



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 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: HR Generalist

Duty Station: Harper, Maryland County Minimum

Qualification: BA/BS

Commencement of Employment Period: March 1, 2017

Closing Date for the Submission of Application: Open until filled

Salary and Benefits: Commensurable Salary, Medical Insurance

Reports To: Assistant Vice President for Human Resources

Position Requirements: The successful candidate shall possess a Bachelor's degree in Management, Business Administration or a related field, with minimum 3 years of experience in Human Resources. The successful candidate shall possess high level knowledge, skills and experience to meet the requirements of this position; and shall assist the Associate Vice President for Human Resources and Compliances in ensuring that the University is in compliance with HR policies and compliance issues, departmental development, employee relations, training and development, benefits, compensation, internal/external audits. The successful candidate 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 and excel), with a commitment to quality and excellence.

Position Description:

- Manages the day-to-day operations of the Human Resource office.

- Manages the administration/implementation of the human resources policies, procedures and programs.
- Assists and advice University administration about Human Resources issues in addition to carrying out responsibilities in the following functional areas: departmental development, employee relations, training and development, benefits, compensation, internal/external audits.
- Assist in preparing and sending new employee orientation packages, liaising in conjunction with HR Officer with a wide range of people involved in policy areas such as staff performance and health and safety;
- Plans and conducts new employee orientation to foster positive attitude towards University goals,
- Planning, and sometimes delivering, training, including inductions for new staff; analyzing training needs in conjunction with AVP-HR,
- Oversees record keeping of benefits plans participation such as insurance and pension plan,
- Assist in personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Provides oversight of all HR functions in collaboration with AVP-HR.
- Perform all other duties as required by your 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: job@tubmanu.edu.lr;

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