



## 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 **18<sup>th</sup> February 2026**