



## **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 suitably qualified and experienced Zambians to fill the following vacant positions on a one year contract basis.

### **1. SPECIALIST – MONITORING AND EVALUATION**

#### **Job Purpose**

To design and implement monitoring and evaluation programmes for all beneficiaries of the TEVET Fund, working collaboratively across all programmes and divisions, and at all levels within the TEVET Sector.

#### **Duties and Responsibilities**

The duties and responsibilities include:

- a) Providing monitoring and evaluation technical assistance to programme development and proposal writing.
- b) Providing technical backstopping to project monitoring.
- c) Developing monitoring, evaluation and reporting systems.
- d) Prepare summary reports of evaluation findings.
- e) Design and implement monitoring and evaluation resources.

#### **Minimum Knowledge, Skills and Experience**

##### **Minimum Knowledge**

- a) Degree in any engineering programme
- b) Logical framework and results framework planning and evaluation methodologies
- c) Participatory methods in M&E

##### **Skills**

Proficient in Microsoft Word, Excel, PowerPoint

##### **Minimum Experience**

1 years' work experience in design, monitoring and evaluation methodologies, approaches and research methodologies

## **2. FINANCE OFFICER – TEVET FUND**

### **Job Purpose**

The Jobholder is responsible for assisting in Carrying out all accounting and financial management functions relating to Tevet Fund to facilitate effective and efficient accounting and financial information.

### **Duties and Responsibilities**

These include.

- a) Timely issuance of receipts and prompt banking of funds received and preparation of the daily banking reconciliation.
- b) Preparing payment vouchers for payment facilitation, Raising of on-line payments or Cheques.
- c) Ensuring that the all the transactions are posted in in Pastel Accounting Package on daily basis.
- d) Maintaining accurate financial records relating to payments and receipts.
- e) Filing of all accounting documents in an orderly manner.

### **Minimum Knowledge, Skills and Experience:**

#### **Education Qualification**

ZICA Technician,

#### **Skills**

Proficient in Microsoft Word, Excel

#### **Minimum Relevant Experience**

One year post qualifying experience in accountancy

Please email you letter of application and curriculum vitae be addressed to:

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

Using the address below:

[teveta@teveta.org.zm](mailto:teveta@teveta.org.zm).

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 23<sup>rd</sup> May 2022