



VACANCY ANNOUNCEMENT

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. The Authority was established to regulate, monitor and co-ordinate TEVET in consultation with industry, employers, workers and other stakeholders.

TEVETA wishes to recruit a suitably qualified and experienced person to fill the following vacant position.

ASSISTANT ACCOUNTANT-TEVET FUND

1. 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.

2. 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 Pastel Accounting Package on daily basis and preparation of a monthly bank reconciliation.
- d) Preparation of the financial weekly status report
- e) Maintaining accurate financial records relating to payments and receipts.
- f) Filing of all accounting documents in an orderly manner

3. Minimum Qualifications, Knowledge, Skills, and Experience:

3.1. Education Qualification

- Grade 12 certificate with credits in mathematics and English
- ZICA Technician

3.2. Knowledge

- Solid knowledge of financial and accounting procedures.
- Knowledge of public financial regulations.
- Preparation of basic financial reports

3.3. Skills

- Proficient in Microsoft Word, Excel
- Advanced MS Excel skills.
- Excellent analytical and numerical skills.
- Sharp time management skills.
- Attention to details

3.4. Minimum Relevant Experience

- Proven one year post qualifying experience as an Assistant Accountant or similar role.
- Proven experience of using financial software.

Please send your letter of application and curriculum vitae 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 31st August 2023