



Zambia Institute of Advanced
Legal Education



2026 PROSPECTUS

A Centre of Excellence in Law Practice Training



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Table of Contents

BACKGROUND OF ZIALE	6
THE INSTITUTE'S MARK TOWARDS PROMOTION OF GOOD GOVERNANCE	7
OUR CORPORATE PHILOSOPHY	9
MISSION STATEMENT.....	9
VISION	9
OUR CORE VALUES.....	9
COURSES	10
1. LEGAL PRACTITIONERS QUALIFYING EXAMINATION (LPQE) COURSE	10
2. RESOURCE PERSONS FOR LEGAL PRACTITIONERS QUALIFYING EXAMINATION (LPQE)	11
3. POST-GRADUATE DIPLOMA IN LEGISLATIVE DRAFTING	15
4. PRACTICAL ADVANCED PROSECUTORS' COURSE.....	19
5. PRACTICAL ADVANCED HUMAN RIGHTS AND THE LAW COURSE	20
6. CYBER CRIME AND COMPUTER FORENSIC INVESTIGATIONS	21
7. CRIMINAL INVESTIGATIONS AND THE LAW	22
8. TAXATION AND THE LAW	24
9. CERTIFICATE IN LABOUR LAW AND INDUSTRIAL RESOLUTIONS	25
10. CERTIFICATE IN LAW FIRM MANAGEMENT COURSE.....	27
11. CORPORATE GOVERNANCE AND THE LAW FOR BOARDS AND SENIOR EXECUTIVES	28
12. PUBLIC CONTRACTS AND PROCUREMENT LAW.....	29
13. LEGAL, RISK AND COMPLIANCE MANAGEMENT.....	30
14. LIBRARY AND INFORMATION RESOURCE CENTRE.....	31
THE LAWYERS APPARELS	33



DIRECTOR AND CHIEF EXECUTIVE OFFICER'S MESSAGE

The Zambia Institute of Advanced Legal Education (ZIALE) is a body Corporate established by the Zambia Institute of Advanced Legal Education Act No. 10 of 1996, Chapter 49 of the Laws of Zambia. The flagship programmes offered at ZIALE are the Legal Practitioners' Qualifying Examination (LPQE) Course, which is meant for University law graduates wishing to be admitted to the Zambia Bar as legal practitioners; and also the Postgraduate Diploma in Legislative Drafting programme. Further, the Institute is mandated to offer other courses and programmes outlined in Section 4(2) of the Act.

The Institute provides diversified legal training to personnel in both private and Public Institutions with a view to enhancing their managerial and professional skills. Training in this category seeks to improve organisational capacity.

With the diversity of courses and programmes offered to, not only domestic but also foreign students, the Zambia Institute of Advanced Legal Education (ZIALE) has established itself and gained acclaim as a national, Regional and International hub for post graduate legal training.

This Prospectus highlights both the traditional and the new programmes currently being offered at the Institute. The Institute offers short courses in various disciplines such as Human Rights, Public Prosecutions, Cyber Security and Digital Forensic, Taxation Laws, Criminal Investigations, Law Firm Management, Labour Laws and Industrial Resolutions, to mention, but a few. Further to this, the Institute conducts, on request, tailor made courses that respond to the specific needs of any organisation.

In conclusion, the Zambia Institute of Advanced Legal Education is, and will continue to play its role in the nation's development agenda, doing so through the execution of its mandate to create a legally enabling environment in which economic activities can thrive. This has been achieved through the training of legal practitioners who have continued to give guidance on many issues of national interest, and also by rendering support through the promotion of good governance pillar as contained in the Country's 8th National Development Plan (8NDP). For ZIALE, there can never be any development without the law and the practice of that law is what defines our business.

I thank you.

Fabian M. Mayondi (Mr)
Director and Chief Executive Officer
(Qualifications – LLM, LLB, Dip Ed, AHCZ)

BACKGROUND OF ZIALE



Zambia Institute of Advanced
Legal Education

The Zambia Institute of Advanced Legal Education (ZIALE) is a body corporate established by **Zambia Institute of Advanced Legal Education Act No. 10 of 1996**, Chapter 49 of the Laws of Zambia. The flagship programme is the Legal Practitioners' Qualifying Examination (LPQE) Course, which is meant for university law graduates wishing to be admitted to the Zambian Bar, and also conducts regional training for Postgraduate Diploma in Legislative Drafting. In addition to the LPQE and Legislative Drafting Courses, the Institute is mandated to offer training programmes as outlined in Section 4(2) of the Act.

The precursor to the Zambia Institute of Advanced Legal Education (ZIALE) (hereinafter referred to as an "Institute" was the Law Practice Institute (LPI) established in 1968. The LPI was set up to provide basic training to post – graduate law students in the essentials of legal practice so that after successful completion of the course, they were to be admitted to the Bar to practice in the Zambian common law courts. The scope and functions of the Institute has since 1996 widened to provide national, regional and international post – graduate legal studies and training in Legislative Drafting as well as other courses. With the scope broadening, the Institute has acquired an international status, just as its range of courses has become broad-based since then.

The Institute provides diversified legal training to personnel in private and public institutions with a view to enhancing their managerial and/ or professional skills. Training in this category seeks to improve organisational capacities in leadership, planning, conflict resolution, time management, communication, monitoring and other relevant skills.

One of the key distinguishing characteristics of the Institute is its interdisciplinary, pluralistic and comparative approach to global and local issues pertaining to development. Responding to wider interests in Law, and indeed considering that law covers all aspects of human endeavor the Institute offers short courses in several disciplines such as Human Rights, Public Prosecutions, Cyber Crimes and Computer Forensic, Taxation Law, Criminal Investigations and the Law, Law Firm Management,



Labour Law and Industrial Resolutions, Elections Public Order and the Law, Young Politicians and the Law, Public Contracts and Procurement Law, Legal Compliance and Risk Management, and Corporate Governance and the Law. Another distinctive course offered is Legislative Drafting leading to a Postgraduate Diploma Certificate.

The Institute has embarked on major phases of development in line with the 8th National Development Plan (8NDP) in creating conditions to accelerate Zambia's diversification and inclusive growth agenda. This includes good governance which entails creating a conducive environment characterised by participation, rule of law, transparency, accountability, consensus-building, responsiveness, equity and inclusiveness, effectiveness and efficiency. ZIALE will also focus on improving the policy and governance environment through legal training programmes as well as promoting adherence to the rule of law and constitutionalism.

THE INSTITUTE'S MARK TOWARDS PROMOTION OF GOOD GOVERNANCE

The Zambia Institute of Advanced Legal Education (ZIALE) has recorded significant strides towards the promotion of Good Governance Environment in Zambia in line with Strategic Development Area Four (4) under Development Outcome Two (2) of the 8th National Development Plan (8NDP) which focusses on strengthening the policy, Legal and institutional framework for good governance as well as enhancing the rule of law, human rights and constitutionalism. Good governance in this area entails respect for human rights and freedoms, entrenching transparency and accountability, participation, enhancing access to justice and observance of the rule of law and upholding national values and principles.

To contribute towards achieving improved rule of law, human rights, and constitutionalism, ZIALE will



continue enhancing its training programmes and service delivery to strengthen the criminal justice system and enhance the rule of law, infrastructure development, enhancing legal aid systems, human and technical capacity development.

The Zambia Institute of Advanced Legal Education is governed by a Council. The **Zambia Institute of Advanced Legal Education Act, Chapter 49 of the Laws of Zambia** establishes the Council and outlines its functions and composition in Sections 4 and 5 respectively.

ZIALE has also promoted Zambia's image abroad in the field of Advanced Legal studies and Training in Legislative Drafting, and trains not only Zambian students but also those from other countries in the Southern Africa Development Community (SADC) region.

The Institute is also accredited with TEVETA as a training organisation to provide the Level 1 Certificate in Paralegal Studies. In this line, ZIALE has constituted a team of trainers and examiners that are also accredited by TEVETA to conduct the training.

To this end, the Institute is continually looking for partners to sponsor a number of courses, especially those promoting good governance, human rights, and the rule of law.

NOTE: Institutions that are willing to sponsor training programmes in the above stated areas tenable at Zambia Institute of Advanced Legal Education (ZIALE) may contact the undersigned:

The Director and Chief Executive Officer
Zambia Institute of Advanced Legal Education
P.O Box 30690
Plot No. 9/11, Andrew Mwenya Road, Rhodes Park
Lusaka, Zambia.
Tel: +260 – 1-254557/81 Fax: +260 – 1- 254620
E-mail: info@ziale.org.zm
Homepage: <http://www.ziale.org.zm>

OUR CORPORATE PHILOSOPHY



Our operations as an Institute are guided by the following corporate philosophies: -



MISSION STATEMENT

To Provide Quality Practical Legal Training for Adequate and Competent Legal Practitioners."



VISION

A Centre of excellence in Law Practice Training.

To realise the vision, the Zambia Institute of Advanced Education has identified two (2) thematic areas of focus and their related strategic results as follows:

Training resulting in qualified and competent legal practitioners; and Administration and management **resulting in efficient and effective service delivery.**

OUR CORE VALUES



COURSES

The following are the courses being offered by the Zambia Institute of Advanced Legal Education;-

1. LEGAL PRACTITIONERS QUALIFYING EXAMINATION (LPQE) COURSE

The Legal Practitioners Qualifying Examination Course is a one year programme. Students who successfully complete this course of study are recommended for admission to the Zambian Bar. Enrolment for this course is done after placement of advert in the media.

The following are the subjects/ Heads offered under this programme:

- 1.1 Professional Conduct and Ethics
- 1.2 Bookkeeping and Accounts
- 1.3 Conveyancing and Legal Drafting
- 1.4 Probate and Succession
- 1.5 Commercial Transactions
- 1.6 Company Law Procedure
- 1.7 Superior Court Civil Procedure
- 1.8 Subordinate Court Civil Procedure
- 1.9 Domestic Relations
- 1.10 Criminal Procedure
- 1.11 Evidence

Other subjects that are taught under the Legal Practitioners Qualifying Examination (LPQE) Course Syllabus are Trial Advocacy, Alternative Dispute Resolution (ADR) and Legal Writing.

Entry Requirements

To qualify for enrolment onto the LPQE programme note the following:

- Applications are received in line with Section 11 of the Legal Practitioners Act, Chapter 30 of the Laws of Zambia, Rules 5 and 6 of the ZIALE (Student) Rules, 2021.

Applicants must be holders of:

- Five (5) 'O' level credits or better in English, plus four (4) other subjects. Copies of certificates should be certified. Foreign certificates should be equated by Examinations Council of Zambia (ECZ);
- Bachelor of Laws (LLB) degree obtained from a University registered by the Higher Education Authority (HEA) and whose qualification has been recognised and accredited by the Zambia Qualification Authority (ZAQA);
- Bachelor of Laws (LLB) degree from a foreign University recognised by Zambia Qualification Authority (ZAQA);
- Where remedial courses are given by the ZIALE Council, they should have been passed at the time of application.



2. RESOURCE PERSONS FOR LEGAL PRACTITIONERS QUALIFYING EXAMINATION (LPQE)

Mr. Kamfwa Obote Kasongo is a part time Honorary Lecturer for Professional Conduct and Ethics and a member of the ZIALE Board of Examiners (BOE). He holds a Bachelor of Laws degree (LLB) from the University of Zambia, MCI Arb, an Advocate of the High Court of Zambia, a certificate in Basic Stock Brokers/Investment Advisor's course, member of the Chartered Institute of Arbitrators (UK). Mr. Kasongo worked as Council Advocate for Lusaka City Council, Legal Officer and Company Secretary for Zambia State Insurance Corporation, Secretary for Zambia State Insurance Pension Trust Fund. He is also a part time Lecturer in Legal Ethics at University of Lusaka and Insurance Law at Zambia Institute of Business College Trust.

Mr. Hendrix Shamainda is a part time Honorary Lecturer in Book Keeping and Accounts, and he is also a member of the Board of Examiners (BoE) at ZIALE. He holds a Bachelor of Laws degree (LLB) and is an Advocate of the Superior Court of Zambia (ASCZ). Mr. Shamainda also holds a Diploma in Management Studies, Masters in Business Administration, a Fellow of the Association of Chartered Certified Accountants (FCCA) and Fellow of the Zambia Institute of Chartered Accountants (FZICA).

Mr. Hendrix Shamainda is a cross-disciplinary practitioner with a bias in tax law, corporate insolvency and, business and financial modelling. He has a combined work experience of about 20 years for both corporate and private practice.

Mr. Barnaby B. Mulenga is a part time Honorary Lecturer in Conveyancing and Legal Drafting, and he is also a member of the Board of Examiners (BoE) at ZIALE. He holds a Bachelor of Science in Land Economy, Bachelor of Laws degree (LLB) from the University of Zambia, Advocate of the High Court of Zambia and Masters in Environmental Science and Law (MESL). He served as Permanent Secretary of Ministry of Mines and Mineral Resources and, he served as a Permanent Secretary of Labour and Social Security, Ministry of Lands, Natural Resources and Environmental Protection. Other positions he held at Ministry of Lands include, Commissioner of Lands, Head – Estates and Valuations, Registrar of Lands and Deeds, and Lands and Deeds Officer.

Natasha Nsanta- Kalimukwa is a part time Honorary Lecturer in Probate and Succession, and she is also a member of the Board of Examiners (BoE) at ZIALE. She holds a Bachelor of Arts Degree from



the University of Eastern Africa, Kenya, an LLB from the University of Zambia, LLM –International Trade Law from the University of Cape Town, South Africa and a Diploma in Legislative Drafting from the Zambia Institute of Advanced Legal Education

Mrs Kalimukwa is a legal Practitioner with 14 years at the Bar and has extensive experience in succession and insolvency law. She has worked in the Ministry of Justice under the Department of Administrator General and Official Receiver since 2008. Until recently, Mrs. Kalimukwa was the Administrator General and Official Receiver for the Republic of Zambia, a position she held for almost five years.

Hon. Mr Justice William. S. Mweemba MCIArb is a part time Honorary Lecturer in Commercial Transactions and a member of the ZIALE Board of Examiners (BoE). He holds a Bachelor of Laws degree (LLB) from the University of Zambia. He also has a Legal Practitioners Qualifying Examination Certificate and was admitted as an Advocate of the High Court of Zambia on 23rd December, 1981 and thereafter became an Advocate of the Supreme Court of Zambia on 23rd December, 1986. He is a High Court Judge in the Industrial Relations Division of the High Court for Zambia for which he is the Judge In-Charge at Lusaka and he has also served in the Commercial Division of the High Court for Zambia.

Judge Mweemba is also a member of the Chartered Institute of Arbitrators UK (MCIArb). He is the immediate past Chairman of the Zambia Branch of the Chartered Institute of Arbitrators. He was Chairman of CIArb Zambia Branch. He served for 19 and a half years as Chief Legal Counsel and Company Secretary of Barclays Bank Zambia Plc. He joined Barclays Bank of Zambia Limited on January 1984. After retiring from the bank in April, 2004 he became a partner in the firm of Mweemba Chashi and Partners until 11th March 2014 when he was appointed High Court Judge.

Judge Mweemba served as a trustee of several occupational pension schemes and was Chairman of



the National Pension Scheme Authority (NAPSA) Staff Pension Scheme Board of Trustees and he is a Life Honorary member of the Zambia Association of Pension Funds.

He further serves as a Tutor for the Introduction to Domestic Arbitration Course, Law Practice and Procedure in Arbitration and Introduction to Construction Industry Adjudication for the Zambia Branch of the CI Arb.

Judge Mweemba is a member of the Zambia Institute of Directors and served on several Boards as non-Executive Director the last of which was on the Board of Stanbic Bank Zambia Limited. Judge Mweemba served as Hon Treasurer of the Law Association of Zambia for 7 years before becoming the Association's President from April 2004 until April 2007.

Mr. Ismail Ben Siame is a part time Honorary Lecturer in Company Law, and a member of the ZIALE Board of Examiners (BOE). He holds a Bachelor of Laws Degree (LLB) from the University of Zambia (UNZA), Advocate of the High Court and Superior Courts of Zambia. Master of Laws (LLM)

from Loyola University – Chicago School of Law, specialising in Rule of Law for Development. The degree is designed to provide a synergy between law and development. He holds another Master of Laws (LLM), from American University – Washington College of Law, specializing in International Business Law and a Master of Laws (LLM), from University of Dundee, specializing in Mineral Law and Policy

He is Partner and Head of Litigation at TMS Legal Practitioners. He also serves as a member of the Board for ZAMCARGO, a subsidiary of IDC. Mr. Siame chairs the Audit and Risk Management Committee of the Board for ZAMCARGO. His practice involves rendering legal advice to local and international clients to include multi-international corporations. Further, his experience involves strategic planning and management of litigation cases and corporate transactions. He is a well-seasoned Advocate who pursues his client's matters with great tenacity and he is also well vested with leadership skills and corporate governance issues.

Mr. Robert Simeza, SC is a part time Honorary Lecturer in Superior Courts Civil Procedure and a



member of the ZIALE Board of Examiners (BoE). He holds a Bachelor of Laws degree (LLB) from the University of Zambia and received a diploma in Trial Advocacy Skills from a National Institute of Trial Advocacy program at the University of Southern California in the U.S. Mr. Simeza, SC is a founding member and Board Chairman of the Legal Resources Foundation which is the only NGO providing free legal services to the indigent in human rights and human rights related cases. He is an Advocate of the High Court of Zambia and a Managing Partner for Messrs Simeza, Sangwa & Associates Advocates.

Hon. Mr Justice Kelvin Muzenga is a part time Honorary Lecturer in Subordinate Courts Civil Procedure, an External Marker of Criminal Law and Procedure for LPQE Course and a member of the ZIALE Board of Examiners (BoE). He holds a Bachelor of Laws degree (LLB) from University of Zambia and is an Advocate of the High Court of Zambia. He also holds a Post graduate Diploma in Legislative Drafting from ZIALE, a Certificate in International Protection of Human Rights from the American University in Cairo Egypt, Certificate in Law and Justice from the Danish Institute for Human Rights.

Hon Muzenga is currently serving as Judge for the Court of Appeal. Before his appointment to his substantive position, he worked as Director for Legal Aid Board and also held other positions in the same organisation. He has wide experience in lecturing as he has worked as a Lecturer for various institutions which include Evelyn Hone College, International Tutorial College, National Institute of Public Administration (NIPA) and a Teacher at the Ministry of Education. He also worked as a part time Consultant for Management Services Board.

Mrs. Maureen S. Tresha is a part time Honorary Lecturer in Domestic Relations and a member of the ZIALE Board of Examiners (BoE). She holds a Bachelor of Laws degree (LLB), Masters in Business Administration (MBA), Post graduate Diploma in Legislative Drafting and is an Advocate of the High Court. She is the immediate past Chief Executive Officer for Women and the Law in Southern Africa (WLSA). Mrs. Tresha has spent over ten (10) years litigating for women and children. She is currently the Managing Partner for Sepo Legal Practitioners. Mrs. Tresha sits as a Commissioner at the Small Claims Court and she is also a National Coordinator of One Billion Rising, an international movement which supports women and Children's Rights

Hon. Mr Justice C. F. R. Mchenga, SC is a part time Honorary Lecturer in Criminal Law and Procedure, and a member of the ZIALE Board of Examiners (BoE). He holds a Bachelor of Laws degree (LLB) from University of Zambia and is an Advocate of the High Court of Zambia. He joined the Ministry of Justice where he worked in the Directorate of Legal Aid. He then worked in the Directorate of Public Prosecutions rising from State Advocate to Chief State Advocate. Hon. Mchenga served as Director of Prosecution in 2004, a position he held until 2011 when he was appointed High Court Judge. He is currently the Deputy Judge President of the Court of Appeal.

Mr. Stephen Lungu, SC is a part time Honorary Lecturer in Evidence and a member of the ZIALE Board of Examiners (BoE). He holds a Bachelor of Laws degree (LLB) from University of Zambia and is an Advocate of the High Court of Zambia. Mr. Lungu also has an LLM from Kings College in London. He is currently the managing partner for Shamwana and Company. His past work experience include being a Consultant for Africa Development Bank and, Legal Counsel and Company Secretary for BP Zambia Plc.



Students writing the LPQE Exam

3. POST-GRADUATE DIPLOMA IN LEGISLATIVE DRAFTING

This programme is intended to equip lawyers with practical skills and knowledge required in the drafting of legislation and interpretation of statutes. The programme runs for a period of five (5) months.

Aim of the course

The legislative drafting course is intended to equip course participants with practical skills and knowledge required for drafting legislation and rendering quality legal advice. The course emphasis is on the individual development of practical skills. It is centred on practical exercises and gives the participants the opportunity to apply the techniques and know-how of legislative preparation, which they acquire in class.

Training Methodology

The training is conducted by means of lectures, practical drafting exercises and assignments which count toward the student's final mark.

Target Group

The course is intended for practising lawyers within the Legislature, Executive and Judiciary; Law Drafters; and lawyers interested in drafting techniques and methods, drafting and interpretation of contracts, and interpretation of legislation.



Entry Requirements

To qualify for admission, one must meet the following entry requirements:

- Have a Law degree from any recognised university; and
- Be admitted to practice law in their respective jurisdictions for a minimum period of one year

What is taught?

The subjects covered under Postgraduate Diploma in Legislative Drafting Course are eight (8) as highlighted below;

- 3.1 Legislative drafting.
- 3.2 Context of Legislation
- 3.3 Judicial Review
- 3.4 Interpretation of Statutes
- 3.5 Comparative constitutional law
- 3.6 Law in development
- 3.7 Computer Applications
- 3.8 Taxation

Attendance

Attendance at both lectures and practical's are compulsory for all students. It is the basis upon which performance is assessed and is the key to successful completion on the programme.

Legislative Drafting Course Resource Persons

Mrs Doris K .K Mwinga is a part time Honorary Lecturer and is a member of the ZIALE Board of Examiners (BoE). She holds a Bachelor of Laws degree (LLB) from University of Zambia, Master of Laws Degree (LLM, Calgary), Diploma in Legislative Drafting (University of Zimbabwe), Certificate

in Legislative Drafting and International Law (London), Certificate in Environment Regulation (Illi-Georgetown) Advocate of the High Court and Supreme Court for Zambia. She lectures Legislative Drafting and Law in Development. Mrs Mwinga is the former Clerk of the National Assembly of Zambia. She is former Chief Parliamentary Draftsman at the Ministry of Justice.

Ms Diana Bunting is a part time Honorary Lecturer in Taxation and is a member of the ZIALE Board of Examiners (BoE) is currently a Partner at D Bunting and Associates. She holds a Master of Philosophy in Taxation (University of Pretoria), Bachelor of Laws degree (LLB) from University of Zambia, Certificate in Introduction to International Arbitration (Chartered Institute of Arbitration – Zambia Branch), Post Graduate Diploma in Legislative Drafting (ZIALE) and ACHZ (ZIALE). Ms. Bunting has worked as a Legal Counsel and Legal Officer at Zambia Revenue Authority (ZRA). She also worked as an Associate Advocate at Simeza, Sangwa & Associates and did her internship as a Legal Practitioner at Simeza, Sangwa & Associates.

Mr Paulman Chungu is a part time Honorary Lecturer in Interpretation of Statues and is a member of the ZIALE Board of Examiners (BoE). He is a Managing Partner at Ranchod Chungu Advocates and he holds an LLM (International Commercial Law), a Bachelor of Laws degree (LLB) from University of Zambia, Post Graduate Diploma in Legislative Drafting and Human Rights Law, Certificate in Investment Advisor and Stock Brokers Course, Accredited as a full member of Chartered Institute of Arbitrators (UK) and he is an Advocate of the courts of Zambia. Mr. Chungu worked as an Associate Advocate (Messrs. Ezugha Musonda & Company), State Advocate (Directorate of Public Prosecutions, Attorney General's Chambers and Litigation Department), Assistant/ Senior Parliamentary Counsel (Attorney General's Chambers, Drafting Department), Head - Litigation Department (Attorney General's Chambers), Associate Partner at Corpus Globe and Human Resources & Legal Manager / Company Secretary at Sun International Zambia Limited.

Mr Musa Mwenye SC is a part time Honorary Lecturer in Judicial Review and is a member of the ZIALE Board of Examiners (BoE). He holds a Bachelor of Laws Degree from University of Zambia and has been admitted to the Zambian Bar. He is also admitted as a Solicitor of the Supreme Court of England & Wales. He is currently founder and senior partner at Messrs Mwenye & Mwitwa Advocates. Furthermore, he has served as Attorney General of the Republic of Zambia by virtue of which he was ex officio member of the Zambian Cabinet, principal legal advisor to the Government and leader of the Zambian Bar and also Chairperson of the ZIALE Council. Mr. Mwenye served as past Solicitor General having served as Solicitor General of the Republic of Zambia from the 29th of December, 2011 to the 26th of June, 2014 when he was ratified as Attorney General by the Zambian Parliament. He is a Commissioner of Oaths and has in the recent past held judicial office as a Commissioner of the Small Claims Court of the Republic of Zambia. He is a Notary Public in Zambia and he also served as President of the Law Association of Zambia.

In November, 2016 Mr. Musa Mwenye, SC was one of 16 eminent persons appointed by the Secretary General of the Commonwealth to be part of the Commonwealth election observer mission to the Ghanaian elections held in December, 2016. The group was led by His Excellency President Thabo Mbeki former President of the Republic of South Africa. He was also one of the 18 eminent persons appointed by the Secretary General of the Commonwealth to be part of the Commonwealth election observer mission to the Nigerian elections held in February, 2019. The group was led by His Excellency President Jakaya Mrishu Kikwete, former President of the Federal Republic of Tanzania.



Class of 2025 Legislative Drafting students and ZIALE staff pose for a picture

Mrs. Getrude M. Imbwae is a part time Honorary Lecturer in Comparative Constitutions is a member of the ZIALE Board of Examiners (BoE). She holds a Masters of Laws degree (LLM) in International Business Law, Bachelor of Laws degree (LLB) from University of Zambia, Post Graduate Diploma in Legislative Drafting and is an Advocate of the High Court of Zambia. Mrs Imbwae has over 25 years of experience in National and International Business Law. She worked for Messrs Solly Patel Hamir as a Learner Legal Practitioner and later moved to Messrs Nkhwazi Chambers at as a Legal Practitioner. Mrs. Imbwae served as a Senior Legal Officer at Development Bank of Zambia, State Advocate and Senior State Advocate respectively in the Attorney General’s Chambers in the then Ministry of Legal Affairs, Registrar of the Revenue Appeals Tribunal, Acting Treasurer Counsel at Ministry of Finance and Economic Development, Deputy Director in International Law and Agreements in the then Ministry of Legal Affairs and she later on served as Secretary to the Mung’omba Constitution Review Commission.

Mrs. Imbwae served as a Permanent Secretary, Administration, under the Ministry of Justice from 2003 to 2011, thereafter, she served as a Private Legal Practitioner at Inambao, Chipanzhya and Company, and Dove Chambers. She is currently a Managing Partner at Messrs Mwansa Shilimi and Theu Legal Practitioners.

Mr Rhidah Mung’omba is a part time Honorary Lecturer in Information Technologies and Research Methodologies, and is a member of the ZIALE Board of Examiners (BoE). He holds a Bachelor of Business Administration (BBA) from Amber Texas, Masters in Business Administration (MBA) from Amber, Texas. Diploma in Data Systems (Northwood). Mr. Mung’omba is the current Executive Director of Mutech (Zambia) limited, a firm specialising in telecommunications network installation and, Computer and Information Technology consultancy.

4. PRACTICAL ADVANCED PROSECUTORS’ COURSE

The aim of this course is to impart participant’s in-depth knowledge and practical skills in Trial advocacy, civil and criminal prosecutions. It is a short course and runs for a period of two weeks. The Zambia Institute of Advanced Legal Education holds the Course at scheduled times and also on client’s requests. The Practical Advanced Prosecutors’ Course runs for a period of ten (10) days.

ZRA Team trained in Practical Advanced Prosecutors’ Course



Teaching Methods

The course is intended to be practical and to this end a number of simulations and participation exercises have been used in addition to lectures. The participant exercises includes moot courts conducted by High Court Judges, Prosecutors and Magistrates. Visiting lecturers and resource persons will be invited to lecture in a number of subjects from time to time.

Target Group

The course is of particular interest to State Advocates, Public Prosecutors from the Police Service, Drug Enforcement Commission, Anti – Corruption Commission, Immigration, Wildlife Department, the Zambia Revenue Authority and other Prosecutors employed in the public service.

The course is also of interest to human rights activists particularly where these rights relate to the administration of criminal law.

The subjects covered in the course are as indicated below

- 4.1 Criminal Procedure
- 4.2 Evidence Practice and Procedure
- 4.3 Prosecutions Process
- 4.4 Trial Advocacy Skills

Entry Requirements

Anyone in Prosecutions or interested in Prosecutions can apply for this course. However, they should be holders of at least a Grade 12 Certificate.



Attendance

During the Practical Advanced Prosecutors' Course, attendance at lecturers and participant exercises is compulsory for all course participants. It is the basis upon which performance will be assessed and is the key to successful completion of the programme.

Classes are usually conducted from morning to afternoon. Changes in the timetable are communicated to the participants in advance.

5. PRACTICAL ADVANCED HUMAN RIGHTS AND THE LAW COURSE

The course is intended to equip participants with knowledge and skills to confidently and competently raise human rights awareness in their community, or to approach community or Government advocacy, work or decision-making on a rights-conscious basis.

The course equips participants with knowledge of human rights principles relevant to law enforcement. It also enables the participants to appreciate the role of the Judiciary, Lawyers and Prosecutors. Knowledge and skills obtained through this course minimises incidences of human rights abuses and creates a culture of respect for human beings in organisations and the society at large. It is hoped that at the end of the course, one will be able to demonstrate an understanding of the basic theory of human rights principles relevant to law enforcement and have a better appreciation of the role of the Judiciary, Lawyers and Prosecutors in the promotion and protection of human rights. It is also hoped that this will minimise the incidences of human rights abuses and create a culture of respect for human beings in different organisations. The duration of the course is ten (10) days.

Target Group

The course is of particular interest to members of the public such as law enforcement officers or any



other persons in the following disciplines such as law, medicine, economics, education, journalism, judiciary, police service, all employers, human rights activists, human resource persons, the general public and non – governmental organisations.

The subjects covered in the course are as indicated below

- 5.1 Basic Concept of Human Rights
- 5.2 United Nations and Human Rights
- 5.3 African Human Rights System
- 5.4 National Human Rights Arrangements
- 5.5 Contemporary/Topical Issues

Entry Requirements

In order to get admission into this course, one must be a holder of a degree, diploma or certificate in any field of study. However, they should be holders of at least a Grade 12 Certificate.

Attendance

During the Practical Advanced Human Rights Course, attendance to lecturers and participation to exercises is compulsory for all course participants. It is the basis upon which performance will be assessed and is the key to successful completion of the programme.

Classes are usually conducted from morning to afternoon. Changes in the timetable are communicated to the participants in advance.

6. CYBER CRIME AND COMPUTER FORENSIC INVESTIGATIONS

This course teaches participants how to obtain, preserve and document evidence from digital electronic devices. The course equips participants with knowledge and skills on how to identify methods used and system vulnerabilities which can be secured to prevent loss or damage. It provides the relevant skill set needed to carry out high level investigative operations in an event of a breach. The duration of the course is ten (10) days.





Target Group

The course is of particular interest to members of the public and all Private Investigators, Prosecutors, Information Technology Specialists and law enforcement officers.

The subjects covered in the course are as indicated below:

- 6.1 Electronic Communications and Transactions in Zambia
- 6.2 Computer Crime
- 6.3 Basic Forensic Principles
- 6.4 General Computing Principles
- 6.5 Search and Seizure of Computers
- 6.6 Collection of Evidence from a “Live” System
- 6.7 Forensic Imaging and Verification
- 6.8 Data Recovery and Analysis
- 6.9 Investigative Techniques
- 6.10 Encryption
- 6.11 Extensive “Hands-On” Laboratories



Entry Requirements

In order to get admission into this course, one must be a holder of a degree, diploma or certificate in a related field of study. However, they should be holders of at least a Grade 12 Certificate.

Attendance

During the Cybercrime and Computer Forensic Investigations Course, attendance to lecturers and participation to exercises is compulsory for all course participants. It is the basis upon which performance will be assessed and is the key to successful completion of the programme.

Classes are usually conducted from morning to afternoon. Changes in the timetable are communicated to the participants in advance

7. CRIMINAL INVESTIGATIONS AND THE LAW

This Course is primarily designed for legal and non-legal professionals with an interest in investigations and prosecutions. The aim is to train participants on the law relating to the treatment of suspects, the law relating to the interview of witnesses and suspects, the different types of evidence, different weight that is attached to different types of evidence and selecting the right charge.

The Criminal Investigations and the Law Course educates participants about a variety of aspects of criminal investigations and criminalistics. It is designed to provide personnel working in both public and private institutions with an understanding of the nature of criminal evidence, the language of forensic science, the scope, probative value and limitations of a variety of investigative specialisations and their

techniques; and appreciation of how forensic investigative methods are used and applied. The course will further equip participants with investigative skills in solving cybercrimes by learning how to identify, protect and gather evidence, retrieve data, prepare crime reports and present information in court. The duration of the course is ten (10) days.



Target Group

The course targets professionals who conduct investigations, collect evidence, write evidence and give evidence in legal hearings and prepare cases for hearings.

The subjects covered in the course are as indicated below

- 7.1 Basic elements of Criminal Offence
- 7.2 Inchoate offences
- 7.3 Parties to a Crime
- 7.4 Criminal Liability
- 7.5 The Director of Public Prosecutions and Criminal Investigations
- 7.6 The Attorney General and Criminal Investigations
- 7.7 Dealing with suspects
- 7.8 Management of crime scenes
- 7.9 Evidence
- 7.10 Grounds on which evidence may be excluded
- 7.11 Selecting the correct charge
- 7.12 The Trial Courts and their Jurisdiction
- 7.13 Dereliction of duty
- 7.14 Suspect witnesses
- 7.15 Corroboration
- 7.16 Cybercrime investigation and electronic evidence
- 7.17 Human Rights Standards in Criminal Investigations



Entry Requirements

In order to get admission into this course, one must be a holder of a degree, diploma or certificate in a related field of study. However, they should be holders of at least a Grade 12 Certificate.

Attendance

During the Criminal Investigations and the Law course, attendance to lecturers and participation to exercises is compulsory for all course participants. It is the basis upon which performance will be assessed and is the key to successful completion of the programme.

Classes are usually conducted from morning to afternoon. Changes in the timetable are communicated to the participants in advance.

8. TAXATION AND THE LAW

The short tax course is aimed at equipping participants with basic tax appreciation that will enable trainees to understand, interpret and apply aspects of the Zambian tax laws relating to Income Tax, Value Added Tax, customs and excise duty and other laws relating to taxation. It is expected that after the course, participants will have a basic understanding of the tax law in Zambia. Through this course, participants will be able to identify the different types of taxes and understand the basic principles that are applicable to each tax regime.

Participants will also be equipped with the knowledge of tax dispute resolution system and will have reasonable understanding of the operation of the Zambia Revenue Authority and Tax Appeals Tribunal. The duration of the course is ten (10) days.

Target Group

Lawyers, Accountants, Economists, Tax advisors, Managers, Administrators in both the public and private sectors and Clearing Agents.

The subjects covered in the course are as indicated below

- 8.1 Administration of Tax
- 8.2 Sources of Law
- 8.3 Customs Tax
- 8.4 Excise Management
- 8.5 Value Added Tax
- 8.6 Case Law on VAT
- 8.7 Income Tax
- 8.8 Pay As You Earn
- 8.9 Principles of international taxation
- 8.10 Transfer Pricing Provisions and Regulations
- 8.11 Appeal from assessments

Entry Requirements

In order to get admission into this course, one must be a holder of a degree, diploma or certificate in a

related field of study. However, they should be holders of at least a Grade 12 Certificate.

Attendance

During the Taxation and the Law course, attendance to lecturers and participation to exercises is compulsory for all course participants. It is the basis upon which performance will be assessed and is the key to successful completion of the programme.

Classes are usually conducted from morning to afternoon. Changes in the timetable are communicated to the participants in advance.

9. CERTIFICATE IN LABOUR LAW AND INDUSTRIAL RESOLUTIONS

The Labour Law and Industrial Dispute Resolutions Course will provide a sound foundation in theory, principles, and practice for all those whose careers require knowledge of and skills in industrial and employment relations. It will enable participants to apply multidisciplinary knowledge to decision-making in the field of industrial and employment relations; represent employers or workers in industrial-relations activities, including the negotiation and administration of collective agreements and conciliation/mediation procedures; and advise government, employers' and workers' representatives on industrial and employment-relations issues. It will expose participants to various industrial and employment-relations systems and practices. It is relevant to participants from both private and public organizations who will have opportunity to share their different experiences and how the law both statute and case law, can be applied.

It is relevant to participants from both private and public organizations who will have the opportunity to share their different experiences on the application of the law. The duration of the course is ten (10) days.



LPQE Call Day held at the Supreme Court of Zambia



Target Group

The programme will target Government, employees and employer representatives; practitioners in the field of industrial and employment relations from the public and private sectors; human resources managers, personnel in human resources departments dealing with industrial and employment relations; labour lawyers; labour administration and labour inspection officials; staff of international organizations; trainers, consultants, researchers and graduate students.

The subjects covered in the course are as indicated below

- 9.1 Labour Law Practice
- 9.2 Mediation and Conciliation
- 9.3 Collective Labour Law Practice and Jurisdiction
- 9.4 Labour Arbitration/negotiation among others.

Therefore, aside from the afore-mentioned topics, the Institute further includes interpretations of the Industrial and Labour Relations Act and the Employment Code Act of 2019.

Entry Requirements

In order to get admission into this course, one must be a holder of a degree, diploma or certificate in a related field of study. However, they should be holders of at least a Grade 12 Certificate.

Attendance

During the Labour Law and Industrial Resolutions course, attendance to lecturers and participation

to exercises is compulsory for all course participants. It is the basis upon which performance will be assessed and is the key to successful completion of the programme.

Classes are usually conducted from morning to afternoon. Changes in the timetable are communicated to the participants in advance.

10. CERTIFICATE IN LAW FIRM MANAGEMENT COURSE

The course participants will be taught Law firm organisation design and development, leadership and decision-making, leadership styles, organizational culture, effective team leadership, conflict resolution, change management and effective strategic planning among others. This course will also cover basic accounting skills and professional conduct and ethics.

A law firm is a business, and like other businesses it needs to be well-managed to ensure day-to-day operations run smoothly and the firm makes a return on its investment. This requires a trained manager with knowledge of both business and law. Law firm operations can generally be divided into two main disciplines, the practice of law and the administration of the firm's business. To run a firm successfully, leaders need to balance these two aspects. Lawyers are not managers and they are not trained in administration, yet in most firms, the managing partner still has to run the firm in a manner that ensures efficient operations and productivity among the staff. Therefore, the law firm management course will teach the managing partner to handle business and human resources effectively as they conduct legal practice. The duration of the course is for five (5) days.

Law Firm Management not only benefits the participants, but also results in tangible benefits to the organization they represent. The course supports the growth of the firm by enhancing morale among the staff and retaining top talent, including associates and partners, encouraging them to meet the firm's goals. The participants in Law Firm Management course will also be able to pass on their knowledge and skills to other firm members, primarily teaching through example, which may in turn inculcate appreciation for further management training.

Target Group

Managing Partners, Associates, Law Firm Administrator, Litigation Support Professional, Chief Financial Officer (CFO), Paralegal, Legal Assistant, Legal Secretary, Legal Receptionist, Law Clerk, Court Runner etc.

The subjects covered in the course are as indicated below

- 10.1 Leadership and decision-making
- 10.2 Leadership styles, organizational culture
- 10.3 Effective team leadership
- 10.4 Conflict resolution
- 10.5 Change management and effective strategic planning.

Entry Requirements

In order to get admission into this course, one must be a holder of a degree, diploma or certificate in a related field of study. However, they should be holders of at least a Grade 12 Certificate.



Attendance

During the Law Firm Management course, attendance to lecturers and participation to exercises is compulsory for all course participants. It is the basis upon which performance will be assessed and is the key to successful completion of the programme.

Classes are usually conducted from morning to afternoon. Changes in the timetable are communicated to the participants in advance.

11. CORPORATE GOVERNANCE AND THE LAW FOR BOARDS AND SENIOR EXECUTIVES

This programme is designed for current and future executive and non-executive Board Members and Senior Executives. It will equip them to effectively discharge their individual and collective governance roles, responsibilities and accountabilities, and lead the organisation to success and sustainability through governance excellence. It is invaluable and insightful for Board Members, Board Committee Members and senior (C Suite) executives as they transition from being a “doing” board into a “governing” board in relation to the law. This comprehensive toolkit covers the processes and oversight which drive the highest standards of leadership, accountability and behaviour.

Target Group

Boarder members, Chief Executive Officers, Senior Executives, Executive and Non – Executive Officers, Managers, Company Secretaries in both the Public and Private Sectors.



Some participants for 2025 Corporate Governance training

The subjects covered in the course are as indicated below;

- 11.1 Module 1: Introduction to Corporate Governance
- 11.2 Module 2: The Board: Leadership, Role, Qualities, Nominations, Appointments, Duties, Characteristics and Competencies
- 11.3 Module 3: The Role of the Chairperson, the CEO and Senior Management Team
- 11.4 Module 4: Board Procedures, Board Committees and Conflict of Interest
- 11.5 Module 5: Corporate Governance Applied: (a) Board Charter: A Tool for Strength (b) Strategic Planning (c) Evaluation Procedure and Process An appropriate Case Study is used for programme.

Entry Requirements

In order to get admission into this course, one must be a holder of a degree, diploma or certificate in a related field of study. However, they should be holders of at least a Grade 12 Certificate.

Attendance

During Elections, Public Order and the Law course, attendance to lecturers and participation to exercises is compulsory for all course participants. It is the basis upon which performance will be assessed and is the key to successful completion of the programme.

Classes are usually conducted from morning to afternoon. Changes in the timetable are communicated to the participants in advance.

12. PUBLIC CONTRACTS AND PROCUREMENT LAW

This course aims to provide a sound foundation in theory, principles, and practice for all careers that require knowledge and skills in government contracts and procurement law. It enables participants to apply multidisciplinary knowledge to decision-making in the field of contract management and procurement processes.

Target Group

Legal Practitioners, Procurement Practitioners, Public and Private officials involved in procurement (national, provincial and local levels) or anyone who has an interest in government procurement.

Entry Requirements

In order to get admission into this course, one must be a holder of a degree, diploma or certificate in a related field of study. However, they should be holders of at least a Grade 12 Certificate.

Attendance

During Elections, Public Order and the Law course, attendance to lecturers and participation to exercises is compulsory for all course participants. It is the basis upon which performance will be assessed and is the key to successful completion of the programme.

Classes are usually conducted from morning to afternoon. Changes in the timetable are communicated to the participants in advance

13. LEGAL, RISK AND COMPLIANCE MANAGEMENT

This Legal and Compliance Management course will introduce the essential elements of effective legal, licensing, and compliance by exploring the concepts, considerations, and strategies for managing the function. The insights from this program will be applicable to a wide range of different types of organisations, from public and private companies to non-profits. This course shall also study real-world examples of compliance failures that should encourage participants to develop strategies to avoid similar situations in their own organisations.

Target Group

Legal personnel, compliance personnel, those who are individually involved in making regulatory decisions, employees who manage or supervise legal, licensing, and compliance teams, workforce from Regulatory Authorities or Compliance Committees, public and private personnel involved in Legal and Compliance Management.



Board Members from Legal Aid Board trained in Corporate Governance and the Law

Entry Requirements

In order to get admission into this course, one must be a holder of a degree, diploma or certificate in a related field of study. However, they should be holders of at least a Grade 12 Certificate.

Attendance

During Elections, Public Order and the Law course, attendance to lecturers and participation to exercises is compulsory for all course participants. It is the basis upon which performance will be assessed and is the key to successful completion of the programme.

Classes are usually conducted from morning to afternoon. Changes in the timetable are communicated

to the participants in advance

NOTE: After completing the training, certificates of completion will be presented to participants. ZIALE's Continuous Professional Development Short Courses are non-examinable. Applicants should ensure applications are made prior to the course commencement dates to be considered for the course as only a limited number can be considered.

14. LIBRARY AND INFORMATION RESOURCE CENTRE

The Institute has a well-stocked specialised law library with sitting capacity of fifty (50) with spacious space for movements. Its collection ranges from reference legal books to books covering all the courses offered. The Library collection is classified according to the subjects offered such Professional Conduct, Book keeping, Conveyancing, Criminal Law, Human Rights etc.

The reference books range from Halsbury's Law and Statutes, Encyclopaedias of Forms and Precedents, Supreme Court Practice, Archbold, Zambia Law Reports and Acts.

The Library is open to the public through membership. However, participants are also provided with comprehensive manuals, precedents, acts and legislations and other documents such as past examination papers.

The Library has also the Zambia and England Law Reports databases (the latter was donated by the British Council Library).



Membership is open to the general public. Visit our Library and become our member after you pay the annual subscription fees.



Some of the corporate members include

- 14.1 Zambia National Broadcasting Corporation
- 14.2 Bank of Zambia
- 14.3 National Pension Scheme Authority
- 14.4 First National Bank
- 14.5 Theotis Mataka & Company
- 14.6 Zambia National Building Society
- 14.7 Zambia Army



ZIALE Library situated at the Andrew Mwenya Road Campus in Lusaka

THE LAWYERS APPARELS

The Institute has in stock various Lawyers' garments at very competitive pricing from reliable and trusted brands. The available attires include Lawyers Cotton Collar, Lawyers' Plastic Collar goes with a pair of Collar Studs, Winged Men's Shirts, Collar Studs, UK Gowns/ Graduation Attire, Lawyers Ghana Barrister Gowns. The Lawyers' garments (Ede & Ravenscroft) are sourced mainly from England and we also have locally made brands in stock.

The pictures below are some of the stocked Lawyers' garments.



UK Gowns from England



Lawyers' Ghana Barrister Gown



Lawyers' Stripped Shirt



Lawyers' Cotton Collar from England



Lawyers' Plastic Collar from England



Above Pictures: Ghana Barrister wigs from Ghana



Lawyers winged Men's Shirt from England



Lawyer's Zambian Gown



Lawyers' Sleeved Waist Coat from England



Above picture: UK Cufflinks (Scale of Justice)



Lawyers striped Black/Grey Trousers from England

The above Lawyers' Garments and many others, are readily available at the Zambia Institute of Advanced Legal Education (ZIALE).

NOTE: For prices and other details, contact our Stores Office.



Zambia Institute of Advanced
Legal Education

A Centre of Excellence in Law Practice Training



For further details or enquiries, please visit our website on www.ziale.org.zm,
Email: info@ziale.org.zm or infoetu@ziale.org.zm or come in person to Stand No. 36983
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