



## VACANCIES

The Technical, Entrepreneurial and Vocational Education and Training Authority (TEVETA) Authority is a regulatory body that was established in 1999 by an Act of Parliament with the mandate to regulate, promote and facilitate TEVET in Malawi.

The TEVET Authority invites applications from suitably qualified and experienced individuals to fill the positions of **Director of Training Programmes, Director of Finance and Director of Administration and Human Resource, Grade (T2)**, on a three-year contract, renewable based on satisfactory performance.

### 1. DIRECTOR OF TRAINING PROGRAMMES

#### 1.1 PURPOSE OF THE JOB

The Director of Training Programmes takes charge of the training directorate and provides strategic direction and control of the training function of the Authority.

#### 1.2 KEY DUTIES AND RESPONSIBILITIES

##### a) Management and Governance

- i) Prepares and submits to the Executive Director for presentation to the Board performance reports for the training directorate.
- ii) Facilitates the development and implementation of the Authority's training implementation policies and procedures.
- iii) Advises Management and the Board of Directors on training matters.
- iv) Spearheads capacity development for staff in the training directorate including regional service centres.

- v) Facilitates knowledge management through participation in meetings of the TEVET Authority Board and its subcommittees as may be required from time to time.
- vi) Facilitates the development and implementation of business plans of the training directorate.
- vii) Engages stakeholders including government ministries, corporate clients and development partners on behalf of the Authority.
- viii) Demonstrates outstanding commitment to service delivery programme of the Authority by supporting and contributing to the Authority's strategic plan as a member of the executive management team.

#### **b) Human Resources Management**

- i) Spearheads the identification of the human resource requirements for the training division and recommends to Management recruitment for the same.
- ii) Undertakes staff capacity gap analysis and prepares appropriate capacity building and training interventions.
- iii) Supervises, coaches and appraises staff under the training programs directorate.

#### **c) Risk Management**

- i) Develops and implements effective internal control systems that safeguard the Authority's assets.
- ii) Develops risk profile for training programs directorate with corresponding mitigation measures.

### **1.3 RESPONSIBILITY**

Reporting to the Executive Director, the Director of Training Programmes will have direct responsibility for the following officers in the Authority:

- i) Head of Training Programmes
- ii) Head of Projects and Development
- iii) Regional Service Centre Managers

### **1.4 THE PERSON**

#### **i) Required Attributes and Skills**

The position requires a hardworking, honest and technically competent team player at senior managerial level in a busy and demanding work environment.

## **1.5 MINIMUM ACADEMIC QUALIFICATIONS AND EXPERIENCE**

The suitable candidate should possess the following: -

- i) Master's Degree and Bachelor's Degree in either of the following fields: - Education (Technical/Policy/Planning), Entrepreneurship, Economics, Business Administration or related field;
- ii) Five (5) years relevant post qualification experience at senior management level; and
- iii) Experience or knowledge in Technical and Vocational Education Training.

## **2. DIRECTOR OF FINANCE (RE-ADVERTISEMENT)**

### **2.1 PURPOSE OF THE JOB**

The Director of Finance takes charge of the finance directorate and provides strategic direction and control of the financial management function of the Authority.

### **2.2 KEY DUTIES AND RESPONSIBILITIES**

#### **a) Management and Governance**

- i) Prepares and presents to the Audit and Finance and Administration Committee (AFINAC) of the TEVET Authority Board quarterly financial performance reports that conform to government financial regulations and international accounting standards.
- ii) Facilitates the development and implementation of the Authority's financial policies after approval by the Board of Directors.
- iii) Advises management and the Board of Directors on all financial matters.

- iv) Provides monthly, quarterly and annual operational reports on the performance of the finance directorate for management information and decision making.
- v) Builds capacity in financial management for the Authority's Regional Service Centres in the context of a business centre model.
- vi) Facilitates knowledge management through participation in meetings of the TEVET Authority Board and its subcommittees as a basis for proper direction.
- vii) Facilitates the development and implementation of business plans of the finance directorate.
- viii) Engages stakeholders including government ministries, corporate clients and development partners.
- ix) Demonstrates outstanding commitment to service delivery programmes of the Board by supporting and contributing to the Authority's strategic plan as a member of the executive management team.

## **b) Financial Management**

- i) Establishes, reviews and maintains sound financial management systems in line with relevant legislation, policies and procedures.
- ii) Coordinates the preparation of annual performance management plans and budgets and monitoring and controlling expenditure patterns of the Authority
- iii) Provides leadership for the formulation of financial accounting strategies in order to ensure that financial services contribute effectively and efficiently to the goals of the Authority
- iv) Oversees the preparation of financial statements as well as production of management accounts and coordination of external audit function
- v) Manages the Authority's inventory system
- vi) Manages the Authority's receivables and payables portfolio and working capital requirements
- vii) Implements the financial management function over development partner financed projects
- viii) Performs the treasury management function of the Authority by recommending and implementing optimal investment options.

- ix) Facilitates the development and implementation of finance-related ICT innovations and solutions for effective and efficient financial services delivery.

### **c) Resource Mobilisation**

- i) Develops and maintains a financial structure and system that enables the Authority to be self-financing.
- ii) Prepares income generating policies and structures for approval of the Board of Directors.
- iii) Develops and implements strategies for increasing the Authority's revenue base from both existing and new sources.
- iv) Develops strategies for financial mobilization for both working capital and infrastructure financing requirements.
- v) Analyses and makes recommendation on the economic and financial viability of business and investment proposals of the Authority.

### **d) Human Resources Management**

- i) Undertakes human resource functional requirements and recommends recruitment of required human resource for the finance directorate.
- ii) Undertakes staff capacity gap analysis and prepares appropriate capacity building and training interventions.
- iii) Supervises, coaches and appraises staff under the Finance Directorate.

### **e) Risk Management**

- i) Develops and implements effective internal control systems that safeguard the Authority's assets.
- ii) Develops risk profile for finance directorate with corresponding mitigation measures.

## **2.3 RESPONSIBILITY**

Reporting to the Executive Director, the Director of Finance will have direct responsibility for the following officers in the Authority:

- Head of Funding and Finance
- Senior Accountant responsible for revenue collection

## **2.4 THE PERSON**

### **Required attributes and skills**

The position requires a hardworking, honest and technically competent team player with proven financial management at senior managerial level in a busy and demanding work environment.

## **2.5 MINIMUM ACADEMIC QUALIFICATIONS AND EXPERIENCE**

The suitable candidate should possess the following: -

- i) Full professional qualification such as ACCA, CIMA and ACA;
- ii) Master's degree in either of the following fields: - Accounting, Finance or Business Administration or any related field;
- iii) Five (5) years relevant post qualification experience at senior management level.
- iv) Must be a full registered member of ICAM.

## **3 DIRECTOR OF ADMINISTRATION AND HUMAN RESOURCE**

### **3.1 PURPOSE OF THE JOB**

The Director of Administration and Human Resource shall lead the human resource and administration function of the TEVET Authority and shall be responsible to the Executive Director. S/he shall ensure delivery of efficient and effective human resource and administration services.

### **3.2 KEY DUTIES AND RESPONSIBILITIES**

#### **a) Management and Governance**

- i) Prepares and presents to the Audit and Finance and Administration Committee (AFINAC) of the TEVET Authority Board quarterly Human and Administration reports.
- ii) Advises management and the Board of Directors on all human and administration matters.
- iii) Provides leadership for the formulation of human resource and administration strategies in order to ensure that corporate services contribute effectively and efficiently to the goals of the Authority,
- iv) Oversees the formulation and implementation of departmental budgets and manages resources allocated prudently and in compliance with corporate service policies and practices.
- v) Interpreting Human Resource and Administrative policies and regulations.
- vi) Oversees the conducting of training needs analysis and develops training programmes to meet staff training and development needs for good job performance.

**b) Human Resource Management**

- i) Formulates, implements, monitors and reviews Human Resource Management and Administrative policies, procedures and regulations.
- ii) Oversees recruitment and selection process to ensure staff are trained to the best abilities to achieve the goals and objectives of the Authority.
- iii) Plans, coordinates and monitors staff development in liaison with training committee.
- iv) Facilitates implementation of the Authority staff performance appraisal and reward management systems, processes and procedures in accordance with code of conduct in a way that ensures consistent and fair reward for performance and administration of discipline.
- v) Supervises, coaches and appraises staff under the Human Resource and Administration Directorate.

**c) Administrative Services**

- i) Provides, monthly, quarterly and annual operations reports on the performance of the directorate for management information and decision making.
- ii) Oversees management of all assets for the Authority.
- iii) Oversees, implementation of administrative services including fleet management, office support services, asset acquisition and asset maintenance.
- iv) Manages service provider contracts.
- v) Liaises with the retainership lawyer on an all legal issues for the Authority.
- vi) Providing secretarial services at Executive Management Meetings

#### **d) Risk Management**

- i) Develops and implements effective internal control systems that safeguard the Authority's assets.
- ii) Develops risk profile for human resource and administration directorate with corresponding mitigation measures.

### **3.3 RESPONSIBILITY**

Reporting to the Executive Director, the Director of Administration and Human Resource will have direct responsibility to the Head of Administration and Human Resource.

### **3.4 THE PERSON**

#### **Required attributes and skills**

- The position requires a hardworking, honest and technically competent team player with strong team work spirit, people management skills, excellent communication skills and ethical and responsible behaviour.

### **3.5 MINIMUM ACADEMIC QUALIFICATIONS AND EXPERIENCE**

- i) Master's degree and a Bachelor's degree in any of the following fields obtained from an accredited institution:



Human Resource Management, Business Administration, Public Administration, Strategic Management, Leadership or any related field;

- iii) Five (5) years post qualification experience at senior management level.

#### **4.0 APPOINTMENT AND REMUNERATION**

The successful candidate shall be offered a performance-related contract of three years, renewable based on satisfactory performance with an attractive salary and benefits commensurate with seniority of this role and candidate's experience and qualifications.

#### **5.0 METHOD OF APPLICATION**

Interested persons should submit their applications, under confidential cover by enclosing copies of their certificates and detailed curriculum vitae (CV), with names and contact details of three traceable referees to:

The Comptroller of Statutory Corporations  
P.O. Box 30061  
**Lilongwe 3**

**Physical address:** Capitol Hill, GOCH 7 (New Building), Ground Floor

*For the post of Director of Finance those who already applied are encouraged to apply.*

Closing date for receiving applications is **28th November, 2022.**

Only shortlisted candidates will be acknowledged.