



**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 offer a wide range of undergraduate, masters and doctoral programmes in Humanities and Education, Science and Technology, Engineering, Law, Medical Sciences 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 aided in catapulting regional development.

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

**BUSINESS MANAGER**  
**Departments of Microbiology and Pathology**  
[Reference No. MPN100001](#)

The Business Manager will efficiently manage high quality, commercially viable, diagnostic laboratories at The University of the West Indies. He or she will report directly to the Heads of the Departments of Pathology & Microbiology and will be required to operate effectively with technical and administrative staff within both Departments, as well as other persons, such as financial management staff in the Bursary and individual and Institutional customers.

The successful candidate will be required to:

- Review in conjunction with the Heads of Departments all tests offered by the Microbiology & Pathology laboratories;
- Keep current with international laboratory advances in order to identify and, in conjunction with the HOD's introduce additional diagnostic tests;
- Develop a rational system of pricing and billing for the laboratory services offered by The University of the West Indies to the University Hospital of the West Indies;
- Re-open and maintain a fully functional Central Accessioning Area to operate for 24 hours, 7 days per week;
- Manage an ordering and inventory system for reagents and supplies in collaboration with the Administrative Medical Technologists;
- Ensure that tests done, match income received, as well as to develop strategies to identify and deal with existing gaps;
- Ensure that laboratory supplies are cleared from the wharf in a timely manner;
- Ensure efficiency of laboratory operations by conferring with chief technologists on matters such as turnaround times and availability of reagents so that service, reliability and maintenance of accreditation is ensured;
- Successfully market the products and services of the Microbiology and Pathology Departments at a national and international level;
- Support Research in the Department by facilitating procurement of reagents and other supplies needed to conduct research.

**Essential Qualifications and Experience:**

- Post-graduate degree in Business Administration or related field;
- A minimum of three (3) years' experience in a supervisory or management position.

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

- Project management practice;
- Experience working within an academic institution;
- Excellent interpersonal, communication and client service skills.

[This position is temporary engagement for one year in the first instance.](#)

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 [hcmd.odes@uwimona.edu.jm](mailto:hcmd.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 **MPN1002150001** 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 University thanks all applicants. However, due to the volume of applications, only shortlisted candidates will be contacted.**