



## THE UNIVERSITY OF THE WEST INDIES

Applications are invited from suitably qualified persons for the post of **Project and Resource Mobilization Officer**, at the University of the West Indies, Institute for Sustainable Development (ISD).

### **Main Purpose of Job:**

The incumbent is to plan and implement mobilizing resources from within the UWI, its donors and funders to support the implementation of programmes by the Institute for Sustainable Development (ISD), its components (such as the Disaster Risk Reduction Centre) and the Global Institute for Climate Smart and Resilient Development (GICSRD). A major part of their work will be to write funding proposals for submission to donors and investors. The incumbent will also support the implementation of projects and their successful delivery by providing project management services as needed. The ISD provides key support to the GICSRD and the incumbent will support the GICSRD Secretariat and its programmes and resource mobilization activities in addition to mobilizing resources for the ISD

### **Duties and Responsibilities:**

The successful candidate will report to the ISD Coordinator and is expected to perform the following duties in support of research projects, programmes and activities of the ISD: -

- Develop databases of donors and funders;
- Identify funding opportunities including joint research, exchanges, fellowships and development projects;
- Prepare project proposals and documentation for collaboration and partnerships with local, regional and international organizations, universities and other educational institutions, networks and stakeholders; and
- Support project management within the ISD and its components, in keeping with The UWI and donor guidelines, including implementation, procurement processes, financial transactions, and development and submission of reports.

### **Qualifications and Experience:**

- MSc in a field related to sustainable development or the natural or social sciences;
- Project management training and at least 5 years' experience in the field; and
- A successful track record in acquiring funding for medium to large programme and projects.

### **Competencies and Skills:**

- An understanding of sustainable development and natural resource management issues;
- Excellent oral and written communication skills;
- Competence in office computer software and project management software; and
- Ability to work on own initiative.

Applicants are required to submit 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, UNIVERSITY OF THE WEST INDIES, MONA, KINGSTON 7, JAMAICA, W.I., E-mail: ([hrapplications@uwimona.edu.jm](mailto:hrapplications@uwimona.edu.jm))**

The closing date for receipt of applications is **December 17, 2021.**