



# CUTTINGTON UNIVERSITY

SUAKOKO, BONGCOUNTY

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Website: [cuttingtonuniversity.edu.lr](http://cuttingtonuniversity.edu.lr)

Office of the Public Relations Officer  
+231886488951/0777-514451

September 19, 2016

## Vacancy Announcement

The College of **Agriculture and Sustainable Development (CASD)** at Cuttington University wishes to inform the general public that it is seeking applications from qualified candidates for the position of **CASD Grants and Services Coordinator** at the College in Suakoko, Bong County.

The **Grants and Services Coordinator** is an integral part of the management team at CASD. He or she works closely with the Dean, chairpersons, Farm Coordinator, and Financial Coordinator to identify opportunities for funding from outside sources. He or she also helps supervise the Student Entrepreneurship Revolving Fund and any associated reporting. This position works under the supervision of the CASD Dean and in collaboration with the rest of the administrative team.

Specific duties include but not limited to:

1. Assist CASD faculty and staff to identify grant or funding opportunities and apply for them
2. Develop and coordinate, with faculty, grant/fee-for-service proposals and ensure quality
3. Coordinate and monitor on a regular basis the implementation of the funded activities, and develop work plan with faculty
4. Supervise the use and dispersal of funds
5. Supervise the M&E system and verify accuracy of result achieved
6. Lead report writing in close collaboration with faculty implementing the activities, and ensure timely submission to donor
7. Develop partnerships with public and private sector organizations to create additional revenue and opportunities for CASD in close collaboration with the Internship Officer and the Dean
8. Develop a communication strategy to develop new business and partnership opportunities, as well as maintain the existing ones
9. Stay up-to-date on agricultural sector activities, and new trends, and plan outreach as appropriate
10. Develop communication tools to showcase the CASD Center of Excellence expertise
11. Develop and manage a database of potential partners (entities and individuals)
12. Lead the Student Entrepreneurship Project process, including issuing request for proposals, review and selection of proposals, and the implementation and reporting of projects.

Required skills or qualifications:

1. Bachelor degree or higher in Management or a related area
2. Past experience in successfully raising funds
3. Proven grant writing and proposal writing skills

5. Self-motivated and able to work under minimal supervision
6. Good communication skills with a variety of different partners
7. Good public speaking ability
8. Advanced computer skills including typing, Microsoft Word, Excel, PowerPoint, and emails.
9. Ability to travel, extensively at times

*Meanwhile, these job descriptions are subject to review as the need arises and all applications should be submitted to the **Dean of College of Agriculture and Sustainable Development (CASD)** at the University main campus in Suakoko, Bong County or Email to [CASDjobs@gmail.com](mailto:CASDjobs@gmail.com)*

*Also visit Cuttington University's official website @ [www.cuttingtonuniversity.edu.lr](http://www.cuttingtonuniversity.edu.lr) for the comprehensive job description.*

*Please be informed that only shortlisted candidates will be contacted via the mobile phone and deadline for applications is October 3, 2016 at 4:00 P.M.*

Signed: \_\_\_\_\_

Kweshie Tetteh  
Public Relations Officer  
Cuttington University



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The College of **Agriculture and Sustainable Development (CASD)** at Cuttington University wishes to inform the general public that it is seeking applications from qualified candidates for the position as **CASD Farm Coordinator** at the College in Suakoko, Bong County.

The CASD Farm Coordinator manages all activities on the CASD Farm, including but not limited to all vegetable and tree crop production, animal production, fishponds, greenhouses, and other farm-related income generating activities. He or she supervises all Field Technicians and laborers and submits reports to the Dean, Department Chairpersons, and CU Administration. The CASD Dean supervises the CASD Farm Coordinator.

Specific duties include but not limited to:

1. Developing, maintaining, and implementing an annual operational and business plan for the CASD Farm;
2. Managing the budget for the CASD Farm and each associated activity, and achieving income generation targets.
3. Developing monthly financial and activity report, and semi-annual financial and activity report for CU Administration review in collaboration with the Financial Coordinator.
4. Ensuring that all animals are fed, crops are tended, and other farm activities are completed daily.
5. Actively participating in all field activities, spending approximately 75% of time in the field.
6. Ensuring that equipment is serviced regularly, maintained, and inventoried each semester.
7. Developing markets for all produce, selling it for the best possible price, and reporting sales to the CASD Financial coordinator on a daily basis.
8. Training, mentoring, and supervising farm staff and interns.
9. Working with Academic Coordinator and Internship Officer to create a schedule for student workers each semester.
10. Ensuring that all farm activities comply with government regulations and international best practices.
11. Managing pests and treating animals.
12. Working closely with CASD department chairs to evaluate farm activity performances, and develop new ones

Required skills or qualifications:

1. Bachelors degree or higher in agriculture or a related area
2. 5-6 years experience successfully managing a diverse farm

3. Proven business experience
4. Experience identifying and managing common pests
5. Self-motivated and able to work under minimal supervision
6. Driver's license
7. Intermediate computer skills including typing, Microsoft Word and Excel
8. Ability to work in harsh conditions such as heavy rain or extreme heat
9. Passion for fieldwork

*Meanwhile, these job descriptions are subject to review as the need arises and all applications should be submitted to the **Dean College of Agriculture and Sustainable Development (CASD)** office at the University main campus in Suakoko, Bong County or Email to [CASDjobs@gmail.com](mailto:CASDjobs@gmail.com)*

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