



## THE UNIVERSITY OF THE WEST INDIES

### **SENIOR LEGAL OFFICER III (UNIVERSITY COUNSEL)**

The University of the West Indies invites applications for the position of Senior Legal Officer III (University Counsel) in the Legal Unit, Vice Chancellery.

#### **Job Summary:**

The SLO III (University Counsel) functions as General Counsel to the regional University of the West Indies and reports directly to the Vice Chancellor. The SLO III (University Counsel) heads the Legal Unit (a sub-office of the Office of the Vice Chancellor) that provides advice to the Vice Chancellor, the University Registrar and other Senior Managers of the regional University on matters of law, policy, procedure and institutional governance. The SLO III (University Counsel) is required to provide oversight and leadership to a small team of attorneys.

#### **Duties and Responsibilities (illustrative)**

- Provides legal advice and opinions to the Vice Chancellor, the University Registrar and other Senior Managers on issues affecting the operation of the regional University, including the interpretation and application of the Charter, Statutes, Ordinances, Rules and Regulations of the University, and matters relating to corporate governance, staff and students, intellectual property, pensions and contracts with external entities
- As a member of the Standing Committee on Regulations, participates in the drafting of Statutes, Ordinances, Rules and Regulations of the University
- Drafts, vets and negotiates contracts to which the University is a party
- Keeps fully informed on legislation in the Contributing Countries of the University that affects the University's operations
- Participates in the development and/ or review of University policies
- Represents the University in legal matters and determines the circumstances in which the services of outside legal counsel may be retained and monitors and evaluates such services;
- Serves on University Committees at the direction of the Vice Chancellor
- Oversees the professional and administrative operation of the Legal Unit.

#### **Qualifications and Experience**

- Bachelor's Degree in Law (Master's Degree in Law preferred) from a recognised University and admission to practise at the Bar of one or more of the Contributing Countries of the University;
- At least 15 years' experience in legal practice, including at least 5 years of direct supervisory experience in a law firm. Government agency or other organisation

- Familiarity with Caribbean legal systems.

### **Required competencies**

- Excellent presentation and communication skills, both oral and written
- Good research, writing, legal drafting and negotiation skills
- Sound judgment, strong analytical and problem-solving skills and the ability to deal with complex legal issues
- Good leadership, management and inter-personal skills
- The ability to work collegially with diverse personnel and in different complex environments;
- The ability to work independently and effectively without supervision
- Proficiency in the use of relevant computer applications.

Detailed applications giving (i) full particulars of qualifications and experience, biodata; and (ii) the names, titles, mailing and email addresses, fax and telephone numbers of three (3) referees should be sent as soon as possible to the: University Registrar, Office of Administration, The Vice Chancellery, Regional Headquarters, University of the West Indies, Mona, Kingston 7, Jamaica, W.I. Email ([oadmin@uwimona.edu.jm](mailto:oadmin@uwimona.edu.jm)) or Fax: (876) 977-1422.

Further particulars of the post including full details of the remuneration package may be obtained from the Office of Administration by contacting us on Fax: (876) 977-1422; Email: [oadmin@uwimona.edu.jm](mailto:oadmin@uwimona.edu.jm). or website <http://www.uwi.edu>.

**Closing date for receipt of applications – July 13, 2012.**