



**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:

**PROJECT MANAGER  
Mona Information Technology Services (MITS)  
Reference number: MPN105552**

Reporting to the Manager – Applications, the successful candidate will be responsible for providing leadership, coordination, and guidance pertaining to the smooth administration and successful implementation of Projects within the Mona Information Technology (Applications) department. The successful incumbent will also be required to work closely with stakeholders and will be mainly responsible for:

- Leading the implementation of Projects within the department, employing the relevant project management principles and practices.
- Planning, coordinating, monitoring, and reporting on activities on assigned projects.
- Informing the Project Sponsors of operational progress, risks, issues, major setbacks, resource constraints and significant deviations from agreed objectives/targets/actions;
- Liaising and coordinating activities with the stakeholders and or implementing departments for the implementation of various elements of the project and represent the interests of MITS and the UWI (Mona).
- Maintain Project documentation on the Project Information System
- Overseeing and ensuring that Project activities are being performed adequately, on schedule and in accordance with contractual agreements.
- Implementing changes that will enable the Department to meet global standards and requirements for the management of the improved services.
- Performing any other duties that may be assigned by the Programme Manager.

**Qualifications and Experience:**

- Ideally, a Master's Degree in any of the ICT related disciplines. Persons with a Bachelor's degree in computer science, information systems or technology related field with considerable experience within the field may be considered.
- Project management experience must be demonstrable, especially with regard to ICT projects. The Project Management Professional (PMP) certification would be an asset.
- Experience in the application of agile project management practices and principles.
- Experience working with Software Development Lifecycle methodologies and processes.
- Working experience with an ERP system - preferably one used in higher education.

**Required Skills:**

- Experience in the use of a software application for project / task management.
- Demonstrable skills in leadership, negotiation, cost control, risk management, organizational and interpersonal communication. Critical thinking, analytical, and problem solving skills.
- Detail-oriented with the ability to work effectively without supervision and to take responsibility for end-to-end delivery to the customer
- Strong customer focus and a dedication to superior customer service, including the commitment to operate outside regular hours.
- Excellent interpersonal skills and strong team oriented business approaches and practices.

For further particulars regarding Mona Information Technology Services (MITS) at the University of the West Indies and the, visit us at <http://www.mona.uwi.edu/mits/>.

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 **MPN105552** 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.**

**The University of the West Indies, Mona Campus..... *Inspiring Excellence, Producing Leaders***