Applications are invited for suitably qualified persons for the post of **Head, The University of the West Indies, Open Campus, Antigua and Barbuda.**

**Responsibilities:**

The Head will be expected to administer the University’s operations at Open Campus Antigua and Barbuda Site. He/she will be expected to oversee the management of student matters at the Site; develop, promote and implement Continuing and Professional Education (CPE) programmes in accordance with the Open Campus policy and community needs; promote the creative arts and cultural outreach in the communities in which the Site is located and engage in research activities within his/her chosen field. The appointee will exercise a leadership role in the community with regard to the development of adult education, technical and vocational training and continuing and professional education and related activities.

**QUALIFICATIONS/REQUIREMENTS**

- A Master’s degree in an appropriate discipline (an EdD/PhD would be desirable).
- At least ten (10) years relevant experience at a senior administrative level preferably in a tertiary institution.
- Extensive managerial experience in a tertiary education environment.
- Strong computer skills are essential.
- Experience working in a virtual environment is an asset.
- A background in developing and implementing continuing and professional education programmes.
- Ideally the Head will have knowledge of the academic environment within UWI and knowledge specific to the needs of the area to which he/she is assigned.
KEY COMPETENCIES/SKILLS/ATTRIBUTES

The successful applicant should have –

- Excellent interpersonal skills and the ability to communicate effectively both orally and in writing.
- Excellent time management skills.
- Strong entrepreneurial skills preferably in a similar environment.
- A track record of research and publication.
- An enduring commitment to customer service relevant to both internal and external customers.
- Energy, motivation and a true commitment to high quality service to students and the building of The University of the West Indies Open Campus’ presence on Antigua and Barbuda.
- Knowledge of the online and distance learning environment.

The successful candidate will be expected to assume duties by January 1, 2020.

Applications should be made on forms obtainable from the Open Campus website: [http://www.open.uwi.edu/hrmd/employment-opportunities](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:

Director - Human Resources  
C/o The University of the West Indies  
Open Campus  
Via Email: [human.resources@open.uwi.edu](mailto:human.resources@open.uwi.edu)

**CLOSING DATE FOR RECEIPT OF APPLICATIONS – November 8, 2019**

We thank all interested applicants, however, only shortlisted candidates will be contacted.
HEAD
OPEN CAMPUS ANTIGUA AND BARBUDA

GENERAL

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. Kitts & Nevis
   Belize                          St. Lucia
   Bermuda (virtual only)          St. Vincent & The Grenadines
   British Virgin Islands          The Republic of Trinidad & Tobago
   The Cayman Islands              Turks & Caicos Islands
   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 is now a dual mode institution offering teaching by distance education as well as face-to-face. The University has five campuses; Mona in Jamaica, St Augustine in Trinidad and Cave Hill in Barbados, Five Islands in Antigua and Open Campus which has 40 education centres in 16 English-speaking countries.

3. The UWI on-campus student population is currently over 50,000 full-time equivalent students. The current Open Campus student population is over 20,000 and the Open Campus is aggressively developing new programmes to increase student enrollment.

UWI OPEN CAMPUS:

4. The UWI Open Campus works with faculty on the four brick and mortar campuses, as well as with other tertiary institutions and development agencies throughout the Caribbean to design, develop and deliver quality programmes by distance, blended and face-to-face to meet the academic and professional development needs of the people of the Caribbean.

5. The site, located in Antigua and Barbuda, has a total annual population of approximately 400 students in online, blended and face to face programmes.

CATEGORY/LEVEL
6. The position of Head is a senior post within The University of the West Indies staffing structure in the Senior Administrative Category. The initial appointment would be at the Lecturer Level or above depending on qualifications and experience.

WORK LOCATION

7. This position will be physically located in Antigua but the Head will be required to travel within the region from time to time.

WORK ENVIRONMENT

8. The job incumbent must be able to work as a member of a team in both virtual and physical environments.

9. The incumbent will live and work in Antigua and collaborate with others located at the Open Campus Country Sites throughout the Caribbean.

10. The incumbent must be able to participate effectively in team meetings, to develop ideas, and use a variety of ICT and collaborative web tools.

11. The successful applicant should be willing to work flexible hours when necessary.

REPORTING

12. The Head of the Open Campus Antigua and Barbuda Site reports to the Director, Open Campus Country Sites.
SUMMARY OF TERMS AND CONDITIONS OF SERVICE

POST: Head, Open Campus Country Site, Antigua and Barbuda

TENURE

13. Appointment will be for three (3) years in the first instance.

SALARY SCALES

14. This position is in the Senior Administrative Category. The initial appointment would be at the Lecturer Level or above depending on qualifications and experience.

   Lecturer Scale (Non-Medical)
   EC$110,304 – 130,560 (BAR) -152,532 per annum

   Senior Lecturer Scale (Non-Medical)
   EC$150,576 – 169,344 (BAR) -185,712 per annum

BENEFITS

15. Benefits include:

   ➢ Annual study and travel grant (special conditions apply)
   ➢ Book grant
   ➢ Registration in Medical Scheme (Contributory Health Insurance)

PENSION SCHEME

16. The contribution rates are Employee 5% and UWI 10% of the equivalent of basic salary to superannuation scheme. The contributions are invested to provide a pension at age 65, the age of retirement.

ALLOWANCES

17. Allowances include:

   ➢ Heads Allowance
   ➢ Housing Allowance
   ➢ Telephone Allowance
   ➢ Transportation Allowance