



THE UNIVERSITY OF THE WEST INDIES

POST OF DIRECTOR, HUMAN RESOURCES (MONA CAMPUS)

Applications are invited from suitably qualified persons for the post of **Director, Human Resources (Senior Assistant Registrar)**.

BACKGROUND

The University of the West Indies (UWI) is an internationally competitive University, deeply rooted in the Caribbean and committed to offering quality higher education.

The UWI, Mona Campus requires an energetic visionary, a proactive and results orientated professional for the post of Director, Human Resources. The Director, Human Resources will be responsible for reimagining the Mona Campus' human resources (HR) functions, culture, structure and policies, and providing strategic direction and expertise for the full scope of the HR function. The successful candidate will develop and execute the HR strategy for the Campus utilizing key HR best practices and initiatives.

The Director of Human Resources will report to the Campus Registrar, and will partner with the Campus' Executive Management team to implement the vision.

The successful candidate is expected to function as a strategic partner, change and digital transformation champion; to be a proactive problem solver, and employee advocate and activist; and to be proficient in HR Scorecarding. Competence in the use of HR Analytics and being an all-round proponent for the effective application of technology will be critical to creativity and agility in the design, implementation and administration of human resources initiatives, processes and programmes.

QUALIFICATIONS & EXPERIENCE

The successful candidate should possess a Master's Degree in Human Resource Management, Business Administration, Business Psychology or a related discipline and ten (10) years of leadership experience in a human resource environment. Candidates should also possess experience in: implementing organizational development strategies in Human Resources; organization restructuring and transformation; dealing with recognized majority unions/bargaining units; Alternative Dispute Resolution; Strategic Workforce Planning; Conflict Management; Change Management and Employee Success.

Experience in a higher education environment would be an asset.

MAIN RESPONSIBILITIES

- Providing overall leadership and guidance of the HR function by overseeing talent management, leadership development, succession planning, retention and industrial relations.
- Acting as the University's lead change agent by helping the employee population adapt to the changing needs of the Campus.
- Leading organizational restructuring and transformation to increase efficiency and support the organisational goals.
- Developing HR plans and strategies to support the achievement of the overall operations and objectives of the Campus.
- Ensuring HR practices, processes, policies, and related documents are consistently applied and comply with applicable laws, university guidelines, policies, Ordinances and procedures.
- Conducting negotiations with the different recognized majority unions
- Functioning as a strategic business partner to Department Heads/Units to address key management and organizational issues.
- Conducting assessments and using data to provide information on organizational effectiveness interventions that will close gaps from current to desired future state.
- Other duties as may be required by the Campus Registrar.

PERSONAL ATTRIBUTES

The Office of the Campus Registrar places high priority on individuals of integrity who can work well in a team and student friendly environment. Candidates should also possess good communication and interpersonal skills. A good command of both oral and written English is essential. Candidates should also:

- Have proven leadership skills, including clear goal setting, prioritization, and ability to lead in an environment that promotes teamwork and teambuilding.
- Possess strong organizational and decision-making skills, analytical and problem-solving abilities, and interpersonal skills.
- Be able to work in a complex, fast-paced environment with multiple tasks- short- and long-term deadlines.
- Be proficient in HR Scorecarding.
- Be competent in the use of HR Analytics.
- Have proven skills in the effective application of technology.
- Have proven ability to think strategically to incorporate UWI's goals.
- Have excellent critical thinking skills.

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. 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.

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

DEADLINE FOR RECEIPT OF APPLICATIONS: March 21, 2025