



**Executive Director and Senior Policy Fellow**  
**Government and Public Policy Institute**  
**University of The Bahamas, Commonwealth of The Bahamas**

<b>Date Posted</b>	February 2018
<b>Type</b>	Three-year contract with an option to renew
<b>Salary</b>	Negotiable
<b>Employment Type</b>	Full-time

**Executive Director and Senior Policy Fellow**

University of The Bahamas is seeking an energetic and visionary leader to partner with the faculty, student body, staff, broader university, and national community to teach, promote and reflect the significant and fundamental role government and public policy play in today's intricate world. Reporting to the Provost and working in coordination with Deans across the university network, the Director will have responsibility for the strategic, programmatic, financial, fundraising, and management operations that support the mission and vision of the Institute.

The mission of the University of The Bahamas is to advance and expand access to higher education, promote academic freedom, drive national development and build character through teaching, learning, research, scholarship and service. As highlighted in the University of The Bahamas (UB) Act, 2016, it is envisioned that Colleges with specific focus would develop, on several of the Islands of The Bahamas as Centres of Excellence and as economic drivers for the overall development of respective communities.

The mandate of the Government and Public Policy Institute (GPPI) is to encourage and support research at the University on national and regional matters relevant to public policy creation and practice, providing objective non-partisan assessments of national issues via polling surveys and other relevant mechanisms, as well as ongoing research and academic analysis in the areas of governance, decentralization and democratization. The ideal candidate should have experience in working in both public and private sectors with engagements that span consultancy and research services as well as strategic planning. Experience with the development and use of Key Performance Indicators (KPIs) and Economic Forecasts (EFs) is desirable.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

- To foster critical inquiry, discourse and engagement in the country around national development and public policy matters through publications and other media, seminars, lectures and other fora;
- To develop and disseminate National Key Performance Indicators (NKPIs) and Economic Forecasts (EFs) on an annual basis
- To assist in the provision of strategic support to government agencies and ministries with respect to strategic planning and training of public personnel;

- To assist in the establishment and management of a Public Policy Research Endowment Fund to help fund public policy research;
- To establish an Advisory Board for Public Research and Training (ABPRT), which will include but not be limited to permanent secretaries of all government ministries, to identify annual research priorities;
- To institute a variety of lecture series such as a “Meet the Minister” Lecture Series for past and current government ministers to share perspectives on aspects of national policy and development in a neutral, academic setting for the edification of the public and the advancement of democracy;
- To establish programmes such as a “Deepening Democracy Programme” to provide oversight and analysis of national electoral processes, including the hosting of political debates, and the promotion of research and critical discourse on national governance, constitutional reform, human rights, equality and democratization; and
- To establish a vehicle (UB Consultants, Ltd.) to vie for public and private, national and international research grants and contracts.

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Director and Senior Policy Fellow, Government & Public Policy.*

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to communicate effectively and to establish and maintain effective professional relationships;
- Strong interpersonal, problem-solving, decision-making, organizational and leadership skills;
- Ability to interact effectively in a dynamic, evolving environment, across the university network;
- Ability to coordinate activities among and across external bodies – local, national, regional and international;
- Ability to deal successfully with multiple tasks, shifting priorities, and a broad spectrum of persons;
- Ability to work with time-sensitive matters and meet strict deadlines;
- Strong analytical and critical thinking skills and ability to analyze, summarize and effectively present data; and
- Demonstrated experience in reporting, writing, monitoring and evaluation of research and grant-funded initiatives, preferably in a higher education or non-profit setting.

#### **QUALIFICATIONS**

- An earned doctoral degree from an accredited institution;
- A minimum of five years progressively responsible experience as an administrator in Government or non-profit sector;
- Experience in higher education would be a plus;
- Demonstrated experience in project management;
- Detail-oriented with strong organizational, communication and interpersonal skills;
- Demonstrated ability to relate well to and understand the needs and interests of funding organizations in order to develop relationships between them and the university; and

- A familiarity with the Draft National Development Plan of The Bahamas, the Sustainable Development Goals (SDGs) and various key international agreements, protocols, and treaties are mandatory.

**Setting.** Chartered on 10<sup>th</sup> November 2016, the University of The Bahamas (UB), the national university of the Commonwealth of The Bahamas, is a vital catalyst for national development. UB evolved out of The College of The Bahamas which was established in 1974. In the process of its evolution, the institution's academic offerings have expanded through the introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors. Master's degree programmes have included an MBA and an MSc in Reading and Inclusive Education as well as graduate degree programmes offered in collaboration with various universities in the United States. UB has two campuses one in New Providence Island, Oakes Field and one in Grand Bahama, and a research facility, the Gerace Research Institute, in San Salvador. Additional sites are planned for throughout the archipelago.

**Application.** Application materials should include:

1. A cover letter describing academic philosophy and vision, research and publications;
2. Copies of academic certificates and diplomas;
3. A current and complete curriculum vitae;
4. Copy of relevant pages of a valid passport showing photo ID, passport number and expiration date;
5. Names and addresses of three persons from whom letters of reference can be obtained;
6. Completed UB Application for Employment Form found at this link: <http://www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf>

**To Apply:** Apply electronically at [facultyapply@ub.edu.bs](mailto:facultyapply@ub.edu.bs) *noting the position in the subject field*. Only electronic submissions will be accepted. Attach the following documents (*in one e-file/document*) with your electronic submission: cover letter; academic certificates and diplomas; curriculum vitae; copy of relevant pages of valid passport; names and addresses of three persons from whom letters of reference can be obtained; and a completed UB Application for Employment form. Additional materials will be required of shortlisted candidates. For additional information or informal inquiries, contact [provostoffice@ub.edu.bs](mailto:provostoffice@ub.edu.bs).