

# OVERALL UNDERSTANDING OF PUBLIC SERVICE ACT, ITS REGULATIONS AND DISCIPLINARY PROCEDURES



**21st - 25th March 2022 at Dodoma**

This programme will assist participants with a clear demarcation of Public services Act and Employment & Labour Relations Act 2004 in people Management at the Workplace. Participants will be taken through the Public Service Laws, Employment and Disciplinary Procedures provided in the Public sector. ATE together with Professionals from Public Sector will equip the participants with all necessary tools to avoid legal pitfalls that can be costly to their organisations.

## **COURSE HIGHLIGHTS**

- Overview on Public Services Laws
- Review of the Miscellaneous Amendments made in the Laws
- Key Findings from Workplace Audit
- Challenges facing employers on the handling of Labour issues at the workplace
- Recruitment, Selection and Transfer in the Public Service
- Employment Standards and Employment Contracts
- Termination of Employment
- Prevention of Discrimination & Harassment at the Workplace
- Standing Orders Regulating Public Services Employment
- Prevention of Labour Disputes at the Workplace
- Disciplinary Procedures in Public Service
- Chairing of Disciplinary Hearing at the Public Service
- Managing Disciplinary Appeals at CMA and Public Service Commission

## **TARGET**

- Human Resources Managers and Administrators
- Top level Managers and Line Managers
- HR Practitioners
- Legal Advisers
- Disciplinary Committee Members
- Workers' Union Representatives

## **SCHEDULE**

21st - 25th March 2022  
At Dodoma  
From 08:30 hrs to 16:30 hrs

## COST:

**Members:** TZS 1,000,000/- per participant

**Non-Members:** TZS 1,200,000/- per participant

**Note:** All fees are VAT Inclusive

The fee will cover tuition fees, training materials, refreshments, lunch and a Certificate of Attendance.

NB: Kindly note that training fee has to be paid in advance by cheque or through Electronic Funds Transfer (EFT), or Cash Deposit at the Bank or at ATE offices in Dar es Salaam, Mwanza or Arusha.

## OUR BANK DETAILS

**Account Name:** Association of Tanzania Employers

**Account Number:** 011103015899

**Bank:** National Bank of Commerce Ltd

**Branch:** Corporate Branch, Dar es Salaam

**Swift Code:** NLCBTZTX

NB: When making payment, kindly indicate your company name, training title & participant name.

Training registration form should be received at least **1 week prior** the training date.

### Members and Non-members

- 3 to 4 delegates - 5% discount
- 5 to 9 delegates - 10% discount
- 10 and above delegates - 15% discount

### In-house Programmes

"We are also here to ease your burden of sending all officials away from business, kindly let us know if you would like us to deliver this training to your doorsteps and we will do a convenient arrangement for you."

Up to  
15%  
Discount

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Visit our website and register online through  
[www.ate.or.tz/training](http://www.ate.or.tz/training)



## ATE TRAINING REGISTRATION FORM

Please complete this form and email it back to [training@ate.or.tz](mailto:training@ate.or.tz)

### APPLICANT'S DETAILS:

Programme Title: .....

Starting Date: ..... Ending Date:.....

Organisation/Company: ..... Address/Location: .....

### DELEGATES INFORMATION:

Please provide details as you wish it to appear on your table tag and on your Certificate of attendance

1. Name: ..... Position: .....

Email: ..... Mobile: .....

2. Name: ..... Position: .....

Email: ..... Mobile: .....

3. Name: ..... Position: .....

Email: ..... Mobile: .....

4. Name: ..... Position: .....

Email: ..... Mobile: .....

### BRIEF EXPECTATIONS:

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.....  
*Employers' Choice*

### EMPLOYER/SPONSOR COMMENTS:

I ..... in my capacity as ..... nominate

..... to attend the above programme and I commit my Organization to pay to

ATE the total programme fee of TZS ..... on .....

.....  
(Signature of Nominating/Authorizing Officer)

.....  
(Dates and Official Stamp)

### PAYMENT:

Make payment to:

Account Name: Association of Tanzania Employers

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