



EMPLOYMENT OPPORTUNITIES

The Technical, Entrepreneurial and Vocational Education and Training (TEVET) Authority is a regulatory body that was established in 1999 by an Act of Parliament with the mandate to regulate, facilitate and promote TEVET in Malawi. Apart from the Secretariat in Lilongwe, the Authority has three regional service centres in Mzuzu, Lilongwe and Blantyre.

Employment opportunities have now arisen within the Authority for various positions for which the Authority invites applications from qualified candidates.

1.0 SENIOR PLANNING AND RESEARCH SPECIALIST

The Senior Planning and Research Specialist will be responsible for ensuring evidence-based TEVET programming and implementation.

1.1 KEY DUTIES

a) Policy Development and Strategic Planning

- Coordinating development and review of policies relating to TEVET programs and plans.
- Coordinating development of TEVETA's Strategic Plans and other relevant strategic documents.

b) Annual Planning and Budgeting

- Coordinating preparation of corporate annual plans and budgets in line with medium- and long-term national development priorities.
- Coordinating compilation of weekly, monthly, quarterly and annual plans.

c) Research and Surveys

- Coordinating development and implementation of the TEVET sector research agenda.
- Coordinating conduct of demand-driven surveys and dissemination of findings.
- Coordinating compilation of TEVET-related statistics.

- Performing economic analysis to determine the contribution of the TEVET sector to the economy.
- Identifying and implementing technological advances with the potential to improve implementation of research functions in TEVETA.
- Coordinating management and maintenance of the TEVET statistics database.
- Conducting capacity building of staff in research.
- Coordinating conduct of training needs analysis.

d) Technical Support and Partnerships

- Providing technical support to TEVET providers in implementation of graduate tracer studies.
- Facilitating the establishment of partnerships and funding mechanisms for research and product development.

1.2 REPORTING

Reporting to the Head of Planning and Research.

1.3 PERSONAL ATTRIBUTES AND SKILLS

- Proven experience in designing research
- Excellent organizational, communication and interpersonal skills.
- Strong numerical and analytical skills
- Ability to work independently and collaboratively with diverse groups; and
- Proficiency in the use of Microsoft packages, data visualisation and statistical packages like Kobo Toolbox, SPSS, Stata, MS Excell, Power BI, Atlas ti. etc

1.4 QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Economics, Statistics, Development Studies, Demography or any other related field
- Minimum of 4 years' relevant experience in Planning and Research

2.0 SENIOR EDUCATION AND COMMUNICATION SPECIALIST

The Senior Education and Communication Specialist will be responsible for enhancing the image and visibility of the TEVET Authority and the TEVET system.

2.1 KEY DUTIES

a) Annual plans and budgets and reporting

- Formulating and implementing weekly, monthly, quarterly budgets and work plans for information, education and communication
- Consolidating work plans, budgets and reports.

b) Marketing and Public Relations

- Developing impactful corporate messages and media content to elevate the marketing efforts of TEVET/TEVETA
- Coordinating the implementation of TEVETA's marketing, IEC and Public Relations strategies in order to promote TEVETA's corporate image to its various internal and external stakeholders.
- Coordinating the digital marketing strategy to ensure a cohesive online presence.
- Managing media engagement activities to strengthen visibility and reputation.
- Managing stakeholder engagement to ensure support to the Authority and the TEVET system
- Coordinating and managing TEVET Authority's events.
- Managing the publicity of TEVET programmes and activities.
- Managing the development and production of promotional materials to enhance TEVETA's visibility.
- Supervising the management of the Authority's website and all the Authority's social media platforms

c) Graphic Designing

- Supervising the graphic designing of all communication, education, promotion and marketing materials
- Supervising the development and publishing of corporate documents.
- Supervising provision of responses to customer queries and complaints.
- Monitoring provision of responses to customer queries and complaints.

d) Branding and Consistency

- Ensuring branding consistency throughout the Authority.

2.2 REPORTING

Reporting to the Head of Information, Education and Communication and Technology

2.3 PERSONAL ATTRIBUTES AND SKILLS

- Strong verbal and written communication
- Creating and maintaining positive relationships with stakeholders and team members.
- Proficiency with digital communication tools and platforms.
- Experience in creating engaging content, such as articles, videos, and social media posts.

2.4 QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Journalism, Public Relations, Mass Communication, or any related field
- Minimum of 4 years' relevant experience

3.0 COMMUNICATION SPECIALIST

The Communication Specialist will be responsible for developing strategies that market TEVETA and the TEVET system to its stakeholders.

3.1 KEY DUTIES

- Developing content for the Authority's social media channels and website to enhance online presence.
- Coordinating all TEVET Authority's events, ensuring seamless execution and representation.
- Coordinating media coverage of all TEVET Authority's activities to enhance visibility and promote key messages.
- Providing responses to customer queries and complaints.
- Coordinating media engagement to enhance marketing and public relations activities.
- Coordinating publishing of features, articles and newspaper supplements to showcase the Authority achievement and initiatives.

- Facilitating radio, television and newspaper advertisements to reach target audience effectively.
- Coordinating the development, production and distribution of promotional materials to enhance TEVETA's visibility.
- Coordinating awareness activities of TEVET programmes.
- Publicizing TEVET programmes.
- Formulating of work plans, budgets and reports to ensure effective planning and communication of section activities.

3.2 REPORTING

Reporting to the Senior Education and Communication Specialist

3.3 PERSONAL ATTRIBUTES AND SKILLS

- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively with diverse groups.
- Proficiency in the use of Microsoft packages.

3.4 QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Media and Communication, Mass Communication, Journalism, or any related qualification.
- Minimum of 3 years' relevant experience

4.0 REGISTRATION SPECIALIST

The Registration Specialist, based in Lilongwe, will be responsible for providing registration and advisory services.

4.1 Key Duties and Responsibilities

- Facilitating applications for registration of TEVET Providers, Programmes, Awarding Bodies and Quality Assurance Bodies (local and International).
- Conducting pre-registration inspections (Initial and Full Inspections) for formal TEVET Providers, Programmes, Awarding Bodies and Quality Assurance Bodies (local and International).
- Conducting pre-registration inspections (Initial and Full Inspections) for Informal TEVET Providers and individuals.
- Conducting surveillance and advisory inspections of unregistered TEVET Providers.

- Drafting and reviewing registration rules, guidelines and procedures in the TEVET sector.
- Updating registration and surveillance database.
- Facilitating establishment of Internal Quality Assurance Committees (IQACs) in TEVET Providers
- Preparing and submitting registration and surveillance reports

4.2 Reporting

Reporting to the Senior Registration and Accreditation Specialist

4.3 Personal Attributes and skills

- Excellent organizational, communication and interpersonal skills.
- Strong numerical and analytical skills
- Ability to work independently and collaboratively with diverse groups
- Proficiency in the use of Microsoft packages

4.4 Qualifications and experience

- Bachelor of Science in Technical Education or Social Science/Development Studies/Business Administration
- Minimum of 3 years' relevant experience

5.0 INTERNAL AUDIT AND RISK MANAGEMENT SPECIALIST

Internal Audit and Risk Management Specialist, based in Lilongwe, will be responsible for providing assurance and risk management service and implementation of enterprise-wide risk management framework and policy.

5.1 Key Duties and Responsibilities

- Coordinating risk management implementation.
- Assessing risks associated with the Authority projects before and during their execution.
- Conducting workshops and awareness sessions to promote understanding of risks.
- Assisting in compiling and assessing risk information.
- Ensuring stakeholder identification, key risk indicators, tolerance levels, thresholds, and controls.
- Establishing and monitoring key risk indicators to proactively identify exposures or control weaknesses.
- Spotting emerging risks in areas such as new regulation and fraud

- Continuously and periodically monitoring risks against appetites and tolerance levels.
- Establishing and managing a comprehensive compliance register for the Authority.
- Producing reports for management use, summarizing key risk findings, mitigation strategies, and recommendations to support informed decision-making.
- Providing insights into risk-related audit findings, control assessments, and recommendations for improvement.
- Managing the whistleblower hotline

5.2 Reporting

- Reporting to the Head of Internal Audit and Risk Management

5.3 Personal Attributes and skills

- Attention to detail;
- Honesty;
- Technically competent;
- Strong analytical skills;
- Good communication skills; and
- Knowledge of Sage 300 ERP-ACCPAC, and Microsoft office packages.

5.4 Required qualifications and work experience:

- Bachelor's Degree in Audit/Accounting/Finance/Risk Management from a recognized and accredited University
- Minimum of three years' relevant experience
- Must be a member of Institute of Internal Audit

6.0 PROJECTS SPECIALIST

Project Specialist will be responsible for ensuring that the Authority's programs remain sustainable.

6.1 Key Duties and Responsibilities

- Identifying areas for projects interventions in line with strategic plan
- Coordinating the development of TEVET sector investment plans
- Coordinating the development of projects proposals
- Leading in identification of projects financing partners
- Coordinating projects implementations including steering committee meetings
- Conducting project monitoring

- Coordinating due diligence with potential projects partners
- Coordinating the preparation of work progress reporting
- Preparing budgets on the activities of the projects management section

6.2 Reporting

- Reporting to the Head of Project Management

6.2 Required qualifications and work experience.

- Bachelor's degree in Business Administration, Social Science, Project Management
- Minimum of three years' relevant experience

Interested individuals meeting the stipulated attributes and skills can apply for the position of their interest through the following link <https://tevetamw.com/career>. Please note that applications for these posts is **strictly online** hence applications submitted through other means shall not be considered.

TEVETA is an equal opportunity employer, and female candidates are encouraged to apply.

Due to anticipated large volumes of applications, only short-listed candidates will be acknowledged.

Closing date for receiving applications is **Friday, 14th March 2025**.