



## THE UNIVERSITY OF THE WEST INDIES OPEN CAMPUS

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### ADVERTISEMENT

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#### PROJECT MANAGER CIVIL WORKS (PART-TIME) THE UWI OPEN CAMPUS ST. LUCIA

The University of the West Indies (UWI) has received a loan from the Caribbean Development Bank (CDB) to enhance its strategic management capacity and ability to respond to regional development needs. The project components include the enhancement of the learning environment through expansion of physical facilities of the Open Campus Country Site in St. Lucia. The UWI Open Campus is seeking to identify a **Project Manager Civil Works (Part-time)** to carry out services associated with the civil works component of the project.

#### **DUTIES AND RESPONSIBILITIES:**

- a) procurement in accordance with CDB's Loan Agreement;
- b) review of prequalification and bid documents and monthly progress reports prepared by consultants;
- c) coordinate the issuing of invitations to bid, evaluation of bids and recommendations for award of construction contracts;
- d) oversee administration of construction contracts;
- e) provide cost control of construction works;
- f) prepare and submit to CDB claims for disbursement or reimbursement;
- g) review completion reports and as-built drawings for each construction contract referred to in the Procurement Plan for submission to the CDB through the Project Coordinator;
- h) provide the Project Coordinator with a recommendation report on completion reports and as-built drawings for each construction contract referred to at (d ) above.

The Project Manager will make herself/himself knowledgeable about construction culture in the region.

## QUALIFICATIONS AND EXPERIENCE

Candidates for the position should possess:

- a Master's Degree with at least five (5) year's work experience in project management and contract administration;
- Minimum of five (5) years' experience in the construction industry;
- Formal training and /or experience in construction project management;
- Experience in developing and managing projects of all sizes, including large multimillion dollar projects;
- Experience in managing construction projects;
- Experience in working with multi-disciplinary teams;
- Experience in international procurement practices;
- Experience in tendering and evaluation processes;
- Experience in managing a wide variety and varied types of projects.

## KEY COMPETENCIES/SKILLS

The **Project Manager Civil Works (Part-time)** should be able to demonstrate the following skills and dispositions:

- strong leadership skills and the ability to motivate project team;
- strong oral and written communication skills;
- thorough understanding of building industry practices, processes, standards etc. and their impact on project activities is vital;
- ability to source and apply information that may be pertinent to the implementation and execution of projects;
- ability to apply innovative and effective management techniques to maximize performance;
- ability to manage multiple projects and priorities;
- ability to arbitrate on problematic issues;
- computer proficiency in a range of applications; and
- knowledge of Higher Education Institutions.

Applications should be made on forms obtainable from The UWI Open Campus website: <http://www.open.uwi.edu/hrmd/employment-opportunities> and sent via email as soon as possible, along with an up-to-date curriculum vitae to:

Director of Human Resources  
C/o The University of the West Indies  
Open Campus

Via Email: [human.resources@open.uwi.edu](mailto:human.resources@open.uwi.edu)

Applicants are advised to request referees to send references under CONFIDENTIAL cover directly to the Director of Human Resources, without waiting to be contacted by the University.

**CLOSING DATE FOR RECEIPT OF APPLICATIONS: April 10, 2017**

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## PARTICULARS

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### PROJECT MANAGER CIVIL WORKS (PART-TIME) THE UWI OPEN CAMPUS ST. LUCIA

#### GENERAL

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

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

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 teaching. The University has campuses at Mona in Jamaica, St Augustine in Trinidad and Cave Hill in Barbados, and University Centres in most of the above countries. The UWI on campus student population is currently over 30,000 full-time equivalent students.
3. In a major initiative to grow our student population and service the widely dispersed needs of country partners, the University has launched the Open Campus, an entity that is built on our success in distance education and continuing studies throughout the Caribbean. The current population of our distance students and continuing education students is over 20,000 and the Open Campus is aggressively developing new programmes to increase student enrollment. Open Campus currently employs a wide variety of distance delivery methods and has 52 education centres in 16 different English speaking countries and a staff of almost 400 professionals to support our growing student population.

#### THE UWI OPEN CAMPUS

4. The UWI Open Campus works with faculty on the three older campuses, as well as with other tertiary institutions and development agencies throughout the Caribbean to design, develop and deliver quality programmes by distance to meet the academic and professional development needs of the people of the Caribbean. The Open Campus is at the forefront of

the mission of the University with respect to outreach responsibilities in seventeen countries to support the inclusive (social, economic, political, cultural, environmental) development of the Caribbean region and beyond.

### **WORK ENVIRONMENT**

5. The **Project Manager Civil Works (Part-time)** will be based in St. Lucia.
6. Extended working hours and work on weekends often required

### **REPORTING**

7. The **Project Manager Civil Works (Part-time)** will report to the Head of Site St. Lucia and The UWI Project Management Office.

### **DURATION OF CONTRACT**

8. An appointment will be offered on contract for a period of one (1) year in the first instance.