



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 owned and operated by the Government of Liberia, and is the only tertiary institution of learning in southeastern Liberia. Tubman University offers Undergraduate and graduate degree programs. There are six colleges in the Undergraduate school program. Namely: Agriculture & Food Sciences; Arts & Sciences; Education, Engineering & Technology; Health Sciences; and Management & Administration. The graduate program includes Educational Leadership, and Health Administration. In advancing the University's teaching, learning, research, and community service mission, TU is seeking qualified candidates for the following positions:

Title: Dean, Engineering & Technology

Status: Full Time

Report to: Vice President for Academic Affairs

Date: November 11, 2020

Position Requirements: The successful candidate shall possess a Doctorate with minimum of three (3) years of working experience in teaching and/or service within the area of Engineering and Technology. She/he shall possess high experience and/or interest in contemporary Arts from across the disciplines as well as an excellent communication and interpersonal skills, and must have the ability to work collaboratively and courteously with colleagues throughout the Academic and Administration Divisions and other constituents. The incumbent shall possess strong knowledge of the appropriate computer skill (especially experience with Microsoft Office suite), with a commitment to provide quality and excellence educational experiences to both students and faculty members.

Position Summary

- Responsibilities include oversight of academic and administrative programs including development/implementation of strategic plans, allocation of resources (budgets, staff, and equipment), operational success and the evaluation of results that support goals and the mission of Tubman University.

Education and Experience:

At least 3 years of experience in academic administration or any related setting to become familiar with academic programs, policies and regulations necessary to hold authority over the activities of an educational institution. Having a proven track record as a leader, teacher and public servant in a variety of settings.

Required skills/ Abilities:

The successful applicant must have strong verbal and writing communication skills. In addition, the successful applicant must have experience in the following areas:

1. Budget preparation
2. Developing and implementing goals
3. Managing resources
4. Strategic planning and
5. Interdisciplinary scholarly skills

Duties and Responsibilities:

- Serve as academic and administrative head of the college;
- 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 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.

Please submit your resume, Copy of the degree(s), professional certificates, and transcript with a cover letter outlining your interest to: the Office of the Human Resources and Compliance, William V. S. Tubman University, 25th Street, Sinkor, Monrovia, Liberia

OR at

jobs@tubmanu.edu.lr; or the Human Resource Office, William V.S. Tubman University, Harper, Maryland County, Liberia.

Deadline November 30, 2020

Note: Please know that only shortlisted Candidates will be contacted