

VACANCY NOTICE

Language and Communication Skills Instructor

The Board of Management of the Institute for Technical and Vocational Education and Training (ITVET) in Belize City invites applications from suitably qualified persons for the post of Language and Communication Skills Instructor.

Qualifications:

- A bachelor's degree in the subject area is preferred but an associate's degree would be considered
- A valid Teachers Licence at the Secondary Level, Certificate in Competency Based Education Training (CBET) would be an asset
- At least two (2) years of teaching experience preferably in a Secondary or Tertiary level Institution

Key Responsibilities:

1. Have a professional demeanour 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 organisational skills and be 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 assess all aspects of the area of instruction.
5. Be an excellent critical thinker with initiative in problem-solving and conflict resolution.
6. Be able to work efficiently towards successfully accomplishing specific goals and objectives.
7. Must be a team player with experience in group dynamics and 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.

Required Documents:

- Letter of application
- Recent Curriculum Vitae
- Certified copies of qualifications and transcript
- Recent Police record
- Copy of valid Social Security ID
- Two letters of reference, preferable from recent employers

Application packages must be submitted on or before December 16, 2022, to:

Secretary, Board of Management,
Institute for Technical and Vocational Education and Training (ITVET) Belize City,
Freetown Road, Belize City, Belize.

All copies of documents must be notarised by a Justice of the Peace. Only completed applications will be reviewed.