



# CIRCULAR MEMORANDUM

## NO. 51 OF 2018

**MY REF:** GEN/5/03/18 (34) Vol. X

**FROM:** Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities

**TO:** Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

**SUBJECT:** VACANCY NOTICE - COUNSELOR/JOB PLACEMENT OFFICER - COROZAL ITVET - MINISTRY OF *EDUCATION*, YOUTH, SPORTS AND CULTURE

**DATE:** 9<sup>th</sup> November, 2018

Applications are invited from suitably qualified applicants to fill the vacant post of Counselor/Job Placement Officer, Corozal ITVET, Ministry of **Education**, Youth, Sports and Culture.

### **Analysis of Position:**

(a.) Essential Duties and Responsibilities as Counselor

1. In coordination with the Instructors, provide a comprehensive guidance program for all trainees.
2. Conduct structured, goal-oriented counselling sessions to meet identified needs of trainees.
3. Provide sessions with trainees to include topics such as: self-concept, academic problems, attendance and behaviour problems, peer problems, family issues, child abuse, substance abuse, suicide and sexuality problems.
4. Guide and counsel trainees through the development of educational and career plans.
5. Conduct and facilitate conferences with instructors, trainees and parents/guardians; assist families with school related problems.
6. Meet with the public to provide information on the Institute and its activities as well as to deal with any problems relating to the student body collectively or the operations of the Institute.

(b.) Essential Duties and Responsibilities as Job Placement Officer

1. Assist the manager, instructors and trainees in choosing a career ladder for all trainees and assist trainees to pursue this through their courses.
2. To provide follow up in assisting graduates to secure employment.
3. Gather statistics and disseminate information regarding the progress of individual trainees through their programs.
4. Contribute to the content and participate in orientation programs for trainees.
5. Provide linkage with the private and public sectors of commerce and industry to:
  - Contact prospective employers to explain the BzNVQ program and to inform them about the Institute's placement services.
  - Collect, organize and analyse occupational, educational and economic information for use in job development and employment activities.
  - Conduct community surveys to gather labour market information.
  - Conduct job market research and work with the manager to identify new skill areas for ITVET.
  - Provide guided job search for job ready and job needy trainees.
  - Conduct mock job interviews for job ready trainees.
  - Refer and arrange onsite and offsite interviews with employers for job ready trainees.
  - Conduct post interview follow-up with employers on job ready trainees to determine outcomes of interviews and to evaluate trainee performance.
  - Set up on-the-job training programs for all trainees in the penultimate month of their program.
  - Obtain employment for those trainees who have made the best impressions.
  - Follow up with graduates in their employment at 30/90/180 days and one-year intervals to develop statistics as to the success for public relations and planning purposes.
  - Act as public relations representative for the Institute by attending and addressing Career Days given by school in the District and creating public awareness of the benefits of a vocational education.

**Qualifications:**

- Bachelor's Degree in Business Administration, Sociology, Psychology or a related field and at least two (2) years' experience in a similar position, preferably in an educational facility.



**Skills and Experience:**

- Knowledge of all aspects of job placement; employment; career guidance counselling; curriculum development, implementation and evaluation; inter-personal communication; personnel management.
- Initiative in the solutions of problems and conflict resolution.
- Ability to develop and interpret statistical data
- Ability to develop comprehensive work plans.
- Ability to work towards specific goals and objectives.
- Experience with computer programs, especially Microsoft Office.
- Experience in working in groups and team management.

**Age:**


- Not to exceed 45 years of age

**Salary:**

Government of Belize Pay Scale 16 of \$30,171 x 1,310 - \$55,061 per annum

Interested persons in possession of the required qualifications and who have the aptitude for the post are to submit the below-listed through their respective Chief Executive Officer/Head of Department to the Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities, Sir Edney Cain Building, Belmopan, **no later than 30<sup>th</sup> November, 2018:**

- Letter of Application
- Resume
- Certified copies of qualification and transcript
- Two (2) letters of recommendation
- Police record
- Copy of birth certificate or relevant passport page
- Copy of social security card

  
**ADRIANA GONZALEZ (MS.)**  
**for CHIEF EXECUTIVE OFFICER**

c: *Director, CITO*