



INSTITUTE FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING

Ministry of Education, Culture, Science and Technology



VACANCY NOTICE MANAGER - BELIZE ITVET

Requirements:

Preferably a master's Degree in Educational Administration or other relevant area, or a Bachelor's Degree in Technical Vocational Education with a Diploma in Competency-Based Education and Training (CBET) and Certificate in Management and Leadership for TVET Institution.

Professional Requirements:

At least three years of relevant experience in a similar position, preferably in an educational facility.

A professional demeanor in undertaking all aspects of the position and in relationships with Institute personnel, trainees, parents, the Ministry of Education, ETES, and the general public.

Knowledge, Abilities, and Characteristics:

- Possess excellent management and leadership qualities.
- Possess a strong knowledge of all aspects of curriculum implementation, monitoring, and evaluation.
- Ability to prepare, manage, and administer the institution's annual budget and other short-term budgets.
- Establish an enterprise unit at ITVET and maintain records of all transactions.
- Strong personnel management, excellent critical thinking, and problem-solving skills
- Dynamic and outgoing in promoting ITVET within the community and the country.
- Working knowledge of research, data collection, and analysis for decision making.
- Ability to develop comprehensive work plans.
- Ability to work towards specific goals and objectives.
- Experience with student recruitment, admissions, and graduation processes.
- Experience working as a team and possess a strong work ethic.
- Experience in teacher supervision, annual appraisals, class scheduling, etc.
- Experience with computer programs, especially the Microsoft Suite.
- A sound knowledge of business and industries in Belize. Establish and maintain strong linkages and partnerships with businesses and industries.
- Any other related duties.

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

Send an application letter along with CV, Transcripts, Certified copies of certificates, and two reference letters no later than **Friday, August 29th, 2025**, to:

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

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