



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 Procurement**

Duty Station: Harper, Maryland County

Minimum Qualification: M.Sc. / MBA

Commencement of Employment Period: November 1, 2016

Closing Date for the Submission of Application: Opened Until Filled

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

Reports To: **Vice President for Administration**

Position Requirements: The successful candidate shall possess a master's degree in procurement, supply chain management, business administration, or a related field, with minimum three (3) years of experience in procurement management. The successful candidate shall possess high level knowledge, skills, and experience to meet the requirements of this position. He/she shall assist the Vice President for Administration in ensuring that the University is in compliance with internal and national procurement policies and laws, including Public Procure and Concession Commission Laws and Public Financial Management Law. The successful candidate must

possess the skills necessary to effectively communicate with campus personnel, campus administrators, and the general public. The incumbent shall possess knowledge of the appropriate computer skills (especially experience with Microsoft Office Suite and Excel), with a commitment to quality and excellence.

Position Description:

- Provides oversight, reviews, and approves purchase orders, placement of purchases, delivery and pricing, including purchase payment requests, in line with University policy;
- Develops and implements purchasing and contract management instructions, policies, and procedures; and meets with vendors to negotiate pricing, product quality, and delivery;
- Negotiates and supervises contracts and implements policies with suppliers;
- Participates in the development of specifications for products, services, equipment, supplies, and materials;
- Forecasts requirements and orders products to meet demands; and evaluates, and approves specifications for issuing and awarding bids to suppliers and vendors through the University's RFP, RFQ and ITB Processes;
- Conducts meetings, prepares and presents reports, and provides information to identify purchasing requirements;
- Develops, implements, and enforces the University's procurement manual, and reports performance against the plan and the University business objectives;
- Procures computer automation equipment, network systems, telecommunications and general office equipment, furnishings, supplies, and miscellaneous services from government and non- government sources through new contracts, competitive bids, or existing government contracts; and verifies deliveries against invoices;
- Meets with requesters to ensure full understanding of their needs and that the proposed purchase will satisfy the need of the requester;
- Maintains purchasing records for each assigned budget object code;
- Assists in developing budget requests and justification for Procurement Department;
- Maintains vendor and supplier database and catalogs for review by personnel in making purchasing decisions; and makes recommendations to revise procedures;
- Perform other duties as assigned by supervisor.

The ideal candidate must submit the following materials:

- 1. A letter addressing key areas of the position and how the candidate's experience and expertise would benefit the University;**
- 2. CV;**
- 3. Copy of degree(s), Professional certificate(s) or transcript(s);**
- 4. 3 references, including names, titles, and contact numbers;**

**Interested applicants should please submit their applications to: jobs@tubmanu.edu.lr;
The Human Resources Office, W.V.S. Tubman University Harper, Maryland County, Republic
of Liberia or its Monrovia's Office (25th Street, Sinkor; Adjacent Len Miller High School)**