



REF# 164/35 III R4

THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE, REPUBLIC OF TRINIDAD AND TOBAGO, WEST INDIES

FACULTY OF FOOD AND AGRICULTURE **OFFICE OF THE DEAN**

COMMUNICATIONS, PUBLICATIONS AND MEDIA OFFICER (LEVEL I)

Qualifications and Experience

The successful candidate must possess at minimum, a Master's Degree from a recognised university, which should be in Journalism, Public Relations, Marketing, Communication, Communication and Education or a closely related field.

Candidates should also possess:

- At least five (5) years' experience in communications, publications and media position at a senior level in academic and/or a business environment
- Experience in monitoring and evaluating websites and social media platforms
- Experience in managing academic Journal Publications
- A track record of skills acquired in each of the following areas:
 - Managing academic journals in a higher education environment
 - Media Relations
 - Public Relations
- Proficiency in using analytics tools, such as Google Analytics data or social media dashboards
- Considerable knowledge of UWI policies, procedures, regulations and protocols

Candidates with the following would have an advantage:

- Experience in design of developmental programmes
- Expertise in Marketing, Digital Marketing and Branding
- Proficiency in digital media literacy and content strategy (including market research, content creation and story-telling, and writing excellence)
- Proficiency in AI and Automation
- Competence in establishing marketing goals and objectives and identifying strategies for achieving them

The following would be considered assets:

- Training/Certification in Communication and Education
- Experience with international and regional partnerships (e.g., UNESCO, FAO, IICA, CARICOM, etc.)
- Experience in development of marketing, communication and advertising strategies and advertising
- Extensive experience in the use of information technologies (e.g., Microsoft Office, IT systems)
- Experience in project management
- Knowledge of agricultural and environmental sector operations
- Knowledge of procedures and best practices in Marketing and Publications

Key Responsibilities

- Guiding and managing the Faculty's external and internal official communications
- Developing communications, public relations and marketing programmes.
- Determining appropriate communications outlets and events to increase the knowledge and exposure for the Faculty
- Engaging in Faculty outreach activities

- Working with campus's Office of Marketing and Communications to generate and release media advisories, press releases, and statements and proactively pitch outlets around key issues
- Managing the Faculty's webpages (Tropical Agriculture website and Faculty's website); in so doing coordinating updates and content reviews and revisions, performing testing and quality control, and ensuring websites comply with the STA's guidelines
- Serving as the Managing Editor of the Journal of Tropical Agriculture, with responsibility for all communications and publications
- Writing, editing, formatting and assembling documents and publications (e.g., Faculty's newsletter) for the Faculty, ensuring that they are in compliance with University standards and requirements
- Maintaining publication quality and ensuring all official productions meet the required standards in every aspect
- Managing the production of educational material in various formats and ensuring their dissemination in a variety of media formats
- Assisting with the research and summary of information; writing briefings, speeches and presentations
- Planning and coordinating the Faculty's exhibitions, research and open days and other promotional activities of the Faculty
- Working with various stakeholders, including the Ministry of Agriculture and other agricultural organizations (national and regional) to plan, organise and implement conferences, workshops and exhibitions
- Managing the staff of the Communications, Publications and Media Unit
- Performing any other duties as may be assigned by the Dean of Faculty or his designate

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 a strategic thinker with strong analytical and problem-solving abilities
- Be tactful and trustworthy
- Have proven team leadership skills that are goal-oriented, and foster an environment that stimulates both teamwork and teambuilding
- Have a cooperative and service-oriented attitude
- Be flexible and willing to take on management responsibilities that will nurture collaborative engagement
- Have organisational and decision-making skills
- Be creative and innovative skills and ability to attain new, better strategies, approaches, and solutions to challenges
- Be willing to forge working relationships and meaningful engagement with external stakeholders
- Be able to set priorities and see projects through to completion
- Display integrity, particularly in the handling of highly confidential matters
- Be able to work in a multi-faceted environment
- Have a calm and conciliatory demeanour
- Be client-focused
- Be willing and able to work efficiently in teams with people from different backgrounds
- Have strong conflict management skills

Detailed application and full curriculum vitae should be sent to the Campus Registrar, c/o HR Division (Appointments Section), Main Administration Building, The University of the West Indies, St. Augustine, Trinidad and Tobago, W.I. via e-mail: STA-HRApplications@uwi.edu. Two (2) referees (one of whom should be from your present organization) must be indicated. Application forms may be obtained at <https://sta.uwi.edu/jobs/> 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 Campus Registrar at the above address without waiting to be contacted by the University. **Applications received after the deadline date will not be considered.**

The University would like to thank all applicants for their interest. Please note, however, that only shortlisted candidates will be acknowledged or contacted.

Deadline for receipt of applications: 2026 July 05