



**UWI**  
ST. AUGUSTINE  
CAMPUS

# **Director, Division of Facilities Management (DFM)**

**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 Division of Facilities Management (DFM)

The Division of Facilities Management (DFM) has overall responsibility for the management, operation, maintenance and development of the St. Augustine Campus' property and physical assets, including its grounds. This responsibility includes:

- building operation and maintenance, including code compliance and adherence to other regulatory and legislative provisions
- utilities infrastructure
- grounds development, maintenance and beautification
- capital works, both major and minor (including the award of contracts)
- oversight of the Campus Master Plan
- health, safety and the environment: safety and fire prevention, in collaboration with the Occupational Health, Safety and the Environment (OHSE) Unit
- maintenance of the air conditioning units throughout the Campus
- drainage, sewage, solid waste disposal and general sanitation
- road maintenance
- maintenance of staff accommodation

The Campus area – teaching, administration and some residences – spans 52.8 hectares and the residential area of the northern side

of the Eastern Main Road spans 28 hectares, making a total area of 80.8 hectares.

The primary function of the DFM is to develop and maintain the physical plant, grounds and residential areas of the Campus and to provide a conducive and sustainable environment of safe living, learning, teaching and research.

# Director, Division of Facilities Management (DFM)

The DFM is headed by the Director. S/He reports directly to the Campus Registrar.

This position has overall responsibility for leading the Division in the maintenance of the Campus' facilities, and ensuring a safe and effective work environment that improves business performance and optimizes staff productivity.

## *Qualifications and Experience*

The successful candidate must possess:

- A Master's degree from a recognized university, which should be in Project Management, Engineering, Physical Plant Management, Operation Design or Engineering or a closely-related area; OR
- An MBA and relevant Bachelor's degree

Candidates should also possess:

- Project Management certification: PMP or equivalent
- Safety training and certification
- At least 10 years' relevant professional experience in the maintenance, repair, commissioning and/or extension of a major facility and associated plant and equipment, at least 7 of which should be in a leadership role
- At least 5 years' managerial experience in a unionized environment
- Experience with a computerized Facilities and Maintenance Management system
- Experience in administering Procurement policy and procedures for facilities and maintenance projects, including assessment of relevant tenders
- Evidence of prior success in managing preventative maintenance programmes in a similar environment

Candidates with the following would have an advantage:

- training in conflict/dispute management/resolution
- experience in Project Management

Experience managing or actively-participating in an organizational restructuring exercise would be considered an asset.

### *Special Responsibilities*

- Providing strategic and operational leadership and management in ensuring that the physical plant, equipment, grounds and residential areas of the Campus are optimally deployed and maintained for all stakeholders
- Providing management, strategic direction, business planning, policy advice, co-ordination and leadership in regard to all activities and staff of the Division
- Leading the strategic development of the physical Campus, and ensuring that all approved plans are met and policies and procedures adhered to
- Overseeing a range of support services in a manner that ensures the delivery of excellent service to internal and external clients
  - building operation and maintenance, including code compliance and adherence to other regulatory and legislative provisions
  - utilities infrastructure
  - grounds development, maintenance and beautification
  - capital works, both major and minor (including the award of contracts)
  - maintenance of the air conditioning units throughout the Campus
  - drainage, sewage, solid waste disposal and general sanitation
  - road maintenance
  - maintenance of staff accommodation
- Reviewing and establishing relevant procedures and standards for the monitoring and control of DFM operations
- Managing the implementation of all procurement assigned to the DFM, in accordance with the Campus' Procurement Policies and Procedures and relevant legislation
- Ensuring the achievement of targets stated in service-level agreements
- In collaboration with the Manager, Occupational Health, Safety and the Environment (OHSE) Unit, ensures excellence in the management and safety of the Campus environment, in accordance with health and safety and other legislation
- Overseeing the Campus Master Plan
- Overseeing and managing the maintenance of the physical Campus, both buildings and grounds
- Managing the budget and financial allocations of the Division
- Leading the negotiation of contracts with contractors, consultants and suppliers
- Evaluating and recommending software to improve the operational efficiency of the Division
- Managing the award of petty contracts; liaising with such Contractors and monitoring their performance
- Developing and implementing a schedule for preventative maintenance
- Managing energy consumption on Campus through development and implementation of an energy management programme
- Serving on various committees on Campus
- Reporting on the activities and operations of the Division as and when necessary or requested
- Recruiting, supervising, mentoring and evaluating staff
- Performing any other related duties as may be assigned by the Campus Registrar or his/her representative

## 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 must also:

- Have strategic orientation
- Display excellent leadership and management skills
- Have change management skills
- Demonstrate strong negotiation and conflict management/resolution skills
- Be a team player
- Have sound interpersonal and stakeholder relations
- Be results and quality oriented
- Display energy, persistence and determination
- Be tactful and persuasive
- Be able to mitigate risk
- Have sound analytical skills
- Be willing to deal with issues to finality
- Practice sound judgement
- Have computer literacy skills at a high level
- Be able to multitask

## Remuneration Package

### Annual Salary Range:

Senior Level I:

Minimum: TT\$340,164.00 per annum

Maximum: TT\$400,536.00 per annum

### Benefits:

- Special allowance of 6% of basic salary;
- Transportation Allowance of TT\$3,250.00 per month;
- Unfurnished accommodation at 10% or furnished at 12.5% 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\$24,548.00 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

As Director:

- Entertainment Allowance – TT\$12,000.00 per annum

The Registry  
St. Augustine  
File # 67-124 I  
2024 July  
AG