



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: **Liaison Officer**

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: **Director, Monrovia Office**

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

- To identify and target potential schools and colleges with which to build and maintain new relationships/links, as part of the overall University outreach programs;
- To contribute to the organisation and implementation of major promotional events in consultation with the Director for the Monrovia Office;
- To represent the University at appropriate higher education promotional events, careers conventions, exhibitions and fairs throughout the Monrovia and its immediate environs;
- To maintain the main point of contact between William V.S. Tubman University and other Higher Institutions of Learning, as well as secondary where necessary;
- To run errands in the best interest of the University;
- To contribute to and where necessary co-ordinate production of Education Liaison publications and various other promotional materials throughout the Monrovia and its immediate environs;
- To co-ordinate the production of new display stands and promotional tools for use at fairs, exhibitions. This also involves maintaining current display stands and other promotional paraphernalia for use throughout the year.
- To assist with general events such as graduation ceremonies.
- Any other reasonable duties requested by the Director.