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 of Information Technology
Duty Station: Harper, Maryland County
Minimum Qualification: BA/BS/BBA
Commencement of Employment Period: May 1, 2016
Closing Date for the Submission of Application: March 31, 2016
Salary and Benefits: Commensurable Salary, Optional Medical Insurance, and Group Transportation

Reports To: Associate Vice President for Administration and Campus Operation

Position Requirements: The successful candidate shall possess a Bachelor’s degree in Computer Science, Business Administration or a related field, with minimum 5 years of experience as a Certified System Engineer. Master’s Degree is any of the above discipline is an added advantage. The successful candidate shall possess high level knowledge, skills and experience to meet the requirements of this position; and shall assist the Associate Vice President for Administration and Campus Operation in ensuring that the University Network and Management Information System is functional in keeping with best practices.

The successful candidate must possess the skills necessary to effectively communicate with campus personnel, campus administrators and the general public. The incumbent shall possess knowledge of the appropriate computer skills (especially experience as a Certified Professional Trainer, Enterprise Administrator on Windows Server 2008 or above, Certified Internetwork Expert, and Network System Security), with a commitment to quality and excellence.
Position Description:

- Manages the University’s IT Department, and supervises the IT staff;
- Assists in developing Tubman University’s IT policies; and procedures;
- Develops and implements an IT network for the University;
- Takes approved initiatives for the improvement and expansion of the University’s IT system; keeps the IT Department current in best practices of Information technology;
- Provides oversight for the installation, transfer, and dismantlement of IT equipment in/to designated locations of the University;
- Monitors the operation of the University’s IT system to ensure effective service delivery to various sectors of the University;
- Develops a preventive maintenance plan and service improvement for Information Technology;
- Supervises and works with IT staff and/or contractors to conduct basic repairs of IT equipment;
- Ensures the procurement of specified IT equipment, accessories, and parts;
- Ensures that technical assistance is provided employees in the use of assorted computer programs and software;
- Establishes and maintains a comprehensive inventory of all IT equipment and fixed assets;
- Establishes and maintains an internal IT electronic filing/information system for the University;
- Makes monthly, quarterly, and annual reports on the operation and services of the IT Department;
- Conducts other duties assigned by Supervisor;
- Develops and implements an IT help desk system for the University.

The ideal candidate must submit the following materials:

1. A 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) and Certificate(s)
4. 3 references, including names, titles and contact numbers

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