

REVISED

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THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

INSTITUTE OF INTERNATIONAL RELATIONS
DIRECTOR

The St. Augustine Campus is seeking suitable candidate to fill the post of Director of the Institute of International Relations (IIR). The IIR is a regional academic institution located at the St. Augustine Campus. The Institute is dedicated to the conduct of advanced research and teaching concerning the international challenges of the contemporary world, with special emphasis upon the Caribbean and Latin American regions. The Director is expected to be a dynamic and innovative individual, able to provide academic leadership in international relations, sustain effective relations with governments and non-governmental bodies and generate revenue for the Institute. The Director would also provide oversight for the Diplomatic Academy of the Caribbean.

Key job elements:

- Exercise leadership in teaching, research, general scholarship, outreach and service;
- Oversee the development and execution of the Institute's strategic plan;
- Act as the driver of innovation and change within the Institute;
- Perform general administration of the day-to-day operations of the Institute;
- Generating revenue for the Institute;
- Manage the funds of the Institute within approved budgets;
- Sustain effective relations and nurture cooperation by interfacing with: governments and intergovernmental institutions, civil society and private sector organisations, the diplomatic and consular corps especially at the regional level, and foreign academic institutions, think tanks, policy networks and representatives of the local, regional and international press;
- Collaborate with Departments in reputable international institutions to build networks and expand resource base;
- Represent either personally or by proxy appointed by him/her, upon such Authorities, Boards or Committees of the University as may be required or allowed by the University.
- Organise special programmes and projects in furtherance of the objectives of the Institute;
- Initiate and implement general policies of the Institute as approved by the Board for IIR;
- Teach, conduct research, attend conferences, and publish in any of the related fields set out below;

Qualifications and Experience

The successful candidate must possess at a minimum, a PhD from a recognised university, which should be in International Relations or a closely related field.

Candidates should also possess:

- Extensive experience in supervising and publishing in at least one (1) of the following related fields:
 - International History
 - Politics and Security
 - International Trade and Economics
 - International Law
 - Global Governance
 - International and Regional Cooperation
- A substantial record of publications in reputable, peer-reviewed journals
- A record of considerable revenue generation through grant and donor funding or other innovative initiatives compatible with the regulatory framework of a public university
- Demonstrated leadership experience in academia

Candidates with the following would have an advantage:

- Professional qualifications in International Relations and/or Diplomacy
- Teaching experience of 10 years or more at a recognised university
- Experience in course management
- A proven record of accomplishment in mentoring junior Faculty members and graduate students
- A record of supervising postgraduate students
- Experience in developing and implementing a strategic plan

A record of experience in the following would be considered assets:

- Certificate in university teaching and learning
- Professional qualifications in Business Management and/or Leadership
- Experience with corporate governance reporting and practice
- Experience with consulting consortiums in International Relations or related field
- Grant writing experience
- Experience in the development/ implementation of a strategic plan
- Demonstrated experience in mediation and negotiation
- Prior evidence of organisation of seminars and workshops
- Proficiency in Project Management
- Fluency in a second language

Personal Attributes

The UWI places high priority on individuals of integrity who can work well in a team and a student friendly environment. Candidates should also possess good communication and interpersonal skills.

A good command of both oral and written English is essential. Candidates should also:

- Be able to build successful relationships with senior leaders in the national, regional and international public and private sectors;
- Display sound leadership and team-building skills, and cultivate a positive and collegial work culture at the IIR;
- Be able to work effectively with academic and senior administrative staff on major projects across the University;
- Demonstrate diplomacy in balancing and resolving the conflicting interests of stakeholders, while retaining the confidence and respect of all stakeholders.

• Team Leadership	• Critical Judgement
• Relationship building	• Financial Management
• Analytical Thinking	• Decision Making
• Interactive Communication	• Impact and Influence
• Information Technology	• Client Focus

Detailed application and full curriculum vitae should be sent to the University Registrar, Office of Administration, The University of the West Indies, Regional Headquarters, Jamaica W.I., to e-mail: hrapplcations@uwimona.edu.jm Three (3) referees (one of whom should be from your present organisation) must be indicated. Application forms may be obtained at <http://www.sta.uwi.edu> in the Faculty & Staff, Staff Vacancies section. Further particulars including remuneration package may also be obtained at the above address. In order to expedite the appointment procedures, applicants are advised to ask their referees to send their **signed** references under **CONFIDENTIAL** cover **DIRECTLY** to the University Registrar at the above address without waiting to be contacted by the University. **Applications received after the deadline date will not be considered.**

The twin island republic state of Trinidad and Tobago offers tropical, welcoming Caribbean lifestyles as well as a melting pot of languages, religions, nationalities, and cultures. Diversity is primarily due to its geographical location at the crossroads of the Caribbean, South America, and Africa. Birthed is a nation whose history is characterized by migration and an unique cultural mix. Having such a diverse cultural environment enriches the experience and fosters an inclusive and tolerant atmosphere on campus. The St Augustine Campus, located 15 kilometres from Port-of-Spain, was established when the University College of the West Indies merged with the Imperial College for Tropical Agriculture. Campus grounds boast tropical trees, rare flowering plants and botanicals which not only contribute to the aesthetic beauty of the Campus but also hold immense cultural significance as a living representation of Trinidad and Tobago's rich biodiversity and environmental heritage.

Deadline for receipt of applications: April 17, 2025