



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 following positions:

Position: **HR Assistant/Benefits and Compensation**

Duty Station: Harper, Maryland County

Minimum Qualification: B.Sc./BA/BBA

Commencement of Employment Period: January 2, 2018

Closing Date for the Submission of Application: December 8, 2017

Salary and Benefits: Commensurable salary, optional medical insurance, and group transportation

Reports To: **Human Resources Director**

Position Requirements: The successful candidate shall possess a Bachelor's degree with minimum three (3) years of experience that commensurate with the position description. The successful candidate shall possess high professional attributes as well as excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the HR unit and other constituents. The incumbent shall possess strong knowledge of the appropriate computer skills (especially experience with Microsoft Office Suite and Excel), with a commitment to quality and excellence.

Position Description:

- Provide support of the day-to-day administration of the University's employee benefit program and compensation including base salary program, annual review, annual and prorated bonus calculations, and assist employees with various benefit related issues, concerns or requests for service in accordance with established policies and regulations, while maintaining a very high degree of confidentiality,
- Perform extensive customer service related contact with employees, retirees, and dependents regarding their benefits and processing of their benefits, to include

answering questions, performing research and responding to employee and retiree questions regarding all university provided benefits,

- Assist employees and former and retired employees in communicating with NASSCORP and other insurance companies to ensure reasonable responses to employee concerns and accuracy in the application of policy/ies,
- Perform a variety of administrative and complex benefit related clerical work, to include, maintaining filing systems to include employee, retiree, and terminated personnel filing, maintaining all active employee, and National Social Security Corporation (NASSCORP) and Medical Insurance Company enrollment records for the group insurance program, entering and verify a variety of data into the computer system, and maintaining benefits related forms and documents,
- Prepare and distribute written and verbal information to inform employees of benefits programs such as insurance plans, changes to participants, wellness events and special employer sponsored activities, policy interpretation,
- Assist employees, their dependents, and retirees in the completion of various benefit forms; communicate with carriers and people receiving benefits to notify them of changes in coverage and to resolve employee or retiree problems,
- Administer employee disability insurances and medical leave benefits, submission of required information and forms, and coordinate leave and procedures in compliance with the University's and national laws, policies and procedures,
- Collect and maintain record of new salary advances, past advances due and vacation/leave payout requests; request, organize, and process leave request forms to ensure proper completion and authorization of leave is taken,
- Coordinate and participate in the open enrollment and orientation of new employees signing up for benefits, processes enrollment forms, and assists with and resolves insurance issues with employees and insurance carriers,
- Collect and create induction folders for new employees, and assist with Exit Process for terminating employees, and
- Perform other duties as assigned by supervisor and senior management.

Position: HR Assistant/Training and Development

Duty Station: Harper, Maryland County

Minimum Qualification: B.Sc./BA/BBA

Commencement of Employment Period: January 2, 2018

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Position Description:

- In consultation with the HR Director, be responsible for identifying faculty/staff training and development needs; and for planning, organizing and overseeing appropriate trainings,
- In consultation with the HR Director, support, deliver, maintain and evaluate/assess the Training and Development (T&D) program of the University such as the University's Grow Our Own Scholarship (GOOS),
- Assist the HR office in the T&D offerings including faculty/staff training sessions, workshops and activities, performance development programs, etc.,
- To help create and maintain an annual training calendar; coordinate and deliver T & D activities in accordance with the agreed training calendar,
- Regularly review and update all existing training tools in collaboration with the HR Director,
- Help with the preparation and submission of the annual T & D Review Report,
- Initiate support & coaching for faculty and staff to drive development,
- Regular 1-2-1's with supervisors/departments/colleges to review the University's and individual T & D needs; develop tracking system for internal and external trainings, staff time and attendance; help to maintain accurate training records/logs/schedules,
- Help and support Ad hoc projects as required and directed by the HR Director,
- Conducting job evaluation surveys; implementing, advising on and monitoring appraisal schemes; liaising with managers and interviewing employees at all levels to identify and assess training and development needs,
- Supervising and monitoring progress made via training programs or schemes such as the University's GOOS,
- Process employee requests for outside training while complying with policies and procedures,
- In conjunction with the HR Director and the HR team, participate in the conduct of new employee orientation, induction for new staff, and analysis of training needs of staff so as to foster positive attitude towards University goals,
- Perform other duties as required by supervisor and senior management.

Position: **HR Assistant/Compliance and Employee Relations**

Duty Station: Harper, Maryland County

Minimum Qualification: B.Sc./BA/BBA

Commencement of Employment Period: January 2, 2018

Closing Date for the Submission of Application: December 8, 2017

Salary and Benefits: Commensurable salary, optional medical insurance, and group transportation

Reports To: **Human Resources Director**

Position Requirements: The successful candidate shall possess a Bachelor's degree with minimum three (3) years of experience that commensurate with the position description. The successful candidate shall possess high professional attributes as well as excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the HR unit and other constituents. The incumbent shall possess strong knowledge of the appropriate computer skills (especially experience with Microsoft Office Suite and Excel), with a commitment to quality and excellence.

Position Description:

- Assist the HR Director in the development, initiation and revision of policies and procedures for the general operation of the compliance program and its related activities to prevent illegal, unethical, or improper conduct;
- In consultation with the HR Director, develop and maintain communications with labor organization representatives;
- Assist in the development and periodical review, and update Standard Operating procedures to ensure continuing currency and relevance in providing guidance to management and employees; assist departments in developing and monitoring policies and procedures;
- Assist in research of the labor laws, healthcare regulations, best practices etc. to ensure compliance; serve as a Disaster Service Worker as required; be a part of negotiated labor agreements and arbitration awards;
- In consultation with the HR Director, collaborate with other departments (for example Security, Information Technology, Internal Audit, and so on) to direct compliance issues to appropriate existing channels for investigation and solution; assist in negotiations between the University and employees;
- Develop negotiating proposals, resolving employees' issues and handling complaints to protect the general interest;
- Provide advice to operating departments regarding contract Employee Relations Ordinance, State labor law, disciplinary actions and the handling of grievances;

- Consult with Chief of Staff/Office of the President and legal Counsel to resolve difficult legal compliance issues;
- Respond to alleged violations of rules, regulations, policies, procedures; develop and oversee a system for uniform handling of such violations, develop and maintain investigation procedures for all complaints;
- Develop and maintain a tracking system for University Work Plan, Policies, Procedures and other compliance activities;
- Monitor time and attendance for all university personnel in collaboration with the HR Assistant/Training and Development and the HR Assistant/Benefits and Compensation; be involved in performance evaluations for employees; and
- Perform all other duties as required by your supervisor.

The ideal candidate/s must submit the following materials:

1. A cover 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), professional certificates, or transcript; and
4. 3 references, including names, titles, and contact numbers

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

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