



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: **Director of Physical Plant**

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: **Reports to the Vice President for Administration**

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

- Provide oversight and direction for all electrical, air conditioning, plumbing, carpentry, painting, custodial and grounds – keeping units of the University;
- Review work assignment, maintenance schedule, service programs, procedure, and practice, and make improvement as needed;
- Develop and direct a comprehensive preventive maintenance program; implement procedure, and policy; and meet with section and unit heads to review activities and provide direction on the meeting of department and division objectives;
- Determine training needs, and work with Human Resources Department in developing and implementing specific training programs to address such needs;
- Review and report personnel performance activities, attendance, tardiness, and use of leave, vacation, etc.; and assess manpower needs and capabilities, and implement changes as needed;
- Provide oversight for work control system, and execution of the work order, which include the processing, approving, estimating, scheduling, and implementing ;
- Provide oversight, through custodial Services, for all custodial maintenance of facilities; including the cleaning of offices, classrooms, labs and general and grounds maintenance, including mowing of lawn, landscaping, plating and pruning of plants and irrigation services;
- Assist the Director of planning and Construction in developing, evaluating, formulating, and making recommendations, and
- Service on Campus Committees, and conduct other activities as assigned by supervisor.