



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. Its main function is to regulate, monitor and co-ordinate Technical Education, Vocational and Entrepreneurship Training in consultation with industry, employers, workers and other stakeholders.

The Authority wishes to recruit qualified and experienced persons for the following vacancies which have arisen:

1 HUMAN RESOURCE SPECIALIST- INDUSTRIAL RELATIONS AND TRAINING

1.1 Job purpose

The jobholder will assist in providing routine Human Resource Management support, which will include Workforce Planning, Recruitment, Talent and Succession Management, Employee Relations Management, Compensation and Benefits administration, Learning and Development and enforcing the Authority's policies and practices.

1.2 Duties and responsibilities

Duties and responsibilities include:

- a) Partnering with the Divisional/Unit leadership teams to understand, plan and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- b) Assisting in maintaining and enhancing the Authority's human resource by planning, implementing, and evaluating employee relations and human resource policies, programmes, and practices.

- c) Building relationships with the Union and ensuring that the Authority's treatment of employees is consistent with its core values and objectives of the Authority.
- d) Maintaining compliance with Labour laws and other statutory requirements, and recommend best practices; reviews policies and practices to maintain compliance.
- e) Facilitating the handling of complaints, grievances, and disciplinary issues in accordance with established policy.
- f) Maintaining and updates the Authority's staff establishment, Job descriptions and skills Inventory.
- g) Assisting in sourcing and developing Talent through active engagement with management and staff, designing and implementing annual training and capacity building initiatives.
- h) Conducting awareness initiatives on cross cutting issues so that they are mainstreamed in TEVETA policies, procedures, and programmes.
- i) Ensuring that employee records are accurate and updated regularly.

1.3 Minimum qualification and experience

1.3.1 Minimum Qualifications

- BSc/BA/BBA in Human Resources Management/ Social Sciences or equivalent.
- Valid practicing license with three (3) years relevant experience
- Grade 12 School Certificate with a minimum of five (5) 'O' Levels (Credit or better)

1.3.2 Minimum Experience

Three years relevant experience

2 CORPORATE AFFAIRS AND COMMUNICATIONS SPECIALIST

2.1 OVERALL PURPOSE OF THE JOB

To develop review and implement an Information, Education and Communication (IEC) strategy, for the Authority

2.2 DUTIES AND RESPONSIBILITIES

Duties and responsibilities include:

- Reviews and implements an IEC strategy and marketing activities for TEVETA;

- Provides information on developments in the Technical Education, Vocational and Entrepreneurship Training (TEVET) to Employers, Training Providers, Learners and other stakeholders;
- Designs and disseminates information, education and communications instruments and packages for different target groups;
- Conducts periodic audience surveys to monitor the effectiveness of TEVETA's IEC strategies and programmes;
- Provides advisory services to Training Providers in the design and implementation of IEC strategies for their institutions;
- Manages, monitors and evaluates digital communication activities for TEVETA;
- Develops and implements comprehensive corporate affairs and communications strategies that align with the TEVETA's overall objectives;
- Creates and executes marketing and communication plans to promote the TEVETA's services and corporate initiatives;
- Manages and enhances TEVETA's digital media presence, including website content, social media platforms, and other digital channels;
- Monitors and analyzes digital media metrics to evaluate the effectiveness of communication campaigns and recommend improvements;
- Collaborates with internal stakeholders to ensure consistent messaging and branding across all communication channels;
- Manages crisis communication and develop proactive strategies to mitigate potential reputational risks;
- Creates and manages knowledge management systems to facilitate the sharing and retrieval of information.

3 KNOWLEDGE AND SKILLS:

3.1.1 Minimum Education Qualification

- University degree in Marketing, Mass Communication, Public Relations or equivalent qualification
- Post graduate qualification in Marketing, Mass Communication, Public Relations or related qualifications is added advantage

3.1.2 Minimum Relevant Experience and Competencies

- Three years working experience;
- Communications Technology knowledge is an added advantage;
- Proven experience in corporate affairs, communications, marketing, or public relations roles;
- Strong understanding of digital media management, including social media platforms, content management systems, and analytics tools;

- Demonstrated ability to develop and implement successful marketing and communication strategies;
- Proficiency in managing media relations and building relationships with journalists and influencers;
- Experience in crisis communication and issues management;
- Familiarity with knowledge management systems and practices;
- Strong interpersonal skills and the ability to collaborate with cross-functional teams

Letters of application accompanied with a CV detailing achievement, and names of three traceable referees, 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.

Closing Date for receiving applications **11th August 2023**