



## **VACANCY ANNOUNCEMENTS**

The Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) is a body corporate established under the Technical Education, Vocational and Entrepreneurship Training (TEVET) Act No. 13 of 1998 and the TEVET (Amendment) Act No. 11 of 2005.

TEVETA was established to regulate, monitor and co-ordinate Technical Education, Vocational and Entrepreneurship Training in consultation with industry, employers, workers and other stakeholders.

TEVETA wishes to recruit qualified and experienced Zambians to fill the following vacant positions.

### **1 ASSESSMENTS SPECIALIST- (Media and Secretarial Programmes)**

#### **1.1 Overall Purpose of the Job**

Monitoring and facilitating the conduct of TEVET examinations and Qualifications in order to effectively measure training standards in secretarial and administrative Programmes.

#### **1.2 Duties and Responsibilities**

**These include:**

- 1.2.1 Facilitating the conduct of national examinations.
- 1.2.2 Arranging setting, moderation and marking sessions.
- 1.2.3 Analysing examination results and programme reports.
- 1.2.4 Producing general and specific examinations guidelines for examiners, examination centres and students in liaison with examination boards.
- 1.2.5 Performing any other duties as may be assigned from time to time.

#### **1.3 Minimum Knowledge, Skills and Abilities Required**

**1.3.1 Knowledge of:**

- The TEVET system and relevant legislation.
- Secretarial, commercial and Information Communication Technologies (ICT)

- Accountability and security of sensitive assessment data.
- Modern developments, trends, principles, practices and theories in education and educational assessment, accountability, or evaluation of specialty areas.
- Standard measures and statistical tools used in educational assessment, accountability or evaluation of specialty areas.

#### **1.3.2 Skilled at:**

- Working in a team environment involving multiple specialties.
- Planning, coordinating, and expediting work projects.
- Communicating verbally and in writing.
- Reading, Analysing and interpreting data.

#### **1.3.3 Able to:**

- Operate standard office equipment using pertinent software applications including word and excel.
- Design Instructional systems;
- Design assessment tools;
- Prepare and maintain accurate records.

### **1.4 Minimum Education Qualifications**

- A University Degree in Business Administration/Information Communication Technology (ICT) with Education
- Diploma in Teaching Methodology or Equivalent.
- Accreditation as a Trainer or Examiner.

### **1.5 Minimum Experience**

Two years' experience in setting, moderation and marking of examinations

## **2 ASSESSMENTS SPECIALIST- (Business and Applied Arts Programmes)**

### **2.1 Overall Purpose of the Job**

Monitoring and facilitating the conduct of TEVET examinations and Qualifications in order to effectively measure training standards in secretarial and administrative Programmes.

### **2.2 Duties and Responsibilities**

**These include:**

- 2.2.1 Facilitating the conduct of national examinations.
- 2.2.2 Arranging setting, moderation and marking sessions.
- 2.2.3 Analysing examination results and programme reports.
- 2.2.4 Producing general and specific examinations guidelines for examiners, examination centres and students in liaison with examination boards.

2.2.5 Performing any other duties as may be assigned from time to time.

## **2.1 Minimum Knowledge, Skills and Abilities Required**

### **2.1.1 Knowledge of:**

- The TEVET system and relevant legislation.
- Commercial, accounting and applied arts.
- Accountability and security of sensitive assessment data.
- Modern developments, trends, principles, practices and theories in education and educational assessment, accountability, or evaluation of specialty areas.
- Standard measures and statistical tools used in educational assessment, accountability or evaluation of specialty areas.

### **2.1.2 Skilled at:**

- Working in a team environment involving multiple specialties.
- Planning, coordinating, and expediting work projects.
- Communicating verbally and in writing.
- Reading, Analyzing and interpreting data.

### **2.1.3 Able to:**

- Operate standard office equipment using pertinent software applications including word and excel.
- Design Instructional systems;
- Design assessment tools;
- Prepare and maintain accurate records.

## **2.2 Minimum Education Qualifications**

- A University Degree in Business Administration, /Accountancy o/ Arts with Education.
- Diploma in Teaching Methodology or equivalent
- Accreditation as a Trainer/Examiner.

## **2.3 Minimum Experience**

Two years' experience in setting, moderation and marking of examinations

## **3 ASSESSMENT SPECIALIST- (Construction Programmes)**

### **3.1 Overall Purpose of the Job**

Monitoring and facilitating the conduct of TEVET examinations and Qualifications in order to effectively measure training standards in construction programmes.

### **3.2 Duties and Responsibilities**

**These include:**

- 3.2.1 Facilitating the conduct of national examinations;
- 3.2.2 Arranging setting, moderation and marking sessions;
- 3.2.3 Analysing examination results and programme reports;
- 3.2.4 Producing general and specific examinations guidelines for examiners, examination centres and students in liaison with examination boards;
- 3.2.5 Performing any other duties as may be assigned from time to time.

### **3.3 Minimum Knowledge, Skills and Abilities Required**

#### **3.3.1 Knowledge of:**

- The TEVET system and relevant legislation.
- Construction
- Accountability and security of sensitive assessment data.
- Modern developments, trends, principles, practices and theories in education and educational assessment, accountability, or evaluation of specialty areas.
- Standard measures and statistical tools used in educational assessment, accountability or evaluation of specialty areas.

#### **3.3.2 Skilled at:**

- Working in a team environment involving multiple specialties;
- Planning, coordinating, and expediting work projects;
- Communicating verbally and in writing;
- Reading, Analysing and interpreting data.

#### **3.3.3 Able to:**

- Operate standard office equipment using pertinent software applications including word and excel;
- Design Instructional systems;
- Design assessment tools;
- Prepare and maintain accurate records.

### **3.4 Minimum Education Qualifications**

- A University Degree in Building Science Technology/Architecture/Civil Engineering.
- Diploma in Teaching Methodology or Equivalent
- Membership of EIZ.
- Accreditation as a Trainer/ Examiner.

### **3.5 Minimum Experience**

Two years' experience in setting, moderation and marking of examinations.

## **4 ASSESSMENT SPECIALIST- (Sciences and Aviation Programmes)**

### **4.1 Overall Purpose of the Job**

Monitors and facilitates the conduct of TEVET examinations and Qualifications in order to effectively measure training standards in health sciences, agriculture and aviation Programmes.

### **4.2 Duties and Responsibilities**

#### **These include:**

- 4.2.1 Facilitating the conduct of national examinations;
- 4.2.2 Arranging setting, moderation and marking sessions;
- 4.2.3 Analysing examination results and programme reports;
- 4.2.4 Producing general and specific examinations guidelines for examiners, examination centres and students in liaison with examination boards;
- 4.2.5 Performing any other duties as may be assigned from time to time.

### **4.3 Minimum Knowledge, Skills and Abilities Required**

#### **4.3.1 Knowledge of:**

- The TEVET system and relevant legislation.
- Science, Health Sciences and aviation related programmes.
- Accountability and security of sensitive assessment data.
- Modern developments, trends, principles, practices and theories in education and educational assessment, accountability, or evaluation of specialty areas.
- Standard measures and statistical tools used in educational assessment, accountability or evaluation of specialty areas.

#### **4.3.2 Skilled at:**

- Working in a team environment involving multiple specialties;
- Planning, coordinating, and expediting work projects;
- Communicating verbally and in writing;
- Reading, Analysing and interpreting data.

#### **4.3.3 Able to:**

- Operate standard office equipment using pertinent software applications including word and excel.
- Design Instructional systems.
- Design assessment tools.
- Prepare and maintain accurate records.

#### **4.4 Minimum Education Qualifications**

- A University Degree in Sciences (Physics/Chemistry/Biology)/Health Related Sciences (Physiotherapy/Radiography) or related discipline.
- Diploma in Teaching Methodology or equivalent
- Accreditation as a Trainer/ Examiner.

#### **4.5 Minimum Experience**

Two years' experience in setting, moderation and marking of examinations

### **5 Temporary Specialist Systems Developer**

#### **5.1 Overall Purpose of the Job**

Devises or modifies TEVETA's procedures to solve complex problems considering computer equipment capability and limitation, operating time and form of customer desired results. This role is mainly concerned with requirements collection, analyzing, developing and maintaining computer systems and applications to enhance the operations of TEVETA.

#### **5.2 Duties and Responsibilities**

**These include:**

- 5.2.1 Designing, developing, implementing, and maintaining systems/applications.
- 5.2.2 System analysis and debugging of systems.
- 5.2.3 End-user interfacing for the purpose of design and implementation of systems and trouble- shooting problems with existing systems.
- 5.2.4 Proactively learning and utilizing new technologies, concepts, and procedures as appropriate to project requirements.
- 5.2.5 Providing technical input to other areas and gather technical data from outside organizations.
- 5.2.6 Planning and executing testing and implementation of major systems.
- 5.2.7 Establishing project plans and project management guidelines.

#### **5.3 Minimum Skills, Education and Experience Required**

##### **5.3.1 Skills**

Should possess skills in:

- Programming languages such as PHP, Angular and JavaScript.
- MySQL, Microsoft SQL Server, Oracle or any other Relational Database Management System.
- Ubuntu, RedHat or any other Linux Administration and Management of Systems.
- A logical, analytical, and creative approach to problems.

**5.3.2 Able to:**

- Communicate with clients, colleagues, and management to explain complex issues clearly and concisely.
- Apply logical, analytical, and creative approach to problems.

**5.4 Minimum Education Qualifications**

- Diploma or higher in Computer Science or any related field.

**5.1 Minimum Experience**

- Evidence of similar projects or systems development the developer has been part of

Letters of application accompanied with a CV detailing your achievements and how you meet the requirements of the job including names of three traceable referees and police clearance should be addressed to:

The Director General  
Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA)  
Bird Cage Walk, Longacres  
Private Bag RW 16X  
**LUSAKA**

Correspondence will only be conducted with short listed candidates. Should you not hear from us, please consider your application unsuccessful.

The closing Date for receiving applications is 22<sup>nd</sup> April 2022.