



William V. S. Tubman University

Tubman Town, Maryland County

MAILING: P. O. Box 3570 Harper, Maryland County, Republic Of Liberia, West Africa

Monrovia Office: 24th Street, Tubman Boulevard, Sinkor, Monrovia, Liberia

EMAIL: info@tubmanu.edu.lr WEBSITE: www.tubmanu.edu.lr

Job Vacancy Announcement

Position: Dean (College of Health Sciences)

Status: Full-time

Duty Station: Harper City, Maryland County

Reports To: Vice President for Academic Affairs

Minimum Qualification/s: Ph.D. /MD

Date of Announcement: October 2, 2025

Application Deadline: November 30, 2025

Background:

William V.S. Tubman University (TU) is a public university in southeastern Liberia. TU offers degree programs in six colleges: Agriculture and Food Science, Education, Health Sciences, Business and Administration, Engineering and Technology, and Arts and Sciences. As part of an effort to strengthen the operational efficiency of the University, William V. S. Tubman University is seeking a qualified individual to fill the position of Dean of the College of Health Sciences.

Position Summary:

The Dean serves as the chief executive of the College of Health Sciences with the responsibilities to provide oversight of academic and administrative programs, including the development/implementation of strategic plans, allocation of resources (budgets, staff, and equipment), operational success, promoting research, and the evaluation of results that support the university's goals and mission.

Minimum Qualifications/Requirements:

The successful candidate shall possess an MD or Ph.D. degree in the field or appropriate academic qualifications within the particular discipline, with a Minimum of five (5) years of successful and documented leadership experience in education. He/she shall facilitate training and professional development for faculty that enhances their ability to provide an engaging learning experience for students. He/she shall conduct regular assessment activities as part of the institutional effectiveness process and use results to drive continuous improvement of the student experience and support and lead faculty in the adoption of new technology.

Duties and Responsibilities:

- Serve as academic and administrative head of the College of Health Sciences;
- Provide leadership for the College of Health Sciences in fostering excellence in teaching, research, and service to the community; ensure academic programs that challenge and encourage students in inquiry and application, in both current and future curriculum/program development and implementation;
- Prepare and implement strategic plans (short and long-range goals) to meet the University's mission;
- Provide leadership and active participation in the pursuit of diverse funding sources for innovative programs/curriculum/research, including fundraising initiatives and partnerships;
- Promote diversity through the pursuit of stated goals for students, staff, and faculty members;
- Provide leadership, supervision, and direction for the College of Health Sciences, including staff training plans, assign and review work; establish goals and assess performance through completion of written evaluations; act on disciplinary issues, work with VPAA & HR for hire and other personnel actions; address grievances and develop a plan for corrective action;
- Actively promotes faculty and staff development in the College of Health Sciences;
- Work with the deans of other colleges to foster interdisciplinary programs;
- Work to enhance the reputation and viability of the College of Health Sciences and the academic community;
- Provide oversight of the program through Department Chairs within the College of Health Sciences;
- Provide leadership in developing new programs; encourage faculty participation, development in the college;
- Provide leadership in curriculum planning and development at the University;
- Provide leadership in faculty and staff development, and personnel evaluation;
- Coordinate faculty load; monitor and maintain academic standard;
- Set priorities and policies for the College of Health Sciences;
- Work closely with faculty, staff, and administrators to build and sustain academic excellence;
- Community Outreach-engagement with external stakeholders, including alumni, donors, and community organizations, to solicit external input regarding the impact of the college;
- Develop and implement fundraising strategies to obtain needed philanthropic support for the college.
- Conduct regular consultations with faculty, students, and staff. Participate in the review of each faculty application for promotion/tenure and provide recommendations to the VPAA;
- Advance the university's vision and goals by creating strategic academic and future initiatives;
- Lead the educational, research, scholarly, and publication activities in the college;
- Serve on university committees when called upon;
- Teach one course as community service, and
- Perform other duties as required by your supervisor.

Skills/Abilities

- Strong background in curriculum development and pedagogy;
- Leadership skills, including the ability to initiate and manage projects in an academic organization;
- Motivated, self-starter, and able to work independently;
- Demonstrated experience with academic planning and program development.
- Strong organizational, project management, and analytical skills with a detail orientation;
- Strong interpersonal and communication skills;
- Familiarity with regional accreditation preferred;
- Problem-solving skills;
- Personal motivation;
- Customer service skills;
- Strong Computer literacy skills, especially in Microsoft Office Suite;
- Ability to lead and promote team spirit and motivate faculty and staff members;
- Scholarly work/research-driven and publication.

Please submit your resume, a Copy of your degree(s), professional certificates, and transcript with a cover letter outlining your interest to:

The Assistant Vice President for Human Resources and Compliance
William V. S. Tubman University
Harper City, Maryland County, Liberia
Email: jobs@tubmanu.edu.lr

Note: Please know that only shortlisted Candidates will be contacted