



**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:

**DEPUTY MANAGER  
Caribbean Institute for Health Research (CAIHR)  
Reference number: MPN102725**

**The Deputy Manager is required to manage the administrative operations of the Institute. This includes developing, implementing and reviewing operational policies and procedures with a view of improving quality, productivity and efficiency:**

- Liaise with UWI Human Resource Management Division and the Office of the Dean, FMS to ensure that CAIHR staff contracts and benefits are executed and delivered on time.
- Liaise with the Office of Finance to ensure efficient procurement process.
- Manage properties – Maintenance of off-campus houses and campus buildings; motor vehicles; plan and machinery and generators.
- Monitor and control UGC budget expenditure.
- Preparation of the annual budget for presentation to the Office of Finance, in consultation with CAIHR Director, Unit Directors and CAIHR Manager.
- Preparation of annual and special departmental reports as required, in consultation with CAIHR Director, Unit Directors and CAIHR Manager.
- Supervise the Administrative Secretaries to ensure that the administrative portfolio areas are efficiently executed.
- Planning and execution of institute meetings and events.
- Any other related responsibilities as assigned by the Director, CAIHR.

**Essential Qualifications and Experience:**

Candidates should ideally have qualifications in Management and/or Accounting. A Master's Degree, or, at least a Bachelor's degree or equivalent and enrolled in a Master's Programme from a recognised tertiary institution. Professional certification or other evidence of a solid understanding of financial management is a requirement.

For further particulars regarding the University of the West Indies and the Caribbean Institute for Health Research, visit us at <http://uwi.edu/caihr/>

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 **MPN102725** 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.**