Now Recruiting: Online Facilitators for MSc. Management (Project Management)

The Programme Delivery Department, is currently inviting applications for online facilitators in the Discipline of Project Management, to facilitate courses in the following areas:

Online Facilitators are required for the courses listed below:-:

- **Project Management Framework & Project Initiation Domain**
  An overview of Project Management Theory, Strategy, Framework & Structure, is the primary focus of this course. It also provides an introduction to the Project Initiation Domain, covering analytical techniques for creating, evaluating and selecting product/service development business cases, assessing high-level project risks, identifying key stakeholders, and developing a project charter for a sponsor’s signoff.

- **Project Planning Domain**
  This course will cover the following critical technical planning topics: collecting requirements; developing a detailed Scope & Work Breakdown Structure; sequencing & estimating Activity Durations using various estimating techniques; scheduling manually using the Critical Path
Methodology (CPM); developing an HR staffing plan; using a RACI Chart for assigning roles and responsibilities; identifying, analyzing & planning responses and reserves for Risk & Opportunity events; planning when and how to carry out procurements and use of Expected Monetary Value to determine build-or-buy; planning quality management and process improvement methods and objectives; optimising & baselining the Scope, Schedule and Budget; compiling the Integrated Project Management Plan and documents.

- **Project Execution Domain**
The interpersonal knowledge and skills needed to effectively direct and manage project work will be addressed in this course. On the “people” side of the project, it will cover the theory and frameworks for leading, since project leadership is different from managing day-to-day operations. On the Deliverables side of the Domain, the topics will include conducting procurements, performing Quality Assurance, facilitating process improvement efforts, & reporting on quality metrics; implementing approved changes, and implementing risk responses.

- **Project Control/Monitoring and Closing Domain**
This course is quantitative in focus. Students will manually experiment with crashing, fast-tracking, and adjusting scope to improve project performance. They will also examine issues in assessing change requests, making recommendations and monitoring the change approval process, monitoring subcontracts and contracts, and facilitating stakeholder engagement.

- **Project Governance, Values and Ethics**
This course will examine different corporate and project governance systems, and through use of real cases and discussions at the international and local level, analyze complex situations, ethical dilemmas, and difficult decisions that can be traced back to the governance structure of the organization, the project, or both.

- **Project Analysis and Decision-Making with IT/MIS Tools**
Students will be introduced to essential quantitative methodologies and applications in various project management software tools that enable students to schedule and cost out large projects, and to determine when and how it may be possible to make “best practice” changes that will improve project performance.

**Responsibilities include:**
- Providing instructional leadership in an online course
- Moderating online discussions
- Grading and providing feedback on activities and assignments
- Responding to individual and/or group concerns and queries
- Fostering a healthy, learner-centered, online teaching/learning environment

**Minimum Qualifications**
- A Master’s degree in a discipline relevant to the course content area(s) for which he/she is applying.
- Certification(s) from the Project Management Institute

**Requirements**
- Reliable access to a computer with fast speed Internet connectivity.
- Good working knowledge of the Internet and use of Microsoft Office products
• Good written communication skills for interacting in the online environment
• Sensitivity to the needs of learners from diverse settings and backgrounds
• Experience in teaching/training adult learners at the tertiary education level in the public sector or in the industry.
• Persons with professional teacher qualification and/or experience teaching online will also have a distinct advantage.

Training
Successful candidates will be required to complete UWI Open Campus training in online instruction, technology software and curriculum requirements (e.g. GPA training, work-based approach) for all new facilitators, prior to the start of teaching.

Remuneration
Facilitators will be paid a fixed fee on satisfactory completion of all assigned tasks; this fee covers a contribution towards the cost of Internet usage for the course. All fees will be subject to tax.

How to apply
Interested applicants must complete the UWI Open Campus application form (found at http://www.open.uwi.edu/hrmd/forms), and along with a cover letter and a recent curriculum vitae, email to: graduate-jobs@open.uwi.edu and copy Mrs. Elizabeth Sinclair, Programme Manager via email elizabeth.sinclair@open.uwi.edu

• The MSc. programme and course/s must be indicated in the subject line of your e-mail message (e.g. Application – MSc. Management (Project Management): Project Governance, Values and Ethics

DEADLINE FOR APPLICATIONS: August 14, 2016.

We thank all interested persons for applying but only successful applicants will be contacted for interviews.

Note: Short listed applicants will be contacted by September 1, 2016.