



REPUBLIC OF ZAMBIA

# **PUBLIC SERVICE TRAINING NEEDS IDENTIFICATION INSTRUMENT (PSTNII)**

Public Service Management Division  
Department of Human Resource Development  
P.O. Box 50340  
LUSAKA

Telephone: 260-01-252704/252015  
Fax: 260-01-253958  
E-mail: [dhrd@zamtel.zm](mailto:dhrd@zamtel.zm)

**PART I: INDIVIDUAL PROFILE**

Name of Institution :

Department :

Unit/Section :

**A. BIO DATA**

Name of staff :

TS/FORCE/S./AE/NO:

PMEC No :

NRC No :

Date of Birth :

Gender :

Marital Status :

**B. EMPLOYMENT AND PROFESSIONAL RECORD**

1. Date of First Appointment :
2. Substantive Position :
3. Date of Appointment to substantive Position :
4. Confirmed/Not Confirmed :
5. Job Specification for substantive position: ( minimum professional/  
vocational qualification as specified in the Job Description)  
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.....
6. Highest Qualification Attained:.....

**PART II: Organisation, Job and Person Analysis**

**A. Organisational Analysis**

1. What is the core mandate of your Ministry/Institution?  
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2. Outline the strategic objectives of your Ministry/Institutions as contained in the strategic plan.  
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**B. Job Analysis**

1. What is the purpose of your job?  
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2. What are the key result areas of your job?  
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3. Describe the tasks you regularly perform that are critical to carrying out your job.  
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4. What extra duties do you do that are outside your job?  
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5. List major outputs of your job.  
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6. To perform the tasks described above, what skills and knowledge are required?  
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7. What type of equipment does your job require (e.g. Fax Machine, Photocopier, Binder, Computer)?  
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**C. Person Analysis**

1. What skills and knowledge do you have that enable you to perform your job competently?  
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2. What skills and knowledge are lacking but are required by the job?  
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3. What are your career aspirations?  
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4. What training or development is required to support your career aspirations?  
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5. What Long and Short Term training have you attended within the last three (3) years?

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6. What extra qualifications (not related to your job) do you have that are relevant to the Public Service?

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**D. To be completed by the Supervisor**

**1. To what extent is the officer able to achieve targets set in the individual work plan?**

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2. If he/she has difficulties in meeting the set targets, what, in your opinion, are the factors hindering the officer from achieving the targets?

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3. Describe the officer's ability to apply the requisite knowledge, skills and attitudes on the job?

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4. If he/she has difficulties applying the requisite knowledge and skills, what, in your view, are the factors hindering the officer from applying the requisite knowledge and skills.

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5. What missing knowledge and skills does the officer require to perform his/her job competently, as revealed by the Annual Performance Appraisal System (APAS)? List them according to priority.

- (i) .....
- (ii) .....
- (iii) .....
- (iv) .....
- (v) .....

**PART III: Action Plan**

1. Agreed training and development to be provided over the next three (3) years

Long Term Training	Date
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Short Term Training	Date
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2. Justification based on part II

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Officer's Signature: ..... Date:.....

Supervisor's Signature: ..... Date: .....

**E. TO BE COMPLETED BY HEAD OF DEPARTMENT**

Kindly comment on the action plan above

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**Signature:**.....

**Date:** .....