



VACANCY ANNOUNCEMENTS

The Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) was established under the Technical Education, Vocational and Entrepreneurship Training (TEVET) Act, Chapter 138 of the Laws of Zambia. TEVETA is mandated to regulate, monitor, and coordinate technical education, vocational, and entrepreneurship training in Zambia, in consultation with industry, employers, workers, and other key stakeholders.

In its continued effort to enhance institutional performance and service delivery, TEVETA invites applications from suitably qualified and experienced candidates to fill the following positions:

1. INTERNAL AUDITOR (1 POSITION)

1.1 Job Purpose

To ensure that there are adequate and effective internal controls, risk management, and governance processes within the Authority in order to direct its activities toward the accomplishment of its objectives

1.2 Key Responsibilities

- a) Plans and executes monthly audits for the evaluation of internal controls, systems and procedures of the Authority
- b) Prepares clear, accurate, and timely audit reports highlighting findings, risks, and recommendations for improvement.;
- c) Conducts pre-audit of payments, including payroll;
- d) Drafts for approval of the Manager, a comprehensive Audit report covering the Authority's entire operations to ensure that:
 - e) Accounting of bookkeeping transactions and procedures are properly carried out
 - f) Proper account books and related records are kept including reviewing management accounts.
 - g) The finances of TEVETA are run generally in conformity with set standards including observing inventory counts
 - h) Ensures that the activities of the Authority are in line with the strategic plan, approved budget and in compliance with the contracts in force from time to time and also in harmony with the relevant laws, regulations, and TEVETA policies.
- i) Compiles comprehensive Audit Reports, citing internal control weaknesses, incidences of misappropriation, fraudulent activities and other unauthorized acts detected during the audits for Management's attention

- j) Analyses and reviews the effectiveness of internal controls in the financial systems and recommends corrective measures to maximize financial security
- k) Conducts audit assignments which entail investigating and probing into all business transactions and arrangements executed by the Authority to ensure that the organization's assets and interests are safeguarded
- l) Appraises the financial systems of the Authority for conformity with relevant financial reporting framework in order to enhance the organization's governance standing.
- m) Evaluates the effectiveness of risk management and governance processes across the Authority
- n) Coordinates and liaises with external auditors, facilitates the provision of required information and documentation
- o) Monitor the implementation of audit recommendations and follow up on corrective actions
- p) Assists with the timely preparation and consolidation of the departmental budget and work plans in order to facilitate acquisition and allocation of resources.

1.3 Required Skills and Competencies

- a) Strong knowledge of auditing and accounting principles
- b) Proficiency in audit and accounting software
- c) Ability to conduct quality assurance reviews
- d) Risk management and internal control evaluation
- e) Analytical and critical thinking
- f) Report writing, minute writing and presentation skills
- g) Budgeting and planning
- h) High level of integrity and professionalism
- i) Objectivity and independence
- j) Strong communication skills
- k) Confidentiality and ethical conduct

1.4 Qualifications and Experience

- a) Grade 12 School Certificate or equivalent
- b) Bachelor's degree in accounting or finance, or final stage of professional accounting qualification (ACCA, CIMA, or CA Zambia).
- c) Valid Membership of the Institute of Internal Auditors (IIA)
- d) Professional certifications such as Certified Information Systems Auditor (CISA) and/or Certified Internal Auditor (CIA) added advantage
- e) Minimum of five (5) years' relevant auditing experience

2. ACCOUNTS OFFICER (1 POSITION)

2.1 Job Purpose

To support the financial operations of the Authority by ensuring accurate processing, recording, and reporting of financial transactions in compliance with established procedures.

2.2 Key Responsibilities

- a) Process payments on various platforms including online through banking systems.
- b) Ensuring that all payments and receipts have adequate supporting documentation

- c) Ensure that all the transactions, both payments and receipts, are coded properly and posted accurately in Sage Evolution accounting system on daily basis.
- d) Maintain and safeguard the petty cash.
- e) Safeguard and maintain proper filing system for all accounting documents.
- f) Ensuring that all duly authorised payments and receipts vouchers are in safe custody.
- g) Ensures accurate receipting for all monies of the Authority and daily banking of all monies received.
- h) Any other duties may be assigned by the supervisor.

2.3 Required Skills and Competencies

- a) Knowledge of financial and accounting procedures
- b) Familiarity with public financial regulations
- c) Proficiency in Microsoft Excel and accounting software (SAGE Evolution)
- d) Strong analytical and numerical skills
- e) Attention to detail and time management
- f) Integrity and accountability

2.4 Qualifications and Experience

- a) Grade 12 Certificate with five (5) credits including English and Mathematics
- b) ZICA Technician qualification
- c) Valid membership/practicing license with Zambian Institute of Chartered Accountants (ZICA)
- d) Minimum of two (2) years 'post qualifying experience in similar role
- e) Proven experience using SAGE Evolution accounting software

3. DRIVER (1 POSITION)

3.1 Job Purpose

To provide safe, reliable, and efficient transport services for staff, materials, and official assignments in support of the Authority's operations.

3.2 Key Responsibilities

- a) Transports TEVETA staff and official materials to and from the TEVETA office as required, in a timely and safe manner to support smooth business operations.
- b) Clean the assigned TEVETA vehicle daily, to ensure the TEVETA vehicles are always clean.
- c) Undertake maintenance/repair of assigned vehicle at authorised dealer, to always ensure safety of staffs and proper functioning of the vehicle.
- d) Conduct minor repairs and conduct pre-and-post inspections for vehicles going into garages for repairs to make sure the right bill is charged to TEVETA, and to ensure all the problems identified have been addressed.
- e) Record incidents encountered and any other relevant information daily to ensure proper records are kept assisting in decision making.
- f) Prepares accident and theft report and submit to the Administration Officer
- g) Inspect vehicles for official use, checking tyre pressure, oil level indicators and other basic mechanical or electrical elements to ensure compliance with traffic rules
- h) Transport TEVETA assets as requested

- i) Prompts Administration Officer to licence and insure vehicles in good time
- j) Undertakes basic checks and ensures that vehicles are in good road worthy condition
- k) Maintains service records for TEVETA vehicle(s) and ensures regular service

3.3 Required Skills and Competencies

- a) Good driving and mechanical skills
- b) Strong time management and reliability
- c) Good communication and interpersonal skills
- d) Safety awareness and attention to detail
- e) Ability to follow instructions and take initiative

3.4 Qualifications and Experience

- a) Grade 12 Certificate with five (5) credits
- b) Valid Driver's Licence (Class C)
- c) Certificate in Automotive Mechanics or Auto Electrical
- d) Minimum of two (2) years' driving experience in a busy institution of similar size
- e) Knowledge of road safety and basic vehicle maintenance.
- f) Knowledge of security protocols, evasive driving, and first aid is desirable

4. MODE OF APPLICATION

Interested internal candidates who meet the above requirements should submit hard copies of the following:

- a) Application letter clearly indicating the position applied for
- b) Detailed Curriculum Vitae (CV) with traceable referees
- c) Certified copies of academic and professional qualifications (**verified by ZAQA/ECZ**)

Applications should be addressed to:

The Director General
Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA)
Bird Cage Walk, Longacres
Private Bag RW 16X
Lusaka

Closing Date: 19th May 2026

Only shortlisted candidates will be contacted.