



External Vacancy Announcement

William V. S. Tubman University

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DEPARTMENT OF HUMAN RESOURCES

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: Procurement Assistant

Duty Station: Harper, Maryland County

Minimum Qualification: B.Sc. / BBA

Commencement of Employment Period: May 1, 2018

Closing Date for the Submission of Application: Opened Until Filled

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

Position Requirements: The successful candidate shall possess a Bachelor's degree in Business Administration, or a related field, with minimum three (3) years of experience in Procurement activities. The successful candidate shall possess high experience and/or interest in contemporary art forms across the disciplines as well as excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the Procurement division and other constituents and the public. The incumbent shall possess strong knowledge of the appropriate computer skills (especially experience with Microsoft Office Suite and Excel), with a commitment to quality and excellence.

Position Description:

- Maintain purchasing records for each assigned budget object code;
- Assist in developing budget request and justification for Procurement Department;
- Responsible for distributing and posting of schedule and notices for the department;
- Perform in errands and provide information
- Assist in identifying purchasing requirements that assist daily functions of the department;
- Distribute gasoline allotment coupons to senior administrators;
- Perform other duties as assigned by your supervisor;

Reports To: Director of Procurement

The ideal candidates must submit the following materials:

1. A cover letter; addressing key areas of the position and how the candidate's experience and expertise would benefit the University;
2. CV;
3. Copy of degree(s), professional certificates, or transcript; and
4. 3 references, including names, titles, and contact numbers

Interested applicants should please submit their applications to: jobs@tubmanu.edu.lr; Or the Human Resource Office W.V.S. Tubman University Harper, Maryland County