



THE UNIVERSITY OF THE WEST INDIES

INSTITUTE FOR GENDER AND DEVELOPMENT STUDIES (IGDS)

(Based at the Regional Headquarters, Kingston, Jamaica)

APPLICATIONS ARE INVITED FOR THE POST OF

UNIVERSITY DIRECTOR

The University Director through the RCO supports teaching and supervision on all Campus Units and has curriculum oversight of all graduate and undergraduate programmes. S/he identifies opportunities for collaboration with and the provision of gender and development related technical and advisory services to external stakeholders at national, regional and international levels. Oversees design and delivery of gender related programmes that influence policy, as well as facilitates stakeholder engagements. Establishes a Research Hub to market the research capabilities of all IGDS Units. The University Director undertakes regional projects, 'harvests' and develops a repository of existing evidence-based policy research; and consults with Caribbean governments to develop a regional gender research agenda.

Qualifications and Experience

The successful candidate must display:

- Strong academic background evidenced by a Ph.D. in Gender & Development Studies or a related discipline, a strong research profile and an extensive publication record in the field.
- Academic experience at the Professorial level.
- At least 8 years experience in University Administration, organizational leadership, budget management and forecasting.
- The ability to maintain a culture of teamwork in the IGDS and the capacity to mentor, motivate and inspire others in an inter and multidisciplinary UWI environment.
- Experience in developing funding proposals and liaising with internal and external stakeholders in this regard.
- Capacity to build networks and partnerships with regional and international organisations.
- Proven experience in graduate teaching, supervision and research in Gender and Development Studies or related field at the tertiary level.

Special Responsibilities

- Developing and managing funding proposals/projects and liaising with internal and external stakeholders and partners
- Supervising staff in the Regional Coordinating Office
- Oversight responsibilities over the IGDS Campus-Based Units
- Maintaining a relationship with the Open Campus
- Providing leadership in relation to the mandate, strategic and operational plans of the IGDS and in keeping with the main pillars of The UWI Strategic Plan
- Liaising with relevant University Boards, Committees and teaching and research entities to promote the full spectrum of issues that relate to the Institute
- Identifying opportunities for collaboration with and the provision of technical and advisory services to stakeholders at national, regional and international levels
- Designing, attracting and coordinating regional projects
- Providing University wide leadership and institutional representation within the region
- Monitoring the implementation of The UWI Gender Policy and related instruments

Personal Attributes

- Commitment to collaboration and the ability to maintain the culture of teamwork in the IGDS and the capacity to motivate and inspire others in an inter and multidisciplinary environment.

Detailed applications (two copies) and full curriculum vitae should be sent under confidential cover to the University Registrar, Office of Administration, The University of the West Indies, Regional Headquarters, Hermitage Road, Kingston 7, Jamaica. Fax No.876-977-1422; e-mail: happlications@uwimona.edu.jm
Three (3) referees (one of whom should be from your present organization) must be indicated.

Further details, including the interview process, can be obtained at the above address. In order to expedite the appointment procedures, applicants are advised on the way to ask their referees to send their references under CONFIDENTIAL cover DIRECTLY to the University Registrar at the above address without waiting to be contacted by The University. The successful candidate will be expected to assume duties **1st August 2022**.

Deadline for applications is November 25, 2021