



## External Vacancy Announcement

Email: [jobs@tubmanu.edu.lr](mailto: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, is the only high tertiary Institution of learning in southeastern Liberia. TU offers degree programs in six colleges: Agriculture & Food Science; Arts & Sciences; Education; Engineering & Technology; Health Sciences; and Management & Administration. In advancing the University's teaching, learning, research, and community service mission, TU is seeking qualified candidates for the following position:

**Title:** Director for Human Resources and Compliance (AVP-HR)

**Status:** Full Time

**Report to:** Vice President for Administration

**Date:** June 15, 2020

**Position Requirements:** The successful candidate shall possess at least a Master's degree in Administration, or a related field, with minimum Five (5) years of experience in Administration. He/she shall possess broad knowledge and familiarity with the functioning of the university, computers, and must possess excellent communication and interpersonal skills, with the ability to work collaboratively and courteously with colleagues throughout the university Division and other constituents.

### **Position Summary:**

The Human Resource Director shall lead and direct the routine functions of the Human Resources (HR) department, including hiring and interviewing staff, negotiating pay, benefits, and leave, and enforcing university policies and practices.

### **Supervisory Responsibilities:**

- Recruit, interview, hire, and train new staff in the department.
- Oversee the daily workflow of the department.
- Provide constructive and timely performance evaluations.
- Handle discipline and termination matters in accordance with university policies.

### **Duties and Responsibilities**

- Provide oversight and direction for the HR office;
- Conduct all employment activities;
- Handle Group insurance for University personnel;
- Develop plans to upgrade personnel performance;
- Handle personnel grievances in collaboration with the Director of Security;
- Plans activities and sets standards for reviewing performance on a regular basis to ensure personnel services meet specifications and follow established procedures;
- Sets up standards and procedures for personnel services including monitoring and evaluation in consultation with administration;
- Access and files senior personnel academic credentials;
- Advise University administration about Human Resources issue in addition to carrying out responsibilities in the following functional areas: departmental development, employee relations, training and development, benefits and compensation, internal/external audits, legal, procedural and contractual issues;
- Ascertain proof of employees' (including senior staff) identify, academic credentials and past work experience and conduct;
- Create an environment in which the human resources of Tubman University are recruited and maintained at the highest possible levels;
- Provide personal and professional development experiences for all university faculty and staff;
- Facilitate the decisions of campus administrators;
- Interpret the laws of Liberia, regulations and procedures as they apply to hiring, employee relations, employees evaluations and classification, and conditions of employment;
- Provide advice on legal, procedural and contractual issues to employees, supervisors and administrators on a continuing basis; facilitates the resolution of grievances when they are presented;
- Prepare documentation for all changes in title and salary for non-professional and profession staff including promotions, demotions and reclassifications;

- In consultation with VPA, fills non- professional positions which includes canvassing civil service lists, administering performance examinations, certifying qualifications, interviewing candidates and issuing appointments letters where appointments must be made in accordance with complex civil service rules and regulations;
- Administer all contractual formal evaluation programs for non- professional employees and issues the necessary documents to the supervisors for non-professional employees and professional staff performance programs and subsequent evaluations;
- Coordinate education and development programs based on needs assessment, employee and supervisory requests where proposals are submitted and grant funding is secured if needed.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

**Education and Experience:**

- Master's degree in Human Resources, Business Administration, or related field required.
- A minimum of Five years of human resource management experience preferred.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organizations facilities.

Please submit your resume, Copy of degree(s), professional certificates transcript with a cover letter outlining your interest:

To the office of the Human Resources and Compliance

William V. S. Tubman University

25<sup>th</sup> Street, Sinkor, Monrovia, Liberia

**OR**

[jobs@tubmanu.edu.lr](mailto:jobs@tubmanu.edu.lr); or the Human Resource office W.V.S. Tubman University, Harper, Maryland County.

**Deadline: July 31, 2020**

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



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**Title:** Dean, College of Education

**Status:** Full Time

**Report to:** Vice President for Academic Affairs

**Date:** June 15, 2020

**Position Requirements:** The successful candidate shall possess a Doctorate degree in Education, or a related field, with minimum Five (5) years of experience in Teaching. 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.

### **Position Summary:**

This position is the chief executive of the College and reports to the Assistant Vice President for Academic Affairs. 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 mission.

### **Education and Experience:**

At least 5 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 is critical. An academic dean may need to have teaching experience, a Ph.D. or equivalent of five years' experience in student affairs from an accredited institution.

**Required skills/Abilities:**

The successful applicant must have very strong verbal and writing skills. In addition, the successful applicant must have experience of the following: (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 the 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 as well recruit faculty
- Work closely with faculty, staff and administrators to build and sustain an environment of academic excellence;
- Perform other duties as required by the university through its administrators;

Please submit your resume, Copy of degree(s), professional certificates transcript with a cover letter outlining your interest to:

To the office of the Human Resources and Compliance  
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