



February 2019

GOVERNMENT OF THE VIRGIN ISLANDS
TEACHING SERVICE COMMISSION
ADVERTISEMENT NO. 8/2019

Applications are invited from qualified persons to fill the post of **Teacher Grade II/III/IV**, Virgin Islands Teaching Service.

Vacancy: **Business- Information Technology and Electronic Document Preparation Management (EDPM) Teacher** at Virgin Islands Secondary Schools, September 2019.

Salary:

Entry in the scale will depend on qualification and teaching experience.

Minimum Qualifications:

- A degree in the specific discipline along with a Teacher's Certificate in Education.
- Three (3) years teaching experience

Responsibilities:

- To teach Information Technology and Electronic Document Preparation Management (EDPM) from Grade 8 to Grade 12
- To teach at CSEC and CAPE standards
- Prepare and implement lesson plans for daily execution of lessons
- Maintain proper academic records of students
- Establish and maintain standards of student behaviour required to provide productive learning environment
- Communicate with parents, guidance officers, principals, and students effectively
- Participate/assist with staff meetings, school activities
- Any other duties assigned by Head of Department

Appointment:

- One-year probationary period
- Appointment subject to medical fitness

Benefits if recruited from outside the Territory:

- Relocation assistance, housing allowance and gratuity at 5% (on successful completion of contract)

Location:

- Tortola, Virgin Gorda, Anegada or Jost Van Dyke

Applications:

Applications giving full details of age, qualifications, experience, marital status, and availability, accompanied by two references should be sent to The Secretary, Teaching Service Commission, Ministry of Education and Culture, P.O. Box 72, Road Town, TORTOLA VG1110, VIRGIN ISLANDS.

Closing date for receipt of applications is 1st March, 2019