



THE UNIVERSITY OF THE WEST INDIES

Office of Administration (OoA)
(Based at the Regional Headquarters, Kingston, Jamaica)

APPLICATIONS ARE INVITED FOR THE POST OF

ASSISTANT REGISTRAR/SENIOR ASSISTANT REGISTRAR (OPERATIONS)

The position is responsible for the effective coordination of official University ceremonies including but not limited to special convocations, graduations, presentation of the Chancellor's Medal and the Vice-Chancellor's Awards for Excellence. The incumbent also services meetings of particular statutory bodies as determined by the Statutes and Ordinances. Reporting to the University Registrar, the Assistant Registrar/Senior Assistant Registrar (Operations) will be responsible for:

- Coordinating the production of the Vice-Chancellor's Report to Council;
- Managing the preparation of the OoA's annual budget / memorandum of needs;
- Supervising the assigned team;
- Guiding on the use of the Coat of Arms;
- Implementing the operational policies and procedures; and
- Undertaking any other duties which from time to time may be assigned by the University Registrar.

Qualifications, Experience, Competencies

- Master's Degree in a related field
- At least 4 to 7 years' experience as a senior administrator
- An understanding of financial management
- Working knowledge of Microsoft Office suite
- Ability to work in a fast-paced environment
- Ability to build interpersonal relations among peers and employees
- Ability to communicate effectively orally and in writing
- Ability to lead effectively.

Detailed application and full curriculum vitae should be sent under confidential cover to the University Registrar, Office of Administration, The University of the West Indies, Regional Headquarters, Hermitage Road, Kingston 7, Jamaica. Fax No.876-977-1422; e-mail: hrapplications@uwimona.edu.jm Three (3) referees (one of whom should be from your present organization) must be indicated. References should also be sent under CONFIDENTIAL cover DIRECTLY to the University Registrar at the above address without waiting to be contacted by The University.

Deadline for applications is January 31, 2022