SST 06103	Database Computer Applications	12
4.	SST 06104	Principles of Records and Information Management	8
5.	SST 06105	Principles and Practice of Management	8
6.	SST 06106	Research Methodology	8
		<b>Total</b>	<b>60</b>

**Semester Two**

Sn	Code	Module Name	Credit Value
1.	SST 06201	Desktop Publishing Computer Applications	12
2.	SST 06202	Human Resource Management Principles	10
3.	SST 06203	Principles of Public Relations and Protocol	10
4.	SST 06204	Development Studies and Good Governance	8
5.	SST 06205	Bookkeeping and Accounting Principles	8
6.	SST 06206	Project Research Paper	12
		<b>Total</b>	<b>60</b>



#### **2.1.4. NTA Level 7&8: Bachelor Degree in Secretarial Studies and Administration (DSSA)**

The aim of this training programme is to produce qualified and competent Office Management Secretaries, Executive Assistant Officers and practitioners who are prepared to apply knowledge, skills and understanding in wide and unpredictable variety of contexts with substantial personal responsibility, responsibility for the work of others and responsibility for the allocation of resources, policy, planning, execution and evaluation.

Upon completion of the Bachelor Degree in Secretarial Studies and Administration programme, the student will be able to apply competences in public administration, financial management, procurement and supplies management, human resource management, industrial relations and labour laws, quantitative methods, research methods, strategic management, ethics and good governance, office health, safety and security, audio typing and computer typing for effective public service delivery.

##### ***Entry Qualifications***

Holder of Ordinary Diploma (NTA Level 6) with GPA of 3.0 OR Equivalent qualification as evaluated by relevant authority OR Form VI with at least two principal passes.

##### ***Programme Modules***

This is a three years programme divided into six semesters.

**NOTE:** The modules marked with single stars (\*) are core modules for direct entrants (Form Six) to be studied as pre-requisite modules before advancing to the subsequent level.

**Semester One**

SN	Code	Module Name	Credit Values
1.	SSU 07101	*Shorthand Theory Principles	8
2.	SSU 07102	* Msingi wa Hatimkato Nadharia	8
3.	SSU 07103	Office Management and Administration	12
4.	SSU 07104	Computer Keyboard Mastery Principles	16
5.	SSU 07105	Business Communication Practices	12
6.	SSU 07106	Essentials of French Language	10
7.	SSU 07107	Contemporary Secretarial Studies	14
<b>Total</b>			<b>80</b>

**Semester Two**

SN	Code	Module Name	Credit Values
1.	SSU 07201	Public Relations and Protocol Practices	10
2.	SSU 07202	Management Information System	10
3.	SSU 07203	Computer Typesetting Skills	16
4.	SSU 07204	*Typing Skills Stage I (30 wpm)	12
5.	SSU 07205	Organization Behaviour	10
6.	SSU 07206	Proficiency French Language	10
7.	SSU 07210	*Shorthand 80 wpm	8
8.	SSU 07211	*Hatimkato 80 mkd	8
<b>Total</b>			<b>84</b>

**Semester Three**

<b>SN</b>	<b>Code</b>	<b>Module Name</b>	<b>Credit Values</b>
1.	SSU 07301	Entrepreneurship Skills	8
2.	SSU 07302	Business Computer Applications	10
3.	SSU 07303	Records and Information Management Practices	8
4.	SSU 07304	*Shorthand 100 wpm	12
5.	SSU 07305	*Hatimkato 100 wpm	12
6.	SSU 07306	*Typing Skills Stage II (40 wpm)	10
7.	SSU 07307	Morals and Social Life Skills	8
8.	SSU 07308	Diversity Management	8
<b>Total</b>			<b>76</b>

**Semester Four**

<b>SN</b>	<b>Code</b>	<b>Module Name</b>	<b>Credit Values</b>
1.	SSU 07401	E-Office and Database Management Principles	10
2.	SSU 07402	Managing Conference and Official Meetings	8
3.	SSU 07403	Project Management Principles	8
4.	SSU 07404	Customer Service and Marketing Practices	8
5.	SSU 07405	General Management and Administration	8
6.	SSU 07406	Shorthand 120 wpm	12
7.	SSU 07407	Hatimkato 120 mkd	12
8.	SSU 07408	*Typing Skills Stage III (50 wpm)	10
9.	SSU 07409	Industrial Practical Training	12
<b>Total</b>			<b>88</b>

### Semester Five

SN	Code	Module Name	Credit Values
1.	SSU 08101	Principles and Practice of Audio Typing	10
2.	SSU 08102	Research Methodology	8
3.	SSU 08103	Principles of Finance and Accounting	8
4.	SSU 08104	Strategic Management Principles and Practice	8
5.	SSU 08105	Office Health, Safety and Security Management	10
6.	SSU 08106	Principles of Quantitative Methods	8
7.	SSU 08107	Computer Typing Skills (60 wpm)	10
<b>Total</b>			<b>62</b>

### Semester Six

SN	Code	Module Name	Credit Values
1.	SSU 08201	Professional Ethics and Good Governance	10
2.	SSU 08202	Human Resource Management Practices	10
3.	SSU 08203	Procurement and Supplies Management Principles	10
4.	SSU 08204	Public Administration Principles	10
5.	SSU 08205	Industrial Relations and Labour Law	8
6.	SSU 08206	Research Paper Report	10
<b>Total</b>			<b>58</b>

## 2.2. Department of Records, Archives and Information Management

### 2.2.1. NTA Level 4: Basic Technician Certificate in Records, Archives and Information Management (BTCRM)

This programme is intended to provide innovative, self-driven and flexible graduates, who will cope with the dynamic changes of business operations especially in records, archives and information management field. Upon completion of this programme, the graduates will be able to apply records keeping principles; registry and office procedures; communication and social life principles; computer applications and arithmetic principles and public service ethics, patriotism, entrepreneurship and customer handling principles in improving organisation service delivery.

#### Entry Qualifications

Holder of Ordinary Certificate of Secondary Education (Form IV) with at least four passes except religious subjects or Form IV with at least two passes at O' Level Certificate and holder of NVA level 3 in relevant field of study.

#### Programme Modules

This is a one year programme divided into two semesters.

#### Semester One

Sn	Code	Module Name	Credit Value
1.	RMT 04101	Principles of Records and Information Management	14
2.	RMT 04102	Principles of Office Practice	12
3.	RMT 04103	Essentials of IT and Computer Application Skills	10
4.	RMT 04104	Life Skills Principles	10
5.	RMT 04105	Principles of Business English	10
		<b>TOTAL</b>	<b>56</b>

## Semester Two

Sn	Code	Module Name	Credit Value
1.	RMT 04201	Public Service Ethics and Patriotism	10
2.	RMT 04202	Registry Procedures	14
3.	RMT 04203	Customer Handling Techniques	10
4.	RMT 04204	Arithmetic Principles	10
5.	RMT 04205	Entrepreneurship Skills	10
7.	RMT 04206	Field Practical Training	10
		<b>TOTAL</b>	<b>64</b>

### 2.2.2. NTA Level 5: Technician Certificate in Records, Archives and Information Management (TCRM)

This programme is intended to provide innovative, self-driven and flexible graduates, who will cope with the dynamic changes of business operations especially in records, archives and information management field. Upon completion of this programme, the graduates will be able to apply records and information management principles and practices; classification and indexing competencies; archives management; statistical techniques and computer applications; communication skills and handle diversity management for smoothly carrying out organization duties.

#### Entry Qualifications

Holder of Basic Technician Certificate (NTA Level 4) or Advanced Certificate of Secondary Education (Form VI) with at least one principal pass and a subsidiary in principal subjects.

#### Programme Modules

This is a one year programme divided into two semesters.

**Semester One**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credit Value</b>
1.	RMT 05101	Principles and Practice of Records and Information Management	<b>10</b>
2.	RMT 05102	Records Classification and Indexing Systems	<b>10</b>
3.	RMT 05103	Records Centre management	<b>8</b>
4.	RMT 05104	Office Computer Applications	<b>8</b>
5.	RMT 05105	Business Communication Principles	<b>8</b>
6.	RMT 05106	Principles of Archives Management	<b>10</b>
		<b>TOTAL</b>	<b>54</b>

**Semester Two**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credit Value</b>
1.	RMT 05201	Managing e-records and Multimedia	<b>10</b>
2.	RMT 05202	Preservation of Records, Archival and Information Materials	<b>10</b>
3.	RMT 05203	Registry Procedures and Practice	<b>10</b>
4.	RMT 05204	Principles of Statistics	<b>8</b>
5.	RMT 05205	Description and Cataloguing of Archival Materials	<b>10</b>
6.	RMT 05206	General Studies	<b>8</b>
7.	RMT 05207	Field Practical Training	<b>10</b>
		<b>TOTAL</b>	<b>66</b>

**2.2.3. NTA Level 6: Ordinary Diploma in Records, Archives and Information Management (DRM)**

This programme is intended is to provide innovative, self-driven and flexible graduates, who will cope with the dynamic changes of business operations especially in records, archives and information management field. Upon completion of this programme, graduates

will be able to apply records management principles and procedures in managing specialized records; records management skills in managing electronic records systems and disasters; records regulatory framework; research skills; human resource management and entrepreneurship skills.

### ***Entry Qualifications***

Holder of Technician Certificate (NTA Level 5) in Records, Archives and Information Management.

### ***Programme Modules***

This is a one year programme divided into two semesters.

#### **Semester One**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credits Value</b>
1.	RMT 06101	Managing Medical Records	<b>8</b>
2.	RMT 06102	Managing Legal Records	<b>8</b>
3.	RMT 06103	Managing Lands Records	<b>8</b>
4.	RMT 06104	Managing Financial Records	<b>8</b>
5.	RMT 06105	Human Resource Management Principles	<b>8</b>
6.	RMT 06106	Research and Baseline Survey Practices	<b>12</b>
<b>Total credits</b>			<b>52</b>

#### **Semester Two**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credits Value</b>
1.	RMT 06201	Managing Personnel Records	<b>10</b>
2.	RMT 06202	Records Retention And Disposal Practices	<b>10</b>
3.	RMT 06203	Small Business Development	<b>8</b>



4.	RMT 06204	Records Management Policy, Legislation and Standards	<b>12</b>
5.	RMT 06205	Records Security and Disaster Management	<b>10</b>
6.	RMT 06206	Electronic Records Management Systems	<b>10</b>
7.	RMT 06207	Records Baseline Survey Report	<b>08</b>
<b>Total credits</b>			<b>68</b>

#### **2.2.4. NTA Level 7&8: Bachelor Degree in Records, Archives and Information Management (HDRM)**

This programme is intended is to provide innovative, self-driven and flexible graduates, who will cope with the dynamic changes of business operations especially in records, archives and information management field. Upon completion of this programme, the graduates will be able to apply records principles and practices in managing organisational records functions; in records, archives and information management for enhanced organization business transactions; principles of preservation and access in prolonging life span and safe custody of information; principles of library and Knowledge Management; skills in ICT and Management Information; principles and practices of management and administration, project management, organisation behaviour, procurement and supplies management; skills in business communication, morals and social life, entrepreneurship and managing diversity issues for improved organisational performance.

##### ***Entry Qualifications***

Holder of Advanced Certificate of Secondary Education (Form VI) with a minimum of two principal passes in principal subjects or Ordinary Diploma (NTA Level 6) with minimum GPA 3.0 or as per minimum entry requirements provided by relevant regulatory authority.

**Programme Modules**

This is a two years programme divided into four semesters.

**Semester One**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credits Value</b>
1.	RMU 07101	Records Management Practices	12
2.	RMU 07102	Archives Management Practices	10
3.	RMU 07103	Business Communication Practices	10
4.	RMU 07104	Managing Diversity and Crosscutting Issues	8
5.	RMU 07105	Office Computer Applications	10
6.	RMU 07106	Records Management Regulatory Frameworks	12
		<b>Total</b>	<b>62</b>

**Semester Two**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credits Value</b>
1.	RMU 07201	Library and Information Management Principles	8
2.	RMU 07202	Morals and Social Life Principles and Practices	8
3.	RMU 07203	Management Information System Principles	8
4.	RMU 07204	Office Management and Administration Practices	10
5.	RMU 07205	Database Design and Management Principles	8
6.	RMU 07206	Financial Records Management Practice	8
7.	RMU 07207	Medical Records Management Practice	10
		<b>Total</b>	<b>60</b>

**Semester Three**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credits Value</b>
1.	RMU 07301	General Management and Administration Principles	8
2.	RMU 07302	Electronic Records Management Practice	10
3.	RMU 07303	Procurement and Supplies Management Principles	8
4.	RMU 07304	Organisation Behaviour	8
5.	RMU 07305	Project Management Principles	8
6.	RMU 07306	Legal Records Management Practices	10
7.	RMU 07307	Land Records Management Practices	8
		<b>Total</b>	<b>60</b>

**Semester Four**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credits Value</b>
1.	RMU 07401	Records Management Systems Practices	10
2.	RMU 07402	Preservation of Information Materials Practices	10
3.	RMU 07403	Managing Archival Services	10
4.	RMU 07404	Principles and Practices of Entrepreneurship	10
5.	RMU 07405	Knowledge Management Principles	8
6.	RMU 07406	Industrial Training Practice	10
		<b>Total</b>	<b>58</b>

**Semester Five**

Sn	Code	Module Name	Credits Value
1.	RMU 08101	Managing Public Sector Records	12
2.	RMU 08102	Managing Disasters in Records and Library Information Resources	12
3.	RMU 08103	Principles of Quantitative Methods	8
4.	RMU 08104	Principles of Public Administration	8
5.	RMU 08105	Audio Visual Records Management Practices	12
6.	RMU 08106	Research Methodology Practices	10
		<b>Total</b>	<b>62</b>

**Semester Six**

Sn	Code	Module Name	Credits Value
1.	RMU 08201	Personnel Records Management Practices	10
2.	RMU 08202	Finance and Accounting Practices	8
3.	RMU 08203	Human Resource Management Practices	8
4.	RMU 08204	Professional Ethics and Good Governance	10
5.	RMU 08205	Web based Records Management Practices	10
6.	RMU 08206	Research Paper Report	12
		<b>Total</b>	<b>58</b>

**2.3. Department of Public Administration, Leadership and Management Studies (PALM)****2.3.1. NTA Level 4: Basic Technician Certificate in Local Government Administration (BTCLGA)**

This programme is intended to prepare Students for a career in Local Government Administration. Upon completion of this programme the

Student is able to work as local government administration clerk/ office clerk in the Public and Private sector.

### ***Entry Qualifications***

Holder of Ordinary Certificate of Secondary Education (Form IV) with at least four passes except religious subjects or Form IV with at least two passes at O' Level Certificate and holder of NVA level 3 in relevant field of study

### ***Programme Modules***

This is a one year programme divided into two semesters.

#### **Semester One**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credit Value</b>
1.	LGT 04101	Basic Computer Applications	<b>12</b>
2.	LGT 04102	Structure and Organisation of the Government	<b>14</b>
3.	LGT 04103	Essentials of Public Administration	<b>16</b>
4.	LGT 04104	Elementary Business English	<b>12</b>
		<b>Total</b>	<b>54</b>

#### **Semester Two**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credit Value</b>
1.	LGT 04201	Basic Arithmetic Principles	<b>12</b>
2.	LGT 04202	Civic Education	<b>14</b>
3.	LGT 04203	Front Office and Customer Handling Techniques	<b>14</b>
4.	LGT 04204	Basics of Records and Information Management	<b>12</b>
5.	LGT 04205	Field Practice	<b>14</b>
		<b>Total</b>	<b>66</b>

### 2.3.2. NTA Level 5: Technician Certificate in Local Government Administration (TCLGA)

This programme is intended to prepare Students for a career in Local Government Administration. Upon completion of this programme the Student is able to work as MEO/VEO and Administrative Assistant in the Public and Private sector.

#### ***Entry Qualifications***

Holder of Advanced Certificate of Secondary Education (Form VI) with at least one principal pass and a subsidiary, or Form four with at least four passes and holder of Basic Technician Certificate (NTA level 4) in Local Government Administration, human resource management, sociology, community development, social work, social science, finance management, records management, law and public administration

#### ***Programme Modules***

This is a one year programme divided into two semesters.

#### **Semester One**

Sn	Code	Module Name	Credit Value
1.	LGT 05101	Local Government Administration I	<b>12</b>
2.	LGT 05103	Communication and Interpersonal Skills	<b>10</b>
3.	LGT 05104	Principles of Records Management	<b>10</b>
4.	LGT 05108	Disaster Management	<b>8</b>
5.	LGT 05109	Introduction to Statistics	<b>8</b>
6.	LGT 05110	Principles and Practice of Project Management	<b>12</b>
		<b>Total</b>	<b>60</b>

**Semester Two**

Sn	Code	Module Name	Credit Value
1.	LGT 05202	Civil Society and Local Government Administration	12
2.	LGT 05205	Introduction to Entrepreneurship	10
3.	LGT 05206	Introduction to Human Resource Management	12
4.	LGT 05207	Intermediate Computer Application	8
5.	LGT 05211	Introduction to Local Government Accounting	10
6.	LGT 05212	Field Practice	8
		<b>Total</b>	<b>60</b>

**2.3.3. NTA Level 6: Ordinary Diploma in Local Government Administration (DLGA)**

This programme is intended to prepare Students for a career in local government administration. Upon completion of this programme the Student is able to work as WEO and VEO in the Public sector.

***Entry Qualifications***

Holder of Technician Certificate (NTA level 5) in Local Government Administration or related field of study.

***Programme Modules***

This is a one year programme divided into two semesters.

**Semester One**

Sn	Code	Module Name	Credit Value
1.	LGT 06101	Introduction to Procurement	10
2.	LGT 06104	Administrative Law	12
3.	LGT 06105	Public Policy	10
4.	LGT 06108	Public Administration	12

5.	LGT 06110	Research Methodology	<b>10</b>
6.	LGA 06111	Public Relations and Protocol	<b>8</b>
		<b>Total</b>	<b>62</b>

### Semester Two

Sn	Code	Module Name	Credit Value
1.	LGT 06202	Introduction to Stores and Logistics Mgt	<b>10</b>
2.	LGT 06203	Local Government Finance	<b>12</b>
3.	LGT 06206	Customer Handling Techniques	<b>8</b>
4.	LGT 06207	Development Studies and Good Governance	<b>10</b>
5.	LGT 06209	Principles and Practice of Management	<b>10</b>
6.	LGT 06212	Field Practice	<b>8</b>
		<b>Total</b>	<b>58</b>

#### 2.3.4. NTA Level 4: Basic Technician Certificate in Public Administration (BTCPA)

This programme is intended to prepare Students for a career in Public Administration. Upon completion of this programme the Student is able to work as administrative clerk in the Public and Private sector.

#### ***Entry Qualifications***

Holder of an Ordinary Certificate of Secondary Education (Form IV) with at least four pass except religious subjects or Form IV with at least 2 passes at O' Level Certificate and holder of NVA level 3 in relevant field of study.

#### ***Programme Modules***

This is a one year programme divided into two semesters.



**Semester One**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credit Value</b>
1.	PAT 04101	Basic Computer Applications	<b>12</b>
2.	PAT 04102	Structure and Organization of the Government	<b>14</b>
3.	PAT 04103	Essentials of Public Administration	<b>16</b>
4.	PAT 04104	Elementary Business English	<b>12</b>
		<b>TOTAL</b>	<b>54</b>

**Semester Two**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credit Value</b>
1.	PAT 04201	Basic Arithmetic Principles	<b>12</b>
2.	PAT 04202	Civic Education	<b>14</b>
3.	PAT 04203	Front Office and Customer Handling Techniques	<b>14</b>
4.	PAT 04204	Basics of Records and Information Management	<b>12</b>
5.	PAT 04205	Field Practice	<b>14</b>
		<b>Total</b>	<b>66</b>

**2.3.5. NTA Level 5: Technician Certificate in Public Administration (TCPA)**

This programme is intended to prepare Students for a career in Public Administration. Upon completion of this programme the Student is able to work as administrative clerk in the Public and Private sector.

***Entry Qualifications***

Holder of Form six with at least one principal pass and a subsidiary, or Form four with at least four passes and holder of Basic Technician Certificate (NTA level 4) in Public Administration, Local Government Administration, human resource management, sociology, community development, social work, social science, finance management, records management and law.

### ***Programme Modules***

This is a one year programme divided into two semesters.

#### **Semester One**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credit Value</b>
1.	PAT 05101	Essentials of Local Government Administration	<b>10</b>
2.	PAT 05102	Public Administration	<b>14</b>
3.	PAT 05103	Administrative Law	<b>12</b>
4.	PAT 05104	Communication and Interpersonal Skills	<b>10</b>
5.	PAT 05105	Principles of Records Management	<b>10</b>
6.	PAT 05106	Fundamentals of IT and Word Processing Application	<b>8</b>
		<b>Total</b>	<b>64</b>

#### **Semester Two**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credit Value</b>
1.	PAT 05205	Introduction to Entrepreneurship	<b>10</b>
2.	PAT 05207	Introduction to Human Resource Management	<b>16</b>
3.	PAT 05208	Intermediate Computer Applications	<b>8</b>
4.	PAT 05209	Disaster Management	<b>8</b>
5.	PAT 05210	Introduction to Statistics	<b>10</b>
6.	PAT 05211	Field Practice	<b>10</b>
		<b>Total</b>	<b>62</b>

#### **2.3.6. NTA Level 6: Ordinary Diploma in Public Administration (DPA)**

This programme is intended to prepare Students for a career in law. Upon completion of this programme the Student is able to work as senior administrative clerk in the Public and Private sector.

***Entry Qualifications***

Holder of Technician Certificate (NTA level 5) in Public Administration or equivalent and related qualification

***Programme Modules***

Modules under this program include the following:-

**Semester One**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credit Value</b>
1.	PAT 06101	Procurement Management	<b>8</b>
2.	PAT 06104	Project Management	<b>10</b>
3.	PAT 06106	Public Policy	<b>12</b>
4.	PAT 06108	Principles of Management	<b>10</b>
5.	PAT 06109	Research Methodology	<b>10</b>
6.	PAT 06110	Public Relations and Protocol	<b>10</b>
		<b>Total</b>	<b>60</b>

**Semester Two**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credit Value</b>
1.	PAT 06202	Introduction to Stores and Logistics Mgt	<b>8</b>
2.	PAT 06203	Public Finance	<b>10</b>
3.	PAT 06205	Industrial Relations and Labour Law	<b>10</b>
4.	PAT 06207	Development Studies and Good Governance	<b>10</b>
5.	PAT 06211	Public Service Management	<b>12</b>
6.	PAT 06212	Field Practice	<b>10</b>
		<b>Total</b>	<b>60</b>

### 2.3.7. NTA Level 4: Basic Technician Certificate in Human Resource Management (BTCHRM)

This programme is intended to prepare learners with foundation in Human Resource Management career. Upon completion of this programme the learner will be acquainted with the necessary qualifications to perform routine activities in an Organisation. It will also assist learners/graduates to qualify for Technician Certificate in Human Resource Management (NTA level 5).

#### ***Entry Qualifications***

Holder of Form four (IV) with at least four passes, excluding religious subjects or Form four with NVA level 3 in the relevant related field of study.

#### ***Programme Modules***

This is a one year programme divided into two semesters.

#### **Semester One**

<b>Sn</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Credit Value</b>
1.	HRT 04101	Basic Computer Applications	<b>12</b>
2.	HRT 04102	Civic Education	<b>14</b>
3.	HRT 04103	Essentials of Human Resource Management	<b>16</b>
4.	HRT 04104	Elementary Business English	<b>12</b>
		<b>Total</b>	<b>54</b>

#### **Semester Two**

<b>Sn</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Credit Value</b>
1.	HRT 04201	Basic Arithmetic Principles	<b>12</b>
2.	HRT 04202	Human Resource Management Practice	<b>14</b>
3.	HRT 04203	Customer Handling Techniques	<b>14</b>

4.	HRT 04204	Office Procedures and Management Practices	<b>12</b>
5.	HRT 04205	Field Practice	<b>14</b>
		<b>Total</b>	<b>120</b>

### **2.3.8. NTA Level 5: Technician Certificate in Human Resource Management (TCHRM)**

This programme is intended to prepare learners with foundation in Human Resource Management career. Upon completion of this programme the learner will be acquainted with the necessary qualifications to perform a range of activities some of which are non-routine and be able to assume operational responsibilities in an Organisation. It will also assist learners/graduates to qualify for Ordinary Diploma in Human Resource Management (NTA level 6).

#### ***Entry Qualifications***

Holder of form VI with at least one principal pass and a subsidiary, or Basic Technician Certificate (NTA Level 4) in Human Resource Management and the related equivalent fields of study

#### ***Programme Modules***

This is a one year programme divided into two semesters.

#### **Semester One**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credit Value</b>
1.	HRT 05101	Principles and Practice of Management	14
2.	HRT 05102	Human Resource Management Practices	14
3.	HRT 05103	Fundamentals of Public Administration	12
4.	HRT 05104	Communication and Interpersonal Skills	8
6.	HRT 05105	Computer Applications	10
5	HRT 05106	Fundamentals of Procurement and Supplies Management	8
		<b>Total</b>	<b>66</b>

## Semester Two

Sn	Code	Module Name	Credit Value
1.	HRT 05201	Fundamentals of Entrepreneurship Skills	8
2.	HRT 05202	Human Resource Information and Records Management	10
3.	HRT 05203	Essentials of Local Government Administration	10
4.	HRT 05204	Office Environment Management	8
5.	HRT 05205	Introduction to Statistics	8
6.	HRT 05206	Industrial Training Report	10
		<b>Total</b>	<b>54</b>

### 2.3.9. NTA Level 6: Ordinary Diploma in Human Resource Management (DHRM)

This programme is intended to prepare learners with competences in Human Resource Management career. Upon completion of this programme, the learner will be acquainted with the necessary qualifications to perform a broad range of work activities most of which are non-routine. It will also assist learners/graduates to qualify for joining NTA level 7.

#### *Entry Qualifications*

Holders of Technician Certificate in Human Resource Management (NTA Level 5)

#### *Programme Modules*

This is a one year programme divided into two semesters.

## Semester One

Sn	Code	Module Name	Credit Value
1.	HRT 06101	Essentials of Public Policy	<b>10</b>
2.	HRT 06102	Development Studies	<b>8</b>

3.	HRT 06103	Human Resource Records and Audit	<b>12</b>
4.	HRT 06104	Research Methodology	<b>10</b>
5.	HRT 06105	Administrative Law	<b>10</b>
6.	HRT 06106	Public Relations and Protocol	<b>10</b>
		<b>Total</b>	<b>60</b>

### Semester Two

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credit Value</b>
1.	HRT 06201	Performance Management	<b>8</b>
2.	HRT 06202	Public Finance	<b>10</b>
3.	HRT 06203	Industrial Relations and Labour Law	<b>10</b>
4.	HRT 06204	Organizational Behaviour	<b>12</b>
5.	HRT 06205	Public Service Management	<b>10</b>
6.	HRT 06206	Research Project Report	<b>10</b>
		<b>TOTAL</b>	<b>120</b>

#### 2.3.10. NTA Level 4: Basic Technician Certificate in Public Procurement and Supply (BTCPPS)

This programme is intended to prepare Students for a career in Procurement and Supplies Management. Upon completion of this programme the Learner is able to work as Procurement and Supplies Management clerk in the Public and Private sector.

#### *Entry Qualifications*

Admission to the programme will be for Students who have:

- Form IV with at least four passes excluding religious subjects; or
- Form IV with at least two passes and having National Vocational Award (NVA) level 3 in a relevant field or equivalent;

## ***Programme Modules***

This is a one year programme divided into two semesters.

### **Semester One**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credit Value</b>
1.	PST04101	Basic Storekeeping	12
2.	PST04102	Basic Procurement Principles	12
3.	PST04103	Elementary Business Mathematics	10
4.	GST04101	English Communication Skills	10
5.	PST04105	Elementary Commercial Knowledge	10
6.	GST04103	Life Skills	15
		<b>Total</b>	<b>69</b>

### **Semester Two**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credit Value</b>
1.	PST04206	Storekeeping	12
2.	GST04201	Entrepreneurship Skills	10
3.	PST04209	Basic Computer Skills	12
4.	PST04210	Bookkeeping	10
5.	PST04211	Field Practical Training	9
		<b>Total</b>	<b>53</b>

### **2.3.11. NTA Level 5: Technician Certificate in Public Procurement and Supply (TCPPS)**

This programme is intended to prepare Learners for a career in Procurement and Supplies Management. Upon completion of this programme the Student is able to work as Procurement and Supplies Management Assistants in the Public and Private sector, at some of which non routine level.



The modules are shaped to provide a wide range of competences (skills, knowledge and attitude) appropriate in the field of public procurement and supplies management. The modules include not only competences concerning the procurement and supplies content, but also personal competences, like working in a team and performing effectively and efficiently.

### ***Entry Qualifications***

Admission to the programme will be for Students who have:

- Form VI with at least one principal and one subsidiary passes, or
- Form IV with at least four passes and having Basic Technician Certificate (NTA Level 4) in Procurement and Supplies Management or any other relevant field.

### ***Programme Modules***

This is a one year programme divided into two semesters.

#### **Semester One**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credit Value</b>
1.	PST05101	Stores Administration	15
2.	PST05102	Procurement Principles	14
3.	PST05103	Principles of Marketing	10
4.	PST05104	Business Mathematics	10
5.	GST05101	Business Communication Skills	8
		<b>TOTAL</b>	<b>57</b>

#### **Semester Two**

<b>Sn</b>	<b>Code</b>	<b>Module Name</b>	<b>Credit Value</b>
1.	PST05206	Inventory Control	14
2.	PST05207	Law of Contract	14
3.	PST05208	Introduction to ICT	10

4.	PST05209	Introduction to Accounting and Costing	10
5.	PST05210	Fundamentals of Logistics	10
6.	PST05211	Field Practical Training	10
		<b>Total</b>	<b>68</b>

### 2.3.12. NTA Level 6: Ordinary Diploma in Public Procurement and Supply (DPPS)

This programme prepares Students for a career in Procurement and Supplies Management. Upon completion of this programme the Student is able to work as Procurement and Supplies Management Assistants in the Public and Private sector, mostly at non routine level.

The modules are shaped to provide a wide range of competences (skills, knowledge and attitude) appropriate in the field of procurement and supplies management. The modules include not only competences concerning the procurement and supplies management content, but also personal competences, like working in a team and performing effectively and efficiently.

#### ***Entry Qualifications***

Possession of Technician Certificate (NTA level 5) in Procurement and Supplies Management or any other relevant field.

#### ***Programme Modules***

This is a one year programme divided into two semesters.

#### **Semester One**

Sn	Code	Module Name	Credit Value
1.	PST06101	Warehouse Management	15
2.	GST06101	Action Research	10
3.	PST06102	International Procurement	10
4.	PST06104	Principles of Economics	10

5.	PST06109	Financial Management	10
6.	PST06111	Principles of Management	10
		<b>TOTAL</b>	<b>65</b>

### Semester Two

Sn	Code	Module Name	Credit Value
1.	GST06201	Small Business Development	10
2.	PST06206	Public Procurement	10
3.	PST06207	Elements of Strategic Management	10
4.	PST06211	Electronic Procurement	15
5.	PST06212	Fundamentals of Supply Chain Management	15
		<b>Total</b>	<b>60</b>

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## CHAPTER THREE

### GENERAL ADMISSION AND EXAMINATION GUIDELINES

#### 3.1. Application Guidelines

- a) Applicants are required to apply online through TPSC Online Application System (OAS) found in [www.tpsc.go.tz](http://www.tpsc.go.tz) and follow instructions given to complete your applications. Payment can be done via mobile money (M-Pesa, Tigo Pesa and Airtel Money) after getting control number. Or Application forms may be downloaded from the College website. Duly filled forms must reach the respective Campus not later than the specified date (as advertised, indicated on the Website or instructed at the Campuses).
- b) Successful applicants will be notified through admissions letters issued by the College (respective Campus), and distributed through ordinary mail or email. Additionally, list of selected Students will be displayed on College website.

#### 3.2. General Entry Qualifications and Duration of Courses

- a) Entry Qualification for Basic Technician Certificate Courses (BTC)- NTA level 4
  1. Certificate of Secondary Education (CSE)-Form IV with at least Four (4) passes excluding religious subjects.
  2. Certificate of Secondary Education (Form IV) with at least two passes and having **NVA level 3** certificates in the relevant field of study.
  3. *Duration of the course: two semester (one year)*

- b) Entry Qualification for Technician Certificate Courses (TC)- NTA level 5
1. Advanced Certificate of Secondary Education (ACSE)-Form VI with at least one principal pass or more excluding religion subjects.
  2. Certificate of secondary education with Basic Technician Certificate ( NTA level 4) in relevant courses recognized by NACTE
  3. *Duration of the course: two semester (one year)*
- c) Entry Qualification for Ordinary Diploma NTA level 6
1. Certificate of secondary education with Technician Certificate (NTA level 5) in relevant courses recognized by NACTVET
  2. *Duration of the course: two semester (one year)*
- d) Entry Qualification for Higher Diploma NTA level 7
1. Ordinary Diploma (NTA Level 6) in relevant courses recognised by NACTE or Form VI with at least two principal passes.
  2. *Duration of the course: four semesters (two years)*
- e) Entry Qualification for Bachelor Degree NTA level 8
1. Higher Diploma (NTA Level 7) in relevant courses recognized by NACTVET
  2. *Duration of the course: two semester (one year)*

### **3.3. Fees and other Financial Requirements**

All selected candidates will be required to pay for the following:

**DIRECT COST PAYABLE TO THE COLLEGE (TSHS) - NTA LEVEL 4-6**

DESCRIPTION	1 <sup>ST</sup> YEAR (NTA 4)		2 <sup>ND</sup> YEAR (NTA 5)		3 <sup>RD</sup> YEAR (NTA 6)	
	1 <sup>ST</sup> Semester	2 <sup>ND</sup> Semester	1 <sup>ST</sup> Semester	2 <sup>ND</sup> Semester	3 <sup>RD</sup> Semester	4 <sup>TH</sup> Semester
Tuition Fee	485,000	300,000	600,000	400,000	600,000	400,000
NACTVET Quality Assurance Fee	15,000		15,000		15,000	
<b>TOTAL</b>	<b>500,000</b>	<b>300,000</b>	<b>615,000</b>	<b>400,000</b>	<b>615,000</b>	<b>400,000</b>

**RECOMMENDED DIRECT PARTICIPANT EXPENCES (PAYABLE DIRECTLY TO STUDENT)**

S/N	ITEM	AMOUNT (TZS)	DURATION
i.	Book Allowance	100,000	Per semester
ii.	Stationary Allowance	100,000	Per semester
iii.	Minimum Meal Allowance	10,000	Per day
iv.	Field attachment/Research	200,000	During Field attachment period
v.	Accommodation (hostel)	200,000	Per semester
vi.	Identity Card Fee	10,000	Once
vii.	Transcript Fee	10,000	Upon passing examination
viii.	Graduation	10,000	Upon passing examination
<b>Total</b>		<b>700,000</b>	

NOTE: The amount shown from items No. i. to No. v. are merely recommendations and therefore, do not overrule official allowances whenever such rates are applicable to an organisation or sponsor

### DIRECTCOST PAYABLE TO THE COLLEGE (TSHS) - NTA LEVEL 7-8

FIRST YEAR		SECOND YEAR		THIRD YEAR	
Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
700,000	700,000	700,000	700,000	700,000	700,000
<b>1,400,000</b>		<b>1,400,000</b>		<b>1,400,000</b>	

### RECOMMENDED DIRECT PARTICIPANT EXPENCES (PAYABLE DIRECTLY TO STUDENT)

S/N	ITEM	Amount (in Tsh)	Duration
1.	Book Allowance	200,000	Per semester
2.	Stationary Allowance	150,000	Per semester
3.	Field Report	200,000	End of each Course
4.	Meal Allowance	1,190,000	Per 119 Days (17 weeks)
5.	Field Attachment/ Research	300,000	During Field Attachment/ Research Period
6.	Identity Card	10,000	Per NTA level
7.	Transcript Fee	10,000	Upon passing examination
8.	Graduation gown	30,000	Upon passing examination
<b>TOTAL</b>		<b>2,090,000</b>	

### 3.4. Admission and Registration Guidelines

- a) Students with admission letters are required to report for admission and registration within two weeks of the commencement of the semester.

- b) Students are required to bring with them original copies of supporting documents for verification and authentication. It is a criminal offence to produce forged documents.
- c) Students are required to pay semester fees according to the fee schedule issued by the College. Current fee structure can be obtained either from Accounts Offices of every TPSC branch or from college website at [www.tpsc.go.tz](http://www.tpsc.go.tz)
- d) Students who have satisfied items a-c above will be registered as Students in the programmes they applied for.
- e) Students will be allowed to change a programme of study on exceptional circumstances, subject to acceptance by the Head of Department of the programme of study he/she wishes to change to, entry requirements and fee structures.
- f) It is the College's policy to use names appearing on Students original certificates, any change of name will be entertained on legal basis only.
- g) No Student shall be allowed to postpone studies after effective commencement of the semester except under special circumstances. Permission to postpone studies will be considered after producing satisfactory reasons for postponement.
- h) On accepting the admission, a Student is committing to adhere fully to regulations, rules, by-laws and ethics and values of the TPSC.
- i) Selected Students are required to report for a one week orientation programme that normally takes place during the week preceding the beginning of a new semester.
- j) Deadline for registration of new Students shall be two weeks from the first date of the orientation week while for continuing Students will be the Friday of the second week after the beginning of the semester.



### **3.5. Examination Organs of the College**

There shall be Departmental Examiners Board (DEB), Internal Examiners Board (IEB) Examinations Appeals Committee (EAC), TPSC Academic Board (AB), as an internal organs to manage, evaluate, approve or disapprove examinations results as stipulated in the TPSC Examinations Regulations 2013. The composition, responsibilities and duties of each organ are described in the TPSC examination regulations Part IV Examination Organs of the College “rule number 14”.

### **3.6. College Examiners Board (CEB)**

Functions of the College Examiners Board are:

- (a) To review and deliberate on internal and external examiners reports of all Campuses.
- (b) To discuss the general performance of all Students for all Campuses, and give recommendations on the same to the Academic Board for approval.
- (c) To initiate, discuss and recommend admission and examination policies to the Academic Board.
- (d) To propose External Examiners to the TPSC Academic Board.

### **3.7. TPSC Academic Board**

The Academic Board (AB) shall be responsible to the Ministerial Advisory Board (MAB), for the procedural, quality control and administration of Education, Training, Research and Consultancy within the College and shall have the following specific functions:-

- (a) To develop academic strategy related to the College portfolio prior to its consideration by MAB including consideration of the viability of academic programmes.
- (b) To approve, suspend and discontinue programmes.

- (c) To authorize new programmes (concept notes) to proceed to academic development and approval.
- (d) To authorize collaborative programmes with approved partner(s) to proceed to an approval event.
- (e) To receive, consider and approve/disapprove recommendations made to it on: Examinations results from Internal Examiners Board (IEB) and College Examiners Board (CEB), curriculum of any course offered by the College department, students' admission in respect to a diploma, certificate or other award of the College and External examiners for all courses offered by the TPSC.
- (f) To receive and consider a summarized report on examination results appeals and examination irregularities cases.
- (g) To decide whether any student enrolled for a diploma, certificate or other award of the College has attained the necessary requirements and then approve for the grant of such diploma, certificate or other award of the College.
- (h) To consider and approve/disapprove matters relating to students' project, research and field attachments
- (i) To consider and approve/disapprove matters relating to research, consultancy and publication within college.
- (j) Monitor academic audits in respect of each College department at regular basis and spearhead quality assurance and control of the college programmes.
- (k) To make proposals to the MAB on matters relating to the conduct of academic issues in an effort to improve academic performance.
- (l) To perform such other academic duties and functions as may be assigned or prescribed, by the MAB from time to time.
- (m) To call any TPSC employee at its meeting as and when required.

### **3.8. The Ministerial Advisory Board**

The Board responsibilities shall be to:

- (a) Advise the Minister on the performance of TPSC;
- (b) Approve Agency Plans and Budgets;
- (c) Monitor TPSC performance;
- (d) Advise on the implementation of core functions of the Agency;
- (e) Approve Examination results;
- (f) Advise on the development and maintenance of a strategic framework;
- (g) Set priorities and annual performance targets for TPSC;
- (h) Consider TPSC annual reports and accounts; and
- (i) Evaluate TPSC performance.

### **3.9. Examination and Students By-Laws**

Please consult the College Examination Regulations (2017) and Students By-Laws (2017) Revised Edition 2020 documents available in campus libraries and on the College website: [www.tpsc.go.tz](http://www.tpsc.go.tz) for more information.

The examination regulations are detailing issues relating to academic conduct. These in a nutshell contain: application and admission procedures, semester assessment and administration, sickness and absenteeism, examination irregularities, handling academic disciplinary issues, conditions for progression etc.

On the other hand, Students By-Laws are concerned with non-academic matters pertaining personal behavioural offences conducted mainly on campus and hostels. Also students' by-laws have provisions that contain offences conducted off campus areas on issues that seem to tarnish the image of the College.

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## CHAPTER FOUR

### REGULATIONS GOVERNING FIELD WORK PRACTICE

#### 4.1 Introduction

This chapter establishes standards and provides guidelines for conducting research and projects. The chapter identifies the general standard and criteria for field work and reporting standards related to the field of study.

Tanzania Public Service College (TPSC) as a College for Public servants its main objectives are to improve quality, efficient and effectiveness of public service. To achieve this competence based training is provided in order to meet the market demand, customer needs and preference. Field work enables Students to acquire necessary skills and attitude towards work in the public and private sectors.

#### 4.2 Objectives

The purpose of the field practice is to give Students opportunities to apply theories and knowledge learned in the classroom into real work situation in the field. In practice, each Student is expected to develop his/her own specific learning objectives. However the general objectives include the following:-

- (i) Improve skills of working with clients/customers to identify and assess a problem situation, set objectives, develop alternatives, and undertake shared responsibilities for an action plan;
- (ii) Provide opportunities to explore personal attributes, particularly values and attitudes in the complex roles as professionals. Students are expected to understand and come to terms with their own potential strengths and limitations;
- (iii) Strengthen understanding of mutual aid with various resource and support systems in the community;

- (iv) Strengthen the ability to work collaboratively with members of different professional backgrounds.
- (v) Develop capacity to initiate non-learning activities including the ability to seek and use consultation and supervision effectively.
- (vi) Develop independent workload management skills and record keeping
- (vii) Demonstrate knowledge of legal and policy issues in practice.

### **4.3 Placement Procedures**

- (i) Students search for field work attachment to various/different organization institution MDAs. Then they seek recommendation letters from the Heads of Departments.
- (ii) TPSC and students shall search for available places for field work and allocate Students.
- (iii) Interested organization / ministries come to TPSC and request for Students who can work for field work.

### **4.4 Field Work Programmes / Project Research Paper**

#### **4.4.1 Field Works for Basic Technician Certificates NTA Level 4**

This is a one-month field Practice scheduled to take place one month before the end of the second semester. The participants will be assessed in the fields and be required to produce a field practice report. The field attachment shall aim at exposing the Student to real working situation of professional routine activities.

#### **4.4.2 Field Works for Technician Certificates NTA Level 5**

This is a one month field Practice scheduled to take place one month before end of the second semester. The participants will be assessed in the fields and be required to produce a field practice report. The field attachment is aimed at exposing the Student to real working situation of professional activities.

#### **4.4.3 Industrial Training (Field Works) for Higher Diploma NTA Level 7**

This is a two months (8 weeks) duration field attached scheduled to take place at end of the third semester. Students shall be assessed both in the fields and at school after producing industrial training report. The field attachment is aimed at exposing the students to the real working places of their profession with many challenging situations.

#### **4.4.4 Project Paper for Diploma NTA Level 6**

The Students will be required to go to the field at the end of the second semester to collect the needed data after writing a research proposal as per research question/topic directed towards solving a specific problem as per specialization and produce a comprehensive research report which will be submitted at the end of the second semester. This module carries 10 credits.

#### **4.4.5 Research Paper for Higher Diploma NTA Level 8**

This is planned to take place in the second semester of the third year whereby a learner will be required to undertake a research and write a research paper. The research paper focuses on the competences acquired during the in class programme period forming part of the assessment and aimed at solving specific problem in the area of specialization. Students will be required to: write research proposal, collect needed data, and write final research paper.

### **4.5 Ground Rules**

The ground rules are general rather than specific and are intended to provide guidance to the behaviour of Students and staff.

- Telephone: The use of mobile telephones in class, library and official meetings is prohibited
- Food and Drinks: Food drinks and chewing gums are not allowed to be taken in the classrooms, or in the library or hostel.

- Smoking: Smoking is not allowed in classroom, library, hostel room and any other public area.
- Visitors and Guests: Personal guests are not allowed to contact Students in classes, in library and in hostel rooms
- Dressing: Wearing suits for ladies is a must Modest/decent dressing is expected, see through, over tight clothing and jeans dressings are strictly prohibited. Male Students are encouraged to wear suits otherwise decent trouser, shirt and tie are obligatory.
- Class Attendance: Not less than 85% although under normal circumstances attendance should be 100%
- Vehicles: For Dar es Salaam parking inside the compound is limited hence only management should park their vehicles inside. Others should park their cars outside the compound. For Tabora campus all cars may be packed inside the compound.
- Mails: Residential Students may make use of TPSC address but their mail will be delivered through their pigeon holes assigned to each Student.
- Health Care: For day Students health care is their personal responsibility whereas for residential Students they should deposit Tshs.10,000/= replenish able on a term-basis. Any balance remaining on completion of their studies will refundable.
- Insurance: All types of insurance cover are the personal responsibility of individual Students.
- Sports: Sports will be coordinated centrally by TAPSSO through the Ministry responsible for sports of each campus.
- Religious matters: RELIGIOUS matters are the private and personal responsibilities of individual Students and the college does not offer worship places nor transport for the purpose.

- Hostel Regulations: Residential Students will be governed by a tenancy agreement, which they must sign on being given a room.
- Students Union: All long-term Students must be members of TPSC Union.
- Discontinuation from studies: Student shall be discontinued from studies if due to many unethical and such as:
  - i. Engage in any unlawful activities or student strikes.
  - ii. Rape or sexually abuse fellow student;
  - iii. Insult or commit perjury
  - iv. Disrespect TPSC staff and contractual staff, through insult or physical abuse;
  - v. Fail to observe examination regulations
  - vi. Failure to attend 85% of classes without valid reasons
  - vii. Steal public or College property
  - viii. Does not adhere to TPSC or NACTE rules and regulations.



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## CHAPTER FIVE

### PUBLIC SERVICE EXAMINATIONS

In line with the Current Public Service Act No. 8 of 2002 as amended in 2008 and a circular letter number C/CB.49/177/01A/46 dated 13th January, 2003. The Tanzania Public Service College has been given the mandate to run the Public Service Examinations which were formally run by the Public Service Commission. Public Service Examinations (PSE) are primarily provided for public servants who are obliged by their respective schemes of service to undertake to enable them meet certain criteria for their promotions.

#### 5.1 Current Examination Centres

Below are the examinations centres set to suit convenience of candidates with regards to their workstations.

S/N	EXAMINATION CENTRES	COURSES REVIEWED
1.	DAR ES SALAAM CAMPUS	All courses
2.	TABORA CAMPUS	All courses
3.	SINGIDA CAMPUS	All courses
4.	TANGA CAMPUS	All courses
5.	MTWARA CAMPUS	All courses
6.	MBEYA CAMPUS	All courses

#### 5.2 Examination Dates

The Tanzania Public Service College shall conduct PSE examinations two times per calendar year between end of January and end of June every year.

### **5.3 List of the Examinations**

The following are the list of the Examinations to be conducted:

1. Kiswahili Kigumu
2. Higher Standard Government Accounting (HSGA)
3. Higher Standard Stores Management (HSSM)
4. Higher Immigration Law (HIL)
5. Lower Immigration Law (LIL)
6. Qualifying Law for Administrative Officers (QLA)
7. Qualifying Law for Division Officers (QLD)
8. Qualifying Law for Labour Officers (QLL)
9. Proficiency Examinations for Social Welfare Officers (PSW)
10. Proficiency Examinations for Human Resource Officers (PHR)
11. Proficiency Examinations for Records Officers (PRO)
12. Higher Standard Records Management (HSRM)
13. Auditors Qualifying Examinations (AQE)
14. Higher Standard Telephone Operators (HSTO)
15. Kiswahili Kigumu (KK)
16. Management Development For Executive Assistant (MDEA I & II)
17. Special Youth Work Examination (SYWE)

### **5.4 Conditions for PSE Examination Registrations:**

- (a) Public Servants intending to sit for any of the above named examination should submit their application forms dully completed together with an appropriate fee to TPSC.
- (b) The application forms can be obtained from College website [www.tpsc.go.tz](http://www.tpsc.go.tz) .

- (c) No one will be allowed to sit for these examinations unless he/she can provide proof that he/she has attended review courses at TPSC or any other training institutions acceptable for the purpose.
- (d) Applications received after the closing date of registration will not be accepted.

## **5.5 PSE Examination Regulations**

- (a) Candidates must follow all instructions given by invigilators
- (b) Examinations will be done on days and date indicated in the timetable, and all Examinations will be done on days and time as shown.
- (c) Candidates are supposed to be in their Examination rooms at least half an hour before starting the Examination.
- (d) It is prohibited for Candidates to enter in the Examination room half an hour late after starting the Examination and as well candidate are not allowed to go out of the examination room before half an hour has elapsed from the commencement of the paper.
- (e) It is prohibited for Candidate to enter in the Examination room with pieces of paper, books hand-outs and other unauthorized materials except those which the College allows. Candidates of Judiciary Laws and Immigration Law will be allowed to enter the Examination rooms with clean copies of law books only. Exercise books, notes and any other written materials of laws are not allowed.
- (f) Candidates will sit in the Examination room according to the Examination numbers.
- (g) It is prohibited for Candidates to take or communicate in any way between them during the examination. A Candidate should raise his/her hand when wishing to communicate with the invigilator.

- (h) Every Candidate is supposed to write his/her Examination number on every page of the Examination answer book. It is crime for a Student to write an Examination number of his/her fellow learner and such a will be seen to be deceiving and his/her Examination will be cancelled.
- (i) Every Candidate is required to answer questions with clarity using the appropriate language and should use in pen or ink pen blue or black.
- (j) Candidate should stop writing immediately after the order of the invigilator
- (k) Smoking and mobile phones in Examination rooms are strictly prohibited.
- (l) A Candidate who will be proven to lie/be delusive in doing Examination his/her Examination will be cancelled and his/her employer will be notified accordingly.
- (m) It is prohibited to take out of the Examination room an Examination paper before the time for doing the paper is over.
- (n) Candidates should seat within two (2) years after his/her first sitting examination.

## **5.6 PSE Review Programmes**

The Tanzania Public Service College (TPSC) conducts 3 weeks intensive review programmes for all of the above listed examinations for Learners who are aspiring to sit for the Public Service Examinations. The centres for the training are Dar es Salaam, Tabora, Mtwara, Mbeya, Singida and Tanga. The Tuition fee for the programmes is Tsh. 500,000/= payable to the college before commencement of training. The examination fees without attending review programmes is Tshs 100,000/= and application fee is Tshs 20,000/=.

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## CHAPTER SIX

### EXECUTIVE DEVELOPMENT AND PERFORMANCE IMPROVEMENT PROGRAMMES

#### 6.1 Introduction

The majority of existing staff at lower and middle levels have not been adequately developed. As a result of this much of their potential has not been tapped and their contribution to organizational performance could be enhanced through appropriate competence based training. The Executive Development Programme provides a broad based vocational training programme, which is need based and contributes towards enhancing staff knowledge and skills.

#### 6.2 Aims

The Executive Development Programme aims to:

- (a) Develop managerial capabilities of all staff from different functional areas to manage and contribute at improving organizational performance.
- (b) Prepare promising young professionals for future leadership roles in their Ministries, departments and Agencies.
- (c) Meet the aspirations and needs of managers to attain professional and practical knowledge in leadership, management and administration.

#### 6.3 Methodology

The training methodology is skills – oriented and competency-based training in the form of a mix of interactive class room lectures, case study analysis, presentations, problem solving exercises, structured discussions and extensive use of multimedia that emphasis on application and team work. A team of experts designs all programmes

with proven experience in industry and Government, to make modules relevant.

#### **6.4 Entry Requirements**

Participants do not need formal qualifications to participate in some of the programmes. For advanced modules, previous relevant training programmes attended will be required. Participants are expected to have the relevant work experience on the course they wish to attend, Ministries, Departments and Agencies need to have the means to satisfy themselves that participants have the level of intellectual ability and personal drive required to meet the demands of the programme.

#### **6.5 Programmes Offered**

TPSC has been instrumental in designing customer based training programmes that contribute to leadership and managerial development. The following table indicates core areas of TPSC's competence and programmes they offer. TPSC will advertise these programmes through mass media. Application forms can be downloaded from TPSC's webpage: [www.tpsc.go.tz](http://www.tpsc.go.tz).

#### **6.6 Some of the Short Courses Offered**

The following is the list of some of the short courses offered by Tanzania Public Service College in all branches, i.e. Dar es Salaam, Tabora, Mtwara, Singida, Tanga and Mbeya:

1. The Role and Powers of the Audit Committees in the Public Service
2. Effective Customer Service Skills for Public Health service delivery staff
3. Project Control, Monitoring and Evaluation
4. Financial Management and Mobilization in Local Authorities
5. Change Management

6. Electronic records management for effective electronic government
7. Basic Records and Information Management
8. Financial Records Management
9. Effective office management and administration skills
10. Prioritization of projects and capital budgeting (Investment Appraisal)
11. Procurement and contract management
12. Records management skills for improved decision making and good governance for Action Officers in the Public Service
13. Strategic Leadership in Public Management
14. Security and disaster management for organisations business continuity
15. User involvement in the system development process

### **6.7 Consulting Areas**

One of the core areas that TPSC is involved in is providing consultancy services to the public for improved public service delivery, policy formulation and process re-engineering. The following are the key areas that the college is involved in consulting:

1. Strategic and Business Planning
2. Human Resource Development Plan
3. Performance Management Systems
4. Governance and good governance
5. Information and Communication Technology
6. Development of ICT and Web based Systems
7. Records and Archival Management
8. Development of Client Service charter

9. Internal Control and Fraud Detection
10. Risk Management
11. Records Practice baseline survey
12. Performance Gap Analysis
13. Organizational Structure Review and Development of Schemes of Service
14. Development of Strategic Plan ( Corporate Plan)
15. Open Performance Review and Appraisal System (OPRAS)
16. Policy formulation and reviews (including Regulatory Impact Assessment)
17. Process re-engineering including organisational and functional reviews
18. Training Needs Assessment
19. Financial Management –systems and methods
20. Curriculum Development (DACUM methodology)
21. Development of Organizational Human Resource Competence frame works
22. Job Analysis and Evaluation



## CHAPTER EIGHT

### LIST OF TPSC STAFFS



### DAR ES SALAAM – HQ

#### List of TPSC Staff at Dar es Salaam HQ

SN	FULL NAME	QUALIFICATIONS	DESIGNATION / TITLE
1.	Ernest Mbonesho	Doctor of Philosophy in Accounting and Finance	Senior Lecturer/Ag. Rector and CEO / DR(PFA)
2.	Theresia Mnararara	PhD in Ethics	Senior Lecturer /Ag. DR(ARC)
3.	Baraka John Mwabenga	M.A. in Human Resources & Employment, B.A. in Public Administration	Principal Human Resource Officer II / Ag. Director (HR&A)
4.	Ramadhan E. Kauzen	Msc in Human Resource Management	Principal Human Resources Officer II

SN	FULL NAME	QUALIFICATIONS	DESIGNATION / TITLE
5.	Jovinus T. Christopher	Masters in Supply Chain Management	Senior Procurement Officer / Ag. Manager - PMU
6.	Tumuheirwe W. Tilwetwa	Bachelor of Business Administration (Procurement and Supply Management)	Supplies Officer I
7.	Clara Alfred Kinyondo	Masters of Business Administration	Assistant Lecturer
8.	Shakiru Abdulkarim	MBA (Marketing), B.A (General)	Public Relations and Marketing Manager
9.	Hermes A. Assenga	MSc(Computer aided systems software	Assistant Lecturer / Registrar
10.	Elibarick R. Mushi	MSc. In information Systems, BA. Information Systems	Assistant Lecturer/ Quality Assurance Manager cum Head of ICT
11.	Omary Mjenga	Masters in Security and Strategic Studies; Masters in Political Science and International relations	Assistant Lecturer
12.	Moses Nanyaro	Bachelor of science in computer and information security	ICT Officer I
13.	Neema Omary Umande	Management Development Assistant level 1, Dip. Sec. Studies	Executive Assistant I

SN	FULL NAME	QUALIFICATIONS	DESIGNATION / TITLE
14.	Mariam A. Mwamzanya	Management Development Assistant level 1, Dip. Sec. Studies	Executive Assistant I
15.	Hellen Clara Mwakatage	Management Development Assistant level 1 & II, Dip. Sec. Studies	Executive Assistant II
16.	Felicianus R. Richard	Ordinary Diploma in Records Management	Records Management Assistant I
17.	Yaaqub S. Mohamed	Ordinary Diploma in Records Management	Records Management Assistant I
18.	Musa S. Ally	STD VII	Principal Office Assistant
19.	Rose S. Kageza	STD VII	Principal Office Assistant
20.	Marselina J. Foi	Certificate	Senior Office Assistant
21.	Steven S.Brandani	Bachelor of Finance, CPA(T)	Senior Accountant /Ag. Manager of Finance and Accounts
22.	Mwanaidi A. Mdee	Bachelor of Arts in Project Planning, MGT & Community Development	Senior Planning Officer I
23.	Adelaida Muganyizi	Master of Business Administration (Human Resources Management)	Principal Marketing Officer I

SN	FULL NAME	QUALIFICATIONS	DESIGNATION / TITLE
24.	Flora Msola	Masters of Science in Finance & Investment	Accounts Officer I
25.	Ibrahim Mponzi	Bachelor Degree in Economics	Planning Officer II
26.	Joseph S. Senka	ADA,PGDBA,MPA	Senior Accounts Officer
27.	Emilia Maingu	Masters of Business Administration in Finance	Principal Internal Auditor Officer II
28.	Esta Mshana	Bachelor Degree	Supplies Officer II
29.	Priscilla B. Mushi	Masters of Bussiness Administration in Corporate Management, Post Graduate Diploma in Accountancy, Advanced Diploma in Accountancy	Principal Internal Auditor Officer II
30.	Rosemary Tegekwa Sago	MA (Public Administration), Bachelor of Arts in Political Science & Sociology	Senior Human Resource and Administrative Officer
31.	Maurid Dadi Mohamed	Form IV	Driver
32.	Sabri Issa Mkapucha	Form IV	Driver



## DAR ES SALAAM CAMPUS

### List of TPSC Staff at Dar es Salaam Campus

#### Academic Staff

SN	Name	Designation	Education
1	Mussa A. Ligembe	Assistant Lecturer	Master Degree (Community Economics Development)
2.	Anzuruni Maulidi Katunka	Assistant Lecturer	Master Degree (Computer Science & Technology)
3.	Aloycia Ferdinand Mgovano	Asst. Tutor II	Bachelor Degree in Secretarial Studies & Administration
4.	Aziza Khatibu Lusingo	Senior Tutor II	Bachelor Degree in Politics & Management of Social Development

SN	Name	Designation	Education
5.	Benedict Baraka Stambuli	Assistant Lecturer	Master of Arts in Economics
6.	Bertha Sabini Mturi	Tutorial Assistant	Post Graduate Diploma (Mgt of Foreign Services)
7.	Dr. Emmanuel Laurent Tandika	Lecturer	Phd (Business Admin and HR Management)
8.	Esther Laurian Rugeiyamu	Asst Tutor II	Diploma in Secretarial Studies
9.	Esther Lyatuu	Asst Tutor II	Diploma in Secretarial Studies
10.	Faidha Mbaraka Juma	Asst Tutor II	Diploma in Secretarial Studies
11.	Gerald James Kondowe	Assistant Lecturer	Msc (Economics) Ma (Rural Development)
12.	Gervas Michael Kolola	Assistant Lecturer	Master of Philosophy in Public Admin. and Organisation Theory
13.	Glory Humphrey Lyimo	Assistant Lecturer	Msc. in Human Resource Management
14.	Hamad Chacha Marwa	Assistant Lecturer	Master Degree in Records & Archives Mgt, MBA (Corporate Mgt)
15.	Happiness Nathanael Masindi	Tutorial Assistant	Bachelor in Records, Archives & Information Management
16.	Hosea George Njovangwa	Assistant Lecturer	Msc. in Management Information System
17.	Ibrahimu Hussein Masanja	Assistant Lecturer	Masters of Science Information Technology (Project Mgt)

SN	Name	Designation	Education
18.	Janeth Edward Mushi	Assistant Lecturer	Msc. in Human Resource Management
19.	Johnson Stephen Kemhe	Assistant Lecturer	Msc. in Procurement & Supply Chain Mgt
20.	Juliana Paul Mwalusamba	Asst Tutor II	Diploma in Secretarial Studies
21.	Julieth Zacharia Makobelo	Assistant Tutor II	Diploma ( Secretarial Studies)
22.	Khadija Mohamed Ramadhan	Tutorial Assistant	Bachelor of Public Administration In Records & Archives Mgt.
23.	Lucy Wilfred Kessy	Senior Tutor II	Bachelor Degree (Office Mgt & Secretarial Studies) Post Graduate (Records Management)
24.	Magreth Njele Mfinanga	Assistant Lecturer	Msc (Human Resource Management)
25.	Maisho Taube Kadori	Tutorial Assistant	Bachelor of Public Administration in Records & Archives Mgt.
26.	Maneno Samwel Mashauri	Asst Tutor II	Diploma in Secretarial Studies
27.	Mariam Mustafa Kuhenga	Lecturer	Master of Arts in Public Administration
28.	Martina Luhwera Gasper	Assistant Lecturer	Msc (IT & Mgt)
29.	Obote Moses Mwailunga	Tutorial Assistant	Bachelor of Arts in Education
30.	Peter Aron Kanyebele	Assistant Lecturer	Msc. in Applied Statistics

SN	Name	Designation	Education
31.	Quinter Mishell Okechi	Assistant Tutor II	Diploma (Secretarial Services)
32.	Rahel Nasoni Mkoma	Assistant Lecturer	Master of Public Policy
33.	Ruthy Henry Arika	Tutorial Assistant	Bachelor of Public Administration
34.	Valentine Laurent Sanga	Assistant Lecturer	M.A (Information Studies)
35.	Tumaini Ildephonce Mabamba	Assistant Lecturer	Bachelor Degree of Science with Education Bs (Ed), MBA (IB), MRPP

### Supporting Staff

SN	Full Name	Qualification	Designation/Title
1.	Alatanga Athumani Mhelela	Senior Information, Communication and Technology Officer I	Master Degree Business Administration (Information Technology Management)
2.	Chiku Moshi Chang'a	Records Mgt Officer I	Master of Records and Archives Mgt
3.	Eline Elisha Mollel	Executive Assistant I	- Diploma (Secretarial Studies) - MDEA I & II
4.	Emmanuel David Lyimo	Information, Communication Technology Officer II	Bsc (Computer Eng. & IT)
5.	Grace Traseas Buberwa	Records Mgt Officer I	Bachelor (Library & inf Studies)



SN	Full Name	Qualification	Designation/Title
6.	Hamisi Mzee	Library Officer I	Master of Arts in Information Studies
7.	Happia Richard Mnyonge	Senior Office Assistant	Certificate in Office Asst. - VETA
8.	Ketrina John Makobwe	Principal Admission Officer II	MA(Development Studies) MBA (HRM)
9.	Juma Ally Athuman	Driver II	Form IV NIT Certificate
10.	Lilian Jones Saronga	Human Resource Officer I	Msc. HRM + PHR
11.	Magelane Alex Fumbuka	Principal Internal Auditor II	MBA (Corporate Finance) + CPA
12.	Musyani Maclean Lutaja	Senior Marketing & Information, Education, Communication Officer	Msc. (Marketing)
13.	Nakivona Hashim Rashid	Principal Library Officer II	Masters of Information Studies (Libraries & Info Studies)
14.	Suzana Samson Swila	Library Officer I	Bachelor (Library and Inf Studies)
15.	Violet Boniphace Haule	Senior Accountant	MBA (Finance), CPA
16.	Zera Peter Mtebene	Principal Admission Officer II	MBA (HRM)



## TABORA CAMPUS

### List of TPSC Staff at Tabora Campus

#### Academic Staff

SN	Full Name	Qualifications	Designation/ Title
1.	Felister Leo Akonaay	Master of Laws - University of Dar es Salaam, Postgraduate Diploma in Legal Practice - Law School of Tanzania, Bachelor Degree in Law - Mzumbe University.	Campus Director
2.	Fadhili Shabani Mtinda	Master of Human Resource Management – OUT, Bachelor of Education in Policy, Planning and Management – UDOM.	Manager of Programmes
3.	Rahma Abdulrahman Mabrouk	MA(Public Administration) - MZUMBE, Bachelor (Public Administration) Kampala International University	Assistant Lecturer

SN	Full Name	Qualifications	Designation/ Tittle
4.	Dionysius Joseph Msilikare	MSc (Accounting & Finance) - MZUMBE, Bachelor (Accounting and Finance) - Mzumbe	Assistant Lecturer
5.	Given Publies Simkwai	Bachelor (Office Management and Secretarial Studies) - Nkumba University	Tutorial Assistant
6.	Richard Nkunda Manase	BA (Procurement and Logistic Management) Mzumbe	Tutorial Assistant
7.	Rudovick Ngemela Brevius	MA (Public Administration), BA (Education) UDSM	Assistant Lecturer
8.	Abdul Omar Maziko	Bachelor of Office Management and Secretarial Studies - Nkumba University	Tutorial Assistant
9.	Vaileth Fredy Lusana	Bachelor of Public Administration in Records & Archives Management - MZUMBE	Tutorial Assistant
10.	Lilian Julian Shio	Bachelor of Public Administration in Records & Archives Management - MZUMBE	Tutorial Assistant
11.	Athanas Marco Garaba	MA (Educational Management & Planning) - SAUT, BA of Science with Education - SUA	Assistant Lecturer
12.	Eliamani Lukumay Mathayo	Bachelor of Public Administration in Records & Archives Management - MZUMBE	Tutorial Assistant

SN	Full Name	Qualifications	Designation/ Tittle
13.	Jane Msendo Mkama	Bachelor Degree of Education in Adult and Community Education - University of Dar es Salaam	Tutorial Assistant
14.	Sumilabana Nenetwa Renatus	MBA(Information technology Management)-COVENTRY University, Advanced Diploma in Information Technology - Institute of Accountancy Arusha	Assistant Registrar
15.	Faith Hussein Ngulen	MA (Information & Communication Technology for Development) - CBE, Bachelor of Information Technology - Kampala International University	Assistant Lecturer
16.	Nuru Ramadhani Lyana	Bachelor(secretarial studies) TPSC Certificate secretarial studies-TPSC	Tutorial Assistant
17.	Bilenjo Nyangasi Japhet	BA (Public Administration in Records & Archives Management) MZUMBE	Tutorial Assistant
18.	Sauda Kassim Msaba	BA (Public Administration in Records & Archives Management) MZUMBE	Tutorial Assistant
19.	Shafii Issa Johari	BA (Public Administration in Records & Archives Management) MZUMBE	Tutorial Assistant
20.	Abadan Nyahurungo Haruna	Bachelor of Arts with Education - University of Dar es Salaam	Tutorial Assistant

SN	Full Name	Qualifications	Designation/ Tittle
21.	Johanitha Murungi Pastory	Diploma in Secretarial Studies - TPSC	Assistant Tutor

### Supporting Staff

S/N	Full Name	Qualifications	Designation/ Tittle
1.	Felix Aloyce Kweka Nsuri	MBA(Procurement & Supply Management)- Institute of Accountancy , Bachelor of Arts in Procurement & Supply Management- MUCCoBS	Procurement Officer I
2.	Lightness Duncan Oyuke	MSC(Information& Technology) - UTARA UNIVERSITY, Advanced Diploma in IT- IFM	Principal ICT Officer II
3.	Zakia Haroun Swai	Bachelor of Arts in Library and Information Studies - Tumaini University	Library Officer I
4.	Dastan Baltazary Kingalu	Bachelor in computer science – St Joseph University Tanzania	Admission Officer I
5.	Digna Joachim Masacky	Bachelor Degree of Library and Information Studies- Tumaini University	Library Officer I
6.	Lalila Kisika Maingu	Diploma in Secretary Management - TPSC	Personal Secretary I

<b>S/N</b>	<b>Full Name</b>	<b>Qualifications</b>	<b>Designation/ Title</b>
7.	Jacqueline John Haule	Diploma in Records Management - TPSC	Senior record management assistant
8.	Subilaga Alfred Mwangupili	Advance diploma in information technology (IT) - IFM	Senior Admission Officer I
9.	Haika Audox Masoud	Bachelor Degree in Human Resource Management	Human Resource Officer II
10.	Kaombwe Simba Kiyungi	Certificate of Driving - VETA	Principal Driver I

*Mtwara Campus***MTWARA CAMPUS****List of TPSC Staff at Mtwara Campus****Academic Staff**

S/N	FULL NAME	QUALIFICATION	DESIGNATION/ TITLE
1.	Juslina Tuzza	Master of Arts with Education UDSM, BA Arts with Education St. John's University of Tanzania Dip.in Education Marangu Teacher's College.	Campus Director/ Assistant Lecturer
2.	Seleman Ally Mpelumbe	MA Ed Planning & Admn. (Ruaha Cath Univ.), BA Arts in Public Admin. (Dodoma Univ.), Dip in Ed (Songea TC)	Manager of Programs/ Assistant Lecturer
3.	Gasper T. Kisinza	Master. D in HRM, BA of Public Administration Mzumbe University,	Ass. Lecturer

S/N	FULL NAME	QUALIFICATION	DESIGNATION/ TITLE
4.	Vaileth R. Mtanga	Master. D in HRM, BA of HRM Mzumbe University	Ass. Lecturer
5.	Jeremiah Kajangwa	BA Public Admn. in Records & Archives Mgt. (Mzumbe Univ.), Dip. in Records & Archives Mgt. (TPSC)	Tutorial Assistant
6.	Oswini Raymond Clemence	BA Public Admn. In Records & Archives Mgt. (Mzumbe Univ.)	Tutorial Assistant
7.	Suzan Faruck Kawala	BA Public Admn. in Records & Archives Mgt. (Mzumbe Univ.)	Tutorial Assistant
8.	Ruth Henry Arika	BA Public Admn. (Mzumbe Univ.)	Tutorial Assistant
9.	Deogratius Anjelo Sanga	BA of Computer Science St. Joseph, Diploma in Secondary Education Kleruu Teachers College	Tutorial Assistant
10.	Moza Yahaya Sultan	BA in Public Administration in Record and Archives Management Mzumbe University, Diploma in Record Management TPSC, Certificate in Record Management TPSC	Tutorial Assistant
11.	Rafaela William	BA of Secretarial Studies and Administration TPSC, Diploma in Secretarial Studies TPSC, Certificate in Secretarial studies VETA	Tutorial Assistant



S/N	FULL NAME	QUALIFICATION	DESIGNATION/ TITLE
12.	Thomas Magile	Diploma in Secretarial Studies TPSC, Certificate in Secretarial Studies TPSC	Assistant Tutor
13.	Aman R. Mnkeni	BA of Science in Information Science MOI University, Diploma in Records Management	Tutorial Assistant
14.	Jasper E. Marisanga	BA of Education Major in Accounting Minor Management	Tutorial Assistant
15.	John Julius Nzunda	Master D in Public Administration UDOM, BA of education University of Arusha, Diploma in Education Tukuyu Teachers College	Ass. Lecturer
16.	Sumilabana Rensus Nenetwa	Bachelor D. BA in Info. Technology, Master Degree in BA. Info. Technology-Coventry University	Tutorial Assistant
17.	Ausi Kaidu Nchimbi	BA. PSPA with Geography – UDSM, Master D. HRM – OUT	Assistant Lecturer
18.	Nicholaus Ngulo	BA. With Education – Eckenford Tanga University	Tutorial Assistant
19.	Georges M. Ngonyani	BAEd. –UDSM MAEd. (Admin, Planning & Policy Studies) - OUT	Assistant Lecturer
20.	Daniel Zacharia Kityege	MA Business Admn. – Finance & Banking (Tumaini Univ.), Advanced Dip. in Accountancy (TIA).	Assistant Lecturer

S/N	FULL NAME	QUALIFICATION	DESIGNATION/ TITLE
21	Nkwani N. Masalu	Bachelor of Office Management and Secretarial Studies	Tutorial Assistant

### Supporting Staff

S/N	FULL NAME	QUALIFICATION	DESIGNATION/ TITLE
1.	Mahamudu Omari Abdallah	Bachelor of Science in Comp. Science (UDSM)	Admission Officer I / Ass. Registrar
2.	Benson Katabaro	BA in Library & Info. Studies (Tumaini TUDARCO –DSM)	Library Officer I/ HOD-Library
3.	Silvery Peres Magambo	Engineering, Adv. Dip. in Comp. Science Technician Cert. in Water Supply	Senior ICT Officer I
4.	Leticia Ernest Malambika	Diploma in Record Management TPSC, Certificate in Record Management TPSC	Senior Records Management Assistant
5.	Salama Jafari Namoyo	Diploma in Record Management TPSC, Certificate in Record Management TPSC	Records Management Assistant I
6.	Haruna A. Haruna	FORM IV & Driving Course	Driver



## SINGIDA CAMPUS

### List of TPSC Staff at Singida Campus

#### Academic Staff

S/N	NAME	QUALIFICATIONS	DESIGN/TITLE
1.	Dr. Hamisi Amani Nalinga	BA (With Education) UDSM, MA (Linguistics) UDSM, PhD (Linguistics) UDSM	Lecturer and Campus Director
2.	Martin Lunogelo Fute	Bachelor Degree of Political Science and Public Administration (hon)-UDSM. Master of Public Administration-Mzumbe University	Assistant Lecturer and Ag. Head Human Resource and Administration Depart.

S/N	NAME	QUALIFICATIONS	DESIGN/TITLE
3.	Emmanuel Samu Masewa	BA – Law (LLB) – Mzumbe University	Tutorial Assistant and Head Department of Public Administration, Leadership and Management
4.	Prisca Julius Chacha	B.A (Public Admin. - Records and Archives Mgt.) – Mzumbe University	Tutorial Assistant and HoD Department of Records and Archives Management
5.	Cecylly Cornel Ngudungi	PGD (Records, Archives and Information Management) - TPSC; BA (Lib & Information Studies) - Tumaini University; Ordinary Diploma. (Records Management) - TPSC, Certificate (RAM) - TPSC	Tutorial Assistant and Head of Library
6.	Assumpta Wambura Alexander	Bachelor Degree in Office Management and Secretarial Studies- Mkumba University; Ordinary Dip. in Secretarial Studies - TPSC Tabora	Tutor I and HoD Department of Office Management and Secretarial Studies (OMAS)
7.	Lameck Sospeter Kashaija	Master of Arts in Records Management – UDSM, B.A (Pub Admin in Records and Archives Management) – Mzumbe University	Assistant Lecturer
8.	Karolina Petronila Chaligha	MBA (HRM)- (SAUT); BBA - UDSM	Assistant Lecturer

S/N	NAME	QUALIFICATIONS	DESIGN/TITLE
9.	Neema Cosmas Mahenge	Ordinary Diploma in Secretarial Studies-TPSC-TABORA	Assistant Tutor
10.	Grayson Herman Msakila	B.A (Pub Admin in Records and Archives Management) – Mzumbe University	Tutorial Assistant
11.	Esther Barnabas Maisori	B.A (Public Admin. - Records and Archives Management) – Mzumbe University, Master of Arts in Records Management – UDSM	Assistant Lecturer
12.	Martin Msadick Shimba	BSc. with Education (Informatics and Mathematics) - SUA	Tutorial Assistant
13.	Yusuph Bakary Makulo	BA in Community Development-Tumaini University	Tutorial Assistant
14.	Robert Jasson Lulakwa	BA with Education - TUMAINI MAKUMIRA	Tutorial Assistant
15.	Changella Jumanne Juma	Bachelor Degree in Secretarial Studies-TPSC Dar es Salaam	Tutorial Assistant
16.	Mhija Nkwabi Ng'wanakilala	Degree in Secretarial Studies and Administration Bachelor Degree in Social Work Ordinary Diploma in Secretarial Studies	Tutorial Assistant

**Support Staff**

<b>S/N</b>	<b>NAME</b>	<b>QUALIFICATIONS</b>	<b>DESIGNATION/ TITLE</b>
1.	Mathew Philip Kilasi	MA (Records and Archives Management – University of Botswana), PGD (Scientific Computing - UDSM), Certificate (Network for e-Government) -Okinawa Japan and B.Sc. (Civil Engineering - UDSM)	Principal Admissions Officer I
2.	Suzy Charles Mahalu	Ordinary Dip in Records Management- (TPSC Mtwara)	Records management Assistant I
3.	Lilian Pius Mahiri	Bachelor degree in Procurement & Logistics Management-TIA Mbeya CPSP & PSPTB	Supplies Officer II & Head Procurement Management Unit
4.	Selemani George Dutu	Bachelor in Library and Information Studies -Tumaini University	Library Officer I
5.	Asante Hilmar Luoga	Bachelor of Science in Library and Information Management- Mzumbe University	Library Officer II
6.	Mwajuma Ntandu Bakari	Ordinary Diploma in Secretarial Studies- TPSC	Personal Secretary I
7.	Yusta Aulerian Amandusi	Diploma in Procurement & Supplies Management- Eckernforde University	Assistant Procurement Officer
8.	Livingstone Ruzikamunzia	Bachelor in Accountancy – TIA	Accountant



## TANGA CAMPUS

### List of TPSC Staff at Tanga Campus

#### Academic Staff

S/N	FULL NAME	QUALIFICATION	DESIGNATION/ TITLE
1.	Zawadi N. Rashidi	Master of Education Management and Planning	Campus Director / Assistant Lecturer
2.	Henry Godda	Master of Education (General)	MOP/Assistant Lecturer
3.	Catherine G. Sekumbo	Degree in Secretarial Studies and Administration Ordinary Diploma in Secretarial Studies	Tutorial Assistant
4.	Moses B. Kiunsi	Bachelor in Public Administration and Records Management	Tutor II

S/N	FULL NAME	QUALIFICATION	DESIGNATION/ TITLE
5.	Yuda W. Kyara	MA in Development Management Bachelor of Arts (Education	Assistant Lecturer
6.	Johnas D. Kornelio	Master of Science in Statistic Bachelor of Science with Education	Assistant Lecturer
7.	Grace Mushi	Master of Arts (Education) Degree of Bachelor of Education in Arts	Assistant Lecturer
8.	Silvanus E. Ngata	Master of Political Science and Public Administration Bachelor of Arts	Assistant Lecturer
9.	Gihanamagala B. Busein	Master of Science in Human Resources Management Bachelor of Arts in Public Administration	Assistant Lecturer
10.	James S. Kamata	Bachelor in Public Administration and Records Management	Tutorial Assistant
11.	Eligi A. Shayo	Bachelor of Arts with Education	Tutorial Assistant
12.	Dorice J. Maketa	Bachelor in Public Administration and Records Management	Tutorial Assistant
13.	Chiku S.Chamba	Advance Diploma in Computer Science	Tutorial Assistant
14.	John A. Julius	Bachelor in Public Administration and Records Management	Tutorial Assistant



S/N	FULL NAME	QUALIFICATION	DESIGNATION/ TITLE
15.	Kelvin B. Mwenisongole	Master of Applied Social Psychology Bachelor of Law BA (Education	Assistant Lecturer

### Support Staff

S/N	FULL NAME	QUALIFICATION	DESIGNATION/ TITLE
1.	Andrew Msagamas	Bachelor of Library and Information Science	Library Officer I
2.	Christina R Lukindo	Bachelor of Art on library and Information studies Diploma in Secretarial Studies	Library Officer II
3.	Rodrick E. Moshi	Bachelor of Procurement and Supply Management Certified Procurement and Supplies Professional	Procurement Officer I
4.	John T Mkony	Bachelor in Human Resource Management	Human Resources Officer I
5.	Mdhihiri Amiry Hassan	Diploma in Records Management	Records Management Assistant 1
6.	Ubaldo A. Mdemu	Diploma in Records Management	Records Management Assistant I
7.	Emmanuel Adolf Masenya	Advanced Driver's Certificate Grade 11	Driver II

<b>S/N</b>	<b>FULL NAME</b>	<b>QUALIFICATION</b>	<b>DESIGNATION/ TITLE</b>
8.	Robert Francis Selasela	Degree of Master of Public Administration Degree of Bachelor of Arts (Education)	Principal Admission Officer II
9.	Ibrahim Membe	Master of Education Management and Administration Bachelor of Education in Arts	Principal Admission Officer II
10.	Veronica M. Myovela	Diploma in Secretarial Studies	Personal Secretary I
11.	Doris Atieno Christopher	Certified Public Accountant (CPA), Bachelor in Accountancy	Accountant I



## MBEYA CAMPUS

### List of TPSC Staff at Mbeya Campus

#### Academic Staff

S/N	FULL NAME	QUALIFICATIONS	DESIGNATION
1.	Saidy Raphael Nzagamba	Master's in Applied Mathematical and Computer Science and Engineering- Nelson Mandela Arusha, Bachelor of Education Mathematics-Iringa University (Formerly Tumaini University at Iringa), Diploma in Education (Mathematics & Physics)- Monduli Teachers College, Arusha.	Campus Director / Assistant Lecturer

S/N	FULL NAME	QUALIFICATIONS	DESIGNATION
2.	Helena S. Ndyali	Masters of Ed(Admin Planning & Policy Studies)- OUT BA Ed-OUT	Manager of Programs / Assistant Lecturer
3.	James Mnubi	Bachelor of Ed in Science - UD	Tutorial Assistant
4.	Selemani Nyamkinda	BA (Education)-SAUT	Tutorial Assistant
5.	Dr. Joseph Mbwilllo	BA (Education)- UDSM MA-(Development Studies) UDSM PhD (Development Studies) SUA	Lecturer
6.	Dainess Adongo	Bachelor Public Administration(Records & Archives Management) -Mzumbe University	Tutorial Assistant
7.	Clementina Kyenche	BA(Local Government Management)-Mzumbe University	Tutorial Assistant
8.	Herry Musomba	Bachelor Education(Mathematics)-Teofilo Kisanji University	Tutorial Assistant
9.	George Mwamasika	BS IT-St Joseph University MSc (Computer Science) UDOM	Assistant lecturer
10.	Bahati Mapasa	Bachelor Public Administration(Records & Archives Management) -Mzumbe University	Tutorial Assistant

S/N	FULL NAME	QUALIFICATIONS	DESIGNATION
11.	Prisca George	Bachelor Public Administration(Records & Archives Management) -Mzumbe University	Tutorial Assistant
12.	Livera Tefurukwa	Bachelor Public Administration(Records & Archives Management) -Mzumbe University	Tutorial Assistant
13.	Domina Njunwa	Bachelor Public Administration(Records & Archives Management) -Mzumbe University	Tutorial Assistant
14.	Naikusa Mwamanda	BA(Office Management & Secretarial Studies-Nkumba University Uganda Post graduate in records management (TPSC)	Tutorial Assistant
15.	Veronica Kasake	BA(Office Management & Secretarial Studies-Nkumba University Uganda	Tutorial Assistant
16.	Livin Leon Masawe	Bachelor Public Administration(Records & Archives Management) -Mzumbe, Master of Records Management UDSM University	Assistant Lecturer
17.	Stella Israel Makala	Diploma-Secretarial Studies-TPSC	Tutorial Assistant
18.	Paulina Gerald	Bachelor Public Administration(Records & Archives Management) -Mzumbe University	Tutorial Assistant

S/N	FULL NAME	QUALIFICATIONS	DESIGNATION
19.	Said Hassan	Master of Records & Archives Mgt – UDSM	Assistant Lecturer
20.	Jibson Mlowe	Bachelor of Degree Records, Archives and Information Management - TPSC	Tutorial Assistant

### Supporting Staff

S/N	FULL NAME	QUALIFICATIONS	DESIGNATION
1.	Dickson Katabazi	BA-Library & Information Studies-UD MA-Information Studies-UD	Principal Library Officer II
2.	Magdalena Hosea Mgaya	Diploma-Secretarial Studies-TPSC	Personal Secretary II
3.	Laurent Kapama	Post graduate Diploma in procurement and logistics management (TIA) Advance Diploma in Procurement and supplies management (College of Business education) Certified and supplies professional (procurement and supplies professions and technicians board)	Head, PMU/ senior supplies officer
4.	Ally Seugendo	Bachelor Degree-Accounting-IFM	Assistant Accountant
5.	Passian Stambuli Kimboka	BSc-Mathematics & Statistics-UD MSc-Information Systems-University of Portsmouth	Principal Admission Officer I

<b>S/N</b>	<b>FULL NAME</b>	<b>QUALIFICATIONS</b>	<b>DESIGNATION</b>
6.	Boniface Abel	BA Education-UD MA-Demography UDOM	Senior Admission Officer I
7.	Hussein Massana	Advanced Diploma- Procurement & Supplies Management-CBE	Procurement Officer I
8.	Nuhuman Iddy	Diploma Records Management-TPSC	Senior Records management Assistant
9.	Ben Mwantebe	Form IV	Driver II
10.	William Laiser	Advanced Diploma Public Administration-IDM, Mzumbe Master's in Public Administration-Mzumbe University	Principal Human Resource Officer I
11.	Traud Afya	Diploma Records Management-TPSC	Records Management Assistant I

**FOR MORE DETAILS PLEASE CONTACT:**

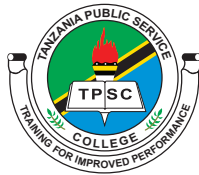
<p><b>Rector and Chief Executive Officer,</b>  <b>TPSC Corporate Office - Headquarter,</b>                  Bibi Titi Road,                  P. O. Box 2574, Dar es Salaam                  Tel: +255-22-2152982-3 / 12153064                  Email: <a href="mailto:tpsc@tpsc.go.tz">tpsc@tpsc.go.tz</a></p>	
<p><b>Director</b>  <b>Dar es Salaam Campus</b>                  Magogoni and Bibi Titi                  P. O. Box 2574, Dar es salaam,                  Tanzania                  Tel: 2123547-9, 2122243,                  2125863, 2118348                  Fax: +255 22 2131849                  Email: <a href="mailto:tpsc@tpsc.go.tz">tpsc@tpsc.go.tz</a>,                  Website: <a href="http://www.tpsc.go.tz">www.tpsc.go.tz</a></p>	<p><b>Director</b>  <b>Tabora Campus</b>                  Itetemia Street, Kanyenye Ward                  P. O. Box 329, Tabora                  Tel: +255 26 2604537/2604278                  Fax: +255 26 2604537                  Email: <a href="mailto:tpsc_tbr@tpsc.go.tz">tpsc_tbr@tpsc.go.tz</a>                  Website: <a href="http://www.tpsc-tabora.go.tz">www.tpsc-tabora.go.tz</a></p>
<p><b>Director</b>  <b>Mtwara Campus</b>                  Shangani Street                  P. O. Box 1051, Mtwara                  Tel/Fax: +255 23 2333300</p>	<p><b>Director</b>  <b>Singida Campus,</b>                  Opposite New Police Quarters,                  P.O. Box 1534, Singida                  Tel: +255 26 2502933                  Fax:+255 26 2503082                  Website: <a href="http://www.tpscsingida.ac.tz">www.tpscsingida.ac.tz</a></p>
<p><b>Director</b>  <b>Tanga Campus</b>                  Adjacent Kange Teachers College,                  P. O Box 750, Tanga                  Tel: +255 27 2642146                  Fax: +255 27 2642147                  E-mail: <a href="mailto:tg_tpsc@tpsc.go.tz">tg_tpsc@tpsc.go.tz</a></p>	<p><b>Director</b>  <b>Mbeya Campus</b>                  Sokomatola -Adjacent CCM Mbeya                  Regional Office,                  P.O.Box 1207, Mbeya                  Tel: +255 25 250 2627                  E-Mail: <a href="mailto:mbeya_tpsc@go.tz">mbeya_tpsc@go.tz</a></p>











**TANZANIA PUBLIC SERVICE COLLEGE**

P.O Box 2574, Dar es Salaam  
TANZANIA

E-mail: [tpsc@tpsc.go.tz](mailto:tpsc@tpsc.go.tz)  
Tel: +255 22 2123547/9  
Fax: 255 22 2131849  
Website: [www.tpsc.go.tz](http://www.tpsc.go.tz)

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