



THE UNIVERSITY OF THE WEST INDIES OPEN CAMPUS

ADVERTISEMENT

HEAD OPEN CAMPUS COUNTRY SITE ANTIGUA AND BARBUDA

Applications are invited for suitably qualified persons for the post of **Head, The University of the West Indies, Open Campus, Antigua and Barbuda.**

Responsibilities:

The Head will be expected to administer the University's operations at Open Campus Antigua and Barbuda Site. He/she will be expected to oversee the management of student matters at the Site; develop, promote and implement Continuing and Professional Education (CPE) programmes in accordance with the Open Campus policy and community needs; promote the creative arts and cultural outreach in the communities in which the Site is located and engage in research activities within his/her chosen field. The appointee will exercise a leadership role in the community with regard to the development of adult education, technical and vocational training and continuing and professional education and related activities.

QUALIFICATIONS/REQUIREMENTS

- A Masters' degree in an appropriate discipline. An EdD/PhD would be desirable.
- At least ten (10) years relevant experience at a senior administrative level preferably in a tertiary institution;
- Extensive managerial experience in a tertiary education environment.
- A track record of research and publication.
- Experience and knowledge in Financial Management, Human Resource Management skills and Project Management and training will be essential.
- Knowledge of the online and distance learning environment.
- Experience working in a virtual environment is an asset and strong computer skills are essential.
- A background in developing and implementing continuing and professional education programmes; and
- Ideally the Head will have knowledge of the academic environment within UWI and specific knowledge about the needs of the area to which he/she is assigned.

KEY COMPETENCIES/SKILLS/ATTRIBUTES

The successful applicant should have –

- Excellent interpersonal skills and the ability to communicate effectively both orally and in writing.
- Excellent time management skills.
- Strong entrepreneurial skills preferably in a similar environment.
- A track record of research and publication.
- An enduring commitment to customer service relevant to both internal and external customers.
- Be energetic and motivated with a true commitment to high quality service to students and the building of The University of the West Indies Open Campus' presence on Antigua and Barbuda.

Experience working in a distributed environment will be a distinct advantage. The successful candidate will be expected to assume duties by August 1, 2018.

Applications should be made on forms obtainable from the Open Campus website: <http://www.open.uwi.edu/hrmd/employment-opportunities> and sent via email as soon as possible, along with an up-to-date curriculum vitae to:

Director - Human Resources
C/o The University of the West Indies
Open Campus
Via Email: human.resources@open.uwi.edu

Applicants are advised to request referees to send references under CONFIDENTIAL cover directly to the Director - Human Resources, without waiting to be contacted by the University.

CLOSING DATE FOR RECEIPT OF APPLICATIONS – MAY 11, 2018.

PARTICULARS

HEAD OPEN CAMPUS ANTIGUA AND BARBUDA

GENERAL

1. The University of the West Indies, Open 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 campuses at Mona in Jamaica, St Augustine in Trinidad and Cave Hill in Barbados, and University Centres in most of the above countries. The UWI on-campus student population is currently over 30,000 full-time equivalent students.
3. In a major initiative to grow our student population and service the widely dispersed needs of country partners, the University has launched the Open Campus, an entity that is built on our success in distance education and continuing studies throughout the Caribbean. The current population of our distance students and continuing education students is over 20,000 and the Open Campus is aggressively developing new programmes to increase student enrollment. Open Campus currently employs a wide variety of distance delivery methods and has 52 education centres in 16 different English-speaking countries and a staff of almost 400 professionals to support our growing student population.

UWI OPEN CAMPUS:

4. The UWI Open Campus works with faculty on the three 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.

5. The site, located in Antigua and Barbuda, has a total annual population of approximately 215 students in online, blended and face to face programmes.

CATEGORY/LEVEL

6. The position of Head is a senior post within The University of the West Indies staffing structure in the Senior Administrative Category. The initial appointment would be at the Lecturer Level or above depending on qualifications and experience.

WORK LOCATION

7. This position will be physically located in Antigua but the Head will be required to travel within the region from time to time.

WORK ENVIRONMENT

8. The job incumbent must be able to work as a member of a team in both virtual and physical environments.
9. The incumbent will live and work in one country and manage and collaborate with others located at the Open Campus Country Sites throughout the Caribbean.
10. The 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 successful applicant should be willing to work flexible hours when necessary.

REPORTING

12. The Head will report to the Director of Open Campus Country Sites.
13. The Head will also work closely with all other relevant departments/divisions and personnel in pursuing the aims and objectives of the Site and the Campus, consistent with the University's Strategic Plan.

SUMMARY OF TERMS AND CONDITIONS OF SERVICE

POST: Head, Open Campus Country Site, Antigua and Barbuda

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)

EC\$110,304 – 130,560 (BAR) -152,532 per annum

Senior Lecturer Scale (Non-Medical)

EC\$150,576 – 169,344 (BAR) -185,712 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
- Transportation Allowance
- Housing Allowance