



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

Vacancy

Applications are invited from suitably qualified persons for the post of

**RESEARCH FELLOW/SENIOR RESEARCH FELLOW
REGIONAL COORDINATING Office (RCO)
INSTITUTE FOR GENDER AND DEVELOPMENT STUDIES (IGDS)**

PARTICULARS OF DUTIES/RESPONSIBILITIES:

- Develop research proposals to attract funding to the RCO.
- Manage the implementation of research initiatives of the RCO, including:
 - Contributing to research design and implementation
 - Playing leading and coordinating roles for IGDS Regional Research Programs and Initiatives
 - Organising and/or delivering research training to part-time research assistants attached to RCO research initiatives.
 - Managing research project budgets;
 - Preparing reports and leading dissemination of critical research findings to funding agencies and other stakeholders.
- Contribute to research publications of the RCO, by:
 - Preparing research findings of research initiatives for publication by the Centre,
 - Engaging in individual and/or joint personal research (around thematic areas of interest of the Institute) for publication.
- Represent the RCO at various (local/regional/international) fora, including Conferences and Technical Meetings, to present findings of ongoing and current research initiatives.
- Develop policy briefs on thematic areas of interest to the RCO assuming an advisory role on evidence based policy / program formulation for local and regional development agencies.
- Develop gender and research training packages for various local and regional development agencies.
- Develop and manage online data sets on indicators related to issues of Gender and Development.
- Maintain and expand relations and partnerships with local/regional/international gender and development research and funding agencies with the aim of strengthening collaborative initiatives.
- Perform any other duties that may be assigned by the University Director.

QUALIFICATIONS/EXPERIENCE

The ideal candidate should possess:

- A PhD in Gender and Development Studies or in a related discipline
- At least three years research experience at the tertiary level
- Track record of research design, report writing and management of large data sets related to Gender and Development.
- Ability to teach and supervise at the Graduate level.

Detailed application letter and *curriculum vitae* giving full particulars of qualifications, experience, names and full addresses of three referees and copies of degrees should be sent to **University Registrar, Attention: Senior Assistant Registrar (Human Resources), Office of Administration, The University of the West Indies, Regional Headquarters, Hermitage Road, Kingston, Jamaica 8, E-mail: hrapplications@uwimona.edu.jm** in order to expedite the recruitment process, applicants are advised to ask their referees to send report under CONFIDENTIAL cover to The University at the above address without waiting to be contacted.

DEADLINE FOR RECEIPT OF APPLICATIONS: December 16, 2022.