



CALL FOR APPLICATIONS AS TEVET MATERIAL WRITER OR EVALUATOR

Pursuant to the mandate of the Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) as stipulated in the TEVET Act No. 13 of 1998, which empowers the Authority to regulate, coordinate, and ensure the quality of technical education and vocational training in Zambia, TEVETA invites applications from qualified individuals to be trained and utilized as writers or evaluators of training materials for the TEVET sector.

Eligibility Criteria

Applicants must:

1. Be actively practicing a trade in industry or teaching in a training institution.
2. Hold formal qualifications in the specific occupation relevant to the materials being developed.
3. Have prior experience in training material development (this will be an added advantage).

Application Process

- All applications must be submitted online through the following link:
<https://ee.kobotoolbox.org/x/uaVVOkXO>.
- Applicants must ensure they have all required documents ready for upload before starting the online application process.
- Only one application should be submitted per applicant.
- The Referee Statement section of the attached application form must be:
 - Fully completed
 - Signed
 - Officially stamped
 - Scanned and saved for upload during the online application process
- The attached application form is provided for reference only to help applicants prepare for submission.
Only the Referee Statement section should be completed and uploaded.
- Applicants must upload copies of their relevant qualifications and evidence of experience as part of the online submission.
- A list of programmes and modules available for development or evaluation is attached for reference. Experts will be assigned based on their qualifications and experience.

Note:

Selected experts will undergo specialized training and will thereafter be called upon to write or evaluate training materials as required by TEVETA. Engagement will be on an as-and-when-needed basis.

Deadline for Submission: Midnight on Friday 13th March 2026

For further information, please contact: The Director – Development & Research on 0978325700 or The Manager - Research on 0977255210



List of Programs and Modules for Writing/Evaluation

Sn	Program	Modules
1.	Level 3 Certificate - Fashion and Textile Technology	<ol style="list-style-type: none"> 1. Textile Technology 2. Pattern Making 3. Sewing Techniques 4. Clothing and Textile Industries 5. Garment Construction 6. Colour Theory
2.	Diploma in Irrigation Engineering	<ol style="list-style-type: none"> 1. Water Resources Management 2. Crop Production for Engineers 3. Workshop Practice and Processes 4. Engineering Science 5. Technical Drawing 6. Engineering Mathematics I 7. Material Science 8. Communication Skills and Introduction to Computers 9. Pipe Fitting 10. Engineering Mathematics II 11. Hydraulics 12. Water Quality, Filtration and Chemigation 13. Soil-Water-Plant Relationship 14. Pumps and Pumping Systems 15. Irrigation Systems I 16. Electricity Supply System 17. Irrigation Systems II 18. Management and Organization 19. Surveying, GIS and Remote Sensing 20. Entrepreneurship
3.	Diploma in Veterinary Technology	<ol style="list-style-type: none"> 1. Foundation Science 2. Botany and Zoology 3. Animal Behavior and Welfare 4. Animal Breeding and Genetics 5. Farm Facilities, Equipment and Machinery 6. Anatomy and Physiology 7. Animal Nutrition and Pasture Production 8. Communication and Computer Skills 9. Livestock, Bee and Fish Production 10. Histology and Pathology 11. Pharmacology and Toxicology

Sn	Program	Modules
		12. Laboratory Safety, Procedures and Management 13. Clinical Examination and Disease Management 14. Clinical Pathology 15. Anesthesiology and surgery 16. Reproduction and Obstetrics 17. Veterinary Public Health and Jurisprudence 18. Wildlife Management 19. Research Project
4.	Diploma in Heavy Equipment Engineering	1. Workshop Processes 2. Diesel Engines and Transmission Systems 3. Heavy Equipment Electrical 4. Hydraulics, Pneumatics and Brakes 5. Applied Mechanics 6. Engineering Drawing I 7. Engineering Drawing II 8. Steering, Suspension and Undercarriage 9. Engineering Drawing 10. Heavy Equipment Electronics 11. Project 12. Engineering Materials 13. Applied Hydraulics and Pneumatics 14. Advanced Heavy Equipment Technology 15. Applied Thermodynamics 16. Fluid Mechanics 17. Machine Design 18. Strength of Materials 19. Motor Industry Management
5.	Level 3 Certificate - Metallurgy	1. Occupational Safety and Health 2. ISA Smelting 3. Flash Smelting 4. Floatation Operations 5. Crushing Operations
6.	Skills Award in Installation of Solar Energy Applications	1. Workshop Practice and Processes 2. Preparation, Installation and Commissioning of Solar Energy Systems and Solar Energy Applications 3. Carrying out Operation and Maintenance of Solar Energy Systems and Application Systems 4. Customer Care and Entrepreneurship Opportunities in the Zambian Solar Energy 5. Awareness Training on Cross Cutting Issues

Sn	Program	Modules
7.	Level 3 Certificate in Heating, Ventilation, Air Conditioning, And Refrigeration	<ol style="list-style-type: none"> 1. HVAC/R System Installation Support 2. Routine HVAC/R Operations 3. HVAC/R Maintenance and Servicing 4. Maintains Automobile Air Conditioning Systems
8.	Level 4 Certificate in Heating, Ventilation, Air Conditioning, And Refrigeration	<ol style="list-style-type: none"> 1. Servicing and maintenance of refrigeration and air-conditioning systems 2. HVAC/R System Installation 3. Foundations of HVAC/R Commissioning, Measurement, and Control Programming 4. Electrical Technology 5. Analogue Electronics 6. Fundamentals of Heating and Ventilation System Design 7. Entrepreneurship 8. Fundamentals of Programmable Logic Controllers 9. Engineering Drawing 10. Communication Skills
9.	Level 5 Certificate in Heating, Ventilation, Air Conditioning, And Refrigeration	<ol style="list-style-type: none"> 1. Safety, Health and Quality Compliance 2. HVACR Tools and Equipment 3. HVACR Maintenance and Servicing 4. HVACR Commissioning and Decommissioning 5. Fluid Mechanics 6. Digital Electronics 7. Engineering Science & Instrumentation 8. Management of Work Inventory
10.	Diploma in Heating, Ventilation, Air Conditioning, And Refrigeration	<ol style="list-style-type: none"> 1. Work Management in HVAC/R Operations 2. Inventory Management in HVAC/R Operations 3. Mentorship and development 4. Specialized HVAC/R Operations 5. Heating Systems: Installation, Commissioning, Maintenance and Repair 6. Ventilation Systems: Design, Installation, Maintenance & Repair 7. Power Electronics 8. Entrepreneurship
11.	Skills Award in Farm Management	<ol style="list-style-type: none"> 1. Agricultural Business Management 2. Mechanized Farming 3. Management of Soils and Crops 4. Management of Farm Animals

Sn	Program	Modules
12.	Skills Award in Veterinary Epidemiology	<ol style="list-style-type: none"> 1. Epidemiological Surveillance 2. Field Investigation and Response 3. One Health Approach 4. Ethics, Professionalism and Regulation
13.	Skills Award in Centre Pivot Installation, Operation and Maintenance	<ol style="list-style-type: none"> 1. Centre Pivot Installation, Operation and Maintenance



APPLICATION FORM FOR TEVET MATERIAL WRITER OR EVALUATOR

Instructions:

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- All applications must be submitted online through the following link:
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Attachments Checklist

- Copy of relevant qualifications
- Proof of professional experience (CV, certificates, letters of appointment)
- Endorsed reference statement (Section G) with signature and stamp

SECTION A: Personal Information

Full Name:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Date of Birth:	
Nationality:	
Residential Address:	
Mobile Phone Number:	
Email Address:	

SECTION B: Current Employment

Institution/Company Name:	
Position/Job Title:	
Department/Trade Area:	
Years of Experience in Current Role:	
Actively practicing the trade or teaching?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION C: Educational Qualifications

Qualification	Field of Study	Institution	Year of Completion	Attach Copy (Yes/No)

SECTION D: Professional Experience

1. Describe your experience in the specific occupation relevant to the modules/programmes listed:

2. Experience in training material development (if any):

SECTION E: Programmes/Modules of Interest

Refer to the attached list of programmes and modules. Indicate your area(s) of expertise and interest for development/evaluation:

Programme	Module	Priority (High/Medium/Low)

SECTION F: Declaration by Applicant

I hereby declare that the information provided in this form is true and accurate to the best of my knowledge. I understand that submission of this form does not guarantee selection, and I agree to comply with TEVETA’s terms and conditions.

Signature of Applicant: _____

Date: _____

SECTION G: Referee (Someone professionally acquainted with the applicant/supervisor)

Comments on suitability of the applicant:

Name: _____

Position/Title: _____

Institution/Company: _____

Signature: _____

Date: _____

