



**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:

**RISK AND COMPLIANCE OFFICER  
OFFICE OF STRATEGIC PLANNING AND ENTERPRISE MANAGEMENT (OSPEM)  
Reference No. MPN104407**

The successful candidate will report to the Manager, Risk and Compliance, Office of Strategic Planning and Enterprise Management (OSPEM). This role requires high level of accuracy and attention to detail in managing risk across the University while ensuring compliance with relevant local and international regulations, policies, and standards. It also involves working closely with various departments within the university to promote a culture of risk awareness, compliance, and ethical practices to maintain the institution's reputation.

**Key Responsibilities:**

- Advise senior management on effective risk mitigation strategies and assist with development of risk management policies and procedures.
- Collaborate with various departments to implement risk management measures and monitor its effectiveness.
- Keep abreast of local and international risk trends that may impact the university, including changes in laws, regulations and industry best practices.
- Develop, implement, and maintain a robust compliance program in alignment with the university's goals and regulatory obligations.
- Report compliance findings to senior leadership and recommend corrective actions when necessary.
- Develop, review, and maintain university-wide policies and procedures related to risk and compliance
- Ensure policies are aligned with current regulations, best practices, and university goals.
- Work with the legal, audit and other departments to ensure policies are effective, and update them in response to regulatory changes.
- Investigate and manage risk events and compliance violations, providing roots-cause analysis and corrective action/recommendations.
- Lead response efforts for significant incidents, coordinating with internal stakeholders to ensure prompt and effective resolution.
- Prepare reports for leadership, summarizing key indicators, compliance trends, and areas requiring attention or corrective action.

**Requirements/Qualifications:**

- **Essential Requirement** - A Master's Degree in Business Administration, Risk Management Law, or relevant field.
- Certification in Risk Management (e.g., CRM, FRM) or Compliance (e.g., CCEP) will be a distinct asset
- At least five (5) years' experience in risk management, compliance or related fields, preferably in an educational or higher education setting.
- Familiarity with Jamaican regulatory frameworks and international standards that apply to higher education.

**Skills and Competencies Required:**

- Strong analytical skills with the ability to identify and assess risks across various functional areas
- High level of integrity, professionalism, and ethical decision-making
- Excellent communication and interpersonal skills
- Ability to manage multiple tasks and priorities in a fast-paced environment.
- Strong verbal and written communication skills
- Strong attention to detail, with the ability to handle complex and sensitive matters confidentially.

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>.

Applicants are required to submit 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 [hrmd.odes@uwimona.edu.jm](mailto: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 **MPN104407** in the subject line of the email. The final date for receipt of applications is **May 23, 2025**. 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*