



Republic of Zambia

MINISTRY OF LABOUR AND SOCIAL SECURITY



ANNUAL REPORT

Year Ended 31st December, 2017

Vision: "A productive labour market anchored on employment equity and social justice"



MESSAGE FROM THE HONOURABLE MINISTER

The 2017 Annual Report of the Ministry of Labour and Social Security focuses on how the Ministry worked with its partners to improve the lives and welfare of workers in Zambia while at the same time promoting shared prosperity and sustainability of enterprises and jobs. We are of the firm belief that economic growth is meaningless if proceeds of growth are not equitably distributed between capital and labour. For this important reason, the Ministry worked to ensure that both organized business and labour should strive to constructively work towards achieving equity and social justice.

In this regard, our work at the Ministry in 2017 continued to be anchored on three pillars, namely; elimination of injustices at places of work, promoting respect for basic rights at work and facilitating productive and gainful employment for the Zambian citizenry. In order to support delivery of results, the Ministry formulated and implemented employment and labour policies and legislation in conformity with the International Labour Standards endorsed by International Labour Organisation Member States.

In addition, our focus for the year was guided by our Strategic Vision, Mission and Goal as follows:

Vision, “A productive labour market anchored on employment equity and social justice”.

Mission, “To administer, regulate and develop the labour market system so as to promote and enhance, employment creation, rights at work, social dialogue and productivity in the country”.

Goal, “To attain increased levels of adherence to labour standards”.

I wish to assure the Zambian citizens and workers and employers in particular that the Management of the Ministry will continue to work assertively but with fairness to ensure that the employment and labour sector is well governed. We will continue to use social dialogue and other tools at our disposal to ensure respect for labour laws by all.

A handwritten signature in black ink, appearing to read 'JN Simukoko', written over a horizontal line.

Honourable Joyce Nonde-Simukoko, MP
MINISTER OF LABOUR AND SOCIAL SECURITY



MESSAGE FROM THE PERMANENT SECRETARY

The Ministry is happy to present its annual report for the year 2017. The year under review was one with mixed results. The Ministry made notable progress in terms of resolving labour issues, formulating new and revising old policies and legislation and providing labour market information and other services to the general public. However, the Ministry also faced some challenges that affected its ability to deliver quality and consistent service to the public. One of the challenges was related to the reduced budgetary allocation to the Ministry as a result of fiscal constraints by the Treasury. The review of the implementation of the programmes in our report should therefore be done with this challenge in mind.

I wish to thank all the individuals and institutions that we worked with during the year in our efforts to improve labour market outcomes and conditions. We will endeavour to strengthen our internal processes and external partnerships in the years ahead for us to achieve even more.

Lastly, I wish to state that as a Ministry, we will continue to provide annual comprehensive updates to the relevant stakeholders on the implementation of our mandate in the spirit of transparency and accountability.

A handwritten signature in black ink, featuring a large, stylized loop at the beginning and a long, sweeping horizontal stroke extending to the right.

Barnaby B. Mulenga
PERMANENT SECRETARY

EXECUTIVE SUMMARY

The Ministry of Labour and Social Security continued to create an enabling environment for both the employers and employees. The 2017 report gives a synopsis of the Ministry's performance and activities undertaken during the period under review as shown below:

- (a) One Hundred and Fifty Nine (159) collective agreements were approved by the Ministry;
- (b) The year witnessed One Thousand Six Hundred and Sixty Three (1,663) redundancies and Eight Hundred and Sixty Four (864) dismissals;
- (c) Of the Eighteen Thousand Seven Hundred and Forty Eight (18,748) labour complaints reported Sixteen Thousand Four Hundred and Ninety One (16,491) were resolved. In monetary terms, a total sum of Ten Million One Hundred and Five Thousand Six Hundred Forty Six Kwacha Thirty Three Ngwee (K10,105,646.33) was paid to deserving parties;
- (d) A total of One Thousand Five Hundred Sixty-Four (1,564) labour inspections were undertaken during the period to ensure that proper working conditions and generally Labour laws were adhered to;
- (e) A total of Two Thousand Two Hundred Forty One (2,241) job seekers registered through the Public Employment Exchange Services, Three Hundred Sixty One (361) vacancies were notified and Two Hundred Fifty Four (254) vacancies were filled at various field stations;
- (f) Five (5) strikes were recorded across the country;
- (g) Occupational Safety and Health (OSH) inspections were undertaken across the country as follows: Factories inspections- One Hundred and Fifty One (151), Construction sites and Civil Engineering Works, Thirty Four (34) pieces of lifting machinery and tackle were inspected and Five Hundred Seventy Four (574) pressure vessels were tested and examined.
- (h) A total amount of Three Hundred Ninety Four Thousand, Two Hundred Forty two Kwacha and Ninety Three Ngwee (K394,242.93) was collected as non-tax revenue in 2017 through statutory OSH inspections and examination of pressure vessels and lifting machinery;
- (i) A total of Thirty (30) occupational accidents were reported to the Ministry. Of these, twenty four (24) resulted in disability while six (6) were fatal (resulted in death); and
- (j) Under the employment and career facilitation services, a total of Twenty Thousand Two Hundred and Nine (20,209) candidates were assessed. In the process, a total

amount of Nine Hundred and Seventy Five Thousand Kwacha (K975, 000) was raised as non-tax revenue.

The total budgetary allocation for programmes during the year under review was increased from Six Million, Six Hundred and Seventy Thousand and Forty-Six Kwacha (**K6, 670,046**) in 2016 to Twenty Three Million Seven Hundred and Two Thousand Four Hundred and Seventy-Three Kwacha (**K23, 702,473**) in 2017, representing a percentage increase of 72 percent.

LIST OF ABBREVIATIONS AND ACRONYMS

APAS	Annual Performance Appraisal System
AZIEA	Alliance for Zambian Informal Economy Associations
FES	Friedrich Ebert Stiftung
IOM	International Organization for Migration
ILO	International Labour Organization
ISPA	Inter -Agency Social Protection Assessment Tools
JTI	Japan Tobacco International
KILM	Key Indicator of the Labour Market
LFS	Labour Force Survey
LMIS	Labour Market Information System
M & E	Monitoring and Evaluation
MLSS	Ministry of Labour and Social Security
MP	Member of Parliament
NAP	National Action Plan
NAPSA	National Pension Scheme Authority
NELMP	National Employment and Labour Market Policy
NSIJC	National Strategy on Industrialization and Job Creation
OSH	Occupational Safety and Health
PEES	Public Employment Exchange Services
PIA	Pensions Insurance Authority
PTTC	Permanent Tripartite Technical Committee
PSMD	Public Service Management Division

SASPEN	Southern Africa Social Protection Experts Network
SMEs	Small and Medium Enterprises
SPIRIZ	Support for Poverty Reduction in Zambia
TCLC	Tripartite Consultative Labour Council
WCFCB	Workers Compensation Fund Control Board
Z-DWCP	Zambia Decent Work Country Programme
7NDP	Seventh National Development Plan

TABLE OF CONTENTS

1.0	INTRODUCTION	1
1.1	Functions of the Ministry	1
2.0	PERFORMANCE ACCOUNT BY DEPARTMENTS	2
2.1	HUMAN RESOURCES AND ADMINISTRATION DEPARTMENT.....	2
2.1.1	Functions of the Department	2
2.1.2	Budgetary Allocation	2
2.1.3	Extent of Execution.....	2
a)	Recruitment and Placement.....	2
b)	Human Resource Cases.....	2
c)	Capacity Building	3
d)	Human Resources Audit.....	3
e)	Information and Records Management.....	3
f)	Cross Cutting Issues.....	3
g)	Major Constraints	3
h)	Proposed Solutions.....	3
2.2	LABOUR DEPARTMENT	3
2.2.1	Functions of the Department	3
2.2.2	Budgetary Allocation.....	4
2.2.3	Extent of Execution.....	4
a)	Industrial Relations Management	4
b)	Approved Agreements	4
c)	Tripartite Consultative Labour Council Meetings.....	4
d)	Redundancies, Dismissals and Complaints	4
e)	Labour Law Reforms.....	5
f)	Labour Inspections	5
g)	Child Labour Management.....	5

(a) The EMPOWER Project	5
(b) The FACT Project	6
h) Public Employment Exchange Services	6
i) Immigration Permits Committee.....	6
j) Major Constraints in executing Activities	6
k) Proposed Solutions	7
2.3 NATIONAL PRODUCTIVITY DEVELOPMENT DEPARTMENT.....	7
2.3.1 Mandate of the Department	7
2.3.4 Specific Objectives:	7
2.3.4 Budgetary Allocation.....	8
2.3.5 Major Programmes Undertaken and the Extent of Execution	8
2.3.6 Major Constraints	9
2.3.7 Proposed Solutions	10
2.4 OCCUPATIONAL SAFETY AND HEALTH SERVICES DEPARTMENT	10
2.4.1 Functions of the Department	10
2.4.2 Budgetary Allocation	11
2.4.3 Extent of Execution.....	11
2.4.4 Inspection of Factories.....	11
2.4.5 Inspection of Construction and Civil Engineering Works.....	12
2.4.6 Examination and Testing of Pressure Vessels.....	13
2.4.7 Inspection of Lifting Machinery.....	13
2.4.8 Collected Revenue.....	14
2.4.9 Occupational Accidents.....	14
2.4.11 Meetings, Workshops and Seminars	15
2.4.11 Major Constraints	17
2.4.12 Proposed Solutions	17

2.5 SOCIAL SECURITY DEPARTMENT	17
2.5.1 Functions of the Department.....	17
2.5.2 Major Programmes and Activities.....	17
2.5.3 Budgetary Allocation.....	17
2.5.4 Extent of Execution.....	18
a) Complaints Handling.....	18
b) Public Awareness Activities on Social Security.....	18
c) Joint Workshop on Extension of Social Security Coverage to informal sector workers ..	18
d) Pension Reforms.....	18
e) Participation in the Social Protection Week	19
f) Preparation of a Concept Note on Pre- and Post- Retirement Programme.....	19
g) Maternity Protection.....	19
h) Issuance of Subsidiary Legislation	19
i) Conferences, Workshops and Seminars	20
2.5.5 Major Constraints	20
2.5.6 Proposed Solutions	20
2.6. PLANNING AND RESEARCH DEPARTMENT	20
2.6.1 Functions of the Department	20
2.6.2 Budgetary Allocation	21
2.6.3 Major Programmes.....	21
2.6.4 Extent of Execution.....	21
a) Preparation of Ministerial Budget.....	21
b) Annual Work Plan	21
c) Ministerial Annual Reports	21
d) Parliamentary and Cabinet Business	21
e) Policy and Planning	21
f) Zambia Decent Work Country Programme	22
g) Labour Market Information System	22
g) Quarterly Labour Force Survey	22
2.6.5 Major Constraints.....	22

2.6.6	Proposed Solutions	23
2.7.1	Functions of the Department	23
2.7.2	Budgetary Allocation.....	23
2.7.3	Programmes Undertaken and the Extent of Execution	23
2.7.4	Major Constraints	24
2.7.5	Proposed Solutions	24
2.8	Internal Audit unit	24
2.8.1	Mandate of the Internal Audit Unit.....	24
2.8.2	Objectives of the Internal Audit Unit.....	24
2.8.3	Budgetary Allocation	25
2.8.4	Major Programs and activities.....	25
2.8.5	Extent of Execution.....	25
2.8.6	Major Constraints	25
2.8.7	Proposed Solutions.....	25
2.9	PROCUREMENT AND SUPPLIES UNIT	25
2.9.1	Functions of the unit	26
2.9.2	Budgetary Allocation	26
2.9.3	Extent of Execution	26
2.9.4	Major Constraints	27
2.9.5	Proposed Solutions	27
3.0	Ministerial Challenges	27
4.0	Conclusion.....	27
	APPENDIX 1: DEPARTMENTAL AND UNIT STRUCTURES	29
	HUMAN RESOURCES AND ADMINISTRATION DEPARTMENT	29
	LABOUR DEPARTMENT (HEADQUARTERS)	30
	NATIONAL PRODUCTIVITY DEVELOPMENT DEPARTMENT	31
	SOCIAL SECURITY DEPARTMENT	32

PLANNING AND RESEARCH DEPARTMENT	33
OCCUPATIONAL SAFETY AND HEALTH SERVICES DEPARTMENT	34
FINANCIAL MANAGEMENT UNIT	35
INTERNAL AUDIT UNIT	36
PROCUREMENT AND SUPPLIES UNIT	36

1.0 INTRODUCTION

The Ministry of Labour and Social Security is charged with the responsibility of formulating and administering policies as well as regulating the labour and employment sector in order to enhance the sector's contribution to sustainable social and economic development for the benefit of the people of Zambia.

Following the revocation of the Government Gazette Notice Number 183 of 23rd March, 2012 and Gazette Notice Number 561 of 2012, the mandate of the Ministry is outlined in the Government Gazette Number 836 of 2016 as follows:

- Educational and Occupational Assessment Service;
- Employment Policy;
- Factories;
- Industrial and Labour Relations;
- Labour Policy;
- Productivity Management;
- Productivity Policy;
- Occupational Safety and Health Policy;
- Social Safety Net ; and
- Social Security Policy.

In 2017, the Ministry of Labour and Social Security continued to perform its gazetted functions through the following Departments and Units: -

- (a) Human Resources and Administration Department;
- (b) Labour Department;
- (c) National Productivity Development Department;
- (d) Occupational Safety and Health Services Department;
- (e) Planning and Research Department;
- (f) Social Security Department;
- (g) Financial Management Unit;
- (h) Internal Audit Unit; and
- (i) Procurement and Supplies Unit.

1.1 Functions of the Ministry

The Ministry's specific functions include the following:-

- (i) Development of labour and employment policies;
- (ii) Provision of occupational assessment services;
- (iii) Undertaking labour and factory inspections;
- (iv) Ensuring existence of harmonious industrial relations;
- (v) Promotion of productivity in the economy; and
- (vi) Promotion of comprehensive social security strategies.

2.0 PERFORMANCE ACCOUNT BY DEPARTMENTS

2.1 HUMAN RESOURCES AND ADMINISTRATION DEPARTMENT

2.1.1 Functions of the Department

- (a) Facilitate the provision of an efficient and effective system to enhance operations of the Ministry in order to meet short and long term strategic objectives;
- (b) Provide administrative, logistical and support services to enhance operations of the Ministry;
- (c) Ensure systematic management and implementation of training interventions and co-ordinate all Human Resource Development activities in the Ministry;
- (d) Provide an effective mechanism for recruitment, retention, promotion, separation and handling of disciplinary and health matters;
- (e) Facilitate the process of an effective Performance Management System that links with the Ministry's strategic position and ensures that effective performance is undertaken at all levels;
- (f) Manage and utilise financial resources in order to facilitate implementation of Ministerial programmes effectively; and
- (g) Develop and manage human resource in order to enhance individual and organisational performance.

2.1.2 Budgetary Allocation

A total amount of Five Million Two Hundred and Two Thousand Four Hundred and Seventy Two **(K5, 202,472.00)** was allocated to the Department to cover operational costs related to implementation of programmes under its mandate.

2.1.3 Extent of Execution

a) Recruitment and Placement

The Department facilitated the recruitment and placement of eight (8) officers under the Departments of Labour, Human Resources and Administration as well as Occupational Safety and Health Services to fill the existing vacancies.

b) Human Resource Cases

- (i) Processed 65 cases of staff Appraisals;
- (ii) Processed 9 cases of Maternity leave;
- (iii) Processed 1 case of resignation from the Civil Service;
- (iv) Processed 25 cases of promotion and 34 cases of Acting Appointments;
- (v) Processed 41 cases of Staff transfers;
- (vi) 12 officers from the Ministry were confirmed as established officers in the Civil Service;
- (vii) Processed 3 Retirement cases;
- (viii) Processed 50 cases of Attachments and 3 cases of secondments; and
- (ix) Attended to 2 disciplinary cases.

c) Capacity Building

- (i) During the period under review, Seventy One (71) officers from the Ministry undertook short term and professional training at a cost of K749, 570.60. Under long term training, the Ministry sponsored Eighteen (18) officers at a cost of K199, 080.00; and
- (ii) The Department also facilitated in-house training workshops for Twenty One (21) new officers on Terms and conditions of Service in the public service at a cost of K15, 000.00.

d) Human Resources Audit

The Department conducted a Staff Audit exercise in Six (6) provinces namely; Copperbelt, Southern, Lusaka, Central, Eastern and Western. This was aimed at collecting information regarding all members of staff and identifying the gaps in the staffing levels in order to enhance service delivery.

e) Information and Records Management

The Department undertook the following activities:

- (i) Computerization of the registry index;
- (ii) Weeding of dormant files; and
- (iii) Changing of file covers.

f) Cross Cutting Issues

The Department commenced the process of drafting the implementation plan for the HIV/AIDS and Wellness Policy.

g) Major Constraints

- (i) Inadequate funding to execute planned activities;
- (ii) Freezing of some positions;
- (iii) Delayed response from the Public Service Management Division (PSMD) on some recommendations from the Ministry; and
- (iv) Inadequate transport.

h) Proposed Solutions

- (i) Procure more vehicles for easy mobility. Most vehicles for the Ministry were not road worthy and required constant repairs; and
- (ii) Engage the PSMD on Human resource related issues affecting the Ministry.

2.2 LABOUR DEPARTMENT**2.2.1 Functions of the Department**

- (a) Ensure compliance with labour legislation;
- (b) Promote sound industrial relations;
- (c) Promote and monitor Zambianization programmes;
- (d) Operate the Public Employment Exchange Services; and

- (e) Implementation, control and management of programmes on the elimination of Child Labour.

2.2.2 Budgetary Allocation

A total amount of One Million, Eighty Hundred and Ninety Five Thousand Kwacha **(K1, 895,000.00)** was allocated to the Department for programme implementation.

2.2.3 Extent of Execution

a) Industrial Relations Management

The year 2017 recorded a significant reduction in industrial unrest. A total of five (5) strikes were recorded in some establishments across the country. The strikes were mainly due to demands for improved terms and conditions of service.

b) Approved Agreements

A total of Two Hundred and Seventy Three (273) Collective Agreements were approved by the Ministry, through Labour Department, as highlighted in the table below.

Table 1: Approved Collective Agreements in different categories:

NATURE OF AGREEMENT	NUMBER
Extension of Collective Agreements	63
Collective Agreements	159
Recognition Agreements	43
Addendum	8
TOTAL APPROVED AGREEMENTS	273

c) Tripartite Consultative Labour Council Meetings

Four (4) Tripartite Consultative Labour Council (TCLC) meetings were held in the year under review. The TCLC provided a platform where issues pertaining to employment and labour sector were extensively discussed by key stakeholders.

d) Redundancies, Dismissals and Complaints

During the period under review, one Thousand six Hundred sixty three (1,663) redundancies and eight Hundred sixty four (864) dismissals were recorded. Of the eighteen Thousand seven Hundred forty eight (18,748) reported cases, sixteen Thousand four Hundred ninety one (16,491) were resolved. As a result, a sum of ten Million one Hundred Five Six Hundred forty six Thirty Three Ngwee **(K10, 105,646.33)** was paid to deserving complainants. Most disputes revolved around the issues of non-payment of salaries/statutory allowances, leave pay, underpayments and terminal benefits.

e) Labour Law Reforms

The consultants engaged by the Ministry on recommendation from the Ministry of Justice submitted a draft Labour Code Bill and a draft Industrial and Labour Relations Bill which Bills were brought before the stake holders through the embellishment of the Permanent Tripartite Technical Committee (PTTC) for submissions. Thereafter the Bills were taken to the Tripartite Consultative Labour Council for adoption. The Bills were subsequently submitted to Ministry of Justice for final drafting.

f) Labour Inspections

A total of one Thousand Five Hundred and Sixty Four (1,564) labour inspections were conducted during the period. Furthermore, a total number of three Hundred and ninety two (392) joint inspections, a total number of two Hundred and sixteen (216) follow up inspections and a total number of twenty one (21) special inspections were conducted. This showed an increase from the One Thousand and Forty One (1041) labour inspections conducted in 2016.

g) Child Labour Management

The Department continued to monitor, manage and control child labour incidences in the country. A total of Ninety Seven (97) child Labour inspections were carried out during the period under review and Twenty – Two (22) children aged between twelve to seventeen (12-17) years old were identified and withdrawn.

The World Day against Child Labour was commemorated on 12th June, 2017 at East Park Mall. The occasion was graced by the Acting Minister of Labour and Social Security, Honourable Michael Katambo, M.P and Representatives from International Labour Organisation (ILO) and Human Rights Commission. A total of fourteen (14) schools participated in the commemorations.

The department continued to implement the ARISE programme with the view to bringing an end to child Labour in Tobacco growing communities by providing access to education, creating alternative economic opportunities, and advocating for policy change in the country. Through this programme, the department managed to train tobacco farmers in conjunction with Jesus Cares Ministries (JCM) in selected communities on occupational safety and health.

The Ministry, in the period under review, managed to launch two (2) Projects on Child as follows:

(a) The EMPOWER Project

The Empower project is a project being funded by the United States Department of Labour through Winrock International. The goal of the project is to reduce the prevalence of child labour in targeted rural areas in Eastern province. This project is being implemented in five districts of eastern province being Chipata, Lundazi, Chadiza, Katete and Petauke.

(b) The FACT Project

The Fact project is a project being funded by Japan Tobacco International Company (JTI) and being implemented in partnership with Support for Poverty Reduction in Zambia (SPRIZ). The fact project is aimed at eliminating all forms of child labour particularly in tobacco farms. This project is being implemented in 11 selected Communities of Chipata, Mambwe and Lundazi Districts namely: Chipangali, Sisinje, Mshawa, Vizenge, Kasenga, Mafuta, Kapara, Mwalauka in chipata district, Chafisi and Diwa in Lundazi District and Mphomwa in Mambwe District.

Furthermore, a workshop to review the National Action Plan (NAP) on the elimination of the worst forms of child labour which expired in 2015 was held at Twangale park from 19th – 21st December, 2017. The Ministry of Labour and Social Security with the support from SPRIZ commenced the process of revising the expired NAP and various key stakeholders were invited to take part in the review process.

h) Public Employment Exchange Services

A total of two Thousand two Hundred forty one (2,241) job seekers registered through the Public Employment Exchange Services (PEES). Three Hundred sixty one (361) vacancies were notified and two Hundred fifty four (254) vacancies were filled at various employment exchanges in 2017.

i) Immigration Permits Committee

The Employment Unit of the Ministry in collaboration with the Immigrations Department which form the Employment Permits Committee met on a regular basis to process applications for work permits, through the scrutinisation of all applications for work permits. The committee was also responsible for ensuring that Zambianization programmes were successfully implemented in establishments around the country.

During the year under review, a total of eight Thousand eight Hundred and ninety two (8,892) new applications for work permits were recorded and of these, seven Hundred and one (701) were rejected. Furthermore, eight Thousand five Hundred and ninety six (8,596) extensions were approved and three Hundred and seventy four (374) other variations were approved.

j) Major Constraints in executing Activities

- i) Inadequate funding made proved to be a challenge for the Department to carry out the programmes efficiently.
- ii) Poor staffing levels in the Department which led to work overload on Officers especially those operating from the field stations.
- iii) Absence of transport, poor communication facilities and lack of financial and material support were also key challenges.
- iv) Insufficient powers of Labour Officers to deal with employers who willfully fail to comply with the provisions of the Labour Laws and legislations.

- iv) Limited or lack of public awareness on the existing labour laws.

k) Proposed Solutions

- i) Recruit more Labour Officers and Inspectors in order to enhance service delivery;
- ii) Conclude the labour law reform process in order to equip the Officers with effective and efficient operational tools;
- iii) Purchase more vehicles in order to enhance the Department's operations in terms of inspections;
- iv) Increased and promptly funding to department in order to operate effectively and efficiently;
- v) Create an Awareness Strategy on Labour Laws; and
- vi) Undertake capacity building workshops for new Labour Officers and Inspectors.

2.3 NATIONAL PRODUCTIVITY DEVELOPMENT DEPARTMENT

2.3.1 Mandate of the Department

The strategic objective of the National Productivity Development Department (NPDD) is to promote productivity in the country so as to enhance economic growth and improve the living standards of the people.

2.3.2 Legal and Institutional Framework

The National Productivity Development Department as stated in the Government Gazette Notice No. 567 of 21st September, 2004 continued to execute its functions of Occupational Assessment, Test Development, Research, Productivity and Quality Improvement and Productivity Measurement and Monitoring.

2.3.3 Functions of the Department

- (i) To promote the concept of productivity countrywide in order to enhance economic growth and competitiveness;
- (ii) To facilitate objective human resource selection in various organizations to enhance proper placement for initial employment, job progression and training in order to promote productivity;
- (iii) To undertake Productivity measurement in order to determine productivity levels at enterprise, sectoral and national levels; and
- (iv) To facilitate staff capacity building initiatives in the department in order to improve efficiency and effectiveness in service delivery.

2.3.4 Specific Objectives:

- i) To determine productivity levels across all sectors of the Zambian economy in order to recommend appropriate productivity interventions;
- ii) To promote productivity awareness and application of productivity measurement tools among companies;
- iii) To network with Productivity institutions in Zambia and abroad;

- iv) To contribute to policy formulation by providing advice on the implications of policy and productivity;
- v) To facilitate objective human resource selection in various organizations to enhance proper placement for initial employment, job progression and training in order to promote productivity;
- vi) To undertake test construction and development in order to capture validation statistics pertaining to the tests in use in the department; and
- vii) To intensify the provision of career guidance and Occupational Counseling to school leavers, non-school leavers and employees in various organizations in order to enhance labour efficiency and effectiveness.

2.3.4 Budgetary Allocation

A total amount of **K980, 000.00** was allocated to the Department for the implementation of programmes and activities.

2.3.5 Major Programmes Undertaken and the Extent of Execution

S/N	PROGRAMME	ACTIVITY	TARGET	ACHIEVED/ NOT ACHIEVED	COMMENT
1.	General Administration	National Productivity Policy	National Productivity Policy finalized by 30 th April, 2017	Achieved	Draft National Productivity Policy developed
		National Productivity Centre	National Productivity Centre fully operationalized by 31 st December, 2017	Not achieved	The creation of the National Productivity Centre was dependent on the approval of the National Productivity Policy.
2.	Employment and Career Selection Services	Employment and Career Selection services	13,000 candidates tested by 31 st December, 2017 and norms for various tests constructed.	Achieved	20,209 candidates tested and revenue amounting to K975, 000 was raised.
		Employment and Career Selection services	Two (2) new tests developed by 31 st March, 2017	Achieved	Two tests constructed but awaiting pretesting

3.	Productivity Measurement and Monitoring	Development and Installation of Frameworks for Enterprise Productivity Indices	Two (2) Frameworks developed by 31 st December, 2017	Not Achieved	There was no budgetary allocation to the activity.
		Production and Dissemination of Productivity Indices	2017 Productivity Year Book published by 31 st May, 2017	Not achieved	The department did not receive funding for the activity.
4.	Productivity Promotion and Improvement	Public and Private Sector Work Culture Remodeling	Three (3) line Ministries sensitized on workplace productivity improvement by 30 th June, 2017 Project evaluation conducted by 30 th September, 2017	Partially Achieved	5S Teams constituted 5S Manual Developed Four (4) in house Productivity Sensitization workshops conducted (Members of staff in the Ministry were sensitized on Productivity Improvement Approaches)

2.3.6 Major Constraints

- (a) Vacant positions: The department had five (5) vacant positions. This greatly affected the department's ability to meet its targets. Of these five (5) positions, only one (1) was available (funded) whilst the other four (4) were frozen.
- (b) Inadequate funding: The department's mandate of promoting productivity throughout the country required adequate funding.
- (c) Mandate: The department holds the mandate to promote productivity in all sectors of the economy. However, its configuration as a Government department operating without an act of parliament and/or policy limits its ability to effectively carry out this mandate. This is the reason the Ministry intends to establish a National Productivity Centre.

The department had no vehicles for its operations and had to rely on the Ministerial pool vehicle in order to attend to its clients around the country.

2.3.7 Proposed Solutions

No.	Challenges	Medium Term Solution 2017-2019	Long Term Solution (2020 +)
1.	Understaffing	<ul style="list-style-type: none"> • Fill one vacant (available) position • Unfreeze and fill the four (4) vacancies 	Implement the approved new departmental structure
2.	Inadequate funding	<ul style="list-style-type: none"> • Appropriate use of monies realized through Appropriation in Aid • Increased budget allocation 	<ul style="list-style-type: none"> • Increased budget allocation • Introduce user fees for productivity consultancy • Increase fees for aptitude tests
3.	Inappropriate institutional framework	<ul style="list-style-type: none"> • Approval of the National Productivity Policy • Enact Productivity Bill • Establish a National Productivity Centre 	Operationalization of the National Productivity Centre.
4.	Lack of transport and suitable office equipment	<ul style="list-style-type: none"> • Procure nine (9) computers; • Procure four (4) printers; • Procure six (6) office tables; • Procure thirteen (13) office chairs; • Procure sixteen (16) visitors chairs. • Procure three (3) motor vehicles • Procure an industrial photocopying machine 	

2.4 OCCUPATIONAL SAFETY AND HEALTH SERVICES DEPARTMENT

2.4.1 Functions of the Department

- Administering and enforcing Occupational Safety and health legislation through systematic inspection at workplaces;
- Examination and testing of Lifting Machinery;
- Examination and testing of Pressure Vessels (Steam Boiler, Air Receivers and Steam Receivers, etc.);

- (d) Investigating Occupational accidents and dangerous occurrences in Factories and construction sites and carrying out research on Occupational Diseases;
- (e) Advising factory occupiers on safe design, operation and maintenance of machinery and other equipment;
- (f) Providing guidelines on hazardous operations in workplaces;
- (g) Reviewing and updating Labour Legislation related to Occupational Safety and Health;
- (h) Conducting Workshops and seminars on occupational safety and health;
- (i) Advising the Ministry on ratification of International Labour convention relating to Occupational Safety and Health;
- (j) Providing information on Occupational Safety and Health to employers, workers, interested organizations, individuals; and
- (k) Undertaking legal proceedings for non-compliance.

2.4.2 Budgetary Allocation

The Department had a Budgetary Allocation of **K1, 000, 001.00** for programme implementation.

2.4.3 Extent of Execution

Inspection of Factories, Buildings and Civil Engineering Works, Pressure Vessels and Lifting Machinery.

2.4.4 Inspection of Factories

During the year under review, a total of one Hundred fifty-one (151) workplace inspections were undertaken as distributed in the table below:-

S/N	MONTH	NUMBER OF INSPECTIONS
1	January	07
2	February	12
3	March	58
4	April	05
5	May	16
6	June	03
7	July	09
8	August	19
9	September	03
10	October	16
11	November	01
12	December	02
TOTAL		151

The findings from the factory inspections revealed that there were a number of breaches to the Factories Act and the most prominent ones included the following:-

- (a) Health: General Provisions (General Ventilation, poor lighting, poor sanitary conveniences).
- (b) Safety: General Provisions (Guarding of machinery, training and supervision of inexperienced workers, fire safety)
- (c) Safety: Lifting Machinery and Pressure Vessels (Certification)
- (d) Welfare: General Provisions (Accommodation for clothing and change rooms, first aid, drinking water)
- (e) Health, Safety and Welfare: Special Provisions and Regulations (Chemical Safety, Personal Protective Clothing)
- (f) Notification of Dangerous Occurrences (Notice of accidents that disable an employee for three (3) days or more from conducting his normal duties to the Department)
- (g) Miscellaneous (Posting of abstract of the Act and notices, General Register)

In this regard, the Department undertook the following activities relating to the initiation and updating the legislation in order to conform to local requirements and regional and international standards:-

- (a) Formulation of a draft National Occupational Safety and Health Policy;
- (b) Labour Inspectors' Training on HIV and AIDs workplace inspections; and
- (c) Review of the Factories Act Chapter Cap 441 of the Laws of Zambia through a stakeholder consultative workshop held in Kabwe.

2.4.5 Inspection of Construction and Civil Engineering Works

A total of thirty four (**34**) construction site inspections were done. The visits were concentrated on sites that were located in Lusaka and Central Provinces.

The table below shows details of the monthly Construction Site inspections undertaken:

S/N	MONTH	NUMBER OF INSPECTIONS OF CONSTRUCTIONS AND ENGINEERING WORKS
1	January	01
2	February	00
3	March	03
4	April	09
5	May	03
6	June	02
7	July	04
8	August	02
9	September	01
10	October	03
11	November	01
12	December	05
TOTAL		34

The major hazards noted and recorded during the visits were:

- Improper and/or incomplete Personal Protective Equipment;
- Unsafe working platforms and the absence of guardrails and toe boards;
- Poorly constructed access ladders;
- Improper and/or incomplete Personal Protective Equipment;
- No notice of commencement of construction;
- No records of inspections of scaffolding before use; and
- Not reporting of construction site accidents.

2.4.6 Examination and Testing of Pressure Vessels

A total of five Hundred and seventy four (574) Pressure Vessels including Boilers, Air Receivers, Steam Receivers and LPG Tanks were thoroughly examined at workplaces as distributed in the table below:

S/N	MONTH	NUMBER OF INSPECTED PRESSURE VESSELS
1	January	05
2	February	87
3	March	69
4	April	104
5	May	72
6	June	28
7	July	15
8	August	21
9	September	36
10	October	44
11	November	85
12	December	08
TOTAL		574

The findings of the inspections generally revealed good cooperation from the factory occupiers without which it could not have been possible to undertake the inspections.

2.4.7 Inspection of Lifting Machinery

The periodical examination of lifting machinery continued to receive special attention during the year. A total of two Thousand two Hundred and seventy-seven (2,277) lifting Machinery and tackle were inspected in workplaces in 2017 as tabulated below:

ID	MONTH	NUMBER OF INSPECTED MACHINERY AND LIFTING TACKLE
1	January	33
2	February	02
3	March	426
4	April	792
5	May	158
6	June	04
7	July	238
8	August	87
9	September	530
10	October	04
11	November	03
12	December	00
TOTAL		2,277

The inspections revealed a lack of compliance in the following areas:

- Not showing the safe working load of equipment;
- Lack of limiting devices;
- Unsound material strength due to corrosion;
- Not providing safety controls like safety latches; and
- Worn out gears.

2.4.8 Collected Revenue

As a result of the statutory inspections and examinations of pressure vessels and lifting equipment, the department raised a total amount of three Hundred ninety four Thousand two Hundred and forty two kwacha ninety three Ngwee **(K394, 242.93)** in the year 2017.

2.4.9 Occupational Accidents

A total of thirty (30) occupational accidents were reported to the department. Of these, twenty four (24) were disabling while six (6) were fatal and resulted in death. The six (6) fatal accidents involved Zesco Lusiwasi recording 2, Sino hydro, UMCIL – Kafue steel, Mount Meru and Quantum foods in Chingola.

The two (2) Tables below show a distribution of Occupational Accidents recorded per month and company name, respectively:

S/N	MONTH	NUMBER OF ACCIDENTS REPORTED AND INVESTIGATED
1	January	01
2	February	15
3	March	02
4	April	04
5	May	01
6	June	03
7	July	01
8	August	02
9	September	00
10	October	01
11	November	00
12	December	00
TOTAL		30

Distribution of Accidents per company as recorded by the Department in 2017

S/No	ORGANIZATION NAME	NUMBER OF ACCIDENTS
1	ZESCO Limited	10
2	Universal Mining and Allied Industries Limited	02
3	Lusaka Water and Sewerage Company	01
4	Nitrogen Chemicals of Zambia	08
5	Stefanutti	01
6	Quantum Foods- Chingola	01
7	Fairly Bottling Zambia Ltd	02
8	Sino hydro	01
9	Mount Meru	01
10	Construcoes, Gabriel A.S Couto. S.A	01
11	Tiger Animal Feeds	02
TOTAL		30

2.4.10 MEETINGS, WORKSHOPS AND SEMINARS

- (i) The Department participated in the commemoration of the World Day for Safety and Health which was held on 28th April, 2017 under the theme, “*Workplace Stress: a collective challenge*”. The focus was on the critical need for countries to improve their capacity to collect and utilize reliable occupational safety and health (OSH) data. The commemoration activities were co-sponsored by WCFCB and officers were able to be part of the event at Mukuba Mall in Ndola.

- (ii) The Chief Inspector of Factories represented the Department as a resource person at the OSH Management training of MSME's in the Construction Sector held in Mufulira from 24th to 28th July, 2017. The objective of the training was to impart OSH skills to the contractors.
- (iii) The Department participated in the Smart Investment for Health meeting held from 26th to 27th July 2017 in Johannesburg South Africa. The purpose of the meeting was to explore ways of improving occupational health services and healthcare services for communities around mines based on the knowledge generated and lessons learnt from the implementation of the initiative.

The Department spearheaded activities under the Southern Africa Tuberculosis and Health Systems Support (SATBHSS) Project led by the Ministry of Health. Most of the activities carried out were under Component 1: Innovative Prevention, Detection and Treatment of TB. The following were the achievements:

- (i) A team comprising OSH regulatory agencies developed a "Training Manual on Management of Dust Hazards in the Workplace". The manual is intended to equip the trainees with conceptual knowledge, skills and appropriate attitudes to effectively and efficiently manage the risks of dust hazards in the work place. Several studies have documented that control of silica dust levels may contribute to decreased TB incidence and have demonstrated the efficacy of dust reduction in reducing TB rates among exposed workers. It is with this in mind that the manual will be used in training Health and Safety Representatives from Mining and related industries in order to enhance their skills in dust reduction strategies.
- (ii) The Training Manual on Management of Dust Hazards in the Workplace developed was piloted on the group of twenty seven (27) participants trained in Chingola. Resource persons were drawn from the institutions responsibility for primary prevention measures i.e. Mines Safety Department (MSD), Occupational Safety and Health Services Department (OSHS) and Occupational Health and Safety Institute (OHSI).
- (iii) In order to provide meaningful support to the ex-miners, the Ministry embarked on the activity of mapping the ex-mine workers in the Copperbelt, North-western, Lusaka, Central and Southern provinces of Zambia. Following the mapping exercise and registration of the ex-miners in five (5) of the targeted provinces, follow-up workshops in respect of creating viable cooperatives for income generation and job creation were held in collaboration with the Ministry of Commerce, Trade and Industries with a total of seventy (70) participants trained.

2.4.11 Major Constraints

- (a) **Low staffing levels:** Low staffing levels continued to prevail in the department as only one Officer was recruited.
- (b) **Low/Intermittent Funding release:** The department was affected by intermittent release of funding from the treasury. Additionally, the amounts released could not match the needs of the department

2.4.12 Proposed Solutions

- (i) Recruit more OSH Inspectors in order for the department to meet the current demands of services offered.
- (ii) Prompt release of adequate funding to enable the department undertake effective and efficient inspections as well as improve the ability to raise non-tax revenue.

2.5 SOCIAL SECURITY DEPARTMENT

2.5.1 Functions of the Department

- (i) Formulate and review social security policies in Zambia;
- (ii) Reform the social security system in Zambia;
- (iii) Formulate and review social security legislation in Zambia;
- (iv) Review social security benefits;
- (v) Extend the coverage of social security to the informal sector;
- (vi) Educate the public on social security matters;
- (vii) Establish and maintain a social security database;
- (viii) Carry out research i.e. both desktop and field research on social security matters;
- (ix) Resolve pension complaints;
- (x) Monitor and evaluate social security trends at global, sub- continental and regional levels; and
- (xi) Develop and enforce social security standards.

2.5.2 Major Programmes and Activities

- (i) Pension Reforms;
- (ii) Extension of Social Security Coverage to the Informal Economy;
- (iii) Maternity Protection;
- (iii) Pre and Post- Retirement Programme/ Social Pensions; and
- (iv) Public Awareness.

2.5.3 Budgetary Allocation

During the year under review, a total amount of **K1, 417,000.00** was allocated to the Department for programme implementation.

2.5.4 Extent of Execution

a) Complaints Handling

The Department continued to perform its statutory role of resolving pension complaints. As at December 2017, the department had received a total number of 30 complaints. These complaints ranged from unpaid retirement benefits, wrong computation of pension benefits and non-payment of refunds to unremitted pension contributions. The complaints involved institutions such as Mulungushi University, Barclays Bank Plc, Ministry of Tourism and Arts, National Pension Scheme Authority (NAPSA), Workers Compensation Fund Control Board (WCFCB) and Pensions and Insurance Authority (PIA). The Department, in collaboration with the PIA also facilitated a complaints resolution meeting at Mulungushi University.

b) Public Awareness Activities on Social Security

The Department undertook a number of public awareness activities. These activities included provincial tours to Southern and Central Provinces for sensitization meetings with labour officers and NAPSA staff on the revised retirement age. The objective of the meetings was to determine the level of awareness on the revised retirement age against a backdrop of complaints received on the matter.

The tour to southern province took place from 16th - 20th January 2017 and involved three (3) towns namely Mazabuka, Monze and Pemba. The tour of Central province took place from 25th- 26th February, 2017 and involved one (1) town namely Kabwe. One of the key outcomes from the provincial tours was the fact that a number of stakeholders did not either understand the interpretation of the new retirement regime or interpreted it differently.

c) Joint Workshop on Extension of Social Security Coverage to informal sector workers

The Department, in collaboration with the Friedrich Ebert Stiftung (FES), the National Pension Scheme Authority (NAPSA) and the Alliance for Zambian Informal Economy Association (AZIEA) convened a joint workshop to develop a blueprint for a model to be used for extending social security coverage to informal economy workers such as bus drivers, marketeers and cross-border traders. The Department made two (2) presentations at the informal Economy Workers Workshop held at Hotel Edinburg in Kitwe on the 29th March 2017 under the theme "Social Security Extension to Informal Economy Workers". The department facilitated the preparation of a working report on the joint workshop, with a clearly defined roadmap on the way forward.

d) Pension Reforms

The Department continued to facilitate work around the finalization of the draft National Social Protection Bill, which was later submitted to the Ministry of Justice for legal drafting and internal consultative processes. The Department also facilitated technical working group meetings to technically review the third draft for the Social Protection Bill. The Department equally facilitated extensive consultative meetings with social partners and other stakeholders on the same matter.

e) Participation in the Social Protection Week

The Department, in conjunction with the Ministry of Community Development and Social Services, International Labour Organization (ILO) and other cooperating partners hosted a successful 2nd Social Protection Week from 27th November to 1st December, 2017 under the theme “*Inclusive Sustainable Social Protection: Leaving No One Behind*”. The Department actively facilitated and participated in a number of activities and events marking the Social Protection Week.

Key highlights of the Social Protection Week included; a Media Breakfast Meeting at Southern Sun where the Social Protection Week was Launched; a Social Protection Outreach programme in Chilanga District where the Ministry of Community Development and Social Services introduced a social cash transfer and the Food and Agriculture Organisation (FAO) handed over bicycles to Community Workers. The event drew participation from the Ministry of Health, Ministry of Agriculture, Ministry of Education, Ministry of Community Development and Social Services, Embassy of Ireland, Embassy of Sweden, Department for international Development (DFID), United Nations International Children’s Emergency Fund (UNICEF), (ILO), World Food Program (WFP), Food Agriculture Organisation (FAO) and IOM.

f) Preparation of a Concept Note on Pre- and Post- Retirement Programme

The Department facilitated the preparation and finalisation of a Concept Note on proposed Pre- and Post- Retirement interventions. The concept note highlighted programmes and activities aimed at ensuring a smooth transition from working into retirement and these included psycho- social counselling, small business skills training, basic agriculture training and land resettlement under the Department of Land Resettlement in the Vice- President Office. The Concept Note highlighted key interventions that were applicable in the private and public sectors and were targeted at both retirees and workers declared redundant.

g) Maternity Protection

The department facilitated work towards the realization of adequate and responsive maternity protection in Zambia. The department facilitated preparation of a concept note for technical and financial support from the ILO to host a stakeholder workshop. The stakeholder workshop was held at Mika Convention Centre in Chongwe. The key outcome from the stakeholder workshop was the preparation of a technical paper on key issues for inclusion in the draft National Social Protection Bill and the Labour Code.

h) Issuance of Subsidiary Legislation

The department facilitated the issuance of the following Statutory Instruments and Gazette Notices:

- (a) Table for Pension Earnings under NAPSA;

- (b) Revision of chargeable fees under the Occupational Health and Safety Institute in Kitwe for pneumoconiosis examinations and other medical tests; and
- (c) Revised investment guidelines under NAPSA.

i) Conferences, Workshops and Seminars

The department participated in a number of conferences, workshops and seminars as follows:

- Extension of Social Security to the Informal Sector in Algeria;
- Global Conference on Sustained Eradication of Child Labour in Argentina;
- Social Protection Joint Annual Review in Northern, Western and Muchinga Provinces;
- Social Protection for Informal and Rural Economy Workers and Inter Agency Social Protection Assessment Tools (ISPA) Workshop in Malawi; and
- The Southern Africa Social Protection Experts Network (SASPEN) Steering Committee Meetings in South Africa, Johannesburg.

2.5.5 Major Constraints

- (a) Inadequate funding to execute lined up programmes and activities;
- (b) Inadequate transport facilities for the Department;
- (c) Inadequate skills in legal interpretation and actuarial analysis;
- (d) Huge non- personnel arrears impacted negatively on staff morale; and
- (e) Inadequate office equipment such as printers, desktop computers and scanners.

2.5.6 Proposed Solutions

- (a) Increased, consistent and regular funding for program execution;
- (b) Procurement of additional transport facilities i.e. vehicles;
- (c) Payment of all outstanding staff arrears; and
- (d) Adherence to departmental work plans and budget lines in allocation of funds.

2.6. PLANNING AND RESEARCH DEPARTMENT

2.6.1 Functions of the Department

The Department is mandated to carry out the following functions: -

- (a) Coordinate and timely prepare Ministerial plans and Budget to facilitate the acquisition of resources.
- (b) Effectively coordinate labour market research activities in order to generate information for appropriate intervention.
- (c) Effectively coordinate the Policy formulation process so as to have consolidated policy guidelines.
- (d) Conduct periodic monitoring and evaluation of the implementation of labour policies.

- (e) Coordinate the preparation of Cabinet Memoranda and attend to all Parliamentary Issues.

2.6.2 Budgetary Allocation

The department had a budgetary allocation of **K3, 480,000.00** for programme implementation.

2.6.3 Major Programmes

- (i) Parliamentary and Cabinet Business;
- (ii) Decent Work Promotion;
- (iii) Preparation of Ministerial Work Plans and Budget;
- (iv) Preparation of Annual Reports;
- (v) National Employment and Labour Market Policy;
- (vi) Labour Force Survey;
- (vii) Management Information System and;
- (viii) Monitoring and Evaluation.

2.6.4 Extent of Execution

a) Preparation of Ministerial Budget

The Department coordinated the preparation of the 2018 Activity Based Budget for the Ministry as well as handling other budget related matters.

b) Annual Work Plan

The Department coordinated the preparation of the 2018 Ministerial Annual Work Plans highlighting various programmes and activities to be implemented during the period.

c) Ministerial Annual Reports

The Department facilitated the preparation of the 2016 Ministerial Annual Report. The Report was finalized, printed out and 250 copies of the Report were submitted to the National Assembly while other copies were submitted to Cabinet Office and the Office of the Vice President.

d) Parliamentary and Cabinet Business

The Department attended to Parliamentary and Cabinet Business within the stipulated timeframe. This included the analysis of various Cabinet Memoranda, provision of answers to Parliamentary Questions, preparation of Parliamentary Budget Briefs/ Policy Statements, preparation of Action-Taken Reports and provision of responses to various Parliamentary Committees.

e) Policy and Planning

- (i) The Department facilitated the drafting of the National Employment and Labour Market Policy (NELMP) whose overall objective is to support inclusive economic growth and development through promotion of gainful and decent work in all sectors of the economy. The draft Policy was circulated to line Ministries for

comments which are since been incorporated into the draft policy document before Cabinet approval.

- (ii) The Department participated in the formulation of the Seventh National Development Plan (7NDP) and its Implementation Plan. The Department also provided updates to various Cluster Advisory Groups on issues touching on the mandate of the Ministry.
- (iii) The Department coordinated activities leading to the formulation of the Ministerial Strategic Plan. These activities included formulation of the Questionnaires for Ministry staff, stakeholders and social partners in order to assess the performance of the Ministry based on the previous Strategic Plan which expired in 2016.

f) Zambia Decent Work Country Programme

Following the preliminary work which was done with regard to the review of the 2013- 2016 Zambia Decent Work Country Programme (Z-DWCP), the zero draft of the new version of the Z-DWCP was developed and this process was facilitated by the Department. The Z-DWCP is a coherent and focused programme aimed at contributing to national priorities whose outcomes include the promotion of the decent work agenda in the country.

g) Labour Market Information System

During the year under review, the Department coordinated activities related to the development of the Labour Market Information System (LMIS). With support from the European Union and GIZ, the Strategic Plan for LMIS, the Sector Performance Framework and Integrated Data Catalogue were developed. The other activities including the Digitalization of the System, development of the M&E Policy and Manual were scheduled to be undertaken in 2018.

g) Quarterly Labour Force Survey

The Department, in collaboration with the Central Statistical Office (CSO) undertook the 2017 Quarterly Labour Force Survey. The Reports for the three (3) Quarters, i.e. Quarter 1, 2 and 3 of 2017 were drafted and disseminated to the public. The Labour Force Survey (LFS) is designed to provide information on Key Indicators of the Labour Market (KILM) which is a basis for policy formulation and decision making.

2.6.5 Major Constraints

- (a) The Ministry operated without a Strategic Plan as the previous one expired in 2016;
- (b) Inadequate financial resources for programme implementation; and
- (c) The general challenge of low staffing levels.

2.6.6 Proposed Solutions

- (a) The need to formulate a Ministerial Strategic Plan;
- (b) Allocate adequate financial resources to the Department; and
- (c) Recruit more officers under the Department as proposed in the new Approved Structure for the Ministry.

2.7 FINANCIAL MANAGEMENT UNIT

2.7.1 Functions of the Department

- (i) Preparation of Annual Budget
- (ii) Preparation of Monthly bank reconciliations
- (iii) Providing responses to audit queries
- (iv) Preparation of Monthly Funding profiles
- (v) Preparation of Financial Reports
- (vi) Undertaking Revenue monitoring

2.7.2 Budgetary Allocation

The Department had a Budgetary Allocation of **K8, 800, 000.00** for programme Implementation.

2.7.3 Programmes Undertaken and the Extent of Execution

S/N	PROGRAMME	ACTIVITY	TARGET	ACHIEVED/ NOT ACHIEVED	COMMENT
1.	Preparation of Annual Budget	Activity Based Budget	The Ministerial Budget finalized by 30 th September,2017	Achieved	Ministerial Budget was developed and approved
2.	Preparation of Bank reconciliations	Cashbook balance reconciled with Bank	12 Monthly reconciliations prepared	Achieved	Audited Bank reconciliations were Submitted to Ministry of Finance
3.	Providing Responses to audit queries	Audit Reports	Audit Queries Responded to within stipulated period	Achieved	Queries were resolved
4.	Monthly Funding Profiles	Annual work plans	Monthly Funding Profiles prepared	Achieved	Profiles Submitted to budget office
5.	Preparation of Financial Reports	Statement C	1 statement C completed by 30 th April,2017	Achieved	2017 Statement C developed and submitted to Ministry of Finance.

6.	Revenue Collection and Monitoring	Visiting revenue collection points	Activity undertaken	Achieved	Activity undertaken
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2.7.4 Major Constraints

- (a) Inadequate funding to execute lined up programmes and activities; and
- (b) Inadequate Office equipment such as printers, desktop computers and scanners.

2.7.5 Proposed Solutions

- (a) Increased, consistent and regular funding for program execution; and
- (b) Procurement of office equipment to enhance performance.

2.8 INTERNAL AUDIT UNIT

2.8.1 Mandate of the Internal Audit Unit

The function and mandate of the Internal Audit is derived from section 7(3) of the Public Finance Act No. 15 of 2004 and provides for the maintenance of a system of internal audit.

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations.

2.8.2 Objectives of the Internal Audit Unit

The objectives of the Internal Audit Unit entail the following:

- (i) To evaluate financial and operational systems/processes for effectiveness and adequacy of internal controls and provide advice and guidance on control aspects of new policies, systems, processes, and procedures;
- (ii) To verify the existence of government assets and recommend improvements to management to ensure that proper safeguards are maintained to protect them from loss and possible fraud;
- (iii) To determine the accuracy of financial transactions;
- (iv) To determine the level of compliance with government policies, laws, contracts and procedures;
- (v) To evaluate the accuracy, effectiveness, and efficiency of the MPSA's electronic information and processing systems;
- (vi) To determine the effectiveness and efficiency of MPSAs in accomplishing their objectives and identify opportunities for cost savings;
- (vii) To provide an advisory service to Controlling and Accounting Officers; and
- (viii) To undertake any other task or assignment to further the achievement of the above objectives.

2.8.3 Budgetary Allocation

The Unit had a Budgetary Allocation of **K410, 000.00** for programme implementation.

2.8.4 Major Programs and activities

- (i) Audit Committee Operations
- (ii) Audit Management
- (iii) Audit of Grant Aided Institutions
- (iv) Specialised Audits
- (v) Financial Management and Audit

2.8.5 Extent of Execution

a) Audit Committee Operations

The Ministry held five (5) Audit Committee meetings during the year 2017 under review.

b) Audit Management and Audit of Grant Aided Institutions

The Unit conducted Seven (7) inspections under this category for the year 2017.

c) Financial Management and Audit

The Audit carried out one (1) inspection and verification exercise to ensure compliance to financial regulations during the year under review.

2.8.6 Major constraints

- (i) **Inadequate staffing levels:** In the year under review, there were low staffing levels in the unit compared to the staff establishment structure of four (4) Officers.
- (ii) **Lack of Transport:** The Unit had no utility vehicle and this contributed to not completing certain audits in the time set.
- (iii) **Inadequate and irregular funding:** Erratic and inadequate funding contributed to the unit not conducting certain activities as funds were not available when the audits were supposed to be done.

2.8.7 Proposed Solutions

- (i) Recruit more officers under the Unit;
- (ii) Procure a utility vehicle to improve on logistics; and
- (iii) Provision of consistent and regular funding, and increased budgetary allocation for the unit.

2.9 PROCUREMENT AND SUPPLIES UNIT

2.9.1 Functions of the unit

The Procurement and Supplies Unit is responsible for providing administrative and logistical support services for efficient operation of the Ministry. The Unit also ensures timely procurement of goods, services and works for all end-user Departments through a transparent and accountable manner.

2.9.2 Budgetary allocation

A total budget allocation for the unit was **K 518,000.00** to cover the operations of the unit for the whole year.

2.9.3 Extent of Execution

The following were the achievements made by the Procurement and Supplies Unit during the year under review:-

- (a) The Unit facilitated the holding of seven (7) Procurement Committee meetings for the Ministry in which approvals for various procurements of goods and services were granted in accordance with the Public Procurement Act No. 12 of 2008.
- (b) The Unit facilitated the timely preparation of the 2017 Procurement Plan which was eventually submitted to the Zambia Public Procurement Authority (ZPPA).
- (c) The Unit facilitated the process of procuring thirteen (13) 4 X 4 motor vehicles and six (6) Saloon cars as well as fifty five (55) desk top computers for field offices.
- (d) The Unit carried out the stock taking exercise at Headquarters for each quarter of 2017 and an Asset register was created for all assets under the Ministry.
- (e) The Unit remained resolute in ensuring accountability on record of assets, storage, consumption and movement of procured goods to and from stores including associated documentations.
- (f) The Unit sponsored three (3) members of staff for long term training in degree programmes.

The table below gives some highlights on the goods and services that were procured and processed for the year 2017.

DESCRIPTION	AMOUNT PAID (KWACHA)
Motor vehicle services, Tyres and insurance	261,727.62
Fuel and Lubricants	237,590.00
Procurement of Motor Vehicles	5,535,503.00
Aerobics, Wellness and Fitness Services	17,400.00
Stationery and postage stamps	228,009.00
Printing services, Banners and Video shooting	21,020.00
Tonner	17,700.00
Cleaning Materials	11,000.00
Food Supplements	3,780.00
Repairing and Servicing of Office Equipment and maintenance of offices	72,584.00
Labour Day Celebrations	178,956.00
Hire of Conference Facilities	94,800.90
Procurement of Office Equipment and Furniture	527,999.84
Procurement of Air tickets	541,280.00
GRAND TOTAL	7,749,410.36

2.9.4 Major Constraints

- (a) Inadequate funding for the unit to execute planned activities.
- (b) Inadequate transport for the unit to undertake day-to-day Procurement operations

2.9.5 Proposed Solutions

- (a) Improve Funding allocation for the Unit to execute its duties effectively.
- (b) Additional motor vehicle to be allocated to the unit for day to day Procurement operations.

3.0 Ministerial Challenges

During the year under review, a number of challenges were faced that affected the smooth implementation of Ministerial programmes and activities. Most of the challenges included inadequate funding, low staffing levels, inadequate transport and office facilities.

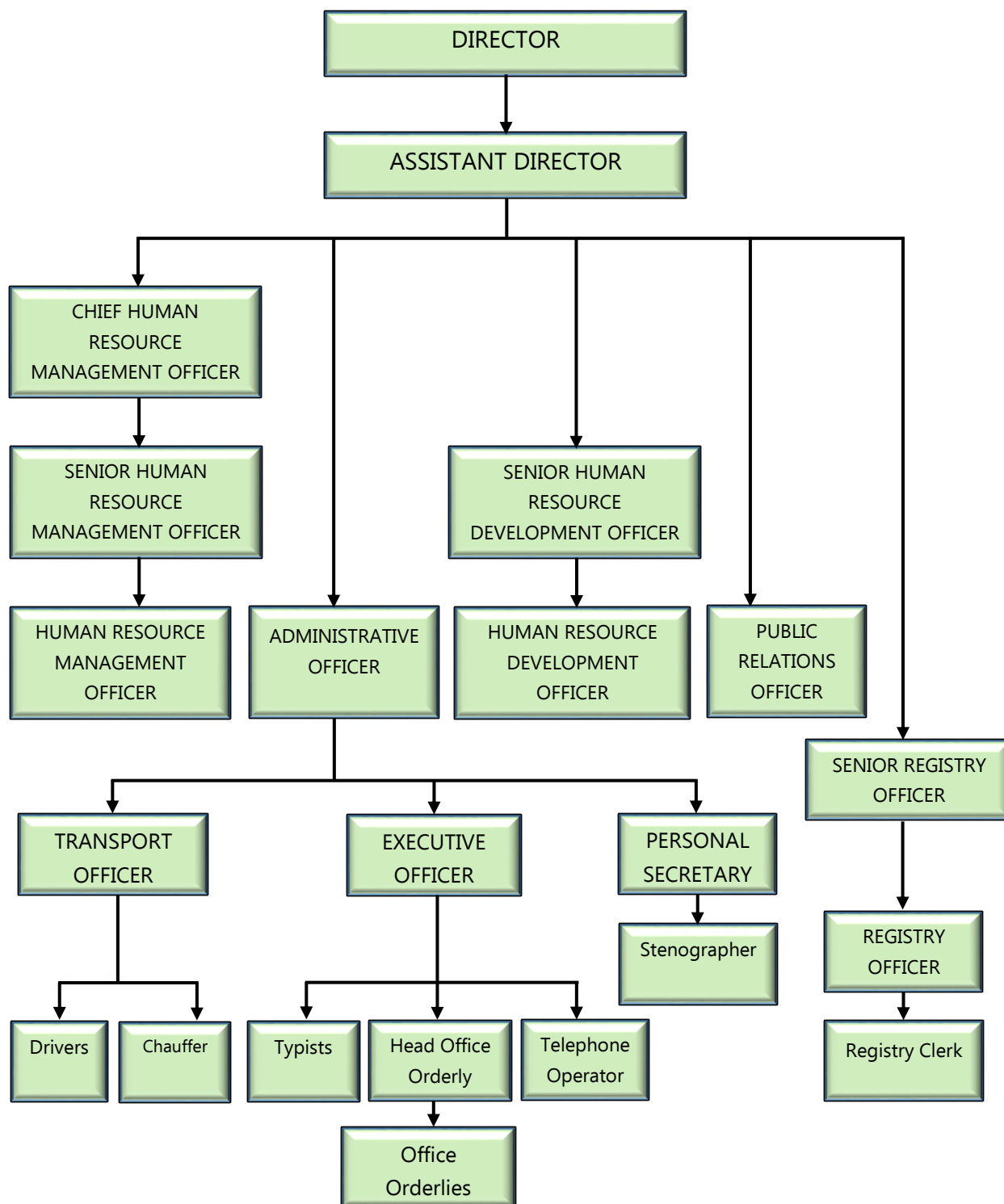
4.0 Conclusion

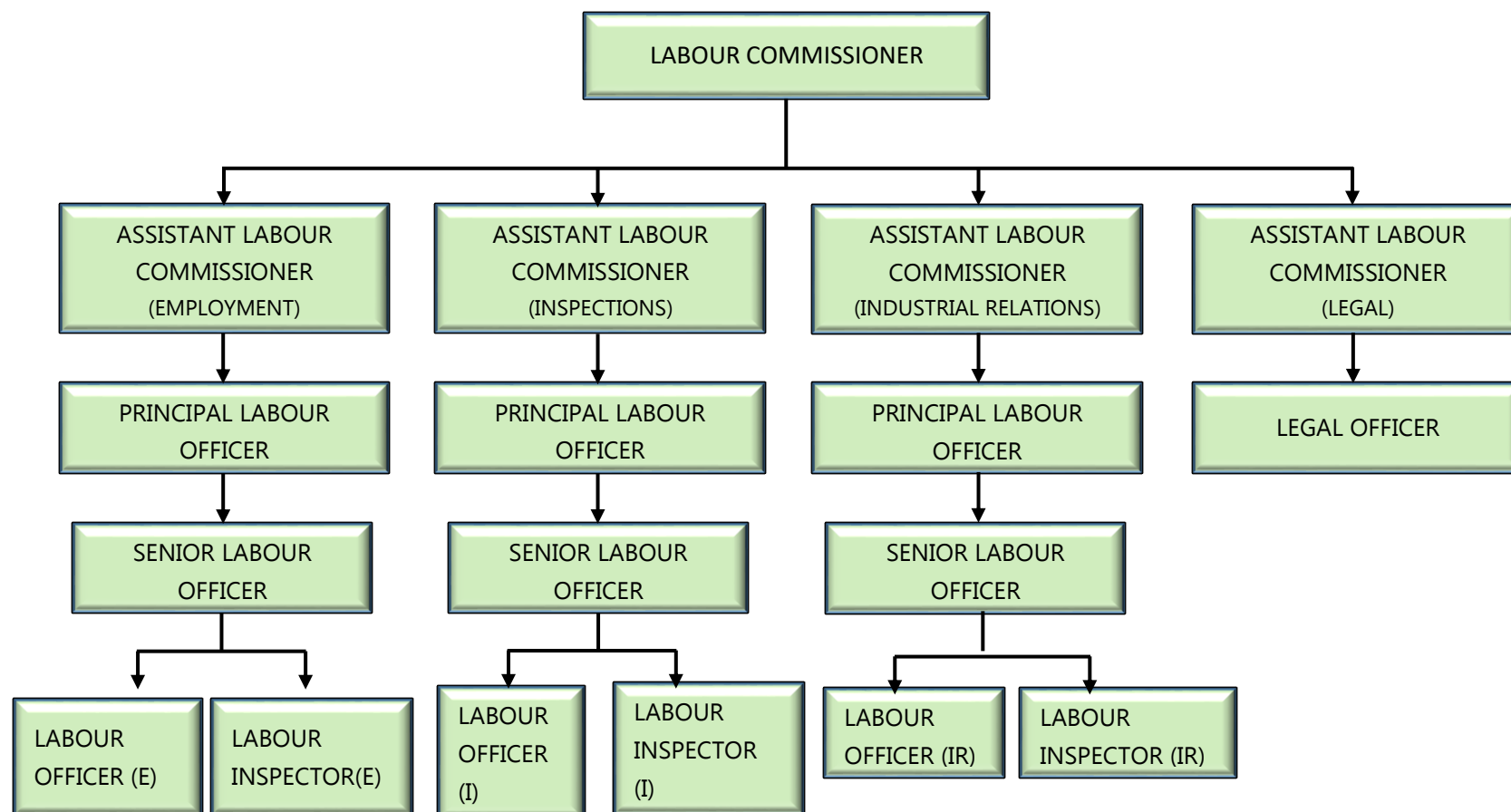
The Ministry managed to score a number of successes despite being faced with a number of challenges. Despite a percentage increase of 72 percent in 2017, the Ministerial total Budget for programmes was still inadequate for the Ministry to

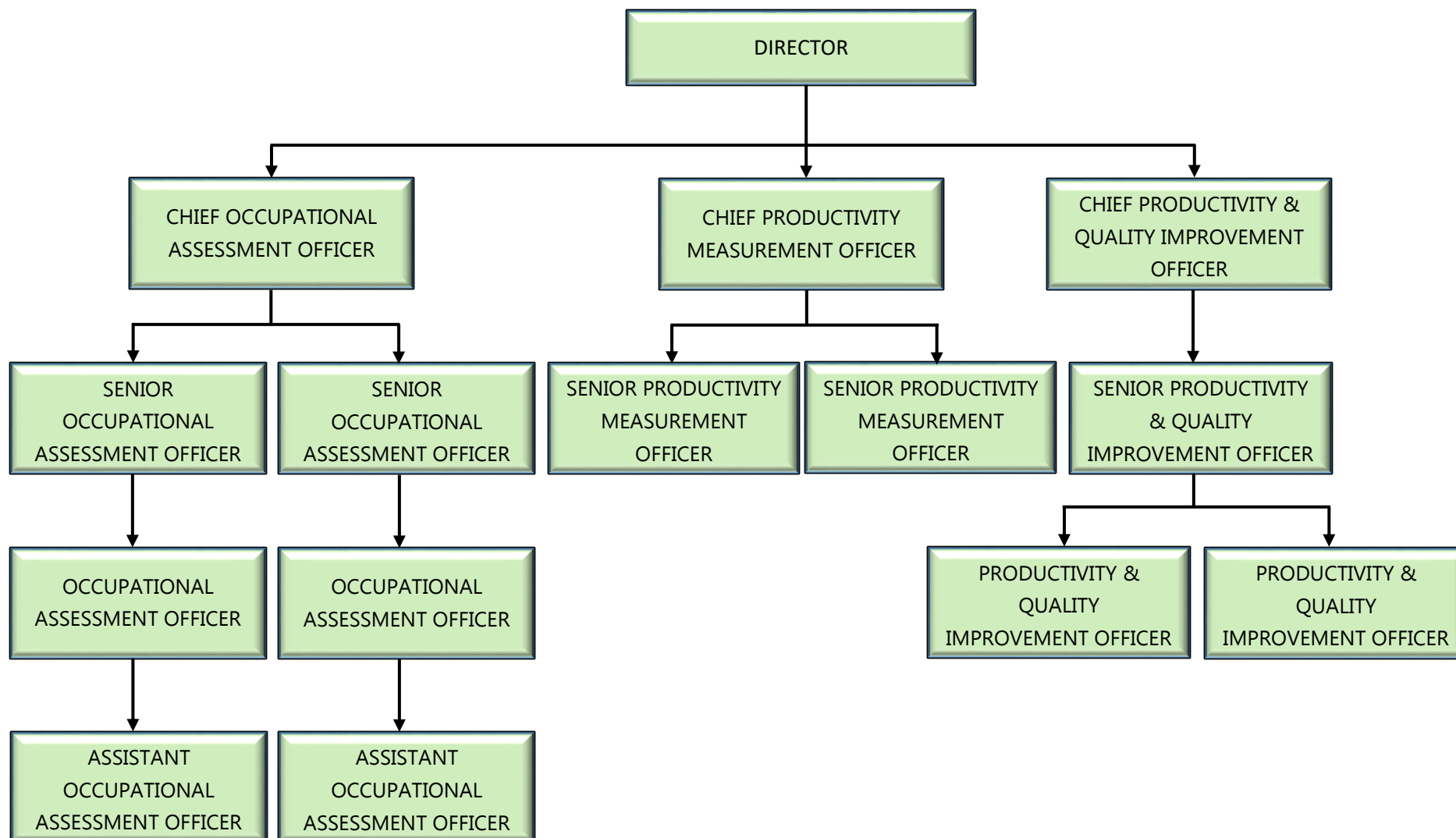
effectively address issues under the employment and labour sector. In order to achieve the Ministry's objective of promoting productive and decent jobs in the economy, the issue of low budgetary allocations needs to be addressed. Furthermore, the Ministry requires adequate staffing levels and sufficient transport and office facilities for implementing its mandate effectively.

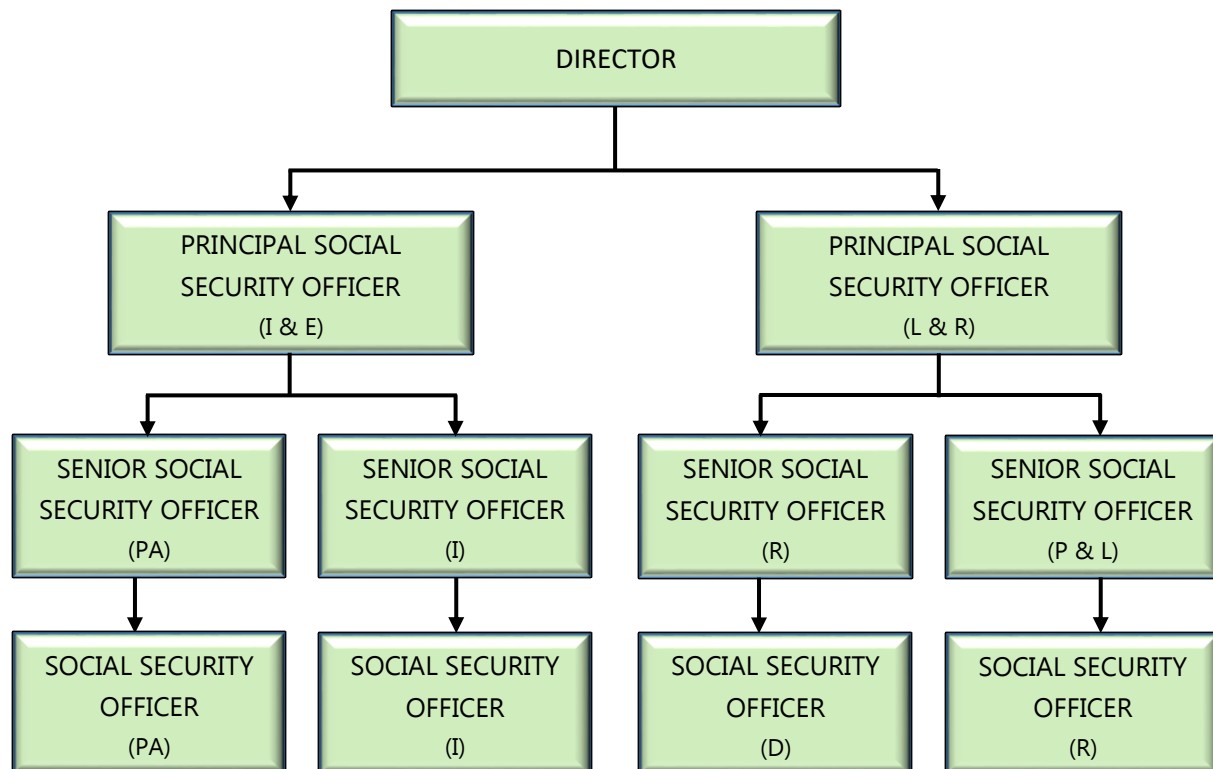
APPENDIX 1: DEPARTMENTAL AND UNIT STRUCTURES

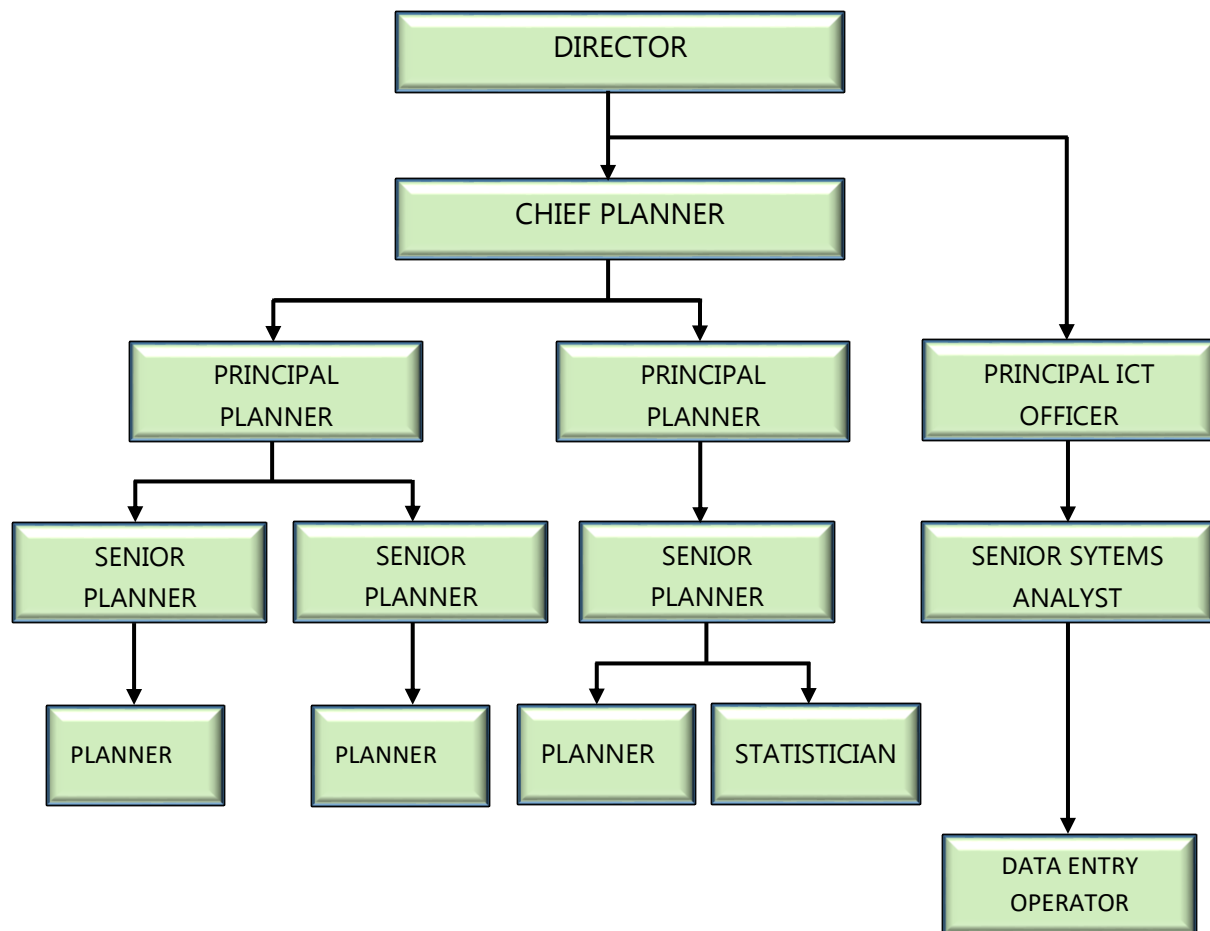
HUMAN RESOURCES AND ADMINISTRATION DEPARTMENT



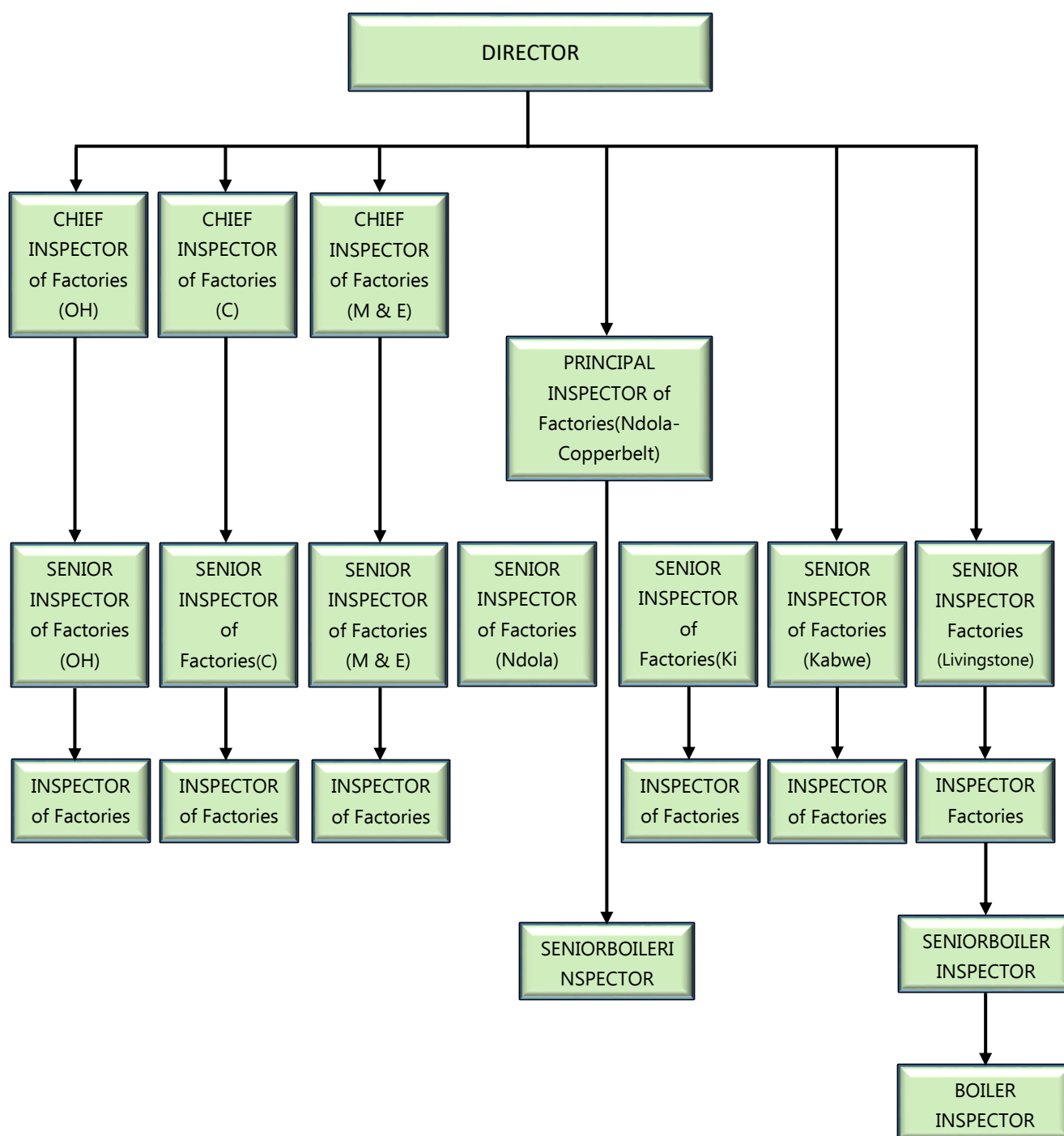
LABOUR DEPARTMENT (HEADQUARTERS)

NATIONAL PRODUCTIVITY DEVELOPMENT DEPARTMENT

SOCIAL SECURITY DEPARTMENT

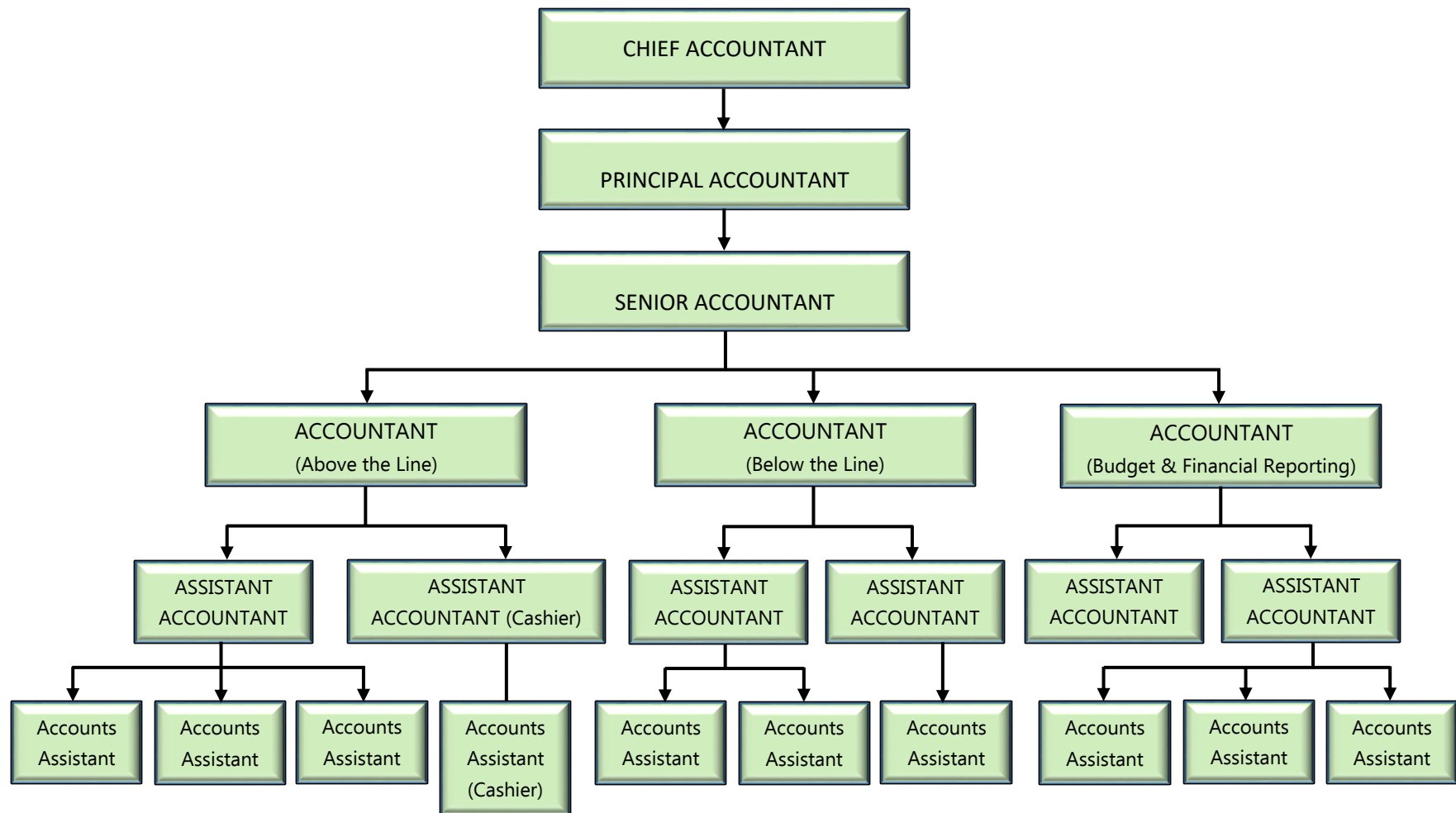
PLANNING AND RESEARCH DEPARTMENT

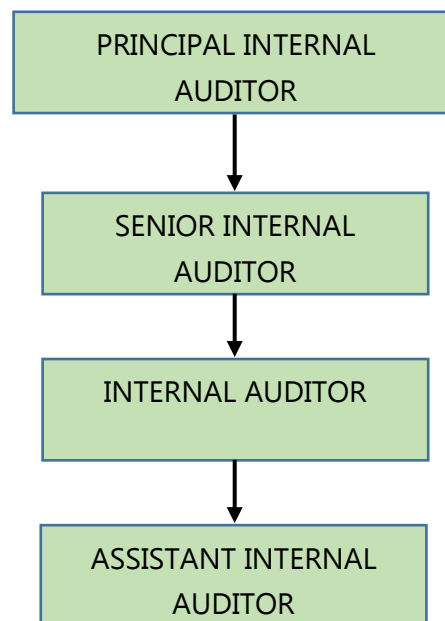
OCCUPATIONAL SAFETY AND HEALTH SERVICES DEPARTMENT



KEY

M & E – Mechanical and Electrical
OH – Occupational Hygiene
C – Construction

FINANCIAL MANAGEMENT UNIT

INTERNAL AUDIT UNIT**PROCUREMENT AND SUPPLIES UNIT**