



THE UNIVERSITY OF THE WEST INDIES

## **POST OF PROJECT OFFICER, CENTRE FOR REPARATION RESEARCH**

Applications are invited from suitably qualified persons for the post of Project Officer, Centre for Reparation Research/Indigenous & Maroon Studies Institute, Vice-Chancellery.

The Centre for Reparation Research (CRR), began operations in March 2017 but was launched officially to the public in October 2017. The CRR was created to promote, research and engage in advocacy around the legacies of the transatlantic trade in enslaved Africans, African enslavement, Asian indentureship, colonialism and its legacies in the Caribbean; and help to bring justice and positive transformation to societies affected by these legacies. The CRR is home to the Indigenous & Maroon Studies Institute (IMSI) which is being positioned as the premier site for Indigenous and Maroon Studies in the English-speaking Caribbean.

### **MAIN PURPOSE AND SCOPE OF THE JOB:**

The Project Officer will foster relationships with Indigenous and Maroon communities, ensuring that their culture and heritage are respected and integrated into the Institute's programmes. The mission of the Maroons Institute will be to generate collaborative and interdisciplinary research, engage key partners and foster strategic partnerships to enable Indigenous and Maroon communities and across the Caribbean to flourish in tandem with community-centred goals based on empowerment and respect.

The successful candidate will be expected to:

- Liaise with Indigenous and Maroon community leaders and actors;
- Conduct situational analysis of relevant Maroon and Indigenous communities;
- Assist with generation, dissemination and promotion of research into Maroon history, philosophy, heritage, spirituality, culture and economy;
- Engage Maroon and Indigenous communities to build relations across public and private sectors.
- Design projects for execution within and across Maroon and Indigenous communities through public / private partnerships;
- Assist with promotion of Maroon and Indigenous knowledge for regional development;
- Assist with grant-writing applications for research and other projects;
- Assist with the organisation of workshops and training programmes for Maroon community members and UWI staff;
- Assist with establishment of a public digital archive and database to preserve and share findings of IMSI research.
- Create opportunities for inter-agency and stakeholder dialogues on Maroon and Indigenous development;
- Assist with equipping Maroon and Indigenous communities with interdisciplinary research and other capacity through development of programmes and systematic engagement in educational and policy initiatives;
- Complete annual reports on work conducted;
- Other duties assigned by the Director, CRR.

### **Qualifications and Experience:**

- A Master's Degree in Cultural Studies, Sociology, Linguistics, History (or a related field)
- Excellent writing skills
- An aptitude for research, dissemination and advocacy
- A knowledge of critical issues in human rights
- Excellent time management skills
- Good written and spoken communication skills in Nation Language, English (a working knowledge of French and/or Spanish would be an asset)

**Competencies:**

Client Focus	Research Methods
Planning and Organising	Project Management
Problem Solving	Initiative
Project Management	Interactive Communication
Teamwork	Work Ethics and Values
Writing Skills	Using Information Technology

- Knowledge of Database Management
- Advanced level of computer literacy in Microsoft Office Suite programmes, especially Excel, Word and PowerPoint
- Strong work ethic and ability to work independently
- Attention to detail and ability to focus on tasks
- Critical thinking and problem-solving skills
- Proficiency in database management
- Ability to collect and analyse data
- Experience managing and updating datasets
- Strong field research skills, including organising and conducting focus group discussions

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)**

Remuneration: J\$4,525,053.00 – J\$5,247,672.00 per annum.

The closing date for receipt of applications is **January 10, 2026**.

***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.