

AME UNIVERSITY
OFFICE OF THE DIRECTOR, HUMAN RESOURCES

34, Camp Johnson Road
Monrovia, Liberia

Employment Opportunity Announcement

Date: September 28, 2026

JOIN OUR TEAM AT AME UNIVERSITY

AME University, a faith-based institution and a beacon of academic excellence and moral integrity, is looking for qualified, dedicated, and visionary professionals to join our administrative team. We invite applications from those passionate about advancing education, innovation, and service.

Vacancy: Webmaster

The University is seeking a skilled and dynamic Webmaster to design, develop, maintain, and secure the University's official website and associated digital platforms. As the University's primary digital custodian, the Webmaster will ensure that the website is responsive, accessible, secure, and up to date, working closely with the Public Relations Office, the IT Department, and major divisions including Academic Affairs, Administration, and Student Support Services.

Key Responsibilities

Web Development and Administration

- Design, build, and maintain the University's official website using a modern, secure Content Management System (CMS), ensuring it is fast, functional, and fully responsive on desktop, tablet, and mobile devices.
- Custom-develop a robust website with a CMS engine that authorized stakeholders can use to update content.
- Manage domain registrations, DNS records, web hosting environments, and SSL/TLS certificates; monitor uptime and promptly resolve performance or routing issues.
- Collaborate with the IT Department and External Relations to support online application portals, result publications, and student-facing services, including frontend integration with the Student Information System (SIS), Learning Management System (LMS), and custom API endpoints.

Security and Infrastructure Continuity

- Implement robust security protocols, including multi-factor authentication, role-based access control, malware monitoring, and vulnerability patching, and establish a clear incident-response procedure.
- Maintain documented contingency plans, offline backups, and redundant or failover hosting arrangements that account for periodic power and internet disruptions.
- Ensure adherence to data protection and privacy guidelines of the Ministry of Education, the National Commission on Higher Education (NCHE), and University policy on the handling of student and staff data.

Content, Public Relations, and Digital Strategy

- Coordinate with External Relations Department and relevant departments to regularly update academic programs, admissions requirements, tuition details, staff directories, and announcements.
- Assist the Public Relations Office in publishing official statements, press releases, and event coverage, and co-manage official social media platforms.
- Apply web accessibility practices (aligned with WCAG guidance) and baseline SEO strategies.
- Virtual Marketing
- Use tools such as Google Analytics and Google Search Console to monitor traffic and engagement and provide actionable recommendations to University leadership.
- Exercise sound judgment in the use of AI-assisted content and design tools, ensuring all published material is reviewed, accurate, and properly attributed.

Training and Collaboration

- Train staff and departmental focal persons on digital publishing standards, safe online practices, and content submission procedures.
- Perform other related duties as assigned by the supervisor.

Qualifications:

- Bachelor's degree in Computer Science, Information Technology, Web Development, or a closely related field. Candidates with an Associate degree and exceptional, demonstrated hands-on web development experience may also be considered.
- Minimum of two (2) years of demonstrable experience in web design, development, and administration, preferably in a higher education, non-profit, or public-sector environment.

- Strong command of modern CMS platforms, HTML/CSS/JavaScript, and web hosting/DNS management.
- Working knowledge of ASP, C#, PHP, SQL, MySQL/MariaDB, and RESTful APIs (highly desirable).
- Practical experience with website security, SSL management, basic incident response, and web analytics tools.
- Strong written and spoken English, with the ability to explain technical concepts to non-technical stakeholders.
- High level of integrity and confidentiality, strong organizational and project management skills, adaptability, and a collaborative, service-oriented attitude.
- Familiarity with social media management, basic graphic design tools (e.g., Canva, Adobe Express), WCAG standards, and regional data privacy frameworks (added advantage).

Reporting Line: The Webmaster reports to the Director of IT.

How to Apply:

Submit your complete application package (cover letter, curriculum vitae, degree, and all relevant supporting certificates, plus a portfolio or links to previous web projects) via email to: jobs@ame.edu.lr

Or hand-deliver to:

Office of the Director of Human Resources
AME University
34, Camp Johnson Road
Monrovia, Liberia

Application Deadline: [October 9, 2026]

AME University is an equal opportunity employer. We welcome all qualified individuals to apply, regardless of race, gender, religion, or background. Join us in shaping minds and transforming futures.

For more information, visit: www.ame.edu.lr