

NATIONAL ARCHIVES OF ZIMBABWE

NEWSLETTER

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COUNTDOWN TO THE XXIII ESARBICA GENERAL CONFERENCE 2015!



The mighty Victoria Falls

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The XXIII ESARBICA General Conference is taking place from 8 to 12 June 2015 in Victoria Falls, Zimbabwe. This regional event brings together archivists, records manager, scholars, students and researchers from Angola, Kenya, Botswana, Lesotho, Malawi, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Tanzania, Zambia, Zanzibar, and South Sudan.

The regional conference was of great social, cultural and political benefit to Zimbabwe and ESARBICA member countries in their undertaking to promoting, protecting, preserving and using documentary heritage.

Zimbabwe is hosting the conference for the second time after the 1991 conference which was held in Harare.

WHAT IS ESARBICA?

The Eastern and Southern Africa Regional Branch of the International Council on Archives, ESARBICA, was established in 1969 in Nairobi Kenya. To further the aims of ICA and to strengthen co-operation within eastern and southern Africa, ESARBICA is

The National Archives of Zimbabwe is proud to be associated with this grand event and has formulated an Organising Committee which will work flat out to make the conference a huge success. The Organising Committee comprises of subcommittees which are: the Fundraising and Logistics subcommittee, Conference Programme subcommittee, Media and Publicity subcommittee, Entertainment and Exhibitions subcommittee and the Protocol and Security subcommittee. The National Archives of Zimbabwe, as the hosting institution, will strive to excel, using the subcommittees, in making sure that the hosting of the conference will be a success come 2015. The Newsletter will give an update of progress towards the hosting of the XXIII ESARBICA General Conference in Victoria

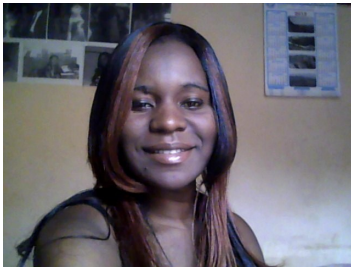
Falls.



Above. The venue of the conference. To find out more about Elephant Hills, visit their website;

www.elephanthillshotel.com

the preservation and use of archives around the world. In pursuing this mission, ICA works for the protection and enhancement of the memory of the world and to improve communication while respecting cultural diversity. Visit **www.ica.org**



Dealing with an arrogant Supervisor.

By Loveness Makuwaza

Arrogance is defined as conceit, self-loving and egotistic. In general, arrogance is self-confidence on drugs. It involves showing off and exhibiting a sense of superiority while putting others down. Dealing with arrogance in the workplace can be extremely challenging, but it's not impossible. Extreme arrogance slowly grows into abuse of subordinates. This breeds bitterness, anger and eventually insubordination thus affecting work.

Many employers do not know the distinction between supervising and controlling. Arrogant bosses never gain employees' respect. They are

viewed as dictators, insensitive, rulers and tyrants. Working with this type of boss can have negative impact on the quantity and quality of work generated by employees.

A proud supervisor can turn the office environment into an unbearable workplace as he or she tends to be too vocal. People who are too vocal are by nature offensive and therefore one should be mature enough not to take offense.

Working under supervision of an arrogant and egotistical supervisor is never fun and can be a major source of workplace stress and

frustration.

There are a number of ways to deal with arrogant supervisors without creating drama and therefore creating a good working environment:

1). **Never react to verbal abuse or harsh criticism with emotion.** Try to stay calm and professional and avoid personal attacks or emotional statements. Keep your statements as neutral and professional as possible. Silence is an effective way to strip all of the power behind verbal attacks from your abusive superior, without creating conflict.

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**Arrogant bosses
never gain
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respect.**

From the Editor's Desk

It is promising to be cold and I know that our wardrobe will change in the coming months to suit the nasty weather this time of year. Yours truly is part of the Media and Publicity subcommittee of the Organising Committee for ESARBICA 2015 (See front page) and what exciting times lie ahead. Speaking of exciting, the World Cup is finally here and like I indicated in the second issue last year, the plus 5 hours in time differ-

ence between Brazil and us will certainly cause some headaches for both employers and employees. The kickoff times of some of the games are simply inane! For example, the game between Ivory Coast and Japan is scheduled for 03.00am local time! Even the most avid football will agree that staying up late, never mind the cold, to watch a football match at such a time is simply ludicrous. Enough of football already, but yours

truly will make use of the alarm and repeats the following day thank you. Hope you will enjoy this issue of the NAZ newsletter and feel free to contact us with your views and comments. A big thank you to all our contributors and those who will contribute in the future to bring you Archives best. Happy reading. ED.



Merton College Oxford

The library building in Mob Quadrangle, dating from 1373, is the oldest continuously functioning library for university academics and students in the world. Growing steadily over the centuries, the library collections in manuscript, print and electronic formats reflect the changing academic requirements and interests of the members of the college from the Middle Ages to the present day. Professional staff support the

studies and research of Mertonians and others with assistance in locating and making the best use of resources in both the college and in the wider information world. Special collections include medieval manuscripts, early printed books, and personal papers of notable Mertonians such as the mountaineer Andrew 'Sandy' Irvine (1902-1924) and the caricaturist and critic Max Beerbohm (1872-1956). Other major collections

include the personal and business archive of the Oxford bookseller and publisher Basil Blackwell (Merton 1907) and the Frank Brenchley TS Eliot Collection.

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Ways to deal with an arrogant supervisor.

From page 2.

2] Discuss rather than confront.

When your boss criticizes you, use the criticism as a topic for discussion on interests, goals, and problem-solving and ask them for their advice. If they criticize your work, then that means that they have their own idea on how that work should be done. *To page 3.*

3]. Know that you can do little to change them.

Being a difficult person is part of their personality. You can't always escape an arrogant supervisor, nor can you change

someone else's behaviour. But, by changing the way your supervisor affects you and monitoring and controlling your reactions, you may be able to survive an arrogant supervisor.

4] Evaluate your own performance.

Before you go on attacking your supervisor, examine your own performance and ask yourself if you are doing everything right. Get opinions from other co-workers about your performance and see if there is any warrant to the criticisms of your supervisor before you criticize their opinions.

Loveness Makuwaza is an avid writer and journalist. She contributes to the NAZ newsletter in her own capacity.



Impact of an unhealthy workplace on employees
Adapted from Health Canada/Dr. Martin Shain

Merton @750 years. *Continued from Page 2*

The extensive college archive has an unbroken history back to the foundation of the college in 1264. Originally housed in the late-thirteenth-century muniment tower in Mob Quad, the archive documents college activities and the estates and communities whose histories have been linked with that of the college in the course of 750 years. The college library and archives have developed through the care, work, and generosity of

many generations of Mertonians, providing a remarkable learning and research resource for all members of the college and for visiting researchers and academic groups. Through guided tours and changing exhibitions the college shares its treasures with a wider public. Merton's collections include medieval manuscripts, parchment deeds and account rolls, prints, photographs, maps, and early printed

books in historic bindings—all of which require specialist care to preserve them for current and future use. Source: <http://www.merton.ox.ac.uk/library-and-archives>

Originally housed
in the late-
thirteenth-
century
muniment tower
in Mob Quad

Tried that once, never gonna do it again! *The lighter World*

A man walked into a bar on a slow night and sat down. After a few minutes, the bartender asked him if he wanted a drink, and he said: "No thanks. I don't drink. I tried it once but I didn't like it." So the bartender said: "Well would you like a cigarette?" The man said: "No, I don't smoke. I tried it once but I didn't like it."

The bartender asked him if he would like to play a game of pool, and again

the man said: "No I don't like pool. I tried it once and I did not like it". And then he added: "As a matter of fact I would not be here at all, but I am here waiting for my son". The bartender said: "Your only son, I presume"?

Telling the truth

Only 3 types of people tell the truth, kids, drunken people and anyone who is really pissed off.

When you're dead, you don't know that you're dead. It's difficult only for everyone else. It's the same when you're stupid.

Sometimes I wonder why Animals are never Bored, but then i realize that when everyone around you is Naked ... you can never be Bored.

Accept that mastery takes time and practice.... and isn't a constant upwards curve. Learn to love the plateaus. Mark Harrison.



Librarian Tariro Makoni
shares her humorous side.

OPINION

Editor-Personality Disorders

The word 'personality' refers to the pattern of thoughts, feelings and behavior that makes each of us the individuals that we are. We don't always think, feel and behave in exactly the same way – it depends on the situation we are in, the people with us, and many other things. But mostly we do tend to behave in fairly predictable ways or patterns. And so we can be described, as shy, selfish, lively, and so on. Types of disorders:

Paranoid disorder – you find it difficult to trust and confide in other people. You closely monitor them hunting signs of betrayal

Schizoid – you become hermit, you do not entertain company. This is also known as anti-social, avoidant or schizotypal personality disorder.

Borderline disorder - mood swings with brief psychotic episodes, clinging on to dangerous relationships because you fear to be alone.

Dependent – those that feel weak, needy, cannot act without consulting. Allow others' decisions to overrun theirs. They have low confidence, sees themselves as being less able. But have strong network to cover up their weakness.

In the next article I will explain how they these disorders affect work ethics and results at work.

Chiremba

Dear Chiremba.

Thank you for your contribution and we look forward to your next article.ED.

COMMENTS

Word for the Day

Proverbs 3 verses 5-6

(NIV) Trust in the LORD with all your heart and lean not on your own understanding; in all your ways submit to him, and he will make your paths straight..

Quote: If you can keep your head when all about you are losing theirs, it's just possible you haven't grasped the situation. **Jean Kerr** (*Please Don't Eat The Daisies*, Introduction)

Dear Editor– The article by Samson Mutsagondo had some brilliant ideas but I feel a lot of ground work needs to be done before the provincial centres operate at full capacity. To begin with, the idea of decentralization is a noble one so as to alleviate pressure at the main records centre. However, the provincial centres require adequate infrastructure to achieve this. Save for Bulawayo, the other centres are housed in rented buildings and this is not proper for a reputable organization such as the National Archives of Zimbabwe. Furthermore, training of Archivist is critical for effective records management. These are some of the ideas I feel should be implemented for a successful provincialisation

project. Zvavanhu, Harare.

Dear Editor– Bring back the section on staff quotes and jokes. Fan.

Dear Fan– Look forward to our next issue for that and more.

Dear Editor– How soon can we access the newsletter on the Archives website. IT Guy.

Dear IT Guy– Plans for that are already underway and as soon as the resource person gets a green light from our service provider, you should be able to view your favourite newsletter on-line. Alternatively keep reading the newsletter for news feeds.

*Readers are kindly requested to refrain from using abusive, vulgar, racist, tribalistic, sexist, discriminatory and hurtful language when posting their comments on the National Archives of Zimbabwe newsletter. Those who transgress this civilised etiquette will be barred from contributing to our issues-
Editor*

Home Affairs Deputy Minister Honourable Ziyambi Ziyambi and His Excellency, Mr Luciano Lavizzari, Swiss Ambassador to Zimbabwe, visit to the National Archives of Zimbabwe in pictures.



Clockwise from top left: Archivist Livingstone Muchefa showing Honourable Ziyambi one of the displays in the Beit Trust Gallery; The Director, Mr Murambiwa having a lighter moment with Swiss Ambassador to Zimbabwe Luciano Lavizzari; The Ambassador enjoying some of the photographs in the Illustrations Unit; Kudakwashe Tonhodzai showing Honourable Ziyambi posters in the map room.

In the forthcoming issues, our photographer will be taking photographs of NAZ staff randomly around the institution. Do not be caught being naughty! Please note the photographs are not meant to sneak up on staff or used for other purposes but for livening our newsletter only. Thank you in advance. ED.