



REPUBLIC OF LIBERIA
LOFA COUNTY COMMUNITY COLLEGE

Voinjama City, Lofa County
West Africa
Website: www.lccc-edu.org



HRD office

Zubahagrey@yahoo.com/ 0777952631

Job Announcement

The Lofa County Community College is seeking to hire a qualified individual to serve as Vice President for Academic affairs (VPAA)/Provost.

Job Title: Vice President for Academic Affairs (VPAA)/Provost

Qualifications: Academic Doctorate Degree from a higher institution accredited in the country where the degree was awarded. He or she should have at least five (5) years of work experience; a Doctorate degree in Education is preferred.

Report to: The occupant of the position will report to the President of the Lofa County Community College.

Duty station: The duty station for the Vice president for Academic Affairs (VPAA)/provost will be the Lofa County Community College in Voinjama City, Lofa County, and Republic of Liberia.

Term of References (TOR): The Vice President for Academic Affairs (VPAA)/Provost will develop instructional programs, supervise and coordinate curricula and academic activities including budget inputs, educational and training materials, etc. He or she shall serve as Co-Chair of the Faculty Senate, academic coordinating committees and supervise all academic Deans and faculty.

Specific TORs:

- ❖ Be the principal academic official of the college;
- ❖ Coordinate and supervise instructional programs and ensure that college educational policies are implemented towards the achievement of goals.

- ❖ Supervise the use of educational facilities and materials such as libraries, internet services computer Lab, laboratories, computers, projectors, etc.;
- ❖ Recommend faculty for recruitment ;
- ❖ Be responsible for development of new academic programs and updating existing ones that are in conformity with college education policies;
- ❖ Make semester and annual reports to the President of the college;
- ❖ Present progress and challenges on academic matters and recommend resolutions;
- ❖ Conduct educational research and share findings with the college president; and
- ❖ Perform all other duties as may be assigned by the President and the Board of Trustees of the College.

Please submit applications including Curriculum Vitae (CV) and contact information to Mr. Zubah Aggrey, Director, Human Resource (HR) Department / Lofa County Community College on or before Tuesday, March 10, 2020 from 9:00 - 5:00 or email through the following:

1. zubahaggrey@yahoo.com / 0777952631 or 0881409113 and
2. Cc: dr.samuelngaima@gmail.com / 0886538630 or 0776538630

Signed: _____
Zubah G. Aggrey/HRD/LCCC

Approved: _____
Mr. Danwolo B.S. Catakaw/VPA

Attested: _____
Samuel K. Ngaima, Sr. (PhD)/President/CEO