



**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:

**SUPERINTENDENT OF WORKS-BUILDING  
ESTATE MANAGEMENT DEPARTMENT  
Reference number: MPN102207**

Reporting to the Deputy Estate Manager (Technical), the Superintendent of Works (Building) has responsibility for the technical aspects of the management, operations and maintenance of buildings, utilities and infrastructure across the campus; thereby preserving the good condition of the infrastructure and ensuring that facilities are safe and well-functioning. The successful candidate should possess:

**Knowledge of the following:**

- Engineering or building fabric maintenance
- Property and facilities management
- Asset and risk management strategies

**Competence in the following areas is essential:**

- Project management services for a large organization with a wide range of building types, in either the private or public sector.
- Development of Building Design Specifications/Scope of Work - as client representative.
- Preparation of specifications, estimates, tenders and contract documents.
- Managing budgets, cost control and working to targets.
- Assessment of space requirements and the negotiation of changes in space/room allocations.
- The use of computer-based maintenance management systems for job and cost control
- Leading, motivating and managing in-house and outsourced teams

**Experience in the following specific areas would be a distinct advantage:**

- Engineering services/energy management.
- Disaster Planning and Management
- Major maintenance projects

**Essential Qualifications And Experience:**

- A Master's degree in Civil Engineering or a relevant professional qualification
- Certified evidence of a commitment to continuing professional development
- Membership in a Professional Engineering or Facilities Management organization
- The leadership and management skills required for the supervision and motivation of a large team
- A commitment to Occupational Health and Safety.

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 **MPN102207** 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.**