THE UNIVERSITY OF THE WEST INDIES
OPEN CAMPUS

ADVERTISEMENT

PROJECT COORDINATOR
BUSINESS DEVELOPMENT UNIT

Applications are invited from suitably qualified persons for the post of **Project Coordinator,** Business Development Unit, The University of the West Indies, Open Campus.

The **Project Coordinator** will ensure that projects assigned including externally funded projects undertaken by the Open Campus are managed from the conception to delivery stages. In doing so the Project Coordinator will communicate with all relevant stakeholders, report on project progress and ensure that all project participants are aware of their roles and responsibilities. The Project Coordinator will work with individual project staff as the case may be and other key stakeholders to ensure that all project activities are implemented within budget and satisfy all project objectives and milestones.

QUALIFICATIONS AND EXPERIENCE

- A Master's Degree preferably in project management, management, information technology or a related field.
- At least four (4) years' experience in a project management or coordination role.
- At least two (2) years' experience with information technology and enterprise level systems.
- The PMP Certification is desirable.
- Formal training in Business Management and experience in Business Development is required.

KEY COMPETENCIES/SKILLS

- Excellent skills in communication (oral, writing, listening, and comprehension).
- Excellent time management skills.
- Strong interpersonal skills.

- Strong analytical and problem solving skills.
- Strong organizational skills.
- Strong commitment to the success of assigned projects.
- A proactive approach.
- Ability to work under pressure.
- Ability to identify ways in which the project management capacity of the Open Campus may be improved upon and to make appropriate recommendations.
- Ability to manage projects in both a face-to-face and virtual environment.
- Ability to produce a high degree of transparency in project tracking and in access to project resources.
- Ability to prepare grant proposals, prepare expressions of interests and draft project documents including financial reports.

MAJOR RESPONSIBILITIES

The **Project Coordinator** may be required to perform all or any of the following duties:

- 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;
- act as liaison between the Business Development Unit and funding agencies;
- collaborate with externally funded project teams and other stakeholders involved in the projects to ensure project deliverables are achieved;
- liaise with the Head of Divisions/Departments/Units and members of various Open Campus functional Divisions and Project Managers on the planning, implementation and documentation of project activities;
- draft proposals to acquire funds from resource providers to support the initiatives of the Open Campus or to develop partnerships;
- prepare expressions of interests, respond to Requests for Proposals, and draft project documents including financial reports;
- prepare or monitor the preparation of annual work plans and cash flow projections;
- prepare or monitor quarterly, semi-annual, and annual performance reports and highlight reports and exception reports as required;
- create and manage central repositories to share project documents;
- liaise with other stakeholders in the wider UWI community (e.g. The University Legal Office, The University Project Management Office, Campus Faculty, etc.) to

obtain contracts, identify project staff and other resources needed to support externally funded projects;

- oversee the documentation of any Contribution-In-Kind the Open Campus makes to support projects;
- be a member of evaluation and procurement committees as required;
- work collaboratively with project directors and managers to monitor project activities to ensure compliance with donor agreements, UWI regulations and requirements of local and regional regulatory bodies;
- facilitate strong working relationships with project stakeholders;
- make recommendations for the effective management of changes to project scope, and manage risks;
- follow-up on decisions taken at Project Steering Committees, Project Management Team meetings and other designated forums as required;
- establish and manage virtual project management work spaces to facilitate transparency and accountability in the management of projects;
- provide or recommend training, mentoring and guidance to the project team members to support their professional development requirements in project management procedures and use of selected project management software; and
- any other duties as assigned by the Head, Business Development Unit or designate.

Applications should be made on forms obtainable from The UWI Open Campus website: http://www.open.uwi edu/hrmd/employrnent-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

CLOSING DATE FOR RECEIPT OF APPLICATIONS – August 31, 2019

PARTICULARS

PROJECT COORDINATOR
BUSINESS DEVELOPMENT UNIT

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. 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 Head, Business Development Unit is currently located in Jamaica.

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 Project Coordinator can be based at any country with an Open Campus Site.

8. The Project Coordinator 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 Project Coordinator will report to the Head, Business Development Unit.

TENURE

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