



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 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:

Position: **Security Manager**

Duty Station: Harper, Maryland County

Minimum Qualification: B.Sc. / BBA

Commencement of Employment Period: June 1, 2018

Closing Date for the Submission of Application: May 18, 2018

Salary and Benefits: Commensurable salary, optional medical insurance, and group transportation

Reports To: **Director of Security**

Position Requirements: The successful candidate shall possess a Bachelor's degree in Administration, or a related field, with minimum three (3) years of experience in Administration. 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.

Duties and Responsibilities

- Monitor the security operations for each of the 3 shifts on the main campus, and provide recommendations to the Director on a weekly basis;
- Responsible for conducting assessment of logbooks, and make incident reports and recommendations to the Director;
- Monitor and evaluate shift performance on key established security issues and programs, and recommend corrective actions to the Director;
- Establish and maintain a robust customer relationship with employees and students;
- Work with the Security Director in planning, developing and implementing security plans and programs such as emergency Response and Crisis Management, Physical security, Incident Management and /or investigation;
- Maintain ongoing knowledge of university security issues and trends, current security issues and security technology, and update the Director; and
- Perform related duties as assigned by your supervisor and/or Division's Vice President