



## **VACANCY ANNOUNCEMENT**

The Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) is a body corporate established under the Technical Education, Vocational and Entrepreneurship Training (TEVET) Act No. 13 of 1998 and the TEVET (Amendment) Act No. 11 of 2005.

TEVETA was established to regulate, monitor and co-ordinate Technical Education, Vocational and Entrepreneurship Training in consultation with industry, employers, workers, and other stakeholders.

TEVETA wishes to recruit suitably qualified and experienced Zambians for the following vacancies that have arisen, on two-year Contracts of Employment.

### **1 REGIONAL TRAINING QUALITY ASSURANCE MANAGER (NORTH) X 1**

#### **1.1 OVERALL JOB PURPOSE**

Reporting to the Director Training standards, the job holder will be responsible for the maintenance and adherence to the set training standards in the delivery of technical education, vocational and entrepreneurship training in the Region. He / she will lead and manage the daily operations of the regional office to ensure that the set training quality assurance goals are achieved.

#### **1.2 KEY RESPONSIBILITIES:**

These include:

- a) Implement the workplans in accordance with the set guidelines to achieve the Authority's training quality assurance goals and targets for the region.
- b) Oversee the daily operations, prepare, and manage the budgets, and set the performance objectives.
- c) Manage the internal and external stakeholder relations in the region.
- d) Plan, evaluate, and optimize quality assurance operations in an efficient and cost-effective manner.
- e) Ensure the Authority's standards and procedures are followed.
- f) Lead and manage all staff in the region.
- g) Coordinate and facilitate the registration of new institutions and deregistration of institutions that do not comply with the TEVET Act.
- h) Facilitate the accreditation of trainers, assessors, and examiners.

- i) Monitor TEVET examinations in the region.
- j) Recommend for the review of training standards from time to time.
- k) Prepare and present monthly, quarterly, and annual reports, analyses, and reports of operations and finances.
- l) Deal with stakeholder issues, incident reports, and escalate these to the Headquarters where necessary.
- m) Ensure effective service delivery to all the stakeholders.
- n) Undertake any tasks or duties as maybe delegated by the Director General

### **1.3 MINIMUM QUALIFICATIONS. SKILLS AND COMPETENCIES**

#### **1.3.1 Minimum Qualifications.**

- Grade 12 School Certificate
- Degree in Engineering / Social Science or related field
- Diploma in Education
- Basic knowledge in Human Resource Management

#### **1.3.2 Skills and Competencies**

*These include.*

- Quality Management skills
- Project Management skills
- Management Skills
- Leadership skills
- Good working knowledge of computers and spreadsheets
- Analytical and quantitative skills.
- Budgeting and planning
- Report writing
- Technical and Vocational Education Quality Assurance
- High standard of integrity
- Good interpersonal skills
- Presentation skills
- Coaching and Influencing Skills

### **1.4 MINIMUM RELEVANT EXPERIENCE REQUIRED**

Minimum of 7 years relevant post qualifying experience of which 5 years are at management or supervisory level.

## **2 INSPECTOR - TRAINING QUALITY ASSURANCE X 2**

### **2.1 OVERAL JOB PURPOSE**

To ensure compliance to the set training standards in the delivery of technical education, vocational and entrepreneurship training in the TEVET sector through the inspection, registration, and accreditation processes.

## **2.2 KEY RESPONSIBILITIES:**

Key responsibilities include:

- a) Maintaining training standards through physical inspections.
- b) Disseminating information on TEVET Standards.
- c) Processing applications for registration promptly.
- d) Designing and reviewing inspection tools and guidelines from time to time.
- e) Making accreditation recommendations for qualifying institutions, trainers, assessors, and examiners
- f) Preparing lists of institutions registered with TEVETA under TEVET Act for gazetting.

## **2.3 MINIMUM QUALIFICATIONS. SKILLS AND COMPETENCIES**

### **2.3.1 Minimum Qualifications**

- Grade 12 School Certificate
- Bachelor's degree in engineering
- Diploma in Education

### **2.3.2 Skills and competencies**

*These include:*

- Monitoring and Evaluation
- Knowledge in Quality Management Systems
- Research Method skills
- Strategic thinking and planning
- Stakeholder management
- Risk management
- Project management
- Analytical thinking
- Budgeting and planning
- Report writing
- High standard of integrity
- Good interpersonal skills
- Presentation skills

## **2.4 RELEVANT EXPERIENCE REQUIRED**

Not less than five (5) years in a training environment

Letters of application accompanied with a CV detailing achievements, and names of three traceable referees, should 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 short listed candidates. Should you not hear from us, please consider your application unsuccessful.

Closing date for receiving applications is **26<sup>th</sup> January 2024**.