

VACANCY

The Board of Management invites suitably qualified applicants to fill the post of:

- 1. Language and Communications Skills Instructor**
- 2. Information Technology Technician Instructor**

Qualifications:

1. A Bachelors in the subject area is preferred but an Associate Degree would be considered
2. A valid Teachers License at the Secondary Level,
3. Certificate in Competency Based Education Training (CBET) would be an asset.
4. At least two (2) years of teaching experience preferably in a Secondary or Tertiary level Institution.

Essential Duties and Responsibilities:

1. A professional demeanor in undertaking all aspects of the position and the ability to work and communicate effectively with Trainees, Staff and General Public.
2. Must have good organizational skills and able to assist in planning, directing, coordinating and evaluating all academic aspects of the area of instruction.
3. Develop a course outline of Lessons to be covered in order to guide and assist trainees towards the attainment of training goals and objectives.
4. Must have pedagogical training and the ability to teach and properly access all aspects of the area of instructions.
5. Excellent critical thinker with initiative in problem solving and conflict resolution.
6. Ability to work towards successfully accomplishing specific goals and objectives.
7. Must be a team player with experience in group dynamics and having strong professional work ethics.
8. Carry out all duties and responsibilities in accordance with the ITVET Policy and Procedures Handbook and the Education Act Education (*Amendment*) Rules.

Salary: Commensurate with Qualifications and Experience and in accordance with the Government Pay Scale.

Interested Applicants must submit complete application including the following:

<ul style="list-style-type: none">- Letter of application- Recent Curriculum Vitae- Certified copies of qualifications and transcript	<ul style="list-style-type: none">- Recent Police record- Copy of valid social security- Two letters of reference preferable from recent employers
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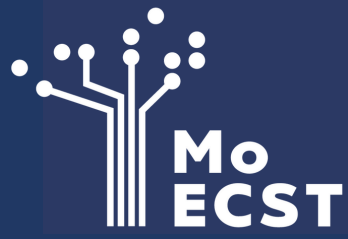
Note: All copies must be certified by a Justice of the Peace.

Application must be sent to the following address:

**Secretary
Board of Management
Corozal ITVET
Santa Rita Heights, Corozal Town**

Deadline for Applications: Thursday 31st. March, 2022 by 3:00 p.m.

Only completed applications will be reviewed.



COROZAL INSTITUTE FOR TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

“Training For Life”



VACANCY

The Board of Management invites suitably qualified applicants to fill the post of:

1. Carpentry Instructor
2. Welding Instructor

Qualifications:

1. A Bachelors in the subject area is preferred but an Associate Degree would be considered
2. A valid Teachers License at the Secondary Level,
3. Certificate in Competency Based Education Training (CBET) would be an asset.
4. At least two (2) years of teaching experience preferably in a Secondary or Tertiary level Institution.

Essential Duties and Responsibilities:

1. A professional demeanor in undertaking all aspects of the position and the ability to work and communicate effectively with Trainees, Staff and General Public.
2. Must have good organizational skills and able to assist in planning, directing, coordinating and evaluating all academic aspects of the area of instruction.
3. Develop a course outline of Lessons to be covered in order to guide and assist trainees towards the attainment of training goals and objectives.
4. Must have pedagogical training and the ability to teach and properly access all aspects of the area of instructions.
5. Excellent critical thinker with initiative in problem solving and conflict resolution.
6. Ability to work towards successfully accomplishing specific goals and objectives.
7. Must be a team player with experience in group dynamics and having strong professional work ethics.
8. Carry out all duties and responsibilities in accordance with the ITVET Policy and Procedures Handbook and the Education Act Education (*Amendment*) Rules.

Salary: Commensurate with Qualifications and Experience and in accordance with the Government Pay Scale.

Interested Applicants must submit complete application including the following:

<ul style="list-style-type: none"> - Letter of application - Recent Curriculum Vitae - Certified copies of qualifications and transcript 	<ul style="list-style-type: none"> - Recent Police record - Copy of valid social security - Two letters of reference preferable from recent employers
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Note: All copies must be certified by a Justice of the Peace.

Application must be sent to the following address:

**Secretary
Board of Management
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Santa Rita Heights, Corozal Town**

Deadline for Applications: Thursday 31st. March, 2022 by 3:00 p.m.

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VACANCY

The Board of Management invites applications from suitably qualified applicants for the following post:

Counsellor/Job Placement Officer

Qualifications:

1. Bachelor's Degree in Business Administration, Sociology, Psychology or a related field and two (2) years' experience in a similar position, preferably in an educational facility.
2. At least two (2) years of teaching experience preferably in a Secondary or Tertiary level Institution.

Essential Duties and Responsibilities as Counsellor:

1. In coordination with the instructors, provide a comprehensive guidance program for all trainees.
2. Conduct structured, goal-oriented counseling sessions to meet identified needs of trainees.
3. Provide sessions with trainees to include topics such as: self-concept, academic child abuse, substance abuse, suicide and sexuality problems.
4. Guide and counsel trainees through the development of educational and career plans.
5. Conduct and facilitate conferences with instructors, trainees and parent/guardians; assist families with school related problems.
6. Meet with the public to provide information on the Institute and its activities as well as to deal with any problems relating to the student body collectively or the operations of the Institute.

Essential Duties and Responsibilities as Job Placement Officer:

1. Assist the manager, instructors and trainees in choosing a career ladder for all trainees and assist trainees to pursue this through their course.
2. To provide follow up in assisting graduates to secure employment.
3. Gather statistics and disseminate information regarding the progress of individual trainees through their programs.
4. Provide linkage with the private and public sectors of commerce and industry to:
 - Contact prospective employers to explain the BZNVQ program and to inform them about the Institute's placement services.
 - Collect, organize and analyze occupational, educational and economic information for use in job development and employment activities.
 - Conduct community surveys, job market research and conduct mock job interviews for job ready trainees.
 - Refer and arrange onsite and offsite interviews with employers for job ready trainees.
 - Act as public relations representative for the Institute by attending an addressing Career Days given by the school in the district and creating public awareness of the benefit of a vocational education.

Skills and Experience:

- Knowledge of all aspects of job placement; employment; career guidance counselling; curriculum development, implementation and evaluation; inter-personal communication; personnel management.
- Initiative in the solutions of problems and conflict resolution.
- Ability to develop and interpret statistical data, develop comprehensive work plans, work towards goals and objectives.
- Experience with computer programs, especially Microsoft Office.
- Work as part of a team or group

Salary: Commensurate with Qualifications and Experience and in accordance with the Government Pay Scale.

Interested Applicants must submit complete application including the following:

<ul style="list-style-type: none">- Letter of application- Recent Curriculum Vitae- Certified copies of qualifications and transcript	<ul style="list-style-type: none">- Valid Police record- Copy of valid social security- Two letters of reference preferable from recent employers <p>Note: All copies must be signed by a Justice of the Peace</p>
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Application must be sent to the following address:

Secretary,
Board of Governors,
Corozal ITVET,
Santa Rita Heights, Corozal Town

Deadlines for Applications: Thursday 31st. March, 2022 by 3:00 p.m.
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