



## External Vacancy Announcement

Email: [jobs@tubmanu.edu.lr](mailto:jobs@tubmanu.edu.lr)  
Tubman University  
Office of Human Resources  
Harper, Maryland County Republic of Liberia

William V.S. Tubman University (TU) is Liberia's second government-owned and operated university, and the only university in southeastern Liberia. TU offers degree programs in six colleges: Agriculture and Food Science; Education; Health Sciences; Management and Administration; Engineering and Technology; and Arts and Sciences. In advancing the University's teaching, learning, research, and community service mission, TU is seeking qualified candidate for the following position:

**Position:** **Dean , College of Health Sciences**

**Duty Station:** Harper, Maryland County

**Minimum Qualification:** MD, PhD.

**Commencement of Employment Period:** September 1, 2018

**Closing Date for the Submission of Application:** August 20,2018

**Salary and Benefits:** Commensurable salary, optional medical insurance, transportation Allowance and housing.

**Reports To:** **Vice President for Academic Affairs**

**Position Requirements:** The applicant shall possess a Doctorate degree in Medicine, Nursing, or Public Health. The applicant must have three to five (3-5) years of experience in teaching in a College or University; the applicant must also have at least three to five (3-5) years of experience from a credible healthcare system after earning his/her doctorate degree.

The preferred candidate shall have the ability to project a strong positive image of the University through public speaking, personal interaction with legislators, parents, faculty, staff and students. He/she must have the ability to satisfactorily solve problems commonly found within the higher education environment.

Proficiency in organizing and managing complex functions and the ability to gain the trust and confidence of students is required. A demonstrated commitment to promoting a diverse environment is also required. The success candidate shall demonstrate the ability to develop and maintain a proper coordinated delivery of essential student services by organizing the various units and sub-units in a logical, non- duplicative, and effective manner to best meet the work requirements of the division and the needs of student body.

### **Duties and Responsibilities**

- Serve as academic and administrative head of the college of Health sciences;
- Provide leadership in all areas of the College;
- Work with the deans of other colleges to foster interdisciplinary programs;
- Work to enhance the reputation and viability of the Colleges of Health sciences programs for students and academic community;
- Provide oversight of programs through Department Chairs within the College;
- Assist in the development of the College's budget and manage it;
- Provide leadership in developing new programs; encourage faculty participation in program development in new and existing programs;
- Provide leadership in curriculum planning and development;
- Provide leadership in faculty and staff development and personnel evaluation;
- Coordinate faculty load; monitor and maintain academic standard;
- Set priorities and policies for the college;
- Work closely with faculty, staff and administrators to build and sustain an environment of academic excellence;
- Perform other duties as required by a dean and others that may be assigned by your supervisor.

**Note: This job description is subject to revision as the need may arise.**

The idea candidates must submit the following materials:

1. A cover letter; addressing key areas of the position and how the candidate's experience and expertise would benefit the University;
2. CV;
3. Copy of degree(s), professional certificates, transcript; and
4. 3 references, including names, titles, and contact numbers

Interested applicants should please submit their applications to: [jobs@tubmanu.edu.lr](mailto:jobs@tubmanu.edu.lr);  
Or the Human Resource Office, W.V.S. Tubman University Harper, Maryland county.

**Note: Please know that only shortlisted Candidates will be contacted.**

**Women are encouraged to apply.**