



**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:

**ADMINISTRATIVE OFFICER**  
**Faculty of Science and Technology**  
Reference No. MPN101991

The ideal candidate should have a postgraduate degree in Business Administration or a related field and have considerable experience working in administrative/management with significant supervisory responsibility. The ideal candidate should also have a record of successful administrative innovation, change management and motivational leadership towards the transformation of Institutional culture.

**(S)he should also demonstrate the following competencies:**

- Excellent organisational and administrative skills coupled with an ability to carry a heavy work load, perform under pressure, and contribute to the innovative transformation of job processes as the most senior administrative member of the Faculty Office team;
- Excellent interpersonal, client service and supervisory skills, including an ability to gain the loyalty of subordinates while setting and demanding high standards as well as the ability to deal patiently with difficult cases and to be sensitive enough to be able to quickly identify when persons have problems beyond those that are immediately presented;
- Excellent verbal and written skills, including the ability to handle correspondence and take minutes efficiently;
- A good grounding in IT and computer office applications is essential and knowledge of contemporary trends in office automation would be an asset.

**Reporting to the Dean, Faculty of Science and Technology, the successful candidate will be required to:**

- Assist the Dean to provide transformatory leadership to the Faculty by providing administrative/managerial support that is timely and innovative and which ensures an ever increasing efficiency in the delivery of services offered by the Faculty Office.
- Have overall responsibility for a broad range of administrative functions including the supervision of administrative staff and junior administrative officers along with specific responsibility for a number of functions carried out by the Faculty Office. These may include:
  - Recruitment, Admissions, Orientation, Registration, Advising and assisting Students and Examinations at both the Undergraduate and Graduate levels;
  - Dealing with matters relating to facilities, finances, supplies and equipment, human resource management, visibility, external engagement, coordination of meetings and special functions.
  - Coordinating the servicing of a number of committees and meetings related to the efficient functioning of the Faculty and faculty initiatives.
  - Establishing and maintaining of relations with other organizational units internal and external to the Faculty and The University.

Knowledge of structure of The University of the West Indies, its rules and regulations, its systems including their enterprise software will be a distinct asset.

Applicants are required to submit and 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 [hrmd.odes@uwimona.edu.jm](mailto: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 **MPN101991** in the subject line of the email. The final date for receipt of applications is **February 28, 2020**. 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 **October 1, 2020**.

**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***