



## THE UNIVERSITY OF THE WEST INDIES

Applications are invited from suitably qualified persons for the post of **Programme Officer in the Office of the Board for Undergraduate Studies (OBUS)**, at the University of the West Indies, Vice-Chancellery, located at the Regional Headquarters in Kingston, Jamaica.

### **Main Purpose of Job:**

The Programme Officer holds a crucial position in researching, developing, and coordinating policy initiatives for undergraduate and sub-degree programmes at the UWI. The Officer plays a pivotal role in ensuring the alignment of policies with academic standards and institutional objectives and facilitating student success.

### **Duties and Responsibilities:**

The successful candidate will report to the Pro Vice-Chancellor for the OBUS, and he/she will be expected to:

- Act as resource person on all matters pertaining to undergraduate policies and programme approvals.
- Undertake research, develop and draft policies.
- Maintain a database of approved undergraduate policies and programme.
- Develop and maintain a schedule for the routine review and revision of existing policies.
- Attend meetings, and foster strong relations with the UWI Academic Boards, Faculty Boards and CETL.
- Present on student matters related to teaching, learning, and student retention and success at meetings of the Board for Undergraduate Studies.
- Assist the Pro Vice-Chancellor in researching and analyzing policy concepts, developing and coordinating policy initiatives, and assessing the impact of proposed policy revisions on all aspects of undergraduate and sub-degree programmes.
- Ensure consistency and prevent duplication or conflicts among policies during the policy development process.
- Communicate policy changes and revisions to the campus community and maintain appropriate records within the policy repository.
- Facilitate the formulation, review, and publication of undergraduate policies and procedures, including chairing or co-chairing committees, and collecting feedback on proposed policy revisions.
- Ensure that developed policies are aligned with labour market needs through the University Grant Programme and other entities.
- Provide advice on strategy alliance, benchmark strategy, and policy alignment with undergraduate development.
- Chair the cross-campus subcommittee of the Board for Undergraduate Studies and the Quality Education Forum Editorial Committee to advise on themes for engagement with higher education communities.
- Prepare the annual budget for journal publication and policy research matters.
- Assist the Pro Vice-Chancellor, OBUS in other areas as directed.

### **Qualifications and Experience:**

- A Ph.D. degree is preferable or equivalent in Public Policy, Social Policy, Education Administration, or other relevant discipline.
- Minimum of 5 years of experience in policy development, programme coordination, or a related area, preferably within a higher education setting.
- Knowledge of The UWI's organizational structure, and management policies and procedures.

### **Competencies and Skills:**

- Excellent written and oral communication skills.
- Competent in research methods in education or social sciences
- Strong project management skills.
- Proficiency in developing institutional policies and procedures documentation applicable to tertiary institutions.
- Analytical, evaluation, and objective critical thinking skills.
- Ability to work independently and take initiative.

The successful applicant will be expected to assume duties on **August 1, 2024**

Full details of the remuneration package including Further Particulars may be obtained from the Office of Administration by contacting us on **email: [hrapplications@uwimona.edu.jm](mailto:hrapplications@uwimona.edu.jm)**. Applicants are required to submit detailed applications giving **i)** full particulars of qualifications and experience, biodata; and **ii)** the names, titles, mailing and e-mail addresses and telephone numbers of three (3) referees should be sent as soon as possible to the: **UNIVERSITY REGISTRAR, OFFICE OF ADMINISTRATION, THE VICE CHANCELLERY, UNIVERSITY OF THE WEST INDIES, MONA, KINGSTON 7, JAMAICA, W.I., E-mail:**

The closing date for receipt of applications is **April 30, 2024**.

**The University of the West Indies thanks all applicants, however, only shortlisted candidates will be contacted.**