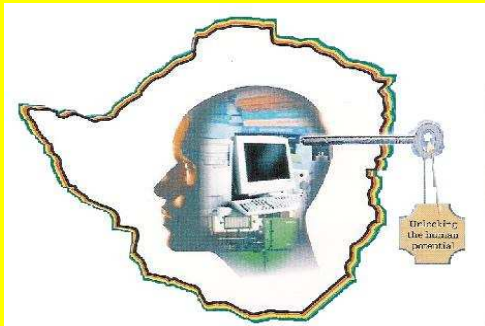




MINISTRY OF HIGHER AND TERTIARY EDUCATION



Division of Finance and Administration

Director: Mr. G.M.Chabururuka

Division of Finance and Administration

Mission:

To provide Financial and Administrative support to the Ministry

Key Result Areas (KRAs):

- Management of financial and material resources

Departments:

The Finance and Administration Division has the following departments:

Appropriation

The department manages the Ministry's voted or appropriated funds. The department prepares budgets, monitors expenditure and prepares financial reports.

Statutory Funds

- This department manages the Ministry's statutory funds namely;
- National Education and Training Fund, which provides financial support to needy students at colleges and state universities by way of cadetships.
- Vocational and Technical Examination Fund, for the efficient administration of national examinations;
- Industrial Training and Trade Testing Fund, for administering skilled human resources tests and trade testing semi-skilled workers. The department also plays an advisory role over statutory funds administered at state institutions.

Administration

The Administration Department has the following three sections:

Purchasing and Transport

- ✓ Purchasing and distribution of goods and provision of transport;
- ✓ Management of Ministry's assets;
- ✓ Control of Ministry's vehicles.

Records and Information

This section provides records and information to the Ministry as well as ensuring cleanliness of Ministry offices.

Library

The section is there for the provision of information and resources to researchers in an endeavour to advance learning.

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