



DEPARTMENT OF HUMAN RESOURCES
University of Liberia, Monrovia, Liberia
West Africa

Office of the Associate Vice President for Human Resources
FY-2019-00000-ASVP-HRD-UL

GENERAL COUNSEL LEGAL DEPARTMENT UNIVERSITY OF LIBERIA

The University of Liberia, a multi-campus, public university, is seeking nominations and applications for the position of General Counsel (GC). As chief legal officer of the University of Liberia, the GC provides legal services to the Board of Trustees, University President and senior management team (cabinet). The GC reports directly to the University's Board of Trustees and to the President, provides legal guidance and counsel in executive and policy decision-making and serves as a member of the President's cabinet.

The General Counsel is responsible for leading the Office of the General Counsel (OGC) and its present team that includes 4 attorneys and counsellors retained to represent the University. In total, the General Counsel presently oversees 6 employees.

The GC manages the University's legal representation in all litigation and administrative proceedings. The GC provides counsel and advice concerning compliance with national statutes and regulations affecting institutions of higher education and legal advice, including preventative legal services and legal representation in monitoring and resolving disputes that may lead to litigation. Subject to direction of the Board of Trustees and President, the GC is responsible for resolving all legal claims and initiating and appealing all lawsuits and administrative proceedings.

Due to the unique status of the University of Liberia, the GC should be knowledgeable about constitutional autonomy and be able to provide advice, counsel, and legal support to the Board and President in this area. Additionally, the GC maintains an appropriate framework for internal control to evaluate and protect the University's legal interests and reduce its legal risks. All University contracts relating to employment, purchasing, real estate, patents and technology marketing, sponsored research, external sales and other activities are subject to GC review.

The GC serves as attorney to the Board of Trustees in legal matters, and communicates legal issues and concerns to the attention of the Trustees, President, and senior Administrators. The GC also is responsible for reviewing all Board resolutions and policies for form and legality.

Essential Qualifications:

- J.D. degree from an accredited law school.
- Substantial experience as a practicing attorney in a sophisticated environment such as a reputable, multi-counsellor law firm, government agency, university, or non-profit or business corporation.
- Significant leadership experience managing the work of attorneys and other professionals and/or in the representation of large complex and highly decentralized organizational clients with multiple stakeholder groups.
- Maintains a high-level of respect within the bench and bar, and has the ability to be admitted to practice law in the Republic of Liberia.
- Proven success in providing legal guidance in the context of complex organizations and a deeply held commitment to, and belief in, the value of collaborative decision-making.
- Experience directly managing or supporting leadership in managing controversial and high profile issues.
- Demonstrated success in leading, empowering, and delegating effectively to a successful team.
- Ability to work collaboratively, and to communicate effectively, with multiple and diverse constituencies, such as faculty, staff, students, legislators, corporate partners, community leaders, the public, alumni and donors.
- Demonstrated commitment and contribution to fostering and advancing equity, diversity and inclusion.
- High ethical standards with a strong commitment to legal ethics exhibited in knowledge and practice, and professional responsibility.
- Exceptional analytical, interpersonal, and written and oral communication skills, as well as sound judgment and personal and professional integrity.
- Visionary, strategic, and inclusive leader committed to the highest standards of excellence.

Preferred Qualifications

- Experience in, or understanding of, the public sector and/or higher education environment.
- Familiarity with the University of Liberia or comparable higher education institution.

- Understanding and appreciation of the role of the University of Liberia in nation building.

Application Deadline : Tuesday February 12, 2019 @ 4: PM

Application can be addressed to:

Garmai M. Wilson
Associate Vice President
Human Resource Department
Fenall Campus
University of Liberia
garmainwilson@gmail.com

Executive Assistant to the President (EAP) of the University of Liberia

Position Summary

The Executive Assistant to the President (EAP) reports directly to the president and provides executive-level support to the president. Appointed by the President, the EAP is responsible for a broad and complex set of assignments related to the duties of the President. She/he relieves the President of operational and administrative details and performs administrative functions that require a thorough knowledge of University policies, procedures, and operations and an understanding of the University's role within Liberia. The EAP provides administrative support for all presidential activities acting on behalf of the President and the University in a manner that reflects the President's priorities and the University's vision, mission, goals and values. The EAP demonstrates commitment to continuous quality improvement and to providing outstanding service to a variety of internal and external University stakeholders (Board of Trustees, senior administrators, public and private officials, the media, students, and parents), and maintaining an overall standard of excellence for the staff in the Office of the President. The EAP exercises initiative and independent judgment in managing the President's schedule and the office's daily activities. The EAP uses discretion in the dissemination of information to faculty, students, staff and various public entities served by the University, and coordinates activities with several major administrative units of the University. The Executive Assistant to the President is committed to unquestioned integrity and trustworthiness.

Duties and Responsibilities:

The EAP has responsibility for the coordination of meetings, logistics, correspondence, advance preparation of materials, follow-up activities related to University business, coordination of activities directly related to the President's staff and working with members of the cabinet (senior administrative team) in the execution of key university initiatives. The EAP works with members of the President's staff to prepare materials necessary for the President to fulfill her/his duties, including research and drafts for major talks and appearances, budget proposals, annual reports, and assists in preparing the President to fulfill these roles. The EAP serves as assistant and advisor to the President on a variety of matters; represents the President at events, activities, meetings and to constituent groups as required; and assists with and manages communications between the President and the faculty, staff and students of the university and outside groups. Additional responsibilities include, but are not limited to the following:

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Facilitates efficient utilization of the President's time working with the Administrative Secretary, through development and coordination of a complex calendar of appointments, meetings, social engagements, and University and community functions with individuals and groups.
2. Promotes a positive image of the University by greeting and receiving visitors to the President's office, responding to inquiries from diverse University public entities (e.g., students, parents, faculty, staff, legislators, alumni, the media, and public and private officials), providing authoritative information regarding University policies or decisions, referring inquiries or problems to the appropriate office or person, resolving problems, and following up to determine the inquirer's satisfaction with the response.
3. Serves as a liaison between the President and other University administrators, public and private officials, various boards, faculty, staff, students, and various public entities served by the University by communicating and/or interpreting policy, decisions, and documents issued by University, gathering information and providing information to the President, and representing the President's Office on select University and civic committees.
4. Safeguards the confidentiality of University administration by exercising discretion in communicating information to faculty, students, staff and the various public entities served by the University and in handling administrative records, files, and similar confidential items.

5. Coordinates the flow of incoming communications and outgoing communications by receiving, routing, and/or responding to incoming communications and determining the appropriate office, department, or agency for outgoing communications;
6. Assists the President in oversight functions by reviewing, monitoring, and approving University personnel action forms and reviewing correspondence and documents prepared by other offices for the president's signature.
7. Serves as event coordinator for various functions of the President's Office.
8. Facilitates the work of the Office of the President
9. Provides information for reports and records through research, data retrieval, compiling and/or tabulating statistics, and organizing and presenting the information in useable and understandable formats.
10. Prepares correspondence for distribution or approval and signature, checking the documents for completeness and accuracy.
11. Assists with development and management of the budgets under control of the President's Office by maintaining budget records, reconciling and verifying vouchers and receipts for accuracy, producing financial reports and summaries, approving expenditures, completing budget transfers, and verifying and approving all international travel for the University.
12. Facilitates the success of events hosted by the President's office by working with Protocol in scheduling events with appropriate offices and agencies, advising/contacting participants or invited guests, preparing agendas and programs, arranging for audiovisual and associated support equipment, using independent judgment regarding event alternatives, modifications, or last-minute changes, and coordinating or providing support during the events.
13. Performs records management by overseeing the filing system, creating files and records as necessary using judgment and knowledge of office requirements, updating files and records, determining retention and purging schedules, and retrieving files and documents as needed.
14. Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
15. Remains competent and current through self-directed professional reading, developing professional relationships with colleagues, attending professional development seminars, and attending training and/or courses as required by the President.
16. Contributes to the overall success of the University by performing other essential duties and responsibilities as assigned.

Education:

Requires Bachelor's degree; Master's or Ph.D. degree preferred.

Experience:

Requires at least five years of relevant experience in a complex organization. The Executive Assistant to the President must have a proven track record of management in an executive environment. Requires an understanding of all entities within the University of Liberia or a university setting, with demonstrated experience consulting and advising senior-level executives.

Skills: Excellent verbal, written, and communication skills are required; i.e., the ability to communicate effectively verbally and through written correspondence as well as in communicating with individuals in one-on-one situations. A precise command of grammar, punctuation, spelling, and the correct usage of the English language is required. Attention to detail is required. Adeptness with multitasking is required. Computer literacy is required and includes proficiency with word processing, spreadsheets, and presentation software. Excellent organizational skills are required. Must be able to work independently, use initiative, and make substantive decisions quickly. The ability to develop knowledge of, respect for, and skills to engage with those of varied backgrounds is required.

Application Deadline : Tuesday February 12, 2019 @ 4: PM

Application can be addressed to:

Garmai M. Wilson
Associate Vice President
Human Resource Department
Fenall Campus
University of Liberia
garmaimwilson@gmail.com

Vacancy Title : Executive Director Alumni Affairs

University of Liberia

Report to : Vice President for Institutional Development & Planning

Employment Type : Full time

Application Deadline : Tuesday February 12, 2019 @ 4: PM

Application can be addressed to:

Garmai M. Wilson

Associate Vice President

Human Resource Department

Fenall Campus

University of Liberia

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QUALIFACATION

- A minimum of four years of experience in alumni relations affairs with demonstrated accomplishment in fostering productive relationships with volunteers and developing volunteer leadership;
- Excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the University of Liberia, alumni, other constituents and the public;
- The demonstrated ability to strategize, implement and build constituency programs and activities, along with a talent for motivating volunteers
- Demonstrably strong writing, planning and organizational skills
- Flexibility and initiative, as well as the ability to work independently,

- A minimum of Bachelor's degree is require in the field of Administration
- Applicant must be a graduate from the University of Liberia

TERM OF REFERENCE FOR EXECUTIVE DIRECTOR FOR ALUMNI AFFAIRS/UNIVERSITY OF LIBERIA

1. Work closely with the Alumni Association Executives, arranging its meetings, staffing its committees and ensuring strong and productive relationships between its members and the academic administrative leadership;
2. Serve as ex officio Executive Director of the Alumni Association;
3. Plan, implement and promote alumni programs that support the University strategic plan as well as the goals of the University of Liberia Alumni Affairs;
4. Ensure accurate and complete alumni database records; capture contact, biographical and career information of alumni via surveys, projects (e.g. alumni directory), correspondence, website, postal returns, etc.;
5. Establish and build relationships with a wide range of alumni, locally, regionally, nationally and internationally; maintain regular communication with alumni via direct contact, email blasts, alumni web pages, and print publications;
6. Educate graduating students about alumni benefits and engage them in programs;
7. Partner with Director of Admissions to spearhead the introduction of alumni involvement in the admissions process; partner with the V.P. of Student Affairs to plan the growth and accessibility of career networking services for students and alumni;
8. Collaborate closely with development colleagues in increasing support from alumni; routinely identify and qualify alumni prospects for gifts; communicate development-related activities via written contact reports filed in and periodic attendance at prospect alumni meetings;
9. Raise funds and select special projects and events in collaboration with Development colleagues and the University of Liberia Administration;
10. Oversee the university's Homecoming day celebration

11. Manage and grow the university's annual fund program.

Vacancy Title Testing Director

University of Liberia

Qualification

Master in Education from an accredited University with emphasis in mathematics.

SKILLS AND COMPETENCE

- Ability to communicate clearly and concisely, both orally and in writing
- Considerable knowledge in database management using MS access, My SQL or postgraduate SQL is preferable
- Skill in developing research designs program evaluation techniques and data analysis methods.

Report to : Vice President for Academic Affairs

Employment Type : Full time

Application Deadline **Tuesday February 12, 2019 @ 4: PM**

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Garmai M. Wilson

Associate Vice President

Human Resource Department

Fenall Campus

University of Liberia

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**TERM OF REFERENCE FOR EXECUTIVE DIRECTOR FOR TESTING
UNIVERSITY OF LIBERIA**

1. Supervise and actively participate in the preparation of UL-Entrance;
2. Coordinate and administer of all UL Entrance Exams;
3. Develop and conduct training/workshop for all individual with oversight of the registration and administration of the entrance exam;
4. Score the exam and provide result to the President and Faculty Senate;
5. Provide lists of eligible candidates based on guidelines set forth by the Faculty Senate;
6. Prepare and provide analysis of exam results to the President of the University of Liberia, the Vice President for Academic Affairs and the Faculty Senate and other relevant partners (e.g. Ministry of Education, Principal of High schools) for decision making;
7. Provide continuous assessments of exam development, administration, and evaluation;
8. Follow all rules, policies and procedures of the University of Liberia pertaining to testing issues;
9. Set goals for the department and direct testing administration programs; execute monitor and evaluate the progress of the program;
10. Create annual testing schedule for the University of Liberia;
11. Designs testing data collection strategies, collect and assemble data; guarantee the accuracy of data; complete data verification procedure;

12. Identify and apply appropriate statistical analysis; produce graphical, tabular and narrative summaries of data and statistical results;
13. Provide advice and technical assistance to school in testing data collection and analysis provide technical support and goal summary report to school to interpret test result; link results; to curriculum, instruction and assessment.
14. Scheduling examination generally;
15. Retaining final examination papers in the University archives;
16. Recruiting and training examination invigilators
17. All examinations must be invigilated by University trained invigilators