



VACANCY ANNOUNCEMENT

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The Technical Education, Vocational and Entrepreneurship Training Authority 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 its continued effort to enhance institutional performance and service delivery, TEVETA invites applications from suitably qualified and experienced candidates to fill the following positions:

1. FINANCIAL ACCOUNTANT (1 POSITION)

1.1 Job Purpose

To perform operational and treasury functions including timely collection and disbursement of funds in order to realize the TEVETA strategic objectives.

1.2 Key Responsibilities

- a) Undertakes timely preparation and submission of financial reports in order to adhere to accounting regulations and facilitate decision-making.
- b) Ensures bank reconciliations for the cash books are correctly conducted.
- c) Ensures timely preparation of budget inputs in order to facilitate consolidation of budget estimates.
- d) Supervises and undertakes receipting and banking of revenue in order to ensure accountability and safety of financial resources.
- e) Undertakes collection of debts in order to reduce bad debts.
- f) Ensures that statutory obligations and other financial obligations are paid on time, including PAYE and NAPSA contributions.
- g) Checks and verifies entries and records pertaining to payments against invoices and vouchers prepared by accounts staff.
- h) Monitors and verifies payments to ensure that they are supported by authorized documents and approved in line with payment procedures.
- i) Clears payments to creditors in line with approved purchasing policies and procedures.
- j) Ensures that the Authority's payroll is correctly processed based on information received from the Human Resource Unit.

- k) Maintains an updated Fixed Assets Register in line with the Authority's fixed asset categorization and depreciation policy.
- l) Supervises clerical staff involved in recording and processing financial transactions and books of accounts.
- m) Provides input into the preparation of Annual Accounts, Statutory Returns, and management reports.
- n) Facilitates financial audits by providing information and responding to audit queries in order to ensure timely conclusion of audits.
- o) Attends to queries from clients regarding claims and levies and provides appropriate responses.
- p) Monitors debtors and follows up outstanding payments in order to reduce debts.
- q) Ensures the availability and security of accountable documents in order to facilitate accountability and prevent unauthorized access.
- r) Performs any other duties as may be assigned from time to time.

1.3 Required Skills and Competencies

- a) Accounting skills.
- b) Knowledge of accounting software.
- c) Ability to prepare financial statements.
- d) Ability to prepare management reports.
- e) Ability to prepare financial reports.
- f) Risk management skills.
- g) Report writing skills.
- h) Supervisory skills.
- i) Customer service skills.
- j) Relationship management skills.
- k) Integrity and professionalism.
- l) Decision-making skills.
- m) Good communication skills, both written and oral.

1.4 Qualifications and Experience

- a) Grade 12 School Certificate or equivalent.
- b) Degree in Accounting, Finance, or final stage of a professional accounting qualification such as ACCA, CIMA, or CA Zambia.
- c) Paid up member of Zambia Institute of Chartered Accountants.
- d) Minimum of five (5) years' post-qualifying experience.

2. ASSESSMENT SPECIALIST – AUTOMOTIVE ENGINEERING PROGRAMMES (1 POSITION)

2.1 Job Purpose

To coordinate, monitor, and facilitate the conduct of TEVET examinations and qualifications to effectively measure training standards.

2.2 Key Responsibilities

- a) Facilitates the conduct of national examinations.
- b) Participate in examination setting, moderation, and marking sessions.
- c) Analyses examination results and programme reports.

- d) Facilitates workshops for assessors and examiners in order to enhance quality in setting, moderation, and marking of examinations.
- e) Monitors foreign examinations conducted in Zambia.
- f) Produces general and specific examination guidelines for examiners, examination centres, and learners in liaison with examination boards.
- g) Facilitates enrolment of learners.
- h) Maintains examination records and assessment data.
- i) Ensures compliance with TEVET examination standards and procedures.
- j) Perform any other duties as may be assigned from time to time.

2.3 Required Skills and Competencies

- a) Knowledge of the TEVET system and relevant legislation.
- b) Knowledge of Automotive Engineering principles and practices.
- c) Accountability and security in handling sensitive assessment data.
- d) Knowledge of educational assessment and evaluation principles.
- e) Knowledge of standard statistical tools used in educational assessment.
- f) Ability to work in a team environment involving multiple specialties.
- g) Planning, coordination, and project management skills.
- h) Strong written and verbal communication skills.
- i) Ability to analyze and interpret data.
- j) Proficiency in Microsoft Office applications.
- k) Ability to design instructional systems and assessment tools.
- l) Ability to prepare and maintain accurate records.

2.4 Qualifications and Experience

- a) Grade 12 School Certificate or equivalent.
- b) Bachelor's Degree in Automotive or Mechanical Engineering.
- c) Recognized qualification in Teaching Methodology (Certificate, Diploma, Postgraduate Diploma, or equivalent).
- d) Registered and Valid practicing licence from the Engineering Institution of Zambia.
- e) Valid TEVETA accreditation as a Trainer and/or Examiner will be an added advantage.
- f) Minimum of three (3) years relevant industry experience in Automotive Engineering.
- g) Minimum of three (3) years teaching experience in a training institution.

3. TRADE TEST OFFICER (1 POSITION)

3.1 Job Purpose

To be responsible for the effective administration and execution of trade tests, ensuring the assessment of technical competencies aligns with industry standards and maintains the integrity of the trade testing process, contributing to the enhancement of vocational education and workforce development.

3.2 Key Responsibilities

- a) Ensures precise and reliable evaluation of candidates' technical competencies.
- b) Ensures adherence to established timelines for conducting and reporting on trade tests.
- c) Implement and monitor measures to uphold the quality and consistency of trade testing procedures.

- d) Fosters positive relationships with candidates, instructors, and industry partners through effective communication and support.
- e) Evaluates and updates trade testing programmes in collaboration with industry stakeholders.
- f) Organizes the setting and moderation of trade testing assessments in collaboration with External Examiners and Moderators.
- g) Prepares and reviews national standards, rules, and regulations for trade testing in collaboration with industry representatives.
- h) Conducts skills testing in accordance with National Trade Testing Standards.
- i) Identifies and organizes training and accreditation of trade testers.
- j) Registers and enrolls candidates for Trade Test assessments, Skills Awards, and Recognition of Prior Learning (RPL).
- k) Administers Trade Test examinations, Skills Awards, and Recognition of Prior Learning assessments.
- l) Prepares activity budgets, invitation letters, and payment documentation for assessors.
- m) Performs any other duties as may be assigned from time to time.

3.3 Required Skills and Competencies

- a) Knowledge of the TEVET system and relevant legislation.
- b) Knowledge of educational assessment and measurement principles.
- c) Accountability and security in handling sensitive assessment data.
- d) Planning, coordination, and teamwork skills.
- e) Strong written and verbal communication skills.
- f) Data analysis and interpretation skills.
- g) Proficiency in Microsoft Office applications.
- h) Ability to design instructional and assessment tools.
- i) Ability to prepare and maintain accurate records.

3.4 Qualifications and Experience

- a) Grade 12 School Certificate or equivalent.
- b) Diploma in Hotel, Tourism, and Hospitality Management or related field.
- c) Recognized qualification in Teaching Methodology (Certificate, Diploma, Postgraduate Diploma, or equivalent).
- d) Valid TEVETA accreditation as a Trainer and/or Examiner will be an added advantage.
- e) Registered and valid member of the Hotel and Catering Association of Zambia.
- f) Minimum of three (3) years teaching experience in a training institution.
- g) Minimum of three (3) years industry experience in the tourism or hospitality industry.

4. MODE OF APPLICATION

Interested candidates who meet the above requirements should submit the following documents:

- a) Application letter clearly indicating the position applied for.
- b) Detailed Curriculum Vitae (CV) with three traceable referees.
- c) Zambia Qualifications Authority Certified copies of academic and professional qualifications

Applications should be addressed to:

**The Director General
Technical Education, Vocational and Entrepreneurship Training Authority**

**Bird Cage Walk, Longacres
Private Bag RW 16X
Lusaka**

All Applications should be submitted through the TEVETA recruitment portal:

<https://hr-uat.teveta.org.zm/teveta/jobs>

The Closing Date for receiving application is **10 June 2026 at 17:00hrs**

Note: Only shortlisted candidates will be contacted