



INSTITUTE FOR TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (ITVET)



Ministry of Education, Culture, Science and Technology

VACANCIES

The **Board of Management of the Institute for Technical and Vocational Education and Training (ITVET)** in Belize City invites applications for suitably qualified persons to fill the following positions at ITVET Belize City:

- **Language and Communication Skills Instructor**
- **Information Technology Instructor**
- **Electrical Instructor**
- **Air Conditioning and Refrigeration Instructor**
- **Cosmetology Instructor**
- **Commercial Food Preparation Instructor**
- **Auto CAD Instructor**

Qualifications:

- A bachelor's degree in the specified 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 the 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, preferably from recent employers

Application packages must be submitted on or before July 27, 2023, to:

Secretary, Board of Management,
Institute for Technical and Vocational Education and Training (ITVET) Belize City,
Corner Freetown Road and Simon Lamb Street, Belize City
Contact Number: 203-4798, Email: gm.itvetbelizecity@gmail.com

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