

THE INSTITUTE OF TECHNICAL EDUCATION AND TECHNOLOGY

Post: Technical Education Officer

Qualifications: A. A degree or a joint degree from a recognized institution, in the following fields/subjects:

1. **English**
2. **French**
3. **Mathematics**
4. **Business Studies**
5. **Accounting and Finance**
6. **Economics**
7. **Art & Design**
8. **Information and Communication Technology/Computer Science**
9. **Emerging Technologies**
10. **Engineering** (Civil/Mechanical/ Electrical & Electronics)
11. **Architecture**

[NOTE: Candidates applying for fields/subjects at (SN 10) and (SN11) above should be duly registered with the relevant Professional Council]

B. A postgraduate Certificate in Education or a Post Graduate Diploma in Education from a recognized institution.

Or

Equivalent qualifications to A and B above acceptable to the Council of the Institute of Technical Education and Technology

C. Candidates should:

- (i) reckon at least three years post qualification teaching experience directly related to the subject/s being taught;
- (ii) possess excellent communication and interpersonal skills;
- (iii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Duties:

1. To teach relevant subjects and carry out any such educational activities as may be directed in Technical Education Centres.
2. To develop program goals/objectives and implement appropriate instructional plans and methods for translating these into student performance competences.

3. To prepare and maintain learning and lesson plans/notes in line with the curriculum objectives and evaluate its impact on students' learning.
4. To prepare examination papers, conduct continuous assessments and examinations and carry out marking of scripts and practicals.
5. To evaluate student academic growth and take remedial action wherever required, keep appropriate records on the progress of students toward meeting established standards of achievement and performance.
6. To take charge of classrooms, laboratories, workshops and any other specialised rooms/learning spaces while ensuring the maintenance of a conducive and safe work and study environment.
7. To provide group and individual instruction utilizing effective teaching and learning strategies, digital resources, aids and equipment.
8. To identify resources that support the curriculum and assist in the preparation, acquisition of these resources, as well as providing instructions for the proper use and maintenance of these instructional supplies and equipment.
9. To assist in the preparation and the development of curriculum for technical education and to make recommendations for the use of appropriate textbooks, supplies, teaching and learning aids/resources.
10. To keep abreast with new trends and developments in technical and technology education including participation in workshops and seminars as and when required.
11. To participate in extracurricular activities, collaborate with stakeholders including Industries, Higher Education Institutions and other organizations in developing initiatives to promote learning and in building of instructional partnerships.
12. To attend regular meetings with the Manager, Technical Education Centre and participate actively in Parent Educators' Association meetings, and departmental co-curricular activities.
13. To operate a variety of office equipment and assigned software applications in the performance of his duties
14. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Technical Education Officer in the roles ascribed to him.

Salary:(Negotiable based on qualification and proven work experience)
Minimum /Starting point Rs27,400 (within range Rs 27,400---62,700)