



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 has arisen, on a short-term basis.

1. TEMPORARY ASSESSMENTS SPECIALIST – LOCAL GOVERNMENT AND HOSPITALITY X 1

2. OVERALL PURPOSE OF THE JOB

To oversee assessment strategies to evaluate the effectiveness of technical education and vocational training programs. The role involves developing reliable assessment tools, ensuring compliance with industry standards, and analyzing data to enhance the quality of education and training outcomes.

3. DUTIES AND RESPONSIBILITIES

The duties and responsibilities include:

- Facilitates the conduct of national examinations
- Plan and budget for the examination development process.
- Approves enrolments and examination registrations.
- Facilitates workshops for assessors/examiners so as to equip them with quality skills and knowledge of setting, moderation, and marking of examinations.
- Leads in the Development of test items and assures quality in item writing, panel setting, moderation, and proofreading processes.
- Facilitates the development and implementation of assessment tools aligned with program objectives, ensuring validity, reliability, and fairness.
- Maintains test items in the bank at optimum levels.
- Submits camera-ready examination papers and adheres to the security protocols.
- Facilitates the marking process by ensuring marking schemes, question papers and other relevant documents for use during marking are in place.
- Prepares monthly reports and activity reports.
- Analyses examination results and program reports
- Adheres to performance measures in order to meet the strategic objectives of the TEVETA.

- Prints examinations and other related materials.
- Prepares the results booklet for approval by the Board.
- Ensures that assessment processes comply with industry standards and regulatory guidelines.

4. JOB REQUIREMENTS

Minimum Education Qualification:

- a) University Degree in any Social Sciences
- b) Teaching qualification
- c) TEVETA Accredited examiner

5. RELEVANT SKILLS/COMPETENCIES

These include:

- a) Assessment and Evaluation skills
- b) Data Analysis
- c) Communication Skills
- d) Collaboration
- e) Compliance and Quality Assurance skills
- f) Report writing and presentation skills
- g) Problem Solving
- h) Leadership Skills
- i) Adaptability

6. Relevant Experience

Two years' experience in setting, moderation, and marking of examinations.

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**.

Only shortlisted applicants will be communicated to.