



**THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS, JAMAICA, WEST INDIES**

The University of the West Indies (UWI) is a dynamic, international institution serving the countries of the Commonwealth Caribbean. Its faculties and institutes offer a wide range of undergraduate, masters and doctoral programmes in Humanities and Education, Science and Technology, Engineering, Law, Medical Sciences, Sport and the Social Sciences. The institution represents the oldest of its kind within the region and has been responsible for producing outstanding leaders who have made remarkable contributions to regional development.

Applications are invited from suitably qualified individuals for the post of:

BUSINESS DEVELOPMENT OFFICER

Business Development Office (BDO)

Reference No. MPN102347

Reporting to the Director - Business Development Office, the Business Development Officer will be responsible for identifying, analyzing and implementing viable commercial, net income generating projects for the Mona Campus.

The successful candidate will also be required to:

- Analyze and identify market and business opportunities to grow the revenues of the Mona Campus
- Develop strategic business alliances with pertinent industry players
- Develop commercial income generating projects from concept to implementation with supporting feasibility studies/business plans
- Define and develop the systems for tracking financial and operational targets of implemented business ventures
- Manage business projects to ensure financial, operational and other deliverables are met
- Write project proposals with supporting feasibility studies and business plans
- Develop the key performance indicators of the BDO in accordance with the Strategic Plan and monitor to ensure targets are achieved
- Maintain the financial records for the ventures under the BDO and prepare management accounts
- Develop facilities and service standards, and monitor the ventures under the BDO to ensure improvements and audit same
- Provide financial oversight for intellectual property commercialization and institutional development activities of the Campus that fall under the BDO
- Audit the ventures under the BDO to ensure compliance with contractual arrangements
- Prepare and manage the budgets of the BDO and commercial entities

Essential Qualifications and Experience:

- Postgraduate qualification in Business Administration with concentration in Finance and/or Accounting;
- Sound knowledge and experience in financial and management accounting;
- Sound knowledge and experience in business development and strategic planning;
- At least 3 years work experience at a managerial level analyzing and writing commercial project proposals for funding/business consultancy/business development;
- Competency in conducting feasibility assessments and market research;
- Strong competency in the following areas; Microsoft Office Suite, Risk Management, Business Process Analysis and design, Project Management including familiarity with PM software;

Abilities, Skills And Attributes :

- Demonstrate clear understanding of finance and accounting principles, application; and analysis
- Demonstrate the ability to formulate insights and opinions around business problems, identify business opportunities and pre-empt problems
- Demonstrate the ability to identify, court and transform from prospect into client and/or successful venture/project.
- Possess excellent communication, time management and coordinating skills

For further particulars on the University of the West Indies, Mona and the Business Development Office visit <https://www.mona.uwi.edu/bdo/>

Applicants are required to submit **(i)** a cover letter, **(ii)** a completed employment application form, **(iii)** curriculum vitae giving full particulars of qualifications, experience, the names and addresses of three (3) referees (one of whom should be from your present organization) and **(iv)** copies of academic qualifications. Application for employment forms including the publication supplement can be found at <https://www.mona.uwi.edu/hrd/forms>. These should be sent by electronic mail to hrmd.odes@uwimona.edu.jm addressed to the **Campus Registrar** for the attention of the **Deputy Director, Human Resource Management Division, The University of the West Indies, Mona Campus, Kingston 7, Jamaica**. All applications must include the reference number **MPN102347** in the subject line of the email. The final date for receipt of applications is **June 27, 2025**. Applicants are advised to ask their referees to send reports under confidential cover to the above email address without waiting to be contacted. The successful candidate is expected to assume duties as soon as possible.

The University thanks all applicants. However, due to the volume of applications, only shortlisted candidates will be contacted
The University of the West Indies, Mona Campus..... *Inspiring Excellence, Producing Leaders*