THE UNIVERSITY OF THE WEST INDIES

OFFICE OF FINANCE
THE UWI REGIONAL HEADQUARTERS, JAMAICA

APPLICATIONS ARE INVITED FOR THE POST OF

REAL ESTATE DEVELOPMENT MANAGER

The Office of Finance is responsible for the overall direction and coordination of the financial management of The University of the West Indies (The UWI). Guided by the University Bursar/Chief Financial Officer, the Office ensures fiscal accountability and sustainability through close collaboration with the Vice-Chancellor, Pro Vice-Chancellors, Campus Principals, Campus Bursars and other members of the University's Executive Management Team.

The Office of Finance oversees the day-to-day financial operations and long-term financial planning of the University, including the University Centre and all five campuses. Its remit includes budgeting, financial reporting, treasury and pension fund management, management of government contributions, regional sponsored research management, investment management and the financial administration of affiliated entities such as the Norman Manley Law School and The UWI Regional Endowment Fund.

The Real Estate Development Manager will be responsible for leading the identification, preparation, development, and implementation of building, renovation, and construction projects executed through the Office of Finance. The successful candidate, will also oversee the development of University properties to ensure projects are feasible, sustainable, and align with the institution's strategic goals. The candidate will undertake duties related to the rental and upkeep of The UWI properties based in Jamaica and any other special assignments as directed. The successful candidate will report to the Senior Financial Manager, Pensions, Commercial Operations & Special Assignments, Office of Finance.

The successful candidate will be expected to:

- Conduct project feasibility analyses, including market research, financial assessments, and risk evaluations to determine viability;
- Prepare project briefs, business cases, and all associated documentation for submission to university administrators and stakeholders;
- Collaborate with architects, engineers, and designers to develop project designs in accordance with university standards, building codes, and regulatory requirements;
- Develop and monitor project timelines, budgets, and resource allocation plans;
- Liaise with potential project partners and assist with negotiations, contractual agreements, leases, and partnerships;
- Systematically monitor and expedite project implementation, ensuring milestones are met through regular discussions, reporting, and correspondence;
- Oversee project construction activities, ensuring timely completion and adherence to budgets and quality standards;
- Prepare periodic analyses of project progress, identifying and mitigating risks throughout project life cycles;
- Provide reports and recommendations to senior management and governing bodies on project proposals and performance;
- Manage all matters related to the rental and upkeep of The UWI properties;
- Perform any other related duties as assigned by the Senior Financial Manager, Pensions, Commercial Operations & Special Assignments.

<u>**Qualifications and Experience:**</u>

- Master's degree in Architecture, Urban Planning, Business Administration, or a related field.
- Professional certification such as PMP or Real Estate Developer Certification would be an asset.
- Minimum of five (5) years' experience in property development, project management, or a related field.
- Strong background in architectural design, project feasibility analysis, and business case development.
- Minimum of three (3) years experience in demonstrated understanding of architecture, building, and construction management.
- In-depth knowledge of local zoning regulations and land-use policies in Jamaica.
- Familiarity with university operations and academic environments would be advantageous but not essential.
- Proficiency in project management software such as MS Project or Asana as well as Microsoft Office Suite.

- Demonstrated experience and understanding of architecture, building, and construction management.

Competencies and Skills:

• Project Management	• Critical Judgement
• Planning and Organising	• Problem Solving
• Attention to detail	• Financial Management
• Interactive Communication	• Market Research and Analysis
• Using Information Technology	• Client Focus
• Product Knowledge	• Risk Taking

Completed application and full curriculum vitae should be sent under confidential cover to the University Registrar, Office of Administration, The University of the West Indies, Regional Headquarters, Hermitage Road, Kingston 7, Jamaica. e-mail: hrapplications@uwimona.edu.jm   Three (3) referees (one of whom should be from your present organisation) must be included. References should also be sent under CONFIDENTIAL cover DIRECTLY to the University Registrar at the above address without waiting for The University to make contact.

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 Unit 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.

Deadline for applications is July 31, 2025

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