



**THE UNIVERSITY OF THE WEST INDIES
MONA, JAMAICA, WEST INDIES**

Vacancy

Applications are invited from suitably qualified persons to assume the post of

**LECTURER/SENIOR LECTURER
REGIONAL COORDINATING OFFICE (RCO)
INSTITUTE FOR GENDER AND DEVELOPMENT STUDIES (IGDS)**

QUALIFICATIONS/EXPERIENCE:

The ideal candidate should possess:

- a Ph.D. in Gender and Development Studies or in a related discipline
- at least two years teaching experience at the tertiary level for Lecturer; at least at least five years teaching experience for Senior Lecturer
- a record of relevant scholarly research and publications
- excellent coordination and management skills
- a student-centered approach to education

PARTICULARS OF DUTIES/RESPONSIBILITIES:

- In collaboration with the University Director, offer academic leadership, particularly at the graduate level
- Be willing to coordinate the Graduate Sub-Committee of the IGDS and manage graduate level programmes in Gender and Development Studies as assigned by the University Director
- Contribute to the review and revision of graduate level courses and/or programmes as required.
- Contribute to conceptualisation and implementation of RCO-led research projects
- Develop graduate level courses, course materials and identify appropriate methods for course delivery and assessment including proficiency in online instructional design and delivery
- In collaboration with the University Director, recruit and give guidance to part-time specialist lecturers contracted to deliver and assess graduate level courses.
- Supervise research projects, internship placements and theses/research papers of graduate students in the M.Sc., MPhil and PhD programmes.
- Identify and establish relationships with academics from other disciplines who can be potential members of supervisory committees appointed for IGDS graduate students.
- Collaborate with the Administrative Officer in the planning and implementation of a graduate seminar series
- Perform any other duties that may be assigned by the University Director.

COMPETENCIES:

- Excellent verbal, written, organizational and interpersonal skills
- Willingness to work collaboratively with academic staff within and outside of the IGDS
- Strong pedagogical skills in terms of design, delivery and assessment of graduate level courses

The successful applicant will be expected to assume duties on **August 1, 2023**.

Detailed application letter and *curriculum vitae* (two) giving full particulars of qualifications, experience, nationality, names and full addresses of three references and copies of degrees should be sent to **University Registrar, Attention: Senior Assistant Registrar (Human Resources), The University of the West Indies, Vice-Chancellery, Jamaica W.I.**, to email address happlications@uwimona.edu.jm.

In order to expedite the recruitment process, applicants are advised to ask their referees to send reports under CONFIDENTIAL cover directly to the University at the above address without waiting to be contacted.

DEADLINE FOR RECEIPT OF APPLICATIONS: January 31, 2023.