ING'UNI MUBIANA

Personal details

ING'UNI MUBIANA

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+260 977 228650

Plot No. 117/28 Garden House, Lusaka, Zambia

EDUCATION & PROFESSIONAL QUALIFICATIONS

- **Bachelor of Arts in Public Administration** | 2015 – 2019 *National Institute of Public Administration (NIPA)*, Lusaka
- **Diploma in Management Studies** | 2009 – 2011 *National Institute of Public Administration (NIPA)* in conjunction with the *University of Zambia (UNZA)*
- **Certificate in Personnel Management and Communication Skills** | 1997 – 1998*University of Zambia (UNZA)* — Adult Education Department
- **Certificate in Electronic Records Management** | 2001 *In-Service Training Institute*, Luanshya
- **Certificate: Safety and**

PROFESSIONAL SUMMARY

Seasoned Public Administrator and Human Resource Practitioner with over 28 years of distinguished civil service experience, including 19 years specializing in Senior Human Resource Management. Proven track record in Payroll Management and Establishment Control (PMEC), end-to-end talent recruitment, disciplinary administration, staff welfare, and organizational restructuring. Demonstrated expertise in inter-ministerial policy development, bilateral international partner collaboration, and statutory compliance. Adept at driving institutional performance and modernizing human resource practices across public sector entities.

CORE COMPETENCIES & EXPERTISE

- **Human Resource Management:** Talent Acquisition, Recruitment & Selection, Disciplinary Enforcement, Separations & Retirements, Staff Welfare.
- **Systems & Payroll Administration:** Advanced End-User in Payroll Management and Establishment Control (PMEC), Wage-Bill Monitoring.
- **Policy & Institutional Governance:** Statutory Drafting, Policy Frameworks (Gender, Meteorological, Forestry), Inter-Ministerial Coordination.
- **Project & Operations Management:** Bilateral & Internationally Funded Projects, Monitoring & Evaluation (M&E), Commercialization & Restructuring.
- **Leadership & Administration:** Time Management, Cross-Functional Team Leadership, Labor Relations, Quality Assurance & Safety Standards.

PROFESSIONAL WORK EXPERIENCE

Senior Human Resource Management Officer / Human Resource Specialist

Civil Service of Zambia — Inter-Ministerial Postings | **1996 – Present** *(28 Years Total Service; 19 Years in HR Management)*

Key Ministries & Commissions Served:

- **Teaching Service Commission**
- **Ministry of Transport and Logistics**
- **Ministry of Works, Supply and Communication (MTC)**
- **Meteorological Department / Ministry of Green Economy and Environment**

Quality Assurance | 2018
Zambian Bureau of Standards (ZABS)

- **Certificate: Peer Education Training** | 2006*Afya Mzuri Zambia*

SECONDARY EDUCATION

Form Five School Certificate | 1978 – 1983

- *Sesheke Secondary School*, Western Province, Zambia

TECHNICAL & INTERPERSONAL SKILLS

- **Computer Skills:** PMEC System, Microsoft Office Suite (Word, Excel, PowerPoint), Digital Record-Keeping & Electronic Document Management.
- **Soft Skills:** Diplomatic Communication, Strategic Planning, Conflict Resolution, High Ethical Integrity, Organizational Leadership.

Key Responsibilities & Achievements:

- **Payroll & Establishment Control (PMEC):** Served as key technical end-user managing payroll validation, staff data entries, establishment audits, wage-bill reconciliation, and variance analysis across departments.
- **Talent Management & Employee Relations:** Directed end-to-end recruitment cycles, transfers, promotions, disciplinary hearings, grievances, retirements, and legal separation processes in strict compliance with the Public Service Commission regulations.
- **Institutional Restructuring & Policy Development:**
- Facilitated ministerial departmental restructuring, rationalization, and commercialization initiatives to improve institutional efficiency.
- Contributed to the development and formulation of key national frameworks, including the National Meteorological Policy and the Meteorological and Forestry Bills.
- Spearheaded gender mainstreaming and policy compliance across operational units.
- **Project Coordination & Stakeholder Engagement:**
- Coordinated public sector workstreams on bilateral, government-funded, and international donor-supported development projects.
- Liaised effectively with private sector partners, statutory boards, and inter-ministerial committees to align workforce capacity with institutional mandates.
- **Staff Welfare & Occupational Health:** Formulated staff wellness initiatives, peer education strategies (supported by Afya Mzuri training) , and workplace safety measures compliant with Zambia Bureau of Standards (ZABS) guidelines.

PROFESSIONAL REFEREES

Ms. Pegg Chirwa
DirectorMinistry of Green Economy and Environment
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Mr. Mungandi Namate
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