



POST OF DEPUTY UNIVERSITY REGISTRAR

Applications are invited from suitably qualified persons for the post of Deputy University Registrar, Vice-Chancellery.

MAIN PURPOSE AND SCOPE OF THE JOB:

The Deputy University Registrar (DUR) provides technical advice to and from time-to-time acts on behalf the University Registrar so as to ensure the continued efficient conduct of the Office of Administration in relation to its role as a policy, regulatory and corporate governance secretariat. In so doing, s/he assists the University Registrar in providing effective support to the University’s governing bodies.

The successful candidate will be expected to:

- Actively support the revision of existing governance artifacts and the drafting of new ones;
- Assist in the development, implementation, and evaluation of strategy as it concerns planning, business processing, budget and project management, safety and security, change and performance management, innovation, and organizational efficiency;
- Deliver corporate governance and meeting management training solutions;
- Facilitate quarterly meetings of the Chancellor and his nominees;
- Guide Campuses in the development and implementation of policy instruments;
- Lead select cross campus initiatives and programmes;
- Maintain the University’s Policy Register;
- Oversee assigned Units within the Office of Administration;
- Produce policy papers and technical reports;
- Provide advice to ensure that the University’s regulatory framework is being accurately interpreted and evenly applied;
- Service select Committees of the University’s governing bodies; and
- Undertake ad hoc duties assigned from time to time by the University Registrar.

Qualifications and Experience:

- A post graduate degree in a relevant discipline;
- A Bachelors or Masters of Laws would be an asset;
- A minimum of 7 years’ experience at a senior management level; and
- A sound understanding of current national, regional and global trends and issues in Higher Education.

Competencies include:

• Legislative Drafting	• Critical Judgement
• Using Information Technology	• Client Focus
• Team Leadership	• Attention to Detail
• Interactive Communication	• Impact and Influence
• Quality Focus	• Client Focus
• Partnering	• Writing Skills

Full details of the remuneration package may be obtained from the Office of Administration by contacting us at **email: [hrapplications@uwimona.edu.jm](mailto:hrapplications@uwimona.edu.jm)**). Detailed applications giving:

- i) full particulars of qualifications and experience, biodata; and
- ii) the names, titles, mailing and e-mail addresses, fax and telephone numbers of three (3) referees should be sent as soon as possible to the:

**UNIVERSITY REGISTRAR, OFFICE OF ADMINISTRATION, THE VICE CHANCELLERY, THE UNIVERSITY OF THE WEST INDIES, THE UWI REGIONAL HEADQUARTERS, HERMITAGE ROAD, KINGSTON 7, JAMAICA, W.I., E-mail: [hrapplications@uwimona.edu.jm](mailto:hrapplications@uwimona.edu.jm)**

The closing date for receipt of applications is **June 05, 2025**.

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

Kingston, Jamaica: A vibrant city for living and working Kingston, Jamaica is the perfect place to experience an authentic Caribbean lifestyle thanks to its vibrant culture, beautiful beaches, and diverse cuisine. Since its founding 77 years ago, The UWI has focused on creating an excellent and ethical university, offering an unrivalled range of academic programmes, producing research of global significance, and developing strong leadership skills across all of its campuses. The Regional Headquarters has a picturesque view of the blue mountain, located at Mona, the oldest campus of the university, which encompasses 653 acres of land nestled in a lush valley that was once home to two large sugar estates. Several statues and murals depict its vibrant artistic community and the university's landscape is dotted with historical ruins such as the aqueduct and water wheel, reflecting its plantation origins.