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 Sciences; 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 Physical Plant  
Duty Station: Harper, Maryland County  
Minimum Qualification: BBA/BSc.  
Commencement of Employment Period: August 1, 2016  
Closing Date for the Submission of Application: Opened Until Filled  
Salary and Benefits: Commensurable Salary, Medical Insurance  
Reports To: Associate Vice President for Campus Operations  

Position Requirements: The successful candidate shall earn a Bachelor’s degree in Management; specifically experience in facilities related management, Business Administration or a related field, with minimum 3 years of experience in Physical Plant. He/she shall possess high level knowledge, skills and experience in field work which demonstrates the skills and abilities to perform the below position description/duties. In addition, he/she shall be knowledgeable of physical plant operations, maintenance, tools, equipment usage, hazards management and safety precautions used in the maintenance and repairs of plant, buildings and grounds and regulatory compliance related to Physical Plant and personnel/contractors supervision. He/she must possess the skills necessary to effectively communicate with campus personnel, campus administrators and the general public. The incumbent shall possess knowledge of the appropriate computer skills (especially experience with Microsoft Office Suite), with a commitment to quality and excellence.

Position Description:

- Provide oversight and direction for all electrical, air conditioning, plumbing, carpentry, painting, custodial and grounds-keeping units of the University;
- Review work assignment, maintenance schedule, service programs, procedure, and practice, and make improvement as needed;
- Develop and direct a comprehensive preventive maintenance program; implement procedure, and policy; and meet with section and unit heads to review activities and provide direction on the meeting of department and division objectives;
• Determine unit training needs, and work with Human Resources Department in developing and implementing specific training programs to address such needs;
• Review and report personnel performance activities, attendance, tardiness, and use of leave, vacation, etc.; and assess manpower needs and capabilities, and implement changes as needed;
• Provide oversight for work control system, and execution of the work order, which include the processing, approving, estimating, scheduling, and implementing;
• Provide oversight, through Custodial Services, for all custodial maintenance of facilities; including the cleaning of offices, classrooms, labs and general areas of buildings;
• Provide leadership, through the supervisor of building and grounds maintenance, including mowing of lawn, landscaping, planting and pruning of plants and irrigation services;
• Assist the AVP for Campus Operations in developing, evaluating, formulating, and making recommendations to the VP for Administration; and
• Serve on Campus Committees, and conduct other activities as assigned by supervisor.

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. A cover letter
3. CV
4. Copy of degree or transcript
5. 3 references, including names, titles and contact numbers

Interested applicants should please submit their applications to: jobs@tubmanu.edu.lr; or The Human Resources Office

W.V.S. Tubman University Harper, Maryland County Monrovia Office: (25th Street, Sinkor; Adjacent Len Miller High School)