

*Questionnaire Number:*

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**Zambia Statistics Agency**

**2023 QUARTERLY EMPLOYMENT AND  
EARNINGS INQUIRY**

Zambia Statistics Agency  
Nationalist Road  
P.O Box31908  
Lusaka  
Tel: +260 211 211251377  
Email: [info@zamstats.gov.zm](mailto:info@zamstats.gov.zm)

**Dear Respondent**

**RE: REQUEST FOR NUMBER OF EMPLOYEE AND WAGE BILL DATA IN YOUR ESTABLISHMENT**

The Zambia Statistics Agency (ZamStats) through The Statistics Act No. 13 of 2018 of the Laws of Zambia is mandated to collect statistical data on behalf of the government from any institution. Therefore, all responding establishments are urged to comply with its provisions. The Act makes completion of this questionnaire obligatory on your part and by this law, ZamStats ensures that the data provided will be treated strictly confidential and used for statistical purposes only.

**Purpose of the survey**

The purpose of this survey is to collect data on formal sector employment, earnings and vacancies whose main focus is to collect data on the total number of workers, total wage bill and vacancies as of the reference period. This exercise is part of monitoring the country's economic performance and job creation.

Your establishment is one of the 2,000 randomly selected business units. To assist us publish the results in the shortest possible time, please complete the questionnaire within **2 working days**.

**Confidentiality**

The Statistics Act No. 13 of 2018 of the Laws of Zambia, urges all responding establishments to comply with its provisions. While the ZamStats is empowered to collect data from you under this Act, it assures you that the information you supply herein is and will be kept strictly confidential and will be used for statistical purposes only.

Should you have any question about the survey or on how to fill in this questionnaire, urgently consult the enumerator who is administering it or call the following mobile lines: Mr. Gerson Banda on +260 977 332 699 or Mr. Oliver Chitalu on +260 979644357.

Your favourable and quick response to this questionnaire will be highly appreciated.



**Mulenga J. J. Musepa**

**STATISTICIAN GENERAL – ZAMBIA STATISTICS AGENCY**

Section 1: IDENTIFICATION PARTICULARS			
ID1	Province:		<input type="text"/>
ID2	District:		<input type="text"/>
ID3	Constituency:		<input type="text"/>
ID4	Region: <i>Enter appropriate code in the box provided</i>	Rural .... 1 Urban .... 2	<input type="checkbox"/>
ID5	Name of the Establishment	.....	
ID6	Postal Address:	.....	
ID7	Physical location and locality name of this Establishment	..... .....	
ID8	Establishment contact number:	.....	
ID9	Establishment Email (if available):	.....	
ID10	<b>For official use only</b> RESPONSE STATUS <i>(To be completed after interview)</i>	<b>For official use only</b> 1. Completed 2. Partial 3. Non-Contact 4. Refusal	<input type="checkbox"/>

**Section 2: GENERAL INFORMATION (FIRMOGRAPHICS)**

1.1	What is the <b>main</b> economic activity of this establishment?  (Give a brief description)	<b>Description:</b>	<i>(For official use)</i> ISIC Rev.4 Code  <input type="text"/>
1.2	Is this establishment registered with any of the following registration authorities i.e., PACRA, Registrar of Societies, Registrar for NGOs, Local Authority? <i>Enter appropriate code in the box provided</i>	1. Yes 2. No →→ (skip to 1.6)	<input type="checkbox"/>
1.3	In which year was this establishment registered?	Year <input type="text"/>	
1.4	In which year did this establishment begin its operations for the first time?	Year <input type="text"/>	
1.5	Is this establishment registered as a?  (Enter appropriate code in the box provided)	1. Limited Liability company 2. Joint-Stock company (open or closed) 3. Private Enterprise 4. Public Institution 5. Cooperative 6. Non-Governmental Organisation 7. Faith Based Organisation 8. Other	<input type="checkbox"/>
1.6	Is this establishment a single unit, branch or head office?  <i>Enter appropriate code in the box provided</i>	1. Single Unit 2. Branch 3. Head office	<input type="checkbox"/>
1.7	In what sector is this establishment?  (Enter appropriate code in the box provided)	1. Local Government 2. Parastatal/Quasi Government Institution 3. Private Enterprise 4. Non-Governmental Organization 5. Faith Based Organization	<input type="checkbox"/>

**Section 2.1: EMPLOYMENT**

*Strictly confidential*

No	Question	Nationality	Male	Female	Total
2.1	What was the total number of positions in your establishment structure as at <b>30<sup>th</sup> September 2022?</b>				
2.2	What was the total number of paid employees in this establishment as at <b>30<sup>th</sup> September 2022?</b>	Zambians			
		Non- Zambians			
2.3	What was the total number of positions in your establishment structure as at <b>30<sup>th</sup> September 2023?</b>				
2.4	What was the total number of paid employees in this establishment as at <b>30<sup>th</sup> September 2023?</b>	Zambians			
		Non- Zambians			
2.5	How many Permanent employees were working in this establishment as at <b>30<sup>th</sup> September 2023?</b> <i>(For purposes of this survey, a permanent employee refers to an employee who has a contract exceeding six (6) months)</i>	Zambians			
		Non- Zambians			
2.6	How many temporal/seasonal employees were working in this establishment as at <b>30<sup>th</sup> September 2023?</b> <i>(For purposes of this survey, temporal/seasonal employees refer to employees who have a contract that does NOT exceed six (6) months)</i>	Zambians			
		Non- Zambians			
2.7	How many Casual employees were working in this establishment as at <b>30<sup>th</sup> September 2023?</b> <i>(For purposes of this survey, a casual employee refers to any employee whose employment provide his payment at the end of each day)</i>	Zambians			
		Non- Zambians			

**Section 2.2: DECENT WORK**

*Strictly confidential*

No.	Question	Question	Nationality	Male	Female	Total
2.8	As at 30 <sup>th</sup> September 2023, how many employees were entitled to?	Annual paid leave				
		Paid sick leave				
		Pension (old- age, invalidity and survivor benefits)				
		Social Health insurance				
		Employment injury and disease compensation benefits				
		Paid maternity/paternity leave				
2.9.0	How many employees were members of any trade unions as at <b>30<sup>th</sup> September, 2023</b> ?	Zambian				
		Non-Zambians				
2.9.1	As at <b>30<sup>th</sup> September 2023</b> , did your employees have an in-house trade union? <i>Enter appropriate code in the box provided</i>		1. Yes 2. No		<input type="checkbox"/>	
2.9.2	Are you aware of any Labor standards such as the current minimum wage, employee contract attestation, workers' union representation? <i>Enter appropriate code in the box provided</i>		1. Yes 2. No		<input type="checkbox"/>	

**Section 2.3: SALARIES AND WAGES**

*Strictly confidential*

No.	Question	Nationality	Male	Female	Total
2.10	What were the total monthly basic salaries or wages for all employees as at 30 <sup>th</sup> September, <b>2022</b> ?	Zambians			
		Non- Zambians			
2.11	What were the total monthly regular allowances (e.g., transport, housing, airtime) for all employees as at 30 <sup>th</sup> September, <b>2022</b> ?	Zambians			
		Non- Zambians			
2.12	What were the total monthly basic salaries for all employees as at 30 <sup>th</sup> September, <b>2023</b> ?	Zambians			
		Non- Zambians			
2.13	What were the total monthly regular allowances (e.g., transport, housing, airtime) for all employees as at 30 <sup>th</sup> September, <b>2023</b> ?	Zambians			
		Non- Zambians			

### Section 3: STAFF TURNOVER

*Strictly confidential*

No.	Question	Nationality	Male	Female	Total
3.1	How many Permanent employees did this establishment lose between <b>1<sup>st</sup> July 2023</b> to <b>30<sup>th</sup> September 2023</b> through dismissals, resignations, retirements, deaths etc.?	Dismissal			
		Resignation			
		Retirement			
		Death			
		Other <b>specify</b> :.....			
3.2	Did this establishments have any vacancies as at 30 <sup>th</sup> September 2023? <i>Enter appropriate code in the box provided</i>	1. YES <span style="float: right;"><input style="width: 30px; height: 15px;" type="text"/></span> 2. NO <span style="margin-left: 100px;">If No, End interview.</span>			
3.3	How many vacancies were in this establishment as at 30 <sup>th</sup> September 2023?	<input style="width: 150px; height: 20px;" type="text"/>			
3.4	In which positions were these vacancies? List the vacant positions with their corresponding number of vacancies. e.g., <b>Position:</b> Chef; <b>Number:</b> 3 <b>Position:</b> Truck Driver: <b>Number:</b> 5 <b>Position:</b> Site Engineer: <b>Number:</b> 1	<b>Position</b>	<b>Number of vacancies</b>		
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
10.					

**Name of Contact Person**.....

**Position**.....

**Contact No.**.....**Email:**.....

**Date**...../...../.....

**Official Stamp/Signature**

**Thank You for Completing the Questionnaire**

<i>For Official Use</i>	
<b>Name of Enumerator</b> .....	<b>Name of Supervisor</b> .....
<b>Contact No.</b> .....	<b>Contact No.</b> .....
<b>Date</b> ...../...../..... <b>Signature:</b> .....	<b>Date</b> ...../...../..... <b>Signature:</b> .....