



Office of Human Resource Director

P. O. Box 340
Hummingbird Avenue
Belmopan City, Cayo District
Belize C.A.

Tel: (501) 822-3115/3680
Fax: (501) 822-1107
Email: hgentle@ub.edu.bz
Website: www.ub.edu.bz

Job Description

Job Title: Director of Planning and Development

Department: Planning and Development

Duty Station: Belmopan Campus

Reporting relationship: Reports to the President

Supervisory Responsibilities: All Planning and Development Staff

Scope of Responsibility:

- Conceptualizing, proposing, designing and planning, guiding and overseeing implementation, and assessing and evaluating: approaches, operations, programmes and activities to effect the preparation, coordination, implementation, and maintenance of the annual work programmes, the rolling medium-term programmes, and the long-term development vision for the institution.
- Ensuring operations consistency and complementarity across the institution.
- Interface and interact with every aspect of the University's operations and locations, particularly as they affect the core teaching, community outreach, and financing functions.
- Play a critical role in advising on the institutions and on the relationships that UB should seek to engage with and enter into, in keeping with its own needs and objectives and those of the Belizean community that it serves, and with a view to its own ability to sustain those relationships, given its resources and capacity.
- Demonstrate appreciation of and sensitivity to the core teaching functions of the institution and the requirements of maintaining a high level of programme and teaching quality delivery, together with the need to keep knowledge-acquisition costs to students affordable, while keeping the institution within a sustainable business-model envelope.

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.