



**DIOCESE OF JAMAICA AND THE CAYMAN ISLANDS
CHURCH TEACHERS' COLLEGE: MANDEVILLE**

"To nurture through love and wisdom"

The Board of Management of Church Teachers' College: Mandeville invites applications for the positions below for January 2023:

SECRETARY (OPS / SS2)

Job Summary

The Secretary will provide secretarial and administrative support to the Personnel Manager in a professional manner for the effective operations of the Personnel Department.

Salary Scale: \$1,124,500 - \$1,512,327

Minimum Qualification and Experience requirements:

- 5 CSEC/GCE subjects or equivalent qualification including English Language and Mathematics
- Administrative Assistant certification or equivalent
- 2 years' experience in the secretarial field.
- Associate degree in human resource management asset.
- Experience in an educational institution an asset.

COOK (EIGS/GS2)

Job Summary:

The Cook will work closely with the Matron and Assistant Matron to prepare, cook and serve meals according to the menu for the students and staff.

Salary Scale: \$17,749 to \$23,288 per week

Minimum Qualification and Experience requirements:

- Completion of High School Education
- HEART/NTA NVQJ Certification an asset
- Holder of a valid Food Handler's Permit
- 2-3 years' working experience preparing meals in a similar capacity

WATCHMAN (EIGS/GS2)

Job Summary:

The Watchman will perform security duties for the College.

Salary Scale: \$17,749 to \$23,288 per week

Minimum Qualification and Experience requirements:

- Completion of High School Education
- CXC/GCE passes including English Language an asset
- One (1) year experience as a Watchman or Security Guard
- Valid Police Record/Certification
- Completion of Security Guard training an asset.

GROUNDSMAN (EIGS/GS1)

Job Summary:

The Groundsman has the responsibility for the cleaning and maintenance of the grounds of the College.

Salary Scale: \$14,567 - \$19,113 per week

Minimum Qualification and Experience requirements:

- Completion of High School Education
- Minimum one (1) year experience in gardening/landscaping/horticulture or equivalent specialized field.
- HEART/NTA NVQJ certification an asset

Please submit Application Letter and Curriculum Vitae by January 2023, to:

The Chairman

C/o The Personnel Manager

Church Teachers' College: Mandeville

40 Manchester Road, Mandeville, Manchester.

Email: hr@ctc.edu.jm

Only shortlisted applicants will be contacted.