

THE INSTITUTE OF TECHNICAL EDUCATION AND TECHNOLOGY

Post: Specialist (Studies/ Workshops/Laboratories)

- Qualifications:**
- A. A degree or a joint degree from a recognized institution.
 - B. A Post Graduate certificate in Education or a Post Graduate diploma in Education from a recognized institution
 - C. Candidates should:
 - (i) possess at least 5 years' experience in the teaching of technical and technology subjects;
 - (ii) have excellent organizing and administrative skills;
 - (iii) have to ability to communicate and interact effectively with others;
 - (iv) be able to think innovatively and show outstanding problem-solving skills; and
 - (v) stay current and are familiar with latest trends in technical education technology.

Candidates should produce written evidence of experience/knowledge claimed.

- Duties:**
1. To plan, organize, coordinate and supervise the work of teaching staff.
 2. To manage the proper use of all pedagogical resources, including classrooms, workshops, laboratories, ICT tools and devices, audiovisual equipment, etc.
 3. To assist in the preparation of budgets for the Centre and ensure their timely implementation.
 4. To constantly monitor the quality of education dispensed in the different areas/fields of study and take necessary action to keep it updated with technological advances.
 5. To set examination papers, conduct examinations, continuous assessment and assist in the timely award of certificates.
 6. To assist in the enrolment of students in the various courses.
 7. To mentor peers, organize in-service training programs for Educators and students.
 8. To provide counselling and career guidance to students.

9. To attend conferences, workshops, educational events and share the learning outcomes with other staff members and students.
10. To submit daily reports to the Manager, Technical Education Centre on the activities performed.
11. To act as facilitator for organizational reforms strategies or any other such structural and technical development initiatives.
12. To attend regular meetings with the Manager, Technical Education Centre, Educators, Parents and other stakeholders.
13. To establish links with industrial partners and actively participate in collaborative ventures.
14. To assist in the maintenance of the Quality System within the centre.
15. To use ICT in the performance of his duty.
16. 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 Specialist (Studies/ Workshops/ Laboratories) in the roles ascribed to him.

Salary:(Negotiable based on qualification and proven work experience)
Minimum /Starting point Rs40,300 (within range Rs 40,300—69,800)