



VACANCY

St. John's College

St. John's College invites applications from suitably qualified persons for the full-time position of:

Director of Human Resources

Qualifications and Experience

- Minimum of a bachelor's degree in Human Resources Management or relevant field
- Minimum of 3 years' work experience in the Human Resources field
- Be familiar with the Education Act, Rules and Teaching Services Commission

Roles and Responsibilities

- Assists in recruitment, interviews, testing and selection of employees to fill vacant positions.
- Prepares documentation on employees for the approval of employees with Teaching Services Commission
- Communicates with the Teaching Services Commission regarding approval, termination, retirement, sick leaves, unpaid leaves, absences, etc.
- Assist in improving human resource policies and documentation.
- Prepares reports on employee absenteeism, vacation, leaves, etc.

Successful applicants will be expected to participate in orientation programmes and in SJC's continuous in-service training in the mission and the goals of Jesuit Education.

Remuneration: In accordance with Pay Scales approved by the Ministry of Education

Applications are due Friday, 23rd July 2021

Applications are available at the Office of the President or online at www.sjc.edu.bz.
Send or deliver completed application form along with resume, cover letter, 2 recommendation letters and official sealed transcripts to:

Human Resource Office
P.O. Box 548
Princess Margaret Drive
Belize City, Belize C.A.
E-mail: hr@sjc.edu.bz