



Vacancy Announcement

William V. S. Tubman University

Tubman Town, Maryland County

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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 position of:

1. Position: Vice President for Administration

Duty Station: Harper, Maryland County

Minimum Qualification: Ph.D. (Education Administration and Supervision)

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 shall earn a terminal degree in Education Administration and Supervision and/or Business Management, or a related field, with minimum five (5) years of experience in managing or supervising university, profit, and/or nonprofit institution's budget and its departments with a record of successes and transformation.

The successful candidate shall possess high level knowledge, skills, and experience to meet the requirements of this position. He/she shall assist the

President of the University in ensuring that university facilities, properties/fixed assets, budget, etc. are efficiently and transparently managed and expended, to increase output. It is also required of him/her to be able to create effective professional relationships, negotiate contracts and agreements, and gain consensus from all stakeholders of the University. The successful candidate must have the political sense to navigate his/her way through all the competing interests and to make objective and balanced decisions.

The successful candidate is also expected to have excellent oral/written communication skills and problem-solving skills; ability to deal successfully with multiple tasks and shifting priorities, with a commitment to quality and excellence.

Position Description: The successful candidate must:

- develop and apply University policies within the division and University – wide;
- provide leadership and direction for Administration Division;
- provide leadership for the development and implementation of the University’s facilities master plan;
- provide leadership for the development of all University contracts and procurement of all goods and services;
- recruit, review, and make recommendation to the president for all new positions replacements and promotions;
- provide effective supervision for unit directors within the division;
- provide oversight for the security of the University personnel and property;
- coordinate budget requests and develop the University budget;
- represent the university at various regional and national meetings; and
- support all academic standards within the University.

This position reports the President of the University

2. Position: **Director for Human Resources**

Duty Station: Harper, Maryland County

Minimum Qualification: MSC/MA

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, and Housing

Position Requirements:

The successful candidate shall possess a Master's Degree in Human Resource Management or a related field with minimum five years' experience. The individual shall serve as a senior administrator for the University, and provide leadership, guidance and advice in all areas of the University operation, including but not limited to adherence to policies and compliance issues in the University Staff Handbook and other related policies/laws including but not limited to the Labor Law of Liberia; possess the skills necessary to effectively communicate with campus personnel, campus administrators and the general public; and shall demonstrate ability to work with minimum supervision.

The preferred candidate shall have excellent interpersonal, oral and written communication skills; experience in working in a university related setting; shall be highly confidential in handling information for administrators and staff with discretion; demonstrate a record of excellence, good moral character and enthusiasm to relate to staff, administrators and the University community; must possess the appropriate computer skills (especially experience with Microsoft Office Suite), with a commitment to quality and excellence.

Job Functions /Responsibilities:

- Provides oversight and direction for the HR office;
- Conducts all employment activities;
- Handles Group Insurance for University personnel;
- Develops plans to upgrade personnel performance;
- Handles personnel grievances in collaboration with the Director of Security;
- Plans activities and sets standards for reviewing performance on a regular basis to ensure personnel services meet specifications and follow established procedures
- Sets up standards and procedures for personnel services including monitoring and evaluation in consultation with administration;
- Accesses and files senior personnel academic credentials;
- Advises the administration and employees on matters of employee relations, legal, procedural and contractual issues;
- Ascertains proof of employees' (including senior staff) identity, academic credentials and past work experience and conduct;
- Creates an environment in which the human resources of Tubman University are recruited and maintained at the highest possible levels;

- Provides personal and professional development experiences for all University faculty and staff; Facilitates the decisions of campus administrators;
- Interprets the laws of Liberia, regulations and procedures as they apply to hiring, employee relations, employee evaluations and classification, and conditions of employment;
- Provides advice on legal, procedural and contractual issues to employees, supervisors and administrators on a continuing basis; facilitates the resolution of grievances when they are presented;
- Prepares documentation for all changes in title and salary for non-professional and professional staff including promotions, demotions and reclassifications;
- In consultation with VPA, fills non-professional positions which includes canvassing civil service lists, administering performance examinations, certifying qualifications, interviewing candidates and issuing appointments letters where appointments must be made in accordance with complex Civil Service rules and regulations ;
- Administers all contractual formal evaluation programs for non-professional employees and issues the necessary documents to the supervisors for non-professional and professional staff performance programs and subsequent evaluations;
- Coordinates education and development programs based on needs assessment, employee and supervisory requests where proposals are submitted and grant funding is secured if needed;
- Files a complete (the appropriate) form on each new employee hired and all employees must provide proof of identity of and employment authorization;
- Reviews all appointments, reappointments and renewals to ensure the contractual-legal appropriateness of each transaction. In addition, instructs the business office to initiate payment via documentation complete in Human Resources Office;
- Performs other duties and responsibilities as required by supervisor.

This position reports to the Vice President for Administration

3. 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;

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