



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; 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: **Associate Vice President, Administration and Campus Operations**

Duty Station: Harper, Maryland County

Minimum Qualification: MA

Commencement of Employment Period: July 1, 2018

Closing Date for the Submission of Application: June 8, 2018

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

Reports To: **Vice President for Administration**

Position Requirements: The successful candidate shall possess a Master degree in Administration, or a related field, with minimum Five (5) years of experience in Administration. The successful candidate shall possess high experience and/or interest in contemporary Arts form 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

- Supervise and oversee all planning and construction on the grounds of the University;
- Oversee the janitorial, grounds, warehousing and faculty housing services of the University;
- Oversee the operations, maintenance use of all vehicles and generators owned by the University including drivers and mechanics;
- Oversee the information technology services provided by the University for students, staff and faculty;
- Oversee the Security and public Safety of the students, faculty and staff of the University;
- Oversee the procurement of all goods and services of the University, including PPCC regulations as established by GOL.

Note: This job description is subject to revision as the need may arise.

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, 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.