

SHORTWOOD TEACHERS' COLLEGE
Founded September 28, 1885
"Committed to Growth and Enlightenment"



Required for 1st September 2025

Applications are invited from suitably qualified and experienced individuals for the following positions:

Lecturer
Professional Studies with special competencies in Technology Education

Key responsibilities include:

- teaching undergraduate and/or diploma-level courses in educational technology and other general education courses.
- guiding students in developing skills in instructional design, digital tools integration, and technology-based pedagogy
- teacher preparation, in accordance with the Certification Regulations of the Teachers' Colleges of Jamaica and the policies of the Ministry of Education
- supporting faculty in the use of technology for teaching, assessment, and curriculum development
- participating in curriculum review and program development in alignment with national education standards.

The successful candidate should:

- have a Master's degree or higher in Educational Technology, Instructional Design, Curriculum and Instruction
- have teaching experience at the tertiary level or at least five (5) years' experience at the secondary level
- be a highly motivated, goal and team orientated, committed professional

- be proficient in using and teaching a wide range of educational technologies (e.g., LMS, multimedia tools, content authoring tools).
- be a competent user of technology for teaching and learning and have the ability to conduct and supervise action research.

Lecturer in Apparel Design and Production (Position for One Semester)

Applicants should have a Bachelor's Degree in Home Economics (specialization in Clothing and Fashion) and a Master's Degree in Technical and Vocational Education or equivalent.

The successful applicant should:

- have teaching experience at the tertiary level or at least five (5) years' experience at the secondary level
- be highly motivated, goal and team, orientated, committed professional
- have leadership skills with a clear vision of how to achieve and maintain excellence in teacher preparation, in accordance with the Certification Regulations of the Teachers' Colleges of Jamaica and the policies of the Ministry of Education
- be a competent user of technology for teaching and learning and have the ability to conduct and supervise action research.

Research Officer

Qualification and Experience

- A Master's Degree in Education
- A minimum of five (5) years' experience as a Lecturer
- Trained Teacher Certification
- A minimum of four (4) years' work experience in research or statistics
- Ability to design and conduct quantitative and qualitative research studies to meet the information needs of the College and MOEY's research agenda (i.e. must have an understanding and knowledge of qualitative, quantitative and other research methodologies, data collection methods and other appropriate

- tools)
- Excellent problem-solving, analytical and decision-making skills
- Strong planning and organizational skills
- Strong interpersonal and customer relations skills
- Data Management skills
- Proficient in the use of Microsoft Office Suite (Word, Excel, PowerPoint), statistical software (SPSS) and Internet research

Human Resource Manager GMG/AM4

Job Purpose

The incumbent is required to assist the Director of HR in coordinating the human resource functions of the institution in an efficient manner, ensuring at all times that confidentiality is maintained in the handling of employee files and information. The incumbent must have in-depth knowledge of all HR procedures.

Required Competencies

- Strong written and verbal communication skills
- Sound planning, organizing and time management skills
- Ability to analyse problems and identify alternative solutions
- High level of integrity, initiative and confidentiality
- Excellent interpersonal skills
- Effective team-building skills
- Attention to detail

Main Responsibilities

- Assist in the monitoring, coordination and execution of human resource activities including recruitment, employee relations, compensation, staff welfare and training and development.
- Monitor the staff Attendance Registers and update leave records
- Assist in processing/investigating Insurance Claims
- Assist in responding to employment-related issues
- Assist in preparing HR related documents

Minimum Qualifications and Experience

- A Bachelor's Degree in Human Resource Management or equivalent qualification
- Knowledge of the regulations relating to education in Jamaica
- A minimum of 3 years' experience in Human Resource Management

Senior Library Assistant, PIDG/ LA 2

The Senior Library Assistant works under the direct supervision of the College Librarian and assumes responsibility for routine tasks using basic skills and established procedures; demonstrates effective job knowledge, initiative and motivation in the performance of job responsibilities.

Key Responsibilities:

- Handle circulation transactions
- Maintain statistical records of all materials checked out by faculty, staff and students
- Compile and report patron use statistics
- Compile and send off JAMCOPY records
- Prepare and post overdue book notices and report delinquent students to the Librarian
- Keep materials shelved and in proper order
- Photocopy material for users and keep ample supplies on hand for copiers
- Follow up on all purchase orders
- Pull books for bindery or discard
- Assist users with electronic database searching
- Assist the Librarian in providing general research assistance to faculty, staff and students
- Assist the Librarian in orientation and Information Literacy sessions
- Supervise library Clerks and student assistants; and
- Perform other duties as assigned by the Librarian

Qualification and Experience:

- Bachelor's Degree in Library Studies/Library Technical Certificate

Skills and Competencies

- Good oral and written communication
- Teamwork
- Customer service

Secretary, OPS/SS 2 (Temporary Post)

The incumbent is responsible for efficiently managing the day-to-day operations of the Office.

Main duties include drafting Minutes of meetings, prepare reports and letters, Diary Management, organize and maintain correspondence, respond to internal and external calls/queries promptly, provide general administrative/secretarial services and perform any other related duties assigned from time to time which may be required to ensure the efficient operation of the Office.

Requisite Skills

- Excellent written and verbal communication skills.
- Ability to work effectively and meet deadlines
- Pleasant personality with excellent interpersonal skills.
- Positive attitude and professionalism.
- Computer literate, proficient in MS Office (Word/Excel etc.)

Qualification & Experience

- Diploma in Secretarial Studies or similar professional qualification in the relevant field.
- Minimum three (3) years working experience in a similar position.

Accounting Clerk, EIGS/AS 2

Job Summary

The incumbent will perform various accounting and administrative tasks, including vehicle logistics, monitoring rental payments (both fixed and non-fixed), cashier relief

duties, and tax filing to ensure that the financial well-being of the College is healthy through the conduct of accurate, timely and regular updating of files, ledgers and documents. The incumbent will also be required to generate reports, invoices, maintain records, and assist in managing accounts related to utilities, rentals, and other financial processes.

Main Duties and Responsibilities

- a. Prepare various financial Reports.
- b. Outline the salary breakdown for all categories of staff.
- c. Prepare Salary Variance Reports.
- d. Prepare Payroll Control Statements.
- e. Have an eye for detail to check for accuracy.
- f. Be able to pinpoint discrepancies and take corrective actions.
- g. Be able to handle large volumes of numerical data with the ability to make fast and accurate calculations.
- h. Be meticulous and reliable, be able to function under pressure, and deliver error-free work.
- i. Maintain the financial and accounting affairs of the College prudently in keeping with the Government's fiscal provisions and the College's guidelines.
- j. Use and develop local instruments that will enhance the preparation of financial reports.
- k. Maintain financial standards and procedures in the College.

Minimum required qualification/competencies/experience

- a. Five (5) CXC subjects, including English Language and Accounts or Mathematics or equivalent qualification from a reputable institution.
- b. Able to maintain high levels of confidentiality and productivity.
- c. Highly motivated and committed professional
- d. Excellent communication and interpersonal skills
- e. At least one year of related work experience

Stores Clerk, EIGS/AS 2

Job Summary

Under the general supervision of the Vice Principal Administration, the Store Clerk will assist the Matron/Food Service Supervisor by performing manual and clerical tasks to ensure that the receipt, storage, issuing of supplies and equipment and compiling records of supply transactions of the College is healthy through the conduct of accurate, timely and regular updating of files, ledgers and related documents.

The incumbent is also required to identify errors and discrepancies and make the necessary notations and corrections to prevent future recurrence.

Knowledge/Competencies/Qualifications

- a. Knowledge and recognition of types of materials and stock used in the College.
- b. Fair knowledge of stock systems.
- c. Knowledge of the dangers of hazardous materials and appropriate action to prevent injury to self and others.
- d. Knowledge of good practice relating to Health and Safety regulations.
- e. Knowledge of Microsoft Office Suite operations.
- f. Professional and emotional maturity.
- g. Good judgement and problem-solving skills.
- h. Ability to work independently, methodically, be organized and adhere to schedules.
- i. Ability to maintain confidentiality.
- j. Ability to communicate both orally and in writing.
- k. Ability to be a part of a team-oriented environment.
- l. Time management skills.
- m. Fair knowledge of accounting procedures and best practices.
- n. At least five (5) CXC subjects, including English Language and Mathematics or Accounts

Inventory Clerk, EIGS/AS 2

Job Summary

The Inventory Clerk will perform tasks including the receiving and issuing of supplies and equipment, and compiling records of supplies.

The incumbent is also required to identify errors and discrepancies and make the necessary notations and corrections to prevent future recurrence. He/she will also be expected to verify that supplies received are listed on appropriate requisitions and invoices and that reports are compiled for expenditures.

Knowledge/Competencies/Qualifications/Experience

- Knowledge and recognition of the types of inventories used in the College.
- Fair knowledge of Inventory Management Systems.
- Knowledge of the dangers of hazardous materials and appropriate action to prevent injury to self and others.
- Knowledge of good practice relating to Health and Safety regulations.
- Knowledge of Microsoft Office Suite operations.
- Professional and emotional maturity.

- Good judgement and problem-solving skills.
- Ability to work independently, methodically, be organized and adhere to schedules.
- Ability to maintain confidentiality.
- Ability to accurately calculate figures.
- Ability to communicate both orally and in writing.
- Ability to be a part of a team-oriented environment.
- Time management skills.
- Good knowledge of FAA Act and GOJ procurement Policy Guidelines.
- Excellent knowledge of accounting procedures and best practices.
- Five (5) CXC or GCE O'Level subjects including English Language and Accounts or Mathematics or equivalent qualification from a reputable institution.
- At least three (3) years of related work experience.

Applications with resumes and the names of two references should be submitted no later than Thursday, **May 22, 2025** to:

**The Director of Human Resource Management
Shortwood Teachers' College
77 Shortwood Road
Kingston 8**

N.B. We appreciate and thank all interested applicants for their applications; however, only shortlisted candidates will be contacted.