

MINISTRY OF EDUCATION

VACANCY NOTICE

BOARD GOVERNED SCHOOLS/INSTITUTIONS

2020

Applications are invited from suitably qualified persons to fill Senior Vacancies for **Heads, Deputy Heads, Senior Masters/Mistresses and Heads of Subject Departments** in Secondary Schools governed by Boards; and **Principals, Deputy/Vice Principals, Administrators, Chief Instructors and Senior Lecturers** in other Institutions governed by Boards.

For these appointments, the eligibility criteria used by the Teaching Service Commission, the criteria approved by the Ministry of Education and Guyana Teachers Union; and Terms of Reference (TORs) developed for Cyril Potter College of Education shall be used for Post Secondary Institutions. These criteria are available at Post Secondary Institutions including CPCE and from the Personnel Department, Ministry of Education, 21 Brickdam.

SECTION (A)

DIRECTIONS TO BE OBSERVED BY APPLICANTS

1. All trained teachers and all Graduate teachers (trained or untrained) in the public schools (**both Board and Non-Board**) are eligible to apply, subject to the detailed criteria set out hereunder.
2. All applicants for Heads of Secondary Schools and Post Secondary Institutions are required to:
 - a. apply on Form (SBS 2020/2) for applicant serving in both Board and Non-Board Schools,
 - b. (i) send the completed Application Form through the respective Headteacher, the Department of Education, the Assistant Chief Education Officer (Secondary); to the Coordinator, School Boards Secretariat, Ministry of Education, 21 Brickdam,
(ii) send the completed Application Forms with Curriculum Vitae, through the respective Principals/Boards, the Assistant Chief Education Officer (Tech) to the Coordinator, School Boards Secretariat; and
 - c. prepare themselves, if short-listed to attend an interview at a place and time identified by the School Boards Secretariat.

Please note, copies of Application so marked and signed by the Head Teacher/ Principal, must be sent directly to the School Boards Secretariat by March 20th, 2020

3. All applicants for Post-Secondary Institutions must have a professional Qualification i.e Trained Teacher Certificate, Associate Degree, Bachelor Degree, Post Graduate Diploma, Masters or Doctorate; all in the field of Education.
4. All applications for the advertised **Senior Vacancies other than headship** must be submitted on **Form SBS 2020/3**, for applicants serving in both Board and Non-Board Schools. **These are the only valid Application Forms** for such advertised Vacancies.
5. Copies of application forms are available from the offices of all Heads of Department of Education (HODOE), the School Boards Secretariat (SBS), Ministry of Education, 21 Brickdam and Guyana Teachers' Union, Longden Park, Woolford Avenue, Georgetown.
6. Copies of Application Forms are also available from MOE's website: **www.education.gov.gy**.
7. All **Original** applications **must** reach the Head of Department of Education (HODOE) through the Headteacher of the School on or before **March 27th, 2020**
8. All **Original** applications must reach the Assistant Chief Education Officer (Secondary/Technical) through the Head of Department of Education/Principal Education Officer, on or before **April 09th, 2020**
9. **All applications must reach the Coordinator, School Boards Secretariat, Ministry of Education, 21 Brickdam, Georgetown on or before Friday, April 24, 2020**
10. Applications made by senior teachers for appointment to parallel posts in schools of the same level and grade as those in which they are working are really applications for **transfer** and are **not** processed by the School Boards Secretariat at the **same** time that it is dealing with promotions.
11. Teachers who wish to apply for more than one (1) advertised vacant post **must** make separate applications and **must** insert on each application a list, in order of preference, of all the posts applied for.
 - i. **Teachers should take great care to set out an identical order of preference on all the application forms.**

ii. **Application forms for Senior Promotions must be accompanied by certified copies of all certificates of the applicant.**

12. Teachers should **only** apply for those advertised vacant posts which they intend to take up if offered, and in which they intend to remain for at least two (2) years.
13. Teachers who fail to take up the offer of an appointment within one (1) month of the date of the letter offering them the appointment **may be debarred** from promotion for up to two (2) years. Teachers are free, however, to withdraw any application made for a post, provided that the notification of withdrawal reaches the School Boards Secretariat, 21 Brickdam, Georgetown **no later than Friday, April 24th, 2020**
14. Every teacher who applies for and is offered a senior post is **expected to live within easy reach of the school.**
15. NO APPLICATION FORMS OTHER THAN **Form SBS 2020/2 and SBS 2020/3** CONTAIN THE CORRECT INFORMATION REQUIRED FOR ALL CATEGORIES OF SENIOR PROMOTIONS 2020.
16. Teachers shall obtain a **receipt** from the Department of Education or the School Board Secretariat for all copies of applications submitted.
17. **EVERY APPLICATION FORM MUST BE FULLY, NEATLY AND ACCURATELY COMPLETED. "NIL" MUST BE ENTERED WHEREVER APPLICABLE. INCOMPLETE APPLICATION FORMS SHALL BE REJECTED.**

**CRITERIA FOR MAKING APPOINTMENTS
TO SENIOR POSTS IN SECONDARY SCHOOLS, 2020**

Only teachers who have attained trained status (except for posts of Heads of Department for which Untrained Graduates may apply) are eligible to apply for promotion to any senior post in Secondary Schools.

Except where specifically provided for hereinafter, trained teachers and Untrained Graduates (in the case of posts of Heads of Department) who wish to apply for promotion to a post in a level in which they are not working (that is for Secondary level in this case) must go on transfer/secondment and teach for at least two (2) continuous years in that level before being considered eligible for promotion to a post in that level.

In calculating the years of service, the applicant should include the period up to **August 31, 2020.**

Wherever the Eligibility Criteria require that a certain minimum number of years must be spent in a post, such number of years of service must have been given within the five (5) years immediately preceding the closing date of application.

A teacher who is attending classes at UG will not be considered eligible for promotion while attending UG, EXCEPT:

- (a) **Those Teachers pursuing Post Graduate Programmes (Diploma/Masters in Education which are approved by the Ministry of Education).**
- (b) **Final year students pursuing Degree Programmes at UG**

SECTION (B)

1. **Heads of Senior Secondary Schools/Sixth Form Schools**
 - (a) Graduate Heads of Grade (A) Secondary Schools with at least two (2) years of experience, or
 - (b) Graduate Deputy Heads of Senior Secondary Schools/ Sixth Form Schools with at least three (3) years of experience.
2. **Heads of Grade A Secondary Schools**
 - (a) Graduate Deputy Heads of Grade A and B Secondary Schools with at least two (2) years of experience as such.
 - (b) Graduate Heads of Grade B Secondary Schools with at least two (2) years of experience as such.
 - (c) Graduate Heads of Grade C Secondary Schools with at least three (3) years of experience as such.
 - (d) Graduate Deputy Heads of Sixth Form Secondary Schools with a least (2) years of experience as such.
3. **Deputy Heads of Senior Secondary Schools/Sixth Form Schools:**
 - (a) Graduate Heads of Grade (C) Secondary Schools, or

- (b) Graduate Deputy Heads of Grades (A) or (B) Secondary Schools, or
- (c) Graduate Senior Master/Mistress of Secondary Schools or Trained Graduate Heads of Departments of Secondary Schools; all with at least three (3) years of experience.

4. Deputy Heads of Grade A Secondary Schools

- (a) Graduate Heads of Grade C Secondary Schools
- (b) Graduate Heads of Grade D Secondary with at least two (2) years of experience as such.
- (c) Graduate Deputy Heads of Grade B Secondary Schools with at least two (2) years of experience as such.
- (d) Graduate Senior Masters/Mistresses and Trained Graduate Heads of Departments in Secondary Schools all with a least three (3) years of experience as such.

5. Senior Master/Mistresses of Secondary Schools

Trained Teachers with at least four (4) years of post-training experience of which at least two (2) years must have been in Secondary Schools/Practical Instruction Centres or Secondary Departments of Primary Schools.

6. Heads of Subject Department in Secondary School

- (a) Trained Graduates in the subject/occupational area with at least three (3) years of experience after attaining trained status, of which at least two (2) years the applicant must have been involved in teaching the subject/occupational area in a Secondary School or a Practical Instruction Centre or any combination of such experience in such Schools.
- (b) Untrained Graduates in the subject/occupational area with at least four (4) years of experience after attaining Graduate status, of which at least for three (3) years the applicant must have been involved in teaching the subject/occupational area in a Secondary School or a Practical Instruction Centre or any combination of such experience in such schools.
- (c) Trained Graduates and Untrained Graduates who do not have a degree in the subject area but have been teaching the subject for eight (8) consecutive/ cumulative years without a break in service.

LIST OF SENIOR VACANCY 2020

BOARD GOVERNED SCHOOLS

HM: Grade A

NO.	SCHOOL	REGION
1	North West Secondary (HA)	1
2	Bartica Secondary (HA)	7
3.	St. Ignatius Secondary (HA)	9

DHM: Grade A

NO.	SCHOOL	REGION
1	The Bishops' High School (Sixth Form)	GT
2	Queen's College (Sixth Form)	GT

SM: Grade A

NO.	SCHOOL	REGION
1	North West Sec (NHA)	1
2	Anna Regina Secondary	2
3	Diamond Secondary	4
4	New Amsterdam Secondary	6
5	Bartica Secondary (NHA)	7
6	St. Ignatius Secondary (NHA)	9
7	Mackenzie High School (Sixth Form)	10

Heads of Departments

HOD – Mathematics

NO.	SCHOOL	REGION
1	North West Secondary (NHA)	1
2	Bartica Secondary (NHA)	7

HOD – English Language

NO.	SCHOOL	REGION
1	North West Secondary (NHA)	1
2	Brickdam Secondary	GT
3	South Ruimveldt Secondary	GT

HOD –Science

NO.	SCHOOL		REGION	REMARK
1	North West Secondary	(NHA)	1	
2	President's College		4	
3	Bartica Secondary	(NHA)	7	
	Tutorial High School		GT	Vacancy is filled

HOD – Industrial Technology

NO.	SCHOOL		REGION
1	Abram Zuil Secondary		2
2	Anna Regina Secondary		2
3	Covent Garden Secondary		4
4	Diamond Secondary		4
5	Rosignol Secondary		5
6	New Amsterdam Secondary		6
7	Bartica Secondary (NHA)		7
8	Three Miles Secondary	(NHA)	7
9	Tutorial High School		GT
10	St. Stanislaus College		GT

HOD – Social Studies

NO.	SCHOOL		REGION
1	North West Secondary	(NHA)	1
2	President's College		4
3	Diamond Secondary		4
4	St. Ignatius Secondary	(NHA)	9

HOD – Allied Arts

NO.	SCHOOL		REGION
1	North West Secondary	(NHA)	1
2	Abram Zuil Secondary		2
3	Anna Regina Secondary		2
4	West Demerara Secondary		3
5	Bartica Secondary	(NHA)	7
6	St. Ignatius Secondary	(NHA)	9

HOD – Home Economics

NO.	SCHOOL	REGION
1	North West Secondary (NHA)	1
2	Anna Regina Secondary	2
3	Diamond Secondary	4
4	Tagore Memorial Secondary	6
5	South Ruimveldt Secondary	GT
6	Brickdam Secondary	GT

HOD – Information Technology

NO.	SCHOOL	REGION
1	North West Secondary (NHA)	1
2	Anna Regina Secondary	2
3	St. Ignatius Secondary (NHA)	9

HOD – Modern Language

NO.	SCHOOL	REGION
1	Abram Zuil Secondary	2
2	Brickdam Secondary	GT

HOD- Business

NO.	SCHOOL	REGION
1	Abram Zuil Secondary	2
2	Tagore Memorial Secondary	6
3	Christ Church Secondary	GT
4	Brickdam Secondary	GT

HOD – Agricultural Science

NO.	SCHOOL	REGION
1	Abram Zuil Secondary	2
2	Anna Regina Secondary	2

Technical Vocational Education Training (TVET) Institutions

Principal

Region

Essequibo Technical Institute

2

New Amsterdam Technical Institute

6

Linden Technical Institution

10

Carnegie School of Home Economics

G/T

Administrator

Upper Corentyne Industrial Training Centre

6

Deputy Principal

Essequibo Technical Institute

2

New Amsterdam Technical Institute

6

Linden Technical Institute

10

Government Technical Institute

G/T

Senior Lecturer

New Amsterdam Technical Institute (Engineering)

6

Linden Technical Institute (Mechanical)

10

Government Technical Institute (Building)

G/T

Chief Instructor

Leonora Technical and Vocational Education Training Centre

3

Mahaicony Technical and Vocational Training Centre

5

Roopnarine Tewari
Coordinator – School Boards Secretariat