

FUNCTIONS OF ITF DEPARTMENTS/UNITS

It should be noted that although the Federal Government from 1993, accepted the ITF's training capital projects into its Rolling Plan, the financial allocations by the Federal Government for these projects have not exceeded 10% of the cost of the ITF's capital projects.

The provision of this capital grant ceased to be in operation since 2001.

1. THE STRUCTURE OF ITF

The ITF currently operates along the following structure:-

- Governing Council
- Office of the Director-General
- Headquarters Departments/Units
- Area Offices
- Training Centres

2. FUNCTIONS OF THE OPERATIONAL ARMS OF THE ITF

The ITF Governing Council

The ITF has a 13-member Governing Council whose composition reflects a wide range of interests in both industrial and commercial as well as human resource development sectors as follows:-

- a) The Chairman
 - b) The Director-General
 - c) One representative each from the following Federal Ministries:
 1. Commerce and Industry;
 2. Employment, Labour and Productivity
 3. Education
 - d) One representative of the ministry of Budget and Planning
 - e) One representative of the National Employers Consultative Association (NECA);
 - f) One representative of the National Association of Chambers of Commerce, Industries, Mines and Agriculture (NACCIMA);
 - g) One representative of Manufacturers Association of Nigeria (MAN);
 - h) One person with extensive knowledge of and close association with Industrial Training Fund; and
 - i) Two persons who shall not come from the same State, to represent the State in rotation for two years at a time.
- The Council is headed by a Chairman.

3. **OFFICE OF THE DIRECTOR-GENERAL**

The Director-General of the Industrial Training Fund who is the administrative Head of the ITF and, subject to the directions of the Council, is responsible for:-

- a) Assessing contributions under the Act and for the collection and payments of moneys into the ITF.
- b) Paying all disbursements authorized under or by virtue of the Act.
- c) Accounting for all moneys collected, paid or otherwise expended under the Act,
- d) Ensuring the achievement of the aims of the Act.

4. **INTERNAL AUDIT UNIT**

- i. Review and appraise appropriateness, adequacy and application of accounting, financial and operational control in ITF.
- ii. Ascertain extent of compliance with established policies and procedures.
- iii. Ascertain the reliability of accounting and other procedures developed by the Fund.
- iv. Ascertain extent to which the assets of the Fund are accounted for and safeguarded.
- v. Ensure that wages and salaries are accurate and correct.
- vi. Confirm that liabilities are incurred only in respect of legitimate operations of the Fund.
- vii. Analyse and appraise the system of internal checks in the Fund.
- viii. Prevent and detect fraud.
- ix. Carry out special investigations in any area of Fund's activities as the need arises.
- x. Advise Management as the need arises.
- xi. Prepare periodic and annual reports of the activities of the unit.
- xii. Undertake any Ad-HOC duties as may be assigned from time to time by the Director-General of the Fund.

5. **PUBLIC RELATIONS AND PUBLICITY UNIT**

- i. Publicize the activities of the Fund and maintain cordial relations with the electronic media.
- ii. Publish relevant articles on the Fund
- iii. Ensure maintenance of cordial community relations in all areas of operation of the Fund.
- iv. Advise and Counsel Management and Clients on issues and policies that have consequences on the image and reputation of the Fund.
- v. Provide protocol services to officers and guests of the Fund
- vi. Organise special events such as Courtesy Visits, Awards, Trade Fair and exhibitions, e.t.c.

- vii. Maintain relations and Facilitate/Coordinate Bilateral collaborations with National and International bodies.
- viii. Prepare papers and speeches for the Director-General
- ix. Prepare Periodic and Annual Reports of activities of the Unit.
- x. Undertake any Ad-hoc duties as may be assigned, from time to time, by the Director-General.

6. LEGAL AND COUNCIL AFFAIRS UNIT

- i. Provide legal advice to Council and ITF Management
- ii. Represent the Fund in Court on litigations
- iii. Perfect legal titles on Fund's properties
- iv. Prepare and document contractual agreements between the Fund and its Clients and Partners
- v. Ensure compliance with Due Process policy and guidelines in all Fund's transactions.
- vi. Coordinate the services of Legal and Financial Consultants of the Fund.
- vii. Provide Secretarial Services for Council
- viii. Prepare periodic and Annual Reports on the activities of the Unit.
- ix. Liaise with the Ministry of Commerce and Industry and other relevant agencies on policy matters.
- x. Liaise with National and State Assemblies
- xi. Undertake Ad-hoc duties as may be directed by the Director-General.

CORPORATE HEADQUARTERS ABUJA

- 1. Liaise with Government Agencies and follow up on policy matters on behalf of the Directorate.
- 2. Serve as the image maker of ITF in the Federal Capital Territory
- 3. Receive ITF guests from within and outside Nigeria on behalf of Management.
- 4. Perform protocol functions for the Director-General and Directors
- 5. Arrange passages for ITF staff and guests.
- 6. Arrange media events for the Director-General
- 7. Prepare periodic reports of activities of the office
- 8. Any other duties as may be assigned by the Director-General

7. SERVICOM OFFICE

- I. Management Fund's Service Delivery Initiative through SERVICOM Compliance.
- II. Produce, review and monitor performance of Charters from the Fund.
- III. Manage Fund's Customer Relations Policy including providing opportunities for customer feedback on services.

- IV. Institute Complaints Procedures including Grievance Redress Mechanism for the Fund.
- V. Institute appropriate Market Research Techniques in identifying Customer needs and expectations.
- VI. Ensure the promotion of quality assurance and best practices in the performance of Fund's functions.
- VII. Provide comprehensive and effective training for frontline staff on Customer Relations and related matters.
- VIII. Disseminate best practices and guides on service delivery improvement.
- IX. Serve as link between the Fund and SERVICOM Office
- X. Serve as the Secretariat of the Fund's Service Delivery Committee
- XI. Manage links with strategic partners and other stakeholders on Service Delivery, Market Research, Customer Care/Relations, e.t.c
- XII. Facilitate a safe and conducive working environment for staff at levels of service delivery.
- XIII. Prepare periodic Reports.

8. BUSINESS TRAINING DEVELOPMENT DEPARTMENT

- i. Set standards for Human Resource Development practice in both private and public Sectors of the National Economy.
- ii. Identify training needs of organizations.
- iii. Design/Develop and implement programmes to meet training needs.
- iv. Evaluate, review and update training programmes regularly to meet the needs of clients
- v. Conduct specialized in-company training programmes for improving productivity and efficiency in industry and commerce.
- vi. Conduct diagnostic Studies for Small and Medium Enterprises (SMEs)
- vii. Provide pedagogy (instructional) training facilities and materials for enhancing quality training packages and delivery.
- viii. Develop a library of training aids of the Fund and Clients.
- ix. Advise organizations on Human Capital Development, particularly in Business and Commercial Services.
- x. Build Data bank on training activities of the Department
- xi. Design and produce Fund's Annual Manpower Development brochure.
- xii. Produce and allocate course bags for Fund's scheduled training programmes.

9. CONSULTANCY, RESEARCH AND INFORMATION TECHNOLOGY (CRIT) DEPARTMENT

- i. Conduct empirical research on manpower/skills requirements in specific sectors of the National Economy
- ii. Review and assess the impact of specific training programmes of the Fund
- iii. Compile Directory and prepare Date Bank on ITF activities.

- iv. Undertake Process Consultancy for contributing and non-contributing organizations.
- v. Manage information resources of ITF through the use of Information and Communication Technology.
- vi. Develop specialized programmes for client organizations resulting from commissioned diagnosis.
- vii. Provide Library Services to the Fund.
- viii. Prepare periodic and Annual Reports on activities of the Department.
- ix. Undertake any Ad-hoc functions as may be assigned from time to time. by the Director-General.

10. FIELD SERVICES DEPARTMENT

- i. Provide Diagnostic Data for Management's Medium and Long-Term Plans and coordinate the preparation of Corporate Strategic Rolling and Annual Work Plans.
- ii. Prepare and produce unified Corporate Work Plan and monitor its implementation.
- iii. Monitor Course Approval and process Training Reimbursement Claims.
- iv. Coordinate Students Industrial Work Experience Scheme (SIWES) through liaison with Supervisory Agencies and other Stakeholders.
- v. Monitor, Assess and Evaluate all activities of Headquarters Departments, Area Offices and Training Centres of the Fund.
- vi. Prepare periodic Corporate Progress Reports, including Annual Report and Reports on Activities of Departments.
- vii. Facilitate Fund's participation in the National Council on Industry Meetings.
- viii. Review and produce operational guidelines for Students Industrial Work Experience Scheme and Training Reimbursement.
- ix. Undertake any Ad-hoc functions as may be assigned, from time to time by the Director-General.

10. Industrial Training Development Department

- i. Design and executive Skills Acquisition Training Programmes required in commerce and industry.
- ii. Develop job specifications in various skill areas.
- iii. Conduct skills improvement training in areas of needs in Commerce and Industry
- iv. Supervise, evaluate and monitor Apprenticeship Scheme in collaboration with relevant Agencies.
- v. Prepare periodic and Annual Reports on the activities of the department.
- vi. Establish National Standard for all Vocational Skills Training.
- vii. Test and certify graduates of approved Vocational Training Centre.

11. Administration and Human Resource Department

- 1. Organise and execute policy matters as may be directed by the Director-General.
- 2. Advise the Director-General, Departments and Units on administrative matters.

3. Provide framework for the effective administration and management of Fund's staff.
4. Provide facilities and incentives to adequately motivate and develop staff.
5. Ensure harmonious working relationships for effective performance.
6. Prepare Periodic and Annual Reports on the activities of the Department.
7. Ensure acquisition, maintenance and safeguard of Fund's assets.
8. Undertake any Ad-hoc functions as may be assigned by the Director-General

FINANCE AND ACCOUNTS DEPARTMENT

- i. Monitor and ensure adequate execution, acquisition, maintenance and safeguard of Capital Assets required for effective corporate performance of the Fund.
- ii. Prepare Fund's Annual Budget and maintain budgetary control.
- iii. Plan, coordinate and supervise revenue generation activities of the Fund
- iv. Execute all financial and monetary policies of the Fund.
- v. Prepare Fund's Annual accounts for external audit
- vi. Advise Management and Governing Council on financial matters.
- vii. Settle all financial commitments of the Fund including staff emoluments and pensions.
- viii. Prepare periodic and Annual Reports of the activities of the Department.
- ix. Undertake any Ad-hoc functions as may be assigned from time to time by the Director-General.