



MASILISO TABITHA SITALI CHIBAMBO

About me:

I am a dynamic and competent professional with over 8 years of experience as a lawyer. I am dedicated to whatever task is set before me and I have a positive attitude towards work.

My goal is to leave a mark of excellence on whatever task is set before me.

Personal Information:

Date of Birth : 22nd August 1990
Place of Birth: Lusaka, Zambia
Nationality : Zambian
NRC Number: 135296/10/1
Sex : Female
Marital Status: Married

Work:

Experience: 08+ years
Currently : Principal Parliamentary Counsel

Contact Information:

Address: Ministry of Justice
P.O. Box 50106
RIDGEWAY, LUSAKA

Cell Phone Numbers:

+260-979-551416
+260-961-876286

Email Address:

tabithasitali@gmail.com

Key Areas of Expertise:

- Legislative Drafting
- Legal Drafting
- Client Management
- Problem Analysis and Solution
- Legal Advice and Opinion

Skills and Strengths:

- Good working knowledge of Microsoft Word, Power Point, Email, Internet and Web browsing
- Time management skills: Gained through work experience, research work and other academic work.
- Leadership skills gained through various leadership roles at work and outside the work environment in various capacities.
- Interpersonal and Communication skills: Gained through dealing with diverse clients and individuals
- Challenge oriented
- Ability to work under pressure
- Creative and highly organised
- Attention to detail
- Hard working and self motivated
- Languages: English, Bemba and Nyanja

WORK EXPERIENCE

1. Ministry of Justice

Department: Legislative Drafting and Law Revision

Position: Principal Parliamentary Counsel

October 2019 to Date

(a) Roles and Responsibilities:

- Supervising the work of Senior Parliamentary Counsel and Parliamentary Counsel
- Drafting Bills and Statutory Instruments
- Preparing Cabinet Memoranda and various parliament memoranda
- Rendering legal advice and opinions
- Rendering legal advice to various Boards and Committees
- Attending to Parliamentary business

2. Ministry of Justice

Department: Legislative Drafting and Law Revision

Position: Parliamentary Counsel

May 2015 to September 2019

Roles and Responsibilities:

- Drafting Bills and Statutory Instruments
- Preparing Cabinet Memoranda and various parliament memoranda
- Rendering legal advice and opinions
- Rendering legal advice to various Boards and Committees
- Attending to Parliamentary business

3. Additional Roles under the Ministry:

a) Board Member of the **COTTON BOARD OF ZAMBIA**

May 2016 to March 2022.

Responsibilities:

- Rendering legal advice as a representative of the Attorney-General on the Board.

b) **Parliamentary Liaison Officer**

January 2016 to Date

Responsibilities:

- Coordinating all Parliamentary Business between Ministry of Justice and the National Assembly, together with the Office of the Vice-President.

- Ensuring timely preparation of Action-Taken Reports, Responses to Members Queries from Parliament to Ministry of Justice and all other Parliamentary Business for the House with respect to Ministry of Justice.

c) **Cabinet Liaison Officer**

August 2016 to August 2017

Responsibilities:

- Setting of Cabinet Liaison Committee Meetings, preparing Minutes, Agenda and all pertinent information.
- Coordinating and preparing responses for Ministry of Justice on policy issues between the Ministries.

4. **Messrs. Barnaby and Chitundu Advocates**

Position: Assistant Advocate/ Associate

March 2014 to April 2015

Roles and Responsibilities:

- Attending to clients and representation of clients in court
- Preparing court originating process, interlocutory applications and various court documents
- Preparing submissions and skeleton arguments
- Legal Research
- Case preparation and court proceedings

5. **Messrs. Barnaby and Chitundu Advocates**

Position: Learner Legal Practitioner

July 2012 to February 2014

Roles and Responsibilities:

- Attending to clients
- Preparing court originating process, interlocutory applications and various court documents
- Preparing submissions and skeleton arguments
- Legal Research

ASSOCIATIONS

1. Member of the **Law Association of Zambia**
2. Member of the **Commonwealth Association of Legislative Counsel**

EDUCATION

1. Year: 2020 – 2022
Institute: Zambia Centre for Accountancy Studies
Pursuing a Master of Laws (Taxation and Investment)
2. Year: 2014-2015
Institute: Zambia Institute of Advanced Legal Education
Post Graduate Diploma in Legislative Drafting
3. Year: 2012-2013
Institute: Zambia Institute of Advanced Legal Education
Certificate of Compliance with the provisions of Section 11 of the Legal Practitioners Act, 1973
4. Year: 2008-2012
Institute: University of Zambia
Bachelor of Laws Degree (LLB)
5. Year: 2007-2008
Institute: Hotel and Tourism Training Institute
Certificate in Food Production
6. Year: 2002-2006
Institute: Saint Mary's Secondary School
G.C.E. 'O' LEVEL Certificate

OTHER SHORT TRAININGS

1. **National Training on Treaty Body Reporting** organised by the United Nations Human Rights-Office of the High Commissioner (Certificate of Participation)
25th to 27th September, 2018
2. International Law Enforcement Academy-Roswell, New Mexico, United States of America
30th October, 2018 to 20th November, 2018
Executive Policy and Development Symposium (Certificate)
Wildlife Trafficking and Model Law Forum (Certificate)

WRITTEN WORKS

- The Principles of Rescission of Contracts: A Comparative Study of Zambia with other Common Law Countries
URI: <http://dspace.unza.zm/handle/123456789/2267>

REFERENCES

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