



VACANCY ANNOUNCEMENT

The Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) was established under the Technical Education, Vocational and Entrepreneurship Training (TEVET) Act No. 13 of 1998, as amended by the TEVET (Amendment) Act No. 11 of 2005. TEVETA is mandated to regulate, monitor, and coordinate technical education, vocational, and entrepreneurship training in Zambia, in consultation with industry, employers, workers, and other key stakeholders.

In line with its mandate and to strengthen its workforce, TEVETA invites applications from suitably qualified and eligible internal staff to fill the following positions:

1. INSPECTOR- (1 POSITION)

1.2 Job Purpose

To carry out the inspection, registration, and accreditation process of TEVET institutions periodically and conduct inspections to ensure the minimum Training Standards as set by TEVETA are met. To carry out the accreditation of Trainers, assessors and examiners.

1.3 Key Responsibilities

- a) Maintains training standards through inspections.
- b) Disseminates information on TEVET Standards.
- c) Processes applications for registration promptly.
- d) Designs and reviews inspection tools and guidelines from time to time.
- e) Make accreditation recommendations for qualifying institutions.
- f) Prepares lists of institutions registered with TEVETA under TEVETA Act of 1998 for gazetting.

1.4 Required Skills and Competencies

- a) Monitoring and Evaluation
- b) Knowledge in Quality Management Systems
- c) Research Method skills

1.5 Qualification And Competencies and Experience

- a) Grade 12 Certificate with five (5) O' Level Credits or better.
- b) Bachelor's Degree in Public or Environmental health sciences with a teaching qualification.
- c) Valid and relevant membership with a professional body
- d) Minimum of three (3) years in a training environment.
- e) Proficiency in Microsoft Office applications.
- f)

2 LEARNER MATERIALS DESIGN AND DEVELOPMENT SPECIALIST- (1 POSITION)

2.1 Job Purpose

The Learner Material Design and Development Specialist is responsible for creating and enhancing learner-focused training materials. This role aims to ensure that TEVET programs have high-quality, engaging, and relevant learning materials that align with industry demands and enhance learner outcomes.

2.2 Key Responsibilities

- a) Collaborates with subject matter experts to design and develop high-quality, engaging and interactive training content learning materials that aligns with curriculum objectives.
- b) Ensures that learning materials are aligned with TEVET curricula and reflect evolving industry trends and demands.
- c) Enhances learner engagement and understanding through the integration of multimedia elements (e.g., visuals, videos, interactive modules) into learning materials.
- d) Designs materials that cater to diverse learning styles and abilities ensuring accessibility features for learners with varying needs.
- e) Reviews and assesses the quality, accuracy, and relevance of developed training materials.
- f) Implements quality control measures to enhance the effectiveness of learning resources.
- g) Keeps abreast of emerging technologies in educational content delivery.
- h) Collaborates with curriculum developers, trainers, and industry experts to gather insights for material design and development.
- i) Continuously improves and updates training materials to reflect best practices and current industry standards relevant to the current socio-economic situation.
- j) Seeks feedback from learners to improve content and learning experiences.

2.3 Required Skills and Competencies

- a) Design and develop learning materials aligned to curricula and standards.
- b) Integrate multimedia and technology for digital/online learning.
- c) Apply instructional design models and learning theories effectively.
- d) Ensure quality and relevance of educational resources.
- e) Write clear, learner-friendly content in English.
- f) Demonstrate creativity, critical thinking, collaboration, and adaptability.

2.4 Minimum Qualifications and Experience

- a) Grade 12 Certificate with five (5) O' Level Credits or better.
- b) Bachelor's Degree in Education (specialty in Curriculum Studies, Educational Technology, or Instructional Design), Bachelor of Technical Education (BTEVET), or a related field with a recognized teaching qualification.
- c) Minimum of three (3) years' relevant experience in learning materials design and development
- d) Experience working with competency-based training systems and national qualifications frameworks.
- e) Proficiency in Microsoft Office and other relevant ICT tools.
- f) Certification in instructional design, curriculum development, or CBET will be added Advantage
- g) Valid TEVETA accreditation as a Trainer or Examiner.
- h) Teaching or training delivery experience in a recognized training institution.

3. CURRICULUM DEVELOPMENT SPECIALIST- (2 POSITIONS)

- a) Business studies
- b) Natural sciences

3.1 Job Purpose

To lead the development and enhancement of curricula, ensuring alignment with industry standards and fostering effective learning experiences for technical education and vocational and entrepreneurship training.

3.2 Key Responsibilities

- a) Develops and reviews national curricula and qualifications using various approaches in liaison with industry and other stakeholders
- b) Facilitates the validation and evaluation of national curricula
- c) Advises training providers on the development of learning programmes that comply with the TEVET Qualification system
- d) Design learning outcomes, assessment strategies, and curriculum structures aligned to occupational standards.
- e) Conduct training for subject matter experts, course developers and training providers in the areas of curriculum design and pedagogical expertise.
- f) Conduct periodical auditing of skills in the Labour market
- g) Develop, review and produce curricula and training materials on time and within budget
- h) Assures quality of job profiles, curriculum, qualifications and learning programme documentation
- i) Maintains an accurate and up to date curriculum database and other documentation
- j) Ensure quality assurance of curricula and related learning and assessment documentation
- k) Provide training to trainers and educators on the effective delivery of curricula

3.3 Required Skills and Competencies

- a) Curriculum design and development aligned to industry needs.
- b) define learning outcomes and assessments.
- c) Apply instructional design and creative thinking.
- d) Ensure quality and continuous improvement of content.
- e) Collaborate with experts and stakeholders.
- f) Integrate technology to enhance learning.

3.4 Minimum Qualifications and Experience

- a) Grade 12 Certificate with five (5) O' Level Credits or better.
- b) Bachelor's degree in Business or Natural Sciences with a teaching qualification from a recognized institution.
- c) Three (3) years of teaching experience in a training institution.
- d) Proficiency in Microsoft Office applications.

4. ADMINISTRATIVE COORDINATOR- (1 POSITION)

4.1 Job Purpose

To coordinate and supervise the provision of efficient, cost-effective administrative, facilities, transport, and support services to ensure smooth operations of the Authority.

4.2 Key Responsibilities

- a) Coordinates the provision and maintenance of office facilities and resources, including space planning, equipment maintenance, and supplies.
- b) Ensures compliance with Authority policies and regulatory requirements in all administrative activities.
- c) Coordinates external travel arrangements and logistics for staff and executives as needed.
- d) Liaise and prepare administrative support needs for initiatives and projects that require administrative assistance.

- e) Assists in the development, review and implementation of Administration Manuals, policies, and procedures.
- f) Organizes the repair/maintenance, and replacements of vehicles, buildings, equipment and furniture, to ensure minimal disruptions to business operations due to breakdowns.
- g) Effectively ensures maintenance of buildings and surroundings to enhance conducive working
- h) Ensures the provision of effective and adequate to safeguard lives and TEVETA property.
- i) Assists in the development and implementation of health and safety standards for the benefit of staff members.
- j) Coordinates and implements operating procedures ensuring highest safety standards and efficient and cost-effective transport logistics support operations.
- k) Initiates the budgeting process for the section to plan expenditure.
- l) Coordinates and prepares timely section budgets to facilitate acquisition of financial resources.
- m) Supervises timely development of individual and department work plans to monitor and evaluate performance.
- n) Effectively supervises human resources and other resources to attain the objective of the section.

4.3 Required Skills and Competencies

- a) Office and resource management
- b) Knowledge of insurance, risk, and transport management.
- c) facilities management.
- d) Record-keeping and document management.
- e) Effective risk assessment and mitigation.

4.4 Minimum Qualifications

- a) Grade 12 Certificate with five (5) O' Level Credits or better.
- b) Bachelor's Degree in Public Administration, Business Administration, Human Resource Management, or a related field from a recognized institution.
- c) Valid membership and practicing license with the Zambia Institute of Human Resource Management
- d) Minimum of three (3) years' experience in general administration
- a) Proficiency in Microsoft Office applications and other relevant ICT tools.

5. RECORDS OFFICER- (1 POSITION)

5.1 Job Purpose

To manage the registry functions and ensure that TEVETA operates an efficient and effective records storage system to support the services of Authority.

5.2 Key Responsibilities

- a) Undertakes effectively receipt and distribution of correspondence in order to facilitate timely access of information.
- b) Undertakes effectively the indexing of files in order to efficient and effective storage and retrieval of information.
- c) Undertake effectively the classification of records and other documents in order to facilitate efficient storage and retrieval of information.
- d) Classifies and codes documents for inclusion in the database and record management systems
- e) Removes inactive files for archiving
- f) Registers and dispatches outgoing mail.
- g) Undertake regularly the identification of records to be transferred or destroyed in order to facilitate archiving and space creation.
- h) Devises and ensures the implementation of retention and disposal schedules.
- i) Ensures effective security of records in order to prevent unauthorized access and destruction.
- j) Advises Management on all issues to deal with records management.
- k) Works towards digitizing the records management for TEVETA.
- l) Facilitates the development of filing systems and maintaining these to meet administrative, legal, and financial requirements.

- m) Oversee the management of electronic and/or paper-based information.
- n) Preserves the institution's corporate memory and heritage.

5.3 Required Skills and Competencies

- a) Classification, cataloguing, and indexing of records
- b) Digitization and management of electronic records
- c) Knowledge of digital information management systems
- d) Risk assessment and records security

5.4 Minimum Qualifications and Experience

- a) Grade 12 Certificate with five (5) O' Level Credits or better.
- b) Diploma in Records Management, Archives, Library and Information Studies
- c) Knowledge of records management standards, policies, and procedures will be an added advantage.
- d) Practical experience with electronic document and records management systems (EDRMS)
- e) Minimum of three (3) years' experience in records management or registry operations
- a) Proficiency in Microsoft Office applications and other relevant ICT tools.

6. PROCUREMENT CLERK- (1 POSITION)

6.1 Job Purpose

To assist the Procurement Officer to procure goods, services and works for the Authority in order to contribute to smooth running operations of TEVETA.

6.2 Key Responsibilities

- a) Assist procurement officer to prepare reports of the section activities, affairs/performance for management information and decision making.
- b) Raise purchase requisitions and submit them to Procurement Officer for checking and further action.
- c) Liaise with user departments verifying specifications and sources of supply to ensure timely and compliant procurements.
- d) Expedites approved orders to ensure timely delivery of goods and services.
- e) Undertakes market research to ensure purchases are sourced from the most competitive source.
- f) Properly files procurement documents consisting of purchase requisitions, quotations, evaluation analysis and authority to purchase reports and local purchase orders.
- g) Timely verification of supplier's invoice and processing payments.
- h) Undertakes any other relevant duties assigned by supervisor.
- i) Maintains accurately an up-to-date Register of Suppliers in order to establish a reliable supplier base in conformity with the Authority procedures and guidelines.
- j) Prepares and undertakes effectively the provision of secretarial services to the Authority Procurement Committee to facilitate decision making.
- k) Assists procurement officer to prepare bidding/tender documents and invitations to suppliers as directed.
- l) Prepares timely and accurately Bidding documents in order to facilitate decision making.
- m) Assist the procurement officer to open the tender box, evaluate received tenders, prepare reports, make recommendations to the tender committee and raise orders/prepare contracts once the recommendations have been approved.

6.3 Required Skills and Competencies

- a) Procurement Processes and procedures
- b) Research skills
- c) Report writing
- d) Customer service

- e) Relationship management

6.4 Minimum Qualifications and Experience

- a) Grade 12 Certificate with five (5) O' Level Credits or better.
- b) Diploma in Purchasing and Supplies or equivalent professional CIPS/ZIPS qualification.
- c) Knowledge ZPPA Act and Electronic Government Procurement system (e-GP)
- d) Valid Membership with the Zambia Institute of Purchasing and Supply with a valid practicing license
- e) Minimum of two (2) years' experience in procurement operations
- f) Proven knowledge and ability in supply chain management in line with national guidelines
- g) Proficiency in Microsoft Office applications and other relevant ICT tools.

7. MODE OF APPLICATION

Interested candidates should submit hard copies of the following:

- a) Application letter indicating the suitability for the role
- b) Detailed Curriculum Vitae with achievements
- c) Copies of academic and professional qualifications verified by the Zambia Qualifications Authority (ZQAQ).
- d) Names and contact details 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

Only shortlisted candidates will be contacted. Should you not hear from us, please consider your application unsuccessful.

Correspondence will only be conducted with shortlisted candidates. Should you not hear from us, please consider your application unsuccessful.

The closing date for receiving applications is 18th February 2026.