



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.

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 qualified and experienced Zambians to fill the following vacant positions.

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1. ASSESSMENTS SPECIALIST- MECHANICAL ENGINEERING PROGRAMS (1 POSITION)

1.1 Overall Purpose of the Job

To coordinate, Monitor and facilitate the conduct of TEVET examinations and Qualifications to effectively measure training standards Mechanical Engineering Programmes.

1.2 Key Responsibilities

- a. Facilitate the conduct of national examinations
- b. Arrange setting, moderation, and marking sessions
- c. Analyses examination results and program reports
- d. Arrange workshops for assessors/examiners to equip them with the quality skills and knowledge of setting, moderation and marking examination
- e. Monitor foreign examinations conducted in Zambia
- f. Produces general and specific examinations guidelines for examiners, examination centers and students in liaison with examination boards.
- g. Enrolment of learners
- h. Any other Duties as Assigned by the Supervising Officer

1.3 Minimum Knowledge

- a) The TEVET system and relevant legislation.
- b) Fundamentals of Mechanical Engineering
- c) Accountability and security of sensitive assessment data.
- d) Modern developments, trends, principles, practices, and theories in education and educational assessment and measurement
- e) Standards measure and statistical tools used in educational assessment or evaluation of specialty areas.

1.4 Minimum Skills

- a) Teamwork and collaborations across diverse specialties.
- b) Planning, coordinating, and expediting work projects.
- c) Strong written and verbal communication.
- d) Data analysis, and interpretation

1.5 Minimum abilities

- a) Proficiency in standard office applications (MS Word, Excel, etc.).
- b) Designing instructional and assessment tools.
- c) Preparing and maintaining accurate records

1.6 Minimum Qualifications

- a) Grade 12 Certificate with five (5) "O" Level credits or better, including English and Mathematics
- b) Bachelor's Degree in Mechanical Engineering
- c) Diploma in Mechanical Engineering (TEVET) will be an added advantage
- d) Recognized qualification in Teaching Methodology (Certificate, Diploma, or Postgraduate Diploma in Teaching Methodology, or equivalent)
- e) Valid TEVETA Accreditation as a Trainer and/or Examiner
- f) Valid 2025 Engineering Institution of Zambia (EIZ) subscription
- g) Two (2) years teaching experience in a training institution.
- h) Three (3) years industry experience in Engineering.

2 TRADE TEST OFFICER (1 POSITION)

2.1 Overall Purpose of the Job

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

2.2 Key Responsibilities

- a) Ensuring precise and reliable evaluation of candidates' technical competencies.
- b) Meeting established timelines for conducting and reporting on trade tests.
- c) Implementing and monitoring measures to uphold the quality and consistency of trade testing procedures.
- d) Fostering positive relationships with candidates, instructors, and industry partners through effective communication and support.
- e) Evaluating and updating trade testing programmes to keep current with new requirements and techniques in collaboration with industry.
- f) Organizing the setting and moderation of trade testing assessments in collaboration with the respective External Examiners/Moderators.
- g) Preparing and reviewing national standards, rules, and regulations for all trades to which the trade testing should conform in collaboration with industry representatives.
- h) Conducting skills testing in accordance with the National Trade Testing Standards.
- i) Identifies and organizes the training and accreditation of trade testers.
- j) Enrolling candidates taking trade tests and assessments and processing certification of successful candidates.
- k) Registering candidates sitting for Trade Test assessments, skills award and Recognition of Prior Learning.
- l) Administering Trade Test examination, skills award, and Recognition of Prior Learning.
- m) Making activity budgets and generating invitation letters and prepare DDAC for payment of assessors.
- n) Performing any other Duties as may be assigned from time to time.

2.3 Minimum Knowledge:

- a) The TEVET system and relevant legislation.
- b) Fundamentals in Electrical Engineering
- c) Accountability and security in handling sensitive assessment data.
- d) Modern developments, trends, principles, practices, and theories in education and educational assessment and measurement

2.4 Minimum Skills:

- e) Teamwork and collaborations across diverse specialties.
- f) Planning, coordinating, and expediting work projects.
- g) Strong written and verbal communication.
- h) Data analysis, and interpretation

2.5 Minimum Abilities

- a) Proficiency in standard office applications (MS Word, Excel, etc.).
- b) Designing instructional and assessment tools.
- c) Preparing and maintaining accurate records.

1.7 Minimum Qualification

- a) Grade 12 Certificate with five (5) "O" Level credits or better, including English and Mathematics
- b) Diploma in Electrical Engineering or Construction
- c) Recognized qualification in Teaching Methodology (Certificate, Diploma, or Postgraduate Diploma, or equivalent)
- d) Valid TEVETA Accreditation as a Trainer and/or Examiner added advantage
- e) Valid 2025 Engineering Institution of Zambia (EIZ) subscription
- f) Two (2) years teaching experience in a training institution.
- g) Two (2) years industry experience in Engineering or Construction.

2 Mode of Application

Interested candidates should submit hard copies of their application letter, Certified academic and professional qualifications, accompanied by a detailed CV highlighting 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

Or

hr@teveta.org.zm

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 01st October, 2025