



REPUBLIC OF LIBERIA
LOFA COUNTY COMMUNITY COLLEGE (LCCC)
VOINJAMA CITY, LOFA COUNTY
WEST AFRICA



JOB ANNOUNCEMENT

Job Title : Executive Assistant to the President
Report to : The President of the College
Duty Station : Voinjama, Lofa County

A. Background

The Lofa County Community College was established in 2010 by the Act of the 52nd Legislature of the Republic of Liberia, and was published and approved on April 14, 2011. Known as the LCCC, the College has an overall objective of providing liberal and practical education leading to the granting of degrees in the fields of Agricultural, Health Sciences, Teacher's Education and Technical, Vocational Education and Technology courses. The primary function of the College is to provide skill training and capacity building to meet the manpower needs of the Liberian society; in contribution towards the production of human capital which availability fosters national development

B. Responsibilities

1. Demonstrated ability to oversee and work on a wide variety of tasks, activities in the office of the President;
2. Experience in writing clear, high quality correspondence, proposals, and promotion materials;
3. Demonstrated ability to manage time and work effectively and efficiently;
4. Organized Board meeting at the request of the Board chairman;
5. Excellent capacities in main office software touch typing, and a wide variety of internet tools and;
6. Perform any related administrative duties as requested by the president

Qualification

- a) At least Bachelor degree (Master degree is an added advantage) in Administration or Management;
- b) A minimum of 5 years experience as Executive Assistant and office manager;

Enumeration

Salary is attractive with several benefits.

Application should include a cover letter, résumé and copies of degrees and an overall vision for the College.

Send all Application to the below address by email

Address your letters to: The Human Resource Director.

LOFA COUNTY COMMUNITY COLLEGE

Email your letters to: zubahaggrey@yahoo.com

NB. DEADLINE FOR APPLICATION: Saturday April 21, 2018 @ 5 pm