A PROCLAMATION TO RE-ESTABLISH THE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGES OF ADDIS ABABA CITY GOVERNMENT

WHEREAS, it is found necessary to establish Seven Technical and Vocational Education and Training Colleges which are higher education Institutions of the City Government by adding, two new Colleges in addition to the already functioning Colleges that were constituted based on the provisions of the Technical and Vocational Education and Training Proclamation No.391/2009 enabling the Government to this effect:

WHEREAS, it is found necessary to create conducive conditions by revising their organizational structures and operations in conformity with the Higher Education Proclamation No.351/2003, so that they conduct education and training in a strengthened and standardized manner as per the provisions of the Technical and Vocational Education and Training Proclamation No.391/2004;

NOW THEREFORE, the Addis Ababa City Council, pursuant to Article 14(1) (a) of the Addis Ababa City Government Revised Charter Proclamation No.361/2003 (as Amended), Article 8(2) of the Higher Education Proclamation No.351/2003 and Articles 26(2) as well as Article 2(15) of the Technical and Vocational Education and Training Proclamation No.391/2004, has hereby promulgated this Proclamation as follows:
1. Short Title

This Proclamation may be sited as « A Proclamation to Re-Establish the Technical and Vocational Education and Training Colleges of Addis Ababa City Government proclamation No. 12/2009 »

2. Definition

In this Proclamation, unless the context requires otherwise:-

1. “Government” means Addis Ababa City Government;

2. “Council” means the Council of Addis Ababa City Government

3. “Mayor” means the Addis Ababa City Mayor.


6. “Academic and Training Staff” means an employee of the College engaged in the work of teaching and training or research activity;

7. “Administrative Staff” means an employee of the College which is not an academic and training staff.

8. “Academic Commission” means an organ which consists of the dean and the deputy deans, heads of departments and offices, representative of lecturers, representative of students council and women, established in each college, accountable to the dean, carry out various technical advisory and facilitating activities.

9. “College” means any legal governmental or non-governmental institution that provides training from level 1-5 and offers other short term trainings based on the market demand.

10. “Minister or Ministry” means the Minister of the Education or Ministry of Education respectively.
PART TWO

Establishment, Organization and objective Colleges

3. Establishment

a) Entoto Technical and Vocational Education and Training College (here in after referred to as the "College") is hereby re-established by these Proclamation as higher education institution of the City Government having its own legal personality.

b) General winget Technical and vocational Education and Training college (here in after referred to as the "College") is hereby Re-established by this Proclamation as higher education institution of the City Government having its own legal personality.

c) Addis Ababa Tegbareid Technical and Vocational Education and Training Collage (here in after referred to as the "Collage") is hereby Re-established by these Proclamation as higher education institution of the city Government having its own legal personality.

d) Nefas Silk Technical and Vocational Education and Training College (here in after referred to as the "college") is hereby Re-established by these Proclamation as higher education institution of the City Government having its own legal personality.

e) Misrak Technical and vocational Education and Training College (here in after referred to as the "College") is hereby Re-established by these Proclamation as higher education institution of the City Government having its own legal personality.

f) Akaki Technical and Vocational Education and Training College (here in after referred to as the "College") is hereby established by these Proclamation as a higher education institution of the City Government having its own legal personality.
Ethio- China Polytechnic College (here in after referred to as the ‘collage’ is hereby established by these proclamation as a higher education institution of the City Government having its own legal Personality.

2. Each college shall directly be accountable to the Agency.

4. Organization

1. Each College shall have:
   (a) Its own administrative board (hereinafter referred to as the "Board");
   (b) Dean;
   (c) Two Deputy Deans;
   (d) An Academic Commission;
   (e) Office and other necessary departments for the activities;

2. Each college shall in its academic section have:
   (a) Training Departments;
   (b) Department Assembles; and
   (c) Research Sections.

3. Each College shall have other necessary internal organs and staff.

5. Objectives

Each College shall have the following objectives:

1. providing Technical and Vocational Education and Training, conducting research,
2. rendering proper consultancy and support services to Micro and Small Enterprises and other stakeholders in encouraging and strengthening investment, job creation and job effectiveness.
3. providing support being a center for technology transfer and creativity.

PART THREE
Power and Functions of the Colleges

6. Powers and Duties of the College

Each College shall have the following powers and functions;
1. It shall formulate and implement Technical and Vocational Education and Training, research and consultation service in line with needs of the Government, the National Education and Training Policy and the National Technical and Vocational Education and Training Strategy.

2. It shall admit students who are residents of Addis Ababa according to the higher education entrance criteria set by the Ministry. Likewise it may admit applicants from other parts of the country in line with the direction given to it by the Agency;

3. It shall reward certificates equivalent to the education and training it offers as well as medals, prizes and titles for higher achievements and meritorious contributions.

4. It shall establish academic, study and research departments.

5. It shall establish relations with counter part domestic and foreign institutions having similar objectives.

6. It shall conduct various educational seminars, workshops, symposiums and exhibitions.

7. It shall formulate various mechanisms to develop its own internal incomes and may make use of such incomes upon approval by the Board.

8. It shall collect appropriate charges in return for the professional services it renders.

9. It may own and manage property, conclude contracts, and sue or may be sued in its own name.

10. It shall extend conditions in which the College can provide education and training through cooperation arrangements to be made with Governmental and non-governmental organizations.

11. It shall employ, manage and dismiss the employees of academic and administrative staff according to the relevant law up on approval of appropriate budget.

12. It shall make the College to be the centre of transfer and invention of technology.

13. It shall conduct market oriented training, are conducted.

14. It shall render continuous trainings to trainers; It shall conduct training to build the capacity of executive and build the capacity of executive bodies and other Professionals of the Collage.
15. It shall work in coordination with stake holder organizations to integrate technical and vocational trainings with Micro and small Enterprise; likewise, it shall render various tailor made short term trainings for those who organized and/or would be organized in Micro and small Enterprise.


17. It shall carry out other related activities that enhance and promote its objectives

**PART FOUR**

**Power, Function and Organization of various Bodies**

7. **Powers and Functions of the Agency**

The Agency shall have the following power and functions to:-

1. It shall supervise and manage each College.

2. It shall examine and determine the plans and budget of each College submitted by the board and it shall control their implementation.

3. It shall propose the appointment of the dean and deputy deans of each Collage by the City Mayor by evaluating their academic qualifications, work experiences and over all competence on its own and considering the recommendations of the respective Board.

4. It shall perform other power and functions stated on the proclamation of Agency.

8. **Establishment of the Board**

1. Each college shall have a board having 7-9 members recruited from various organs.

2. The board shall consist of the following members:-

   (a) a person who shall be designated by the Mayor ...................... chair person.
3. The term office of Board member shall be 3 years. However, any board member may be designated for only one more additional term of office.

9. **Powers and function of the Board**

The Board shall be accountable to the Agency, it shall have the following powers and functions:

1. It shall be the chief administrator of the college

2. Without prejudice to the applicability of other relevant laws; It shall take disciplinary action against official of the college who fails to discharge his academic duties or disciplinary offence; It shall submit for dismissal to the Mayor through the Agency, and present to the mayor through the Agency, for dismissal.

3. With out prejudice to the provisions of this Proclamation, it shall approve the organizational structure, policies and internal Administrative regulations and programs of the college and follow up their implementation.
4. It shall examine and make appropriate the plan, budget and performance reports which is submitted to it by the Dean of the college and submit the same to the Agency; it shall also follow up the implementation thereof up on approval.

5. It shall designate an auditor to the College in accordance with relevant law and determine service payment for the same.

6. It shall forward to the Agency recommendations regarding the employment, promotion, discipline, salary, allowances, wages and other benefits of the academic, research and training staff of the College having made sure that a study is undertaken on the basis of the basic principles of Civil Service law, and follow up the implementation thereof up on approval.

7. It shall cause the submission and investigation of financial record statements of the college, whenever it is necessary.

8. It shall approve the strategic development plan of the college.

9. It shall ensure the achievement of the objectives of the college; it shall ensure that the college has carried out its activities on the basis of principles of participation, transparency and accountability.

10. It shall examine and give final administrative decision on the complaints to be logged against the decision of the College or its departments, provided that the particulars thereof shall be determined by internal regulations of the college.

11. It shall approve, as may be necessary, agreements that the college concludes with local and foreign high education institutions relating to education and training.
12. It shall determine the identification mark or emblem of the College.

13. It shall issue its own meeting procedures and internal regulations.

14. It shall approve a title of lecturer and higher than lecturer.

15. It shall forward to the Agency recommendations regarding payments to be charged by the college in relation to education and training ascertaining that studies are undertaken there upon.

16. It shall ensure that education, training and research programs of the college are formulated and implemented in view of the interests of the people of the country and Addis Ababa as well as their implementation as per the objectives of the College.

10. Liabilities and Allowances of Board members

1. Each member who has voted for it shall be jointly and severally liable to what such a decision entails where the decision of the Board violates a law.

2. Each member of the board shall be paid allowance by the College; and the amount of such allowance shall be determined by the Cabinet.

11. Meeting procedures of the Board

The Board Shall:-

1. meet once in a month. However, the chair person calls for a meeting at any time when emergency so requires.

2. have a quorum when more than half of its members are present.

3. pass decisions by a majority vote when votes are in tie, the decision of the Board shall be the decision of the group which the chair person supports. Any dissenting opinion shall be recorded.

4. without prejudice to the provisions set out under this Article, the board may issue its own meeting procedures.
12. Appointment and Accountability of the Dean and Deputy-Deans of each College

1. The Dean and the deputy-Deans of each college shall be appointed based on merit by the City Mayor up on the recommendation of the Agency and shall be accountable to the Agency.

2. The Dean and the Deputy Deans of each college shall be appointed for an other three years. The appointment may be extended for three years depending up on their respective performance. However, the appointment can be terminated at any time based on performance results or ethical problem.

3. Where the Agency finds it necessary to dismiss the Dean or deputy-Deans of a College from office on account of incompetence or breach of professional ethics. It shall, with its recommendation, refer the matter to the Mayor after having suspended such a Dean or deputy-Dean from office.

13. Powers and Responsibilities of a Dean

The Dean of a college shall be the chief executive of the College and he shall:

1. direct, administer and control the activities of the College pursuant to this Proclamation and the general directions to be given to him by the Board.

2. ensure that the decisions and guidelines of the Agency and the Board are properly implemented;

3. employ, administer and dismiss or ensure the employment of academic and training staff in accordance with the guidelines issued by the Board.

4. employ, administer and dismiss administrative staff in accordance with the civil service law;

5. utilize the incomes of the college to achieve the objectives thereof.

6. examine and decide on disciplinary cases of employees and students of the college in accordance with guidelines issued by the Boards and other laws as the case may be.
7. prepare and submit to the Board the strategic and development plan of the college taking into consideration the recommendations of the Academic Commission.

8. ensure the preparation of yearly action plans and budget proposals of the College at every level pursuant to this Proclamation and shall submit them to the Agency upon the direction of the Board. He shall also ensure the implementation of same upon approval.

9. without prejudice to Article 9 Sub Article (11) of this Proclamation he shall Sign on contracts made in the name of the college.

10. open and operate bank accounts in the name of the College in accordance with the Finance administration laws of the Government; Delegate whenever necessary.

11. represent the College in its all dealings with third parties.

12. delegate part of his duties to deputy-deans and other heads of different sections to the extent necessary for the expediency and effective performance of the college.

13. sign, on behalf of the College, agreements that enable to provide trainings in cooperation with various Governmental and non Governmental organizations.

14. submit to the Agency quarterly and yearly evaluation reports concerning the progress of the performance and budget utilization of the College after having secured the approval of the Board;

15. devise strategies by which the teaching-learning process as well as study and research activities of the College may be developed and strengthened secure the decision of the Board; there upon and implement upon approval by the Agency.
16. carry out other related tasks assigned to him by the Board and the Agency.

14. Powers and Responsibilities of the Deputy -Dean of Academic, Training and Research of Each College

The Deputy-dean of Academic, Training and Research, being accountable to the Dean, he shall:-

1. advise and assist the Dean in respect of the academic and training activities of the College;

2. ensure the implementation of the decisions of the Agency, the Academic and Training Commission as well as academic and training rules and regulations.

3. coordinate the preparation of the plan of academic, training and research activities and shall ensure its implementation when approved.

4. ensure that the training modules that the College offers are conducted in conformity with the academic and training calendar and programs approved by the Academic and Training Commission and report the execution thereof.

5. ensure that facilities and services necessary to enhance the education and training process are available; and he shall submit performance reports there about.

6. co-ordinate consultancy activities of the College, ensure their proper implementation and submit report periodically about the performance thereof.

7. act on behalf of the Dean in his absence;

8. perform other activities assigned to him by the Agency, the Academic Dean, and the Commission.

15. Powers and Responsibilities of the Deputy -Dean of Each Administration and Development College.

The Deputy-Dean of Administration and Development College. Being accountable to the Dean of the College shall:-
1. direct and co-ordinate the administrative and financial activities of the College;
2. direct and co-ordinate the development activities plan of the College.
3. organize and direct the services provided to the students by the college, devise ways to improve them.
4. cause the provision of facilities and services necessary to develop the education and training process.
5. prepare plans aimed at enhancing the overall administrative and development activities of the College, and ensure their implementation upon approval.
6. perform other activities particularly assigned to him by the Agency, the Dean or the Academic Commission.


1. The Academic Commission shall have the following Members:
   (a) The Dean ................. Chairperson;
   (b) The Academic, Training and Research Deputy-Dean ................. Member;
   (c) The Administration and Development Deputy-Dean ................. Member;
   (d) The Head of the Research and Publication Office ................. Member;
   (e) The Head of the Continuing Education Training Department .... Member;
   (f) The Heads of Academic and Training Departments .......... Members;
17. **Powers and functions of the Commission**

The Commission, being accountable to the Dean, shall have the following powers and functions:

1. examine and approve the academic calendar of the College.

2. deliberate and enrich the plans of the College.

3. prepare guidelines that would enable to take measures to improve and enrich the various education and training, study, research and consultancy programs; and follow up their implementation upon approval.

4. follow up the implementation of other academic guidelines issued by the Agency.

5. design different methods for improving and developing the education and training process; and it shall strive for their implementation.
6. determine and control the implementation of the promotion criteria of trainees based on the higher Education and Technical and Vocational Training guidelines of the Federal Government.

7. determine the conditions for grade points for the graduation of trainees and awarding certificate in line with the guidelines.

8. examine and approve the graduation of trainees;

9. study and refer to the Agency service charges payable for training and other matters.

10. facilitate the condition for the strengthening of the relationships the College establishes with other institutions.

11. submit proposals to the board about Lectureship and other academic titles higher than this title would be awarded according to the Teachers Career Structure. It shall, however, award other academic promotions on its own.

12. examine and approve study proposal recommended by government bodies to improve the teaching learning and the training processes. It shall also evaluate, publish and distribute the findings thereof to the concerned bodies.

13. prepare and refer to the Agency criteria for the admission, assignment, determination of academic grade points, disciplinary matters and graduation of trainees; and implement the same upon approval.

14. issue its own meeting procedure.

15. carry out other activities assigned to it by the dean.

18. Organization of Academic and Training Department Councils of Each College

1. Each Academic and Training Department shall have a Department council

2. Each Department council shall comprise, as members, all permanent Academic Staff of the Academic and Training Department and shall be presided by the Head of the Department.
3. Each Department Council shall be accountable either to the Dean or to the Academic, Training and Research Deputy-Dean, as the case may be.

19. **Powers and functions of Department Council**

Each Department council shall:-

1. prepare and submit time-table for the education and training offered by the respective Academic and Training Department.

2. submit proposal to improve the education and training method.

3. submit proposal of the Academic, Training and Research Deputy-Dean regarding the assignment of trainees to the respective Academic and Training Department.

4. supervise examinations being offered by the respective Academic and Training Department and shall follow-up the transfer of results to the Registrar office of the College.

5. devise and propose strategies on which the problems of the respective Academic and Training Department are alienated.

6. give its opinions on other academic matters concerning the respective Academic and Training Department.

7. issue directive on its own meeting procedure;

8. prepare and submit the detailed plan of the respective Academic and Training Department to the Deputy-Dean of Academic, Training and Research;

9. conduct the evaluation of the respective Academic and Training staff at the end of every semester.

10. carry out other activities assigned to it either by the Dean or by the Academic Training and Research Deputy-Dean.
20. **Other Lower Management Organs of each college.**

The assignment and functions of heads of the various academic, training and research activities of each College shall be determined by guidelines issued by the Agency

**Part Five**  
**Fiscal Powers Particular to Colleges**

21. **Financial Autonomy of College**

Every College shall have Internal Financial Autonomy.

22. **Source of Fund of College**

The source of fund of each College shall be Derived from:

1. Annual budget and subsidy to be allocated by the Government;
2. Tuition fee to be collected from the trainees;
3. The college’s internal incomes; and
4. Donations and assistance the College may receive.

23. **Right to generate and utilize income**

1. Each college shall have the right to undertake study-based, income generating activities and utilize any income therefore.
2. Without prejudice to any law prescribing otherwise, each College shall have the right to utilize the incomes it generates and utilize any residue of such income beyond a fiscal year.
3. The funds, property and employees of each College, to which the financial autonomy provided under this part five applies, shall be administered in a manner ensuring transparency and accountability.
24. Financial Records

1. Without prejudice to the provisions of any other law, each college shall keep accurate and complete financial accounts, and supporting documents.

2. Without prejudice to the provision of sub Article (1) of this Article, each college shall register and keep:
   a) any incomes of the college and their sources;
   b) expenditures of the college
   c) balance sheet and cash flow statements

3. Regarding the implementation of the obligation provided for under sub Article (2) of this Article, the Fiscal Year of the college shall conform to the Fiscal Year of the Government.

25. Audit Report

1. Each college shall investigate that its books of accounts and financial documents are audited annually by the Office of the City Chief Auditor.

2. The audit report shall be presented to the Agency.

PART SIX

MISCELANEOUS PROVISIONS

26. Transfer of Rights and Obligations

1. Without prejudice to contract or other laws, the Colleges that are Re-established According to Article 3 (1) (a) - (e) of this Proclamation shall continue exercising the Rights and obligations that they have acquired, respectively.
2. Rights and obligations of Akaki Medium Technical and Vocational Education and Training Institute are hereby transferred to the Akaki Technical and Vocational Education and Training College newly established by this Proclamation.

27. Repealed and Inapplicable Laws

1. The Addis Ababa City Government Technical And Vocational Education and Training Colleges establishment Regulations No 22/2006 is hereby repealed.

2. Any Proclamation, Regulation, directive or practice which are inconsistent with this Proclamation shall not apply to matters provided for in this Proclamation.

28. Power to issue Regulation and Directive

1. The Cabinet may issue regulation to implement this Proclamation.

2. The Agency may issue Directive to implement the regulation which will be issued by the Cabinet.

29. Effective Date

This Proclamation shall enter into force as of the 11th day of February 2009.

Done at Addis Ababa,
This February 11th Day of 2009
Addis Ababa City Council