

CURRICULUM VITAE

JOHN Kenneth *SUNDUZWAYO JERE*

BRIEF SUMMARY

Mr. Jere has extensive experience in corporate management and management development. Mr. Jere is a trainer at senior management level in various fields including management, project appraisal, law and industrial relations. He has also undertaken several training assignments with East and Southern Africa Management Institute (ESAMI), the Commonwealth Management Training Centre at Mananga and several other institutions in Africa. Mr. Jere has held senior management positions in Zambia and the Eastern and Southern Africa. He is former Director General of the Zambia Investment Centre; Bank Secretary and Director of Administration of the Development Bank of Zambia and Managing Director of the Small Scale Enterprises Promotion. He has undertaken several consultancy assignments for African Union related to the transformation and renewal of the continental organization from Organization of African Unity to the African Union. He worked also in the Peace and Security Directorate at the Secretariat of the African Union in Addis Ababa, Ethiopia.

He has also provided advisory services to the Royal Swaziland Government in Capacity Building in the Civil Service. He undertook several assignments such as development of training programmes and cost proposals, planning skills requirements for all the ministries through Ministerial Training units. Mr. Jere was one of the commissioners who were engaged to undertake feasibility studies for the establishment of the Parliamentary Forum Training School for SADC region MPs in Windhoek Namibia.

Mr. Jere holds a Masters Degree in Managerial Economics from Lesley College in United States, a Master of Philosophy Degree from Manchester University, Bachelor of Arts Degree in Economics and Public Administration from University of Zambia and a Bachelor of Laws from University of Zambia. He has undertaken several short term training courses in Manpower Planning and Development with emphasis on training needs assessment and staff training methods from the Irish Development Authority Dublin, project planning and appraisal for Development Finance Institutions in training of trainees in project planning from Bradford University among others. Teaching and Research Training, Practice teaching methods Certificate and Quality Assurance – Cavendish University – Zambia UK; Course Development and Teaching Practice Certificate, Cavendish University – UK.

PERSONAL DETAILS

Name: John Kenneth Sunduzwayo Jere
Nationality: Zambian
Gender: Male
Date of birth: September 30, 1946

EDUCATIONAL QUALIFICATIONS

1971 – 1973: Bachelor of Arts degree in Public Administration and Economics, University of Zambia

1981 – 1982: Master of Science Degree in Managerial Economics, Lesley College, Cambridge, Massachusetts, USA
1982 – 1984: Master of Philosophy in International Trade and Investment, University of Manchester, UK

1985 – 1988: Bachelor of Laws (LLB), University of Zambia

OTHER TRAINING

2007 Certificate in Course Development and Teaching Practice, awarded by Cavendish University UK & Zambia

2008 Certificate in University Teaching methods and Research Training Practice, Quality Assurance awarded by Cavendish University UK & Zambia

1980: Certificate in manpower planning. Emphasizing on manpower Development Techniques, training needs assessment and staff training methods, Trinity College, Dublin, Ireland

1984: Certificate in Investment Planning and Project Appraisal for Development Finance Institutions, Bradford University

WORK EXPERIENCE

2006 – To-date: **Senior Lecturer**, Cavendish University, Lusaka – Zambia providing lecturing and research services in management and marketing programmes to postgraduate students reading for the Master of Business Administration degree.

Mr. Jere provided part-time lecturing services to various tertiary institutions in Southern Africa including Swaziland, Namibia, Tanzania, Zambia and South Africa in marketing, project management, industrial relations and management studies. Coordinated and taught at Demlin Business College in South Africa teaching Business Administration, Industrial Relations and Law.

Taught at University of Zambia in Labour Law and Public Administration.

2003 – 2006: Free Lance Consultant associated with Management Services Board providing management and administrative services to government and private sector;

1999 – 2004: Senior Consultant for Organization of African Unity {OAU} in my first contract, involved in the reform, renewal and transformation of the organization. Mr. Jere provided advisory services in:

- Reviewing rules of procedure and organizational structure of various departments and divisions of the new organization;
- Reviewing departments and divisional structure as well as management of their effectiveness;
- Development of practical measures to be taken in the implementation of the reform and renewal programme;
- Development of procedures, methodologies and practical measures to be taken in the human resources development required in the new structure;
- Development of human resource policies including training, retention and utilisation
- Formulation of retrenchment policies, staffing, performance appraisal, transfers, promotion procedures, human resources planning and recruitment. Advised the conflict management center on resource mobilization, conflict resolution and capacity building strategies as well as outreach strategies to improve communication with the central organ;
- Developed project plans and set up implementation programmes, objectives, outputs and benchmarks for the measurement of success;
- Planning various peace and security programme activities budget for the African Union in the utilization of donor funds targeted for peace programmes in conflict areas and post conflict situations continent wide..

❖ After completion of the reform and structuring activity of the African Union, the Conflict Management Centre where I was attached became the Peace and Security Directorate.

In my second contract and new capacity I was involved in::

- the research, outreach programmes and trends analysis; monitoring of situations of incipient and full-blown conflicts as well as post-conflict situations as preventive measures of conflicts on the continent.
- facilitation of information exchange and communication between the AU Commission, the UN and its agencies, regional mechanisms, and designated Early Warning focal points as well as other international organizations and partners, institutions /countries.

As a member of staff of the Peace and Security Directorate I assisted and contributed in:

- The establishment and sustenance of the continent – wide early warning system
- I participated in overseeing and monitoring of political, socio-economic, humanitarian and other developments within AU member states with a view to detecting:
 - Political conflicts
 - Assessing trends which might impact negatively on political situations and stability in the continent
 - Prepared analytical reports and policy options
 - Covered meetings and conferences of heads of state and minister's
- I drafted notes background papers and up-to-date information to the commissioner for determination and for future action.

1994 – 2000: **Technical Advisor and Senior Training Officer** (Foreign Expert) in the Ministry of public service of the Royal Swaziland Government. Mr. Jere provided technical expertise in:

- training programme development to suit the national skills requirement and human resources capacity;
- training in-service course participants in developing training programme as well as providing advice on the choice of suitable facilitators and consultants for various training programmes at the national management training institute (Swaziland Institute of Management and Public Administration (SIMPA));
- training and programme development for the civil service personnel to improving skills, performance and capacity building in particular public administration, human resource and Industrial relations law (Labour Law)

1992 – 1994: **Director General – Zambia Investment Centre, now under the Zambia Development Agency:** responsibility for promoting and facilitating investment- foreign and local, under the Ministry of Commerce, Trade and Industry. As Chief Executive Officer I was also responsible for staff performance, development and welfare

1991 – 1992: **Investment Secretary:** at the Investment Coordinating Committee (Investment Centre), in charge of investment coordinating committee and the implementation of the 1986 Investment Act and providing administration and secretarial services to the committee covering proceedings of the ministerial meetings on investment.

1985 – 1991: **Director of Administration and Human Resources and later renamed Bank Secretary** at Development Bank of Zambia responsible for human resources audit, planned manpower requirements, assessed training needs, carried out recruitment and reviewed and executed the disciplinary code. Overall, Mr. Jere provided strategic leadership in administration and human resource management.

- 1984 – 1985: **Chief Executive Officer**, Small Scale Enterprise Promotion (SEP) under the Development Bank of Zambia. Carried out feasibility studies, identified projects, advised small scale promoters transform project ideas into viable concrete projects
- 1978 – 1984: **Manpower Development Manager** at Development Bank of Zambia. Planned, audited human resources skills and provided in-service training to improve staff performance and capacity building in the Bank.
- 1974 – 1978: **Marketing Officer and later Marketing Manager** at National Agricultural Marketing Board (NAMBOARD), responsible for buying agricultural produce from farmers, storing produce in safe storage depot, distributing produce from production to consumption areas.
- 1973 – 1974: **Trainee Manager** at Barclays Bank Zambia Limited

CONSULTANCIES UNDERTAKEN

In Zambia

- **Management Services Baord:** Provided training services in human resources management, management development, industrial relations, promoting private sector investment, business development in cooperatives and project management
- **Lonhro (Z) Limited:** developed a business promotion strategy in the sale of technical goods and equipment.
- **Industrial Training Centre (ITC):** established institutional framework, institutional procedures and programmes and also to formulate a mission statement for the center.

In Swaziland

- **Mananga Management Centre (MMC),** Mr. Jere provided training services in human resources management, management skills for senior managers in several fields;
- **Swaziland National Association of Teachers (SNAT)** where trained trade unions and associations in leadership, negotiations and team building skills in the country covering industrial relations supervisory skills, supervisory management, motivation, delegation and control and team work for higher productivity;
- **Swaziland Railways** where he provided consultancy service in industrial relations, management skills project appraisal and management, motivation, delegation and control;
- **The Royal Swaziland Government,** carrying out a training needs assessment for the civil service under the auspices of the Commonwealth Office, London and review training programmes for Ministers and Principal Secretaries in the Royal Swaziland Government.
- **Served as a Senior Executive Development Programme Coordinator** responsible for capacity building programmes for Principal Secretaries, Directors, Commissioners and Heads of Departments in all government ministries covering management and good governance topics;
- **Provided Tailor made Courses** for various organizations and ministries including:

- Customs Department in supervisory and management skills, time and quality management, leadership and team building
- Income Tax Department in supervisory management skills;
- Institute of Development Management in supervisory and management skills and research methods;

- Police College in industrial law, human resource planning, management skills and project management;
- Ministry of Health in Leadership and team building for Nursing Managers and Industrial Relations

In East and Central African Countries

- **East and Southern Africa Management Institute (ESAMI)** Tanzania providing training in:
 - Public Relations for Executive Secretaries
 - Managerial Skills for Senior Managers
 - Strategic Planning;
 - Total Quality Management
 - Motivation and working relationship
 - Career Development
 - Industrial Relations
 - Project Negotiations for Senior Managers
 - Team building
- **Trans-Africa Management Institute (TAMI)** based in Kampala, Uganda where Mr. Jere provided training in:
 - Human Resource Management
 - Public Relations for Executive Secretaries
 - Organizational theory
 - Industrial Relations
 - Total Quality Management
- **LWATI – Swaziland**, Mr. Jere provided training services in:
 - Industrial Relations
 - Personnel Management Skills
 - Project Management

Mr. Jere possesses excellent interpersonal skills and is computer literate.