



Vacancy Announcement

William V. S. Tubman University

Tubman Town, Maryland County
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DEPARTMENT OF HUMAN RESOURCES

William V.S. Tubman University (TU) is Liberia's second government-owned and operated university, and the only university in southeastern Liberia. : 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 position of:

Position: Director for Library

Duty Station: Harper, Maryland County

Minimum Qualification: MLS

Commencement of Employment Period: October 1, 2017

Closing Date for the Submission of Application: Opened until filled

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

Position Requirements:

The successful candidate must have a Master of Library Science degree (MLS) with minimum five (5) years of experience as a librarian. The successful candidate must demonstrate interest in professional development through attending workshops and conferences. He/she must have knowledge of the philosophy and techniques of library service; and the ability to create, develop and implement library programs and services. The successful candidate must have the ability to motivate, establish and maintain effective working relationship with students, faculties, staff, and the University community. He/she must have skills in using the computer and internet, and commercially available library software. He/she must also be able to demonstrate

knowledge of library materials and resources. The successful candidate is also expected to have excellent oral/written communication skills and problem-solving skills; ability to deal successfully with multiple tasks and shifting priorities, with a commitment to quality and excellence.

Position Description: The successful candidate shall:

- Provide innovative leadership in shaping library philosophy to meet the academic mission of the University in a rapidly evolving, technologically driven environment;
- Guides planning, develop policy, oversees the library budget, supervises staff, and engages in grant development;
- Play a key leadership role within the University in building an effective library system that will include specialty libraries such as education, engineering, agriculture, health sciences, graduate, undergraduate, as well as general library serving as a repository of important historical and current documents for research purposes by the public;
- Actively engage in the academic work and scholarly agendas of students, staff, and faculty;
- Knowledgeable and passionate about appropriate integration of traditional resources, emerging technologies, and technology enhanced learning;
- Serve as a primary liaison between the University Library and the larger professional library world;
- Perform other duties and responsibilities as required by your supervisor.

This position reports the Vice President for Academic Affairs

The ideal 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, or 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