



THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS

ADVERTISEMENT

HEAD GLOBAL CAMPUS SITE ST. VINCENT AND THE GRENADINES

Applications are invited for suitably qualified persons for the post of **Head, The University of the West Indies, Global Campus Site, St. Vincent and the Grenadines.**

Responsibilities:

The Head will be expected to administer the University's operations at the Global Campus St. Vincent and the Grenadines Site. He/she will be expected to oversee the management of student matters at the Site; develop, promote and implement Continuing and Professional Education (CPE) programmes in accordance with the Global Campus policy and community needs; promote the creative arts and cultural outreach in the communities in which the Site is located and engage in research activities within his/her chosen field. The appointee will exercise a leadership role in the community with regard to the development of adult education, technical and vocational training and continuing and professional education and related activities.

The Head will represent the University of the West Indies in St. Vincent and the Grenadines at meetings with stakeholders, alumni of all UWI campuses and current students, as well as consult with potential and continuing students. He/she will be responsible for all site management and outreach activities including student, alumni and staff activities; the promotion of the Global Campus St. Vincent site via interviews on radio and television and the completion and submission of periodic Site reports. The appointee will also review and approve all site financials in the Banner systems and have regular consultations with the Site's accounting officer.

QUALIFICATIONS/REQUIREMENTS

- A Master's degree in an appropriate discipline (an EdD / PhD would be desirable).
- At least ten (10) years relevant experience at a senior administrative level preferably in a tertiary institution.
- Extensive managerial experience in a tertiary education environment.
- Experience and knowledge of Financial Management, Human Resource Management and Project Management are essential.
- Strong computer skills are essential.

- Experience working in a virtual environment is an asset.
- A background in developing and implementing continuing and professional education programmes.
- Ideally, the Head will have knowledge of the academic environment within UWI and knowledge specific to the needs of the area to which he/she is assigned.

KEY COMPETENCIES/SKILLS/ATTRIBUTES

The successful applicant should have -

- Excellent interpersonal skills and the ability to communicate effectively both orally and in writing.
- Excellent time management skills.
- Strong entrepreneurial skills preferably in a similar environment.
- A track record of research and publication.
- An enduring commitment to customer service relevant to both internal and external customers.
- Energy, motivation and a true commitment to high quality service to students and the building of The University of the West Indies Global Campus' presence in St. Vincent and the Grenadines.
- Knowledge of the online and distance learning environment.

The successful candidate will be expected to assume duties by **August 1, 2024**.

**Applications should be made via
The UWI Global Campus Online Application Form:
<https://www.global.uwi.edu/hrd/forms-documents>**

CLOSING DATE FOR RECEIPT OF APPLICATIONS – MAY 18, 2024

We thank all interested applicants; however, only shortlisted candidates will be contacted.

PARTICULARS

HEAD GLOBAL CAMPUS ST. VINCENT AND THE GRENADINES

GENERAL

1. The University of the West Indies, Global Campus serves the following English-speaking Caribbean countries:

Anguilla	Grenada
Antigua & Barbuda	Jamaica
Bahamas, The Commonwealth of	Montserrat
Barbados	St. Kitts & Nevis
Belize	St. Lucia
Bermuda (virtual only)	St. Vincent & The Grenadines
British Virgin Islands	The Republic of Trinidad &
The Cayman Islands	Tobago
The Commonwealth of Dominica	Turks & Caicos Islands

2. The University began teaching in 1948 at Mona in Jamaica as a University College affiliated with the University of London, and became independent in 1962. The University is now a dual mode institution offering teaching by distance education as well as face-to-face. The University has five campuses; Mona in Jamaica, St Augustine in Trinidad and Cave Hill in Barbados, Five Islands in Antigua and Global Campus which has 40 education centres in 16 English-speaking countries.
3. The UWI on-campus student population is currently over 50,000 full-time equivalent students. The current Global Campus student population is over 20,000 and the Global Campus is aggressively developing new programmes to increase student enrollment.

UWI GLOBAL CAMPUS:

4. The UWI Global Campus works with faculty on the four brick and mortar campuses, as well as with other tertiary institutions and development agencies throughout the Caribbean to design, develop and deliver quality programmes by distance, blended and face-to-face to meet the academic and professional development needs of the people of the Caribbean.
5. The site, located in St. Vincent, has a total annual population of approximately 700 students in online, blended and face-to-face programmes.

CATEGORY/LEVEL

6. The position of Head is a senior post within The University of the West Indies staffing structure in the Senior Administrative Category. The initial appointment would be at the Lecturer Level or above depending on qualifications and experience.

WORK LOCATION

7. This position will be physically located in St. Vincent but the Head will be required to travel within the region from time to time.

WORK ENVIRONMENT

8. The job incumbent must be able to work as a member of a team in both virtual and physical environments.
9. The incumbent will live and work in St. Vincent and the Grenadines and collaborate with others located at the Global Campus Sites throughout the Caribbean.
10. The incumbent must be able to participate effectively in team meetings, to develop ideas and use a variety of ICT and collaborative web tools.
11. The successful applicant should be willing to work flexible hours when necessary.

REPORTING

12. The Head of the Global Campus St. Vincent and the Grenadines Site reports to the Director, Global Campus Sites.

SUMMARY OF TERMS AND CONDITIONS OF SERVICE

POST: Head, Global Campus Site, St. Vincent and the Grenadines

TENURE

13. Appointment will be for three (3) years in the first instance.

SALARY SCALES

14. This position is in the Senior Administrative Category. The initial appointment would be at the Lecturer Level or above depending on qualifications and experience.

Lecturer Scale (Non-Medical)

EC\$118,313 – 137,207 (BAR) -167,174 per annum

Senior Lecturer Scale (Non-Medical)

EC\$175,637 – 198,717 (BAR) -224,830 per annum

BENEFITS

15. Benefits include:

- Annual study and travel grant (special conditions apply)
- Book grant
- Registration in Medical Scheme (Contributory Health Insurance)

PENSION SCHEME

16. The contribution rates are Employee 5% and UWI 10% of the equivalent of basic salary to superannuation scheme. The contributions are invested to provide a pension at age 65, the age of retirement.

ALLOWANCES

17. Allowances include:

- Heads Allowance
- Housing Allowance
- Telephone Allowance
- Transportation Allowance