



# MINISTRY OF SKILLS AUDIT AND DEVELOPMENT

## JOB ADVERT

The Ministry of Skills Audit and Development is inviting applications to fill in vacant posts that have arisen in the Ministry

<b>POST A</b>	:	<b>DIRECTOR, TECHNICAL AND VOCATIONAL SKILLS DEVELOPMENT</b>
<b>JOB TITLE</b>	:	
<b>GRADE</b>	:	<b>F1</b>
<b>REPORTS TO</b>	:	<b>CHIEF DIRECTOR, SKILLS AUDIT AND WORKFORCE DEVELOPMENT</b>
<b>DEPARTMENT</b>	:	<b>SKILLS AND WORKFORCE DEVELOPMENT</b>
<b>MINISTRY</b>	:	<b>SKILLS AUDIT AND DEVELOPMENT</b>
<b>STATION</b>	:	<b>HEAD OFFICE</b>

### DUTIES AND RESPONSIBILITIES

1. Contribute to the formulation, implementation and review of National Vocational training policy and programmes in line with the Ministry's strategic plan and national development imperatives.
2. Coordinate the development, implementation and review of policies and systems that are aimed at ensuring the alignment between curricula and syllabi to focus on skills required in industry and the public service.
3. Facilitate and guide the development of policy coherence in education Ministries to enable the education system to produce students with necessary technical skills to meet the needs of industries.
4. Provide high quality technical guidance and support to policy and project development, implementation support and risk management in line with the Ministry Strategic Plan.
5. Identify areas of priority for the development of Centers of Excellence.
6. Facilitate regular consultations with key and relevant stakeholders including but not limited to, government, private sector, business, non-governmental organisations, research institutions on Technical and Vocational Education and Training (TVET) programmes.
7. Coordinate the harmonization of vocational and technical training in the public and private sector.
8. Promote initiatives that support the development of partnerships and collaboration between the Ministry and public and private organizations engaged in skills development.
9. Foster collaborations with relevant education Ministries and industry on the provision of career guidance programmes in schools from an early age
10. Oversee the development of standards and models for modernization of technical and vocational centres.
11. Provide expert guidance in identifying new areas of technical and vocational training based on the needs.
12. Supervise, coach and counsel subordinates.

### QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

- A Degree in Social/ Industrial Psychology, Adult Education, Labour Studies, Development Studies, Development Planning or equivalent.
- A relevant Masters degree is an added advantage.
- At least eight (8) years relevant experience, of which two (2) years must be at Deputy Director level or equivalent grade.
- Experience in technical and vocational education policy development and implementation.
- Experience in developing technical qualifications frameworks.
- An understanding of public sector related legislative and accountability framework.

### Technical Competencies

#### 1. Vocational Training Expertise:

- In-depth knowledge of technical and vocational education and training (TVET) systems, including curricula design, competency-based training, and skills certification frameworks.
- Familiarity with integrating industry-relevant standards into vocational training programs to align with labor market demands.

#### 2. Policy Formulation and Review:

- Expertise in developing and reviewing national policies and programs for technical and vocational skills development.
- Knowledge of international TVET best practices and their application to local contexts.

#### 3. Sector-Specific Knowledge:

- Comprehensive understanding of priority sectors for skills development and their unique training requirements.
- Awareness of emerging trends, such as green and digital skills, and their relevance to workforce transformation.

#### 4. Program Design and Implementation:

- Advanced ability to design, implement, and monitor large-scale technical and vocational training programs tailored to national imperatives.
- Experience in developing inclusive training initiatives that cater to underserved populations such as youth, women, and persons with disabilities.

#### 5. Quality Assurance:

- Proficiency in establishing and maintaining quality assurance mechanisms for technical and vocational education.
- Familiarity with accreditation processes and standards for training institutions.

### Leadership Competencies

#### 1. Strategic Vision:

- Ability to define a forward-looking vision for technical and vocational skills development, aligned with the Ministry's strategic goals and national priorities.
- Leadership in promoting innovation and excellence in the TVET sector.

#### 2. Stakeholder Engagement and Collaboration:

- Proven ability to work with a wide range of stakeholders, including government agencies, private sector employers, training institutions, and development partners.
- Skills in fostering public-private partnerships to enhance the relevance and sustainability of training programs.

#### 3. Advocacy and Representation:

- Expertise in advocating for investment in technical and vocational education at the national and international levels.
- Leadership in representing the Ministry at high-profile forums and policy discussions.

#### 4. Team Leadership and Capacity Building:

- Experience in leading multidisciplinary teams, mentoring staff, and building institutional capacity to deliver on strategic objectives.
- Ability to create a collaborative and high-performing work environment.

#### 5. Change Management:

- Capacity to lead and manage change initiatives within the TVET sector, ensuring adaptability to evolving skills needs and economic conditions.

### Managerial Competencies

#### 1. Program Management and Execution:

- Expertise in managing complex programs, ensuring alignment with policy goals, and delivering impactful results.
- Proficiency in developing work plans, budgets, and timelines for the successful implementation of TVET initiatives.

#### 2. Resource Mobilization and Management:

- Skills in securing funding and technical support from government budgets, international donors, and private sector partners.
- Competence in managing financial and human resources to optimize program delivery and efficiency.

#### 3. Monitoring, Evaluation, and Reporting (M&E):

- Advanced abilities in establishing and implementing M&E frameworks to measure program effectiveness and impact.
- Experience in preparing detailed reports and recommendations for stakeholders and decision-makers.

#### 4. Communication and Public Awareness:

- Strong communication skills to articulate the benefits of vocational training to policymakers, employers, and the public.
- Proficiency in leveraging media platforms to promote program outcomes and success stories.

#### 5. Innovation and Problem-Solving:

- Capacity to identify challenges in the TVET sector and implement creative solutions to address them.

<b>POST B</b>	:	<b>DEPUTY DIRECTOR, TECHNICAL AND VOCATIONAL SKILLS DEVELOPMENT</b>
<b>JOB TITLE</b>	:	
<b>GRADE</b>	:	<b>E5</b>
<b>REPORTS TO</b>	:	<b>DIRECTOR, TECHNICAL AND VOCATIONAL SKILLS DEVELOPMENT</b>
<b>DEPARTMENT</b>	:	<b>SKILLS AND WORKFORCE DEVELOPMENT</b>
<b>MINISTRY</b>	:	<b>SKILLS AUDIT AND DEVELOPMENT</b>
<b>STATION</b>	:	<b>HEAD OFFICE</b>

### DUTIES AND RESPONSIBILITIES

1. Contribute to the formulation, implementation and review of National Vocational training policy and programmes in line with the Ministry's strategic plan and national development imperatives.
2. Coordinate the implementation of policies and strategies in liaison with the country's technically oriented public entities in order to resuscitate and carry out special apprenticeship training programmes.
3. Coordinate the development of standards and models for modernization of technical and vocational centres.
4. Manage the development of systems to enhance policy coherence with education institutions to enable the education system to produce students with necessary technical skills to meet the needs of industries.
5. Manage career guidance programmes in schools from an early age in liaison with relevant education Ministries and industry.
6. Organise regular consultations with key and relevant stakeholders on Technical and Vocational Education and Training (TVET) programmes, infrastructure and curricula.
7. Foster strong partnerships with government agencies, industry partners, training institutions, and communities to build consensus and mobilize resources for TVET.
8. Advocate for increased investment in TVET and raise awareness about the value of technical and vocational skills.
9. Coordinate research and analysis to identify emerging trends in technology, industries, and the global job market, informing TVET programme development and future-proofing skills.
10. Stay abreast of international best practices in TVET and adapt them to the national context.
11. Supervise, coach and counsel subordinates.

### QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

- A Degree in Social/ Industrial Psychology, Adult Education, Labour studies, Development Studies, Development Planning or equivalent.
- A Master's Degree in related field(s) is an added advantage.
- A minimum of six (6) years relevant professional experience in technical and vocational skills development and management.
- A high degree of maturity, self-discipline, initiative and creativity.
- Show an understanding of public sector related legislative and accountability framework.

### Technical Competencies

#### 1. Vocational Training Expertise:

- In-depth knowledge of technical and vocational education and training (TVET) systems, including curricula design, competency-based training, and skills certification frameworks.
- Familiarity with integrating industry-relevant standards into vocational training programs to align with labor market demands.

#### 2. Policy Formulation and Review:

- Expertise in developing and reviewing national policies and programs for technical and vocational skills development.
- Knowledge of international TVET best practices and their application to local contexts.

#### 3. Sector-Specific Knowledge:

- Comprehensive understanding of priority sectors for skills development and their unique training requirements.
- Awareness of emerging trends, such as green and digital skills, and their relevance to workforce transformation.

#### 4. Program Design and Implementation:

- Advanced ability to design, implement, and monitor large-scale technical and vocational training programs tailored to national imperatives.
- Experience in developing inclusive training initiatives that cater to underserved populations such as youth, women, and persons with disabilities.

#### 5. Quality Assurance:

- Proficiency in establishing and maintaining quality assurance mechanisms for technical and vocational education.
- Familiarity with accreditation processes and standards for training institutions.

### Leadership Competencies

#### 1. Strategic Vision:

- Ability to define a forward-looking vision for technical and vocational skills development, aligned with the Ministry's strategic goals and national priorities.
- Leadership in promoting innovation and excellence in the TVET sector.

#### 2. Stakeholder Engagement and Collaboration:

- Proven ability to work with a wide range of stakeholders, including government agencies, private sector employers, training institutions, and development partners.
- Skills in fostering public-private partnerships to enhance the relevance and sustainability of training programs.

#### 3. Advocacy and Representation:

- Expertise in advocating for investment in technical and vocational education at the national and international levels.
- Leadership in representing the Ministry at high-profile forums and policy discussions.

#### 4. Team Leadership and Capacity Building:

- Experience in leading multidisciplinary teams, mentoring staff, and building institutional capacity to deliver on strategic objectives.
- Ability to create a collaborative and high-performing work environment.

#### 5. Change Management:

- Capacity to lead and manage change initiatives within the TVET sector, ensuring adaptability to evolving skills needs and economic conditions.

### Managerial Competencies

#### 1. Program Management and Execution:

- Expertise in managing complex programs, ensuring alignment with policy goals, and delivering impactful results.
- Proficiency in developing work plans, budgets, and timelines for the successful implementation of TVET initiatives.

#### 2. Resource Mobilization and Management:

- Skills in securing funding and technical support from government budgets, international donors, and private sector partners.
- Competence in managing financial and human resources to optimize program delivery and efficiency.

#### 3. Monitoring, Evaluation, and Reporting (M&E):

- Advanced abilities in establishing and implementing M&E frameworks to measure program effectiveness and impact.
- Experience in preparing detailed reports and recommendations for stakeholders and decision-makers.

#### 4. Communication and Public Awareness:

- Strong communication skills to articulate the benefits of vocational training to policymakers, employers, and the public.
- Proficiency in leveraging media platforms to promote program outcomes and success stories.

#### 5. Innovation and Problem-Solving:

- Capacity to identify challenges in the TVET sector and implement creative solutions to address them

## POST C

<b>JOB TITLE</b>	:	<b>DEPUTY DIRECTOR, DIGITAL AND SPECIAL SKILLS DEVELOPMENT</b>
<b>GRADE</b>	:	<b>E5</b>
<b>REPORTS TO</b>	:	<b>DIRECTOR, DIGITAL, SPECIAL AND RURAL SKILLS DEVELOPMENT</b>
<b>MINISTRY</b>	:	<b>SKILLS AUDIT AND DEVELOPMENT</b>
<b>DEPARTMENT</b>	:	<b>SKILLS AND WORKFORCE DEVELOPMENT</b>
<b>STATION</b>	:	<b>HEAD OFFICE</b>

## DUTIES AND RESPONSIBILITIES

1. Contribute to the formulation, implementation and review of a national Skills Development Policy and Plans in line with the Ministry's strategic plan as well as national development imperatives.
2. Design and manage capacity-building programmes to equip trainers, educators, and community organizations with the knowledge and tools to deliver effective digital and special skills training.
3. Conducts awareness campaigns to stimulate public interest and participation in digital and special skills development opportunities.
4. Recommend strategies and develop programmes to ensure the country adopts emerging technologies for the 4th and 5th Industrial Revolution.
5. Advocate for policies that support equitable access to digital resources and technology, enabling equal participation in the digital economy.
6. Monitor policy and project development, implementation support and risk management in line with the Ministry Strategic Plan.
7. Design skills development programmes that ensure digital and special skills shortage areas are addressed.
8. Monitor and evaluate the effectiveness of programmes and initiatives, making data-driven recommendations for improvement and sustainability.
9. Conduct research and analysis to identify current and future demand for digital and special skills across various sectors and occupations.
10. Develop a database of retired experts in each province who can be involved in skills transfer.
11. Supervise, coach and counsel subordinates.

## QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

- A Degree in Social/ Industrial Psychology, Adult Education, Labour Studies, Development Studies, Development Planning, ICT or equivalent.
- A Master's Degree in related field(s) is an added advantage.
- A minimum of six (6) years relevant professional experience in human resources management and or skills development.
- A high degree of maturity, self-discipline, initiative and creativity.
- Ability to work under pressure.
- Knowledge of Public Service Regulations and Procedures.

## Technical Competencies

### 1. Digital Skills Development Expertise:

- Comprehensive understanding of digital transformation trends and their implications for workforce development.
- Proficiency in developing frameworks and programs to equip the workforce with key digital skills, including coding, data analysis, and cyber-literacy.

### 2. Special Skills Development:

- Expertise in identifying and promoting niche and emerging skill sets that address critical national priorities, such as green skills, artificial intelligence (AI), and advanced manufacturing.

### 3. Policy Formulation and Analysis:

- Strong skills in crafting, implementing, and reviewing national policies and plans for digital and special skills development.
- Familiarity with global best practices in workforce upskilling and reskilling strategies.

### 4. Research and Analytics:

- Proficiency in conducting data-driven research to identify skills gaps and emerging skills needs.
- Experience in utilizing workforce analytics tools to support evidence-based decision-making.

### 5. Program Design and Implementation:

- Advanced ability to design and oversee the execution of national-scale programs for digital and special skills development, tailored to underserved populations and priority sectors.

## Leadership Competencies

### 1. Strategic Vision:

- Capacity to define and communicate a clear vision for digital and special skills development that aligns with national development goals.
- Leadership in identifying strategic opportunities to position the workforce for a future-ready economy.

### 2. Stakeholder Collaboration:

- Proven ability to engage with diverse stakeholders, including government agencies, private sector leaders, educational institutions, and international partners.
- Skills in building public-private partnerships to mobilize resources and ensure alignment with national strategies.

### 3. Advocacy and Representation:

- Expertise in advocating for investments in digital and special skills programs and representing the Ministry in high-level discussions.
- Strong capability to foster consensus and commitment among policymakers and stakeholders.

### 4. Team Leadership and Development:

- Experience in mentoring and leading multidisciplinary teams to execute skills development initiatives effectively.
- Commitment to fostering a culture of innovation and excellence within the department.

### 5. Inclusive Leadership:

- Ability to design and promote skills development initiatives that cater to marginalized groups, such as women, youth, and persons with disabilities, ensuring equitable access to opportunities.

## Managerial Competencies

### 1. Program Management and Coordination:

- Expertise in overseeing complex programs, ensuring delivery against timelines, budgets, and strategic objectives.
- Proficiency in integrating digital and special skills initiatives with broader policy frameworks.

### 2. Resource Mobilization and Management:

- Skills in securing funding from international donors, government budgets, and private sector partners to support training and workforce development.
- Competence in managing financial, human, and technological resources for maximum impact.

### 3. Monitoring, Evaluation, and Learning (MEL):

- Advanced abilities in designing and implementing MEL frameworks to track program performance and outcomes.
- Expertise in using evaluation results to refine and enhance skills development policies and programs.

### 4. Communication and Public Awareness:

- Strong communication skills to articulate the importance of digital and special skills development to diverse audiences.
- Proficiency in leveraging media platforms to promote success stories, program impact, and ongoing initiatives.

### 5. Problem-Solving and Innovation:

- Capacity to identify challenges and implement innovative solutions to improve program delivery and effectiveness.
- Skills in adopting and integrating cutting-edge tools and technologies into skills development frameworks.

## POST D

<b>JOB TITLE</b>	:	<b>DEPUTY DIRECTOR, PROVINCE (BULAWAYO PROVINCE)</b>
<b>GRADE</b>	:	<b>E5</b>
<b>REPORTS TO</b>	:	<b>DIRECTOR, SKILLS AUDIT</b>
<b>DEPARTMENT</b>	:	<b>SKILLS AUDIT</b>
<b>MINISTRY</b>	:	<b>SKILLS AUDIT AND DEVELOPMENT</b>
<b>STATION</b>	:	<b>PROVINCIAL OFFICE</b>

## DUTIES AND RESPONSIBILITIES

1. Contribute to the formulation, implementation and review of policies and programmes that respond to critical skills gaps in line with the Ministry's strategic plan and national development imperatives.
2. Lead and participate in the collection and analysis of data on the current skills landscape within the province, including skill gaps, emerging trends, and industry-specific needs.
3. Collaborate with stakeholders to develop and implement comprehensive workforce development strategies aligned with provincial economic development goals.
4. Develop and implement methodologies for conducting skills audits at various levels including sectoral audits and value chain audits.
5. Analyze and interpret data to inform policy decisions and resource allocation related to workforce development.
6. Coordinate funding initiatives from government, private sector, and international donors to support workforce development initiatives.
7. Facilitate partnerships between educational institutions, training providers, and employers to bridge skills gaps and enhance workforce opportunities.
8. Develop and manage programmes to promote career guidance and skills training for diverse populations.
9. Monitor and evaluate the effectiveness of workforce development programmes and make recommendations for improvement.
10. Coordinate the dissemination of information on skills audit findings and workforce development initiatives to diverse audiences, including policymakers, businesses, educators and the general public.
11. Organize workshops, presentations and other outreach activities to raise awareness about workforce development needs and opportunities.
12. Develop and maintain relationships with key stakeholders to ensure collaboration and support for workforce development initiatives.
13. Consolidate reports on skills audit findings, workforce development progress and programme outcomes to the Director.
14. Supervise, coach and counsel subordinates.

## QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

- A Bachelor's Degree in Industrial Psychology, Human Resources, Research and Development, Administration Labour studies, Development Studies, ICT or related fields.
- A Master's Degree in related field(s) is an added advantage.
- A minimum of six (6) years relevant professional experience in human resources management and or skills audit and workforce development.
- A high degree of maturity, self-discipline, initiative and creativity.
- Knowledge of Public Service Regulations and Procedures.
- Possess strong communication skills.
- Proven experience in developing tools and instruments within the Human Resource field.
- An understanding of public sector related legislative and accountability framework.

## Technical Competencies

### 1. Skills Gap Analysis Expertise:

- Comprehensive understanding of workforce dynamics and labor market analysis to assess and address provincial skills gaps.
- Proficiency in identifying critical workforce shortages and aligning interventions with national strategies.

### 2. Policy Formulation and Implementation:

- Advanced ability to contribute to the design, implementation, and review of policies and programs targeting skills development at the provincial level.
- Familiarity with national skills development policies and their application within the local provincial context.

### 3. Research and Data Analysis:

- Expertise in collecting and analyzing provincial-level data to inform evidence-based decisions and policy recommendations.
- Skills in utilizing data analytics tools to monitor workforce trends and evaluate program outcomes.

### 4. Program Design and Customization:

- Proficiency in designing and tailoring training programs to meet the unique needs of the province, including rural and underserved areas.
- Experience in integrating local socio-economic factors into program planning and execution.

### 5. Sectoral Knowledge:

- In-depth understanding of key economic sectors within the province and their specific workforce requirements.
- Awareness of emerging industries and trends to forecast future skills needs.

## Leadership Competencies

### 1. Strategic Vision:

- Ability to align provincial-level skills development strategies with the Ministry's overall strategic plan and national development priorities.
- Leadership in fostering innovation and addressing challenges to promote workforce resilience.

### 2. Stakeholder Engagement:

- Proven ability to collaborate with diverse stakeholders, including local government officials, industry representatives, community leaders, and educational institutions.
- Skills in building consensus and partnerships to drive impactful skills development initiatives.

### 3. Advocacy and Representation:

- Expertise in representing the province's interests in national skills development discussions and forums.
- Leadership in advocating for resources and policy adjustments to address provincial workforce challenges.

### 4. Team Leadership and Capacity Building:

- Experience in leading and mentoring provincial teams, promoting collaboration, and ensuring high performance.
- Commitment to building the capacity of local stakeholders to sustain and advance skills development efforts.

### 5. Community Engagement:

- Ability to foster trust and cooperation within communities to ensure inclusive and participatory program implementation.
- Leadership in promoting awareness and support for skills development initiatives across the province.

## Managerial Competencies

### 1. Program Coordination and Implementation:

- Skills in managing the execution of skills development programs at the provincial level, ensuring timely and impactful delivery.
- Competence in aligning local initiatives with national policies and frameworks.

### 2. Resource Mobilization and Management:

- Expertise in identifying and securing financial, technical, and human resources for provincial programs.
- Proficiency in managing resources effectively to maximize program outcomes and sustainability.

### 3. Monitoring, Evaluation, and Learning (MEL):

- Advanced skills in developing MEL frameworks to track the progress and impact of provincial skills development initiatives.
- Competence in using evaluation insights to refine strategies and improve program effectiveness.

### 4. Communication and Reporting:

- Strong abilities in preparing detailed reports, policy briefs, and presentations for stakeholders and decision-makers at both provincial and national levels.
- Proficiency in communicating complex findings and recommendations to diverse audiences clearly and persuasively.

### 5. Innovation and Problem Solving:

- Capacity to identify challenges and implement innovative solutions tailored to the specific needs of the province.
- Skills in leveraging digital tools and technologies to enhance the efficiency and impact of provincial initiatives.

**Qualified female candidates and persons with disabilities are encouraged to apply.**

**Eligible candidates to submit their applications through email to:**

**The Secretary**

**Ministry of Skills Audit and Development**

**Email: [info@zimskills.gov.zw/enquiries@zimskills.gov.zw](mailto:info@zimskills.gov.zw/enquiries@zimskills.gov.zw)**

**Telephone number: +263 242 735 638**

**The Ministry will not accept any applications by post or hand delivery, only email applicants will be accepted.**

**All applications should be accompanied by curriculum vitae, certified copies of identity documents, educational and professional certificates.**

**Applications to be submitted on or before 13 April 2026.**