



Republic of Namibia

MINISTRY OF HEALTH AND SOCIAL SERVICES

Fellowship Management Policy

FOREWORD

*"If you want to plan for one year, sow weeds.
If you want to plan for ten years, plant trees.
But if you want to plan for a life time, develop men"*

MINISTRY OF HEALTH AND SOCIAL SERVICES *Ancient Chinese Proverbs*

The achievement of the Ministry of Health and Social Services' ultimate goal, which is the attainment of health and social well being for all Namibians that will enable them to lead an economically and socially productive life, depends partly on an efficient and effective health care delivery system.

The above depends on correctly planned, effectively trained, efficiently deployed and optimally utilized health and social welfare personnel to meet the needs of the health care system. This in practical terms means the achievement of a balance in numbers, skill mix, distribution, and the provision of relevant education and training.

Currently there is inefficient and inappropriate use of human resources, with noticeable over and under-representation of certain categories. This situation has serious economic implications and should therefore be urgently addressed.

The Ministry of Health and Social Services seeks to expand health and welfare services in order to ensure equity and accessibility of these services to all Namibians. It is therefore important for the Ministry to ensure the development of human resources in a vigorous manner in order to deliver these services in sufficient quantity and quality to meet the needs of the nation.

The Fellowship Management Policy is therefore intended to guide the Ministry in the process of awarding fellowships to enable health and social welfare workers to be trained, developed and re-oriented accordingly both in quantity and quality.



DR LIBERTINA AMATHILA
MINISTER

TABLE OF CONTENTS

PAGE

PREFACE

Appropriately trained human resources is one of the strategies for delivering effective health and social welfare service to the Namibian people.

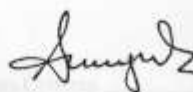
Progress in human resources development over the past ten years has been very slow in spite of attempts and contributions made to train and retrain health workers by the Government of the Republic of Namibia and cooperating partners in the health sector. This is due to various factors such as absence of clear policy guidelines to streamline the development of human resources, and also the fact that training is not always focused on organisational needs.

This policy document provides the framework for increase in, and development of capacity of the Ministry of Health and Social Services to achieve the objectives of health care and social welfare services provision in the most cost effective and efficient way.

It sets out the following:

- i. Terms of reference of the Ministerial Fellowship Committee and the Regional Selection Committees
- ii. Membership of the above Committees
- iii. Selection criteria to be followed when granting fellowships
- iv. Priority areas for which fellowships can be granted
- v. Procedures to be followed by staff members when applying for fellowships
- vi. Specific application forms for permission to attend short courses and seminars as well as for study leave with full pay
- vii. Monitoring and evaluation mechanisms to be in place after training

The Ministry wishes to acknowledge and thank the Ministerial Fellowship Committee members for their valuable contributions during the development of this policy document as well as all directorates and Regional Management Teams.



DR K SHANGULA
Permanent Secretary

TABLE OF CONTENTS

	PAGE
Foreword	i
Preface	ii
Abbreviations	iii
Chapter I	
1. Introduction	1
Chapter II	
2. Policy Framework	3
2.1 Aim	3
2.2 Policy Principles	3
2.3 Policy Objectives	3
2.4 Strategies	4
Chapter III	
3. Institutional Framework	5
3.1 National level	5
3.1.1 Terms of reference of the Ministerial Fellowship Committee	5
3.1.2 Duties of the chairperson	6
3.1.3 Duties of the secretariat	7
3.1.4 Duties of Deputy Director Personnel Administration	7
3.2 Regional level	8
3.2.1 Terms of Reference of the Regional Selection Committee	8
3.2.2 Duties of the chairperson	9
3.2.3 Duties of the secretariat	9
Chapter IV	
4. Selection Criteria	10
4.1 Short courses/workshops/Study tours/Seminars (up to 3 months when no qualifications will be obtained)	10
4.2 Long-term formal training (4 months and above when qualification will be obtained)	10
Chapter V	
5. Procedures for the submission of applications for fellowships	12

TABLE OF CONTENTS

ABBREVIATIONS

Chapter VI

6. Areas for which fellowships can be granted	13
6.1 Undergraduate sub-professional courses	13
6.2 Post basic/post graduate courses	13

Chapter VII

7. Monitoring and Evaluation	15
7.1 Individual/Candidate	15
7.2 Supervisor Report	15
7.3 Bonding	15
7.3.1 Short-term courses (up to 3 months)	15
7.3.2 Long-term courses (above 3 months)	15
7.3.3 Penalties	15
7.3.4 Rural/Community service	16
7.3.5 Responsibilities of the students during the period of study	16

Chapter VIII

8. Fellow's report by participants/candidate	17
--	----

Chapter IX

9. Fellowship evaluation report by supervisor	20
---	----

ANNEXURE A: Application for attendance of workshops, short courses, seminars/conferences outside the country in official time	22
--	----

ANNEXURE B: Application for special study leave with full pay	24
---	----

ANNEXURE C: Application for financial assistance by a staff member where no special study leave with full pay is required	30
---	----

CHAPTER I

1. INTRODUCTION

The Ministerial Fellowship Committee (MFC) was established in early 1991 as a Sub-Committee of the then Human Resource Development Committee with the specific mandate to draw up short- medium- and long-term fellowship requirements of the Ministry of Health and Social Services (MOHSS).

Human resource development is one of the important aspects of ensuring that adequate numbers of health workers equipped with the appropriate skills to deliver quality health care are available at all levels.

Taking into consideration all previously neglected and disadvantaged areas, as well as the priority needs in the country, the Ministry is committed to streamline all fellowships activities in order to ensure equitable development of all health workers. In order to achieve this, all applications for fellowships will be considered on the basis of the Ministry's priority objectives, guiding principles and not on individual needs.

It is important to ensure that health workers at all levels of health care delivery have relevant knowledge, skills and competencies. To achieve this, however, the Ministry should have the following in place:

- Clear policy and guidelines on awarding fellowships and granting paid study leave.
- Clear policy and guidelines on bonding and staff retention after training
- Proper training needs analysis to allocate fellowships and paid study leave according to priority training needs.
- Honouring of agreements between the Ministry and staff members after completion of studies and proper measures to ensure that contracts are honoured.

The Fellowship Management Policy is therefore to serve as a guide in order for the Ministry to follow the Public Service Policy framework, which governs the granting of fellowships special study leave with full pay and leave of absence to all public servants, as well as to follow the training policy of the public service of Namibia.

The above policy framework is to be followed as stipulated in the following staff rules and circulars:

Public Service staff Rule **D.I/XI**, which stipulates who is eligible to be granted study leave with full pay.

Public Service Management Circular 23 of 1994, which has been distributed under staff circular 25 of 1994, which stipulates the provision of **special study**

leave with full pay. Special study leave with full pay is to be approved by the Public Service Commission, (Office of the Prime Minister), except in the case when there is a bilateral agreement between the Government of Namibia and the sponsoring organization sponsoring the staff member's study programme. In this case the staff member is not regarded as on study leave but on official duty during the study period and the Permanent Secretary approves this leave without referring it to the Public Service Commission.

Public Service staff rule **D 1/IX** stipulates conditions and general rules attached to general study leave. This leave is cumulative (12 days per annum) and the Permanent Secretary can approve this leave for any staff member if in the interest of the Ministry

Public Service Staff rule **DI/IX; 4.12**, stipulates that only Namibia citizens qualify for special study leave with full pay.

Public Service Management Circular, No 2 of 1994 sets out the training policy for the Public Service of Namibia.

Though the above listed circulars on public service staff rules governing fellowship and study leave are in place, it is imperative for the Ministry to have a fellowship management policy which brings all these aspects under one framework.

CHAPTER II

2. POLICY FRAMEWORK

2.1 Aim

The Fellowship Management Policy provides the framework for improved capacity of the MOHSS which enables the latter to achieve the objectives of health and social welfare in the most cost effective and efficient way.

2.2 Policy Principles

The guiding principles of this Fellowship Management Policy are based on the MOHSS Policy of "Forward with Achieving Health and Social well being for All Namibians: A Policy Framework (1998). These principles are based on **equity of services, availability, accessibility, affordability, community involvement, and collaboration** with the other sectors and partners in health, **ensuring sustainability** and improved **quality of care**.

This will be achieved through cost effective Primary Health Care interventions which include promotive, preventive, curative and rehabilitative services.

The following policy principles will be embraced in awarding fellowships:

- 2.2.1 Priority will be given to **rural and remote areas**.
- 2.2.2 Priority will be given to **previously disadvantaged communities**, individuals, and the poor.
- 2.2.3 **Gender** will enjoy priority consideration.
- 2.2.4 Teams development with appropriate knowledge and skills mix will be promoted.
- 2.2.5 Correct professional attitude will be sourced, developed and sustained.

2.3 Policy Objectives

- 2.3.1 To ensure that fellowships are properly managed and coordinated at national, intermediate and operational levels.
- 2.3.2 To ensure that training is focused on organisational needs and priorities.
- 2.3.3 To establish equal opportunity for developing and improving all health workers capability and skills.
- 2.3.4 To serve as a tool for Human Resource Plan implementation.

2.4 Strategies

- 2.4.1 Develop a Ten Year Human Resources Strategic Plan and the Training Policy to be used as an overall framework.
- 2.4.2 Conduct training needs assessment at least every three years to identify training requirements.
- 2.4.3 Ensure that fellowships will focus on developing management and other technical capabilities and capacity at district, regional and national levels.
- 2.4.4 Develop a competency framework to guide training of managers at all levels.
- 2.4.5 Mobilize resources for fellowships by "pooling" and co-ordinating all available resources for training (including development partners).
- 2.4.6 Develop tools and mechanisms to monitor and evaluate fellows.
- 2.4.7 Develop a database on fellowships granted as part of the human resources information management system.
- 2.4.8 Establish Regional Selection Committees.
- 2.4.9 Develop standard procedures to be followed when applying for fellowships to ensure transparency and equal opportunities.
- 2.4.10 Review Fellowship Management Policy every five years.

CHAPTER III

3. INSTITUTIONAL FRAMEWORK

3.1 National level

3.1.1 Terms of Reference of the Ministerial Fellowship Committee (MFC)

a) Name

Ministerial Fellowship Committee (MFC).

b) Accountability

The Ministerial Fellowship Committee is appointed by the Permanent Secretary to whom it reports and is directly accountable. A formal briefing meeting with the Permanent secretary will be held twice a year. Copies of minutes of meetings of the committee will be sent to the Permanent Secretary.

c) Membership

- Director: Policy, Planning and Human Resources Development (Chair)
- Director: Tertiary Health care and Clinical Support Services (Deputy Chair)
- Director: Primary Health Care Services
- Director: Finance and Resource Management
- Director: Developmental Social Welfare Services
- Deputy Director: Division Personnel
- Deputy Director: Regional Management Co-ordination Support
- Head: Division Human Resources Development
- The Fellowship Committee will be served by a secretariat headed by the Head: Division Human Resources Development

Regional Health and Social Welfare Officers and Programme managers may be co-opted when required. Co-opted members do not have voting rights.

Other persons may be co-opted when required for technical input

d) Quorum

A simple majority of **five** full members will constitute a quorum.

e) Terms of Reference: The Ministerial Fellowship Committee

1. Reviews the human resources for health and social services (HRHSS) development requirements of the MOHSS as documented in the Ministry's HRHSS development plan.
2. Identifies training that has to be undertaken within and outside Namibia for which sponsorship will have to be mobilised and, or for which special study leave with full pay is required.
3. Reviews, analyses and prioritises MOHSS's training needs for each financial year and recommend allocation of resources according to the identified training needs.
4. Sources appropriate training programmes both regionally and internationally which can meet Namibia's training needs.
5. Mobilises financial resources required for training from the government and from international development partners.
6. Short lists, interviews when necessary and recommends to the Permanent Secretary selected candidates for training. For this function, the Ministerial Fellowship Committee will co-opt experts from relevant disciplines to assist with interviews.
7. With technical support from Personnel Division on Public Service staff rules, recommends the granting of special study leave with full pay to applicants. Chairperson on the advice of the Regional Health and Social Welfare Officer/Directors recommends leave of absence for up to three (3) months.
8. Through its secretariat, maintains a data base on all granted fellowships both short and long-term, undertaken locally, regionally and internationally.
9. Through its secretariat, produces annual reports on fellowship activities and total cost involved.
10. Through its secretariat, advertises available fellowships.

f) Frequency of Meetings

The Committee will meet on a two monthly basis. Extra ordinary meetings will be called for urgent matters.

3.1.2 Duties of the Chairperson

- Convenes the MFC meetings
- Signs all correspondences from the MFC

- Endorses all Fellowship application forms before submission to possible sponsoring organisations.
- Signs all applications for study leave with full pay before further processing to division personnel.
- Approves utilisation of funds from the Ministry's human resources development budget.
- On the advice of directors and RHSWOs, recommends leave of absence.
- Represents the ministry at the Government study loans selection meetings.

3.1.3 Duties of the Secretariat

- i) Arranges MFC meetings.
- ii) Responds to all correspondences regarding fellowships.
- iii) Processes all applications handled by the MFC for study leave with full pay to the Personnel Division for final approval/disapproval by the Permanent Secretary.
- iv) Communicates the Ministry's approval/disapproval of the applications to the applicants.
- v) Carries out all Committee's decisions.
- vi) Maintains a database on all granted fellowships.
- vii) Produces and circulates FMC's quarterly and annual reports.
- viii) Monitors the utilization of fellows after training by requesting performance reports and submits such reports to relevant sponsoring organisations when requested.
- ix) Advertises available fellowships.

3.1.4 Duties of Deputy Director: Personnel Administration

- i) Processes applications for study leave with full pay to the Permanent Secretary and Public Service Commission for its recommendations.
- ii) Communicates the Office of the Prime Minister's approval/disapproval of study leave with full pay to the applicants.
- iii) Provides the Committee with technical input and information on Public Service staff rules and regulations governing the granting of study leave with full pay.
- iv) Ensures that signed contracts are properly filed for future reference.
- v) Ensures that contracts are honoured and adhered to

- vi) On behalf of the Ministry, ensures that staff members defaulting from honouring the agreement are penalised as stipulated under bonding.

3.2 Regional level

3.2.1 Terms of Reference of the Regional Selection Committee

a) Name

Regional Selection Committee (RSC) (herein referred to as “Selection Committee”)

b) Membership (RMT members)

- Regional Health and Social Welfare Officer (RHSWO) (Chair)
- Chief Medical Officer (Deputy Chair)
- Control Registered Nurse
- Chief health Programme Officer
- Chief Social Worker
- Health Inspector
- Dentist
- Pharmacist
- Chief Control Officer
- Senior Personnel Officer (Secretariat)

c) Quorum

A simple majority of **six** full members will constitute a quorum.

d) Terms of Reference: The Regional Selection Committee

- 1) Serves as a focal point for fellowships management and co-ordination in the region.
- 2) Submits recommended applications to the MFC.
- 3) Co-ordinates, reviews, analyses and prioritises training needs as identified by various districts and prepares Annual Fellowship Plan.
- 4) Advises the region and districts on priority areas for fellowship allocation.
- 5) Short lists, interviews, selects and recommends candidates for fellowships. For this function the Selection Committee will co-opt specialists from relevant disciplines to assist with interviews when required.
- 6) Participates in the review and evaluation of criteria and procedures for award of fellowships.

- 7) Reviews and approves Selection Committee quarterly and annual reports and submits such reports to the MFC.
- 8) Through its secretariat advertises available fellowships in the region and districts.

e) Frequency of meetings

The committee will meet on a two monthly basis. Extra ordinary meetings will be called for urgent matters. It may meet as frequently as possible but not less than what suggested.

3.2.2 Duties of the Chairperson

- Convenes the Selection Committee meetings
- Signs all correspondences from the Selection Committee
- Endorses all fellowship applications to be submitted to the Ministerial Fellowship Committee

3.2.3 Duties of the Secretariat

- i) Arranges Selection Committees Meetings
- ii) Processes all recommended applications for study leave and sponsorship to the Chairperson of the MFC
- iii) Responds to all correspondences regarding fellowships in the region
- iv) Communicates the Selection Committees, MFC decisions as well as the final approval from the Office of the Prime Minister to the applicants
- v) Maintains a database on all Fellowships granted.
- vi) Coordinates the monitoring of the utilization of health workers after training courses by requesting performance reports from supervisors.
- vii) Produces quarterly and annual reports on activities undertaken and submit them to the MFC.
- viii) Advertises available fellowships within the region and districts.

CHAPTER IV

4. SELECTION CRITERIA

(Who can be awarded fellowship)

4.1 Short Courses/Workshops/Study tours/seminars outside the country (up to 3 months) when no qualification will be obtained.

- 4.1.1 Candidates should be Namibian citizens, or holders of permanent residence permits.
- 4.1.2 Candidates should be motivated by their supervisors and recommended by the Director or by the RHSWO through the Regional Selection Committees for the staff members in the regions.
- 4.1.3 Training/study tour should be relevant to the staff member's field of work or intended field of work, identified performance gaps and be consistent with the MOHSS's priority needs.
- 4.1.4 In order to ensure that many people benefit, priority will be given to those who have not attended any course during the previous **two** years unless otherwise motivated and recommended by the Director/RHSWO.
- 4.1.5 Priority of granting fellowships will be given to the MOHSS employees.

4.2 Long-term formal training (4 months and above) when qualification will be obtained

- 4.2.1 Candidates should be **Namibian citizens**.
- 4.2.2 Candidates should be motivated by their supervisors and recommended by the Director or the RHSWO through the Regional Selection Committees for the staff members in the regions.
- 4.2.3 Study programme should be relevant to the candidates' field of work, or intended field of work, identified performance gaps and be consistent with the MOHSS' priority needs.
- 4.2.4 Candidates should sign agreements to return to Namibia on completion of training and work for the MOHSS for the agreed upon period.
- 4.2.5 Priority will be given to the MOHSS's employees
- 4.2.6 Candidates should have acceptable academic requirements.

- 4.2.7 Candidates for post basic/post graduate studies should have at least **3** years working experience after basic training and in full time employment with the MOHSS.
- 4.2.8 Candidates for long-term training should not be over **55** years.
- 4.2.9 Affirmative action will pertain with regard to:
Rural areas
Gender
Availability of previous opportunities for training
Previously disadvantaged
- 4.2.10 After completion of the long-term fellowships candidates should at least work for **three (3)** years before applying for another fellowship for long-term course, except in exceptional cases.
- 4.2.11 Candidates should only be recommended to undertake a training programme outside Namibia provided that same programme is not offered locally.
- 4.2.12 Study programmes to be followed should be reflected in annual Regional or Directorate Fellowship Plan, which is based on the identified training needs.
- 4.2.13 Only applications to undertake postgraduate study programmes will be recommended for sponsorship and paid study leave as candidates for basic training programmes when they will not come back to the same post category after training do not qualify for paid study leave.**
- 4.2.14 Priority in medical specialisation shall be given to those who completed peripheral community service.
- 4.2.15 Study leave with full pay shall be granted to Namibian citizens that undertake medical specialisation programmes while in supernumerary posts in host countries up to four years. Based on availability of funds, the Ministry shall provide financial assistance by paying the staff member's tuition fees and to cover the staff member's travelling costs to the academic institution at the beginning of the programme and to come back home on completion of the programme.
- 4.2.16 Candidates for medical specialisation programme should be in the Government service for not less than **3** years. After specialisation the candidate should work full time in the public service for a period equivalent to the years granted to him/her as special study leave with full pay.
- 4.2.17 Fellowship will be granted to staff members undertaking long-term training programmes through distance education if such studies are to the benefit of the ministry or will enhance the performance of the staff member. The Ministry shall provide financial assistance by paying for tuition fees depending on availability of funds.**

CHAPTER V

5. Procedures for the submission of applications for fellowships:

- 5.1 All applications should carry the motivations of the applicant's immediate supervisor as well as recommendations from the Director/RHSWO.
- 5.2 Applications from district and regional levels should be addressed to the chairperson of the Selection Committee (RHSWO) for further processing to the MFC.
- 5.3 Applications at national level should be addressed to the chairperson of the Ministerial Fellowship Committee (Director, Policy, Planning and HRD).
- 5.4 Correctly completed forms for application for study leave with full pay and for permission for staff member's absence to be regarded as official duty should accompany the applications.

Annexure A form: for short courses up to **three (3)** months/where no qualification will be obtained.

Annexure B form: for long-term courses **four (4)** months and above/where qualifications will be obtained.

- 5.5 Applications should be forwarded well in advance to the Selection Committees at regional level and Ministerial Fellowship Committee:

For long-term training at least six-(6) months prior to the intended start of training:

- March for studies commencing in September/October.
- June for studies commencing in January/February the following academic year.
- No retrospective recommendations shall be made by the Ministerial Fellowship Committee or Regional Selection Committee as the Office of the Prime Minister does not approve applications retrospectively.

Request for fellowships for short-term courses/study tours seminars at least three (3) months prior to the commencement of the course/study tour.

- 5.6 All applications should be accompanied by acceptance letters from universities/training institutions, course content and information regarding the total costs involved.
- 5.7 Curriculum Vitae, certified copies of academic qualifications and birth certificates or ID should accompany applications for long-term fellowships.

CHAPTER VI

6. Areas for which fellowships can be granted

Fellowships can be granted to staff members who intend to follow courses that are:

In line with the Ministry's training needs
Relevant to the Ministry and to the staff member's current or future functions and responsibilities
Recognised by professional bodies for registration purposes

Priority courses for allocation of fellowships are as follows:

6.1 Undergraduate sub-professional courses in the following fields:

Nursing Assistants upgrading programme.

Nursing assistants are to be granted special study leave with full pay while undertaking the upgrading programme to become enrolled nurses.

6.2 Post basic/ post graduate courses in the following fields:

Health Service Management (Health Service Administration
Health Economics/ Health Planning
Health Technology
Engineering Technology
Public Health
Health Promotion (IEC)
Epidemiology
Occupational Health/Rehabilitation
Pharmacy
Bio-medical Technology
Clinical Psychology
Bio-statistics
Financial Management
Health Promotion Clinical Diagnosis and Treatment
Medical Physics (Radiation Physics)
Human Resources Management
Health system research
Health information management
Reproductive Health
Social Welfare
Logistic
Nursing Science, according to determined needs
Entomology/Parasitology
Total Quality Management
Medical specialisation programmes in:

- Internal medicine
- Surgery
- Ear, nose and throat
- Gynecology and obstetrics

-
- Pediatrics
 - Orthopaedics
 - Ophthalmology
 - Anatomical pathology
 - Urology
 - Neurology
 - Psychiatrics
 - Anaesthetics
 - Radiology
 - Cardiology
 - Radiotherapy
 - Forensic Medicine

In Exceptional cases, the Permanent Secretary may grant permission for studies in a field not listed above, if such studies are to the benefit of the Ministry or will enhance the performance of the staff member.

CHAPTER VII

7. MONITORING AND EVALUATION

7.1 Individual/Candidate

After completion of training, candidate should complete the Fellowship evaluation report within one month. This report focuses on the process and outcomes of a particular training and development activities as experienced by the candidate.

7.2 Supervisor Report

Supervisor will monitor the utilisation and performance of candidate and complete the supervisor report after (**6 months**, for short course and **1 year** for long-term course).

7.3 Bonding

Candidates should sign agreements to serve the Ministry for a period as defined in the following section.

7.3.1 Short-term courses (up to 3 months)

A staff member who attended a short course up to **3 months** should work for at least **6 months** before he/she may leave the Ministry

7.3.2 Long-term courses (4 months and above)

A staff member who pursued a long-term course of above **3 months** up to two years and where qualification was obtained should work for at least **2 years** before he/ she may leave the Ministry.

Staff member who pursued a long-term training for more than two years should work for a number of years equivalent to the number of study years paid for as study leave with full pay.

7.3.3 Penalties

In case of special study leave with full pay: a staff member must honour the agreement signed between him/her and the Ministry. In case of defaulting he/she should pay back to the Ministry an amount of money equivalent to his/her salary he/she received while on special study leave with full pay, including the total amount paid by the Ministry to cover tuition fees or travel costs plus interest at applicable rates.

In case where only financial assistance was provided and where special study leave was not granted, a staff member must honour the agreement signed between him/her and the Ministry to work for the period as stipulated under

paragraph 7.3.1 and 7.3.2 before he/she may leave the Ministry. In case of defaulting, he/she should pay back to the Ministry an amount equivalent to the amount of financial assistance provided by the Ministry plus interest at applicable rates.

7.3.4 Rural/Community Service

Staff members who complete their training might be required to render rural/community service.

7.3.5 Responsibilities of the students during the period of study

Each student's performance must be satisfactory during his/her training and the training must be completed within an agreed period, if not the MOHSS will withdraw the fellowship and the study leave with full pay. If study period is extended for whatever reason(s), the student concerned must ensure that the Training Institutions submit a letter explain the reason(s) for extension to the Chairperson of the MFC, failing which, the payment of the salary will be immediately terminated.

CHAPTER VIII

8. FELLOWS' REPORT (BY PARTICIPANT/CANDIDATE) TO BE COMPILED WITHIN ONE MONTH AFTER TRAINING

Please complete and return this report to the Fellowship Committee/Selection Committee from which you received your fellowship immediately after completion of your studies. A large part of the report takes the form of a multiple-choice questionnaire.

Please mark with x the answers which correspondents most closely to your opinion.

Surname	Other names	<input type="checkbox"/>	Dr	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms
		<input type="checkbox"/>	Mr	<input type="checkbox"/>	Mrs		

Position/Post title	Directorate/Region/District

Training Programme/Subject of study	Completion date of Fellowship

Qualifications obtained (if any)

The objectives of this report are:

- To determine whether the objectives of your studies have been met.
- To ascertain whether the training provided to you was appropriate in terms of contents of course, teaching/learning methods, capabilities of instructors' etc.
- To assist Fellowship Committee/Selection Committee to plan better for study programmes for other fellows.

1. Do you feel that your studies were in line with the field of interest stated in your fellowship application?

- Relevant
 Partly relevant
 Not relevant

Give comments:

.....
.....
.....
.....

2. Do you think that your studies have prepared you to contribute more effectively to the strengthening of health services:

- Yes
 No

Explain:

3. In relation to your own educational background, do you consider the studies you undertook were conducted at:

- Too high a level
 Too low a level
 Right level

If ticked please explain below:

4. Do you consider the duration of your fellowship as:

<input type="checkbox"/> Too long: recommend length	<table border="1"><tr><td>Months</td><td>Weeks</td></tr></table>	Months	Weeks
Months	Weeks		
<input type="checkbox"/> Adequate	<table border="1"><tr><td>Months</td><td>Weeks</td></tr></table>	Months	Weeks
Months	Weeks		
<input type="checkbox"/> Too short: recommend length	<table border="1"><tr><td>Months</td><td>Weeks</td></tr></table>	Months	Weeks
Months	Weeks		

5. Do you recommend this study programme for other fellows?

.....
.....
.....
.....

If there were any aspects of your fellowship, which you consider, were of outstanding interest, please describe these briefly under one of the following headings,

1. Content of studies
2. Method of teaching, including practical work
3. Relevance of your studies to the work you will be doing on your return home
4. Recommendations to others
5. Other matters

Please do not exceed one page.

Date **Signature**

CHAPTER IX

9. FELLOWSHIP EVALUATION REPORT (BY SUPERVISOR)

Please complete and return this report to the Fellowship Committee/Selection Committee, which recommended the staff member to be granted Fellowship. The supervisor should complete this report. One (1) year after completion of a long-term course and 6 months after completion of a short course.

Surname: _____ Other Names _____	<input type="checkbox"/>	Dr	<input type="checkbox"/>	Miss
	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Mr
	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Prof
Directorate/Region/District	Position/Post title			
Training Programme/Subject of Study	Completion Date			

The objectives of this report:

- To determine the utilisation of candidates after completion of training.
- To determine to which extent the training and development interventions contributed to better performance in relation to the aims and objectives of Unit/Division/MOHSS.

1. Title and post on completion of studies

.....
.....
.....
.....

2. Duties and responsibilities of candidate

.....
.....
.....
.....

3. Do you feel that the training interventions contributed to better performance of candidate?

Yes

No

Motivate your answer.

.....
.....
.....
.....

4. Is there any aspect of the candidate performance, which you consider, was of outstanding interest? Please describe briefly.

.....
.....
.....
.....

Date:.....

Signature:

MINISTRY OF HEALTH AND SOCIAL SERVICES

ANNEXURE A

**APPLICATION TO ATTEND WORKSHOPS, SHORT COURSES,
SEMINARS, CONFERENCES OUTSIDE THE COUNTRY IN OFFICIAL
TIME**

(STAFF CIRCULAR NO. 25 OF 1994)

FILE NO: _____

FROM: _____

**TO: THE PERMANENT SECRETARY
THROUGH THE DIRECTOR: POLICY, PLANNING
AND HUMAN RESOURCES DEVELOPMENT**

PART I: BY STAFF MEMBER

STAFF MEMBER'S PARTICULARS

_____	_____	_____
Title	Surname	First Name (s)
_____	_____	_____
Division/Department	Professional Category	Date of appointment in current position
_____	_____	_____
Date of Birth	Citizenship	

***LIST OF PREVIOUS COURSES/SEMINARS/CONFERENCES ATTENDED OUTSIDE
THE COUNTRY FOR THE LAST TWO YEARS:***

COURSE TITLE	DATE	INSTITUTION	SPONSOR
1.			
2.			
3.			
4.			
5.			

AIM

To obtain approval for Dr./Mr./Ms. _____ - to be regarded as being on official duty in terms of Public Service Regulation C4(c) while attending the indicated workshop, conference, symposium meeting.

1. **INTRODUCTION/DISCUSSION**

(Also to indicate the nature of the presentation the duration of the intended absence the country and city where it will be presented.)

PART II: BY SUPERVISOR

2. **JUSTIFICATION OF ATTENDANCE (Reason/Need for current course)**

3. **FINANCIAL IMPLICATIONS (TUITION, BOARD & LODGE, TRAVEL)**

PART III: BY DIRECTOR/RHSWO

4. **RECOMMENDATION**

That the absence of Dr./Mr./Ms. _____ be regarded as official duty in terms of Public Service Regulation C4(c) or (d).

DIRECTOR:/RHSWO _____ DATE: _____

PART IV: BY CHAIRPERSON

FELLOWSHIP COMMITTEE: _____ ; DATE: _____

PART V

5. **DIRECTOR: FINANCE AND RESOURCE MANAGEMENT:**

DATE: _____

PART VI BY PERMANENT SECRETARY

6. **PARAGRAPH 4 APPROVED/NOT APPROVED/AS AMENDED**

PERMANENT SECRETARY

DATE

MINISTRY OF HEALTH AND SOCIAL SERVICES

ANNEXURE B

**APPLICATION FOR SPECIAL STUDY LEAVE WITH FULL PAY
(STAFF CIRCULAR NO. 25 OF 1994)**

FILE NO: _____

FROM: _____

TO: THE PERMANENT SECRETARY
THROUGH THE MINISTERIAL FELLOWSHIP COMMITTEE

PART I: BY STAFF MEMBER

STAFF MEMBER'S PARTICULARS

_____	_____	_____
Title	Surname	First Name (s)
_____	_____	_____
Division/Department	Professional Category	Date of appointment in current position
_____	_____	_____
Date of Birth		Citizenship

RURAL SERVICE: *Please state Station & District/Region & Dates*

PREVIOUS POST BASIC LONG-TERM TRAINING

Course Title	Academic Institution	Date/Year	Duration	Sponsor	Passed/Failed

AIM

To obtain special study leave with full pay for Dr/Mr/Ms _____

to pursue study programme in _____

1. SUMMARY OF COURSE TO BE UNDERTAKEN/UNIVERSITY/COLLEGE AND COUNTRY/DEGREE, DIPLOMA, SUBJECTS TO BE TAKEN, ETC.

2. DURATION OF THE COURSE

STARTING DATE: _____
ENDING DATE: _____

3. FINANCIAL IMPLICATIONS (TUITION, BOARD & LODGE, TRAVEL)

PART II: BY SUPERVISOR

4. ADDITIONAL INFORMATION

Any submission to the Public Service Commission for a recommendation regarding special study leave with full pay for a particular official must contain full particulars of the following aspects:

4.1 Qualifications and experience which the official already has:

4.2 Expected/required period of absence from duty:

- 4.3 How will the intended studies benefit the Ministry and what will be accomplished by allowing the official to obtain the relevant qualification: (Reasons/need for current course)

- 4.4 The reasons that it is essential that the Ministry acquire the mentioned expertise and why it is necessary for the official to obtain a further (specialized) qualification:

- 4.5 Is the request for special study leave with full pay for further studies submitted solely as a result of the official's own initiative? If so, to what extent does the study coincide with the needs of the Ministry for expertise in the relevant field? Did the Ministry nominate the official for the relevant study course?

- 4.6 How was the official selected to do the relevant course? Details of other officials who could have been or were considered for the relevant course must be provided.

- 4.7 What expectations does the Ministry have that the selected official will succeed/pass the course?

4.8 A summary of the official's present job description with particular reference to tasks, which require specialized knowledge.

4.9 An indication of the official's works performance/conduct up to now.

4.10 What is the availability of persons in the labour market in Namibia with qualifications similar to those, which the official intends to obtain? (Namibian nationals only)

4.11 How was the availability determined? (For example were posts with such higher qualifications recently advertised?)

4.12 Will the Ministry cope with the workload during the absence of such official without the appointment of a substitute? Indicate arrangements made to distribute workload amongst remaining officials. Indicate whether it is the intention to appoint another official in an acting capacity.

4.13 The personnel position in the relevant Division/Section. Give an indication of approved posts and number of posts filled.

4.14 Additional financial assistance obtained (if any) for the official through donor agencies/other sources

5. **RECOMMENDATIONS BY:**

a) **SUPERVISOR:**

Date **Signature**

b) **HEAD OF DIRECTORATE:/REGION**

DIRECTOR/RHSWO: _____ **DATE:** _____

c) **FELLOWSHIP COMMITTEE:**

CHAIRPERSON: _____ **DATE:** _____

d) UNDER SECRETARY:

UNDER SECRETARY

Dept Soc Services Policy /

Dev. and Res. Management /: _____ DATE: _____

Dept. H/C Services

e) DIVISION PERSONNEL SERVICES:

DEPUTY DIRECTOR: PA: _____ DATE: _____

6. APPROVAL:

a) Approval is granted to the Division Personnel Services to approach the PSC for a recommendation that special study leave with full pay be granted to Dr./Mr.Ms/ _____ in terms of Staff Circular No.25 of 1994.

OR

b) The application is not to be referred to the PSC for the following reasons:

PERMANENT SECRETARY

DATE

MINISTRY OF HEALTH AND SOCIAL SERVICES

ANNEXURE C

**APPLICATION FOR FINANCIAL ASSISTANCE BY A STAFF MEMBER TO
UNDERTAKE A STUDY PROGRAMME ON PART-TIME BASIS/DISTANCE
LEARNING WHERE NO SPECIAL STUDY LEAVE WITH FULL PAY IS
REQUIRED**

FROM: DIRECTORATE/REGION.....

TO : THE PERMANENT SECRETARY
THROUGH THE MINISTERIAL FELLOWSHIP COMMITTEE

PART I: BY STAFF MEMBER

a) **STAFF MEMBER'S PARTICULARS**

_____	_____	_____
Title	Surname	First Name (s)
_____	_____	_____
Division/Department	Professional Category	Date of appointment in current position
_____	_____	_____
Date of Birth	Citizenship	

Job function/responsibilities

b) Application for financial assistance to pursue: (Course Title)

Year of study:

Major subjects:

Financial implications:

2. *PART II: BY SUPERVISOR*

Justification of the application/motivation

How will the intended studies benefits the Ministry of Health

Recommendations

Supervisor

Date

3. **PART III BY:**

a) **Head of Directorate/Region**

Director/RHSWO

Date

b) **Fellowship Committee**

Chairperson

Date

c) **Undersecretary**

Undersecretary
*Dept. Social Services, Policy Development
and Resource Management/
Department Health Care Services*

Date

d) **Division: Personnel Services**

Deputy Director P.A

Date

2. **Approval/Disapproval**

PERMANENT SECRETARY

DATE

