

MINISTRY OF EDUCATION

ELIGIBILITY CRITERIA
FOR
APPOINTMENTS AND PROMOTIONS
IN
MANAGEMENT, TUTORIAL, EDUCATION
TECHNICIAN AND WORKSHOP ASSISTANT
POSITIONS
AT
POST-SECONDARY INSTITUTIONS.

*Prepared by:
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Introduction

The Task Team examined all the job requirements for the job titles on each of the organization structure that are within the scope of this assignment for the Post-Secondary Institutions. It was found that the job nomenclature for the staff of the Carnegie School of Home Economics and the Guyana Industrial Training Centre was changed from Instructors I, II and III to Associate Lecturer, Lecturer and Assistant Lecturer. These job titles are appropriate for Technical Colleges and not lower level training institutions. Consequently, it is hereby recommended that the use of these job nomenclatures be discontinued with immediate effect and the institutions revert to the title of Instructor I, II and III. Provisions were made for this change in the eligibility criteria for the two institutions.

The job-specification for the position of Principal of the Technical Institutes now includes a Masters Degree in Engineering or in an allied field of study offered at the institution together with a Diploma/Certificate in Education or a Vocational Teacher's Certificate. The Task Team feels that this up-grading of the requirement is necessary at this time. Approval of this requirement is being urged. Changes were made to most of the Range of Activities for the various positions to satisfy current requirements. In the absence of an Education Technician III, supervision of the Technicians and Machinists will be done by the Senior Lecturer.

The Task Team wishes to commend this up-dated version of the eligibility criteria for appointments and promotions at the Post-Secondary Institutions to you. The Guyana Teacher's Union is in support of this document.

List of Institutions and Job Titles.

The following job titles were addressed in this document on Eligibility Criteria for Appointments and Promotions in Management Tutorial, Education Technician and Workshop Assistant Positions at Post-Secondary Institutions listed below:

Institution	Job Title
<u>Technical Institutes:</u> Government Technical Institute. New Amsterdam Technical Institute. Linden Technical Institute. Essequibo Technical Institute.	Principal Deputy Principal Senior Lecturer Lecturer I & II Assistant Lecturer I & II Education Technician I, II & III Machinist
<u>Industrial Training Centres:</u> Guyana Industrial Training Centre Upper Corentyne Industrial Training Centre.	Administrator Chief Instructor Instructor I, II & III Workshop Assistant
Carnegie School of Home Economics.	Principal, Vice Principal Instructor I, II & III Kitchen Assistant

PRINCIPAL: GTI/NATI/LTI/ETI

REPORTS TO: *Chairman, Board of Governors*

INSTRUCTIONAL PROGRAMME: *Monitored by the DCEO (Tech.) and the Council for TVET*

RANGE OF ACTIVITIES:

1. Advises the Deputy Chief Education Officer (Technical) and the Board of Governors on matters relating to Technical and Vocational Education and Training.
2. Implements policies of the Ministry of Education with respect to TVET through the development of relevant courses and programmes.
3. Prepares the annual budget and work programme for the institution in order that funds might be appropriated to finance stated objectives.
4. Manages all monies appropriated to the institution in order to ensure they are utilized in an effective and efficient manner.
5. Liaises with business and industry to organize work attachments for students/trainees in order to expose them to actual work experiences.
6. Consults with business and industry on the relevance of the curricula and the performances of graduates.
7. Formulates and executes suitable training programmes for the orientation and development of staff.
8. Develops and implements a system to monitor and maintain quality assurance.
9. Assumes responsibility for the safe custody and proper utilization of the buildings, equipment, materials and supplies and the environment of the institution.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A recognized Masters Degree or its equivalent in engineering or in an allied field of study offered at the institution together with a Diploma/Certificate in Education or a Vocational Teacher's Certificate and a minimum of three (3) years post-graduate relevant experience which must include two (2) years in a senior management position in a Technical Institution.

OR

A recognized University First Degree or its equivalent in engineering or in an allied field of study offered at the institution together with a Diploma /Certificate in Education or a Vocational Teacher's Certificate and a minimum of six (6) years post-graduate relevant experience which must include two (2) years in a senior management position in a Technical Institution.

NB Candidates will be required to prepare, submit and defend an Improvement Plan for the Institution.

DEPUTY PRINCIPAL: GTI/NATI/LTI/ETI

REPORTS TO: *Principal*

RANGE OF ACTIVITIES:

1. Assists in the formulation of long-term and short-term TVET programmes of the institution.
2. Assists in the formulation and implementation of courses of study to be done at the institution in order that students/trainees would be equipped with the competencies necessary for employment.
3. Assists in the development and up-grading of course syllabi in order to ensure that course contents are consistent with the needs of industry and objectives of the institution.
4. Prepares reports on the performance of the students/trainees during their work attachments in order that objective appraisal can be done and appropriate corrective action taken where necessary.
5. Provides guidance to lecturers in the performance of their duties.
6. Provides instructions to students/trainees to equip them with the necessary competencies for certification and employment.
7. Performs the duties of principal in his/her absence.
8. Ensures that the time-table is published in a timely manner.
9. Contributes to the processing of leave applications.
10. Concludes all arrangements for the recruitment and orientation of students/trainees.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A recognized University First Degree or its equivalent in engineering or in an allied field of study offered at the institution together with a Diploma/Certificate in Education or a Vocational Teacher's Certificate and a minimum of four (4) years post-graduate experience of which two (2) years must be in a line management position of a Technical Institution.

OR

A recognized University First Degree or its equivalent in engineering or an allied field together with a Vocational Teacher's Certificate or initial teacher training and a minimum of six (6) years post graduate experience of which three (3) must be in a line management position of a Technical Institution.

SENIOR LECTURER: GTI/NATI/LTI/ETI

REPORTS TO: *Deputy Principal*

RANGE OF ACTIVITIES:

1. Prepares and implements the department work programme in accordance with the established objectives.
2. Prepares the calendar of activities for the department under his/her charge.
3. Prepares time-tables for the lecturers under his/her supervision.
4. Prepares and presents lectures to students/trainees in order to equip them with the necessary competencies for certification in various technical, commercial and other disciplines offered at the institution.
5. Assists in the preparation and administration of internal examinations in order to ensure consistency and conformity with the examinations regulations.
6. Assists in the process of the recruitment of students/trainees for the institution.
7. Assists in the placement and the monitoring of students/trainees work experience attachments in business and industry.
8. Monitors the delivery of the TVET programmes under his/her supervision.
9. Receives, approves and monitors the use of lesson plans by lecturers under his/her supervision.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A recognized Degree or its equivalent in the appropriate field of study together with a Vocational Education Qualification and a minimum of four (4) years industrial/teaching experience in the appropriate field of study of which two (2) years must be as a lecturer II.

OR

The Guyana Technical Education Examination Engineering Technician Certificate Part III in an appropriate field of study or its equivalent with a Vocational Education Qualification plus five (5) years Industrial experience of which two (2) years must be as a lecturer II.

OR

The Guyana Technical Education Examination Technician Certificate Part II in Building or Telecommunication or its equivalent with a Vocational Education Qualification plus six (6) years relevant Industrial/teaching experience as experience of which two (2) years must be as a lecturer II.

LECTURER II: GTI/NATI/LTI/ETI

REPORTS TO: *Senior Lecturer*

RANGE OF ACTIVITIES:

1. Lectures and instructs students/trainees in the practical and theoretical aspects of the appropriate trade to provide them with the competencies necessary for employment.
2. Prepares and maintains up-to-date records on students'/trainees' attendance and continuously evaluates their performance.
3. Maintains inventories of materials, tools and equipment in the relevant laboratory/workshop and ensures the economical utilization and security of same.
4. Liaises with personnel in Ministries, Departments, Business and Industry and Education Agencies with a view to determining areas in which courses taught can be more relevant to the needs of the country.
5. Assists in the placement of students/trainees on work attachment and also obtains and evaluates reports on their performance.
6. Prepares and administers entrance tests/aptitude tests and interviews to evaluate prospective students'/trainees' performance and suitability for admission to the institution.
7. Prepares and submits lesson plans, reports and course outlines.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A recognized Degree or its equivalent relevant to a specialized discipline that is offered at the Institution.

OR

The Guyana Technical Education Examination Technician Certificate Part III in an appropriate field of study offered at the institution plus four (4) years teaching/industrial experience

OR

The Guyana Technical Education Examination Technician Certificate Part II in an appropriate field of study offered at the institution plus five (5) years teaching/industrial experience

OR

The Full Technological Certificate after a Craft Course plus four (4) years relevant industrial experience.

OR

Any other qualification considered equivalent.

ASSISTANT LECTURER II: GTI/NATI/LTI/ETI

REPORTS TO: *Senior Lecturer*

RANGE OF ACTIVITIES:

1. Lectures and instructs students/trainees in the practical and theoretical aspects of the appropriate trade to provide them with the competencies necessary for employment.
2. Prepares and maintains up-to-date records on students'/trainees' attendance and continuously evaluates their performance.
3. Maintains inventories of materials, tools and equipment in the relevant laboratory/workshop and ensures the economical utilization and security of same.
4. Liaises with personnel in Ministries, Departments, Business and Industry and Education Agencies with a view to determining areas in which courses taught can be more relevant to the needs of the country.
5. Assists in the placement of students/trainees on work attachment and also obtains and evaluates reports on their performance.
6. Prepares and administers entrance tests/aptitude tests and interviews to evaluate prospective students'/trainees' performance and suitability for admission to the institution.
7. Prepares and submits lesson plans, reports and course outlines.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The Guyana Technical Education Examination Technician Certificate Part II in Building or Telecommunication or its equivalent plus seven (7) years in the Industrial and/or Technical Education field of which two (2) years should be teaching experience.

OR

The Guyana Technical Education Examination Engineering Technician Certificate Part III in an appropriate field of study or its equivalent plus five (5) years in the Industry and/or Technical Education field of which two (2) years should be teaching experience.

OR

The Full Technological Certificate after a Craft Course.

OR

Any other qualification considered equivalent.

LECTURER I: GTI/NATI/LTI/ETI

REPORTS TO: *Senior Lecturer*

RANGE OF ACTIVITIES:

1. Lectures and instructs students/trainees in the practical and theoretical aspects of the appropriate trade to provide them with the competencies necessary for employment.
2. Prepares and maintains up-to-date records on students'/trainees' attendance and continuously evaluates their performance.
3. Maintains inventories of materials, tools and equipment in the relevant laboratory/workshop and ensures the economical utilization and security of same.
4. Liaises with personnel in Ministries, Departments, Business and Industry and Education Agencies with a view to determining areas in which courses taught can be more relevant to the needs of the country.
5. Assists in the placement of students/trainees on work attachment and also obtains and evaluates reports on their performance.
6. Prepares and administers entrance tests/aptitude tests and interviews to evaluate prospective students'/trainees' performance and suitability for admission to the institution.
7. Prepares and submits lesson plans, reports and course outlines.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The Guyana Technical Education Examination Advance Craft Certificate plus two (2) years relevant industrial experience.

OR

The Guyana Technical Education Examination Technician's Certificate Part I plus three (3) years industrial experience.

OR

Any other qualification considered equivalent.

ASSISTANT LECTURER I: GTI/NATI/LTI/ETI

REPORTS TO: *Senior Lecturer*

RANGE OF ACTIVITIES:

1. Lectures and instructs students in the practical and theoretical aspects of the appropriate trade to provide them with the competencies necessary for employment.
2. Prepares and maintains up-to-date records on students'/trainees' attendance and continuously evaluates their performance.
3. Maintains inventories of materials, tools and equipment in the relevant laboratory/workshop and ensures the economical utilization and security of same.
4. Liaises with personnel in Ministries, Departments, Business and Industry and Education Agencies with a view to determining areas in which courses taught can be more relevant to the needs of the country.
5. Assists in the placement of students/trainees on work attachment and also obtains and evaluates reports on their performance.
6. Prepares and administers entrance tests/aptitude tests and interviews to evaluate prospective students'/trainees' performance and suitability for admission to the institution.
7. Prepares and submits lesson plans, reports and course outlines.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The Guyana Technical Education Examination Craft Certificate plus two (2) years relevant industrial experience.

OR

The Guyana Technical Education Examination Advance Craft Certificate.

OR

The Guyana Technical Education Examination Technician Certificate Part I.

OR

Any other qualification considered equivalent.

EDUCATION TECHNICIAN III: GTI/NATI/LTI/ETI

REPORTS TO: *Senior Lecturer*

RANGE OF ACTIVITIES:

1. Prepares equipment, tools, teaching aids and materials for the holding of practical classes.
2. Maintains inventory of all tools and equipment of the department, to aid verification/audit checks.
3. Advises Principal and Senior Lecturer on the maintenance schedule level, condition of materials, equipment and supplies and recommends purchases.
4. Prepares estimates for the jobs to be undertaken by the institute.
5. Supervises the Machinists in the various workshops to ensure that only approved jobs are done.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The Guyana Technical Education Examination Technician Certificate Part I in two areas, e.g. Mechanical, Electrical, Building and Civil Construction plus three (3) years relevant experience.

OR

Any other qualification considered equivalent.

EDUCATION TECHNICIAN II: GTI/NATI/LTI/ETI

REPORTS TO: *Education Technician III*

RANGE OF ACTIVITIES:

1. Prepares equipment, tools, teaching aids and materials for the holding of practical classes.
2. Maintains inventory of all tools and equipment of the department, to aid verification/audit checks.
3. Advises Principal and Senior Lecturer on the maintenance schedule level, condition of materials, equipment and supplies and recommends purchases.
4. Prepares estimates for the jobs to be undertaken by the institute.
5. Supervises the Machinists in the various workshops to ensure that only approved jobs are done.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The Guyana Technical Education Examination Advance Craft Certification plus two (2) years relevant industrial experience.

OR

The Guyana Technical Education Examination Certificate Part I plus two (2) years relevant industrial experience.

OR

Any other qualification considered equivalent.

EDUCATION TECHNICIAN I: GTI/NATI/LTI/ETI

REPORTS TO: *Education Technician III*

RANGE OF ACTIVITIES:

1. Prepares equipment, tools, teaching aids and materials for the holding of practical classes.
2. Maintains inventory of all tools and equipment of the department, to aid verification/audit checks.
3. Advises Principal and Senior Lecturer on the maintenance schedule level, condition of materials, equipment and supplies and recommends purchases.
4. Prepares estimates for the jobs to be undertaken by the institute.
5. Supervises the Machinists in the various workshops to ensure that only approved jobs are done.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The Guyana Technical Education Examination Advance Craft Certificate.

OR

The Guyana Technical Education Examination Certificate Part I

OR

Any other qualification considered equivalent.

MACHINIST II: GTI/NATI/LTI/ETI

REPORTS TO: *Education Technician II*

RANGE OF ACTIVITIES:

1. Executes maintenance work to all equipment.

2. Assists in the preparation of teaching materials for practical exercises.
3. Orders spares and materials for general workshop use.
4. Assists the Lecturer in the planning and executing of workshop activities.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The Guyana Technical Education Examination Craft Certificate plus two years industrial experience.

OR

Any other qualification considered equivalent.

MACHINIST I: GTI/NATI/LTI/ETI

REPORTS TO: *Education Technician II*

RANGE OF ACTIVITIES:

1. Executes maintenance work to all equipment.
2. Assists in the preparation of teaching materials for practical exercises.
3. Orders spares and materials for general workshop use.
4. Assists the Lecturer in the planning and executing of workshop activities.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The Guyana Industrial Training Centre Certificate or The Upper Corentyne Industrial Training Centre Certificate to be employed at the Centres.

OR

The Guyana Technical Education Examination Craft Certificate to be employed at the Institutes

OR

Any other qualification considered equivalent.

ADMINISTRATOR: GITC/UCITC

REPORTS TO: *Chairman, Board of Governors*

INSTRUCTIONAL PROGRAMME: *Monitored by the DCEO (Tech.) and the Council for TVET.*

RANGE OF ACTIVITIES

1. Advises the Deputy Chief Education Officer (Technical) and the Board of Governors on matters relating to Technical and Vocational Education and Training.
2. Implements policies of the Ministry of Education with respect to TVET through the development of relevant courses and programmes.
3. Prepares the annual budget and work programme for the institution in order that funds might be appropriated to finance stated objectives.
4. Manages all monies appropriated to the institution in order to ensure they are utilized in an effective and efficient manner.
5. Liaises with business and industry to organize work attachments for trainees in order to expose them to actual work experiences.
6. Consults with business and industry on the relevance of the curricula and the performances of graduates.
7. Formulates and executes suitable training programmes for the orientation and development of staff.
8. Develops and implements a system to monitor and maintain quality assurance.
9. Assumes responsibility for the safe custody and proper utilization of the buildings, equipment, materials and supplies and the environment of the institution.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A recognized University First Degree or its equivalent in engineering or in an allied field offered at the institution together with a Vocational Teacher's Certificate or initial teacher training and a minimum of six (6) years post graduate experience of which two (2) must be in a line management position.

OR

A recognized University First Degree or its equivalent in engineering or in an allied field of study offered at the institution together with a Diploma /Certificate in Education or a Vocational Teacher's Certificate and a minimum of six (6) years post-graduate relevant experience which must include two (2) years in a senior management position in a Technical Institution.

NB Candidates will be required to prepare, submit and defend an Improvement Plan for the Institution.

CHIEF INSTRUCTOR: GITC/UCITC

REPORTS TO: *Administrator*

RANGE OF ACTIVITIES:

1. Assists in the formulation of long-term and short-term TVET programmes of the institution.
2. Assists in the formulation and implementation of courses of study to be done at the institution in order that trainees would be equipped with the competencies necessary for employment.
3. Assists in the development and up-grading course syllabi in order to ensure that course contents are consistent with the needs of industry and objectives of the institution.
4. Prepares reports on the performance of trainees during their work attachments in order that objective appraisal can be done and appropriate corrective action taken where necessary.
5. Provides guidance to instructors in the performance of their duties.
6. Provides instructions to trainees to equip them with the necessary competencies for certification and employment.
7. Performs the duties of Administrator in his/her absence.
8. Ensures that the time-table is published in a timely manner.
9. Contributes to the processing of leave applications.
10. Concludes all arrangements for the recruitment and orientation of trainees.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A recognized Degree or its equivalent in the appropriate field of study together with a Vocational Education Qualification and a minimum of four (4) years industrial/teaching experience in the appropriate field of study of which two (2) years must be as an Instructor III.

OR

The Guyana Technical Education Examination Engineering Technician Certificate Part III in an appropriate field of study or its equivalent with a Vocational Education Qualification plus five (5) years Industrial experience of which two (2) years of which two (2) years must be as an Instructor III.

OR

The Guyana Technical Education Examination Technician Certificate Part II in Building or Telecommunication or its equivalent with a Vocational Education Qualification plus six (6) years relevant Industrial/teaching experience as experience of which two (2) years of which two (2) years must be as an Instructor III.

INSTRUCTOR III: GITC/UCITC

REPORTS TO: *Chief Instructor*

RANGE OF ACTIVITIES:

1. Instructs trainees in the practical and theoretical aspects of the appropriate trade to provide them with the competencies necessary for employment.
2. Prepares and maintains up-to-date records on trainees' attendance and continuously evaluates their performance.
3. Maintains inventories of materials, tools and equipment in the relevant laboratory/workshop and ensures the economical utilization and security of same.
4. Liaises with personnel in Ministries, Departments, Business and Industry and Education Agencies with a view to determining areas in which courses taught can be more relevant to the needs of the country.
5. Assists in the placement of trainees on work attachment and also obtains and evaluates reports on their performance.
6. Prepares and administers aptitude tests and interviews to evaluate prospective trainees' performance and suitability for admission to the institution.
7. Prepares and submits lesson plans, reports and course outlines.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A recognized Degree or its equivalent in a specialized discipline that is offered at the institution.

OR

The Guyana Technical Education Examination Technician Certificate Part II in Building or Telecommunication or its equivalent plus seven (7) years in the Industrial and/or Technical Education field of which two (2) years should be teaching experience.

OR

The Guyana Technical Education Examination Engineering Technician Certificate Part III in an appropriate field of study or its equivalent plus five (5) years in the Industry and/or Technical Education field of which two (2) years should be teaching experience.

The Full Technological Certificate after a Craft Course plus three (3) years relevant industrial experience.

OR

Any other qualification considered equivalent.

INSTRUCTOR II: GITC/UCITC

REPORTS TO: *Chief Instructor*

RANGE OF ACTIVITIES:

1. Instructs trainees in the practical and theoretical aspects of the appropriate trade to provide them with the competencies necessary for employment.
2. Prepares and maintains up-to-date records on trainees' attendance and continuously evaluates their performance.
3. Maintains inventories of materials, tools and equipment in the relevant laboratory/workshop and ensures the economical utilization and security of same.
4. Liaises with personnel in Ministries, Departments, Business and Industry and Education Agencies with a view to determining areas in which courses taught can be more relevant to the needs of the country.
5. Assists in the placement of trainees on work attachment and also obtains and evaluates reports on their performance.
6. Prepares and administers aptitude tests and interviews to evaluate prospective trainees' performance and suitability for admission to the institution.
7. Prepares and submits lesson plans, reports and course outlines.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The Guyana Technical Education Examination Advance Craft Certificate in a specialized discipline offered at the Centre plus three (3) years post qualification industrial experience.

OR

The Guyana Technical Education Examination Technician Certificate Part 1 in a specialized discipline offered at the Centre plus three (3) years post qualification industrial experience.

OR

Any other qualification considered equivalent.

INSTRUCTOR I: GITC/UCITC

REPORTS TO: *Chief Instructor*

RANGE OF ACTIVITIES:

1. Instructs trainees in the practical and theoretical aspects of the appropriate trade to provide them with the competencies necessary for employment.

2. Prepares and maintains up-to-date records on trainees' attendance and continuously evaluates their performance.
3. Maintains inventories of materials, tools and equipment in the relevant laboratory/workshop and ensures the economical utilization and security of same.
4. Liaises with personnel in Ministries, Departments, Business and Industry and Education Agencies with a view to determining areas in which courses taught can be more relevant to the needs of the country.
5. Assists in the placement of trainees on work attachment and also obtains and evaluates reports on their performance.
6. Prepares and administers aptitude tests and interviews to evaluate prospective trainees' performance and suitability for admission to the institution.
7. Prepares and submits lesson plans, reports and course outlines.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The Guyana Technical Education Examination Craft Certificate in a specialized discipline offered at the Centre plus five (5) years post qualification industrial experience.

OR

The Guyana Technical Education Examination Advance Craft Certificate in a specialized discipline offered at the Centre.

OR

Any other qualification considered equivalent.

WORKSHOP ASSISTANT: GITC/UCITC

REPORTS TO: *Instructor*

RANGE OF ACTIVITIES:

1. Executes general maintenance of equipment within the workshop.
2. Assists in preparing teaching aids for use within the particular discipline.
3. Assists in supervising and evaluating practical exercises to determine achievement levels of trainees.
4. Prepares materials and set up equipment for practical exercises.
5. Deputizes for instructor in his/her absence.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The Guyana Technical Education Examination Craft Certificate in a specialized discipline offered at the Centre.

OR

The GITC/UCITC Certificate in a specialized discipline offered at the Centre plus two (2) years industrial experience.

PRINCIPAL: CSHE

REPORTS TO: *Chairman, Board of Governors*

INSTRUCTIONAL PROGRAMME: *Monitored by the DCEO (Tech.) and the Council for TVET.*

RANGE OF ACTIVITIES:

1. Advises the Deputy Chief Education Officer (Technical) and the Board of Governors on matters relating to Technical and Vocational Education and Training.
2. Implements policies of the Ministry of Education with respect to TVET through the development of relevant courses and programmes.
3. Prepares the annual budget and work programme for the institution in order that funds might be appropriated to finance stated objectives.
4. Manages all monies appropriated to the institution in order to ensure they are utilized in an effective and efficient manner.
5. Liaises with business and industry to organize work attachments for students/trainees in order to expose them to actual work experiences.
6. Consults with business and industry on the relevance of the curricula and the performances of graduates.
7. Formulates and executes suitable training programmes for the orientation and development of staff.
8. Develops and implements a system to monitor and maintain quality assurance.
9. Assumes responsibility for the safe custody and proper utilization of the buildings, equipment, materials and supplies and the environment of the institution.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A recognized degree in Home Economics Education or its equivalent plus eight (8) years post-graduate teaching experience of which five (5) years must be at the level of Head of a Practical Institution Centre.

OR

A recognized Masters Degree in Education or Nutrition or Tourism and Hospitality Management or in an allied field of study offered at the institution with a Diploma/Certificate in Education or a Vocational Teacher's Certificate/Certified Hospitality Trainer and a minimum of three (3) years post-graduate relevant experience which must include (2) two years in a senior management position in a Tourism and Hospitality Institution.

NB Candidates will be required to prepare, submit and defend an Improvement Plan for the Institution.

VICE PRINCIPAL: CSHE

REPORTS TO: *Principal*

RANGE OF ACTIVITIES:

1. Assists in the formulation of long-term and short-term TVET programmes of the institution.
2. Assists in the formulation and implementation of courses of study to be done at the institution in order that students/trainees would be equipped with the competencies necessary for employment.
3. Assists in the development and up-grading of course syllabi in order to ensure that course contents are consistent with the needs of industry and objectives of the institution.
4. Prepares reports on the performance of the students/trainees during their work attachments in order that objective appraisal can be done and appropriate corrective action taken where necessary.
5. Provides guidance to lecturers in the performance of their duties.
6. Provides instructions to students/trainees to equip them with the necessary competencies for certification and employment.
7. Performs the duties of principal in his/her absence.
8. Ensures that the time-table is published in a timely manner.
9. Contributes to the processing of leave applications.
10. Concludes all arrangements for the recruitment and orientation of students/trainees.

QUALIFICATIONS, KNOWLEDGE, AND EXPERIENCE

A recognized University First Degree in Home Economics Education or its equivalent plus a minimum of five (5) years post graduate experience of which three (3) years must be at the level of a Head of Department-Home Economics.

OR

A recognized University First Degree or its equivalent in Hospitality or an allied field together with a Vocational Teacher's Certificate or initial teacher training and a minimum of seven (7) years post graduate experience of which three (3) must be in a line management position of a Training Institution.

INSTRUCTOR III: CSHE

REPORTS TO: *Vice Principal*

RANGE OF ACTIVITIES:

1. Instructs trainees in the practical and theoretical aspects of the appropriate field of study to provide them with the competencies necessary for employment.

2. Prepares and maintains up-to-date records on students'/trainees' attendance and continuously evaluates their performance.
3. Maintains inventories of materials, tools and equipment in the relevant laboratory/kitchen and ensures the economical utilization and security of same.
4. Liaises with personnel in Ministries, Departments, Business and Industry and Education Agencies with a view to determining areas in which courses taught can be more relevant to the needs of the country.
5. Assists in the placement of students/ trainees on work attachment and also obtains and evaluates reports on their performance.
6. Prepares and administers tests and interviews to evaluate prospective students'/trainees' performance and suitability for admission to the institution.
7. Prepares and submits lesson plans, reports and course outlines.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A recognized Degree in a specialized discipline that is offered at the institution, plus a trained Teacher's Certificate and two (2) years post graduate work experience.

OR

Any other qualification considered equivalent.

INSTRUCTOR II: CSHE

REPORTS TO: *Vice Principal*

RANGE OF ACTIVITIES:

1. Instructs students/trainees in the practical and theoretical aspects of the appropriate field of study to provide them with the competencies necessary for employment.
2. Prepares and maintains up-to-date records on students'/trainees' attendance and continuously evaluates their performance.
3. Maintains inventories of materials, tools and equipment in the relevant laboratory/kitchen and ensures the economical utilization and security of same.
4. Liaises with personnel in Ministries, Departments, Business and Industry and Education Agencies with a view to determining areas in which courses taught can be more relevant to the needs of the country.
5. Assists in the placement of students/trainees on work attachment and also obtains and evaluates reports on their performance.
6. Prepares and administers aptitude tests and interviews to evaluate prospective students'/trainees' performance and suitability for admission to the institution.
7. Prepares and submits lesson plans, reports and course outlines.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A recognized Degree in a related discipline.

OR

A trained Teacher's Certificate plus five (5) years teaching experience.

OR

A level II Certificate in a related discipline offered at the institution plus three (3) years post qualification industrial training.

OR

Any other qualification considered equivalent.

INSTRUCTOR I: CSHE

REPORTS TO: *Vice Principal*

RANGE OF ACTIVITIES:

1. Instructs students/trainees in the practical and theoretical aspects of the appropriate field of study to provide them with the competencies necessary for employment.
2. Prepares and maintains up-to-date records on students'/trainees' attendance and continuously evaluates their performance.
3. Maintains inventories of materials, tools and equipment in the relevant laboratory/kitchen and ensures the economical utilization and security of same.
4. Liaises with personnel in Ministries, Departments, Business and Industry and Education Agencies with a view to determining areas in which courses taught can be more relevant to the needs of the country.
5. Assists in the placement of students/trainees on work attachment and also obtains and evaluates reports on their performance.
6. Prepares and administers tests and interviews to evaluate prospective students'/trainees' performance and suitability for admission to the institution.
7. Prepares and submits lesson plans, reports and course outlines.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A level II Certificate in a related discipline offered at the institution.

OR

A level I Certificate in a related discipline offered at the institution plus five (5) years post qualification industrial training.

OR

Any other qualification considered equivalent.

KITCHEN ASSISTANT: CSHE

REPORTS TO: *Instructor*

RANGE OF ACTIVITIES:

1. Sets up work stations for practical exercises for day and evening classes.
2. Assists in purchasing equipment and materials for practical exercises.
3. Prepares estimates for caterings.
4. Supervises food service for special caterings.
5. Maintains up to date inventories of equipment and stock received.
6. Caters for special occasions and orders.
7. Ensures that the department is maintained in a clean and tidy manner.
8. Assists in preparing for classes.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A level I certificate in Catering plus two (2) years industrial experience.

OR

Passes in Food and Nutrition and Home Economics Management at CSEC plus two (2) years industrial experience.

Summary of Responsibilities

PRINCIPAL

The incumbent is responsible for the general management of the institution which encompasses finance and all other resources.

It is his/her responsibility to ensure that policies of the Ministry and Government with respect to Technical and Vocational Education and Training are executed faithfully.

He/she will advise the Board of Governors on all aspects of training specific to the institution and in cases with respect to special accelerated training courses not directly related to the programmes offered at the institution.

DEPUTY PRINCIPAL/VICE PRINCIPAL

The job holder is responsible for the instructional programme of the institution and all other matters related to the efficient, effective and safe delivery of instruction to all registered students/trainees.

He/she is required to communicate regularly to the Principal on all aspects of the instructional programme and on all other matters directly related to the institution and its function.

It is his/her responsibility to ensure that the Senior Lectures carry out their duties and responsibilities faithfully.

SENIOR LECTURER

The holder of this post is responsible for the management and supervision of all activities and resources of the department he/she is appointed to lead.

It is his/her responsibility to ensure that staff under his/her control are brought up to date with regards to changes in the system, that they are provided with training, advice and guidance necessary to effect changes and that the students/trainees within the department are always gainfully occupied and supervised.

It is also his/her responsibility to report or take steps to correct any matter which he/she feels is not in keeping with the objectives of the institution.

LECTURER I & II

This person is responsible for the delivery of instruction to trainees/students in the particular discipline of his/her specialization, utilizing various methodologies with a high degree of competence. They must comply with the requirements for the timely preparation and submission of information and records required by the Senior Lecturer. It is his or her responsibility to deal with issues relating to student discipline and/or performance.

ASSISTANT LECTURER I & II

He/she is responsible for the delivery of instruction to trainees/students in his/her area of specialization, utilizing various modes of delivery, with a high degree of competence. He/she must comply with the requirements for the timely preparation and submission of information and records required by the Senior Lecturer. It is his or her responsibility to deal with issues relating to student discipline and/or performance.

EDUCATION TECHNICIAN

Assists the Lecturer in the management and operation of the workshop(s) / laboratory (ies) to which he/she is assigned and ensures that tools, equipment and materials are in readiness for the use by lecturers, students and trainees.

Demonstrates the use of tools and equipment as directed by the lecturers.

Assists the Lecturer in the procurement of tools, materials and equipment for the workshop(s) /laboratory(ies) to which he/she is assigned.

MACHINIST

Assists Lecturers in the general running of the workshop and assists in the preparation for and teaching of the practical areas of instruction. Works on production projects of the institution.

Assists the Lecturer in the procurement of tools, materials and equipment for the workshop(s)/laboratory(ies) to which he/she is assigned.

KITCHEN ASSISTANT

Assists the Instructor in the management and operation of the kitchen and/or food laboratory to which he/she is assigned and ensures that devices, gadgets and equipment are serviceable and in place for use by instructors, students/ trainees.

Demonstrates the use of devices, gadgets and equipment as required by the instructor.

Prepares items of high quality and standard as required.

Assists the Instructor in the procurement of materials, supplies and equipment for the kitchen/laboratory to which he/she is assigned.

ADMINISTRATOR

The incumbent is responsible for the general administration of the Industrial Training Centre which encompasses responsibility for finance.

It is his/her responsibility to ensure that the policy objectives of the Ministry and Government with respect to Technical and Vocational Education and Training are executed faithfully.

He/she will also advise the Board of Governors on all aspects of training at the Centre and in cases with respect to special accelerated training courses, not directly related to the programmes offered at the institution.

CHIEF INSTRUCTOR

The job holder is responsible for the instructional programme of the training Centre and all other matters related to the efficient, effective and safe delivery of the instructional programme.

He/she is required to communicate regularly with the Administrator on all aspects of the instructional programme and on all other matters directly related to the institution.

It is his/her responsibility to ensure that the instructors carry out their duties and responsibility faithfully.

INSTRUCTOR I, II & III

The incumbent is responsible for the delivery of instruction to trainees in the particular discipline of his/her specialization, utilizing various methods of delivery, supported by education technology, tools, equipment and materials.

He/she must confirm to the timely preparation and submission of information and records required by the Chief Instructor.

WORKSHOP ASSISTANT

Assists the Instructor in the management and operation of the workshop(s)/laboratory (ies) to which he/she is assigned and ensures that tools, equipment and materials are in readiness for use by instructors and trainees.

Demonstrates the use of tools and equipment as directed by the Instructors.

Assists the Instructor in the procurement of tools, materials and equipment for the workshop(s)/laboratory(ies) to which he/she is assigned.