



Director of Human Resources Division

FURTHER PARTICULARS

Be part of a Great West Indian Tradition

The University of the West Indies (UWI) is a well-established independent university that serves 17 countries of the Commonwealth Caribbean: Anguilla, Antigua & Barbuda, The Bahamas, Barbados, Belize, Bermuda, The British Virgin Islands, The Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago, and the Turks & Caicos Islands. [Read more ...](#)

Ranked Among the Best

Only Caribbean University Ranked Among BEST IN THE WORLD



- ▶ CARIBBEAN'S #1
- ▶ WORLD'S TOP 1.5 %
- ▶ LATIN AMERICA'S TOP 20
- ▶ WORLD'S GOLDEN AGE TOP 100
- ▶ IMPACT RANKINGS 2.5%

An innovative, internationally competitive, contemporary university deeply rooted in the Caribbean, The UWI is an international university, in every respect, with links extending beyond the region to well over 100 universities worldwide.

The Times Higher Education rankings in 2018 and 2019, placed The UWI as the number 1 ranked university in the Caribbean out of over 200 registered institutions across the region; and among the top 3% of some 2,000 registered universities in the wider Latin America and the Caribbean. In 2020 The UWI was ranked among the THE's top 100 "Golden Age" universities established between 1945 and 1967. [Read more ...](#)

About UWI

The first of UWI's five campuses began in 1948 at Mona, Jamaica, as a College of the University of London. The St. Augustine Campus in Trinidad & Tobago was added in 1961 and UWI achieved full university status in 1962. St. Augustine was followed by campuses at Cave Hill, Barbados (1963), the Open Campus (2008), and the Five Islands Campus in Antigua & Barbuda (2019). [Read more ...](#)

Our 8 Faculties

Teaching at the St. Augustine Campus takes place within eight faculties - Engineering, Food & Agriculture, Humanities & Education, Law, Medical Sciences, Science & Technology, Social Sciences, and Sport. Each Faculty offers a wide range of undergraduate and postgraduate programmes. [Find out more ...](#)

Get to Know Us

Visit <https://www.uwi.edu/> to find out more about The UWI. For more on the St. Augustine Campus, visit <https://sta.uwi.edu/>. Read the latest Campus news in our monthly publication, [UWI Today](#) and follow us on social media [Facebook](#), [Twitter](#), [Instagram](#), [YouTube](#), [LinkedIn](#).

About The Office of the Campus Principal

The Office of the Campus Principal, St. Augustine Campus is responsible for the academic, financial, and administrative management of the campus. The Campus Principal provides strategic leadership and guidance to the Campus Management team, and chairs various Campus Committees that are responsible for the oversight of governance and statutory matters. Our Campus Principal also represents the St. Augustine Campus at regional UWI Executive Management Meetings and on University Committees.

The following are Sections for which the Campus Principal has oversight:

- Office of the Campus Registrar
- The Campus Bursary
- The Artificial Intelligence Innovation Centre (AIIC)
- The St. Augustine Campus Information Technology Services (CITS)
- Campus Office of Planning and Institutional Research (COPIR)
- Campus Commercial Business Office (CCBO)
- Campus Projects Office (CPO)
- Child Learning and Discovery Facility
- Cocoa Research Centre (CRC)
- Human Resources Division
- Marketing and Communications Office
- The Office of Institutional Advancement and Internationalisation (OIAI)
- The Procurement Unit
- St. Augustine Centre for Innovation and Entrepreneurship (StACIE)

- The Alma Jordan Library
- The UWI Global School of Medicine

Human Resources Division

The Human Resources Division is headed by the Director, Human Resources and reports to the Campus Principal.

The Human Resources Division is responsible for the full spectrum of human resource activities and initiatives geared towards enabling the Campus in the pursuit and achievement of its objectives. These include:

- Attracting, recruiting, engaging, developing, and retaining a cadre of qualified and motivated employees; and
- Fostering a caring, positive and professional work environment conducive to teaching and learning

The successful candidate would be expected to lead the development and implementation of these initiatives and activities.

Human Resources Establishment

The Director is directly supported by a team comprised of the following:

- 2 Assistant Registrars – Human Resources
- 1 Assistant Registrar – Industrial Relations
- 2 Human Resource Officers

Tenure of Appointment

Appointment as Director, Human Resources Division will normally be for three (3) years in the first instance, with eligibility for consideration for renewal.

Appointment to this post is subject to the [Charter of the University and to its Statutes, Ordinances, Rules and Regulations](#), including Statute 36 – Retirement of Members of Staff.

Further details may be obtained from the Office of the Campus Principal, The University of the West Indies, St. Augustine, Republic of Trinidad and Tobago.

Director, Human Resources Division

The St. Augustine Campus is seeking a suitable candidate to fill the post of Director, Human Resources.

The University of the West Indies (UWI) is an internationally competitive University, deeply rooted in the Caribbean and committed to offering quality higher education.

The UWI, St. Augustine Campus requires an energetic visionary, a proactive and results oriented professional for the post of Director, Human Resources. The Director, Human Resources will be responsible for reimagining the St. Augustine Campus's Human Resources (HR) functions, culture, structure, and policies, and providing strategic direction and expertise for the full scope of the HR function. The successful candidate will develop and execute the HR strategy for the Campus utilising key HR best practices and initiatives.

The Director, Human Resources will report to the Campus Principal and will partner with the Campus Executive Management team to implement the vision, in support of the University's mission of academic excellence, regional development and global engagement.

The successful candidate is expected to function as a strategic partner, change and digital transformation champion; to be a proactive problem solver, and employee advocate and activist; and to be proficient in HR Scorecarding. Competence in the use of HR Analytics and being an all-round proponent for the effective application of technology will be critical to creativity and agility in the design, implantation, and administration of human

resources initiatives, processes, and programmes.

Qualifications and Experience

The successful candidate must possess at minimum, a Master's degree in Human Resource Management, Business Administration, Business Psychology or a closely related discipline.

Candidates should also possess:

- At least ten (10) years of leadership experience in a human resources environment
- Experience in implementing organisational development strategies in Human Resources, Organisation Restructuring and Transformation

Candidate with the following would have an advantage:

- Experience in dealing with recognised majority unions/bargaining units
- Knowledge and skills in each of the following areas:
 - Alternative Dispute Resolution
 - Strategic Workforce Planning
 - Conflict Management
 - Change Management

Experience in a higher education or similar environment would be an asset.

Key Responsibilities

- Overseeing all HR functions, including developing and implementing strategies to attract, retain, and develop top talent, onboarding, performance management, succession planning and employee relations including industrial relations
- Ensuring the effective management and development of the Campus's human resources through workforce planning,

driven by the use of HR analytics that are aligned to the Campus's needs

- Reviewing, developing, implementing, updating and communicating HR strategies, policies and operational procedures
- Providing strategic advice and guidance on HR matters and HR best practices to the Campus's Senior Management and Heads of Department/Unit
- Addressing staff requests that arise from the three key HR areas: recruitment; training and development; and general HR administration
- Driving organisational change initiatives, including culture transformation and process improvements, to enhance efficiency and improve employee engagement across the Campus
- Acting as a mediator and leading conflict resolution initiatives within the Institution, ensuring that disputes are managed fairly, expeditiously, effectively, and in line with University and Industrial Relations policies and relevant laws
- Managing, developing and motivating the HR team to deliver high-standard HR support to the Campus
- Setting, assessing, improving and regularising overall performance standards across the Campus
- Performing other related duties as assigned by the Campus Principal or designate
- Have proven leadership skills, including clear goal setting, prioritisation, and the ability to lead in an environment that promotes teamwork and teambuilding
- Possess strong organisational and decision-making skills, analytical and problem-solving abilities
- Be able to work in a complex, fast-paced environment, across multiple tasks with short- and long-term deadlines
- Be proficient in HR Scorecarding
- Be competent in the use of HR Analytics
- Have proven skills in the effective application of technology
- Have proven ability to think strategically
- Have excellent critical thinking skills

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:

Remuneration Package

Annual Salary Range:

HR Director:

Estate Manager:

Minimum - TT\$410,688.00 per annum

Maximum - TT\$462,360.00 per annum

Benefits:

- Special allowance of 6% of basic salary;
- Transportation Allowance of TT\$3,250.00 per month;
- Up to five economy class passages plus baggage allowance of US\$3,000.00 (TT\$ equivalent) on appointment and normal termination (persons recruited from outside of T&T);
- Unfurnished accommodation at 10% or furnished at 12.5% of basic salary, or housing allowance of 20% of basic salary to staff making own housing arrangements;
- UWI contribution of equivalent of 10% of basic salary to Superannuation Scheme;
- Annual Study and Travel Grant (available after first year of service) -TT\$24,548.00 per annum;
- Institutional Visit Allowance (available after first year of service) – TT\$7,200.00 per annum;
- Book Grant – TT\$6,000.00 per annum
- Contributory Health Insurance – 50%
- Group Life Insurance Scheme

As Director:

- Entertainment allowance – TT\$12,000.00 per annum

*The Registry
St. Augustine
File # 67/164 I
2026 September 02
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