



THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT
TANZANIA PUBLIC SERVICE COLLEGE



COURSE ANNOUNCEMENT

INFORMATION MANAGEMENT AND E-GOVERNANCE PROGRAMME FOR DIRECTORS, SENIOR MANAGERS AND ASSISTANT DIRECTORS

1. BACKGROUND

The Government of Tanzania is moving to e-governance and business information. Information management is an aspect which cuts across all cadres in the Public Service. From this fact therefore, the need for senior executives to have a greater understanding of information management and appreciating its role is highly encouraged. In responding to this need, and after a thorough and consultative training needs analysis the Tanzania Public Service College, in collaboration with the RIPA International (UK) have designed Information Management and E-Governance Programme for Directors, Senior Managers and Assistant Directors in the Public Service.

2. PROGRAMME OBJECTIVES

After completing this intensive course, the Participants will be able to:

- ◆ Understand the information context within which the public service functions and the power of information in order to improve decision-making and service delivery.
- ◆ Implement improvements and exploit capabilities of the information management systems in their respective organizations
- ◆ Set directions and provide overall management to information/records staff by understanding the roles of information/records management and its added value to organizations.

3. DURATION

This is a one-week full time programme which covers eight hours per day.

4. PROGRAMME CONTENTS

- i. General Principles and Best Practices of Information and Records Management
- ii. Elements of Information/Records Management Programme
- iii. Global trends, International Standards and Best Practice for Information/Records Management.
- iv. The Legal and Regulatory Framework
 - ◆ The Records and Archives Act 2002
 - ◆ National Standards
 - ◆ ISO 1548
- v. Information/Records management in the context of The Public Service Reform Programme
- vi. Good Practices in Records Management
- vii. Registration and Retrieval of Information/ records
- viii. Managing semi current and archival material
- ix. Security of information and Disaster planning in the Public Service
- x. E-Governance and E-Records
- xi. Managing the Performance of Records and Information Systems
- xii. Implementing an effective records and information management programme

5. FEES FOR THE PROGRAMME

The Fee for this programme is USD 3500 that will cater for Tuition fee, training materials, Refreshments and Full Boarding Costs at Paradise Hotel in Bagamoyo.

6. DATES

The programme will be conducted by experts from RIPA International (UK) and TPSC between 12th and 16th September 2005.

7. MODE OF APPLICATION

All applications should be addressed to:

The Chief Executive

Tanzania Public Service College,

P.O.Box 2574,

Dar es Salaam. Tel: 2123547/8/9. Fax. 2131849. Email: magaya@tpsc.go.tz

Closing dates for receiving application is August 30th, 2005.