MINUTES OF THE HUMAN RESOURCE MANAGEMENT COMMITTEE FOR MBALA MUNICIPAL COUNCIL WHICH WAS HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, A. K WILLOMBE LANE, MBALA ON 25th FEBRUARY 2026 AT10:00 HOURS.

MEMBERS PRESENT

Mr. Beltrand H.Lubinga	Vice Chairperson
Dr. Jones Kabaso	Member
Mr. Samuel Musonda Mumpa	Secretariat
Ms. Maramwidze Bwalya Shinga	Member
Mr. Boyd Mboyi	Member
Mr. James Mwenya Libweshya	Member
Mr. Patrick Kasonde	Secretariat
Mr. Chilambe Evaristo	Union Representative

ABSENT WITH APOLOGY

Mr. Jeremiah Ng'uni	Member
Dr. Fredrick Chimanga	Member
Mr.Chipa Mbewe	Member

OPENNING PRAYER

The opening prayer was given by Chilambe Evaristo, The Union representative.

OPENING REMARKS

The Vice Chairperson began the meeting by welcoming all the members present. He called upon the members to freely contribute during the deliberations.

HRMC/01/02/26 CORRECTION AND ADOPTION OF PREVIOUS MINUTES

Before the adoption of the previous minutes the Chairperson requested the committee to make corrections and the following corrections were made to the previous minutes.

i. On page 2, on staff recommendations, the word 'cshier' to read as cashier.
ii. On page 3, the sentence to read as 'Chimanga and duly'. The sentence with the name Dr. Johns Kabaso. The word 'Johns' to read as Jones.
iii. On page 6, On the sentence that read Dr. Johns Kabaso duly seconded to Read as 'Dr. Jones Kabaso and duly'.

After making the corrections and, upon a proposal by Dr. Jones Kabaso and duly seconded by Ms. Maramwidze Shinga, it was RESOVED that the previous minutes for the Human Resource Management Committee meeting held on 3rd September 2025 be **ADOPTED.**

REPORT OF THE DIRECTOR HUMAN RESOURCE AND ADMINISTRATION

HRMC/02/02/26: STAFF STATUS

The Director presented a status of Council staff in terms staffing levels as at 31st January 2026 as summarized in the table below:

Division	Females	Males	Total
I	10	22	32
II	07	16	23
II	13	35	48
IV	11	43	54
	41	116	157

The committee took **NOTE** of the Council staff status.

HRMC/03/02/26: STAFF TRANSFERS

Members of the Committee were informed that the Local Government Service Commission had made some transfers within the Local Government Service. The tables below show both transfers in and out of Mbala Municipal Council.

Transfers in

No	Name	Position	Station
1	Chipa Mbewe	Director of Engineering	Lunte Town Council

Transfers out

No	Name	Position	Station
1	Belita Kumwenda	Senior Legal Assistant	Kitwe City Council
2	Natasha Namukoko	Town Planner	Mufulira Municipal Council
3	Nachimata Nambela	Chief Health Inspector	Chisamba Town Council
4	Freedom Sinyangwe	Assistant Human Resource Officer	Mufulira Municipal Council
4	Kangwa Kampinda	Rural Water and Sanitation Officer	Serenje Town Council
6	Winza Simbaya	District Planning Officer	Chipili Town Council

7	Mpazi Mpembamoto	Chief Community Development Officer	Livingstone City Council

During deliberations, members expressed concern on the number of officers who had been transferred and have not yet been replaced. They further added that this could affect the Council operations. In response, the Director informed the Committee that Management has since requested the Local Government Service Commission to fill critical positions that have become vacant due to transfers.

The committee took **NOTE** of the transfers in and out of the council

HRMC/04/02/26: RECRUITMENT OF TIPPER TRUCK DRIVERS AND TLB OPERATORS

It was reported for the decision of the committee that on 14th August 2025 the Council advertised for the positions of One (01) Tipper truck driver and Two (02) TLB Operators. The recruitment was necessitated by the limited number of Tipper truck drivers and TLB Operators. The Committee was further informed that Eleven (11) applications for tipper drivers and Two (2) applications for TLB Operators were received as shown in the tables below.

Tipper truck drivers Applicants

No	Name	NRC	Age	Driver's license	Experience	Grade 12
1	James Kasoma	139906/93/1	30	Class C	3 years' experience Worked with northern coffee company limited	Grade 12 Certificate
2	Joel Kaitule	282303/42/1	32	Class CD	Nil	Nil
3	Anthony Sichangwa	319014/42/1	24	Class C1	Experienced Worked with ministry of agriculture	Nil
4	Blessings Nchinga	280939/42/1	31	Class C, CE, D	Nil	Nil

5	Jackson Sakala	577069/52/1	35	Class C, CE	Nil	Nil
6	Isaac Sikazwe	318377/42/1	25	Class C1E	Nil	Nil
7	Thomas Nondo Mazimba	218342/42/1	45	Class C	5 months Experience worked with China Cam engineering Ltd	Nil
8	Blessing Chazya	366997/42/1	20	Class C	No experience	G12 Certificate
9	Happy Masongo	254544/42/1	36	Class C	4 years Experience worked with northern coffee company limited	
10	Martin Siame	120511/95/1	30	Class CE, DE	Nil	G12 Certificate
11	Ephraim Kaitule	341340/32/1	28	Class C1	Nil	G12 Certificate

Before considerations of applications for the position of TLB Operator, the Director Administration declared interest in the matter and requested to be excused from the meeting after stating that one of the applicants is known to him and that the said applicant is a relation. The Chairperson allowed the Director to be excuse, to which the Director left the meeting.

TLB Operator Applicants

No	**Full name**	**NRC**	**Age**	**Operating Certificate**	**Experience**	**Grade 12**
1	Ricca Mulenga Kateule	134423/10/1	37	Class C driver's licence Excavator Operators Certificate	No experience	Grade 12
2	Anthony S. Tungombe	137179/93/1	31	Excavator Operators	2 years' experience	Grade 12

				Certificate operating permit		

In view of the foregoing, it was recommended that the committee considered the shortlisting of the received applications as follows:

After Discussions on the matter, and upon a proposal by Mr. Boyd Mboyi and duly seconded by Mr. Evaristo Chilambe it was **RESOLVED** that;

(i) The Two (2) TLB applicants be called for oral and practical interviews.

(ii) Out of the 11applicants, the applicant indicated below be invited to attend both oral and practical interviews.

Name	**NRC**	**Age**	**Driver's License**	**Experience**	**Grade 12**
James Kasoma	139906/93/1	30	Class C	3 years' experience Worked with northern coffee company limited	Grade 12

(iii) In case the applicant for Tipper Truck Driver position fails the interview, then the position must be re advertised.

HRMC/05/02/26: ACTING APPOINTMENT – MS. SALOME CHIPONDA, SENIOR ACCOUNTS OFFICER

The Director reported during the Human Resource Management Committee meeting held on 3rd September 2025, a resolution was made to recommend Ms. Salome Chiponda, Senior Accounts Officer (LGSS/15) to act on the position of Assistant Community Development Officer (LGSS/14) with a view for substantive promotion. The members were informed that it was however noted that the Officer's qualification is at variance with the requisite qualification for the position of Assistant Community Development Officer.

Arising from the above, the Director made the recommendations below;

i. The appointment of Ms. Salome Chiponda, Senior Accounts Officer(LGSS/15) to act as Assistant Community Development Officer (LGSS/14) with a view for substantive promotion be rescinded.
i. Ms. Salome Chiponda, Senior Accounts Officer be appointed to act as Registry Supervisor (LGSS/14) with a view for substantive promotion as indicated below.

Name	**Position**	**Recommended Position**	**Qualification**
Salome Chiponda	Senior Accounts Officer (LGSS/15)	Registry Supervisor (LGSS/14)	Grade 12 Cert Dip in Local Govt Admin

After due deliberations on the matter, and upon a proposal by Mr. Boyd Mboyi and duly seconded by Dr. Jones Kabaso, it was RESOLVED that; the recommendation by the Director be **APPROVED**;

HRMC/06/02/26: STAFF DISCIPLINE - JOHN MWANZA, DISTRICT AIDS CORDINATING ADVISOR.

It was reported for the decision of the committee that on 11th September 2025 the above mentioned Officer allegedly reported on duty under the influence of alcohol, a condition that was confirmed by a registered medical practitioner. The Officer's conduct constituted a violation of the disciplinary code under section 8(Category A/B Offences) - ***Reporting for work under the influence of alcohol or Narcotic drugs or Psychotropic substances***.

Members were further informed that in line with disciplinary procedures, the Officer was charged accordingly and was required to submit a written exculpatory statement within Seven (70) days. of receipt of the charge letter showing cause why disciplinary action could not be taken against him. The officer exculpated himself and accepted the charge indicating that he was remorseful and pleaded for leniency indicating that the incident shall not reoccur. Further, the Officer was accorded an opportunity to appear before the committee to make oral submission and any other additional information. During the oral submission, Mr. Mwanza stood by what he

had written in the exculpation letter and once again assured the Committee that the incident of reporting for work under the influence of alcohol shall not repeat itself.

After due deliberations, and a proposal by Mr. Evaristo Chilambe and duly seconded by Ms. Shinga Maramwidze, it was **RESOLVED** that:

Since it was the first time that the offence of reporting for work under the influence of alcohol by Mr. John Mwanza was being placed on record, he be given a verbal warning and counselling in accordance with the ***Schedule of Penalties and Sanctions for indiscipline, improper or disorderly behavior Section as outlined in the Disciplinary Code of Conduct.***

HRMC/07/02/26: RECOMMENDATION FOR STAFF UPGRADE – ENELESS NYIRENDA, SENIOR LEGAL ASSISTANT

It was reported for the decision of the committee that Ms. Eneless Nyirenda, Senior Legal assistant has completed her studies at Zambia Institute for Advanced Legal Education (ZIALE) and has been awarded a practicing certificate. Additionally, Ms. Nyirenda has been heading the Legal Department since the resignation of the Director Legal Services on 10th April 2025.

It is in view of the fore going that Ms. Eneless Nyirenda, Senior Legal Assistant (LGSS/07) was being recommended to the Local Government Service Commission for acting appointment as Council Advocate (LGSS/05) with a view for substantive promotion. The Committee was further informed that Ms. Eneless Nyirenda is a qualified Advocate of the High Court of Zambia and that she holds institutional memory of the Council. Further, the Officer meets the requisite qualifications as shown in the table below;

Name	Gender	Length of stay	Position	Qualifications	Recommended position
Eneless Nyirenda	Female	7 years	Senior Legal Assistant (LGSS/07)	Grade 12 Cert. Bachelor of Laws Degree. Prosecution Certificate.	Council Advocate (LGSS/05)

				ZIALE Cert. AHCZ	

On a proposal by Mr. Boyd Mboyi and duly seconded by Ms. Maramwidze Shinga it was **RESOLVED** that.

The recommendation be forwarded to the Local Government Service Commission

HRMC/08/02/26: RECOMMENDATION FOR STAFF UPGRADE – GRACE NKOMESHYA, ASSISTANT PUBLIC RELATIONS OFFICER.

It was reported for the decision of the committee that, during its meeting held on 21st January 2026, Management for Ms. Grace Nkomenshya, Assistant Public Relations Officer to be recommended to act on the vacant position of Public Relations Manager with a view for substantive promotion. Ms. Nkomenshya had been manning the Public Relations Unit single handedly and had proved suitable for the position of Public Relations Manager. The Committee may however wish to note that Ms. Nkomeshya's position of Assistant Public Relations Manager is among those positions that are scheduled for realignment in accordance with the approved structure.

On a proposal by Mr. Boyd Mboyi and duly seconded by Mr. James Mwewa Libweshya it was RESOLVED that:

That the matter be forwarded to the Local Government Service Commission since she was appearing on the list of officers to be realigned as per new approved structure.

HRMC/09/02/26: RECOMMENDATION FOR STAFF UPGRADE – GODFIDAH MUSONDA, PROCUREMENT OFFICER.

It was reported for the decision of the committee that Ms. Godfridah Musonda, Procurement Officer is being recommended for upgrade to the position of Head Procurement. The position has been approved in the revised structure for Municipal Councils. The officer is qualified for the said position as indicated in the table below.

Name	Gender	Length of stay	Position	Qualifications	Recommended position
Godfridah Musonda	Female	8 years	Procurement Officer (LGSS/07)	Grade Twelve Cert Bachelor of Science in Purchase and Supply.	Head - Procurement (LGSS/06)

On a proposal by Dr. Jones Kabaso and duly seconded by Mr. James Mwewa Libweshya it was **RESOLVED** that;

the matter be forwarded to the Local Government Service Commission

HRMC/10/02/26: RECOMMENDATIONS FOR UPGRADE – PUBLIC HEALTH OFFICERS

It was reported for the decision of the committee that Management, during its meeting held on 21st January 2026, recommended that the under listed officers from the Public Health Department be recommended for upgrade to positions indicated. The recommended positions were provided for in the approved structure for Municipal Councils.

No	Name	Gender	Position	Qualifications	Recommended Position
1	Mainza Kachelo	Male	Health Inspector (LGSS 08)	Grade 12 Cert. Bachelor of Science in Environmental Health.	Chief Health Inspector (LGSS 06)
2	Christina Phiri	Female	Health Inspector (LGSS 08)	Grade 12 Cert. Bachelor of Science in Environmental Health.	Senior Health Inspector (LGSS 07)
3	Augustine Lushinga	Male	Environmental Health Technologist (LGSS 10)	Grade 12 Cert. Dip in Environmental Health Sciences. Degree in Environmental Health.	Senior Health Inspector (LGSS 07)

4	Chipo Nsanganya	Female	Health Inspector (LGSS 08)	Grade 12 Cert. Bachelor of Science in Environmental Health.	Senior Health Education Officer (LGSS 07)
5	Andrew J. Banda	Male	Pest Control Superintendent (LGSS 08)	Grade 12 Cert. Bachelor of Science in Environmental Health.	Cleansing Manager (LGSS 07)

On a proposal by Dr. Jones Kabaso and duly seconded by Mr. James Mwewa Libweshya it was **RESOLVED** that;

the matter be forwarded to the Local Government Service Commission for consideration.

HRMC/11/02/26: OPERATIONALIZATION OF MUNICIPAL AND CITY STRUCTURES

It was reported for the information of the committee that the Local Government Service Commission through its Circular LGSC/53/10/1 dated 10th October 2025 operationalized the Municipal and City Council Structures with effect from 1st November 2025. Through the same Circular, guidance was given to the effect that officers to be upgraded will only be upgraded in January 2026. To this effect therefore, the Commission was going to hold a retreat to realign Officers within the new structure from 23rd February to 6th March 2026. In line with the afore mentioned, Officers from the Human Resource Department had been invited to attend.

The committee took **NOTE** of the invitation on the operationalization of Municipal and City structures

HRMC/12/02/26: RECOMMENDATION TO FILL VACANY IN THE PUBLIC RELATIONS UNIT.

It was reported for the decision of the committee that Management during its meeting held on 21st January 2026 recommended for the filling up of vacancies in the Public Relations Unit. The new approved structure for Municipal Councils provides for Positions of Senior Public Relations Officer (LGSS/07) and Public Relations Officer (LGSS/08). In view of the foregoing, it was recommended that the vacancies in the PR Unit be reported to the Local Government Service Commission for filling.

On a proposal by Dr. Jones Kabaso and duly seconded by Mr. James Mwewa Libweshya it was **RESOLVED** that;

the matter be forwarded to the Local Government Service Commission for consideration.

HRMC/13/02/26: VALIDATION OF ACADEMIC AND PROFESSIONAL QUALIFICATIONS FOR FIRE OFFICERS BY ZAMBIA QUALIFICATIINS AUTHORITY (ZAQUA).

It was reported for the information of the committee that the Local Government Service Commission had guided, through Circular LGSC/101/4, that members of staff under the Fire Services Department will only require to have their Grade 12 Certificates verified by the Zambia Qualifications Authority (ZAQUA). Fire Fighters' certificates would be verified by the Commission in collaboration with the Zambia National Fire Services Training Institute in Kabwe. This was due to the fact that the institute was not accredited.

The committee took **NOTE** of the Validation of Academic and Professional Qualifications for Fire Officers by Zambia Qualifications Authority (ZAQUA).

CLOSING REMARKS

The Chairperson thanked the members for their contributions during the meeting. He further urged the secretariat to urgently convene another meeting so that the pending issues can quickly be concluded.

Name	Position	Date	Sign
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