



Government of the Republic of Trinidad and Tobago
Ministry of Education

JOB OPPORTUNITY

The Ministry of Education is inviting applications from suitably qualified nationals of the Republic of Trinidad and Tobago to fill the under-mentioned positions, on contract.

SECONDARY SCHOOL ASSISTANT INSTRUCTORS I/II/III

JOB SUMMARY:

This job requires the incumbent to teach one or more technical/vocational subject(s) in the designated area at the Craftsman level to students in Forms 1 to 5 at a Secondary School in accordance with the approved curriculum and under the guidance of a certified Teacher or Head of Department.

KEY DUTIES AND RESPONSIBILITIES:

- Monitoring the progress of students
- Providing effective classroom supervision
- Providing guidance to ensure the overall development of students.
- Taking charge and preparing/setting up equipment or exhibits/material for instruction.
- Assisting in the maintenance of student records/files such as attendance and test reports.

POSITIONS IDENTIFIED FOR THE FOLLOWING SUBJECT AREAS

- Air Conditioning & Refrigeration
- Auto and Diesel/Auto Mechanic
- Beauty Culture/Cosmetology
- Office Administration/Electronic Document Preparation Management
- Electrical Installation
- Home Economics – Clothing & Textile
- Home Economics - Food & Nutrition
- Industrial Arts – Carpentry/Construction and Joinery/Building Technology
- Mechanical Engineering Technology
- Masonry
- Plumbing
- Technical Drawing/Draughting
- Tailoring/ Dress Making
- Welding

All applicants **must** satisfy the following criteria:

- a) registered as a Teacher by completing the Teacher Registration Application;
- b) have an existing application for employment in Teaching Service in a Secondary school; and
- c) assessed to teach as a **Teacher III (Secondary) / Teacher II (Secondary) / Technical Vocational Teacher I-IV** or
- d) retired or resigned Teacher without disciplinary matters

Procedures for submitting applications

1. Applications for the above position should be completed and submitted via the use of an [Online Application](#) for Assistant Instructors I/II/III available on the Ministry of Education website from **Monday 4th August to Friday 15th August, 2025 at 3:00 pm.**
2. Interested persons are required to submit the following documents:
 - i. Birth Certificate, with supporting affidavit where necessary
 - ii. Marriage Certificate (Females only)
 - iii. Two (2) Testimonials (not more than six (6) months old) from non-teachers
 - iv. Academic Qualifications (O' & A' Levels Included)
 - v. Letter of Assessment
 - vi. Teacher's Registration Number
 - vii. One (1) Form of Identification (National ID/Passport/Driver's Permit)
 - viii. Certificate of Character (receipt accepted)
3. All documents **MUST** be scanned in a Portable Document Format (PDF) in black/white with a file size of no greater than 5Mb each, before proceeding to the **Online Application Form.**
4. **Incomplete applications will not be accepted.**

**Permanent Secretary
Ministry of Education**