



VACANCY ANNOUNCEMENTS

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 qualified and experienced Zambians to fill the following vacant positions.

1. ASSESSMENTS SPECIALIST- (LOCAL GOVERNMENT & HOSPITALITY PROGRAMS) X1

1.1 Overall Purpose of the Job

Monitoring and facilitating the conduct of TEVET examinations and Qualifications to effectively measure training standards.

1.2 Key Responsibilities

- a) Facilitates the conduct of national examinations
- b) Plan and budget for the examination development process.
- c) Approves enrolments and examination registrations.
- d) Facilitates workshops for assessors/examiners so as to equip them with quality skills and knowledge of setting, moderation, and marking of examinations.
- e) Leads in Development of test items and assure quality in item writing, panel setting, moderation and proof-reading processes.
- f) Facilitates the development and implementation of assessments tools aligned with program objectives, ensuring validity, reliability and fairness.
- g) Maintains test items in the bank at optimum levels.
- h) Submits camera ready examination papers and adhere to the security protocols.
- i) Facilitates the marking process by ensuring marking schemes, question papers and other relevant documents for use during marking are in place.
- j) Prepares monthly reports and activity reports.
- k) Analyses examination results and programme reports
- l) Adheres to performance measures in order to meet the strategic objectives of the TEVETA.
- m) Prints examinations and other related materials.
- n) Prepares the results booklet for approval by the Board.

- o) Ensures that assessment processes comply with industry standards and regulatory guidelines.

1.3 Required Skills and Competencies:

- a) Strong understanding of assessment principles, TEVET curriculum, and quality assurance.
- b) Excellent interpersonal and communication skills with ability to work with diverse stakeholders.
- c) Proficiency in data analysis and reporting for program evaluation.
- d) Capacity to train and mentor educators on assessment practices.
- e) Strong organizational and problem-solving skills with adaptability to change.

1.4 Minimum Qualifications

- a) Degree in Business Administration and any other business-related Qualification
- b) Diploma in Teaching Methodology or Equivalent
- c) Valid Accreditation as a Trainer /Examiner
- d) Valid Membership of a business-related association will be an added advantage

1.5 Minimum Experience

- a) Two (2) years of experience in setting, moderating, and marking examinations.

2. Mode of Application

Interested candidates should submit hard copies of their application letter, Certified academic and professional qualifications, accompanied by a detailed CV highlighting achievements and the names of three (3) traceable referees.

Applications must 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 **15th August, 2025**