



# Bomi Community College

Fatorma Compound  
Tubmanburg, Bomi County  
Liberia, West Africa

Email: [bomicollege.bccc1@gmail.com](mailto:bomicollege.bccc1@gmail.com)



## **JOB VACANCY ANNOUNCEMENT**

Job Title	: Vice President for Administration
Report To	: President of BCC
Appointment type	: Full-time Employment
Salary	: Commensurate with education and experience & as per Gol
Pay Grade	
Duty Station	: Tubmanburg, Bomi County, Republic of Liberia
Starting Date	: August 15, 2025
Deadline	: September 5, 2025

### **Background**

Bomi Community College (BCC) is a public land-grant government-supported institution of higher learning located in Tubmanburg City, Bomi County. BCC has been operating as the first community-based college initiative in Liberia since August 2005 and accredited by the National Commission on Higher Education in 2009. BCC was subsequently enacted by an Act of Legislature on September 19, 2012 with mandate to administer co-educational institution of teaching, learning and research within the Western Region of Liberia including Bomi, Grand Cape Mount, Gbarpolu and Rural Montserrado Counties. We strive to prioritize people's most urgent needs, empowering lives and promoting quality education and professional development for a large youthful population in the region. BCC offers Associate of Arts degrees in agriculture, business, education, nursing, criminal justice and certification in TVET with specialization in masonry, plumbing and carpentry. BCC also offers a "C" Certificate extension program in teacher-training education in Bopolu, Gbarpolu County. All academic programs and TVET are accredited by the National Commission on Higher Education, Liberian Board of Nursing and Midwifery and other relevant authorities in Liberia

## **Job Description Summary for Vice President Administration and Finance**

The Vice President for Administration reports directly to the President of the Bomi Community College. The primary responsibilities will include the management, direction, control and coordination of all administrative and financial management services of the College. This full-time, senior leadership position provides oversight and direction for administrative and financial management services, and its operational staff, including budgeting and accounting, student accounts, human resources, procurement, security, transport services, assets and facilities management, capital planning and operations. He/she serves as a member of the President's cabinet.

Furthermore, the Vice President for Administration provides oversight and direction for the recruitment, retention, promotion, and performance of top-quality talents, both professional and non-professional staff, who excel at the College. He/she is required to attend and participate in graduation exercises, meetings, forums, College committees, professional meetings, and conferences. The Vice President for Administration makes recommendations for shared good governance and administration aimed at improving administrative and financial management activities to the President, senior management team and Board of Trustees. He/she will provide leadership in strategic planning, strategic management and predictive analytics focused on talent development to support the current and future economic development of Liberia and the region.

### **Primary Job Duties and Responsibilities**

- ✓ Administration: Develops implements and enforces policies and procedures through systems that will improve the overall operations and effectiveness of the College.
- ✓ Recommends and develops policies, procedures and systems to meet or exceed the strategic goals and objectives of the College.
- ✓ Provides leadership to drive the implementation of the strategic plan as well as coordinates with the various divisions of the College to achieve their sustainability programs.
- ✓ Evaluates the administrative and financial management services structure and team plan for continual improvement, effectiveness and efficiency.
- ✓ Collaborates with administrative departments and external stakeholders to provide reliable and accurate financial information and reports to accomplish strategic initiatives.
- ✓ Reviews student tuition and fee structure and make appropriate recommendations for reform.

- ✓ Oversee the management and operation of auxiliary services including student/faculty centers, food services, etc.
- ✓ Acts as the liaison with outside counsel for all legal matters related to the College.
- ✓ Represents the College at meetings and functions as requested by the President.
- ✓ Assumes responsibilities within his/her competence for other duties assigned by the President.
- ✓ Budgetary support and financial management: Plans, develop, organize, implement, direct and evaluate the organization's fiscal functions and financial management system.
- ✓ Ensures timely and accurate budget analysis and financial reporting for the management team.
- ✓ Human resource management: Provides leadership and guidance to ensure the development of human resource policies and procedures are in accordance with government laws and regulations, and the strategic goals and objectives of the College.
- ✓ Procurement and asset management: Ensures compliance with appropriate regulatory agencies by continually monitoring operations, programs and physical resources.
- ✓ Ensures compliance with government and/or independent audits as requested
- ✓ Provides strategic support and advises the senior management team, President and Board of Trustees on the impact of long-range capital and organizational planning.

Provides leadership and guidance for the development and implementation of capital planning and operations projects as well as the maintenance of the physical plant and grounds

### **Academic Qualification Technical Skills & Competencies Required**

- Strong commitment, extensive and progressive managerial experience in higher education, both in administration and teaching.
- Excellent communication skills both oral and written, and public speaking skills to effectively interact with institutions and stakeholder groups of diverse backgrounds
- Clear understanding of the national educational policies and how to influence those policies
- Successful experience in policies development, administration, strategic planning, and strategic management at the college level
- Budgeting and financial management experience at the college level

- Ability to forge an effective academic management and leadership team for the college
- Demonstrated experience in using Microsoft office suite, e-Learning and modern technology in higher education setting.
- Holder of an advanced degree from a recognized University or College, with at least ten years(10yrs) of working experience with in Higher Education.
- Have an appreciable understanding of the socio – cultural environment of the Western Region of Liberia, in particular and Liberia in general.
- Practices good performance management to meet or exceed stakeholder needs and expectations.
- Practices managerial courage to make tough decisions, when necessary. Engages and motivate people to achieve success and excellence in an open, accountable, transparent and collaborative manner.
- Acts in a fair, flexible, honest, ethical and professional manner always
- Practices accountability, transparency and integrity, share information routinely across all areas of the College and external stakeholder
- Fosters open communication, acceptance and appreciation of others' opinions and thoughts
- Passionate advocate for quality service and customer service to students, faculty and staff.

**Females are encouraged to apply**

### **Submission and deadline for all applications**

BCC seeks nominations and applications for the position of Vice President for Administration. The application must be written in English language. Interested individuals are invited to submit a cover letter expressing their interest, qualification and relevant work experience as they pertain to the relevant requirements, responsibilities and preferences of the above position. Each applicant is hereby requested to submit current resume or curriculum vitae along with official credentials and all degrees earned, the names, phone numbers and e-mail addresses of three professional references.

Applications must be submitted electronically to [bcc.hr22@gmail.com](mailto:bcc.hr22@gmail.com) or hard copy to **Director Human Resources, Bomi Community College, Fatorma Compound, Tubmanburg, Bomi County.**

**No phone calls will be accepted.**