**VACANCIES**

# UNIVERSITY OF TECHNOLOGY, JAMAICA
**"EXCELLENCE THROUGH KNOWLEDGE"**

## VACANCY

## College of Oral Health Sciences

The University of Technology, Jamaica (UTech, Jamaica) seeks to identify a suitable candidate to fill the following post.

### Senior Dental Assistant - Level 7
**Salary range: $2,188,008p.a. - $2,588,256 p.a.**

The Senior Dental Assistant is responsible for assisting with clinical deliverables; the overall safety and protection of students, patients and health care providers; and that compliance with all regulatory standards in clinical operations are observed. He/she is also required to perform expanded duties which involves assisting the Director of Clinics with the management of the Dental Clinic to ensure efficiency of operation and provide technical instructions to Student Dentists and Dental Assistants.

**Requirements:**
The preferred applicant should possess:
- Bachelor of Business Administration or Management Studies or equivalent qualifications
- Diploma in Dental Assisting
- Knowledge of National Oral Health policy/regulatory standards
- Working knowledge of the Dental Health Service Policies and Procedures Manual
- Working knowledge of pharmaceuticals used in dentistry
- Working knowledge of equipment, instruments, materials, methods, and procedures used in dentistry
- Knowledge of Basic Life Support (BLS) and in Paediatric Advance Life Support (PALS)
- Knowledge of storeroom inventory control and management
- At least three (3) years' experience in working with a Dentist either in a tertiary institution setting or a public/private facility with a least one year at the supervisory level

Interested persons seeking a career opportunity who meet the specified requirements are invited to submit electronically (PDF only) a job application letter and a detailed resume with subject line **Senior Dental Assistant** for consideration to **hrm@utech.edu.jm** by **3:45 p.m.** on **April 4, 2024**. Applications should be addressed to:

Vice President and Chief Human Resource Officer
Division of Human Resources & Administration
University of Technology, Jamaica
237 Old Hope Road, Kingston 6

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## VACANCY

# Western Campus

The University of Technology, Jamaica (UTech, Jamaica) seeks to identify suitable a candidate to fill the following post.

## Administrative Support 1 – Level 6B
### Salary range: $1,615,754 p.a. - $1,895,540 p.a.

**Description:**

The Administrative Support 1 will provide confidential administrative support services of a relatively complex nature involving carrying out effective and efficient communication and liaison; establishing and maintaining administrative systems; preparing and maintaining various types and forms of documents and records and requesting, extracting and organizing data/information in the required format.

**Requirements:**
The preferred applicant should possess:

- Bachelor's Degree in Administrative or Business Management, or a related discipline
- Good knowledge of business protocol and practices
- Knowledge of basic accounting, budgeting, telephone etiquette and techniques
- Excellent administrative, communication, human relations, interpersonal and research skills
- Advanced level Microsoft Office Suite skills and a positive work ethic
- Working knowledge of Utech, Ja. policies and procedures
- At least two (2) years' experience in a senior secretarial/administrative post

Interested persons seeking a career opportunity who meet the specified requirements are invited to submit electronically (PDF only) a job application letter and a detailed resume with the specific subject line **AS1 – Western Campus** for consideration to **hrm@utech.edu.jm** by **3:45 p.m.** on **April 4, 2024.** Applications should be addressed to:

Vice President and Chief Human Resource Officer
Division of Human Resources & Administration
University of Technology, Jamaica
237 Old Hope Road, Kingston 6

**ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED**

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## VACANCY

## UTECH ACADEMY

The University of Technology, Jamaica (UTech, Jamaica) seeks to identify a suitable candidate to fill the following post.

## Administrative Support 2 – Level 5B
### Salary range: $1,245,829 p.a. - $1,459,254 p.a.

**Job Description:**

The Administrative Support 2 will be required to provide confidential secretarial and administrative support services to the Academy by carrying out effective and efficient communication and liaison, establishing and maintaining administrative systems and maintaining various types of forms of documents and records.

**Requirements:**

The preferred applicant should possess:

- Diploma in Administrative Management or a related discipline

- Sound knowledge of standard office procedures and practices

- Sound knowledge of records and file management systems and techniques

- Knowledge of telephone etiquette and techniques

- Good communication, interpersonal, customer service, reasoning time management, mathematical and computer skills

- At least two (2) years' experience in a secretarial post

Interested persons seeking a career opportunity who meet the specified requirements are invited to submit electronically (PDF only) a job application letter and a detailed resume with the specific subject line **AS2 - UTech Academy** for consideration to **hrm@utech.edu.jm** by **3:45 p.m.** on **April 4, 2024.** Applications should be addressed to:

Vice President and Chief Human Resource Officer
Division of Human Resources & Administration
University of Technology, Jamaica
237 Old Hope Road, Kingston 6

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## VACANCY

## Scheduling Unit
### Division of Student Services and University Registry

The University of Technology, Jamaica (UTech, Jamaica) seeks to identify a suitable candidate to fill the following post.

## Scheduling Assistant - Level 7
### Salary range: $2,188,008 p.a. - $2,588,256 p.a.

The Scheduling Assistant is responsible for assisting with all aspects of timetabling and classroom resource allocation and play an integral role in the day-to-day operations of the Unit including the processing of the timetables/schedules, responding to requests, as well as register-related matters. He/she also works collaboratively with a variety of stakeholders in academic and non-academic departments as well as travel to offsite locations, as necessary. The Scheduling Assistant will also attend to requests for rooms to be booked for other related teaching-based activities.

**Requirements:**
The preferred applicant should possess:

- Bachelor's degree in Computing, Business Administration, or equivalent qualifications
- Knowledge of Utech Jamaica's Act, policies, procedures, regulations, and ordinances

- Working knowledge of scheduling and timetabling software and student information management systems; and other relevant systems, equipment, processes and procedures
- Working knowledge of the University's policies and procedures relating to curriculum preparation and scheduling/timetabling
- Knowledge and understanding of the operations of higher education institution

- Working knowledge of the Integrated Student Administration System (ISAS) and familiarity with standard office applications

- Knowledge of Corbett Engineering Limited Computer Assisted Timetabling (CELCAT)
- Ability to prioritize within tight time frames while maintaining excellent attention to details and accuracy
- Ability to communicate effectively both orally and verbally

- At least one (1) years' experience in a university environment, preferably in an area dealing with registrarial functions, scheduling, or timetable preparation

Interested persons seeking a career opportunity who meet the specified requirements are invited to submit electronically (PDF only) a job application letter and a detailed resume with subject line **Scheduling Assistant** for consideration to **hrm@utech.edu.jm** by **3:45 p.m.** on **April 4, 2024**. Applications should be addressed to:

<div align="center">

Vice President and Chief Human Resource Officer
Division of Human Resources & Administration
University of Technology, Jamaica
237 Old Hope Road, Kingston 6

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**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**

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