



MINISTRY OF THE PUBLIC SERVICE
Poinciana Hill, Meeting Street
P. O. Box N-3915
Nassau, N.P., The Bahamas
Telephone No. (242) 502-7200
Facsimile Nos. (242) 322-7567 or 326-6929

Advertisement
Circular No. 3 OF 2022

FILE NO. MPS/39/21

24th May, 2022

VACANCY FOR TRAINED TEACHER (MATHEMATICS & ENGLISH)
SCALE S12
(DEPARTMENT OF EDUCATION)
MINISTRY OF EDUCATION AND TECHNICAL AND VOCATIONAL TRAINING

Letters of Interest and completed Applications Forms are invited from suitably qualified individuals to fill the post, in the Department of Education, Ministry of Education and Technical and Vocational Training, for the beginning of the 2022/2023 academic year.

Requirements for the post:

Bachelor of Education Degree in the relevant subject area from an accredited institution.

OR

Bachelor's Degree in the relevant subject area from an accredited institution and Teacher's Certificate, Post-graduate Diploma or Diploma in Education.

Specific duties of the post include:

1. Set appropriate instructional objectives relevant to lesson content.
2. Prepare necessary teaching aids and methods within a specified time.
3. Cover content within a specified time using appropriate questioning techniques, teaching aids, for providing assistance for group and individual work.
4. Encourage maximum student participation through oral, aural, written or practical activities in the classroom on field trips as well as home assignments.
5. Check notebooks regularly, set, conduct and grade pre and post-test units to determine the extent to which the students have mastered material taught.
6. Encourage acceptable behaviour, class attendance, punctuality, adequate preparation, and proper care of materials and equipment.
7. Maximize the total development of students by creating a learning environment through the use of extrinsic rewards and encourage development of intrinsic behaviour such as self-esteem and self-worth.
8. Maintain overall classroom organization and management conducive to the learning environment.
9. Update and maintain all required records, e.g. schemes of work, lesson plans, forecasts, mark books, class registers, student confidential record and report cards.

10. Perform all the duties of a homeroom teacher as assigned.
11. Cover classes during the absence of other teachers.
12. Maintain appropriate interpersonal relationships with students, colleagues, administrators and parents.
13. Attend school every day, attend P.T.A. meetings. School Assemblies, Open House, Parents Days, House Meetings, Staff Meetings, Report Card Days, Department Meetings and other school functions.
14. Be punctual to school, classes, assemblies, special functions and other meetings.
15. Participate in at least twenty five (25) hours of professional development activities annually and keep abreast of current trends in education.
16. Engage in non-teaching duties to foster and promote student development.
17. Perform such other duties as prescribed by the Minister under the Education Act and any Regulations made pursuant thereto.

The salary of the post is in Scale S12 - \$25,200 x \$700 – \$39,900 per annum (September, 2016 Salary Scales). Teachers with post-qualification teaching experience will be remunerated for a maximum of ten (10) years at the rate of \$700 for every two (2) years. Applicants willing to serve on the Family Islands will receive an additional \$1,000 monthly allowance to cover rental and utility payments.

Completed Application Forms MUST be accompanied by:

- i. Two (2) recent Passport size Photographs;
- ii. Original Degree Certificate and Diploma/Teachers' Certificate (certified copy if outside of The Bahamas);
- iii. Official Transcripts for Degree and Certification
- iv. Completed Security Vetting Form;
- v. Original Confidential Medical Report Form (completed by a physician);
- vi. Certified copy of Computerized Birth Certificate or Registered Affidavit (Duly lodged and recorded at the Registrar General's Department);
- vii. Apostilled and/or legalized Birth Certificate, if issued in a foreign jurisdiction);
- viii. Certified copy of Computerized Marriage Certificate or Divorce Decree Absolute
- ix. Apostilled and/or legalized Marriage Certificate or Divorce Decree Absolute, if issued in a foreign jurisdiction
- x. Certified copy of Passport or Naturalization Certificate of Citizenship;
- xi. Certified copy of National Insurance Card;
- xii. Official letters/letters on official letterhead stating years of teaching experience (inclusive of date, month and year).

Applications along with original supporting documents must be submitted to the Human Resource Management Section of Ministry of Education and Technical and Vocational Training, University Drive, Nassau, Bahamas no later than 30th June, 2022.

Initial interest may be sent via email to hr@moe.edu.bs.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND WILL NOT BE PROCESSED FOR THE 2022/2023 ACADEMIC YEAR.



PERMANENT SECRETARY



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Advertisement
Circular No. 4 OF 2022

24th May, 2022

FILE NO. MPS/39/21

VACANCY FOR ASSISTANT TEACHER
SCALE S12A
(DEPARTMENT OF EDUCATION)
MINISTRY OF EDUCATION

Letters of Interest and completed Applications Forms are invited from suitably qualified **Bahamians** to fill the post, in the Department of Education, Ministry of Education and Technical and Vocational Training, for the beginning of the 2022/2023 academic year.

Requirements for the post:

A Bachelor's Degree from an accredited institution in any area related to subjects offered in the Public School System.

Specific duties of the post include:

1. Set appropriate instructional objectives relevant to lesson content.
2. Prepare necessary teaching aids and methods within a specified time.
3. Cover content within a specified time using appropriate questioning techniques, teaching aids, for providing assistance for group and individual work.
4. Encourage maximum student participation through oral, aural, written or practical activities in the classroom on field trips as well as home assignments.
5. Check notebooks regularly, set, conduct and grade pre and post-test units to determine the extent to which the students have mastered material taught.
6. Encourage acceptable behaviour, class attendance, punctuality, adequate preparation, and proper care of materials and equipment.
7. Maximize the total development of students by creating a learning environment through the use of extrinsic rewards and encourage development of intrinsic behaviour such as self-esteem and self-worth.
8. Maintain overall classroom organization and management conducive to the learning environment.
9. Update and maintain all required records, e.g. schemes of work, lesson plans, forecasts, mark books, class registers, student confidential record and report cards.
10. Perform all the duties of a homeroom teacher as assigned.

11. Cover classes during the absence of other teachers.
12. Maintain appropriate interpersonal relationships with students, colleagues, administrators and parents.
13. Attend school every day, attend P.T.A. meetings. School Assemblies, Open House, Parents Days, House Meetings, Staff Meetings, Report Card Days, Department Meetings and other school functions.
14. Be punctual to school, classes, assemblies, special functions and other meetings.
15. Participate in at least twenty five (25) hours of professional development activities annually and keep abreast of current trends in education.
16. Engage in non-teaching duties to foster and promote student development.
17. Perform such other duties as prescribed by the Minister under the Education Act and any Regulations made pursuant thereto.

Successful applicants will be offered a three (3) year contract (with option to renew) at a salary of \$22,400 per annum (September, 2016 Salary Scales) and will receive a 15% gratuity upon satisfactory completion of the terms of the contract.

Applicants willing to serve on the Family Islands will receive an additional \$1,000-monthly allowance to cover rental and utility payments.

Completed Application Forms MUST be accompanied by:

- i. Two (2) recent Passport size Photographs;
- ii. Original Degree Certificate;
- iii. Official Transcript for Degree;
- iv. Completed Security Vetting Form;
- v. Original Confidential Medical Report Form (completed by a physician);
- vi. Certified copy of Computerized Birth Certificate or Registered Affidavit (Duly lodged and recorded at the Registrar General's Department);
- vii. Apostilled and/or legalized Birth Certificate, if issued in a foreign jurisdiction);
- viii. Certified copy of Computerized Marriage Certificate or Divorce Decree Absolute
- ix. Apostilled and/or legalized Marriage Certificate or Divorce Decree Absolute, if issued in a foreign jurisdiction
- x. Certified copy of Passport or Naturalization Certificate of Citizenship;
- xi. Certified copy of National Insurance Card;
- xii. Official letters/letters on official letterhead stating years of teaching experience.

Applications along with original supporting documents must be submitted to the Human Resource Management Section of Ministry of Education and Technical and Vocational Training, University Drive, Nassau, Bahamas no later than 30th June, 2022.

Initial interest may be sent via email to hr@moe.edu.bs.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND WILL NOT BE PROCESSED FOR THE 2022/2023 ACADEMIC YEAR.


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Advertisement
Circular No. 5 OF 2022

24th May, 2022

FILE NO. MPS/39/21

VACANCY FOR SENIOR CRAFT INSTRUCTOR
SCALE S13
(DEPARTMENT OF EDUCATION)
MINISTRY OF EDUCATION AND TECHNICAL AND VOCATIONAL TRAINING

Letters of Interest and completed Applications Forms are invited from suitably qualified Bahamians to fill the post, in the Department of Education, Ministry of Education and Technical and Vocational Training, for the beginning of the 2022/2023 academic year.

Requirements for the post:

Applicant must be a mature person having a good basic education and a minimum of ten (10) years full time employment in the area of their craft/skill (e.g. Music, Physical Education, Dance, Art, Cosmetology, Plumbing, Electrical, and Woodwork). Certificates in the subject area would be an asset.

or

An Associate Degree in the related craft (e.g. Music, Physical Education, Dance, Art, Cosmetology, Plumbing, Electrical, and Woodwork) and a minimum of three (3) years relevant work experience.

Specific duties of the post include:

1. Set appropriate instructional objectives relevant to lesson content.
2. Prepare necessary teaching aids and methods within a specified time.
3. Cover content within a specified time using appropriate questioning techniques, teaching aids, for providing assistance for group and individual work.
4. Encourage maximum student participation through oral, aural, written or practical activities in the classroom on field trips as well as home assignments.
5. Check notebooks regularly, set, conduct and grade pre and post-test units to determine the extent to which the students have mastered material taught.
6. Encourage acceptable behaviour, class attendance, punctuality, adequate preparation, and proper care of materials and equipment.
7. Maximize the total development of students by creating a learning environment through the use of extrinsic rewards and encourage development of intrinsic behaviour such as self-esteem and self-worth.

8. Maintain overall classroom organization and management conducive to the learning environment.
9. Update and maintain all required records, e.g. schemes of work, lesson plans, forecasts, mark books, class registers, student confidential record and report cards.
10. Perform all the duties of a homeroom teacher as assigned.
11. Cover classes during the absence of other teachers.
12. Maintain appropriate interpersonal relationships with students, colleagues, administrators and parents.
13. Attend school every day, attend P.T.A. meetings. School Assemblies, Open House, Parents Days, House Meetings, Staff Meetings, Report Card Days, Department Meetings and other school functions.
14. Be punctual to school, classes, assemblies, special functions and other meetings.
15. Participate in at least twenty five (25) hours of professional development activities annually and keep abreast of current trends in education.
16. Engage in non-teaching duties to foster and promote student development.
17. Perform such other duties as prescribed by the Minister under the Education Act and any Regulations made pursuant thereto.

The salary of the post is in Scale S13 - \$20,800 x \$500 – \$32,300 per annum (September, 2016 Salary Scales).

Completed Application Forms MUST be accompanied by:

- i. Two (2) recent Passport size Photographs;
- ii. Original Degree Certificate;
- iii. Official Transcript for Degree;
- iv. Letters stating years of work experience.
- v. Completed Security Vetting Form;
- vi. Original Confidential Medical Report Form (completed by a physician);
- vii. Certified copy of Computerized Birth Certificate or Registered Affidavit (Duly lodged and recorded at the Registrar General's Department);
- viii. Apostilled and/or legalized Birth Certificate, if issued in a foreign jurisdiction);
- ix. Certified copy of Computerized Marriage Certificate or Divorce Decree Absolute
- x. Apostilled and/or legalized Marriage Certificate or Divorce Decree Absolute, if issued in a foreign jurisdiction
- xi. Certified copy of Passport or Naturalization Certificate of Citizenship;
- xii. Certified copy of National Insurance Card;
- xiii. Official letters/letters on official letterhead stating years of experience

Applications along with original supporting documents must be submitted to the Human Resource Management Section of Ministry of Education and Technical and Vocational Training, University Drive, Nassau, Bahamas no later than 30th June, 2022.

Initial interest may be sent via email to hr@moe.edu.bs.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND WILL NOT BE PROCESSED FOR THE 2022/2023 ACADEMIC YEAR.


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Circular No. 6 of 2022

24th May, 2022

FILE NO. MPS/39/21

**VACANCY FOR TRAINED TEACHER
SCALE S12**

**(DEPARTMENT OF EDUCATION) MINISTRY OF EDUCATION AND TECHNICAL AND
VOCATIONAL TRAINING**

Letters of Interest and completed Applications Forms are invited from suitably qualified individuals to fill the posts, for **Trained Teachers for all subject areas for Primary Schools and Secondary Schools**, in the Department of Education, Ministry of Education and Technical and Vocational Training, for the beginning of the 2022/2023 academic year,

Requirements for the post:

Bachelor of Education Degree in the relevant subject area from an accredited institution.

OR

Bachelor's Degree in the relevant subject area from an accredited institution and Teacher's Certificate, Post-graduate Diploma or Diploma in Education.

Specific duties of the post include:

1. Set appropriate instructional objectives relevant to lesson content.
2. Prepare necessary teaching aids and methods within a specified time.
3. Cover content within a specified time using appropriate questioning techniques, teaching aids, for providing assistance for group and individual work.
4. Encourage maximum student participation through oral, aural, written or practical activities in the classroom on field trips as well as home assignments.
5. Check notebooks regularly, set, conduct and grade pre and post-test units to determine the extent to which the students have mastered material taught.
6. Encourage acceptable behaviour, class attendance, punctuality, adequate preparation, and proper care of materials and equipment.
7. Maximize the total development of students by creating a learning environment through the use of extrinsic rewards and encourage development of intrinsic behaviour such as self-esteem and self-worth.
8. Maintain overall classroom organization and management conducive to the learning environment.
9. Update and maintain all required records, e.g. schemes of work, lesson plans, forecasts, mark books, class registers, student confidential record and report cards.

10. Perform all the duties of a homeroom teacher as assigned.
11. Cover classes during the absence of other teachers.
12. Maintain appropriate interpersonal relationships with students, colleagues, administrators and parents.
13. Attend school every day, attend P.T.A. meetings. School Assemblies, Open House, Parents Days, House Meetings, Staff Meetings, Report Card Days, Department Meetings and other school functions.
14. Be punctual to school, classes, assemblies, special functions and other meetings.
15. Participate in at least twenty five (25) hours of professional development activities annually and keep abreast of current trends in education.
16. Engage in non-teaching duties to foster and promote student development.
17. Perform such other duties as prescribed by the Minister under the Education Act and any Regulations made pursuant thereto.

The salary of the post is in Scale S12 - \$25,200 x \$700 – \$39,900 per annum (September, 2016 Salary Scales). Teachers with post-qualification teaching experience will be remunerated for a maximum of ten (10) years at the rate of \$700 for every two (2) years. Applicants willing to serve on the Family Islands will receive an additional \$1,000 monthly allowance to cover rental and utility payments.

Completed Application Forms MUST be accompanied by:

- i. Two (2) recent Passport size Photographs;
- ii. Original Degree Certificate and Diploma/Teachers' Certificate (certified copy if outside of The Bahamas);
- iii. Official Transcripts for Degree and Certification
- iv. Completed Security Vetting Form;
- v. Original Confidential Medical Report Form (completed by a physician);
- vi. Certified copy of Computerized Birth Certificate or Registered Affidavit (Duly lodged and recorded at the Registrar General's Department);
- vii. Apostilled and/or legalized Birth Certificate, if issued in a foreign jurisdiction);
- viii. Certified copy of Computerized Marriage Certificate or Divorce Decree Absolute
- ix. Apostilled and/or legalized Marriage Certificate or Divorce Decree Absolute, if issued in a foreign jurisdiction
- x. Certified copy of Passport or Naturalization Certificate of Citizenship;
- xi. Certified copy of National Insurance Card;
- xii. Official letters/letters on official letterhead stating years of teaching experience.

Applications along with original supporting documents must be submitted to the Human Resource Management Section of Ministry of Education and Technical and Vocational Training, University Drive, Nassau, Bahamas no later than 30th June,, 2022.

Initial interest may be sent via email to hr@moe.edu.bs.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND WILL NOT BE PROCESSED FOR THE 2022/2023 ACADEMIC YEAR.


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Circular No. 7 OF 2022

24th May, 2022

FILE NO. MPS/39/21

VACANCY FOR TECHNICAL TEACHER

SCALE S12

(DEPARTMENT OF EDUCATION) MINISTRY OF EDUCATION AND TECHNICAL AND VOCATIONAL TRAINING

Letters of Interest and completed Applications Forms are invited from suitably qualified individuals to fill the post, in the Department of Education, Ministry of Education and Technical and Vocational Training, for the beginning of the 2022/2023 academic year.

- ✓ **Electronic/Electrical Installation**
- ✓ **Technical Drawing**
- ✓ **Agriculture**
- ✓ **Carpentry & Joinery**
- ✓ **Welding**
- ✓ **Auto Mechanics**

Requirements for the post:

A Bachelor of Education Degree in a technical area or in a specialist technical training at an accredited institution approved for government purpose

OR

A Bachelor Degree in the specific discipline or related field and a professional teaching qualification from an accredited institution approved for government purpose.

Specific duties of the post include:

1. Set appropriate instructional objectives relevant to lesson content;
2. Prepare necessary teaching aids and methods within a specified time;
3. Cover content within a specified time using appropriate questioning techniques and teaching aids for providing assistance for group and individual work;
4. Encourage maximum student participation through oral, aural, written or practical activities in the classroom on field trips as well as home assignments;
5. Check notebooks regularly, set, conduct and grade pre and post-test units to determine the extent to which the students have mastered material taught;
6. Encourage acceptable behaviour, class attendance, punctuality, adequate preparation, and proper care of materials and equipment

7. Maximize the total development of students by creating a learning environment through the use of extrinsic rewards and encourage development of intrinsic behaviour such as self-esteem and self-worth;
8. Maintain overall classroom organization and management conducive to the learning environment;
9. Update and maintain all required records, e.g. schemes of work, lesson plans, forecasts, mark books, class registers, student confidential record and report cards;
10. Perform all the duties of a homeroom teacher as assigned;
11. Cover classes during the absence of other teachers;
12. Maintain appropriate interpersonal relationships with students, colleagues, administrators and parents;
13. Attend school every day, attend P.T.A. meetings, school assemblies, Open House, Parents Days, House Meetings, Staff Meetings, Report Card Days, Department Meetings and other school functions;
14. Be punctual to school, classes, assemblies, special functions and other meetings;
15. Participate in at least twenty five (25) hours of professional development activities annually and keep abreast of current trends in education;
16. Engage in non-teaching duties to foster and promote student development;
17. Perform such other duties as prescribed by the Minister under the Education Act and any Regulations made pursuant thereto.

The salary of the post is in Scale S12 - \$25,200 x \$700 – \$39,900 per annum (September, 2016 Salary Scales). Teachers with post-qualification teaching experience will be remunerated for a maximum of ten (10) years at the rate of \$700 for every two (2) years. Successful Applicants directed to serve on the Family Islands will receive an additional \$1,000 monthly allowance to cover rental and utility payments.

Completed Application Forms MUST be accompanied by:

- i. Two (2) recent Passport size Photographs
- ii. Certified copies of academic qualifications
- iii. Official Transcripts for Degree and Certification
- iv. Completed Security Vetting Form
- v. Original Confidential Medical Report Form (completed by a physician)
- vi. Certified copy of Computerized Birth Certificate or Registered Affidavit (Duly lodged and recorded at the Registrar General's Department)
- vii. Apostilled and/or legalized Birth Certificate, if issued in a foreign jurisdiction)
- viii. Certified copy of Computerized Marriage Certificate or Divorce Decree Absolute
- ix. Apostilled and/or legalized Marriage Certificate or Divorce Decree Absolute, if issued in a foreign jurisdiction
- x. Certified copy of Passport or Naturalization Certificate of Citizenship
- xi. Certified copy of National Insurance Card;
- xii. Official letters/letters on official letterhead stating years of teaching experience.

Applications along with original supporting documents must be submitted to the Human Resource Management Section of Ministry of Education and Technical and Vocational Training, University Drive, Nassau, Bahamas no later than 30th June, 2022.

Initial interest may be sent via email to hr@moe.edu.bs.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND WILL NOT BE PROCESSED FOR THE 2022/2023 ACADEMIC YEAR.

A handwritten signature in black ink, appearing to read "D. Horton". The signature is fluid and cursive, with a large initial "D" that loops back.

PERMANENT SECRETARY



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Advertisement
Circular No. 8 of 2022

24th May, 2022

FILE NO. MPS/39/21

VACANCY FOR TECHNICAL TEACHER
SCALE S12A
(DEPARTMENT OF EDUCATION) MINISTRY OF EDUCATION AND TECHNICAL AND
VOCATIONAL TRAINING

Letters of Interest and completed Applications Forms are invited from suitably qualified individuals to fill the post, in the Department of Education, Ministry of Education and Technical and Vocational Training, for the beginning of the 2022/2023 academic year.

- ✓ **Electronic/Electrical Installation**
- ✓ **Technical Drawing**
- ✓ **Agriculture**
- ✓ **Carpentry & Joinery**
- ✓ **Welding**
- ✓ **Auto Mechanics**

Requirements for the Post:

One year's successful post-secondary specialist technical training at an accredited institution plus teacher training.

Specific duties of the post include:

1. Set appropriate instructional objectives relevant to lesson content.
2. Prepare necessary teaching aids and methods within a specified time.
3. Cover content within a specified time using appropriate questioning techniques and teaching aids for providing assistance for group and individual work.
4. Encourage maximum student participation through oral, aural, written or practical activities in the classroom on field trips as well as home assignments.
5. Check notebooks regularly, set, conduct and grade pre and post-test units to determine the extent to which the students have mastered material taught.
6. Encourage acceptable behaviour, class attendance, punctuality, adequate preparation, and proper care of materials and equipment.
7. Maximize the total development of students by creating a learning environment through the use of extrinsic rewards and encourage development of intrinsic behaviour such as self-esteem and self-worth.

8. Maintain overall classroom organization and management conducive to the learning environment.
9. Update and maintain all required records, e.g. schemes of work, lesson plans, forecasts, mark books, class registers, student confidential record and report cards.
10. Perform all the duties of a homeroom teacher as assigned.
11. Cover classes during the absence of other teachers.
12. Maintain appropriate interpersonal relationships with students, colleagues, administrators and parents.
13. Attend school every day, attend P.T.A. meetings, school assemblies, Open House, Parents Days, House Meetings, Staff Meetings, Report Card Days, Department Meetings and other school functions.
14. Be punctual to school, classes, assemblies, special functions and other meetings.
15. Participate in at least twenty five (25) hours of professional development activities annually and keep abreast of current trends in education.
16. Engage in non-teaching duties to foster and promote student development.
17. Perform such other duties as prescribed by the Minister under the Education Act and any Regulations made pursuant thereto.

The salary of the post is in Scale S12A - \$18,900 x \$700 – \$39,900 per annum (September, 2016 Salary Scales). Remuneration for post-qualification teaching experience will be up to a maximum of ten years.

Completed Application Forms MUST be accompanied by:

- i. Two (2) recent Passport size Photographs;
- ii. Certified copies of academic qualifications;
- iii. Completed Security Vetting Form;
- iv. Original Confidential Medical Report Form (completed by a physician);
- v. Certified copy of Computerized Birth Certificate or Registered Affidavit (Duly lodged and recorded at the Registrar General's Department);
- vi. Apostilled and/or legalized Birth Certificate, if issued in a foreign jurisdiction);
- vii. Certified copy of Computerized Marriage Certificate or Divorce Decree Absolute
- viii. Apostilled and/or legalized Marriage Certificate or Divorce Decree Absolute, if issued in a foreign jurisdiction
- ix. Certified copy of Passport or Naturalization Certificate of Citizenship;
- x. Certified copy of National Insurance Card;
- xi. Official letters/letters on official letterhead stating years of teaching experience.

Applications along with supporting documents must be submitted to the Human Resource Management Section of Ministry of Education and Technical and Vocational Training, University Drive, Nassau, Bahamas no later than 30th June, 2022.

Initial interest may be sent via email to hr@moe.edu.bs.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND WILL NOT BE PROCESSED FOR THE 2022/2023 ACADEMIC YEAR.


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Circular No. 9 of 2022

24th May, 2022

FILE NO. MPS/39/21

**VACANCY FOR GUIDANCE COUNSELLOR III
SCALE SED15
(DEPARTMENT OF EDUCATION)
MINISTRY OF EDUCATION**

Letters of Interest and completed Applications Forms are invited from suitably qualified Bahamians to fill the post, in the Department of Education, Ministry of Education and Technical and Vocational Training, for the beginning of the 2022/2023 academic year.

Requirements for the post:

Applicant must have a Master's Degree in Guidance and Counselling or related area (e.g. Psychology, Sociology and Education).

Job Summary:

The Guidance Counsellor should be a passionate and progressive individual who is able to develop and implement counselling programs to assist students in their personal, social, and academic development. Their responsibilities include conducting assessments to evaluate students' abilities, assisting students with career planning, and ensuring students have all the tools to become productive and well-adjusted adults. The School Counsellor plays a vital role in the education system by providing valuable assistance to students through leadership, advocacy and collaboration.

Essential Functions:

1. Development, implementation and management of guidance/school counselling programs in the public school system with supervision;
2. Collaboration with other staff members, key government, non-government agencies and other community stakeholders in the best interest of students, parents and school;
3. Collaboration with school attendance officers, social workers, uniformed branches to carry out necessary home visits;
4. Compilation of information such as students' skills, interests and educational background so as to assess and match compatibility to industry or higher education;
5. Train students in job search skills, such as interviewing and networking as well as application and resume writing.
6. Development and execution of individual and classroom guidance programs either virtually and/or face to face as appropriate, with some supervision
7. Use of aptitude and achievement assessments to assist students with correct placement
8. Assist with research designed to measure the effectiveness of counselling programs as well as other guidance services delivered to students
9. Maintain ongoing knowledge and skills about the profession

10. Assist school with completion and maintenance of student school records, confidential cards and terminal school leaving records
11. Production of monthly progress and annual reports, with some supervision.
12. Assist school with oversight and delivery of school lunch and uniform programs
13. Assist with public education and awareness programs using all media platforms to promote the Unit and the profession
14. Assist with any other assignments as needed.

Additional Responsibilities:

1. Listening to and providing support for students' concerns regarding social, academic, or personal circumstances.
2. Mediating and improving relationships between students, parents, and teachers.
3. Counselling individuals and groups as required.
4. Conducting assessments to determine students' strengths, weaknesses, interests, and aptitudes.
5. Working with students to develop and improve their skill set.
6. Assisting students in the development of career goals.
7. Assisting students with scholarship, college, and job applications.
8. Implementing programs to combat substance abuse.
9. Referring students to other support services and mental health professionals as needed.

Required Skills and Specialized Knowledge:

- Knowledge of statutory instruments (Education Act, Child Protection Act, Persons with Disabilities Act, 2014 etc.) as well as other policies and regulations which govern the education, protection, welfare and safety of all children;
- Proficiency in basic computer skills and online documentation skills including Microsoft Office (Word, PowerPoint, Excel, Access) required and willingness to learn appropriate computer software
- Competency utilizing a web-based platform (e.g., Zoom, Microsoft Teams) for delivery of services is essential
- Working knowledge of counselling models, methods and resources
- Experience using media outlets to promote awareness of the field of counselling
- Good communication and interpersonal skills
- Ability to identify and respond to students' needs
- Excellent listening and problem-solving skills
- Must be patient, empathetic and compassionate
- High level of integrity
- Transportation is required

The salary of the post is in Scale SED15 \$24,500. x \$700 – \$35,700 per annum (September, 2016 Salary Scales).

Completed Application Forms MUST be accompanied by:

- i. Two (2) recent Passport size Photographs;
- ii. Certified copies of Degree(s);
- iii. Official Transcripts for Degree and Certification;
- iv. Two (2) Character References/Testimonials;
- v. Completed Security Vetting Form;
- vi. Original Police Certificate;
- vii. Original Confidential Medical Report Form (completed by a physician);
- viii. Certified copy of Computerized Birth Certificate or Registered Affidavit (Duly lodged and recorded at the Registrar General's Department);
- ix. Apostilled and/or legalized Birth Certificate, if issued in a foreign jurisdiction);
- x. Certified copy of Computerized Marriage Certificate or Divorce Decree Absolute;

- xi. Apostilled and/or legalized Marriage Certificate or Divorce Decree Absolute, if issued in a foreign jurisdiction;
- xii. Certified copy of Passport or Naturalization Certificate of Citizenship;
- xiii. Certified copy of National Insurance Card;
- i. Official letters/letters on official letterhead stating years of experience.

Applications along with supporting documents must be submitted to the Human Resource Management Section of Ministry of Education and Technical and Vocational Training, University Drive, Nassau, Bahamas no later than 30th June, 2022.

Initial interest may be sent via email to hr@moe.edu.bs.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND WILL NOT BE PROCESSED FOR THE 2021/2022 ACADEMIC YEAR.


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**MINISTRY OF FOREIGN AFFAIRS AND
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Circular No. 10 of 2022

24th May

File No. MPS/39/21

**VACANCY FOR TRAINEE GUIDANCE COUNSELLOR
SCALE SED18
(DEPARTMENT OF EDUCATION)
MINISTRY OF EDUCATION**

Letters of Interest and completed Applications Forms are invited from suitably qualified Bahamians to fill the post, in the Department of Education, Ministry of Education and Technical and Vocational Training, for the beginning of the 2022/2023 academic year.

Requirements for the post:

Applicant must have a Bachelor's Degree in one (1) of the related areas (e.g. Psychology, Education and Sociology).

Job Summary:

The Trainee Counsellor should be a passionate and progressive individual who is able to develop and implement a counselling program with supervision, to assist students in their personal, social, and academic development. Their responsibilities include conducting assessments to evaluate students' abilities, assisting students with career planning, and ensuring students have all the tools to become productive and well-adjusted adults. School counsellors play a vital role in the education system by providing valuable assistance to students through leadership, advocacy and collaboration.

Essential Functions:

1. Development, implementation and management of guidance/school counselling programs in the public school system with supervision;
2. Collaboration with other staff members, key government, non-government agencies and other community stakeholders in the best interest of students, parents and school;
3. Collaboration with school attendance officers, social workers, uniformed branches to carry out necessary home visits;
4. Compilation of information such as students' skills, interests and educational background so as to assess and match compatibility to industry or higher education;
5. Train students in job search skills, such as interviewing and networking as well as application and resume writing.
6. Development and execution of individual and classroom guidance programs either virtually and/or face to face as appropriate, with some supervision.
7. Use of aptitude and achievement assessments to assist students with correct placement
8. Assist with research designed to measure the effectiveness of counselling programs as well as other guidance services delivered to students.

9. Maintain ongoing knowledge and skills about the profession.
10. Assist school with completion and maintenance of student school records, confidential cards and terminal school leaving records.
11. Production of monthly progress and annual reports, with some supervision.
12. Assist school with oversight and delivery of school lunch and uniform programs.
13. Assist with public education and awareness programs using all media platforms to promote the Unit and the profession.
14. Assist with any other assignments as needed.

ADDITIONAL RESPONSIBILITIES:

1. Listen to and provide support for students' concerns regarding social, academic, or personal circumstances.
2. Mediate and improve relationships between students, parents, and teachers.
3. Counsel individuals and groups as required.
4. Conduct assessments to determine students' strengths, weaknesses, interests, and aptitudes.
5. Work with students to develop and improve their skill set.
6. Assist students in the development of career goals.
7. Assist students with scholarship, college, and job applications.
8. Implement supervised programs to combat substance abuse.
9. Refer students to other support services and mental health professionals as needed.

Required Skills and Specialized Knowledge:

- Knowledge of statutory instruments (Education Act, Child Protection Act, Persons with Disabilities Act, 2014 etc.) as well as other policies and regulations which govern the education, protection, welfare and safety of all children;
- Proficiency in basic computer skills and online documentation skills including Microsoft Office (Word, PowerPoint, Excel, Access) required and willingness to learn appropriate computer software;
- Competency using a web-based platform (e.g., Zoom, Microsoft Teams) for service delivery is essential;
- Knowledge of counselling models, methods and resources;
- Experience using media outlets to promote awareness of the field of counselling;
- Good communication and interpersonal skills;
- Excellent listening and problem-solving skills;
- Must be patient, empathetic and compassionate;
- High level of integrity;
- Membership in American School Counsellors Association (ASCA) and local professional organizations is encouraged.

The salary of the post is in Scale SED18 \$21,250 x \$600 – \$33,250 per annum (September, 2016 Salary Scales).

Completed Application Forms MUST be accompanied by:

- i. Two (2) recent Passport size Photographs;
- ii. Certified copies of academic qualifications;
- iii. Official Transcripts for Degree and Certification;
- iv. Two (2) Character References/Testimonials;
- v. Completed Security Vetting Form;
- vi. Original Police Certificate;
- vii. Original Confidential Medical Report Form (completed by a physician);
- viii. Certified copy of Computerized Birth Certificate or Registered Affidavit (Duly lodged and recorded at the Registrar General's Department);
- ix. Apostilled and/or legalized Birth Certificate, if issued in a foreign jurisdiction;

- x. Certified copy of Computerized Marriage Certificate or Divorce Decree Absolute;
- xi. Apostilled and/or legalized Marriage Certificate or Divorce Decree Absolute, if issued in a foreign jurisdiction;
- xii. Certified copy of Passport or Naturalization Certificate of Citizenship;
- xiii. Certified copy of National Insurance Card;
- xiv. Official letters/letters on official letterhead stating years of experience.

Applications along with supporting documents must be submitted to the Human Resource Management Section of Ministry of Education and Technical and Vocational Training, University Drive, Nassau, Bahamas no later than 30th June, 2022.

Initial interest may be sent via email to hr@moe.edu.bs.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND WILL NOT BE PROCESSED FOR THE 2021/2022 ACADEMIC YEAR.



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Circular No. 11 OF 2022

24th May, 2022

FILE NO.MPS/39/21

VACANCY FOR TRAINEE SPEECH LANGUAGE PATHOLOGIST
SCALE ED26
(DEPARTMENT OF EDUCATION)
MINISTRY OF EDUCATION AND TECHNICAL AND VOCATIONAL TRAINING

Letters of Interest and completed Applications Forms are invited from suitably qualified Bahamians to fill the post, in the Department of Education, Ministry of Education and Technical and Vocational Training, for the beginning of the 2022/2023 academic year.

Requirements for the post:

B.A./B.Sc. in Speech Language Pathology and Audiology from an accredited College or University.

Essential Functions:

1. Assess, under supervision, clients referred for developmental articulation, fluency, and delayed language disorders;
2. Develop and implement appropriate therapy programmes in collaboration with supervisor;
3. Provide services via telepractice to clients who are selected by the supervisor;
4. Compile case and progress reports of the clients seen under supervision;
5. Assist with development and implementation of workshops, seminars for teachers, parents, and students;
6. Adapt and construct suitable therapy aids;
7. Keep abreast of current diagnostic and therapy techniques and procedures;
8. Assist in the promotion of the Speech Therapy Service;
9. Collaborate with stakeholders in the relevant government ministries and departments as well as NGOs (non-government organizations);
10. Any other responsibilities assigned.

Required Skills and Specialized Knowledge:

- Proficiency in basic computer skills and online documentation skills including Microsoft Office (Word, PowerPoint, Excel, Access) required and willingness to learn appropriate computer software;
- Competency utilizing a web-based platform (e.g., Zoom, Microsoft Teams) for delivery of services is essential;
- Experience with augmentative and alternative communication devices such as apps, communication boards, and assistive devices is beneficial.

The salary of the post is in Scale ED26 \$21,400 x \$600 – \$32,800 per annum (July 2016 Salary Scales).

Completed Application Forms MUST be accompanied by:

- i. Two (2) recent Passport size Photographs;
- ii. Certified copies of academic qualifications;
- iii. Official Transcripts for Degree and Certification;
- iv. Two (2) Character References/Testimonials;
- v. Completed Security Vetting Form;
- vi. Original Police Certificate;
- vii. Original Confidential Medical Report Form (completed by a physician);
- viii. Certified copy of Computerized Birth Certificate or Registered Affidavit (Duly lodged and recorded at the Registrar General's Department);
- ix. Apostilled and/or legalized Birth Certificate, if issued in a foreign jurisdiction);
- x. Certified copy of Computerized Marriage Certificate or Divorce Decree Absolute;
- xi. Apostilled and/or legalized Marriage Certificate or Divorce Decree Absolute, if issued in a foreign jurisdiction;
- xii. Certified copy of Passport or Naturalization Certificate of Citizenship;
- xiii. Certified copy of National Insurance Card;
- xiv. Official letters/letters on official letterhead stating years of experience.

Applications along with supporting documents must be submitted to the Human Resource Management Section of Ministry of Education and Technical and Vocational Training, University Drive, Nassau, Bahamas no later than 30th June, 2022.

Initial interest may be sent via email to hr@moe.edu.bs.

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Circular No. 12 OF 2022

24th May, 2022

FILE NO. MPS/39/21

VACANCY FOR CRAFT INSTRUCTOR
SCALE S14
(DEPARTMENT OF EDUCATION)
MINISTRY OF EDUCATION AND TECHNICAL AND VOCATIONAL TRAINING

Letters of interest and completed Applications Forms are invited from suitably qualified Bahamians to fill the post, in the Department of Education, Ministry of Education and Technical and Vocational Training, for the beginning of the 2022/2023 academic year.

Requirements for the post:

Application must possess an Associate of Arts Degree related to the craft and a minimum of three (3) years full time employment in the area of their craft/skill (e.g. Music, Physical Education, Dance, Art, Cosmetology, Plumbing, Electrical, and Woodwork).

OR

Applicants must be matured persons having good basic education and a minimum of six (6) years full time employment in the area of their craft/skill (e.g. Music, Physical Education, Dance, Art, Cosmetology, Plumbing, Electrical, and Woodwork). Certificates in the discipline would be an asset.

Specific duties of the post include:

1. Set appropriate instructional objectives relevant to lesson content.
2. Prepare necessary teaching aids and methods within a specified time.
3. Cover content within a specified time using appropriate questioning techniques, teaching aids, for providing assistance for group and individual work.
4. Encourage maximum student participation through oral, aural, written or practical activities in the classroom on field trips as well as home assignments.
5. Check notebooks regularly, set, conduct and grade pre and post-test units to determine the extent to which the students have mastered material taught.
6. Encourage acceptable behaviour, class attendance, punctuality, adequate preparation, and proper care of materials and equipment.
7. Maximize the total development of students by creating a learning environment through the use of extrinsic rewards and encourage development of intrinsic behaviour such as self-esteem and self-worth.

8. Maintain overall classroom organization and management conducive to the learning environment.
9. Update and maintain all required records, e.g. schemes of work, lesson plans, forecasts, mark books, class registers, student confidential record and report cards.
10. Perform all the duties of a homeroom teacher as assigned.
11. Cover classes during the absence of other teachers.
12. Maintain appropriate interpersonal relationships with students, colleagues, administrators and parents.
13. Attend school every day, attend P.T.A. meetings. School Assemblies, Open House, Parents Days, House Meetings, Staff Meetings, Report Card Days, Department Meetings and other school functions.
14. Be punctual to school, classes, assemblies, special functions and other meetings.
15. Participate in at least twenty five (25) hours of professional development activities annually and keep abreast of current trends in education.
16. Engage in non-teaching duties to foster and promote student development.
17. Perform such other duties as prescribed by the Minister under the Education Act and any Regulations made pursuant thereto.

The salary of the post is in Scale S14 - \$17,950 x \$500 – \$28,950 per annum (September, 2016 Salary Scales).

Completed Application Forms MUST be accompanied by:

- i. Two (2) recent Passport size Photographs;
- ii. Certified copies of academic qualifications
- iii. Letters stating years of work experience.
- iv. Completed Security Vetting Form;
- v. Original Confidential Medical Report Form (completed by a physician);
- vi. Certified copy of Computerized Birth Certificate or Registered Affidavit (Duly lodged and recorded at the Registrar General's Department);
- vii. Apostilled and/or legalized Birth Certificate, if issued in a foreign jurisdiction);
- viii. Certified copy of Computerized Marriage Certificate or Divorce Decree Absolute
- ix. Apostilled and/or legalized Marriage Certificate or Divorce Decree Absolute, if issued in a foreign jurisdiction
- x. Certified copy of Passport or Naturalization Certificate of Citizenship;
- xi. Certified copy of National Insurance Card;
- xii. Official letters/letters on official letterhead stating years of experience.

Applications along with original supporting documents must be submitted to the Human Resource Management Section of Ministry of Education and Technical and Vocational Training, University Drive, Nassau, Bahamas no later than 30th June, 2022.

Initial interest may be sent via email to hr@moe.edu.bs.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND WILL NOT BE PROCESSED FOR THE 2022/2023 ACADEMIC YEAR.

A handwritten signature in black ink, appearing to read "D. Houston". The signature is fluid and cursive, with a large, stylized initial "D" that loops back.

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7. Examine registers via the Educational Management Information System (EMIS) or otherwise and collect the names of children who present absentee problems or who are truants. Examine those cases where students have not been engaged in school virtual or face to face for extended periods of time and provide the necessary assistance
8. Investigate by way of school visit, home visit, street patrol, parent interview, student interview, telephone calls, school personnel etc., children who are not registered in or not attending school.
9. Ensure by way of investigation and observation that businesses establishments do not have under aged children employed during school hours.
10. Ensure by way of investigation and observation that shopping centres, and other places where young person's frequent, are not encouraging school aged children to occupy their establishments during school hours.
11. Refer delinquent parents/guardians who wilfully keep their children out of school to the relevant authorities.
12. Assist parents/guardians in registering children in school.
13. Advise parents/guardians on how to ensure their children are attending school on a regular basis and where to go for additional assistance if required.
14. Network with relevant social agencies both statutory and voluntary to ensure regular attendance of school children.
15. Planning, developing, implementing programmes.
16. Keep accurate records of all cases investigated.
17. Keep a daily log of all places visited and all activities carried out in the course of one's duties.
18. Complete monthly and yearly reports.

Required Skills and Knowledge

1. Working knowledge of The Bahamas' Education Act, Child protection Act and all other statutory instruments and policies that relate directly to the education, welfare and protection of children.
2. Knowledge of School Attendance trends both regionally and internationally.
3. Proficiency in basic computer and online documentation skills including Microsoft Office (Word, PowerPoint, Excel, Access) required and willingness to learn appropriate computer software.

The salary of the post is in Scale W20 - \$16,100 X \$500 - \$29,100 per annum (July 2016 Salary Scales).

Completed Application Forms MUST be accompanied by:

- i. Two (2) recent Passport size Photographs;
- ii. Original Degree Certificate and Diploma in Associate of Arts Degree in a Social Science (Sociology, Psychology, Social Work etc.) /~~Teachers' Certificate~~
- iii. (certified copy if outside of The Bahamas);



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Advertisement
Circular No. 13 of 2022

24th May, 2022

FILE NO. MPS/39/21

VACANCY FOR SCHOOL ATTENDANCE OFFICER III
SCALE W20
(DEPARTMENT OF EDUCATION) MINISTRY OF EDUCATION AND TECHNICAL AND
VOCATIONAL TRAINING

Letters of Interest and completed Applications Forms are invited from suitably qualified **Bahamians** to fill the post, in the Department of Education, Ministry of Education and Technical and Vocational Training, for the beginning of the 2022/2023 academic year.

Requirements for the post:

Applicant must have an Associate of Arts Degree in a Social Science (Sociology, Psychology, Social Work etc.) or hold equivalent qualifications. Experience in social work or a related service would be an asset.

Job Summary:

Ensure that all school age children between the ages of 5 and 16 years of age are registered in a government maintained school or otherwise, and maintaining an acceptable level of attendance. The officer shall also work cooperatively with school administrators, counsellors, teachers, and parents to assure compliance with attendance laws and regulations, and other related duties as required.

Essential Function:

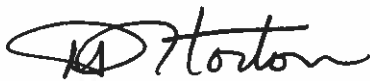
1. Confer regularly with his/her supervisors, the school principals or their designees, regarding matters related to student attendance and welfare.
2. Confer with students and their parents regarding problems or concerns related to student attendance, welfare, and makes home visits as necessary.
3. Recommend pupil referrals to the school principal or designee for such agencies as the child guidance clinics, family service and placement agencies, and to other institutions and school as directed.
4. Participate in in-service training of school personnel in matters related to student attendance and welfare.
5. Visit all assigned schools on a regular basis.
6. Investigate all cases of non-attendance.

- iv. Official Transcripts for Degree and Certification;
- v. Two (2) Character References/Testimonials;
- vi. Completed Security Vetting Form;
- vii. Original Police Certificate;
- viii. Original Confidential Medical Report Form (completed by a physician);
- ix. Certified copy of Computerized Birth Certificate or Registered Affidavit (Duly lodged and recorded at the Registrar General's Department);
- x. Apostilled and/or legalized Birth Certificate, if issued in a foreign jurisdiction);
- xi. Certified copy of Computerized Marriage Certificate or Divorce Decree Absolute;
- xii. Apostilled and/or legalized Marriage Certificate or Divorce Decree Absolute, if issued in a foreign jurisdiction;
- xiii. Certified copy of Passport or Naturalization Certificate of Citizenship;
- xiv. Certified copy of National Insurance Card;
- xv. Official letter/letters on official letterhead stating years of experience.

Applications along with supporting documents must be submitted to the Human Resource Management Section of Ministry of Education and Technical and Vocational Training, University Drive, Nassau, Bahamas no later than 30th June, 2022.

Initial interest may be sent via email to hr@moe.edu.bs.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND WILL NOT BE PROCESSED FOR THE 2022/2023 ACADEMIC YEAR.



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Advertisement
Circular No. 14 OF 2022

24th May, 2022

FILE NO. MPS/39/21

VACANCY FOR ASSISTANT SCHOOL ATTENDANCE OFFICER
SCALE W23
(DEPARTMENT OF EDUCATION)
MINISTRY OF EDUCATION AND TECHNICAL AND VOCATIONAL TRAINING

Letters of Interest and completed Applications Forms are invited from suitably qualified Bahamians to fill the post, in the Department of Education, Ministry of Education and Technical and Vocational Training, for the beginning of the 2022/2023 academic year.

Requirements for the post:

Applicant must have at least three (3) BGCSE subjects at Grade 'C' or above or equivalent, including English Language; two (2) or more years' experience in social work or related service would be an asset.

Job Summary:

Ensure that all school age children between the ages of 5 and 16 years of age are registered in a government maintained school or otherwise, and maintaining an acceptable level of attendance. The officer shall also work cooperatively with school administrators, counsellors, teachers, and parents to assure compliance with attendance laws and regulations, and other related duties as required.

Essential Function:

1. Confer regularly with his/her supervisors, the school principals or their designees, regarding matters related to student attendance and welfare.
2. Confer with students and their parents regarding problems or concerns related to student attendance, welfare, and makes home visits as necessary.
3. Recommend pupil referrals to the school principal or designee for such agencies as the child guidance clinics, family service and placement agencies, and to other institutions and school as directed.
4. Participate in in-service training of school personnel in matters related to student attendance and welfare.
5. Visit all assigned schools on a regular basis.
6. Investigate all cases of non-attendance.
7. Examine registers via the Educational Management Information System (EMIS) or otherwise and collect the names of children who present absentee problems or who are

truants. Examine those cases where students have not been engaged in school virtual or face to face for extended periods of time and provide the necessary assistance

8. Investigate by way of school visit, home visit, street patrol, parent interview, student interview, telephone calls, school personnel etc., children who are not registered in or not attending school.
9. Ensure by way of investigation and observation that businesses establishments do not have under aged children employed during school hours.
10. Ensure by way of investigation and observation that shopping centres, and other places where young person's frequent, are not encouraging school aged children to occupy their establishments during school hours.
11. Refer delinquent parents/guardians who wilfully keep their children out of school to the relevant authorities.
12. Assist parents/guardians in registering children in school.
13. Advise parents/guardians on how to ensure their children are attending school on a regular basis and where to go for additional assistance if required.
14. Network with relevant social agencies both statutory and voluntary to ensure regular attendance of school children.
15. Planning, developing, implementing programmes.
16. Keep accurate records of all cases investigated.
17. Keep a daily log of all places visited and all activities carried out in the course of one's duties.
18. Complete monthly and yearly reports.
19. Any other duties assigned.

Required Skills and knowledge

1. Working knowledge of The Bahamas' Education Act, Child protection Act and all other statutory instruments and policies that relate directly to the education, welfare and protection of children.
2. Knowledge of School Attendance trends both regionally and internationally.
3. Proficiency in basic computer and online documentation skills including Microsoft Office (Word, PowerPoint, Excel, Access) required and willingness to learn appropriate computer software.

The salary of the post is in Scale W23 - \$11,450 x \$450.00– \$25,850 per annum (July, 2016 Salary Scales).

Completed Application Forms MUST be accompanied by:

- i. Two (2) recent Passport size Photographs;
- ii. Original Degree and/or BGCSE Certificates (certified copy if outside of The Bahamas);
- iii. Official Transcripts for Degree and Certification;
- iv. Two (2) Character References/Testimonials;

- v. Completed Security Vetting Form;
- vi. Original Police Certificate;
- vii. Original Confidential Medical Report Form (completed by a physician);
- viii. Certified copy of Computerized Birth Certificate or Registered Affidavit (Duly lodged and recorded at the Registrar General's Department);
- ix. Apostilled and/or legalized Birth Certificate, if issued in a foreign jurisdiction);
- x. Certified copy of Computerized Marriage Certificate or Divorce Decree Absolute;
- xi. Apostilled and/or legalized Marriage Certificate or Divorce Decree Absolute, if issued in a foreign jurisdiction;
- xii. Certified copy of Passport or Naturalization Certificate of Citizenship;
- xiii. Certified copy of National Insurance Card;
- xiv. Official letters/letters on official letterhead stating years of experience.

Applications along with supporting documents must be submitted to the Human Resource Management Section of Ministry of Education and Technical and Vocational Training, University Drive, Nassau, Bahamas no later than 30th June, 2022.

Initial interest may be sent via email to hr@moe.edu.bs.

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