



External Vacancy Announcement

Email: jobs@tubmanu.edu.lr

Tubman University

Office of Human Resources

Harper, Maryland County Republic of Liberia

The 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 following position:

Title: Director for Information Technology

Status: Full Time

Report to: Vice President for Administration

Date: June 13, 2019

Position Summary:

The information technology director is responsible for the overall planning, organizing, and execution of all IT functions at the University. This includes directing all IT operations to meet Students, staff and faculty requirements as well as the support and maintenance of existing applications and development of new technical solution.

Duties and responsibilities:

- Supervise all staff within the IT department;
- Administer, install, and maintain LAN's hardware and software, including servers, personal computers, peripherals, terminals, wiring, and overall network security using TCP/IP and NetBEUI protocols, Network Administrative tools (Windows Terminal Services, SNMP< Telnet Service for NT, and Remote Console Server);
- Troubleshoot network usage and computer peripherals through Ps-Watcher, Cricket, ping, and performance Monitor;
- Coordinate and implement installation and configurations of new users;
- Perform system backups and data recovery using LKGC, Tar, and Raid5;
- Resolve LAN/WAN Communications problems through device/ connectivity testing; and
- Perform help desk support functions using Desktop S/W and H/W resolution for corporate employees.

Education & Experience:

- BSc in information Technology, or Management Information System. Master in any of these fields will be a plus
- Five (5) years or more working experience at a corporate or academic institution, and
- IT Engineering Certification from Microsoft or Cisco Corporation.
- Expertise in cyber security, project management, and vendor management

Required Skills:

As a director, the applicant work will be a balance of looking inward towards his/her team and responsible technologies as well as working outwards to understand University's needs across various departments. As such, his/her professional skills require breadth perhaps more than expertise in a single area.

The successful applicant must have the following skills:

Technical knowledge:

- Must be able to understand without being too lost in technical details
- Communication, both written and verbal, as you'll need to communicate with technically-minded employees and non-technical colleagues

Leadership and management skills

- Analytical mindset to develop and utilize reliable metrics
- Understanding of other, non-technical parts of the university activities
- Cooperation and collaboration
- Financial skills including budgeting, forecasting, and justifying
- Must have strong problem solving and decision-making skills and good business acumen.
- Ability to manage contracts, budgeting, and forecasting for IT services.
- Experience working with multiple locations/businesses with manufacturing experience desired.
- Must be able to work in a matrix environment and be a strong influencer; balance technical knowledge with strategic objectives and relationships across a diverse set of businesses.

SPECIFIC TECHNICAL COMPETENCY REQUIREMENTS

- Team Management.
- Decision making.
- Targeting goals.

- Strategic and critical thinking
- Negotiating
- Communicating effectively and
- Negotiating and controlling financials.

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

The Assistant Vice President for Human Resources and Compliance

William V. S. Tubman University

Harper City

Maryland County Liberia

jobs@tubmanu.edu.lr; or the Human Resource office/ W.V.S. Tubman University, Harper, Maryland County.

Note: Please know that only shortlisted Candidates will be contacted

Deadline: July 30, 2019