Programme Officer (Level II) – IT Academy

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

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 Campus Information Technology Services

The St. Augustine Campus Information Technology Services (CITS) is responsible for supporting the Campus community in its implementation and use of Information Technology. The main facility of CITS is the former Computer Centre. This Centre houses the larger of two Main Equipment Rooms (MER). These two installations interconnect via a multimode and single mode fibre cables, forming the heart of a dual star topology. This constitutes the backbone of the University's Campus Area Network (CAN).

CITS currently supports the following software applications: MS Productivity Tools, Moodle, Oracle, Ellucian Banner, PeopleSoft in addition to Open Source applications.

The St. Augustine Campus of The University of the West Indies is expanding; you may therefore be required to carry out your duties from time to time in other parts of Trinidad and Tobago where the Campus has physical locations. These locations may include, but are not limited to, Couva/Penal-Debe in Central/South Trinidad; El Dorado and Trincity in East Trinidad; and Tobago.

Tenure of Appointment

Appointment as Programme Officer (Level II) – IT Academy will normally be for three (3) years in the first instance, with eligibility for consideration for renewal.

Subsequent to the first appointment, a member of staff who has served in an equivalent position in this or some other University for a period of six (6) years will be eligible for consideration for indefinite tenure.

Appointment to this post is subject to the Charter of the University and to its Statutes, Ordinances, Rules and Regulations, including Statute 36 – Retirement of Members of Staff.

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

Programme Officer (Level II) – IT Academy

Qualifications and Experience

The successful candidate must possess a Master's degree in Education and or a related field from a recognized university

Candidates should also possess:
- At least three (3) years' experience in Course, Programme or Curriculum Development preferably within a Higher Education, Professional Education or Continuing Education environment
- Experience in leading a teaching unit to meet performance standards
- Experience in leading in initiatives to achieve organizational goals
- Demonstrated ability to develop solutions that respond to key priorities
- Demonstrated expertise in evaluating programme feasibility

Candidates with the following will have an advantage:
- Experience in instructional design, needs assessments and alignment of objectives
- Proven experience in applying adult learning principles
- Possess strong knowledge and expertise in the Microsoft Office suite of Productivity tools

Special Responsibilities
- Developing new IT Academy offerings:
  - Leading course improvement initiatives and new course proposals
  - Assessing training needs and develop appropriate solutions
  - Maintaining updated curriculum information on websites and other media and channels
  - Communicating course information to relevant stakeholders
- Recruiting students and clients for IT Academy courses and programmes:
  - Conducting market research to understand customer and competitor dynamics
  - Organizing and participating in marketing events
  - Developing unique selling points for course offerings
  - Analyzing campaign effectiveness
  - Managing social media presence in line with University policies
- Ensuring the IT Academy delivers a high quality of teaching and student support
- Serving as First Examiner for the IT Academy courses:
  - Providing Quality Assurance by ensuring high-quality teaching, administration, and student support
  - Verifying and submit marks and grades in a timely manner
- Identifying and resolving challenges
- Reporting IT Academy registration and throughput information
- Assessing IT Academy performance:
  - Collecting and analyzing program activity data
  - Conducting regular assessments of IT Academy activities
- Championing the professional development of the IT Academy team:
  - Assessing instructor performance against targets

- o Identifying and recommend professional development opportunities
- o Participating in and present at professional development events
- Communicating and winning support for change initiatives
- Contributing to developing and maintaining quality standards
- Researching and developing plans to improve existing and building new IT Academy offerings or services to ensure the continued relevance of the IT Academy:
  - o Conducting original research using appropriate methods and techniques
  - o Maintaining external professional networks and share findings
- Assisting with other functions and duties as assigned by the Chief Information Officer or designate

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.

As IT Academy lead, the candidate should also be able to:
- Plan and organize work tasks and projects
- Work effectively without supervision, taking responsibility for end-to-end delivery
- Effectively communicate ideas and respond to stakeholders
- Demonstrate strong customer focus
- Deliver results while adhering to established policies and procedures
- Foster collaboration as well as an inclusive learning environment

Remuneration Package

Annual Salary Range:

Level II:
Minimum: TT$ 239,544.00 per annum
Maximum: TT$ 279,792.00 per annum

Benefits:

- Special allowance of 6% of basic salary;
- Transportation Allowance of TT$3,250.00 per month;
- Up to five economy class passages plus baggage allowance of US$3,000.00; (TT$ equivalent) on appointment and normal termination (persons recruited from outside of T&T);
- 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

The Registry
St Augustine
File#67/49/25 II
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