



THE UNITED REPUBLIC OF TANZANIA

GOVERNMENT NOTICE NUMBER **254** PUBLISHED ON 26/08/2005

THE EXECUTIVE AGENCY

**(THE TANZANIA ELECTRICAL, MECHANICAL AND
ELECTRONICS SERVICES AGENCY) (ESTABLISHMENT)
ORDER, 2005)**

*Executive Agency, the Tanzania Electrical, Mechanical and Electronics Services
Agency) Establishment*

GOVERNMENT NOTICE No. 254 published on 26/8/2005

EXECUTIVE AGENCIES ACT, 1997
(No. 30 of 1997)

ORDER

(Made under section 3)

THE EXECUTIVE AGENCY, (THE TANZANIA ELECTRICAL, MECHANICAL AND
ELECTRONICS SERVICES AGENCY) (ESTABLISHMENT) ORDER, 2005

1. This Order may be cited as the Executive Agencies (The Tanzania
Electrical, Mechanical and Electronics Services Agency) establishment
Order, 2005 and shall come into effect on the date of its publication.

Citation

2. There is hereby established the Tanzania Electrical, Mechanical
and Electronics Services Agency to be known by the acronym TEMESA
to take over the functions currently performed by the Electrical and
Mechanical Division in the Ministry of Works.

Establish-
ment of
TEMESA

3. Governance, responsibilities, powers, accountability and other
matters relating to Tanzania Electrical, Mechanical and Electronics
Services Agency shall be as specified in the Framework Document set
out in the Schedule to this Order.

Governance,
Powers,
etc.

SCHEDULE

*Executive Agency, the Tanzania Electrical, Mechanical and Electronics Services
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V. No. 254 contd.)

SCHEDULE

(Made under paragraph 5)

THE TANZANIA ELECTRICAL, MECHANICAL AND ELECTRONICS
SERVICES AGENCY (TEMESA)

FRAMEWORK DOCUMENT

FOREWORD

The Tanzania Electrical, Mechanical and Electronics Services Agency is established under the Ministry of Works with the aim of providing efficient and effective electrical, mechanical and electronics services, reliable and safe ferry transport services and hiring of equipment to government institutions and the public at large. The Ministry of Works shall ensure that necessary assistance is availed to the Agency to enable it deliver the required services to the public in an efficient and effective manner.

The objectives of transforming the functions of the current Electrical and Mechanical Division into the Tanzania Electrical, Mechanical and Electronics Services Agency are:-

- (a) to improve the delivery of public services;
- (b) to create an enabling environment conducive to efficient and effective management;
- (c) to improve the quality of services which were being provided by the previous Division; and
- (d) to promote the potential for the continuous improvement of the services to the satisfaction of the customers and the public.

In carrying out its activities, TEMESA will take cognizance of its customers' needs and stakeholders. It is expected that TEMESA will take advantage of its existing assets and operations, also the enabling environment for dialogue with private sector which has been put in place by the Government. This will create potential for TEMESA to develop its delivery capacity and utilization of modern technological techniques which will enable it to compete effectively within the market.

TEMESA as an engineering Executive Agency is expected to utilize fully the availability of its existing engineering staff and expertise, to satisfy its customers' demand, apply sound and good management system as well as ensuring continuous capacity development of its professional staff.

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It is my sincere expectation that TEMESA management and staff will observe and respect these values, public institutions and the public at large. This philosophy will help evolve a truly reputable and exemplary institution in providing high quality engineering works and services.

The Ministry of Works wishes TEMESA every success in this new endeavour.

Dar es Salaam,
15th August, 2005

JOHN P. MAGUFULI, (MP.)
Minister for Works

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1.0 INTRODUCTION;

The Electrical and Mechanical Division of the Ministry of Works dates back in 1925 during the colonial era when the Public Works Department (PWD) was established to undertake infrastructure related activities. The Public Works Department had three Divisions, namely; Roads, Buildings, and Vehicles. The Vehicles Division was responsible for maintenance of Government vehicles, plant and equipment.

The Buildings Division was responsible for construction and maintenance of Government buildings which also incorporated the Electrical Section. Ferry services became part of PWD in the early 1930s and the M.T. Depot was established in 1947 as the main workshop to undertake vehicles maintenance and repair works while the Heavy Plant Workshop was established in Morogoro in 1953 to undertake heavy mechanical engineering repairs and machineries. Further, more workshops were established in all eight administrative provincial centres until the time of independence in 1961.

After independence, several reorganizations took place as a result of Presidential mandates which established the Ministry of Works and later merged it with the Ministry of Communications and Transport. In 1980 another change took place and splitted functions into the Ministry of Communications and Transport and the current Ministry of Works. As a result of this re- organization, the responsibilities for construction and maintenance of Government buildings was assigned to Buildings Department while the Electrical functions were merged with the Mechanical functions to form the current Electrical and Mechanical Division. The current functions of the Electrical and Mechanical Division are to provide services in Electrical and Electronics engineering, Maintenance of vehicles, plant and ferries, refrigeration and Air conditioning for the Government and Public Institutions.

The roles and objectives of the Electrical and Mechanical Division have been redefined and strengthened to suit the current environment in the Government so as to enhance efficiency in public services delivery under the on going Public Service Reforms. In order to deliver its services efficiently and effectively, the Electrical and Mechanical Division has been converted to a Government Executive Agency and has a new title "Tanzania Electrical, Mechanical and Electronics Services Agency (TEMESA)".

This document describes the framework within which TEMESA is established and operates. It also sets out the responsibilities of key players that is the Minister, the Permanent Secretary, the Ministerial Advisory Board (MAB) and the Chief Executive.

The responsible Minister is the Minister of Works. The head of TEMESA will be the Chief Executive who will be responsible for the day to day management and operations of the Agency and exercise statutory powers as vested to him under the Executive Agencies..

Act No.
30 of
1997

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2.0 STATUS AND GOVERNANCE:

2.1 Status:

With effect from2005 the order establishing the Tanzania Electrical, Mechanical and Electronics Services Agency of the Ministry of Works in accordance with the Executive Agencies came into force and replaces the current Electrical and Mechanical Division. Act No. 30 of 1997

TEMESA has the following characteristics:

- (a) a Government Organization;
- (b) semi-autonomous;
- (c) specialized in providing Electrical, Mechanical and Electronics; engineering Services;
- (d) managed by a Chief Executive at "arms length" from Government;
- (e) business like in its operations;
- (f) using modern business planning, and financial management methods;
- (g) managerially self-sufficient, with flexibility, freedoms and authorities over its resources;
- (h) customer focused;
- (i) publicly accountable.

2.2 Governance:

The Chief Executive is appointed by the Minister of Works on advice from the President's Office (Public Service Management) for a term of 5 years, or for such shorter period as may be specified in his instrument of appointment and shall manage the Tanzania Electrical, Mechanical and Electronics Services Agency.

The Chief Executive shall be directly answerable to the Permanent Secretary, Ministry of Works who oversees the interests of the Ministry and the Government in general and responsible for policy and strategic management of the Agency.

There shall be a Ministerial Advisory Board whose functions are to advise the Minister on the performance of the Agency. The functions of the Chief Executive shall be to manage and implement TEMESA programmes that support the objectives of Government and public service delivery in the respective engineering fields as required by Government Policy.

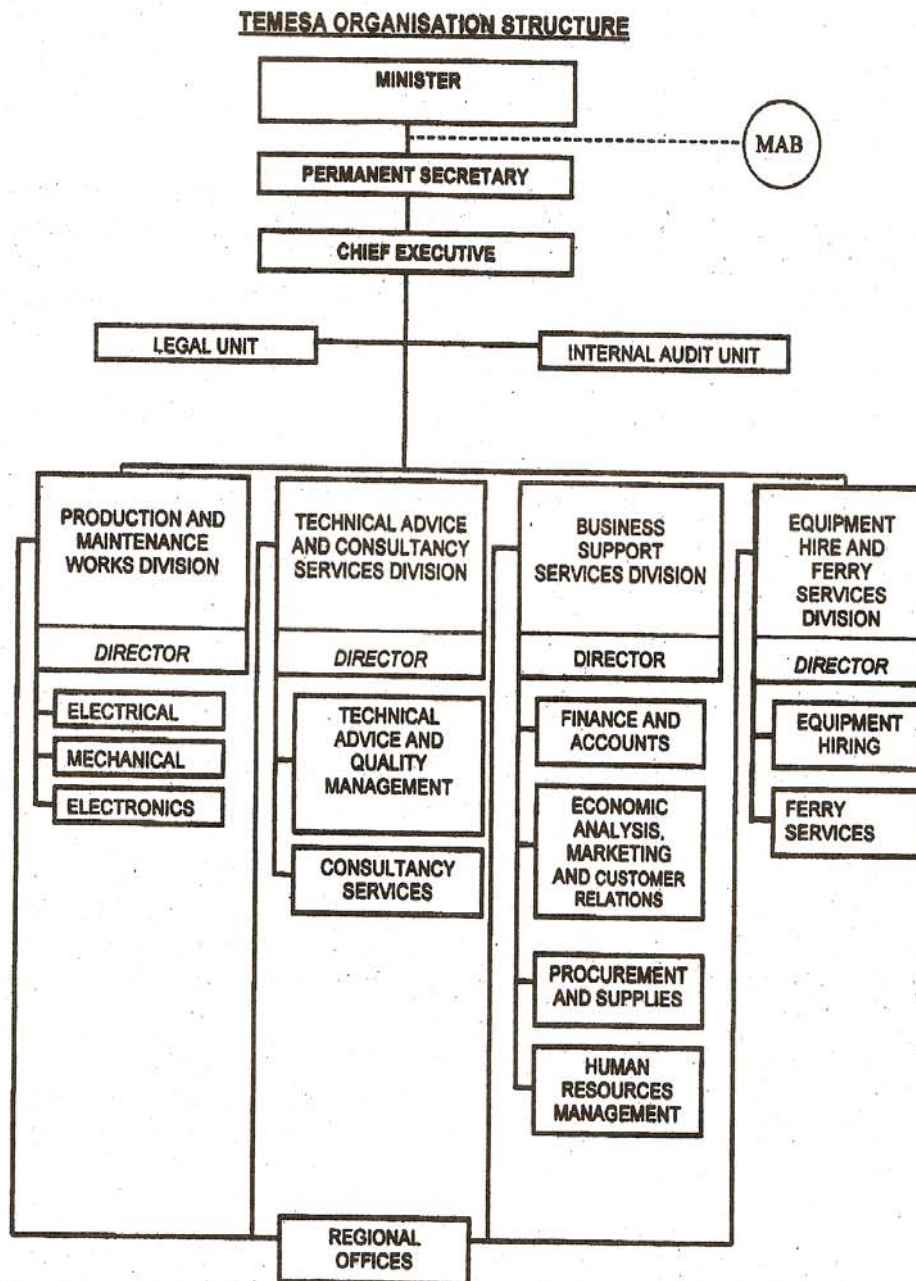
2.3 Organization Structure:

To fulfill the aim, roles and objectives of TEMESA efficiently and effectively, a new organization structure will be implemented.

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TEMESA organization structure shall consist of four essential functional divisions namely: Production and Maintenance Works Division, Technical Advice and Consultancy Division; Business Support Services Division; and Equipment Hire and Ferry services Division. The organization structure shall also have two units namely, legal and Internal Audit. All regions shall have regional offices.



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The specific duties and responsibilities of the main divisions, units and regional offices are:-

2.3.1 *Production and Maintenance Works Division:*

- (a) manage the functions of Production and Maintenance Works Division of the Agency by formulating short and long term work programmes and supervise the implementation of such programmes;
- (b) formulate an effective Maintenance Management System;
- (c) draw up an effective programme for the strengthening and modernization of the existing workshops in all Regions;
- (d) formulate, establish and supervise the implementation of quality maintenance standards for electrical, mechanical and electronics works;
- (e) undertake any other functions as may be directed by the Chief Executive from time to time.

2.3.2 *Technical Advice and Consultancy Services Division:*

- (a) manage the functions of Technical Advice and Consultancy Services Division of the Agency by formulating short and long-term work programmes and supervise the implementation of such programmes;
- (b) to build professional capacity in consultancy services in electrical, mechanical and electronics engineering so that TEMESA becomes a centre of practical technology development and innovations in the country;
- (c) follow-up the observance of high quality of technical standards for other Divisions and ensuring the enforcement of such standards;
- (d) formulating the appropriate operational technical standards in all the technical Divisions;
- (e) undertake any other functions as may be directed by the Chief Executive from time to time.

2.3.3 *Business Support Services Division:*

- (a) management of the functions of the Business Support Services Division;
- (b) provide backup support services in Financial Management, Accounts, Administration, Human Resources Management, Procurement, marketing and customer services;

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- (c) establish and implement an Information Management System at Headquarters and all Regional Offices;
- (d) undertake any other functions as may be directed by the Chief Executive from time to time.

2.3.4 Equipment Hire and Ferry Services Division:

- (a) manage the functions of the Equipment Hire and Ferry services Division of the Agency;
- (b) formulate short and long-term work programmes and supervise the implementation of such programmes;
- (c) draw up an effective programme for Equipment Hire services to ensure that TEMESA becomes a reliable source of equipment hire services. (Equipment includes Motor vehicles, Plant and Machinery);
- (d) formulate a capacity building programme and procurement of equipment so as to strengthen operational capacity for equipment hire services to achieve international quality service standards;
- (e) formulate an appropriate programme for acquiring appropriate pontoons and or boats; strengthening of offshore services and facilities and negotiating arrangements for alternative availability of such services from private sector;
- (f) undertake any other functions as may be directed by the Chief Executive from time to time.

2.3.5 Internal Audit Unit:

- (a) advice on Internal control and Accounting Procedures of TEMESA;
- (b) audit all TEMESA Accounts at Headquarters and the Regions;
- (c) prepare the required Reports directly to the Chief Executive and the Government as required by financial regulations.

2.3.6 Legal Unit:

- (a) advice the Chief Executive on contracts and other legal arrangements with Clients, Suppliers etc;
- (b) provide back up support and advice TEMESA in all legal issues.

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2.3.7 *Regional Offices:*

- (a) manage all TEMESA properties in the Regions.
- (b) manage all customers of TEMESA in the Regions
- (c) prepare and submit plans, reports and any other information which may be required by the head office.
- (d) provide Technical and maintenance services; Technical advice and Consultancy services in the fields of electrical, mechanical and electronics engineering in the Regions and where relevant provide equipment hire and ferry services in the Regions.
- (e) represent the Chief Executive at all Regional and District meetings that require the input of the Chief Executive.

3.0 AIM, VISION, MISSION, KEY RESULTS AREAS, GOALS AND STRATEGIC OBJECTIVES:

3.1 *Aim:*

The aim of the Tanzania Electrical, Mechanical and Electronics Services Agency shall be to provide engineering services in electrical, mechanical and electronics fields, reliable and safe ferry operations and hiring of equipment, in the most cost effective manner to support the economy of Tanzania.

3.2 *Vision:*

Be the most reputable and progressive institution in the country and sub-Saharan countries, providing high quality Electrical, Mechanical and Electronics engineering services focused on customer satisfaction by 2025.

3.3 *Mission:*

To provide Electrical, Mechanical and Electronics engineering services to Government Institutions and the Public at large through efficient and increased productivity.

3.4 *Key Results Areas:*

TEMESA has four Key Results Areas (KRAs) each defining a broad area in which the customers and stakeholders expect results-

- (a) production and Maintenance Works;
- (b) technical Advice and Consultancy Services;
- (c) equipment Hire and ferry services;
- (d) well Management and sustainability of the Agency.

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3.5 Goals:

TEMESA shall achieve the following goals-

- (a) become a reliable and efficient equipment maintenance and repair works Agency;
- (b) become a reputable service provider for electrical and electronics works;
- (c) become a centre for practical technology development and innovations;
- (d) become a reliable consultancy service provider in electrical, mechanical and electronics engineering fields;
- (e) become a reliable source of equipment hire services (this includes motor vehicles, plant and machinery);
- (f) become a reliable agency for ferry transport services;
- (g) become an efficient and self-sustaining Agency.

3.6 Strategic Objectives:

In order to achieve its goals, TEMESA will have the following Strategic Objectives:

- (a) Strengthen and modernize the existing mechanical workshops by June 2008;
- (b) Have effective equipment maintenance management system in place by June 2007;
- (c) Update and expand electrical and electronics functions in workshops to match with global technological changes to meet customer demands by 2010;
- (d) Develop efficient and effective electrical and electronics installations and maintenance systems by 2010;
- (e) Strengthen electrical and electronics contracting capacity by 2010;
- (f) Develop and continuously up-date new technology according to customer demand by June 2010;
- (g) Strengthen capacity to undertake technical advice and consultancy services in turnkey contracts and procurement of electrical, mechanical and electronics equipment by 2010;
- (h) Establish and strengthen capacity in design and supervision of electrical, mechanical and electronics works by 2010;
- (i) Strengthen the operational capacity of equipment hire services to achieve international quality service standards by 2010;
- (j) Satisfy market demand of construction equipment and Government transport by 2010;
- (k) Provide reliable and comfortable pontoon services so that levels of customers satisfaction is increased by 40% by 2010;
- (l) Strengthen existing offshore ferry services and facilities by 2010;
- (m) Proper deployment of the Agency's resources completed by 2010;
- (n) Develop a good business financial management system by July 2006;
- (o) Establish and operationalise TEMESA Management Information System (MIS) by June 2010;
- (p) Develop and continuously update clear and well defined working procedures;
- (q) Develop and deploy marketing strategy for TEMESA services.

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4.0 PERFORMANCE CRITERIA:

The TEMESA management team shall regularly revisit and implement TEMESA'S performance plans (Business and Strategic Plans). The Chief Executive shall in turn get quarterly reports from respective divisions and units all of which shall form a base for TEMESA's annual performance reports to be submitted to the Ministerial Advisory Board.

The following aspects will be of great importance to note in the preparation of the report:

4.1 Quality of Services:

- (a) development of engineering standards that meet International level and ensure that they are practiced;
- (b) promoting and assuring that prescribed standards are maintained;
- (c) in house audit in the improvement of service and effective feedback system;
- (d) achievement and maintenance of the service reliability standards of Engineering works; and
- (e) timely, accuracy and comprehensiveness of information (assessed through feedback from customers/Clients).

4.2 Operational Efficiency:

- (a) timely and quality service delivery to customers;
- (b) freedom of governance;
- (c) effective application of management information systems in all Divisions of the Agency to raise productivity levels;
- (d) technological advancement and innovation;
- (e) prompt attendance to emergency cases and general services;
- (f) value for money;
- (g) integrity;
- (h) transparency and accessibility to various relevant information;
- (i) staff development schemes; and
- (j) staff management (discipline, absenteeism, retention of existing staff and recruitment of new staff).

4.3 Financial Performance:

- (a) prompt preparation and billing of charges due;
- (b) credit worthiness of suppliers;
- (c) prompt collection of revenues due;

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- (d) improvement of the ratio of the cost to revenue;
- (e) timely and accurate production of financial reports;
- (f) effective and transparent procurement and stock control systems;
- (g) cost effective and affordable price;
- (h) increased levels of investment; and
- (i) increased levels of customers.

5.0 THE RESPONSIBILITIES OF THE MINISTER:

The Minister of Works shall ultimately be responsible for determining the policy framework and operational boundaries within which TEMESA operates, and financial resources that are to be made available to the Agency. The Minister shall be responsible for establishing TEMESA, appointing its Chief Executive and members of the Ministerial Advisory Board, and for ensuring that the Government and the Public derives maximum benefit from the Agency's operations.

The Minister shall not be involved in the day-to-day management of TEMESA. However, the Chief Executive may consult the Minister on the handling of operational matters that are likely to give rise to significant public or parliamentary concern.

The Minister shall receive appeals of the Chief Executive who is aggrieved by the decision of the Permanent Secretary.

6.0 THE RESPONSIBILITIES OF THE PERMANENT SECRETARY:

The Permanent Secretary, being the Principal Accounting Officer has overall responsibility to the Minister for Works on matters concerning voted funds and is the principal advisor to the Ministry on TEMESA activities.

The Permanent Secretary shall be responsible for the strategic management of TEMESA and for this purpose, give directions to the Chief Executive but with due regard to the need to uphold TEMESA's semi-autonomy in the operational management of its activities.

The Permanent Secretary shall be responsible for the discipline and control of the Chief Executive. The Permanent Secretary will receive appeals of any TEMESA employee who is aggrieved by the decisions of the Chief Executive as provided for by the provisions of the Executive Agencies Act 1997.

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7.0 THE RESPONSIBILITIES OF THE MINISTERIAL ADVISORY BOARD (MAB)

The Ministerial Advisory Board shall give advice to the Minister on the following:

- (a) the development and maintenance of a strategic framework;
- (b) the objectives of TEMESA;
- (c) the acceptability of the Chief Executive's Strategic and Business Plans and associated budgets;
- (d) setting of priorities and annual performance targets for TEMESA;
- (e) TEMESA annual and financial reports;
- (f) the evaluation of the Agency's performance; and
- (g) any other matter provided for under the Executive Agencies Act, 1997.

8.0 THE RESPONSIBILITIES OF THE CHIEF EXECUTIVE:

The Chief Executive is directly accountable to the Permanent Secretary for the Agency's performance in achieving its outputs and meeting its targets. The Chief Executive is responsible for the day to day management of all Agency business within the terms of this framework document. The Chief Executive shall be the Agency's Accounting Officer and shall be specifically responsible for:—

- (a) proper management of funds, property and business;
- (b) the preparation and submission of the Strategic and Business Plans of the Agency and associated budgets to the Permanent Secretary;
- (c) the implementation of approved Strategic and Business Plans, and the achievement of performance targets;
- (d) preparation of annual reports and financial statements for submission to the Permanent Secretary and the Minister for Works; and
- (e) the performance of the Agency's functions in accordance with an annual performance Agreement concluded with the Permanent Secretary.

The Chief Executive shall be responsible for the effective personnel management of the Agency's employees, in particular discipline, control and development in accordance with the Agency's personnel regulations.

The Chief Executive shall be an ex-official member of the Ministerial Advisory Board.

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9.0 THE RESPONSIBILITIES OF THE MANAGEMENT TEAM:

The Agency shall have the management team made up of the Heads of Divisions of production and maintenance, Technical Advice and Consultancy services, Business Support Services, and Equipment Hire and Ferry Services.

The Management team shall advise and assist the Chief Executive and shall exercise any powers conferred upon or delegated to them for proper management of the Agency.

10.0 ACCOUNTABILITY:

10.1 *Accounting Officer's Responsibilities:*

The Permanent Secretary is the Principal Accounting Officer for the Ministry and as such shall be responsible for ensuring a high standard of financial management in the conduct of all responsibilities charged upon the Ministry of Works.

The Chief Executive shall:

- (a) be the Agency's Accounting Officer and therefore responsible for ensuring the propriety and regularity of revenue and expenditure for economical administration;
- (b) be responsible for establishing proper management systems and shall perform functions in accordance with the annual performance agreement concluded with the Permanent Secretary. In this regard, the Chief Executive shall be accountable to the Permanent Secretary.

10.2 *Parliamentary and other Inquiries:*

- (a) the Minister shall work closely with the Chief Executive to prepare formal replies to questions raised by members of Parliament inquiries, which fall within the responsibilities of TEMESA;
The Chief Executive shall also advise the Minister on other parliamentary matters as may be requested;
- (b) the Permanent Secretary of the Ministry of Works and the Chief Executive of TEMESA may be required to appear before the Public Accounts Committee on matters relating to TEMESA. Where the PAC's interest is in the operations of TEMESA. The Minister may decide that the Chief Executive is the best person to appear before the committee;
- (c) Members of Parliament are encouraged to deal directly with the TEMESA Chief Executive on matters which are directly the responsibility of the Agency.

11.0 FINANCE, PLANNING AND STRATEGIC CONTROL:

11.1 Funding:

TEMESA income shall be generated from the following sources:—

- (a) charges from services rendered;
- (b) sales of TEMESA goods;
- (c) supplementary funds for TEMESA will be secured according to the Business plans in the form of grants from development partners and loans from financial Institutions;
- (d) funds secured from private sector through joint venture investments;
- (e) grants (budget subventions) and subsidies from Government or any other local and International organizations; and
- (f) TEMESA expenditure shall be subject to monthly, quarterly and annual monitoring and review.

11.2 Strategic and Business Plans:

The Chief Executive shall prepare Strategic and Business Plans to be reviewed annually and approved by the Permanent Secretary.

11.2.1 Strategic Plan:

The Strategic Plan shall cover a period of five years, rolled forward and updated annually. It shall reflect the outcome of the review of the performance Criteria. To this effect, the Strategic plan shall set out the following:

- (a) vision and Mission of TEMESA;
- (b) the Chief Executive's strategies for achieving TEMESA's aim and objectives;
- (c) strategic performance targets and indicators;
- (d) assessment of the external factors which affect TEMESA including key planning assumptions about the services and products to be provided;
- (e) A capital expenditure programme; and
- (f) Key Results Areas and expected outputs.

11.2.2 Business Plan:

The Business Plan shall set out in more detail TEMESA activities for each years of the Strategic plan. The Business Plan shall include:

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- (a) key performance targets for that particular year derived from the Strategic plan, and or if modified by the Permanent Secretary;
- (b) priorities and short term objectives of TEMESA;
- (c) budgets, including estimated profiles of revenue and expenditure;
- (d) work programmes and activities;
- (e) key assumptions, which include resources likely to underpin performance targets;
and
- (f) efficiency plans including initiatives to improve performance, value for money and quality of service.

11.3 Approval:

The Chief Executive shall annually submit the Strategic and Business plans to the MAB and the Permanent Secretary for approval. The Permanent Secretary or the Chief Executive may seek to review the Business Plan in the course of the year to reflect changes in policies, resources or priorities. The approval of these plans shall constitute authority for TEMESA to conduct its operations accordingly as provided by the Executive Agencies Act.

11.4 Annual Reports and Accounts:

The Chief Executive shall submit an Annual Report to MAB, the Permanent Secretary and the Minister within four months after the end of each financial year. The report shall be published and made available to relevant authorities containing the following:

- (a) TEMESA audited financial statements together with the Auditor's report;
- (b) a report on performance against key targets;
- (c) TEMESA operations report of that financial year;
- (d) any other information as may be required by the Permanent Secretary;

The Annual Report will also contain the annual Performance agreement between the Permanent Secretary and the Chief Executive.

11.5 Financial Delegation:

The Chief Executive has the authority to approve all expenditure which is consistent with the approved strategic and business plans.

The Chief Executive shall ensure that appropriate investment appraisals of all capital expenditure projects is carried out. Major capital expenditures shall be considered in the context of the approved Strategic and Business Plans. TEMESA

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shall undertake post implementation review to determine whether projects have achieved the desired objectives.

11.6 Value for Money:

The Chief Executive is responsible for obtaining value for money in the procurement of goods and delivery of services. Accordingly, the Chief Executive shall implement a range of efficiency measures in accordance with the agreed programme and timetable set out in the Strategic and Business Plans.

The Chief Executive is responsible for maintenance of standards and value for money of any work contracted out and ensuring that security and confidentiality safe guards are maintained.

11.7 Internal Audit:

The Chief Executive is responsible for ensuring that adequate arrangements exist for the provision of an internal audit service. The audit service shall be conducted according to the standard set by the Ministry of Finance and in accordance with TEMESA accounting manuals. The Internal Auditor of the Ministry of Works shall have the right to access the Agency performed work and submit the internal audit report to the Permanent Secretary.

11.8 External Audit:

TEMESA is subject to external audit by the National Audit Office, who has the legal right to conduct interim audits, special audits and value for money studies relating to TEMESA activities.

11.9 Budget Flexibility:

The Chief Executive shall have the power over the budget that shall be exercised in accordance with the Ministry of Finance guidelines, the Executive Agencies Regulations, Public Procurement Act and the limits set out in the Public Finance Act, of 2001.

11.10 Capital Expenditure:

The Chief Executive shall have the powers in relation with the capital expenditure to:

- (a) authorize capital expenditure on individual capital projects;
- (b) transfer resources allocated in the budget from one item in the budget to another; and
- (c) carry over in full to the next financial year any under-spent capital provision from the previous financial year.

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11.11 Running Costs:

The Chief Executive shall have the powers to—

- (a) manage all running costs allocations as a single budget;
- (a) transfer resources allocated in the budget from one item in the budget to another; and
- (c) carry over in full to the next financial year any under-spent running costs from the previous financial year.

11.12 Assets and Liabilities:

The Chief Executive shall have the powers to—

- (a) Authorize write-off and special payments, where all measures have been taken and it appears that the lost cash or store cannot be recovered.
- (b) The powers shall be exercised in accordance with Public Finance Act of 2001 and as last resort; and
- (c) Authorized the disposal of assets in accordance with the Public Finance Act of 2001; Maintain and update a register of assets and liabilities.

12.0 PERSONNEL:

12.1 Status and Conditions of Services:

TEMESA staff are Public servants, as such, their terms and conditions of service will be based upon the Public Service Act of 2002, Executive Agencies (Personnel Management Regulations 1999) as amended from time to time by the Minister responsible for Public Service Management and in accordance with the Executive Agencies Act No. 30 of 1997.

12.2 Personnel Management:

The Chief Executive shall be responsible for the personnel management of Agency staff as set out in this Framework Document and the Executive Agencies Personnel Regulation, Public Service Act Regulations and as laid down in the Labour laws of Tanzania.

The Chief Executive is responsible for the recruitment, discipline and control of Agency staff and ensuring that an equal opportunities policy is formulated and

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implemented and within these parameters the Chief Executive may introduce Open Performance Review and Assessment Systems (OPRAS) in order to maximize TEMESA efficiency and effectiveness. The Chief Executive shall be responsible for the assessment and evaluation of permanent staff performance.

12.3 Staff Complement:

The Chief Executive shall be responsible for the management of the affairs of the Agency efficiently and effectively, and in that regard, to establish and keep up to date TEMESA's staff complement.

12.4 Staff Relations:

The Chief Executive is responsible for staff relations within the Agency which includes:

- (a) Fostering good staff relations as an important aid towards the achievement of the Agency's objectives; and
- (b) To ensure effective communication and consultations between the staff and with their recognized workers council representatives.

TEMESA Permanent employees shall retain the right of appeal to the Permanent Secretary, Ministry of Works on personnel matters in the event of being dissatisfied by any decision made by the Chief Executive.

13.0 HEALTH, SAFETY AND OTHER MATTERS:

The Chief Executive is responsible for the health and safety of TEMESA staff in the workplace and for complying with all relevant legislation and laws and the Chief Executive shall consult with the staff and their recognized workers council representatives on health, safety, and any other changes affecting personnel matters.

14.0 REVIEW AND PUBLICATION:

14.1 Review:

The Minister, Permanent Secretary, or the Chief Executive may at any time propose amendments to this framework Document in the light of the Agency's operation experience or any change of circumstances. Any proposals to the framework Document shall be subject to consultations with the Ministers responsible for Public Service Management and Finance. Any changes of the Framework Document that require the approval of the above mentioned Ministers must be approved by the Chief Secretary before being effected by the Minister.

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14.2 *Publication:*

The Framework Document and any future amendments are Public documents and shall be made available to Parliament in accordance with the existing practice, and to anyone who may want to read it.

Copies of the Establishment Order and Framework Document and any other information about the Agency can be obtained from:

The Chief Executive,
Tanzania Electrical, Mechanical and Electronics Services Agency (TEMESA),
Postal Address: P.O. Box 9423 Dar es Salaam,

Physical Address:

Nyerere Road Telephone: 2862796,

Fax: 2862797,

E-Mail: temesa@hotmail.com

Dar es Salaam,
23rd August, 2005

JOHN POMBE MAGUFULI (MP),
Minister for Works