



2nd 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/lVgK2muM>
- 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 17th April 2026

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



List of Programmes and Modules for Writing/Evaluation

Sn	Programme	Modules
1	Competency Based Level II Trade Certificate in Mechanical Fitting	1. Adhere To Safety Practices and Procedures
2	Competency Based Level II Trade Certificate in Mechanical Fitting	2. Use Engineering Measuring Instruments
3	Competency Based Level II Trade Certificate in Mechanical Fitting	3. Measure Physical Quantities
4	Competency Based Level II Trade Certificate in Mechanical Fitting	4. Carry Out Bench Works
5	Competency Based Level II Trade Certificate in Mechanical Fitting	5. Perform Grinding Operations
6	Competency Based Level II Trade Certificate in Mechanical Fitting	6. Perform Drilling Operations
7	Competency Based Level II Trade Certificate in Mechanical Fitting	7. Apply Rigging Skills
8	Competency Based Level II Trade Certificate in Mechanical Fitting	8. Maintain Machine Drives
9	Competency Based Level II Trade Certificate in Mechanical Fitting	9. Apply Lubrication
10	Competency Based Level 3 Certificate in Mechanical Fitting	1. Workshop Machines and Equipment
11	Competency Based Level 3 Certificate in Mechanical Fitting	2. Machine Works
12	Competency Based Level 3 Certificate in Mechanical Fitting	3. Perform Pipework
13	Competency Based Level 3 Certificate in Mechanical Fitting	4. Mechanical Machines and Equipment
14	Competency Based Level 3 Certificate in Mechanical Fitting	5. Basic Hydraulic Systems
15	Competency Based Level II Trade Certificate in Rigging	1. Engineering Measuring Instruments
16	Competency Based Level II Trade Certificate in Rigging	2. Apply Rope Technology
17	Competency Based Level II Trade Certificate in Rigging	3. Use Lifting Equipment
18	Competency Based Level II Trade Certificate in Rigging	4. Apply Slings and Load Slinging Technology for Rigging Activities
19	Competency Based Level II Trade Certificate in Rigging	5. Operate a Winch
20	Competency Based Level 3 Certificate in Rigging	1. Operate Cranes
21	Competency Based Level 3 Certificate in Rigging	2. Erect, Inspect and Dismantle Scaffolds, Masts and Towers
22	Competency Based Level 3 Certificate in Rigging	3. Inspect A Winder

23	Competency Based Level 3 Certificate in Rigging	4. Basic Winder Operations
24	Competency Based Level II Trade Certificate in Metal Fabrication and Welding	1. The Processes and Materials Used in the Production of Iron and Steel
25	Competency Based Level II Trade Certificate in Metal Fabrication and Welding	2. Metal Forming Processes
26	Competency Based Level II Trade Certificate in Metal Fabrication and Welding	3. Shielded Metal Arc Welding (SMAW)
27	Competency Based Level II Trade Certificate in Metal Fabrication and Welding	4. Basic Specialised Welding Techniques (TIG and MIG)
28	Competency Based Level II Trade Certificate in Metal Fabrication and Welding	5. Basic HDPE Welding
29	Competency Based Level III Trade Certificate in Metal Fabrication and Welding	1. Adherence General Workshop Safety
30	Competency Based Level III Trade Certificate in Metal Fabrication and Welding	2. Use Workshop Hand Tools Safely
31	Competency Based Level III Trade Certificate in Metal Fabrication and Welding	3. Use Of Workshop Power Tools Safely
32	Competency Based Level III Trade Certificate in Metal Fabrication and Welding	4. Identify Materials Used in Fabrication and Welding
33	Competency Based Level III Trade Certificate in Metal Fabrication and Welding	5. Carry Out Oxy-Fuel Set Operations
34	Competency Based Training Level 3 Certificate in Electrical Technology	1. Principles of Electricity
35	Competency Based Training Level 3 Certificate in Electrical Technology	2. Electrical Machines Connection and Maintenance
36	Diploma In Electrical and Electronics	1. Electrical Machines I
37	Diploma In Electrical and Electronics	2. Electrical Machines II
38	Diploma In Electrical and Electronics	3. Electrical Fundamentals
39	Diploma In Electrical and Electronics	4. Automatic Control Systems
40	Diploma In Electrical and Electronics	5. Power Electronics
41	Diploma In Electrical and Electronics	6. Supervisory Control and Carrier System
42	Diploma In Electrical and Electronics	7. Power Systems
43	Diploma In Electrical and Electronics	8. Solar Technology
44	Diploma In Electrical and Electronics	9. Protection Systems
45	Diploma In Electrical and Electronics	10. Motor Control Systems
46	Diploma In Electrical and Electronics	11. Digital Electronics
47	Diploma In Electrical and Electronics	12. Process Instrumentation
48	Diploma In Electrical and Electronics	13. Analogue Electronics
49	Diploma In Electrical and Electronics	14. Electrical Measuring Instruments



2ND CALL FOR APPLICATIONS FOR TEVET LEARNING MATERIAL WRITERS AND EVALUATORS APPLICATION FORM

Instructions:

- Complete all sections of this form. *Incomplete forms may not be considered.*
- Attach copies of all relevant documents, including qualifications, experience, and endorsements with your application.
- Ensure the form is endorsed by your supervisor with an official stamp and signature.

Attachments Checklist

- Copy of relevant qualifications
- Proof of professional experience (CV, certificates, letters of appointment)
- Endorsed application form with supervisor 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: _____

