REPUBLIC OF ZAMBIA
OFFICE OF THE PRESIDENT

TEACHING SERVICE COMMISSION
P O BOX 33644
LUSAKA

Date: 20th May, 2021

TEACHING SERVICE COMMISSION INTERNAL ADVERTISEMENT NO. 1 OF 2021

To: **The Permanent Secretary – Administration, Ministry of General Education**

All Provincial Education Officers

All Principals, Colleges of Education

All District Education Board Secretaries

VACANCY ANNOUNCEMENT

The Teaching Service Commission invites applications from suitably qualified serving officers within the Teaching Service to fill various vacant positions in the Ministry of General Education.

1. **SENIOR EDUCATION STANDARDS OFFICER – LANGUAGES – (3 VACANCIES)**
   SALARY SCALE: K

   STATION: Western, Southern and Luapula Provinces

2. **SENIOR EDUCATION STANDARDS OFFICER – SOCIAL SCIENCES (2 VACANCIES)**

   SALARY SCALE: K

   STATION: Copperbelt and Lusaka Provinces

3. **SENIOR EDUCATION STANDARDS OFFICER – MATHEMATICS (1 VACANCY)**

   SALARY SCALE: K

   STATION: Lusaka Province

4. **SENIOR EDUCATION STANDARDS OFFICER – EXPRESSIVE ARTS (1 VACANCY)**

SALARY SCALE: K

STATION: North-Western Province

5. **SENIOR EDUCATION STANDARDS OFFICER – NATURAL SCIENCES (1 VACANCY)**

SALARY SCALE: K

STATION: North-Western Province

DUTIES

The successful candidates will report to the Principal Education Standards Officer and will be responsible for:-

(a) Coordinating and supervising regularly inspections of education standards in order to ensure compliance to set standards;

(b) Coordinating and supervising regularly implementation and review of policies in order to provide guidelines;

(c) Coordinating and Supervising timely provision of teacher training programmes in order to enhance skill development;

(d) Coordinating and supervising regularly research in education standards in order to generate information;

(e) Coordinating regularly monitoring and evaluation education standards in order to facilitate appropriate interventions;

(f) Coordinating timely development of individual and departmental work plan in order to monitor and evaluate performance; and

(g) Supervising effectively the human and other resources in order to attain the objectives of the department.

QUALIFICATIONS

Applicants must meet the following requirements

(a) be a Zambian citizen with a minimum age of 35 years;

(b) have a Degree in Education from a recognized University with relevant subject specialization. A Masters Degree will be an added advantage;

(c) have at least five (5) years minimum relevant experience at Senior Management level at an Education institution;

(d) Should be in salary scale J; and

(e) For those who wish to be regraded and meet the minimum qualifications may apply.

6. DISTRICT EDUCATION BOARD SECRETARY – (2 VACANCIES)

SALARY SCALE: K

STATION: Kazungula and Mansa Districts

DUTIES

The successful candidates will report to the Provincial Education Officer and will be responsible for:-

(a) Coordinating and supervising regularly formulation, review and implementation of educational policies in order to provide guidelines;

(b) Coordinating and supervising timely preparation of budgets in order to facilitate acquisition of financial resources;

(c) Coordinating and supervising regularly research in education in order to generate information;

(d) Coordinating and supervising regularly the provisions of distance education in order to enhance learning for all;

(e) Coordinating and supervising effectively the activities of the education boards in order to enhance accountability;

(f) Coordinating and supervising effectively monitoring and evaluation of programmes in order to facilitate appropriate interventions;

(g) Coordinating and supervising effectively the maintenance of Information Communication Technology (ICT) in order to enhance communication;

(h) Coordinating timely development of individual and departmental work plans in order to monitor and evaluate performance; and

(i) Managing effectively human, financial and material resources in order to facilitate achievement of set objectives.

QUALIFICATIONS

Applicants must meet the following requirements:

(a) be a Zambian citizen with a minimum age of 35 years;

(b) have a Degree in Education from a recognized University. A Masters Degree will be an added advantage;

(c) have at least five (5) years minimum relevant experience at Senior Management level at an Education institution;

(d) should be in salary scale J; and

(e) for those who wish to be regraded and meet the minimum qualifications may apply.

7. DISTRICT EDUCATION STANDARDS OFFICER (2 VACANCIES)

SALARY SCALE: K

STATION: Gwembe and Mansa Districts

DUTIES

The successful candidates will report to the Provincial Education Officer and will be responsible for:-

(a) Supervising and undertaking regularly inspections of education standards in order to ensure compliance to set standards;

(b) Supervising and undertaking regularly implementation and review of policies in order to provide guidelines;

(c) Supervising and undertaking timely provision of teacher training programmes in order to enhance skill development;

(d) Supervising and undertaking regularly research in education standards in order to generate information;

(e) Supervising and undertaking regularly monitoring and evaluation education standards in order to facilitate appropriate interventions;

(f) Supervising timely development of individual and departmental work plan in order to monitor and evaluate performance; and

(g) Supervising effectively the human and other resources in order to attain the objectives of the department.

QUALIFICATIONS

Applicants must meet the following requirements:

(a) be a Zambian citizen with a minimum age of 35 years;

(b) have a Degree in Education from a recognized University. A Masters Degree will be an added advantage;

(c) have at least five (5) years minimum relevant experience at Senior Management level at an Education institution; and
(d) should be in Salary Scale (J); and
(e) for those who wish to be regraded and meet the minimum qualifications may apply.

APPLICATION MODE

(a) All applications should be hand written and must be submitted together with detailed curriculum vitae, certified copies of the National Registration Card, Academic and Professional qualifications to the Commission Secretary to the address given below;

The Commission Secretary,
Teaching Service Commission,
P.O Box 33644,
Third Floor,
New Government Complex,
LUSAKA

(b) The closing date for receiving applications is 11th June, 2021 at 17:00hrs.

Zechariah Luhanga (MZIHRM)
Commission Secretary
TEACHING SERVICE COMMISSION