

**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 GRADUATE SCHOOL REGISTRAR**

**The United Methodist University is accepting applications for the position of Registrar for the Graduate School and Professional Studies.**

The United Methodist University (UMU) is a private undergraduate and graduate liberal arts institution of higher learning owned and operated by the Liberia Annual Conference of The United Methodist Church, with its main campus 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 only 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 Liberal Arts, Bachelor of Science, Bachelor of Business Administration, Bachelor of Social Work, Bachelor of Theology, and the School of Graduate and Professional Studies. The University also offers certificates and diplomas in specialized programs and associate degrees.

**Vision**

The University envisions a new generation of men and women schooled on the African continent, and empowered 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.

You may consult the website of the University, <http://www.umu.edu.lr/>, for further information.

**QUALIFICATIONS**

**Candidate**

1. Must be a Christian, loves the Lord and able to work with others, and under stress
2. Must have a minimum of a bachelor's degree; a master's degree will be an advantage
3. Candidates must be computer literate, highly skillful in working in both Microsoft Word, Microsoft Publisher and Excel/ Google Suite.

4. Must have administrative skills and strong written and oral communication skills.
5. Must have at least two years of working experience

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

**APPLICATIONS MUST BE SUBMITTED ON OR BEFORE FRIDAY, NOVEMBER 4, 2022 AT 4PM**

**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 WOMEN CANDIDATES ARE ENCOURAGED TO APPLY. ONLY COMPLETE APPLICATION PACKETS WILL BE CONSIDERED. COMPLETE APPLICATION PACKETS MUST BE ADDRESSED TO THE BELOW ADDRESS**

**HUMAN RESOURCE DEPARTMENT  
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 HR.***