



BANK OF ZAMBIA
OFFICE OF THE DEPUTY GOVERNOR - OPERATIONS

April 27, 2012

CB Circular No: 08/2012

To : All Commercial Banks and Non - Bank Financial Institutions

DEVELOPMENT OF INFORMATION DATABASE FOR PROFESSIONAL STAFF IN THE FINANCIAL SECTOR

The Financial Sector Development Plan (FSDP) has previously identified as a problem the financial sector's lack of a unified approach to staff recruitment, training and development, and retention activities. In addressing this issue, the development of a comprehensive database system was recommended as one step towards establishing a professional skills information reservoir for the financial sector.

To facilitate this, the Bank of Zambia has developed a database which will be for professional staff in all banks and non-bank financial institutions, to be maintained and updated semi-annually (i.e. as at 30 June and 31 December). Your institution is therefore requested to provide information on all professional employees* under your employment.

In meeting the request above, please populate the database <http://fsdp.boz.zm> with information about all your professional employees, as at March 31, 2012 in the prescribed format attached hereto by May 31, 2012.

We also request respective institutions to provide us with their gender policies, or company statements with regard to staff recruitment and management appointments.

Please be informed that the consolidated form of all the employees should be submitted electronically to <http://fsdp.boz.zm> by logging into the database website or uploading data via a filled form. Kindly be further advised that institutions requiring further clarifications and those unable to successfully use the above link can contact the FSDP Secretariat at fsdp@boz.zm or sign up for a training session in early May 2012 by sending an e-mail to the FSDP address indicated above.

The information will be consolidated and made available to the public in aggregate report form and will be useful for determining the country's skills availability and training gaps.


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* As per definition provided in the attached form

PERSONAL INFORMATION DATABASE FOR THE FINANCIAL SECTOR

SUB SECTOR OF EMPLOYMENT	NAME		IDENTIFICATION – NRC/PASS PORT	DATE OF BIRTH/ AGE	GENDER	NATIONALITY	PROFESSION	EDUCATIONAL LEVELS/ QUALIFICATIONS			YEARS OF EXPERIENCE	INSTITUTION	CURRENT POSITION	MANAGEMENT
	SUK NAME	FORE-NAMES						DOB	Qualification 1	Qualification 2				
Options					Options 1. Male 2. Female	Options 1. Zambian 2. Non-Zambian	Options				Bands (1) 0 – 5 yrs (2) 6-10 yrs (3) 11-15yrs (4) 16-20 yrs (5) 21-25 yrs (6) 25 – 30yrs (7) Over 30yrs			Options 1. Yes 2. No

NOTE: *The Financial Sector Development Plan (FSDP) identified the lack of a unified approach in the sector to the staff recruitment, training and development, and retention activities. In addressing this issue, the development of a comprehensive communal personal information database system was recommended as one step towards establishing the professional skills and gaps available in the financial sector. Your personal, but professional, information is therefore being requested for consolidation into a national database. No confidential information being requested will only be available in aggregate form.*

DEFINITION of professional:

1. Person formally certified by a professional body of belonging to a specific profession by virtue of having completed a required course of studies and/or practice. And whose competence can usually be measured against an established set of standards.
2. Person who has achieved an acclaimed level of proficiency in a calling or trade. See also professionalism

Source: <http://www.businessdictionary.com/definition/professional.html>