



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: **Farm Supervisor**

Duty Station: Harper, Maryland County

Minimum Qualification: B.Sc. / BBA

Commencement of Employment Period: June 1, 2018

Closing Date for the Submission of Application: May 18, 2018

Salary and Benefits: Commensurable salary, optional medical insurance, and group transportation

Reports To: **Farm Manager**

Position Requirements: The successful candidate shall possess a Bachelor's degree in Agriculture, or a related field, with minimum three (3) years of experience in Farm Management. The successful candidate shall possess high experience and/or interest in contemporary Agriculture/Farming 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:

- Assists in developing budgets for the upcoming year, estimating costs for operations, travel, wages and capital equipment;
- Assists in the supervision of employees;
- Assists in decisions regarding hiring, evaluation, promotion and termination of employees, or makes related recommendations that are given particular weight.
- Assists in developing, planning, scheduling and monitoring work projects and farm activities such as planting, irrigating, harvesting and mixing experimental feed according to formulas.
- Inspects buildings, greenhouses, machinery and equipment and makes evaluations of repairs and maintenance needed; assigns duties to supervised staff.
- Interprets and enforces rules and regulations for the farm operation; meets with farm personnel to provide information concerning rules and regulations.
- Monitors the maintenance or maintains records of the farm activities such as, crop summaries, crop prices, and weather conditions, watering of plants and animals, feeding and care of livestock, personnel information and farm expenses.
- Assists in purchases and authorizes the purchase of supplies such as herbicides, pesticides, livestock feed, fertilizers, research and extension supplies.
- Markets commodities produced on the farm, through approved channels.
- Performs miscellaneous job-related duties as assigned.