



THE UNIVERSITY OF THE WEST INDIES

Since 2018, the Hugh Wynter Institute for Reproductive Healthcare and Endoscopic Surgery (HWI-RHES) has been recognised 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 position of **Programme Coordinator** at the Hugh Wynter Institute for Reproductive Healthcare and Endoscopic Surgery (HWI-RHES) University of the West Indies.

The **Programme Coordinator** will report directly to the Director HWI-RHES. The ideal candidate would play a critical role in the coordination of the delivery of the MSc Counselling Programme by overseeing all aspects of the development delivery, evaluation and sustainability of the programme. The Programme Coordinator is responsible for ensuring that all operational deliverables are efficiently executed in a timely manner in accordance with The UWI's rules and regulations.

Duties and Responsibilities:

The successful candidate will be expected to:

- Coordinate the delivery of the M.Sc. Counselling Programme which includes sourcing lecturers, ensuring that lecturers contracts are executed in a timely manner, assisting with the development of timetables and monitoring the evaluation of programme delivery systems.
- Liaise with faculty members to ensure curriculum development, course writing, course conversion are completed before the start of the semester.
- Implement and maintain best practices for Quality Assurance and Accountability in the operation of the MSc Counselling programme. Act as the main expert and resource on Admission and Registration matters.
- Monitor student academic progress throughout the programme and activate mechanism to offer support where necessary. Arrange and conduct all orientation activities for new students who enter the programme.
- Oversee and manage practicum activities across multiple sites as well as practicum evaluation.
- Manage communications, media relations and marketing of the programme to expand student intake.
- Ensure compliance with The University of the West Indies' Regulations and keep abreast of updates.
- Prepare and present bimonthly reports on the status of the programme.
- Evaluate and coordinate staff activities in consultation with the programme's Director and faculty.
- Identify and acquire educational resources, access library materials, and arrange copyright privileges as and when necessary.
- Analyse student needs and trends towards developing suitable strategies and tactics to bridge the identified gaps within student engagement, using a data driven approach

- Oversee and streamline programme processes, including those related to the registry, financial system, and human resources systems.
- Collaborate with the Faculty of Medical Sciences, the Office of Finance, and Graduate Studies and Research and regional stakeholders in operationalizing programme processes.
- Generate statistical reports and present to Faculty Boards regarding applicant numbers through the Dean.

Qualifications and Experience:

- MSc Counselling/Psychotherapy/Psychology or a related discipline
- 3-5 years' experience working in a Higher Education Environment
- 3-5 years' experience in academic advising
- Experience in curriculum development will be an asset

Competencies and Skills:

- Client Focus
- Relationship Building
- Fostering Learning
- Planning and Organizing
- Creativity and Innovation
- Problem Solving
- Marketing and Communication
- Initiative
- Teamwork
- Using Information Technology
- 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 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**. 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 receipt of applications is **September 28, 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.