



Office of the Assoc. Vice President

# **HUMAN RESOURCE DEPARTMENT UNIVERSITY OF LIBERIA MONROVIA, LIBERIA WEST AFRICA**

The University of Liberia is seeking applications to fill the vacancy of a Technical & Vocational Education consultant reporting to the President.

**Place of Assignment** : David A. Straz Technical College

Sinje

Grand Cape Mount County

**Employment Type** : Full time

**Application Deadline** July 30, 2018

**Application can be addressed to:**

Garmai M. Wilson

Associate Vice President

Human Resource Department

Fendall Campus

University of Liberia

[garmaimwilson@gmail.com](mailto:garmaimwilson@gmail.com)

## **KNOWLEDGE, SKILL AND ABILITIES:**

- knowledge of the principles and practices of vocational education;
- knowledge on the principle and practice of curriculum planning and instructional methods appropriate for vocational education;
- knowledge of the laws and regulations pertaining to the field of vocational education;
- knowledge of recent developments and current literature in the field of vocational and technical education;
- Ability to maintain records, and prepare reports and correspondence related to the work
- Ability to prepare materials and conduct conference that assist local educators in the area of vocational programs

## **QUALIFICATION**

Possession of a master's degree in vocational education or in a subject area related to vocational education;

Three years of administrative consultative experience in the field of vocational education.

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## **TERM OF REFERENCE CONSULTANT TECHNICAL & VOCATIONAL COLLEGE**

1. Provides assistance to local educators in the development and improvement of Vocational education programs in such areas as Agriculture, and other trades and Technical subject;
2. Prepare needed material in curriculum development and program planning for the use of local educational agencies;
3. Develops and coordinates studies to determine the need for vocational-technical education programs and facilities;
4. Develops plans for establishing programs as a result of studies;
5. Conduct studies in specific occupations to determine vocational educational needs;
6. Advises Instructors regarding the pre-service and in-service education of vocational Instructor;
7. Prepares articles for publication, or personal presentations regarding vocational education;
8. Coordinates activities and program, which are similar in nature between job training partnership Act, Vocational education, general education, and specific education;
9. Oversees and monitors state and federal legislation, and transfer it into guideline and communications to local education agencies;
10. Conducts meeting with business and industry officials to explain vocational programs, solicit their support, and to maintain current knowledge of Vocational & Technical in order to advise the University in their program areas;

11. Maintains records and prepare reports and correspondence related to the work

12. Performs related work as assigned.

