



Lofa County Community College

Voinama City
Republic of Liberia

Job Vacancy

Job Title : Vice President for Academic Affairs
Report to : The President of the College
Duty Station : Voinjama, Lofa County

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.

JOB DESCRIPTION:

The Vice President for Academic Affairs (VPAA) shall be responsible for the planning, supervision and coordination of all curricular and academic matters of the college.

RESPONSIBILITIES:

- To develop an academic program that is geared towards the realistic manpower needs of the country while at the same time ensuring an intellectual atmosphere for both faculty and students;
- To direct and assist all Deans, Directors and or Heads of Academic Programs of the College;
- To coordinate all instructional programs;
- To review periodically, and analyze the curriculum with a view of intensifying the academic programs;
- To assist in recruiting and maintaining a competent faculty, he/she shall in cooperation with the Vice President for Administration plan strategies for the utilization of college facilities;
- To develop and implement policies and practices in the appointment, promotion, monitoring and evaluation and retention of the academic staff;
- To encourage and promote faculty exchange program;
- To prepare and administer the academic budget in consultation with the Deans and Faculty;

- To Plan and supervise the use of academic facilities (classrooms, Library, laboratory);
- To serve as a member ex – officio of all academic committees;
- To serve as Vice chairman of the faculty senate;
- To submit an annual academic report to the president of the college;
- To perform any other duties that might be assigned by the President of the LCCC;

QUALIFICATIONS

Candidate must have a Ph.D. or Ed.D in Education or Curriculum Development or MSc in Education with at least Ten (10) years of teaching and/or administrative experience at a recognized tertiary institution. Qualified females are especially encouraged to apply.

Remuneration

Salary is attractive with several benefits.

Application should include a Cover letter indicating the applicant's interest, achievements, short and long term goals, CV, copies of degrees and an overall vision for the College, to either of these:

Dr. Frederick S. Gbegbe
Chairman of the Board of Trustees, LCCC
Cuttington Graduate School
Congo Town, Monrovia, Liberia
Email: fgbegbe2014@gmail.com

Dr. James N. Kollie, Sr.
President/CEO
LCCC, Voinjama City, Lofa County
Email: jnkollie@lccc-edu.org CC: jnksr@yahoo.com or kbta526@gmail.com

Closing Date:

Thursday, March 31, 2016 - 17:00