

# INSTITUTE OF JUDICIAL ADMINISTRATION LUSHOTO



ACTIVITY REPORT  
**2016/2017**



## Table of content

A word from the Acting Chief Justice.....	2
Acknowledgement.....	5
Message from the Principal.....	7
About the corporate logo and colours.....	9
About IJA.....	10
Our Staff.....	11
Our Programmes.....	12
Training facilities.....	13
The aspirations of the Institute.....	16
Launching of Government mailing system.....	17
The 17th Graduation Ceremony in the pictures.....	19
Judicial Training Activities.....	22
Links and Collaborations.....	25
Membership and Public relations.....	27
Students life.....	31
Short courses and Seminars.....	37
Governance.....	40
Location.....	43



A word  
from the Acting  
**Chief Justice**

I am delighted to write this foreword for the Activity Report of the Institute of Judicial Administration Lushoto (IJA) (2016/17) which minutely describes the various activities that took place from July 2016 to June 2017, with its special emphasis to academic, administrative as well as judicial and continuing education activities.

The Institute of Judicial Administration Lushoto was established following the recommendations of three Commissions, namely The Commission on Mono Party or Multi Party System (Nyalali Commission) , Judicial System Review Commission (Msekwa

Commission) and the Legal Sector TaskForce (BomaniReport) .Among their many recommendations, all the three Commissions came out with one similar recommendation, to establish an institute dedicated for training of judicial officers.

That is how the Government of Tanzania handed over to the Judiciary of Tanzania the then ideological institute for the ruling party, *Chama Cha Mapinduzi* (CCM). Ever since its establishment in 2000 the Institute of Judicial Administration (IJA) has continued to offer continuing judicial and legal education along with ordinary Certificate and Diploma for judiciary employees and the general public. For several years



since its inception the institute trained primary court magistrates and court clerks who by then were employed on the basis of their Diploma in Law and Certificate in Law respectively.

The institute is dedicated to the training all the employees of the Judiciary of Tanzania, both judicial staff and non- judicial staff. These trainings are geared at building their capacity in order to improve their ability to offer the best service to members of the general public and therefore increase public confidence and trust to the judiciary. Coupled with that role IJA is mandated by the President's Office Public Service Management to offer induction program to newly recruited lawyers in the public service. Although IJA is located up in the world famous Usambara chain of Mountains, with its extensive tree covers and cool climate, the institute has not pushed hard to attract training and continuous education activities befitting its strategic location away from distractions of major urban areas.

Plans are afoot to ensure that IJA takes up its place and discharge its mandate by designing training packages to attract Ministries, Departments and independent Agencies (MDAs). It is now the right time for IJA to work closely with MDAs for the betterment of the legal profession

As IJA strives to become a centre of excellence in the provision of judicial and continuing education it is critical that concrete plans are put in place so that the institute can be more vibrant when it comes to the training of judicial officers, non-judicial officers within the judiciary and other justice sector stakeholders. I am pleased to know that IJA has prepared an annual calendar of these trainings and that plans are underway to come up with a major training programme that seeks to address long-term vision of the institute. It is only through that approach IJA will be able to implement its plans with ease and predictability.

I am also delighted to note that IJA has taken concerted steps to forge links with national, regional and international organizations.



This is the right direction especially this moment in time when IJA is positioning itself strategically not only within Tanzania but also regionally and internationally. The increasing numbers of Memoranda of Understanding that seek to build IJA's capacity to offer continuing judicial and legal education, staff exchange, collaborative research and consultancy as well as resource mobilization and utilization among others—are a good pointer of the direction the Institute is heading to. These Memoranda have been signed

with Eastern and Southern Africa Management Institute (ESAMI), Open University of Tanzania (OUT), Law School of Tanzania (LST), NFT Consult, Tanzania Global Learning Agency (TaGLA) and NFT Consult/Franklin Covey. If fully exploited, these regional and international links will assist IJA in positioning itself at regional and international stage. I call upon IJA management to work tirelessly to ensure that IJA becomes a real judicial college.

Hon. Prof Ibrahim H. Juma  
**Ag. Chief Justice**



## Acknowledgment



I wish to comment the management of IJA for its creativity and innovation to come up with this activity report that reflects what took place in 2016/17 Financial Year. I believe that by any standard this does not reflect everything that happened in the year under report but I am pretty sure what has been reported fairly reflects the situation on the ground.

In a very special way I wish to express my appreciation to the entire team of council members who have worked hard to ensure that IJA attains the achievement that the institute has put together for reporting. I understand that in their collective role councilors have

worked tirelessly to ensure that the vision and mission is realized.

As a chairman of IJA Governing Council I feel privileged and honoured when I read this activity report and more in particular when I realize the milestones covered. As IJA strives to become a centre of excellence in the delivery of continuous judicial and legal education it is instructive that it forges links and collaboration with various local, regional and international organization hence the Memoranda signed with Eastern and Southern Africa Management Institute (ESAMI), Open University of Tanzania (OUT), Law School of Tanzania (LST), e-Government Agency



(eGA), Tanzania Global Learning Agency (TaGLA) and NFT Consult/ Franklin Covey augurs very well with the desire of IJA to become a reputable judicial training institute since these collaborations will build the capacity of IJA in the delivery of continuous judicial and legal education.

It goes without saying that the partnership arrangements with United Nations Children's Fund, UN Women and the envisaged partnership with UN Environment will take IJA to the next level. I therefore call upon the management to keep up the good spirit and not to lose the momentum. For us in

the Governing Council we will do what it takes to make sure the management vision and mission is realized and at the set pace. I urge the management to keep up this spirit of preparing an annual activity report in order to keep the key stakeholders informed of what is taking place at this premier institution of the judiciary of Tanzania.

Hon (Retired JA) John A. Mrosso

**Chairperson**



.....  
*Message from the*  
**Principal**  
 .....



In my role as the Principal of the Institute of Judicial Administration Lushoto, I welcome you to read IJA's Activity Report for 2016/17. This report reflects the remarkable transformation and reform that IJA has been striving to sustain and build over time in order to make IJA relevant to the Judiciary of Tanzania (JoT) and the justice sector at large.

It also reflects the desired objective of making IJA an attractive and conducive environment for learning and training since its establishment in 1998

IJA has been known for its dynamic and evolving approach in offering

training to Certificate and Diploma in Law students as well as using skills-based experiential learning model when it comes to upgrading skills of judicial officers Judges and Magistrates, non-judicial staff within the judiciary and other justice sector stakeholders such as State Attorneys, Prison Officers, Police Officers and Private Legal Practitioners. IJA's approach to teaching, learning and continuous legal education has meaningfully contributed to judicial dialogue and supported the rule of law and judicial strengthening as the landscape of judging is becoming increasingly more complex.



IJA is an ideal place for quality and efficiency learning and training for the legal minds. Its strength lies not only in the serene environment and weather of the slopes of Usambara mountain range but also from the warm, passionate and hospitality of its dedicated staff. IJA is an ideal place not only for academic teaching and learning but also for judicial and continuing legal education as well as retreat for serious research work and academic writing. That being the case we are ready and proud to host any serious meeting in particular now that the government is encouraging utilization of public institutions facilities for meetings and seminars. Our conference facilities more than meet the requirements of most public institutions.

I trust that this IJA's Activity report fairly represents what transpired

over the past one year from 1st July, 2016 to 31st June, 2017 and that readers will find not only useful to read but also something of interest to read. It is under those circumstances we are committed to continue preparing and sharing Annual Activity Report every year. I am very optimistic that having read the Activity Report you will bear testimony that what has been presented clearly explains and reflects what is taking place at IJA in particular the activities we do, the dream we carry and how we work tirelessly to achieve the Vision and Mission. I hope and believe that the report is going to be useful to you and I assure you that we will keep this spirit sustainable.

Hon. Justice Paul F. Kihwelo

### The Principal

## About the Corporate logo and Colours



In its reform and transformation drive IJA redesigned and improved its former logo for branding purposes. The current IJA's logo features an English version of the full name of IJA which makes it more global. Similarly the new logo has a base and corporate colours that reflect the Judiciary of Tanzania's corporate colours which are white, red and black. In addition to that the base of the current logo has additional words in the corporate motto namely "WAJIBU" literally translated to mean "RESPONSIBILITY" as there cannot be right without responsibility hence the current corporate motto is "ELIMU HAKI WAJIBU" meaning "EDUCATION RIGHT AND RESPONSIBILITY".

The other peculiar features which are not new in the current logo



includes the scales of justice a distinct feature of the judiciary that represents the balance and fairness of justice. A book, an icon of knowledge, is positioned below the scales of justice while the firebrand at the top of the scales of justice represents the light at the end of the tunnel a symbol of hope and optimism.

The IJA corporate colours are white, red, black and blue.

**White** means -Reverence, virginity, nothingness, cleanliness

**Black** means -Power, sophistication, formality, elegance,

**Red** means - Power, energy, passion, desire, speed,

**Blue** means -Peace, harmony, unity, trust, truth, security





## About IJA

The Institute of Judicial Administration Lushoto (IJA) is a public institution established by an Act of Parliament namely the Institute of Judicial Administration Lushoto Act 1998, following the acceptance of the recommendations of three commissions that is the Presidential Commission on Judicial System Review of 1977; Presidential Commission on the Introduction of Multi Party Democracy in Tanzania of 1993; and the Legal Task Force, 1996. All these studies found out that there was an impelling need to establish an institute that would design and provide training programs suitable for judicial officers, court personnel, among others. The Institute started its operations on 23rd October 2000

and was officially inaugurated by the then President of the United Republic of Tanzania, His Excellency Benjamin William Mkapa on 3rd August 2001. Since its establishment IJA has been known for its dynamic and evolving approach in offering legal training to certificate and diploma students as well as judicial and non-judicial staff within the judiciary and other justice sector stakeholders such as State Attorneys, Prison Officers, Police Officers and Private Legal Practitioners. IJA's approach to teaching, learning and continuous legal education has meaningfully contributed to judicial dialogue and supported the rule of law and judicial strengthening as the landscape of judging is becoming increasingly more complex.

## Our Staff

IJA has 24 core teaching staff and 83 Support Staff. Most of the teaching staff are practicing advocates of the High Court of Tanzania and for the continuing judicial and legal education IJA is privileged to have a pool of trainers mainly Judges of the Court of Appeal, Judges of the High Court and Registrars. IJA's strengths lie not only in the number of teaching staff and trainers but rather from their passionate hospitality and dedication to serve our mission.



**Mr. Fahamu H. Mtulya**  
Acting Deputy Principal:  
Academic Research and Consultancy



**Mr. Bollen Mwaipopo**  
Registrar



**Ms. Mwanabarak Mnyukwa**  
Head of Department of Judicial and  
Legal Studies



**Mr. Thomas Mwikuka**  
Dean of Students



**Mr. Michael M. Esanju**  
Human Resource and Administrative  
Manager



**Mr. Zakayo Konyagi**  
Chief Accountant



## Our Programmes

The focus of IJA is both capacity building to judicial officers namely Judges and Magistrates, non-judicial staff within the judiciary and other justice sector stakeholders such as State Attorneys, Prison Officers, Police Officers and Private Legal Practitioners as well as teaching Certificate and Diploma in Law



*Students following the lecture in Samatta Lecture theatre*

Programmes which has been the lifeline of IJA over time. IJA also focuses on research and consultancy as one of its mandate according to the establishing Act.



## Training facilities



IJA has modern teaching and learning as well as training facilities to suit all kind of trainings. IJA has reliable internet connectivity through both Local Area Network (LAN), Wide Area Network (WAN) as well as Wireless connectivity.





## Training facilities

In addition to that IJA has modern computer laboratory and plans are under way to finish the installation of a start-of-the art Video Conference facilities to enable distance learning take place for ease of convenience given the fact that Tanzania is a sparse country covering 947,303 square kilometers.



*Library staff at work*



*IJA Library*



## Training facilities



*Students at the modern computer lab*





## The Aspirations of the Institute

### Video conferencing

In order to keep pace with the current judicial reforms, IJA is equally undertaking some measures to facelift its facilities and environment. One of the major developments IJA aspires to do is installation of modern IT equipment such as video conferencing facilities that will ease delivery of training and communication.



*Upcoming Video Conferencing room*

### Center of Excellency

IJA aspires to become a Center of excellence in judicial education, legal training as well as research and consultancy services for the judiciary and the legal sector at large.



## Launching of Government Mailing System (GMS)

IJA officially launched the Government Mailing System which is a system that has been internally developed by the Government of Tanzania that aims at providing a secure channel for Government communication and sharing of information. The system phased out and prohibits Government Institutions from using disposable mails such as Gmail, Yahoo etc. for government communication purposes.





## Launching new IJA website

In order to improve its visibility and attract more visitors, the management decided to re-design and facelift its website. The new website has plausible outlook and makes it easier for users to navigate, use and access information.

The website was launched by the then Minister of Constitutional Affairs and Justice Hon. Dr. Harrison Mwakyembe (MP) on 2<sup>nd</sup> December, 2017 during the occasion of the 17<sup>th</sup> graduation ceremony



*Minister of Constitutional Affairs and Justice Hon. Dr. Harrison Mwakyembe (MP) launching the new IJA website*



## The 17th Graduation Ceremony in pictures



*Graduands in a group photo with the guest of Honour*



*The guest of Honour signing visitors book*



The guest of Honour, Chairman of Council and other dignitaries in the procession with graduands



Graduands in Graduation procession



## Judicial Training Activities

The Directorate of Judicial and Continuing Legal Education conducted the following trainings:-

- Evidence Law in Areas of Corruption and Fraud to Resident Magistrates.
- Morden Record Keeping and Document Management for Record Management Assistants.
- Collegiality and Decision making for Court of Appeal Judges.
- Leadership and Change Management for Judges, Registrars, Deputy Registrars, Court Administrators and Resident Magistrates in Charge.
- Workshop for Judges of the High Court in sharing experience on practices, procedures and challenges in criminal trials.
- Performance and Leadership Management for Human Resource and Administrative Officers.
- Case flow management for Principal Judge and Judges in Charge.
- Service Provision and Quality Assurance for Security Guards, Secretaries, Drivers and Office Assistants.
- Supervisory Powers and Judicial Functions for Deputy Registrars and Resident Magistrates in Charge.



The Principal of IJA Hon Justice Paul Kihwelo talking to Deputy Registrars and Court Administrators in one of the trainings held at Dodoma



A group photo of Hon Justice Prof. Ibrahim Hamis Juma, Acting Chief Justice of Tanzania seated in the middle and Hon. Ferdinand L.K. Wambali, Principal Judge and Judges in charge of the High Court of Tanzania



The Guest of Honour Madam Mwanisha Kwariko, the Judge in Charge of Dodoma High Court zone (seated center) along with Mr. Edward J. K. Nkembo, the Director of Administration and Human Resource Management (seated second right), Ms. Patricia Ngungulu the Assistant Director of Training (seated first right) and Mr. Moses Chaba, the Deputy Registrar of Dodoma High Court zone in a group photo with participants and facilitators.



Resident Magistrates in charge in a group photo along with the Principal of IJA seated in the middle and facilitators from NFT Consult



Deputy Registrars and Court Administrators listening attentively to the facilitator in one of the trainings conducted by IJA under the Citizen-Centric Judicial Modernization and Justice Service Delivery Project funded by the World Bank

## Links and collaborations

In compliance to the requirement of Project Appraisal Document (PAD) under the Citizen-Centric Judicial Modernization and Justice Service Delivery Project funded by the World Bank. IJA has signed Memorandum of Understanding (MoU) with various institutions for the purposes of maximizing relationship and partnerships in the areas of capacity building, research, consultancy, staff exchange and resource sharing. The institutions that have signed MoUs with IJA are the Eastern and Southern African Management Institute (ESAMI), Law School of Tanzania (LST), Open University of Tanzania (OUT), Tanzania Global Learning Agency (TaGLA) and NFT Consult. Also IJA has entered partnership with UNICEF whereby IJA among other things will carry out trainings on Juvenile Justice to frontline workers



ESAMI



OUT



TaGLA



LAW SCHOOL OF TANZANIA



Discussions and plans are underway to formalize collaborations and partnerships with various international training institutes such as The National Judicial Institute of Canada (NJI), Singapore Judicial College (SJC), South African Judicial Education Institute (SAJEI), The Judicial Institute for Africa (JIFA) and United Nations Environment Programme (UNEP). Similarly plans are underway to establish links with local specialized training institutions such as Police College (CCP), The National Defense College (Tanzania), Uongozi Institute (Institute of African Leadership for Sustainable Development) and Ukonga Prisons Officers College (UPOC)



NJI-Canada



SJC-Singapore



**UONGOZI Institute**  
Institute of African Leadership for Sustainable Development



National Defence College



## Membership and Public Relations

### Membership



### Public relations

IJA staff and students participated in various events to enhance its public relations with general public



Pangani District Executive Director (center) and Human Resource Manager (far left) with IJA short course team during marketing tour in Pangani



*IJA Staff participating in the environmental conservation campaign as part of Corporate Social Responsibility*



*A group photo of German historians hosted by Mr. Ibrahim Mdachi (second right) during their visit at IJA on their trip tracing for old Germans buildings built during colonial time and other German's historical remains. Behind is one of the Germans buildings.*



*Ms. Mwanabaraka Mnyukwa (Head of Department of Judicial and Legal Studies) attending a visitor during Dar es Salaam International Trade Fair (Sabasaba)*



*Mr Bollen Mwaipopo, the Registrar attending Mr. Victor Mwinyipembe and Ms. Joyce Mushi from Local Government Training Institute (Hombolo) on their experience sharing visit at IJA*





RAAWU IJA Branch and RAAWU TAFORI Branch staff in a group photo during May Day celebrations



Founding members of the Global Judicial Institute for the Environment after signing the Constitution at Chapada dos Veadeiros National Park in Brazil



### Students' life





## Students' life



## Students' life





## Students' life



## Students' life





### Short courses and Seminars

During this time IJA conducted short courses and seminars in the following areas; Basic Computer Application Course for Form Four/Six Leavers and beginners on ICT, Capacity Building for Academic staff on Research, Consultancy and Publication as well as Capacity building on ICT for ICT staff, Public Relations Officers and Planning Officers.



*ICT staff pose for a group photo after training on capacity building*



*Participants of a Basic Computer Application Course in a group photo*

In order to enhance performance management IJA conducted capacity building for staff and supervisors on Open Performance Review Assessment System (OPRAS)



*Academic staff following up the presentation on Research, Consultancy and Publication*



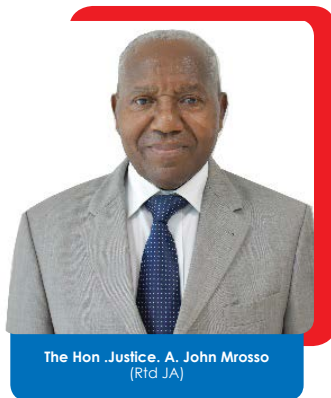
*Hon. Justice Paul Kihwelo, the Principal of IJA (second left) in a group photo with IJA Accounts Department staff after officiating the training on International Public Sector Accounting Standards held at Law school of Tanzania*



## Governance

IJA is under a Governing Council established by the Act of Parliament whose Chairperson is a retired Judge of the Court of Appeal appointed by His Excellence the President of the United Republic of Tanzania and the Secretary is the Principal of the institute equally appointed by His Excellence the President of the United Republic of Tanzania. The other members are appointed by

the Minister responsible for legal affairs and they are drawn from academia, Attorney General Chambers, private practitioners and representatives of staff as well as students. The day-to-day affairs of the institute are under the IJA management led by the Principal who is closely assisted by two Deputies and heads of the various academic and administrative units.



The Hon. Justice. A. John Mrosso  
(Rtd JA)



Dr. Theodora Mwenegoha  
Lecturer—UDSM  
Vice Chairperson



Hon. Justice Paul F. Kihwelo (PhD)  
Principal  
Secretary



## Members of Governing Council

Hussein Kattanga

Member

### Chief Court Administrator, Judiciary of Tanzania

Katarina Revocate

Member

### Chief Registrar, Judiciary of Tanzania

Philemon Raulencio

Member

### Representative, Academic Staff Assembly (IJAASA)

Victoria Mauya

Member

### Representative Workers Union (RAAWU)

Sia Beatrice Mrema

Member

### Senior State Attorney

Ubena John (PhD)

Member

### Senior Lecturer (Mzumbe)

Jovian Jasson

Member

### President Students Association



## Location

**W**e are located at the top of Usambara Mountains in the historic town of Lushoto which was originally established by the Germans in 1880s and formerly known as Wilhelmstal (William's Valley) and was named after Emperor Wilhelm II. It is a serene environment for learning as well as training. However, IJA has satellite centers across the country with the main liaison office in Dar es Salaam.







## Contacts

You can reach us through

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