



THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS

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:

PROJECT OFFICER II
Business Development Office (BDO)
Reference No. MPN00104073

Reporting to the Director - Business Development Office, the Project Officer will be responsible for identifying and implementing building, renovation and construction projects executed through the Campus Projects Office.

The successful candidate will be required to:

- Undertake all project preparation, development and monitoring activities relative to capital projects for Mona Campus.
- Prepare project brief and associated documentation in the prescribed presentation format for submission to administrators and stakeholders.
- Monitor and expedite project implementation systematically, against specific milestones, through discussion and correspondence, periodic analysis of project progress through monitoring and control mechanisms for timely completion of projects.
- Liaise with relevant internal and external stakeholders to ensure effective co-ordination of project planning and implementation.
- Record details of all agreed variations to construction contracts.
- Reconcile preliminary and final drawings submitted by consultants with project briefs/end user requirements
- Interpret and explain technical information from the Campus Projects Office and consultants to the contractor relative to instructions, variations and detailing.
- Utilize measurable, project specific monitoring methodology to ensure projects are implemented in accordance with funding agencies and UWI's policies and procedures.
- Participate in the preparation of major projects for external funding.
- Participate in periodic review of status of project/proposal to determine appropriate course of action.
- In consultation with the respective consultants, advise on appropriate arrangements to adequately supervise the construction stage.
- Provide advice and guidance to faculty and administrators on construction project preparation.
- Review information and provide clarification to aid in the process of negotiation of contracts with consultants and contractors.
- Conduct site meetings, prepare minutes and provide on a timely basis, reports on progress of work and cost of performance of the project and procurement activities.
- Oversee the process of inviting and evaluating tenders and recommend award of contract.
- Conduct contract administration during post contract period.
- Supervise the contractor's progress of work and recommend methodology for improving execution of the work.
- Liaise with end-users to facilitate the development of project Request for Proposals (RFPs)/brief/proposal (in-house or outsourced services) based on clients' requirements, in consultation with consultants
- Conduct inspection and measured surveys of buildings that have been proposed for renovation, alterations and extensions and then make recommendations to the project manager regarding aesthetics and building design; make necessary presentation (s).
- Prepare design proposal/construction drawings/structural design or presentations (preliminary concepts and sketches for small and medium scale projects) from clients' needs and submit to Director for review.
- Create presentation design proposals using CAD, other computer applications and traditional methods.
- Review project documents, such as drawings, project briefs/proposals, to ensure technical soundness of information and provide feedback/clarification to project manager/officer/designer/consultant/contractor to facilitate efficient planning and execution.
- Ensure projects are implemented in accordance with UWI's policies and procedures (approval systems), regulatory agencies' requirements (such as NEPA and KSAC), terms of the contract/project objectives, funding agencies agreement.
- Perform other functions as assigned by the Director of the Business Development Office

Essential Qualifications and Experience:

- Postgraduate in Architecture, Engineering, or Construction
- First degree in construction, engineering, architecture, or planning.
- Sound knowledge and experience in construction management, architecture, building designs and planning.
- At least 5 years' work experience at a senior level in architecture, construction management, drawings and building designs
- Experience managing medium to large scale projects with multiple stakeholders.
- Competency in conducting feasibility assessments and writing reports and analysis for management decisions.
- Strong competency in Microsoft Office Suite (Excel, Projects, Word, Power point) and Project Management.
- Good knowledge of designs, drafting and interpretation of construction documents.
- Strong competency in oral and written communication across multiple stakeholder groups.

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

- Demonstrate clear understanding of architecture, building and construction management.
- Demonstrate the ability to formulate insights and opinions around problems, identify opportunities and pre-empt problems.
- Demonstrate excellent attention to detail
- Demonstrate the ability work through complex issues and find solution
- Possess excellent communication skills.
- Possess excellent time management and coordinating skills
- Be a good team player

For further particulars on the University of the West Indies, Mona and the School of Education, visit us at www.mona.uwi.edu or <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. CV's should also include a statement on teaching and research interests.

Application for employment forms including the publication supplement can be found at <https://www.mona.uwi.edu/hrd/forms>

All applications documents should be sent by electronic mail to hrmd.odes@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 MPN00104073** in the subject line of the email. The final date for receipt of applications is **December 6, 2024**. Applicants are advised to ask their referees to send reports under confidential cover to the above address without waiting to be contacted.

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