



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 produced outstanding leaders who have made remarkable contributions to regional development.

Applications are invited from suitably qualified individuals to fill two positions of:

RESEARCH ADMINISTRATIVE OFFICERS
Mona Office for Research and Innovation (MORI)
Reference No. MPN 106736

The Mona Office for Research and Innovation (MORI) is the central research support office at the UWI, Mona campus. MORI seeks to create a thriving ecosystem for research and innovation at the Mona campus that will contribute to The UWI achieving its strategic objectives to; increase the quality and quantity of high impact research, increase grants for academic and applied research to contribute to the UWI's Mission, to create knowledge and foster innovation for the positive transformation of the Caribbean and the wider world, contribute to the restoration of financial health to The UWI, and contribute to the development of a Creative, Caring, Accountable, Motivated, Professional (CAMP) team.

Some duties and responsibilities attached to the position are:

- Identification of funding opportunities
- Proposal development
- Compliance reviews
- Proposal Submission
- Compliance documentation
- Project reporting and communication
- Knowledge Dissemination
- Quality Assurance
- Communication and training

Essential Qualifications and Experience:

- Master's degree in a relevant field such as Business Administration, Public Administration, Science, or a related discipline.
- Proven experience in research administration or a closely related field.
- Strong knowledge of research processes, grant management, and regulatory compliance.

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

- Professional certification in research administration, research management, grant writing or related area.
- Professional certification in project management or related areas.
- Strong organizational, multitasking, and time-management skills.
- Excellent written and verbal communication skills.
- Proficiency in using relevant software and tools (Microsoft Office, project management software).
- Ability to work independently and collaboratively in a team environment.

Skills and Competencies Required:

- Detail-oriented and able to work with a high degree of accuracy.
- Strong interpersonal skills with the ability to collaborate effectively.
- Proactive problem-solving and decision-making abilities.
- High ethical standards and integrity in dealing with confidential information and research data.
- Committed to staying updated on changes in regulations, policies, and best practices in research administration.
- Adaptable to changing priorities and able to thrive in a fast-paced environment.

For further particulars regarding The University of the West Indies, Mona and The Mona Office for Research and Innovation (MORI), visit us at <https://www.mona.uwi.edu/mori/>

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 organisation) 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>

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 **MPN 106736** in the subject line of the email. The final date for receipt of applications is **May 17, 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