Proclamation No. 11/2009
The Addis Ababa City Government Technical and Vocational Education and Training Agency Establishment Proclamation

WHEREAS, it is found necessary to alleviate poverty in the City and the country and contribute to the economic growth through creating inspired, creative, and skillful manpower;

WHEREAS, it is found necessary to establish a governmental entity at the level of City Government that would oversee the technical and vocational capacity of the trainings as the technical and vocational education and training by its nature requires the active participation of governmental and non-governmental organizations;

NOW, THEREFORE, the Addis Ababa City council in accordance with Article 14(1) (a) of the Addis Ababa City Charter Proclamation No 361/2003 and Article 26(2) of the Federal Government Technical and Vocational Education Training Proclamation No 391/2004 has issued this proclamation as follows;
Part one
General

1. Short Title
This Proclamation may be cited as «The Addis Ababa City Governments Technical and Vocational Education and Training Agency Establishment Proclamation No. 11/2009»

2. Definitions
In this proclamation unless the context requires otherwise:

1. "Government" means the Addis Ababa City Government;
2. "Cabinet" means the Addis Ababa City Government cabinet;
3. "Agency" means the Addis Ababa City Government Technical and Vocational Education and Training Agency established in accordance with this proclamation;
4. "Institution" means governmental or non governmental legal entity that provides level 1, 2, 3, and other market oriented short term trainings;
5. "College" means legal governmental or non governmental training college that provides trainings at the following levels
   a. level 1
   b. level 2
   c. level 3
   d. level 4
   e. Level 5 and other market oriented short term trainings.
6. "Recognition" means document approving the capacity of a training institution or college engaged in providing technical and vocational education and training to conduct training;
7. Establishment of the Council

The Technical and Vocational Education and Training Council that would provide counseling and assistance with the view to ensure the effectiveness of the Agency is hereby established.

Part Three
Objective, Power and Function

8. Objectives

The Agency shall have the following objectives:-

1. Ensuring the quality and sustainability of technical and vocational training that would contribute to the implementation of the social and economic development objectives of the City;

2. Ensuring that dwellers of the City get proper training and that the trainings are offered on the basis of the development objectives and skilled man power needs of the City and the country;

3. Building city-wide capacity that would develop research and training in the area of technical and vocational education and training;

4. Enabling technical and vocational education and training institutions to be centers of creativity and technological transfer.

9. Powers and Functions of the Agency

The Agency shall have the following powers and functions:-

1. Prepare timely plans for the implementation, at the City level, of the country's technical and vocational education and training strategy and action plan; prepare projects that would improve technical and vocational education and training, and upon approval ensure their implementation;

2. Ensure that national technical and vocational education and training professional standards are properly implemented;

3. Ensure that medium term technical and vocational education and training programs implemented nationwide are organized in the City;

4. Cause the implementation, in the City, of the technical and vocational education and training curriculum prepared by the Agency;
v. Cause the preparation of curriculum and control implementation of regular and non regular (short term) technical and vocational trainings;

b. Authorize technical and vocational education and training colleges in the City to offer new training areas based on the study and recommendations of the colleges.

5. Supervise the implementation of guidelines issued and to be issued to training institutions in the City; implement, in the City, directives of the City Government and of the country concerning recognition of training institutes;

6. organize center of competency for the technical and vocational education and trainings undertaken in the City; supervise and monitor implementation of technical and vocational education and training skill evaluation and quality of technical education and vocational training in the City;

7. Provide, in collaboration with relevant stakeholders, the proper support for technical and vocational education and training institutions to make them centers of creativity and technological transfer;

8. Ensure the implementation, in technical and vocational trainings being undertaken in the City, of national directives concerning technical and vocational education, and provision of training completion documents;

9. Coordinate and give the necessary support so that practical on-job trainings would be prepared for technical and vocational education and trainings in collaboration with manufacturing and service rendering institutions;
10. Follow up that technical and vocational education and training programs in the City are undertaken in conformity with the development objectives and manpower demands of the Government; conduct, make conduct and promote market demand and other studies and researches that would ensure the conformity of technical and vocational education and training programs with the City's social and economic manpower demands; organize data base of findings of studies and researches; make the same accessible for users;

11. With the view to ensure the efficiency of technical and vocational education and training programs in the City execute post-training follow up; enable the conduct of post-training studies;

12. Ensure that special attention is given for women and handicapped in technical and vocational education and trainings given in the City; ensure the implementation of relevant national procedures;

13. Provide capacity approval and recognition documents for technical and vocational education and training institutions in the City; based on the qualification standard regulation, nullify recognition documents of those institutions that are below standard and that have problems on training quality;

14. Superiorly direct and coordinate technical and vocational education and training colleges of the Government; follow up that boards are legally established in the colleges and institutions of the Government submit to the relevant body recommendations on the improvement of their structure and management, follow up and control their training mechanisms;

15. Upon evaluating the educational and professional experience and capacity of the deans and deputy deans of technical and vocational education and training colleges and including the comments of the boards of the colleges, submit the same to the Mayor for appointment; In situations where, due to lack of efficiency or lack of professional ethics, the dean or the deputy deans should be removed from their position, the Agency shall submit the same with recommendations to the Mayor.
16. Facilitate conditions for technical and vocational education and training institutions and colleges to establish product centers and set up income upgrading mechanism so as to improve their internal income;

17. Provide the necessary work cooperation upon indentifying their gap and in collaboration with the concerned bodies, to the graduates of technical and vocation at the time when they involve in to job upon organization in their respective field; follow up that such support is provided;

18. prepare and coordinate awareness creation forums for the public concerning technical and vocational education and training in collaborate ion with relevant bodies;

19. Follow up that professionals trained on improvement of technical and vocational education and training locally or outside the country share their knowledge with relevant stakeholders;

20. Facilitate condition for the participation of private investors of the City in the sector of technical and vocational education and training; establish, and encourage strong relations with governmental and non-governmental technical and vocational education and training institutions and colleges and give them all-round support;

21. Ensure that the distribution of technical and vocational education and training institutions and colleges in the city are balanced; shall, in consultation with relevant bodies, facilitate the establishment of more institutions; shall confirm and control the quality and of trainings.

22. Share experiences, sign agreements of mutual benefit by establishing contact with technical and vocational education and training institutions and colleges in the City and other similar institutions in and outside the country.

23. Give the necessary support for technical and vocational education and training institutions and colleges to sign training cooperation agreements with governmental and non-governmental organizations; follow up the same;
24. Work in coordination with the Education Bureau of the City Government to assure conformity of implementation with the educational system; work in coordination with the national technical and vocational education and training office concerning the role of the administration on integrated implementation of national standards, directives, strategies and action plans in the area of technical and vocational education and training institutions;

25. Serve as a secretariat of the council;

26. Prepare its activity plan and budget; execute the same upon approval; shall submit timely budgetary and activity implementation reports to the Mayor;

27. In consultation with the Council prepare the Council’s activity plan and budget; administer the authorized budget;

28. Own property, enter into contract, sue or be sued in its own name.

10. Powers and Function of the Director

The Director of the Agency shall have the following powers and Functions:-

1. Implement the power and responsibilities of the Agency listed in Article 9 of this Proclamation;

2. Superiorly direct, coordinate, and control the Agency;

3. Formulate and prepare the Agency’s strategic policy; present the same to the Mayor for approval;

4. In conformity with the civil servants law of the City, employ, administer and fire employees;

5. Submit the reports of the Agency to the relevant body on time;

6. prepare the annual plan and budget of the Agency and executes the same upon approval;

7. Designate some of his activities to his subordinates, with the view to bring about enhanced efficiency of the Agency;

8. withdraw money based on authorized budget and plan, in accordance with the financial administration law of the City Government;
9. Represents the Agency in relations with third parties,
10. Perform additional and related activities given by the Mayor.

11. Powers and Functions of the Deputy Director

1. Perform activities as identified by the structural organization of the Agency;
2. Act as the Director in his absence;
3. Perform additional activities of the Agency given by the Director.

Part Four
Organization, Objectives, Powers, functions and Procedures of the Council

12. Organization of the Council
The council shall have the following organization:-
1. Council forum comprised of representatives of different bodies nominated by the Mayor;
2. Chairperson;
3. Executive committee of the Council.

13. Objectives
The Council shall have the following objectives:-
1. Evaluating the conformity of the types, levels, management and organization of trainings of technical and vocational education and training programs in the City with the social and economic development and making appropriate amendments; and recommending and facilitating the establishment of additional training institutions;
2. Create consultation forums where all stakeholders deliberate on policy and plan related issues; with the view to make training programs efficient and fruitful, facilitating the coordination and cooperation among stakeholders;
3. Facilitating conducive conditions for technological transfer through preparing different business plans and supporting the growth of micro and small enterprises.
14. Powers and Functions of the Council

1. Provide counseling, assistance and guidance to the Agency towards practical implementation of the objective;

2. Based on policies, strategies, proclamations, regulations and directives of the Federal Government on technical and vocational education and training and in accordance with the actual reality of Addis Ababa, provide counseling concerning detailed implementation mechanisms aimed at accelerating the development of technical and vocational education and training; and upon approval assist in the implementation of the same;

3. Examine the plans and reports in the area of technical and vocational education and training and give counseling concerning the same;

4. Design mechanism, offer counseling and assistance on the means to make trainings be conducted in conformity with the national development objectives and the man power training needs of the City or based on the market demand;

5. Assist the coordination, formation and expansion of micro and small scale enterprises development associations, Addis Loan and Saving Enterprise, house development project and other relevant bodies in the area of technical and vocational education and training with the view to ensure the employment of regular or non regular fresh graduates;

6. Assign sub committees or task forces comprised of the Agency and relevant bodies; enable, at the sub-city level, the formation of technical and vocational council, as would deem necessary that will provide assistance to the training;

7. Create conducive atmosphere by providing counseling on technical and vocational education and training issues; follow up their implementation;

8. Provide counseling and assistance with the view to enhance success of objectives of the Agency.
15. Organization of the Council

The forum of the Council shall have the following members:

1. Nominated by the Mayor of the City Government

2. Head of Education Bureau of the Addis Ababa City Government

3. Director of the Agency...Member and secretary

4. Head of the Finance and Economic Development Bureau of the Addis Ababa City Government

5. Head of the Youth and Sport Bureau of the Addis Ababa City Government

6. Head of Health Bureau of the Addis Ababa City Government

7. Construction and Urban Development Bureau of the Addis Ababa City Government

8. Head of Capacity Building Bureau of the Addis Ababa City Government

9. Head of Justice and Legal Affairs Bureau of the Addis Ababa City Government

10. Head of Trade and Industry Development Bureau of the Addis Ababa City Government

11. Head of Culture and Tourism Bureau of the Addis Ababa City Government

12. Head of Women Affairs Bureau of the Addis Ababa City Government

13. Head of Information Bureau of the Addis Ababa City Government

14. Head of the Agency for Micro and Small Enterprises of the Addis Ababa City Government

15. Commissioner of the Addis Ababa City Government Civil Service Commission

16. President of the Youth Association of the Addis Ababa City Government

17. President of the Addis Ababa Chamber of Commerce

18. Chairperson of Addis Ababa Industries Association

19. Commercial Bank of Ethiopia

20. Ethiopian Insurance Company


22. Head of Addis Ababa Water and Sewerage Authority

23. Head of Addis Ababa Housing Agency Project office
24. President of Private Higher Education Institutions Associations...........................member
25. Dean of Entotic Technical and Vocational Education and Training College........member
26. Dean of General Winged Technical and Vocational Education and Training College........member
27. Dean of Addis Ababa Tegbareid Technical and Vocational Education and Training College
28. Dean of Nefas Silk Technical and Vocational Education and Training College member
29. Dean of Misrak Technical and Vocational Education and Training College member
30. Dean of Ethio-China Polytechnic College..........................member
31. Dean of Akaki Technical and Vocational Education and Training College member
32. Ethiopia Telecommunication Corporation member
33. Addis Loan and Saving Cooperative member
34. And if necessary other members to be nominated by the Cabinet.

16. Power and Function of Chairperson of the Council
a) Preside over the meetings of the Council;
b) Ensure that the decisions of the Council are implemented;
c) Represent the City Government in any meetings or forums dealing with the technical and vocational education and training of the City.

17. Power and Function of the Deputy Chairperson of the Council
a) Preside over the meetings of the Council in the absence of the Chairperson;
b) Perform other duties given to him by the Chairperson and the Council.

18. Powers and Functions of the Secretary of the Council
a) Prepare the agenda of the meetings of the Council,
b) Record the minutes of the Council, Prepare reports,
19. Secretariat of the Council

The Agency shall be the Secretariat of the Council.

20. Term of Office and Meeting Procedures of the Council

1. The meetings of the Council can be summoned by the Chairperson or Deputy Chairperson,
2. The Council shall meet every three months,
3. Extraordinary meetings could be summoned for urgent matters,
4. The presence of more than half of the members including the chairperson shall constitute quorum; more than half of Council members are present.
5. The Council shall pass decisions through majority vote, however if the vote is equal the Chairperson shall have a casting vote;
6. Notwithstanding the above sub articles the Council may issue directive regarding its own meeting procedures;
7. Term of office of the Council shall be two years.


1. The Executive Committee of the Council shall be accountable to the Council and shall have 7 members;
2. The Chairman, Deputy Chairman, and Secretary of the Council shall be members of the Executive Committee of the Council and their responsibility in the Executive Council shall be according to their hierarchy;
3. Other members of the Executive Council shall be elected by the forum of the Council;
4. The term of office of the Executive Committee of the Council shall be two years.

22. Powers and Functions of the Executive Committee of the Council

The Executive Committee shall have the following powers and functions:
1. Priorly examine and approve meeting agendas of the forum of the Council;
2. Follow up the implementation of the decisions of the forum of the Council;
3. In consultation with the Council’s Secretary, Pass decisions on urgent issues at times where there are no meetings of the Council, and ensure the implementation of the same by the Agency;

4. Facilitate the identification of level of profession by employing different evaluation techniques; conduct studies and research relating education and training; provide solutions, give direction for their implementation;

5. Enable the preparation of the strategy of the technical and vocational education and training of the City Government through the participation of stakeholders and ensures its implementation based on the national program;

6. Ensure mutual support between other stakeholders and training bodies in technical and vocational education and training programs;

7. Examine activities of training recognition renewal expansion and replacements with regard to promoting investment on technical and vocational education and training; provide suggestions on the promotion of investment in the area;

8. Monitor the proper execution of the provision of documents of completion of technical and vocational education and training, and evaluation of professional capacity or skill; shall monitor, in general, the proper implementation of training programs;

9. Coordinate stakeholders and facilitate their assistance with the view to ensuring improvement of the implementation of the educational system and quality training;

10. Give directions on the input of the training that is upgrading of capacity of teachers, fulfilling training equipments, and ensuring the standard of training institutions; and assist in the implementation thereof;

11. In collaboration with employers and other stakeholders, Make efforts and provide assistance to ensure that internship, that plays an important role in technical and vocational education and training in terms of the content of training, has legal framework and be regulated and fully implemented;
12. Give counseling and assistance aimed at the implementation of cost sharing procedures based on the strategy prepared by the Federal Government and in conformity with the practical situation of the City with the view to promoting cost saving methods and improve income in technical and vocational training institutions particularly in governmental institutions, and provide direction on implementation of the same;

13. Examine projects prepared for the study of technical and vocational education and training and provide direction; assist in implementation upon approval;

14. Monitor the implementation of post-training of the training fields in technical and vocational education and training so as to ensure their success in achieving the goals in curriculum content and implementation as well as market; on the basis of the findings of the evaluation; provide direction;

15. Submit a quarterly report on the activities of the Council to office of the Mayor through the Chairperson;

16. Submit report to the Council on the activities of the Council through the Chairperson.

Part Five
Miscellaneous Provisions

23. Source of budget
The budget of the Agency could be obtained from the following sources:-

1. From Budget allocated by the Addis Ababa City Government and;

2. Subsidy from different governmental and non-governmental organizations;

24. Keeping of books of accounts

1. The Agency shall keep authenticated and complete accounting records;

2. The accounting records of the Agency shall be audited annually by the General Auditor of the City Government or, as appropriate, by other auditors assigned by him if it’s found necessary.
25. Transfer of rights and obligations

1. The rights and obligations of the Education Bureau of the City Government concerning technical and vocational education and training institutions and colleges are transferred by this Proclamation to the Agency;

2. The Education Bureau of the City Government shall, in accordance with Sub-Article 1 of this Article, handover to the Agency all documents and records and other information related to the rights and obligations transferred to the Agency,

26. Power to Issue Regulation

The city Cabinet may issue regulation for the implementation of this Proclamation.

27. Inapplicable Laws

Any proclamation, regulation, directive or customary practice of the City Government contradicting this Proclamation shall not be applicable on issues covered by this Proclamation.

28. Effective Date

This Proclamation shall come in to force as of the 12th day of September, 2009.

Done at Addis Ababa

This 12th day of September 2009

Kuma Demeksa

Mayor of Addis Ababa City