



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 a qualified, experienced, and suitably motivated individual for the following vacancy that has arisen:

1. ACCOUNTS OFFICER- x1

1.2 Job Purpose

The Jobholder is responsible for assisting in carrying out all accounting and financial management functions to facilitate effective and efficient accounting and financial information.

1.3 Duties and Responsibilities

These include.

- a) Analyse accounting information in readiness for data capture into Sage Evolution.
- b) Staff Imprest Reconciliations.
- c) Assist & facilitate payments for suppliers and staff.
- d) Raise and reconcile customer invoices.
- e) Raise and reconcile supplier invoices.
- f) Preparation of bank reconciliations
- g) Ensure that documents are complete in readiness for the audit.
- h) Assist in the Preparation of Audit Schedules
- i) Any other duties as may be assigned by the supervisor.

1.4 Minimum Qualifications, Knowledge, Skills, and Experience:

1.4.1 Education Qualification

- a) Grade 12 certificate with credits in mathematics and English
- b) Accounting Diploma/ (ZICA, ACCA, CIMA) or any tertiary commercial qualification in Finance equivalent
- c) Valid membership – ZICA
- d) Sage Evolution- Accounting package

1.4.2 Knowledge

- a) Solid knowledge of financial and accounting procedures.
- b) In-depth Knowledge of public financial regulations.
- c) Preparation of basic financial report

1.4.3 Skills

- a) Integrity
- b) Proficient in the Microsoft suite
- c) Advanced Excel skills.
- d) Excellent analytical and numerical skills.
- e) Excellent communication skills
- f) Sharp time management skills.
- g) Attention to detail
- h) Interpersonal skills
- i) Strong Financial analysis and Problem-solving abilities

1.4.4 Minimum Relevant Experience

- a) Proven three years of experience as an Accounts Officer or in a similar role.
- b) Proven experience in using financial and accounting packages.

1.5 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

NB. 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: **30th May, 2025**