



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: Assistant Vice President of Academic Affairs

Duty Station: Harper, Maryland County

Minimum Qualification: MA.

Commencement of Employment Period: July 1, 2018

Closing Date for the Submission of Application: open until filled

Salary and Benefits: Commensurable salary, optional medical insurance, and group transportation

Reports To: Vice President for Academic Affairs

Position Requirements: The successful candidate shall possess a Master degree in Education, or a related field, with minimum three (3) years of experience in Education Administration. The successful candidate shall possess high experience and/or interest in contemporary Arts form across the disciplines as well as excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the Administration Division and other constituents. The incumbent shall possess strong knowledge of the appropriate computer skills (especially experience with Microsoft Office Suite), with a commitment to quality and excellence.

Duties and Responsibilities

- Report to the Vice President of Academic Affairs;
- Works with the Academic Council to develop programs and curricula;
- To ensure a strong effective workforce (faculty);
- Maintain a comprehensive database for the faculty;
- Oversees the process for hiring, supervision, development and evaluation of faculty in areas of responsibility, and reports to the Vice President of Academic Affairs in to;
- Has the responsibility to provide guidance and training to all staff in Academic Affairs.
- Organize and maintain confidential records and files for the VPAA's office;
- Plan, organize, coordinate and oversee special projects and assignments as requested by the VPAA;
- Monitor Academic Affairs budget and provide reports to the VPAA upon request;
- Carries out other responsibilities as may be required by the VPAA.

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;
Or the Human Resource Office W.V.S.Tubman University Harper, Maryland county.

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