



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.

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 a suitably qualified and experienced Zambian to fill the following vacant position.

EXECUTIVE ASSISTANT TO THE DIRECTOR GENERAL

1. Job Purpose

Reporting directly to the Director General, the Executive Assistant provides executive support in a one-on-one working relationship, serving as the primary point of contact for internal and external constituencies on matters pertaining to the Office of the Director General and also serves as a liaison to the TEVETA board of directors, Board Committees and the senior management team; organizing and coordinating executive outreach and external relations efforts.

2. Roles and Responsibilities

These include:

2.1 Providing executive support

- a) Completes a broad variety of administrative tasks for the Director General including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- b) Plans, coordinates and ensures the Director General's schedule is followed and respected.
- c) Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the Director General's time and office.

- d) Communicates directly, and on behalf of the Director General, with Board members, TEVET partners, TEVETA staff, and others, on matters related to Director General's programmatic initiatives.
- e) Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Director General, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- f) Provides a bridge for smooth communication between the Director General's office, and direct reports; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- g) Works closely and effectively with the Director General to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the Director General updated.
- h) Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the Director General's ability to effectively lead the Authority.

2.2 Providing Board Support and Liaison

- i) Serves as the Director General's administrative liaison to Authority's board of directors.
- j) Assists board members with travel arrangements, lodging, and meal planning as needed
- k) Maintains discretion and confidentiality in relationships with all board members,
- l) Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.

2.3 Senior Management Liaison

- m) Participates as an adjunct member of the Executive Team including assisting in scheduling meetings and attending all meetings.
- n) Assists in coordinating the agenda of senior management team meetings and off-sites, and all staff meetings.
- o) Facilitates cross-divisional coordination of travel for all direct reports to the office of the Director General.
- p) Ensures that the Director General's bio is kept updated and responds to requests for materials regarding the Director General's and the Authority in general.
- q) Edits and completes first drafts for written communications to external stake holders.

2.4 Strategic Initiatives

- r) Works with the Corporate Affairs and Communications Unit on implementing strategic communications and coordinating the Director General's outreach activities to all key stakeholders.
- s) Follows up on contacts made by the Director General and supports the cultivation of ongoing relationships.
- t) Edits all, and creates acknowledgement letters from the Director General to all stakeholders/partners.

3. Minimum Qualifications, Knowledge and Skills

3.1 Qualifications

Bachelor's degree in arts required

3.2 Knowledge

- Organizational filing systems
- Document management systems (an added advantage)

3.3 Skills

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors.
- Excellent written and verbal communication skills
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe and Acrobat.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response

4 Experience Requirements

Five to 10 years of experience supporting Chief Executives, preferably in an educational.

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