

Lum/080/0042/07

## ADMINISTRATIVE PROCEDURES FOR ANC EDUCATIONAL PROJECTS

### Introduction

to

The decision of the ANC to establish the LUTHULI CULTURAL AND WELFARE INSTITUTE whose task is to organise, direct and supervise all ANC Educational projects and programmes marks an important step forward in the process of ensuring that the Educational institutions of the liberation movement receive specialised, professional and effective administration. The need for this specialised and professional management is particularly important both for promoting and retaining the confidence of our international donors who have to be satisfied that the Educational programmes of our liberation movement are proper institutions of learning, professionally administered and maintain standards of high academic excellence acceptable throughout the international Educational community.

### Administrative Guide lines

- (1) All the educational projects of the movement shall be entirely managed, supervised and directed by the Luthuli Cultural and Welfare Institute.
- (2) The responsibility of the Institute, in the exercise of the power outlined under clause 1 above, shall be to ensure that the Educational projects are expertly and professionally organised as proper institutions of learning and training.
- (3) The institute shall have power to establish management structures within the Educational institution for which it is responsible and these will be directly responsible to the Director of the Institute.
- (4) The institute, in the exercise of this responsibility shall have power to recruit, appoint and terminate as necessary the services of teachers associated with all the Educational projects.



- (5) The Institute shall have power to determine the conditions of service of teachers and all other staff employed by the Institute to positions at the Educational institutions under the management of the Institute.
- (6) The Institute shall undertake surveys of the educational man power needs of the movement and shall keep records of numbers of students studying or who have completed their studies and the areas of their study. This will ensure realistic and appropriate educational planning for the manpower needs of a liberated South Africa.

(B) Determination and supervision of the content of Education

- (1) The Institute shall respect the advice and views of the ANC Education department in directing and determining the content and orientation of the training of students at the Educational Institution of the liberation movement, i e. the syllabi and curricula. The views of the Education Department on these matters shall be made known to the Institute at all times through the Director of the Institute who shall himself be an ex-officio member of the Education department.
- (2) The ANC Regional Education Committees shall be directly responsible to the Education department regarding their contribution to the Educational content of the Education projects.

(C) Financial Management and Accountability.

1. Responsibility for fundraising for all educational projects and programmes shall be Vested in the Institute and will be undertaken by the Director of the Institute or under his express over all direction.
2. The Institute shall ensure that proper records of all funds collected for Educational projects are kept and maintained.
3. The Institute shall appoint Auditors and ensure that the financial accounts of the Institute are annually audited.



- (4) The Institute shall establish appropriate structures for effective financial management, reporting and accountability within each educational projet.
- (5) The Institute shall ensure that proper reports, as approved by the Institute, are made available annually to both the ANC and the Donors supporting the educational projects.

#### Conclusion

The Administrative procedures outlined here, after due consideration by the ANC NEC and after approval shall be made known to the ANC Membership through the ANC missions and offices by the Secretary General by means of an official commumunication



FIRST MEETING OF THE MANAGEMENT COUNCIL OF THE LUTHULI CULTURAL AND WELFARE  
INSTITUTE.

---

AGENDA.

1. Election of Chairman.
2. Formal appointment of Director and consideration of job description.
3. Director's report.
4. Consideration and approval of projects.
  - (a) Solomon Mahlangu Freedom College.
  - (b) Zambia Agricultural College for South Africans.
  - (c) Luthuli Scholarship Fund for South African Refugees and Exiles.
  - (d) Luthuli Relief Fund.
5. Consideration of job descriptions of other proposed Posts.
6. Consideration of proposed Budget.
7. Appointment of Bankers and Signatories to accounts.
8. Appointment of Auditors.
9. Determination of Financial year for audit.
10. Consideration and approval of additional Council Members (Dr Rev Gabriel Setiloane, Rev Humphrey Taylor, Dr Peter Walshe)
11. Report on Sponsors and establishment of a register of Sponsors and Subscribers.
12. Appointment of Honorary President
13. Appointment of Honorary Treasurer (Council Member)
14. Any other Business
15. Date of Next Meeting.



## DIRECTOR

### Job Discription

The Director of the Institute shall be responsible for the over-all development, supervision and management of all the projects of the Institute. It will be his responsibility to ensure that proper management and accounting structures are established for all projects and that proper reports from individual projects are annually prepared for presentation to the Council of Management. He will ensure that these reports are in all cases invariably supported by audited accounts prepared and certified by independent local Auditors in the country where the projects are located.

Another important responsibility of the Director shall be to initiate new projects and to raise funds for these projects after due consideration and approval by the Council of Management. All the fund raising activities of the Institute shall either be undertaken by the Director or alternatively undertaken under his express authority and direction. It will be the Director's responsibility to ensure that proper records of all monies raised or collected in the name of the Institute are kept and also to ensure that an Income and expenditure account and Balance sheet are annually prepared for presentation to the Council of Management.

A further important responsibility of the Director shall be the supervision of the work of all the employees of the Institute, and, subject to retification of the Council of Management, appoint or terminate the services of staff as required by the overall interests of the Institute and within the relevant legal requirements appropriate in each country where the projects are located. In addition to all responsibilities outlined above the Director shall annually prepare a comprehensive report of all the activities undertaken by him on behalf of and in the name of the Institute together with Audited financial accounts.



## FINANCE OFFICER

### Job description

The Finance Officer shall be responsible for the over-all Financial Management of the work of the Institute. It will be his responsibility to monitor all the financial transactions of the Institute and to ensure that expenditure incurred by the Institute is in accordance with the mandates and procedures laid down by the Council of Management. The Finance Officer, in the exercise of his duties, shall be directly responsible to the Director.

It will be the responsibility of the Finance Officer to ensure that proper Books of Account are kept for the Institute and that, subject to the authority of the Director all financial obligations of the Institute are met including the processing of salaries of staff and all remittances to the projects of the Institute and other individual beneficiaries.

In the fullfilment of his general duties the Finance Officer shall prepare periodic financial reports at intervals to be defermined as required from time to time in the interests of the institute. In carrying out all these tasks and responsibilities, the Finance Officer shall always act in consultation with the Director.

An important responsibility of the Finance Officer, as part of the responsibility for proper financial management, shall be to investigate alternative avenues of investment for the funds of the Institute in the overall interests of increasing the funds of the Institute and, consequently, the capacity of the Institute for greater effective service. The Finance Officer shall also be entrusted with the responsibility to ensure the proper and reasonable up-keep and maintenance of the Office premises of the Institute.



## ADMINISTRATIVE SECRETARY

### Job description

The Administrative secretary will be responsible for the over-all administration of the offices of the Institute. Her responsibilities will include assistance to the Director in the general management of the office; attending and servicing the meetings of the Management Council; taking minutes of Council and Annual General meetings; handling and attending to the correspondence of the Institute; attending to issues of personnel Management and contracts of staff employment.

The Administrative Secretary will have responsibility to act in the absence of the Director and subject to the Director's directives. She / He will be required to familiarise herself / himself with the work, projects and programmes of the Institute. Accordingly she / he must have extensive knowledge of South Africa and the situation generating Refugees and Exiles from that country. She / he must be committed to Refugee work and have a general understanding of the problems of South African Refugees and Exiles.

The person occupying this post will primarily be responsible to the Director of the Institute and accountable to him. As this is a senior post applicants must be graduates and possess administrative experience and also be qualified in typing and shorthand.



## EDUCATION COUNSELLOR

### Job discription

The Education Counsellor will be responsible for giving advice to students regarding the choice of appropriate courses of study, Institutions where the intended courses of study are offered, orientation and counselling of students upon arrival in the UK, keeping records on individual students whose studies are funded by the Institute including the courses for which they are enrolled, collect and collate completed scholarship application forms and references, check the eligibility of applicants for scholaships and prepare summary information sheets for presentation to the Awards Committee for consideration and decision. It will be the responsibility of the Education Counsellor to ensure that the award entitlements of students are paid regularly. This responsibility necessarily requires close consultation between the Education Counsellor and the Finance Officer.

Another important duty of the Education Counsellor will be to give advice to students on personal, social and general academic issues. The Education Counsellor will be directly responsible to the Director and will report to him on all aspects of his or her work.

It is essential that the applicant for this post must have a substantial understanding of the British Education system, be a qualified social worker and be interested in refugee work. An understanding of the political, social and economic situation in South Africa will be an advantage.



## REGIONAL REPRESENTATIVE (AFRICA)

### Job description

The Regional Representative (Africa) will have responsibility for the placement of students in institutions of learning in Africa; give advice to students regarding the choice of courses of study and at which Institutions these courses are offered. The Regional Representative will also be responsible for keeping records on all award holders sponsored by the Institute and studying in Africa including the course for which they are enrolled. He/She will also have the responsibility to monitor the academic progress of students through contact with the academic institutions at which the students are studying.

Another responsibility of the Regional Representative will be to compile and keep records of the future plans of students whose studies are sponsored by the Institute including their final qualifications at the end of their studies.

An important responsibility of the Regional Representative will be to provide counselling to awardholders on conditions in the different African countries including advice on personal problems and the problems of resettlement outside South Africa. It is essential that the applicant be a graduate, have an extensive knowledge of conditions in different Educational Institutions in Africa and also to have an interest in Refugees. It should be appreciated that this is a responsible, challenging and senior position and that the successful applicant will be directly responsible to the Director of the Institute.

A further responsibility of the Regional Representative will be to ensure that awardholders have their allowances and entitlements paid regularly and on time; to achieve this the Regional Representative will have to be in regular contact with the Finance Officer and it will be his/her responsibility to provide all the necessary information regarding amounts payable and the times when these are due.



## RECEPTIONIST/TYPIST

### Job description

The Institute will employ a Receptionist who has typing qualifications. The duties covered by this post will include the operation of the Switch Board and answering outside calls, taking messages and ensuring that these are presented to appropriate staff, typing duties and receiving and attending to guests. The person appointed to this post will be expected to do typing work for other staff employed by the Institute.

The appointee will be directly responsible to the Administrative Secretary and may be required from time to time to assist in the general clerical secretarial work within the organisation.