



THE UNIVERSITY OF THE WEST INDIES OPEN CAMPUS

PARTICULARS

PROGRAMME OFFICER

GENERAL

1. The University of the West Indies, Open Campus serves the following English-speaking Caribbean countries:

Anguilla	Grenada
Antigua & Barbuda	Jamaica
Bahamas, The Commonwealth of	Montserrat
Barbados	St. Christopher & Nevis
Belize	St. Lucia
Bermuda	St. Vincent & The Grenadines
British Virgin Islands	The Republic of Trinidad & Tobago
The Cayman Islands	Turks and Caicos
The Commonwealth of Dominica	

2. The University began teaching in 1948 at Mona in Jamaica as a University College affiliated with the University of London, and became independent in 1962. The University is now a dual mode institution offering teaching by distance education as well as face-to-face. The University has campuses at Mona in Jamaica, St Augustine in Trinidad and Cave Hill in Barbados, and University Centres in most of the above countries. The UWI on-campus student population is currently over 30,000 full-time equivalent students.
3. In a major initiative to grow our student population and service the widely dispersed needs of country partners, the University has launched the Open Campus, an entity that is built on our success in distance education and continuing studies throughout the Caribbean. The current population of our distance students and continuing education students is over 20,000 and the Open Campus is aggressively developing new programmes to increase student enrollment. Open Campus currently employs a wide variety of distance delivery methods and has 52 education centres in 16 different English-speaking countries and a staff of almost 400 professionals to support our growing student population.

OPEN CAMPUS

4. The UWI Open Campus works with faculty on the three land/residential campuses, as well as with other tertiary institutions and development agencies throughout the Caribbean to

design, develop and deliver quality programmes by distance to meet the academic and professional development needs of the people of the Caribbean.

CATEGORY

5. This position is in the Senior Administrative and Professional Category. The initial appointment would be at the Assistant Lecturer/Lecturer Level depending on experience and qualifications.

WORK LOCATION

6. The SWTC is located on the site of the Consortium for Social Development and Research, The Open Campus, on the Gibraltar Camp Road on the Mona Campus of The University of the West Indies, Kingston, Jamaica.
7. The Programme Officer will be working in a virtual environment with partners potentially within the four campuses of The UWI (Mona, Jamaica; St Augustine, Trinidad and Tobago; Cave Hill, Barbados; and the Open Campus serving 17 countries) and in the wider Caribbean Community (20 countries including the 17 served by The UWI).

WORK ENVIRONMENT

8. The incumbent must be able to work as a member of a team in a virtual environment.
9. The incumbent will live and work in one country and collaborate with others located throughout the Caribbean.
10. The incumbent must be able to engage others in team meetings, to develop ideas, and supervise the work of others using a variety of ICT and collaborative Web tools.

REPORTING

11. The Programme Officer will report to the Head of SWTC for the effective execution of duties and responsibilities.

TENURE

12. Appointment will be for three (3) year's in the first instance.