



UWI
ST. AUGUSTINE
CAMPUS

Senior Programme Officer

FURTHER PARTICULARS

Be part of a Great West Indian Tradition

The University of the West Indies (UWI) is a well-established independent university that serves 17 countries of the Commonwealth Caribbean: Anguilla, Antigua & Barbuda, The Bahamas, Barbados, Belize, Bermuda, The British Virgin Islands, The Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago, and the Turks & Caicos Islands. [Read more ...](#)

Ranked Among the Best

Only Caribbean University Ranked Among BEST IN THE WORLD



- ▶ CARIBBEAN'S #1
- ▶ WORLD'S TOP 1.5 %
- ▶ LATIN AMERICA'S TOP 20
- ▶ WORLD'S GOLDEN AGE TOP 100
- ▶ IMPACT RANKINGS 2.5%

An innovative, internationally competitive, contemporary university deeply rooted in the Caribbean, The UWI is an international university, in every respect, with links extending beyond the region to well over 100 universities worldwide.

The Times Higher Education rankings in 2018 and 2019, placed The UWI as the number 1 ranked university in the Caribbean out of over 200 registered institutions across the region; and among the top 3% of some 2,000 registered universities in the wider Latin America and the Caribbean. In 2020 The UWI was ranked among the THE's top 100 "Golden Age" universities established between 1945 and 1967. [Read more ...](#)

About UWI

The first of UWI's five campuses began in 1948 at Mona, Jamaica, as a College of the University of London. The St. Augustine Campus in Trinidad & Tobago was added in 1961 and UWI achieved full university status in 1962. St. Augustine was followed by campuses at Cave Hill, Barbados (1963), the Open Campus (2008), and the Five Islands Campus in Antigua & Barbuda (2019). [Read more ...](#)

Our 8 Faculties

Teaching at the St. Augustine Campus takes place within eight faculties - Engineering, Food & Agriculture, Humanities & Education, Law, Medical Sciences, Science & Technology, Social Sciences, and Sport. Each Faculty offers a wide range of undergraduate and postgraduate programmes. [Find out more ...](#)

Get to Know Us

Visit <https://www.uwi.edu/> to find out more about The UWI. For more on the St. Augustine Campus, visit <https://sta.uwi.edu/>. Read the latest Campus news in our monthly publication, *UWI Today* and follow us on social media [Facebook](#), [Twitter](#), [Instagram](#), [YouTube](#), [LinkedIn](#).

About the Office of the Campus Principal

The Office of the Campus Principal, St. Augustine Campus is responsible for its academic, financial and administrative management. The Campus Principal provides strategic leadership and guidance to the Campus Management team, and chairs various Campus Committees that are responsible for the oversight of governance and statutory matters. Our Campus Principal also represents the St. Augustine Campus at regional UWI Executive Management Meetings and on University Committees.

Tenure of Appointment

Appointment as Senior Programme Officer will normally be for three (3) years in the first instance, with eligibility for consideration for renewal.

Further details may be obtained from the
Campus Registrar,
The University of the West Indies, St.
Augustine, Republic of
Trinidad and Tobago.

Senior Programme Officer

Qualifications and Experience

The successful candidate must possess a Master's degree from a recognized university.

Candidates should also possess:

- At least five (5) years' experience in a senior administrative capacity in academia and/or a business environment, at least three (3) of which should be in a leadership role At least seven (7) years' experience in Project Management
- At least seven (7) years' experience in supporting strategic planning and special initiatives
- At least seven (7) years' experience in report writing and data analysis
- A track record of skills acquired in the following areas:
 - Project Management
 - Critical Judgement
 - Using Information Technology
 - Planning and Organizing
 - Writing Skills
 - Team Leadership

Candidates with the following would have an advantage:

- Certification or training in Protocol, Diplomacy and Etiquette
- Evidence of prior success in securing external funding
- Experience in event planning
- Proven expertise in at least two of the following:
 - Environment
 - Green energy

- Food security issues
- Experience in collaborating with non-governmental or community service organizations and/ or with the private sector

The following will be considered assets:

- Certification in Project Management
- At least five (5) years' experience in the use of Microsoft Office Suite

Special Responsibilities

- Identifying and prioritizing issues of strategic importance to the campus, in partnership with the Campus Principal. Working to advance strategic goals in close coordination with the Campus Principal and the Campus Principal's executive management team
- Working with the Campus Principal and other internal stakeholder to identify key projects (institutional and research projects - specifically environment, green energy and food security issues) and identifying funding sources in conjunction with STACIE and OCEs (formerly OIAI)
- Supporting the Campus Principal in her public advocacy including liaising with external stakeholders as required
- Supporting policy and strategy development with the Campus Principal and executive management team
- Working closely with university leaders to support and facilitate initiatives on behalf of the Campus Principal to ensure the coordination and execution of Campus Principal's objectives
- Providing follow-up, support, coordination, and guidance to university leaders and their teams in order to advance Campus Principal's initiatives and decisions
- Leading, facilitating, or participating in strategic initiatives as a representative of

the Office of the Campus Principal, particularly in highly sensitive or complex matters

- Preparing agendas and strategic topics for Campus Principal executive management team meetings in consultation with the Campus Principal
- Overseeing major events at the Office of the Campus Principal
- Triaging issues, decisions, actions, and initiatives to determine the most effective response and helping in the prioritization of the Campus Principal's time
- Managing proactive preparation and necessary follow-up for emergent issues and Campus Principal's engagement
- Leading the development and collection of information to support the Campus Principal's initiatives, meetings, and responses to key issues
- Interfacing with key internal and external partners, including but not limited to: donors, government officials, the diplomatic corps, business leaders, PVCs, Deans, Heads of Departments, Faculty, staff, and students
- Facilitating and supporting strong working relationships between the Office of the Campus Principal and with academic and administrative units, and the Student Guild
- Providing leadership and operational support to the Office of the Campus Principal as necessary, including directing staff who may be assigned from time to time in support of certain Campus Principal's initiatives.
- Advising on the most effective and meaningful use of the Campus Principal's time, especially regarding the Campus Principal's engagement with key stakeholders
- Managing staff who have responsibility for the Campus Principal's schedule and travel, the office's financial transactions, event planning, the Campus Principal's residence, and other operational duties
- Coordinating with staff in the Office of the Campus Principal who lead the Campus Principal's communications/speechwriting and special projects
- Performing any other related duties as assigned

Personal Attributes

The Campus places high priority on individuals of integrity who can work well in a team and student friendly environment. Candidates should also possess good communication and interpersonal skills. A good command of both oral and written English is essential. Candidates should also:

- Be client focused
- Display creativity and innovation
- Be analytical and strategic thinkers
- Possess work ethics and values
- Have problem solving abilities
- Be able to seek and build alliances with internal and external stakeholders
- Be attentive to detail
- Be self-confident
- Be continuous learners
- Display organizational awareness
- Demonstrate product, industry and competitive knowledge
- Be able to influence and gain others' support
- Be able to support, promote and ensure alignment with the organization's vision and values

Remuneration Package

Annual Salary Range:

Senior Level I:

Minimum: TT\$ 340,164.00 per annum

Maximum: TT\$ 400,536.00 per annum

*The Registry
St. Augustine
File # 67/171 I
2022 September
/ab*

Benefits:

- Special allowance of 6% of basic salary;
- Transportation Allowance of TT\$3,250.00 per month;
- Unfurnished accommodation at 10% or furnished at 12½% of basic salary, or housing allowance of 20% of basic salary to staff making own housing arrangements;
- UWI contribution of equivalent of 10% of basic salary to Superannuation Scheme;
- Annual Study and Travel Grant (available after first year of service) -TT\$20,717.00 per annum;
- Institutional Visit Allowance – (available after first year of service) - TT\$7,200.00 per annum;
- Book Grant – TT\$6,000.00 per annum;
- Contributory Health Insurance – 50%;
- Group Life Insurance Scheme

