Applications are invited from suitably qualified persons for the post of **Programme Manager**, CPE Centre, Office of the Principal, The University of the West Indies, Open Campus.

The **Programme Manager** in the CPE Centre will focus on special projects and will thus manage the process of development and delivery of any training that is offered outside of the regular work plans of the Campus’s programming divisions.

**QUALIFICATIONS AND EXPERIENCE**

- A Master’s Degree in Education, Curriculum Development, Business Administration, Information Technology or other related disciplines.
- At least three (3) years of successful managerial or administrative experience.
- At least two (2) years’ experience with distance education in areas such as curriculum development, programme planning, instructional design, open and distance learning delivery methodologies, project management and working with university students is also desirable.
- Experience developing and leading diverse teams of people to work effectively and efficiently to meet established timelines.

**KEY COMPETENCIES/SKILLS**

The successful applicant should possess:

- excellent written and oral communication skills;
- a strong work ethic and ability to self-manage day-to-day activities;
- a client-centred orientation, strong interpersonal skills, overall emotional intelligence skills, as well as the ability to continually learn and adapt;
competence with information and communication technology will be required in recognition of the fact that daily interactions with students and colleagues are carried out virtually;

ability to respond to challenges with political acumen, as well as conceptualize and propose initiatives to enhance continuing and professional education opportunities and partnerships;

commitment to the UWI’s core values of integrity, excellence, gender justice, diversity and student centredness.

MAJOR RESPONSIBILITIES

Work closely with the BDU, OCCS, CSDR, OCAS and APAD as well as support and service units within the OC to establish work teams for CPE special projects.

Coordinate initial arrangements for the development and delivery of new programmes emerging from special projects.

Work with OCCS, APAD, OCAS and CDSR to manage the delivery of special programmes to students.

Coordinate training for course coordinators, facilitators and tutors/e-tutors.

Manage CPE programme staffing needs (academic and special projects) and oversee the process of making contractual arrangements.

Manage, monitor and report on special project CPE programme performance and quality.

Monitor course processes and activities in the teaching and learning environment and take necessary actions to solve problems and make improvements.

Work with the Registry to assess and advise new applicants, including consulting on issues such as course exemptions and prior learning assessment.

Assist relevant delivery departments/divisions in providing academic advice for students with respect to CPE programmes and course-related issues.

Provide data, analysis, and projections on programmes.

Participate in Open Campus and other UWI committees as required.

Any other duties as assigned by the Director CPE.
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 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

Applicants are advised to ask 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 – May 19, 2019
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 Barbados  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 is now a dual mode institution offering teaching by distance education as well as face-to-face. The University has campuses at Mona in Jamaica, St Augustine in Trinidad and Cave Hill in Barbados, and University Centres in most of the above countries. The UWI on-campus student population is currently over 30,000 full-time equivalent students.

3. In a major initiative to grow our student population and service the widely dispersed needs of country partners, the University has launched the 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 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.

OPEN CAMPUS

4. The UWI Open Campus works with faculty on the three land/residential campuses, as well as with other tertiary institutions and development agencies throughout the Caribbean to design, develop and deliver quality programmes by distance to meet the academic and professional development needs of the people of the Caribbean.
5. The Office of the Pro-Vice-Chancellor and Principal is currently located in Barbados.

CATEGORY

6. This position is in the Senior Administrative and Professional Category. The initial appointment would be at the Assistant Lecturer/Lecturer Level depending on experience and qualifications.

WORK LOCATION

7. The Programme Manager can be based at any country with an Open Campus Site.

8. The Programme Manager will work in a virtual environment and collaborate with others located throughout the Caribbean.

WORK ENVIRONMENT

9. The incumbent must be able to work as a member of a team in a virtual environment.

10. The incumbent must be able to engage others in team meetings, to develop ideas, and supervise the work of others using a variety of ICT and collaborative Web tools.

REPORTING

11. The Programme Manager will report to the Director, CPE Centre.

TENURE

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