



## Vacancy Announcement

# William V. S. Tubman University

Tubman Town, Maryland County

MAILING: P. O. Box 3570 Harper, Maryland County, Republic Of Liberia, West Africa

**Monrovia Office: 25<sup>th</sup> Street, Sinkor, Monrovia, Liberia**

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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. 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 position of:

**Position: Director for Human Resources**

**Duty Station:** Harper, Maryland County

**Minimum Qualification:** MSC/MA

**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, and Housing

### **Position Requirements:**

The successful candidate shall possess a Master's Degree in Human Resource Management or a related field with minimum five years' experience. The individual shall serve as a senior administrator for the University, and provide leadership, guidance and advice in all areas of the University operation, including but not limited to adherence to policies and compliance issues in the University Staff Handbook and other related policies/laws including but not limited to the Labor Law of Liberia; possess the skills necessary to effectively communicate with campus personnel, campus administrators and the general public; and shall demonstrate ability to work with minimum supervision.

The preferred candidate shall have excellent interpersonal, oral and written communication skills; experience in working in a university related setting; shall be highly confidential in handling information for administrators and staff with discretion; demonstrate a record of excellence, good moral character and enthusiasm to relate to staff, administrators and the University community; must possess the

appropriate computer skills (especially experience with Microsoft Office Suite), with a commitment to quality and excellence.

**Job Functions /Responsibilities:**

- Provides oversight and direction for the HR office;
- Conducts all employment activities;
- Handles Group Insurance for University personnel;
- Develops plans to upgrade personnel performance;
- Handles 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;
- Accesses and files senior personnel academic credentials;
- Advises the administration and employees on matters of employee relations, legal, procedural and contractual issues;
- Ascertains proof of employees' (including senior staff) identity, academic credentials and past work experience and conduct;
- Creates an environment in which the human resources of Tubman University are recruited and maintained at the highest possible levels;
- Provides personal and professional development experiences for all University faculty and staff; Facilitates the decisions of campus administrators;
- Interprets the laws of Liberia, regulations and procedures as they apply to hiring, employee relations, employee evaluations and classification, and conditions of employment;
- Provides 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;
- Prepares documentation for all changes in title and salary for non-professional and professional 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 ;
- Administers all contractual formal evaluation programs for non-professional employees and issues the necessary documents to the supervisors for non-professional and professional staff performance programs and subsequent evaluations;
- Coordinates education and development programs based on needs assessment, employee and supervisory requests where proposals are submitted and grant funding is secured if needed;
- Files a complete (the appropriate) form on each new employee hired and all employees must provide proof of identity of and employment authorization;

- Reviews all appointments, reappointments and renewals to ensure the contractual-legal appropriateness of each transaction. In addition, instructs the business office to initiate payment via documentation complete in Human Resources Office;
- Performs other duties and responsibilities as required by supervisor.

**This position reports to the Vice President for Administration**

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](mailto:jobs@tubmanu.edu.lr);

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