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 position of:

Position: **HR Generalist**

**Duty Station:** Harper, Maryland County

**Minimum Qualification:** BA/BS/BBA

**Commencement of Employment Period:** November 1, 2015

**Closing Date for the Submission of Application:** August 18, 2015

**Salary and Benefits:** Commensurable Salary, Optional Medical Insurance, Group Transportation

**Reports To:** Assistant Vice President for Human Resources

**Position Requirements:** The successful candidate shall possess a Bachelor’s degree in Management, Business Administration or a related field, with minimum 3 years of experience in Human Resources. The successful candidate shall possess high level knowledge, skills and experience to meet the requirements of this position; and shall assist the Assistant Vice President for Human Resources in ensuring that the University is in compliance with internal and national HR policies and laws. 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 of the Office of Human Resources in the absence of the AVP-HR;
- Oversees benefits administration to include tuition remission, bereavement, claims resolution, accident/incident reporting; change reporting;
- Approves invoices for payment, and communicates benefit information to employees;
- Develops and maintains labor/employee relations programs in collaboration with compliance officer;
- Develops, and oversees labor reports; maintains other records, reports, and logs to conform to Labor/Immigration regulations conducts new-employee orientations;
• Oversees student internships;
• Works with the Monrovia Office in coordinating relocation to Harper for incoming employees;
• Assists in development and implementation of personnel policies and procedures;
• Prepares and maintains employee handbook and policies and procedures manual in conjunction with compliance and HR officers;
• Conducts benefits enrollment for new employees;
• Develop and maintain tracking system for all employee benefits, incident/accidents, work and other permits, visa requirements for foreign staff;
• Assists in personnel transactions such as hires, promotions, transfers, performance reviews, terminations, and employee statistics for government reporting;
• Provides advice and recommendations on disciplinary actions;
• Conducts exit interviews and oversees the separation process to include working with getting Social Security benefits, retirement and other benefits from outside agencies;
• works with the office of media and public relations to disseminate information to employees;
• Serves on special committees and oversees and documents all investigations; and
• Performs other duties as assigned.

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) and Certificate(s)
4. 3 references, including names, titles and contact numbers

Interested applicants should please submit their applications to: job@tubmanu.edu.lr;

Or The Human Resource Office W.V.S. Tubman University Harper, Maryland County