



THE UNIVERSITY OF THE WEST INDIES OPEN CAMPUS

ADVERTISEMENT

PROJECT COORDINATOR (CONTRACT) OPEN CAMPUS / UNICEF EASTERN CARIBBEAN AREA (ECA) JAMAICA

Applications are invited for the post of **Project Coordinator**, Open Campus/UNICEF Eastern Caribbean Area (ECA) Project.

The aim of the proposed research initiatives to assess existing child rights capacity needs in twelve targeted countries. UNICEF ECA, requires a feasibility study to be conducted to determine the capacities of organizations to implement programmes and institutionalize programmes on child rights, safety and justice education. The assessment will involve but not limited to assessing the knowledge, skills and attitudes of staff, legal framework, policies and protocols, describing resources available (including physical infrastructure), education and training programmes, existing support systems in place for children in conflict with the law, the needs of the community or target population, gender equity and sustainability issues, types and extent of violence or infringements against children, risk factors for children and interventions currently being implemented and by whom.

QUALIFICATIONS AND EXPERIENCE

Candidates for the position of Project Coordinator (Open Campus / UNICEF ECA) should possess:

- a Bachelor's degree in Social Work, Psychology or related discipline from a recognized tertiary level institution;
- at least eight (8) years' experience in Child Rights, designing, developing and implementing training programmes.

KEY COMPETENCIES/SKILLS

Ideally the Project Coordinator (Open Campus / UNICEF ECA) must:

- have experience in writing training manuals and or guides;
- be proficient in MSWord, Excel and Power point;
- be highly organized and able to meet tight deadlines;
- have excellent writing skills and be able to effectively communicate verbally with diverse stakeholder groups.

DUTIES AND RESPONSIBILITIES

The Project Coordinator is expected to plan, coordinate, and implement project activities in order to achieve the project objectives. Some of the specific duties for which the Project Coordinator will be responsible include, but will not be limited to:

- draft work plan and communication strategy in collaboration with lead researcher;
- develop TORs and assist in recruiting and contracting project staff;
- coordinate and conduct an initial virtual regional sensitizing session with senior decision makers on this initiative;
- coordinate the project activities among 12 countries' stakeholders;
- conduct a desk review of available information;
- assist with the selection of indicators to be used and the development of the assessment instruments and evaluation plan;
- coordinate and convene virtual orientation with the selected 12 focal points;
- assist with data gathering via surveys and focus groups from workers and adolescents, adult representatives and for adolescent respondents from 12 countries (Anguilla, Antigua and Barbuda, Barbados, British Virgin Islands, Dominica, Grenada, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, Turks and Caicos Islands);
- plan and convene interviews with senior administrators via videoconference;
- assist with interpreting the findings;
- submit quarterly reports and a final report to the Project Manager;
- coordinate and monitor all aspects of the project implementation to ensure the completion of activities within the established time frame and budget;
- manage communication with various stakeholders, arrange meetings, meet reporting requirements and attend project meetings;

- liaise with focal points on the implementation and documentation of activities; develop proposal for Phase 3
- any other related duties as may be assigned by the Project Manager.

Applications should be made on forms obtainable from The UWI 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 the following email address.

The Director of Human Resources
C/o The University of the West Indies
Open Campus

Via Email: human.resources@open.uwi.edu

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

CLOSING DATE FOR RECEIPT OF APPLICATIONS – March 4, 2018

FURTHER PARTICULARS

PROJECT COORDINATOR OPEN CAMPUS / UNICEF ECA PROJECT

OPEN CAMPUS

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. Christopher & Nevis
Belize	St. Lucia
Bermuda	St. Vincent & The Grenadines
British Virgin Islands	The Republic of Trinidad & Tobago
The Cayman Islands	Turks and Caicos
The Commonwealth of Dominica	

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 has campuses at Mona in Jamaica, St Augustine in Trinidad and Cave Hill in Barbados, and Open Campus Sites in the above countries (except Bermuda and Turks & Caicos). The UWI on-campus student population is currently over 40,000 full-time equivalent students.
3. In a major initiative to grow our student population and service the widely dispersed needs of country partners, The UWI 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. The UWI 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.

PROJECT BACKGROUND

4. Improving citizen security is a Caribbean regional priority that requires comprehensive, coordinated, multidisciplinary reforms and targeted strategies. Given its mandate to build regional capacity, The University of the West Indies (UWI) has embarked upon several research initiatives, to further our understanding of the prevention and reduction of violence against children across the region, some of which have resulted in the development of academic programmes thus contributing to child justice and security reform.

5. The countries of the Caribbean share similar historical experiences of slavery and colonialism, and as a result, legacies of violence continue to pervade cultural understandings of penalty and punishment in varying degrees in the different Eastern Caribbean territories. Child abuse and domestic violence are outcomes of these cultural practices. In some instances, this acceptance is perpetuated by institutions and individuals who have the legal and ethical obligation to protect children. Such violations are often committed in ignorance by adults who lack the knowledge, skills and competencies to adequately support children's best interests. The foregoing is indicative of the gaps in the legal frameworks, judicial and educational systems and issues inherent in gendered social relations.
6. As a demonstration of its commitment, the Caribbean Child Development Centre (CCDC) of The UWI Open Campus, over a decade ago, conceived, The Child Rights Education Project (CREP) which proactively led the development of a range of Child Rights courses, workshops and training programmes for a variety of stakeholders such as policymakers and managers, front-line practitioners, parents and children. The project process may best be described as, "learning about rights, learning through rights (using rights as an organizing principle to transform the culture of learning) and learning for rights (taking action to realize rights)". With funding and technical support from UNICEF Jamaica, the scope of the project expanded to encompass research, institutional capacity building through the development and piloting of rights-based policy, training, programming, public service and monitoring and evaluation processes. In addition to the CREP, The UWI Open Campus also offers a Human Rights course within the Community Leadership and Development Programme of the Social Welfare Training Centre. The academic rigour of these programmes and courses and interdisciplinary praxis are comparable with international standards.
7. The UWI Open Campus has developed essential tools and mechanisms for changing how children's rights are perceived and applied, and contributed to strengthening rights-based capacity of more than 2,000 duty-bearers, in culturally appropriate and contextually responsive ways. Effective child protection and efficient management of child protection cases is a multi-sectoral and multi-disciplinary intervention. Child Rights Education Training (CRET) is viewed an essential input for strengthening prevention and re-victimization reduction efforts that engage sector workers, family and community in the treatment of cases of child abuse, neglect and exploitation, as well as treatment of child victims of crime, child witnesses and child offenders. CRET promotes a rights-based and life-cycle approach to the provision of holistic care for children within the child protection system, using gender sensitivity and maximizing family and community resources.
8. Against this background, The UWI Open Campus, received funding from UNICEF Eastern Caribbean Area (ECA), to conduct a needs assessment to plan an academic programme/(s) and initiatives geared towards capacity building in child rights, safety and justice and promoting public awareness of same. The aim of the assignment is to protect children from exploitation, and abuse.

9. The Safety and Justice for Children Project is being implemented by the Caribbean Child Development Centre in collaboration with the Business Development Unit of The University of the West Indies Open Campus.

WORK LOCATION

10. This position is located at The UWI Open Campus, Mona.

WORK ENVIRONMENT

11. The job incumbent must be able to work in a virtual team environment.

REPORTING

12. The Project Coordinator will be supervised by the Project Manager, CCDC.

TENURE

13. Appointment will be from March 12, 2018 – October 31, 2018.

CONTRACT TYPE

14. The Project Coordinator will be engaged over 8 months on a contract for services for 40 days.
15. This package will not attract the same benefits received by UWIOC staff.

ASSUMPTION OF DUTIES

16. The successful candidate will be expected to assume duties on March 12, 2018.