



**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. At 68 years old, 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:

**DEPUTY SUPERINTENDENT OF WORKS**  
**Western Jamaica Campus**  
Reference No. MPN100000

The Deputy Superintendent of Works will be required to assist with supervising, co-ordinating and monitoring of the activities needed for the maintenance and expansion of the Western Jamaica Campus.

**Among other duties, he/she will also be required to:**

- Oversee the maintenance of all UWI, Mona properties in St. James
- Supervise directly all staff and activities related to the overall maintenance of the physical plant and grounds, including but not limited to, cleaning, plumbing, air conditioning, ventilation, carpentry, painting and gardening
- Monitor the collection and disposal of garbage and tipping site arrangements
- Ensure the efficient provision of the requisite staff resources, including equipment and materials, needed for successful completion work and projects
- Work closely with the Estate Management Department and the Projects Office to identify and execute campus based project needs, support, and contractors
- Oversee the development of scopes of work and ensure compliance to the standards and procedures of the University's tender and procurement regulations
- Provide expert advice and guidance to various administrators on matters to do with plant repair and remodelling projects including the preparation of rough sketches and plans.
- Support the disaster preparedness and emergency management activities of the University and the campus
- Participate in the preparation of annual operational budget for the section, and submits to the campus Director and Estate Manager for review and approval.

**Qualifications, Experience and Competence**

- Minimum of 5 years' experience working in a similar capacity
- Sound understanding of the construction industry, public health and safety regulations, project planning, and building trades
- Thorough knowledge of operations, maintenance, and repair of various types of ground and building facilities and service equipment
- Ability to read and understand documents such as safety rules, operating and maintenance instructions, procedure manuals, architectural drawings and specifications
- Knowledge of administrative practices and techniques
- Proficiency in the use of Master Builder, Microsoft Office Suite and other construction industry software
- Ability to write routine reports and correspondence.
- Excellent interpersonal and communication skills and ability to make presentations in oral and written formats
- Familiarity with ISO 41001 2018 Facilities Management System
- Ideally a Master's Degree in in Construction Management, Architectural Studies, Engineering or related discipline

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 [hrrmd.odes@uwimona.edu.jm](mailto:hrrmd.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 MPN100000 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 as soon as possible.

**The University thanks all applicants. However, due to the volume of applications, only shortlisted candidates will be contacted.**