



NORTHERN CARIBBEAN UNIVERSITY

A Seventh-day Adventist Institution

Applications are invited from suitably qualified individuals to fill the following position:

Director, Health and Wellness

The Director is required to manage the health and wellness programme for the University for the assessment, evaluation, maintenance and improvement of the health of students and workers. The Director will assist in removing or modifying health and wellness related barriers to learning in individual students and will help to promote health care services provided under the University Health and Wellness programme.

Required Skills and Competencies:

- Knowledge of national and other applicable standards of clinical practice.
- Ability to make patient related medical decisions.
- Ability to handle confidential information appropriately.
- Ability to provide leadership/guidance in a supervisory role.
- Ability to plan/organize and follow through in a timely manner.
- Excellent written and verbal communication skills.
- Ability to function as a team member at the management level.
- Ability to work with automated systems, including MS Office products, such as Word, Excel and PowerPoint.
- Ability to make appropriate referrals when necessary to Hospitals, Health Centres, Counselling Department, Dietitians, etc.
- Should be able to supervise the monitoring and appropriate quarantine of infectious diseases in the university community.

Required Qualifications and Experience:

- Bachelor's degree in Nursing
- Registered Nurse
- Current Licence, Nursing Association of Jamaica
- At least three years' experience in a similar capacity

APPLICATION GUIDELINES

1. The subject line of the application should contain the name of the position that is being applied for as listed above e.g. “**Director, Health and Wellness**” and addressed to:

The Director, Human Resource
Northern Caribbean University
Manchester Road
Mandeville, Jamaica, West Indies
Phone: 876-963-7163
E-mail: hr@ncu.edu.jm

2. Applications should be made by sending the following information as **ONE single attachment** (either in PDF or word format) to hr@ncu.edu.jm incorporating all of the below required information:
 - A Curriculum Vitae, including all qualifications and experience, and a cover letter addressing your interest and suitability for the role.
 - The names, email addresses, correspondence addresses and telephone numbers of three referees whom the University may contact.
3. Short-listed candidates will be expected to present original degrees and request transcripts of their grades to be sent directly to the Human Resource Department.
4. A detailed job description will be provided at the interview.
5. **Application Deadline:** The completed application documents should be forwarded by email to arrive no later than **Friday, June 28, 2024.**

As a Seventh-day Adventist Institution Northern Caribbean University gives preference to qualified individuals who are members of the Seventh-day Adventist Church.