



# COUNCIL OF LEGAL EDUCATION

## ADVERTISEMENT FOR THE POST OF PRINCIPAL NORMAN MANLEY LAW SCHOOL

The Council of Legal Education invites applications for the post of **PRINCIPAL** at the Norman Manley Law School, Mona, Jamaica. The successful applicant for the post will be expected to assume duties on **September 1, 2025**. The position is full-time and no outside employment may be undertaken. The appointment will be on indefinite tenure until age 65.

### **Brief Job Description:**

The Principal reports to the Council of Legal Education and has the general responsibility for the organisation and administration of the Law School and for the courses of study and practical instruction and shall exercise such other functions of the Council as the Council may, from time to time, entrust to the Principal. The Principal also has specific responsibility for, inter alia:

- Presiding over the various committees of the Law School;
- Approving and implementing policies with respect to all operations of the Law School;
- Assigning responsibility for the teaching, practical training, examination and assessment of the courses of study;
- Appointing Associate Tutors;
- Increasing financial resources and enhancing fiscal sustainability;
- Implementing new revenue streams;
- Demonstrating financial understanding in budget management and prioritisation, cost saving measures and appropriate investments;
- Championing continuous improvement and quality assurance as well as the strategic plan implementation at the Law School; and
- Providing guidance and support to the leadership team at the Law School.

In addition to being a member of the Council of Legal Education and a member of the Board of the Faculty of Law of the University of the West Indies, the Principal is also a member of the various sub-committees of the Council.

### **Qualifications and Skills Required:**

Bachelor of Laws (LL.B.) degree

Legal Education Certificate

Practising Certificate

At least ten (10) years practical professional experience

At least ten (10) years' experience in leadership

Post-graduate qualification in law, Business Administration or Higher Education Management would be an asset

### **Skills:**

Excellent and demonstrated strategic leadership skills.

Expertise in legal education, understanding of pedagogy, andragogy and experiential learning

Strategic management including planning and execution  
Attention to detail and excellent written, verbal and presentation skills  
Excellent analytical, problem-solving and decision-making skills  
Comprehensive understanding of financial planning and budget preparation and ability to implement new income streams  
Change Management  
Policy development and implementation  
Excellent knowledge of ICT  
Good conflict resolution skills  
High level of confidentiality and integrity

**Personal Attributes:**

Decisiveness, tact, diplomacy, ability to interact and maintain institutional and regional relationships, innovative thinker, confidentiality.

**Benefits Include:**

- Competitive Salary and Allowances
- Annual Grants
- Membership in a Contributory Pension Scheme
- Membership in a Group Health Plan
- Fully Maintained Vehicle

Where appropriate, up to five (5) full economy class passages and baggage allowances will be paid on appointment and on normal termination of appointment.

**Application:**

- Letter of application
- Curriculum vitae and copies of supporting documents
- Names of three references with contact information, one of whom should be a current or recent employer

**Please send no later than February 7, 2025 to:**

**COUNCIL OF LEGAL EDUCATION**  
**c/o NORMAN MANLEY LAW SCHOOL**  
**8 RING ROAD/18 GIBRALTAR HALL ROAD**  
**UWI MONA CAMPUS**  
**KINGSTON 7**  
**JAMAICA**

**OR**

**VIA E-MAIL TO:**  
**[cleprincipals@gmail.com](mailto:cleprincipals@gmail.com)**

**ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.**

*For a copy of the advertisement please refer to [www.nmls.edu.jm](http://www.nmls.edu.jm) or [www.hwls.edu.tt](http://www.hwls.edu.tt) or [www.eugenedupuchlaw.edu.bs](http://www.eugenedupuchlaw.edu.bs)*