

INSTITUTE OF JUDICIAL ADMINISTRATION LUSHOTO



**ANNUAL ACTIVITY
REPORT
2017/2018**



TABLE OF CONTENTS

| | |
|--|----|
| A word from the Chief Justice..... | 1 |
| Acknowledgement..... | 3 |
| Message from the Principal..... | 4 |
| We are IJA | 6 |
| About IJA | 6 |
| Our Vision | 7 |
| Our Mission | 7 |
| Our Core values: | 7 |
| Our Staff..... | 8 |
| Academic Staff..... | 9 |
| Administrative Staff | 10 |
| Academic Programs | 12 |
| Judicial Training Activities..... | 17 |
| Judiciary, UNICEF and IJA Training Partnership | 24 |
| Law Week 2018..... | 30 |
| Income Generation Activities | 32 |
| Benchmarking of IJA against its Peers..... | 35 |
| Integrity Committee..... | 39 |
| Short Courses and Seminars | 41 |
| Corporate Social Responsibility | 44 |
| IJA Launches Career Guidance and Counselling Day | 46 |
| Participation of IJA in the 42 nd Dar Es Salaam International Trade Fair “Sabasaba “ | 48 |
| Links and Collaborations | 50 |
| Membership and Public Relations..... | 52 |
| Development Projects | 55 |
| Library Services | 57 |
| Students' Life..... | 60 |
| Sports, Games and Culture | 62 |
| Management | 65 |
| Governance | 66 |



A word from the Chief Justice

Once again, I am very delighted to write something as a prelude to the Activity Report of the Institute of Judicial Administration Lushoto (IJA) for 2017/18. The report minutely describes various activities that took place from July 2017 to June 2018 ranging from our signature judicial and continuing education, academic activities, consultancy activities, games and sports as well as justice sector stakeholders engagements.

The mandate of IJA primarily is to provide continuing judicial education to Judges, Magistrates and other justice sector stakeholders, continuing education to all non-judicial employees of the Judiciary of Tanzania (JoT). The Institute offers legal studies as well as research and consultancy services to the public and the judiciary in order to

enhance judicial accountability and transformation. In other words, IJA is a change agent for the Judiciary of Tanzania and a vehicle for the speedy delivery of Timely Justice for All which is the Vision we all seek to achieve.

I am glad to note that during the reporting period, IJA has continued to play its center stage in supporting the reform and transformation that the Judiciary of Tanzania is undertaking through the Citizen-Centric Judicial Service Delivery Project supported by the World Bank. In particular, IJA has through Stakeholders Workshop Series, engaged various key stakeholders by looking at different pieces of legislation in order to come up with recommendations that will lead to formulation of practice directions, rules, regulations or policy as well as legal reform. These Workshop Series have turned out to be an important platform for the Judiciary and other

justice sector stakeholders as they get to share their experiences and common challenges.

The reporting period is historical not only to IJA but also to the Judiciary of Tanzania since IJA has approved its Third Five Years Rolling Strategic Plan 2018/19-2022/23. The strategic plan is designed to envision the best experiences of the previous judicial reforms but more specifically, it augurs and mirrors very well with the JoT Strategic Plan 2015/16-2019/20 that seeks to position IJA at its rightful place in judicial training, research and consultancy for the judiciary. Looking at Strategic Objective 3; Judicial and Continuing Legal Education IJA seeks to achieve a number of targets such as formulation of a comprehensive Curriculum for Judicial Training, Prepare and publish a number of Bench Books and develop e-Learning Courses that will be offered through a combination of multimedia platforms such as Online, Video Conference and Teleconference.

I am delighted further to note that IJA has continued to take concerted efforts to forge links with national, regional and international organizations. As I have always kept saying, this is the move in the right direction since collaboration is the way to go. The Benchmarking of IJA with its peers that was done this year should be able to provide a good learning ground for IJA.

Finally, I must commend the Governing Council and the Management of IJA for being able to formulate three new curricula namely, the Curriculum for Court Brokers, the Curriculum for Court Process Servers and finally the Curriculum for Induction Courses for Lawyers employed in the public service. I am aware, the Curriculum for Induction Courses is due for stakeholder's validation in the next couple of weeks to come. This is a significant development and an enviable achievement. I understand that to date, IJA has trained two batches of more than eighty Court Brokers and Court Process Servers in a span of two months. This is really commendable and I call upon the Management to keep that pace and spirit.

In my capacity as the Chief Justice and Head of the Judiciary I wish to assure the Governing Council, Management and Staff of IJA that we are committed to supporting IJA in its rightful course. We hope IJA will do more to achieve the desired results.

Hon. Prof Ibrahim Hamis Juma
Chief Justice



Acknowledgment

This Activity Report is a demonstration of one year of IJA's operations, and marks the beginning of the Third Five Years Rolling Strategic Plan 2018/19-2022/23. The report presents significant developments and milestones that IJA has been able to achieve since the last report.

In 2000 when IJA was founded, the aim was to approach training on legal studies and continuing judicial education in a dynamic and innovative way while demanding observable and measurable impact. This model's success was designed to depend on the involvement of all key stakeholders of IJA namely students, staff, the Judiciary of Tanzania,

Government and other justice sector stakeholders. This model was structured to ensure an unprecedented level of dependability and reliability.

I believe that the preparation and ultimate production of this Activity Report 2017/18 is an outcome of concerted efforts by a dedicated team of staff who, in one way or the other, contributed meaningfully to ensure that this report comes out in record time. In particular, I wish to commend those who gathered and compiled the reports as they must have worked tirelessly round the clock with sleepless nights in order for this report to come out in time. Their commitment, dedication and perseverance to put this report in its

present form are commendable and inspiring.

I wish to record my token of appreciation to the Management for their continued commitment and for providing moral, material and logistical support that made this report possible.

I wish to assure the Management, staff, students and all justice sector stakeholders that the Governing Council will play its part by ensuring that there exists at IJA an enabling environment for publication and research. To realize the Vision and Mission Statement of making IJA a Centre of excellence in judicial training, continuing education and legal studies in Tanzania, Africa and beyond, publication and research activities should be the first priority.

In a very special way, I wish to express my appreciation to the Judiciary of Tanzania (JoT) for providing the much needed support that enabled IJA to achieve a lot during the reporting period and the Ministry of Constitution and Legal Affairs (MoCLA) as a parent ministry which provided policy guidelines and directives for the smooth operation in 2017/18.

Lastly, I wish on behalf of the Governing Council to request every stakeholder of IJA to keep up the spirit of support, in the years ahead, without which IJA will not be able to realize the desired results as envisaged in its Strategic Plan for 2018/19-2022/23.

Hon. Justice Gerald A.M. Ndika, JA (PhD)
Chairperson



Message from the **Principal**

Since 2000, IJA has grown in leaps and bounds. In 2017/18 Financial Year, the Judicial and Continuing Education Training Programme was vibrantly implemented but not 100% as expected, however, it certainly has a place in our plans going forward. Three new curricula were developed during the period of 2017/18 and these are a Curriculum for Court Brokers and a Curriculum for Court Process Servers which were developed taking into account the requirements of the Court Brokers and Court Process Servers (Appointments, Remuneration and Disciplinary) Rules 2017.

Thanks to the dedicated team of able Deputy Registrars from the Judiciary of Tanzania who worked tirelessly with

our IJA staff to make sure that this plan comes into fruition and in record time. Sincerely, it was not an easy ride but together we made it.

During the year 2017/18, we also prepared a Curriculum for Induction Courses of newly employed lawyers in the public service in compliance with the President's Office, Public Service Management and Good Governance through Establishment Circular No 5 of 2011. The Circular mandates the Institute of Judicial Administration-Lushoto (IJA) to prepare a curriculum and carry out induction courses to all newly employed lawyers in the public service. The curriculum which was prepared with full and unconditional support from the President's Office, Public Service Management and Good Governance and the Ministry



of Constitution and Legal Affairs will be further subjected to validation by wider stakeholders meeting to be held later this year before it is finally adopted for implementation.

The year 2017/18 witnessed the approval of the turnaround Third Five Years Rolling Strategic Plan 2018/19-2022/23 which is a clear demonstration of the commitment and desire of the Management and Governing Council to implement priority areas. The Third Five Years Rolling Strategic Plan has been designed to envision the best experiences of previous reforms and to ignite a new impetus of excellence in legal training, judicial and continuing education, research and consultancy services.

Furthermore, IJA has during this period, reinforced the capacity of its Information Technology (IT) Team. It has improved IT support services delivery through infrastructure upgrading, acquisition of new and modern equipment, capacity building and development of a number of information systems such as Students Academic Register Information System (SARIS), e-Library and automation as well as Upgrading of the Accounting Package in place (PASTEL).

Plans are underway to develop a number of information systems so as to improve service delivery and also keep pace with reforms that are happening within the Government where we have witnessed lately introduction of a lot of Information and Communication Technology initiatives under e-Government drive such as e-Office, e-Record, e-Procurement and Government e-Payment Gateway. We also intend to align with the reforms that are taking place in the Judiciary in as far as use of Information Communication Technology is concerned.

In that regards, we plan to come up with a new accounting package, develop e-Office, e-File Tracking System, Training Management Information System and pilot one e-Learning Course for judicial officers. It is my belief that if we aim higher we will reach far as an institution.

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

We are IJA

About IJA

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 Task Force (Bomani Report). 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 Lushoto (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.

IJA is one of the acknowledged regional institutions in the design and

delivery of judicial training, known for offering dynamic and relevant programmes to Judges, Magistrates, State Attorneys, Public Prosecutors, Police Officers, Prison Officers, Forensic Experts, Local Government Solicitors, Academia, Media Practitioners as well as non-judicial staff from the judiciary of Tanzania and the general public.

With its dedicated pool of experts and professional staff, IJA delivers a wide range of programmes that respond to the needs of the judiciary and justice sector in addressing emerging issues of public importance. Moreover, it has satellite and training centres in Mbeya and Dar es Salaam and in collaboration and through the Judiciary of Tanzania plans are under way to construct more training centres in Dodoma and Bukoba.

IJA is located at the top of Usambara Mountains in the historic town of Lushoto formally known as Wilhelmstal (William's Valley) and was named after Emperor Wilhelm II. Historically, Lushoto was the first colonial capital of the then Tanganyika.

Lushoto is famous for its pleasant mountainous climate and an ideal place not only for work but also for leisure and learning as well as training.





Our Core values:

The following are the core values and principles that guide IJA individual staff and student's behavior as IJA interacts with stakeholders in providing services:

Professionalism: IJA shall adhere to the defined rules, standards and guidelines of the public service, exhibiting professionalism, confidence, competence and honesty, and maintain objectivity in everything done.

Integrity: IJA shall always operate honestly, ethically and objectively in all its deliberations, actions and decisions. IJA shall not place itself under any financial or other obligations to individuals or organizations that might seek to compromise professional behavior in performance of its duties.

Impartiality: IJA shall provide services to all clients and stakeholders without discrimination on the basis of gender, race, colour and religion or creed or ideological orientation or social status.

Accountability: IJA shall use legal, policy and ethical standards to underscore the importance of holding individuals accountable for its decisions, actions and inactions in rendering services.

Teamwork: IJA staff shall cooperate and collaborate with each other for the common good of the clients/ stakeholders it serves and the organization's mission.

Timely Delivery: IJA shall maintain timely delivery of its services to the clients in accordance with IJA client service charter.

Client focus: IJA shall put the interests of its clients as first priority. IJA shall always seek to meet its clients' needs and expectations.

Transparency: IJA shall provide its services in an open and fair manner.

Leadership: IJA shall continually seek opportunities for improvement and promote best practices, leading by example, inspire others and advance the priorities and mission of the organization with the courage to shape a better future.

Collaboration: IJA shall work together with partners outside the organization to give out its best in services provision.

Courtesy: IJA shall give its clients, stakeholders and fellow staff the highest levels of consideration and support, embracing diversity of all kinds.

Value for money: IJA shall guarantee values for money in both service deliveries to its clients as well as in its public spending in order to ensure optimal utilization of available resources in line with public finance

Etiquette: IJA staff shall adhere to guidelines on professional standards of behavior, treat co-workers, senior staff and those in lower level positions with respect and courtesy at all times.

Confidentiality: IJA shall maintain confidentiality, privacy and security of information entrusted to it by stakeholders in accordance with legal and ethical obligations

Our Vision

"To become a center of excellence in judicial training, continuing education, and legal studies in Tanzania, Africa and beyond"

Our Mission

To become a competent, professional and leading Institution in the design and delivery of judicial training, continuing education, and legal studies by offering dynamic and relevant programmes informed by research.

Our Staff

We have a pool of ninety seven (97) dedicated staff charged with the responsibility of delivering services to the public.

In that pool, twenty-four (24) are academic staff whose main responsibilities are to teach, conduct short courses, and coordinate continuing judicial education, carryout research and consultancy services.

Academic staff works hand in hand with administrative and technical staff to help students with any academic and social related problems. Seventy three (73) dedicated and hardworking administrative and technical staff are also available to help students for all non-academic related activities including students' welfare, alumni relations, health services and human resource services.



ACADEMIC STAFF



Mr. Fahamu Mfulya



Ms. Mwanabaraka Mnyukwa



Mr. Bollen Mwaipopo



Mr. Frank Mirindo



Dr. Alexander Saba



Mr. Archibald Kiwango



Mr. Lameck Samson



Ms. Hamisa Mwenegoha



Dr. Ismail Hokororo



Mr. Ntemi Kilekamajenga



Ms. Tundonde Mwihomeke



Mr. Paul Michael



Mr. Amos Kinyonyi



Mr. Juma Mshana



Ms. Rose Jally



Mr. Philemon Raulencio



Ms. Christine Macha



Ms. Helena Gabriel



Mr. Emily Suka



Mr. Simon Mlundi



ADMINISTRATIVE STAFF



Mr. Halid Magenda



Mr. Aminiel Reweta



Mr. Peter Mshigwa



Mr. Nazael Mkumbo



Ms. Nasfa Saburere



Mr. Mussa Mwikonge



Mr. Ibrahim Mdachi



Mr. Gasper Lweja



Mr. Faridi Sechonge



Mr. Daudi Hembra



Mr. Bertram Komba



Mr. Benedict Minja



Ms. Sharifa Omary



Mr. Omary Ulaya



Mr. Rodgers Mwakipesile



Ms. Shamsi Ramadhani



Mr. Adinan Mkomwa



Mr. Sotery Mwandu



Mr. David Juaye



Mr. Thomas Mwikuka



Ms. Catherine Macha



Mr. Stephen Kawale



Mr. Sadiki Abdi



Mr. Tullo Shemndolwa



Mr. Issack Kibona



ADMINISTRATIVE STAFF



Mr. Jabir Enzi



Ms. Neema Sanga



Ms. Susan Kayombo



Ms. Nesige Ramadhani



Ms. Saida Kaoneka



Ms. Jane Hamuli



Ms. Joy Mutagubya



Ms. Hanipha Nyanza



Ms. Mariam George



Mr. Mustafa Maghembe



Ms. Dorothea Bwire



Mr. Mbwana Nungu



Ms. Edith Mliga



Mr. George Banoba



Mr. Iddy Mshana



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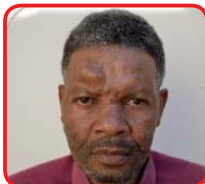
Mr. William Msoffe



Ms. Magreth Sebarua



Mr. Charles Makubate



Mr. Sadiki kijazi



Mr. Mutafurwa Kahangwa



Ms. Tukumbukege Jasson



Ms. Sabifina Msuya



Ms. Nunu Ibrahim



Ms. Ingrid Gama



Academic Programs

During the academic year 2017/18, a total of seven hundred and two (702) students were admitted and registered to join and continue with studies for Basic Technician Certificate in Law and Diploma in Law Programmes.

The Academic calendar started on 25th September 2017 with one-week orientation programme for newly admitted students in order to familiarize them with academic environment and social services offered by the Institute. The Orientation Programme is an essential process in making students feel part of the organization but also stands as a mechanism for introducing to them services that will support their educational and personal goals like library service, information and communication technology and sports facilities.



ACADEMIC ADVISORS



During the academic year 2017/18, each student was allocated one member of the academic staff who was responsible for directing, advising or counseling that student in all matters relating to academic progress. As a matter of principle and traditional practice, every student is expected to meet his/her personal academic advisor at least once per semester. The consultation hours are provided to students to meet with their academic advisors.



Academic Semesters

Classes for the first semester commenced on 25th September 2017 and ended on 18th January 2018. During the course of study, students were exposed to both theoretical and practical legal and non-legal aspects according to their modules. Whereas theoretical trainings were conducted at IJA Lushoto practical trainings was done by attaching students to various Primary Courts, District Courts as well as Resident Magistrates' Courts throughout the country.



The first semester examinations took place from 19th January up to 29th January 2018. A total of six hundred and sixty eight (668) candidates sat for final examinations. The end of the final examinations marked the beginning of the students' first semester vacation that ended on 18th March 2018.



The second semester classes commenced on 19th March 2018. During this semester, apart from theoretical and practical trainings, the Department of Judicial and Legal Studies in collaboration with the students' organization through their Minister responsible for Education organized a one day Moot Court Competition and academic debate.

Whereas the Moot Court Competition aimed at teaching students procedures for conducting criminal trials, the academic debate aimed at building students' capacity and skills in public speaking including, self-confidence, presentation skills and how to advance legal arguments.



The second semester classes ended on 5th July 2018 whereby a total of five hundred and seventy seven (577) certificate and diploma in law students sat for the final examinations that took place from 6th to 13th July, 2018.



Graduation Ceremony

In the academic year 2017/18, the graduation ceremony took place on Friday, 17th November 2017. The guest of honour was the Chief Justice of Tanzania, Hon. Prof. Ibrahim Hamis Juma.

A total of One Hundred and Fifty (150) and One Hundred and Forty Two (142) certificate and diploma in law graduands respectively were awarded their certificates by the Guest of Honour.





The Graduation Ceremony was also accompanied by various post-graduation events such as launching of IJA Alumni Association, IJA Journal, IJA Newsletter, Activity Report and prize as well as certificates awarding to leaders and members of students' association and various clubs.



The Alumni association is a symbol of unity that demonstrates collaboration and togetherness among the IJA Community and Graduates. The Alumni who attended the graduation ceremony were IJA graduates since 2000/01.

The President of the Alumni Association, Hon. Anipha Mwingira, a Resident Magistrate at Kinondoni District Court, planted the tree on behalf of the inaugural members of the association.

The IJA Journal on the other hand, symbolizes vibrancy of academic life while the Activity Report minutely describes achievements and activities done annually.

Finally, the Newsletter seeks to showcase and share with the public various events that have taken place at IJA from time to time. IJA believes that being a public institution is duty bound to let the public know what is happening and that is the spirit of open governance.





Judicial Training Activities

Training and capacity building for Judiciary Staff continue to remain key components of the Judiciary of Tanzania's Five (5) Years Strategic Plan (2015/16 – 2019/20) through Pillar 1, in particular, Key Result Area 2 which indicates Enhancement of Jurisprudence and Skills of Judicial and non-Judicial Officers as one of its Strategic Objectives.

Through the generous support of the World Bank (WB) under the Citizen-Centric of Judicial Modernization and Justice Service Delivery Project, the Judiciary of Tanzania (JoT) in collaboration and through the Institute of Judicial Administration Lushoto (IJA), organized and delivered a series of tailor-made trainings and workshops. A total number of 610 Judicial Officers and 110 Justice Sector Stakeholders attended the trainings since the beginning of the fiscal year 2017/2018.



The main role of the Institute of Judicial Administration Lushoto (IJA) as a Judicial Think-Tank is to pioneer and come up with a robust training programme that will adequately address the skills gap primarily for the Judiciary of Tanzania. It is also a secondary responsibility of the Institute of Judicial Administration- Lushoto to build capacity through continuing education and induction courses to all other Justice Sector Stakeholders. Such stakeholders include State Attorneys, Public Prosecutors, Investigators, Forensic Science Experts, Prison Officers, Wildlife Enforcement Officers, Officials from the Prevention and Combating of Corruption Bureau, Officials from the Drugs Control and Enforcement Authority, Officials from the Government Chemist Laboratory Agency and officials from the various Ministries, Departments and Agencies.



During this period (2017/18), IJA conducted six more than eight trainings for judicial and non-judicial staff and four (4) Stakeholders Workshop Series, including a two-days training on Corruption and Judicial Ethics for Judges and Magistrates Association of Tanzania (JMAT) Executive Committee held in Dodoma at Treasury Square on 28th and 29th December, 2017. The training was organized by IJA with the purpose of strengthening judicial integrity and building anti-corruption culture among Judicial Officers in Tanzania.



This training was aligned with the objective of the Judiciary Strategic Plan (JSP) in particular Pillar 3 whose major purposes are to improve public trust, rebrand the judiciary, to project positive image and reputation, increase client satisfaction level and improve ethical behavior amongst employees of the judiciary.



Secondly, from 29/01/2018 to 02/02/2018, IJA in-collaboration with and through the JoT conducted a Five-Days- Inaugural Stakeholders Workshop Series at Kisutu Training and Information Resource Center. The Workshop attracted 40 participants from various Justice Sector Stakeholders.





The Stakeholders Workshop was meant to bring together key stakeholders in the justice sector in order to share experience and challenges in the implementation of three pieces of legislation namely Drugs Control and Enforcement Act, Cap 95, R.E 2002, Cybercrimes Act, No. 15 of 2015 and finally Electronic Transactions Act, No. 13 of 2015.

The workshop was further meant to chart out the best way of resolving existing challenges and to recommend further law reforms where necessary. Also, it enhanced collaboration and cooperation in the implementation of the respective laws.

Thirdly, on 16th and 17th February 2018, IJA organized the Second Stakeholders Workshop Series in which the key aspect was sharing the proposed Training Curriculum and Training Materials for Court Brokers and Process Servers. The materials were prepared in line with the new rules governing Court Brokers and Court Process Servers which among other things requires anyone wishing to be registered as a Court Broker or Court Process Server to have a Certificate of Competency from IJA.



This workshop brought together 34 stakeholders including Court Brokers from across the country, Deputy Registrars from various High Court Zones, representatives from Ministry of Constitution and Legal Affairs, the Attorney General Chambers and the Tanganyika Law Society among others.



Fourth, a training on Judgment Writing for Resident Magistrates working in Primary Courts conducted at Magadu Hall Morogoro for four weeks from 5th of February, 2018 to 9th of March, 2018, involving 194 participants conducted in five-different-groups.

Parallel to training on Judgment Writing for Resident Magistrates working in Primary Courts was a training on Judgment Writing for Resident Magistrates working in Districts and Resident Magistrates Courts held at Magadu Hall in Morogoro from 19th day of February, 2018 to 23rd March, 2018 attended by 186 participants.

The main objective of the training was to impart knowledge and skills amongst judicial officers on how to write reasoned, well-structured, fair, balanced and concise judgments. Also, participants were trained on how to identify issues for determination, communicate effectively through court decisions and orders.





Sixth, on 19th March 2018, IJA in collaboration with the JoT, organized a two weeks training on Constitutional Litigation and the Use of ICT in the Administration of Justice held at Arusha International Conference Center (AICC) attended by 61 Judges of the High Court.

The training contained two batches, the first batch had 28 participants while the second batch had 33 participants.

The first batch started its training on 19/03/2018 and ended on 24/03/2018 while the second batch started on 24/03/2018 and concluded on 28/03/2018. The major objectives were to sensitize participants on the use of ICT as enabler for effective services delivery as the judiciary is currently striving to transform to e-judiciary.

Furthermore, participants were exposed to practice and procedures of how to conduct constitutional litigation to mirror the trend of constitutional cases in the country.



Seventh, a three weeks Induction Programme was designed and conducted by IJA in collaboration with JoT to 14 newly appointed Judges of the High Court from 7th May, 2018 to 25th May, 2018. Two Judges from the High Court of Zanzibar and 12 from the High Court of Tanzania participated.

The objectives of the induction programme were to help newly appointed judges to understand and appreciate the transformation taking place in the Judiciary, to inculcate the judicial culture, to handle common mistakes in civil and criminal law and procedures, to learn case management and courtroom discourse, to understand judicial performance management and appraisal system.



Eighth, a three-days Stakeholders Workshop on Dispute Settlement Mechanism in Labour Matters was organized by IJA in collaboration with JoT from 14th day of May to 16th May, 2018 at Kisumu Training and Information Resource Center and attracted 31 participants from various justice sector stakeholders.



Nine, a three-days training on Labour Laws Practice and Procedures for Judges of the High Court and Deputy Registrars was conducted by IJA from 28th to 30th May, 2018 in Dodoma at Treasury Square. A total of 40 Judges and 29 Deputy Registrars attended the training.

The objective of this training was to impart knowledge and skills to Judges and Deputy Registrars on legal regime both on municipal and international level. Participants were trained on how to handle Labour Disputes, understand the emerging jurisprudence in Labour matters and share their experiences.

This training was conducted following the Chief Justice directive dated 30th March 2018 vesting jurisdiction upon all Judges of the High Court to deal with labour disputes filed in their respective registries.



Continuing Judicial Education Committee



Mr. Frank Mirindo
Chairperson



Mr. Lameck Samson
Secretary



Ms. Hamisa Mwenegoha
Member



Mr. Adnan Mkomwa
Member



Mr. Archibald Kiwango
Member



Mr. Paul Michael
Member



Ms. Agness Shija
Member



Mr. Ibrahim Mdachi
Member



Ms. Nasfa Saburere
Member



Mr. Iddy Mshana
Member



Judiciary, UNICEF and IJA Training Partnership

The partnership between the Institute of Judicial Administration Lushoto (IJA), the United Nations Children Emergency Fund (UNICEF) and the Judiciary of Tanzania on capacity building to Juvenile Justice Frontline Workers in Tanzania Mainland was made possible by professional and financial commitments of the partners.

The main objective of the project was to provide Juvenile Justice Frontline Workers with knowledge and skills to effectively implement the Law of the Child Act, No. 21 of 2009 and have uniform practices on handling children's cases in juvenile courts.

In executing the Project for the Fiscal year 2017/2018, UNICEF committed Tanzania Shillings 150,00,000/= to IJA to train Juvenile Justice Frontline Workers, namely, Magistrates, State Attorneys, Public Prosecutors, Social Welfare Officers and Advocates.

By conducting this training, IJA discharged its legal mandate of providing training to judicial officers and other justice sector stakeholders with the aim of enhancing their capacity and improving services delivery.

The Direct beneficiary of the Project included the Judiciary of Tanzania (JoT), the Office of the Director of Public Prosecution (DPP), the Department of Social Welfare (DSW), Tanganyika Law Society (TLS) and IJA.

The JOT, the DPP, the DSW and the TLS are considered as the direct beneficiaries of the project. Training was done to staff from five High Court Zones of Mbeya, Dodoma, Iringa, Tabora, Tanga and two regions of Mara and Mwanza.

A total of 278 participants from the Judiciary of Tanzania, Department of Social Welfare, the Director of Public Prosecutions and the Tanganyika Law Society have been trained on Juvenile Justice in the their respective High Court Zones and Regions.

Since the official commencement of the project in August 2017, the Task Force which composed of staff from JoT and IJA prepared a two years Training Plan and later conducted a refresher Workshop on Training of Trainers (TOT) in order to familiarize trainers with the new developments in the law and case laws.

The core activities in the project have been to conduct training to Juvenile Justice Frontline Workers in all High Court Zones of Tanzania Mainland. During the second quarter of training (between October and December), IJA conducted training in three High Court Zones of Mbeya, Dodoma and Iringa. During this time, 118 participants were trained. IJA also conducted training in Tabora High Court Zone and Mara region where 78 participants were trained. The fourth quarter of training (between April and June), covered Tanga High Court Zone and Mwanza region where 82 participants were trained.



The training in Mbeya was officiated by Hon. Lady Justice Winfrida Beatrice Korosso, the Judge of the High Court – Corruption and Economic Crimes Division and was officially closed by Hon. Lady Justice Atuganile Ngwala, Judge in Charge of Mbeya High Court Zone. The training at Dodoma was officiated and closed by Hon. Mr Justice Awadh Mohamed, the Acting Judge in Charge of Dodoma High Court Zone. The training at Iringa was officiated and closed by Hon. Lady Justice Mary Simbo Shangali, the Judge in Charge of Iringa High Court Zone.

Whereas the training in Tabora was officiated and closed by Hon. Mr. Justice Sam Rumanyika, the Judge in Charge. The training in Mara was officiated by Hon. Mr. Justice Robert Vincent Makaramba, the Judge in Charge and closed by Hon. Euginia Gerald Rujwahuka, the Deputy Registrar. The last trainings were conducted at Tanga High Court Zone and Mwanza Region. The training in Tanga High Court Zone which was held at IJA- Lushoto, was officiated by Hon. Mr. Justice Amour Khamis, the Acting Judge in Charge. The training was closed by Hon. Mr. Justice John. A. Mroso, the retired Justice of Appeal and the then Chairperson of IJA Governing Council. The training in Mwanza High Court Zone was officiated by Hon. Lady Justice Agnes E. Bukuku, the Acting Judge in Charge and closed by Hon. Francis Kabwe, the Deputy Registrar.



In all occasions, the training facilitators were drawn from the JoT, IJA and the Department of Social Welfare (DSWO).

Apart from the trainings which were conducted in the respective High Court Zones and Regions, the team from the JoT, IJA, UNICEF and the DSWO worked on initial preparations for a video teaching tool. The tool saved not only to raise awareness and sensitize the general public, judiciary staff and other justice sector stakeholders but also saved as an advocacy tool in judicial platforms and trainings. The training committee made an initial visit at Kisutu Juvenile Court and Kisarawe District Court to see how the facilities of the mentioned courts can be used during the preparations of the documentary.



Owing to good track record, UNICEF has so far released Tshs. 278,476,000/= from the original Tshs. 150,000,000/= which was committed at the beginning of the project. This marks an increment of funding of more than 85% from the original plan. This is good for IJA in terms of future funding opportunity from UNICEF and other Development Partners.

IJA wishes to record a token of appreciation to the JoT, and more in particular, the Chief Justice His Lordship Hon. Prof Ibrahim Hamis Juma and the former Principal Judge Hon. Mr. Justice Ferdinand L.K Wambali for their tireless and unconditional support to this project without which we believe we would not have gone this far. IJA is Looking forward to further enviable support as we move to the next financial year in which UNICEF has committed further support.



IJA is Proud to be an official partner of UNICEF

UNICEF Training Highlights





UNICEF TRAINING HIGHLIGHTS



UNICEF PROJECT IMPLEMENTATION TEAM



Ms. Mwanabaraka Mnyukwa
Team Leader



Mr. David Juaye
Member



Mr. Juma Mshana
Member



Mr. Bollen Mwaipopo
Member



Ms. Tundonde Mwihomeke
Member



Mr. Thomas Mwikuka
Member



Law Week 2018

Since its inception, the Law Week which initially was only marked in one day, signifies the beginning of the Calendar Year for the Judiciary of Tanzania. The occasion is organized around several events one of which is an exhibition where the general public is invited to get to know what the Judiciary and other Justice Sector Stakeholders are doing on daily bases. It is an opportunity for the Judiciary to collect opinions from the general public and showcasing its achievements to the public.

In 2018, IJA with other justice sector stakeholders was invited by the JoT to participate in the Law Week at Mnazi Mmoja Grounds.

The involvement of IJA in Law Week this year marked a new chapter. During this week, IJA prepared presentations in various legal topics in a simplified language that could be understood by ordinary citizens.



The IJA presentations for the Law Week were ultimately used by the Judiciary of Tanzania throughout the country making IJA as a Think Tank of the Judiciary of Tanzania.

As it has been the practice, prior to the official opening of the Law Week, the JoT in collaboration with the Justice Sector Stakeholders provided legal aid services to the general public.



The staff from the Judiciary in all High Court Zones such as Judges, Registrars, Deputy Registrars and Magistrates provided legal aid services to the general public. This time around, Judges and Magistrates visited various public places such as markets, bus stations, universities and schools.

After the official launching of the Law Week, IJA provided services to the public by publicizing services offered by the Institute including Diploma and Certificate in Law Programmes, Continuing Judicial and Legal Education, Short Courses, Research and Consultancy services.





IJA staff who were involved in the Law Week included a team of academic staff namely Ms. Mwanabaraka Mnyukwa and Mr. Frank Mirindo; staff from the Dean of Students' Office, Mr Thomas Mwikuka and Ms. Hildergade Mushi; and a staff from Administration, Mr. Ibrahim Mdachi



In 2017/18, the Management Committee (IGC)

Initiated Income Generation to boost income



generation activities. The aim is to come up with diverse ways of raising income and therefore subsidize the gap that cannot be covered by the already existing income streams which mainly comes from students' fees and government subvention.

The move by the Management came at an opportune time when government funding is shrinking. For instance, development funds by the government are more directed towards strategic projects. During the first year of its existence, IGU has done a commendable job of increasing the institute's income. Thanks to the dedicated team of staff who worked round the clock to ensure that IJA generates new sources of income.

Income generation activities devised by IGU include, production of souvenirs and memorabilia for sale to IJA community and stakeholders, letting conference facilities and halls, provision of short courses in IT and language proficiency, training of other justice sector stakeholders, hiring of graduation gowns, consultancy activities with UNICEF Tanzania that focused on training of Juvenile Justice Frontline Workers.

The IGU is increasingly becoming an exemplary in generation of income and strives to become the point of reference for sister institutions in Tanzania. The IGU is grateful to the Management and the IJA Governing Council's unconditional support.





TAARIFA YA FEDHA YA KITENGO CHA KUBUNI VYANZO VYA MAPATO MPAKA 30/06/2018

| | | | |
|----------|---|--|---------------------|
| 1 | BASIC COMPUTER APPLICATION & ENGLISH PROFICIENCY COURSE | | |
| | Hadi kufikia Tarehe 30.06.2018 Chuo kimefanikiwa kukusanya Tzs 6,355,000/= | | |
| | Kutokana na kozi fupi ya Kompyuta na Kiingereza | | |
| A | MAPATO | | 6,355,000.00 |
| B | MATUMIZI | | |
| | Matumizi yalikusishia matangazo ya Radio, viburudisho, vyeti vya wahitimu pamoja na picha za kumbukumbu | | 1,393,400.00 |
| | SALIO | | 4,961,600.00 |
| 2 | EWURA | | |
| | Mafunzo yalitolewa kwa wajumbe 13 wa Bodi na Menejiment ya EWURA kuanzia tarehe 04.09.2017 hadi tarehe 08.09.2017. | | |
| A | MAPATO | | 9,750,000.00 |
| B | MATUMIZI | | |
| | Matumizi yalikusishia maeneo yafuatayo:- Uwezesaji (Facilitation) Usafiri Posho ya kujikimu (Per diems) Chakula na viburudisho Vyeti vya wahitimu Mafuta Lita 360@1850 Dharura | | 8,461,000.00 |
| | SALIO | | 1,289,000.00 |
| 3 | MAPATO YALIYOTOKANA NA MALAZI YA WANAFUNZI WA UDOM NA MUHAS | | |
| | Chuo kilipokea jumla ya wanafunzi 141 kutoka vyuo vya UDOM na MUHAS | | |



| | | | | |
|----------|---|--------------|-------------|---------------------|
| | ambao walipata malazi kwenye hostel zetu za chuo kwa malipo ya tsh. 5,000/= | | | |
| | kwa siku kwa mchanganuo ufuatao. | | | |
| | | | | |
| | CHUO | IDADI | SIKU | JUMLA |
| | CCHUO KIKUU CHA DODOMA | 57 | 5 | 1,425,000.00 |
| | CCHUO KIKUU CHA TIBA MUHIMBILI | 84 | 3 | 1,260,000.00 |
| | Jumla | | | 2,685,000.00 |
| | | | | |
| 4 | MAPATO YALIYOTOKANA NA UKODISHAJI WA NYALALI SQUARE | | | 500,000.00 |
| | Kwa kipindi ambacho wanafunzi walikuwa kwenye likizo ya kumaliza muhula | | | |
| | wa mwisho wa masomo 2016/2017 chuo kiliweza kukodisha ukumbi wa | | | |
| | Nyalali Square kwa shughuli ya Harusi kiasi cha tsh. 500,000/= | | | |
| | | | | |
| | | | | |
| 5 | UKODISHAJI WA UKUMBI WA MIKUTANO | | | |
| | Kuanzia tarehe 6.11.2017 hadi 11.11.2017 tulikodisha ukumbi wa mikutano kwa | | | |
| | watumishi wa Mahakama kwa gharama ya tsh. 2,160,000 | | | |
| | | | | |
| | MAPATO | | | 2,160,000.00 |
| | | | | |
| | MATUMIZI | | | |
| | Chakula na viburudisho | | | 360,000.00 |
| | | | | |
| | SALIO | | | 1,800,000.00 |
| | | | | |
| 6 | MAPATO YALIYOTOKANA NA UKODISHAJI WA NYALALI SQUARE | | | |
| | Tarehe 6.12.2017 Chuo kilikodisha ukumbi wa Nyalali kwa shughuli ya harusi | | | |
| | kwa gharama ya tsh. 600,000. | | | |
| | MAPATO | | | 600,000.00 |
| | | | | |
| | MATUMIZI | | | |
| | Gharama ya usafi na kupanga viti na meza | | | 50,000.00 |
| | | | | |
| | SALIO | | | 550,000.00 |
| | | | | |



| | | | | |
|----------|--|--|--|----------------------|
| 7 | UKODISHAJI WA MAJOHO YA MAHAFAJI | | | |
| | Chuo kimekodisha seti ya majoho 500 kwa chuo kikuu cha Mzumbe kwa gharama | | | |
| | ya tsh 25,000 kwa kila joho | | | |
| | MAPATO | | | 12,500,000.00 |
| | | | | |
| | MATUMIZI | | | |
| | Honorarium(Wajumbe wa IGU) | | | 1,050,000.00 |
| | | | | |
| | SALIO | | | 11,450,000.00 |
| 8 | MAPATO YATOKANAYO NA MRADI WA UNICEF | | | |
| | Katika kipindi cha utekelezaji wa mradi wa UNICEF chuo kimeweza | | | |
| | kujiongezea kipato kwa kutumia rasilimali za chuo na za washiriki | | | |
| | wake wakiwemo Mahakama na Chuo Kikuu Huria cha Tanzania. | | | |
| | | | | |
| | MAPATO | | | 19,032,950.00 |
| | MATUMIZI | | | 8,937,218.00 |
| | Matumizi yalihusisha gharama za stationery,manunuzi ya kompyuta na projector. | | | |
| | SALIO | | | 10,095,732.00 |
| | | | | |
| 9 | UKODISHAJI WA UKUMBI WA ROBERT SHUKER | | | |
| | Tarehe 15.5.2018 chuo kilikodisha ukumbi wa Robert Shuker kwa NSSF | | | |
| | Lushoto kwa ajili ya kufanyia semina kwa wakuu wa taasisi mbalimbali | | | |
| | waliopo wilayani Lushoto. | | | |
| | MAPATO | | | 300,000.00 |
| | | | | |
| | JUMLA YA MAPATO | | | 53,882,950.00 |
| | JUMLA YA MATUMIZI | | | 20,251,618.00 |
| | SALIO | | | 33,631,332.00 |



Income Generation Unit



Ms. Hamisa Mwenegoha
Leader



Mr. Betram Komba
Administrator



Mr. David Juaye
Accountant



Mr. Noel Tumaini
Coordinator



Benchmarking of IJA against its Peers

The Judiciary of Tanzania (JoT), in collaboration with the Institute of Judicial Administration Lushoto (IJA), through the support of the World Bank under the Citizen-Centric Judicial Modernization and Justice Service Delivery Project, organized a benchmarking meeting with other institutions offering continuing education on 16th April 2018. The Institute of Tax Administration, the Local Government Training Institute, the Public Service College, Kiwira Prison College, the National Defence College (NDC), the Tanzania Police School (formerly Moshi Policy Academy) and the Tanzania Military Academy (TMA) were among the invited institutions. The meeting took place at Julius Nyerere International Conference Centre (JNICC) in Dar es Salaam.

The meeting was officiated by the His Lordship Justice Ibrahim H. Juma, the Chief Justice of Tanzania. In his opening remarks, the Hon, Chief Justice stated that the benchmarking came at the opportune time when the Judiciary of Tanzania is in the process of major reforms and transformation that relies heavily on the role of IJA in conducting continuing education to its staff and other justice sector stakeholders. He requested participants to identify areas of mutual cooperation between IJA and other key stakeholders who were present during the benchmarking meeting.





Furthermore, the meeting sought to measure and evaluate among other things, nexus between these academic institutions and their respective mother organizations, their organization and governance structures, objectives for which they were established and if these institutions are still adhering to their legal mandate and modalities used by these institutions in conducting continuing education and other training programs.



The process of benchmarking was guided by two paper presentations. The first paper was presented by the Principal of the Institute of Judicial Administration Lushoto, Hon. Justice Dr. Paul F. Kihwelo which focused on the establishment of IJA as a sole institution charged with mandate to offer continuing education to judiciary employees and other justice sector stakeholders. The Paper, among other things, pointed out the lack of an express provision in the law, touching on the provision of continuing judicial education and the structural reporting challenges. The second paper was presented by ASCP Luhende Makwaiya that focused on the objectives for the establishment of the Prisons College, its organization structure, link between the college and the Prison Department together with its experience in offering trainings to prison service personnel.

Participants then moved to share experiences and challenges on the appropriate model for IJA to offer continuing education. Some of the important information that arose from the discussions were:

- (i). The Institute of Tax Administration is part of the Tanzania Revenue Authority within the Directorate of Human Resource Management and Administration. The Principal of the Institute is the Deputy Director in the Directorate of Human Resource and Administration.
- (ii). The Institute of Tax Administration offers tailor-made-courses to staff of the Tanzania Revenue Authority. It prepares an annual training calendar that is approved by the Tanzania Revenue Authority.



- (iii). It also offers courses registered and accredited by NACTE
- (iv). The Police College offers training to members of the Police Force which centers primarily on professionalism and professional ethics.
- (v). The College has a model police station for the purposes of training. It offers generic courses tailored to meet the needs of the Police Force. The promotion system within the Police centres on attending certain trainings and thus, the College offers courses of that nature.
- (vi). Besides, it offers courses registered and accredited by NACTE including Certificate in Police Communication, Certificate and Diploma in Criminal Investigation; and Police Science
- (vii). The Tanzania Public Service College offers training on areas of leadership, management and administration for public servants in the managerial positions. The training is conditional upon promotional examinations.
- (viii). The National Defence College (NDC) and the Tanzania Military Academy offers induction courses for staff of the Tanzania Defence Forces to secure promotion.
- (ix). The NDC offers leadership courses for senior members of the TPDF as well as capstone and outreach programmes. It also offers postgraduate courses registered by the Tanzania Commission of Universities (TCU).





Integrity Committee

The Integrity Committee was established on 23rd June 2018 pursuant to the requirement of the Directive by the Chief Secretary to have Integrity Committees in every public institution. The committee is composed of the following members: Ms. Mwanabaraka Mnyukwa (Chairperson), Mr. Bollen Mwaipopo (Member), Mr. Sadick Abdi (Member) and Mr. Michael Chema (Secretary).

Duties of the Committee

The Committee is responsible for administration of all integrity related issues at the institute including increasing awareness to the institute's employees and students on the need to maintain discipline and ethics as per the standards set by the laws and code of ethics for public servants.

Tasks carried out by the Committee

Visiting PCCB's Lushoto District Office

As part of the implementation of the Committee's Work Plan, the Committee visited the District Office of the Prevention and Combating of Corruption Bureau (PCCB) on 30/08/2018 for familiarization purposes. During that visit the Committee, among other things, was exposed to experience of integrity committees from other institutions.

The Committee learnt that the role of integrity committees is also to ease the burden of complaints to PCCB as some of the ethical matters can be handled within the institutions through integrity committees.

Meeting with Students

On 24/10/2017, the Committee met with all students at IJA Lushoto and during that meeting the Committee explained to students about the existence of the Committee at the Institute, introduced the members of the Committee and explained in details how students can lodge their complaint against any member of staff to the Integrity Committee.

Provision of copies of *Mwongozo wa Maadili ya Viongozi wa Umma*

The Committee managed to find some copies of '*Mwongozo*' and distributed to Members of the Management Committee in order to make them aware of ethics related matters, understand their roles and cooperate with the Integrity Committee in the administration of matters related to integrity.

Meeting with Employees

The Committee met with some members of staff in selected departments to discuss integrity issues and emphasized the need for public servants to adhere to the Code of Conduct for Public Servants. These meetings helped largely not only to strengthen relations amongst employees at work place but also to raise awareness and compliance level to the Code of Conduct.

Shortcomings of the Committee

In the year 2017/18, the Committee did not meet some of the targets set in the Committee's Work Plan. However, the Committee is committed to meet all the targets set in year 2018/2019, including the ones that were not achieved in the year 2017/18.



Integrity Committee Members



Ms. Mwanabaraka Mnyukwa
Chairperson



Mr. Sadiki Abdi
Member



Mr. Bollen Mwaipopo
Member



Mr. Michael Chema
Secretary



Short Courses and Seminars

Training on Prosecution Skills and Techniques

The Institute of Judicial Administration Lushoto (IJA) organized a ten days training from 30th April 2018 to 10th May 2018 on Prosecution Skills and Techniques for Public Prosecutors. The training was conducted at Tanzania Ports Authority Hall in Tanga comprising 26 staff employed by National Social Security Fund (NSSF) from different regions of Tanzania.

The objective of the training was to equip trainees with prosecution skills and enable them to effectively prosecute offences and civil cases to meet the demand of legal services needed by the NSSF under the National Social Security Fund Act. The training was co-facilitated by six national facilitators; honorable Judge of the High Court, Hon. Ilvin Mugeta from the Judiciary and Dr Alexander Saba a lecturer from IJA.



Other facilitators were the Director of Legal Services Mr. Onorius Njole from Social Security Regulatory Authority (SSRA), Mr. Justus Mulokozi from IJA, Mr. Paul Kadushi from DPP's Office and three investigators from Tanga Regional Crime Office (RCO).



Training on English Language Proficiency

The English language Proficiency Course (ELPC) aims at addressing the question of poor command of English language and communication skills among individuals, either in schools, work place or general



conversations. The course is given to individuals who want to improve their knowledge on English Language both spoken and written form. It helps participants to have a good command of English language and realization of excellent communication skills. This leads to good performance and competence in academics, job prospects, business and general communication. The training is a continuous process, facilitated by IJA staff and conducted at the Institute venues for the period of three weeks for each batch. From July 2017 to June 2018, the beneficiaries were (27) from eight (8) batches.

Training on Basic Computer Application

The importance of Information and Communication Technology (ICT) to students needs no emphasis. ICT has become the lifeline of daily activities. On this basis, IJA has designed and offers this training that covers all the basic subjects for first computer users.



The training is facilitated by IJA staff and conducted at the Institute venues for the period of three weeks for each batch. From July 2017 to June 2018, the beneficiaries were seventy from eight batches.





The Short Course Team



Ms. Tundonde Mwihomeke
Head of Short Course



Mr. Emilly Suka
Member



Mr. Aminiel Reweta
Member



Ms. Christine Macha
Member



Corporate Social Responsibility

Corporate Social Responsibility (**CSR**) is an essential element for any committed entity as it refers to strategies of a corporation or firm in conducting its business in a way that is ethical, society friendly and beneficial to the community in terms of developments. It can contribute to a number of social, environment and economic policy objectives.

Traditionally, in Tanzania CSR is widely understood as philanthropy (“doing well with part of the profit”) and thus refers to charitable community support projects in most cases.

At IJA, our CSR objective is to empower every individual in advancing in life and find joy. This is particularly done to the surrounding community within Lushoto District. We believe this ambitious but yet a bold goal will be realized through sharing with those in need through scarce resources that IJA acquires from time to time and this has always been our philosophy guided by the **POWER OF SHARING**.

Over the years, we have built a mutual relationship with the government institutions around Lushoto such as the Office of the District Commissioner, District Council, District Hospital, District Prison, District Police, Dochi Village, and Religious Leaders. In addition to that, we have built very strong ties with the nearby Primary Schools of Mbula “A” and Mbula “B” as well as Shambalai High School.

We have invested the Institute’s strongest assets to wit good will. Over the past years, IJA used to admit students from the surrounding community for them to leap benefits of IJA’s presence at Lushoto. In addition to that, we have continuously kept building a strong societal ecosystem that brings the promise of an elite life in the community where we belong. We have championed several initiatives ranging from environmental protection by donating and planting trees; we have supported blood transfusion campaigns in Lushoto; we have donated medicines to the District Hospital couple of times; we have championed campaigns meant to empower women and girls so as to reduce early pregnancies which is prevalent in Lushoto Primary and Secondary Schools; we have been at the forefront when it comes to child protection.



Furthermore, we have donated desks, chairs and blackboards to all secondary and primary schools surrounding IJA. As far as the Prison is concerned, we have in several occasions, donated firewood, given them transport support and provided them with blankets and TVs.



IJA also in collaboration with Lushoto District Council constructed a bridge which saves both the Institute and the nearby communities. The construction came as a result of the major damage to the bridge that was due to heavy rains that destroyed the layout and the structure of the bridge as a consequence of heavy erosion along the riverbanks and edges of the bridge.

Our Approach to Corporate Social Responsibility:

Throughout, our strategic priorities for social investment have been focused on three main thematic areas namely; Access to Justice, Provision of Basic Social and Essential Services as well as Protection of Rights of the Most Vulnerable Groups in the society such as Women, Children, Elderly and People with Special Needs. These themes demonstrate our desire, ambition and commitment to empower every individual in all sphere of life while creating a shared value for our esteemed stakeholders who are brand ambassador.



IJA Launches Career Guidance and Counselling Day

On 13th October 2017, the Institute of Judicial Administration Lushoto (IJA) for the first time launched a Career Guidance and Counseling Day that was specifically designed to assist students learn from Alumni and other members of the legal fraternity their experiences on career path as well as guidance and counseling.

The presenters of the event were Hon. Mr. Justice Dr. Fauz Twaib the Judge in Charge of Mtwara High Court Zone; Hon. Adrian Kilimi the then Deputy Registrar, Tanga High Court Zone and IJA Alumnae; Hon. Said Ding'ohi the Deputy Registrar, Mediation Centre of the High Court and IJA Alumnae.



Presenters shared their personal experiences on the secret behind their academic successes, challenges and difficulties they encountered in life including their academic life. One of the presenters had the following to say;

“life is ten percent (10%) of what you are passing through and ninety percent (90%) of what you are living”.

The 2017/18 Career Guidance and Counseling Day was a great success and helped students' to reflect on their ambitions, interest and ability to understand life.

The occasion is designed to be held annually so as to help students understand the labour market, education systems and to relate this to what they know about themselves.





Participation of IJA in the 42nd Dar Es Salaam International Trade Fair “Sabasaba”

IJA participated in the 42nd Dar es Salaam International Trade Fair held from 28th June to 8th July 2018. The coordination of the exhibition was done by the Judiciary of Tanzania and IJA was amongst the key and strategic stakeholders of the Judiciary of Tanzania.

The institute through the exhibition, succeeded to conduct activities such as publishing long course and legal/non legal short courses. It provides and creates awareness on the presence of continuing judicial legal education to judicial and non-judicial staff conducted at the Institute, research and consultancy services and provides application forms for diploma and certificate in law courses for admission in the new academic year 2018/19.

The exhibition gave an opportunity to publicize the Court Broker and Court Process Servers Course that were going on at Kisutu Training and Information Resource Centre at that time.

Dar es Salaam International Trade Fair is conducted in Dar es Salaam at national level every year on 28th June to 13th July of which IJA participated under the coordination of the Judiciary of Tanzania.

The IJA personnel involved in the 42nd Dar es Salaam International Trade Fair were: Ms. Hellena Gabriel from Academic staff, Mr. Aminiel Reweta and Ms. Nunu Ibrahim from Administration.





Links and Collaborations

Collaboration & Strategic Alliances is the way to go for any corporate entity such as IJA. Whether you are a business owner, corporate executive or account executive, it doesn't matter but strong collaborative strategies or strategic alliances can be a big step in attaining more economies of scale and maximizing the benefits of resource sharing. At IJA, our philosophy of collaboration and strategic alliance is that we don't compete but rather we complement our efforts. In essence, collaboration and strategic alliance brings with it a win-win situation for both. It is under those circumstances that IJA has always believed on the power of collaboration.

In fact, you don't have to be a multi-billion dollar institution to apply the principle of collaboration and strategic alliance to your own business, company or job. As a small or medium sized institution during this era, you have to look for an institution that you can collaborate or align yourself with in order to improve your opportunities. Collaboration is an approach to business development that can boost your pipeline quickly and easily. Don't be shy either. If you see an opportunity to collaborate, do it. Reach out to your prospective collaborative partner and see what happens. Chances are they may be missing out some opportunities because they may not offer the exact skills and competencies you do and vice versa. However, by combining forces you have a greater ability to be in an arena with not only more opportunities but with those that you may have never had access to otherwise. It just makes sense because chances are that your "networking spheres" are different.

IJA has kept pace with the existing collaboration and have opened up arms to new collaborations by signing Memoranda 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. Institutions that IJA has maintained the momentum of collaboration are the Law School of Tanzania (LST), Open University of Tanzania (OUT), Tanzania Global Learning Agency (TaGLA), NFT Consult, UNICEF and East African Judicial Education Committee. On the other hand, IJA has close ties with the Judiciary of Gambia that plans to use IJA for training of its staff on Judicial Administration, South Africa Judicial Education Institute, Global Judicial Institute for Environment, Lawyers Without Borders and recently IJA has signed MoU with TRAFFIC East Africa Office.



ESAMI



OUT



LAW SCHOOL OF TANZANIA



NJI-Canada



JUDICIARY OF GAMBIA



JUDICIARY OF GHANA



JUDICIARY OF SINGAPORE

Membership and Public Relations

Membership



Public Relations

During the year 2017/18, IJA Staff participated in various international and national events in enhancing its public relation. One of the national events which IJA decided to celebrate was the Independence Day which usually takes place on every 9th of December. The celebration was done through Staff Bonanza that was coloured by various events and activities such as jogging, aerobics, tag of war, sack race, football, netball, volleyball and basketball.

In addition to national events, IJA celebrated two international events that is World Women's Day which is normally celebrated on every 8th of March and International Workers Day often referred to as May Day celebrated on every 1st of May.



Women's Day Highlights



May Day Highlights





Development Projects

Construction of the Bridge

During the financial year under report, IJA carried out a number of development projects as envisaged in its budget estimates for the fiscal year 2017/18. The first project was done in collaboration with Lushoto District Council that involved the construction of a bridge which connects the main road (Mombo- Lushoto). The same bridge also links Kialilo and Sinza areas which saves both the Institute, the Council headquarter and the nearby communities. In fact, Lushoto District Council provided manpower, technical support and transportation of materials while IJA bought all the materials and supervised the project along with the Council's Engineers.



The construction came as a result of the major damage to the bridge due to heavy rains that destroyed the layout and the structure of the bridge as a consequence of heavy erosion along the riverbanks and edges of the bridge. Although there was an alternative way to serve the problem, this could not solve the immediate need of both parties. Hence, the IJA Management decided to permanently re-construct the bridge upon consultation with the District Council and it was completed within very short time owing to the commitment of both IJA and the District Council.



Males' Hostel Project



Other project that was partially implemented during the 2017/18 fiscal year is the revival of the construction of male hostel. The construction of Male Hostel Project began in 2011 in order to address the acute shortage of accommodation for students within the main campus. However, the project that started in earnest could not go on due to a number of challenges including

shortage of funds and contractual issues with the then contractor of the project. As a result, the project stalled.

In resolving to finish the project in phases, the Management proposed to the Council to start the second phase of construction. The proposal to finish this project in phases corresponds with the flow of development funds from the Government and the fluctuation of revenue collection within the Institute.

The Management therefore decided to carry out the completion of wall plastering both external and internal, fix of plumbing and electricity as well as roofing. This phase could not be finished during the 2017/18 owing to some technical and contractual challenges with the contractor. All in all, our dream is to complete the Male Hostel Project come 2019/20 subject to availability of funds from within and government subvention.





Library Services

IJA Library is the place for individual studies and search for various kinds of information. The library adds value to the learning experience and offers many of the tools and experiences that give competitive edge needed to succeed after completion of formal education. There is expectation that the library is the place to be, the place to study, and the place with varied learning environments.



Library Collection

The library collection increases day after day through different ways including purchasing new textbooks, gifts as well as donation by various organizations and individuals.

During the academic year 2017/18, the institute's library received various textbooks and other reading materials of which most of them were donation from different organizations and individuals. These were 104 textbooks from Book Aid International through Tanganyika Library Service Board (TLSB); thirty (30) Labour Law Digests from the High Court of Tanzania Labour Division; four (4) Books from Zanzibar Legal Services Center; one (1) textbook from Judge Adam J. Mambi and One (1) textbook from Judge Yose Joseph Mlyambina.



During this year, the library was partitioned to separate different sections such as Special Reserve Area, Users Bag Shelf, Reading Area, Check Point and Rest Area. The partition enables librarians to control users and circulation of materials. It further helps to improve the library outlook from inside and to appear more modern and attractive.

Library Staffing

Currently, library staffing stands at 8 staff. This includes 3 degree holders, 4 diploma holders and 1 certificate holder making the staff students' ratio of 1 to 70.

Students Assistance

Assisting students is an integral part of library services. IJA cannot fulfill its vision and mission without it. Library staff are able to helping students achieve their goals during their time of studies.

Library Newspaper Cuttings

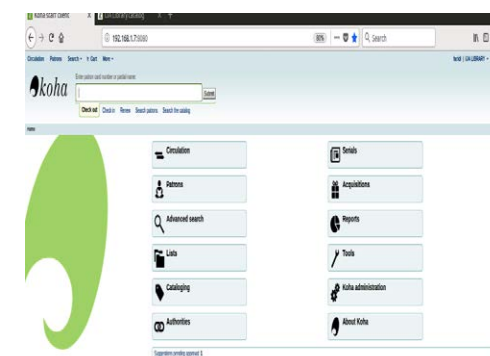
Newspaper cutting is an excerpt taken from physically cut out pages of newspapers by finding topics, stories and cases which relates to ones needs.

Since IJA is a Judicial Institute for the Judiciary of Tanzania, library staff take newspaper cutting for any news relating to court cases, judiciary and any legal issues printed in daily local newspapers that will help researchers to get reference.



Library Information Management System

IJA has developed the KOHA Library Information Management System (e-Library) which is an open source software. The system which is up and running will enable library users to access the availability, location, status and bibliography of textbooks at a click of a mouse or touch screen of any gadget of their choice provided one has internet access. The software helps to manage library collection and provide quality services to many users at the same time.



Internship and Volunteers

IJA library continued to receive interns for placement from various institutions of higher learning. Besides learning, internship helps to add workforce to IJA library staff.



Students' Life



Students' Life





Sports, Games and Culture

Intern from Czech Republic Cultural Tour While at IJA



Staff Bonanza 9th December 2018





Management

The day-to-day affairs of the institute are under the management led by the Principal who is closely assisted by two Deputies and heads of the various academic and administrative departments and units.



Hon. Justice (PhD) Paul F. Kihwelo
Principal



Mr. Fahamu Mtulya
*Deputy Director
Academic Research
and Consultancy*



Ms. Mwanabaraka Mnyukwa
*Head of Judicial and Legal
Studies*



Mr. Bollen Mwaipopo
Registrar



Mr. Halid Magenda
*Human Resource
and Administration
Manager*



Mr. Zakayo Konyagi
Chief Accountant



Mr. Thomas Mwikuka
Dean of Students



Mr. Sofery Mwandu
*Head of Procurement
Management Unit*



Governance

IJA is under the Governing Council established by the Act of Parliament whose Chairperson is a Judge of the Court of Appeal appointed by His Excellence the President of the United Republic of Tanzania. The Secretary is the Principal of the institute equally appointed by His Excellence the President of the United Republic of Tanzania while the Minister responsible for Legal Affairs appoints other members of the council.



Members of Governing Council



Hon. Justice Dr. Gerald Ndika
Chairperson
Justice of Appeal, Judiciary of Tanzania



Dr. Theodora Mwenegoha
Vice Chairperson
Lecturer, School of Law, UDSM



Hon. Justice Dr. Paul F. Kihwelo
Secretary
Principal, IJA



Hon. Katarina Revocati
Member
Chief Registrar, Judiciary of Tanzania



Mr. Hussein Kaffanga
Member
Chief Court Administrator, Judiciary of Tanzania



Ms. Sia B. Mrema
Member
Principal State Attorney
Attorney General's Chamber



Dr. Ubena John
Member
Senior Lecturer, Mzumbe University



Mr. Philemon Raulencio
Member
Representative, Academic Staff
Assembly (JAASA)



Mr. Abubakar Jumanne
Member
President, Students' Association
(IASO)



Ms. Dorothea Kavuye
Member
Representative, Workers Union
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