



VACANCY ANNOUNCEMENT

MANAGER STRATEGY

The Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) is looking for suitably qualified person to be employed as Manager-Strategy.

TEVETA was established to regulate, monitor and coordinate Technical Education, Vocational and Entrepreneurship Training in consultation with industry, employers, workers and other stakeholders.

TEVETA is a forward-thinking organization which is committed to driving innovation, operational excellence, and sustainable growth. The Authority thrives on collaboration, creativity, and strategic insight and we're looking for a Manager Strategy to help shape the future of TEVETA.

The Role

The Manager-Strategy, will be at the heart of Institution's decision-making process, working closely with senior management to design, implement, and monitor strategies that align with the long-term vision of the Authority. The manager will analyze the National Skills Agenda and Labour market trends, identify growth opportunities, and ensure TEVETA's initiatives deliver measurable impact.

Key Responsibilities

The Key responsibilities will include the following:

- a) Coordinate the strategic planning process to ensure timely development, alignment, approval, and execution of the TEVETA Corporate Strategic Plan and directorate/departmental strategies.
- b) Support the Director General in driving strategic alignment across all directorates and engaging key internal and external stakeholders.
- c) Translate TEVETA's vision and mission into clear, actionable strategic priorities that link corporate strategy to day-to-day staff activities.
- d) Conduct market, industry, and policy research to inform strategic responses to emerging trends and changes in the TEVET sector.
- e) Coordinate cross-functional strategic initiatives and monitor the implementation of strategic and operational plans.
- f) Monitor organizational and market performance and recommend strategic adjustments where necessary.
- g) Coordinate institutional performance reviews focusing on strategy execution, cost optimization, and implementation risks.

- h) Lead the development of performance management tools, KPIs, and performance improvement frameworks.
- i) Prepare high-level quarterly strategy performance reports for the Board of Directors and respond to strategy-related board queries.
- j) Provide technical strategic leadership in project management to ensure delivery within timelines, budgets, and quality standards.
- k) Coordinate the review and improvement of policies, procedures, and service delivery standards.
- l) Leading performance communication and change management initiatives to enhance staff buy-in and organizational learning.

1. Required Skills and Competencies:

- a) Technical: Strategic planning, PESTLE & SWOT analysis, performance and change management
- b) Functional: Project & risk management, analytical thinking, reporting and stakeholder engagement
- c) Behavioral: Leadership, integrity, excellence, decision-making, and corporate citizenship

2. Minimum Qualifications and Experience

- a) Grade Twelve (12) School Certificate or equivalent.
- b) Bachelor's Degree in Strategic Management, Economics, Commerce, or a related field.
- c) Master's degree in Strategic Management, Economics, Finance or MBA) is an added advantage.
- d) Professional certifications in strategy, risk management, or project management are desirable.
- e) Minimum 7 years relevant strategic leadership experience in business or organisational strategy functions
- f) Demonstrated ability to translate theory into practice by designing and executing corporate strategies in a financial services environment
- g) Demonstrated track record in strategic planning, implementation, monitoring, and performance management

3. Mode of Application

Interested candidates should submit hard copies of the following:

- Application letter highlighting suitability for the role
- Detailed Curriculum Vitae with achievements
- Certified copies of academic and professional qualifications
- Names and contact details of three (3) traceable referees
- All professional qualification verified by ZAQA.

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 shortlisted candidates. Should you not hear from us, please consider your application unsuccessful.

Closing Date for receiving applications **18th February 2026**