



THE UNIVERSITY OF THE WEST INDIES
Office of the Vice-Chancellor

Regional Coordinating Unit (RCU), Caribbean HIV/AIDS Regional Training (CHART) Network

The Caribbean HIV/AIDS Regional Training (CHART) Network was established in 2003 for the purpose of contributing to systematic capacity development among institutional and community-based health care workers involved in prevention of HIV/AIDS and in care, treatment and support of persons living with HIV and AIDS. The CHART Regional Coordinating Unit (RCU) is located at the University of the West Indies (UWI) and reports to the Vice-Chancellor. The RCU serves six national training centres, one each in the Bahamas, Barbados, Jamaica and Trinidad & Tobago, as well as two in Haiti. The OECS HIV/AIDS Project Unit also belongs to the Network.

The CHART Regional Coordinating Unit at UWI invites applications from suitably qualified persons to fill the position of:

TRAINING DEVELOPMENT SPECIALIST

Duties and Responsibilities:

Reporting to the Deputy Director of the RCU, the successful candidate will be required to work with the resident team to:

- Review and recommend for approval existing curricula and training materials pertaining to HIV/AIDS and related conditions.
- Design appropriate instructional materials based on established needs and requests from funding agencies, working with colleagues across the CHART Network.
- Assist and supervise proof-reading and editing of curriculum materials.
- Identify and coordinate the work of content experts and clinical teams.
- Collaborate with Quality Improvement (QI) Team to ensure development of evaluation plans for training projects.

Qualifications:

- Master's degree from an internationally recognized university in one of the following disciplines: health education, communications, education, public health, or a related field.

Skills and Experience:

- A minimum of three years' work experience in designing, developing, and editing professional-level training materials, preferably for adults in international healthcare settings.
- Experience working with tertiary-level institutions responsible for training health care professionals.
- Strong analytical skills; ability to synthesize complex clinical content and present it in a clear, logical, appropriate format for a range of target audiences.
- Exceptional writing and editing skills.
- Experience working in team settings, preferably in an international context.
- Demonstrated ability to communicate with colleagues from a variety of cultural backgrounds, in a respectful and diplomatic manner.
- Proficiency with Microsoft Word and Microsoft PowerPoint, and competency in Excel.
- Demonstrable skill in public presentation.

Detailed applications giving **i)** full particulars of qualifications and experience, biodata; and **ii)** the names, titles, mailing and e-mail 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, UNIVERSITY OF THE WEST INDIES, MONA, KINGSTON 7, JAMAICA, W.I.** E-mail: (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; or E-mail: oadmin@uwimona.edu.jm). The Further Particulars may also be obtained from our website at (<http://www.uwi.edu>).

Closing date for receipt of applications – September 10, 2010.

The University of the West Indies thanks all applicants, however, only shortlisted candidates will be contacted.