



VACANT POST NOTICE WORKSHOP TECHNICIAN- CARPENTRY & JOINERY WORKSHOP

ABOUT THE SIR ARTHUR LEWIS COMMUNITY COLLEGE

Sir Arthur Lewis Community College, the premier tertiary learning institution in Saint Lucia and the Eastern Caribbean, was established in 1985 and named after the world-famous economist and Nobel Laureate, Sir William Arthur Lewis. The College, which is currently in transition to University status, offers a wide range of cutting-edge and globally relevant academic and technical programmes from Bachelor's and Associate degrees to TVET and Executive and Leadership training. Our programmes are undergirded by three main pillars: Sustainability, Innovation and Entrepreneurship. These goals are in keeping with the Government of Saint Lucia's commitment to the implementation of the United Nations (UN) Sustainable Development Goals.



The College has two campuses (Main Campus at Morne Fortune, Castries and South Campus in Vieux Fort) and an Experimental Farm in Dennery. The College is governed by a Board of Governors and a Management Team led by the Principal/President and Vice Principals. The Management Team includes Deans and Programme Heads that manage the day-to-day operations of the institution, its 130 faculty members and 165 supporting staff members.

Applications are invited from suitably qualified persons to fill the post of **WORKSHOP TECHNICIAN** at the Sir Arthur Lewis Community College.

JOB SUMMARY

The Engineering & the Circular Economy Programme delivers a range of associate degree and certificate programmes at the College. The purpose of this post is to support both teaching and research activities of the Carpentry & Joinery programme. The post holder will support instruction and assessment of students in mechanical workshop skills and support for students in design and project work.

QUALIFICATIONS AND EXPERIENCE

An Associate's Degree in Building Services or related field plus three years' workshop experience and use of a range of workshop machines.

CORE FUNCTIONS AND RESPONSIBILITIES

The successful applicant will be required to:

1. Assist lecturers in the workshops to which they are assigned, in
 - a. Setting up and dismantling equipment, machines and tools for demonstration lessons and practical classes.
 - b. Ensuring that tools and equipment are returned by students at the end of classes to the store area.
2. Assist workshop officers with the maintenance and servicing of the equipment and tools.
3. Maintain adequate stocks and assist with the keeping of inventories and with ordering of materials/supplies.
4. Construct single workshop equipment.
5. Assist in maintaining general tidiness of the workshops.
6. Maintain in good working conditions the equipment, machines and tools assigned to the workshop.

7. Perform other related duties as may be required.

APPLICATION PROCEDURE

Interested, eligible candidates are invited to apply by completing the prescribed forms (*forms are available on the College's website at <https://salcc.edu.lc/vacancies/> or can be collected in the HR Office, Main Campus*). Applications should include a curriculum vitae, **verified** copies of relevant certificates and qualifications, grade transcript of relevant certificates and at least two letters of reference confirming the required experience, skills and disposition of the applicant. Applications can be submitted in one of two ways:

1. via the following email address recruitment@salcc.edu.lc. *Kindly submit all documents as one pdf file saved as your name.*
2. The Office of the Human Resources at the Main Campus.

Completed applications must be submitted by **May 07, 2024**.

TERMS OF APPOINTMENT

The successful candidate will be offered a one (1) year contractual appointment with the possibility of renewal based on the College's need and performance of the employee.

The salary will be determined by the qualifications of the applicant and in accordance with the salary scales approved by the College.

Quarters, transportation to and from work, free medical attention and medicines will not be provided. The successful applicant's income will be liable to taxation in accordance with the local Income Tax Ordinance.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

**The Human Resource Manager
Sir Arthur Lewis Community College
Tel.: 758-457-7312**

