



THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS

ADVERTISEMENT

HEAD GLOBAL CAMPUS SITE JAMAICA WESTERN REGION

Applications are invited for suitably qualified persons for the post of **Head, The University of the West Indies, Global Campus Site, Jamaica Western Region.**

The **Head, Jamaica Western Region** will exercise a leadership role in the community regarding the development of adult education, technical and vocational training and continuing education and related activities, such as the identification of adult education needs and assisting in the training and education of educators and community leaders. The Head will also take the lead in steering Jamaica Western Region along a strong entrepreneurial and commercial path with a clear goal of revenue generation and financial sustainability.

The **Head, Jamaica Western Region** will be expected to administer the University's operations at the face-to-face and satellite/administrative support Sites in Jamaica. These Sites are currently located at Brown's Town, Ocho Rios, Savanna-La-Mar, Montego Bay and Santa Cruz - St. Elizabeth (currently housed in the St Elizabeth Technical High School), but it is also possible that depending on market and economic factors, a shift in numbers and location may occur. The Head Jamaica Western Region will, in addition to growing and sustaining the Campus' Senate-approved and mainstream programming, develop, promote and implement programmes in accordance with the Global Campus policy and community needs. These include continuing and professional development and bespoke programmes / courses. The Head will also promote the creative arts and cultural outreach in the communities in which the Sites are located; and engage in research activities within his/her competence.

QUALIFICATIONS/REQUIREMENTS

- A Master's degrees in an appropriate discipline.
- At least ten (10) years' of extensive managerial experience in a tertiary education environment preferably in the English-speaking Caribbean.
- A background in developing and implementing continuing education programmes.
- An enduring commitment to customer service relevant to both internal and external customers.
- A track record of research and publication would be an asset.

KEY COMPETENCIES/SKILLS/ATTRIBUTES

- Excellent interpersonal skills.
- Excellent team building, leadership and strategic management skills.
- Ability to communicate effectively, both orally and in writing with people of varying levels of training and experience.
- Ability to work independently and creatively.
- Good time-management skills.
- Good negotiation skills especially in the context of commercial / entrepreneurial contexts.
- Good knowledge of administrative procedures, preferably within The UWI context.
- Good understanding and knowledge of workforce training and national human resource development trends and needs.
- Strong organizational ability.
- Strong computer skills.
- Knowledge of the online and distance learning environment.
- Solid knowledge of higher education academic programming and course coordination.

MAJOR RESPONSIBILITIES

- **Duty 1.0: Programme Monitoring and Delivery**
 - Build the programme delivery capacity of Jamaica Western Sites.
 - Liaise with the relevant Programme Coordinators in the Academic Programming Division for delivery of academic programmes.
 - Co-ordinate and monitor regional and new programmes offered in the Jamaica Western Region.
 - Oversee the planning and development of schedules for delivery of various courses and programmes.
 - Incorporate new approaches to programme delivery (e.g. blended learning approach; face-to-face/multi-media, on-line, videoconference, teleconference).
 - Collaborate with external agencies e.g. the private and public sectors, in the offering and delivery of courses/programmes.

- Direct the examination operations for all Global Campus programmes in the Jamaica Western Region.
- Maintain the programme documentation for programmes offered.
- Collate data and reporting on the outcome of course evaluation questionnaires.
- Oversee the day-to-day operations of Global Campus Sites in the Jamaica Western Region.

➤ **Duty 2.0: Student Services and Satisfaction**

- Liaise with the Campus Registrar and relevant Assistant Registrars on student matters such as recruitment, admissions, student support services, examinations and other assessments.
- Coordinate the annual registration and orientation processes for programmes.
- Ensure that student needs, concerns and complaints are fully dealt with in a timely and satisfactory manner.
- Oversee the processing of student matters e.g. Leave of Absence, Withdrawal, Evaluation of programmes/tutors, etc.
- Coordinate appropriate graduation exercises when necessary.

➤ **Duty 3.0: Human Resource Management**

- Supervise, assign duties and manage the job performance of support staff for effective responses to the Centre's students and the general public.
- Identify, recruit, select, assign, evaluate, retain or discontinue the services of part-time lecturers for various courses.
- Coordinate the selection, recruitment and orientation and ongoing training/development of staff.

➤ **Duty 4.0: Special Projects**

- Identify, develop and implement relevant projects and programmes for outreach, institutional building and for workforce training and development.
- Identify critical research needs in the Jamaica Western Region and synchronize a response to those needs by drawing upon the expertise of the Global Campus and other relevant entities within the University as a whole.
- Collaborate with other Sites and Divisions / Departments / Units within the Global Campus as well as engaging with public, private and quasi-public sectors in meeting identified educational and community needs.

➤ **Duty 5.0: Representation**

- Attend functions, meetings and other activities when required.
- Undertake other job-related duties and assignments as directed by the Director, Global Campus Sites or designate.

TENURE

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

**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 – April 30, 2026

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

PARTICULARS

HEAD GLOBAL CAMPUS SITE JAMAICA WESTERN REGION

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 Tobago, 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.

CATEGORY

5. This position is in the Senior Administrative Category.

6. The initial appointment would be at the Lecturer/Senior Lecturer Level depending on experience and qualifications.

WORK LOCATION

7. This position will be physically located at a Jamaica Western Site.
8. The Head will be required to travel within the Region from time to time.

WORK ENVIRONMENT

9. The Head must work as a member of a team in both virtual and physical environments.
10. The job 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 job incumbent must be willing to work flexible hours when necessary.
12. The incumbent will live and work in one country and collaborate with others located throughout the Caribbean and beyond.

REPORTING

13. The Head, Jamaica Western Region reports to the Director, Global Campus Sites.

SUMMARY OF TERMS AND CONDITIONS OF SERVICE

POST: Head, Global Campus Site, Jamaica Western Region

TENURE

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

SALARY SCALES

15. 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)

JA\$ 4,525,053.00 - 5,247,672.00 (BAR) - 113,130.00 per annum

Senior Lecturer Scale (Non-Medical)

JA\$ 6,717,462.00 – 7,600,191.00 (BAR) - 167,931.00 per annum

BENEFITS

16. Benefits include:

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

PENSION SCHEME

17. 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

18. Allowances include:

- Heads Allowance
- Housing Allowance
- Entertainment Allowance
- Transportation Allowance