



# NORTHERN CARIBBEAN UNIVERSITY

*A Seventh-day Adventist Institution*

**Applications are invited from suitably qualified individuals to fill the following position on the Main Campus:**

## **Chair, Department of Music and Fine Arts**

### **Job Summary**

As the academic and administrative leader of the Department of Music and Fine Arts, the successful candidate will be required to supervise and assist instructors in maintaining acceptable teaching practices in performing their functions effectively and in maintaining the aims and objectives of the university. The incumbent will assign teaching load, arrange teaching schedule and arrange weekly music fora with faculty; in consultation with the college dean and faculty within the department. He/she will also organize and supervise choirs for performances on campus, off campus and for national and international recitals, sit on the Academic Board Committee and other Committees as may be assigned by the University's Administration.

### **Qualifications and Experience Required:**

- Ph.D. in Music
- At least five years' relevant working experience
- Qualifications in management/ leadership and educational administration are desirables

### **Required Skills or Competencies:**

- Excellent interpersonal skills. Ability to get along with diverse personalities, tactful and mature.
- Sound knowledge of choral and instrumental conducting and music technology.
- Excellent team spirit.
- Excellent analytical, organizational, and decision-making skills.
- Resourceful and well organized.
- Ability to establish credibility and be decisive – but be able to recognize and support the organization's preferences and priorities.
- Strong leadership and interpersonal skills.
- Ability to use technology efficiently and appropriately.
- Creativity and intellectual curiosity.
- Capable of handling difficult situations in a professional manner.
- Demonstrate proficiency using standard office software applications.
- Knowledge of principles and processes for providing quality assurance in an academic institution.
- Working knowledge of the principles and methods for curriculum and teaching design.

## 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. “**Chair, Music & Fine Arts**” and addressed to:

The Director, Human Resource  
Northern Caribbean University  
Manchester Road  
Mandeville, Jamaica, West Indies  
Phone: 876-963-7168  
E-mail: [hr@ncu.edu.jm](mailto: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](mailto: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, July 11, 2025**.

**As a Seventh-day Adventist institution, NCU gives preference to qualified individuals who are members of the Seventh-day Adventist Church.**