



## THE UNIVERSITY OF THE WEST INDIES

Since 2018, the Hugh Wynter Institute for Reproductive Healthcare and Endoscopic Surgery (HWI-RHES) has been recognized as a Centre of Excellence, dedicated to advancing Sexual and Reproductive Healthcare services nationally, regionally and globally. Its offerings include Teaching, Training, Research, Clinical Services and Outreach. The Institute offers a Master of Science Degree in Counselling, undergraduate and postgraduate training in family planning methodologies and provides to our valued clients, minimally invasive surgeries with assisted reproductive technologies, as well as other clinical services in the mentioned areas. It is a research-based institution dedicated to impactful research and advocating for policy changes and setting of policies to ensure the best standards for delivering women's healthcare. In addition, the Institute promotes preventative strategies and raises awareness in health-related issues that may impact sexual and reproductive health through its outreach activities. The Institute is led by a Director and supported by approximately forty-five members of staff.

Applications are invited from suitably qualified persons for the post of **Assistant Director** at the Hugh Wynter Institute for Reproductive Healthcare and Endoscopic Surgery (HWI-RHES) University of the West Indies, Vice-Chancellery, located at the Regional Headquarters in Kingston, Jamaica.

The **Assistant Director** will report directly to the Director HWI-RHES. The ideal candidate should possess experience in curriculum development, management, health policy and proposal development.

### **Duties and Responsibilities:**

The successful candidate will be expected to:

- Deputize for the Director when necessary;
- Assist the Director in the development of health-related policies;
- Manage the day-to-day functioning of the Institute (Research, Training, Outreach and Clinical Services);
- Collaborate with the Director and Administrative Officer to prepare the annual budget;
- Procure and manage the use of pharmaceuticals, equipment and supplies;
- Improve and align the Quality Management Systems with the strategic goals of the HWI-RHES and The UWI;
- Participate in strategic planning for the HWI-RHES;
- Assist the Director in Public Relations and marketing of Cost Recovery/Sustainable Programmes and Projects;
- Prepare required reports (Vice Chancellor's report, Departmental report, Donor Agencies report etc.) in the specified format;
- Preparation of training proposals for Reproductive Health/Health and Family Life Education research for submission to local, regional and international funding agencies;
- Engage in proposal negotiations in order to obtain contracts from the relevant funding agencies.

### **Qualifications and Experience:**

- MSc Management Studies/Curriculum Development or a related discipline or a Post Graduate Diploma Programme offered by the HWIRHES.
- 3-5 years' experience in a Senior Management position preferably in a Higher Education Environment
- 3-5 years' experience in curriculum development, proposal writing, grant writing and policy development will be an asset.

### **Competencies and Skills:**

- Programme design and development
- Educational Testing, Measurement and Evaluation
- Curriculum development
- Knowledge of process audits or ISO will be an asset
- Relationship Building
- Client Focus
- Fostering Learning
- Planning and Organizing
- Creativity and Innovation

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.

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 **September 17, 2024**.

The successful applicant will be expected to assume duties on **December, 01, 2024**.

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