

FEBRUARY 2007

COMPANY PROFILE

AND

CAPABILITY STATEMENT

BACKGROUND

Career Prospects Limited was incorporated in April, 2001 after operating as Modern Management Consultants since August, 1997. The firm is Zambian owned and managed.

Career Prospects Limited (CPL) is a vibrant Employment Agency that provides contemporary human resources management and consulting services with a Total Quality Management (TQM) approach. The company's prime objective is to help organization members understand and change the way they work in order to improve organizational efficiency and effectiveness as well as provide consulting services that are at the cutting edge of management practice in Zambia.

CPL was born out of the realization that there is a real need for attitude change in the Zambian workplace today as well as a need for independent professional advisors of management practice.

DIRECTORS

NAMUCANA C MUSIWA

Namucana Catherine Musiwa is the Managing Consultant of the firm. She holds a Bachelor of Arts in Public Administration (major) and Economics (minor). Namucana has attended a number of seminars and short courses in Total Quality Management (TQM).

Namucana's experience in handling human resources and related issues spans over eighteen years. The companies that she has worked for include; Sibyl-line Limited, Prince Construction Company Limited and Boart Longyear Zambia Limited – a former Anglo American Corporation company.

Namucana is an associate of the Participatory Assessment Group, an NGO involved in poverty assessment and monitoring as well as community-based research.

She is a member of the Zambia Institute of Human Resource Management (ZIHRM) and also a member of the Zambia Association of Business Development Trainers.

ASSOCIATE CONSULTANTS

We have a wide data-base of other consultants with whom we interact and network and complement our skills and knowledge in executing varied assignments. These consultants are drawn mainly from Human Resource but also include consultants from various disciplines including Legal, Mining, Engineering, Agricultural, Accountancy, Anthropology, and General Management.

We are from time to time engaged as resource persons in management workshops conducted by other organisations. Organisations that we have worked with include, Insight Consulting, Zambia Bureau of Standards, Independent Management Consulting Services, R M Human Resources Centre, Kafue Gorge Regional Training Centre, Kaizen Associates, the Water and Sanitation Council of Zambia (WASAZA) and South African Institute of Civil Engineering (SAICE).

SERVICES PROVIDED

We specialize in the provision of human resource management and development services. Our major areas of specialization are as follows;

- Recruitment, Selection and Placements
- Organisation Design (including Job Evaluation)
- Staff Development and Training
- Quality Management Training and Facilitation of Implementation
- Quality and Management Audits
- Aptitude Tests
- Capacity Building and Institutional Strengthening
- Conference Facilitation
- Rapporteurship
- Arrangement for Entry, Work and Study Permits (Zambia only)
- HR outsourcing services
- HR and Payroll Solutions

CAPABILITY REFERENCES

PAST RECRUITMENT ASSIGNMENTS

We have carried out recruitment services for the following organizations (some of them on more than one occasion);

- African Life Financial Services (Z) Limited
- ALS Capital Limited
- Amanita Premier Oils Zambia Limited
- Bokomo Zambia Limited
- Borassus Estates Limited
- BP Zambia Plc
- Canadian High Commission
- C K Scientific Group Zambia Limited
- Coppernet Solutions
- Dana Holdings Limited
- Development Services and Initiatives Southern Africa (DSI)

- DHL Worldwide Express
- Elite Insurance Brokers Limited
- Energy Regulation Board
- FAWEZA
- Jack Kawinga Limited
- Kariba North Bank Company Limited
- Liquefied Foods Limited
- Lloyd's Financials Limited
- Lottery Management Company Limited
- Lutheran World Federation
- Media Communications
- Missionary Oblates
- National Water Supply and Sanitation Council
- NECOR (Zambia) Limited
- Next Technology Limited
- Non Governmental Organisations Co-ordinating Council
- Premier Consult
- Premium Gaskets Limited
- Pre-Secure Limited
- Post Newspapers Limited
- Powerspeed Electrical Zambia Limited
- RDF Business Centre
- Rural Economic Expansion Services
- Savanna Communications
- Specialised Systems (Z) Limited
- Standard Chartered Bank Zambia Limited
- TAP Zambia Limited
- The Talking Shop
- Tranquil Waters Limited
- Unet Zambia Limited
- United Nations Development Programme (UNDP)
- Water Resources Action Programme
- World Vision International
- World Wide Fund for Nature (WWF)
- Zambia Amateur Athletics Association
- Zambia Association for Research and Development
- Zambia Council for Social Development
- Zambia Seed Company Limited
- ZTE Corporation

Conducted Training Needs Analyses for the following;

1. Catholic Commission for Justice, Development and Peace
2. Christian Council of Zambia
3. Civil Society for Poverty Reduction
4. Commission for Investigations

5. Jesuit Centre for Theological Reflection
6. Non Governmental Organisations Co-ordinating Committee
7. Simply Red Electrical and Plumbing Limited
8. Women for Change
9. Young Women's Christian Association
10. Zambia National Women's Lobby Group

We have also carried out the following work;

- Organisation Design, Job Evaluation, Grading and Salary Structure, Conditions of Service for Missionary Oblates of Mary Immaculate, February – March, 2007
- Organisation Design, Job Evaluation, Grading and Salary Structure, Conditions of Service for Freddie and Company, January – March, 2007
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- Organisation Design for Tri-Pump Engineering, Kitwe, 2006
- Organisation Design for Pelton Finance Limited, 2006
- Organisation Design for Floriana Lodge, Solwezi, 2006
- Drafting Conditions of Service, Organisation Chart and Job Descriptions, Choann Skills Training Centre, Mufulira, April, 2005
- Job Evaluation and review of Human Resources Policies Manual, C K Scientific Group (Z) Limited, 2005
- Review of Human Resources Policies Manual, ZTE Corporation, 2004
- Organisation Design and Job Evaluation for Astec-Met Limited, 2001 - 2002
- Organisation Design and Job Evaluation for Lottery Management Company Limited, 2000-1
- In the year 2000 we set up of a human resource department complete with the drafting of Conditions of Service, Disciplinary Code and Grievances Procedure as well as designing a number of administrative forms including the Contracts of Employment for Lottery Management Company.

- CPL was part of the team that was recruiting for the Sun International Hotels in Livingstone in October, 2000 (as Associate Consultants).
- We carried out an Organisational Assessment and Job Evaluation exercise for Participatory Assessment Group, a local non-governmental organization and made recommendations for the restructuring of the organization. (2000)
- Facilitation of Poverty Reduction Strategy Workshops – Copperbelt and North-Western Provinces for Ministry of Finance and Economic Development/United Nations Development Programme – May 2001

As Associate Consultants, we have done the following work;

- Job Evaluation, training needs analysis and Capacity Building needs assessment for Ndola City Council and Luanshya Municipal Council.
- Training needs analysis and Capacity Building assessment for Zambia Railways.
- Social Impact Assessment for Zambia Railways.

TRAINING WORKSHOPS

We provide seminars and workshops in the following areas;

- Credit Management
- Customer Care
- Finance for Non-Finance Managers
- Human Resource Management Skills
- Information Technology – Computer Appreciation Skills and a wide range of advanced IT and Internet Training
- Marketing and Selling Skills
- Office Administration Skills
- Performance Management
- Secretarial Skills
- Strategic Management
- Supervisory, Leadership and Management Skills
- Total Quality Management

The following are some of the companies that have participated in our workshops;

- African Banking Corporation Limited

- ❑ African Life Assurance Services Limited
- ❑ African Life Financial Services Limited
- ❑ AGS Worldwide Service
- ❑ Angel Bites
- ❑ Anglo American Corporation (CA) Limited
- ❑ Anti Corruption Commission
- ❑ ASTEC-MET Limited
- ❑ Bank of Zambia
- ❑ Barloworld Equipment (Z) Limited
- ❑ BCHOD
- ❑ Caltex Oil Zambia Limited
- ❑ Care International
- ❑ Celtel Zambia Limited
- ❑ Central Board of Health
- ❑ Chilanga Cement Plc
- ❑ Choann Skills Training Centre
- ❑ Chrismar Hotel
- ❑ Coppernet Solutions
- ❑ Copperbelt Bottling Company Limited
- ❑ Copperbelt Energy Corporation Plc
- ❑ Crown Agents
- ❑ Deloitte & Touche
- ❑ Development Bank of Zambia
- ❑ Discount Steel Zambia Limited
- ❑ Drilltech Engineering Limited
- ❑ Elite Insurance Brokers Limited
- ❑ Energy Regulation Board
- ❑ Environmental Council of Zambia
- ❑ Family Health International
- ❑ Foundation for Democratic Process
- ❑ Fredrich Ebert Stiftung
- ❑ In Service Training Trust
- ❑ International HIV/AIDS Alliance
- ❑ Kafue Gorge Regional Training Centre
- ❑ Kapiri Lodge
- ❑ Lake Road PTA School
- ❑ Lottery Management Company Limited (Kwachamania)
- ❑ Lusaka Stock Exchange
- ❑ Lutheran World Federation
- ❑ Macmed
- ❑ Ministry of Foreign Affairs
- ❑ Mpelembe Properties
- ❑ National Airports Corporation Limited
- ❑ National Pension Scheme Authority
- ❑ NECOR Zambia Limited
- ❑ Next Technology Limited
- ❑ Nsansa School

- ❑ Office of the President, Special Branch Division
- ❑ Office of the Vice President
- ❑ Participatory Assessment Group
- ❑ Post Newspapers Limited
- ❑ Price Waterhouse Coopers
- ❑ Professional Insurance Corporation of Zambia
- ❑ Programme Against Malnutrition
- ❑ Public Service Management Division (PSMD)
- ❑ PULSE
- ❑ Radius Digital Business Solutions
- ❑ Roberts & Partners
- ❑ SBI Presentation Equipment
- ❑ SDV – AMI
- ❑ St. John’s Medical Centre
- ❑ TAP (Z) Limited
- ❑ TAZARA
- ❑ TEVETA
- ❑ The Post Newspapers Limited
- ❑ Tiger Animal Feeds
- ❑ Total Zambia Limited
- ❑ Toyota Zambia
- ❑ University of Zambia
- ❑ World Vision
- ❑ Zambia Air Force
- ❑ Zambia Bottlers Limited
- ❑ Zambia Centre for Accountancy Studies
- ❑ Zambia Integrated Health Programme
- ❑ Zambia National Broadcasting Corporation Limited
- ❑ Zambia National Commercial Bank Plc
- ❑ Zambia Institute for Mass Communication
- ❑ Zambia Railways Limited
- ❑ Zambia Revenue Authority
- ❑ Zambia State Insurance Corporation Limited
- ❑ Zambia Sugar Plc
- ❑ Zambian Airways
- ❑ Zambian Breweries Plc
- ❑ ZCCM Limited
- ❑ ZESCO Limited

VISION

To be a World Class human resource management
and recruitment consulting firm,
recognised for commitment to putting our customers' needs first.

MISSION STATEMENT

In pursuance of our vision we will;

- Contribute to the development of a positive work culture in the region.
- Promote an environment in which staff release their full potential
- Identify with the corporate objectives of our customers by providing them with staff that will contribute to the realisation of our customers' corporate goals.
- Handle all assignments with professionalism, accuracy and speed.
 - Endeavour to exceed the expectations of all our stakeholders.

▪ CORE VALUES;

- To discharge our responsibilities with complete integrity by carrying out our work to the highest standard.
- To provide a professional service with a Total Quality Management approach
- To provide unrivalled value for money to our clientele
- To regard in high esteem every individual or corporate entity that contributes to helping us meet our customers' needs.

OBJECTIVES

- Assist in the selection of employees whose values are compatible with those of the organization, through an exhaustive screening process
- Understand our client's business and provide constructive advice on a proactive basis, to help businesses grow successfully and profitably
- Help individuals find more challenging career opportunities locally and internationally.
- Help change the working culture in Zambia, through continuous training, to a level where employees will contribute to the best of their abilities.

PLACING THE RIGHT PEOPLE IN THE RIGHT POSITIONS.

LOCATION & CONTACT ADDRESS

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