



THE UNIVERSITY OF THE WEST INDIES OPEN CAMPUS

ADVERTISEMENT

ADMINISTRATIVE OFFICER **SOCIAL WORK TRAINING AND RESEARCH CENTRE** **JAMAICA**

Applications are invited for suitably qualified persons for the post of **Administrative Officer, Social Work Training and Research Centre, Jamaica.**

Responsibilities:

The **Administrative Officer** is expected in this new business environment, to assist with the development and documentation of new administrative systems inherent in the establishment of an umbrella structure, as well as plan, organize and implement the functions assigned in keeping with the established procedures.

QUALIFICATIONS/REQUIREMENTS

- Master's degree or equivalent in Business Management, Human Resources Management, Education or other related disciplines.
- At least 5-7 years work experience in an academic and/or research oriented environment.
- Competencies in MS Office Suite and SPSS.
- Knowledge of Quicken/QuickBooks is desirable.
- Knowledge of and competencies in project management is desirable.

KEY COMPETENCIES/SKILLS/ATTRIBUTES

The successful applicant should have –

- Knowledge of the academic environment within UWI and throughout the Caribbean and possess an understanding of virtual administrative systems that support collaboration and sharing.
- Knowledge of budget preparation and Banner Systems.

- The ability to plan and develop initiatives to improve the administration, budget management and personnel procedures.
- The ability to create and sustain effective working relationship with line and functional staff.
- The ability to ensure accurate organization and monitoring of the budget and administrative procedures, to maintain records, and to prepare reports as required.
- The ability to communicate effectively, both verbally and in writing and to plan events of various nature and size.
- Some knowledge of research methodologies and design.

MAJOR RESPONSIBILITIES

- Manage, co-ordinate and supervise activities related to the functions of the department.
- Review and discuss with the Head and programme personnel changes and improvements in operations and services.
- Implement approved changes in operations and assigns duties to facilitate successful transformation.
- Assess operational requirements of the department and evaluate procurement possibilities.
- Assist in the monitoring of operational activities and outcomes of the department.
- Liaise with University personnel of various management and non-management levels to ensure smooth running of Centre activities.
- Liaise with non-UWI personnel including international and local donor agencies, Government and non-Government agencies, auditors, suppliers of goods and services, and others regarding the work and development of the Centre.
- Oversee the management of the resources including property and facilities.
- Manage and supervise the recording and distribution of minutes for various SWTRC and sub-committee meetings.
- Implement and maintain manual and computerized record keeping systems.
- Serve as the point of reference for multiple inquiries from a range of customers.
- Monitor contracts and extensions for relevant staff.
- Plan and mobilize staff resources for various events hosted by SWTRC.
- Participate in the monitoring of student interns from UWI and non-UWI institutions.
- Develop and monitor budgets in order to implement the calendar of activities.

- Prepare financial reports as necessary to aid decision making.
- Codes, approves and monitors expenditure on operating and project budgets.
- Reconcile records with Financial Statements from the Office of Finance and investigate any variances as required.
- Liaise with donors and/or Office of Finance to facilitate the smooth flow of financial operations of projects.
- Any other job related duties that may be assigned.

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

Director - Human Resources
C/o The University of the West Indies
Open Campus
Via Email: human.resources@open.uwi.edu

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

CLOSING DATE FOR RECEIPT OF APPLICATIONS – June 4, 2019.

PARTICULARS

ADMINISTRATIVE OFFICER SOCIAL WORK TRAINING AND RESEARCH CENTRE

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. Kitts & Nevis
Belize	St. Lucia
Bermuda (virtual only)	St. Vincent & The Grenadines
British Virgin Islands	The Republic of Trinidad &
The Cayman Islands	Tobago
The Commonwealth of Dominica	Turks & Caicos Islands

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.

UWI OPEN CAMPUS:

4. The UWI Open Campus works with faculty on the three brick and mortar campuses, as well as with other tertiary institutions and development agencies throughout the Caribbean to design, develop and deliver quality programmes by distance, blended and face-to-face to meet the academic and professional development needs of the people of the Caribbean.

THE SOCIAL WORK TRAINING AND RESEARCH CENTRE

5. The SWTRC was established in 1962 to be an innovator of training programmes for Jamaica and the wider Caribbean region to meet the social needs of populations in emerging independent nations. Originally part of the University's Extra-Mural Department, and subsequently the School of Continuing Studies, the SWTRC bridges the education and training gap between community-based para-professional social workers and professional social workers by designing and implementing programmes and progression routes both academic and professional. SWTRC has undertaken research activities primarily in the fields of social work, youth work and youth development, and in community development. SWTRC has been at the forefront of the establishment and development of professional organisations in social work and youth work notably the Association of Caribbean Social Work Educators (ACSWE) and the CARICOM Commission on Youth, and in the production of the Caribbean Journal of Social Work. In all aspects of its work the SWTRC has collaborated with partners on the sister campuses, governments and community-based agencies.
6. The SWTRC adapts and responds to current and emerging regional priorities for social development. With over 50 years of experience in continuing and professional education, SWTRC has served diverse needs in the development of social welfare, social security, protection, drug rehabilitation, youth development, community development and justice services. A priority focus of the mission of the University is to identify and meet the needs of underserved populations. In this regard, the SWTRC of the future is well placed to respond flexibly with research, innovation and training initiatives to address other social issues and needs.

CATEGORY/LEVEL

7. The position of Administrative Officer is in the Senior Administrative Category. The initial appointment would be at the Assistant Lecturer/Lecturer Level depending on qualifications and experience.

WORK LOCATION

8. SWTRC is located on the Gibraltar Camp Road on the Mona Campus of The University of the West Indies, Kingston, Jamaica.

WORK ENVIRONMENT

9. The Administrative Officer will be working in a virtual environment with partners potentially within the four campuses of the UWI, the 17 countries supported by the UWI and in the wider Caribbean Community (20 countries).

REPORTING

10. The Administrative Officer will report to the Head SWTRC.

TENURE

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