**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.**

**KEY SUPPORT SERVICES AND ADMINISTRATIVE STAFF:**

**DATA PROTECTION OFFICER (GMG/SEG2)**

(Temporary Capacity**)**

**SUMMARY:**

Under the general direction of the Principal, the Data Protection Officer (GMG/SEG2) will ensure that the College operates in accordance with the Data Protection Act (2020). The incumbent will be responsible to direct and coordinate the implementation of all aspects of the Data Protection/Privacy policies and procedures throughout the College.

**QUALIFICATIONS & EXPERIENCE:**

* Bachelor’s degree in Computer Science, Audit or an equivalent or related field.
* Proven experience in a medium size organization.
* Strong knowledge of computing and/or audit principles, practices and regulations

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

**SUMMARY:**

To conduct ongoing reviews of the accounting records and documents of the College to ensure its adherence to the requisite standards.

**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

**SENIOR SECRETARY (OPS/SS3) (Acting Capacity)**

REQUIREMENTS:

1. Strong administrative and organizational skills
2. Ability to work well under pressure and meet tight deadlines
3. Proficiency in the use of Microsoft Office Applications
4. Knowledge of Record Keeping, the Education Act and the Staff Orders for the Public Service (2004)
5. Demonstrate a high level of integrity and confidentiality in undertaking duties

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

* Bachelor’s Degree in Business Administration/Management or a related field from and accredited institution
* Certified Professional Secretary (CPS) Certification or similar training would be advantageous
* At least three (3) years’ experience working in a similar field

**ASSISTANT CAMPUS CO-ORDINATOR (EIGS/AS5) (Clear Vacancy)**

**SUMMARY OF RESPONSIBILITIES:**

This incumbent will be required to effectively assist in providing supervision regarding the allocation of the Campus’ ancillary staff, financial and material resources. Work at this level entails keeping accounting records, students’ records and aspects of human resource records for the respective Campus. The incumbent will have the responsibility to liaise with the Plant Manager through the Campus Director in an effort to have the grounds, buildings and equipment effectively maintained. Additionally, the incumbent is to provide administrative support to the Campus Director and assist in ensuring the values, code of conduct and standards of the College and by extension, the Ministry of Education are upheld by all members of the Campus.

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

* Bachelor’s Degree in Business Administration/Management or a related field from and accredited institution
* At least three (3) years’ experience working in a similar field

**ACCOUNTING TECHNICIAN (EIGS/AS3) (Acting Capacity)**

**SUMMARY:**

The incumbent will be required to provide efficient support and assistance to both the Assistant Bursar (Payables) and the College’s Bursar in their performance of duties of financial management and accounting.

**QUALIFICATION AND EXPERIENCE:**

* Bachelor’s Degree in Accounting from an accredited institution
* Three (3) years of experience working in a similar field

**LIBRARIAN (PIDG/LB2) (Clear Vacancy)**

**SUMMARY:**

To oversee the library operations, ensure efficient access to information, and foster a conducive environment for learning and research among students and faculty.

**QUALIFICATIONS AND EXPERIENCE:**

* Bachelor’s or equivalent in Library Science and Information Science from an accredited institution
* Experience in academic library settings preferred, with knowledge of library management systems and electronic resources

**LIBRARY AIDE (PIDG/LD1)**

**(2 Clear Vacancies)**

**SUMMARY:**

To support the daily operations of the College library by assisting patrons, maintaining library materials, and performing clerical tasks.

**QUALIFICATIONS & EXPERIENCE:**

* Associate of Science in Library Science or related discipline
* Previous experience in a library setting is preferred but not required.

**CONTRACTED COLLEGE WATCHMAN**

**SUMMARY:**

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

**QUALIFICATIONS & EXPERIENCE:**

* 2 CSEC / SSC / CCSLC Subjects / City & Guilds (including English Language) and or
* 1 year of related work experience / a positive approach to training
* Possess a commendable standard of oral communication and written communication skills
* Excellent public relations skills
* Strong problem-solving skills

**ACADEMIC POSITIONS**

**LECTURER IN BUSINESS – Accounting and Finance**

* + **To teach both theory and practice up to the Bachelor’s Degree Level (Clear vacancy)**

**LECTURER IN BUSINESS – with emphasis in Management, Entrepreneurship, Human Resources, International Business and / or Marketing**

* + **To teach both theory and practice up to the Bachelor’s Degree Level (Clear vacancy)**

**LECTURER IN COMPUTING**

* + **To teach both theory and practice (Clear vacancy)**

**LECTURER IN HOSPITALITY – Culinary Arts / Hospitality (Acting Capacity)**

* + **To teach both theory and practice components of Tourism and Hospitality courses with specialization in the Food & Beverage or Culinary Arts or Food Service Management (Acting Capacity)**

**LECTURER IN SOCIAL WORK (Acting Capacity)**

* **To teach both theory and practice**

**LECTURER IN AGRO-PROCESSING (Acting Capacity)**

* **To teach both theory and practice**

**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, June 01, 2025.**

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