



External Vacancy Announcement

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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: Farm 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: Vice President for Administration

Position Requirements: The successful candidate shall possess a Bachelor's degree in Agriculture, or a related field, with minimum three (3) years of experience in Farm Management. The successful candidate shall possess high experience and/or interest in contemporary Agriculture/Farming 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

- Plans production activities to maintain farm progress within budgeted parameters;
- Monitors and documents all yields and land use to meet funding requirements;
- Purchases farming supplies, seeds, operate machinery such as tractors, feeds livestock, sprays fields, etc.; and prepares products for the market; keeps accurate financial records;
- Arranges for the maintenance and repair of farm buildings, machinery and equipment;
- Plans activities for training of staff; and assists in developing an annual budget for the farm, applies health and safety standards across the farm;
- Maintains and monitors the quality of yield; including livestock or arable crops;
- Understands the implications of the weather and making contingency plans;
- Ensure that products are ready for delivery and marketing deadlines;
- Ensure that farm activities comply with government of Liberia (GOL) regulations;
- Monitors animal health and welfare; and maintains a knowledge of pest and disease control;
- Protects the environment and maintains biodiversity;
- Conducts other related duties as assigned by the Supervisor.