



## THE UNIVERSITY OF THE WEST INDIES

Applications are invited from suitably qualified persons for the post of **Programme Officer in the Office of the Board for Undergraduate Studies (OBUS)**, at the University of the West Indies, Vice-Chancellery, located at the Regional Headquarters in Kingston, Jamaica.

The Office of the Board for Undergraduate Studies (OBUS) serves as the implementation arm of the Board for Undergraduate Studies (BUS), a key regulatory body of the university. BUS has the responsibility for all aspects of undergraduate policy, for quality assurance, and for the preservation of rationality at the UWI.

### **Main Purpose of Job:**

The Programme Officer holds a crucial position in researching, developing, and coordinating policy initiatives for undergraduate and sub-degree programmes at the UWI. The Officer plays a pivotal role in ensuring the alignment of policies with academic standards and institutional objectives and facilitating student success.

### **Duties and Responsibilities:**

The successful candidate will report to the Pro Vice-Chancellor for the OBUS, and he/she will be expected to:

- Act as resource person on all matters pertaining to undergraduate policies and programme approvals.
- Undertake research, develop and draft policies.
- Maintain a database of approved undergraduate policies and programme.
- Develop and maintain a schedule for the routine review and revision of existing policies.
- Attend meetings, and foster strong relations with the UWI Academic Boards, Faculty Boards and CETL.
- Present on student matters related to teaching, learning, and student retention and success at meetings of the Board for Undergraduate Studies.
- Assist the Pro Vice-Chancellor in researching and analyzing policy concepts, developing and coordinating policy initiatives, and assessing the impact of proposed policy revisions on all aspects of undergraduate and sub-degree programmes.
- Ensure consistency and prevent duplication or conflicts among policies during the policy development process.
- Communicate policy changes and revisions to the campus community and maintain appropriate records within the policy repository.
- Facilitate the formulation, review, and publication of undergraduate policies and procedures, including chairing or co-chairing committees, and collecting feedback on proposed policy revisions.
- Ensure that developed policies are aligned with labour market needs through the University Grant Programme and other entities.
- Provide advice on strategy alliance, benchmark strategy, and policy alignment with undergraduate development.
- Chair the cross-campus subcommittee of the Board for Undergraduate Studies and the Quality Education Forum Editorial Committee to advise on themes for engagement with higher education communities.
- Prepare the annual budget for journal publication and policy research matters.
- Assist the Pro Vice-Chancellor, OBUS in other areas as directed.

### **Qualifications and Experience:**

- A Ph.D. degree is preferable or equivalent in Public Policy, Social Policy, Education Administration, or other relevant discipline.
- Minimum of 5 years of experience in policy development, programme coordination, or a related area, preferably within a higher education setting.

- Applicants with a knowledge of The UWI's organizational structure, and management policies and procedures will enjoy an advantage.

### **Competencies and Skills:**

- Excellent written and oral communication skills.
- Competence in research methods in education or social sciences
- Strong project management skills.
- Proficiency in developing institutional policies and procedures documentation applicable to tertiary institutions.
- Analytical, evaluation, and objective critical thinking skills.
- Ability to work independently and take initiative.

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 75 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.

The successful applicant will be expected to assume duties on **February 3, 2025**

Full details of the remuneration package including Further Particulars may be obtained from the Office of Administration by contacting us on **email: [hrapplications@uwimona.edu.jm](mailto:hrapplications@uwimona.edu.jm)**. Applicants are required to submit detailed applications giving **i)** full particulars of qualifications and experience, biodata; and **ii)** the names, titles, mailing and e-mail addresses and telephone numbers of three (3) referees should be sent as soon as possible to the: **UNIVERSITY REGISTRAR, OFFICE OF ADMINISTRATION, THE VICE CHANCELLERY, UNIVERSITY OF THE WEST INDIES, MONA, KINGSTON 7, JAMAICA, W.I., E-mail: [hrapplications@uwimona.edu.jm](mailto:hrapplications@uwimona.edu.jm)**

The closing date for receipt of applications is **December 17, 2024**.

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