

Zambezi River Authority (Terms and Conditions of Service)
(Amendment) By-laws, 2019 (No. 4)

IT is hereby notified that the Zambezi River Authority has, in terms of Article 10 of the agreement set out in the Schedule to the Zambezi River Authority Act [*Chapter 20:23*], with the approval of the Council of Ministers as set out in Article 10, made these by-laws:—

1. These by-laws may be cited as the Zambezi River Authority (Terms and Conditions of Service) (Amendment) By-laws, 2019 (No. 4).

2. By-law 2 of the Zambezi River Authority (Terms and Conditions of Service) By-laws, 1995 (hereinafter referred to as the principal by-laws), published in Statutory Instrument 119 of 1995, is amended by—

- (a) the deletion of the definitions “basic pay”; “dependant”; “employee” and “leave” and the substitution of the following—

““basic pay” means the salary of an employee excluding any other allowances that may be payable to an employee on a monthly basis by the Authority;

“dependant” means—

- (a) a registered spouse of an employee of the Authority; or
- (b) a biological child or legally adopted child or step child of an employee who is—
- (i) of or below the age of eighteen years; or
- (ii) above the age of eighteen but below the age of twenty-one years and undergoing full-time education and dependant on the employee;

“employee” has the meaning assigned to the word in the Labour Act [*Chapter 28:01*] and has the corresponding meaning in the applicable law of the other Contracting State;”;

- (b) the insertion of the following new definitions—

Zambezi River Authority (Terms and Conditions of Service)
(Amendment) By-laws, 2019 (No. 4)

““gross pay” means the salary of an employee including any allowances that may be payable to an employee on a monthly basis by the Authority;

“medical practitioner” means a person licensed to practise medicine by the relevant medical regulatory authority of the Contracting States;”.

3. The principal by-laws are amended by the insertion of the following section:

“Employee’s dependants

2A. (1) An employee shall register a maximum of five dependants with the Authority.

(2) When registering a dependant, the employee shall provide, in the case of a—

- (a) child—
 - (i) birth certificate; or
 - (ii) birth record; or
 - (iii) national identity card; or
 - (iv) proof of adoption;
- (b) spouse, marriage certificate.

4. The principal by-laws are amended by the repeal of by-law 3 and substitution of the following—

“Probation

4. (1) Subject to this by-law, a person who is offered employment by the Authority shall serve a probationary period of three months.

(2) A person shall not be confirmed to the service of the Authority unless he or she has passed a medical examination by a medical practitioner.

(3) A person serving on probation may resign by giving twenty-four hours’ notice of his or her intention to do so.

(4) The Authority may terminate the service of a person on probation by giving twenty-four hours’ notice of its intention to do so.

(5) An employee promoted to a post in a higher grade shall serve a probationary period of three months.

(6) The Authority may dispense with the requirement for a probationary period referred to in sub-by law (5) if the employee has acted in that post for a period ranging from three to six months prior to his or her promotion.

(7) An employee on probation referred to in sub-by-law (5) may resign by giving notice of his or her intention to resign in accordance with the notice period provided under by-law 9.”.

5. By-law 6 of the principal by-laws is amended by the repeal of the proviso and substitution of the following—

“Provided that for an employee listed in Parts B, C and D of the Second Schedule whose services have been extended under sub-by-law (2), the period of notice shall be three months.”.

6. By-law 7(2) of the principal by-laws is amended by the deletion of the words “Board may” between the words “the” and “pay” and the substitution of the words “Authority shall”.

7. By-law 8 of the principal by-laws is amended—

- (a) in sub-by-law (1) by the deletion of the words “six” between the words “to” and “of” and the substitution of the word “five”;
- (b) in sub-by-law (3) by the deletion of the word “six” between the words “to” and “dependants” and the substitution of the word “five”.

8. By-law 9 of the principal by-laws is repealed and the following is substituted—

“Notice of resignation

9. (1) An employee who wishes to resign from the service of the Authority shall give notice, in writing, to the Chief Executive.

(2) The period of notice to be given in terms of sub-by-law (1) shall be—

- (a) in the case of an employee in a grade listed in Parts A and B of the Second Schedule, three calendar months;

Zambezi River Authority (Terms and Conditions of Service)
(Amendment) By-laws, 2019 (No. 4)

- (b) in the case of an employee in a grade listed in Part C and D of the Second Schedule, one calendar month or a longer period as the Authority may determine at the time of the employee's appointment.”.

9. By-law 10 of the principal by-laws is repealed.

10. The principal by-laws are amended by the repeal of by-law 11(2).

11. The principal by-laws are amended by the repeal of by-law 14.

12. The principal by-laws are amended by the repeal of by-law 17 and substitution of the following —

“Overtime

In this by-law “normal rate” equals BP multiplied by NHW divided by TNHM

Where—

BP is basic pay;

NHW is number of hours worked;

TNHM is total number of hours per month.

17. (1) The Authority shall—

- (a) pay overtime; or
- (b) allow time off in lieu of paying overtime;

to an employee who works extra hours.

(2) Overtime shall be calculated at the following rates—

- (a) Monday to Saturday shall be paid at one and half times the normal rate;

Provided that the minimum amount of overtime shall exceed thirty minutes per each period;

- (b) where an employee is required to work on a Sunday or a public holiday, the employee shall be paid overtime at double the normal rate for the hours worked.

(3) The Authority shall determine the categories of employees who shall be entitled to payment of overtime or to time off in lieu of payment of overtime in terms of sub by-law (1).”.

13. By-law 18 of the principal by-laws is repealed.

14. By-law 20 of the principal by-laws is amended by—

(a) the deletion of the proviso to sub by-law (1) and the substitution of “Provided that the allowance shall only be paid for an acting period of fifteen days but not exceeding six months.”;

(b) the repeal of sub-by-law (2) and substitution of the following—

“(2) Where an employee has been assigned additional responsibilities, responsibility allowance shall be paid at the rate of five *per centum* of the employee’s basic pay. “Provided that such allowance shall only be paid for acting period of fifteen days but not exceeding six months.”.

15. By-law 22 of the principal by-laws is repealed.

16. By-law 24 of the principal by-laws is repealed and the following is substituted—

“Motor vehicle loan scheme and maintenance allowance

24.(1) The Authority shall provide motor vehicle loan schemes to its employees.

(2) Where the Authority has provided a loan to an employee in either Part A or B, such employee shall use the vehicle for personal and official duties.

(3) An employee referred to in sub-by-law (2) may opt to purchase a vehicle using own resources, and shall use such vehicle for personal and official duties.

(4) The Authority shall provide a motor vehicle maintenance allowance to an employee referred to in sub-by-laws (2) and (3) at a rate that the Authority may determine.”.

17. The principal by-laws are amended by the insertion, immediately after by-law 24, of the following—

“Gratuity

24A. The Authority shall pay gratuity to an employee on a contract of specific duration of not less than twelve months at a rate determined by the Authority.

Group accident policy

24B. The Authority shall effect a policy on insurance against the risk of personal accidents occurring during the course of employment irrespective of, whether or not the accident occurs during working hours.

Professional membership

24C. The Authority shall pay on behalf of an employee professional membership fees to institutions essential to the requirements of the employee's job.

Social club membership

24D. The Authority shall pay on behalf of employees in Part A, one social club membership fees.

Protective clothing or equipment

24E. The Authority shall provide protective clothing or equipment or both to designated employees as may be determined by the Authority.

Provision of loans

24F. The Authority may provide a loan to an employee as may be determined from time to time by the Authority.

Long service award upon retirement

24G. Upon retirement after serving a period of ten years, the Authority shall give a long service award to an employee as it may determine.

Provision of travel and subsistence allowances within and outside the Contracting States

24H. The Authority shall pay travel and subsistence allowances to an employee traveling on business outside the usual workstation, whether within or outside the Contracting States, as may be determined by the Authority.

Communication allowance

24I. The Authority shall pay a communication allowance each month to eligible employees as may be determined by the Authority.”.

18. By-law 25 of the principal by-laws is repealed.

19. By-law 26 of the principal by-laws is repealed.

20. The principal by-laws are amended by the repeal of by-law 28.

21. The principal by-laws are amended by the repeal of by-law 30(2).

21A. By-law 31(1) is amended by the deletion of sub-by-law (1) and the substitution of the following:

“(1) Subject to availability of transport, the Authority may provide transport to employees other than employees in Part A and B.”.

22. By-law 33 of the principal by-laws is repealed.

23. The principal by-laws are amended by the repeal of by-law 35 and substitution of the following—

“Medical scheme

35. (1) An employee and his or her dependants shall be covered under medical schemes available in each Contracting State up to a maximum entitlement as may be determined by the Authority.

(2) Where the medical schemes are not used, an employee and his or her dependants shall access medical care from a hospital within the Contracting States, the cost shall be up to a maximum entitlement as may be determined by the Authority.”.

24. The principal by-laws are amended by the repeal of by-law 36 and substitution of the following—

“Specialist medical treatment

36. Where an employee or his or her dependant is referred for specialist treatment outside the Contracting States, the Authority may, with the approval of the Board, pay for the treatment up to the amount allowed by the Authority.”.

Zambezi River Authority (Terms and Conditions of Service)
(Amendment) By-laws, 2019 (No. 4)

25. The principal by-laws are amended by the repeal of by-law 37 and the substitution of the following—

“Medical aid for retirees

37. A person who retired from the service of the Authority before the amendment of these by-laws shall continue to receive medical aid together with the spouse, except that the retiree and the spouse shall only receive the medical benefits if they continue to reside in the Contracting States.”.

26. The principal by-laws are amended by the repeal of by-law 38 and substitution of the following—

“Group life assurance

38. (1) If an employee listed in Part A of the Second Schedule dies while in service, a benefit amounting to five times the employee’s annual basic pay shall be paid to the employee’s estate.

(2) If an employee listed in Part B, C and D of the Second Schedule dies in service, a benefit amounting to three times the employees’ annual basic pay shall be paid to the employee’s estate.”.

27. The principal by-laws are amended by the repeal of by-law 41 and the substitution of the following—

“Classification of employees’ job titles, grades, categories and leave days

41. The classification of employees’ jobs, titles, grades and leave days is set out in the Second Schedule.”.

28. By-law 42 of the principal by-laws is amended by the deletion of paragraph (e) in sub-by-laws (1) and (2).

29. By-law 43 of the principal by-laws is amended by the deletion of sub-by-law (4).

30. By-law 47 of the principal by-laws is amended by the deletion in sub by-laws (1) and (2) of “secretary” and the substitution of “Head of Department responsible for Human Resources”.

31. By-law 50 of the principal by-laws is amended—

- (a) by the deletion of sub-by-law (1) and the substitution of the following—

“(1) Special leave up to a maximum of 12 days in one calendar year may be granted by the Head of Department to an employee for reasons as determined by the Authority.”;

- (b) by the repeal of sub-by-law (2);
- (c) By the repeal of sub-by-law (3) and substitution of the following—

“(3) Special leave granted to an employee in terms of sub-by-law (1) shall be granted with pay.”.

32. By-law 51 of the principal by-laws is repealed and substituted by the following—

“Study leave

51. (1) The Authority may grant study leave to an employee for career related purpose.

(2) Study leave shall not be granted to employees who have not completed their period of probation at first appointment.”.

33. By-law 52 of the principal by-laws is amended by—

- (a) the repeal of sub-by-law (1) and sub-by-law (2) and the substitution of—

“(1) In addition to the benefits referred to in by-law 38, on the death of an employee the Authority shall pay terminal benefits due to the deceased employee’s estate.”;

- (b) the deletion in sub-by-law (3) of the words “or his spouse”.

34. By-law 53 of the principal by-laws is amended by the repeal of sub-by-law (1) and the substitution of—

“(1) Subject to sub-by-law (2), an employee who has served for not less than six months and who is discharged on grounds of ill health shall be paid—

- (a) terminal benefits not exceeding thirty-six months of current basic pay paid on the basis of either of the following two formulae whichever is lower—
 - (i) basic pay times two times numbers of years of service;

Zambezi River Authority (Terms and Conditions of Service)
(Amendment) By-laws, 2019 (No. 4)

- (ii) basic pay times number of months remaining before attaining normal retirement age;
- (b) the cash equivalent of such annual leave as he or she may have earned calculated at the rate determined by the Authority at the time of termination of employment.”.

35. By-law 54 of the principal by-laws is repealed and the following is substituted—

“Leave benefits on retirement

54. Subject to by-law 42, an employee who retires from the service of the Authority, shall be paid the cash equivalent of such annual leave as may have been earned by him or her, calculated using the following formula:

Basic pay plus housing allowance plus water and electricity allowances multiplied by twelve multiplied by the number of leave days earned divided by two hundred and fifty (basic pay + housing allowance + water and electricity allowance * 12*leave days divided by 250).”.

36. By-law 55 of the principal by-laws is repealed and the following is substituted—

“Leave benefits on resignation

55. Subject to by-law 42, an employee who resigns from the service of the Authority, shall be paid the cash equivalent of such annual leave as may have been earned by him or her, calculated using the following formula—

Basic pay plus housing allowance plus water and electricity allowance multiplied by twelve multiplied by the number of leave days earned divided by two hundred and fifty (basic pay + housing allowance + water and electricity allowance * 12*leave days divided by 250).”.

37. By-law 57 of the principal by-laws is repealed and the following is substituted—

“Application for leave

57. An application for any type of leave as provided for in these by-laws shall be made in the form set out in the Third Schedule.”.

38. By-law 58 of the principal by-laws is repealed and the following is substituted—

“Notice on grant of leave

58. A Head of Department shall ensure, by monthly return, that the Head of Department responsible for Human Resources is notified of the grant of any leave to an employee.”.

39. By-law 59 of the principal by-laws is repealed and the following is substituted—

“Notice on failure to resume duty after leave

59. A Head of Department shall report, without delay to the Head of Department responsible for Human Resource the failure by an employee to resume duty on the expiry of his or her leave.”.

40. By-law 60 of the principal by-laws is repealed and the following is substituted—

“Resumption of duty before expiry of leave

60. (1) An employee to whom annual leave has been granted shall not return to duty before the expiry of that leave unless called upon in writing by the Head of his or her department.

(2) If any employee to whom annual leave has been granted returns to duty in accordance with sub by-law (1), he or she shall be allowed to utilise the balance of the annual leave days originally granted but not utilised.”.

41. The principal by-laws are amended in Part III by the insertion after by-law 60 of the following—

“Unpaid leave

60A. An employee may be granted unpaid leave by the Authority for any justifiable reason.”.

Mother’s day

60B. A female employee shall be granted a day off once every month and such day shall not accrue to the employee if not taken in a particular month.”.

Maternity leave

60C. (1) A female employee who is pregnant and who has served the Authority for twelve months, shall be granted a maximum of ninety-eight days commencing not more than forty-five days before the expected date of birth.

(2) Such leave shall be granted only once in any period of twenty-four months.

(3) Such leave granted to an employee in terms of sub-by-law (1) shall be granted with pay.

(4) Maternity leave granted to an employee in terms of sub by-law (i) shall be granted with pay.

Paternity leave

60D. A male employee whose registered spouse has given birth shall be granted paternity leave not exceeding seven working days.”.

42. By-law 62 of the principal by-laws is amended by the repeal of sub-by-law (1) paragraph (ii).

43. The principal by-laws are amended by the insertion of the following after by-law 62—

“Savings

62A. Nothing in these by-laws affects the benefits enjoyed by the retirees before the coming into force of these By-Laws.

44. The principal by-laws are amended by the repeal of the First Schedule and substitution of the following—

“FIRST SCHEDULE (By-law 11)

CLASSIFICATION OF ACTS OF MISCONDUCT

- (1) Minor Acts of Misconduct
 - (a) Absenteeism is failing to report for duty for a continuous period of three days without permission or valid reason;
 - (b) Poor Time Keeping is not being at one’s place of work at the stipulated time without authority and includes the following—

- (i) reporting late for duty without permission or valid reason;
 - (ii) leaving work early or stopping work before normal stopping time; or
 - (iii) having extended breaks.
 - (c) Negligence is failure to exercise proper care and attention in the discharge of duties to the extent that tasks have to be repeated or equipment or persons are at risk of damage or injury;
 - (d) Inefficiency is being unable to do one's work within stipulated time lines;
 - (e) Sleeping on Duty is habitually dosing while on duty during normal working hours;
 - (f) Absence from Specific Place of Duty is wandering from work station without permission or reasonable excuse when one is expected to be present at his or her place of duty;
 - (g) Use of Abusive or Insulting Language is using threatening, demeaning, obscene or offending language which ridicules or shows contempt for another and is likely to provoke physical violence;
 - (h) Discreditable Conduct is indulging in rough and unruly behaviour, being rude, discourteous, impolite or disrespectful to any employee at the place of work or any member of the public with whom the Authority has dealings; and
 - (i) Misuse of Authority Time is doing private business during working hours.
- (2) Serious Acts of Misconduct
- (a) Absenteeism is failing to report for duty for a continuous period of four to nine days without permission or valid reason;
 - (b) Violation of Safety Rules is disobeying or disregarding safety rules and regulations as prescribed by the Authority;
 - (c) Insubordination is openly defying, by word or conduct, the authority of any supervisor, senior local official, Head of Department, Chief Executive or the Board;
 - (d) Taking Intoxicating Liquor or illegal Drugs is consumption of intoxicating liquor or illegal drugs at the place of work during normal working hours except where the consumption of intoxicating liquor is authorised by the Authority;
 - (e) Intoxication is being under the influence of liquor or illegal drugs;
 - (f) Inciting Disaffection is urging, instigating or stirring up hatred or ill-feeling or discontent at the place of work, between or among employees or between employees and Management;
 - (g) Intimidation is preventing, obstructing or hindering, through threats, fellow employees from performing their duties or using unlawful

Zambezi River Authority (Terms and Conditions of Service)
(Amendment) By-laws, 2019 (No. 4)

means to compel fellow employees to act or to refrain from acting against their will;

- (h) Malicious Conduct is behaving in a manner which is motivated by wrongful or mischievous intent which brings or is likely to bring the name of the Authority into disrepute or to tarnish the image of the Authority;
- (i) Loss of Property is willfully or negligently losing or causing the loss of property belonging to the Authority which is entrusted in the employee's care or custody or is made available for his or her use in the performance of his or her work;
- (j) Issuing Unauthorised Press Statements is making, publishing or causing to be published unauthorised press statements regarding matters pertaining to the Authority;
- (k) Incompetence is producing unsatisfactory work in relation to meeting the performance targets for two consecutive performance assessment periods;
- (l) Breach of Confidentiality is the disclosing of classified or confidential information relating to the affairs of the Authority to an unauthorised person;
- (m) Falsification of Information is giving false information or recording or causing to be recorded therein false or misleading information which is prejudicial to the Authority;
- (n) Giving False Evidence is deliberately giving untrue or incorrect information whether orally or in writing during any investigation or at any inquiry or hearing relating to the operations of the Authority;
- (o) Refusal to Give Evidence is refusing without valid reason, to give evidence during any investigation or at any inquiry or hearing relating to the operations of the Authority;
- (p) Refusal to Perform Emergency or Extra Work is failing without reasonable excuse to place one's time at the disposal of the Authority after normal hours of work when required to do so;
- (q) Permitting Unauthorised Use of Authority Property is allowing or causing an unauthorised person to make use of Authority property or property which is in the possession of the Authority;
- (r) Failure to Account is being unable to provide evidence or satisfactory explanation for property or monies belonging to the Authority or in its lawful possession, in respect of which it was one's duty to look after or safeguard;
- (s) Failure to Wear Protective Clothing, Uniform or Equipment is failing to wear protective clothing, uniform and equipment as prescribed by the Employer;

- (t) Neglect of Duty is failure to perform one's job at all, or half performs it, or abandons it, or does not care whether his/her job is done or not or engages oneself in other unauthorised activities during working hours;
 - (u) Sexual Harassment is—
 - (i) Sexually harassing an employee or prospective employee by demanding any sexual favour as a condition of—
 - A. the recruitment for employment;
 - B. the creation, classification or abolition of jobs or posts; or
 - C. the improvement of the remuneration or other conditions of employment of the employee;
 - D. the choice of persons for jobs or posts, training, advancement, apprenticeships, transfers, promotion or retrenchments;
 - E. the provision of facilities related to or connected with employment; or
 - F. any other matter related to employment.
 - (ii) Sexually harassing an employee or other person at the place of work or during the course of business such as—
 - A. making unwanted sexual advances, inappropriate and unwanted gestures or suggestions or hints of a sexual nature; or
 - B. engaging in unwelcome physical or verbal conduct of a sexual nature that denigrates or ridicules or is intimidatory or is generally abusive of such employee or other person because of his/her sex.
 - (v) Failure to Follow Established Channels is failing, or refusing to follow established channels, procedures regulations, written down instructions or rules or laid down policies; and
 - (w) Damaging Property is handling the Authority property recklessly and without care as to whether such property will be damaged or destroyed.
3. Gross Acts of Misconduct—
- (a) Absenteeism is failing to report for duty for a continuous period of ten days or more without permission or valid reason;
 - (b) Refusing to Work is refusing to perform any work or duty lawfully and properly assigned by an immediate superior, appropriate senior local official, the Chief Executive or the Board which one is bound to perform and which is part of or incidental to the job one is employed to do;

Zambezi River Authority (Terms and Conditions of Service)
(Amendment) By-laws, 2019 (No. 4)

- (c) Riotous Behaviour is engaging in or inciting a group of persons to engage in violent behaviour;
- (d) Fighting is an exchange of blows between two or more employees usually following a challenge by one to the other or others at a work place;
- (e) Assault is where an employee by acts, gestures or words causes another reasonable fear of the infliction of physical violence to his/her person or direct or indirectly applies force to his/her person at the place of work;
- (f) Damaging Property is willfully and without necessity or justification causing damage to Authority property or destroying it;
- (g) Misappropriation of Authority Property is unlawful taking of Authority property or property in the possession of the Authority with the intention of permanently depriving the Authority of the use of such property.
- (h) Misuse of Authority Property is using Authority property for unauthorised purposes or removing the same from Authority premises for use for private purposes without authority or permission;
- (i) Conflict of Interest is failure to carry out the obligations imposed on a person to whom By-Law 12 of the Authority's Terms and Conditions of Service By-Laws, 1995 applies;
- (j) False Claim is making a fraudulent claim against the Authority;
- (k) Falsification of Qualifications is giving false or misleading information before, on or after appointment to a post within the Authority on one's educational qualifications, professional qualifications, work experience or other personal details;
- (l) Corruption is soliciting, accepting or receiving any bribe, secret commission, reward or favour, in connection with the discharge of duties, from any person with whom an employee conducts or is likely to conduct the business of the Authority;
- (m) Criminal Conviction is being convicted of any criminal offence and being sentenced to a term of imprisonment without the option of a fine;
- (n) Sabotage is to say deliberately inflicting harm or damage to any machinery, materials, equipment, property or other goods with the intention of disrupting the normal course of business and thereby causing loss and damage to the Authority; and
- (o) Unlawful Industrial Action is participating or inciting any employee to participate in an unlawful industrial action e.g. strike, collective job action, against the Authority.”

45. The principal by-laws are amended by the repeal of the Second Schedule and the substitution of the following—

“SECOND SCHEDULE (*By-laws 2*)

CLASSIFICATION OF EMPLOYEES’ JOB TITLES, GRADES, AND ACCRUED ANNUAL LEAVE DAYS

SERIAL No	JOB TITLE	SALARY GRADE	EMPLOYEE CATEGORY	ACRUED ANNUAL LEAVE DAYS
	PART A			
1	Chief Executive	ZRA 1	Executive Management	48
2	Director–Finance	ZRA 2		48
3	Director–Projects and Dam Management Services			
4	Board Secretary/ Corporate Services Director			
5	Director–Water Resources and Environmental Management			
	PART B			
6	Senior Manager – Water Resources and Environmental Management	ZRA 3	Senior Management	42
7	Senior Manager – Dam Management Services			
8	Senior Manager – Projects			
9	Chief Internal Auditor			
10	Legal Counsel			
11	Senior Manager – Human Resource and Administration			

**Zambezi River Authority (Terms and Conditions of Service)
(Amendment) By-laws, 2019 (No. 4)**

SERIAL No	JOB TITLE	SALARY GRADE	EMPLOYEE CATEGORY	ACRUED ANNUAL LEAVE DAYS
12	Scheduling and Planning Engineer	ZRA 4	Middle Management	42
13	Contracts Engineer			
14	Manager – Environment			
15	Management Accountant			
16	Manager – Information Communication Technology			
17	Manager – Public Relations and Communications			
18	Dam Safety Monitoring Engineer			
19	Dam Maintenance Engineer			
20	Hydrologist			
21	Manager– Environmental Services			
22	Manager– Procurement			
23	Projects Coordinator			
24	Designs Engineer			
25	Manager– Finance & Administration			
26	Project Manager– Kariba Dam Rehabilitation Project			
27	Project Manager– Batoka Gorge Hydro Electric Scheme Project			

S.I. 201 of 2019

SERIAL No	JOB TITLE	SALARY GRADE	EMPLOYEE CATEGORY	ACRUED ANNUAL LEAVE DAYS
28	Projects Engineer (3)			
29	Financial Accountant			
	PART C			
30	Projects Accounts Officer	ZRA 5	Lower Management	36
31	Water Resources Officer			
32	Dam Maintenance Officer			
33	Pollution and Environmental Officer			
34	Dam Safety Monitoring Officer			
35	Internal Auditor			
36	Human Resource & Administration Officer (2)			
37	Safety, Health and Environmental Officer (3)			
38	Contracts Management Specialist (4)			
39	Project Planning Officer (2)			
40	Quality and Risk Officer (2)			
41	Stakeholder Relations Officer			
42	Project Accountant			
43	Draughtsperson	ZRA 6	Non-Managerial	36
44	Executive Assistant			
45	Pollution and Environmental Technician			

**Zambezi River Authority (Terms and Conditions of Service)
(Amendment) By-laws, 2019 (No. 4)**

SERIAL No	JOB TITLE	SALARY GRADE	EMPLOYEE CATEGORY	ACRUED ANNUAL LEAVE DAYS
46	Dam Maintenance Civils Foreperson			
47	Telemetry Technician			
48	Dam Safety Monitoring Technician			
49	Hydrology Technician (2)			
50	Procurement Officer (2)			
51	Accounts Officer			
52	Public Relations and Communications Officer			
53	Information Communication Technology Technician (2)			
54	Civil Technician (2)			
	PART D			
55	Artisan Mechanical	ZRA 7	Non-Managerial	30
56	Artisan Electrical			
57	Dam Safety Monitoring Assistant (3)			
58	Administrative Assistant (2)			
59	Personal Assistant (4)			
60	Artisan Dam Maintenance			
61	Artisan General Maintenance			
62	Automotive Mechanic			

S.I. 201 of 2019

SERIAL No	JOB TITLE	SALARY GRADE	EMPLOYEE CATEGORY	ACRUED ANNUAL LEAVE DAYS
63	Procurement Assistant (2)			
64	Accounts Assistant (4)			
65	House Boat Captain			
66	Projects Assistant (2)			
		review		
67	Accounts Data Operator	ZRA 8	Non-Managerial	30
68	Accounts Clerk (2)			
69	Artisan Assistant (3)			
70	Automotive Mechanic Assistant			
71	Drawing Office Assistant (2)			
72	Records Supervisor			
73	Hydrology Data Clerk	ZRA 9	Non-Managerial	30
74	Receptionist/ Switchboard Operator/ Typist (2)			
75	Registry Clerk (2)			
76	Dam Maintenance Assistant			
77	Electrical Assistant (3)			
78	Mechanical Assistant (3)			
79	Carpenter			
80	Plumber			
81	Driver (9)			
82	Procurement Clerk			
83	Stores Clerk			

Zambezi River Authority (Terms and Conditions of Service)
(Amendment) By-laws, 2019 (No. 4)

SERIAL No	JOB TITLE	SALARY GRADE	EMPLOYEE CATEGORY	ACRUED ANNUAL LEAVE DAYS
84	Painter (3)			
85	Bricklayer (2)			
86	Dam Safety Monitoring Attendant (4)	ZRA 10	Non-Managerial	30
87	Housing Attendant			
88	Stores Attendant			
89	Dam Maintenance Attendant (6)			
90	General Maintenance Attendant (2)			
91	Electrical Attendant			
92	Mechanical Attendant (2)			
93	Water Resources & Hydrology Attendant			
94	Gauge Reader (13)			
95	Motor Vehicle Workshop Attendant (3)			
96	Messenger (7)	ZRA 11	Non-Managerial	30".
97	General Worker (12)			

46. The principal by-laws are amended by the insertion after Second Schedule, of the Third Schedule.

“THIRD SCHEDULE
ZAMBEZI RIVER AUTHORITY
LEAVE APPLICATION FORM
(To be submitted in triplicate)

1. Employee Details:

Full name:
Department:
Position:
Grade:
Address while on leave:.....
Contact Number:.....
Leave Details:

2. Type of Leave applied for: (Place an (x) in the appropriate space):
(Applications for SICK LEAVE must be accompanied by a certificate from a Registered Medical Practitioner or Dentist)

1. ANNUAL	
2. SICK	
3. STUDY	

4. LEAVE WITHOUT PAY	
5. MATERNITY	
6. COMMUTATION	

7. SPECIAL	
8. OTHER	

I apply for.....days leave from..... to..... both dates inclusive.

The reasons for leave under 4 and 6 are that:

.....
.....
.....

I wish to be availed commutation of leave pay on20.....

Date:

Signature of Applicant:

3. Comments by Sectional Head:

.....
.....
.....

Zambezi River Authority (Terms and Conditions of Service)
(Amendment) By-laws, 2019 (No. 4)

Head of Section:

Date:.....

4. Leave Computation by the Human Resource & Administration Section:

Date:.....

Leave accrued as at the date of application: = w/days

LESS Leave applied for herewith: = w/days

Remaining leave days = w/days

Date:

Signature:

5. Leave Approval:

Approved/not approved, leave commencing on

Chief Executive/Board Secretary/Corporate Services Director/Head of
Department:

Date:..... Signature:"