

CIRCULAR

Dear Members,

The Zambia Institute of Human Resource Management (ZIHRM) is a professional organization established through an Act of Parliament No. 3 of 2022. It was established to regulate, promote and develop the science and practice of Human Resource Management (HRM) in Zambia.

ZIHRM is inviting Fellow Membership Upgrade applications for the 1<sup>st</sup> quarter of the year. All interested Full Members of the Institute are encouraged to apply. The applications received during this period will be evaluated by the ZIHRM Council at the end of the quarter.

All applications **MUST** be received by 15<sup>th</sup> March 2024.

To apply, please use this link <u>https://forms.gle/xUYjVtHjTVPesGeC8</u> and also ensure to go through the attached Fellow Membership criteria for your reference. **For more information, Please contact the ZIHRM Secretariat: Email**: info@zihrm.org.zm **Phone**: 0211234537 or 260955 404075.

Yours Faithfully,

The Zambia Institute of Human Resource Management

Sikatumba Owen Chilala Registrar / CEO

Appendix 1a: Evaluation	Criteria -	Adjudication of	of Fellow	Membership	Application

No	Туре	Weight	Criteria	0	1	2	3	4	5
1	Mandatory	5	First Degree in any Social Science field or a post graduate qualification in Human Resource Management.	O level qualification without any tertiary qualifications	Certificate in HR with evidence of continuous professional development in Human Resource Management	Advanced certificate in HR with evidence of continuous profession al developme nt in Human Resource Manageme nt.	Degree in a non-relevant Field or Diploma in Human Resource Management with evidence of continuous professional development in Human Resource Management	Degree in a relevant Social Science or Commercial Field with a Diploma in Human Resource Managemen t. Evidence of continuous professional developmen t in Human Resource Managemen t.	Degree in Human Resource Management or a relevant Social Science or Commercial Field with a Master's Degree in Human Resource Management. Evidence of continous professional development in Human Resource Management.
2	Mandatory	5	Years of practice & experience at Management or Senior Manager level (or equivalent academic experience).	0 to 1 year.	Below 2 years but not less than 1 year.	Below 5 years but not less than 2 years	Below 8 years but not less than 5 years	Below 10 years and not less than 8 years	10 years and above
3	Mandatory	15	Seniority or Level of Applicant in the HR Profession.	Pre-practice (0%)	Adviser/Assi stant: A professional starting out on their HR/L&D career with under two years' experience in function. (Weight: 20% of criteria weight)	Manager/J unior Business Partner: An experience d profession al with first level of responsibili ty and more than two years' experience at this level. (Weight: 40% of criteria weight)	Business Partner/Seni or Manager: Individual in senior position with strong professional role – may have supervisory responsibiliti es for departmental work and/or manage a small team. (Weight: 60% of criteria weight)	Senior Business Partner: Individual with responsibilit y for an activity within the overall function – may be a senior HR specialist or in a broader HR role. Makes a significant contribution to policy formulation. (Weight: 80% of criteria weight)	Director or Senior Executive/HRD Group Role: Top- level with overall responsibility for own function with board membership or equivalent, including MD, CEO or Chairman. It includes a top executive with overall responsibility but without board membership or equivalent. (Weight: 100% of criteria weight).
4	Mandatory	5	Must have continuously renewed his/her membership in the past three years	Binary ( <b>Yes/No</b> )	Binary ( <b>Yes/No</b> )	Binary ( <b>Yes/No</b> )	Binary ( <b>Yes/No</b> )	Binary ( <b>Yes/No</b> )	Binary ( <b>Yes/No</b> )

5	Mandatory	5	Must actively participate in ZIHRM Activities i.e. discussion forums, webinar, surveys, research, volunteer work, events, meeting's etc.	5 - Very Good 4 - Good 3 - Fair 2 - Unsatisfactor y 1 - Very Unsatisfactor y	5 - Very Good 4 - Good 3 - Fair 2 - Unsatisfactor y 1 - Very Unsatisfactor y	5 - Very Good 4 - Good 3 - Fair 2 - Unsatisfact ory 1 - Very Unsatisfact ory	5 - Very Good 4 - Good 3 - Fair 2 - Unsatisfactor y 1 - Very Unsatisfactor y	5 - Very Good 4 - Good 3 - Fair 2 - Unsatisfacto ry 1 - Very Unsatisfacto ry	5 - Very Good 4 - Good 3 - Fair 2 - Unsatisfactory 1 - Very Unsatisfactory
6	Optional	2.5	Must have carried out Research in the field of Human Resource management	Binary ( <b>Yes/No</b> )	Binary ( <b>Yes/No</b> )				
7	Optional	2.5	Must have published professional articles relating to HRM.	Binary ( <b>Yes/No</b> )	Binary ( <b>Yes/No</b> )				
8	Optional	2.5	Evidence of other CPD Interventions	Binary ( <b>Yes/No</b> )	Binary ( <b>Yes/No</b> )				