



THE UNIVERSITY OF THE WEST INDIES OPEN CAMPUS

ADVERTISEMENT

PROGRAMME OFFICER THE UWI OPEN CAMPUS COUNTRY SITES BRITISH OVERSEAS TERRITORIES

Applications are invited from suitably qualified persons for the post of **Programme Officer, The University of the West Indies, Open Campus Country Sites, British Overseas Territories Sites (BOTs)**.

The **Programme Officer** assists as needed with the management of the British Overseas Sites (Anguilla, British Virgin Islands, Montserrat, Cayman Islands, Turks and Caicos and Bermuda), ensuring student access to the Open Campus' programme offerings.

QUALIFICATIONS AND EXPERIENCE

- a Master's Degree in Social Work, Psychology, Sociology, Research or other related disciplines or comparable knowledge and experience in social development or education management;
- at least three (3) years relevant experience at a senior administrative level preferably in a tertiary institution;
- knowledge and experience in an online and distance learning environment; and
- knowledge and experience in curriculum design, project management and workforce training.

KNOWLEDGE AND SKILLS NEEDED

The successful applicant should possess:

- excellent time-management skills;
- excellent interpersonal and team building skills;

- ability to communicate effectively, both orally and in writing;
- ability to work independently and creatively;
- strong organizational ability;
- strong computer skills;
- a solid knowledge of higher education academic programming and course coordination.

MAJOR RESPONSIBILITIES

The **Programme Officer** will be responsible for the completion of the following duties and tasks.

Duty 1.0: Programme Monitoring and Delivery

- Work with the Manager British Overseas Territories in building the programme delivery capacity of the Sites.
- Liaise with the relevant Coordinators in the Academic Programming Division for delivery of academic programmes.
- Assist with the coordination and monitoring of regional and new programmes offered at the Sites.
- Oversee the planning and developing of schedules for delivery of various courses and programmes.
- Incorporate new approaches to programme delivery under UWIOC (e.g. blended learning approach; face-to-face/multi-media, on-line, videoconference, teleconference).
- Collaborate with external agencies e.g. the private and public sectors, in the offering and delivery of courses/programmes.
- Assist with the direction of the examination operations for all Open Campus programmes.
- Maintain the programme documentation for programmes offered at the Sites.
- Collate data and report on the outcome of course evaluation questionnaires.

Duty 2.0: Student Services and Satisfaction

- Liaise with the Campus Registrar and relevant Assistant Registrars on student matters such as recruitment, admissions, student support services, examinations and other assessments.
- Coordinate the annual registration and orientation processes for OC Programmes.
- Ensure that student needs, concerns and complaints are fully dealt with in a timely and satisfactory manner.
- Oversee the processing of student matters e.g. Leave of Absence, Withdrawal, Evaluation of programmes/tutors, etc.
- Assist with the coordination of appropriate graduation exercises when necessary.

Duty 3.0: Human Resource Management

- Supervise, assign duties and manage the job performance of support staff at the Sites as assigned for more effective face-to-face, letter, fax, telephone or internet responses to students and the general public.
- Oversee responses to enquiries from students, external customers and the general public about OC programmes.
- Identify, recruit, select, assign, evaluate, retain or discontinue the services of part-time lecturers of various courses.
- Assist the Manager British Overseas Territories in the selection, recruitment, orientation and ongoing training and development of staff.

Duty 4.0: Special Projects

- Work with the Manager British Overseas Territories in identifying, developing and implementing relevant projects and programmes for outreach, institutional building and for social work/development training and development.
- Work with the Manager British Overseas Territories to develop short courses and training for key stakeholders.
- Work with the Manager British Overseas Territories and other staff in identifying, developing and implementing relevant research projects.

- Work closely with all relevant parties/stakeholders in the implementation of enterprise-wide systems such as Enterprise Resource Planning (ERP).

Duty 5.0: Representation of Manager British Overseas Territories

- Represent the Manager British Overseas Territories at functions, meetings and other activities when required.
- Any other job related duties which may be assigned by the Director CSDR.

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:

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

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

CLOSING DATE FOR RECEIPT OF APPLICATIONS — September 5, 2019

PARTICULARS

PROGRAMME OFFICER

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. 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. 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.

CATEGORY

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

WORK LOCATION

7. The Programme Officer can be located at any of the OCCS British Overseas Territories which include; Anguilla, British Virgin Islands, Montserrat, Cayman Islands, Turks and Caicos and Bermuda.
8. The Programme Officer must be a resident with permission to work in of one of the OCCS British Overseas Territories.
9. The Programme Officer will be required to travel within the Open Campus, British Overseas Territories.

WORK ENVIRONMENT

10. The incumbent must be able to work as a member of a team in a virtual environment.
11. The incumbent will work in a virtual environment with partners potentially within the four campuses of The UWI (Mona, Jamaica; St Augustine, Trinidad and Tobago; Cave Hill, Barbados; and the Open Campus serving 17 countries) and in the wider Caribbean Community.
12. 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

13. The Programme Officer will report to the Manager British Overseas Territories for the effective execution of duties and responsibilities.

TENURE

14. Appointment will be for three (3) year's in the first instance.