

**THE UNITED METHODIST UNIVERSITY (UMU)  
508-C-17 Centennial Area, Ashmun Street  
1000 Monrovia 10, Liberia  
West Africa**

[info@umu.edu.lr](mailto:info@umu.edu.lr)

**VACANCY ANNOUNCEMENT FOR SECRETARY FOR THE  
AGRICULTURE COLLEGE (MONROVIA)**

**The University is accepting applications for the position of Secretary for the  
Agriculture College of the Institution.**

The United Methodist University (UMU) is a private four-year liberal arts institution of higher learning owned and operated by the Liberia Annual Conference of The United Methodist Church, and is located in Monrovia, Liberia. The University has about 5000 students enrolled on five campuses (Monrovia, Gbarnga, Ganta, and Gbazon Town, and Doemah Town) across Liberia. Affiliated with the General Board of Higher Education and Ministry of the United Methodist Church, the University is the first United Methodist Church institution of higher learning in the West Africa Central Conference.

The United Methodist University is accredited by the National Commission on Higher Education in the Republic of Liberia, and currently offers several undergraduate degrees including the Bachelor of Arts, Bachelor of Science, Bachelor of Business Administration, Bachelor of Social Work, Bachelor of Theology, and one graduate degree, the Master of Divinity. The University also offers diplomas and associate degrees.

#### Vision

The vision/goal of the University is to prepare a new generation of men and women schooled on the African continent to build nations that are spiritually, socially, economically, and politically independent and self-sustaining.

#### Mission

The mission of the University is to provide quality education within a Pan African context through which persons can acquire general professional knowledge and skills within the framework of Christian values and ethics.

Further information about the University can be found on its website: <http://www.umu.edu.lr/>

#### QUALIFICATIONS

Certificate/Diploma from a Reputable Secretarial Science School or its equivalent

The Secretary of the Agriculture College the United Methodist University should demonstrate broad leadership qualities and experience in handling documents with integrity.

- Knowledge of and sensitivity to the unique needs of the Agriculture College both in Monrovia and Gbazon Town;
- High ethical standards and professional integrity;
- A demonstrated ability to communicate the mission and needs of the institution to the students of the college faculty, staff, and collaborating partners;
- Strong interpersonal skills and the ability to manage relations with students, faculty and administrative staff, and the ability to create an inclusive and conducive environment for learning characterized by a spirit of collegiality;
- At least 2-3 years of proven leadership and management experience in the educational sector, especially as Secretary in higher education institution.

**ONLY QUALIFIED LIBERIANS ARE INVITED TO APPLY.**

**APPLICATIONS MUST BE SUBMITTED ON OR BEFORE JUNE 17, 2022.**

**APPLICATION MUST INCLUDE:**

- **A LETTER OF INTEREST WHICH ADDRESSES THE APPLICANT'S QUALIFICATIONS FOR AND INTEREST IN THE POSITION**
- **A CURRENT RESUME**
- **THE NAMES, EMAIL AND ORGANIZATION'S ADDRESSES, HOME AND ORGANIZATION'S TELEPHONE NUMBER OF AT LEAST THREE REFERENCES**

**QUALIFIED MEN CANDIDATES ARE ENCOURAGED TO APPLY. ONLY COMPLETE APPLICATION PACKETS WILL BE CONSIDERED. COMPLETE APPLICATION PACKETS MUST BE ADDRESSED TO THE BELOW OR SENT VIA**

**SEARCH COMMITTEE  
THE UNITED METHODIST UNIVERSITY (UMU)  
508-C-17 CENTENNIAL AREA, ASHMUN STREET  
1000 MONROVIA 10, LIBERIA  
WEST AFRICA**

***NOTE: Kindly deliver Application Package in-person to the Office of the UMU President.***