



**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, Sport, Medical Sciences and the Social Sciences. The University represents the oldest institution of its kind within the region and has been responsible for producing outstanding leaders who have aided in catapulting regional development.

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

**SENIOR ASSISTANT REGISTRAR – HUMAN RESOURCE MANAGEMENT  
Office of the Campus Registrar  
Reference No. MPN103541**

Assistant Registrars in the Office of the Campus Registrar support the Campus Registrar in various areas of work which may be best described as academic and general – the recruitment, admission and registration of students, the conduct of examinations, the staging of major Campus events, human resource management and development, records management, secretariat services, relations with other bodies and with the public, and university publications. While having unique responsibilities in a particular area, an Assistant Registrar must be prepared to work across any area of the Office of the Campus Registrar (The Registry).

The Senior Assistant Registrar (SAR) - Human Resource Management, is expected to support the Campus Registrar in the supervision of the provision of overall human resource services on the Mona Campus. S/he will provide strategic support to the Campus Registrar in the management of industrial relations, and the oversight of strategic staffing plans and employee development, performance management, occupational health and safety, compensation, benefits, training and development and employee relations. The Senior Assistant Registrar (HRM) will take a leadership role in all matters pertaining to industrial relations and union negotiations, and will advise the Campus Registrar on related matters. S/he will support the Campus Registrar in developing and maintaining a culture that enables employees to perform in accordance with the University's objectives.

The Senior Assistant Registrar – Human Resource Management, in addition to other duties, will also perform the following functions:

- Guide the strategic development of the University's human resources through the development of the appropriate policies, and spearheading the implementation of strategic initiatives that support organizational strategic goals
- Develop, implement and monitor the Human Resource Management Division's work plan
- Agrees, in consultation with the Campus Registrar, the work plans for the Senior Assistant Registrar - Employee Relations, Benefits and Occupational Safety and Health (ERCBOSH) and the Senior Assistant Registrar - Organisational Development and Employment Services (OD&ES)
- Advise the Campus Registrar on all labour relations matters
- Act as the lead Campus negotiator for all union groups and leads on labor relations internally and externally, including negotiating and administering labour agreements
- Ensure the effective planning, designing, development and evaluation of human resource-related initiatives that support organizational strategic goals
- Provide regular reports to the Campus Registrar on HR Metrics to ensure needs are met, to identify potential issues and to enable effective decision making
- Make recommendations to the Campus Registrar on issues regarding the development and implementation of policies and procedures in the HRM Section
- Ensure that the Human Resource Management Section is compliant with laws and industry regulations
- Produce an annual HR Capital Report and an annual report of the total operations of the Human Resource Management Division with appropriate policy recommendations and direction
- Plan and oversee the HR department budget

**Essential Qualifications and Experience:**

- Graduate degree in HR or related field
- Experience in Industrial Relations and working in a unionized environment
- At least 5 years in a leadership role in Human Resource Management
- Knowledge and awareness of the operations and international HR trends in higher education institutions

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

- Change Management certification
- Project Management certification
- PeopleSoft HRMS or other Human Resource Enterprise System
- Organisational regulations and policies
- Knowledge of Local Labour laws

Applicants are required to submit a resume 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 [campusregistraroffice@uwimona.edu.jm](mailto:campusregistraroffice@uwimona.edu.jm) addressed to **The Campus Registrar, The University of the West Indies, Mona Campus, Kingston 7, Jamaica**. All applications must include the reference number **MPN103541** in the subject line of the email. The final date for receipt of applications is **December 18, 2020**. 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***