



# Bomi Community College

Fatorma Compound  
Tubmanburg, Bomi County, Republic of Liberia



## VACANCY ANNOUNCEMENT

Job Title : President of the College & CEO  
Reporting to : Board of Trustees  
Appointment type: Full-time administrative position  
Salary : Commensurate with education and experience, good benefits package  
Duty Station : Tubmanburg, Bomi County, Republic of Liberia  
Starting Date : As soon as possible  
Advertised on : 19 August 2021  
Deadline : 24 September 2021 5:00PM Liberian Time

### Background

The Board of Trustees of the Bomi Community College announces the opening of a search for President of the Bomi Community College (BCC) located in Tubmanburg City, Bomi County, Liberia.

Bomi Community College is a land-grant public institution of higher learning established as the first community-based college initiative in Liberia since August 2005 and accredited by the National Commission of Higher Education in 2009. An Act of Legislature enacted BCC on September 19, 2012 with mandate to administer co-educational institution of teaching, learning and research within the Western Region of Liberia including Bomi, Grand Cape Mount, Gbarpolu and Rural Montserrado Counties. We strive to prioritize people's most urgent needs, empowering lives and promoting quality education and professional development for a large youthful population in the region.

BCC offers Associate of Arts degrees in general agriculture, business, education, nursing, criminal justice and certification in TVET with specialization in masonry, plumbing and carpentry. BCC also offers a 'C' Certificate extension program in teacher-training education in Bopolu, Gbarpolu County. Academic and technical training programs are fully accredited the relevant authorities including the Ministry of Education, National Commission on Higher Education, and Liberian Board of Nursing and Midwifery.

To foster the mission, vision and core values of BCC, the Board seeks a highly competent, seasoned, vibrant and resourceful individual with proven record of accomplishments as administrator of higher education institution. The appointment of a qualified candidate shall be accountable and transparent merit-based standards, verifiable qualifications and core competences.

### Job Description Summary

The President shall report directly to the Board of Trustees and serves as the Chief Executive Officer of Bomi Community College. The successful candidate shall serve as President with the authority to administer the affairs of the College consistent with the Act, Board policies, Strategic Plan, and relevant laws and regulations promulgated by the Ministry of Education, National Commission on Higher Education, and Ministry of Health.

President/CEO of BCC shall be responsible for the day-to-day smooth operations of the institution. The President provides overall leadership and oversight for all aspects of the College, including administration, finance, academic, planning, student affairs, enrollment, advancement, athletics, and develop new strategic partnerships nationally and internationally. S/he must demonstrate abilities in utilizing data in planning, developing, coordinating, implementing and evaluating academic and training programs, policies and procedures of the College. It is with great expectation that the President will be a servant leader who will be able to inspire, connect and work in collaboration with all stakeholder groups and development partners in Liberia and abroad.

Vice President for Administration & Finance and Vice President for Academic & Student Affairs report directly to the President of the College.

### **Primary Job Duties and Responsibilities**

- **Administration:** Responsible for day-to-day smooth operations of the College in relation to management, staff recruitment, monitoring, performance management, professional development, and the adherence to and improvement of procedures, processes and controls. A merit-based diverse workforce must be encouraged at all times.
- **Academic Programs:** Planning, development, implementation, evaluation and continuous improvement of all academic and training programs and policies of the College. S/he must ensure that academic programs and services reflect BCC's mission, core values and strategic goals. He/she represents BCC with respect to engagements internally and externally.
- **Student Learning and Support:** Promotes BCC as highly rank institution of learning renowned for academic rigor, innovation and the placement and achievements of its graduates in the labor force within the Western region in particular and Liberia at large.
- Ensures that the Administration embraces new and collaborative methods of teaching, learning, research, and service delivery for all students, faculty and staff. Our students are encouraged to serve as change agents, problems-solvers and leaders in a world growing with deep complexities at regional, national and international levels.
- **Budget support and resource mobilization:** Leads a transparent and forward-looking budgeting and resource mobilization for the College. S/he must ensure that key priorities of the strategic plan, budgeting, spending plan, financial and academic reports are submitted to the Board of Trustees in a timely manner.
- Directs organizational change and transformation of BCC's operations and practices to increase efficiencies mobilize and sustain resources in order to thrive in tomorrow's competitive higher education landscape.
- Expands resource mobilization through sustainable agro-business and animal husbandry as well as establish strong relationship with donor community and development partners.
- Promotes advancement and institutional development while supporting grant opportunities, new grant applications and oversees the implementation of collaborative agreements across the College.

- **Compliance:** Leads the College in strict compliance with the academic requirements and college-wide accreditation by the National Commission of Higher Education, Liberian Board of Nursing and Midwifery, and Ministry of Education regulations and policies.
- Cognizant of the educational challenges of Liberia in the 21<sup>st</sup> Century, President shall serve as Chief Executive Officer and Spokesperson of BCC's mission, vision and core values at all times. S/he may designate a person(s) to act in the said role as may be deemed necessary.
- S/he must encourage high level of accountability, transparency and integrity to ensure that all voices are heard in relation to establishment of priorities and decision-making.
- While honoring the letter and spirit of good governance, the President must work in collaboration with the Vice President for Administration & Finance and Vice President for Academic and Student Affairs, as well as solicit the views of the staff, faculty and students.
- Administers the academic programs and objectives of the five-year strategic plan, which have been developed and approved by the President and Board of Trustees. S/he must coordinate the efforts of all administrative and academic departments of BCC through appropriate support and planning structures.
- Keep abreast of current developments in government regulations, higher education practices and major court decisions related to academia and institutions of higher learning.
- Whenever necessary, performs special projects and other related duties and responsibilities as maybe assigned by the Board.

#### **Minimum Qualifications (Education, Work Experience and Knowledge Preferred)**

- Earned doctorate degree (Ph.D. or Ed.D.) from an accredited and reputable institution of higher learning. **No honorary doctorate degrees please!**
- Minimum of five (5) years or more of progressive leadership experience in administration, instruction and research at a reputable higher education institution.
- Successful candidate must have served as in a high-level administrative and/or academic position as President, Vice President, or Senior Administrator.
- Qualified candidate must demonstrate direct experience working with Chief Executive Officer on the priorities and initiatives of higher education institutions.
- Proven track record of teaching and scholarship, commensurate with tenure at the rank of full professor
- Demonstrated strong leadership and record of mobilizing resources for the institution.
- Proven track record of sensitivity to and understanding the importance of diversity in College life, cultural, ethnic, socio-economic and persons living with disabilities especially students and employees.
- Strong commitment, extensive and progressively managerial experience in higher education administration and teaching
- Excellent communications skills, both oral and written, and public speaking skills to effectively interact with institutions and stakeholder groups of diverse backgrounds
- Clear understanding of the national education policies and how to influence those policies
- Successful experience in policy development, administration, strategic planning and strategic management at the college level
- Budgeting and financial management experience at the college level
- Ability to forge an effective academic management and leadership team for the College
- Ability to function effectively as head of the College's Executive Management Team
- Ability to work together with senior administrators, staff, faculty, students and communities
- Ability to forge and reinforce effective relationships with external stakeholders
- Liberian nationals at home/Diaspora or possess authorization to work in Liberia.

- Females are encouraged to apply.

### **Specific Technical Skills & Competencies Required**

- Develops both individual and program level work/resource plans in order to lead and manage change effectively
- Extensive experience managing projects and ability to independently manage multiple priorities and responsibilities
- Demonstrated experience in using Microsoft Office Suite, e-Learning and other modern technologies in higher educational setting
- Practices good performance management in order to meet or exceed stakeholder needs and expectations
- Practices managerial courage to make tough decisions, when necessary. Engages and motivates people to achieve success and excellence in an open, accountable, transparent and collaborative manner
- Builds positive people-oriented relationships with key stakeholders, including Ministries, Agencies & Commissions, Board of Trustees, senior administrators, staff, faculty, and students across all College departments and shows a commitment to collegiality, mutual respect, supportiveness and inclusiveness
- Acts in a fair, flexible, honest, ethical and professional manner at all times.
- Practices accountability, transparency and integrity, shares information routinely across all areas of the College and external stakeholders.
- Fosters open communication, acceptance and appreciation of others opinions and thoughts
- Be frugal and acts as a good steward of the College's resources. Consistently promotes an improved way to do things in order to create organizational efficiency and effectiveness.
- Strong commitment to the mission, vision and core values of the College.
- Passionate advocate for quality service and customer service to students, faculty and staff.

### **Submission and deadline for all applications**

The successful applicant is expected to take office as soon as possible. The application must be written in English language. Interested individuals are encouraged to submit a cover letter expressing their interest, qualifications, work experience, research publications, conferences attended/presented, awards, certificates earned, etc.

Each applicant is required to submit a letter of application with three professional references, and his or her full names, phone numbers and email addresses. Applicants must also submit their current resume or curriculum vitae along with a single page education philosophy, copies of all academic credentials including official transcripts and all terminal degrees earned. Review of relevant documents will begin with immediate effect and will continue until the selected candidates are interviewed and position is filled. Only shortlisted applicants will be contacted for interview.

Each applicant is notified to submit his/her letter of application and all relevant documents via email to [maibeeollie@yahoo.com](mailto:maibeeollie@yahoo.com) (HR Director) and copy to [vyengbeh@gmail.com](mailto:vyengbeh@gmail.com) no later than the aforementioned deadline above. Kindly put “**Application for PRESIDENT**” in subject.

**The President Search Committee  
Bomi Community College**

**Fatorma Compound  
Tubmanburg City, Bomi County  
Republic of Liberia**

The President Search Committee will not accept any application that does not meet the minimum qualifications and shall disqualify any applicant who does not submit pertinent documents by the set deadline.

BCC is not bound to accept any or all applications submitted and may cancel the recruitment process at any time without providing any justification whatsoever to the applicants. BCC reserves the right to extend time limits or reinitiate the recruitment/vetting process at any time.

**No phone calls will be accepted please!**