



VACANCY

DIRECTOR OF TRAINING PROGRAMMES

The Technical, Entrepreneurial and Vocational Education and Training Authority (TEVETA) 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 an exciting and challenging position of Director of Training Programmes, Grade T2, on a three-year contract, renewable based on satisfactory performance.

1.0 PURPOSE OF THE JOB

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

2.0 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 TEVETA 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.

3.0 RESPONSIBILITY

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

- i) Head of Training Programs
- ii) Regional Service Centre Managers

4.0 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.

5.0 MINIMUM ACADEMIC QUALIFICATIONS AND EXPERIENCE

Masters Degree in Technical Education, or Business Administration, Entrepreneurship, or related field or its equivalent plus 8 years relevant experience at management level.

6.0 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.

7.0 METHOD OF APPLICATION

Interested persons should submit their applications, under confidential cover by enclosing 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: Capital Hill, New Building, Ground Floor

Closing date for receiving applications is 4th November 2026.

Only shortlisted candidates will be acknowledged.