



THE UNIVERSITY OF THE WEST INDIES

Applications are invited for the post of **Legal Officer** in the Legal Unit, Vice Chancellery, the University of the West Indies, Regional Headquarters (UWI-RHQ).

The Legal Unit is headed by a General Counsel. Specific areas of practice include - higher education employment, intellectual property, contract, corporate, administrative, industrial relations, civil litigation, and other areas as required.

**Reporting to the University General Counsel, the incumbent will:**

- Handle general legal issues
- Furnish a high level of professional legal service
- Conduct legal research
- Advise University Council and UWI officials on law and policy
- Interact with members of the legal profession, officials of the state and others as required to perform his or her duties and responsibilities.
- Assist in drafting, amending and interpreting legislative documents.
- From time to time, provide advice on student/Staff disciplinary matters.

The incumbent is expected to operate with great alacrity and skill having regard to the objects of the University as a regional institution.

**Qualifications:**

- A Bachelor of Law or equivalent from an accredited University;
- Admitted to practice in Jamaica and is in good standing;
- Have a minimum of five years of experience in general corporate practice and civil litigation
- Strong academic credentials and excellent analytical, research, writing, problem-solving and interpersonal skills
- Experience working in a law firm, government agency; experience in higher education law and exposure to intellectual property and industrial relations are assets.

**Personal Attributes/Skills:**

- Must be a team player and possess excellent communication skills.
- Must be able to respond to numerous priorities and interaction with many strong personalities;
- Must be able to function in a high-stress environment;
- Knowledge of Microsoft Office software and able to learn and use institutional software systems.

Detailed application giving (i) full particulars of qualifications and experience, biodata (ii) the names, titles, mailing and e-mail addresses, and telephone numbers of three (3) referees should be sent to:

**The University Registrar, Office of Administration, The Vice Chancellery, 2A Hermitage Road, Mona, Kingston 7, Jamaica, W.I. E-mail: ([oadmin@uwimona.edu.jm](mailto:oadmin@uwimona.edu.jm)).** Further particulars of the post including full details of the remuneration package may be obtained from the Office of Administration by contacting us at telephone number (876) 977-2407; or E-mail: [oadmin@uwimona.edu.jm](mailto:oadmin@uwimona.edu.jm). The Further Particulars may also be obtained from our website at (<http://www.uwi.edu>).

**Closing date for receipt of applications – October 2, 2020.**

*The University of the West Indies thanks all applicants; however, only shortlisted candidates will be contacted.*