



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 a highly motivated, self-driven, resourceful individual, interested primarily in the development of Belize and willing to work in a challenging environment, to fill this key management position in the organization.

The ideal candidate would be an 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. The ideal candidate 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.

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

Interested persons are invited to apply:

- Online at www.ub.edu.bz under About UB, opportunities/vacancies (<http://www.ub.edu.bz/university/jobs.php>).
- 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

- Please upload a cover letter, curriculum vitae, the names and addresses of three referees (including present or past employers and work colleagues), copies of relevant degrees and certificates, and a valid police record.
- **Only short-listed applicants will be contacted.**
- Queries may be addressed to: ubseniorvacancies@ub.edu.bz.

DEADLINE TO APPLY: February 1, 2016