



## **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. DATA ENTRY OFFICER x1**

#### **1.2 Job Purpose**

To be responsible for accurately and efficiently entering, updating, and maintaining critical information within the organization's databases and ensuring the integrity and reliability of data, supporting the Authority's overall mission of providing quality technical education and vocational training.

#### **1.3 KEY RESPONSIBILITIES.**

- a) Accurately inputs and updates information in the organization's databases, ensuring completeness and accuracy.
- b) Conducts regular reviews of entered data to identify and correct errors, inconsistencies, or discrepancies.
- c) Cleanses and maintains databases by removing outdated or redundant information.
- d) Maintains well-organized and accessible electronic and hard-copy records of all entered data.
- e) Collaborates with other departments to obtain required information and resolve data-related issues.
- f) Generates routine and ad hoc reports from stored data as requested by management.
- g) Handles sensitive information with strict confidentiality and adheres to data protection policies and procedures.

## **1.4 MINIMUM QUALIFICATIONS AND EXPERIENCE**

- a) Full Grade 12 School Certificate with credits in English and Mathematics.
- b) Certificate in Information Technology, or Secretarial and Office Management, or a related field.
- c) Certificate in typing (minimum 50 words per minute) added advantage.
- d) At least 1 year of relevant experience in data entry or in a similar role
- e) Proficiency in Microsoft Office applications (Word, Excel, Outlook) and basic knowledge of database systems is an added advantage.
- f) Experience working with Management Information Systems or Enterprise Databases will be an added advantage.

## **1.5 KEY COMPETENCIES AND ATTRIBUTES**

- a) High degree of accuracy, attention to detail, and strong commitment to data confidentiality.
- b) Customer service orientation with strong interpersonal skills.
- c) Excellent problem-solving and analytical abilities.
- d) Adaptability and flexibility in a dynamic work environment.
- e) Strong organizational and time management skills.
- f) Ability to work independently and collaboratively.
- g) Good written and verbal communication skills.

## **1.6 HOW TO APPLY**

Interested candidates who meet the above requirements should submit a cover letter, detailed CV, and certified copies of academic and professional qualifications, and three names of traceable referees (*email, phone, and postal contact details to be included*).

**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**

**Or**

**[HR@teveta.org.zm](mailto:HR@teveta.org.zm)**

**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: **11<sup>th</sup> July, 2025**