



UNIVERSITY of GUYANA **ADVERTISEMENT**

The University of Guyana invites suitably qualified persons to apply for the following position:

CHIEF ACCOUNTANT

Job Summary

The Chief Accountant is responsible for the management, supervision and oversight of the accounting activities of the University in accordance with the International Financial Reporting Standards, the Fiscal Management and Accountability Act of Guyana 2003 (where relevant) and UG Financial Regulations. He/she reports to the Bursar.

Qualification and Experience

1. A Masters degree in Finance or Accounting, with at least 10 years' experience at a senior management level.
2. Membership of a recognised professional accounting body.
3. The candidate must demonstrate a working knowledge of the operations of financial institutions, (Government and Private Sector) procurement, budgeting and cash flow management.
4. Good leadership, interpersonal and advocacy skills.

Key responsibilities include

- Manage the implementation and monitoring of all accounting and financial policies, procedures and systems of the University.
- Review and Make appropriate recommendations, where necessary, for change in the accounting and financial policies, procedures and systems.
- Overseeing effective operations of a computerised payroll.
- Supervise and Maintaining financial records, and the implementation and monitoring of controls and systems to ensure the safe custody of the assets of the University, including inventory and non-current assets.
- Develop and Implementing procedures and controls for the timely and cost efficient purchase of materials and services, both locally and internationally; and maintaining cost effective inventory holdings.

Salary Scale: UA5: \$433,799 - \$527,595

Placement on Salary Scale would be dependent on level of qualification and relevant experience.

Benefits currently include non-taxable housing, entertainment and travelling allowances, contributory medical and pension schemes; annual and vacation leave, leave passage and academic materials allowance

LEGAL OFFICER

Job Summary

The Legal Officer provides technical guidance, inputs and oversight of all the University's legal obligations and transactions. He/she reports to the Vice-Chancellor.

Qualification and Experience

1. LLB and LEC and LLM is an advantage;
2. 5 years of experience in general corporate practice;
3. Admitted to practice law in Guyana.
4. Strong academic credentials and excellent analytical, research, writing, problem-solving and interpersonal skills.

Key responsibilities include

Litigation:

- This ultimately involves the management of cases within the context of the University's Acts and Statutes, Tribunals and Courts in liaison with external lawyers as required by the University. Duties include preparation of briefs, preparation of witnesses for pre-trial and hearing and preparation of updates to the management in relation to the frequent amendments of statutes.

Student / Staff Disciplinary Process:

- The legal Officer shall as the University Counsel directs from time to time, provide advice on student/Staff disciplinary matters. The Legal Office is of paramount significance in the actualization of the Staff and Student Disciplinary Processes throughout the University, as it ensures that appropriate charges are properly drawn /crafted.

Collaborations:

- The Legal Unit will be actively involved in formulation and guidance on preparation of documents such as Memoranda of Understanding, Collaboration agreements and Proposals and like documents. The Legal Officer is expected to peruse with great alacrity and skill having regard to the objects of the University as an institution, make amendments/corrections as necessary to meet standards for execution.

Intellectual Property (IP):

- More and more the University is engaged in dialogue on matters pertaining to intellectual policy, including the negotiation, preparation and / or vetting of research and technology transfer agreements. The legal Officer, whilst not expected to be an expert in this area is expected to be able to address general matters pertaining to IP and to guide University Personnel on the application of IP laws and principles alongside the University's own policies.

General Contracts and Agreements that Bind the University:

- He or She is called upon to peruse and verify procurement and maintenance contracts to ensure compliance with University and Government of Guyana procurement standards.

Pension Matters:

- The Legal Counsel is required to offer advice on matters relating to the various pension funds operated by the university as an institution. The Legal Officer may be asked to advice on issues relating to the administration of the pension funds, and entitlements to beneficiaries.

Record Keeping:

- The Legal Office is mandated with recoding and or maintain a record of all legal instruments within this remit. Record keeping shall be the objective evidence that the actual practice conforms to the written procedures. Records shall be appropriately identified before being stored in suitable locations, which allow for confidentiality, normal protection from deterioration or damage and from where they can be easily retrieved.

Acts, Statute, Ordinances, Rules and Regulations:

- The Legal Officer will assist in drafting amending and interpreting these legislative documents

Reporting to the Vice Chancellor, the incumbent will:

- Handle general legal issues for the University as assigned
- Furnish a high level of professional legal service to the University
- Conduct legal research
- Advise University officials on law and policy relating to the operations of the University
- Interact with members of the legal profession, officials of the state and others as required to perform his or her duties and responsibilities.

Specific areas of practice include: higher education law, land law, intellectual property, contract law, corporate law, administrative law, construction, and other areas as required.

Salary Negotiable

Benefits currently include non-taxable housing, entertainment and travelling allowances, contributory medical and pension schemes; annual and vacation leave, leave passage and academic materials allowance

CIVIL ENGINEER

Job Summary

The Civil Engineer is responsible for the design, development and construction of a civil of projects in the built and natural environment, ensuring the safe, timely and well-resourced completion of projects in many areas.

Liaising with contractors, you will plan, manage, design and supervise the construction of projects. You'll work in a number of different settings and, with experience, could run projects as a project manager.

Qualification and Experience

1. A Degree in Civil Engineering and six(6) years of experience in surveying, engineering design, inspection and drafting, two (2) of which must include supervisory responsibilities OR any equivalent combination of education and experience
2. Membership of a recognised professional engineering body.
3. Good leadership, interpersonal and project management skills.

Key responsibilities include

- undertake technical and feasibility studies and site investigations;
- develop detailed designs;
- assess the potential risks of specific projects, as well as undertake risk management in specialist roles;
- supervise tendering procedures and put together proposals;
- manage, supervise and visit contractors on site and advise on civil engineering issues;
- oversee the work of junior staff, or mentor civil engineers throughout the chartered process;
- communicate and liaise effectively with colleagues and architects, subcontractors, contracting civil engineers, consultants, co-workers and clients;
- think both creatively and logically to resolve design and development problems;
- manage budgets and other project resources;
- manage change, as the Faculty may change their mind about the design, and ensure relevant parties are notified of changes in the project;
- lead teams of other engineers, perhaps from other organisations or firms;
- compile, check and approve reports;
- review and approve project drawings;
- use computer-aided design (CAD) packages for designing projects;
- undertake complex and repetitive calculations;
- schedule material and equipment purchases and delivery;
- attend public meetings to discuss projects, especially in a senior role;
- adopt all relevant requirements around issues such as building permits, environmental regulations, sanitary design, good manufacturing practices and safety on all work assignments;
- ensure that a project runs smoothly and that the structure is completed on time and within budget;
- correct any project deficiencies that affect production, quality and safety requirements before final evaluation and project reviews.

Salary Scale: UA4 : \$276,424 - \$428,939

Placement on Salary Scale would be dependent on level of qualification and relevant experience.

Benefits currently include non-taxable housing, entertainment and travelling allowances, contributory medical and pension schemes; annual and vacation leave, leave passage and academic materials allowance

DIRECTOR HUMAN RESOURCES

Job Summary

The Director, Human Resources Division is responsible for the planning and implementing of the University's Human Resource function in accordance with the policies, procedures and practices of the University and in compliance with all applicable laws. He/she reports to the Vice-Chancellor.

Qualification and Experience

1. A Masters Degree in Human Resource Management, Management or Organisational Behaviour with at least 7 years' experience at a senior management level. **OR** A First Degree with at least 10 years' experience at a senior management **OR** A PhD at least 5 years' experience at a senior management
2. Membership of a recognised professional HR body.
3. Good leadership, interpersonal and advocacy skills.

Key responsibilities include

- Plan, develop, organize, implement and manage the University's Human Resources functions and performance, including employee relations, conflict/grievance resolution, compensation, benefits, classification, recruitment, employee orientation and subsequent learning/development, and Human resources information systems to achieve the objectives of the University.
- Translate the University's Strategic Plan into HR strategic and operational plans and ensure the completion of Strategic plan action items.
- Implement strategies to ensure the maintenance of a stable industrial climate on the University
- Lead the negotiation on Collective Agreements with Trade Unions on the University consistent with Senior Management and Government guidelines and directives.
- Ensure recruitment and employment practices are compliant with all applicable laws and regulations and in accordance with good industrial and human relations practices.
- Develop employee wage and salary programme.
- Assess and evaluate the competitiveness of the University's HR programs and practices against relevant benchmarks.
- Design and negotiate all employee benefits for all faculty and staff, including group health and life insurance; workers' compensation programme, retirement programmes, employee assistance and wellness programme and all other benefit programme elements.
- Manage departmental budget ensuring efficient use of resources
- Ensure establishment of performance evaluation programme for employees and monitor compliance
- Ensure the provision of employee development and learning programmes
- Provide leadership and assistance in the development of Human Resources staff.
- Provide advice and guidance to senior management and other managerial employees on issues of human resources policy and procedures.

Salary Scale: UA6: \$527,595 - \$630,176

Placement on Salary Scale would be dependent on level of qualification and relevant experience.

Benefits currently include non-taxable housing, entertainment and travelling allowances, contributory medical and pension schemes; annual and vacation leave, leave passage and academic materials allowance

BUDGET OFFICER

Job Summary

Under direction and supervision of the Bursar, the Budget Officer, coordinates the development, administration and monitoring of the University's budget process; conducts highly complex budgetary and financial studies and develops administrative policies and procedures related to budgeting and cost reporting requirements.

Qualification and Experience

- A Bachelors in Accounting, Business Management with at least 5 years' professional work experience in Budget management and monitoring its execution.

OR

- A MBA in Accounting or Business Management with three (3) years' experience in Accounting/Managerial Environment at a Supervisory Level.
- Past exposure and experience in managing system operations of the organization and producing Budget Status Report
- Good leadership, interpersonal and advocacy skills.

Key responsibilities include

- Coordinates formulation, implementation and administration of the University's annual budget; creates budget timelines and budget related forms and procedures; designs and maintains budgetary systems for specialized applications; analyzes budget requests and proposals for compliance with budget Development guidelines and funding source requirements; develops projections for revenue carryovers, fluctuations in funding sources and ensures that expenditures are in conformance with funding restrictions.
- Develops and maintains budget controls; prepares, monitors and advises appropriate University Faculty Members regarding budget items and provides interpretive recommendations for solutions to their budgetary needs and issues.
- Provides financial and budgetary information to administrators, auditors and external organizations; confers with University Administrators regarding assigned projects on budget and financial planning and make recommendations based on findings; with other staff, develops "what if" scenarios and analyses of projected salary and benefit costs to support labor negotiations and confidential management deliberations.
- Conducts analysis and research studies on various financial activities and operations within the University; performs a wide variety of professional level financial and budgetary analysis in the preparation of budget performance, budget projection and salary tracking reports; develops statistical models to forecast expenditures.

Salary Scale: UA2: \$199,313 - \$293,105

Placement on Salary Scale would be dependent on level of qualification and relevant experience.

Benefits currently include non-taxable housing, entertainment and travelling allowances, contributory medical and pension schemes; annual and vacation leave, leave passage and academic materials allowance

Applications with Curriculum Vitae, stating full name, date of birth, marital status, qualifications (with dates and overall grades obtained), work experience (with dates), full names and addresses of three (3) referees, who can testify to the academic/professional capabilities of the applicant (one of whom must be your present or last employer, where applicable), must reach the Personnel Division, University of Guyana, P.O. Box 10-1110, Georgetown, Email: personnel.head@uog.edu.gy, or Fax : 592-222-4181, or Courier Service, not later than November 11,2016 (Tel. Nos. 592-222-4181/5271), Website: www.uog.edu.gy