



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 suitably qualified and experienced Zambians for the following vacancy that have arisen, on Five-year Contracts of Employment, renewable based on satisfactory performance.

1. RESEARCH SPECIALIST x 1

2. OVERALL PURPOSE OF THE JOB

The Specialist-Research is a vital role, responsible for conducting research initiatives that drive the enhancement and development of TEVET curricula. This position focuses on gathering insights from various sources to ensure that curricula remain relevant, up-to-date, and aligned with the evolving needs of the technical education, vocational training, and entrepreneurship sector.

3. DUTIES AND RESPONSIBILITIES

The duties and responsibilities include:

- a) Conducts research and identify trends, industry demands, and societal needs that impact TEVET curricula.
- b) Analyze research data to extract meaningful insights that drive evidence-based curriculum decisions.
- c) Interprets findings to ensure curricula remain responsive to changing requirements.
- d) Foster partnerships that contribute to the enrichment of curriculum content.
- e) Collaborates with stakeholders such as industry representatives, educational institutions, and subject matter experts to gather relevant research insights that shape curriculum enhancement and development.
- f) Prepares and disseminates research insights and comprehensive reports and presentations that communicate research findings effectively to relevant stakeholders within the TEVET community.
- g) Continuously improves research methodologies by incorporating emerging practices to enhance accuracy and relevance for impactful research outcomes.
- h) Manages research resources optimally, including budget allocation, technological tools, and personnel for more research initiatives.
- i) Implements quality control measures to ensure the integrity, validity, and reliability of research outcomes
- j) Upholds high standards in research processes and methodologies.

4. JOB REQUIREMENTS

Minimum Qualifications:

- a) Grade 12 Certificate or equivalent
- b) Bachelor's degree in Research, Social Sciences, or any related field.
- c) Relevant professional certification (e.g., Research methodologies, Data analysis software, project management, and Monitoring and evaluation) is an added advantage.

5. RELEVANT SKILLS/COMPETENCIES

These include:

- a) **Technical:**
 - Research methodology design and implementation including mixed methods and emerging techniques.
 - Proficiency in statistical software such as (SPSS, Stata, R, or Python) and qualitative analysis tools like (NVivo, or MAXQDA).
 - Expert in using computer utility packages like (MS Office Suite) for research documentation, analysis, and presentations.
 - Data Collection, analysis and interpretations, and Quality assurance.
- b) **Functional:**
 - Analytical thinking and problem-solving for interpreting complex data.
 - Attention to detail and accuracy in research processes.
 - Effective Stakeholder engagement and relationship management.
 - Resource allocation including budgeting and time management for research.
 - Adoption of innovative approaches for continuous improvement in research methodologies.
- c) **Behavioral:**
 - Excellence in research methodology.
 - Ethical conduct and integrity in research practices.
 - Effective communication of findings to technical and non-technical audiences.
 - Collaborative and culturally sensitive approach in stakeholder partnerships.
 - Commitment to lifelong learning and professional development in research

6. RELEVANT EXPERIENCE

Two (2) to Five (5) years of relevant experience in Research.

A portfolio of research work, such as published articles, or research reports, is an added advantage

Letters of application accompanied by a CV detailing achievement, 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 **18th February 2025.**