



THE UNIVERSITY OF THE WEST INDIES

POST OF UNIVERSITY COUNSEL

Applications are invited from suitably qualified persons for the post of University General Counsel, The Legal Unit, at The University of the West Indies, Vice-Chancellery.

MAIN PURPOSE AND SCOPE OF THE JOB:

The University General Counsel is the Chief Legal Officer of The University of the West Indies who provides legal services to the governing bodies as well as the Vice-Chancellor and other Subsidiaries and Affiliates within the University system. The University General Counsel provides sound and timely advice; identifies risks to ensure the UWI's compliance with its Statutes, Ordinances, Rules and Regulations as well as local, regional and international laws.

Key Job Elements:

- Lead a team of Associate Counsels, as well as outside Counsel retained to represent the University
- Manage the University's legal representation in all litigation and administrative proceedings.
- Provide legal advice, including preventative legal services and legal representation in monitoring and resolving disputes that may lead to litigation. Subject to direction of the Vice-Chancellor, s/he is responsible for resolving all legal claims and initiating and appealing all lawsuits and administrative proceedings.
- Manage the budgets for and issues contracts to external counsel when retained on behalf of University units.
- Maintain an appropriate framework for internal control to evaluate and protect the University's legal interests and reduce its legal risks. All university contracts relating to employment, purchasing, real estate, patents and technology marketing, sponsored research, external sales and other activities are subject to the University Counsel's review.
- Provide requested legal opinions and advice to university committees and the university and Campus Councils by serving as a resource person to the Vice-Chancellor and such other bodies as directed by the Council or the Vice-Chancellor.
- Review all Board resolutions and policies for form and legality
- Engage in continuous professional to keep current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as directed.
- Perform any other related duties and responsibilities as assigned by the Vice-Chancellor and The Council.

Qualifications and Experience:

- At least 10-years' experience at the bar in any jurisdiction in the English Speaking Caribbean or any other or any other jurisdiction which in the view of the Council is appropriate;
- At least 10-years' leadership experience at the executive or senior management level.
- Experience in general practice in a regulatory environment, administrative law, corporate law, employment and intellectual property and international law.
- Experience directly managing or supporting leadership in managing controversial and high-profile issues.
- Significant leadership experience managing the work of attorneys and other professionals and/or in the representation of large complex and highly decentralized organizational clients with multiple stakeholder groups.
- Knowledge of judicial system within the English-Speaking Caribbean and procedures;

Competencies include:

• Legislation, Policies, Procedures and Standards	• Critical Judgement
• Enforcement	• Employee Relations
• Analytical Thinking	• Decision Making
• Interactive Communication	• Impact and Influence
• Quality Focus	• Client Focus
• Strategic Thinking	• Team Leadership
• Using Information Technology	• Continuous Learning

Full details of the remuneration package may be obtained from the Office of Administration by contacting us at **email: hrapplications@uwimona.edu.jm**). Detailed applications giving **i)** full particulars of qualifications and experience, biodata; and **ii)** the names, titles, mailing and e-mail addresses, fax and telephone numbers of three (3) referees should be sent as soon as possible to the: **UNIVERSITY REGISTRAR, OFFICE OF ADMINISTRATION, THE VICE CHANCELLERY, THE UNIVERSITY OF THE WEST INDIES, THE UWI REGIONAL HEADQUARTERS, HERMITAGE ROAD, KINGSTON 7, JAMAICA, W.I., E-mail: hrapplications@uwimona.edu.jm**

The closing date for receipt of applications is **December 31, 2024**.

The University of the West Indies thanks all applicants, however, only shortlisted candidates will be contacted.

Kingston Jamaica: A vibrant city for living and working Kingston, Jamaica is the perfect place to experience an authentic Caribbean lifestyle thanks to its vibrant culture, beautiful beaches, and diverse cuisine. Since its founding 76 years ago, The UWI has focused on creating an excellent and ethical university, offering an unrivalled range of academic programmes, producing research of global significance, and developing strong leadership skills across all of its campuses. The Regional Headquarters has a picturesque view of the blue mountain, located at Mona, the oldest campus of the university, which encompasses 653 acres of land nestled in a lush valley that was once home to two large sugar estates. Several statues and murals depict its vibrant artistic community and the university's landscape is dotted with historical ruins such as the aqueduct and water wheel, reflecting its plantation origins.