



# Bomi Community College



## JOB VACANCY ANNOUNCEMENT

Job Titles : Technical and Vocational Education Training (TVET) Positions

1. Fitting (2)
2. Machinery (2)
3. Electricity (2)
4. Plumbing (1)
5. Monitoring & Evaluation Officer (1)

Report To : TVET Director

Employment type : Four Years Project

Salary : Commensurate with education and experience

Duty Station : Tubmanburg, Bomi County, Republic of Liberia

Advertised on : December 16, 2024

Deadline : December 31, 2024 @ 5:00pm

### **Background**

Bomi Community College (BCC) is a public land-grant government-supported institution of higher learning located in Tubmanburg City, Bomi County. BCC has been operating as the first community-based college initiative in Liberia since August 2005 and accredited by the National Commission on Higher Education in 2009. BCC was subsequently enacted by an Act of Legislature on September 19, 2012 with mandate to administer co-educational institution of teaching, learning and research within the Western Region of Liberia including Bomi, Grand Cape Mount, Gbarpolu and Rural Montserrado Counties. We strive to prioritize people's most urgent needs, empowering lives and promoting quality education and professional development for a large youthful population in the region. BCC offers Associate of Arts degrees in agriculture, business, education, nursing, criminal justice and certification in TVET with specialization in masonry, plumbing and carpentry. BCC also offers a „C“ Certificate extension program in teacher-training education in Bopolu, Gbarpolu County. All academic programs and TVET are accredited by the National Commission on Higher Education, Liberian Board of Nursing and Midwifery and other relevant authorities in Liberia.

Bomi Community College is seeking qualified and motivated individuals to fill the above positions.

We invite applications from individuals who are passionate about contributing to vocational education and training. Below are the key roles and responsibilities for each position:

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### **1. Technical Trainers Position “ Electricity, Fitter, Plumbing, and Machinery”**

#### **Terms of Reference (TOR):**

- Job Purpose: Each Technical Trainer will be responsible for providing instruction and training in their respective trade—Electricity, Fitting, Plumbing, or Machinery.
- **Key Responsibilities:** Teach theory and practical aspects of their trade, assess student progress, maintain safety protocols, and develop course materials.

#### **Roles and Responsibilities:**

- Provide both theoretical and practical training in the Electricity, Fitter, Plumbing and Machinery trades.

- Develop, update, and implement curriculum materials in line with industry standards.
- Conduct regular assessments, evaluate students' progress, and provide feedback.
- Ensure a safe training environment by strictly adhering to safety protocols.
- Maintain training tools and equipment in good working condition.
- Collaborate with other trainers to ensure consistent teaching standards across all trades.

**Qualifications:**

- **BSc** in Electrical Engineering, Mechanical Engineering, or related field, except for Plumbing you have certificate.
- A minimum of **five years of professional experience** in the relevant trade OR equivalent professional experience.
- Strong practical knowledge of the trade and teaching experience is an advantage.

**2. Monitoring and Evaluation Officer**

**Terms of Reference (TOR):**

**Job Purpose:** The M&E Officer will monitor and evaluate the effectiveness of TVET programs to ensure they meet set goals and objectives.

**Key Responsibilities:** Develop monitoring tools, conduct assessments, collect and analyze data, and prepare reports.

**Roles and Responsibilities:**

- Design and implement monitoring and evaluation systems for the college's training programs.
- Collect and analyze data to assess the effectiveness and impact of programs.
- Provide recommendations for program improvements based on evaluation findings.
- Work closely with faculty and staff to maintain and improve program quality.
- Ensure that all monitoring and evaluation activities align with the college's mission and goals.

**Qualifications:**

- **BSc** in Statistics, Education, or a related field.
- At least **five years of relevant professional experience** in monitoring and evaluation or a similar role.
- Strong analytical and reporting skill

**Submission and deadline for all applications**

The application must be written in English language. Interested individuals are invited to submit a cover letter expressing their interest, qualifications and relevant work experience as it pertains to the specific requirements, responsibilities and preferences of these positions. Each applicant is hereby requested to submit a current resume or curriculum vitae along with copies of official credentials and all degrees earned, the names, phone numbers and e-mail addresses of three professional references. Application materials can be placed in a sealed envelope and delivered to: The Human Resource Director, Bomi Community College, Fatorma Compound, Tubmanburg City, Bomi County, Republic of Liberia or submit all application materials electronically to [bcc.hr22@gmail.com](mailto:bcc.hr22@gmail.com) and [bcctvet2024@gmail.com](mailto:bcctvet2024@gmail.com) no later than the deadline above **Deadline for Applications: December 31, 2024**

**Bomi Community College is committed to fostering a supportive environment for both staff and students.**