



The University of Belize is seeking to transform itself into a vibrant national source of the talent required to sustain the continuing development of Belize. We are looking for highly motivated, self-driven, resourceful individuals, interested primarily in the development of Belize and willing to work in a challenging environment, to fill key management positions in the organization.

The ideal candidates would be experienced professionals 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. 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 demonstrated track-records. While operations at UB are conducted in English, a working knowledge of Spanish would be useful.

## **Vacant Management Positions:**

### **1. Vice-President, Administration**

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. Reporting directly to the Vice-President, Administration are:

- i. Director, Finance
- ii. Director, Human Resources
- iii. Campus Administrator (Physical Facilities and Security)
- iv. Director, Information and Communications Technology Department
- v. Director, Office of Public Information

### **2. Director, Planning and Development**

Reports to the President, and is charged with the task of conceptualising, 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. A key function involves ensuring operations consistency and complementarity across the institution.

The Director and staff of the Office of Planning and Development will need to 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. The Office is expected to 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. The Office will 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.

### **3. Director, Finance**

The Finance Office of UB manages the accounting and financial activities of the institution in accordance with International Financial Reporting Standards. Transactions volumes are large, in keeping with the people-centred nature of the institution (students and staff), and resource constraints require tight management of financial operations. Activities are currently managed by a combination of manual and computer-based systems. A critical task of the Director will involve overseeing the design and implementation of a fully computer-based system that interfaces with other systems in the institution (in particular, the Human Resources management, payroll, and student affairs management systems). One critical objective will be the timely production of accurate financial statements and analyses that allow for effective management decisions covering the operations of the institution.

Interested persons are invited to apply:

- Online at [www.ub.edu.bz](http://www.ub.edu.bz) under **About UB**, opportunities/vacancies (<http://www.ub.edu.bz/university/jobs.php>). Please upload a cover letter, curriculum vitae, the names and addresses of three referees (including present or past employers and work colleagues), and copies of relevant degrees and certificates. Or by mail, email or courier to:

Human Resource Director  
P.O. Box 340  
University of Belize  
Humming Bird Avenue  
Belmopan City, Cayo District  
Belize, Central America  
Tel: (501) 822-3115/3680  
Email: [ubseniorvacancies@ub.edu.bz](mailto:ubseniorvacancies@ub.edu.bz)

Queries may be addressed to: [ubseniorvacancies@ub.edu.bz](mailto:ubseniorvacancies@ub.edu.bz) .

**APPLICATION DEADLINE: September 30, 2014**