REF# 67/128 I

THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

OFFICE OF THE CAMPUS REGISTRAR

ACADEMIC FACILITIES SECTION

ACADEMIC FACILITIES OPERATIONS MANAGER (LEVEL I)

Qualifications and Experience

The successful candidate must possess a Master's degree, from a recognized university, in Facilities Management, Business Administration, Information Technology or a closely related field.

Candidates should also possess:

- at least five (5) years' experience in facilities management or a related field
- knowledge of facility management and operations
- working knowledge and understanding of AV/VTC/Multimedia technologies and systems

Candidates with the following would have an advantage:

- a proven track record in managing large-scale facility operations in an academic or similar environment
- experience with budget management and financial planning for facilities and technology operations
- knowledge and understanding of building automation systems and smart building technologies
- awareness of higher education environments and the specific needs of academic and conference spaces
- familiarity with advanced facilities management software and systems

Certification in Project Management would be an asset.

Key Responsibilities

- Collaborate with the Manager, Digital & Technology Support Services to develop and promote the use of standard AV/VTC/Multimedia systems across the Campus to establish consistency and scalability.
- Manage the day-to-day operations of academic and conference facilities, ensuring they meet the highest standards of quality and reliability.
- Liaise with the Venue Administrator to optimize the scheduling and use of academic and conference spaces.
- Support revenue generation activities by providing necessary facilities and technical support for external events and conferences, working closely with the Events and Revenue Production Coordinator.
- Develop and implement policies and procedures for the maintenance and operational support of facilities, to ensure compliance with Campus standards and regulations.
- Create and oversee a comprehensive maintenance schedule for all facilities on Campus, including academic spaces, conference rooms, and event spaces, ensuring regular upkeep and addressing any maintenance needs promptly.
- Participate in planning and budgeting for facility upgrades and new implementations, work closely with the Manager, Digital & Technology Support Services to ensure alignment with campus-wide strategic goals.
- Perform any other related duties as assigned by the Campus Registrar or her delegate to support the effective management of facilities and technology operations.

Competencies

The Campus places high priority on individuals of integrity who can work well in a team and student friendly environment.

• Analytical Thinking	• Attention to detail
• Client Focus	• Continuous Learning
• Problem Solving	• Industry knowledge
• Interactive Communication	• Planning and Organising
• Work Ethics and Values	• Project Management
• Strategic Thinking	• Team Leadership
• Using Information Technology	• Relationship Building

Detailed application and full curriculum vitae should be sent to the Campus Registrar, c/o HR Division (Appointments Section), Main Administration Building, The University of the West Indies, St. Augustine, Trinidad and Tobago, W.I. via e-mail: STA-HRApplications@uwi.edu. Three (3) referees (one of whom should be from your present organization) must be indicated. Application forms may be obtained at http://www.uwi.edu in the Faculty & Staff, Staff Vacancies section. Further particulars including remuneration package may also be obtained at the above address. In order to expedite the appointment procedures, applicants are advised to ask their referees to send their **signed** references under **CONFIDENTIAL** cover **DIRECTLY** to the Campus Registrar at the above email address without waiting to be contacted by the University. **Applications received after the deadline date will not be considered.**

The University would like to thank all applicants for their interest. Please note, however, that only shortlisted candidates will be acknowledged or contacted.

Deadline for receipt of applications: 2025 August 15

UWI
ST. AUGUSTINE
CAMPUS

Academic Facilities Operations Manager (Level I)

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 Office of the Campus Registrar

The Registry is the information and administrative center of the St Augustine Campus and continuously pursues a process of realigning itself to respond more effectively to the needs of its various customers. The successful candidate would be expected to play a very active role in this process.
The Campus Registrar is the Campus's Chief Administrative Officer. The following are Sections for which the Campus Registrar has oversight:

- Office of the Deputy Campus Registrar
  Mrs Nardia Thomas-Allain, Deputy Campus Registrar (Ag)
- Office of Graduate Studies and Research
  Mr Arnold Manniram, Assistant Registrar
- Student Recruitment, Admissions & Enrolment
  Ms Simone Roberts, Assistant Registrar
- Examinations
  Mrs Indira Boochoon-Ousman, Assistant Registrar (Ag)
- Student Administration Systems (SAS)
  Ms Karen Dickerson, Assistant Registrar
- Secretariat
  Ms Heather Alexis, Assistant Registrar
- Human Resources Division
  Mrs Coreen Copland-Campbell, Director
  Mr Dave Sahadeo, Assistant Registrar (Industrial Relations)
  Ms Ayana Gloudon, Assistant Registrar (Recruitment)
  Ms Camille Johnson Assistant Registrar (Development)
- Archives and Records Management
  Ms Rebecca Fortune-Singh, Campus Records Manager
- Campus Legal
  Mrs Camille Ramcharan, Campus Legal Officer
- Occupational Health, Safety and the Environment
  Mr Rajesh Kandhai, Manager
- Division of Facilities Management
  Mr Nicholas Sagar, Director
- Campus Security Services
  Mr Noel Corbett, Head
- Strategic Initiatives and Projects
  Ms Sonia Nurse, Assistant Registrar
- Risk Management
  Mrs Deborah Souza-Okpofabri, Senior Assistant Registrar

Registry Establishment

The Campus Registrar is supported by a team comprised of the following:

- 1 Deputy Campus Registrar
- 1 Director Human Resources
- 10 Senior Assistant/Assistant Registrars
- 1 Records Manager
- 1 Occupational Health & Safety Manager
- 1 Legal Officer
- 1 Head of Security
- 1 Director of Facilities Management

Tenure of Appointment

Appointment as Academic Facilities Operations Manager (Level I) 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.

Academic Facilities Operations Manager (Level I)

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- knowledge of facility management and operations
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Candidates with the following would have an advantage:

- a proven track record in managing large-scale facility operations in an academic or similar environment
- experience with budget management and financial planning for facilities and technology operations
- knowledge and understanding of building automation systems and smart building technologies
- awareness of higher education environments and the specific needs of academic and conference spaces
- familiarity with advanced facilities management software and systems

Certification in Project Management would be an asset.

Key Responsibilities

- Collaborate with the Manager, Digital & Technology Support Services to develop and promote the use of standard AV/VTC/Multimedia systems across the Campus to establish consistency and scalability.
- Manage the day-to-day operations of academic and conference facilities, ensuring they meet the highest standards of quality and reliability.
- Liaise with the Venue Administrator to optimize the scheduling and use of academic and conference spaces.
- Support revenue generation activities by providing necessary facilities and technical support for external events and conferences, working closely with the Events and Revenue Production Coordinator.
- Develop and implement policies and procedures for the maintenance and operational support of facilities, to ensure compliance with Campus standards and regulations.
- Liaise with the Division of Facilities Management for facility maintenance and repair where applicable, ensuring timely and effective resolution of issues.
- Create and oversee a comprehensive maintenance schedule for all facilities on Campus, including academic spaces, conference rooms, and event spaces, ensuring regular upkeep and addressing any maintenance needs promptly.
- Liaise with the AV/VTC/Multimedia Support Supervisor (Maintenance & Repairs) to ensure timely and effective maintenance and repair of AV/VTC/Multimedia equipment within academic and conference spaces.
- Monitor and evaluate the performance of facilities and technology operations, implementing improvements as needed

to enhance efficiency and user satisfaction.
- Engage with external vendors and service providers for facility-related services, managing contracts and ensuring value for money.
- Provide training and support to staff and users on the proper use of facilities and associated technologies.
- Participate in planning and budgeting for facility upgrades and new implementations, working closely with the Manager, Digital & Technology Support Services to ensure alignment with campus-wide strategic goals.
- Ensure compliance with all relevant health, safety, and environmental regulations in the management of facilities.
- Develop and maintain detailed documentation of facility operations and procedures.
- Perform any other related duties as assigned by the Campus Registrar or her delegate to support the effective management of facilities and technology operations.

Competencies

The Campus places high priority on individuals of integrity who can work well in a team and student friendly environment. Other competencies include:

- Analytical Thinking
- Client Focus
- Problem Solving
- Interactive Communication
- Work Ethics and Values
- Strategic Thinking
- Using Information Technology
- Attention to Detail
- Continuous Learning
- Industry Knowledge
- Planning and Organizing
- Project Management
- Team Leadership
- Relationship Building

Remuneration Package

Annual Salary Range:

Level I:

Minimum:	TT$ 197,208.00 per annum
Maximum:	TT$ 247,020.00 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 equivalent of 10% of basic salary to Superannuation Scheme;
- 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.

The Registry
St. Augustine
File #67/128 I
2025 July
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