

# **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 stated job positions below.**

### **KEY SUPPORT SERVICES AND ADMINISTRATIVE STAFF:**

#### **CONTRACTED INTERNAL AUDITOR (FMG/AS4)**

##### **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 (EIGS/AS3) – ACTING CAPACITY**

##### **QUALIFICATION AND EXPERIENCE:**

- ↗ Bachelor's degree in the relevant content area from an accredited institution
- ↗ Three (3) years of experience working in a similar field

#### **ACCOUNTING CLERK (FMG/AC2) – CLEAR VACANCY**

##### **QUALIFICATION AND EXPERIENCE:**

- ↗ Associate degree in the relevant content area from an accredited institution
- ↗ Two (2) years of experience working in a similar field

#### **RECEPTIONIST/TELEPHONE OPERATOR (OPS/TO2) – ACTING CAPACITY**

##### **QUALIFICATIONS & EXPERIENCE:**

- ↗ Associate degree in the relevant content area from an accredited institution
- ↗ One (1) year of experience working in a similar field

#### **ACADEMIC POSITIONS:**

- **LECTURER - HOSPITALITY AND TOURISM (Contract) – To teach up to the Bachelor's Degree level (September 2024)**
- **LECTURER - BUSINESS (Contract) – To teach Information Technology and other Business-related courses (September 2024)**
- **LECTURER - MATHEMATICS (Full-Time) – To teach Statistics, Calculus and Analytical Geometry, CSEC Math (September 2024)**
- **LECTURER - AGRO-PROCESSING (Contract) – To teach Food Engineering, Post Harvest Technology, Food Processing, Food Science and Human Nutrition (September 2024)**

- LECTURER - Biology (Full-Time)
- LECTURER - History & Sociology (Full-Time)

**QUALIFICATION 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

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

We facilitate receipt of applications via email address: [applications@btcc.edu.jm](mailto: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, May 19, 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.*