



THE UNIVERSITY OF THE WEST INDIES
 ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES
INSTITUTE OF INTERNATIONAL RELATIONS
DIRECTOR

Overview

The St. Augustine Campus is seeking a suitable candidate to fill the post of Director of the Institute of International Relations (IIR). The IIR is a regional, autonomous academic institution located at the St. Augustine Campus. The Institute is dedicated to the conduct of advanced research and teaching concerning the international challenges of the contemporary world, with special emphasis upon the Caribbean and Latin American regions. The Director is expected to be a dynamic and innovative individual, able to provide academic leadership in international relations, sustain effective relations with governments and non-governmental bodies and generate revenue for the Institute.

Qualifications and Experience

The successful candidate must possess a PhD from a recognized university, which should be in International Relations or a closely related field.

Candidates should also possess:

- Teaching experience at a recognized university
- Substantial record of relevant publications in reputable, peer-reviewed journals
- Good record of revenue generation through grant/donor/other funding
- Good record of accomplishment in mentoring junior Faculty members and graduate students
- Demonstrated leadership experience in academia and/or in other relevant institutions
- Expertise in at least one (1) of the following areas or in another closely related field:
 - International History & Politics
 - International Trade & Economics
 - International Law
 - Global Governance
 - International & Regional Relations

Candidates with the following would have an advantage:

- Professional qualifications in International Relations and/or Diplomacy
- Supervision of postgraduate students
- Experience in course management
- Prior evidence of organization of seminars and workshops

The following would be considered assets:

- Certificate in University Teaching and Learning
- Professional qualifications in Business Management and/or Leadership
- Experience reporting to a Board of Directors
- Consultancy experience in International Relations or related field
- Grant writing experience
- Experience in the development/ implementation of a strategic plan
- Demonstrated experience in mediation
- Proficiency in Project Management

Special Responsibilities

- Exercising leadership in teaching, research, general scholarship, outreach and service
- Overseeing the development and execution of the Institute's strategic plan
- Acting as the driver of innovation and change within the Institute

- General administration of the day to day operations of the Institute
- Generating revenue for the Institute
- Managing the funds of the Institute within approved estimates
- Sustaining effective relations with governments and intergovernmental bodies, non-governmental organizations, diplomatic and consular corps and the private sector, especially at the regional level, and with foreign academic institutions and think tanks
- Collaborating with Departments in reputable institutions internationally to build networks and expand resource base
- Representing, either personally or by a nominee appointed by him/her, upon such Authorities, Boards or Committees of the University as may be required or allowed by the University
- Organizing special programmes and projects in furtherance of the objectives of the Institute
- Initiating and implementing general policies of the Institute as approved by the Board
- As an academic, endeavouring to teach, conduct research, attend conferences, and publish
- Overseeing the work of the Diplomatic Academy of the Caribbean
- Submitting an Annual Report to the Board

Personal Attributes

The Campus 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:

- Be able to work effectively with academic and senior administrative staff on major projects across the University
- Be able to build successful relationships with senior leaders in the national, regional and international public and private sectors
- Display sound leadership and team-building skills, and cultivate a positive work culture at the IIR
- Demonstrate diplomacy in balancing and resolving the conflicting interests of stakeholders, while retaining the confidence and respect of all
- Be able to effectively network in the private and public sectors
- Be able to lead both academic and administrative staff
- Be proactive, conscientious and focused
- Be innovative and solutions oriented
- Be able to motivate staff to achieve determined goals
- Have good presentation skills
- Be able to work well independently

The twin island republic state of Trinidad and Tobago offers tropical, welcoming Caribbean lifestyles as well as a melting pot of languages, religions, nationalities, and cultures. Diversity is primarily due to its geographical location at the crossroads of the Caribbean, South America, and Africa. Birthed is a nation whose history is characterized by migration and an unique cultural mix. Having such a diverse cultural environment enriches the experience and fosters an inclusive and tolerant atmosphere on campus. The St Augustine Campus, located 15 kilometres from Port-of-Spain, was established when the University College of the West Indies merged with the Imperial College for Tropical Agriculture. Campus grounds boast tropical trees, rare flowering plants and botanicals which not only contribute to the aesthetic beauty of the Campus but also hold immense cultural significance as a living representation of Trinidad and Tobago's rich biodiversity and environmental heritage.

Detailed application and full curriculum vitae should be sent to the University Registrar, Office of Administration, The University of the West Indies, Regional Headquarters, Jamaica W.I., to e-mail: hraplications@uwimona.edu.jm Three (3) referees (one of whom should be from your present organization) must be indicated. Application forms may be obtained at <http://www.sta.uwi.edu> in the Faculty & Staff, Staff Vacancies section. Further particulars including remuneration package may also be obtained at the above address. In order to expedite the appointment procedures, applicants are advised to ask their referees to send their **signed** references under **CONFIDENTIAL** cover **DIRECTLY** to the University Registrar at the above address without waiting to be contacted by the University.

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

Deadline for receipt of applications: June 25, 2024
