



**CERTIFICATE IN
DIRECTORSHIP
COURSE(CiDir)
PROPOSAL.**

@2025

**The Institute of Directors in Tanzania
(IoDT)**

ABOUT THE IoDT



The Institute of Directors in Tanzania (IoDT) was incorporated in 2010 as a voluntary and unique nationwide membership organization for directors in their individual professional capacity. The Institute is the champion of corporate governance in Tanzania and the leading authority in corporate training with a growing- client portfolio, standing as the leading directors’ and senior executives’ focus group in Tanzania.



With the **mission** “to promote best practices in corporate governance through professional development of directors and corporate leaders and those from the general public who may aspire to these positions” and **vision** “To become world class leader in Corporate Governance in Tanzania” IoDT is dedicate to promote best business practices and effective corporate governance, IoDT undertakes to propagate, promote, and enhance corporate governance as a practice and an ideal in Tanzania. It offers a continuing *professional development and certification program*, networking, events, workshops, *advocacy*, and thought *leadership programs* for managers, board directors, board secretaries, and leaders in the public and private sectors.

CERTIFICATE IN DIRECTORSHIP (CiDir)



CiDir is the one of the kind and possibly the most effective and practical program one can find, designed to

- (i) *provide participants with up-to-date materials, best practices and practical insights into Corporate Governance and Board Leadership;*
- (ii) *develop directorship skills and values for application within their organizations; and*
- (iii) *equip them with skills and tools to use to resolve increasingly challenging corporate board situations.*



With more than 13 years of practice, The IoDT has successfully trained and certified more than 2500 directors across the country and conducted board induction, leadership and management training with the major public and private institution in the country.

Overview

“If we expect people to trust us to rule out justice for them worth not only to their personal fortunes but also, their ultimate hopes in this world, we must get our act together and deliver value.”

CiDir is a specialized corporate governance course that provides individuals with knowledge, skills and insights into the responsibilities and functions of corporate directors. The program is designed to prepare individuals for board-level roles in various organizations, including public companies, private firms, non-profits and governmental entities.


This Programme is targeted at: Directors/Prospective directors (commissioners/members of advisory boards); Corporate Secretaries; Accounting officers; Senior Executives; Senior Management; Audit Partners/Managers; Governance Consultants and corporate leaders across the board.


It is a 5-days in house course comprising **16+** modules which aim at transforming the Tanzanian director into corporate governance professional at the stage of his career where he is required to display knowledge and expertise in relation to:


“Governance outlook and ethics; Constituting a better board with effective board processes; Supervision of the organization’s financial performance and risk management; Examining directors’ responsibilities, fiduciary duties and compliance roles; Establishing board’s position to the performance, strategy development and its execution; Reviewing frameworks for board decision-making”


CiDir Programme Objectives:


The CiDir program aims to provide participants with a comprehensive understanding of corporate governance principles, effective board roles and responsibilities, strategic governance, financial literacy, and legal compliance, The broad Objectives of the CiDir Course are to:

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Develop directorship skills and values for application within your organization
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Provide participants with up-to-date content and tools and practical insights into on best practice Governance and Board leadership
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Equip directors to learn though working together to resolve increasingly challenging corporate board situations
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Promote communication of Governance and Board leadership concepts and processes
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Transfer leadership abilities to boards

By the end of the course, CiDir participants will be able to:

Explain how a corporate governance framework works effectively within an organization

Respond to corporate governance concerns and challenges

Describe the board's governance rules and responsibilities & Analyze directors' legal duties and liabilities

Assess their own organization's policies and procedures of a corporate governance system

Analyze company information (financial and non-financial)

Identify key stakeholders and recognize their importance

MODULES

Module 1: Introduction to Corporate Governance & Compliance Issues

Aims at creating and enhancing awareness of corporate governance principles and underlying international best practices; It gives an overview of the principles of corporate governance and introduction to governance codes specifically King's Report.

Module 2: The Roles & Responsibilities Essentials for The Directors

Provides essential understanding, characteristics and benefits of the Effective (balanced) Board versus those of a dysfunctional board; Identify, develop and articulate solutions to improve board's effectiveness; Board's composition, structure, purpose, tasks and roles; Directors' duties and responsibilities.

Module 3: Strategy Essentials & The Strategic Role of The Directors

Covers and examines the board's role in governing corporate strategy and good practices in strategy formulation, implementation and monitoring.

Module 4: Essentials of Financial Numeracy

Covers and examines the financial oversight role of the board; Understanding, analysis, interpretation of company's financial position (statements) and its basis on Board's decision-making and strategic condition; Analysis of the financial statements and their relation to liquidity, profitability, and performance.

Module 5: Introduction To Legal & Regulatory Environment and The Duties of Directors

Aims at imparting an essential understanding of duties, powers, responsibilities and liabilities of a director, their consequent liabilities and remedies thereof. It gives insights to the relevant legislation including the 2002 Companies' Law and related legislation plus implications

Module 6: Risk Essentials and Issues for Directors

An introduction to the concept and of risk and its nature; The Board's role in risk management and process; an introduction and discussion on the changing landscape of the Tanzanian public and private enterprise as a feature of Tanzanian

Module 7: In The Boardroom – Board Dynamics & Soft Skills

Examines and introduces the best practices associated with directors' interaction within and outside the board; board procedures, Creative thinking; soft skills and business ethics.

Module 8: Introduction to Governance of State-Owned Enterprises (SoEs)

This module covers a critical aspect of managing entities owned, controlled, or significantly influenced by the government. SoE governance aims at ensuring that SOEs operate efficiently, transparently, and in the public interest. This module is lecture based with Boardroom practices plus numerous and extensive case studies covering the essential knowledge and skills for an enterprise director in the global market

Module 9: Introduction to ICT Governance and Oversight

Focuses on equipping participants with the fundamental knowledge required for effective ICT governance: Board's Oversight and aligning IT strategies with organizational goals. Participants will understand the significance of ICT governance and be adept at selecting and applying key strategies for effective IT governance.

Module 10: Introduction to Cybercrime for Directors

Provides a concise yet comprehensive overview of cyber security essentials, tailored specifically for directors. Covering the legal fundamentals of cybercrime. By the module's end, directors will be equipped to understand, address, and navigate the legal landscape of cyber threats, contributing to

Module 11: Introduction to Procurement Governance for Directors

Offers directors with a practical overview of procurement governance essentials. Covering key topics such as distinctions between private and public procurement, and the institutional setup in procurement, governance risks, and explores audit findings from the CAG in a context of procurement governance.

Module 12: Human Resource Essentials for Directors

This module covers HR governance and HR management integration, clarification of directors' HR responsibilities, legal compliance and risk management considerations, exploration of HR metrics, and practical tips. Participants will understand the crucial connection between governance and HR management, recognize and fulfill their HR responsibilities, and comprehend legal compliance nuances

Module 13: Employment and Labor Relations Essentials for Directors

Topics include fundamental concepts, commencement processes, applicable law determination, probationary employment, effective management, and compliant conclusion of employment relationships. By the module's end, participants will possess essential knowledge for legally sound and strategic human resource practices in the context of their directorial roles.

Module 14: Introduction to Stress, Conflict & Change Management

Participants will delve into facts about stress, change, and conflict management, understanding sources and effects of stress, and learning to identify signs of stress. The module also equips directors with conflict management strategies, emphasizing the importance of these skills in fostering a healthy organizational culture.

Module 15: Protocol & Etiquette Essentials for Directors

Provides a broad overview of basic principles of protocols and etiquette tailored for directors, including diplomatic protocols and their relevance. Directors will gain understanding basic protocol and etiquette principles, comprehend the significance of protocols, and acquire the skills to navigate the corporate and professional world with finesse

Module 16: Board Simulation – Real-life Practice in the Boardroom

It is the convergence of all the concepts, tools and practices learned from the previous modules. The participants reproduce real-time board-proceedings experience combining and mimicking decision-making process, and also covering board discussions on the presented 'Committee' report.

Certification & Membership

- At the end of this Programme, those who meet all the requirements of this course including attendance and the satisfactory completion of group and take-home assignments will be awarded the **Certificate in Directorship** by the IoDT.
- This Certification program qualifies the participants to become a member of the IoDT upon completion.
- Thereafter, a certified director will become a **Member** of the IoDT (MioDT).



THE MEMBER OF THE IoDT (MioDT)

All members of IoDT are required to pay the Annual Subscription Fee (ASF), amounting TZS 150,000 on a yearly basis.

This fee is a voluntary payment that gives members access to the benefits

- Active members receive a 5% discount on IoDT trainings,
- board recommendation opportunities,
- a letter of recommendation to directorship applications
- quarterly Tanzanian Directors Magazine,
- networking events,
- Free consultation
- Exclusive discounts of 7% - 12% on books at Elite Bookstore.



Methodology:

The Course will utilize interactive methodology. The facilitators will present and introduce material plus instruments on the respective subject matter so as to ignite discussions and exchanges during plenary and breakaway groups.

Literature:

A folder containing notes, practical hints and tips will be supplied to the participants for on-course perusal and post-course review/reference.

Your investment

The CiDir Course Fee is TZS 2,780,000 /= (Two Million, Seven Hundred Eighty Thousand Only) per participant. This fee covers tuition and materials – hard copies, and conference for 5 days (lunch, 2 tea breaks and refreshments).

Participants will be responsible for their own transport and accommodation.

Upon finishing this course, the participants will be eligible for the **certificate in Directorship** from The IoDT.

ANNEX I: BRIEF BIOS OF THE COURSE FACILITATORS

Mr Said Baraka Kambi – The Team Leader

Mr Said Baraka Kambi is the founding CEO of the Institute of Directors in Tanzania (IoDT). He is an experienced business consultant, ex-banker and a certified trainer with the Global Corporate Governance Forum (GCGF) of the International Finance Corporation (IFC). Apart from chairing the Africa Corporate Governance Network (ACGN) – a Johannesburg-based network of 19 national director training institutes from Africa – he also serves on a number of boards of public and private sector entities.

Col (rtd.) Joseph L. Simbakalia

Col. Joseph L. Simbakalia, former Director General of Tanzania Export Processing Zones Authority (EPZA), is a Certified Director by the Commonwealth Association for Good Corporate Governance. With years of experience in civil service, he has facilitated Directors' Courses at various institutions and serves on various boards of public and private sector entities. A Registered Professional Engineer (ERB – Tanzania) and a Chartered Engineer (UK)

Neemayani Sanare Kaduma

Neemayani Sanare Kaduma is an Associate Director with PricewaterhouseCoopers Tanzania. She has over 17 years of experience in providing IT risk assurance services entailing IT audits, IT projects assurance, cyber security management, business controls advisory and data analytics. Neemayani has led numerous such assignments in both the private and public sectors and has spent 2 years serving clients in South Africa and Swaziland.

Neemayani is a Certified Information Systems Auditor (CISA) and holds a Computer Science degree and an MBA from the University of Warwick, UK. She is also a certified lead implementer of ISO 27001 – Information Security standard.

Mr Oswald M. Urassa

Mr. Urassa is a seasoned financial professional with a Master of Business Administration from the University of Birmingham. He has worked as a senior lecturer at IFM, Finance & Operations Manager at DSM Stock Exchange, and Head of Treasury at the National Microfinance Bank. He has held positions as honorary secretary, vice chairman, and Chairman of Tanzania Association of Accountants, Rasilimali Ltd, and GEPF. He has extensive experience in corporate finance, tax, auditing, and governance, and has published extensively in finance and management journals.

Dr. Abdulrahman J. Nkoba

Dr. Abdulrahman Nkoba holds a PhD degree in Economics of the University of Dar es Salaam (Tanzania) and MBA (Finance) of Linz University (Austria). He has been working with institutions of higher learning [University of Dar es Salaam, Zanzibar University and Institute of Finance Management]. He is currently working with the Institute of Finance and Management at a senior lecturer position. His core areas of expertise are Finance, Banking and Economics with a good number of publications in these areas. He has been a renowned resource person with the National Board of Accountants and Auditors (NBAA) for decades to the present.

Dr. Jabiri Kuwe Bakari

Dr. Jabiri Kuwe Bakari is currently the Director General of the Tanzania Communication Regulatory Agency (TCRA). He has a PhD, in Computer and Systems Sciences from the Stockholm University, Sweden (2007), a MSc. (Eng.) Data Communication Degree from the Department of Electronic and Electrical Engineering, Sheffield University in UK (1999), and a BSc. Computer Science Degree from the University of Dar-es-Salaam Tanzania (1996).

His imprints of experience include that in technical, management and leadership posts in public sectors, also has over eighteen years of experience as an ICT management researcher, analyst, advisor and consultant.

He is the Certified Member of the IoDT - he also serves on a number of boards of public sector entities.

Dr. Eliamani Isaya Laltaika

Dr. Eliamani Isaya Laltaika is a Judge of the High Court of Tanzania. He holds a doctorate degree in Intellectual Property from the University of Bayreuth, Germany where he was a recipient of the prestigious scholarship of the Max Plank Society. He is also a former Indigenous Intellectual Property Law Fellow of World Intellectual Property Organisation WIPO. Dr. Laltaika has published widely in the intersection of law, business and Information Communication Technology ICT. For the past 15 years, Dr. Laltaika has developed keen interest and built expertise in Commercial as well as Technology, Media and Telecommunications (TMT) related laws.

ANNEX 2: TESTIMONIALS



DR. GRACE ELIHAKI IDINGA (MIoDT 1136)

IAA

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This is a top quality course I had ever attended. Keep it up. We needed this type of training to improve our leadership skills. Thank you!

The course has more than met my expectations. Wonderful!!!



BENEDICTO MACHIBYA MAKOYE (MIoDT 1850)

SICPA

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Completing the Certificate in Directorship has been an enlightening journey. The course equipped me with invaluable insights into effective governance, leadership, and ethical decision-making. I'm now better prepared to excel in the boardroom and contribute to the success of any organization. Grateful for this enriching experience!



MARIAM ABDALLAH MAUMBA (MIoDT 1905)

STANBIC BANK

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Indeed, it was an eye-opening week where I was able to gain the necessary skills and techniques for effective management and participation in board meetings. I had invaluable insights into the world of directorship as well as different perspectives on the role of directors on the board, it was surely a game changer! It was an incredible opportunity to enhance my view and knowledge of the world of corporate governance and leadership.