



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; Business 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 below listed position:

Title: Chief Mechanic

Status: Full Time

Report to: Director of Fleet

Date: November 9, 2020

Position Requirements:

The successful candidate shall possess a Diploma/Certificate in Mechanic or relate field

- with minimum Two (2) years of experience;
- Be responsible for the maintenance and repair of the University's vehicles;
- His /her duty includes the running of diagnostic tests on vehicles, performs vehicles maintenance and maintains detailed records of the vehicles they have serviced;
- The incumbent is also responsible for increasing the efficiency of employees with positive leadership, motivation, training, and supervision.

Position Summary:

A chief mechanic is the head of the garage where motorcycles, automobiles, and other vehicles are brought for repairing and maintenance. As a chief of the garage, the professional is responsible for increasing the efficiency of employees with positive leadership, motivation, training, and supervision. However, He also plays an active part in the repair and maintenance operations and is responsible for timely delivery of services in order to ensure maximum satisfaction.

Duties and Responsibilities

- Repair vehicles and supervise welding, bodywork and spraying;
- Conduct the daily operation of generator and required repairs;
- Maintain a vehicle and generator service log;
- Conduct preventing maintenance exercises of vehicle and generator;
- Maintain an inventory of basic auto and vehicle and generator;
- Conduct regular stock inventory of parts, and make requisitions for the replacement
- Perform such other tasks as may be assigned by the supervisor.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
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Please submit your resume, Copy of degree(s), professional certificates transcript with a cover letter outlining your interest to:

To the office of the 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: November 20, 2020

