



Office of Human Resource Director

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Job Description

Job Title: Vice President, Administration

Department: President's Office

Duty Station: Belmopan Campus

Reporting relationship: Reports to the President, and shares, along with the Provost (who is also the Vice-President, Academic Affairs) the second most important senior-level position in the institution's management structure.

Supervisory Relationship: The incumbent has oversight of the Director of Finance, Director of Human Resources, Campus Administrator (Physical Facilities and Security), Director of Information and Communications Technology Department and Public Information Officer.

General

The ideal candidate would be an experienced professional with a wide-ranging work-performance background that includes working knowledge in and appreciation of the main issues in the component areas of job oversight. A good track record in institutional development and management (including people-management) in small but diverse societies, together with an appreciation of the peculiar requirements of a tertiary-level teaching and research institution, would be distinct assets. Familiarity with the processes and procedures of bilateral and multilateral funding agencies, and with the preparation of consultancy proposals would be desirable. The ideal candidates would be performance-focused, output- and outcome-oriented, people-friendly, and willing and capable of encouraging high level performance from subordinates. Emphasis in candidate-selection would be placed on a demonstrated track-record.

Specific

The successful candidate would be expected to direct and coordinate the activities and operations of the professional staff in the following non-academic Departments of the University of Belize, ensuring the timely supply of appropriate services and support to the teaching, research and academic functions of UB, with particular attention to the needs of students:

Office of the Director of Finance

Office of the Director of Human Resources

Office of the Director of Information and Communication Network

Office of the Director of Campus Operations and General Services

Office of the Chief of Security
Office of Public Information

in line with the Mission and Vision of the University, and in accordance with the approved annual work programme and budget, and in accordance with the approved medium-term development programme. The successful candidate would provide guidance and support, as required, to each of the Offices under the span of control; and would work closely with the Provost and the Director of Planning and Development.

The successful candidate is expected to have a working knowledge of the areas under the span of control, and to be able to draw on the specific technical capacities of the professional staff in each area in order address or offer recommendations for addressing issues as they arise.

The Vice-President Administration is primarily responsible for the management of the non-academic operations of the University, reports to the President, and is a member of the senior management team.

Knowledge and Skill Requirements:

- Highly motivated, self-driven, resourceful individual, interested primarily in the development of Belize and willing to work in a challenging environment, to fill key management positions in the organization.
- Experienced professional with wide-ranging work-performance backgrounds that include working knowledge in and appreciation of the main issues in the component areas of the job portfolios.
- A good track record in institutional development and management (including people-management) in small but diverse societies, together with an appreciation of the peculiar requirements of a tertiary-level teaching and research institution would be distinct assets.
- Familiarity with the processes and procedures of bilateral and multilateral funding agencies and with the preparation of consultancy proposals would be desirable.
- Performance-focused, output- and outcome-oriented, people-friendly, and willing and capable of encouraging high level performance from subordinates.
- Emphasis in candidate-selection would be placed on demonstrated track-records
- Working knowledge of Spanish would be useful.