

Cf Form No-----

**THE UNITED REPUBLIC OF TANZANIA**



**AGREEMENT FOR SPONSORED EMPLOYEES ATTENDING COURSE OF  
INSTRUCTIONS**

NOTES

1. This Agreement form is to be used whenever a sponsored employee is to attend a full-time course of instruction of more than nine months in duration, wholly or partly at the expense of the Government, whether the course is pre-service, in-service, local or overseas.
2. In the case of all long courses of higher education and overseas courses (of any type) which exceed nine months in duration, the sponsored employee must obtain at least two guarantors to sign this agreement and he/she may be required, at the discretion of his/her employer or the Government, to produce two guarantors.

**THIS AGREEMENT is made this.....day of .....2022**

Between

The Government of the United Republic of Tanzania through Ministry of Health,  
Government City – Mtumba, Afya Road, P.O. Box 743, 40478 Dodoma (hereinafter  
referred to as “The Government”) on one hand

**And**

..... (hereinafter referred to as “the  
Sponsored Employee”) on the other hand;

**WHEREAS: The Government through the Ministry of Health, is desirous of  
sponsoring Masters and Doctorate Studies to the government employees**

(

WHEREAS: Mr/Mrs/Miss..... (Full names)

.....(Email).....(Mobile Number)

(hereinafter called the Sponsored

employee)of.....( Permanent Home  
address)

Who is a pre-service student/employed

as..... (Title of appointment)

In.....

.....

(Name and address of employer)

sponsored employee has been selected to attend a course of instruction (hereinafter  
called the course).

At .....

For a duration of .....

(Name of Institution and Duration)

(hereinafter called the institution) for the purpose of acquiring the qualification(s) of.....  
.....Wholly or partly at the expense of the Government:

**NOW THEREFORE** the Government and the Employee individually “the Part” and collectively “the Parties” hereby agree on the following terms and conditions:

1. In consideration of the payment by the Government of the whole or part of the training expenses for the sponsored employee attending the course, hereby the sponsored employee undertakes:-

- (i) to complete the course in accordance with the rules for sponsored employee attending course set out in the schedule to this agreement and in accordance with such other direction as may be given to him by the Government.
- (ii) immediately after the conclusion of the course or at such other time as the Government may direct to return from the institution to such place in Tanzania and by such method as the Government may direct;
- (iii) at the conclusion of the course or on his return to enter such employment as may be directed by the Government and thereafter to continue in such employment for five years.
- (iv) in the event of his being appointed, following his course, to a post to which the conditions of leadership laid down by Ministry of Health, apply, to satisfy such conditions within three months after the date on which he is so appointed and to continue to satisfy such conditions throughout the period of employment, specified in paragraph (iii) of this clause.
- (v) to be ready to work at any Region within the United Republic of Tanzania by direction of the Government within five years after conclusion of his/her study.

2. If the sponsored employee contravenes or fails to comply with any of the terms and conditions of clause 1 hereof (other than the terms and conditions as to continuance in his employment for a period of five years) the sponsored employee and the Guarantors (s) shall be jointly and severally liable to repay to the Government all expenditure incurred by the Government in connection with the sponsored employee's attending the course, including (but not limited to) any sums paid to him or in his behalf by way of salary, allowance, fees or expenses and for the cost of passages, transport and travelling on any journeys undertaken in connection with the course.
  
- 3 If the sponsored employee resign or is dismissed or has his appointment terminated other than on medical ground without five years of his assumption or resumption of employment following his course under the provisions of clause 1, thereof the sponsored employee and the Guarantor(s) shall be jointly and severally liable to repay to the Government that proportion of the expenditure specified in clause 2 by which the sponsored employee's period of employment since such assumption or resumption falls short of a total period of five\* years.  
At completion of the Course, the sponsored employee shall agree to work at any place as he/she may be directed by the Government or be transferred to another work station whenever the Government's need arise.
  
- 4 Where this agreement is signed by the sponsored employee at any time after commencing the course, it shall be interpreted and have effect in all respects as if signed by him prior to commencing the course.
  
- 5 That the sponsored employee agrees and ensures the Government that he/she has two Guarantors who agree to Guarantee the sponsored employee in the manner herewith provided under this sponsorship agreement.

**This sponsorship agreement shall be construed and governed by the laws of Tanzania**

**IN WITNESS WHEREOF** the parties hereto have their hands the day and year first above written.

Guarantors' Declaration:

**First Guarantor:**

I, ..... stand as the Guarantor of ..... 'The Employee', I declare that in case of default/breach of the terms of this agreement I will be responsible as per clause 2 of this agreement.

.....

**Signature**

Before: ..... (signature)

**Commissioner for Oaths**

**Second Guarantor:**

I, ..... stand as the Guarantor of ..... 'The Employee', I declare that in case of default/breach of the terms of this agreement I will be responsible as per clause 2 of this agreement.

.....

**Signature**

Before: ..... (signature)

**Commissioner for Oaths**

**SIGNED and DELIVERED** at DODOMA by  
the said.....  
who is known to me personally/identified to me  
by.....  
the former being known to me personally this  
.....day of.....2021

.....  
Sponsored Employee

**BEFORE ME:**

**Name:**.....

**Postal Address:** .....

**Signature:**.....

**Qualification:**.....

**FOR OFFICIAL USE ONLY**

**For and On behalf of the Government**

In Presence of:

Name: .....

Name:.....

Signature: .....

Signature: .....

Title: .....

Title: .....

Date:.....

Date: .....

\*Delete which is inapplicable. In clauses 1, 2 and 3 in the case of course lasting not more than one year the period applicable is three years. In the case of course lasting for more than one year the period is five years.

## **RULES FOR SPONSORED EMPLOYEE ATTENDING COURSE UNDER THE SPONSORSHIP OF THE MINISTRY OF HEALTH OF THE UNITED REPUBLIC OF TANZANIA**

1. Every sponsored employee selected to attend a course wholly or partly at the expense of the Government is required to comply with the following rules.

- a. To proceed to the venue of the course as directed (both as to the time and means of travel)
- b. To begin his/her studies at such time as may be appointed and to continue diligently with such studies until the completion of the course unless he/she is prevented from so doing by sickness proved by a medical practitioner or by other circumstance beyond his/her control;
- c. To follow any direction which may be given to him/her by the authorities of the instructions concerning residence in an approved college, hostel or lodging.
- d. To devote his/her full time and attention in following the course for which she/he was selected unless permission to undertake other work or to modify his/her course in content or duration is granted.
- e. At all times to comply with requirements regarding conduct and discipline of the institution.
- f. To satisfy the Government as to his/her attendance, conduct and progress by report from the head of the institution or his representative;
- g. As and when called upon by the Government to cause himself/herself to be medically examined and render a report on his/her health to the Government, it being understood that his/her attendance at the course

may be suspended or terminated if he/she is declared by a medical practitioner approved by the Government for the purpose as unfit to complete his/her studies owing to illness or if, he/she is absent from his/her studies for more than six months.

- h. To sit for any prescribed examination or group of examinations within the time fixed by the authority of the institution or the Government unless he/she is declared by a medical practitioner or by other circumstances beyond his/her control;
  - i. Complete the course in the prescribed time.
  - j. Liaise with the Sponsor in any matter pertaining to his/her studies including but not limited to freezing of studies, change of the course, extension of the training duration, discontinuation etc
  - k. Whether or not permission to marry is granted, to complete the course without interruption in a satisfactory manner and fulfill all the conditions under which he/she was selected to attend the course.
2. Sponsored employee attending courses outside Tanzania will be under the charge, directions and control of such members of Tanzania diplomatic missions as may be appointed from time to time.