



THE UNIVERSITY OF THE WEST INDIES

VACANCY

PROJECT MANAGER

INSTITUTE FOR SUSTAINABLE DEVELOPMENT

The University of the West Indies (The UWI) and the International Development Research Centre (IDRC) Canada invite applications from suitably qualified persons for the post of **Project Manager** for connecting communities for Climate and Disaster Risk Preparedness (CCC-DRIP) Initiative: A research development based approach project in Dominica.

DUTIES AND RESPONSIBILITIES

The Project Manager will ensure the delivery of project outputs; manage day-to-day operations and overall coordination of project activities in accordance with the grant agreement and Work Plans.

EXPECTED OUTPUTS

The successful candidate will be responsible for:

- Engaging stakeholders in Dominica and within the University of the West Indies
- Timely and efficient completion of project outputs as defined by the Grant Agreement.
- Developing and implementing Work Plans.
- Managing Project staff and consultants.
- Producing required project reports

DURATION, TERMS AND CONDITIONS OF SERVICE

This is a contracted position. The incumbent will not be a UWI staff member. The project will be implemented in Dominica and may involve all five campuses of the UWI. The manager may work from home and will be expected to spend time in Dominica. Field visits within Dominica are expected to take place throughout the project duration.

QUALIFICATIONS AND EXPERIENCE

- Applicants should have a higher degree in an earth science, engineering, public administration or project management.
- Post graduate education in areas relevant to natural hazard risk assessment, geographic information systems (GIS) or land use planning would be an asset.
- 5 years of experience managing regional projects in natural sciences, environmental management, disaster risk management, hazard and risk assessment or land use planning.
- Be familiar with donor procedures as well as Caribbean and national level agencies whose cooperation will be relevant for the project.
- Experience working with/on projects in Dominica would be an asset. Someone residing in Dominica for the project duration is preferred, but is not required.

COMPETENCIES AND SKILLS

- Excellence in project management, oral and written communication skills
- Competence in project management software and the ability to work on one's own initiative

DETAILS FOR DEADLINE AND SUBMISSION

Applicants are required to submit a cover letter; a resume giving full details of qualifications and experience and including the name, address and contact number(s) of three references. References should be advised to send their reference under **CONFIDENTIAL** cover **DIRECTLY** to the University Registrar without waiting to be contacted by the University. All application details should be sent directly to: **The University Registrar, The Office of Administration, The Vice-Chancellery, UWI, Regional Headquarters, Jamaica at: hrapplications@uwimona.edu.jm** with the following subject line: **Project Manager, Connecting Communities, Dominica. The deadline for applications is November 25, 2021. Only shortlisted applicants will be contacted.**

More information about the post, including remuneration details and application forms are available at: <http://www.uwi.edu.jm>.