



## THE UNIVERSITY OF THE WEST INDIES

### VACANCY

#### UNIVERSITY RISK MANAGER REGIONAL HEADQUARTERS, JAMAICA

Applications are being invited from suitably qualified persons for the position of University Risk Manager, in the Office of Administration at The University of the West Indies, Regional Headquarters in Jamaica. This is a fixed term contract for three (3) years in the first instance.

Reporting to the University Registrar, the appointee will be the chief facilitator with the risk owners and the University as a whole, in ensuring that Enterprise Risk Management (ERM) is embedded across the University in accordance with UWI's Risk Policy and Framework. Among other things, the Appointee will ensure that the tools, templates, the ERM software or its equivalent that are required to support the ERM process, are available and properly configured.

#### QUALIFICATION AND EXPERIENCE:

The ideal candidate must have the following:

- Master's Degree, preferably in Risk Management, Business or a related field and relevant professional designation in risk or internal audit.
- Membership of a recognised relevant professional body.
- At least 5 years' post qualification experience as an internal auditor or risk manager of which at 3 years must have been at a senior management level. Academic or University administrative experience is desirable.
- Proven facilitation and training experience.
- Experience at Board level reporting and presentations.

#### SPECIALISED EXPERTISE:

- Excellent computer skills, with good working knowledge of key desktop operating systems
- Above average managerial skills, with effective oral and written communication ability.
- A high level of inter-personal and team leadership skills, with a proven ability to maintain confidentiality and to implement projects.
- Strong leadership and team management skills.
- Excellent problem solving skills.
- Strong negotiating and influencing skills.
- Organized approach to work and excellent time management skills.
- Solid knowledge of leading risk management standards and frameworks e.g. COSO ERM Integrated Framework and ISO 31000.
- Comprehensive knowledge of the regulations applicable to the University.
- Comprehensive knowledge of UWI's policies, procedures and operations is desirable.

The successful candidate will be expected to assume duties August 1, 2021.

Please submit detailed application with curriculum vitae giving full particulars of qualification and experience, biodata and the names of at least three (3) referees under confidential cover to: University Registrar, Office of Administration, The Vice-Chancellery, The University of the West Indies, Mona, Kingston 7, Jamaica, West Indies. Email: [oadmin@uwimona.edu.jm](mailto:oadmin@uwimona.edu.jm).

Applicants are advised to ask their referees to send references under **CONFIDENTIAL** cover **DIRECTLY** to the University Registrar without waiting to be contacted by the University.

**CLOSING DATE FOR RECEIPT OF APPLICATIONS: JUNE 26, 2021**