



THE UNIVERSITY OF THE WEST INDIES OPEN CAMPUS

ADVERTISEMENT

COUNTRY MANAGER THE UNIVERSITY OF THE WEST INDIES OPEN CAMPUS COUNTRY SITES TRINIDAD AND TOBAGO

Applications are invited for suitably qualified persons for the post of **Country Manager, University of the West Indies, Open Campus Country Sites Trinidad and Tobago (OCCSTT)**.

The Country Manager reports to the Director of Open Campus Country Sites (DOCCS). The appointee will be expected to execute the task of overall manager and leader of the OCCSTT's operations at multiple sites in the Republic of Trinidad and Tobago. The Country Manager of the Open Campus Trinidad and Tobago operations will be expected to supervise/direct the work of two Heads in the Northern and Southern Regions of the Twin-Island Republic. The Country Manager will therefore be accountable to the DOCCS in the following areas, *inter alia*, the (a) management of staff and student matters at all sites; (b) development, promotion and implementation of continuing and professional education programmes in accordance with the Open Campus policy and community needs; (c) promotion of the creative arts and cultural outreach in the communities in which Sites are located; and (d) engagement in research and scholarly activities within his/her competence.

The appointee will exercise a leadership role in the community with regard to the development of adult education, technical and vocational training and continuing education and related activities, such as the identification of adult education needs and assisting in the training and education of educators and community leaders. Overall, the Country Manager will be responsible for the strategic and operational planning of the OCCS Trinidad & Tobago, working in conjunction with the Heads (North and South) under his/her supervision to increase the profitability and efficiency of the Trinidad and Tobago's operations. He/she will drive developments and initiatives in that sector of the OCCS, including being the primary liaison in Trinidad and Tobago for all government and non-governmental stakeholders/partners.

QUALIFICATIONS AND EXPERIENCE

The appointee should have:

- preferably a PhD or professional doctorate in an appropriate discipline. Applicants with Masters degrees and extensive relevant experience will also be considered;
- extensive managerial and leadership experience in a tertiary education environment (having such experience in a distributed environment would be a distinct advantage);
- at least ten (10) years' experience in a senior management and/or planning position preferably in a higher/tertiary education environment and must be au fait with the contemporary milieu in which higher/tertiary education institutions are located;
- a track record of research and publication;
- a background in developing and implementing continuing and professional education programmes;
- experience in strategic planning.

KNOWLEDGE AND SKILLS NEEDED

The successful applicant should have:

- outstanding team building and collaborative skills;
- strong emotional intelligence abilities;
- knowledge of the online and distance learning environment;
- excellent oral and written communication skills;
- expertise in quality assurance imperatives;
- an enduring commitment to customer service relevant to both internal and external customers. In particular, staff engagement must be a fundamental charge of the Country Manager.

MAJOR RESPONSIBILITIES

The successful candidate will be required to:

- work with the DOCCS and the Deputy Director Continuing and Professional Education (DD-CPE) to build programme delivery capacity;
- work with the DOCCS and Deputy Director Commercial Operations (DD-CO) to mount and sustain specific commercial initiatives at the Open Campus Country Sites Trinidad & Tobago;
- liaise/collaborate closely with other departments of the Open Campus such as the Registry, Academic Programming and Delivery (APAD), Early Childhood Institutions (ECIs), Office of Finance, Computing and Technology Services (CATS), Open Campus Library and Information Services (OCLIS), Human Resources, in order to provide optimum services, support and responsiveness to students and staff in Trinidad & Tobago;
- supervise, assign duties and manage the job performance of the Heads (North and South);
- oversee overall operations of the Site clusters in Trinidad & Tobago;
- maintain physical and computing facilities of OCCS Trinidad & Tobago; and
- identify, develop and implement relevant projects and programmes for outreach and institutional building.

It must be noted that the Country Manager will be expected to harmonize the work of the Heads (North and South) of Trinidad & Tobago who will have regional allocations of multiple sites throughout the twin-island Republic. These sites are presently located at Gordon Street, St. Augustine, Belmont, Sangre Grande, Barataria, Chaguanas, El Dorado, Carapichaima, Mayaro, Couva, Marabella, Princes Town, Point Fortin, San Fernando (in Trinidad) and Tobago.

The allocation of these Sites to specific Heads, as well as the total number of Sites or Centres in Trinidad & Tobago, may vary from time to time depending on strategic shifts and imperatives of the Open Campus. Additionally, the Country Manager will sit on the Board of Directors of The UWI Open Campus ECI Company. On the whole, the Country Manager will be expected to lead OCCS Trinidad & Tobago into a new phase of productivity.

Applications should be made on forms obtainable from The UWI Open Campus website: <http://www.open.uwi.edu/hrmd/employment-opportunities> and sent via email as soon as possible, along with up-to-date curriculum vitae to:

The Director of Human Resources
C/o The University of the West Indies
Open Campus

Via Email: human.resources@open.uwi.edu

Applicants are advised to ask referees to send references under **CONFIDENTIAL** cover directly to the Director of Human Resources, without waiting to be contacted by the University.

CLOSING DATE FOR RECEIPT OF APPLICATIONS – JANUARY 31, 2016

COUNTRY MANGER OCCS TRINIDAD AND TOBAGO

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 Lecturer/Senior Lecturer Level depending on experience and qualifications.

WORK LOCATION

6. This position will be physically located in Trinidad and Tobago but the successful applicant may be required to travel within Trinidad & Tobago and throughout the Caribbean from time to time.

WORK ENVIRONMENT

7. The incumbent must be able to work as a member of a team in a virtual environment.
8. The incumbent will live and work in one country and manage and collaborate with others located throughout the Caribbean.
9. 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

10. The Country Manager reports to the Director, Open Campus Country Sites for the effective execution of duties and responsibilities.

TENURE

11. Appointment will be for three (3) years in the first instance.