



## **Vice-President, Administration**

*The University of Belize is seeking a Vice-President to support the effort to transform itself into a vibrant national institution committed to sustaining the continuing development of Belize.*

### ***The Opportunity***

The ideal candidate would be an experienced professional with a wide-ranging work performance background that includes working knowledge in and appreciation of the main issues in the administration of institutions similar to the University of Belize. 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 multi-lateral funding agencies and with the preparation of consultancy proposals would be desirable.

Reporting to the President, who carries overall responsibility for the functioning of the institution, the Vice-President, Administration (VPA) is responsible for the day-to-day management and administration of, as well as medium-term planning for, the non-academic operations of the University, including its staffing. The VPA has specific oversight responsibility for human resources recruitment and management; accounting and financial management; information networking, online teaching delivery and telecommunications; public relations; physical facilities management; and security; but needs to collaborate and work closely with the Vice-President, Academic Affairs (also styled "the Provost") in the management of a multi-locational, educational institution whose departments are interdependent and whose operations are fully integrated.

One of the two Vice-Presidents, as designated from time to time by the President or the Chairman of the Board, is responsible for the day-to-day management of the institution in the absence of the President.

The ideal candidate would be performance-focused, output and outcome-oriented, people-friendly, and willing and capable of encouraging high-level performance from team members. Emphasis in candidate selection would be placed on a demonstrated track record.

### *Minimum Requirements:*

- Master's degree in a management or business discipline;
- Minimum of ten (10) years of progressively responsible supervisory experience in a related field;
- Demonstrated ability to work collaboratively and effectively with both internal and external constituents;
- Excellent analytical, organizational, oral and written communications skills.

While operations at UB are conducted in English, a working knowledge of Spanish and other languages would be useful.

### *Ideal Characteristics*

- Impeccable integrity;
- People-centred with outstanding interpersonal communications skills with a demonstrated ability to develop strategic partnerships;
- Proven leader and skilled manager with an inclusive leadership style who will empower faculty, staff and students to think creatively;
- Ability to interact effectively with organizations as the face and voice of the University, attracting needed resources and acting as the advocate for the institution's mission to drive national development;
- Ability to work in a non-partisan way with all stakeholders;
- Persuasive leader who will work with the Office of Development, faculty, staff and the Alumni Association in the development of donor prospects;
- Strong focus on the delivery of the highest possible quality of the main University product: the student graduate; and
- Commitment to the establishment and maintenance of the highest level of academic quality.

### *Compensation and Terms of Engagement:*

This is a full-time contractual appointment. Compensation and terms of engagement will be competitive with those associated with posts carrying similar breadth of responsibilities at institutions in the region similar to the University of Belize.

### *Applications:*

Interested persons are invited to apply.

Documents may be scanned and sent electronically online to:  
[ubseniorvacancies@gmail.com](mailto:ubseniorvacancies@gmail.com).

Or by mail or courier to:

**Senior Post, Office of the President**

P.O. Box 340

University of Belize

Hummingbird Avenue

Belmopan City, Cayo District

Belize, Central America

Candidates should include a cover letter, detailed curriculum vitae, and copies of relevant degrees and certificates. To expedite the applications process, candidates are requested to include also the names, addresses, and electronic contact information (including telephone numbers) of **five (5)** referees (two persons who report directly to the candidate, at least two persons to whom the candidate reports directly, and one other person). The University of Belize must have authorization from candidates to contact the identified referees. Queries may be addressed to: [ubseniorvacancies@gmail.com](mailto:ubseniorvacancies@gmail.com).

**DEADLINE TO APPLY: May 13, 2016**

For more information about The University of Belize, please visit:

<http://www.ub.edu.bz/>