

MEETING OF THE ADULT EDUCATION ADMINISTRATION:MATTER AFFECTING ADMINISTRATION:

Our immediate and principal ^{task} is to organise our administration of the department of A/E. Reding through the documents available here and thereby coming up with initiatives and suggestions should be the responsibility of the administrative staff. Cde Richard S'bengile the Co-ordinator of adult education programme has to shuffle between Somafo, construction and many other points for purposes of co-ordinating with different structure and committee. He finds it difficult to cope up with all this demanding responsibility, therefore the question of distribution of work becomes necessary. There should be clear lines of division of work to ensure that no person is being over-worked and at the same to improve meaningful participation of all parties concerned.

WORK DESCRIPTION:

Comrade R. S'bengile as the Co-ordinator has the following work:-

To ensure smooth process of the administration part of the advanced level in the A/E.

To Co-ordinate with other committee and structures on matters concerning A/E programme. The ex-officio members being the Director of Mazimbu and the Regional Commissar Comrade Richard S'bengile has also the responsibility to look into the material needed for the efficient running of the A/E programme. The resources department is the main supplier of the material needed.

Naledi Mbalo as the administrative secretary has the following work:-

To ensure that all documents are properly kept and she shall have to make reports from time to time.

She has to make attend to the correspondence and looking into general development of the A/E programme. As such she has access to the important information therefore it goes without saying not to the outside world. This follows that she will...../ 2

This follows that she shall have to learn not to the outside world. This follows that she shall have to learn the working methods of the Co-ordinator in order that to be able to continue working even in his absence.

Finally, she will also see to it that working procedures are properly followed.

Sihongile Temo as our typist will automatically be responsible to see filing of documents. It is her responsibility to see that we get our material we need from the resources. Drafting letters to people and looking into problems of the staff is also her responsibility lastly it must be reflected in mind that comrade Sihongile should by all means learn comrades Naledi's work to prevent a situation where office work will be hindered by the event of her absence. It is also very important that the three officers work closely in order to acquaint each one of us to the work of the other. This will surely secure and facilitate work.

FOR FORMULATION OF WORK PROCEDURES:

Our work need being filled properly.

We should respond to the urgent correspondence.

We should respond to matters that need of material to be.

We should look into the needs of of material to be.

Used in our department. Holidays of meetings often enough. Is the only means to ensure progress. These meetings will not be determined by the presence of the Co-ordinator, instead they will be held even at his absence. The question of administrative procedure is important, we need to look into it. For example how to control our staff. The teacher should report this six hours before the classes begin. The structure students question also also need looking into for they constitute the important component of the Adult Education. For instance coming in time of the staff will facilitate our working procedures. Under working procedure, we also will reflect the line of Co-ordination.

UNDER CORRESPONDENCE WE HAVE :-

- 1, Matters to be attended to.
- 2, Matters pending.
- 3, In-coming correspondence.
- 4, Immediate matters.
- 5, Out-going mail.
- 6, Pending matters.

Matters to be attended to :- we should check all trays in the morning to look into the correspondence left the previous day. We make this a first activity daily.

A draft letter be made to the works committee to acknowledge the functions of the Adult Education department for purpose of going access to the adult education facilities. A correspondence register to register the correspondence receive.

Upgrading courses e.g. ILO.

We should report to the Director. On daily basis.

We will have to coordinate with international and external correspondence institutions so that we could be assisted in our material needs.

An official letter is the only efficient means for corresponding. The administrative meetings shall be convinced with teachers as well as the students and upgrading people.

SELF UPGRADING:

There are opportunities for self upgrading, the ANC shall ever assist interested person and as such people must show initiatives. This initiative lead to develop and reinforce the knowledge one has creativity and concern becomes important in the administrative puzzle. The administrative staff should be exemplary in that they should be interested in upgrading their knowledge in the field of education. We should have a prospectus in pedagogics if possible to be able to follow up this course course. We then shall have people trained to be instructors.

GENERAL MATTERS:

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ACCOMODATION:-

This matter will be put to the director by the Co-ordinator officer.