



REPUBLIC OF ZAMBIA

MINISTRY OF HIGHER EDUCATION

TECHNICAL AND VOCATION TEACHERS COLLEGE (TVTC) MANAGEMENT BOARD

JOB ADVERTISEMENTS– PRINCIPAL

The Management board of the Technical and Vocation Teachers College (TVTC) which is under the Ministry of Higher Education (MoHE) of the Republic of Zambia, situated in Luanshya, Copperbelt Province, is looking for sober, creative, high calibre mature persons to fill the position of Principal. TVTC was established in July 1975 to provide Vocational Teacher Education to training institutions under the then Department of Technical Education and Vocation.

In January 2000 Technical and Vocational Teacher's College (TVTC) became a management board through the Technical Education, Vocational and Entrepreneurship Training Act No. 13 of 1998. The College is an affiliate of the University of Zambia (UNZA) and the Copperbelt University (CBU). All College Diplomas are underwritten by the University of Zambia (UNZA). While all Degree programmes are underwritten by the Copperbelt University (CBU).

JOB PURPOSE

To direct and manage the affairs of the College, advise the Management Board on issues of Strategic relevance. The Principal is also expected to implement the decisions from the Board and the Ministry of Higher Education with the aim of further developing the College and sustaining its position as one of the leading Institutions providing technical and vocational training in Zambia. The Principal will be reporting to the Management Board of the College.

THE PRINCIPAL SHALL BE RESPONSIBLE FOR:

- Administering the day to day affairs of the institution;
- Implementation of decisions coming from the Board;
- Representing the College at national Bodies, Institutions and International organizations in order to contribute to the development of Technical education vocational and Entrepreneurship Training (TEVET) in Zambia;
- Reporting regularly and whenever appropriate to the board on the financial and technical performance of the institution; and
- Performing any other duties as may be assigned from time to time by the board.

QUALIFICATIONS

- A Masters' Degree in Education or other relevant field or its equivalent;
- A PhD in Education or other relevant field will be an added advantage;
- At least five (05) years experience at senior Management level (i.e. Principal, Vice Principal, Deputy Director and Head of Department);
- At least 35 years old but less than sixty (60) years of age, and
- At least Ten (10) Years Teaching experience at a Higher Institution of Learning

OTHER SKILLS AND ATTRIBUTES

The right candidate for this position is expected to demonstrate that they have the following attributes:

- Proven ability to identify new sources of income for the management of the college;
- Innovative, imaginative and creative;
- High level of integrity, initiative and self confidence;
- Proven Management and Administration skills and ability to represent the College at National and International levels;
- Good planning and organizational skills;
- Excellent analytical and numerical skills;
- Good interpersonal and supervisory skills;
- Good communication and public relations skills, and
- Ability to handle workers and senior staff in a mature manner and initiate good conduct of subordinates and make them adaptive to new ideas and solutions
- Capacity to ensure that the college makes a tangible contribution to the development of the country beyond training

Applications together with up to date curriculum vitae, copies of certificates, full address and telephone contact numbers; and names and contacts of at least two (02) referees who must be professionals acquainted with applicant should be sent to;

The Board Chairperson
Technical and Vocational Teachers College (TVTC)
P/Bag 7, Shala Road

LUANSHYA

The closing date for receipt of applications is **Friday, 7th August, 2020**

Please note that electronic or faxed applications will not be accepted.