



**VACANT POST NOTICE**  
**DEAN- HEALTH, WELLNESS & HUMAN PERFORMANCE**  
**ABOUT THE SIR ARTHUR LEWIS COMMUNITY COLLEGE**

Sir Arthur Lewis Community College, the premier tertiary learning institution in Saint Lucia and the Eastern Caribbean, was established in 1985 and named after the world-famous economist and Nobel Laureate, Sir William Arthur Lewis. The College, which is currently in transition to University status, offers a wide range of cutting-edge and globally relevant academic and technical programmes from Bachelor's and Associate degrees to TVET and Executive and Leadership training. Our programmes are undergirded by three main pillars: Sustainability, Innovation and Entrepreneurship. These goals are in keeping with the Government of Saint Lucia's commitment to the implementation of the United Nations (UN) Sustainable Development Goals.



The College has two campuses (Main Campus at Morne Fortune, Castries and South Campus in Vieux Fort) and an Experimental Farm in Dennery. The College is governed by a Board of Governors and a Management Team led by the Principal/President and Vice Principals. The Management Team includes Deans and Programme Heads that manage the day-to-day operations of the institution, its 130 faculty members and 165 supporting staff members.

Applications are invited from suitably qualified persons to fill in the following position at the Sir Arthur Lewis Community College (SALCC):

## **DEAN- HEALTH, WELLNESS & HUMAN PERFORMANCE**

### **JOB SUMMARY**

The Dean is the leader and administrative head responsible for the effective and efficient operation of the Unit. The Dean helps develop strategic initiatives and participates in long term planning and policy setting.

As a member of the College's senior management team, the Dean provides administrative leadership in areas of curriculum development, instructional assessment and improvement. The Dean will have ultimate responsibility for the management and direction of all the current programs. Provide administrative service and technical assistance to staff as well as other stakeholders.

The Dean is expected to establish and maintain a collegial work climate, cooperatively leading the academic unit towards improved productivity and relevancy, ensuring the academic integrity and curricular coherence of all programs embraced within it.

### **QUALIFICATIONS AND EXPERIENCE**

1. Applicants must have a PhD in Nursing/ Nursing Administration /Nursing Education/ Health Care Administration or any other relevant field
2. A minimum of five (5) years' experience as a successful leader in instruction, curriculum and assessment

OR

3. Applicants must have a Masters' Degree in Nursing /Nursing Administration

/Nursing Education /Health Care Administration or any other relevant field

4. Must be a Registered Licensed Nurse/Midwife;
5. A minimum of seven (7) years' experience as a successful leader in instruction, curriculum and assessment
6. Extensive managerial experience working in an accredited tertiary education environment;

### **SKILLS AND OTHER ATTRIBUTES REQUIRED**

1. Evidence of research and publications
2. Outstanding team building skills;
3. A commitment to customer service relevant to both internal and external customers
4. A proven record of successfully managing departments/units and budgets
5. A demonstrated ability to manage and work in a complex and changing environment, successfully managing people of diverse skills, interests and perspectives
6. Ability to identify appropriate talent and skills and applicable training needs
7. Excellent oral and written communication skills

8. Excellent analytical and problem solving skills
9. Develop and write policies and procedures for efficient and effective operations

## **CORE FUNCTIONS AND MAIN RESPONSIBILITIES**

### **Leadership and Administrative Duties**

1. coordinating the development of and implementing the College's Vision and Goals Statement;
2. leading College efforts toward achieving University goals;
3. Assist in the development of a College budget;
4. managing the fiscal affairs for the academic Unit ;
5. Providing leadership to enhance existing programs and develop new programs that are responsive to students' needs, including adult students
6. Works collaboratively with other educators to integrate educational initiatives and resources
7. Maintaining and developing productive relationships with the Ministry of Agriculture, other regional government agencies, and professional organizations and associations
8. Managing the day to day operations of the academic unit, such as: creating and managing course schedules for faculty; holding regular unit meetings; mentoring new faculty; recruiting and supervising part time faculty; advising students.

9. leading, and coordinating College strategic planning and curriculum development;
10. Supervising, evaluating, and supporting programmes in a manner that promotes excellence in instruction, scholarly and creative productivity.

### **Personnel Duties**

11. To create and maintain a personnel data base regarding the employment and performance of all persons within the academic unit.
12. To provide annual written performance appraisals for faculty and staff in keeping with the College's Rules and Regulations
13. To engage career counseling of faculty and staff which maintain morale, reward and foster competence and effort, and deal effectively with problems and issues which decrease faculty and staff performance.
14. To make recommendations on all personnel actions, such as appointment, re-appointment, promotions, leave, involuntary dismissal, transfers, resignations
15. To serve as the mediator in resolving problems arising among faculty.

### **Instructional Duties**

16. To ensure scope and coverage of the curriculum, working towards full utilization of faculty expertise in its delivery.
17. To work cooperatively with the administration and faculty to develop relevant programmes/degrees
18. To coordinate distance education and continuing education programs.

## Student Duties

19. To ensure that accurate and timely academic advising is provided to all students in their respective majors.
20. To ensure that a system of student observation and evaluation of faculty occurs systematically, fairly and regularly.
21. To establish a formal and informal communication network so that student feedback occur on significant issues in the academic unit.
22. To improve student recruitment and retention within the unit.

To perform such other duties as may be delegated or assigned by appropriate campus Administration

## APPLICATION PROCEDURE

Interested, eligible candidates are invited to apply by completing the prescribed forms which can be downloaded from the College's website ([www.salcc.edu.lc](http://www.salcc.edu.lc)). Applications should include a detailed curriculum vitae, verified copies of relevant certificates and qualifications and at least two letters of reference confirming the required experience, skills and disposition of the applicant.

Applications can be submitted in one of two ways:

1. via the following email address [salccrecruitment@apps.salcc.edu.lc](mailto:salccrecruitment@apps.salcc.edu.lc)  
*Kindly submit all documents as one pdf file saved as your name.*

Completed applications must submitted by **November 27, 2023.**

2. The Office of the Human Resources at the Main Campus.

## TERMS OF APPOINTMENT

Appointment will be on a two (2) year contract with the possibility of renewal based on the College's need and performance.

The salary will be determined by the qualifications of the applicant and in accordance with the salary scales approved by the College.

Quarters, transportation to and from work, free medical attention and medicines will not be provided. The successful applicant's income will be liable to taxation in accordance with the local Income Tax Ordinance.

**ONLY SUITABLE APPLICANTS WILL BE CONSIDERED.**

**The Human Resource Manager  
Sir Arthur Lewis Community College  
Tel.: 758-457-7312**

