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A LAW TO PROVIDE FOR THE AMIENDMENT OF ZAMFARA  
EMERGENCY MANAGEMENT AGENCY ESTABLISHMENT  
LAW 2009

I assent this 24<sup>th</sup> day of August 2009

ALHAJI MAHMUDA ALIYU SHINKAFI (DALLATUN ZAMFARA)  
EXECUTIVE GOVERNOR ZAMFARA STATE

Now Enacted by the House of Assembly of Zamfara state as  
Follows,

Short Title

1. this law may be cited as Zamfara Emergency  
Management Agency (Amendment) Law 2009.

Commencement

2. This Law shall be in force on the .....  
day of ..... 2009

Interpretation

3. In this Law unless the context otherwise admit;  
"Principal Law" means the Zamfara State  
Emergency Management Agency Law 2008  
"State" means Zamfara State  
"Governor" means the Governor of the State  
"House" means Zamfara State House of Assembly



Amendment of  
Section 24 of  
The Principal  
Law.

4 (1) Section 24 of the Principal Law is hereby amended by deleting the following subsections (6), (7), (8), (9) and (10) of the Principal Law.

(2) Section 24 is hereby renumbered as section 24 (1), (2), (3), (4), (5) and (6) respectively

5 Without prejudice to section 5(2)(d) of the Principal Law, the Fire Service shall continue to function in accordance with the Provisions of the Fire Service Edict No. 5 of 1998.

MADE AT GUSAU THIS.....24<sup>th</sup>.....DAY OF .....August....., 2009

This Printed Impression has been carefully pursued by me and compared with the Bill that has passed the House of Assembly and found to be true and correctly Printed copy of the said Bill.

*Dalhatu Isa Bilbis*  
Dalhatu Isa Bilbis  
Clerk to the House



**A LAW TO ESTABLISH ZAMFARA STATE SPORTS  
COMMISSION AND OTHER MATTERS CONNECTED**

**THEREWITH**

**I ASSENT THIS .....DAY OF .....2008**

**ALH. MAHMUDA ALIYU SHINKAFI (DALLATUN ZAMFARA)**

**EXECUTIVE GOVERNOR**

**ZAMFARA STATE**

**BE IT ENACTED BY THE ZAMFARA STATE HOUSE OF  
ASSEMBLY AS FOLLOWS:**

- 1. This law may be acted as the Zamfara  
State Sports Commission law 2008**

- 2. This law shall be in force on the .....day of .....2008**

Citation .

Commencement



3. In this law unless the context otherwise requires:-

"Amateur" means any person who participates in sports for pleasure and for the physical mental or social benefits derived there from and for whom participation in sports is without material gain and is recognized by the commission either individually or as a member of a club or section of the public to be an Amateur in that sport for the purpose of this law

"Appropriate authority" means the Governor of Zamfara State of Nigeria;

"Chairman" means the chairman of the commission appointed in accordance with section 4 (1) of this law;

"Commission" means the Zamfara state sports commission established by virtue of section 3 of this law;

"Director-General" means the Director-General appointed pursuant to sections 4 (1) (b) and 6 (1) of this law;

"Function" includes powers and duties;

"House" means Zamfara State House of Assembly

"Member" means a member of the commission appointed pursuant to section 4 (1) (c) of this law;

"Misconduct" means breach of Allegiance or Oath of office of a member or breach of the provisions of the constitution of the Federal Republic of Nigeria 1999 or a misconduct of such nature as amount to bribery or corruption or false declaration of assets and liabilities.

"State" means Zamfara State of Nigeria

"Sports" includes any game or recreational activity approved by the commission for the purpose of this law;

"Secretary" means secretary to the commission appointed in accordance with section 6(1) of this law;

"Zonal Sports Offices" means bodies established in each of the three senatorial zones of Zamfara State with responsibility for sports within each zone and recognized as such by the commission;



"Local Government Sport Offices" means bodies established by Zamfara State Local Government Areas with responsibility for sports within each Local Government Area and recognized as such by the commission.

## **PART II ESTABLISHMENT OF THE COMMISSION**

3. (1) There is hereby established for the state a body to be known as Zamfara State Sports Commission.

Establishment of the  
Commission

(2) The commission shall be a body corporate with perpetual succession and common seal and have power to sue and be sued in its corporate name and to acquire, hold and dispose of movable and immovable property for the purpose of its functions under this law.

(3) The commission shall control and manage its funds under section 9 of this law.

4. (1) The commission shall consist of the following members:-

Membership of the  
Commission

(a) The chairman, who shall be the Chief Executive Officer (CEO) of the commission;

(b) The Director-General;

(c) One member each from the three senatorial districts to serve on part time basis; and

(d) Three other members from the Amateur Associations.

(2) The chairman and three members from the Senatorial districts shall be appointed by the Executive Governor.

(3) A member of the commission shall hold office for a period of four years and may be re-appointed for another term of four years only.

Tenure of Office

(4) A member of the commission other than the chairman shall by notice in writing addressed to the Governor through the chairman, resign his office and unless the Governor rejects the

Resignation by  
member



notice, that member shall, on the day of the receipt of the notice by the Governor, cease to be a member.

5. The chairman may resign his membership by notice in writing to the Governor and unless the Governor rejects the notice, the chairman shall, on the day of the receipt of the notice by the Governor, cease to be a member.

Resignation by  
chairman

6. The provisions of the schedules to this law shall have effect with respect to the law and procedure to the commission and other matters mentioned therein.

Effect of the  
Schedule.

7. Without prejudice to sub-sections (1) to (5) of this section, the chairman of the commission shall be removed from office by the Governor for inability to discharge the functions of his office (whether arising from infirmity of mind or body), misconduct or any other cause.

Removal from  
office

- \* 8. The remuneration and allowances of the chairman shall be such remuneration and allowances as applicable to the chairmen of commission in the state established by the constitution. While the ex-officio members may be paid sitting allowances as may be prescribe from time to time by the Governor.

Remuneration of  
Chairman and  
members other  
than ex-officio  
members

5. (1) The functions of the commission shall be:-  
(a) to encourage participation and assist in the improvement of standards of performance of sportsmen in all forms of sports;  
(b) to encourage and assist mass participation in all forms of sports;  
(c) to ensure that all stadium in the State are available for competitions on request, subject to compliance with such conditions for hiring

Functions of the  
Commission



the stadium, as may be laid down by the commission.

(2) Without prejudice to general provisions of section 5(1) it shall be the duty of the commission to:

Specific duty of the commission

(a) Advise the Government on matters of policy with respect to the promotion of sports in Zamfara State;

(b) Work in close cooperation and hold consultations with the Local Government Areas Sport Committees and Governing Bodies of Sports in matters relating to sports;

(c) Raise funds from time to time for the purpose of development and promotion of sports in the State.

(d) Maintain and run all government owned Sports Stadium and facilities and also provide other government sporting facilities all over the state and carry out repairs on them when necessary;

(e) Carry out improvements on every government owned Stadium and sporting facilities in the state;

(f) Have proper custody of all sport equipment owned by the commission and make them available for training and competition on request;

(g) Manage and maintain all hostels and meal houses provide in any government owned Stadium/Sporting facilities together with the car parks and other annexes to the stadium or such sporting facilities:

(h) Take charge of the printing and sale of gate tickets for the competitions and determine,



where applicable, the proportion of gate intake that shall be payable to sponsors of competitions;

- (i) Supervise the overall control of revenue and expenditure of every government owned stadium and sports facilities;

6. (1) There shall be a Director-General who shall be the secretary of the commission and shall:

Director-General  
and Secretary to  
the Commission

- (a) be the Administrative Head and Accounting Officer of the Commission;

- (b) carry out the day to day activities of the commission

- (c) subject to the general direction of the commission, have disciplinary control over staff through Admin Dept.

- (d) carry out such other duties as may be directed from time to time by the chairman;

(2) Notwithstanding sub-section (1) of this section, the Director-General may appoint director Admin to act as the secretary to the commission either generally or in any special cases.

- (3) Any person so delegate pursuant to sub-section (2) of this section, shall not be entitled to vote on any election before the commission and such a staff should not be on a salary lower than grade level 12.

Disenfranchisement  
of a delegate

7. (1) The commission shall commence with a pool staff of the directorate of sports development Zamfara State.

Staff of the  
Commission

(2) The commission shall have power:

- a) Subject to the approval of the governor to employ directly, in line with the civil service

Power to employ  
and determine  
remuneration and  
conditions of  
services and  
allowances



where applicable, the proportion of gate intake that shall be payable to sponsors of competitions;

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Staff of the  
Commission

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- a) Subject to the approval of the governor to employ directly, in line with the civil service

Power to employ  
and determine  
remuneration and  
conditions of  
services and  
allowances



procedures for recruitment, such number of staff as it may require;

b) To determine the remuneration, grading and other terms and conditions of service of staff and shall ensure that such remuneration, grading and other terms and conditions are kept broadly in line with those applicable to Zamfara State Civil Service.

c) To second from any civil or public department of the state, such number of employees to assist the commission in the discharge of any of its functions under this law;

(3) Persons employed by the commission shall in respect of their service, in the commission be entitled to pensions, gratuities and other retirement benefits as obtain in the Civil Service of the state.

Pensionable  
Service

(4) Nothing in the foregoing provisions of this section shall prevent the appointment of a person to any office on terms and conditions which preclude the grant of pension and gratuity in respect of that office.

No appointment  
shall be staled

(5) Staff of the commission shall be as prescribed in schedule 1 to this law.

(6) The departments in the commission shall be as prescribed in schedule II of this law.

Regularity of  
Meetings

(7) Each Department is to be headed by a Director

8. (1) The commission shall meet for the conduct of its business at such times, places and on such days as the chairman may appoint but shall meet not less than twice a year and not more than once a quarter.



- |  |  |
|--|--|
| (2) The chairman may at any time call special meetings of the commission and shall do so on being requested in writing by at least three members of the commission.  | Convening of special meetings                                      |
| (3) Particulars of the business to be transacted at any meeting shall be circulated to members with the notice of the meeting.   | Circulation of particulars for the meeting                         |
| (4) (a) Every question put before the commission at meetings shall be decided by a majority of votes of the members present and voting.  | Decision to be by majority of votes cast.                          |
| (b) The chairman shall, at any meeting, have a vote and in the case of an equality of votes, may exercise a casting vote.  |  |
| (5) The chairman or the presiding member shall, at any meeting, have an original vote but in the case of an equality of votes, shall exercise a casting vote to decide an issue.   | Presiding Officer  |
| (6) The chairman shall preside at all meetings of the commission, but if he is absent from any meeting of the commission, the members present shall elect one of their members to preside at that meeting.   | In the absence of the chairman any member shall preside            |
| (7) Four members of the commission shall form a quorum.  | Quorum   |
| (8) The validity of any proceeding of the commission shall not be affected by any vacancy among the members or any defect in the appointment of a member, provided a quorum is formed.   | Vacancy or defect in appointment shall not invalidate proceedings. |
| (9) Subject to the provisions of this law, the commission may make standing orders with respect to the holding of meetings, the nature of notice to be given, the proceedings thereat, the keeping of minutes of such proceedings the custody and production for inspection of such minutes. | Standing order   |



### **PART III FINANCIAL PROVISIONS OF THE COMMISSION AND SOURCE OF FUNDS**

9. The funds and resources of the commission shall consist of:

Funding of the  
Commission

(1) Such sums of money as may be provided by the state government;

a) Such sums of money as may be borrowed by the commission in accordance with the provisions of this law.

Money from State  
Government

b) All sums of money collected or received from other sectors and philanthropists by the commission in carrying its functions under this law, and

Money from other  
sectors

c) All other sums of money or property of whatever kind, which may in any manner become payable to or vested in the commission.

Money or property  
payable or vested  
in the Commission

d) Subject to the approval of the appropriate authority, the commission may, for the purpose of giving effect to this law, borrow such sums of money as it may require in the exercise of its functions under this law.

Borrowing power.

10. (1) The commission shall keep proper account in a form that shall conform to satisfactory commercial standard of its receipts, payments, credits and liabilities and shall submit the same from time to time with vouchers to be audited by the Auditor-General of the State; or other external Auditor as may be recommended by the Auditor-General of the State.

Keeping proper  
Account

### **PART IV MISCELLANEOUS PROVISIONS**

11. (1) The commission shall in each year prepare and present to the Appropriate Authority, a report of its activities ending of the 31<sup>st</sup> of

Submission of  
Report on or  
before 31<sup>st</sup> March



December of such year on or before 31<sup>st</sup> March of the succeeding year.

- a) The commission shall, as soon as may be before the end of every financial year, prepare and submit to the appropriate Authority for approval estimates of its proposed revenue and expenditure in respect of the financial year next following, commencing from the 1<sup>st</sup> day of January to 31<sup>st</sup> of December of the same year.

Submission of estimates

12. (1) There is hereby established for the state such number of governing bodies of sports as are listed in schedule III to this law and the appropriate authority may on the recommendation of the commission by notice in the state Gazette add to or delete from the said list.

Sports Governing Bodies Schedule III

- (2) Members of each governing body of sports shall be appointed by the appropriate authority on the recommendation of the commission and, subject to the pleasure of the appropriate authority, shall hold office for a period of three years and be eligible for re-appointment for another term of three years only.

Appointment of members to Governing bodies of sports

13. Every Governing board of sports shall:-

- a) be responsible for the planning, organization and administration of the kind of sports for which it is established in the state;

Responsibility for planning, organization and administration

- b) promote the unity and physical well-being of the people of the state through sports;

Promotion of Unity

- c) recommend sports facilities and equipment for use in connection with the sports aforesaid;

Recommendation of sports activities

- d) advise on the training and employment of coaches;

Advice on training



- |   |  |
|---|--|
| e) draft its own rules and regulate its own proceedings by means of standing orders or otherwise;   | Drafting of rules                                |
| f) keep such proper books of accounts as may be prescribed by the commission.   | Keep books of accounts.                          |
| g) Submit its annual programme and estimates to the commission.   | Submission of programmes and estimations.        |
| h) Render annual report to the commission.  | Rendering of annual report                       |
| i) Carry out and give effect to such general or specific directives consistent with the state policy on sports as the commission may give from time to time.  | Giving effect to general or specific directives. |
| 14. All Governing boards of sports shall be autonomous in carrying out their respective functions as the commission may specify from time to time subject to such restrictions, limitations and control as the commission may from time to time impose. | Governing Bodies Autonomous                      |
| 15. (1) There shall be established for each local government area in the State a Committee to be known as the Local Government area Sports Committee (hereinafter called "the Committee").  | Local Government Area Sports Committees          |
| (2) Every Local Government Area Sport Committee shall be setup by the chairman of the Local Government Council. The Committee shall consist of the following members,   |  |
| a) The chairman   |  |
| b) The supervisory councilor in charge of sports matters  |  |
| c) One representative of the security agencies in the Local Government Area   | Local Government Area Sports Committees          |



- d) Three other fit and proper persons who have actively identified themselves with sporting activities in the Local Government Area, who shall serve on part-time basis at the pleasure of the chairman of the Council.
- e) A representative of the commission in the Local Government Area who shall serve as the secretary.
- 3) The sitting allowances of members of the committee shall be fixed by the chairman of the Council from time to time. Committee sitting Allowances
- 16) The functions of the Local Government Area Sports Committee shall be:- Functions of Local Government Area Sports Committee
- a) to encourage, develop, promote, organize and sustain sports and recreational activities in the Local Government Area;
- b) generally to assist the commission and the governing boards of sports to achieve their respective objectives. Advice to the Commission
17. (1) The commission shall furnish the appropriate authority such information and returns relating to its activities or proposed activities as the appropriate authority may from time to time require. Furnishing of information and returns by Commission.
- (2) The State Government may give to the commission general or specific directions as to the policy to be followed in the exercise of its powers or performance of its functions and the commission shall comply with and give effect to all such directions. Giving directions to the commission by Government
18. (1) Any contract or instrument which if entered into or executed by a person not being a body corporate would not be required to be under seal may be entered into or executed on behalf of the commission by any person generally or specifically authorized by it for that purpose. Contract not under seal



(2) Any member of the commission or of a committee thereof, who has a personal interest in any contract or arrangement entered into or proposed to be considered by the commission or the committee, shall forthwith disclose his interest to the commission or the committee and shall not vote on any question relating to such contract or arrangement.

Disclosure of  
interest in contract

19. (1) The common seal of the commission shall not be used or affixed to any document except in pursuance of a resolution duly passed at a properly constituted meeting of the commission and recorded in the minutes of the meeting.

Use of common  
seal subject to  
duly passed  
resolution

(2) The fixing of the seal of the commission shall be authenticated by the signature of the chairman or some other member authorized generally or specifically by the commission to act for that purpose.

Authentication of  
seal by chairman

(3) Any document purporting to be a document duly executed under the seal of the commission shall be received in evidence and shall, unless the contrary is proved, be deemed to be so executed.

Document to be  
received in  
evidence.

20. (1) Where a vacancy occurs in the membership of the commission, that vacancy shall be filled by the appointment of a successor to hold office for the remainder of the term of office of his predecessor, so however that the successor shall represent the same interest and shall be appointed by the same authority as his predecessor.

(2) The commission may act notwithstanding any vacancy in its membership or any defect in the appointment of a member or the absence of a member.



21. The Directorate of Sports Development Law is hereby repealed without prejudice whatever to anything, matter or act done in pursuance or under it.

**SCHEDULE 1 - STAFF DESCRIPTION OF THE COMMISSION  
(SECTION 7 (5))**

1. Director - General
2. Director of the Department
3. Assistance Directors
4. Administrative Officer/Administrative Assistants
5. Accountants/Accounting Assistants
6. Internal Auditors and Audits Assistants
7. Stadium Manager and Stadium Assistants
8. Engineers and Engineering Assistants
9. Media and Public Relation Officers and Information Officers/ Assistants.
10. Organizing Secretaries and Organizing Assistants
11. Sports Officers and Assistants
12. Coaches and Coaches Assistants
13. Programme Athletes (Sports Men and Woman)
14. Legal officers and legal assistants
15. Medical officer, paramedical officers and assistances
16. Executive officer (general duties accounts and audit)
17. Stores officers and stores assistants
18. Marketing officers and marketing assistants
19. Secretaries and confidential secretaries and assistants
20. Data base managers, information technology officers and assistants.
21. Data processing officers and data processing assistants
22. Liberians
23. Clerical staff
24. Receptionists and assistants
25. Plant operators/electricians and assistants
26. Works/transport officers, Drivers/mechanics
27. Telephone Operators and Assistants
28. Typists
29. Messengers.
30. Security Officers/Watchmen
31. Grounds Men/Gardeners



32. Stadium and Swimming Pool Officers, Technicians and Attendants; Craft Men and Artisans.
33. Other Technical Officers and Technicians
34. Hosted Managers and Hosted Assistants; and Porters
35. Photographers and Video Cameramen
36. Cleaners
37. Technical and Supports Staff
38. Others Officers and Assistants not immediately identified

**SCHEDULE II - DEPARTMENTS (SECTION 7 (5))**

1. Administration Department
2. Finance Supply Department
3. Sports Development Department
4. Technical and Facilities Department
5. Planning Research and Statistics Department

**SCHEDULE III - SCHEDULE OF CURRENT SPORTS ASSOCIATION (SECTION 12(1))**

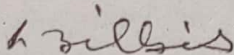
1. Zamfara State Amateur Athletics Association
2. Zamfara State Amateur Badminton Association
3. Zamfara State Amateur Baseball/Softball Association
4. Zamfara State Amateur Basketball Association
5. Zamfara State Amateur Billiard/Snooker Association
6. Zamfara State Amateur Boxing Association
7. Zamfara State Amateur Chess Association
8. Zamfara State Amateur Cricket Association
9. Zamfara State Amateur Cycling Association
10. Zamfara State Amateur Darts Association
11. Zamfara State Amateur Football Association
12. Zamfara State Amateur Golf Association
13. Zamfara State Amateur Gymnastics Association
14. Zamfara State Amateur Handball Association
15. Zamfara State Amateur Hockey Association
16. Zamfara State Amateur Judo Association
17. Zamfara State Amateur Karate Association
18. Zamfara State Amateur Kickboxing Association
19. Zamfara State Amateur Kungfu Association
20. Zamfara State Amateur Scrabble Association
21. Zamfara State Amateur Shooting Association
22. Zamfara State Amateur Special Sports Association
23. Zamfara State Amateur Sports Medicine Association



24. Zamfara State Amateur Squash Racket Association
25. Zamfara State Amateur Swimming Association
26. Zamfara State Amateur Takwondo Association
27. Zamfara State Amateur Table Tennis Association
28. Zamfara State Amateur Tennis Association
29. Zamfara State Amateur Traditional Sports Association
30. Zamfara State Amateur Volley Ball Association
31. Zamfara State Amateur Weightlifting Association
32. Zamfara State Amateur Wrestling Association

This printed impression has been carefully compared by me with the bill which has passed the Zamfara State House of Assembly and found by me to be a true and correctly printed copy of the said bill.

MADE AT GUSAU THIS ..... 5<sup>th</sup> DAY OF Sept., 2008

  
ALHAJI DALHATU ISAH BILBIS  
Clerk, to the House



A LAW TO PROVIDE FOR THE ESTABLISHMENT OF THE STATE  
AGENCY FOR COMMUNITY SOCIAL DEVELOPMENT PROJECT  
AND FOR OTHER MATTERS RELATED THERETO

I ASSENT THIS.....*27th*..... DAY OF *August*.....2008

*Ahaji Mahmuda Aliyu Shinkafi*  
(Dallatun Zamfara)  
Executive Governor Zamfara State

LAW NO. \_\_\_\_\_ OF \_\_\_\_\_ 2008

**BE IT ENACTED** by the Zamfara State House of Assembly as follows:

**PART I PRELIMINARY**

*Citation:*

1. This law may be cited as Zamfara State Agency for Community Social Development Project (Establishment) law 2008.

*Commencement:*

2. This law shall come into force on the .....  
Day of .....2008.

*Interpretation:*

3. In this law, unless the context otherwise requires:

• “Agency” means Zamfara State Agency for Community Social Development Project;

• “State” means Zamfara State of Nigeria;

• “Governor” means the Executive Governor of Zamfara State;

• “Committee” means Agency’s management committee;

• “Project” means a piece of work or activity that is organized to improve the living conditions of the poor;.



“Community” means a group of people living in one place, locality or district;

“Board” means Project Governing Board.

“General Manager” means the Chief Executive of the Agency;

“Member” means person(s) appointed into the Board including the General Manager;

“Stakeholder” means a person or organization that has share and interest in the project;

“Social Fund” means pool of resources from which the project can be financed;

“House of Assembly” means Zamfara State House of Assembly;

“Governor’s Office” means the office of the Secretary to the State Government;

“Donor” means a country, organization or individual making contribution to the project;

“Demand-driven approach” means that the beneficiary community proposes and selects desired projects;

“Operations manual” means a reference handbook to guide the implementation of the project;”



## PART II

### ESTABLISHMENT, OPERATION CHARACTERISTIC, AIMS AND FUNCTIONS OF THE AGENCY

#### *Establishment of the Agency:*

- 4 (1) There is hereby established in the state a body to be known as Zamfara State Agency for Community Social Development Project (in this law referred to as "the Agency")
- (2) The Agency shall be a body corporate with a perpetual succession and a common seal and shall have power to sue and be sued in its corporate name.
- (3) The Agency shall operate as a state parastatal and shall be autonomous.
- (4) The Agency shall serve as an administrative organ and equally as a coordinating resource base for small-scale or micro-project funding.

#### *Operation characteristics of the Agency:*

- 5 The Agency shall be an autonomous body with mandate for improving the socio-economic conditions of the population at the grassroots, has the following characteristics.
- (i) It will be based on a demand-driven approach to project selection. It does not itself identify projects, but selects from among those proposed by beneficiary communities;
- (ii) It will not implement projects, but co-operates with other implementing bodies elected by the community. It will support and facilitate the efforts of local communities, to ensure the provision of expertise in project implementation and



management for communities that lack the skill or know-how to act alone;

(iii) Implementation of projects will be carried out in a decentralized, practical and flexible way, and will be the responsibility of communities or other implementing bodies selected by them. Communities will be largely responsible for preparation, implementation and supervision of the projects. Funds contributed by the communities are directly managed by them;

(iv) It has an independent procurement and disbursement procedure and a separate transparent management and financial system.

*Aims and  
objectives of the  
Agency:*

6 (1) The aims and objectives of the Agency shall be to:

(a) improve the socio-economic conditions of the population at the grassroots level by promoting prompt delivery of services geared towards poverty reduction in the state;

(b) encourage and increase the capacities of communities to participate in community development projects;

(c) ensure the sustainability of community participation in such projects even after their completion.

(2) For the purpose of achieving the objectives set out in sub-section 1 of this section. The agency shall establish three departments and two units as follows:

(a) Operations department to be headed by a manager who shall be;



- i. a University degree holder of High Diploma in Agric, Engineering, Social Sciences,
  - ii. at least twelve years post qualification experience
  - iii. Experience in rural development projects and extension services
  - (b) finance and administration department
  - (c) monitoring and evaluation department.
  - (d) internal audit unit
  - (e) management information system unit
- (3) The operation manager shall be in charge of;
- a. Consolidating annual work plan and budget of the department
  - b. Provide quarterly and annual projections of community development plan and micro project implementation
  - c. Ensure maintenance of record on all community development plan and micro projects on a continuous basis and passing on such information to monitoring and evaluation department
  - d. Supervise the processing of application seeking state agency funding and technical/management support
  - e. Deputizes the General Manager and acting for him in his absence
- (4) The finance and administration is to be headed by a manager who shall have;