



External/Internal 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 a qualified candidate to assist a consortium based in Germany and TU implement a Research Program supported by GIZ.

Job Title: Research Coordinator

Duty Station: William V.S. Tubman University, Harper Maryland County, Republic of Liberia.

Minimum Qualification: BSN, or BPH/BMid

Commencement of Employment Period: April 17, 2019

Closing Date for the Submission of Application: May 15, 2019 at Mid-day

Duration of Contract: One Year

Salary and Benefits: commensurable to the position

Reports To: **Dean, College of Health Sciences and Consortium in Germany**

Position Requirements: The applicant shall possess a Bachelor degree in **Nursing, Public Health or Midwifery**. The applicant must have at least two years of work experience within the Health System of Liberia. The successful candidate shall report to the Dean of the College of Health Sciences and Consortium in Germany.

Job description of Research Coordinator

- The Research Coordinator will be the link between the consortium and Tubman University
- She/he will be key to the transfer of skills and knowledge and the sustainability of research capacity building;

- She/he is expected to communicate regularly with the consortium (based in Germany) and as well with Academic Council. She/he is to provide support in project management as well financial management;
- Shall ensure good communication and information transmission within the project and with health Focus headquarters in Potsdam (Germany)
- Coordinate with stakeholders of the projects;
- Organize the logistics of workshops, training course and meetings;
- Provide logistical support for incoming visitors (local flights, accommodation, transportation appointment scheduling).
- Manage local subsidies contracts (support for the establishment of contracts, payment of partners, verification of the conformity of documents received)
- Preparation and submission of supporting documents in time for Health focus accounting
- Support the university knowledge management
- Perform such other related functions as may be assigned

The idea 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 and consortium;
2. CV;
3. Copy of degree(s), professional certificates, 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.

Note: Please know that only shortlisted Candidates will be contacted.