



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 for the following vacancy that has arisen, on Five-year Contracts of Employment.

1. RISK OFFICER x 1

2. OVERALL PURPOSE OF THE JOB

To be responsible for the analysis, design, development, implementation, and manage the enterprise-wide risk management framework and develop procedures to monitor compliance levels.

3. DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

- i. Carries out timely investigations, analysis, and reporting of compliance issues and instances of fraud, which can negatively affect the Authority's operations and reputation
- ii. Designs, develops and enforces a robust Enterprise-Wide Risk Management framework.
- iii. Supports the Board in its development of risk appetite and statements for translating the risk appetite into a risk limits structure.
- iv. Provides methodologies for risk identification, evaluation and treatment for Departments and Business Units.
- v. Monitors risks through relevant Key Risk Indicators (KRI), that are quantified to ensure the business functions satisfactorily within established risk appetites.
- vi. Maintains and updates departmental Risk Registers
- vii. Recommends changes, enhancements or amendments to existing governance or best practice where existing policies or procedures are unclear, inconsistent or require review.
- viii. Works closely with support and technical departments to understand and identify existing and emerging risks.
- ix. Ensures the risk programs are effectively integrated into service delivery methodologies
- x. Prepares quarterly risk management reports for the Audit Committee and Board
- xi. Carries out any other duties assigned.

4. JOB REQUIREMENTS

Minimum Qualifications:

- a) Grade 12 Certificate or equivalent
- b) Bachelor's degree in Business Administration, Finance, Accounting, Business Studies, Risk Management, or any related field.
- c) Relevant professional certification (e.g., CRM, PRM, FRM, ACCA, CIMA) is an added advantage.
- d) Professional Members of the relevant body

5. RELEVANT SKILLS/COMPETENCIES

These include:

- a) **Technical:**
 - Knowledge of auditing and accounting principles and practices
 - Skills in conducting quality control reviews of audit work
 - Excellent understanding of regulatory frameworks in Zambia.
 - Proficiency in risk assessment and management tools.
 - Advanced knowledge of MS Office Suite (Word, Excel, PowerPoint)
 - Competency in accounting and auditing software
 - A logical, analytical, and creative approach to problems.
- b) **Functional:**
 - Risk management
 - Project management
 - Change management
 - Analytical thinking
 - Strong analytical and decision-making skills.
 - Budgeting and planning
 - Report writing
- c) **Behavioral:**
 - High ethical standards and integrity.
 - Strong communication and interpersonal skills.
 - Ability to work independently and collaboratively in a team environment.
 - Attention to detail and ability to handle sensitive information with confidentiality

6. RELEVANT EXPERIENCE

Three (3) - Five (5) years of relevant experience

Letters of application accompanied by a CV detailing achievements, certified academic and professional qualifications, 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 **14th February 2025.**