

**GRAND BASSA COUNTY COMMUNITY COLLEGE
PAYNESBERRY, BUCHANAN CITY, GRAND BASSA COUNTY**

VACANCY ANNOUNCEMENTS

The Grand Bassa County Community College situated in Paynesberry, Lower Buchanan, Grand Bassa County hereby announces its acceptance of applications for the positions of President, Vice President for Academic Affairs, Vice President for Administration and Chief Accountant.

Background:

The Institution was established on June 11, 2008 pursuant to an Act of the Liberian National Legislature, published into Hand Bill on July 28, 2008, and commenced its academic programs in August 2011 with an initial enrollment of 960 students in six (6) Collegiate Departments as follows: 1) Department of Arts and Sciences, 2) Department of Teachers' Education, 3) Department of Theology and Religious Education 4) Department of Health Sciences and Nursing, 5) Department of Information Communication Technology and 6) Department of Technical and Vocational Education and Training.

The College offers Associates Degree in the areas mentioned. To date, the institution has a total of 1275 students. There are approximately 97 faculty and 46 staff, Full Time and Part Time

| Position | Required Qualification |
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| President | <p>Specifically, the successful candidate should possess broad leadership qualities and experience, including the following:</p> <ul style="list-style-type: none"> ➤ At least 3-10 years of proven leadership and management experience in a senior position, preferably in higher education; ➤ An earned academic doctorate degree from an accredited institution ; ➤ A strong commitment to teaching, research and service with excellent quality to advance colligate education; ➤ Knowledge of the domestic needs of higher education in Liberia; ➤ High moral and ethical standards; ➤ A demonstrated ability to advance the mission and needs to the various stakeholders of the College, including the students, faculty, staff, alumni, the |

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| | <p>Government of Liberia and all other partners;</p> <ul style="list-style-type: none"> ➤ Commitment and the ability for fundraising and advocacy for increased support from Government and other sources such as corporations, concessions, , foundations and donors generally; ➤ Establishing and maintaining linkages with institutions of higher learning and education support organizations in Liberia and externally ➤ An understanding of the Liberian cultural, social, and political environment and its effects on the College. |
| <p>VP Administration</p> | <p>Vice president for administration is the third in command at the college, reporting directly to the president. He/she oversees all of the non-academic functions of the college, including property, human resources, information technology, and finances. The administrative functions of a university are many and varied, so he/she leads a large team of professional academicians.</p> <p>To be considered for the role of vice president for administration, one needs to satisfy the following requirements:</p> <ul style="list-style-type: none"> ➤ At least a master's degree in business administration or other relevant field. ➤ Five to eight years' experience in administrative management in a similar environment -- such as another college, university, a large hospital or government institution. ➤ You must have experience managing large teams of people and large budgets. ➤ Outstanding interpersonal skills with an ability to influence and lead a wide variety of people ➤ Organizational skills are also key, because the successful candidate is expected to |

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| | <p>oversee so many different activities, from finance to organizing events and conferences.</p> <ul style="list-style-type: none"> ➤ Must be able to create effective professional relationships. |
| <p>VP Academic Affairs</p> | <p>The Vice President for Academic Affairs serves as the chief academic officer of the college and is responsible for educational policy and academic programs on campus</p> <ul style="list-style-type: none"> ➤ An earned academic doctorate degree from an accredited institution ; ➤ At least 5 years of proven leadership and management experience in a senior position, preferably in the development and administration of curriculum, budget, personnel, strategic planning, and the use of technology in higher education; ➤ Demonstrated academic leadership, excellent communication and interpersonal skills; ➤ Ability to formulate and articulate policies and procedures and demonstrate ability to identify and resolve academic related issues ➤ Strong organizational and management skills ➤ knowledge and experience in student learning outcome design, development, implementation, and assessment ➤ knowledge and experience in curriculum development and innovation ➤ A strong commitment to teaching, research and service with excellent quality to advance college education; ➤ High moral and ethical standards |
| <p>Chief Accountant</p> | <p>BASIC FUNCTIONS: Oversee the proper functioning of grants, contracts, fixed assets and other related financial functions, as assigned, at the Grand Bassa County Community College. Prepare and/or supervise the preparation of various financial statements and reports for the College.</p> |

- Participate in the development, documentation, implementation, and improvement of policies, procedures, and processes

DUTIES AND RESPONSIBILITIES:

Perform or coordinate all general ledger and related sub-ledger accounting activities of the College including but not limited to:

- Ensuring the proper functioning of the College's computerized finance system, including implementation, updates and improvements;
- Ensuring the accuracy of all data input into the College's computerized financial and other management systems;
- Preparing or coordinating the preparation of schedules and reconciliations needed to ensure that financial systems are in balance
- Coordinate and maintain invoicing system of private grants and contracts;
- Preparing, assisting with and/or coordinating the preparation of schedules, analyses, projections, reports, and financial statements;
- Assist in the development, documentation, implementation, and improvement of financial policies and procedures;
- Transfer or coordinate the transfer of College funds;
- Maintenance of capital asset accounting;
- Perform or coordinate all functions relating to non-student receivables;
- Participate in departmental and cross-functional teams and special projects
- Must be proficient in the use of personal computers, calculators, adding machines, and office telephone systems. Must have access to and use of own transportation.

QUALIFICATIONS:

Required:

- Bachelor's degree in Business

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| | <p>Administration with a concentration in Accounting</p> <ul style="list-style-type: none"> ➤ Minimum of five years' experience working for an organization with a complex, integrated, automated management information system with the ability to prepare and adjust trial balances and financial statements; ➤ Advanced working knowledge of Microsoft Word and Excel as well as other related software; ➤ Strong interpersonal, communications, organizational, and analytical skills ➤ Ability to work independently and with teams in a deadline and detail-oriented environment. |
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APPLICATIONS AND DOCUMENTS, INCLUDING ITEMS LISTED BELOW, MUST BE SUBMITTED ON OR BEFORE March 10, 2017

- Letter of interest;
- Current updated Curriculum Vitae;
- Minimum of three references inclusive of email addresses and telephone numbers;
- A two-page account of applicant's philosophy of higher education and its applicability to the Grand Bassa Community College and the Liberian Society in general; **(For President/VPAA)**
- Copies of all academic credentials including official transcripts.

Only shortlisted Applicants will be contacted for interview.

SEND ALL APPLICATIONS TO THE FOLLOWING ADDRESS

All International Postal applications should be forwarded by any reputable courier services which operate in Liberia. Applications can be delivered either in person or by mail.

**To: The Chairperson
President Search Committee
Grand Bassa County Community College
Paynesberry, Buchanan City, Grand Bassa County
LIBERIA**

**C/o Office of the Director General
National Commission on Higher Education
S. D. Cooper Road, Paynesville
LIBERIA**

**Email: dr.slawon@yahoo.com/onimely@yahoo.com
Contact #: +231886660067**