

BROWN'S TOWN COMMUNITY COLLEGE

JOB OPPORTUNITIES

The Board of Management and the Administration of Brown's Town Community College are seeking candidates for the job positions below.

Lecturer Vacancies:

- Mathematics (Full-time)
- Mathematics (February – April 30, 2024)

Minimum Qualifications and Experience

- Master's degree in the relevant content area from an accredited institution
- Teacher training certification from an accredited institution
- Five (5) years' teaching experience
- Proven track record of teaching within Higher Education (but recent graduates will be considered)
- Experience using instructional technologies and teaching online courses is desired

Guidance Counsellor (3 months: February 1, 2024 to April 30, 2024)

Minimum Qualifications and Experience

- Master's degree in the relevant content area from an accredited institution
- Teacher training certification from an accredited institution
- Five (5) years' experience
- Verifiable track record of providing Guidance and Counselling

Food Laboratory Technician (EIGS/AS2) – (Clear Vacancy)

Minimum Qualification and Experience

- Associate degree in the relevant content area from an accredited institution/
Vocational training (Level 4) in Hospitality or related areas
- One (1) year of experience working in a similar field

Telephone Operator/Receptionist (OPS/TO 2) - Acting Capacity

Minimum Qualifications & Experience

1. Associate degree from an accredited institution or Business Administration Vocational training (Level 4) in related areas
2. One (1) year of experience working in a similar field
3. Sound knowledge and experience in record-keeping

College Watchman (EIGS/GS2) – Clear Vacancies (Main Campus & Technical Campus

This employee will be required to demonstrate vigilance, great public relations skills and a keen sense of responsibility in the execution of duties.

Requirement

- Current Police Record

Minimum Qualifications & Experience

- 2 CSEC / SSC / CCLC Subjects / City & Guilds (including English Language) and or
- 1 year of related work experience / a positive approach to training

INTERNAL AUDITOR (FMG/AS4) - Contracted

Summary: This employee's responsibilities chiefly include conducting ongoing reviews of the accounting records and documents of the College to ensure its adherence to the requisite standards.

Minimum Qualifications & Experience

- Bachelor's degree with emphasis in internal auditing, financial accounting, or financial management from an accredited institution
- Professional designation, e.g. ACCA, CA, CPA (desired)
- 2 years of related work experience in an internal audit/public accounting, risk management environment
- 2 years of fraud auditing experience
- In-depth industry knowledge regarding best practices, policies, current regulations and technology
- Proficiency with computers, especially bookkeeping or financial software and MS Office

Accounting Technician (FMG/AS3) - Acting

Minimum Qualifications & Experience

- Associate degree in Accounting or a related field from an accredited institution
- Minimum four (4) years' relevant working experience in Accounting

Accounting Clerk (FMG/AC2) – Acting

Minimum Qualifications & Experience

- Associate degree in Accounting or a related field from an accredited institution
- Minimum two (2) years' relevant working experience in Accounting

All applications should include a letter of application, along with a résumé and at least two written character references for immediate review. Please send it to the following address(es):

We facilitate receipt of applications via email address: applications@btcc.edu.jm

Please address communication to:

**The Chairman
c/o The Principal
Brown's Town Community College
1 Huntley Road
Brown's Town P. O. Box 556
St. Ann**

The application submissions regarding the above job position(s) close on **Sunday, February 11, 2024.**

We thank all applicants for their interest in serving this Institution; however, we may limit further communications to short-listed applicants. We also reserve the right to make contact before the stated end date to receive applications.