

CURRICULUM VITAE

Susan Zimba - Banda MPhil – Taxation, LL. B AHCZ ACI Arb Post Graduate Diploma in
Legislative Drafting

Personal Information

Date of Birth : 22nd July, 1985
Sex : Female
Nationality : Zambian
Marital Status : Married
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Profile

A professionally qualified, self-motivated and achievement oriented Legal Practitioner with good investigative skills, research skills, litigation skills, hardworking and proven ability to conduct tasks within given timescales whilst maintaining a high quality of work. Honest, reliable, confident, fast learner, good analytical skills, team player, good oral and written skills, good communication, interpersonal skills and computer literate.

Education

2016- 2018 : Master of Philosophy in Taxation- MPhil: Taxation with Distinction
University of Pretoria-South Africa

2015 : Post Graduate Diploma in Legislative Drafting :Overall Best Student
Zambia Institute of Advanced Legal Education

2009-2010 : Certificate of Admission to practice as Advocate of the High Court
of Zambia- With a Distinction in Professional Conduct and Ethics
Admitted to the Zambian Bar on 5th August, 2010

2005-2009 : Bachelor of Laws Degree (LLB) with Merit
University of Zambia (UNZA)

1999-2003 : O-Level General School Certificate, Roma Girls Secondary School

1992-1998 :Primary School Certificate

Continuous Professional Development Training

November 2020 : Corporate Governance and the Law Training
Zambia Institute of Advanced Legal Education

- August 2020 : Conducting Financial Investigations (Foundation) Virtual Programme
OECD International Academy for Tax Crime Investigation
- July 2020 : Virtual Asset Recovery Programme
OECD Tax Crime Academy
- June, 2020 : Virtual Workshop on Combating Illicit Financial Flows
ATAF-OECD-UNECA
- November, 2019 : Advanced Prosecutors Course
Zambia Institute of Advanced Legal Education
- August, 2019 : Advanced Fraud Examiners Course
Eastern and Southern Africa Management Institute (ESAMI)
- July, 2018 : Association of Certified Anti-Money Laundering Specialists
(ACAMS)- CAMS6 Online Preparation Study
- March, 2018 : Integrated Corporate Governance :Risk, Compliance and King IV
Sterling Afrika Training and Consultancy. Pretoria, South Africa.
- April, 2016 : Introduction to Domestic Arbitration-Certificate
Chartered Institute of Arbitrators (Zambian Branch)
- February, 20215 : Contract Management, University of Pretoria-South Africa
- July 2014 : ATI Programme in Taxation – International Taxation and Tax Treaties
-Certificate, University of Pretoria-South Africa (African Tax Institute
(ATI)
- May, 2014 : Joint UN and OECD Practical Training Workshop on the Negotiation
of Tax Treaties - Certificate of Completion, OECD Multilateral Tax
Center, Vienna, Austria
- March to May, 2014: IBFD International Tax Training –Netherlands -Online Course on
International Taxation – Fundamentals of Tax Treaties – Certificate of
Completion

Professional Experience

Assistant Director Internal Affairs, Zambia Revenue Authority- November, 2017 to Date

Key Responsibilities

- Conducting investigations into various allegations of corruption, fraud, dishonest conduct and malpractices within the Zambia Revenue Authority.
- Supervising Investigators in the Internal Affairs Unit.

- Effectively supervising the manner in which investigations are conducted.
- Ensuring that the Internal Affairs Unit collects intelligence information regarding activities of staff and the general public for purposes of preventing malpractice in the Authority.
- Identifying processes and procedures susceptible to corruption and other malpractices within Zambia Revenue Authority and making recommendations to Management.
- Developing and implementing effective investigations strategies.
- Providing leadership on the Internal Affairs Unit.
- Working closely with the Zambia Revenue Authority Integrity Committee.
- Conducting staff sensitization and talks on integrity and corruption prevention.
- Liaising with other law enforcement Agencies on matters of common interest such as the Anti-Corruption Commission, Financial Intelligence Centre and the Drug Enforcement Commission.

Acted as Board Secretary Zambia Revenue Authority- various 2021,2020,2019 and 2018

Key Responsibilities

- Attending meetings for the Governing Board and various Board Committees of the Zambia Revenue Authority Board of Directors.
- Drafting Board minutes, Resolutions, Board Action Points and Reports.
- Preparing Board Packs.
- Following up on Board Action Points and ensuring that the same are actioned.
- Reviewing and Signing of Contracts, Leases and Memorandum of
- Conducting investigations into various allegations of corruption, fraud, dishonest conduct and malpractices within the Zambia Revenue Authority.

Manager Legal Services Zambia Revenue Authority – October, 2013- November, 2017

Key Responsibilities

- Representing Zambia Revenue Authority in the various Courts of Zambia.
- Attending to tax cases before the Tax Appeals Tribunal -Zambia.
- Attending to Industrial Relations Cases in the Industrial Relations Court on before of ZRA.
- Preparing various Legal Opinion.
- Drafting various Court documents.
- Reviewing and drafting of Legislation.
- Drafting proposed amendments to legislation.
- Drafting Budget measures proposing amendments to legislation.
- Identifying and analysing gaps in legislation.
- Working with the Zambia Environmental Management Agency (ZEMA), as part of the team of Legal Experts tasked to conduct a legal review and analysis of various pieces of legislation, such as those relating to management of hazardous chemicals affecting the environment and human life. Under the Minamata and Rotterdam Conventions.

- Negotiation and drafting of Tax Treaties between Zambia and other Countries.
- Contract Management
- Evaluating Bids submitted before award of a Tender
- Drafting and reviewing Leases and Memorandum of Understanding
- Drafting Various Contracts
- Tax law advisory
- Drafting and reviewing Various Policy, Procedure Manuals and Documents for the ZRA.

Mwenye Mwitwa Advocates (Formally known as Musa Mwenye Advocates)

Senior Associate Advocate 2012-2013 October

Associate Advocate 2010-April 2012

Learner Legal Practitioner 1st May, 2009 -July, 2010

Key Responsibilities

- Commercial and Corporate Civil litigator, in the various Courts of Zambia
- Drafting and reviewing various Court documents
- Supervising junior lawyers Reviewing and drafting of Legislation
- Undertaking due diligence on behalf of clients.
- Arbitrating on a number of private Commercial Arbitrations (in my capacity as Advocate to one of the parties to the Arbitration process)
- Mediating on numerous Court-annexed mediations at the High Court of Zambia and Industrial and Labour Relations Court
- Attending to Corporate & Commercial transactions including drafting and reviewing various commercial agreements and documents
- Attending to company formation and incorporation.
- Attending to Conveyance & Property matters
- Drafting and reviewing Security documents
- Conducting various legal research
- Attending to Intellectual Property matters at the Patents and Companies Registration Agency.
- Providing legal advice and opinions on Industrial and Labour relations, Trusts, Pension, Insurance, Land and attending to general corporate advisory.
- Providing legal advice to various local and international companies.

Legal Resources Foundation

April/September-October 2008

Legal Intern

- Providing probono legal advice and services to less privileged members of the society.
- Drafting letters of demands on behalf of clients who visited the free legal clinic.

L. M Matibini & Company Legal Practitioners, Ndola

2007

University

Vacations

Legal Intern

- Conducted legal Research.

- Drafted various Court documents.
 - Filed documents at Court.
 - Prepared bundles of documents and records of Appeal.
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Professional Qualification/Membership

- Advocate of the High Court of Zambia with Audience before the Court of Appeal, Supreme Court and Constitutional Court and holder of valid/current Practicing Certificate
 - Member of the Law Association of Zambia
 - Associate Member of the Chartered Institute of Arbitrators
 - Associate Member of the Association of Certified Anti- Money Laundering Specialists (ACAMS)
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Achievements

- Successfully improved the turnaround time for Investigations conducted by the Internal Affairs Unit of the Zambia Revenue Authority.
- Successfully completed the Consultancy which I had been awarded by the Zambia Environmental Management Agency to undertake a Legal Analysis under the Project: Disposal of Polychlorinated Biphenyls (PCB) Oils Contained in Transformers and Disposal of Capacitors Containing PCB in Southern Africa, 2020.
- Appointed to be a Member of the Women Development Forum of ZRA, aimed at encouraging women to take up leadership positions.
- Part of the team which successfully organized the first ever training for women in leadership at ZRA, 2020.
- Part of the Technical Team which was appointed to develop the 2019 to 2021 Corporate Strategy Plan for Zambia Revenue Authority;
- Appointed to Act as Board Secretary Zambia Revenue Authority for the period 18th December, 2017 to 3rd January, 2018, 2019, 2020 and January, 2020 to 11th January, 2020. These are period exceeding 15 days when the incumbent was away on annual leave.
- Part of the Technical Team for Legal Experts for ZEMA who participated in conducting the legal review and gap analysis under the Minamata Convention Project by ZEMA;
- First female to be appointed as Assistant Director to Head the Internal Affairs Unit at Zambia Revenue Authority;
- Appointed to Act as Legal Counsel Zambia Revenue Authority for the period 7th December, 2016 to 25th January, 2017;
- On 27th December, 2016, appointed by the Commissioner-General Zambia Revenue Authority, as a Team Member of the Negotiating Team to negotiate the terms and conditions of a critical Contract the Authority was about to enter into for one of its Systems;
- On 6th March, 2019, awarded as the Most Professional Woman during the special occasion to celebrate the achievement of women in ZRA.
- Deans List for outstanding performance during the MPhil studies at the University of Pretoria-2016 to 2018.
- On 27th November, 2015 awarded the Overall Best Student Certificate in the Post Graduate Diploma in Legislative Drafting Course at the Zambia Institute of Advanced Legal Education;

- On 29th April, 2015, appointed by the Commissioner-General Zambia Revenue Authority, as a Team Member of the Technical Committee to Review the Draft Tax Administration Bill;
- On 4th November, 2014, appointed by the Commissioner- General Zambia Revenue Authority, as Part-time Team Member of Construction Projects at Zambia Revenue Authority;
- Awarded the most Conscientious Employee Corporate Services Division at Zambia Revenue Authority during the 2014 Labour Day Awards;
- Represented Zambia at the first ever Joint UN and OECD Practical Training Workshop on the Negotiation of Tax Treaties, held in Vienna, Austria, 19th to 23rd d May, 2014;
- Only student to pass all the courses during mid-year Examinations at the Zambia Institute of Advanced Legal Education (ZIALE) in 2010;
- Represented the University of Zambia, School of Law, at the 17th African Human Rights Moot Court Competition, held at University of Pretoria, South Africa from 30th June to 6th July, 2008;
- Overall best student in moot Court Course (L369) 2008;
- Best female law student since second year at University of Zambia and second best graduating student in my class 2009;
- Recipient of the TATA Zambia Memorial Award for Excellence at Roma Girls Secondary School 2003;
- Awarded sports girl of the year at Roma Girls Secondary School September 2003; and
- Best pupil in outdoors activities at Simon Mwansa Kapwepwe Primary School 1995.

References

1. Mr. Morgan Mukwasa

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Lusaka

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2. Mrs. Suzyo M. N'gandu

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3. Ms. Diana Bunting

Managing Partner D Bunting & Associates
(Former Legal Counsel- Zambia Revenue Authority)

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