



CHARTERED
ACCOUNTANT
ZAMBIA



CA ZAMBIA

Ambassadors
Program

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Introduction

The CA Zambia Ambassadors Program (CAZAP) is a prestigious leadership opportunity for CA Zambia qualified graduates and students who are dedicated to serving and representing the Institute. CA Zambia Ambassadors (CAZA) will serve as the Institute's agents in recruiting students onto various ZICA qualifications and will perform restricted duties at various events related to that role. The mission of the CAZAP is to cultivate CA Zambia qualified student leaders who will share the CA Zambia experience with prospective students, their families, and the community and represent the Institute at special events in relation to those expectations.

The program is also aimed at providing leadership opportunities with additional experience in community service and developing relationships with key stakeholders. ZICA will recruit 10 - 20 CAZAs every year up to a maximum of 80 - 100 CAZAs over a 4-year period commencing November each year. Thereafter, ZICA shall maintain a maximum of 80-100 CAZAs at any given calendar year. The tenure of any CAZA shall be a maximum period of 4 years.

Value Proposition of the CA Zambia Ambassadors Program

The CA Zambia Ambassadors programme places emphasis on learning and providing professional development opportunities and experiences. The Ambassador programme will offer a variety of formal and innovative informal learning opportunities to enhance the leadership capabilities of candidates.

The Ambassadors will benefit from training in interpersonal skills, presentations skills, public relations, communicating with impact, negotiation, influencing, sales and Marketing. Overall the programme will provide a unique environment for career development and honing of leadership skills.

Furthermore, it is the expectation of the Institute that the CAZA will at a minimum successfully introduce 50 CA Zambia students annually who will be fully on-boarded as registered

students by ZICA Secretariat within each calendar year. The CAZA will be entitled to receive a commission on registration fees received by ZICA during the first year of the introduction of any new CA Zambia students. ZICA agrees to share the applicable fees on the basis of a 60/40 fee sharing ratio with ZICA taking the 60% share.

The CAZA will then be expected to redeem his/her commission earned either by a cash payout or against any of the ZICA propositions below or a combination therefore.

- Discounted Annual Subscription
- Attend a Workshop of choice
- Attend CPD events
- Attend AGM/Annual Ball
- Discounted Examination fees
- Attend Select Short Courses



Main Benefits under the CAZAP which will be provided to the CAZA include:

- 1 CAZA Leadership training program fully sponsored by ZICA;
- 2 Free access to ZICA arranged mentorship and coaching services;
- 3 ZICA facilitated job placement or introductions;
- 4 CAZAP Certificate signed by the ZICA President and Chief Executive awarded to the successful CAZAs at a CAZAP gala dinner;
- 5 ZICA Letters of recommendation and references will be made available to CAZAs on request;
- 6 Opportunity to pose for an official portrait with the ZICA President and Chief Executive Officer and to have autographed ZICA merchandise, with the autograph provided by either the ZICA President or CEO;
- 7 Entry into the CAZAP Club, a program which will guarantee lifetime incentives to alumni of CAZAP;
- 8 CAZA to be considered for other prestigious awards offered by ZICA or affiliate institutions such as the ONE YOUNG WORLD GLOBAL PROGRAM for young leaders offered by Chartered Accountants Worldwide.



Eligibility Requirements

In order to be eligible for the CAZAP, individuals:

- 1 Must be graduates or students of the CA Zambia program having graduated or being among the top 20 best students during the candidate's intake;
- 2 Must possess a full grade 12 certificate with a minimum of 6 merits including English and Mathematics;
- 3 Must be passionate about the Institute as demonstrated through participation in ZICA student chapters, ZICA Regional chapters, service to ZICA on any committees or task forces, submission of published articles to either the ZICA Students Journal or the ZICA Accountants Journal, among others;
- 4 Must be in good standing with the Institute;
- 5 Must provide own transportation to attend events;
- 6 Must be effective in written and oral English communication skills;
- 7 Demonstrate positive attitude and strong work ethic;
- 8 Demonstrate flexibility, creativity, humour and dedication;
- 9 Must demonstrate leadership potential either through significant civic engagements, volunteerism, leadership in acceptable fraternities or association;
- 10 Must pass the selection process for the CAZAP which will include multiple activities including completion of application forms, essay writing, a business-personal challenge competition and interviews;
- 11 Fifty percent of CAZAP Ambassadors positions shall be reserved for female CA Zambia candidates.
- 12 The candidate must be below the age of 32.



Expectations of ZICA from CAZA

- 1 Market the ZICA Qualifications, increase brand visibility and relationship with the target audience;
- 2 Achieve a minimum target of 50 CA Students recruited annually;
- 3 Engage in public speaking on CA Zambia qualifications as a marketing agent, distribute flyers, brochures and information to interested students in various Institutions;
- 4 Distribute and collect registration forms for both students and members for onward submission to the regional office;
- 5 Shall actively participate in ZICA competitor analysis reviews, ZICA client and stakeholder surveys, ZICA mystery shopping events and any other ZICA sanctioned events as required by ZICA Management;
- 6 Shall perform the Services and carry out his/her obligations with all due diligence, efficiency in accordance with general accepted professional standards and practices;
- 7 Shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to ZICA and shall at all times support and safeguard ZICA's legitimate interests in any dealings with third parties;
- 8 Shall participate in any other ZICA events or activities as assigned by ZICA Management.



ZICA Management shall have the right to vary the value proposition and rules of the CAZAP from time to time in order to re-align it with market and ZICA expectations.

A close-up photograph of a desk. In the foreground, a dark blue pen lies horizontally. Behind it, a silver calculator is partially visible. In the background, a red folder or book is open. The scene is lit with soft, natural light, creating a professional and focused atmosphere.

CA Zambia Ambassadors Programme Selection process

The CA Zambia Ambassadors programme is a prestigious programme that targets the cream of CA Zambia graduates/students. The programme aims to turn the selected ambassadors into future leaders, who are deemed to bring about remarkable change, making the selection process of candidates for the programme effective. Candidates must be CA Zambia graduates/students who are keen to promote the values of ZICA and promote ZICA qualifications.

The candidates will be required to fill in the Ambassadors application forms and attach Academic transcripts, letters of recommendation and current Curriculum Vitae. Only successful applicants will be invited for interviews and considered for admission into the programme. In terms of the selection criteria, ZICA will promote high integrity, strong values and responsibility, courage and a demonstrated ability to lead and inspire. A candidate must demonstrate a commitment to the institution.

Apply Now at www.zica.co.zm/careers/

APPLICATION TIMELINE

October	CAZAP Receiving of Applications
November	CAZAP Shortlisting Candidates
November	Interviews and Presentations
November	Successful applicants notified
January the following year	CAZAP Launch
January the following year	CAZAP Training
February the following year	Ambassadors Programme Commences

