



**THE UNIVERSITY OF THE WEST INDIES
MONA, 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:

**HUMAN RESOURCE OFFICER
Office of the Campus Registrar – Human Resource Management Division (HRMD)
Reference No. MPN 103945**

MAIN PURPOSE OF JOB:

As a key support to the HR Director, this position manages the organizational development, reorganization and change management processes for Campus departments towards ensuring fitness of purpose and fitness for purpose of these departments; specifically manages the effective organization of department's work functions, workflow processes and teams to achieve campus and departmental level goals in a cost containment environment; this includes development and application of appropriate policies and procedures, and management of research projects, to achieve optimal organization of work.

The successful candidate will be required to:

- Develop and manage the workforce planning exercise to support departmental effectiveness and efficiency;
- Manage the review of workforce establishments against campus and departmental strategic plans and workforce plans;
- Support departments to develop systems to monitor their HR business processes and procedures and make recommendations for enhanced speed, quality, efficiency through technology, training or other means;
- Guide and support departments in developing HR-related proposals for approval by the relevant University Bodies including Finance and General Purposes Committee; and manage and support the implementation of HR-related reorganizational proposals in collaboration with the relevant sections;
- Develop workforce tools/procedures to support the University in its workforce and business process reviews, and planning exercises;
- Provide advice and guidance to faculties/departments undertaking HR business process review;
- Collaborate with departments to ensure that change management best practices and principles are utilized for reorganization projects;
- Guide departments in all relevant HR processes and procedures to ensure successful reorganization;
- Undertake relevant research to support the development or revision of Human Resource Management policy, procedures or guidelines;
- Manage research projects undertaken by the Human Resource Management Division;
- Supervise work teams, or business processes as assigned;
- Provide Committee Management services as assigned;
- Ensure that a Repository is established and maintained for HR and HR-related policies, agreements, processes, procedures manual etc.
- Interpret, explain and provide advice on a range of human resources policies, procedures, standards and regulations;
- Keep abreast of trends, best practices, regulatory changes, and new technologies in human resources.

Essential Qualifications and Experience:

- Masters' degree in Human Resources Development, Organizational Development, Education Administration or other relevant discipline, or approved professional certification;
- Five (5) years of experience in HR in a University environment at the middle management level
- Working knowledge of PeopleSoft HR Information system

Candidates who possess the following will be at a distinct advantage:

- Experience working within an academic institution, especially the UWI Mona;
- Excellent communication skills
- Excellent work ethic
- Excellent organization skills, including time management, reporting on deliverables, and self-management.

For further particulars on the University of the West Indies, Mona and the HRMD Mona visit <https://www.mona.uwi.edu/hrd/> Applicants are required to submit a completed employment application form, 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 copies of academic qualifications. These should be sent by electronic mail to marina.ramkissoon@uwimona.edu.jm addressed to the **Campus Registrar** for the attention of the **Director, Human Resource Management Division, The University of the West Indies, Mona Campus, Kingston 7, Jamaica**. All applications must include the reference number **MPN 103945** in the subject line of the email. The final date for receipt of applications is **October 25, 2021**. Applicants are advised to ask their referees to send reports under confidential cover to the above address without waiting to be contacted. The successful candidate is expected to assume duties on **December 1, 2021**.