



## SADIE VERNON TECHNICAL HIGH SCHOOL

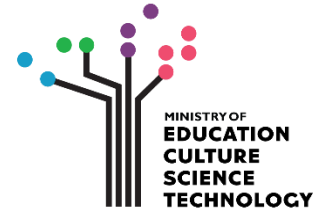
Cor. Morning Glory St. & Amandala Drive

P.O. Box 2044

Belize City, Belize

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### VACANCY NOTICE

#### ❖ **Bursar (Permanent)**

Qualification: Applicants must possess an Associate's Degree or higher in Business Administration. Years of experience as a Bursar will be a plus.

Applicants must submit a cover letter, a resumé, certified copies of degrees, certificates and transcripts, a recent Police Record, 2 reference letters, a certified copy of a valid Social Security Card and birth paper and a medical certificate.

#### ❖ **Janitor/Caretaker (Permanent)**

Qualification: Applicants must possess experience as a Janitor/Caretaker, must have good communication skills and be able to carry out light administrative work.

A high school diploma is a plus.

Applicants must submit a cover letter, a resumé, certified copies of certificates/diplomas, a recent Police Record, 2 reference letters, a certified copy of a valid Social Security Card and birth paper and a medical certificate.

Salary will be commensurate according to the Government's PayScale

Application along with relevant documents should be submitted no later than Friday, October 13, 2023, and must be addressed to:

**Secretary,  
Board of Management,  
Sadie Vernon Technical High School,  
Cor. Morning Glory St. & Amandala Drive,  
Belize City**