



VACANCY ANNOUNCEMENTS

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. Its main function is to regulate, monitor, and coordinate Technical Education, Vocational, and Entrepreneurship Training in consultation with industry, employers, workers, and other stakeholders.

The Authority wishes to recruit qualified experienced and suitably motivated individuals for the following vacancies that have arisen:

1. INSPECTOR-TRAINING QUALITY ASSURANCE (ICT X 1)

1.1 Overall Purpose of the Job

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.

1.2 Duties and Responsibilities

- a) Maintains training standards through inspections
- b) Disseminates information on TEVET Standards
- c) Processes applications for registration promptly
- d) Prepare reports and recommendations for the Accreditations and Registration process
- e) Designs and reviews inspection tools and guidelines from time to time
- f) Makes accreditation recommendations for qualifying institutions
- g) Undertake site visits to Institutions to verify compliance with accreditations of trainers, assessors, examiners, and programmes.
- h) Prepares lists of institutions registered with TEVETA under the TEVETA Act of 1998 for gazetting.
- i) Maintain accurate and up-to-date records for Accreditations and Registrations.
- j) Any other Duties as Assigned by the Supervising Officer

1.3 Qualifications

- a) Grade 12 Certificate with five (5) 'O' Level Credits or better
- b) Bachelor's Degree in Education in ICT or Library and Information Studies
- c) Diploma in Teaching Methodology or Education
- d) Valid 2025 membership - ICTAZ
- e) Valid TEVETA Accreditation

1.4 Experience

- a) Three (3) years of experience in quality assurance/control within training environments.
- b) Two (2) years of teaching experience in a training institution.
- c) Two (2) years of experience in network administration, or system administration experience.
- d) Three (3) years of experience in setting, moderating, and marking examinations.
- e) Proficiency in Microsoft Word, Excel, and PowerPoint.

2. INSPECTOR-TRAINING QUALITY ASSURANCE (HEALTH SCIENCES X 1)

2.1 Overall Purpose of the Job

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.

2.2 Duties and Responsibilities

- a) Maintains training standards through inspections
- b) Disseminates information on TEVET Standards
- c) Processes applications for registration promptly
- d) Prepare reports and recommendations for the Accreditations and Registration process
- e) Designs and reviews inspection tools and guidelines from time to time
- f) Makes accreditation recommendations for qualifying institutions
- g) Undertake site visits to Institutions to verify compliance with accreditations of trainers, assessors, examiners, and programmes.
- h) Prepares lists of institutions registered with TEVETA under the TEVETA Act of 1998 for gazetting.
- i) Maintain accurate and up-to-date records for Accreditations and Registrations.
- j) Any other Duties as Assigned by the Supervising Officer

2.3 Qualifications

- a) Grade 12 Certificate with five (5) 'O' Level Credits or better.
- b) Bachelor's Degrees in Health Sciences such as Physiotherapy, Biomedical Sciences or Radiography
- c) Diploma in Physiotherapy or Radiography
- d) Diploma in Teaching Methodology or Education
- e) Valid 2025 membership - HPCZ
- f) Valid TEVETA Accreditation

2.4 Experience

- a) Two (2) years of experience in quality assurance/control in training environments.
- b) Two (2) years of relevant teaching experience in Health Sciences.
- c) Three (3) years of experience in setting, moderating, and marking examinations.
- d) Proficiency in Microsoft Office Suite.

3. CURRICULUM DEVELOPMENT SPECIALIST (X 2)

3.1 Overall Purpose of the Job

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 Duties and Responsibilities

- a) Design, develop, and review national TEVET curricula that is aligned with industry standards in liaison with experts and stakeholders.
- b) Advise training providers on the development of learning programs that comply with the TEVET qualification system.
- c) Design assessments and evaluations with clear and measurable learning outcomes that accurately measure learner attainment of outcomes clear and measurable learning outcomes.
- d) Collaborate with industry partners, employers, and stakeholders to identify training needs.
- e) Conduct orientation for subject matter experts, course developers, and training providers in the areas of curriculum design and pedagogical expertise.
- f) Plan, organize, and conduct curriculum development and review workshops.
- g) Conduct periodical auditing of skills in the labor market.
- h) Assures quality job profiles, curriculum, qualifications, and learning documentation.
- i) Maintain an accurate and up-to-date curriculum database and other documentation.

3.3 Qualification

- a) Grade 12 Certificate with five (5) O' Level Credits or better.
- b) Bachelor's Degree in an Engineering field.
- c) Diploma in Education or Teaching Methodology.
- d) Valid 2025 EIZ membership
- e) Valid TEVETA Accreditation as a Trainer or Examiner

3.4 Experience

- a) Three (3) years of experience in Engineering practice
- b) Three (3) years of teaching experience in a training institution.
- c) Two (2) years 'experience in Curriculum Development.
- d) Proficiency in Microsoft Office Suite

4. ASSESSMENTS SPECIALIST- (HEALTH SCIENCES) X1

4.1 Overall Purpose of the Job

Facilitating the conduct of TEVET examinations in Information Communication and Technology (ICT) Programmes.

4.2 Duties and Responsibilities

- a) Facilitate the conduct of examinations and assessments in Health Sciences programs.
- b) Facilitate the development of examination materials in Health Sciences programs.
- c) Analyses examination results and program reports
- d) Facilitate the development of examination guidelines
- e) Approving enrolment of learners
- f) Any other Duties as Assigned by the Supervising Officer

4.3 Qualifications

- a) Bachelor's Degrees in Physiotherapy or Radiography
- b) Diploma in Physiotherapy or Radiography
- c) Diploma in Teaching Methodology
- d) Grade 12 Certificate with five (5) 'O' Level Credits or better.
- e) Valid 2025 HPCZ license
- f) Valid TEVETA Accreditation

4.4 Experience

- a) Three (3) years of relevant teaching experience in Health Sciences.
- b) Three (3) years of examination management (setting, moderating, and marking)

5. ASSESSMENTS SPECIALIST- (INFORMATION COMMUNICATION TECHNOLOGY) X1

5.1 Overall Purpose of the Job

Facilitating the conduct of TEVET examinations in Health Sciences Programmes.

5.2 Duties and responsibilities

- a) Facilitate the conduct of examinations and assessments in ICT programs.
- b) Facilitate the development of examination materials in ICT programs.
- c) Analyse examination results and program reports
- d) Facilitate the development of examination guidelines
- e) Approving enrolment of learners
- f) Any other Duties as Assigned by the Supervising Officer

5.3 Qualification

- a) Bachelor's Degree in ICT or Computer Science or equivalent
- b) Diploma in ICT or Computer Science or equivalent
- c) Diploma in Teaching Methodology
- d) Grade 12 Certificate with five (5) 'O' Level Credits or better.
- e) Relevant IT Certifications (added advantage)
- f) Valid 2025 membership – ICTAZ
- g) Valid TEVETA accreditation

5.4 Experience

- a) Three (3) years of work experience in a relevant field.
- b) Two (2) years of experience in setting, moderating, and marking examinations.
- c) Two (2) years of teaching experience in a training institution.
- d) Proficiency in Microsoft Word, Excel, and PowerPoint.

6. ASSESSMENT SPECIALIST- (AGRICULTURAL ENGINEERING/HEAVY DUTY EQUIPMENT ENGINEERING) X1

6.1 Overall Purpose of the Job:

Facilitating the conduct of TEVET examinations in Agricultural Engineering and /or Heavy Equipment Engineering Programmes.

6.2 Duties and Responsibilities:

- a) Facilitate the conduct of national examinations
- b) Arrange setting, moderation, and marking sessions
- c) Analyses examination results and program reports
- d) Facilitate the production of examination guidelines
- e) Enrolment of learners
- f) Any other Duties as Assigned by the Supervising Officer

6.3 Qualifications

- a) Bachelor's Degree in Agricultural Engineering/Heavy Duty Equipment Engineering or equivalent.
- b) Diploma in Agricultural Engineering/Heavy Duty Equipment Engineering or equivalent
- c) Diploma in Teaching Methodology
- d) Grade 12 Certificate with five (5) 'O' Level Credits or better.
- e) Valid 2025 EIZ License
- f) Valid TEVETA Accreditation

6.4 Experience

- a) Three (3) years of experience working in agricultural engineering/Automotive.
- b) Three (3) years of teaching experience in a training institution.
- c) Three (3) years of experience in setting, moderating, and marking examinations.

7. ASSESSMENT SPECIALIST- (GENERAL AGRICULTURE) X1

7.1 Overall Purpose of the Job:

Facilitating the conduct of TEVET examinations in Agriculture and Animal health programs.

7.2 Duties and Responsibilities:

- a) Facilitate the conduct of national examinations
- b) Arrange setting, moderation, and marking sessions
- c) Analyses examination results and program reports
- d) Facilitate production examination guidelines
- e) Enrolment of learners
- f) Any other Duties as Assigned by the Supervising Officer

7.3 Qualifications

- a) Bachelor's degree in General Agriculture or equivalent
- b) Diploma in General Agriculture or equivalent
- c) Diploma in Teaching Methodology
- d) Grade 12 Certificate with five (5) 'O' Level Credits or better.
- e) Valid 2025 Membership in Agriculture professional bodies
- f) Valid TEVETA Accreditation

7.4 Experience

- a) Three (3) years of experience in the agriculture and animal health sectors, including positions in veterinary practice, farm management, or agricultural extension.
- b) Three (3) years of teaching experience in a training institution.
- c) Three (3) years of experience in setting, moderating, and marking examinations.

8. Mode of Application

Interested candidates should submit hard copies of their application letter, certified copies of academic and professional qualifications, and a CV detailing experience and achievements and the names 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

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 **25th April 2025.**