



External Vacancy Announcement

Email: 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: Administrative Assistant (1 position)

Duty Station: Harper, Maryland County

Minimum Qualification: BA/ BSc/BBA.

Commencement of Employment Period: March 1, 2017

Closing Date for the Submission of Application: February 24, 2017

Salary Range: Commensurable Salary

Other Benefits: Shared Transportation, Relocation Allowance, Medical Insurance

Position Requirements:

The successful candidate shall have at least a bachelor's degree, preferably in Management or other related courses, with a minimum of three years job experience; have specialized training in administrative and managerial practices and their applications; be able to effectively conduct a variety of office functions; be proficient in Word, Excel, Power Point and Access; have working knowledge of various research methods; and must also have good English grammar and general communication skills.

This position reports to the Associate Vice President for Human Resources and Compliances

Position Description:

- Administer the office of the AVP for Human Resources and Compliances;

- Track and maintain the budget and expenditures of the office and the division; and conduct Quarterly reconciliation;
- Handle respective correspondence for the office and the division in accordance with accepted Standards and/or operating procedures of the University;
- Manage calendar and prepare and maintain supervisor's schedule;
- Prepare sensitive materials for supervisor's action, including appointments, performance evaluations, reappointments, promotions and tenure decisions;
- Prepare and circulate citations and packets for meetings, and ensure the facilitation of same;
- Draft minutes, reports and related documents for supervisor's review and/or signature;
- Assist in the collection and analysis of data, and the preparation and distribution of reports;
- Maintain an electronic and manual management information system for the office and the division;
- Maintain an adequate supply level; monitor and report on usage; prepare replenishment requisitions;
- Serve as proxy for/representative of the AVP for HR & Compliances as designated by supervisor proper;
- Perform any other duties as directed by the AVP for Human Resources and Compliances.

The ideal candidate must submit the following materials:

- 1. A 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) and Certificate(s)**
- 4. 3 references, including names, titles and contact numbers**

Interested applicants should please submit their applications to: jobs@tubmanu.edu.lr;

Or The Human Resource Office W.V.S. Tubman University Harper, Maryland County