

ZAMBIA COLLEGE OF AGRICULTURE-MONZE
MINISTRY OF AGRICULTURE



PROPOSED MPONGWE CAMPUS ESTABLISHMENT AND STRUCTURE

May, 2021

TABLE OF CONTENTS

1.0 INTRODUCTION

1.1 Background

1.2 Terms of Reference

2.0 METHODOLOGY

2.1 Data Collection and Analysis

3.0 FUNCTIONS FOR THE COLLEGE

4.0 RE-ORGANISATION

4.1 ADMINISTRATION

4.1.1 Administration Section

- i) General Administration Unit**
- ii) Maintenance Unit**
- iii) Catering Unit**
- iv) Accounts Unit**
- v) Purchasing and Supplies Unit**
- vi) Farm Unit**

4.1.2 Guest House Section

4.2 TRAINING

4.2.1 Training Section

- i) Animal Science Unit**
- ii) Crop Science Unit**
- iii) Engineering Unit**
- iv) Agricultural Business Management Unit**
- v) Rural Development Unit**

5.0 FINANCIAL AND STAFF IMPLICATIONS

APPENDICES.....

CONFIDENTIAL

1.0 INTRODUCTION

1.1 Background

Zambia College of Agriculture-Mpongwe is an Agricultural Training Institution (ATI) under the Ministry of Agriculture (MoA). The current ZCA-Mpongwe was initially established as the George Korsten Vocational Training College (GKVTC) in 2011 with the objective of offering skills training to the people of Mpongwe and nearby areas. The College was registered with TEVETA to offer skills training in carpentry, bricklaying, ICT, tailoring and general agriculture. In 2019 the GKVTC entered into a memorandum of understanding with the Zambia College of Agriculture-Monze to underwrite the certificate in general agriculture at the GKVTC.

In 2020, the Geef de Kinderen van Mpongwe een Toekomst (GKMT) a Netherlands based NGO who were the funders of GKVTC, proposed to Government of the Republic of Zambia to surrender the institution to the Ministry of Agriculture (MoA). The GKVTC was surrendered to the MoA and was to be managed by Zambia College of Agriculture-Monze as a Campus offering Certificate in General Agriculture.

In 2020 the first set of students was enrolled at the now ZCA-Monze Mpongwe campus for a two (2) year Certificate in General Agriculture. In April 2021, the ZCA-Monze Mpongwe Campus together with the Give the Children of Mpongwe a Future (GCMF) Guest House were officially handed over to the MoA at a ceremony officiated by the Minister of Agriculture, Hon. Michael Z. Katambo MP. The ZCA- Mpongwe became the 7th Agricultural Training Institution (ATI) under the Ministry of Agriculture. The other six (6) colleges being:-

- Natural Resources Development College (NRDC)
- Zambia College of Agriculture-Monze (ZCA)
- Zambia College of Agriculture-Mpika (ZCA)
- Popota Agricultural College (PACO)
- Zambia Centre for Horticultural Training (ZCHT)
- Katete College of Agricultural Marketing (KCAM)

ZCA-Mpongwe has the mandate to offer training in general agriculture at certificate level to school and non-school leavers. The College is also involved in the generating of income through the College Farm, Guest House, the carpentry workshop and the tailoring workshop.

1.2 Terms of Reference

The following Terms of Reference guided the development of the organizational structure for the Zambia College of Agriculture-Mpongwe, under the Ministry of Agriculture:-

- (a) To define the mandate, roles and functions of the College sections and units in order to ensure clarity of responsibilities and accountabilities; and
- (b) To determine the reporting relationships, staffing levels and salary grades.

2.0 METHODOLOGY

The recommendations on the organisational structure, staffing levels, roles, functions and existing relationships contained in this report are derived from secondary data obtained from the Zambia College of Agriculture- Monze Staff Establishment (1996), Ronelle Henning, (2007), Effective Guest House Management, 3rd Edition, outputs of the consultations with ZCA- Monze Senior Management during the workshop held at Zambia Red Cross Lodge in Livingstone, from 22nd May to 24th May 2021 and further consultations with Ministry of Agriculture.

3.0 FUNCTIONS OF THE COLLEGE

- i) Provide quality agricultural training to clients in general agriculture;
- ii) Avail opportunities for students to demonstrate competence and understanding through agricultural projects;
- iii) Conduct need driven and high quality short training courses
- iv) Facilitate community outreach programs which enhances the image of the college and help alleviate community problems;
- v) Manage a viable and self-sustaining college farm; and
- vi) Maintain self-sustaining income generating ventures to supplement government funding

The College shall be headed by the Principal (L) to be assisted by the Vice Principal (K) who will be responsible for administration and executing Training delivery programs of the College.

To effectively execute its mandate, it is **recommended** that the ZCA-Mpongwe be organised in three (3) sections as follows:

- a) Administration Section
- b) Guest House Section
- c) Training Section
- d) OVC section; Where to be find in the structure?

3.0 ADMINISTRATION SECTION

The Administration section shall be responsible for managing and developing human resources and students' welfare in order to improve performance. It shall also be responsible for the provision of administrative, purchasing, Accounting, Maintenance and logistical support in order to facilitate the effective operations of the College.

The Unit shall be headed by the Principal (L) to be assisted by the Registrar (I) who will be responsible for executing administrative duties of the College.

To effectively execute its mandate, it is **recommended** that the Administration section be organised into six (6) units and the Guest House Section as an income generating facility to the College.

1.1.1 Administration Section

The Section shall be responsible for the following functions:-

- a) Interpret and disseminate Terms and Conditions of Service;
- b) Undertake Staff welfare programmes;
- c) Coordination of Human Resource matters in collaboration with Ministry HQ;
- d) Ensuring Occupational Health and safety is maintained;
- e) Ensure compliance with financial regulations;
- f) Financial Management;
- g) Provision of Secretarial Services;
- h) Students Provisions and welfare
- i) Office Management and Maintenance of buildings and surrounding;
- j) Registry Services ;
- k) Office Equipment and Stores;
- l) Transport management
- m) Asset and Accounting management
- n) Provision of Security services
- o) Housekeeping Services
- p) Procurement

The Section will be headed by the Registrar (I) who will be assisted by one (1) Assistant Registrar, one (1) Catering Officer (G) and one (1) Maintenance Officer.

The section will be organised into six (6) units namely:

- a) General Administration Unit
- b) Maintenance Unit
- c) Catering Unit
- d) Accounts Unit
- e) Purchasing and Supplies Unit
- f) Farm Unit

1.1.2 General Administration Unit

The Specific functions for the unit shall include:

- 3.1.1 Facilitation and Coordination of Human Resource Matters;
- 3.1.2 Coordination of transport activities in the College;
- 3.1.3 Management of staff and students' records/Information;
- 3.1.4 Provision of conducive environment for both staff and students';

3.1.5 Undertaking housekeeping functions and counseling in order to enhance students' welfare;

3.1.6 Management of assets for the institution;

3.1.7 Provision of security to College property;

1.1.3 Maintenance Unit

The specific Functions of the unit shall be:

- I) Undertake regular inspection of all plant, equipment and buildings
- II) Installations , operations and maintenance of equipment
- III) Repairs and maintenance of buildings to elongate its life span

The Unit shall be headed by one Maintenance Officer (G), who will be assisted by one (1) Electrician (F), one (1) Carpenter (F), one (1) Plumber and one (1) Bricklayer (E).

1.1.4 Catering Unit

The Specific Functions of the Unit shall be:

- i) Budgeting for students meals, food preparation and coordinating students provisions
- ii) Provision of cleanliness and hygiene at all times to avoid food poisoning
- iii) Designing of food menus to ensure balanced diets are provided

The Unit shall be headed by one (1) Catering Officer (G), who will be assisted by one (1) Head Cook (E) and six (6) Cooks (C).

1.1.5 Accounts Unit

The Accounts Unit shall be responsible for effectively managing and utilization of financial resources in order to facilitate implementation of the College programmes.

In this regard the Unit will manage all financial matters of the College including the Guest House as an income generating unit for supplementary income.

The Specific Functions of the Unit shall be:

- i) Manage all financial matters of the College;
- ii) Prepare financial reports and liaise with the Ministry HQ and Ministry of Finance on the disbursement of funds;
- iii) Preparation of College financial reports
- iv) Plans and implements College Budgets;

The Unit shall be headed by an Assistant Accountant who will be assisted by three (3) Accounts Assistants. So in total 4? See

1.1.6 Purchasing and Supplies Unit

The Unit will be responsible for the following functions:

- i) Undertake procurement, storage and distribution of goods and services;
- ii) Develop and implement the College procurement plan;
- iii) Prepare bidding documents and contract management in liaison with Ministry HQ PSU;
- iv) Maintain effective linkages with all sections and the Zambia Public Procurement Authority; and
- v) Facilitate the disposal of unserviceable assets

The Unit shall be headed by the Procurement and Supplies Assistant (F), who will be assisted by one (1) Stores Clerk (D).

1.1.7 Farm Unit

The Functions of the Unit shall include:

- i) Generation of income for the college through commercial production;
- ii) Serve as a Training Laboratory for students' during practicals and projects;
- iii) Conduct on-farm research and facilitation of students' research projects ;
- iv) Maintain and secure farm infrastructure , implements and machinery;

The Unit shall be headed by the Farm Manager (I), who shall be assisted by one (1) Farm Assistant (E).

POSITION	SALARY SCALE	ESTABLISHMENT	
		EXISTING	PROPOSED
Administration Section			
Principal	L	0	1
Administrative Assistant	H	0	1
Sub Total			2
General Administration Unit			
Registrar	I	0	1
Assistant Registrar	G	0	1
Secretary	F	0	1
Chauffeur	C	0	1
Hostel Matron	D	0	1
Hostel Patron	D	0	1
Registry Clerk	D	0	1
Driver	B	0	2
General Worker- Water Attendant	A	0	1

Security Guard	A	0	3
Sanitary Orderly	A	0	2
Hostel Attendant	A	0	3
Office Orderly	A	0	2
General Worker- Grounds Man	A	0	1
Sub Total		0	21
Maintenance Unit			
Maintenance Officer	G	0	1
Plumber	F	0	1
Electrician	F	0	1
Carpenter	F	0	1
Bricklayer	E	0	1
Sub Total		0	5
Catering Unit			
Catering Officer	G	0	1
Head Cook	E	0	1
Cook	C	0	6
Sub Total		0	8
Accounts Unit			
Assistant Accountant	H	0	1
Accounts Assistant	F	0	2
Sub Total		0	3
Purchasing and Supplies Unit			
Procurement and Supplies Assistant	F	0	1
Stores Clerk	D	0	1
Sub Total		0	2
Farm Unit			
Farm Manager	I	0	1
Farm Assistant	E	0	1
Tractor Driver	B	0	1
General Worker- Gardens	A	0	3
General Worker- Livestock	A	0	2
Sub Total		0	8
Total			49

1.2 GUEST HOUSE SECTION

The section shall be responsible for provision of suitable Accommodation, Conference facilities, food and beverage Services to temporal visitors to enable the entity raise revenue for the College.

The Unit shall be responsible for the following functions:

- i) Provision of Accommodation, Conference facilities and other services to clients;
- ii) To raise revenue for the College to supplement Government funding;
- iii) Undertake marketing strategies to enhance sales;
- iv) To support other social responsibilities such as Orphaned and Vulnerable Children in Mpongwe District; I don't see any role description for OVC coordinator and salary

The Unit shall be headed by the Assistant Guest House Manager (G), who will be assisted by two (2) Receptionists (E), one (1) Housekeeper (D), one (1) Cook (C), one (1) Bar Attendant (C).

Who is the gushouse manager? The principal of the college?

The Summary of Staff establishment for the Guest House Unit is as follows:

POSITION	SALARY GRADE	ESTABLISHMENT	
		EXISTING	PROPOSED
Assistant Manager-Guest House	G	0	1
Accounts Assistant	F	0	1
Receptionist	E	0	2
Housekeeper	D	0	1
Bar Attendant	C	0	1
Cook	C	0	2
Room Attendant	A	0	1
Sanitary Cleaner	A	0	1
Security Guard	A	0	2
General Worker-Grounds man	A	0	1
Laundry Attendant	A	0	2
Total			15

1.3 TRAINING SECTION

The Training Section shall be responsible for providing Training aimed at:

- i) Producing quality graduates in agriculture for the Public and Private sector;
- ii) Provision of quality consultancy service in order to develop a suitable and viable agricultural sector that will ensure food security, income generation at

household and national levels as well as maximizing the sector's contribution to Gross Domestic Product (GDP).

It will be specifically responsible for the following:

- i) Training of School and non-school leavers in General Agriculture;
- ii) Providing short courses and tailor made courses in relevant fields;
- iii) Undertaking research and consultancy in agriculture;
- iv) Conducting timely and regular curriculum reviews;
- v) Collaborations with stakeholders on Training matters;

The Section will be headed by a Vice Principal (K) who will be assisted by five (5) Head of Departments (K). Who is the principal? The principal of ZCA Monze?

The section will be organised into five (5) units namely:

- Animal Science Unit
- Crop Science Unit
- Engineering Unit
- Agricultural Business Management Unit
- Rural Development Unit

1.3.1 Animal Science Unit

The Unit shall be responsible for the following functions:

- i) Provide theoretical and practical training to learners in livestock production;
- ii) Monitoring and Evaluating students' performance regularly in order to effectively determine delivery impact;
- iii) Facilitate for relevant periodic curriculum reviews in Animal Production Courses;
- iv) Supervision of utilization of financial, human and material resources in the Animal Unit;
- v) Initiate timely formulation, review and implementation of institutional policy in order to provide policy guidelines;
- vi) Implements regularly the maintenance of an up to date Information Management system in order to facilitate easy storage and retrieval of information;
- vii) Conducts timely research and consultancy activities in order to generate information;

1.3.2 Crop Science Unit

The Unit shall be responsible for the following functions:

- i) Provide theoretical and practical training to learners in Crop production;

- iii) Monitoring and Evaluating students' performance regularly in order to effectively determine delivery impact;
- iii) Facilitate for relevant periodic curriculum reviews in Crop Production Courses;
- iv) Supervision of utilization of financial, human and material resources in the Crop Unit;
- v) Initiate timely formulation, review and implementation of institutional policy in order to provide policy guidelines;
- vi) Implements regularly the maintenance of an up to date Information Management system in order to facilitate easy storage and retrieval of information;
- vii) Conducts timely research and consultancy activities in order to generate information;

1.3.3 Engineering Unit

The Unit shall be responsible for the following functions:

- i) Provide theoretical and practical training to learners in Agricultural Engineering ;
- i) Monitoring and Evaluating students' performance regularly in order to effectively determine delivery impact;
- ii) Facilitate for relevant periodic curriculum reviews in Agricultural Engineering Courses;
- iii) Supervision of utilization of financial, human and material resources in the Engineering Unit;
- iv) Initiate timely formulation, review and implementation of institutional policy in order to provide policy guidelines;
- v) Implements regularly the maintenance of an up to date Information Management system in order to facilitate easy storage and retrieval of information;
- vi) Conducts timely research and consultancy activities in order to generate information;

1.3.4 Agricultural Business Management Unit

The Unit shall be responsible for the following functions:

- i) Provide theoretical and practical training to learners in Agricultural Business Management;
- ii) Monitoring and Evaluating students' performance regularly in order to effectively determine delivery impact;
- iii) Facilitate for relevant periodic curriculum reviews in Agricultural Business Management Courses;

- iv) Supervision of utilization of financial, human and material resources in the ABM Unit;
- v) Initiate timely formulation, review and implementation of institutional policy in order to provide policy guidelines;
- vi) Implements regularly the maintenance of an up to date Information Management system in order to facilitate easy storage and retrieval of information;
- vii) Conducts timely research and consultancy activities in order to generate information;

1.3.5 Rural Development Unit

The Unit shall be responsible for the following functions:

- i) Provide theoretical and practical training to learners in Rural Development;
- ii) Monitoring and Evaluating students' performance regularly in order to effectively determine delivery impact;
- iii) Facilitate for relevant periodic curriculum reviews in Rural Development Courses;
- iv) Supervision of utilization of financial, human and material resources in the Rural Development Unit;
- v) Initiate timely formulation, review and implementation of institutional policy in order to provide policy guidelines;
- vi) Implements regularly the maintenance of an up to date Information Management system in order to facilitate easy storage and retrieval of information;
- vii) Conducts timely research and consultancy activities in order to generate information;

The Summary of establishment for the Training Section is as follows:

ESTABLISHMENT

POSITION	SALARY SCALE	EXISTING	PROPOSED
Vice Principal	K	0	1
Library Officer	G	0	1
Laboratory Assistant –Basic Sciences	E	0	1
Library Assistant	D	0	1
Sub Total			4
Animal Science Unit			
Head of Department- Animal Science	K	0	1

Senior Training Officer- Animal Science	J	0	1
Training Officer-Animal Science	I	0	1
Senior Practical Instructor-Animal Science	H	0	1
Practical Instructor-Animal Science	G	0	2
Sub Total			6
Crop Science Unit			
Head of Department-Crop Science	K	0	1
Senior Training Officer- Crop Science	J	0	1
Training Officer-Crop Science	I	0	1
Senior Practical Instructor-Crop Science	H	0	1
Practical Instructor-Crop Science	G	0	2
Sub Total			6
Engineering Unit			
Head of Department-Engineering	K	0	1
Senior Training Officer- Engineering	J	0	1
Training Officer-Engineering	I	0	1
Senior Practical Instructor-Engineering	H	0	1
Practical Instructor-Engineering	G	0	2
Sub Total			6
Agricultural Business Management Unit			
Head of Department-Agricultural Business	K	0	1

Senior Training Officer- Agric. Business	J	0	1
Training Officer- Agric. Business	I	0	1
Senior Practical Instructor-Agric. Business	H	0	1
Practical Instructor- Agric. Business	G	0	2
Sub Total			6
Rural Development Unit			
Head of Department- Rural Development	K	0	1
Senior Training Officer-Rural Development	J	0	1
Training Officer- Nutrition	I	0	1
Training Officer- Extension	I	0	1
Senior Practical Instructor-Rural Development	H	0	1
Practical Instructor - Nutrition	G	0	1
Practical Instructor- Extension	G	0	1
Practical Instructor- ICT	G	0	1
Laboratory Assistant- Nutrition	E	0	1
Sub Total			9
Total			34

A total of 34

COSTINGS

S/N	SALARY SCALE	MONTHLY COST (K)	ANNUALLY (K)
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1.	L	21,066.33 X 1 Position	252,795.96
2.	K	15,529.48 X 6 Positions	1,118,122.56
3.	J	11,032.43 X 5 Positions	661,945.80
4.	I	8,357.84 X 7 Positions	702,058.56
5.	H	6,191.12 X 7 Positions	520,054.08
6.	G	5,907.28 X 16 Positions	1,134,197.76
7.	F	5,229.30 X 8 Positions	502,012.80
8.	E	4,775.48 X 7 Positions	401,140.32
9.	D	4,530.90 X 6 Positions	326,224.80
10.	C	4,306.85 X 10 Positions	516,822.00
11.	B	4,097.65 X 3 Positions	147,515.40
12.	A	3,902.65 X 24 Positions	1,123,963.20
Grand Total			7,406,853.24

A total of 100 positions