



# Vacancy Announcement

## William V. S. Tubman University

Tubman Town, Maryland County  
MAILING: P. O. Box 3570 Harper, Maryland County, Republic Of Liberia, West Africa  
**Monrovia Office: 25<sup>th</sup> Street, Sinkor, Monrovia, Liberia**  
Telephone: +231 886-720-692

EMAIL: [info@tubmanu.edu.lr](mailto:info@tubmanu.edu.lr) WEBSITE: [www.tubmanu.edu.lr](http://www.tubmanu.edu.lr)  
**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 position of:

**Position: Director for Security**

**Duty Station:** Harper, Maryland County

**Minimum Qualification:** BSC

**Commencement of Employment Period:** October 1, 2017

**Closing Date for the Submission of Application:** Opened until filled

**Salary and Benefits:** Commensurable salary, optional medical insurance, Housing and transportation

**Position Requirements:**

The successful candidate must have at least five years experience as a senior officer in a security related agency; a minimum qualification of Bachelor's Degree in Police Science, Criminal Justice, Plant Protection or a related field. The ideal candidate must be innovative and a fast learner; must be a good team player with the skills necessary to effectively communicate with campus personnel, campus administrators, the general public and ability to interact tactfully with security officers at all levels in a university environment; must have appropriate technical skills to monitor policies implementations; must have the ability to work accurately and complete task assigned on time; must possess strong writing and verbal communication skills; must be professional in handling confidential information with a high degree of discretion; must possess the appropriate computer skills (especially experience with Microsoft Office Suite), with a commitment to quality and excellence.

**Work Experience/Abilities:**

- Must have at least five (5) years of work experience as a senior officer in a security related agency;
- Must be innovative and a fast learner;
- Must be a good team player with the ability to interact tactfully at all levels of the unit;
- Must have the ability to work accurately and complete task assigned on time;
- Must be computer literate with effective writing and verbal communication skills.

**Job Functions/Responsibilities:**

- Provides oversight and direction for the Security Unit;
- Protects life and property at William V. S. Tubman University;
- Coordinates the security network of William V. S. Tubman University (WVSTU) in Monrovia, Harper and future locations and ensure the effective operation of shifts, units and associated supervisors;
- Develops an annual security program plan of action for the University in conjunction with relevant offices and committees;
- Assists in developing the security component of the annual budget;
- Develops a security human resources requirement plan and assist in the recruitment and staffing processes;
- Regularly assesses security training needs and assist in the formulation and implementation of appropriate training programs;
- Develops and maintain a reliable electronic and manual security data base and filing system;
- Prepares emergency and evacuation procedures guide and guidelines (PLAN) for the University (WVSTU);
- Collaborate with local and national security agencies
- Performs other duties as directed by the VPA/University leadership.

**This position reports to the Vice President for Administration**

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](mailto:jobs@tubmanu.edu.lr);

Or the Human Resource Office W.V.S. Tubman University Harper, Maryland County