



William V. S. Tubman University

Tubman Town, Maryland County

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

Monrovia Office: 15th & Tubman Boulevard, Sinkor, Monrovia, Liberia

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

Job Vacancy Announcement

Job Title: Primary Education Instructor -College of Education

Status: Full-time

Reports To: Dean

Minimum Qualification/s: MA

Date of Announcement: May 7, 2026

Deadline: June 30, 2026

Background:

William V.S. Tubman University (TU) is a public and the only 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 Primary Education Instructor within the Dr. Elizabeth Davis-Russell College of Education

Position Summary:

A Primary Education Instructor, you will provide instructional services within Department of primary education; responsible for training future teachers, conducting research in early childhood/elementary education, and maintaining partnerships with local schools. He/she will teach undergraduate or graduate courses in pedagogy, curriculum development, and child development, preparing teacher candidates for licensure and classroom success.

Minimum Qualifications/Requirements:

The successful candidate shall possess at least a Master degree in the field or appropriate academic qualifications within the particular discipline with a Minimum of five (5) years of successful and documented leadership experiences in Primary Education. The successful candidate is responsible for working within the College of Education. He/she shall facilitate training and professional development for Students that enhance their ability to provide an engaging learning experience. He/she shall possess strong subject knowledge in core primary subjects (English, Mathematics, Science), which are essential. Ability to instruct in various teaching methods, assessment strategies, and classroom management techniques.

Duties and Responsibilities:

- Teach a maximum of twelve credit hours (four courses)
- Conduct research;
- Develop and implement instructional plans per semester;
- Counsel and advise students;
- Advocate and promote the University's mission and vision
- Develop excellent course syllabus materials; conduct other sessions as may be required;
- Maintain a reliable student attendance record system;
- Conduct reliable and timely evaluation of student performances;
- Work collegially with administrators and fellow Educators, and grow professionally
- Create plans that are appropriate to the age and ability of the students to facilitate progression in the student's holistic development;
- Assess, record, and report on the development, progress, and attainment of students;
- Manage the classroom and teaching equipment, to create a positive learning environment that makes effective use of available resources;
- Implement the school relational policy and our principles of ready, safe, and Respect;
- Participate in full staff and team meetings, workshops, seminars and contribute to scholarly works at the University;
- Supervise students when assigned for research purpose and other academic reasons;
- Serve on university committee where expertise needed;
- Perform other tasks as may be assigned to you by your supervisor, the Dean, VPAA, other university authorities, and or the President of the University.

Skills/Abilities

- Ability to mentor, guide, and advice undergraduate students during their professional training and field experiences.
- Promoting critical reflection among pre-service teachers on their teaching, enabling them to evaluate their own performance.
- Effectively bridging the gap between university coursework and classroom practical applications.
- Ability to conduct research and promote innovation in primary education.
- Deep understanding of the primary school curriculum (literacy, numeracy, STEM, etc.)
- Competence in using and teaching digital tools for learning management systems (e.g., Blackboard, Canvas), educational software, and online teaching methods.
- Knowledge of differentiated instruction to meet the needs of diverse learners and inclusion practices.
- Manage classroom and student behavior.

Please submit your resume, Copy of 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 1
Email: jobs@tubmanu.edu.lr

Note: Please know that only shortlisted Candidates will be contacted

