



**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
Office of Student Services and Development (OSSD)
Reference No. MPN100710**

The Administrative Officer provides strong administrative leadership and managerial services to the Office of Student Services and Development thereby supporting the core functions of the Office. This includes the supervision of staff as well as being responsible for specific functions or programmes carried out by the Office to include recruitment, orientation, assisting students, dealing with matters relating to facilities, finances, supplies, equipment, human resource management, coordination of meetings and special functions; delivery of services and programmes; establishing and maintaining relations with units internal and external to the University. The Administrative Officer supports the Director of Student Services and Development in creating an environment that facilitates and encourages the development and delivery of high-quality student development programmes and services.

The successful candidate may also be required to:

- Provide administrative and resource support at the managerial level to the Director of Student Services and Development.
- Monitor the budgets for the Director's office in order to ensure that finances are maintained in an accurate and timely manner and comply with relevant University regulations.
- Co-ordinate and deliver all aspects of the UWI Mentorship Programme.
- Coordinate all aspects of the department's Leadership programmes.
- Assist in the planning of the University of the West Indies, Mona Campus' Annual Student Awards Ceremony.
- Co-ordinate all co-curricular activities of Students Clubs, Societies and Territory Associations on the campus.
- Co-ordinate all co-curricular credit courses offered by the University.
- Manage the Campus' shuttle bus service.
- Manage the Office of Special Student Services.
- Co-ordinate the Campus' Short Term Exchange Programmes delivered by the OSSD.
- Co-ordinate all the department's student development workshops and seminars.
- Support the Director of Student Services and Development in creating an environment that facilitates and encourages the development and delivery of high-quality student development programmes.
- Work closely with Student Services and Development Managers to ensure that the core functions of the office are realized.

Qualifications, Experience and Competencies:

- The ideal candidate should have a postgraduate degree in Business Administration, Higher Education 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.
- 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;
- 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.

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 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 **MPN100710** 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*