



THE UNIVERSITY OF LIBERIA CFO/VPF SEARCH COMMITTEE
UNIVERSITY OF LIBERIA
MONROVIA, LIBERIA



VACANCY ANNOUNCEMENT FOR
VICE PRESIDENT FOR ADMINISTRATION
DEADLINE FOR APPLICATIONS: March 20, 2026, @ 11:59 PM

The University of Liberia, Liberia's flagship institution of higher learning, is accepting applications or nominations for the position of Vice President for Administration (VPA). Founded in 1862 as Liberia College, the institution became the University of Liberia in 1951 by an Act of the National Legislature. The President of the Republic of Liberia is Visitor of the University of Liberia, and the authority for the governance over the University is vested in the Board of Trustees. The UL president serves as Chief Executive Officer (CEO) of the University, both academically and administratively, and the VPA will report directly to the UL President.

Currently, the University of Liberia has nearly 30,000 students (~27,000 undergraduates and ~3,000 graduate and professional students) from all parts of the country, as well as foreign students from diverse educational and cultural backgrounds. The University is comprised of four (4) campuses – Capitol Hill in Monrovia, Fendall in Louisiana Township, Health Sciences in Congo Town, and Straz-Sinje in Grand Cape Mount County. Its staff size is over 2,200, of which approximately 800 are full-time faculty, plus several hundred adjunct (part-time/contract) faculty. Currently, 75-90% of UL's approximately US \$40 million budget goes to personnel, with a target of moving to a more balanced personnel-to-operating ratio over time through increasing efficiency and diversifying revenue streams. Additionally, UL needs to increase the ratio of highly qualified faculty relative to staff over the next five years. UL plans to launch a new five-year strategic plan during Q1 2026.

The University seeks a VPA who provides leadership and executive oversight for the full range of UL's administrative operations, upholds effectiveness, efficiency, excellence, and ethics as the highest guiding principles, is committed to integrity in all its forms, and understands and embraces the relationship between the University's administrative effectiveness and its ability to fulfill its educational mission as the nation's flagship public university. The VPA must work closely, collaboratively, and consistently with the UL President and must be highly communicative, action-oriented, strategic, and customer service sensitive.

The position requires highly attentive and collegial coordination with numerous stakeholders inside and outside UL. Internally, the VPA will be a member of the President's Cabinet and will also liaise with units such as Academic Affairs, Administration, and University City Development. The VPA will serve as a member of numerous committees, working groups, or meetings and will engage periodically with the UL Board of Trustees. The ability to make formal presentations to the Board and other bodies, sometimes on short notice, is a requirement.

Key Responsibilities

1. Strategic Leadership & Governance

- Provide executive leadership in the planning, coordination, and supervision of administrative units, including HR, procurement, plant operations, fleet operations, campus housing, campus security, and auxiliary enterprises.
- Develop and implement strategic administrative initiatives aligned with the University's Strategic Plan.
- Serve as a principal advisor to the President and senior leadership on administrative matters, institutional effectiveness, and resource optimization.
- Lead policy development related to administration, ensuring compliance with national laws, regulatory requirements, university policies, and best practices.

2. Human Resource Management

- Oversee HR policies, recruitment processes, performance management systems, employee relations, and staff development programs.
- Promote a culture of professionalism, ethics, accountability, and continuous improvement among administrative personnel.
- Implement and update modern HR systems, digital tools, and personnel records management processes.
- Ensure compliance with labor laws, grievance procedures, and staff welfare guidelines.

3. Financial & Resource Administration

- Provide oversight for budget planning for administrative units and ensure effective allocation and utilization of resources.
- Oversee University asset registry and asset management systems.
- Ensure adherence to procurement regulations, internal controls, and transparency frameworks in line with national and institutional standards.
- Improve administrative cost-effectiveness through efficient and effective systems, process reforms, and up-to-date management solutions.

4. Infrastructure & Facilities Management

- Oversee construction, rehabilitation, maintenance, and utilization of physical facilities across all university campuses, as well as utilities management, in line with University land use plans.
- Ensure the availability of safe, clean, and functional learning and working environments.
- Implement sustainability initiatives and campus modernization efforts.

5. Campus Operations & Support Services

- Manage key operational departments, including:
 - Transportation and fleet services
 - Campus security and safety
 - Plant operations and custodial services

- Auxiliary enterprises (printing services, housing, dining, etc.)
- Records management and document control
- Asset registry and management
- Ensure efficient service delivery to students, faculty, and administrative units.

6. Risk Management, Compliance & Institutional Integrity

- Establish and enforce risk-mitigation strategies, emergency response procedures, and business continuity plans.
- Strengthen internal controls and compliance across all administrative operations.
- Promote transparency, ethical conduct, and anti-corruption measures throughout the University.

7. Stakeholder Engagement & Communication

- Foster positive relationships with government institutions, donor agencies, contractors, vendors, and the university community.
- Represent the University on administrative and operational matters during internal and external meetings.
- Communicate policies, reforms, and administrative updates effectively across all campuses.

Qualifications

The successful candidate should possess broad leadership qualities and experience, including the following:

Minimum Required

- Master's degree in Public Administration, Business Administration, Higher Education Management, Management, Human Resource Management, or a related field.
- At least **7–10 years of progressive administrative leadership experience**, preferably in higher education or public-sector management.
- Strong understanding of institutional governance, public administration policies, procurement regulations, and HR management.

Preferred

- Doctoral degree (PhD, EdD, DBA) in a relevant discipline.
- Experience managing large-scale operations in complex institutions.
- Proven record of administrative reforms, systems modernization, or capacity-building initiatives.

Knowledge, Skills & Competencies

- Demonstrated leadership with high integrity, ethical standards, and sound judgment.
- Strong organizational, strategic planning, and project-management skills.
- Excellent interpersonal and communication abilities.

- Advanced knowledge of HR systems, public-sector administration, procurement frameworks, and institutional governance.
- Ability to manage multiple high-stakes responsibilities simultaneously.
- Proficiency in digital tools, administrative software, and workflow systems.

Key Personal Attributes

- Decisive, transparent, and accountable leader.
- Strong problem-solver and change-manager.
- Collaborative, team-oriented, and able to inspire diverse administrative teams.
- Commitment to academic excellence, student success, and public service.
- High ethical standards, professionalism, and a good reputation.

APPLICATIONS AND DOCUMENTS MUST BE SUBMITTED ON OR BEFORE MARCH 13, 2026. Shortlisted applicants will be required to appear in person for an interview before the Search Committee.

A complete application must include all of the following items:

- A letter of interest addressed to the Search Committee;
- Copies of all post-secondary diplomas;
- Copies of professional certifications or educational certificates;
- An up-to-date curriculum vitae or resume that includes the names and contact information (phone and email) for the references cited below;
- At least one annual report that was produced for an organization;
- Four sealed letters of reference – two from professional colleagues in the finance arena, preferably from current or former employers, and two character references, including one from a religious leader and one from a community leader or legal professional.
- Three recent passport-sized photos.

Applications should be sent to the following postal or email address. Please note that all international applications should be forwarded via Federal Express, DHL, or any reputable courier operating in Liberia.

NOTE: Only shortlisted candidates will be contacted for an interview.

**Chairperson, UL VPA Search Committee
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Submitted by the University of Liberia VPA Search Committee