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**THE PUBLIC SERVICE (TANZANIA FOREIGN SERVICE)
REGULATIONS, 2016**

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THE PUBLIC SERVICE ACT
(CAP.298)

REGULATIONS

(Made under section 35(1))

THE PUBLIC SERVICE (TANZANIA FOREIGN SERVICE)
REGULATIONS, 2016

PART I
PRELIMINARY PROVISIONS

- Citation 1. These Regulations may be cited as the Public Service (Tanzania Foreign Service) Regulations, 2016.
- Application 2.-(1) These Regulations shall apply to Tanzanian citizens who are appointed or seconded to the Tanzania Foreign Service.
- (2) Without prejudice to the provision of sub-regulation (1), these Regulations shall not apply to staff engaged locally for duty in Tanzania's missions abroad.
- (3) The conditions of service of locally engaged staff shall be set out in the contract of employment of the individual employee concerned as specified in the Eighth Schedule to these Regulations.
- Interpretations 3. In these Regulations, unless the context otherwise require:
- “ambassador” means any officer who has been appointed or promoted to the highest rank in the foreign service;
- “*attaché*” means a non foreign service officer, who is posted abroad to perform specific functions in Embassies/Missions abroad;
- “charge *d'affaires ad interim*” means an officer who is holding the position of a Head of Mission in the absence of the Head of Mission;
- “charge *d'affaires en titre*” means an officer who acts as Head of Mission where accreditation is not at an ambassadorial level;

- Cap.357
- “child” means unmarried child, child born out of wedlock, step child, legally adopted child or child of a deceased near relative, who because of physical or mental infirmity or because of being a pupil in a Primary or Secondary School, is unable to earn a living and is therefore wholly maintained by the public servant who is not more than eighteen years of age and is maintained by the public servant;
 - “citizen” means a citizen as defined in the Tanzania Citizenship Act;
 - “country of accreditation” means the receiving state or states to which a mission is accredited;
 - “counsellor” means a diplomat who ranks immediately below the rank of minister counsellor;
 - “Consulate” means a representative office of a country in a major city of another country charged with the role of facilitating the citizens of a sending state with consular services, promoting trade, investments and commercial interests;
 - “Consul General” means high ranking official appointed to head a Consulate;
 - “Deputy Head of Mission” (DHOM) means an official appointed to that rank as the person second in command in a diplomatic mission;
 - “dependant” means a member of the family of an officer who is wholly or partially dependant upon the earnings of the officer;
 - “dependent child” means a child of up to twenty one years who is attending school or college on full time basis;
 - “difficult living or hazardous conditions” include war or active hostilities, high crime rate, extreme weather condition, unavailability of basic amenities or availability of amenities below acceptable standards;
 - “domestic servant” means a person employed to work in a residence of an officer on local terms;
 - “family” includes the officer’s spouse and officer’s dependants as defined herein above;
 - “first secretary” means a diplomat who ranks immediately below the rank of a counsellor;
 - “foreign service officer” means an officer recruited or trained

- in diplomatic practice and categorized as such;
- “government” means the government of the United Republic of Tanzania;
- “Head of Chancery” (HOC) means the officer appointed to manage the mission;
- “Head of Mission” (HOM) means an officer who has been appointed by the President of the United Republic of Tanzania as a representative of his government to head a diplomatic mission abroad;
- “home service” means the Public Service of the Government of the United Republic of Tanzania but excludes Tanzania foreign service;
- “honorary consul” means a non-state representative entrusted in that capacity to exercise consular functions as outlined under Article 1 (2) of the Vienna Convention on Consular Relations of 1963;
- “local staff” means staff engaged locally by a Tanzania Mission abroad;
- “local leave” means leave taken locally for a total of fourteen days per year during the course of a tour of duty at a Mission abroad;
- “Ministry” means the ministry responsible for foreign affairs in the government of the United Republic of Tanzania;
- “mission” means a Tanzania Embassy, High Commission, Permanent Mission or Consulate in a country to which a Tanzanian representative is accredited;
- “minister plenipotentiary” means a diplomat who ranks immediately below the rank of ambassador;
- “minister counsellor” means a diplomat who ranks immediately below the rank of the minister plenipotentiary;
- “near relative” means mother, father, spouse and child;
- “officer” means a member of the Tanzania foreign service or a member of the public service of Tanzania seconded or attached to the service;
- “paid home leave” means ordinary leave taken and spent in Tanzania after every twenty four months without affecting payment of salary and Foreign Service Allowance;

- “permanent secretary” means the officer performing the functions of Permanent Secretary in the Ministry;
- “representational car” means the official car used by the Head of Mission in a country of accreditation;
- “shipping allowance” means an allowance paid out to an officer as entitlement in the course of travelling on transfer from one station to another or upon return to Tanzania after completion of another or upon return to Tanzania after completion of tour of duty, retirement or recall as provided in these Regulations, and includes a home based cook or house servant of the Officer;
- “service” means the Tanzania foreign service;
- “sub-accounting officer” means the Head of Mission;
- “spouse” for the purpose of all privileges and entitlements for which an officer qualifies under these Regulations, means a wife or a husband;
- “second secretary” means a diplomat who ranks immediately below the rank of a first secretary;
- “third country” means a country other than a sending or receiving state;
- “third secretary” means a diplomat who ranks immediately below the rank of a second secretary;
- “tour of duty” unless otherwise specified, means the period of forty eight months during which the officer is required to serve abroad irrespective of the number of missions served.

PART II GENERAL CONDITIONS OF SERVICE

Allegiance by
officer

- 4.-(1) An officer shall give undivided allegiance to the government on all occasions when the government has a claim on his services, and in that regard the officer shall not:
- (a) subordinate his duties to his private interests, or put himself in a position where his duties and his private interests conflict;
 - (b) make use of his official position in furtherance of his private interests, or act so as to create a reasonable suspicion that he has used his official position in furtherance of his interests;

- (c) engage in gambling, speculation, drug taking or trafficking or any other act which would put him into a position where his allegiance is compromised;
- (d) be involved in private financial transactions in connection with any matter on which members of the service might be suspected of having access to information which could be turned to private gain;
- (e) engage in any occupation or undertaking which might in any way conflict with the interests of the service or be inconsistent with his position as a member of the service; and
- (f) fall short of professional standard expected of members of the service or act in any way which might bring discredit upon the service.

(2) Without prejudice to sub-regulation (1), where there is any doubt on special rules governing particular activities in which an officer may wish to participate and is covered by these Regulations, such officer shall seek advice from the Head of Mission if that officer is stationed abroad, or from the Head of Department or the Permanent Secretary, as the case may be.

(3) An officer who is first appointed to a foreign service post shall be provided with a copy of these Regulations.

Code of
Ethics and
Conduct

5.-(1) There is hereby prescribed in the First Schedule to these Regulations, a Code of Ethics and Conduct for Tanzania foreign service herein also referred to as "the Code".

(2) Officers shall comply with the Code.

(3) A breach of the Code by an officer shall be punishable in terms of the Public Service Act, and may include recalling of an officer or disciplinary action against the officer.

Integrity of
Officers
Cap.329

6. In order to ensure adherence to integrity and proper conduct of service, all officers shall acquaint themselves to, and observe the provisions of the Prevention and Combating of Corruption Act.

Acceptance of
gifts and
advantages

7.-(1) An officer shall not accept gifts or advantages whether in the form of goods, free passages or other benefits, from anyone with whom he is in contact by virtue of his official position or with whom he has had or is likely to have dealings in his official capacity and he shall likewise ensure that his spouse, children and other members of his family or members of his household as far as is practicable do not accept such gifts or advantages.

(2) Any offer or inducement of any kind made to an officer or to a member of his family shall be reported immediately to the Head of Mission, if stationed abroad, or to the Permanent Secretary if within the United Republic of Tanzania.

(3) Acceptance of a gift or advantage under the following circumstances shall not be interpreted as acceptance of a gift or advantage if it:

- (a) is of insignificant value;
- (b) is in the form of a reduction in the price of goods or services allowed generally to members of the service, by virtue of that membership;
- (c) has been made collectively by a number of colleagues to mark an appropriate occasion such as marriage, departure from a post or retirement;
- (d) is in the form of private or official hospitality or entertainment given on an appropriate occasion in appropriate surroundings;
- (e) is received in circumstances in which it cannot be refused without detriment to the public interest, a receipt of which shall be reported to the Permanent Secretary who shall give instructions for its disposal.

(4) Where the officer doubts about the propriety of accepting the gift or advantage in any of these circumstances, he shall report the matter without delay to his immediate superior.

Acceptance of
decorations
from other
governments

8.-(1) An officer is not allowed to accept or wear decorations and medals awarded by other governments.

- (2) The same rule applies to the spouse of the officer.
- (3) Notwithstanding the provisions of sub-regulation

(1), Where an officer learns that the bestowal of a decoration upon him is being contemplated, he should take steps to explain to the host country through diplomatic channels on the need to obtain prior permission from his government before the decision to confer is taken.

Private occupations

9.-(1) An officer may become a member of or occupy posts on the councils of charitable organizations or non governmental organizations or professional bodies, provided that such membership does not conflict with the discharge of his official duties and provided also that the activities of such bodies are not in conflict with the terms of Regulation 4.

(2) An officer serving abroad shall not engage in any gainful private activity.

Loans

10.-(1) An officer may, with the approval of the Head of Mission and a notification to the Permanent Secretary, solicit loans.

(2) An officer who has taken out a loan while stationed abroad shall be obliged to settle such loan before the end of his tour of duty.

Pecuniary embarrassment

11.-(1) Pecuniary embarrassment from whatever cause shall be regarded as necessarily impairing the efficiency of an officer and rendering that officer liable to disciplinary proceedings.

(2) An officer who is insolvent or gets into unmanageable debts shall at once report the fact to the Permanent Secretary, through the Head of Mission.

(3) Having reported insolvency or indebtedness in terms of subregulation (1), the officer shall at the earliest possible time submit a complete statement of the facts of his insolvency or indebtedness to the Permanent Secretary who may decide on steps to be taken.

(4) An officer who is insolvent or seriously in debt shall not continue to serve in respect of duties involving handling of public funds.

(5) Where it is established that an officer is insolvent, disciplinary action against that officer shall be taken in accordance with regulation 35.

Marriage

12.-(1) An officer who proposes to marry a non-Tanzanian shall, for diplomatic reasons, make prior consultation with the Permanent Secretary.

(2) Marriage by any officer to a non-Tanzanian may immediately or at a later stage diminish the utility of the officer concerned as a member of the foreign service and limit the number of stations at which that officer can be posted.

(3) Subject to the provision of sub-regulation (1), the officer may be required to be transferred to the home service if stationed abroad or to resign.

(4) When the prospective spouse of an officer takes active steps before marriage, or immediately after marriage, to acquire Tanzanian citizenship, the Permanent Secretary may defer action to transfer the officer to the home service until the result of the application by the spouse for citizenship is known.

Matrimonial suit

13.-(1) It shall be a disciplinary offence for an officer to cause a matrimonial scandal, which will bring discredit to the officer as a member of the foreign service.

(2) Where an officer stationed abroad becomes involved in a matrimonial suit, he must immediately report the matter to the Head of Mission who shall in turn report it to the Permanent Secretary.

Official secrets and custody of official documents
Cap.47

14.-(1) In order to ensure proper handling of official information and documents, all officers shall be required to acquaint themselves with the provisions of the National Security Act and any other relevant Subsidiary Legislation, as issued from time to time.

(2) Without prejudice to the duty of an officer to acquaint himself with the provisions of the Act as a whole, it is pointed out in particular that the Act applies to all documents or information, which come into the possession, custody or knowledge of that officer in his official capacity.

Improper communication
Cap. 47

15.-(1) An officer who improperly communicates any classified document or information which has come into his possession in his official capacity commits an offence under

the National Security Act, and disciplinary action shall immediately be taken against him.

(2) An officer who is in doubt as to the propriety of communicating any document or information shall consult a superior officer before doing so.

Negligence in communication

16. Negligence by an officer in the custody, disposal or handling of official documents or in communicating official information shall amount to a disciplinary offence.

Return of documents to the Ministry

17. Any failure by an officer to handover or return official documents to the Ministry where the return of the same is demanded shall constitute a disciplinary offence.

Official documents or correspondences

18. All official documents or correspondences and copies thereof, relating to any matter of official concern to any branch of the Government and emanating from or addressed to-

- (a) a diplomatic mission or Consulate of the government;
- (b) a department of the government;
- (c) a department of any foreign government;
- (d) a foreign diplomatic mission or Consulate;
- (e) international and non governmental organisations; and
- (f) a person in the service of any of the diplomatic mission, Consulate, government department or agencies referred to in sub-regulations (a), (b), (c), (d) and (e),

shall be deemed to be confidential, unless the Permanent Secretary decides otherwise.

Confidential information

19. Confidential information referred to in Regulation 18 shall include all information relating to any matter of official concern to any branch of the government obtained orally or through observation from the official documents or correspondences at any of the sources specified under sub-regulations (a), (b), (c), (d), (e) and (f) of Regulation 18.

Destruction of
official
documents

20.-(1) An officer shall, on the outbreak of war or other emergency, destroy official documents that are in his possession or custody, in accordance with the instructions in force for such eventuality.

(2) Except in cases of emergency, an officer shall not destroy the originals or sole copies of official documents except under authority from the Permanent Secretary.

(3) Notwithstanding the provisions of Regulation 20 (2), where it is clear that such documents do not possess, or no longer possess any interest for the purpose of official records, an officer may destroy surplus copies or documents of ephemeral interest, in accordance with standing instructions.

Cessation of
membership

21.-(1) Whenever an officer ceases to be a member of the Tanzania foreign service, he shall inform the Permanent Secretary of all the papers in his possession which came, or reasonably thought to have come under the provisions of regulation 18.

(2) The Permanent Secretary may give directions as to the future custody and disposal of such papers.

Officer not to
authorize
persons to
access official
documents

22.-(1) An officer shall not allow unauthorized persons to access official documents nor shall he give any right to executors or legatees to take possession of official documents upon his death.

(2) When an officer dies all official documents shall remain the property of the Government and shall be returned by executors or legatees to the Head of Mission or the Permanent Secretary.

Publications,
lectures
and
interviews

23.-(1) An officer shall obtain permission from the Permanent Secretary or Head of Mission as appropriate before publishing any book or article, taking part in any radio or television programme, or giving any public lecture, whether in Tanzania or abroad, which is based in whole or in part upon his experience as a public officer or upon information obtained by him in that capacity.

(2) An officer shall not give interviews to the press without the written permission of the Head of Mission when

stationed abroad or of the Permanent Secretary while in Tanzania.

(3) An officer publishing any book or article, or giving any public lecture or broadcast talk, whether such book, lecture or talk is or is not based upon his experience as a member of the service, or upon information obtained by him as a member of the service shall not, without permission of the Head of Mission or the Permanent Secretary, as the case may be, refer to or permit any reference to be made to the position they hold or held as a member of the service.

Attendance of conferences or meetings

24.-(1) An officer shall not accept invitations to attend, in his official capacity, conferences or meetings outside the area of accreditation or within the area of accreditation without permission of the Permanent Secretary and the Head of Mission respectively.

(2) Subject to subregulation (1), applications for permission to attend such meetings or conferences shall state the convening body and the objectives of the meeting.

Addressing of meetings or taking part in debates

25. An officer shall not address meetings, take part in debates or discussion groups of outside organizations unless:

- (a) he has sought and obtained permission from the Permanent Secretary;
- (b) the subject of such meetings, debates or discussions is not of a nature that makes a contribution by a public officer inappropriate;
- (c) it may be advantageous to the exposition of the Government's policy;
- (d) it is in the public interest for the officer to be present in a private discussion or study group arranged by a specialist organization.

National Security Act Cap. 47

26. An officer shall bear in mind that the provisions of the National Security Act shall continue to apply to him after he has ceased to be in the foreign service and he shall, therefore continue to submit to the Permanent Secretary, for scrutiny before publication, the manuscripts of any articles, books, lectures or broadcasts which are based in whole or in part on information obtained by him in his official capacity.

No reproduction of unpublished official documents

27. The reproduction *in extenso* of unpublished official documents including memoranda prepared by officials in their capacity and with access to official information is not permitted.

Head of mission to give permission

28.-(1) The Head of Mission may give permission to the staff of the mission to write articles for local publication, make speeches, give broadcast talks, attend meetings, or conferences in the country of accreditation.

(2) An officer shall not retain any payments for such activities undertaken in the course of his duties.

(3) The Head of Mission shall vet all materials being used by an officer for the purposes of this Regulation.

Soliciting outside influences

29. An officer shall not attempt to solicit outside influences to further their position in the service or their personal claims in any matter affecting the service.

Lodging of complaints

30.-(1) An officer who wishes to lodge a complaint on personal matters affecting his position in the service may lodge his complaint to his superior or supervisor.

(2) Where an officer is not satisfied by the decision made, he may lodge his complaint to the Permanent Secretary through his Head of Mission.

Postings and transfers

31.-(1) An officer may be posted to any station where his services may be required.

(2) Unless otherwise specified, a tour of duty shall be for a period of forty-eight months.

(3) When appointments and transfers are made, account may be taken, as far as possible, of various circumstances and the wishes of an individual.

(4) An officer shall not be transferred home or to a different station abroad unless he has completed a tour of duty at his post.

(5) Without prejudice to subregulation (4), where there are circumstances necessitating transfer of an officer before the end of his tour, such officer shall be given notice of

such transfer, as circumstances may permit.

(6) An officer is expected to inform the Permanent Secretary, at least six months of the impending completion of his tour of duty.

(7) A three months notice shall be given to the officer whose transfer has been initiated by the Ministry for reasons other than breach of security or criminal offence.

An officer to stay at the Ministry before a tour of duty

32. A newly employed officer shall normally be required to stay at the Ministry for a period of forty-eight months before being considered for a tour of duty.

Eligibility for the next posting

33. An officer who is returning back home after completion of tour of duty shall be eligible for the next posting after forty-eight months.

Forfeiture of privilege

34. Where an officer without any reasonable excuse fails to comply with a posting order, he may not be considered for another posting.

Discipline

35.-(1) On matters relating to discipline, measures other than those laid down in these Regulations, the Public Service Regulations and other relevant Regulations in force shall apply.

(2) Where there is any matter concerning the discipline of an officer in the mission, the officer concerned shall not be recalled until the provisions of these Regulations are complied with.

(3) No member of the family of an officer shall interfere with the administrative affairs of the mission.

Respect of authority

36. All officers serving in a mission abroad shall respect the authority of the Head of Mission and disciplinary measures shall be taken against any insubordination on the part of any officer.

An officer not to leave the duty station

37. An officer shall not leave his duty station for Tanzania or elsewhere without the prior approval of his Head of Mission who shall in turn inform the Permanent Secretary

accordingly.

Preservation
of behaviour

38.-(1) The preservation of good behaviour at all times is a matter of great importance and shall be considered whenever an officer's performance appraisal report is compiled.

(2) Subject to sub-regulation (1), relationship and co-operation between officers of various categories shall always be maintained.

Officer
charged with
a criminal
offence

39.-(1) Any officer who is charged with a criminal offence, other than a traffic offence with a private vehicle for which the possible penalty on conviction does not include imprisonment or disqualification from driving, shall report the case immediately to the Permanent Secretary who may interdict the officer from duty if he considers interdiction is desirable pending the outcome of the case and of any disciplinary proceedings connected therewith.

(2) Where an officer is interdicted in accordance with sub-regulation (1), he shall receive such salary, not being less than one-half of his substantive monthly salary, as the Permanent Secretary determines.

Stations in
difficult living
conditions

40.-(1) Officers serving in countries specified under the Third Schedule which are also classified as being in difficult living or hazardous conditions shall be entitled to a hardship and risk allowance of 25% of the officers monthly foreign service allowance.

(2) The Permanent Secretary may from time to time determine risk and hardship stations and recommend hardship allowance rates to the Permanent Secretary (Establishment) for approval.

PART III ALLOWANCES

(a) Foreign Service Allowance

Purpose and
eligibility

41.-(1) An officer serving abroad shall be eligible to receive an appropriate tax-free Foreign Service Allowance

which shall be determined from time to time by the Permanent Secretary (Establishment).

(2) An allowance under sub-regulation (1), shall be paid to an officer to maintain himself and his family in conditions and at a standard, which shall enable that officer to conveniently carry out his duties as a representative of the government.

Rates of
foreign
service
allowance

42.-(1) The rates of the Foreign Service Allowance that is payable to each officer shall be:

- (a) determined according to his rank and living conditions in a country in which that officer is serving; and
- (b) made in currencies to be determined by the Permanent Secretary.

(2) Without prejudice to subregulation (1), the following factors shall be taken into account in determining the rate of the allowance to be paid to each officer-

- (a) local standard cost of living;
- (b) expenditure which an officer serving abroad necessarily incurs, either at home or abroad, over and above that which an officer of the corresponding rank serving in Tanzania is expected to have to bear; and
- (c) expenditure which, while optional for a private individual, is obligatory for an officer by virtue of his official position.

(3) Where an officer serves at a Mission accredited to more than one country, he shall only be entitled to the Foreign Service Allowance of the country in which he resides.

(4) The rate of foreign service allowance payable to a person who is not a foreign service officer, but who is posted for a tour of duty abroad, shall depend on the title assigned to him by the Permanent Secretary.

(5) Where an officer receives a salary that is below that of the person attached to the post of third secretary, the rate of foreign service allowance payable to him shall be the allowance of the Third Secretary.

(6) Where the salary of the person so posted is equivalent to or higher than that of Third Secretary, that

person shall be eligible to receive the foreign service allowance appropriate to his salary but such allowance should not exceed the rate applicable to the position of Minister Plenipotentiary at the station concerned.

(7) Rates of foreign service allowance provided for in the Second Schedule to these Regulations shall remain fixed regardless of the fluctuation of the exchange rates of the currency in use.

Payment of foreign service allowance and spouse allowance

43.-(1) Foreign service allowance is payable from the day an officer reports to the posting station and shall cease to be paid from the day he departs from the station upon retirement, completion of tour of duty or upon being recalled.

(2) Spouses residing with officers posted abroad shall be entitled to receive twenty five per cent of the officer's foreign service allowance, which shall be paid directly to them by the Mission as per sub-regulation (1). This Regulation shall not apply where the spouse is covered under sub-regulation (4).

(3) Where an officer on his permanent departure from his post abroad is unable for some special reasons to be accompanied by spouse or children and is permitted by the Permanent Secretary to leave the spouse or children behind at his former post abroad for one month, that officer shall be allowed to retain his foreign service allowance for that period.

(4) Where an officer and a spouse are both in the foreign service and are both posted abroad at the same station, they shall receive the full foreign service allowance applicable to their positions without spouse allowance.

Temporary absence from duty

44. An officer who is temporarily absent from his duty station and is on duty in Tanzania or elsewhere shall continue to retain his foreign service allowance and be entitled to the appropriate subsistence allowance.

Temporary absence on sick leave

45.-(1) During temporary absence on sick leave in or outside the country in which an officer is stationed, that officer shall retain his foreign service allowance.

(2) Where sick leave is prolonged or is likely to be prolonged for up to six months, the question of retaining the

foreign service allowance shall be forwarded to the Permanent Secretary for approval.

(b) Special Outfit Allowance

Purpose,
eligibility for
and rates of
special outfit
allowance

46.-(1) An officer posted abroad and his family shall be entitled to receive a special outfit allowance which is intended to assist him and his family in meeting expenditure involved in providing himself and his family, if any, with clothing for the purpose of, *inter alia*, mitigating extreme weather conditions.

(2) Special outfit allowance shall be payable after every three years at rates to be determined by the Permanent Secretary (Establishment).

(c) subsistence allowance

Accommoda-
tion upon
posting or
transfer
abroad

47.-(1). An officer shall be posted to a station abroad after an appropriate accommodation has been secured.

(2) Where the officer is transferred under emergency circumstances, the Permanent Secretary may direct otherwise, pending the availability of an appropriate accommodation.

Subsistence
allowance
on return
from abroad

48.-(1) Where an officer returns to Tanzania from abroad to spend his leave at the end of tour of duty, he shall be eligible to receive:

- (a) local and foreign subsistence allowance as determined from time to time by the Permanent Secretary (Establishment) for a period of seven nights at the station and seven nights at the headquarters; and
- (b) additional allowance for the spouse at the same rate and for each child at the rate of one half of the rate at which the officer is paid.

(2) When an officer who is entitled to a free housing returns back to Tanzania from posting, upon proof that he has not been allocated with the housing, he shall be provided with housing allowance subject to public service regulations as may be determined from time to time by the Permanent Secretary (Establishment).

Subsistence allowance when travelling on duty overseas

49.-(1) When travelling on duty overseas, an officer shall be entitled to receive the appropriate subsistence allowance for the place of visit as determined from time to time by the Permanent Secretary (Establishment) for each night spent away from his station.

(2) When occasions make it necessary for the Head of Mission to travel on duty accompanied by his spouse the half rate of allowance shall be payable in respect of the spouse.

(3) The rates of subsistence allowance referred to are inclusive and are intended to cover the cost of accommodation and meals at a reasonable class hotel plus service charges and taxes and all incidental expenses including laundry and local transportation, in addition to the subsistence allowance, the airport charges and the cost of transportation to and from the airport on arrival or departure and the air terminal or hotel shall be reimbursed.

(4) When the subsistence expenses of the officer travelling on duty outside the country are met by the Government or Organization concerned with the visit, he shall be entitled to receive additional twenty percent of the approved subsistence allowance to cover incidental expenses.

(5) When the subsistence allowance granted by the donor covers only bed and breakfast, the officer shall be entitled to fifty percent of the subsistence allowance to cover expenses not covered by the donor.

Subsistence allowance when travelling on duty to Tanzania

50.-(1) An officer who is stationed abroad and who is required to travel to Tanzania on duty shall be entitled to the rate of local subsistence allowance applicable in Tanzania as provided in the Staff Circular.

(2) Where an officer stays at a *bona fide* hotel, he may claim, in lieu of subsistence allowance, the actual cost of board and lodging plus service and laundry charges on production of a receipted bill provided that the hotel is of appropriate standard bearing in mind the status of the officer involved.

(3) The airport charges and the cost of transportation to and from the airport on arrival or departure and air terminal or hotel shall be reimbursed.

(d) Entertainment allowance

Allocation of funds

51.-(1) The Permanent Secretary shall allocate funds every year to each mission for formal entertainment by the Head of Mission and other officers at the station to assist them to fulfil the social obligations of their rank and post in furtherance of Tanzania's interests.

(2) The approval of the sub-accounting officer shall be sought and obtained by an officer before he can draw this allowance from the mission's entertainment funds and such funds shall be drawn according to respective budget and action plan.

Reimbursement of entertainment expenditure

52.-(1) Where a formal entertainment takes place in a hotel, restaurant, club or officer's home, the reimbursement shall be on the basis of the actual expenditure incurred and for large receptions; arrangements may be made for bills to be sent to the mission and for the payment to be made directly by the mission.

(2) The sub-accounting officer shall provide guidance and, for this purpose, he is entitled to examine the list showing the names of the guests to be entertained, in addition to the guests invited, the officers may count themselves, and their spouses.

(3) The sub-accounting officer shall notify the Permanent Secretary on a quarterly basis, of any entertainment allowance drawn by himself and any other member of the mission in the form provided in the Fourth Schedule to these Regulations.

(4) The reimbursement for the expenditure incurred shall be at the standard rate per head as specified under the Fourth Schedule to these Regulations and shall be reviewed from time to time by the Permanent Secretary in consultation with the Permanent Secretary (Establishment).

(5) The Head of Mission may, subject to availability of funds, include the following types of expenditure in his own or in any of his officer's entertainment claims:

(a) expenditure on house guests whom it is necessary or desirable for the officer to invite to stay with

- him as guests, (not to include personal friends or relatives);
- (b) expenditure on local charities and donations which is customary or necessary for the officer to make, having regard to his official capacity;
 - (c) entrance fees and subscriptions to clubs which an officer has joined mainly for facilities of official entertainment; and
 - (d) cost of visiting cards, greeting cards, menu cards, invitation cards, postage of such cards, flowers, tips, gifts and presents as well as invitation to cinema, opera, theatre, etc, of persons whom it is necessary for him to entertain in such manner.

(e) Acting Allowance

To whom Payable

Cap.298

53. Payment of acting allowance shall be confined to officers who are authorized to act as Heads of Mission for a period specified in the existing Public Service Rules and Regulations made pursuant to the Public Service Act.

Payment of acting allowance

Cap.298

54. When an officer is authorized to act as Head of Mission, his acting allowance shall be determined according to existing Public Service Rules and Regulations made pursuant to the Public Service Act.

(f) Foreign Language Honorarium

Eligibility and Certificate of Proficiency

55.-(1) Officers are expected, as far as possible, to learn the language of the overseas countries they are serving and foreign languages as recognized in the UN system and to maintain and improve linguistic skills already acquired.

(2) Subject to subregulation (1), financial assistance shall be given towards the cost of language tuition.

Payment of language courses tuition fee

56.-(1) An officer may claim reimbursement from the government at the end of the course of any tuition fee for a foreign language course, which had the prior approval of the Permanent Secretary.

(2) Without prejudice to subregulation (1), fees shall be reimbursed once at each level of proficiency in each language and only where an officer has successfully passed the prescribed examination.

(3) The provisions of sub-regulation (1) shall also apply to the spouses of officers but they shall not be eligible for any honorarium.

(g) Education Allowance

General principles

57.-(1) The objective of education allowance is to meet expenses incurred in educating children of an officer posted abroad from kindergarten up to and including Secondary level.

(2) Where education allowance is authorized, the payments shall be limited to the actual fees charged for tuition and for extras which form an essential part of the school curriculum, such as education study tours, school books, stationery, uniforms, sports and handicrafts.

(3) Subject to sub-regulation (2), charges for games equipment, coaching, elocution, riding, music and other optional extras shall not be paid by the government.

Child of kindergarten school stage

58. An officer's child who is three years of age may attend a kindergarten school at the officer's station of posting at government expense.

Child of school going age

59.-(1) An officer's child shall attend primary and secondary school at government expense at appropriate public or English medium private school with reasonable costs.

(2) Where it is established that no appropriate public or private school at the place where the officer is posted, or the available public or private schools do not correspond to educational background of the officer's child, such officer shall, with the authorization of the Permanent Secretary, be allowed to look for an appropriate public or private school in another country, including Tanzania at government expense.

(3) Notwithstanding the provisions of sub-regulation (2), an officer can send his child or children to a school whose

school fee is higher than the amount approved by the Permanent Secretary, provided that he commits to pay the additional costs.

Child of
School going
age having
physical or
mental
disability

60.-(1) An officer posted abroad who has a child of school-going age, and the child because of any physical or mental disability, is unable to attend the normal primary or secondary day school at the officer's station of posting, the officer shall be permitted to send that child to any reasonable and appropriate school for such physically and or mentally disabled child.

(2) The actual fees charged for tuition as well as any relevant expenditure connected with the child's attendance at such school shall be met by the Government.

(h) Mileage Allowance

Eligibility and
rate

61.-(1) Where an officer who is posted abroad is permitted to use his own personal transport for the efficient performance of his official duties, that officer shall be permitted to claim mileage allowance at the rate determined from time to time by the Permanent Secretary (Establishment).

(2) Where an officer who is permitted to draw mileage allowance is necessarily required to undertake journeys in his own vehicle between his quarter and place of work outside normal working hours in order to carry out work that cannot be performed during normal working hours, he shall claim normal mileage allowance in respect of such journey.

(3) Claims for mileage allowance shall be made on the standard combined payment voucher and mileage log form.

(4) Without prejudice to the provisions of subregulations (1) and (2), such officer shall only be allowed to use his own vehicle in the absence of official vehicles.

(i) Training Abroad

Training
and training
refund

62.-(1) All officers posted abroad are encouraged where possible, to engage in training to further their professions in accordance with the Ministry's Training Programme.

(2) In light of sub-regulation (1), officers wishing to undertake formal studies shall seek permission from the Permanent Secretary prior to undertaking such training.

(3) Costs for such studies shall be refunded upon submission of proof of successful completion of the studies in a recognized institution.

PART IV
PASSAGES AND BAGGAGE

Passage
entitlement

63.-(1) The passage entitlement of an officer undertaking international travel shall be related to air travel by the most economy route between the place of departure and the destination.

(2) The Head of Mission with spouse and children below the age of 18 years who are travelling to a station on first appointment or transferred to another station and on returning to Tanzania after the end of tour of duty abroad shall be entitled to business class air tickets.

(3) Where the Head of Mission and other officers who, according to the Public Service Regulations are entitled to a business class air ticket, travel on duty to areas of accreditation for a three hours flight journey, they shall travel on economy class, unless approval is granted by the Permanent Secretary.

(4) The homebound fare of a dependant child whose outward journey to a mission abroad has been paid under the terms of this regulation and who has continued to reside with his parents at the mission abroad shall be paid even though the child is over the prescribed age.

(5) An officer's spouse and children who are unable to join the officer abroad shall be entitled to a return ticket once a year to visit him.

- Travel on duty
- 64.-(1) The Head of Mission may, upon approval of the Permanent Secretary, be accompanied at the public expense by his spouse on journeys within the area of accreditation if it is considered to be in the interest of representational efficiency.
- (2) Other officers shall require prior approval of the Head of Mission before travelling with their spouses at public expense.
- Travel in the event of sickness
- 65.-(1) Where an officer or dependant member of his family residing with him at the post is seriously ill, arrangements shall be made for the patient to be evacuated to a third country when it has been established that the facilities in that particular station are inadequate.
- (2) When it is medically certified that an officer or a dependant, who has been evacuated requires an escort, such service shall be granted at government expense.
- Compassionate passages
- 66.-(1) An officer posted abroad shall, with the approval of the Permanent Secretary, be granted paid compassionate passage fare in an appropriate class by the most direct route to Tanzania or elsewhere, in the event of an urgent private affair.
- (2) The provisions of subregulation (1) shall apply with regards to the officer's spouse.
- (3) Urgent private affairs shall be limited to serious illness or death of a near relative.
- Passage on urgent private affairs
67. An officer who is granted leave on an urgent private affair provided for in Regulation 66 (1) may, if he so requests, be granted fifty percent of his normal entitlement twice per tour of duty as assistance towards the cost of his family's passage to and from Tanzania.
- Recall from an overseas station
- 68.-(1) Where an officer is recalled by the Permanent Secretary before the completion of a tour of forty- eight months, he shall be entitled to passage for himself and his family back as if he had completed the forty-eight months of service abroad.
- (2) Responsibilities in respect of arrangements for a Prepaid Ticket Advice (PTA) air ticket shall be taken care by the Ministry.

(3) All other travel arrangements at the mission shall be the responsibility of the Head of Chancery.

Insurance
on travel

69. An officer or his family members travelling at public expense shall be insured by the Government to cover accident resulting in injury or death.

Entitlement
to shipping
allowance

70.-(1). An Officer travelling on transfer from one station to another or returning to Tanzania after completing the tour of duty, retirement or recall, shall be entitled to shipping allowance at the rates set out in the Fifth Schedule to these Regulations.

(2) The Permanent Secretary shall recommend from time to time the rates of shipping allowance to the Permanent Secretary (Establishment) for approval.

PART V LEAVE

Annual
Home
Leave

71.-(1) All officers are entitled to an annual home leave of twenty eight days, which shall be inclusive of weekends and Public Holidays.

(2) Officers posted abroad may be granted paid home leave after every twenty four months, and such leave shall, under normal circumstances, be spent in Tanzania unless the Permanent Secretary grants permission to an officer to spend it in a third country.

(3) Under no circumstances, shall home leave be carried over from one tour to the next without the permission of the Permanent Secretary.

Sick Leave

72.-(1) The approved absence of the officer from duty on account of illness shall be regarded as a sick leave.

(2) Absence from duty on illness must be reported by the officer concerned to the Head of Mission and be supported by a medical report from an approved medical practitioner.

(3) The grant of sick leave for a period in excess of fourteen days is conditional upon the submission by the officer of a certificate signed by a duly qualified and officially recognized medical practitioner.

(4) Heads of Mission shall grant such sick leave not exceeding fourteen days beyond which the permission of the Permanent Secretary must be sought.

(5) Where an officer is on sick leave, he shall continue to receive foreign service allowance for a maximum period of six months consecutively after which he shall be recalled back home.

Local
Leave

73.-(1) An officer serving abroad may be granted fourteen days as local leave per year inclusive of weekends and Public Holidays, and such leave shall not be cumulative.

(2) Subject to sub-regulation (1), the local leave is a privilege and not a right and may only be granted subject to the exigencies of the service.

(3) The local leave shall not be granted to an officer who leaves or is near to leave his tour of duty.

(4) No cash grant or travel allowance shall be allowed for any local leave granted.

(5) Foreign service allowance shall continue to be payable to an officer on local leave.

Leave on
urgent
private
affairs

74.-(1) An officer serving abroad shall be granted fourteen days compassionate leave by the Permanent Secretary to travel to Tanzania on urgent private affairs. .

(2) An officer who is granted leave in the case of death of a near relative shall be entitled to fourteen days compassionate leave which shall not count against ordinary leave entitlement.

(3) In the event of serious illness of a near relative of the officer, such officer shall be entitled to a leave of fourteen days annually which shall count against his ordinary leave entitlement.

Maternity
and
Paternity
leave

75.-(1) A female officer shall be entitled to a paid maternity leave of eighty-four days once in every three years.

(2) In case of delivery of more than one child at the same pregnancy, the officer shall be entitled to ninety eight days leave.

(3) The leave referred to in subregulations (1) and (2), may be taken at once or on a piece meal basis any time between

the commencement of the seventh month of the pregnancy and the day following delivery.

(4) A male officer shall be entitled to five days paid paternity leave to be taken within seven days from the birth of his child.

(5) An annual leave earned during the year in which paid maternity leave is taken shall not be forfeited.

(6) Paid maternity leave may be granted only once in three years, counting from the date on which the officer completed the previous paid maternity leave.

(7) Where an officer has availed herself of the whole or part of her maternity leave entitlement in relation to any pregnancy and the pregnancy results in an abortion or the child dies within twelve months of the delivery, the officer concerned shall be entitled to paid maternity leave in relation to a subsequent pregnancy notwithstanding that such subsequent pregnancy occurs within the period of three years referred hereto.

PART VI MEDICAL TREATMENT

Entitlement
to medical
treatment

76.-(1) Officers serving abroad and their families shall be entitled to comprehensive medical and dental treatment, whereby missions shall arrange and pay for full medical insurance.

(2) Where it is established that an officer who is stationed abroad or a member of his family requires medical treatment outside his duty station, prior approval of the Permanent Secretary shall be obtained before any arrangements for such travel or treatment are made.

(3) Applications for permission to seek medical treatment away from the station shall be accompanied by a full medical history and advice of a qualified medical practitioner whose expertise in a particular field of treatment is recognized.

(4) Such permission shall not be given unless it is proved to the satisfaction of the Permanent Secretary that the medical facilities sought are either not available at the station concerned or that the available facilities have been utilized with

no success, thus making it necessary to seek treatment elsewhere.

(5) Where medical expenses are excessively high for the mission to insure, the same shall be communicated to the Headquarters for further reference to the Ministry responsible for health affairs.

Medical claims

77.-(1) A medical claim shall be made in an appropriate form prescribed in the Sixth Schedule to these Regulations in triplicate together with the bills.

(2) The cost of drugs purchased shall not be refunded unless the claim is supported by a prescription from a certified practitioner.

(3) Where such prescription has to be surrendered to the Pharmacist supplying the drugs, a photocopy or a typed certified copy of the same shall be attached.

PART VII DEATH AT DUTY POST

Death of an officer overseas

78.-(1) Where an officer dies while in foreign service abroad, the Mission shall make the necessary arrangements for the transportation and escort of the deceased body, at Government expense to Tanzania by the most appropriate means.

(2) The Permanent Secretary shall be responsible for making arrangements for the reception of the deceased body in Tanzania and its conveyance to the officer's home or any other place as indicated by the relatives for burial.

(3) Where the deceased has left a will or where his family expresses that the deceased officer be buried or cremated in the country to which his mission is accredited, the Head of Mission shall make arrangements for the funeral and where necessary for flying the remains back to Tanzania at Government expense.

(4) When an officer dies overseas and the body returned to Tanzania, the spouse and children who were resident with the officer overseas shall be returned to Tanzania by the most appropriate means with all entitlement in accordance with the provisions of these Regulations.

Entitlements
to
widow and
widower

79.-(1) Where an officer dies while in foreign service abroad, the widow or widower and any children resident at the post shall be returned to Tanzania at the first suitable opportunity but the officer's foreign service allowance shall be payable to the widow or widower for a maximum of three months after the officer's death.

(2) Where the widow or widower and the children accompany the remains of the deceased to Tanzania for burial, they shall be entitled to return tickets and upon return to the station, the surviving spouse and other members of the family shall be allowed to remain in the government quarter or rented house for a period not exceeding three months from the date of death of the officer for the purpose of administering the deceased personal effects.

(3) Notwithstanding the provisions of sub-regulation (2), the Permanent Secretary may approve a further extension which shall not exceed three months.

(4) The widow or widower, upon return to Tanzania shall be entitled to a resettlement allowance equivalent to two months foreign service allowance.

(5) In case the spouse dies at one occasion with the officer or at any time before receiving a resettlement allowance and other entitlements as provided for under sub-regulations (1), (2), (3) and (4) the said resettlement allowance and entitlements shall be given to the next of kin.

(6) The resettlement allowance terms may be reviewed, from time to time, by the Permanent Secretary (Establishment) upon the recommendation of the Permanent Secretary.

Death of a
dependant
overseas

80.-(1) In the event of death overseas of an officer's dependant, local funeral expenses or the cost of cremation shall be met from Government funds.

(2) Where it is a wish of the officer that the deceased should be returned to Tanzania for burial at the deceased's home, then arrangements similar to those described in sub-regulation (1) shall be made for the transportation of the body to Tanzania at Government expense.

(3) With the approval of the Permanent Secretary, the officer and the rest of the family members shall accompany the

body of a dependant on return to Tanzania for burial and, in that event, the passage entitlement shall be met from public funds as provided for in these Regulations.

PART VIII HOUSING

Residential
Accommo-
dation

81.-(1) An officer posted abroad shall be provided with a rent-free accommodation appropriate to his rank, the Head of Mission, Deputy Head of Mission, Consul General and Minister Plenipotentiary shall further be entitled to a scale of furniture and amenities at Government expense.

(2) Officers below the rank of Minister Plenipotentiary shall be provided with an advance from the public funds to purchase the necessary furniture and amenities.

(3) The scale of furniture and amenities shall be as prescribed in the Seventh Schedule to these Regulations in the following order of entitlement:

(a) for the rank of Head of Mission, the entitlement shall be a house consisting of the following:

- (i) a four-bedroom residence with a self-contained master bedroom and guest wing;
- (ii) one living room with the capacity of accommodating or entertaining not less than twenty five persons;
- (iii) a family living room;
- (iv) a dining room with a capacity to accommodate not less than twenty five persons;
- (v) study or office room;
- (vi) a kitchen of not less than eighteen square meters;
- (vii) laundry room;
- (viii) garden;
- (ix) outdoor toilet;
- (x) car port at least for two vehicles; and
- (xi) servant quarter;

(b) for the rank of Deputy Head of Mission and Consul General, the entitlement shall consist of all what the Head of Mission is entitled to, except they shall not

be entitled to a guest wing;

(c) for the rank of Minister Plenipotentiary, the entitlement shall consist of all what the Deputy Head of Mission is entitled to, except that he shall not be entitled to a servant's quarter;

(d) for the rank of a Minister Counsellor and Counsellor, respectively the entitlement shall be a house consisting of-

(i) three bedrooms, one of which is self-contained;

(ii) living room;

(iii) kitchen;

(iv) dining room;

(v) carport for one vehicle; and

(vi) study room;

(e) for the rank of First Secretary and below, including supporting staff, the entitlement shall consist of all what the counsellor is entitled to, except that he shall not be entitled to a study room.

(4) In contracting or purchasing government properties consideration shall be made to sub-regulations (1) to (3).

Utility
Charges

82. The recurrent costs of electricity and water charges for the residential premises of officers posted abroad shall be met from public funds.

General
Upkeep

83.-(1) An officer in occupation of a residential premise, whether such premises are owned or rented by Government, shall be responsible for ensuring the proper upkeep of such premises, fittings and equipment as well as of its outbuildings, grounds and drives.

(2) Without prejudice to the provisions of sub-regulation (1), the officer shall personally pay for the cost of making good any damage to the fittings or equipment, which is not attributable to fair wear and tear.

(3) The officer in occupation of residential premises shall be responsible, in so far as such premises are concerned, for complying to the same extent as the ordinary house holder with any rules made by the receiving Government body in whose area the premises are situated and which are applicable to the ordinary house hold.

(4) The maintenance and decoration of accommodation and fittings shall be the responsibility of either the Government or the landlord depending on who owns the property and according to the provisions of the lease contract and in case of Government accommodation; maintenance shall be carried out after every three years.

(5) The cost of routine garden upkeep at both, the Head of Mission's residence and officer's residence shall be met directly from public funds unless the lease contract provides otherwise.

(6) Where it becomes necessary to redecorate or renovate the premises or grounds solely as a result of the negligence of the officer occupying the property or of any member of his family, he shall be liable to meet the costs involved and shall also be liable to meet the cost of removing any unauthorized alteration or addition to the premises, including the cost of any consequential work necessary to restore the property to its original condition.

(7) The Head of Chancery shall conduct periodic inspection of the officers' residential premises to ensure there is proper upkeep of such premises.

PART IX OFFICIAL TRANSPORT OVERSEAS

Representa-
tional car

84.-(1) An appropriate representational car shall be provided for the Head of Mission. Additional official vehicles shall normally be provided for general services.

(2) An official vehicle shall be provided for the Consul General.

(3) All reasonable expenditure in connection with official vehicles, including the cost of chauffeur's wages shall be met from public funds.

(4) Prior to the purchase of the appropriate representational vehicle, an approval of the Permanent Secretary shall be sought and obtained.

Official vehicles to be driven by official drivers

85.-(1) Official drivers only shall drive Official vehicles.

(2) Notwithstanding sub-regulation (1), the Head of Mission or Consul General may, in special circumstances, permit an official vehicle to be driven by a person other than the official driver.

(3) The driver of an official vehicle or any officer in whose custody the official vehicle is placed shall be held responsible for any loss arising from damage or theft occasioned by failure to take adequate precautions to ensure the safety of the car and its accessories.

(4) Under special circumstances, the Head of Mission or Consul General may authorize an officer to drive an official vehicle.

Use of representational car

86.-(1) The representational car shall be for the sole use of the Head of Mission.

(2) Where the Head of Mission is out of Station, the Charge d'Affaires, *ad interim*, may use the representational car for official duties only.

Use of official vehicles by officers and official visitors

87.-(1) Any person in the service of the Government may, with the permission of the Head of Mission or Consul General, use an official vehicle for official purposes.

(2) Members of the staff at a Mission who do not possess private vehicles may use an official vehicle and its chauffeur with the approval of the Head of Chancery for approved personal engagement out of office hours.

(3) The Head of Chancery shall be responsible for the proper use, care and maintenance of all official vehicles.

Maintenance of Log Books

88.-(1) There shall be a logbook provided by the Head of Chancery which shall be kept for each vehicle and shall be checked by a responsible officer at least once a week.

(2) Special attention shall be paid to fuel consumption.

(3) The logbook shall also itemize all official trips, tools and spare tyres issued with the vehicle.

Maintenance and servicing of official vehicles

89.-(1) Every official vehicle shall be serviced at regular intervals in accordance with the manufacturers' instructions.

(2) Vehicles shall be cleaned and polished regularly and a high standard of appearance maintained.

Accidents resulting in damage to or by an official vehicle

90. Accidents which result in damage to an official vehicle or in damage by an official vehicle to the property of a third party or in injury to a third party shall be reported immediately by the Head of Mission in writing to the Permanent Secretary.

Licensing and insurance

91. Every official vehicle shall be licensed and comprehensively insured.

PART X DOMESTIC SERVANTS

Eligibility

92.-(1) A Head of Mission shall be entitled to have the services of one cook and one house servant of his own choice who shall be employed locally and paid by the Government.

(2) A Deputy Head of Mission and Consul General shall be entitled to have the services of one cook of his own choice who shall be employed locally and paid by the Government.

(3) Where possible, Tanzanian nationals shall be given preference to serve Head and Deputy Head of Mission as well as the Consul General.

Home based cook or house servant

93.-(1) Where a Head and Deputy Head of Mission as well as Consul General is unable to secure or prefers not to have the services of a locally recruited cook or a house servant, the Government shall pay the cost of an Economy Class Air Passage from Tanzania to the foreign station concerned for the home-based cook and house servant in the case of Head of Mission and a cook in the case of Deputy Head of Mission and Consul General and similar passages back to Tanzania on satisfactory completion of the normal tour of duty.

(2) Head of Mission and Deputy Head of Mission as well as Consul General shall exercise great care in the selection and training of home-based cook or house servant before taking them abroad.

(3) Home-based cook or house servant shall be eligible for medical treatment for himself on the basis applicable to other home based staff at the foreign station.

(4) If the Head of Mission and Deputy Head of Mission as well as Consul General decides to recruit a cook or house servant who is resident in the host country he shall ensure that such person is a legal resident.

Accommoda-
tion of home
based cook or
house servant

94.-(1) Whilst stationed abroad, home-based cook or house servant shall, as far as possible, be accommodated in the servant's quarter at the residence of the Head and Deputy Head of Mission as well as the Consul General.

(2) Where a home-based cook or house servant, cannot be so accommodated, he shall be provided with free furnished house of the appropriate standard to his status.

Transfer of
home based
cook or house
servant

95.-(1) In the event of the Head and Deputy Head of Mission as well as the Consul General by whom the home-based cook or house servant is employed on local based terms being transferred from one foreign station to another, the cook or house servant shall, upon approval by the Permanent Secretary, be provided with the appropriate passages to the new station.

(2) Upon successful completion of the service with the duration of the tour of duty or transfer of the Head of Mission, Deputy Head of Mission or Consul General, the said home based cook or house servant shall be entitled to shipping allowance to transfer his personal effects at the rates set out in the Fifth Schedule to these Regulations.

(3) The rates referred under this Regulation shall be reviewed from time to time by the Permanent Secretary (Establishment) after consultation with the Permanent Secretary.

Wages of the
domestic
servant

96.-(1) The wages payable to a domestic servant recruited locally shall be determined and may be amended

from time to time by the Head of Mission or Consul General, with the prior approval of the Permanent Secretary, in the light of wages generally applicable to that type of employment at the station concerned.

(2) Wages payable to domestic servants in the residence of the Head and Deputy Head of Mission as well as the Consul General shall be directly payable to them by the Mission or Consulate.

PART XI LOCALLY RECRUITED STAFF

Conditions of
service

97.-(1) Employment of locally engaged staff shall be governed by their contract of employment as set out in the standard form of employment contract specified in the Eighth Schedule which may be modified to suit local circumstances.

(2) The locally engaged staff shall not be entitled to any of the privileges or allowances payable under these Regulations.

(3) The terms offered by the government of the receiving state for similar type of employment shall be used as the basis for determining the terms of locally engaged staff, which include end of contract benefits.

(4) Heads of Mission are obliged to ensure that sub-regulation (1) is implemented accordingly.

Authorized
establishment

98. The number of staff engaged locally and the salaries paid to them shall at no time exceed the authorized establishment, approved financial provision and the Mission's approved Estimates.

Security,
vetting and
nationality

99. The Head of Mission shall exercise great care in recruiting local staff taking into consideration matters related to security and nationality.

Leave

100. The duration of leave entitlement to staff recruited locally shall be in accordance with the laws and practice of the host country.

Acceptance
of gifts

101.-(1) Locally recruited staff or members of their families may not receive gifts or presents whether in the form of money, goods, free passages or other benefits from any person or firm with whom they are in contact by virtue of their position without having first secured the permission of their Head of Mission.

(2) This Regulation shall not apply to small personal gifts such as pens, diaries and other tokens of small values.

Gratuity

102. Payment of gratuity to locally recruited staff shall be based on the laws of the host country.

Notification
to Permanent
Secretary

103. Copies of all contracts of employment shall be forwarded to the Permanent Secretary who shall also be notified of all changes in locally recruited staff.

PART XII MANAGEMENT OF THE CHANCERY

Appointment
, functions
and
responsibili-
ties of the
Head of
Chancery

104.-(1) The Permanent Secretary shall appoint a foreign service officer preferably not below the rank of First Secretary who shall be designated as the Head of Chancery.

(2) The Head of Chancery shall be in charge of the Chancery and shall be directly responsible for all those duties and responsibilities, which normally devolve from the Head of Mission.

(3) The duties and responsibilities of the Head of Chancery shall include:

- (a) being the principal advisor of the Head of Mission in all matters relating to human resource and management of the Mission,.
- (b) responsibility for the office organization and discipline of all members of staff employed at the mission;
- (c) provision of residential accommodation of officers, including furniture, fittings and equipment for those entitled;
- (d) keeping safe custody and accounting for all funds and stores received and issued on government account;

- (e) ensuring proceeds of the Mission resulting from consular functions, including those performed by Honorary Consul, are transferred to the mission's account;
- (f) ensuring all official accounts are prepared and compiled by the Financial Attache' and thereafter approved by the Head of Mission before submission to the Accounting Officer;
- (g) attesting the cash book and other official accounts;
- (h) providing and supervising official transport at the mission;
- (i) heading all administrative functions connected with official visitors; and
- (j) ensuring security of the mission, including all codes, ciphers, official seals, classified correspondence and documents.

(4) Notwithstanding the provisions of these Regulations, where there is disagreement between the Head of Mission and the Head of Chancery regarding financial matters, the Head of Mission shall communicate the matter in writing to the Permanent Secretary for guidance and decision.

Breaches of security to be reported

105.-(1) It shall be the duty of the Head of Chancery to ensure that all members of staff at the mission abide to security measures and understands the need for security and comply with the instructions in place.

(2) Any breach or lapse of security, inadvertent or otherwise, which comes to the notice of any officer, shall be reported without delay to the Head of Chancery, who in turn shall report the same to the Head of Mission.

(3) All breaches of security shall be reported immediately to the Permanent Secretary by the Head of Mission and if not present by the *Charge d'Affaires, ad interim*

(4) The following instances shall constitute major breaches of security:

Cap. 47

- (a) offences under the National Security Act;
- (b) breaches of ciphers or security codes;
- (c) loss or theft of classified documents;
- (d) loss or theft of security keys;
- (e) loss or theft of security seals; and
- (f) tampered mails, office equipment and property.

PART XIII
MISCELLANEOUS PROVISIONS

Officer
serving at a
mission
abroad

106.-(1) An officer who is posted for duty at a Mission abroad shall be under the functional control of the Head of Mission.

(2) The officer shall retain the salary of his substantive office in the home service and shall be entitled to the foreign service allowance and any other payable allowances.

(3) Seconded specialized staff posted abroad shall be given functional designations to enable them discharge their duties.

Working
Hours

107-(1) The general working hours in Tanzanian Missions abroad shall not be less than the number of working hours in Tanzania, except that it may be necessary to prescribe longer or shorter working hours in order to conform with the local practice.

(2) For a country where thursday, friday or saturday is not a working day, a duty officer shall always be present at the mission on such particular days.

Public
Holidays

108.-(1) All Missions abroad shall observe Public Holidays as provided for under the Laws of Tanzania.

(2) All missions abroad shall also observe the Public Holidays of the host country and shall ensure the presence of a duty officer at the office.

Absent from
duty station

109.-(1) In the event that the Head of Mission is absent from the duty station, the Head of Mission shall appoint the most senior foreign service officer to act on his behalf as Charge d'Affaires, *ad interim* with the approval of the Permanent Secretary.

(2) Where it is deemed that the Head of Mission shall be away from the duty station for a prolonged period of time, the Permanent Secretary in consultation with the Minister responsible for Foreign Affairs shall designate any serving senior foreign service officer, including an Ambassador to assume the functions of Charge d'Affaires, *ad interim* and in

that case, an officer from the headquarters or nearest mission may be appointed to temporarily fill the post.

(3) The appointment to act under sub-regulation (2) shall require prior approval of the Permanent Secretary (Establishment).

Compe-
nsation for
occupational
injuries or
death
Cap.263

110.-(1) An officer serving abroad who, as a result of occupational accident or work-related disease, is injured, disabled, or killed shall be entitled to compensation in accordance with the provisions of Workers Compensation Fund Act.

(2) Subject to sub-regulation (1), in case of death of the officer, his dependants shall receive compensation in accordance to the provisions of the Workers Compensation Fund Act.

Languages
of Correspo-
ndences

111.-(1) Kiswahili and English shall be used in all forms of official correspondences and all missions shall conform to general instructions contained in the Public Service Standing Orders.

(2) Without prejudice to the provisions of sub-regulation (1), missions may be permitted where necessary to communicate in other internationally recognised languages.

Corresponde
-nces to be
channelled
to
Permanent
Secretary

112. Correspondence emanating from missions to the government other than technical matters addressed by specialist officers to their own departments or Ministries shall be channelled through the Permanent Secretary.

Letters of
personal
nature

113. All letters of a personal nature or otherwise written by an officer stationed abroad to the Ministry shall be routed through the Head of Mission. If for any reason the Head of Mission refuses to forward the letter to the Ministry, the officer concerned shall dispatch the same to the Ministry with a copy to the Head of Mission.

Corresponde
-nce
between
Tanzanian
Missions

114. Correspondence between Tanzanian Missions may be sent direct but copies of all communications on matters other than those of a routine nature shall be sent to the Permanent Secretary for information.

Corresponde
-nces to be
signed on
behalf of
Head of
Mission

115. All correspondences emanating from missions abroad, irrespective of whether such correspondences are from the mission's staff or from other specialist officers attached to the mission, shall be signed on behalf of the Head of Mission.

Corresponde
-nce
between
Heads of
Mission,
Ministries
and other
Institutions

116.-(1) Heads of Mission may write directly to Ministers responsible for the subject they wish to communicate about and copies of such correspondence shall be sent to the Permanent Secretary.

(2) Correspondences with local Government bodies and local business firms shall be sent directly, with copies sent to the Permanent Secretary.

Classified
Corresponde
-nces

117.-(1) Classified correspondences shall be dealt with in accordance with the Government Security Instructions, a copy of which shall be kept in safe custody at each Mission.

(2) The attention of all officers is drawn to the necessity for promptness and courtesy in dealing with inquiries from individuals and business firms, whether in person or in writing.

(3) In the case of written enquiries, it may sometimes be impossible to obtain the required information immediately, in that event, the receipt of the letter should be acknowledged at once and an explanation given of the probable delay in furnishing the information.

Dispatch of
official
documents

118.-(1) Correspondence shall be dispatched by the most secure and efficient means.

(2) Official stamp or seal shall be used on all official documents.

Locally
recruited
staff

119. The Conditions of service for locally recruited staff by Tanzanian missions shall be as prescribed in the Ninth Schedule to these Regulations.

Interpreta-
tion of
Regulations
Caps.348

120.-(1) These Regulations shall be read and interpreted where necessary, in conjunction with the Public Service Act and its Regulations, Public Finance Act and its

Regulations, Public Service Standing Orders and any other Orders or Instructions issued by the Government.

(2) In any dispute regarding the interpretation of these Regulations, the Permanent Secretary (Establishment) shall be the deciding authority in the first instance.

(3) In case of difficulties in the interpretation of these Regulations, recourse shall be made to the Attorney General for his advice.

Revocation
G.N.No.394
of 2013

121.-(1) The Public Service (Tanzania Foreign Service) Regulations, 2013 are hereby revoked.

FIRST SCHEDULE

(Made under Regulation 5)

**CODE OF ETHICS AND CONDUCT
FOR THE TANZANIA FOREIGN SERVICE**

1. Introduction

1.1 For purposes of this Code, the term ‘employee’ means a *Foreign Service Officer or any Officer attached to the Tanzanian Foreign Service and covered under the Public Service Act and Regulations*. The Code applies to employees on long-term postings, including Heads of Mission, those who are overseas on short-term missions and visits and those on leave without pay. It also applies to employees who are seconded to international organizations, foreign government agencies, non-governmental organizations and private-sector corporations.

1.2 The Code shall not apply to Honorary Consuls and their staff, or to Locally Recruited Staff at Tanzanian Diplomatic or Consular Missions. Honorary Consuls and their staff are expected to observe the provisions in the *Guidelines for Tanzania Honorary Consuls* contained in the Consular Handbook. Separate guidelines on conduct for Locally Recruited Staff are issued under the authority of the Heads of Mission.

1.3 All employees, by virtue of their service to the Government and the community at large, assume a position of trust together with ethical obligations. Tanzanians have a right to expect from their representatives overseas wholehearted commitment and scrupulous adherence to the highest standards of behaviour. The employees are expected to comply with the laws of Tanzania and with all Regulations, directions and guidelines relating to their official and personal conduct.

1.4 In conducting themselves overseas, employees shall at all time adhere to diplomatic practice, the National Security Act, the Tanzania Public

Service Act and its Regulations, Public Finance Act and its Regulations, the Public Procurements Act, the Prevention and Combating of Corruption Act, Public Service Standing Orders, Foreign Service Regulations, Public Leadership Code of Ethics Act, the Integrity Pledge and Code of Ethics and Conduct for Public Service. Guidance from senior colleagues or from the Ministry shall be sought in case any employee is in any doubt or unsure about how to conduct oneself.

2. Upholding Tanzania's Reputation

2.1 Employees are the representatives of Tanzania, not only in the performance of their official functions but also in the manner in which they conduct themselves as private individuals. Regardless of their formal roles or responsibilities, their visibility and status as foreign officials means that their actions will be subjected to a greater degree of scrutiny and public interest than they would be at home, and that an adverse perception of those actions may have an impact on Tanzania's reputation. Furthermore, Tanzania officials abroad may face dilemmas in the area of conduct and ethics which do not arise in Tanzania, in a range of social, cultural, financial or personal settings.

2.2 Employees shall act at all times in a manner, which upholds the good reputation of Tanzania. Members of an employee's household are also expected to uphold Tanzania's reputation abroad.

3. Respect of the Law

3.1 In accordance with the Vienna Convention on Diplomatic Relations of 1961 and the Vienna Convention on Consular Relations of 1963 employees shall respect the laws of the country to which they are posted or through which they are visiting. Employees shall comply with lawful directions, and take into account guidance issued by the Ministry and the Head of Mission on the operations of local laws and Regulations. Such guidance will be of special relevance where there is a major difference between the requirements of local law and the law applying in Tanzania. Employees shall give particular attention to laws and directions pertaining to, inter alia bank accounts, currency dealings, purchase and disposal of motor vehicles and traffic infringements. Employees shall also make arrangements to clear all outstanding locally incurred financial debts prior to completing their tour of duty.

3.2.1 An employee shall inform the Head of Mission as soon as it is practicable if another employee or a member of his or her household is subjected to the local law enforcement authorities.

3.2.2 Where the employee is not attached to a Tanzania mission, he must also inform the Ministry or Head of the nearest Mission. Where there appears to be a breach of local law, the Head of Mission shall inform the Ministry immediately.

3.2.3 These requirements shall apply in all cases, including where the employee may, but for diplomatic or consular status, have been charged with an offence.

4. Cultural Sensitivity

4.1 Employees shall at all time adhere to cultural practices of the host country and shall make efforts to understand local customs, including those relating to personal behaviour.

4.2 Employees shall respect laws and customs which are declared as cultural property and shall not purchase or export, or make arrangements in respect of the purchase or export of, any item of cultural property other than in accordance with local Regulations, and with the knowledge and consent of the host authorities where this is required. The term 'cultural property' includes any antiquity, artifact, document, work of art or other chattel which is of national, historical, scientific, literary or artistic importance, and also includes any property the sale or export of which is, or may be, subject to local regulation.

4.3 Employees at all times shall have the the highest degree of integrity which must not be undercut by any perception that might be influenced by bribes, gifts or other benefits. Hence employees and members of their households shall not accept gifts, benefits, hospitality or advantages that are offered in connection with the Employee's duties, status, power or authority.

4.4 Where non acceptance of a gift is likely to offend the other party to an extent that could adversely affect Tanzania's interests, the Employee may accept the gift, but shall promptly report it in accordance with The Tanzania Foreign Service Regulations and advise the Head of Mission.

The gift shall be regarded as the property of the Government until the Permanent Secretary determines its disposal. Gifts retained for any reason must be recorded in a register maintained for that purpose at the mission. An item classified as having little or no commercial value may be retained without the prior approval of the Permanent Secretary, but the Employee must ensure that it falls within that classification as determined by the Regulations. Money shall never be accepted as a gift.

5. Appropriate Personal Behavior

5.1 Employees shall not engage in a behaviour, which is likely to affect ability to perform his duties, or the ability of his mission to achieve its objectives, or to bring the mission or Tanzania into disrepute. In particular, employees shall be aware that sexual behavior, abuse of alcohol and substances are of particular sensitivity, where conduct may more easily be seen as offensive or misinterpreted. Particular attention to appropriate personal behavior in the local context is therefore required. Where an Employee, including the Head of Mission, is in any doubt as to the application of this paragraph he should seek advice from the Ministry.

5.2 Where an employee is engaged in any personal relationship, which might have any of the adverse effects, set out in Para 5.1, he shall inform the Head of Mission and who in turn shall treat any such information they receive in relation to such matters in strict confidence.

5.3 An employee shall comply with the age of consent requirements specified for sexual activity in the law of the host country or the age of consent under the relevant law.

5.4 An Employee shall not use, or be required to use, mission office facilities, staff or resources for the purpose of arranging or facilitating access to sex or sex workers by any person, including visitors to the mission.

5.5 If a sexual relationship occurs between the officer and locally recruited staff or a domestic servant, the officer shall inform the Head of Mission or in the case of a Head of Mission, the Permanent Secretary.

5.6 An Employee's personal conduct towards domestic staff and locally recruited staff shall not be exploitative or lead to perception of

exploitation and further that, he has to comply with labour laws of the host country. This provision shall also apply to members of an Employee's household.

5.7 Any allegation by an employee proved to be false, vexatious or malicious shall be treated as a breach of the code.

6. Household Members

6.1 An employee shall notify the Head of Mission or, in the case of a Head of Mission, the Permanent Secretary, if he is planning to change the composition of his household. A household includes the Employee's family and other dependants as defined under the Tanzania Foreign Service Regulations. The change to their circumstances may affect them or their status at the post.

6.2 Employee shall take all reasonable steps to ensure that members of his household are aware of local laws, culture and customs. In the event the behavior of a household member contravenes paragraph 5.1, the employee shall take all reasonable steps to ensure that the behavior ceases. If the behaviour persists, the employee must report to the Head of Mission. In cases involving members of the Head of Mission's household, the matter shall be reported to the Permanent Secretary for necessary administrative and disciplinary actions.

7. Respect for Others and Tolerance of their Opinions

7.1 Employees shall contribute to the effective functioning of the workplace by treating their colleagues and the public with respect. This shall require particular attention to different cultural backgrounds, beliefs and opinions of the people encountered within and outside the workplace. This paragraph shall be central to promoting good relations with locally recruited staff and domestic staff.

7.2 Employees shall respect the cultural background of colleagues in the workplace, including, locally recruited staff, clients and domestic staff. There shall be no discrimination against, or harassment of such persons because of their gender, marital status, ethnicity, age, political, disability or religious beliefs. Respect for privacy of colleagues and locally recruited staff at the workplace shall be exercised at all times and circumstances.

7.3 Heads of Mission are encouraged to organize as much as possible social events including dinners or lunches with all Employees and their families at the station as a way of promoting social interaction within the Mission.

8. Integrity in the Use of Diplomatic and Consular Status and Privileges

8.1 Diplomatic or Consular status and privileges are conferred on an Employee to facilitate the operation of the Diplomatic or Consular mission which he is associated, and not for the personal benefit of the employee or members of the employee's household. An employee shall act with integrity in relation to any privilege accorded to him such an exemption under international law from the payment of taxes or duties. Goods obtained without the payment of duty under privilege are for personal use only, and shall not be sold or used as payment of any kind to persons who do not have the relevant privilege. An Employee shall not use diplomatic privileges in a manner that would undermine his integrity.

8.2 The Head of Mission shall not waive diplomatic, consular immunities and privileges enjoyed by employees without seeking authorization from the Permanent Secretary.

8.3 Employees and members of their households shall have no immunity in relation to any commercial activity in which they may engage privately.

8.4 Where a member of his household is planning to engage in any private gainful occupation, an Employee must consult the Head of Mission.

8.5 An employee shall take all reasonable steps to ensure that any activities by a member of his household who is engaged on a private gainful occupation do not give rise to a conflict or perception of a conflict with his official duty.

9. Breach of the Code

A breach of the Code shall be regarded as a breach of the Public Service Act and shall be handled in accordance with laid down procedures for handling breaches of the Tanzania Foreign Service Code of Ethics and Conduct. All management actions taken to address conduct issues in accordance with the Code shall be conducted with impartiality and fairness.

SECOND SCHEDULE

(Made Under Regulation 42)

RATES OF FOREIGN SERVICE ALLOWANCE

S/No.	Duty Station	Officer	Currency	Approved 2013/2014
1.	ADDIS ABABA	Head of Mission	USD	7,496.89
		Deputy HOM		6,640.81
		MP		6,360.40
		MC		6,175.15
		Councillor		5,995.29
		1 st Secretary		5,245.50
		2 nd Secretary		4,496.47
		3 rd Secretary		4,121.75
2.	BERLIN	Head of Mission	EUR	9,951.02
		Deputy HOM		8,567.57
		MP		8,183.11
		MC		7,961.89
		Councillor		6,965.53
		1 st Secretary		5,970.97
		2 nd Secretary		5,472.79
		3 rd Secretary		4,925.51
3.	CAIRO	Head of Mission	USD	7,572.99
		Deputy HOM		6,703.95
		MP		6,427.35
		MC		6,240.14
		Councillor		6,058.39
		1 st Secretary		5,301.09
		2 nd Secretary		4,543.80
		3 rd Secretary		4,165.15
4.	KINSHASA	Head of Mission	USD	8,756.80
		Deputy HOM		7,756.80

Public Service (Tanzania Foreign Service)

G.N. No. 273 (contd.)

S/No.	Duty Station	Officer	Currency	Approved 2013/2014
		MP		7,217.04
		MC		7,006.84
		Councillor		6,802.76
		1 st Secretary		5,952.41
		2 nd Secretary		5,102.07
		3 rd Secretary		4,676.89
5.	ROME	Head of Mission		9,331.92
		Deputy HOM		8,399.62
		MP	EUR	7,732.79
		MC		7,467.31
		Councillor		6,532.79
		1 st Secretary		5,600.48
		2 nd Secretary		5,132.18
		3 rd Secretary		4,618.92
6.	STOCKHOLM	Head of Mission		11,677.33
		Deputy HOM		10,307.20
		MP		9,910.77
		MC		9,622.11
		Councillor	EUR	9,341.85
		1 st Secretary		8,174.13
		2 nd Secretary		7,006.39
		3 rd Secretary		6,422.53
7.	TOKYO	Head of Mission		14,386.30
		Deputy HOM		12,698.34
		MP	JPY	12,209.94
		MC		11,854.31
		Councillor		11,509.04
		1 st Secretary		10,070.41
		2 nd Secretary		8,631.78
		3 rd Secretary		7,912.47
8.	WASHINGTON	Head of Mission		7,415.21
		Deputy HOM	USD	6,545.18
		MP		6,293.44
		MC		6,110.14
		Councillor		5,932.17
		1 st Secretary		5,190.65

Public Service (Tanzania Foreign Service)

G.N. No. 273 (contd.)

S/No.	Duty Station	Officer	Currency	Approved 2013/2014
		2 nd Secretary		4,449.13
		3 rd Secretary		4,078.37
9.	BRUSSELS	Head of Mission	EUR	9,701.03
		Deputy HOM		8,317.58
		MP		7,983.47
		MC		7,760.46
		Councillor		7,060.40
		1 st Secretary		6,177.85
		2 nd Secretary		5,726.21
		3 rd Secretary		5,325.33
10.	NEW DELHI	Head of Mission	USD	6,547.48
		Deputy HOM		5,779.26
		MP		5,556.98
		MC		5,395.13
		Councillor		5,237.99
		1 st Secretary		4,583.24
		2 nd Secretary		3,928.48
		3 rd Secretary		3,601.12
11.	NEW YORK	Head of Mission	USD	8,125.19
		Deputy HOM		7,888.53
		MP		6,695.15
		MC		6,500.15
		Councillor		6,310.82
		1 st Secretary		5,521.97
		2 nd Secretary		4,733.12
		3 rd Secretary		4,338.70
12.	OTTAWA	Head of Mission	USD	7,099.68
		Deputy HOM		6,266.66
		MP		6,025.64
		MC		5,850.13
		Councillor		5,679.74
		1 st Secretary		4,969.77
		2 nd Secretary		4,259.80
		3 rd Secretary		3,904.82
13.	PARIS	Head of Mission		9,533.77

Public Service (Tanzania Foreign Service)

G.N. No. 273 (contd.)

S/No.	Duty Station	Officer	Currency	Approved 2013/2014
		Deputy HOM	EUR	8,150.32
		MP		7,848.59
		MC		7,627.37
		Councillor		6,938.66
		1 st Secretary		6,071.34
		2 nd Secretary		5,244.38
		3 rd Secretary		4,770.34
14.	BEIJING	Head of Mission	EUR	9,204.61
		Deputy HOM		8,124.62
		MP		7,812.13
		MC		7,584.60
		Councillor		7,363.69
		1 st Secretary		6,443.23
		2 nd Secretary		5,522.78
		3 rd Secretary		5,062.54
15.	GENEVA	Head of Mission	EUR	11,677.33
		Deputy HOM		10,307.20
		MP		9,910.76
		MC		9,622.10
		Councillor		9,341.58
		1 st Secretary		8,174.11
		2 nd Secretary		7,006.40
		3 rd Secretary		6,422.53
16.	KAMPALA	Head of Mission	USD	7,809.65
		Deputy HOM		6,893.34
		MP		6,628.21
		MC		6,435.15
		Councillor		6,247.72
		1 st Secretary		5,466.75
		2 nd Secretary		4,685.79
		3 rd Secretary		4,295.30
17.	HARARE	Head of Mission	USD	8,756.80
		Deputy HOM		7,756.80
		MP		7,215.00
		MC		7,004.40

Public Service (Tanzania Foreign Service)

G.N. No. 273 (contd.)

S/No.	Duty Station	Officer	Currency	Approved 2013/2014
		Councillor		6,129.50
		1 st Secretary		5,253.30
		2 nd Secretary		4,815.20
		3 rd Secretary		4,333.68
18.	NAIROBI	Head of Mission	USD	7,809.65
		Deputy HOM		6,893.34
		MP		6,628.21
		MC		6,435.15
		Councillor		6,247.72.
		1 st Secretary		5,466.75
		2 nd Secretary		4,685.79
		3 rd Secretary		4,295.30
19.	RIYADH	Head of Mission	USD	7,572.99
		Deputy HOM		6,684.44
		MP		6,427.35
		MC		6,240.14
		Councillor		6,058.39
		1 st Secretary		5,301.09
		2 nd Secretary		4,543.80
		3 rd Secretary		4,165.15
20.	PRETORIA	Head of Mission	ZAR	7,020.79
		Deputy HOM		6,197.04
		MP		5,958.69
		MC		5,785.14
		Councillor		5,616.64
		1 st Secretary		4,914.56
		2 nd Secretary		4,212.48
		3 rd Secretary		3,861.43
21.	KIGALI	Head of Mission	USD	7,257.45
		Deputy HOM		6,257.90
		MP		6,163.25
		MC		5,984.60
		Councillor		5,805.96
		1 st Secretary		5,080.22
		2 nd Secretary		4,354.47

Public Service (Tanzania Foreign Service)

G.N. No. 273 (contd.)

S/No.	Duty Station	Officer	Currency	Approved 2013/2014
		3 rd Secretary		3,991.60
22.	ABUDHABI	Head of Mission	USD	7,572.99
		Deputy HOM		6,684.44
		MP		6,427.35
		MC		6,240.14
		Councillor		6,058.39
		1 st Secretary		5,301.09
		2 nd Secretary		4,543.80
		3 rd Secretary		4,165.15
23.	MUSCAT	Head of Mission		USD
		Deputy HOM	6,684.44	
		MP	6,427.35	
		MC	6,240.14	
		Councillor	6,058.39	
		1 st Secretary	5,301.09	
		2 nd Secretary	4,543.80	
		3 rd Secretary	4,165.15	
24.	LILONGWE	Head of Mission	USD	
		Deputy HOM		6,197.04
		MP		5,958.69
		MC		5,785.14
		Councillor		5,616.64
		1 st Secretary		4,914.56
		2 nd Secretary		4,212.48
		3 rd Secretary		3,861.43
25.	BUJUMBURA	Head of Mission		USD
		Deputy HOM	6,405.92	
		MP	6,159.54	
		MC	5,980.13	
		Councillor	5,805.96	
		1 st Secretary	5,080.22	
		2 nd Secretary	4,354.47	
		3 rd Secretary	3,991.60	
26.	MOSCOW	Head of Mission		8,520.20
		Deputy HOM		7,520.20

Public Service (Tanzania Foreign Service)

G.N. No. 273 (contd.)

S/No.	Duty Station	Officer	Currency	Approved 2013/2014
		MP	USD	7,230.77
		MC		7,020.16
		Councillor		6,815.69
		1 st Secretary		5,963.72
		2 nd Secretary		5,111.77
		3 rd Secretary		4,685.79
27.	ABUJA	Head of Mission	USD	8,756.27
		Deputy HOM		7,756.80
		MP		7,431.62
		MC		7,215.16
		Councillor		7,005.01
		1 st Secretary		6,129.38
		2 nd Secretary		5,253.76
		3 rd Secretary		4,815.95
28.	LONDON	Head of Mission	GBP	9,922.17
		Deputy HOM		8,930.87
		MP		8,311.80
		MC		8,126.06
		Councillor		7,940.32
		1 st Secretary		6,947.79
		2 nd Secretary		5,955.23
		3 rd Secretary		5,458.98
29.	LUSAKA	Head of Mission	USD	7,020.79
		Deputy HOM		6,197.04
		MP		5,958.69
		MC		5,785.14
		Councillor		5,616.64
		1 st Secretary		4,914.56
		2 nd Secretary		4,212.48
		3 rd Secretary		3,861.43
30.	MAPUTO	Head of Mission	USD	7,020.79
		Deputy HOM		6,197.04
		MP		5,958.69
		MC		5,785.14
		Councillor		5,616.64
		1 st Secretary		4,914.56

Public Service (Tanzania Foreign Service)

G.N. No. 273 (contd.)

S/No.	Duty Station	Officer	Currency	Approved 2013/2014
		2 nd Secretary		4,212.48
		3 rd Secretary		3,861.43
31.	BRASILIA	Head of Mission	USD	7,888.40
		Deputy HOM		6,888.40
		MP		6,520.80
		MC		6,310.20
		Councillor		5,522.40
		1 st Secretary		4,733.30
		2 nd Secretary		4,338.10
		3 rd Secretary		3,904.29
32.	KUALA LUMPUR	Head of Mission		USD
		Deputy HOM	6,546.76	
		MP	6,293.44	
		MC	6,110.14	
		Councillor	5,932.17	
		1 st Secretary	5,190.65	
		2 nd Secretary	4,449.13	
		3 rd Secretary		
33.	THE HAGUE	Head of Mission	EUR	
		Deputy HOM		8,150.32
		MP		7,848.59
		MC		7,627.37
		Councillor		6,674.18
		1 st Secretary		5,720.98
		2 nd Secretary		5,244.38
		3 rd Secretary		4,719.94
34.	MORONI	Head of Mission		EUR
		Deputy HOM	7,564.01	
		MP	7,380.98	
		MC	7,157.98	
		Councillor	6,264.12	
		1 st Secretary	5,368.48	
		2 nd Secretary	4,920.65	
		3 rd Secretary	4,428.59	
35.	KUWAIT CITY	Head of Mission		7,572.99

Public Service (Tanzania Foreign Service)

G.N. No. 273 (contd.)

S/No.	Duty Station	Officer	Currency	Approved 2013/2014
		Deputy HOM	USD	6,684.44
		MP		6,427.35
		MC		6,240.14
		Councillor		6,058.39
		1 st Secretary		5,301.09
		2 nd Secretary		4,543.80
		3 rd Secretary		4,165.15

THIRD SCHEDULE

(Made under regulation 40)

**LIST OF STATIONS ELIGIBLE FOR HARDSHIP
AND RISK ALLOWANCES**

1. Kinshasa (The Democratic Republic of Congo).
2. Moscow (The Russian Federation).
3. Harare (The Republic of Zimbabwe).
4. Geneva (The Switzerland).

FOURTH SCHEDULE

(Made under regulation 52)

CLAIM FOR ENTERTAINMENT ALLOWANCES

Name of Entertaining officer	Number of people Entertained	Purpose of Entertainment	Type of Entertainment	Allowance drawn	Remarks if any

Reimbursement of entertainment expenditure incurred shall be at the following standard rate per head subject to review from time to time.

- (a) lunch or dinner at home - US\$50 or equivalent
- (b) working breakfast - US\$20 or equivalent
- (c) reception at home - US\$30 or equivalent.

FIFTH SCHEDULE

(Made under regulation 70 and 95)

- (a) USD 10,000 for the Head of Mission whose duty station borders Tanzania;
- (b) USD 15,000 for the Head of Mission whose duty station is beyond Tanzania borders;
- (c) USD 8,000 for an officer whose duty station borders Tanzania;
- (d) USD 12,000 for the officer whose duty station is beyond Tanzania borders; and
- (e) USD 2,000 for the cook and house servant as shipping allowance.

SIXTH SCHEDULE

(Made under regulation 77)

CLAIM FORM FOR REIMBURSEMENT OF MEDICAL EXPENSES

- I.** - Station:
- II.** - Name of Claimant:
- III.** - Designation:
- IV.** - Details of Expenses:
 - 1. Operation:
 - 2. Anaesthetic Fee:
 - 3. Radiology Fee:
 - 4. Accouchement Fee:
 - 5. Dental Fee:
 - (a) Self:
 - (b) Family:
 - (c) Cost of Denture:
 - 6. Other special service with full details:
 - 7. In-Patient fees and number of days spent in the Hospital:
 - 8. Drugs:
- V.** Total amount claimed:

Certified that the above particulars have been scrutinized and are correct.

Signature of Claimant:

Date:

Authorizing Officer:

Name:

Signature:

Date:

SEVENTH SCHEDULE

(Made under Regulation 81)

**BASIC SCALE OF FURNITURE FOR RESIDENTIAL ACCOMMODATION
PROVIDED TO OFFICERS
AT TANZANIA MISSIONS**

TITLE	NUMBER OF ITEMS
1. <u>Head of Mission:</u>	
Master Bedroom:	
Double Bed	1
Mattress for above.....	1
Pillows.....	4
Cot (Baby).....	1
Mattress for above.....	1
Wardrobe	2
Chest of drawers	1
Dressing Table with mirror	1
Stool for above.....	1
TV with decoders	1
Bar cabinet.....	1
Guest Room:	
Double Bed.....	1
Mattress for above	1
Pillows.....	4
Wardrobes with mirrors	1
Chest of drawers.....	1
TV and decorder.....	1
Family Room	
Sofa set	1
TV set	1
Coffee Table	1
For Children:	
Single beds	4
Single Mattresses for above.....	4
Pillows	8
Wardrobes with mirrors	3
Living Room:	
Sofa sets	4
Arm Chairs	4
Coffee table	4
Locker (wall unit).....	4
TV Set	2
Home theatre music system.....	1

Public Service (Tanzania Foreign Service)

G.N. No. 273 (contd.)

	Side tables	8
	Bar Cabinet.....	1
	Trolley for Drinks.....	1
DiningRoom:		
	Dining Table.....	1
	DiningChairs.....	12
	Refrigerator	1
	Side Board	1
	Serving Table	1
Reading Room:		
	Writing Table	1
	Book Shelf	1
	Chairs	3
	Coffee Table	1
	Computer/Printer	1
	Fax Machine	1
	Copier	1
Kitchen:		
	Cooker	1
	Microwave	1
	Kitchen Cupboard	1
	Cooking Utensils set	1
	Coffee Set for twenty four.....	1
	Tea Set for twenty four.....	1
	Assortment of glasses for twenty four.....	1
	Cutlery for twenty four.....	1
	Deep Freezer.....	1
	Toaster	1
	Kettle.....	1
	Food processor	1
	Coffee maker.....	1
	Dish washer.....	1
Laundry Room: Washing Machine.....		1
	Drier	1
	Iron board	1
	Pressing iron	1
	Laundry baskets	2
Miscellaneous:Flag Post.....		2
	Beddings	
	Curtains	
	Towels	
	Cleaning materials	
Guest Wing:		
	Double bed	1
	Mattress for above	1
	Pillows	4
	Dressing table with mirror	1
	Stool for above. ..	1
	Wardrobe with mirror	1
	Single beds	2
	Mattresses for above	2
	Pillows	4
	Chest of drawers	1

Public Service (Tanzania Foreign Service)

G.N. No. 273 (contd.)

TV set	1
Sofa for four	1
Coffee Table	1
Dining Table (four people).....	1
Refrigerator	1
Locker	1
Servant Quarter.....	
Single Beds	2
Single Mattresses.....	2
Wardrobes	2
Chest of drawers	1
Dressing table with mirror	1
Stool for above	1

2. Deputy Head of Mission, Consul general and Minister Plenipotentiary:

Master Bedroom:Double Bed	1
Double Mattress.....	1
Cot (Baby).....	1
Mattress for above.....	1
Wardrobes	2
Chest of drawers.....	1
Dressing table with mirror	1
Stool for above	1

Children: As for Head of Mission.

Living Room:	
Sofa set.....	1
Easy Chairs	4
Coffee Table	1
Locker	1
Book Shelf	1
TV Set.....	1

Dining Room:	
Dining Table	1
Dining Chairs	8
Refrigerator	1
Side Board (wall unit)	1
Serving Table	1
Microwave Cooker.....	1

Reading Room:	
Writing Table	1
Chair	1

Kitchen:	
Cooker.....	1
Cupboard	1
Cutlery for eight	1
Dinner Set for eight	1
Tea set for eight.....	1
Cooking Utensils set for eight.....	1

Public Service (Tanzania Foreign Service)

G.N. No. 273 (contd.)

Assortment of glasses for eight	1
Coffee set for eight	1
Freezer.....	1
Dish washer	1
Kettle.....	1

**3. Minister Counsellor
and Below:**

Master Bedroom: Double Bed	1
Double Mattress	1
Cot (Baby).....	1
Mattress for above	1
Wardrobe.....	1
Chest of Drawers	1
Dressing table with mirror	1
Stool for above	1

Children: As for Head of Mission

Living Room: Sofa set	1
Easy Chair	1
Coffee Tables	1
Locker	1
Book shelf	1
TV Set.....	1

Dining Room: Dinng Table	1
Dining Chairs	6
Refrigerator	1
Side Table.....	1
Serving Table.....	1

Reading Room: Writing Table	1
Chair.....	1

Kitchen: Cooker	1
Cupboard	1
Cooking utensils for six	1
Dinner set for six	1
Tea set for six	1
Assortment of glasses for six	1
Cutlery for six	1

EIGHTH SCHEDULE

(Made under Regulations 2 and 97)

**CONTRACT OF EMPLOYMENT FOR LOCALLY RECRUITED STAFF
AT TANZANIA MISSIONS**

1. I am pleased to offer you appointment as..... in the Embassy/High Commission/ Consulate of the United Republic of Tanzania on the terms and conditions contained in the Embassy/High Commission/Consulate's Conditions of Service for Locally Recruited Staff, a copy of which is attached for your record and reference . The salary attached to your appointment will be at the rate ofper month/week fixed.
2. This appointment may be terminated by either party on giving one month's notice in writing or on paying one month's salary in lieu of notice.
3. As stated in the Conditions of Service, this offer is subject to your medical fitness as certified by a recognized medical practitioner. You should, therefore, arrange to be medically examined, including an X-ray of the chest, and submit the signed certificate to this office.
4. This letter of appointment shall be an intergral part of the conditions of service attached hereto.
5. The duration of the employment contract shall be for years and may be renewed subject to excellent performance.
6. I shall be glad to receive your written acceptance of the appointment on the foregoing terms by returning the duplicate of this offer, duly signed. Your appointment will be effective fourteen days from the date of this letter

.....
Head of Chancery
For: **HEAD OF MISSION**

.....
Consul General

I accept the offer of appointment herein before contained and enclose the medical certificate of fitness.

Name:

Signature.....

Date:

NINETH SCHEDULE

(Made under Regulation 119)

**RECOMMENDED CONDITIONS OF SERVICE FOR LOCALLY RECRUITED STAFF
BY TANZANIA MISSIONS:**

1. Working Hours:

The employee shall report for duty at the Mission at... Hrs and remain on duty until....Hrs when there will be a break of ... Hrs for lunch. At...Hrs the employee shall report again for duty and remain on duty until.... Hrs when the Mission shall be closed for the day. These shall be the normal working hours from Monday to Friday except on Saturdays, Sundays and Public Holidays when the Mission will remain closed. This arrangement is subject to alteration from time to time.

The employee shall be obliged to work overtime when instructed to do so by a competent official. In normal circumstances, the employee shall be granted compensatory time off in lieu of payment. The employee shall be required toworking hours in consideration of the importance and urgency.. This rule however, shall not apply to drivers whose nature of work does not allow them to be granted compensatory time off. A driver shall, therefore, be paid the appropriate overtime allowance.

2. Leave:

The employee shall be entitled to an annual leave in accordance with the laws of..... (host country).

(i) The Mission shall grant annual leave to its employee in such a manner so that the efficient performance of the work is not impeded. The Mission is fully aware of the fact that an employee needs a period of relaxation if he has to perform his work efficiently and adequately. It shall, however, be understood that if the exigencies of the service unexpectedly prevent an employee from taking his full annual leave or part of it by the end of the leave year, the balance of leave due will be carried over to the next leave year subject to the laws of(host country). Nevertheless, as far as possible, the Mission shall make every effort to ensure that employees are granted their leave annually.

(ii) The employee may be granted sick leave on full pay up to a maximum of one month and further sick leave on half pay up to a maximum of one month and further sick leave on half pay up to a maximum of a further one month in any period of twelve months. Any sick leave over and above this period will be without pay and will be subject to review if the employee's services are still needed.

(a) In all respects the grant of sick leave shall be accompanied by a medical certificate duly signed by a medical practitioner stating the kind of illness, a statement of inability to work and the estimated duration of illness. The said medical certificate shall be preserved in the personal record of the employee and may be used as

evidence for requiring an employee to undergo a full medical examination, to determine his fitness to continue with the service.

- (b) In case of the employee's failure to produce a medical certificate, the number of days during which he is absent from duty shall be deducted from his annual leave.
- (c) The employee shall be eligible for the grant of maternity leave of up to six weeks on full pay, reckoning against normal sick leave entitlement. Further sick leave within normal entitlement shall be allowed on production of a medical certificate.
- (d) The employee may be granted special leave with or without pay under the following circumstances:
 - (i) marriage;
 - (ii) court attendance;
 - (iii) mourning leave in case of the death of a close relative,Such leave shall not, however, exceed six days during a leave year.
- (e) The employee shall be required to apply for all leave in writing, with the exception of sick leave when he is unable to do so.

3. Salary:

- (a) All posts and salaries attached to employees are not on any salary scale and do not carry any fringe benefits. Salaries on first appointment and any advancement thereafter are subject to mutual understanding. The Mission while considering the salary and any advancement shall be guided by the laws of(host country).
- (b) The employee shall be entitled to payment of salary for any period on the last day of the period in question.
- (c) The Mission shall require the employee to devote his whole energy and ability to the Mission/ interests which may be taken into consideration when increment in salary are contemplated.
- (d) The employee shall be entitled to payment of gratuity in accordance with the laws of.....(host country).

4. Discipline:

The employee who neglects or fails to perform his duty or commits any other breach of discipline shall be liable for disciplinary measures in accordance with the laws of(host country)

- (a) The employee shall be required to make and sign a declaration of fidelity and loyalty to the Mission/Head of Mission and the Mission/Head of Mission in the following manner:

“I.....of.....hereby solemnly and sincerely declare that I do this day promise fidelity and loyalty while I am employed by the Mission/Head of Mission of the United Republic of Tanzania, to the Mission/Head of Mission and the Mission/Head of Mission and that I will faithfully place above all the interests of the Mission/Head of Mission and that I will disclose no secret or confidential information revealed to me in connection with my official duties.”
- (b) The employee is expected to maintain at all times, within and outside, good behaviour and conduct and a high standard of integrity which will enable the employee to gain the respect of the public and the confidence of the Mission/Head of Mission.

- (c) The employee or members of the employee's family may not receive gifts or presentations whether in the shape of money, goods, free passages or their benefits from any person or firm with whom the employee is in contact by virtue of his/her official position without having first secured the permission of the Mission/Head of Mission. This rule does not apply to small personal gifts such as may be received from colleagues and friends.

4. Termination or resignation from employment

- (i) the Mission may terminate the services of a locally recruited employee at anytime by giving a one month's notice in writing or by paying to the employee one month's salary *in lieu* of such notice.
 - (ii) the employee may also terminate his services at anytime by giving a one month's notice in writing or by paying to the Mission a one month's salary *in lieu* of such notice.
- (d) The employee upon termination of his service may request a reference or testimonial which shall contain the following details:

Name in full:

Post held:

Period of Service: from.....to.....

Reason for termination of appointment:.....

.....

Conduct (, Excellent, Very Good, Good, Fair, Poor)

General remarks (if any)

.....

.....

5. General:

- (a) The employee shall, before being formally appointed to the post, be required to undergo a full medical examination by a recognized medical practitioner to determine his/her fitness for service.
- (b) The employee shall not use Mission's facilities for private correspondences.
- (c) The Mission's telephones shall not be used for private purposes, except on occasions of special necessity, when prior permission of Head of the Chancery has been obtained.

Dar es Salaam,
24th September, 2016

ANGELLAH JASMINE KAIRUKI,
Minister of State-President's Office
(Public Service Management
and Good Governance)