



**THE UNIVERSITY OF THE WEST INDIES
MONA, JAMAICA, WEST INDIES**

The University of the West Indies (UWI) is a dynamic international institution serving the countries of the Commonwealth Caribbean. Its faculties offer a wide range of undergraduate, masters and doctoral programmes in Humanities and Education, Science and Technology, Engineering, Law, Medical Sciences and the Social Sciences. At 76 years old, the institution represents the oldest of its kind within the region and has been responsible for producing outstanding leaders who have made remarkable contributions to regional development.

Applications are invited from suitably qualified individuals for the post of:

**Quality Enhancement Officer
Faculty of Medical Sciences (Cross Campus)**

The University of the West Indies Faculty of Medical Sciences (The UWI-FMS) is accredited by the Caribbean Authority for Education in Medical and other Health Professions (CAAM-HP) 2023 to 2028. The UWI-FMS maintains physical campuses (Cave Hill, Mona and St Augustine) and the School of Clinical Medicine and Research (SCMR) in the Bahamas. Students on all campuses must successfully complete the first 3 years (Phase 1) in order to enter the final two clinical years (Phase 2) of the programme. Students who begin their studies at Cave Hill, Mona and St Augustine and who successfully complete (Phase 1) can apply for transfer to one of the other campuses or to the clinical school in Nassau for the final two years of their programme. Students from all campuses/school sit a common comprehensive final clinical examination conducted at all four sites in May/June and November/December of each year. Standards are assured by cross-campus collaboration in conducting the examinations.

The Quality Enhancement Officer (QEO) is responsible for the oversight of academic standards and quality assurance and enhancement processes within The UWI-FMS. This Officer is responsible for the development of policies and practices in relation to these processes within the school. The Officer communicates with the University Dean, FMS who collaborates with the other Campus Deans and Director on quality assurance issues.

The successful candidate will lead the quality assurance initiatives for the MBBS programme in The UWI-FMS, and will be appointed effective August 1, 2025.

Duties and Responsibilities:

The successful candidate will be expected to:

1. Manage the implementation of Quality Enhancement Action Plans prepared for CAAM-HP and/or the UWI-OBUS/QAU.
2. Monitor student feedback by overseeing the collection of student and FMS feedback data through a variety of means, ensuring that actions are taken to respond to feedback and that any actions are communicated back to the students.
3. Lead on the Quality Assurance reporting and visitation which includes submission of annual reports to various bodies including both internal reporting (UWI-OBUS/QAU) and external reporting to the accreditation body CAAM-HP.
4. Coordinate Cross Campus Committees meetings by managing, attending and reporting on relevant issues. This also includes receiving, collating and distributing correspondence and other material from Sub-committee Chairs, University Examiners and distribute to relevant authorities.

5. Implement and manage specific projects to review, evaluate and develop mechanisms to support The UWI-FMS Quality Assurance and Quality Enhancement strategies.
6. Coordinate the Teaching Awards by overseeing the Medical School's Annual Excellence in Medical Education Awards process and the award of Top Teacher and Top Administrator prizes.
7. Promulgate good practice by assisting The UWI-FMS in developing policies, regulations and procedures. This would include researching best practices among international medical schools.
8. Enhance Medical Research by leading the production of The UWI-FMS Medu-link newsletter.

Qualifications and Experience:

Applicants for the post should possess

- Master's degree in Education, Administration or related field (a BSc in Science & Technology would be an asset)
- At least 3-5 years' experience working in a Higher Education Environment
- 3-5 years' experience in quality assurance and accreditation processes in higher education
- Experience in policy development

Competencies and Skills:

- Good interpersonal and communication skills
- Planning and Organizing
- Creativity and Innovation
- Problem Solving
- Initiative
- Teamwork
- Work Ethics and Values

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 76 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.

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**. 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**

The closing date for completed applications (Application Form, CV, referee reports and degree transcripts) is **November 22, 2024**.

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