



THE UNITED REPUBLIC OF TANZANIA

**THE PROPOSED FUNCTIONS AND ORGANISATION STRUCTURE OF THE
PRESIDENT'S OFFICE - YOUTH DEVELOPMENT**
(Approved by PIC on 19th February, 2026)

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

FEBRUARY, 2026

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1.0 INTRODUCTION

The President of the United Republic of Tanzania issued a notice on assignment of Ministerial Functions (Instruments) vide Government Notice No 685 and 686 of 19th December, 2025. In that Instrument, The President created the Office of President-Youth Development which is mandated to formulate and monitor implementation of Policies on Youth Development: coordination of Youth Development, Self-Reliance and Organizations; coordination of Civic Education for Youth, Youth Welfare and Protection, Youth Empowerment and Engagement; coordination of Youth For a and Platforms; Performance Improvement and Development of Human Resource under this Office; and Extra- Ministerial Departments, Parastatal Organizations, Agencies, Programmes and Projects under this Office.

1.1 VISION , MISSION AND CORE VALUES

1.1.1 Vision

A transformed nation where empowered, skilled, innovative and responsible youth drive sustainable development, national unity and global competitiveness.

1.1.2 Mission

To provide strategic leadership in youth policy development, coordination and oversight; promote youth empowerment, skills, wellbeing and civic participation; strengthen national and international frameworks for youth development; and ensure effective systems, partnerships and governance structures that enable youth to contribute meaningfully to the social and economic transformation of Tanzania.

1.1.3 Core Values

The President's Office, Youth Development seeks to uphold the following core values

- (i) **Patriotism and National Unity:** Promoting love for country, peace, stability and responsible citizenship among youth;
- (ii) **Inclusivity and Equity:** Ensuring that all youth, including young women, youth with disabilities and those in rural and marginalised areas, benefit from development interventions.
- (iii) **Accountability and Integrity:** Upholding transparency, ethical conduct and results-oriented management.

- (iv) **Partnership and Collaboration:** Working across government, private sector and communities to maximise impact.

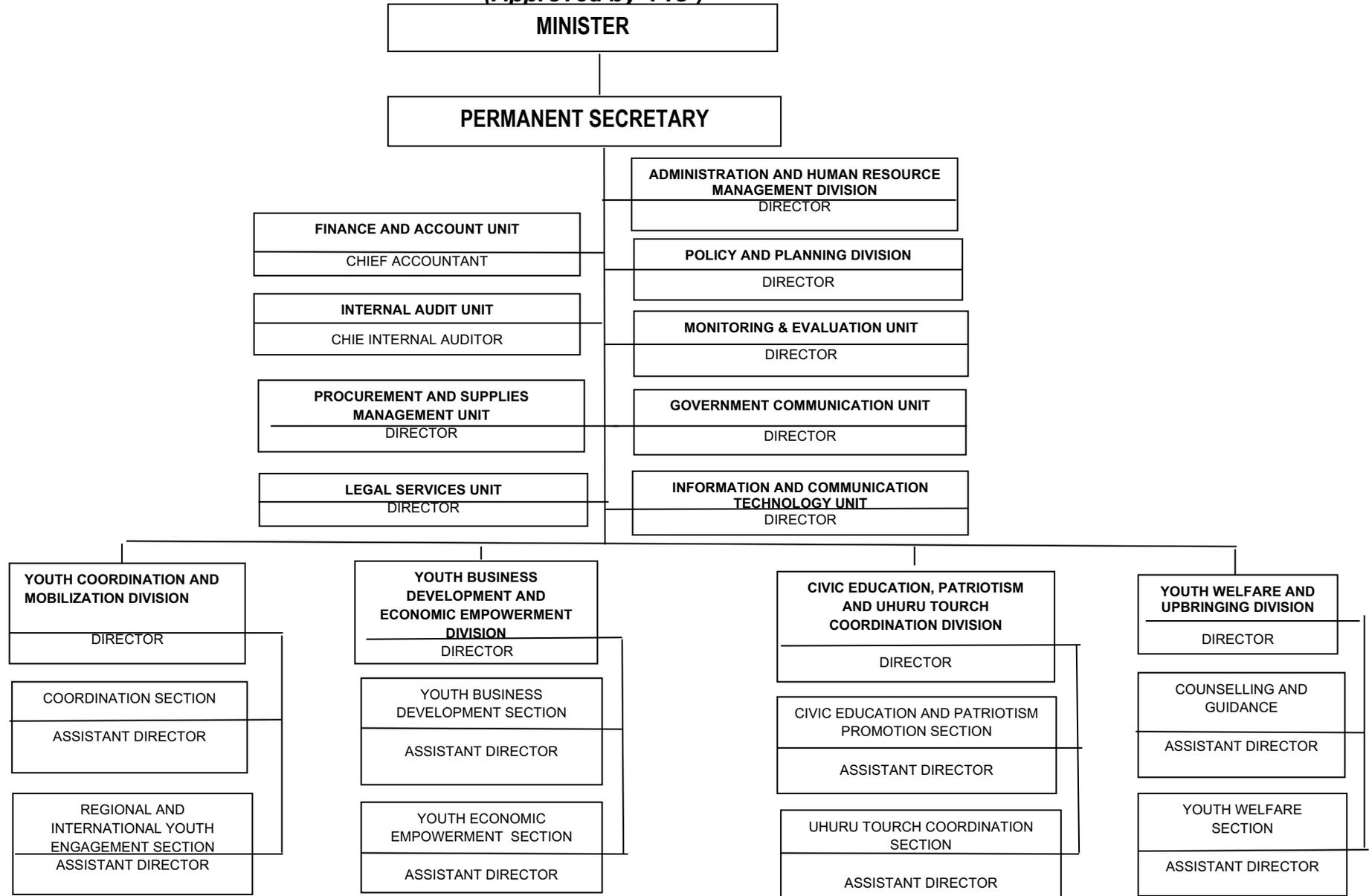
2.0 THE PROPOSED FUNCTIONS AND ORGANISATION STRUCTURE OF THE PRESIDENT'S OFFICE- YOUTH DEVELOPMENT

The proposed functions and organization structure of the President's Office – Youth Development comprises of Six (6) Divisions and Seven (07) Units as follows: -

- (i) Youth Coordination and Mobilization Division;
- (ii) Youth Business Development and Economic Empowerment Division;
- (iii) Youth Welfare and Upbringing Division;
- (iv) Civic Education, Patriotism and Uhuru Touch Coordination Division
- (v) Administration and Human Resource Management Division;
- (vi) Policy and Planning Division;
- (vii) Finance and Accounts Unit;
- (viii) Internal Audit Unit;
- (ix) Procurement and Supplies Management Unit;
- (x) Legal Services Unit;
- (xi) Monitoring and Evaluation Unit;
- (xii) Government Communication Unit; and
- (xiii) Information and Communication Technology Unit;

**THE PROPOSED ORGANISATION STRUCTURE OF THE PRESIDENT’S OFFICE
(YOUTH DEVELOPMENT)**

(Approved by PIC)



2.1 YOUTH COORDINATION AND MOBILIZATION DIVISION

Objective

To institutionalize and strengthen coordination, mobilization, participation and international engagement of youth by ensuring effective integration, harmonization and implementation of youth development initiatives across all levels of Government and in line with national, regional and international commitments.

Functions

This Division will perform the following functions: –

- (i) To coordinate development, review and implementation of the National Youth Development Policy, and other related laws, regulatory instruments and national frameworks;
- (ii) To coordinate the establishment, capacity strengthening and Mobilize youth in effective functioning of Youth Council including their integration into national youth programming;
- (iii) To oversee the development, operationalization and monitoring of the National Youth Development Coordination Framework across all levels of Government, ensuring alignment with national priorities and standards;
- (iv) To coordinate and mobilize youth to participate in national youth policy dialogues, and other statutory youth engagements;
- (v) To strengthen stakeholder engagement, multi-sectoral partnerships and collaboration with Government Ministries, Departments, Agencies (MDAs), Regional Secretariats (RSs) and Local Government Authorities (LGAs) to support youth development initiatives and provide technical advice on youth development matters;
- (vi) To coordinate youth development activities at Regional Secretariats and Local Government Authorities, and maintain direct working relations and technical backstopping for Regional Youth Development Officers and LGAs' Youth Development Officers for effective implementation, reporting and service delivery;
- (vii) To coordinate and mobilize Youth to participate in regional and International youth development frameworks, exchange programmes and cooperation arrangements under EAC, SADC, AU, Great Lakes and Youth

Connekt Africa, diaspora and other forums, including domestication, implementation and compliance with regional and international commitments, agreements and action plans;

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

- (i) Coordination Section; and
- (ii) Regional and International Youth Engagement Section

2.1.1 Coordination Section

This Section will perform the following activities: -

- (i) Coordinate the development, review and implementation of the National Youth Development Policy, and other related laws, regulatory instruments and national frameworks;
- (ii) Coordinate implementation, monitoring and evaluation of youth-related policies across MDA's and LGA's;
- (iii) Mainstream youth development priorities into sectoral policies, plans and budgets
- (iv) Oversee the development, operationalization and monitoring of the National Youth Development Coordination Framework across all levels of Government, ensuring alignment with national priorities and standards
- (v) Facilitate the establishment, strengthening, operational support and supervision of Youth Councils;
- (vi) Oversee and manage the implementation of the National Youth Development Coordination Framework, including documentation, reporting and knowledge-sharing systems;
- (vii) Coordinate stakeholder's engagement, partnerships and multi-sectoral collaborations supporting youth development, governance, civic participation and community initiatives;
- (viii) Coordinate Youth Policy Dialogues, and other statutory engagements, promoting structured youth involvement in governance and national affairs;
- (ix) Coordinate youth development functions at Regional Secretariats and Local Government Authorities and maintain direct working relations,

technical backstopping and continuous communication with Regional Youth Development Officers and LGA's Youth Officers to enhance alignment, supervision and reporting;

- (x) Provide technical support to MDA's RS's and LGA's implementing regional youth development commitments; and
- (xi) Develop and implement mobilization strategies, communication products and youth outreach mechanisms tailored to community and national-level engagement.

This Section will be led by an Assistant Director.

2.1.2 Regional and International Youth Engagement Section.

This section will perform the following activities: -

- (i) Coordinate and Mobilize youth to participate in regional youth development programmes under EAC, AU, SADC, Commonwealth Great Lakes and Youth Connekt Africa and others;
- (ii) Coordinate youth-related international cooperation under the UN System, the SDGs, Commonwealth and other global platforms;
- (iii) Oversee implementation and domestication of regional and International agreements, frameworks, protocols and action plans on youth development;
- (iv) Oversee implementation of international agreements, frameworks and commitments related to youth development
- (v) Facilitate and Mobilize Youth in national and regional youth networks, exchange programmes, and collaborative projects;
- (vi) Facilitate and mobilize youth in programmes involving the Tanzanian youth diaspora; and
- (vii) Provide technical advice on global youth development trends, opportunities and reporting obligations.

This Section will be led by an Assistant Director

2.2 YOUTH BUSINESS DEVELOPMENT AND ECONOMIC EMPOWERMENT DIVISION

Objective

To enhance economic empowerment, entrepreneurship, employability and sustainable income-generation opportunities for youth across strategic national sectors.

Functions

This Division will perform the following functions: -

- (i) To develop national standards, frameworks and operational guidelines for youth economic empowerment programmes;
- (ii) To facilitate Youth Employment within and outside the Country in collaboration with other Ministries and Private Sectors;
- (iii) To coordinate the development, implementation and monitoring of youth economic empowerment programmes;
- (iv) To facilitate the identification, allocation and development of economic activity for youth;
- (v) Facilitate the establishment, strengthening, operational support and supervision of Youth Development Centres across all levels, ensuring alignment with national youth programming
- (vi) To coordinate youth participation in strategic economic sectors including agriculture, minerals, tourism, industry, livestock and fisheries;
- (vii) To facilitate youth access to training, mentorship, incubation and Technical and Vocational Education and Training opportunities in collaboration with relevant authorities;
- (viii) To promote entrepreneurship development, business support services, innovation and start-up ecosystems for youth; and

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

- (i) Youth Business Development Section; and
- (ii) Youth Economic Empowerment Section

2.2.1 Youth Business Development Section

This Section will perform the following activities

- (i) Develop, review and monitor implementation of standards, frameworks and operational guidelines for youth business development;
- (ii) Facilitate provision of capital funds/or equipment through soft and affordable loans to viable youth projects;
- (iii) Oversee the management and operational coordination of the Youth Development Fund;
- (iv) Conduct regular follow-ups on Youth funded businesses to address specific challenges and provide Technical supports;
- (v) Coordinate problem-based, sector-specific entrepreneurship and business training for youth, helping them develop business plans, improve operations, access markets, and earn recognized micro-credentials to boost employability and business success;
- (vi) Facilitate establishment and operationalization of business incubation, and mentorship programmes for youth to promote their products and services, manage their finances effectively to ensure long-term business sustainability;
- (vii) Coordinate establishment of structured Youth Digital Skills Pathways, covering coding, data, AI, and digital marketing, in partnership with local and global technology platforms to enhance employability and innovation;
- (viii) Conduct research on initiatives targeting youth enterprises in collaboration with relevant authorities;
- (ix) Develop and operate Youth Centres, through public–private partnerships, as service hubs for youth access to skills, finance, markets, mentorship and networks; and
- (x) Collaborate with educational institutions, technical institutions and the private sector to develop specific training programs for youth in high-demand fields.

This Section will be led by Assistant Director

2.2.2 Youth Economic Empowerment Section

This Section will perform the following activities: -

- (i) Develop national standards, frameworks and operational guidelines for youth empowerment programmes;
- (ii) Facilitate Youth Employment within and outside the Country in collaboration with other Ministries and Private Sectors;
- (iii) Coordinate the development, implementation and monitoring of youth economic empowerment programmes in different sectors;
- (iv) Promote development and scaling of youth-led start-ups and innovative ventures;
- (v) Facilitate youth participation in strategic sectors of the economy including agriculture, tourism, minerals, fisheries, livestock and industry;
- (vi) Collaborate with industries and other Institutions like TRA SIDO, TMDA, TCRA and PPRA to add value for youth businesses and products to ensure youth products remain competitive in the market;
- (vii) Facilitate the implementation and monitoring of the 4% youth economic empowerment loans administered by Local Government Authorities;
- (viii) Coordinate youth access to the mandatory 10% public procurement reservation scheme;
- (ix) Promote green jobs, sustainability initiatives and circular economy opportunities for youth ; and
- (x) Facilitate access to legal advisory and business compliance support for youth entrepreneurs.

This Section will be led by an Assistant Director.

2.3 YOUTH CIVIC EDUCATION, PATRIOTISM AND UHURU TOUCH COORDINATION DIVISION

Objective

To promote national values, patriotism, civic responsibility and youth participation in nation-building, and to coordinate the Uhuru Torch as a national symbol for unity, development and accountability.

Functions

This Division will perform the following functions;-

- (i) To promote and enhance youth participation in social and economic sectors, promote patriotism, nationalism, and volunteerism for youth at all levels;
- (ii) To design and implement civic Education programmes for Youth;
- (iii) To organize and facilitate Youth participation in governance and democratic processes;
- (iv) To facilitate national youth development platforms including Vijana Platform.
- (v) To facilitate National Youth Week: African Youth Day, International Youth Day and International Volunteer Day
- (vi) To Promote and oversee youth engagement in conflict prevention, peace and security, social cohesion, national resilience and civic participation processes;
- (vii) Promote youth engagement in culture, arts, sports and creative industries as platforms for national identity, skills development, community development and socio-economic transformation;
- (viii) To Coordinate the development, review and implementation of Uhuru Touch race Guidelines;
- (ix) To coordinate Uhuru Touch Race; and
- (x) To assess and prepare reports on the implementation of Uhuru Torch relay

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

- (i) Civic Education and Patriotism Promotion Section; and
- (ii) Uhuru Torch Coordination Section

2.3.1 Civic Education and Patriotism Promotion Section

This Section will perform the following activities:-

- i. Develop and oversee civic education initiatives targeting youth at national and sub-national levels;
- ii. Promote love for the country, national unity, tolerance, accountability and respect for the Constitution and national symbols;
- iii. Strengthen youth awareness and participation in governance, leadership, public decision-making and democratic processes;
- iv. Develop guidelines, curricula, IEC materials and digital content on civic education and patriotism for youth and stakeholders;
- v. Coordinate MDAs, LGAs, CSOs, faith-based organizations, educational institutions and development partners in the delivery of civic education;
- vi. Facilitate national youth development platforms including National Youth Week: African Youth Day, International Youth Day, International Volunteer Day;
- vii. Ensure civic education and patriotism are integrated into youth development programmes, campaigns and national events;and
- viii. Monitor and assess the impact of civic education and patriotism initiatives and prepare periodic reports

This Section will be led by an Assistant Director.

2.3.2 Uhuru Torch Coordination Section

This Section will perform the following activities:-

- (i) Coordinate the development, review and implementation of Uhuru Torch race Guidelines;
- (ii) Coordinate and supervise the annual Uhuru Torch Race at national, regional, district and community levels;
- (iii) Develop and disseminate guidelines, procedures and protocols governing Uhuru Torch operations;
- (iv) Use the Uhuru Torch as a platform to promote development projects, accountability, transparency, peace and national unity;

- (v) Coordinate MDAs, LGAs, security organs and other stakeholders involved in Uhuru Torch events;
- (vi) Coordinate public communication and civic messaging delivered through Uhuru Torch activities;
- (vii) Document Torch activities, outcomes and lessons learned, and prepare official reports and recommendations; and
- (viii) Oversee logistical arrangements, safety, protocol and ceremonial aspects related to the Uhuru Torch.

This Section will be led by an Assistant Director

2.4 YOUTH WELFARE AND UPBRINGING DIVISION

Objective

To promote holistic youth development through psychosocial support, life skills, preventive interventions, behavioral development and protection of vulnerable youth groups.

Functions

This Division will perform the following functions: -

- (i) Coordinate the development, review and implementation of the National Youth Welfare and Protection Act;
- (ii) To coordinate national programmes addressing youth behavioural development, mental health, wellbeing and resilience;
- (iii) To coordinate interventions targeting youth at risk, including those in hazardous environments, marginalised groups and those requiring social protection;
- (iv) To provide guidance on prevention and impact mitigation related to health, behaviour and social vulnerabilities among youth;
- (v) To promote community-based support systems, family strengthening and safe environments for youth development; and
- (vi) To oversee national life skills development frameworks and programmes.

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

- (i) Counselling and Guidance Section; and
- (ii) Youth Welfare Section.

2.4.1 Counselling and Guidance Section

This Section will perform the following activities: -

- (i) Coordinate programmes addressing psychosocial support for youth living with HIV and other chronic diseases;
- (ii) Oversee mental health support and counselling interventions tailored for youth;
- (iii) Coordinate national efforts on prevention and response to illicit drug use among youth;
- (iv) Facilitate support programmes for young mothers and youth in hazardous or high-risk environments;
- (v) Coordinate prevention and response to gender-based violence involving youth;
- (vi) Oversee interventions for vulnerable youth groups; and
- (vii) Provide technical guidance on impact mitigation strategies and psychosocial support services.

This Section will be led by an Assistant Director.

2.4.2 Youth Welfare Section

This Section will perform the following activities: -

- (i) Coordinate national life skills programmes focusing on behaviour change and positive youth development;
- (ii) Promote sexual and reproductive health education and awareness for youth;
- (iii) Facilitate self-awareness programmes and personal development initiatives;
- (iv) Coordinate moral development, values education and ethical conduct programmes for youth;
- (v) Promote safe, responsible and productive use of digital technology among youth; and
- (vi) Provide technical support on preventive interventions addressing youth behavioral risk factors.

This Section will be led by an Assistant Director

2.5 ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT DIVISION

Objective

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

Functions

This Division will perform the following functions: -

- (i) To interpret Public Service Regulations; Standing Orders and other Labour laws;
- (ii) To oversee the implementation of ethics and value promotion activities including corruption prevention education;
- (iii) To administer and oversee implementation of activities such as recruitment, selection, orientation, training and employee development, promotion, discipline, retention, motivation, performance management and general staff welfare;
- (iv) To ensure optimal, efficient and effective management and utilization of human resource;
- (v) To coordinate Workers Council and Trade Union affairs;
- (vi) To oversee the development and implementation of effective policies, procedures and guidelines for recruitment, training and development, deployment, retention of staff, promotions and performance management;
- (vii) To conduct human resource audit and inventory of current and needed skills;
- (viii) To provide registry, manage Office records, messengerial and courier services;
- (ix) To handle protocol matters;
- (x) To facilitate provision of security services, transport and general utilities;
- (xi) To facilitate maintenance of office equipment, buildings and grounds;
- (xii) To coordinate implementation of ethics and value promotion activities;
- (xiii) To conduct human resources assessment;
- (xiv) To coordinate implementation of diversity issues; and
- (xv) To coordinate implementation of Private Sector Participation, Business Process Improvement and Client Service Charter.

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

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

2.5.1 Human Resource Management Section

This Section will perform the following activities: -

- (i) Interpret and ensure adherence to Public Service Regulations, Standing Orders and other Labour laws;
- (ii) Carry out human resources planning and development;
- (iii) Coordinate staff recruitment, selection, orientation, placement, confirmation, training, employee development, promotion, transfer, motivation and discipline;
- (iv) Conduct human resources assessment;
- (v) Prepare Annual Personnel Emolument estimates and administer salaries and process payrolls;
- (vi) Coordinate and monitor implementation of Employee Performance Assessment through Public Employees Performance Information System (PEPMIS);
- (vii) Oversee employee's benefits (pension, allowances, retirement, resignation, deaths etc) and other entitlements;
- (viii) Oversee services related to separation from service (retirement, resignation etc);
- (ix) Process and update leave records such as vacation, sick, maternity, study and terminal; and
- (x) Serve as a Secretariat to the Appointment Committee.

This Section will be led by an Assistant Director.

2.5.2 Administration Section

This Section will perform the following activities: -

- (i) Facilitate maintenance of office equipment, buildings and grounds;
- (ii) Coordinate implementation of ethics and value promotion activities including prevention of corrupt practices;

- (iii) Coordinate implementation of diversity issues;
- (iv) Provide registry, manage office records, messengerial and courier services;
- (v) Coordinate Workers Council and Trade Union affairs;
- (vi) Handle protocol matters;
- (vii) Facilitate provision of security services, transport and general utilities;
- (viii) Coordinate implementation of Private Sector Participation, Business Process Improvement and Client Service Charter in the Office;
- (ix) Advise on organizational efficiency of the Office;
- (x) Facilitate employee relations and welfare including employee health and safety, sports and culture; and
- (xi) Coordinate complaints and grievances handling.

This Section will be led by an Assistant Director.

2.6 POLICY AND PLANNING DIVISION

Objective

To provide expertise and services in policy, planning, budgeting preparation, research and innovations.

Functions

This Division will perform the following functions:-

- (i) To coordinate preparation of plans, budget and ministerial youth related policies in line with the National Planning Frameworks;
- (ii) To analyse youth related policies from other sectors and advise accordingly;
- (iii) To coordinate research on Ministerial policies and sector related functions for the development of the respective sector;
- (iv) To coordinate implementation of the Government's policy, research, technological development and innovation in the Ministry;
- (v) To coordinate preparations of Budget Speech for the Ministry;
- (vi) To develop guidelines on research and innovation matters for the Ministry;
- (vii) To conduct Ministry Service Delivery Survey;
- (viii) To coordinate Ministry Self-Assessment (Institutional Self-Assessment);
- (ix) To mobilize resource for implementation of Ministry's initiatives;

- (x) To coordinate risk management processes within the Ministry;
- (xi) To coordinate implementation of ruling party manifesto, Government directives and parliamentary affairs; and
- (xii) To coordinate preparations of periodic Performance Reports for the Ministry.

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

- (i) Policy, Research and Innovation Section; and
- (ii) Planning and Budgeting Section.

2.6.1 Policy, Research and Innovation Section

The Section will perform the following activities: -

- (i) Coordinate development and implementation of Ministerial policies;
- (ii) Coordinate review of Ministerial policies;
- (iii) Prepare Ministerial Policies implementation report;
- (iv) Review and advise on policy papers prepared by other Ministries;
- (v) Develop guidelines on research and innovation matters for the Ministry;
- (vi) Coordinate research and innovation matters for making informed decisions;
- (vii) Coordinate management of innovation matters for the Ministry;
- (viii) Cooperate with national and international research institutions and data centres for the purpose of collecting and exchanging research and innovation information;
- (ix) Identify research areas and priorities for the Ministry; and
- (x) Develop strategies for implementation and dissemination of research findings.

This Section will be led by an Assistant Director

2.6.2 Planning and Budgeting Section

This Section will perform the following activities:-

- (i) Coordinate preparation of Ministry's Medium - Term strategic plan, action plans and budget;
- (ii) Coordinate preparations of Budget Speech for the Ministry;
- (iii) Review plans and program implemented in the Ministry;
- (iv) Coordinate preparations of periodic Performance Reports for the Ministry;
- (v) Coordinate implementation of ruling party manifesto, Government directives

- and parliamentary affairs;
- (vi) Prepare resource mobilization strategies for the Ministry;
 - (vii) Prepare projects documents and program for financing;
 - (viii) Provide technical guidance and support for institutionalization of strategic planning and budgeting process within the Ministry;
 - (ix) Conduct Ministry's Service delivery survey;
 - (x) Coordinate preparation and implementation of risk management for the Ministry;
 - (xi) Coordinate Ministry Self-Assessment (Institutional Self-Assessment); and
 - (xii) Coordinate development of Ministerial programs and projects.
- This Section will be led by an Assistant Director.

2.7 FINANCE AND ACCOUNTS UNIT

Objective

To provide quality Financial Management and Accounting services

The Unit will perform the following activities: -

- (i) Collect, manage and account for all Taxes and Non-Tax Revenues according to regulations and guidelines;
- (ii) Prepare payments of salaries and ensure statutory deductions are remitted on time as prescribed;
- (iii) Prepare Quarterly, Bi-Annual and Annual Financial Statements;
- (iv) Pre-Examine Payment Vouchers and supporting documents to ensure adherence to Financial Management Legislations;
- (v) Coordinate and respond to audit queries raised;
- (vi) Handle cash payments and custodian of financial documents; and
- (vii) Prepare and effect payments and Monitor expenditure.

This Unit will be led by a Chief Accountant.

2.8 INTERNAL AUDIT UNIT

Objective

To provide advisory services to the Accounting Officer in the proper Management of Resources.

The Unit will perform the following activities: -

- (i) Review and report on proper control over the receipt, custody and utilization of all financial resources of the Office;
- (ii) Review and report on conformity with financial and operational procedures laid down in any legislation or any regulations or instructions for control over the expenditure of the Office;
- (iii) Review and report on the correct classification and allocation of revenue and expenditure accounts;
- (iv) Develop audit procedures to facilitate compliance with International Standards;
- (v) Review and report on the reliability and integrity of financial and operation data and prepared financial statements and other reports;
- (vi) Review and report on the systems in place used to safeguard assets, and verify existence of such assets;
- (vii) Review and report on operations or programs to ascertain whether results are consistent with established objectives and goals;
- (viii) Review and report on the reactions by the management to internal audit reports assist management in the implementation of recommendations made by reports and follow-up on the implementation of recommendations made by the Controller and Auditor General;
- (ix) Review and report on the adequacy of controls built into computerized systems in place in the Office;
- (x) Prepare and implement Strategic Audit Plans; and
- (xi) Conduct performance audits on appraisal of development projects.

The Unit will be led by a Chief Internal Auditor.

2.9 PROCUREMENT AND SUPPLIES MANAGEMENT UNIT

Objective

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

This Unit will perform the following activities: -

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

This Unit will be led by a Director.

2.10 LEGAL SERVICES UNIT

Objective

To provide legal expertise and services to the Office.

This Unit will perform the following activities: -

- (i) Provide legal advice and assistance to Office and its entities on interpretation of laws, terms of contract, terms of agreements, privatization agreements, procurement contracts, guarantees, letters of undertaking, memorandum of understanding, consultancy agreements and other type of agreements, and other legal documents;
- (ii) Provide technical support in preparation of legislative instruments;

- (iii) Provide legal services to the Office;
- (iv) Participate to various negotiations and meetings that call for legal expertise;
- (v) Translate legislations within the Office;
- (vi) Liaise with the Office of Attorney General on litigation of civil cases and other claims involving the Office; and
- (vii) Prepare and review various legal instruments such as orders, notices, certificates, agreements and transfer deeds.

This Unit will be led by a Director

2.11 MONITORING AND EVALUATION UNIT

Objective

To monitor and evaluate implementation of the policy, plans, budget, programs, projects and National Key Result Areas (NKRAs).

This Unit will perform the following activities: -

- (i) Monitor and evaluate implementation of the policy, Medium-Term Strategic Plan, annual plans, budget, programs and projects in line with National Planning Framework;
- (ii) Monitor and evaluate National Key Result Areas (NKRA) for the Ministry;
- (iii) Undertake impact assessments on plans, program and projects under the Ministry;
- (iv) Develop and implement Monitoring and Evaluation framework and System for the Ministry;
- (v) Monitor implementation of evaluation recommendations;
- (vi) Prepare periodic Monitoring and Evaluation reports on NKRAs under the Ministry;
- (vii) Monitor and evaluate implementation of Ruling Party Manifesto and Government Directives;
- (viii) Monitor and evaluate periodic and ad hoc performance of the Ministry;
- (ix) Monitor performance of Institutions under the Ministry;
- (x) Coordinate Institutional performance review/Public Institutions Performance Management Information System (PIPMIS); and
- (xi) Be custodian of Ministry's Statistics.

This Unit will be led by a Director.

2.12 GOVERNMENT COMMUNICATION UNIT

Objective

To provide expertise and services in information, communication and dialogue with Public and media.

This Unit will perform the following activities: -

- (i) Produce and Disseminate documents such as brochures, articles, newsletters to inform the public on policies, programmes, activities and reforms undertaken by the office;
- (ii) Coordinate press briefings for the office;
- (iii) Engage in dialogue with the Public as well as media on issues concerning the office;
- (iv) Create Awareness and advocacy creative campaign;
- (v) Produce creative material such as posters flyers brochures social media content,documentation and public services announcement;
- (vi) Design in creative messages that effectively communicate government programs, policies and opportunities to Youth;
- (vii) Develop creative campaign to Youth
- (viii) To create engaging digital content tailored to youth platform;
- (ix) Support the Ministry's online presence through innovative formats(reels, podcasts and info graphics;
- (x) Develop and maintain the Ministry's visual and creative identity;
- (xi) Facilitate youth led storytelling and innovative labs
- (xii) Provide creative direction for youth forums, conference, workshops and outreach programs;
- (xiii) Study youth trends,culture and communication preferences
- (xiv) Provide research on youth trends, culture and communication preferences and evaluate the impact of creative campaigns on youth engagement;
- (xv) Promote office's activities, programs and policies;
- (xvi) Coordinate preparation of sectoral and office's papers for workshops and conferences;
- (xvii) Coordinate preparation and production of office's articles and newspapers;
- (xviii) Up-date sectoral and Ministerial information in the website;

- (xix) Advise Divisions, Units, extra Ministerial and non-commercial Public Institutions on the production of various documents; and
- (xx) Develop and implement strategies for digital communication on office's issues, activities and programmes across various platforms (social media & websites).

This Unit will be led by Director

2.13 INFORMATION AND COMMUNICATION TECHNOLOGY UNIT

Objective

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

This Unit will perform the following activities: -

- (i) Implement ICT and e-Government policy;
- (ii) Develop and coordinate Integrated Information and Communication Technology for the office;
- (iii) Ensure that hardware and software are well maintained;
- (iv) Coordinate and provide support on procurement of software and hardware in the office;
- (v) Establish and coordinate use of electronic mail communications on LAN and WAN; and
- (vi) Carry out studies and propose areas of using ICT as an instrument to improve service delivery to the office.

This Unit will be led by Director.