

Secretariat

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The ZCSMBA secretariat presently operates from the ZCSMBA stand in the Lusaka Showgrounds. The Executive Secretary to the Board of Directors is the Chief Executive Officer in charge of administration and management, and s/he reports to the Board of Directors. A small team of experienced, dedicated and committed professional and support staff assists the Executive Secretary in the day-to-day operation of the organization. ZCSMBA's ability to plan and implement programmes whether internally or externally sourced is therefore built on a solid foundation.

To support the management team in implementation of activities, the organization has a database of one hundred and thirty one (131) consultants and trainers (80% of whom have been developed by the organization). This arrangement has made implementation of interventions very cost effective in that the technical people on the payroll are few and thus it reduces fixed costs to a bare minimum. Though variable costs may increase as the activity rate increases, this is countered by the benefit derived by the members or end beneficiaries.

The list below shows the staffing (all are Zambian nationals) at different stages of organization development.

- Executive Secretary (chief executive officer),
- Business Development Services Manager,
- Capacity Building and Programme Manager,
- Administration Manager
- Accountant
- Research and Knowledge Management Coordinator
- Membership, Monitoring and Evaluation Coordinator,
- Agribusiness Coordinator,
- Business Development Services Officer
- Training Officer
- Office Assistant
- Drivers
- Security Guards