KOMBELWA NASILELE

ADMINISTRATIVE AND RESEARCH PROFESSIONAL

CONTACT

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PROFESSIONAL SUMMARY

Administrative and Research Professional with 7+ years of experience supporting governance, education, and development programmes. Proven expertise in committee and secretariat support, including drafting minutes, preparing reports, and managing correspondence. Skilled in research, data analysis (SPSS), and documentation, with a strong background in records management and protocol. Demonstrated ability to liaise effectively with diverse stakeholders, support decision-making processes, and ensure the smooth running of committee operations. Committed to upholding the procedural standards and integrity of parliamentary committees.

CORE ATTRIBUTES

- Skilled in providing procedural advice and supporting committee operations.
- Excellent in drafting minutes, reports, speeches, and resolutions.
- Proficient in records management, correspondence, and documentation.
- Competent in budgeting, planning activities, and coordinating logistics.
- Excellent communication and stakeholder engagement skills.
- Committed to professionalism, confidentiality, and institutional integrity.

PROFESSIONAL EXPERIENCE

Teacher / Head of Section – Social Science Department
Libala Secondary School, Lusaka | 2020 – Present

- Chaired departmental meetings, drafted minutes, and coordinated follow-up actions.
- Developed annual departmental work programmes and monitored implementation progress.
- Facilitated effective communication between management, teachers, and parents to address student and departmental needs.
- Provided leadership to the Social Science team, ensuring curriculum delivery and quality standards were met.
- Relevance: Direct experience in drafting minutes, work programmes, stakeholder liaison, and coordinating meetings.
- Acting Assistant Statistical Officer
- Ikelenge District, Northwestern Province | July 2019 – September 2020
- Consolidated and analyzed examination results for 40+ schools, providing accurate reports that guided education policy decisions.

- Compiled and presented district administration activity reports, supporting effective planning and coordination at management level.
- Managed staffing records for over 500 personnel, ensuring proper documentation and compliance with reporting standards.
- Supported official district meetings by handling protocols and preparing key documentation.
- Relevance: Experience in records management, reporting, meeting protocols, and supporting decision-making processes.
- Records Assistant (Personnel)
- OneSight Organisation | February 2017 – August 2017
- Digitized and organized records across multiple departments, improving retrieval efficiency.
- Managed official correspondence and prepared documentation to support smooth organizational communication.
- Assisted in audits by maintaining accurate and accessible records, strengthening compliance and accountability.
- Prepared case files and maintained filing systems to support departmental operations.
- Relevance: Strong alignment to correspondence handling, record-keeping, and documentation for committee work.
- Research Officer
- Agricultural Research Project on Food Security, Chongwe District
- Conducted literature reviews, data collection, and statistical analysis using SPSS to support project reports.
- Drafted and presented comprehensive reports on research findings and recommendations.
- Developed and maintained databases to support project monitoring and evaluation.
- Contributed to programme planning by preparing methodological tools.
- Relevance: Demonstrates research, reporting, programme drafting, and data analysis applicable to committee research functions.

EDUCATION

- **Bachelor of Arts with Education (Social Sciences)** – University of Zambia (2016)
- **School General Certificate** – Sesheke Secondary School (2010)

CERTIFICATIONS & TRAINING

- **Certificate in SPSS** – University of Zambia
- **Certificate in Qualitative Data Analysis** – University of Zambia
- **Citizenship & Active Community Mobilization** – Global Platform Zambia
- **Life Skills Training** – Dreams Zambia Organization

REFERENCES

Mr. Vanny Hampondela – Monitoring & Evaluation Specialist, Ministry of Justice

- Cell: 0977 419 607 | Email: vmhampondela@moj.gov.zm

Mr. Francis Mwelwa – Acting Assistant Director - HR, National Prosecution Authority

- Cell: 0969 247 353 | Email: fmwelwa@npa.gov.zm

Pastor Francis Chanda – Woodlands Baptist Church, Lusaka

- Cell: 0950 719 522