



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 qualified and experienced Zambian to fill the following vacant position.

1. TRADE TEST OFFICER X 1

2. OVERALL PURPOSE OF THE JOB

To co-ordinate and monitor trade testing systems in TEVET.

3. DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

1. Ensuring precise and reliable evaluation of candidates' technical competencies.
2. Meeting established timelines for conducting and reporting on trade tests.
3. Implementing and monitoring measures to uphold the quality and consistency of trade testing procedures.
4. Fostering positive relationships with candidates, instructors, and industry partners through effective communication and support.
5. Evaluating and updating trade testing programmes to keep current with new requirements and techniques in collaboration with industry.
6. Organizing the setting and moderation of trade testing assessments in collaboration with the respective External Examiners/Moderators.
7. Preparing and reviewing national standards, rules, and regulations for all trades to which the trade testing should conform in collaboration with industry representatives.
8. Conducting skills testing in accordance with the National Trade Testing Standards.
9. Identifies and organizes the training and accreditation of trade testers.
10. Enrolling candidates taking trade tests and assessments and processing certification of successful candidates.
11. Registering candidates sitting for Trade Test assessments, skills award and Recognition of Prior Learning.
12. Administering Trade Test examination, skills award, and Recognition of Prior Learning.
13. Making activity budgets and generating invitation letters and prepare DDAC for payment of assessors.
14. Performing any other Duties as may be assigned from time to time.

4. JOB REQUIREMENTS

Minimum Qualifications:

- a) Grade 12 School Certificate
- b) Diploma in Electrical/Construction Engineering
- c) Diploma Teaching Methodology.
- d) Accredited with TEVETA as Trainer, Assessor or Examiner.
- e) Accreditation with professional body is an added advantage

5. RELEVANT SKILLS/COMPETENCIES

These include:

- a) Technical Proficiency
- b) Assessment Skills
- c) Communication Skills
- d) Quality Assurance
- e) Collaboration
- f) Time Management
- g) Customer Service
- h) Regulatory Compliance
- i) Continuous Improvement
- j) Adaptability
- k) Problem-Solving
- l) Ethical Conduct

6. RELEVANT EXPERIENCE REQUIRED

- a) Not less than 3 years relevant work experience in a TEVET registered institution

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 **31st May, 2024.**