



THE UNIVERSITY OF THE WEST INDIES

Applications are invited from suitably qualified persons for the post of **Programme Officer in the Office of Global Affairs (OGA)**, at the University of the West Indies, Vice-Chancellery, located at the Regional Headquarters in Kingston, Jamaica.

Main Purpose of Job:

The Programme Officer will provide project management, donor engagement as well as research and communications support for the Office of Global Affairs. He/she will contribute to the execution of the Office's work programme by carrying out a range of duties at the operational level to assist with advancing inter-institutional collaborations; strengthening resource mobilization and donor relations; developing, coordinating and/or executing externally-funded projects; promoting the university's engagement in the 2030 development agenda and supporting overall portfolio management for the successful execution of projects and/or activities.

Duties and Responsibilities:

The successful candidate will report to the Pro Vice-Chancellor for Global Affairs, and is expected to work closely with the Programme Manager, Office of Global Partnerships and Sustainable Futures (OGPSF), and other Programme Officer(s) of OGA. Duties will include:

- Co-ordinating special projects of the Office of Global Affairs, applying project management strategies to ensure the successful delivery of assigned projects and the effective engagement of relevant stakeholders.
- Contributing to pipeline development for new externally-funded projects through the development of concept notes/proposals linked to collaboration opportunities with partner institutions. This entails conducting research and preparing sound project proposals with accompanying budgets, results frameworks, theories of change, etc.
- Providing strategic support to the development, operationalization and oversight of new resource mobilization modalities.
- Supporting the preparation and updating of a compiled list of external funding opportunities for the Office's website and/or targeted dissemination across The UWI system.
- Preparing and periodically updating donor profiles and briefing documents on multilateral development partners, their funding priorities, financial instruments, calls for proposals, etc.
- Participating in meetings with potential donors/development partners to identify opportunities for collaboration and resource mobilization.
- Contributing to relationship building and institute measures/office practices for effective relationship management with key stakeholders across the region.
- Assisting with the preparation of materials (printed and electronic) for building awareness of the Office's work programme and engaging international partners on specific UWI initiatives. This includes the development of project profiles, press releases, e-brochures, content for webpages/websites, social media platforms, etc.
- Serving as the OGA liaison with key Offices and Institutions to coordinate the development of joint proposals as well as the execution of special projects.
- Any other duties as assigned.

Qualifications and Experience:

- Master's degree in International Relations, International Development, Environmental Management, Business Administration, Industrial Engineering or other relevant discipline.

- Bachelor's degree in, International Relations, International Development, Environmental Management, Business Administration, Industrial Engineering or other relevant discipline.
- At least 7 years' experience in managing projects of diverse levels of complexity.
- At least 7 years' experience in forging and/or participating in regional/international collaborations, preferably within a university setting.

Competencies and Skills:

- Strong project management skills.
- Excellent written and oral communication skills.
- Foreign language proficiency, preferably Spanish and/or French, would be considered an asset.
- Ability to work on own initiative.

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, fax 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 **December 17, 2021.**