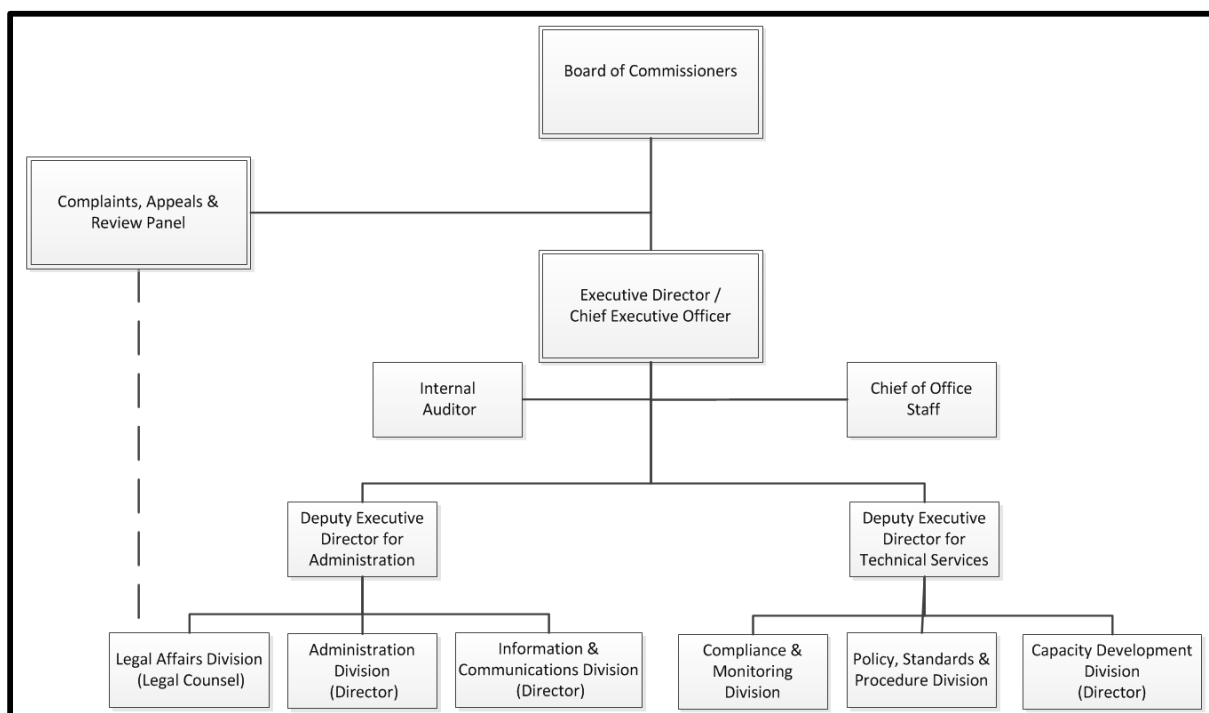


PUBLIC PROCUREMENT AND CONCESSIONS COMMISSION



Revised Organizational Chart & Job Descriptions



Developed in collaboration with USAID-GEMS and Civil Service Agency

© 2015

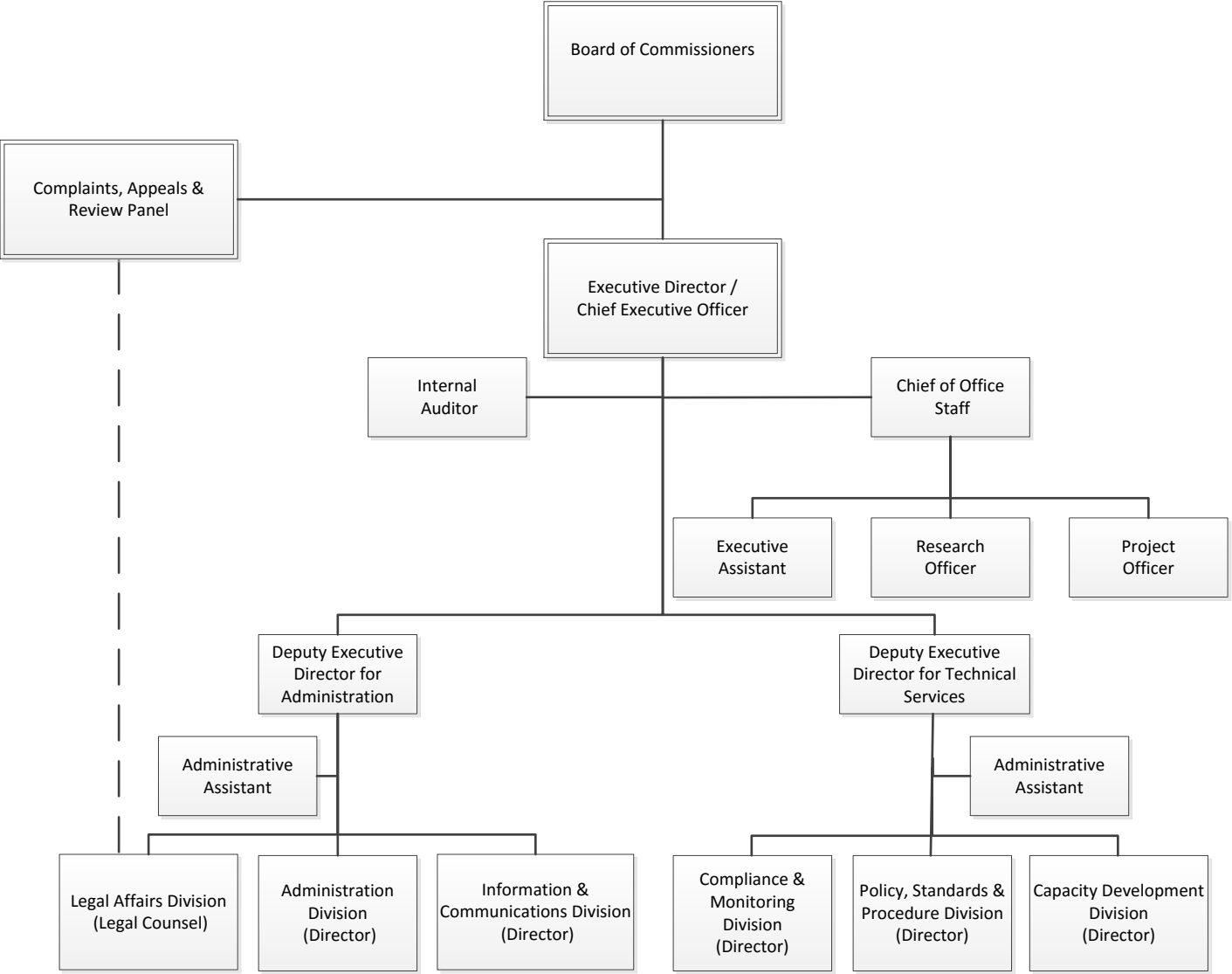
Table of Contents

PPCC ORGANIZATIONAL CHART	1
BOARD OF COMMISSIONERS	2
COMPLAINTS, APPEAL, AND REVIEW PANEL (CARP)	3
ORGANOGRAM OF OFFICE OF THE EXECUTIVE DIRECTOR	4
ORGANOGRAM OF ADMINISTRATION DIVISION	5
ORGANOGRAM OF COMPLIANCE & MONITORING DIVISION	6
ORGANOGRAM OF CAPACITY DEVELOPMENT DIVISION	7
ORGANOGRAM OF INFORMATION & COMMUNICATION DIVISION	8
ORGANOGRAM OF LEGAL DIVISION	9
ORGANOGRAM OF POLICY, STANDARD & PROCEDURES DIVISION	10
Office of the Executive Director	11
EXECUTIVE DIRECTOR	12
INTERNAL AUDITOR	15
CHIEF OF OFFICE STAFF	17
EXECUTIVE ASSISTANT	19
RESEARCH OFFICER	21
PROJECT OFFICER	23
DEPUTY EXECUTIVE DIRECTOR (ADMINISTRATION)	25
DEPUTY EXECUTIVE DIRECTOR (TECHNICAL OPERATIONS)	28
ADMINISTRATIVE ASSISTANT	31
PPCC Administrative Division	33
DIRECTOR, ADMINISTRATION & FINANCE	35
ADMINISTRATIVE OFFICER	38
COMPTROLLER	40
ACCOUNTANT	44
BUDGET OFFICER	46
HUMAN RESOURCE MANAGER	48
HUMAN RESOURCE OFFICER (1)	51
HUMAN RESOURCE OFFICER (2)	53
MANAGER, INFORMATION TECHNOLOGY (IT)	55
DATABASE & WEB ADMINISTRATOR	58
LOCAL AREA NETWORK (LAN) ADMINISTRATOR	60
HARDWARE TECHNICIAN	62
PROCUREMENT MANAGER	64

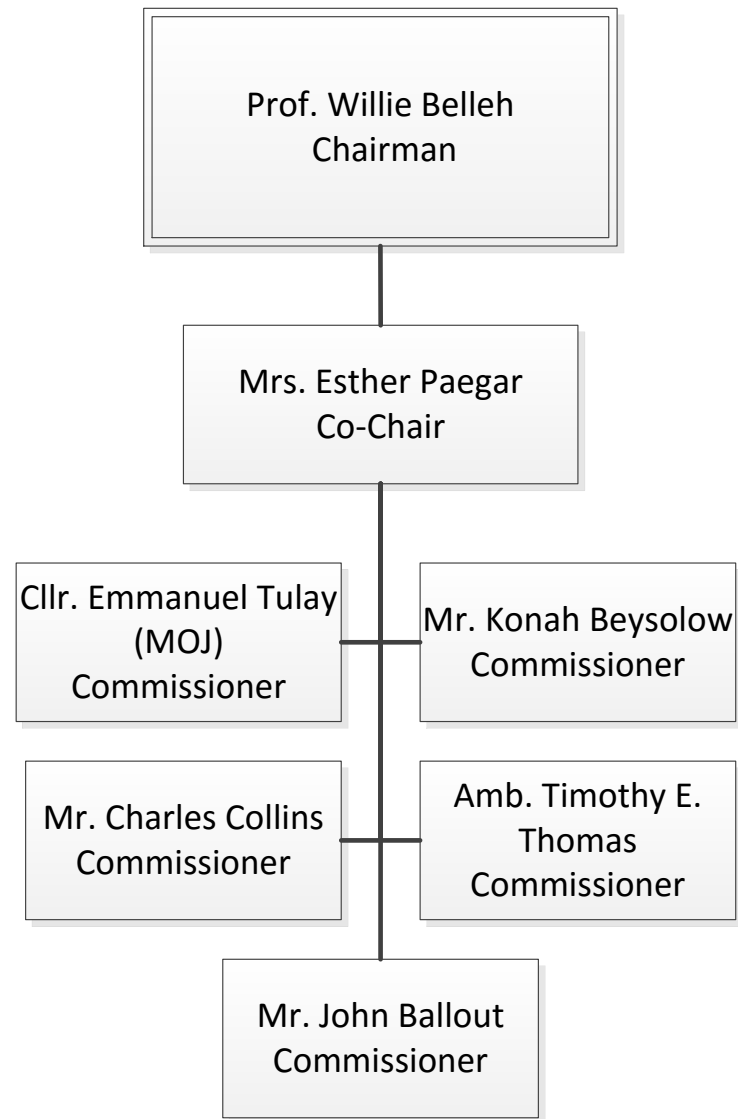
PROCUREMENT OFFICER (1).....	66
PROCUREMENT OFFICER (2).....	68
OPERATIONS MANAGER.....	70
TECHNICAL SUPPORT SUPERVISOR.....	73
SWITCH BOARD OPERATION OFFICER	75
PRINT SHOP OFFICER.....	77
WAREHOUSE CLERK.....	79
TRANSPORT, SECURITY & MAINTENANCE SUPERVISOR	81
DRIVER.....	84
SECURITY	86
JANITOR	88
ARCHIVE SUPERVISOR.....	90
ARCHIVIST.....	93
Compliance and Monitoring Division	95
COMPLIANCE AND MONITORING DIRECTOR	97
ADMINISTRATIVE OFFICER	99
PROCUREMENT ANALYSIS MANAGER.....	101
SENIOR PROCUREMENT ANALYST	103
PROCUREMENT ANALYST	105
PROCUREMENT MONITORING MANAGER	107
SENIOR PROCUREMENT MONITOR	109
PROCUREMENT MONITOR	111
PROCUREMENT AUDIT MANAGER	113
SENIOR REVIEWER.....	115
PROCUREMENT REVIEWER	117
MANAGER, REGIONAL COORDINATION	119
ADMINISTRATIVE SUPPORT OFFICER.....	121
COUNTY MANAGER	123
OFFICE ASSISTANT	125
SECURITY	127
Capacity Development Division	129
CAPACITY DEVELOPMENT DIRECTOR	131
TECHNICAL SUPPORT AND TRAINING MANAGER	134
PROCUREMENT TRAINING SUPERVISOR	136
TRAINER/FACILITATOR	138
PROCUREMENT CALL CENTER SUPERVISOR.....	140
PROCUREMENT CALL AGENT	142

PROCUREMENT CLINIC SUPERVISOR	144
HAND-HOLDING CLINICIAN	146
ETHNICS AND DISCIPLINARY REVIEW OFFICER	148
CERTIFICATION AND LICENSING OFFICER	150
CONTINUING AND PROFESSIONAL DEVELOPMENT OFFICER.....	152
Information & Communication Division.....	155
INFORMATION AND COMMUNICATION DIRECTOR	156
MEDIA MONITORING AND RECORD OFFICER.....	158
PUBLIC RELATIONS AND SENSITIZATION OFFICER.....	160
COMMUNICATION STRATEGY OFFICER.....	162
Legal Division.....	164
LEGAL COUNSEL	165
COMPLIANTS, APPEALS & REVEIW OFFICER.....	168
COMPLAINTS, APPEALS, & REVIEW SECRETARY	170
LEGAL RESEARCH OFFICER	172
LEGAL ASSISTANT	174
Policy Division.....	177
POLICY, STANDARDS AND PROCEDURES DIRECTOR.....	178
POLICY REARCH OFFICER.....	180
REGULATION AND PROCEDURES OFFICER	182
STANDARDS OFFICER	184

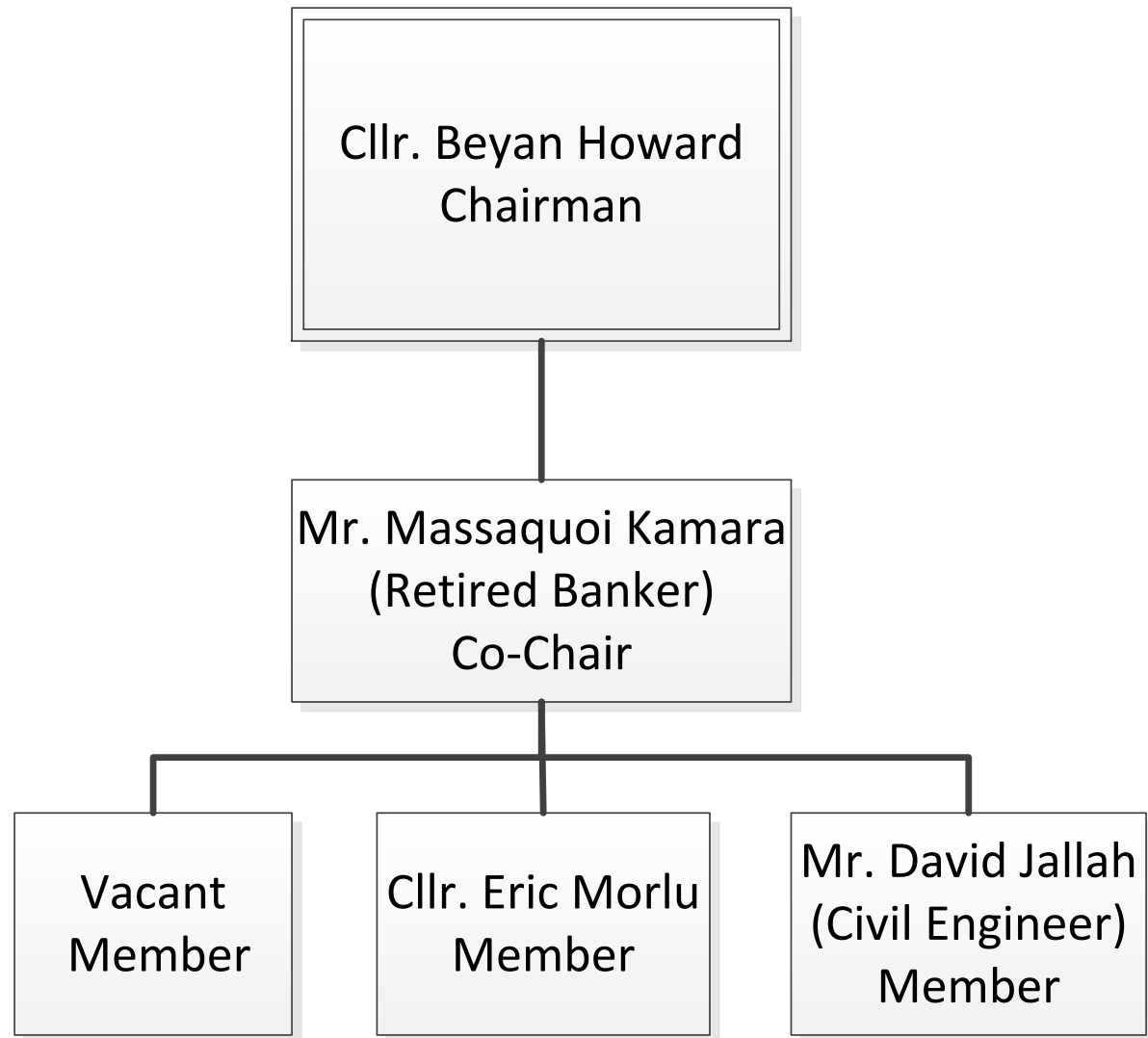
PPCC ORGANIZATIONAL CHART (Abbreviated)



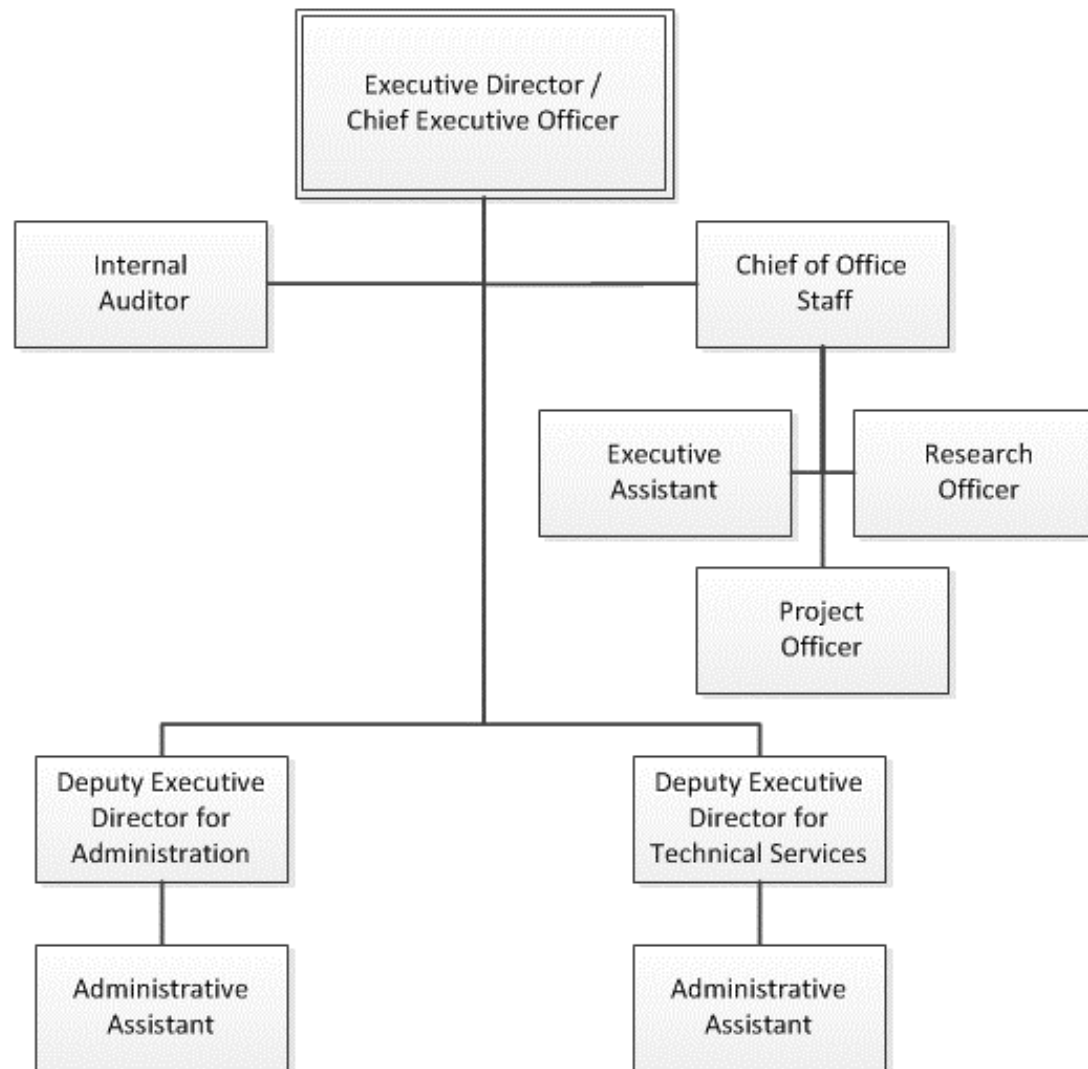
BOARD OF COMMISSIONERS



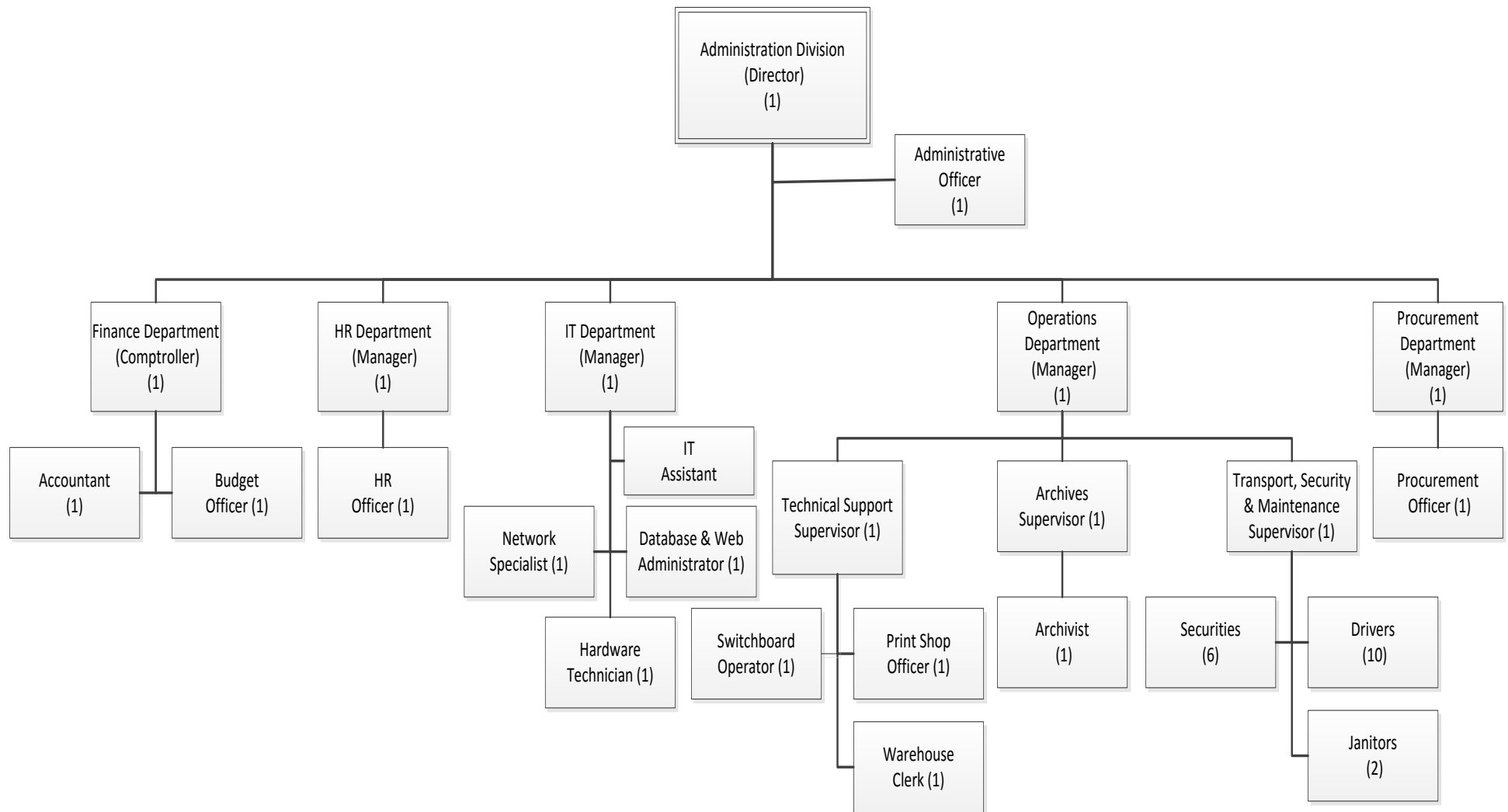
COMPLAINTS, APPEAL, AND REVIEW PANEL (CARP)



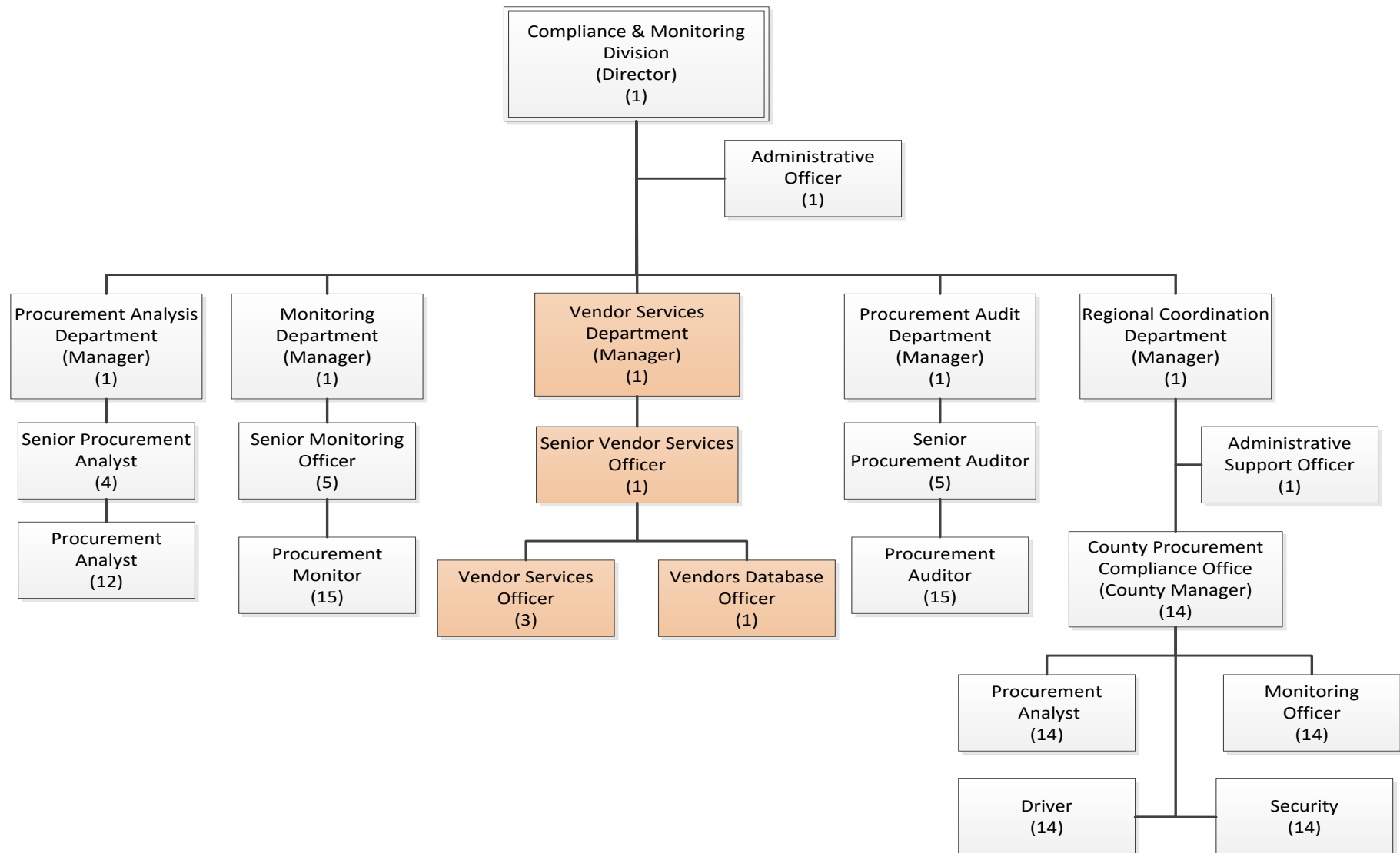
ORGANOGRAM OF OFFICE OF THE EXECUTIVE DIRECTOR



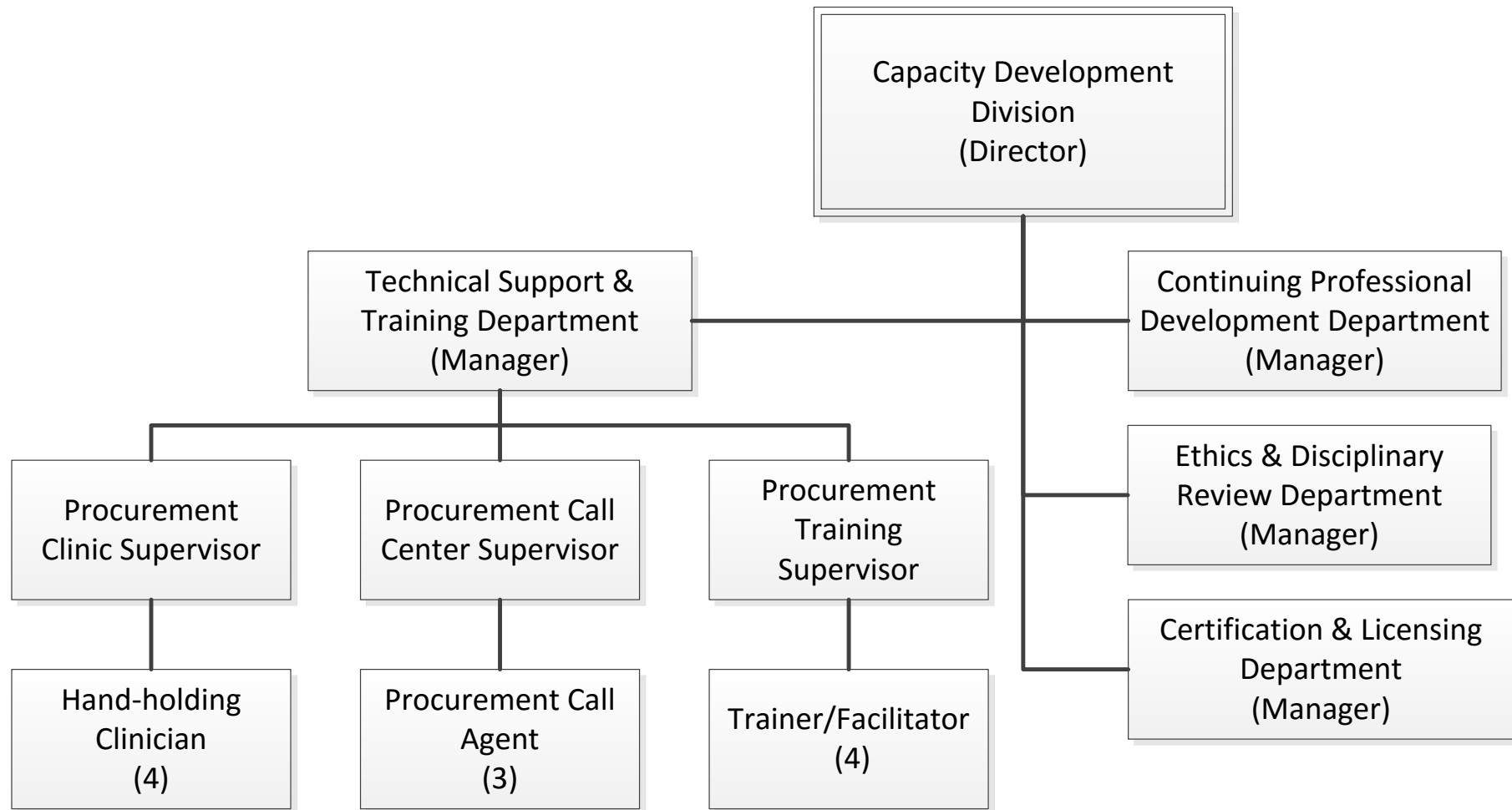
ORGANOGRAM OF ADMINISTRATION DIVISION



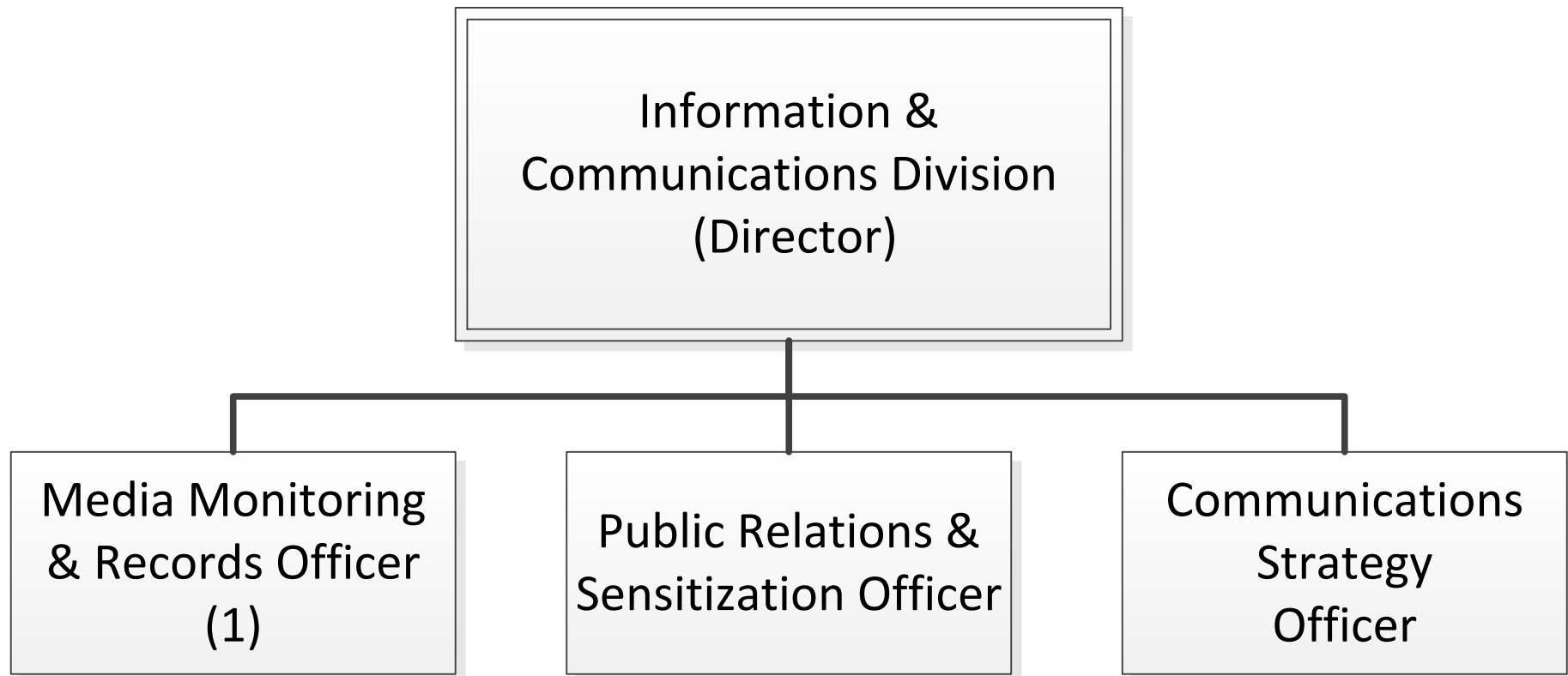
ORGANOGRAM OF COMPLIANCE & MONITORING DIVISION



ORGANOGRAM OF CAPACITY DEVELOPMENT DIVISION



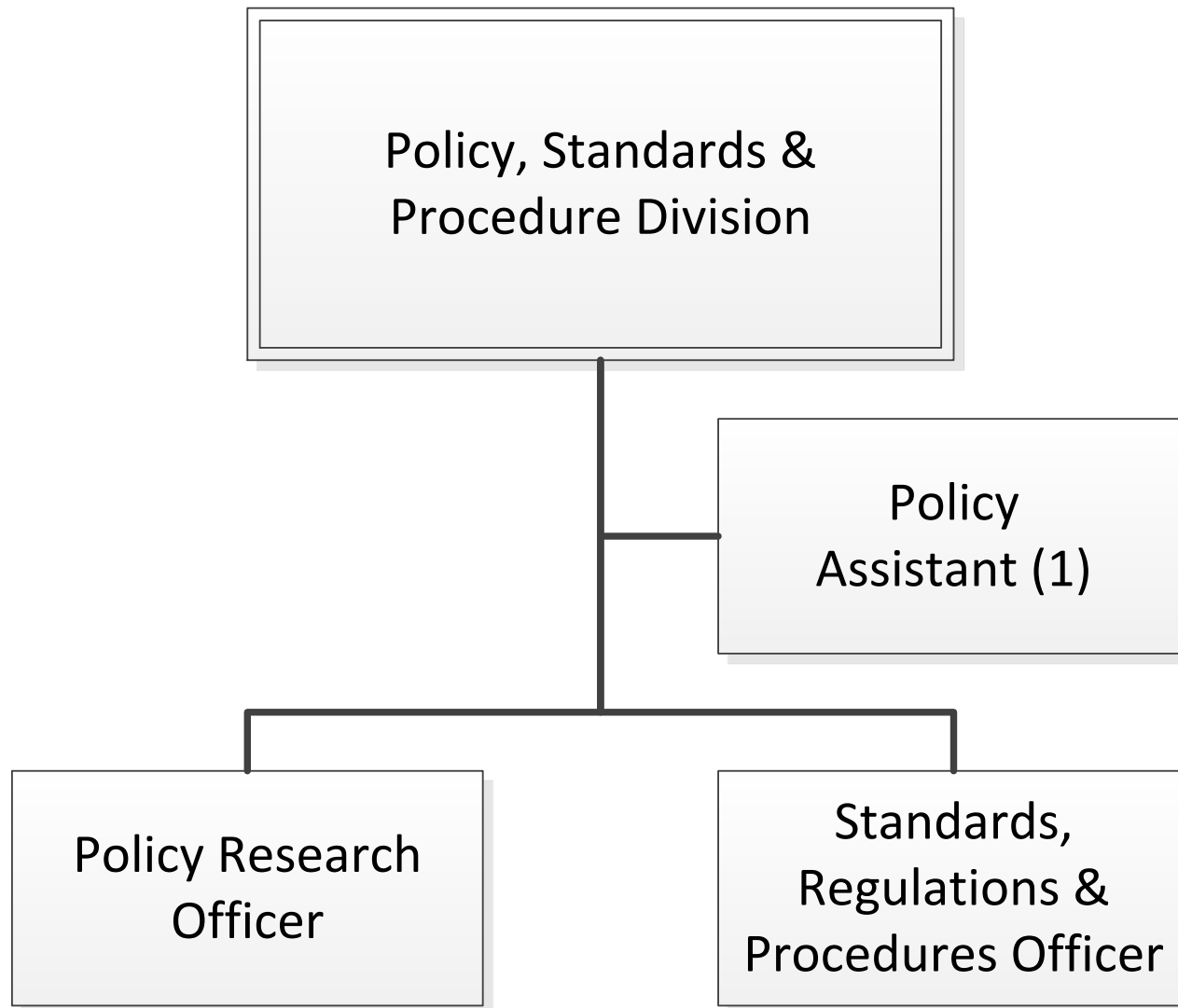
ORGANOGRAM OF INFORMATION & COMMUNICATION DIVISION



ORGANOGRAM OF LEGAL DIVISION



ORGANOGRAM OF POLICY, STANDARD & PROCEDURES DIVISION

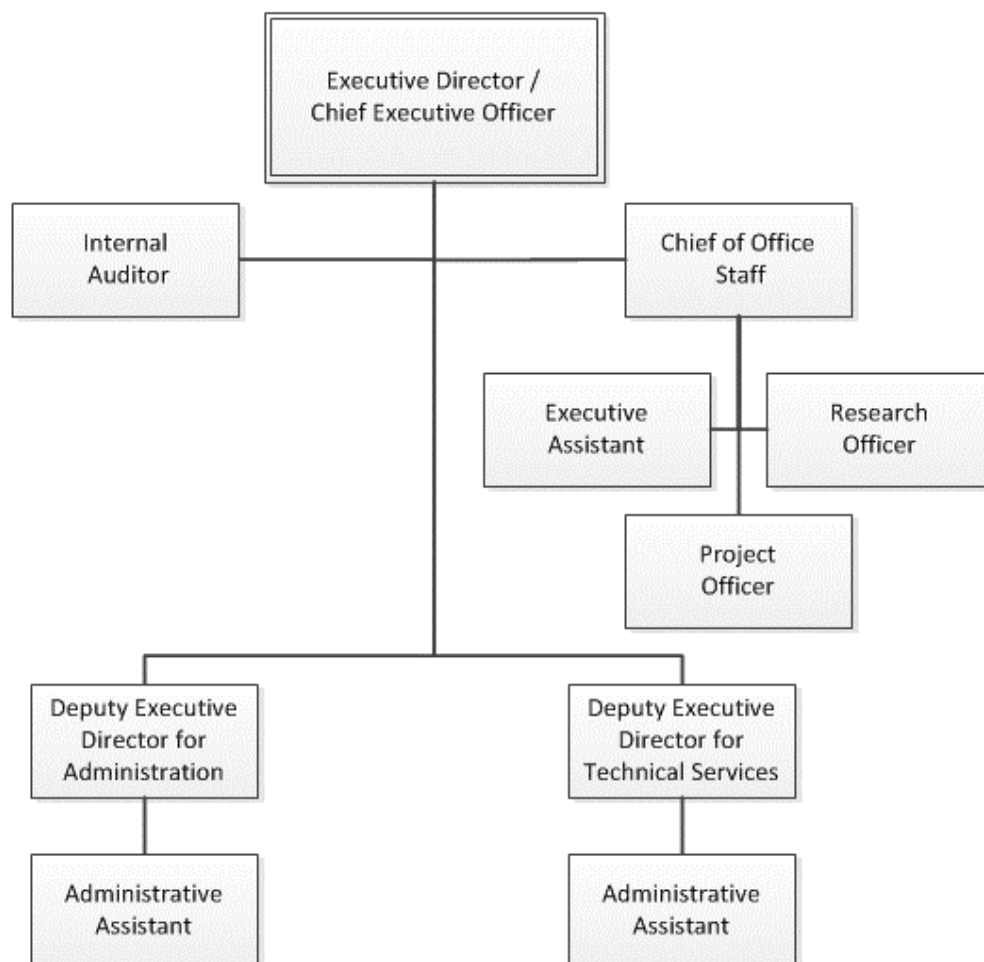


Office of the Executive Director

The Public Procurement and Concessions Commission comprises of three key parts, namely, the Board of Commissioners, which has overall leadership of the Commission and responsible for the adoption of policies and regulations governing the operation of the Commission; the Complaints, Appeal, and Review Panel, which reviews complaints and adjudicates cases emanating from procurement proceedings; and the Secretariat, which implements the policies adopted by the Board of Commissioners, administer the regulations established by the Board of Commissioners and carry out the day-to-day administrative and operational responsibilities of the Commission. The Secretariat is headed by the Executive Director and Chief Executive Officer.

The Office of the Executive Director comprises of the Deputy Executive Director for Administration, the Deputy Executive Director for Technical Services, the Internal Auditor, Chief of Office Staff who supervises the Executive Assistant, Research Officer, and Project Officer. Each of the Deputy Directors supervise their respective Administrative Assistant.

Below is the organogram of the Office of the Executive Director.



EXECUTIVE DIRECTOR

REPORT DIRECTLY TO: THE BOARD OF COMMISSIONERS

DIRECTLY SUPERVISE:

- Deputy Executive Director (Administration)
- Deputy Executive Director (Operation)
- Internal Auditor
- Chief of Office Staff

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- PPCC Board
- Complaints, Appeals & Review Panel
- Executive Management Team
- Administrative and Technical Operations Departments

EXTERNAL RELATIONSHIPS

- The Executive
- The Legislature
- Ministry, Agency, Commission
- Private Sector and Civil Society
- Liberia Institution for Public Administration (LIPA)
- Intensive Procurement Training Program (IPTP)
- Donors & International Partners
- Heads of Procuring and Concession Entities

PURPOSE

- To ensure that the functions of the Public Procurement and Concessions Commission as prescribed by the Act are effectively implemented on a day-to-day basis.

KEY RESULT AREAS

- Strategy & Policy Development
- Stakeholder Relationship and Management
- Information and Reporting
- Employee Performance & Development
- Procurement Standards & Compliance Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Ensures the effective and efficient day-to-day administration of the Secretariat.
- Develops an integrated plan of operations for the secretariat on an annual basis and review and update on a quarterly basis.
- Ensures effective and efficient financial, resource management and other assets of the Secretariat are available.
- Prepares monthly, quarterly and annual reports to the Board of Commissioners and the National Legislature (Annual Report only) on the operations and activities of the Secretariat.
- Implements the decisions of the Board of Commissioners.
- Serves as a Non-member Secretary to the Board of Commissioners and Complaints, Appeals and Review Panel.

B. TECHNICAL DUTIES:

- Advises the Government, through the PPCC, on issues related to public procurement and concessions.
- Ensures the development and dissemination of guidelines and regulations related to the Act of the PPCC.
- Reviews critically the operational efficiency of the implementation of the Act and recommend modifications to the PPCC when necessary.
- Develops or ensures the preparation and reviews all documents for the PPCC and prepare any briefing notes required.
- Ensures the preparation, reviews and present all documents to the Complaints, Appeals and Review Panel.
- Ensures that compliance reviews are undertaken on all parties or persons to whom the Act applies.
- Enforces the preparation of compliance reports for any actions to be taken based on findings.
- Reviews and examines procurement plans of all procuring and concession entities.
- Reviews the processes and documentation require of procurements and concessions that require prior notice before contract signature.
- Makes recommendations to the PPCC board, following the necessary investigations, for debarment of contractors, consultants and suppliers, concessionaires from public procurement and develops criteria for debarment.
- Maintains the list of suppliers, contractors, consultants and prospective bidders who have been debarred from public procurement and communicate the list to procurement entities on a regular basis.
- Ensures the development of programs and training of procurement practitioners and other stakeholders on an annual basis.
- Ensures and maintains the development and modification of public procurement and concessions policies, standards, procedures and regulations.
- Ensures the dissemination of information on public procurement and concessions to interested parties and the public.
- Ensures and monitors the oversight of the procurement and concession activities by procuring and concession entities and the private sector.
- Maintains accurate records of proceedings and decisions of the PPCC.
- Identifies those procuring and concession entities that will require procurement professionals of different levels
- Supports the development of staff grading and salary structures.
- Performs any other duties that may be assigned by the Board of Commissioners in line with the PPC Act that could enhance the functioning of the Commission.

C. SUPERVISORY FUNCTIONS:

- Holds direct reports accountable for managing their assignments to ensure the division's goals are achieved.
- Accountable for managing performance, succession development and resource allocation within PPCC.
- Serves as a role model for performance management system and provide input for career development and recommend performance incentives for staff.

AUTHORITY LIMIT

- Staff Management
 - Has staff management responsibility for the Secretariat
- Asset Management

- Uses assets assigned to the position for the day-to-day accomplishment of official duties
 - Manages the reputation and credibility of the PPCC and Secretariat
- Management of Budget
 - Manages the entire operating budget of the Commission

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Purchasing & Supply, Business, Economics or related field or Qualification from an international purchasing, procurement or supply institute.
- Master's Degree in procurement, business, law or related area would be beneficial.
- Trained in the IPPP and knowledgeable about the Public Procurement and Concession Act

WORK EXPERIENCE

- Minimum of ten years of proven successful experience at the senior management level having managed professionals, with at least five of those years in procurement at the senior management level.

OTHER QUALITIES OR REQUIREMENT

- Excellent knowledge in strategic planning, budgeting and people management.
- Excellent knowledge of Liberia's Financial Laws, Rules and Regulations.
- Excellent negotiation skills.
- Ability to analyse quantitative and qualitative data.
- Excellent Presentation Skills.
- Excellent Report Writing Skills.
- Team player.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.
- Demonstrates commitment to corporate decisions.
- Excellent communication skills.
- Excellent interpersonal skills.
- Acts with honesty and integrity.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet etc. and other software/tools.
- Sound decision making based on thorough analysis.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.

INTERNAL AUDITOR

REPORT DIRECTLY TO: EXECUTIVE DIRECTOR

DIRECTLY SUPERVISE:

- NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Executive Director/CEO
- Deputy Executive Director (Administration)
- Deputy Executive Director (Operations)
- Heads of Divisions

EXTERNAL RELATIONSHIPS

- General Audit Commission
- Internal Audit Secretariat
- Financial institutions

PURPOSE

- To assist the Executive Director in the effective discharge of responsibilities of the office of the Executive Director through the establishment of an effective and efficient internal control system to ensure compliance with the financial and other laws, regulations and ethical standards within the Commission.

KEY RESULT AREAS

- Financial Management
- Policy Compliance and Monitoring
- Fraud prevention and Waste Management
- Procurement Standard Management
- Stakeholder Relationship and Management
- Information and reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Provides periodically to the Commission an assessment on the adequacy and effectiveness of processes in the conduct of its activities to control and manage risks.
- Conducts pre-audits of financial and non-financial transactions to provide assurance of conformance with relevant and applicable policies, procedures, regulations and laws.
- Performs continuous audits and risk assessments of all financial and operational activities of the Commission for appropriate administrative decision.
- Develops an annual audit plan for the Commission for review and approval by the Executive Director.

B. TECHNICAL DUTIE

- Implements the approved annual audit plan, including, and as appropriate, any special tasks or projects requested by the Executive Director.
- Responds to the Commission's changing needs, and strive for continuous improvement and maintain integrity in carrying out its activities.
- Audits and validates monthly financial statements produced by the Finance and Administration Division for both internal and external users.

- Reports significant issues related to the processes for controlling the activities of the Commission where applicable; provide recommendations for improvements of those processes, and report such issues until they are resolved.
- Co-ordinates with and provide oversight of other control and monitoring functions, such as risk management, compliance, security, ethics, environmental, etc.
- Keeps abreast of relevant best practices and new developments affecting the work and in matters the Commission's activities.
- Ensures all accounting principles and financial management practise conform to the Government of Liberia financial best practice and other global financial standards.
- Undertakes regular and periodic audit of the Commission's financial system.
- Works with external auditors to review all of the Commission's financial and audit documents, report ensuring adherence to GAAS, GAAP, PFM and procurement related decrements.
- Performs any other duties that may be assigned by the Board of Commissioners in line with the PPC Act that could enhance the functioning of the Commission.

C. SUPERVISORY FUNCTIONS

- Nil

AUTHORITY LIMIT

- Management of Budget
 - Nil
- Staff Management
 - Nil
- Asset Management
 - Use assets assigned for day-to-day operation

EDUCATIONAL QUALIFICATIONS

- Bachelor's degree in Business Administration, Management or Economics from a recognized university.
- Master's Degree in Accounting or Finance is an added advantage.

WORK EXPERIENCE

- Minimum of five years of working experience in accounting and finance
- Experience with donor project accounting would be an added advantage

OTHER REQUIREMENTS

- Proven ability and experience to work with senior levels of government.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Ability to work with and build teams.
- Ability to solve problems and advise using established policies and procedures.
- Observant, analytical and detail-oriented.
- Knowledge in GAAS, GAAP, PFM and procurement related applications.
- Ability to independently apply conceptual, analytical and evaluating skills in handing audit matters.
- Advanced working knowledge of MS Word, Excel, Microsoft Publisher, Microsoft Access and Power Point.

CHIEF OF OFFICE STAFF

REPORT DIRECTLY TO: Executive Director

DIRECTLY SUPERVISE:

- Research Officer
- Executive Assistant
- Project officer

DEPARTMENTAL/FUNCTIONAL RELATIONS

- Deputy Executive Director (Administration)
- Deputy Executive Director (Technical Operations)
- Heads of Divisions

EXTERNAL RELATIONS

- Ministry, Agency, Commission
- Private Sector and Civil Society
- International partners and donors

PURPOSE

- To support the Executive Director/CEO with the effective administration of the office of Executive Director by facilitating the performance of administrative duties, and contributes to the overall proper functioning of the Secretariat and provides strategic advice to the Executive Director.

KEY RESULT AREAS

- Stakeholder Relationship and Management
- Information and reporting
- Performance management evaluation

DUTIES

A. GENERAL MANAGEMENT FUNCTIONS

- Plans and directs all administrative, financial, and operational activities of the Executive Director.
- serves as liaison between the PPCC's staff and the Executive Director arrange meeting to present staff's ideas and concerns
- Provide administrative support to the Board of Commissioners and members of the Complaints, Appeals and Review Panel.

B. TECHNICAL DUTIES

- Prepare regular briefing notes for the Commissioners and take minutes of meetings held by the Board of Commissioners
- Maintains accurate records of proceedings and decisions of the Commission.
- Establishes, reviews, and maintains PPCC policies and procedures, which should be revised annually.
- Collaborates with Executive Director in review progress toward achieving PPCC goal and objective.
- Serves as the Executive Director Point of contact.
- Develops strategies to present new business ideas to perspective donors and partners.
- Operates and maintains a professionally organized filing system.
- Receives guests coming to the Office of the Executive Director and make appointments for guests systematically.

- Performs any other duties that may be assigned by the Board of Commissioners in line with the PPC Act that could enhance the functioning of the Commission.

C. SUPERVISORY FUNCTIONS

- Holds direct reports accountable for managing their assignments to ensure the division's goals are achieved.
- Accountable for managing performance, succession development and resource allocation within PPCC.
- Serves as a role model for performance management system and provide input for career development and recommend performance incentives for staff.

AUTHORITY LIMIT

- Management of Budget
 - Nil
- Staff Management
 - Has staff management responsibility of those in the office of the Executive Director
- Asset Management
 - Use assets assigned for day-to-day operation of the office of the Chief of Office Staff/ Executive Director

EDUCATION QUALIFICATION

- Bachelor's degree in Business Administration, Management or Economics from a recognized university.
- Knowledge in Procurement or a Master's degree in any of the above will be an added advantage.

WORKING EXPERIENCE

- At least three (3) years of proven successful experience in working in a similar position in both the public and private sectors.

OTHER REQUIREMENTS

- Must be able to communicate fluently in English, both orally and in written form.
- Ability to work with and build a team.
- Ability to work with minimum supervision organized and self-disciplined.
- Strong interpersonal skills and team spirit.
- Ability to work with senior officials of government.
- Ability to make sound decisions based on available information.
- Confidential, honest and reliable individual who shall be required to protect the information he/she is privy to in the performance of his/her official duties.
- Excellent personal and professional reputation.
- Computer literate, with skills in Microsoft Word, Microsoft Excel, Microsoft Publisher and Microsoft Access.

EXECUTIVE ASSISTANT

REPORT DIRECTLY TO: CHIEF OF OFFICE STAFF

DIRECTLY SUPERVISE:

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS

- Heads of Divisions
- Staff

EXTERNAL RELATIONS

- Guest/Visitor

PURPOSE

- To assist with the effective administration of the office of the Executive Director/CEO by providing support which facilitates the performance of administrative duties and contributes to the overall proper functioning of the Secretariat.

KEY RESULT AREAS

- Record and Office Management
- Stakeholder Relationship
- Information and Reporting

DUTIES

A. GENERAL MANAGEMENT FUNCTIONS

- Nil

B. TECHNICAL DUTIES

- Reads and analyse incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Performs general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
- Files and retrieves corporate documents, records, and reports.
- Makes travel arrangements for executive director.
- Coordinates and directs office services, such as records, departmental finances, budget preparation, personnel issues, and housekeeping, to aid executive director.
- Provides clerical support to other departments.
- Manages and maintain executive director schedules.
- Answers phone calls and direct calls to appropriate parties or take messages.
- Attends meetings to record minutes.
- Receives guests coming to the Office of the Executive Director.
- Performs any other duties that may be assigned by the Board of Commissioners in line with the PPC Act that could enhance the functioning of the Commission.

C. SUPERVISORY FUNCTIONS

- Nil

AUTHORITY LIMIT

- Management of Budget
 - Nil

- Staff Management
 - Nil
- Asset Management
 - Use assets assigned for day-to-day operation of the office of the Executive Director

EDUCATION QUALIFICATION

- Advanced training in Secretarial Science from recognized institutions.
- An AA or Bachelor's Degree would be more preferred

WORKING EXPERIENCE

- At least five (5) years of proven successful experience in working in a similar position in both the public and private sectors
- Must be able to communicate fluently in English, both orally and in written form
- Ability to work with minimum supervision, organized and self-disciplined

OTHER REQUIREMENTS

- Strong interpersonal skills and team spirit
- Excellent knowledge of administrative and clerical procedures and systems such as managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Proven experience in handling a wide range of administrative and executive support related tasks independently with little or no supervision.
- Excellent calendar management skills including the coordination of executive meetings and minutes recording and reporting.
- Ability to adhere to sensitive deadlines, maintain confidential materials and work independently on multiple tasks / assignments simultaneously.
- Excellent interpersonal and communications skills with demonstrated ability to effectively interact and work well with all levels of staff as well as visitors.
- Strong organizational ability and problem solving skills with capacity to establish systems that improve management office activities and work flow.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet and other communications software and tools (Telephone, Fax, Scanner, Photocopier, etc.).
- Knowledge/understanding of the operations of the Liberia Civil Service's proceedings/guidelines.
- Planning and organizing skills.

RESEARCH OFFICER

REPORT DIRECTLY TO: CHIEF OF OFFICE STAFF

DIRECTLY SUPERVISE:

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Heads of Divisions

EXTERNAL RELATIONS:

- Ministry, Agency, Commission
- Private Sector
- Donor & Partner
- General Public

PURPOSE:

- To assist the Executive Director/CEO with the effective and efficient day-to-day administration of the Secretariat

KEY RESULT AREAS

- Stakeholder Relationship & Management
- Information Management
- Report Writing

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Develops and maintain relations with key stakeholders and procuring entities in order to build networks for knowledge sharing.
- Writes research reports designed to influence the policy and practice of procurement activities;

B. TECHNICAL DUTIES

- Conducts research to influence policies and practices of governments and private sector, with a particular focus on procurement practices.
- Contributes to strategies, approaches and projects designed to address procurement issues in government.
- Maintains relations with donors and work with colleagues to raise funds for research initiatives.
- Works closely with the Communications team on the development of outreach materials to promote procurement research results.
- Contributes to team-wide communications and knowledge management, and participate in organization-wide events and discussions on related topics/projects.
- Keeps up to date with developments in procurement policy and procedures, as well as qualitative and quantitative research methods.
- Perform any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- Nil

AUTHORITY LIMIT

- Management of Budget
 - Does not manage any budget
- Staff Management
 - Nil
- Asset Management
 - Use asset assigned to the position.

EDUCATION QUALIFICATION

- Bachelor's Degree or above in Accounting, Management or Economics from a recognized university.

WORK EXPERIENCE

- At least two (2) years of proven experience in similar position in both the private and public sectors

OTHER REQUIREMENTS

- Strong interpersonal skills and team spirit
- Excellent knowledge of administrative and clerical procedures and systems such as managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Proven experience in handling a wide range of administrative and executive support related tasks independently with little or no supervision.
- Excellent calendar management skills including the coordination of executive meetings and minutes recording and reporting.
- Ability to adhere to sensitive deadlines, maintain confidential materials and work independently on multiple tasks / assignments simultaneously.
- Excellent interpersonal and communications skills with demonstrated ability to effectively interact and work well with all levels of staff as well as visitors.
- Strong organizational ability and problem solving skills with capacity to establish systems that improve management office activities and work flow.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet and other communications software and tools (Telephone, Fax, Scanner, Photocopier, etc.).
- Knowledge/understanding of the operations of the Liberia Civil Service's proceedings/guidelines.
- Planning and organizing skills.

PROJECT OFFICER

REPORT DIRECTLY TO: CHIEF OF OFFICE STAFF

DIRECTLY SUPERVISE:

- None

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Heads of Divisions

EXTERNAL RELATIONS:

- Other ministries and agencies of Government
- Private sector entities or individuals
- Donors
- NGO's

PURPOSE:

- To assist the Executive Director/CEO with the coordination, tracking of progress and general status of projects (Such as the World Bank, UNDP, STOAP project, Top Government Officials and other International Groups, etc. to discuss matters of national concern) in a manner that will enable the Executive Director to be in full control of events and activities in the office. This will include the preparation of daily reminders, meeting schedules/appointments, subject matters, purposes, venues, individuals or organizations concerned.

KEY RESULT AREAS

- Project Management
- Stakeholder Relationship & Management
- Information and Reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Manages day-to-day operational aspects of a project and scope.

B. TECHNICAL DUTIES

- Manages the change relating to the delivery of project outcomes.
- Provides advice, information from internal and external clients, service providers and stakeholders.
- Develops lasting relationships with partners'/donors' personnel that foster ties.
- Communicates effectively with partners/donors to identify needs and evaluate alternative business solutions.
- Seeks opportunities to increase partners/donors satisfaction and deepen relationships.
- Effectively communicates relevant project information to superiors and peers in other department.
- Ensures engagement reviews and quality assurance procedures take place for all project engagements.
- Maintains project calendar and milestones.
- Minimizes our exposure and risk on project.

- Ensures project documents are complete, current, and stored appropriately.
- Performs any other duties that may be assigned by the Board of Commissioners in line with the PPC Act that could enhance the functioning of the Commission.

C. SUPERVISORY FUNCTIONS

- Nil

AUTHORITY LIMIT

- Management of Budget
 - Does not manage any budget
- Staff Management
 - Nil
- Asset Management
 - Use assets assigned for day-to-day operation.

EDUCATION QUALIFICATION

- Bachelor's Degree in Management, Public Administration or Economics from a recognized University.
- Certificate in Project Management is an advantage.

WORK EXPERIENCE

- Minimum three (3) years of proven experience in similar position in both the private and public sectors.

OTHER REQUIREMENTS

- Strong interpersonal skills and team spirit.
- Excellent knowledge of administrative and clerical procedures and systems such as managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Proven experience in handling a wide range of administrative and executive support related tasks independently with little or no supervision.
- Excellent calendar management skills including the coordination of executive meetings and minutes recording and reporting.
- Ability to adhere to sensitive deadlines, maintain confidential materials and work independently on multiple tasks / assignments simultaneously.
- Excellent interpersonal and communications skills with demonstrated ability to effectively interact and work well with all levels of staff as well as visitors.
- Strong organizational ability and problem solving skills with capacity to establish systems that improve management office activities and work flow.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet and other communications software and tools (Telephone, Fax, Scanner, Photocopier, etc.).
- Knowledge/understanding of the operations of the Liberia Civil Service's proceedings/guidelines.
- Planning and organizing skills.

DEPUTY EXECUTIVE DIRECTOR (ADMINISTRATION)

REPORT DIRECTLY TO: EXECUTIVE DIRECTOR

DIRECTLY SUPERVISE:

- Legal Counsel
- Director, Administration
- Director, Information & Communication
- Administrative Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Executive Director
- Complaints, Appeals & Review Panel
- Executive Management Team
- Administrative Departments

EXTERNAL RELATIONSHIPS

- Heads of Procuring and Concession Entities
- The Legislature
- Ministry, Agency, Commission
- Private Sector and Civil Society
- Liberia Institution for Public Administration (LIPA)
- Intensive Procurement Training Program (IPTP)
- Donors

PURPOSE

- To support the Executive Director manage the functions of the Public Procurement and Concessions Commission as prescribed by the Act are effectively implemented on a day-to-day basis.

KEY RESULT AREAS

- Strategy & Policy Development
- Stakeholder Relationship and Management
- Information and Reporting
- Employee Performance & Development
- Procurement Standards & Compliance Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Manages the following director level posts and provide support and advice in relation to delivery of the respective portfolios:
 - Legal Affairs
 - Administration
 - Information & Communication
- Engages all corporate and service delivery function of the Commission to ensure there are robust processes in place to agree and meet financial and activity targets for the current year and outline for future years.
- Ensures the effective and efficient day-to-day administration of the Secretariat.
- Develops an integrated plan of operations for the secretariat on an annual basis and review and update on a quarterly basis.
- Ensures effective and efficient financial, resource management and other assets of the Secretariat are available.

- Prepares monthly, quarterly and annual reports to the Executive Director the activities of the Secretariat

B. TECHNICAL DUTIES:

- Supports the Executive Officer in developing, communicating, and implementing organizational goals, values, and policies; develops and implements procedures and work standards.
- Directs the development and implementation of management systems, information and record-keeping systems, and related management controls.
- Directs studies of existing PPCC practices, procedures, methods, programs, and services to assess efficiency or need for changes in organization, operations, and service delivery; develops and implements plans to provide for improvements and the creation of new systems, policies and procedures, programs, and services.
- Reviews, evaluates, and interprets trends, new legal requirements, laws, and pending legislation affecting court programs; implements legislative, policy, and procedural changes to ensure compliance with regulations and guidelines.
- Monitors and provides executive direction; provides direction to managers and staff; selects, directs, and evaluates performance of managers; assists employee relations matters including grievances and handling of personnel issues.
- Represents the Executive Director by testifying before legislative committees; acts as liaison with other governmental agencies, media, and the general public; coordinates with local government and private agencies on budgetary, case management, organizational development, procedural, and other related issues. Performs any other duties that may be assigned by the Board of Commissioners in line with the PPC Act that could enhance the functioning of the Commission

C. SUPERVISORY FUNCTIONS:

- Holds direct reports accountable for managing their assignments to ensure the division's goals are achieved.
- Accountable for managing performance, succession development and resource allocation within PPCC.
- Serves as a role model for performance management system and provide input for career development and recommend performance incentives for staff.

AUTHORITY LIMIT

- Management of Budget
 - Supervises the entire operating budget of the PPCC Secretariat
- Staff Management
 - Has staff management responsibility for the Secretariat
- Asset Management
 - Uses assets assigned to the position for the day-to-day accomplishment of official duties
 - Manages the reputation and credibility of the PPCC and Secretariat

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Purchasing & Supply, Business, Economics or related field from a recognized university or Qualification from an international purchasing, procurement or supply institute.
- Master's Degree in procurement, business, law or related area would be beneficial.

WORK EXPERIENCE

- Minimum of ten years of proven successful experience at the senior management level having managed professionals, with at least five of those years in procurement at the senior management level.

OTHER QUALITIES OR REQUIREMENT

- Excellent knowledge in strategic planning, budgeting and people management.
- Excellent knowledge of Liberia's Financial Laws, Rules and Regulations.
- Excellent negotiation skills.
- Ability to analyse quantitative and qualitative data.
- Excellent Presentation Skills.
- Excellent Report Writing Skills.
- Team player.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.
- Demonstrates commitment to corporate decisions.
- Excellent communication skills.
- Excellent interpersonal skills.
- Acts with honesty and integrity.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet etc. and other software/tools.
- Sound decision making based on thorough analysis.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.

DEPUTY EXECUTIVE DIRECTOR (TECHNICAL OPERATIONS)

REPORT DIRECTLY TO: EXECUTIVE DIRECTOR

DIRECTLY SUPERVISE:

- Director, Compliance & Monitoring
- Director, Policy, Standard & Procedure
- Director, Capacity Development
- Administrative Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Executive Director
- Complaints, Appeals & Review Panel
- Executive Management Team
- Technical Operation Departments

EXTERNAL RELATIONSHIPS

- Heads of Procuring and Concession Entities
- The Legislature
- Ministry, Agency, Commission
- Private Sector and Civil Society
- Liberia Institution for Public Administration (LIPA)
- Intensive Procurement Training Program (IPTP)
- Donors

PURPOSE

- To support the Executive Director manage the functions of the Public Procurement and Concessions Commission as prescribed by the Act are effectively implemented on a day-to-day basis.

KEY RESULT AREAS

- Strategy & Policy Development
- Stakeholder Relationship and Management
- Information and Reporting
- Employee Performance & Development
- Procurement Standards & Compliance Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Manages the following director level posts and provide support and advice in relation to delivery of the respective portfolios:
 - Compliance & Monitoring
 - Policy, Standards & Procedure
 - Capacity Development
- Manages the PPCC strategic policy related to the work of the secretariat and incentive projects, including seeking additional authority from the Executive Director as may be needed to address risks associated with these functional activities.
- Prepares monthly, quarterly and annual reports to the Executive Director the activities of the Secretariat.

B. TECHNICAL DUTIES:

- Supports the Executive Officer in developing, communicating, and implementing organizational goals, values, and policies; develops and implements procedures and work standards.
- Ensures all procuring entities are in full compliance with the PPCC guidelines and procedures related to procurement activities.
- Provides strategic guidance for the development and implementation of procurement policies, procedures and systems in line with best practices, and ensuring continuous improvement of operational efficiency in Compact implementation.
- Maintains working knowledge of regional and international developments in the sector, issues clarifications as required and requested by industry to implement Commission directives and regulations.
- Advises the Commission on suitable performance standards for the sector and assists the Commission in delegations to the government to ensure they have full information on the service providers/regulated industries.
- Ensures appropriate internal procedures are enforced to accept, investigate and resolve consumer complaints by liaising with internal staff involved in legal, policy, customer service and related technical support.
- Perform any other duties that may be assigned by the Board of Commissioners in line with the PPC Act that could enhance the functioning of the Commission

C. SUPERVISORY FUNCTIONS:

- Holds direct reports accountable for managing their assignments to ensure the division's goals are achieved.
- Accountable for managing performance, succession development and resource allocation within PPCC.
- Serves as a role model for performance management system and provide input for career development and recommend performance incentives for staff.

AUTHORITY LIMIT

- Management of Budget
 - Supervise the entire operating budget of the PPCC Secretariat
- Staff Management
 - Has staff management responsibility for the Secretariat
- Asset Management
 - Uses assets assigned to the position for the day-to-day accomplishment of official duties
 - Manages the reputation and credibility of the PPCC and Secretariat

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Purchasing & Supply, Business, Economics or related field or Qualification from an international purchasing, procurement or supply institute.
- Master's Degree in procurement, business, law or related area would be beneficial.

WORK EXPERIENCE

- Minimum of ten years of proven successful experience at the senior management level having managed professionals, with at least five of those years in procurement at the senior management level.

OTHER QUALITIES OR REQUIREMENT

- Excellent knowledge in strategic planning, budgeting and people management.
- Excellent knowledge of Liberia's Financial Laws, Rules and Regulations.
- Excellent negotiation skills.
- Ability to analyse quantitative and qualitative data.

- Excellent Presentation Skills.
- Excellent Report Writing Skills.
- Team player.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.
- Demonstrates commitment to corporate decisions.
- Excellent communication skills.
- Excellent interpersonal skills.
- Acts with honesty and integrity.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet etc. and other software/tools.
- Sound decision making based on thorough analysis.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.

ADMINISTRATIVE ASSISTANT

REPORT DIRECTLY TO: DEPUTY EXECUTIVE DIRECTOR

DIRECTLY SUPERVISE:

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Heads of Divisions
- Staff

EXTERNAL RELATIONS

- Guest/Visitor
- General Public

PURPOSE:

- To assist with the effective administration of the office of the Deputy Executive Director by providing support which facilitates the performance of administrative duties and contributes to the overall proper functioning of the Secretariat.

KEY RESULT AREAS

- Record and Office Management
- Stakeholder Relationship
- Information and Reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Nil

B. TECHNICAL FUNCTIONS

- Receives and register all incoming communications for onward distribution to the relevant parties as per established protocol.
- Records all outgoing mails and dispatch them in a timely and orderly manner.
- Improves the flow of intra-office communication by serving as a link between all the divisions.
- Provides other administrative support to ensure that municipal operations are maintained in an effective, up to date and accurate manner.
- Prepares and modify documents including correspondence, reports, drafts, memos and emails.
- Schedules and coordinates meeting, appointments and travel arrangement for the Deputy Executive Director.
- Performs any other duties that may be assigned by the Board of Commissioners in line with the PPC Act that could enhance the functioning of the Commission.

C. SUPERVISORY FUNCTIONS

- Nil

AUTHORITY LIMIT

- Management of Budget
 - Does not manage any budget
- Staff Management
 - Nil
- Asset Management

- Uses assets assigned to the position for the day-to-day accomplishment of official duties

EDUCATION QUALIFICATION

- A Bachelor's degree in Business Administration or management from a recognized university.

WORK EXPERIENCE

- At least three (3) years of working experience in providing clerical and administrative support.

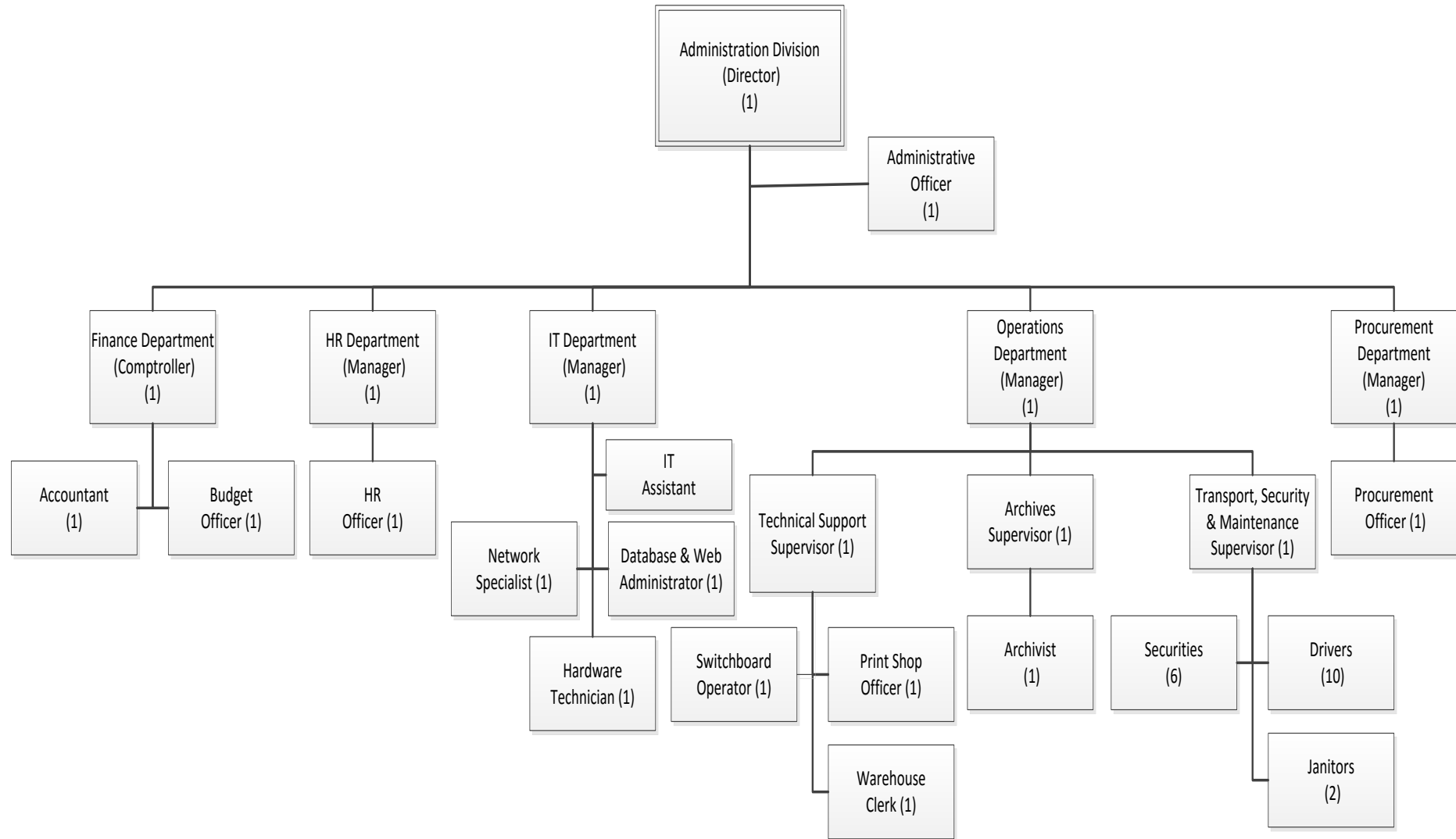
OTHER REQUIREMENTS

- Excellent knowledge of administrative and clerical procedures and systems such as managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Proven experience in handling a wide range of administrative and executive support related tasks independently with little or no supervision.
- Excellent calendar management skills including the coordination of executive meetings and minutes recording and reporting.
- Ability to adhere to sensitive deadlines, maintain confidential materials and work independently on multiple tasks / assignments simultaneously.
- Excellent interpersonal and communications skills with demonstrated ability to effectively interact and work well with all levels of staff as well as visitors.
- Strong organizational ability and problem solving skills with capacity to establish systems that improve management office activities and work flow.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet and other communications software and tools (Telephone, Fax, Scanner, Photocopier, etc.).
- Knowledge//understanding of the operations of the Liberia Civil Service's proceedings/guidelines.
- Planning and organizing skills.

PPCC Administrative Division

The Administrative Division is headed by a Director and comprises of five (5) Departments, namely Finance, Human Resource, Information Technology (IT), Operations, and Procurement. The Division will help to achieve the Commission's goals and objective, and coordinate all related Administrative policies of the commission with other government ministries, agencies and commissions.

The objective of this division is to ensure effective and efficient administration of the day-to day operations of the Commission and manage the administrative and financial functions of the Division to ensure that commission goals and objectives are accomplished.



DIRECTOR, ADMINISTRATION & FINANCE

REPORT DIRECTLY TO: Deputy Executive Director, Administration

DIRECTLY SUPERVISE:

- Administrative Officer
- Human Resource Manager
- IT Manager
- Operations Manager
- Procurement Manager
- Comptroller

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All Heads of Divisions
- Deputy Executive Director (Administration)
- Deputy Executive Director (Operations)
- Executive Director

EXTERNAL RELATIONSHIPS

- Ministry of Finance and Development Planning
- NASSCORP
- Internal Audit Agency
- Controller General
- Financial Institutions
- Pensions Regulatory Authority
- Liberia Revenue Authority
- Service Providers

PURPOSE

- To manage the division and ensure that the financial management and administrative system, policies and procedures are in place and that the administrative requirements of the PPCC and Secretariat are provided.

KEY RESULT AREAS

- Strategy & Policy Development
- Budget Preparation & Control
- Financial Accounting
- Managerial Accounting
- Stakeholder Relationship & Management
- Information & Reporting
- Employee Performance & Development

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Ensures the effective and efficient day-to-day administration of the Secretariat.
- Develops and implement annual work plan for the division as a guide for its daily operation.
- Supports the development of the Procurement Committee and Procurement Unit are established so that the processes leading to transparent procurement can be achieved.
- Prepares guidelines for the preparation of the Commission's annual budget through the provision of technical advice and monitor its implantations.

B. TECHNICAL DUTIES

- Participates in the development of strategy/business plan for the Finance Administration Division.
- Provides input in the development of policies, standard operating procedures (SOPs), work plan and other support systems including monitoring mechanisms to achieve set targets of the Finance and Administration Division.
- Prepares variance analysis of revenue and expenditure against budget and report/advice on any deviations for corrective action.
- Provides leadership in the implementation and maintenance of internal financial controls by monitoring key financial risk indicators, preparing complete and accurate financial reports and analysis, and effectively monitoring of all system accounts in the GL.
- Provides input in monitoring cash resources and advises on investment opportunities for PPCC.
- Develops accounts payable/receivable systems and monitor its implementation to ensure that all payments are in line with approved accounting policies/ guidelines.
- Supports, analyses and reviews financial accounting systems of the PPCC and advises on any inconsistencies for remedial action.
- Develops an effective Fixed Assets Register system and monitors to ensure its implementation.
- Monitors the PPCC cost/expenditure and prepares relevant reports to guide management in its decision-making.
- Maintains good working relationships with external auditors, MACs and other stakeholders in the area of financial and management accounting.
- Prepares monthly, quarterly and annual financial reports and any other report related to job function.
- Monitors to ensure that all financial and management accounting reporting systems are in line with regulatory requirements and International Financial Regulatory Standards.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- Accountable for optimal performance of staff and resources assigned to the division.
- Identifies training needs and facilitate training for subordinates.
- Conducts performance appraisal and provide input for career development where required and recommend performance incentives for subordinates.

AUTHORITY LIMIT

- Management of Budget
 - Oversees the management of the Commission's Budget.
- Staff Management
 - Has staff management responsibility for those assigned to the division
- Asset Management
 - Uses assets assigned to the position for the day-to-day accomplishment of official duties
 - Manages the Reputation and credibility of the PPCC and Secretariat

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Accounting, Management or Finance as a minimum, Master's Degree in Business Administration would be an added advantage.

WORK EXPERIENCE

- At least eight (8) years of experience in managing an accounting department with administrative responsibilities.
- Experience with donor project accounting, particularly the World Bank.

OTHER REQUIREMENTS

- Considerable knowledge in the use of accounting and auditing methodologies and tools.
- Good knowledge of the International Financial Reporting System (IFRS), Accounting and Auditing Standards and related regulations.
- Proven ability and experience to work with senior levels of government.
- Familiar with the Public procurement and Concessions Act and the Public Financial Management Law.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Ability to work with and build teams.
- Ability to solve problems and advise using established policies and procedures.
- Understanding of the Liberia Labor Law.
- Observant, analytical and take particular attention to details.
- Advanced working knowledge of MS Word, Excel, Microsoft Publisher, Microsoft Access and Power Point.

ADMINISTRATIVE OFFICER

REPORT DIRECTLY TO: Director, Finance and Administration

DIRECTLY SUPERVISE

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Administration Division

EXTERNAL RELATIONS

- General Public
- Guest/Visitor

PURPOSE

- To ensure effective and efficient management of the Secretariat of the Director – Finance and Administration.
- To provide quality administrative and secretarial services to the Executive Director-Office.

KEY RESULT AREAS

- Customer Service
- Stakeholder Management
- Information and Reporting

DUTIES

A. General Management Functions

- Provides an effective and timely clerical, executive, administrative services to the secretariat

B. TECHNICAL DUTIES

- Provides effective and timely clerical, executive administrative and secretarial services.
- Provides secretarial support to Units under this Directorate.
- Classifies documents at the Secretariat.
- Distributes stores of the Secretariat according to approved requisition.
- Implements registry procedures and ensures that standards are maintained,
- Receives, records and distributes incoming and internally created mail.
- Types correspondences, memoranda and reports.
- Records and arranges for the efficient and timely dispatch of correspondence.
- Reminds action officers of pending actions against timelines.
- Responsible for filing and storage of documentation.
- Performs other duties consistent with the functions of this Office as may be assigned by the Head.

C. SUPERVISORY FUNCTIONS

- NIL

AUTHORITY LIMIT

- Management of Budget
 - Nil
- Staff management
 - Nil

- Asset Management
 - Uses assets assigned to the position for the day-to-day accomplishment of official duties.

EDUCATIONAL QUALIFICATION

- A Bachelor's Degree in secretarial science or other relevant discipline from a recognized University.
- Diploma in Secretarial Science from a recognized institution.

WORK EXPERIENCE

- At least four (4) years relevant post qualification experience in secretarial practice, two (2) years of which must have been in the public service of Liberia.

OTHER REQUIREMENTS

- Excellent knowledge of administrative and clerical procedures and systems such as managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Proven experience in handling a wide range of administrative and executive support related tasks independently with little or no supervision.
- Excellent calendar management skills including the coordination of executive meetings and minutes recording and reporting.
- Ability to adhere to sensitive deadlines, maintain confidential materials and work independently on multiple tasks / assignments simultaneously.
- Excellent interpersonal and communications skills with demonstrated ability to effectively interact and work well with all levels of staff as well as visitors.
- Strong organizational ability and problem solving skills with capacity to establish systems that improve management office activities and work flow.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet and other communications software and tools (Telephone, Fax, Scanner, Photocopier, etc.).
- Planning and organizing skills.

COMPTROLLER

REPORTS DIRECTLY TO: Director, Finance & Administration

DIRECTLY SUPERVISES

- General Ledger Accountant
- Budget Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Assistant Directors & analogous Grades
- Heads of Units

EXTERNAL RELATIONS:

- Ministry of Finance & Development Planning,
- Audit Service
- Financial Institutions
- Liberia Revenue Authority (LRA)
- Pensions Regulatory Authority
- Service Providers
- External Auditors

PURPOSE:

- To promote the establishment and operation of an effective accounting management systems and processes to enhance and support transparency and accountability of financial transactions and to ensure the effective and efficient use of the budget appropriations.
- To establish adequate financial control systems to ensure full compliance with established financial rules and regulations.

KEY RESULT AREAS

- Strategy & Policy Development
- Budget Preparation & Control
- Payment Processing & Monitoring
- Treasury & Cash Management
- Administration
- Technical Advisory Support
- Stakeholder Relationship & Management
- Information & Reporting
- Employee Performance & Development

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Head of the Accounts Unit.
- Develops annual plans and budgets for the Unit.

B. TECHNICAL DUTIES

- Participates in the preparation of PPCC annual budget and monitor its implementation.
- Prepares variance analysis of revenue and expenditure against budget and reports/advices on any deviations for corrective action.

- Keeps of accounting books, chart of accounts, accounting manuals, financial statements management of the Commission.
- Ensures efficient management of PPCC budgetary allocations and delivers specific financial services to ensure efficient and effective functioning and result-orientation of all technical Directorates, Sections and Units.
- Provides relevant and appropriate information to assists PPCC Management to respond to audit queries.
- Develops accounts payable/receivable systems and monitors its implementation to ensure that all payments are in line with approved accounting policies/ guidelines.
- Reviews periodic bank reconciliation statements and accounts reconciliation of the Commission and initiates corrective actions where necessary.
- Develops effective and efficient systems, processes, procedures and controls in support of financial and accounting functions including establishment of appropriate database and tracking scheme.
- Works as partner with Directors of Divisions of Ministries and Agencies by assisting with financial control and expenditure return issues through clearly outlining prudent financial practices and identifying risks and recommending potential solutions.
- Designs financial and accounting formats to capture on timely basis, financial information from Senior Management to promote timely financial accounting and reporting.
- Authorises payment vouchers and signs cheques.
- Monitors closely financial returns documents from Senior Management to ensure that standard accounting principles are followed and financial laws and regulations are adhered to.
- Supervises the preparation of PPCC Cash Book and other value books, monthly bank reconciliation statements and treasury reconciliations.
- Provides expert financial planning and expenditure advice on spending at the PPCC to the Director, Finance and Administration, Deputy Executive Director-Administration, and the Executive Director.
- Develops effective Fixed Assets Register system and monitors to ensure its implementation.
- Monitors compliance of statutory deductions and payments (i.e. tax, etc.).
- Monitors the PPCC cost/expenditure and prepares relevant reports to guide Management in its decision-making.
- Disburses financial/budgeted resources in conformity with the priorities and decisions of the Executive Director and Senior Management of PPCC.
- Provides accurate and timely Government of Liberia and Development Partners' financial statements to ensure good financial management and timely decision-making and financial reporting.
- Advises and sensitizes Senior Management on the use and timely accounting of financial resources allocated to them in order to speed up financial reporting to ensure timely releases of funds.
- Maintains good working relationships with external auditors, Ministries and Agencies and other stakeholders in the area of financial and management accounting.
- Prepares monthly, quarterly and annual financial reports and any other report related to the job function.
- Monitors to ensure that all financial and management accounting reporting systems are in line with regulatory requirements and International Financial Regulatory Standards.
- Collaborates effectively with the Budget Unit of the Ministry of Finance and Development Planning (MFDP) and facilitates the preparation and implementation of PPCC budgets in accordance with financial and budget rules and regulations.
- Advises the Executive Director and Senior Management on the disbursement and utilization of funds.
- Ensures appropriate and adequate documentation of all activities of the Accounts Unit.

- Performs other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by the Director from time to time.

C. SUPERVISORY FUNCTIONS

- Ensures effective supervision of accounting staff.
- Ensures that direct reports (subordinates) give account of the performance of assignments in their respective areas of responsibilities.
- Conducts performance appraisal and provides input for career development and recommends performance incentives for subordinate staff.
- Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

- Management of budget
 - The job holder is responsible for administering a budget e.g. leading budget discussions and signing of contracts within approved limits. The job holder is also responsible for making financial forecasting and making recommendations based on those forecasts e.g. Preparation of variance analysis and computation of financial ratios
 - The job holder has authority to modify or change established methods and procedures, but stay within program or broad parameters e.g. Budget evaluations. When there is a challenging situation the supervisor is consulted e.g. Implementation of management decisions. The immediate supervisor is consulted before a major decision is made e.g. A decision to change a depreciation policy on a particular asset. The job holder makes recommendations that affect employees in work area. E.g. Staff promotions.
- Staff management
 - The job holder explains, assigns, checks, develops work methods for all categories of Accounts Officers.
- Asset Management
 - The job holder has responsibility for basic care and handling of goods, tools, equipment etc. e.g. divisional computers, research equipment.

EDUCATIONAL QUALIFICATION

- A good First Degree in Business Administration (Accounting Option) and Master's Degree (MSc/MBA) in Financial Management/Accounting or a Chartered Professional Qualification in any recognized Professional Accounting Body / Institution- CPA/LICPA/ICAG/ACCA.

WORK EXPERIENCE

- At least Five (5) years of relevant post qualification experience two (2) years of which must have been at the Chief Accountant level in the Public Service of Liberia.

OTHER REQUIREMENTS

- Knowledge on Financial Management Act 2009; Knowledge on the Public Procurement Concession Act 2005; Knowledge on the Public Financial Management Law
- Considerable knowledge in the use of accounting and auditing methodologies and tools.
- Good knowledge of the International Financial Reporting System (IFRS), Accounting and Auditing Standards and related regulations.
- Considerable experience in public sector accounting.
- Excellent oral and written communication skills; excellent planning and organizing skills.
- Ability to develop and maintain professional relationships with internal and external stakeholders.
- Excellent knowledge/understanding of tax laws and related regulations.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced environment.

- Methodical and great deal of attention to details.
- Absolute discretion in handling/dealing with confidential information/data.
- Knowledge of accounting software/tools with strong functionality skills in Microsoft Excel, Word and PowerPoint.
- Excellent analytical skills.
- Good managerial and coaching skills in a "team" setting.

ACCOUNTANT

REPORTS DIRECTLY TO: COMPTROLLER

DIRECTLY SUPERVISES:

- NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Finance & Administration Division

EXTERNAL RELATIONS:

- Financial Institutions
- Ministry of Finance & Development Planning
- Liberia Revenue Authority

PURPOSE:

- To promote effective and efficient Account Ledger management systems and procedures to facilitate the achievement of strategic objectives of the PPCC.

KEY RESULT AREAS

- Financial Forecast and Reporting
- Financial Reconciliation and Analysis

DUTIES:

A. General Management Functions

- Provides technical inputs for the preparation of the annual budget for PPCC.
- Provides financial information to management by researching and analysing accounting data; preparing reports.

B. TECHNICAL DUTIES

- Prepares asset, liability, and capital account entries by compiling and analysing account information.
- Documents financial transactions by entering account information.
- Analyses monthly financial statements and maintains the general ledger.
- Recommends financial actions by analysing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Reconciles financial discrepancies by collecting and analysing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.

- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Prepares special financial reports by collecting, analysing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Reconciles bank accounts, prepare monthly financial reports, and maintains general ledger for PPCC and perform other related duties as required.
- Performs others relevant duties consistent with the functions of the unit and commission as may be assigned by the supervisor from time to time.

C. SUPERVISORY FUNCTIONS

- Nil

AUTHORITY LIMIT

- Management of Budget
 - Does not manage any budget.
- Staff Management
 - Has no staff management responsibility
- Asset Management
 - Uses assets assigned to the position for the day-to-day accomplishment of official duties.

EDUCATIONAL QUALIFICATION

- Bachelor's Degree with emphasis on Accounting, Finance, Public Finance, Public Administration or related field from a recognized university.

WORK EXPERIENCE

- At least three (3) to years of relevant experience required with 2 years of experience in planning and budgeting involving quantitative analysis.
- Solid experience with accounting software and proficiency in Microsoft Office required.

OTHER REQUIREMENTS

- Must be self-motivated with the ability to work independently, with accuracy and attention to detail.
- Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.
- Knowledge of basic accounting principles, including the reconciliation of financial data.
- Proficient with Microsoft Office. Knowledge of Oracle or other budget related functions.
- Ability to use sound judgment including maintaining confidentiality.
- Ability to communicate effectively, orally and in writing.
- Ability to manage time and workload effectively which includes planning, organizing and prioritizing.
- Ability to pay close attention to detail to ensure complete accuracy.

BUDGET OFFICER

REPORTS DIRECTLY TO: COMPTROLLER

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Finance & Administration Division

EXTERNAL RELATIONS:

- Ministry of Finance and Development Planning (MFDP)

PURPOSE:

- To promote effective and efficient Management of Budget systems and procedures to facilitate the achievement of strategic objectives of the PPCC.
- To facilitate the preparation, implementation and establishment of budget monitoring controls to ensure judicious use of scarce resources.
- To coordinate and administer all activities relating to the development and monitoring of the PPCC's operating budget.

KEY RESULT AREAS

- Financial Planning and Budget Forecast
- Cash Flow Management
- Budget Preparation and management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Provides inputs for the preparation of quarterly and Annual Performance reports.

B. TECHNICAL DUTIES

- Facilitates the preparation of the PPCC annual operating budget, including preparing appropriate schedules and monitoring progress on budget preparation.
- Provides technical inputs to PPCC Divisions towards specifying requirements for their annual operating budgets and expenditure plans, including training staff in the use of the system and preparing the training manual.
- Provides technical support to the team responsible for budget development.
- Helps control PPCC's expenditures by monitoring Directorates' operating budgets and staffing levels; identifies problem areas and recommends corrective solutions.
- Prepares, reviews, analyses and reports Divisions' quarterly variances of actual vs. budgeted expenditures. Assists in the preparation and analysis of amendments to PPCC's operating budget.
- Provides leadership in the preparation of PPCC budget documents.
- Coordinates, reviews, analyses and prepares PPCC's Quarterly Performance Report.
- Coordinates and prepares PPCC's cost model, including modelling and forecasting of PPCC's service cost.
- Provides input for cash flow modelling for long-term planning and analysis and the forecasting of PPCC's operating revenues.
- Identifies and analyses trends in the receipt, obligation, or expenditure of funds to assure that objectives of the annual financial plan are being met on a timely basis, and that funds are available and being properly and effectively used to support program objectives.

- Develops recommendations for budgetary adjustments to support unanticipated changes in product usage and/or funding at higher echelons.
- Collaborates with the various Divisions of PPCC to prepare annual divisions' budgets and develop budgets for project proposals as well as the development of the annual PPCC - wide budget including central overhead and service budgets.
- Supports with the input of all budgets into the general ledger system.
- Provides technical support in the creation and distribution of monthly budget performance reports to Management of the Civil Service Agency.
- Reviews performance reports and analyses discrepancies.
- Works with the Comptroller with billing and financial reporting to funding sources for all Donor/Multi-Lateral grants and contracts under the Commission.
- Performs other relevant duties consistent with the functions of the Section and Directorate as may be assigned by the superiors from time to time.

C. SUPERVISORY FUNCTIONS

- Nil

AUTHORITY LIMIT

- Management of Budget
 - The job holder is also responsible for making financial forecasting and making recommendations based on those forecasts e.g. Preparation of variance analysis and computation of financial ratios.
- Staff management
 - Has not staff management responsibilities
- Asset management
 - Uses assets assigned to the position for the day-to-day accomplishment of official duties

EDUCATIONAL QUALIFICATION

- Minimum of a Bachelor's degree in Accounting or a related field
- Bachelor's Degree with emphasis on Accounting, Finance, Public Finance, Public Administration or related field from a recognized University.

WORK EXPERIENCE

- At least three (3) years of relevant experience required with 2 years of experience in planning and budgeting involving quantitative analysis.
- Solid experience with accounting software and proficiency in Microsoft Office required.

OTHER REQUIREMENTS

- Must be self-motivated with the ability to work independently, with accuracy and attention to detail.
- Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.
- Knowledge of basic accounting principles, including the reconciliation of financial data.
- Proficient with Microsoft Office. Knowledge of Oracle or other budget related functions.
- Ability to use sound judgment including maintaining confidentiality.
- Ability to communicate effectively, orally and in writing.
- Ability to manage time and workload effectively which includes planning, organizing and prioritizing.
- Ability to pay close attention to detail to ensure complete accuracy.

HUMAN RESOURCE MANAGER

REPORTSS DIRECTLY TO: DIRECTOR, FINANCE & ADMINISTRATION

DIRECTLY SUPERVISES:

- Human Resource Officers (2)

DEPARTMENTAL/FUNCTIONAL RELATONS:

- Executive Director
- Deputy Executive Director (Administration)
- Deputy Executive Director (Operations)
- Head of Divisions

EXTERNAL RELATIONS:

- Civil Service Agency (CSA)
- Ministry of Labour
- Liberia Institution for Public Administration (LIPA)
- Intensive Procurement Training Program (IPTP)
- General Public

PURPOSE:

- To promote effective correspondence as a necessary tool for ensuring efficiency in administration of PPCC.
- To promote a culture of record keeping and modern office management practice.
- To promote responsive welfare management programs as a means of enhancing staff productivity.
- To promote the culture for staff development and performance management as a means of setting standard for accountability, efficiency, and productivities.

KEY RESULT AREAS

- Policy Development
- HR Management System
- Staff Record Management
- Selection & Recruitment
- Capacity building & Organization learning
- Performance Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Provides technical inputs for the preparation of the annual budget for PPCC.
- Exercises overall responsibility for the effective and efficient administration and management of PPCC's personnel.
- Heads of the Human Resource Unite of PPCC.
- Oversees the implementation of efficient internal personnel management records system including, staffing, recruitment, training, grievance, performance evaluations, classifications and employee leave of absence.

B. TECHNICAL DUTIES

- Plan, organize, direct, control or coordinate the personnel, training and capacity building program for PPCC.

- Analyse statistical data and reports to identify and determine causes of personnel problems and develop recommendation of improvement for organization's personnel policies and practices.
- Maintain records and compile statistical reports concerning personnel- related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Develops and oversees the implementation of efficient internal Human Resource Management System.
- Develops and ensure the implementation of Health Insurance Policy for PPCC.
- Develops and ensure a standardized recruitment procedure in line with merit-based recruitment and selection process.
- Develops with the PPCC the minimum standard qualification required for each employment level and career path development for employees.
- Work closely with the Finance Department regarding recruitment, salary payment, salary increases/decreases, bonus payments, benefits, vacation leaves, firing employees , etc.
- Work closely with the Finance Department regarding the processing bills and remitting payments for life and accidental death or dismemberment insurance, pension and medical health insurance.
- Performs others relevant duties consistent with the functions of the unit and commission as may be assigned by the Director from time to time.

C. SUPERVISORY FUNCTIONS

- Accountable for managing performance, succession development and resource allocation with the Unit.
- Conduct performance appraisal and provide input for career development and recommend performance incentives for subordinates.
- Identifies training needs and facilitates training for subordinates.

AUTHORITY LIMIT

- Staff Management
 - Has staff management responsibility for subordinate staff.
- Asset Management
 - Uses assets assigned to the position for the day-to-day accomplishment of official duties.
- Management of Budget
 - Does not manage any budget.

EDUCATIONAL QUALIFICATION

- Bachelor's Degree in Human Resource Management, Management, Economics, or related field from a recognized university.
- A Master's Degree preferable in MPA or MBA will be an advantage.

WORK EXPERIENCE

- At least five (5) years' experience at the management level, with at least three of those years in human resource management or training.

OTHER REQUIREMENTS

- Very good communication skills (Oral and Written).
- Very good report writing skills.
- Ability to develop and maintain strong professional relationships with intern and external stakeholders.
- Ability to develop work and training plans.
- Ability to analyse quantitative and qualitative data.
- Advance working knowledge of MS Word, Excel and Power Point.

- Very Good knowledge/understanding of the Standing Orders and other Policies of Liberia Civil Service.
- Understanding of the Liberia Labour Law.
- Very Good knowledge of Liberia's Financial Laws, Rules and Regulations
- Very Good negotiation skills.
- Ability to analyse quantitative and qualitative data.
- Very Good Presentation Skills.
- Very Good Report Writing Skills.
- Very Good knowledge in conflict management and grievance handling.
- Team player.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.
- Demonstrable commitment to corporate decisions.
- Excellent interpersonal skills.
- Acts with honesty and integrity.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet etc. and other software/tools.
- Sound decision making based on thorough analysis.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.

HUMAN RESOURCE OFFICER (1)

REPORTS DIRECTLY TO: MANAGER, HUMAN RESOURCE

DIRECTLY SUPERVISES:

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Finance and Administration Division

EXTERNAL RELATIONS:

- Civil Service Agency
- Ministry of Labour
- Liberia Institution for Public Administration (LIPA)
- Intensive Procurement Training Program (IPTP)

PURPOSE:

- To implement Public Procurement Concession Commission (PPCC) policies to enhance productivity.
- To ensure that PPCC employees work in a secured and healthy environment.
- To promote the culture of record keeping and modern office management practices at PPCC.

KEY RESULT AREAS

- Policy Education
- HR Record Management System
- Performance Management
- Selection and Recruitment

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Provide inputs for the quarterly and annual report of the HR Department

B. TECHNICAL DUTIES

- Develops tools and instruments to record data for each employee personnel related documentation including, monthly earnings/salaries, absences, supervisor performance report for subordinate, termination, etc.
- Refers policies related breaches and complaints of employee to the complaints and grievance committee and monitors their resolution.
- Tracks employee's daily attendance and compile and prepared bi-weekly report to HR manager.
- Manages PPCC correspondence records with external entities including keeping adequate records on all types of correspondence books especially delivery and received books.
- Ensures that PPCC personnel policies, benefits, and procedures are explained to every new employee or job applicants.
- Ensures new job is advertised both internal and external.
- Process and reviews employment applications to evaluate qualifications or eligibility of applicants.
- Works closely with the Finance Department regarding recruitment, salary payment, salary increases/decreases, bonus payments, benefits, vacation leaves, firing employees, etc.
- Performs others relevant duties consistent with the functions of the unit and Commission as may be assigned by the Manager of Human Resource from time to time.

C. SUPERVISORY FUNCTIONS

- Nil

AUTHORITY LIMIT

- Management of Budget
 - Does not manage any budget
- Staff Management
 - Has no staff management responsibility
- Asset Management
 - Does not manage any assets. Uses assets assigned to the position for the day-to-day accomplishment of official duties

EDUCATIONAL QUALIFICATION

- Bachelor's Degree in Human Resource Management, Management, Economics, Public Administration or related field from a recognized university.

WORK EXPERIENCE

- At least two (2) years' experience at the management level, with at least one of those years in human resource or personnel management

OTHER REQUIREMENTS

- Very Good knowledge/understanding of the Standing Orders and other Policies of Liberia Civil Service.
- Very Good knowledge of Liberia's Financial Laws, Rules and Regulations.
- Very Good negotiation skills.
- Ability to analyse quantitative and qualitative data.
- Very Good Presentation Skills and Very Good Report Writing Skills.
- Very Good knowledge in conflict management and grievance handling.
- Team player.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.
- Demonstrable commitment to corporate decisions.
- Very Good communication skills.
- Excellent interpersonal skills.
- Acts with honesty and integrity.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet etc. and other software/tools.
- Sound decision making based on thorough analysis.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.

HUMAN RESOURCE OFFICER (2)

REPORTSS DIRECTLY TO: MANAGER, HUMAN RESOURCE

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/FUNCTIONAL RELATONS:

- Finance and Administration Division

EXTERNAL RELATIONS:

- Civil Service Agency
- Ministry of Labour
- National Social Security Corporation (NASSCORP)
- Liberia Institute for Public Administration (LIPA)
- Intensive Procurement Training Program (IPTP)

PURPOSE:

- To organize, plan, lead, control, create, communicate and motivate employees
- To promote responsive staff welfare policies as a means of enhancing staff productivity
- To promote the culture for staff development and performance management as a means of setting standard for accountability, efficiency, and productivities.

KEY RESULT AREAS

- Staff Welfare Policy Development
- HR Management System
- Capacity building & Organization learning
- Performance Management

DUTIES

A. GENERAL MANAGEMENT FUNCTIONS

- Develop technical inputs for the formulation of PPCC welfare policy
- Conduct training need assessment for staff in collaboration with line manager

B. TECHNICAL DUTIES

Welfare

- Acquaint all new employees with the coverage available and assisting them in completing the necessary form to become enrolled;
- Monitor all changes in pay and adjusting the amount of life insurance coverage automatically for those individuals who became eligible for different coverage because of salary changes;
- Process claims on life and accidental death and dismemberment insurance;
- Dispensing booklets and other information concerning the terms and conditions for insurance, insurance certificates, and identification cards to employees;

Training

- Plans, organizes, directs, controls or coordinates the personnel, training and capacity building program for PPCC and advance appropriate recommendation to Senior Management , through the HR Manager for consideration and possible actions.
- Identifying training and development needs within an organisation through job analysis, appraisal schemes and regular consultation with business managers and human resources departments;
- Supports the development of programmes that are satisfactory to all relevant parties in an organisation, such as line managers and senior managers;

- Considers the costs of planned programmes and keeping within budgets as assessing the return on investment of any training or development programme is becoming increasingly important;
- Works closely with the Finance Department regarding the processing bills and remitting payments for life and accidental death or dismemberment insurance, pension and medical health insurance;
- Performs others relevant duties consistent with the functions of the unit and Commission as may be assigned by the Director from time to time.
- SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Management of Budget
 - Nil
- Staff Management
 - Nil
- Asset Management
 - Does not manage any assets. Uses assets assigned to the position for the day-to-day accomplishment of official duties

EDUCATIONAL QUALIFICATION

- Bachelor's Degree in Human Resource Management, Management, Economics, Public Administration or related field from a recognized university.

WORK EXPERIENCE

- At least two (2) years' experience at the management level, with at least one of those years in human resource or personnel management

OTHER REQUIREMENTS

- Very Good knowledge/understanding of the Standing Orders and other Policies of Liberia Civil Service.
- Very Good knowledge of Liberia's Financial Laws, Rules and Regulations.
- Very Good negotiation skills.
- Ability to analyse quantitative and qualitative data.
- Very Good Presentation Skills and Very Good Report Writing Skills.
- Very Good knowledge in conflict management and grievance handling.
- Team player.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.
- Demonstrable commitment to corporate decisions.
- Very Good communication skills.
- Excellent interpersonal skills.
- Acts with honesty and integrity.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet etc. and other software/tools.
- Sound decision making based on thorough analysis.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.
- years' experience at the management level, with at least three of those years in human resource management or training.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.

MANAGER, INFORMATION TECHNOLOGY (IT)

REPORTS DIRECTLY TO: Director, Finance and Administration

DIRECTLY SUPERVISES:

- LAN Administrator
- Database & Web Administrator
- Hardware Technician

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Finance and Administration Division
- Head of Divisions
- Executive Director
- Deputy Executive Director (Administration)
- Deputy Executive Director (Operations)

EXTERNAL RELATIONS:

- Service Providers
- Suppliers
- Telecom Companies
- External Auditors
- Ministries, Agencies & Commissions

PURPOSE:

- To promote the development and the use of Innovative IT systems, processes and products to improve the delivery capacity of the PPCC.
- To promote IT literacy and proficiency among the staff of PPCC.
- To ensure that IT becomes an enabling tool for solving management and technical problems of the Commission.
- To promote effective planning, management and coordination of all aspects of Information Technology (IT) functions to deliver Human Resource Information products and services.

KEY RESULT AREAS

- Strategy & Policy Development
- IT & ICT Infrastructure Design & Management
- Data Management
- Monitoring Standards
- Financial & Audit Management
- Information & Reporting
- Employee Performance & Development

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Serves as Head of the Information Technology Services Section.
- Builds relationships and maintains communications with PPCC Divisions and Offices.
- Develops annual plans and budgets for the section.

B. TECHNICAL DUTIES

- Designs and maintains ICT systems to provide innovative ICT products and services to facilitate the work of all offices within the PPCC.

- Ensures that work processes and systems of PPCC are properly networked and hard and software services are available at the time of need.
- Develops, implements and monitors PPCC Information Systems Security policies.
- Reviews and updates PPCC's Management Information Systems (MIS) policies and guidelines.
- Develops and manages the MIS strategic plans, budgets and capacity of IT staff.
- Manages IT projects, from planning and installation through to delivery and implementation.
- Assigns IT resources, assesses IT project progress and resolves IT program issues.
- Ensures that service levels for all IT operations are achieved.
- Supervises systems and network security, performs change management for the production environment.
- Leads/directs and supports other departments in their data management and reporting systems.
- Ensures the development and maintenance of a comprehensive database/information system for managing PPCC's operations.
- Ensures the development and implementation of Disaster Recovery and Business Continuity Plans.
- Provides leadership in all ICT related investigations and recommends corrective actions for prompt resolution.
- Ensures that ICT standards within the PPCC are adhered to in line with approved guidelines/principles.
- Liaises with all Divisions Heads in developing Service Level Agreements and monitors Service Providers to ensure High System availability.
- Provides Oversight responsibility of the day to day management of ICT systems related activities of PPCC's Services.
- Ensures that the PPCC is protected against ICT intrusion and other attacks e.g. illegal database updates, viruses, etc.
- Ensures regular maintenance program and resolving failures in hardware and software and ensuring appropriate "housekeeping" tasks are implemented while monitoring the use of hardware and software and ensuring all are licensed.
- Stays abreast with new and emerging developments in the ICT sector/arena and advises management on new trends/ practices and its related business initiatives.
- Prepares monthly/periodic and annual reports on issues relating to ICT and any other statutory reports.
- Ensures that IT users' business management and information needs and priorities are addressed.
- Sets direction for the IT Services Section, including determining annual operating plans and long-term strategic blueprint.
- Supervises and participates in determination and analysis of users' needs for IT products and services.
- Ensures development, installation and maintenance of appropriate and effective IT infrastructure to support the effective, efficient and continuous functioning of the PPCC.
- Reviews and sets IT performance goals and targets and encourages IT skills and development and practical skills utilization.
- Manages external vendors, develops IT products and services specifications and participates in the procurement of IT Software and Hardware goods and services.
- Works collegiately with the Heads of the Directorates to ensure the identification and resolution of PPCC IT – related corporate service issues and challenges.
- Performs other relevant duties consistent with the functions of the Section and Divisions as may be assigned by the Director from time to time.

C. SUPERVISORY FUNCTIONS

- Maintains a professional ICT staff with sufficient knowledge, skills, experience and professional certification to meet the requirement of the Service.

- Holds direct reports accountable for managing their assignments to ensure the Section's goals are achieved.
- Conducts performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.
- Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

- Management of budget
 - The job holder may or may not manage a budget.
- Staff management
 - Have staff management responsibility.
- Asset management
 - Job holder has responsibility for equipment such as computers, data projectors, interactive whiteboards and other specialist ICT equipment, antivirus software and printers

EDUCATIONAL QUALIFICATION

- First Degree in Computer Science, Information Technology or equivalent professional qualification from a recognized university.
- A Masters' Degree in Computer Science, IT or equivalent professional qualification from recognized institution.

WORK EXPERIENCE

- At least four (4) years working experience at senior management level in the Public Service of Liberia.

OTHER REQUIREMENTS

- Proven planning and organizing skills.
- Well-developed strategic orientation with competitive awareness and benchmarking.
- Excellent knowledge of Operating and Security Systems.
- Very Good knowledge of Data and Telecommunication Systems.
- Very Good knowledge of Databases and Electronic messaging.
- Must be abreast with ICT trends
- Strong negotiation and conflict management skills.
- Very Good oral and written communication skills.
- Very Good report writing and presentation skills.
- Very Good interpersonal skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- Strong project management skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Sound decision making based on a thorough analysis.
- Strong leadership, managerial, mentoring and coaching skills in a "team" setting.

DATABASE & WEB ADMINISTRATOR

REPORTS DIRECTLY TO: IT Manager

DIRECTLY SUPERVISES: NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Finance and Administration Division
- Head of Divisions
- Executive Director
- Deputy Executive Director (Administration)
- Deputy Executive Director (Operations)

EXTERNAL RELATIONS:

- Service Providers
- Suppliers
- Telecom Companies
- External Auditors
- Ministries, Agencies & Commissions

PURPOSE:

- To plan, coordinate and implement security measures to safeguard information in computer files against accidental or unauthorized damage.
- To support the IT team coordinate database development and determine project scope
- To manage PPCC database system.
- Manages PPCC web environment design, deployment, development and maintenance activities.

KEY RESULT AREAS

- Strategy & Policy Development
- IT & ICT Infrastructure Design & Management
- Data Management
- Website Management
- Information & Reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Builds relationships and maintains communications with PPCC Divisions and Offices.
- Provide support for the development of an annual plans and budgets for the section.

B. TECHNICAL DUTIES

- Analyses data to identify trends or relationship among variables and staff related data
- Implements security measures for all computer or information systems at PPCC.
- Coordinate database project activities with other personnel of the department.
- Develops a database information management system to store electronic data for PPCC.
- Coordinates software or hardware installation and train others in computer interface and software use.
- Develops standards and guidelines to guide the use and acquisition of software and to protect vulnerable information.
- Maintain and administer computer networks and related computing environments, including computer hardware, systems and applications software;

- Protect the systems from threats by planning and implement network security measures;
- Monitor the performance of the systems to identify performance constraints, and make recommendations and plans to ensure ongoing effectiveness of the systems;
- Back up or modify applications and related data to provide for disaster recovery.
- Reviews and update web page contents or links in a timely manner using appropriate tools.
- Monitors systems for intrusions or denial of service attacks, and report security breaches to appropriate personnel.
- Implement web site security measures, such as firewalls or message encryption.
- Administers internet/intranet infrastructure, including components such as web, file transfer protocol (FTP), news and mails servers.
- Install or configure web server software or hardware to ensure that directory structure is well-defined, logical, secure, and that files are name properly.
- Performs other relevant duties consistent with the functions of the Section and Divisions as may be assigned by the Director from time to time.

C. SUPERVISORY FUNCTIONS

- Nil

AUTHORITY LIMIT

- Management of budget: Nil
- Staff management: Nil
- Asset management
 - Job holder has responsibility for equipment such as computers, data projectors, interactive whiteboards and other specialist ICT equipment, antivirus software and printers

EDUCATIONAL QUALIFICATION

- First Degree in Computer Science, Information Technology or equivalent professional qualification for a recognized university.
- A certified Database administrator is an advantage.

WORK EXPERIENCE

- At least three (3) years working experience at management level in the Public or private sector

OTHER REQUIREMENTS

- Proven planning and organizing skills.
- Well-developed strategic orientation with competitive awareness and benchmarking.
- Excellent knowledge of Operating and Security Systems.
- Very Good knowledge of Data and Telecommunication Systems.
- Very Good knowledge of Databases and Electronic messaging.
- Must be abreast with ICT trends
- Strong negotiation and conflict management skills.
- Very Good oral and written communication skills.
- Very Good report writing and presentation skills.
- Very Good interpersonal skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- Strong project management skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Sound decision making based on a thorough analysis.
- Strong leadership, managerial, mentoring and coaching skills in a "team" setting.

LOCAL AREA NETWORK (LAN) ADMINISTRATOR

REPORTS DIRECTLY TO: IT Manager

DIRECTLY SUPERVISES: NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Finance and Administration Division
- Head of Divisions
- Executive Director
- Deputy Executive Director (Administration)
- Deputy Executive Director (Operations)

EXTERNAL RELATIONS

- Service Providers
- Suppliers
- Telecom Companies
- External Auditors
- MOPT
- LTA

PURPOSE:

- Installs, configures, and supports PPCC's local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system.
- Monitor PPCC network to ensure network availability to all system users and may perform necessary maintenance to support network availability.
- Monitors and test Web site performance to ensure Web sites operate correctly and without interruption.

KEY RESULT AREAS

- Network Security and Management
- IT & ICT Infrastructure Design & Management
- Monitoring Standards
- Financial & Audit Management
- Information & Reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Builds relationships and maintains communications with PPCC Divisions and Offices.
- Provide support for the development of an annual plans and budgets for the section.

B. TECHNICAL DUTIES

- Plans, coordinate, and implement network security measures to protect data, software and hardware.
- Operate master consoles to monitor the performance of computer systems and networks, and to coordinate computer network access and use.
- Monitors network performance to determine whether adjustment need to be made, and to determined where changes will need to be made in the future
- Analyses equipment performance to determine the need of repair or replacement.
- Recommends changes to improve systems and network configurations.
- Perform routine network startup and shutdown procedures and maintain control record.
- Maintains logs related to network functions as well as maintenance and repairs records.

- Ensures all cabling systems are properly labelled and functioning
- Performs other relevant duties consistent with the functions of the Section and Divisions as may be assigned by the Director from time to time.

C. SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Management of budget: Nil
- Staff management: Nil
- Asset management
 - Job holder has responsibility for equipment such as computers, data projectors, interactive whiteboards and other specialist ICT equipment, antivirus software and printers

EDUCATIONAL QUALIFICATION

- First Degree in Computer Science, Information Technology or equivalent professional qualification from a recognized university.

WORK EXPERIENCE

- At least three (3) years working experience at management level in the Public or private sector

OTHER REQUIREMENTS

- Proven planning and organizing skills.
- Well-developed strategic orientation with competitive awareness and benchmarking.
- Excellent knowledge of Operating and Security Systems.
- Very Good knowledge of Data and Telecommunication Systems.
- Very Good knowledge of Databases and Electronic messaging.
- Must be abreast with ICT trends
- Strong negotiation and conflict management skills.
- Very Good oral and written communication skills.
- Very Good report writing and presentation skills.
- Very Good interpersonal skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- Strong project management skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Sound decision making based on a thorough analysis.
- Strong leadership, managerial, mentoring and coaching skills in a "team" setting.

HARDWARE TECHNICIAN

REPORTS DIRECTLY TO: IT Manager

DIRECTLY SUPERVISES: NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Finance and Administration Division
- Head of Divisions
- Executive Director
- Deputy Executive Director (Administration)
- Deputy Executive Director (Operations)

EXTERNAL RELATIONS:

- Service Providers
- Suppliers
- Telecom Companies
- External Auditors

PURPOSE:

- Manage and ensure all computer systems and network components work systematically and efficiently.

KEY RESULT AREAS

- IT & ICT Infrastructure Design & Management
- Monitoring Standards
- Financial & Audit Management
- Information & Reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Builds relationships and maintains communications with PPCC Divisions and Offices.
- Provide support for the development of an annual plans and budgets for the section.

B. TECHNICAL DUTIES

- Build, test, and modify product prototypes using working models or theoretical models constructed with computer simulation.
- Writes detailed functional specifications that document the hardware development process and support hardware introduction.
- Specifies power supply requirements and configuration, drawing on system performance expectations and design specifications.
- Confer with IT staff and consult specifications to evaluate interface between hardware and software and operational and performance requirements of overall system.
- Designs and develop computer hardware and support peripherals, including central processing units (CPUs), support logic, microprocessors, custom integrated circuits, and printers and disk drives.
- Selects hardware and material, assuring compliance with specifications and product requirements.
- Monitors the function of equipment and make necessary modifications to ensure system operates in conformance with specifications.
- Tests and verifies hardware and support peripherals to ensure that they meet specifications and requirements, by recording and analysing test data.
- Stores, retrieves, and manipulates data for analysis of system capabilities and requirements.

- Evaluates factors such as reporting formats required, cost constraints, and need for security restrictions to determine hardware configuration.
- Analyses user needs and recommend appropriate hardware.
- Analyses information to determine, recommend, and plan layout, including type of computers and peripheral equipment modifications.
- Assembles and modifies existing pieces of equipment to meet special needs.
- Performs other relevant duties consistent with the functions of the Section and Divisions as may be assigned by the Director from time to time.

C. SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Management of budget: Nil
- Staff management: Nil
- Asset management
 - Job holder has responsibility for equipment such as computers, data projectors, interactive whiteboards and other specialist ICT equipment, antivirus software and printers

EDUCATIONAL QUALIFICATION

- First Degree in Computer Science, Information Technology or equivalent professional qualification from a recognized university.

WORK EXPERIENCE

- At least four (3) years working experience at management level in the Public or private sector.

OTHER REQUIREMENTS

- Proven planning and organizing skills.
- Well-developed strategic orientation with competitive awareness and benchmarking.
- Excellent knowledge of Operating and Security Systems.
- Very Good knowledge of Data and Telecommunication Systems.
- Very Good knowledge of Databases and Electronic messaging.
- Must be abreast with ICT trends
- Strong negotiation and conflict management skills.
- Very Good oral and written communication skills.
- Very Good report writing and presentation skills.
- Very Good interpersonal skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- Strong project management skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Sound decision making based on a thorough analysis.
- Strong leadership, managerial, mentoring and coaching skills in a "team" setting.

PROCUREMENT MANAGER

REPORTS DIRECTLY TO: Director, Finance and Administration

DIRECTLY SUPERVISES: Procurement Officers (2)

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Finance and Administration Division
- Head of Divisions
- Executive Director
- Deputy Executive Director (Administration)
- Deputy Executive Director (Operations)
- Internal Audit

EXTERNAL RELATIONS

- Service Providers
- Suppliers
- External Auditors
- General Services Agency (GSA)

PURPOSE:

- To promote transparent and accountable procurement of goods and services
- To ensure PPCC gets value for money services through efficient procurement management
- To contribute to the successful implementation of the procurement law.

KEY RESULT AREAS

- Strategy & Policy Development
- Monitoring Standards
- Information & Reporting
- Employee Performance & Development

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Head of the Procurement Management Unit.
- Plans the work of the Procurement Unit and assign tasks to subordinate officers.
- Collates and submits relevant reports (monthly, quarterly, and annual) on procurement activities.

B. TECHNICAL DUTIES

- Ensures the development of the PPCC's procurement plan and its updates
- Establishes/manages procurement systems/processes in accordance with the requirements of the PPCC Act.
- Provides secretarial and administrative support to the procurement committee.
- Establishes/manages systems for the administration and monitoring of the performance of contracts.
- Provides guidelines of the management of inventory and initiates processes for the disposal of items.
- Ensures the efficient management of all procurement documents in line with Government's archival system
- Provides technical advice/support to the Evaluation panel and other departments on aspects related to procurement and contracts management

- Writes minutes and Evaluation Reports for the Bid Evaluation Panel
- Performs other relevant duties consistent with the functions of the Section and Divisions as may be assigned by the Director from time to time.

C. SUPERVISORY FUNCTIONS

- Maintains a professional procurement staff with sufficient knowledge, skills, experience and professional certification to meet the requirement of the Service.
- Holds direct reports accountable for managing their assignments to ensure the Section's goals are achieved.
- Conducts performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.
- Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

- Management of budget
 - Nil
- Staff management
 - Have staff management responsibility.
- Asset management
 - Nil

EDUCATIONAL QUALIFICATION

- Masters in Procurement, Supply Chain Management, Business Administration or relevant field for a recognized university.
- Professional certification such as CIPS is an advantage.

WORK EXPERIENCE

- At least (6) years relevant work experience, (2) of which must be in a managerial position with a reputable organization.

OTHER REQUIREMENTS

- Knowledge on Public Procurement and Concession Act.
- Knowledge on the Financial Management Act.
- Contract Management and Strategic Management.
- Organizational, Quantitative and analytical skills.
- Negotiation and communication skills and Very Good interpersonal skills.
- Budgeting & Report writing.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- Strong project management skills & Sound decision making based on a thorough analysis.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Strong leadership, managerial, mentoring and coaching skills in a "team" setting.

PROCUREMENT OFFICER (1)

REPORTS DIRECTLY TO: Manager, Procurement

DIRECTLY SUPERVISES: NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS

- Finance and Administration Division
- Head of Divisions
- Executive Director
- Deputy Executive Director (Administration)
- Deputy Executive Director (Operations)
- Internal Audit

EXTERNAL RELATIONS:

- Service Providers
- Suppliers
- External Auditors
- General Services Agency (GSA)

PURPOSE:

- To promote transparent and accountable procurement of goods and services
- To ensure PPCC gets value for money services through efficient procurement management
- To contribute to the successful implementation of the procurement law.

KEY RESULT AREAS

- Strategy & Policy Development
- Monitoring Standards
- Information & Reporting
- Employee Performance & Development

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Supports the Plan of the Procurement Unit and make inputs into the monthly, quarterly and annual reports on procurement activities.

B. TECHNICAL DUTIES

- Initiates procurement processes as indicated by the procurement plan.
- Manages procurement processes related to the bidding process – invitations, publications, receipt of bids, opening, etc as per the Act.
- Monitors the performance of contracts as per the provided guidelines and provides inputs for the development of the performance profiles
- Develops and updates the supplier/contract/ consultant database.
- Collates data/information for regular updating of contract documents.
- Ensures inventory management processes adopted conform to provided guidelines.
- Performs other relevant duties consistent with the functions of the Section and Divisions as may be assigned by the Director from time to time.

C. SUPERVISORY FUNCTIONS

- Has no supervisory management responsibilities

AUTHORITY LIMIT

- Management of budget
 - Nil
- Staff management
 - Nil
- Asset management
 - Nil

EDUCATIONAL QUALIFICATION

- First Degree in Procurement Management, Purchases and Supply, Economics, Statistics or relevant qualification from a recognized University or an equivalent professional qualification.

WORK EXPERIENCE

- At least (4) years relevant work experience, (2) of which must be in a managerial position with a reputable organization

OTHER REQUIREMENTS

- Knowledge on Public Procurement and Concession Act.
- Knowledge on the Financial Management Act.
- Logistic Management and Material Handling.
- Organizational, Quantitative and analytical skills.
- Negotiation and communication skills.
- Budgeting
- Report writing
- Very Good interpersonal skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- Strong project management skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Sound decision making based on a thorough analysis.
- Strong leadership, managerial, mentoring and coaching skills in a "team" setting.

PROCUREMENT OFFICER (2)

REPORTS DIRECTLY TO: Manager, Procurement

DIRECTLY SUPERVISES: NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS

- Finance and Administration Division
- Heads of Divisions
- Executive Director
- Deputy Executive Director (Administration)
- Deputy Executive Director (Operations)
- Internal Audit

EXTERNAL RELATIONS:

- Service Providers and Suppliers
- External Auditors
- General Services Agency (GSA)

PURPOSE:

- To promote transparent and accountable procurement of goods and services
- To ensure PPCC gets value for money services through efficient procurement management
- To contribute to the successful implementation of the procurement law.

KEY RESULT AREAS

- Strategy & Policy Development
- Monitoring Standards
- Information & Reporting
- Employee Performance & Development

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Supports the Plan of the Procurement Unit and make inputs into the monthly, quarterly and annual reports on procurement activities.

B. TECHNICAL DUTIES

- Prepares all standard documents for bidding processes.
- Participates in undertaking activities related to the bidding processes.
- Updates the database for suppliers, contractors / consultants.
- Manages the filing processes related to procurement activities.
- Participates in collating data for tenders and managing logistics activities.
- Ensures inventory management processes adopted conform to provide guidelines.
- Performs other relevant duties consistent with the functions of the Section and Divisions as may be assigned by the Director from time to time.

C. SUPERVISORY FUNCTIONS

- Has no supervisory management responsibilities

AUTHORITY LIMIT

- Management of budget: Nil
- Staff management: Nil
- Asset management: Nil

EDUCATIONAL QUALIFICATION

- First Degree in Procurement Management, Purchases and Supply, Economics, Statistics or relevant qualification from a recognized University or an equivalent professional qualification.

WORK EXPERIENCE

- At least (4) years relevant work experience, (2) of which must be in a managerial position with a reputable organization

OTHER REQUIREMENTS

- Knowledge on Public Procurement and Concession Act.
- Knowledge on the Financial Management Act.
- Logistic Management and Material Handling.
- Organizational, Quantitative and analytical skills.
- Negotiation and communication skills.
- Budgeting.
- Report writing.
- Very Good interpersonal skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- Strong project management skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Sound decision making based on a thorough analysis.
- Strong leadership, managerial, mentoring and coaching skills in a "team" setting.

OPERATIONS MANAGER

REPORTS DIRECTLY TO: Director, Administration and Finance

DIRECTLY SUPERVISES :

- Technical Support Supervisor
- Transport, Security & Maintenance Supervisor
- Archive Supervisor

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Mandate Areas
- Administration

EXTERNAL RELATIONS:

- General Service Authority (GSA)
- External Auditors
- Project Contractors and Consultants
- Research Institutions/Agencies
- Service Providers
- Suppliers
- Internal Auditors

PURPOSE:

- To promote effective and efficient management, landscaping and beautification of PPCC buildings and surroundings.
- To recommend appropriate maintenance solutions in the event of major repair, landscaping and beautification works, coordinates and supervises all estate activities.
- To supervise all the activities related to the asset management.
- To develop, review and update asset policies, maintains controls and monitors assets in accordance with laws and regulations.

KEY RESULT AREAS

- Strategy & Policy Development
- Janitorial Services
- Inventory of Immovable Properties
- Facilities Maintenance and Management
- Stakeholder Relationship & Management
- Procurement
- Employee Performance & Development

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Provides input in the preparation, implementation and monitoring of the annual budget for the Unit.
- Coordinates all activities pertaining to maintenance and ensure efficient management of PPCC buildings, structures and surroundings.
- Plans, organizes and implements work activities to meet established asset management goals and objectives.
- Participates in the formulation and management of PPCC's assets development projects and supports multiple stakeholders on development projects

B. TECHNICAL DUTIES

- Coordinate the management of all engineering, mechanical and other technical maintenance of PPCC.
- Serve as a manager of PPCC's fleet and coordinate the logistics of all program activities of the PPCC.
- Provides inputs to the Executive Director in the development of maintenance management policy guidelines for the PPCC.
- Facilitates and coordinates the development and implementation of the Asset and Maintenance strategic plans and budgets.
- Coordinates all activities pertaining to maintenance and ensure efficient management of PPCC buildings, structures and surroundings.
- Conducts comparative cost analysis/market survey to determine whether or not to outsource basic services such as plumbing, cleaning, etc. and submits findings to the Executive Director.
- Researches to identify right calibre of project contractors, consultant, etc. for major projects and advises Executive Director on payments of such project to ensure cost efficiency.
- Monitors to ensure that the approved acquisition, installation/development and maintenance guidelines/standards of landed properties of PPCC are complied with.
- Monitors/reviews projects/services undertaken by Contractors, Consultants, Service Providers, etc. to ensure scheduled and satisfactory completion (initiation, completion and hand-over) of projects as per approved contract agreement.
- Coordinates and ensures regular maintenance and repair schedules, landscaping and beautification for all PPCC buildings, central structures and surroundings.
- Manages inventory of all immovable properties of PPCC and keeps up to-date records of all properties, capital works in progress including the equipment.
- Prepares records and submits reports on the usage, maintenance and repair history of the PPCC including buildings and works.
- Prepares estimates for repairs, landscaping and beautification of the PPCC.
- Provides and maintains official furniture and fixtures of PPCC.
- Coordinates and monitors the cleanliness and sanitation in and around PPCC and its Annex Structures.
- Participates in the procurement of furniture, textures and materials for repairs, beautification and maintenance especially in the preparation of technical specification for tenders.
- Ensures appropriate documentation and updates of records of the Unit.
- Executes and monitors the implementation of the asset acquisition, maintenance and disposal plans.
- Represents the department in meetings with developers, contractors, consultants and officials from other jurisdictions.
- Plans and executes asset verification and investigations and submits reports and recommendations on variances noted to resolve discrepancies, and update of the asset register.
- Coordinates with other entities and external stakeholders and provides Asset Management information as required to facility policy and decision making.
- Develops and participates in overseeing the implementation of the asset management system, including the establishment of the Asset Management Unit and asset management plans and budget.
- Develops and recommends asset management policies and procedures.
- Develops and maintains the strategic and annual asset management plans aligned with the departmental strategy and budget.
- Develops and maintains asset registers, including acquisitions, maintenance management, transfers and valuations.
- Develops and maintains the lease register.
- Develops asset needs assessment, acquisition management, operational and disposal plans.
- Verifies the spatial plans to the physical asset and update with changes.
- Develops, implements and manages mechanisms to safeguard assets.

- Prepares a monthly reconciliation with supporting schedules of the asset registers to the relevant accounting records, and resolve unclear items.
- Prepares a comprehensive plan for the management of assets, including recommendations on the most effective, efficient and economical procurement solution, in compliance with departmental policies and procedures and legislative requirements.
- Performs other relevant duties consistent with the functions of the Unit as may be assigned by the supervisor from time to time.

C. SUPERVISORY FUNCTIONS

- Holds direct reports accountable for managing their assignments to ensure the Unit's goals are achieved.
- Manages performance, succession development and resource allocation within designated Units.
- Conducts performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.
- Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

- Management of Budget
 - The job holder participates in the preparation of budgets.
- Staff Management
 - The job holder staff management responsibility.
- Asset Management
 - The job holder has overall responsibility for assets of PPCC and makes recommendations to the superiors for acquisition, installation/development and maintenance, new purchases of furniture, textures, materials etc. or disposal of obsolete assets. The job holder manages inventory of all immovable properties of the PPCC.

EDUCATIONAL QUALIFICATION

- First Degree in Estate Management, Architecture, Building Technology, Civil Engineering, Financial Management, Asset Management from a recognized Institution or equivalent professional qualification.

WORK EXPERIENCE

- At least six (6) years relevant post-qualification experience in Estate Management and Asset Management three (3) years of which must have been in the Public Service of Liberia.

OTHER REQUIREMENTS

- Knowledge of asset management principles, methods, practices and techniques.
- Considerable knowledge/understanding of Land Administration Laws and Regulations.
- Considerable knowledge/understanding of Law of Contract for the administration of properties.
- Good knowledge/understanding of land registration processes.
- Good knowledge/understanding of safety and security systems and administration.
- Considerable Project Management skills; Good knowledge of operational risk management.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Good communication, interpersonal and presentation skills.
- Ability to develop and maintain professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel and other software relevant to job function.

TECHNICAL SUPPORT SUPERVISOR

REPORTS DIRECTLY TO: Operations Manager

DIRECTLY SUPERVISES:

- Print Shop Officer
- Switch Board Operations Officer
- Warehouse Clerk

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- Administration Division

EXTERNAL RELATIONS

- LIBTELCO
- LTA
- Communication Service providers
- External Auditors
- General Services Agency (GSA)
- Suppliers

PURPOSE

- To effectively manage and report on all activities relating to the Commission warehouse aiming at protecting assets of the commission.
- To provide technical support via internal telephone system, coordinates and monitors prints and production services at the commission.

KEY RESULT AREAS:

- Monitoring & Reporting
- Equipment management
- Stakeholder relationship and management
- Print Management and Design
- Inventory Management
- Asset Tracking and Monitoring

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS:

- Participates in planning and implementing the procedures followed in the operation of the switchboard.
- Researches, evaluates, and forecasts trends in commercial printing technology and processes.

B. TECHNICAL DUTIES

- Analyses online print requests; organizes and implements a production work schedule for processing requests and develops database and maintains job log for assigned projects.
- Creates and implements an accountability system for each phase of the production schedule to insure the timely completion and availability of task.
- Provides direction and support during schedule interruptions to accommodate emergency requests.
- Maintains standard record and inventories for the commission's equipment, fixture, and furniture.
- Prepares ledger to monitor and record incoming and outgoing equipment, fixture and furniture.
- Designs a deliver plan for the distribution of all equipment, fixture and furniture.

- Prepared monthly, quarterly and annual reports for all commission's equipment, fixture and furniture.
- Plans, organizes, and schedules the activities of a telecommunications center based on analysis of telephone use patterns.
- Maintains the switch board and ensures it is functional at all times.
- Develops training and procedural manuals and training programs.
- Investigates user complaints that are not of a routine nature and takes corrective action.
- Reports equipment malfunctions and ensures corrective action is completed to restore full service.
- Implements techniques to improve the delivery of services.
- Performs other relevant duties consistent with the function of the section that may be assigned by the supervisor from time to time.

C. SUPERVISORY FUNCTIONS

- Accountable for optimal performance of staff and resources assigned.
- Identifies training needs and facilitate training for subordinates.
- Conducts performance appraisal and provide input for career development where required and recommend performance incentives for subordinates.

AUTHORITY LIMIT

- Management of budget:
 - Nil
- Staff management:
 - Has a staff management responsibility.
- Asset management:
 - Uses assigned assets to accomplish the job function.

EDUCATIONAL QUALIFICATION

- A good First Degree in Computer Science, Information Technology, Business Administration form a recognized university or Institution.

WORK EXPERIENCE

- At least four (4) years working experience at middle management level in the Public or Private Service in Liberia.

OTHER REQUIREMENTS

- Proven planning and organizing skills.
- Well-developed strategic orientation with competitive awareness and benchmarking.
- Excellent knowledge of Operating and Security Systems.
- Very Good knowledge of Data and Telecommunication Systems.
- Very Good knowledge of Databases and Electronic messaging.
- Must be abreast with ICT trends
- Strong negotiation and conflict management skills.
- Very Good oral and written communication skills.
- Very Good report writing and presentation skills.
- Very Good interpersonal skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- Strong project management skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Sound decision making based on a thorough analysis.
- Strong leadership, managerial, mentoring and coaching skills in a "team" setting.

SWITCH BOARD OPERATION OFFICER

REPORTS DIRECTLY TO: Technical Support Supervisor

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/ FUNCTIONAL RELATIONS

- Finance and Administration Division

EXTERNAL RELATIONS

- LIBTELCO
- LTA
- Communication Service providers

PURPOSE

- To monitor and ensure that all outgoing and incoming calls are made via the internal telephone system.

KEY RESULT AREAS:

- Monitoring & Reporting
- Equipment management
- Stakeholder relationship and management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS:

- Participates in planning and implementing the procedures followed in the operation of the switchboard.

B. TECHNICAL DUTIES

- Plans, organizes, and schedules the activities of a telecommunications center based on analysis of telephone use patterns.
- Receives and responds to calls made from offices.
- Transfers calls to their destination.
- Maintains the switch board and ensures it is functional at all times.
- Maintains an updated log of all assigned telephone numbers and informs callers of newly assigned numbers to offices.
- Develops training and procedural manuals and training programs.
- Confers with administrative personnel concerning traffic patterns and problems affecting the desired level of service.
- Investigates user complaints that are not of a routine nature and takes corrective action.
- Reports equipment malfunctions and ensures corrective action is completed to restore full service.
- Implements techniques to improve the delivery of services.
- Performs other relevant duties consistent with the function of the section that may be assigned by the supervisor from time to time.

C. SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Management of budget: Nil
- Staff management: Nil
- Asset management:

- Uses assigned assets to accomplish the job

EDUCATIONAL QUALIFICATION

- A certificate or diploma in Computer Science, Information Technology or equivalent professional qualification
- A good First Degree in Computer Science, Information Technology is an advantage.

WORK EXPERIENCE

- At least two (2) years working experience at middle management level in the Public or Private Service in Liberia.

OTHER REQUIREMENTS

- Proven planning and organizing skills.
- Well-developed strategic orientation with competitive awareness and benchmarking.
- Excellent knowledge of Operating and Security Systems.
- Very Good knowledge of Data and Telecommunication Systems.
- Very Good knowledge of Databases and Electronic messaging.
- Must be abreast with ICT trends
- Strong negotiation and conflict management skills.
- Very Good oral and written communication skills.
- Very Good report writing and presentation skills.
- Very Good interpersonal skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- Strong project management skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Sound decision making based on a thorough analysis.
- Strong leadership, managerial, mentoring and coaching skills in a "team" setting.

PRINT SHOP OFFICER

REPORTS DIRECTLY TO: Technical Support Supervisor

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS

- Administration Division

EXTERNAL RELATIONS:

- Service Providers
- Suppliers

PURPOSE:

- To Coordinates, facilitates and monitors printing and production services for the Public Procurement and Concession Commission.

KEY RESULT AREAS

- Print Management and Design
- Inventory Management
- Information & Reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS: Nil

TECHNICAL DUTIES

- Reviews online print requests; organizes and implements a production work schedule for processing requests and develops database and maintains job log for assigned projects.
- Implements an accountability system for each phase of the production schedule to insure the timely completion and availability of task.
- Provides direction and support during schedule interruptions to accommodate emergency requests.
- Operates photocopiers, scanners, cameras and other production equipment as needed.
- Monitors all printing systems to insure appropriate and safe procedures are followed as required by operation manuals.
- Maintains inventory of paper, bindery supplies, toner, and other consumables; orders supplies and verifies accuracy of billing.
- performs monthly safety inspections on equipment and record-keeping; inspects and verifies completed projects meet quality standards;
- Performs other relevant duties consistent with the functions of the Unit as may be assigned by the supervisor from time to time.

SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Management of budget: Nil
- Staff management: Nil
- Asset management
 - Manage all PPCCs' Print product equipment.

EDUCATIONAL QUALIFICATION

- First Degree in Management, Computer Science, IT or similar discipline from a recognized university.

WORK EXPERIENCE

- At least two (2) years working experience at middle management level in the Public or Private Service in Liberia.
- Experience in print and production cost analysis

OTHER REQUIREMENTS

- Ability to maintain confidentiality of information.
- Ability to sort mails.
- Ability to make the right entries in the right receiving/despatch books.
- Close attention to details.
- Good communication skills (oral and written).
- Good interpersonal skills.
- Ability to work long hours and under pressure.
- Ability to draft letters and routine correspondence.
- Ability to use word processing equipment and computer facilities.
- Initiative, tact, courtesy and ability to establish effective working relationships with people of different national and cultural backgrounds.

WAREHOUSE CLERK

REPORTS DIRECTLY TO: Technical Support Supervisor

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Administration Division

EXTERNAL RELATIONS:

- External Auditors
- General Services Agency (GSA)

PURPOSE:

- To effectively manage and report on all activities relating to the Commission warehouse aiming at protecting assets of the commission.

KEY RESULT AREAS

- Information & Reporting
- Record Keeping
- Asset Tracking and Monitoring

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS: Nil

B. TECHNICAL DUTIES

- Examines and inspects stock items for wear and defect, report any damage to supervisors.
- Keeps records on the use and or damage equipment, fixture or furniture.
- Monitors equipment or processes and report problem to supervisor.
- Keeps warehouse safe, clean and organized.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Records and release equipment, fixture and furniture for use by employees of the commission.
- Manages inventory by provided guidelines.
- Performs other relevant duties consistent with the functions of the Section and Divisions as may be assigned by the supervisor from time to time.

C. SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Management of budget: Nil
- Staff management: Nil
- Asset management
 - The job holder is responsible to manage all equipment, fixture, and furniture PPCC and ensures full protection.

EDUCATIONAL QUALIFICATION

- High school Diploma and West African Examination Council Certificate. AA degree from a recognized institution is a plus.

WORK EXPERIENCE

- At least one (1) year relevant work experience in warehouse management

OTHER REQUIREMENTS

- Logistic Management and Material Handling.
- Organizational, Quantitative and analytical skills.
- Negotiation and communication skills.
- Budgeting.
- Report writing.
- Very Good interpersonal skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- Strong project management skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Sound decision making based on a thorough analysis.
- Strong leadership, managerial, mentoring and coaching skills in a "team" setting.

TRANSPORT, SECURITY & MAINTENANCE SUPERVISOR

REPORTS DIRECTLY TO: Operations Manager

DIRECTLY SUPERVISES

- Drivers
- Securities
- Janitors

DEPARTMENTAL/FUNCTIONAL RELATIONS

- Finance and Administration Division
- Head of Divisions
- Executive Director
- Deputy Executive Director (Administration)
- Deputy Executive Director (Operations)

EXTERNAL RELATIONS:

- Service Providers
- Suppliers
- External Auditors
- General Services Agency (GSA)
- Liberia National Police
- Insurance Companies

PURPOSE:

- To promote transparent vehicle management and accountable for the movement of the Commission's vehicles.
- To promote effective and efficient management, landscaping and beautification of PPCC building and surroundings and recommend appropriate maintenance solutions in the event of major repair, landscaping and beautification works, coordinate and supervise all estate activities.
- To promote a coordinated vision of security and safety that safeguards, protection of life and property against all forms of threats and the maintenance of public order within PPCC and its immediate environs

KEY RESULT AREAS

- Vehicles Maintenance & Monitoring
- Information & Reporting
- Record Keeping
- Asset Tracking and Monitoring
- Employee Performance & Development

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Provides inputs in the preparation of annual budget for the Operations unit

B. TECHNICAL DUTIES

- Ensures all vehicles are in good working conditions.
- Prepares daily Fleet Management schedule of the commission's vehicles.
- Prepares fuel consumption report and mileage of all vehicles.
- Prepares vehicles servicing and maintenance schedules.

- Prepares monthly reports on vehicles movement and fuel consumption.
- Provides inputs in developing planned maintenance schedule for the maintenance/servicing of PPCC's vehicles.
- Responsible for ensuring that all vehicles that are faulty and/or due for maintenance are sent to designated garages for repairs/maintenance.
- Investigates all accidents involving PPCC and other vehicles and keep records/ history of drivers.
- Monitors/Reviews all logging activities on the PPCC's vehicles and report on non-compliance of operating standards and regulations for the attention of management.
- Provides technical advice and guidelines to management on the acquisition, maintenance, utilization and disposal of vehicles.
- Provides support in Tender and auctioning of unserviceable vehicles.
- Stays abreast with new developments in the transport services arena and proposes improvements in the existing transport system to Management/Director.
- Helps to coordinate all activities pertaining to estate management to ensure efficient management of PPCC buildings, structures and surroundings.
- Coordinates and ensures regular maintenance and repair schedules of landscaping and beautification for Secretariat and surroundings.
- Maintains the stand-by generator, and the flow of electricity into the offices.
- Undertakes investigations and enquiries in order to resolve complaints relating to electric matters
- Maintains and repairs any leakage or damage on the PPCC building.
- Coordinates and monitors the cleanliness and sanitation in and around the PPCC.
- Monitors installation, repair and maintenance works to ensure timely service delivery within costs.
- Manages and coordinates all issues relating to the security of PPCC.
- Coordinates safety of all properties, premises and surroundings and protection against threat of life.
- Ensures that all visitors are properly screened prior to giving them access to PPCC premises and offices.
- Ensures that all vehicles entering and leaving PPCC premises are properly inspected and their movement properly recorded.
- Ensures that regular patrol duties are undertaken to safeguard PPCC properties and provide protection against threat of life.
- Leads the investigation of cases or incidents and submits findings to superior for further action.
- Handles irrational and irate members of the public as appropriate.
- Works closely with Law Enforcement Agencies to ensure maximum level of security.
- Prepares and implements strategic and annual security plans and budgets to support the efficient functioning of PPCC.
- Ensures the recording of daily occurrences in connection with issues relating to security matters around PPCC and its premises.
- Conducts performance reviews of security plans and network arrangements of PPCC and provides the necessary upgrading of security operations and strategies.
- Submits security reports on matters relating to PPCC premises and its offices security coordination, planning and implementation along with options for addressing weaknesses.
- Investigates and reports cases and incidents of security breaches and reports findings to the Manager – Operation and the Director- Finance and Administration for prompt action to be taken.
- Prepares work schedules for Security Officers.
- Ensures appropriate documentation and updates of records of the Unit.
- Performs other tasks as may be directed by the Senior Transport Officer from time to time.

C. SUPERVISORY FUNCTIONS

- Holds direct reports accountable for managing their assignments to ensure the Section's goals are achieved.
- Conducts performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.
- Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

- Management of budget: Nil
- Staff management
 - Have staff management responsibilities
- Asset management
 - The job holder is responsible to manage all vehicle of PPCC and ensures all equipment; fixture and furniture are fully protected

EDUCATIONAL QUALIFICATION

- First Degree in Procurement Management or Business Management or relevant qualification from a recognized University or an equivalent professional qualification.

WORK EXPERIENCE

- At least (4) years relevant work experience, (2) of which must be in a managerial position with a reputable organization

OTHER REQUIREMENTS

- Logistic Management and Material Handling.
- Organizational, Quantitative and analytical skills.
- Negotiation and communication skills.
- Budgeting.
- Report writing.
- Very Good interpersonal skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- Strong project management skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Sound decision making based on a thorough analysis.
- Strong leadership, managerial, mentoring and coaching skills in a "team" setting.
- Ability to keep abreast with trends in electrical installation systems, materials and fixtures.
- Knowledge of security practices and procedures.
- Basic knowledge of crime management.
- Must be physically fit.
- Ability to monitor CCTV systems as they operate
- Willingness to work for long hours and under pressure.

DRIVER

REPORTS DIRECTLY TO¹: Transport, Security, & Maintenance Supervisor

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS

- Other Pool Drivers
- Staff

EXTERNAL RELATIONS:

- Service Providers (Automobile Companies, etc.)
- LNP
- Insurance Companies
- Designated Garages

PURPOSE:

- To provide effective and efficient transport services to PPCC Secretariat.

KEY RESULT AREAS

- Vehicle Maintenance & Monitoring

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS: Nil

B. TECHNICAL DUTIES

- Drives PPCC officers and assists in the performance of their official duties as may be directed by the Transport and Warehouse Supervisor.
- Drives other officials including senior public officials as may be directed by the Transport and Warehouse Supervisor.
- Conveys vehicle maintenance and servicing reports to the Senior Transport Officer.
- Undertakes routine maintenance and servicing checks and repairs of pool vehicles.
- Dispatches emergency letters as may be directed by the Transport and Warehouse Supervisor.
- Undertakes utility operations on behalf of PPCC as may be directed by the Transport and Warehouse Supervisor.
- Monitors and reports on the readiness of pool vehicles sent for servicing and maintenance at mechanical workshops.
- Ensures accurate completion and submission of vehicle log books.
- Keeps pool vehicles clean and sanitized at all times.
- Ensures appropriate and decent dressing in the performance of his/her duties at all times.
- Performs other tasks as may be directed by the Senior Transport Officer from time to time.

C. SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management: Nil
- Asset Management
 - Managers the assigned vehicle to carry on daily functions.

¹ This position also report to the Admin. Officer within the county structure

EDUCATIONAL QUALIFICATION

- At least Senior High School Certificate and a valid Driver's Licence.
- A Certificate in Transport Administration would be an added advantage.

WORK EXPERIENCE

- Eight (6) years post qualification experience as a driver with at least four (3) years working experience as a Driver in a reputable institution.

OTHER REQUIREMENTS

- Good knowledge and understanding of routine vehicle maintenance procedures.
- Good knowledge/understanding of Insurance, Road Safety and other regulatory requirements.
- Close attention to details.
- Willingness to work for long hours and under pressure.
- Willingness to travel at short notice.
- Good communication skills (oral and written).
- Good interpersonal skills.

SECURITY

REPORTS DIRECTLY TO²: Transport, Security & Maintenance Supervisor

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS

- PPCC Secretariat

EXTERNAL RELATIONS:

- Service Providers
- Liberia National Police (LNP)
- Other Security Institutions

PURPOSE:

- To promote a coordinated vision of security and safety that safeguards, protection of life and property against all forms of threats and the maintenance of public order within GC and its immediate environs

KEY RESULT AREAS

- Maintenance Services
- Security Management
- Customer Service
- Information and Reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS:

- To ensure the effective administration of the Secretariat by providing maximum security the Commission' premises

B. TECHNICAL DUTIES

- Ensures safety of all properties, premises and surroundings and protection against threat of life.
- Ensures that all visitors are properly screened prior to giving them access to PPCC premises and offices.
- Ensures that all vehicles entering and leaving PPCC premises are properly inspected and their movement properly recorded.
- Ensures that regular patrol duties are undertaken to safeguard PPCC properties and provide protection against threat of life.
- Reports and investigate cases or incidents and submits findings to superior for further action.
- Works closely with Law Enforcement Agencies to ensure maximum level of security.
- Ensures the recording of daily occurrences in connection with issues relating to security matters around PPCC and its premises.
- Investigates and reports cases and incidents of security breaches and reports findings to the Manager – Operation and the Director- Finance and Administration for prompt action to be taken.
- Performs other tasks as may be directed by the Senior Transport Officer from time to time.

C. SUPERVISORY FUNCTIONS: Nil

² This position also report to the Admin. Officer within the county structure

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management
 - Have staff management responsibility
- Asset Management
 - Manage the asset assigned to the position

EDUCATIONAL QUALIFICATION

- A minimum of Junior High School Certificate (WAEC).
- Security professional qualification and post-qualification certificate in security management from a recognized institution is a necessary requirement.

WORK EXPERIENCE

- At least two (2) years relevant post qualification experience in security management

OTHER REQUIREMENTS

- Time management and work scheduling skills.
- Planning and organizing skills.
- Knowledge of security practices and procedures.
- Basic knowledge of crime management.
- Must be physically fit.
- Ability to monitor CCTV systems as they operate
- Willingness to work for long hours and under pressure.
- Willingness to travel at short notice.
- Good communication skills (oral and written).
- Good interpersonal skills.

JANITOR

REPORTS DIRECTLY TO³: Transport, Security & Maintenance Supervisor

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS: Nil

EXTERNAL RELATIONS: Nil

PURPOSE

- To promote the beautification and maintenance of a healthy and clean environment to facilitate the efficient and effective functioning of the Civil Service Agency and the Ministries and Agencies.

KEY RESULT AREAS

- Janitorial Service

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS: Nil

B. TECHNICAL DUTIES

- Provides janitorial and cleaning services to the various Divisions, Sections, Units and immediate surroundings of PPCC.
- Ensures that all offices of the PPCC and their immediate surroundings are kept tidy and clean at all times.
- Cleans offices and immediate surroundings of PPCC before the resumption of work and ensures offices are clean at all times.
- Implements cleaning schedules by of the supervisor.
- Maintains cleaning tools and equipment inventory and ensures appropriate storage, safekeeping and easy access and usage.
- Performs any other relevant duties consistent with the functions of the Unit as may be assigned by the supervisor from time to time.

C. SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Management of budget: Nil
- Staff Management: Nil
- Asset Management
 - The job holder has responsibility for the basic care of the cleaning tools used for the job such as mops, buckets etc.

EDUCATIONAL QUALIFICATION

- Must be functionally literate.
- Must pass a prescribed interview organized by the PPCC.
- Must pass a medical examination conducted by a recognized medical practitioner.

WORK EXPERIENCE

³ This position also reports to the Admin. Officer within the county structure

- At least two (2) years' experience in the provision of cleaning and janitorial services in a reputable organization.

OTHER REQUIREMENTS

- Ability to clean offices/sanitary areas/compound with minimum supervision
- Good interpersonal skills

ARCHIVE SUPERVISOR

REPORTS DIRECTLY TO: Manager, Operations

DIRECTLY SUPERVISES: ARCHIVIST

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Heads of Divisions

EXTERNAL RELATIONS

- Ministries and Agencies
- Research Institutions
- Public Libraries
- Centre for National Document, Record and Archive (CNDRA)
- Publishers
- Service Providers

PURPOSE:

- To promote and ensure efficient and effective records management systems, processes and practices for efficient management of general, confidential and personnel records through maintenance and use, storage in the semi-active stage and archiving or legal destruction to enhance effective administration and decision-making .
- To promote a culture of records keeping and efficient archival management at PPCC.

KEY RESULT AREAS

- Strategy & Policy Development
- Reference Services
- Library Collection, Monitoring & Evaluation
- Stakeholder Relationship & Management
- Information & Reporting
- Employee Performance & Development

DUTIES:

A. GENERAL MANAGEMENT FUNCTION

- Develops and oversees the implementation of effective and efficient records and documentation management systems, processes and practices to support efficient administration and decision-making.
- Exercises overall responsibilities for the effective and efficient administration and management of PPCC's general, confidential and personnel.
- Provide input in the preparation of the annual budget for the Confidential Registry and Documentation Unit and implement same.

B. TECHNICAL DUTIES

- Ensures the timely transfer of semi-current and disposal of records of PPCC in accordance with approved retention schedules.
- Advises on appropriate records and documentation management systems, processes and procedures.
- Establishes records management tracking systems and indicators to monitor, evaluate and report on the performance of the Unit.
- Manages classification of documents and ensures their prompt and proper filing.
- Approves titles and index headings and ensures that registry standards and procedures are maintained.

- Supervises the transfer of semi-current records to the records centre.
- Prepares work schedules and allocates registry duties.
- Supervises file and document accession, listings, storage and retrieval.
- Ensures appropriate documentation and updates of records of the Unit.
- Maintains and updates a comprehensive database of the PPCC and other publications and monitors to ensure that all records including information on (e.g. Bills, Acts and Legal Notices etc.,) have been completely entered and indexed.
- Conducts regular surveys on library holdings, studies reviews, bibliographies, publishers' catalogues, to identify gaps in collections and make arrangements for appropriate purchases.
- Identifies appropriate conservation and preservation methods for the PPCC materials and records.
- Examines and selects Library/ Confidential Registry and Documentation materials to be discarded and replaced as directed.
- Educates clients on the rules and regulations of the PPCC's Confidential Registry and Documentation Unit.
- Holds direct reports accountable for managing their assignments to ensure the Unit's goals are achieved.
- Collaborates with the ICT Section to ensure continuous improvement of website content by providing timely and accurate information.
- Performs other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by superior officers from time to time.

C. SUPERVISORY FUNCTION

- Holds direct reports accountable for managing their assignments to ensure the Section's goals are achieved.
- Conducts performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.
- Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

- Management of budget: Nil
- Staff management
 - The job holder has staff management responsibilities
- Asset management: Nil

EDUCATIONAL QUALIFICATION

- Bachelor's Degree and professional qualification in Archives Studies or Records Management and Archives Administration from a recognized institution.
- A Master's Degree in Archives Studies or Records Management will be an advantage.

WORK EXPERIENCE

- At least Six (6) years relevant post qualification experience in records management, three (3) years of which must have been in the Public Service of Liberia.

OTHER REQUIREMENTS

- Considerable knowledge/understanding of the principles, techniques, systems and procedures in the field of Library Science and particularly as they relate to reference/research collections, and to specialized collections.
- Ability to provide reference services through effective research, analysis, evaluation and dissemination of information.
- Considerable knowledge/understanding of the principles, procedures and techniques for library administration, developing accurate and informative publications.
- Good knowledge/understanding of the principles and techniques of bibliography work.

- Considerable knowledge/experience in promoting library customer services to clients.
- Proven project management, administration, and coordination skills.
- Good knowledge/understanding of the operations of the Civil Service.
- Considerable knowledge/understanding of current trends in Library and Records Management Systems, information delivery and document access systems (including electronic publishing, Internet, and intranet access).
- Good knowledge in strategic planning.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.
- Excellent interpersonal skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, etc.
- Sound decision making based on thorough analysis
- Good managerial, coaching, mentoring and interpersonal skills in a "team" setting.

ARCHIVIST

REPORTS DIRECTLY TO: ARCHIVE SUPERVISOR

DIRECTLY SUPERVISES: NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- ADMINISTRATION DIVISION

EXTERNAL RELATIONS:

- Ministries and Agencies of Liberia
- Research Institutions
- Public Libraries
- Centre for National Document, Record and Archive (CNDRA)
- Publishers
- Service Providers

PURPOSE

- To promote and ensure efficient and effective records management systems, processes and practices.
- To promote archiving and efficient maintenance and storage of general, confidential and personnel records.
- To promote a culture of records keeping and efficient archival management at PPCC.

KEY RESULT AREAS

- Reference Services
- Library Collection, Monitoring & Evaluation
- Stakeholder Relationship & Management
- Information & Reporting
- Customer Service

DUTIES:

A. GENERAL MANAGEMENT FUNCTION: Nil

B. TECHNICAL FUNCTION

- Plans the location of all officially registered files.
- Implements effective indexing, classification and tracking procedures.
- Opens, indexes, builds up and controls files to facilitate timely access of information by authorized staff.
- Provides storage and reference sources for all officially registered files and other documentation.
- Provides information on the collections and services of the Documentation Centre.
- Stocks the PPCC Documentation Centre with reports from research, studies, surveys, journals and publications.
- Maintains a reliable inventory of the books, publications, journals and other documentation materials kept at the Documentation Centre.
- Provides adequate security to ensure the safety of the Documentation Centre items and properties.
- Liaises with Divisional Heads to collect copies of PPCC's Annual Reports, Strategic Plans, Reports on Reforms and other materials and international documents for the Documentation Centre.
- Operates/Mans the circulation desk for the charge and discharge of the Unit's documents / materials.

- Educates clients on the rules and regulations of the PPCC's Confidential Registry and Documentation Unit.
- Ensures appropriate documentation and updates of records of the Unit.
- Performs other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by superior officers from time to time.

C. SUPERVISORY FUNCTION: Nil

AUTHORITY LIMIT

- Management of budget: Nil
- Staff management: Nil
- Asset management: Nil

EDUCATIONAL QUALIFICATION

- A least a Diploma in Public Administration/Human Resource Management, General Management or related qualification from a recognized university/institution or equivalent professional qualification in Archival Studies or Records Management.

WORK EXPERIENCE

- At least Four (4) years relevant post qualification experience of which two (2) years must have been records and documentation management.

OTHER REQUIREMENTS

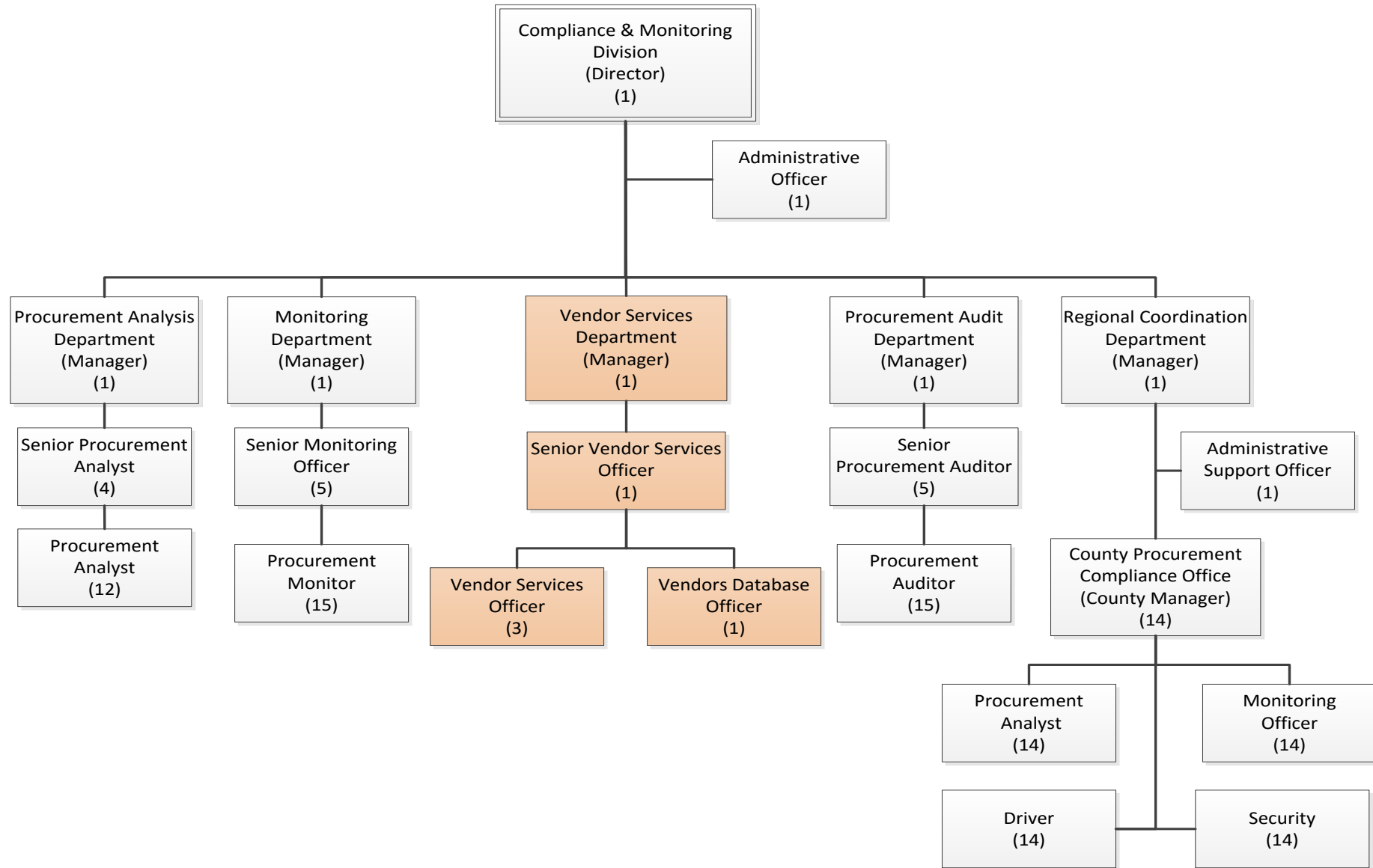
- Knowledge/understanding of the principles, techniques, systems and procedures in the field of Library Science and particularly as they relate to reference collections, and to specialized collections.
- Knowledge/understanding of the principles, procedures and techniques for library administration, developing accurate and informative publications.
- Knowledge/understanding of the principles and techniques of bibliography work.
- Knowledge/experience in promoting library customer services to clients.
- Good knowledge/understanding of current trends in Library and Records Management Systems, information delivery and document access systems (including electronic publishing, Internet, and intranet access).
- Ability to develop and maintain relationships with internal and external stakeholders.
- Planning and organizing skills.

Compliance and Monitoring Division

The Compliance and Monitoring Division is headed by a Director and comprises of five (5) Departments, namely Procurement Analysis, Monitoring, Vendor Services, Procurement Audit, and Regional Coordination. The Division will help to achieve the Commission's goals and objective, and coordinate all technical policies of the commission on compliance with the PPCA with other government ministries, agencies and commissions.

The objective of this division is to ensure compliance by all procuring and concessions entities with the PPCA and its accompanying regulations and all policies of the Commission.

PPCC Organogram and Job Descriptions



COMPLIANCE AND MONITORING DIRECTOR

REPORT DIRECTLY TO: CHIEF EXECUTIVE OFFICER

DIRECTLY SUPERVISE

- Procurement Analysis Manager
- Procurement Monitoring Manager
- Procurement Audit Manager
- Regional Coordination Manager
- Administrative Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Deputy Executive Director (Technical Operations)
- Head of Division

EXTERNAL RELATIONSHIPS

- Procuring and Concession Entities
- Ministry, Agency and Commission
- Private sector and civil society
- Legal authorities
- Donors

PURPOSE

- To manage the division and ensure the monitoring and reporting of compliance of procuring and concession entities and private sector contractors, suppliers, consultants, bidders with the law, regulations and guidelines.

KEY RESULT AREAS

- Monitoring and Compliance Management
- Stakeholder Relationship and Management
- Information and Reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Ensures the effective and efficient day-to-day administration of the Division through daily monitoring of staff and their performance.
- Develops and implement annual work plan for the division and compliance officers as a guide for its daily operation.
- Supports the preparation of the Commission's annual budget through the provision of technical advice that will reflect the needs of the division.

B. TECHNICAL DUTIES

- Develops forms (including reporting formats), work programs and steps through the application of the requisite templates for easy review of the procurement and concession processes.
- Reviews and confirm that procurement (and concession) plans of all procurement and concession entities during the annual Procurement Plan hearing and ensures conformity with the budget and also for the purpose of conducting future monitoring and post procurement audit.
- Provides information on public procurement and concession activities to interested parties and the general public through the Division of Communication and Information for education about the processes.

- Monitors activities of procuring and concession entities under the law and regulation to ensure compliance.
- Develops criteria for which debarment from public procurement would be applicable.
- Maintains a list of bidders debarred from public procurement and concession so that they (violators) should not easily evade the process.
- Ensures that Procurement Committees and Procurement Units and inter-Ministerial Committees are established so that the processes leading to transparent procurement and concession are properly managed.
- Ensures that scheduled and unscheduled reviews of procurement and concession records are undertaken to determine compliance and identify corruption or abuse of the system where it exists.
- Liaises with procuring and concession entities for information on the performance of suppliers, contractors, consultants and concessionaires and investigate any fraud where found and recommend debarment if need be.
- Ensures regional hubs staff are empowered and fully monitored and evaluated periodically.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- Accountable for optimal performance of staff and resources assigned to the division.
- Identifies training needs and facilitate training for subordinates.
- Conducts performance appraisal and provides input for career development where required and recommend performance incentives for subordinates.

AUTHORITY LIMIT

- Staff Management
 - Has staff management responsibility for compliance officers and support staffs in the division.
- Asset Management
 - All physical assets assigned to the division for its day-to-day operation
 - Intangible Assets: Reputation and credibility of the PPCC and Secretariat
- Budget Management
 - Does not manage any budget

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Purchasing & Supply, Business, Economics or related field or qualification from an international purchasing, procurement or supply institute.
- Master's Degree in Accounting, Auditing, Procurement, Business, or related area would be beneficial.

WORK EXPERIENCE

- At least Six (6) years of proven successful experience in a managerial role, with at least four of those years in procurement, auditing or similar position.

OTHER REQUIREMENT

- Proven ability and experience to work with senior levels officials of government.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Ability to work with and build teams.
- Ability to review and analyses financial and statistical data.
- Ability to solve problems and advise using established policies and procedures.
- Observant, analytical and take particular attention to details.
- Advanced working knowledge of MS Word, Excel and Power Point

ADMINISTRATIVE OFFICER

REPORT DIRECTLY TO: DIRECTOR, COMPLIANCE & MONITORING

DIRECTLY SUPERVISE: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Administration
- Other Administrative Officer

EXTERNAL RELATIONS

- General Public
- Guest/Visitor

PURPOSE

- To ensure effective and efficient management of the Secretariat of the Director – Finance and Administration.
- To provide quality administrative and secretarial services to the Executive Director-Office.

KEY RESULT AREAS

- Customer Service
- Record Management
- Stakeholder Management
- Information and Reporting

DUTIES

A. GENERAL MANAGEMENT FUNCTIONS

- Provides an effective and timely clerical, executive, administrative services to the secretariat

B. TECHNICAL FUNCTIONS

- Provides effective and timely clerical, executive administrative and secretarial services.
- Provides secretarial support to Units under this Directorate.
- Classifies documents at the Secretariat.
- Distributes stores of the Secretariat according to approved requisition.
- Implements registry procedures and ensures that standards are maintained,
- Receives records and distributes incoming and internally created mail.
- Type correspondences, memoranda and reports.
- Records and arranges for the efficient and timely dispatch of correspondence.
- Reminds action officers of pending actions against timelines.
- Responsible for filing and storage of documentation.
- Performs other duties consistent with the functions of this Office as may be assigned by the Head.

C. SUPERVISORY FUNCTION: NIL

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff management: Nil
- Asset Management

- Uses assets assigned to the position for the day-to-day accomplishment of official duties.

EDUCATIONAL QUALIFICATION

- Bachelor's Degree in secretarial science or other relevant discipline from a recognized University.
- Diploma in Secretarial Science from a recognized institution.

WORK EXPERIENCE

- At least four (4) years relevant post qualification experience in secretarial practice, two (2) years of which must have been in the public service of Liberia.

OTHER REQUIREMENTS

- Excellent knowledge of administrative and clerical procedures and systems such as managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Proven experience in handling a wide range of administrative and executive support related tasks independently with little or no supervision.
- Excellent calendar management skills including the coordination of executive meetings and minutes recording and reporting.
- Ability to adhere to sensitive deadlines, maintain confidential materials and work independently on multiple tasks / assignments simultaneously.
- Excellent interpersonal and communications skills with demonstrated ability to effectively interact and work well with all levels of staff as well as visitors.
- Strong organizational ability and problem solving skills with capacity to establish systems that improve management office activities and work flow.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet and other communications software and tools (Telephone, Fax, Scanner, Photocopier, etc.).
- Planning and organizing skills.

PROCUREMENT ANALYSIS MANAGER

REPORT DIRECTLY TO: COMPLIANCE AND MONITORING DIRECTOR

DIRECTLY SUPERVISE:

- Senior Procurement Analysis

DEPARTMENTAL/FUNCTIONAL RELATIONS

- Complaints, Appeals & Review Director
- Policy, Standards and Procedures Director
- Training Director
- Finance and Administration Director
- Information and Communications Director

EXTERNAL RELATIONSHIPS

- Procuring and Concession Entities
- Ministry, Agency and Commission
- Private sector and civil society
- Legal authorities
- Donors & Partners

PURPOSE

- To analyse and report on the compliance of submissions (documents, requests, etc) for procuring and concession entities and private sector contractors, suppliers, consultants and concessionaires with the law, regulations, rules and guidelines within the designated category.

KEY RESULT AREAS

- Procurement Information Analysis & Reporting
- Procurement Record Management
- Stakeholder Relationship

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Reviews and confirms the procurement and concession plans meets acceptable standards and identify the key procurements and concessions for specific monitoring.
- Supports the development and implementation of the division annual work plan

B. TECHNICAL DUTIES

- Develops forms (including reporting formats), work programs and steps through the application of the requisite templates for easy review of the procurement and concession processes
- Analyses the procurement (and concession) plans of all procurement and concession entities during the annual Procurement Plan Hearing to ensure conformity with the budget and also for the purpose of conducting future monitoring and post procurement audit
- Provides information on public procurement and concession activities to interested parties and the general public through the Division of Compliance and Monitoring for onward submission to the Division of Communication and Information for education about the processes
- Develops criteria for which debarment from public procurement would be applicable
- Maintains a list of bidders for debarment from public procurement and concession so that they (violators) should not easily evade the process

- Ensures that scheduled and unscheduled analysis of procurement and concession records are undertaken to determine compliance and identify corruption or abuse of the system where it exists
- Liaises with procuring and concession entities for information on the performance of suppliers, contractors, consultants and concessionaires and investigate any fraud where found and recommend debarment if need be.
- Obtains information on performance of suppliers, contractors, consultants and concessionaires and investigate where necessary
- Obtains complaints filed with entity and the resolution to the complaint, if it did not proceed for further review by the Commission
- Ensures that public procuring entities quarterly reports are made available in a timely manner.
- Develops and maintain compliance review file.
- Undertakes scheduled and unscheduled review of procurement and concession records and processes undertaken by procuring entities.
- Monitors activities of procuring and concession entities under the law and regulation to ensure compliance.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- Accountable for optimal performance of staff and resources assigned.
- Identifies training needs and facilitate training for subordinates.
- Conducts performance appraisal and provide input for career development where required and recommend performance incentives for subordinates.

AUTHORITY LIMIT

- Management of Budget
 - Does not manage any budget
- Staff Management
 - Has staff management responsibility for junior compliance officers and support staff directly assigned with the team
- Asset Management
 - Use asset assigned to the position

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Business, Accounting, Economics or related field from a recognized university.
- Master's Degree in Accounting or Auditing would be an added advantage.

WORK EXPERIENCE

- At least five (5) years of proven experience in auditing or compliance or similar position.

OTHER REQUIREMENT

- Proven ability and experience to work with senior levels of government.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Ability to work with and build teams.
- Ability to review and analyses financial and statistical data.
- Ability to solve problems and advise using established policies and procedures.
- Observant, analytical and take particular attention to details.
- Advanced working knowledge of MS Word, Excel and Power Point.

SENIOR PROCUREMENT ANALYST

REPORT DIRECTLY TO⁴: PROCUREMENT ANALYST MANAGER

DIRECTLY SUPERVISE:

- Procurement Analyst

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Office of the Executive Director
- Policy, Standards and Procedures Director
- Training Director
- Finance and Administration Director
- Information and Communications Director
- Manager of Archive

EXTERNAL RELATIONSHIPS

- Procuring and Concession Entities
- Ministry, Agency and Commission
- Private sector and civil society
- Legal authorities
- Donors

PURPOSE

- To analyse documents, requests and reports from procurement and concession entities and private sector contractors, suppliers, consultants and concessionaires with the law, regulations, rules and guidelines within the designated category.

KEY RESULT AREAS

- Procurement Analysis Report
- Procurement Record Management
- Stakeholder Relationship

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Reviews and analyses procurement and concession documents and/ records to prevent corruption.
- Produces analytical reports and requests from procuring and monitoring entities and forward same to decision makers.
- Reviews and analyses Procurement Plans and other documents and make recommendation about their compliance with the law for subsequent approval.

B. TECHNICAL DUTIES

- Develops forms (including reporting formats) for reports and compliance tools.
- Reviews and analyses procurement (and concession) plans of all procurement and concession entities during the annual Procurement Plan hearing and ensure conformity with the budget, the PPCA and its accompanied Regulations.
- Provides information on public procurement and concession activities to interested parties and the general public through the Division of Compliance and Monitoring for onward submission to the Division of Communication and Information for education about the processes.

⁴ This position reports to the County Manager in the county structure.

- Liaises with procuring and concession entities for information on the performance of suppliers, contractors, consultants and concessionaires and investigate any fraud where found and recommend debarment if need be.
- Develops and maintain compliance review file for analyses conducted.
- Conducts due diligence exercises to confirm reliability of submitted records and documents.
- Performs any other duties that may be assigned by the Division in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- Accountable for optimal performance of staff and resources assigned.
- Identifies training needs and facilitate training for subordinates.
- Conducts performance appraisal and provide input for career development where required and recommend performance incentives for subordinates.

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management
 - Has staff management responsibility for junior compliance officers and support staff directly assigned with the team.
- Asset Management
 - Use asset assigned to the position

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Business, Accounting, Economics or related field from a recognized university.

WORK EXPERIENCE

- At least four (4) years of proven experience in auditing or compliance or similar position.

OTHER REQUIREMENT

- Proven ability and experience to work with middle levels government official.
- Self-starter with limited supervision.
- Excellent interpersonal skills.
- Excellent oral and written communication skills.
- Ability to work with and build teams.
- Ability to review and analyses financial and other data.
- Ability to solve problems and advise using established policies and procedures.
- Observant, analytical and take particular attention to details.
- Acceptable knowledge of MS Word, Excel and Power Point.

PROCUREMENT ANALYST⁵

REPORT DIRECTLY TO: SENIOR PROCUREMENT ANALYST

DIRECTLY SUPERVISE: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Compliance & Monitoring Division

EXTERNAL RELATIONSHIPS

- Procuring and Concession Entities
- Ministry, Agency and Commission
- Private sector and civil society
- Legal authorities
- Donors

PURPOSE

- To analyse documents, requests and reports from procurement and concession entities and private sector contractors, suppliers, consultants and concessionaires with the law, regulations, rules and guidelines within the designated category .

KEY RESULT AREAS

- Procurement Analysis Report
- Procurement Record Management
- Stakeholder Relationship

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Participates in undertaking activities related to analytical reports and requests from procuring and monitoring entities and forward same to decision makers.
- Review and analyse Procurement Plans and other documents and make recommendation about their compliance with the law for subsequent approval.

B. TECHNICAL DUTIES

- Prepares forms (including reporting formats) for reports and compliance tools.
- Participates in the review and analyse procurement (and concession) plans of all procurement and concession entities during the annual Procurement Plan hearing and ensures conformity with the budget, the PPCA and its accompanied Regulations.
- Liaises with procuring and concession entities for information on the performance of suppliers, contractors, consultants and concessionaires and investigate any fraud where found and recommend debarment if need be.
- Updates and maintain compliance review file for analyses conducted.
- Conducts due diligence exercises to confirm reliability of submitted records and documents.
- Perform any other duties that may be assigned by the Division in line with its official mandate.

C. SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management: Nil

⁵ This position is within the County structure

- Asset Management
 - Use asset assigned to the position

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Business, Accounting, Economics or related field from a recognized university.

WORK EXPERIENCE

- At least two (2) years of proven experience in auditing or compliance or similar position.

OTHER REQUIREMENT

- Proven ability and experience to work with middle levels government official.
- Self-starter with limited supervision.
- Excellent interpersonal skills.
- Excellent oral and written communication skills.
- Ability to work with and build teams.
- Ability to review and analyses financial and other data.
- Ability to solve problems and advise using established policies and procedures.
- Observant, analytical and take particular attention to details.
- Acceptable knowledge of MS Word, Excel and Power Point.

PROCUREMENT MONITORING MANAGER

REPORT DIRECTLY TO: COMPLIANCE AND MONITORING DIRECTOR

DIRECTLY SUPERVISE:

- Senior Monitoring Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Complaints, Appeals & Review Director
- Policy, Standards and Procedures Director
- Training Director
- Finance and Administration Director
- Information and Communications Director
- Procurement Analysis Manager
- Procurement Audit Manager

EXTERNAL RELATIONSHIPS

- Procuring and Concession Entities
- Ministry, Agency and Commission
- Private sector and civil society
- Legal authorities
- Donors and Partners

PURPOSE

- To monitor and report on compliance of procuring and concession entities and private sector contractors, suppliers, consultants and concessionaires with the law, regulations, rules and guidelines within the designated category.

KEY RESULT AREAS

- Procurement Monitoring Management
- Procurement Record Management and Reporting
- Stakeholder Relationship and Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Reviews the procurement and concession plans and identify the key procurements and concessions for specific monitoring.

B. TECHNICAL DUTIES

- Reviews procurement and concession documents and/ records to prevent mis-procurement and bad concession granting transactions.
- Undertakes scheduled and unscheduled review of procurement and concession records and processes undertaken.
- Monitors activities of procuring and concession entities under the law and regulation to ensure compliance.
- Obtains information on performance of suppliers, contractors, consultants and concessionaires and investigate where necessary.
- Obtains complaints filed with entity and the resolution to the complaint, if it did not proceed for further review by the Commission.
- Develops forms (including reporting formats), work programs and steps through the application of the requisite templates for easy review of the procurement and concession processes.

- Reviews the procurement (and concession) plans of all procurement and concession entities during the annual Procurement Plan hearing and ensures conformity with the budget and also for the purpose of conducting future monitoring and post procurement audit.
- Provides information on public procurement and concession activities to interested parties and the general public through the Division of Compliance and Monitoring for onward submission to the Division of Communication and Information for education about the processes.
- Develops criteria for which debarment from public procurement would be applicable.
- Maintains a list of bidders for debarment from public procurement and concession so that they (violators) should not easily evade the process.
- Supports the development of Procurement Committees and Procurement Units and inter-Ministerial Committees are established so that the processes leading to transparent procurement and concession are properly managed.
- Ensures that scheduled and unscheduled reviews of procurement and concession records are undertaken to determine compliance and identify corruption or abuse of the system where it exists.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- Accountable for optimal performance of staff and resources assigned.
- Identifies training needs and facilitate training for subordinates
- Conducts performance appraisal and provide input for career development where required and recommend performance incentives for subordinates.

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management
 - Has staff management responsibility for junior compliance officers
- Asset Management
 - Use asset assigned to the position

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Business, Accounting, Economics, Procurement or related field from a recognized university.
- Master's Degree in Accounting or Auditing would be an added advantage.

WORK EXPERIENCE

- At least five (5) years of proven experience in auditing or compliance or similar position.

OTHER REQUIREMENT

- Proven ability and experience to work with senior levels of government
- Self-starter and able to develop and implement programs with minimal supervision
- Excellent interpersonal and persuasive skills
- Excellent oral and written communication skills
- Ability to work with and build teams
- Ability to review and analyze financial data
- Ability to solve problems and advise using established policies and procedures
- Observant, analytical and take particular attention to details,,,,,
- Advanced working knowledge of MS Word, Excel and Power Point

SENIOR PROCUREMENT MONITOR⁶

REPORT DIRECTLY TO: PROCUREMENT MONITORING MANAGER

DIRECTLY SUPERVISE:

- Procurement Monitors

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Compliance & Monitoring Division

EXTERNAL RELATIONSHIP

- Procuring and Concession Entities
- Ministry, Agency and Commission
- Private sector and civil society
- Legal authorities
- Donors

PURPOSE

- To monitor on going procurement and concession activities of procurement and concession entities and produce reports on their compliance with the PPCA.

RESULT AREAS

- Procurement Monitoring Management
- Procurement Record Management and Reporting
- Stakeholder Relationship and Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Monitors the procurement and concession plans, ensures update and identify the key procurement & concession entities for specific monitoring.
- Develops and maintain compliance monitoring file for follow-ups and decision makers' review.

B. TECHNICAL DUTIES

- Develops monitoring forms (including reporting formats), work programs and steps through the application of the requisite templates for easy review of the procurement and concession processes.
- Undertakes scheduled and unscheduled monitoring of procurement and concession records and entities to ensure that they are proceeding in compliance with established standards, processes and procedures in line with law.
- Obtains information on performance of suppliers, contractors, consultants and concessionaires and investigate where necessary.
- Provides information on public procurement and concession activities to interested parties and the general public through the Division of Compliance and Monitoring for onward submission to the Division of Communication and Information for education about the processes.
- Maintains a list of bidders for debarment from public procurement and concession so that they (violators) should not easily evade the process.
- Supports through the director in ensuring that Procurement Committees and Procurement Units and inter-Ministerial Committees are established so that the processes leading to transparent procurement and concession are properly managed.

⁶ This position also report to the County Manager

- Ensures that scheduled and unscheduled monitoring exercises of procurement and concession records are undertaken to determine compliance and identify corruption or abuse of the system where it exists.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- Accountable for optimal performance of staff and resources assigned.
- Identifies training needs and facilitate training for subordinates.
- Conducts performance appraisal and provide input for career development where required and recommend performance incentives for subordinates.

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management
 - Has staff management responsibility for junior compliance officers and support staff directly assigned with the team
- Asset Management
 - Use asset assigned to the position
 - Intangible Assets: Reputation and credibility of the PPCC and Secretariat

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Business, Accounting, Economics or related field from a recognized university.

WORK EXPERIENCE

- At least four (4) years of proven experience in auditing or compliance or similar position.

OTHER REQUIREMENT

- Proven ability and experience to work with middle level government officials.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal skills.
- Excellent oral and written communication skills.
- Ability to work with team members.
- Ability to review and analyses financial data.
- Ability to solve problems and advise using established policies and procedures.
- Observant, analytical and take particular attention to details.
- Acceptable working knowledge of MS Word, Excel and Power Point.

PROCUREMENT MONITOR⁷

REPORT DIRECTLY TO: SENIOR PROCUREMENT MONITOR

DIRECTLY SUPERVISE: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Compliance & Monitoring Division

EXTERNAL RELATIONSHIP

- Procuring and Concession Entities
- Ministry, Agency and Commission
- Private sector and civil society
- Legal authorities
- Donors

PURPOSE

- To monitor on going procurement and concession activities of procurement and concession entities and produce reports on their compliance with the PPCA.

RESULT AREAS

- Procurement Monitoring Management
- Procurement Record Management and Reporting
- Stakeholder Relationship and Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS: Nil

B. Technical Functions

- Monitors the procurement and concession plans, ensures update and identify the key procurement & concession entities for specific monitoring.
- Develops and maintain compliance monitoring file for follow-ups and decision maker's review.
- Develops monitoring forms (including reporting formats), work programs and steps through the application of the requisite templates for easy review of the procurement and concession processes.
- Undertakes scheduled and unscheduled monitoring of procurement and concession records and entities to ensure that they are proceeding in compliance with established standards, processes and procedures in line. with law.
- Obtains information on performance of suppliers, contractors, consultants and concessionaires and investigate where necessary.
- Provides information on public procurement and concession activities to interested parties and the general public through the Division of Compliance and Monitoring for onward submission to the Division of Communication and Information for education about the processes.
- Maintains a list of bidders for debarment from public procurement and concession so that they (violators) should not easily evade the process.
- Supports through the director in ensuring that Procurement Committees and Procurement Units and inter-Ministerial Committees are established so that the processes leading to transparent procurement and concession are properly managed.

⁷ This position is within the County structure

- Ensures that scheduled and unscheduled monitoring exercises of procurement and concession records are undertaken to determine compliance and identify corruption or abuse of the system where it exists.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS: NIL

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management: Nil
- Asset Management
 - Use asset assigned to the position

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Business, Accounting, Economics or related field

WORK EXPERIENCE

- At least two (2) years of proven experience in auditing or compliance or similar position.

OTHER REQUIREMENT

- Proven ability and experience to work with middle level government officials.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal skills.
- Excellent oral and written communication skills.
- Ability to work with team members.
- Ability to review and analyses financial and statistical data.
- Ability to solve problems and advise using established policies and procedures.
- Observant, analytical and take particular attention to details.
- Acceptable working knowledge of MS Word, Excel and Power Point.

PROCUREMENT AUDIT MANAGER

REPORT DIRECTLY TO: COMPLIANCE AND MONITORING DIRECTOR

DIRECTLY SUPERVISE:

- Senior Reviewer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Complaints, Appeals & Review Director
- Policy, Standards and Procedures Director
- Training Director
- Finance and Administration Director
- Information and Communications Director

EXTERNAL RELATIONSHIPS

- Procuring and Concession Entities
- Ministry, Agency and Commission
- Private sector and civil society
- Legal authorities
- Donors & partners

PURPOSE

- To review and report on compliance of procuring and concession entities and private sector contractors, suppliers, consultants and concessionaires with the law, regulations, rules and guidelines within the designated category.

KEY RESULT AREAS

- Procurement documentation review
- Concession documentation review
- Information and Reporting
- Stakeholder Relationship and Management
- Performance Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Reviews the procurement and concession plans and identify the key procurements and concessions for specific monitoring.
- Provides information on public procurement and concession activities to interested parties and the general public through the Division of Compliance and Monitoring for onward submission to the Division of Communication and Information for education about the processes.

B. TECHNICAL DUTIES

- Develops forms (including reporting formats), work programs and steps through the application of the requisite templates for easy review of the procurement and concession processes.
- Reviews the procurement (and concession) plans of all procurement and concession entities during the annual Procurement Plan hearing and ensures conformity with the budget and also for the purpose of conducting future monitoring and post procurement audit.
- Develops criteria for which debarment from public procurement would be applicable.
- Supports through the director in ensuring that Procurement Committees and Procurement Units and inter-Ministerial Committees are established so that the processes leading to transparent procurement and concession are properly managed.

- Ensures that scheduled and unscheduled reviews of procurement and concession records are undertaken to determine compliance and identify corruption or abuse of the system where it exists.
- Liaises with procuring and concession entities for information on the performance of suppliers, contractors, consultants and concessionaires and investigate any fraud where found and recommend debarment if need be.
- Develops and maintain compliance review file for audit purposes.
- Undertakes scheduled and unscheduled review of procurement and concession records and processes undertaken.
- Reviews activities of procuring and concession entities under the law and regulation to ensure compliance
- Obtains information on performance of suppliers, contractors, consultants and concessionaires and investigate where necessary.
- Obtains complaints filed with entity and the resolution to the complaint, if it did not proceed for further review by the Commission.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- Accountable for optimal performance of staff and resources assigned.
- Identifies training needs and facilitate training for subordinates.
- Conducts performance appraisal and provide input for career development where required and recommend performance incentives for subordinates.

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management
 - Has staff management responsibility for junior compliance officers
- Asset Management
 - Use asset assigned to the position

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Business, Accounting, Economics, Procurement or related field from a recognized university.
- Master's Degree in Business Administration, Procurement Management or Auditing would be an added advantage.

WORK EXPERIENCE

- At least five (5) years of proven experience in auditing or compliance or similar position.

OTHER REQUIREMENT

- Proven ability and experience to work with senior levels of government.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Ability to work with and build teams.
- Ability to review and analyses financial data.
- Ability to solve problems and advise using established policies and procedures.
- Observant, analytical and take particular attention to details.
- Advanced working knowledge of MS Word, Excel and Power Point.

SENIOR REVIEWER

REPORT DIRECTLY TO: PROCUREMENT AUDIT MANAGER

DIRECTLY SUPERVISE:

- Procurement Reviewer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Complaints, Appeals & Review Director
- Policy, Standards and Procedures Director
- Training Director
- Finance and Administration Director
- Information and Communications Director

EXTERNAL RELATIONSHIPS

- Procuring and Concession Entities
- Ministry, Agency and Commission
- Private sector and civil society
- Legal authorities
- Donors & partners

PURPOSE

- To review and report on compliance of procurement and concession entities and private sector contractors, suppliers, consultants and concessionaires with the law, regulations, rules and guidelines within their designated category.
- To ensure that compliance levels of procurement entities are identified with established key performance indicators (KPIs).

KEY RESULT AREAS

- Procurement Compliance and Review Management
- Information and Reporting
- Stakeholder Relationship and Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Reviews the procurement and concession plans and identify the key procurements concessions for specific monitoring.
- Develops and maintain compliance review file for further consolidation and analyses.

TECHNICAL DUTIES

- Supports forms development (including reporting formats), work programs and steps through the application of the requisite templates for easy review of the procurement and concession processes.
- Reviews procurement (and concession) plans of all procurement and concession entities during the annual Procurement Plan hearing and ensures conformity with the budget and also for the purpose of conducting future monitoring and post procurement audit.
- Provides information on public procurement and concession activities to interested parties and the general public through the Division of Compliance and Monitoring.
- Supports the development criteria for which debarment from public procurement would be applicable.
- Maintains a list of bidders for debarment from public procurement and concession so that they (violators) should not easily evade the process.

- Supports the Audit Manager in ensuring that Procurement Committees and Procurement Units and inter-Ministerial Committees are established so that the processes leading to transparent procurement and concession are properly managed.
- Ensures that scheduled reviews of procurement and concession records are undertaken to determine compliance and identify corruption or abuse of the system where it exists.
- Liaises with procuring and concession entities for information on the performance of suppliers, contractors, consultants and concessionaires and investigate any fraud where found and recommend debarment if need be.
- Undertakes scheduled review of procurement and concession records and processes undertaken.
- Reviews past activities of procuring and concession entities under the law and regulation to ensure compliance and to determine their compliance levels.
- Obtains information on performance of suppliers, contractors, consultants and concessionaires and investigate where necessary.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- Accountable for optimal performance of staff and resources assigned.
- Identifies training needs and facilitate training for subordinates.
- Conducts performance appraisal and provide input for career development where required and recommend performance incentives for subordinates

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management
 - Has staff management responsibility for junior compliance officers
- Asset Management
 - Use asset assigned to the position

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Business, Accounting, Economics, Procurement or related field from a recognized university.

WORK EXPERIENCE

- At least four (4) years of proven experience in auditing or compliance or similar position.

OTHER REQUIREMENT

- Proven ability and experience to work with middle level government officials.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Ability to work in a team.
- Ability to review and analyses financial data.
- Ability to solve problems and advise using established policies and procedures.
- Observant, analytical and take particular attention to details.
- Acceptable working knowledge of MS Word, Excel and Power Point.

PROCUREMENT REVIEWER

REPORT DIRECTLY TO: SENIOR REVIEWER

DIRECTLY SUPERVISE: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Compliance and Monitoring Division

EXTERNAL RELATIONSHIPS

- Procuring and Concession Entities
- Ministry, Agency and Commission
- Private sector and civil society
- Legal authorities
- Donors & partners

PURPOSE

- To review and report on compliance of procurement and concession entities and private sector contractors, suppliers, consultants and concessionaires with the law, regulations, rules and guidelines within their designated category.
- To ensure that compliance levels of procurement entities are identified with established key performance indicators (KPIs).

KEY RESULT AREAS

- Procurement Compliance and Review Management
- Information and Reporting
- Stakeholder Relationship and Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Reviews the procurement and concession plans and identify the key procurements concessions for specific monitoring.
- Develops and maintain compliance review file for further consolidation and analyses.

TECHNICAL DUTIES

- Supports forms development (including reporting formats), work programs and steps through the application of the requisite templates for easy review of the procurement and concession processes.
- Reviews procurement (and concession) plans of all procurement and concession entities during the annual Procurement Plan hearing and ensure conformity with the budget and also for the purpose of conducting future monitoring and post procurement audit.
- Maintains a list of bidders for debarment from public procurement and concession so that they (violators) should not easily evade the process
- Supports the senior reviewer in ensuring that Procurement Committees and Procurement Units and inter-Ministerial Committees are established so that the processes leading to transparent procurement and concession are properly managed.
- Reviews of procurement and concession records and identify corruption or abuse of the system where it exists.
- Reviews past activities of procuring and concession entities under the law and regulation to ensure compliance and to determine their compliance levels.
- Obtains information on performance of suppliers, contractors, consultants and concessionaires and investigate where necessary.

- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management: Nil
- Asset Management
 - Use asset assigned to the position

EDUCATIONAL QUALIFICATIONS

- Certificate in Business Administration, Audit, or Procurement from a recognized institution.
- Bachelor's Degree in Business, Accounting, Economics, Procurement or related field could be an advantage.

WORK EXPERIENCE

- Minimum of two (2) years of proven experience in auditing or compliance or similar position.

OTHER REQUIREMENT

- Proven ability and experience to work with middle level government officials
- Self-starter and able to develop and implement programs with minimal supervision
- Excellent interpersonal and persuasive skills
- Excellent oral and written communication skills
- Ability to work in a team
- Ability to review and analyze financial data
- Ability to solve problems and advise using established policies and procedures
- Observant, analytical and take particular attention to details,,,,,
- Acceptable working knowledge of MS Word, Excel and Power Point.

MANAGER, REGIONAL COORDINATION

REPORT DIRECTLY TO: COMPLIANCE AND MONITORING DIRECTOR

DIRECTLY SUPERVISE

- Technical Support Officer
- Administrative Support Officer
- County Procurement Compliance Officer (County Manager)

DEPARTMENTAL/FUNCTIONAL RELATIONS

- Complaints, Appeals & Review Director
- Policy, Standards and Procedures Director
- Training Director
- Finance and Administration Director
- Information and Communications Director

EXTERNAL RELATIONSHIPS

- Procuring and Concession Entities
- Ministry, Agency and Commission
- Private sector and civil society
- Legal authorities
- Donors

PURPOSE

- To ensure coordination of all procuring and concession activities conducted by procuring entities and private sector contractors, suppliers, consultants and concessionaires at the regional level are in compliance with the law, regulations, rules and guidelines within the designated category.

KEY RESULT AREAS

- Monitoring and Compliance Management
- Stakeholder Relationship and Management
- Information and Reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Provides oversight on all procurement and concession plans and identify the key procurements and concessions for specific monitoring within the region.
- Ensures the effective and efficient day-to-day administration of the region.
- Develops and implement the region annual work plan.

B. TECHNICAL DUTIES

- Develops forms (including reporting formats), work programs and steps through the application of the requisite templates for easy review of the procurement and concession processes.
- Reviews the procurement (and concession) plans of all procurement and concession entities during the annual Procurement Plan Hearing to ensure conformity with the budget and also for the purpose of conducting future monitoring and post procurement audit.
- Provides information on public procurement and concession activities to interested parties and the general public through the Division of Compliance and Monitoring for onward submission to the Division of Communication and Information for education about the processes.

- Develops criteria for which debarment from public procurement would be applicable with in the region.
- Ensures that Procurement Committees and Procurement Units and inter-Ministerial Committees are established so that the processes leading to transparent procurement and concession are properly managed.
- Ensures that scheduled and unscheduled reviews of procurement and concession records are undertaken to determine compliance and identify corruption or abuse of the system where it exists.
- Liaises with procuring and concession entities for information on the performance of suppliers, contractors, consultants and concessionaires and investigate any fraud where found and recommend debarment if need be.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- Accountable for optimal performance of staff and resources assigned.
- Identifies training needs and facilitate training for subordinates.
- Conducts performance appraisal and provide input for career development where required and recommend performance incentives for subordinates.

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management
 - Has staff management responsibility
- Asset Management
 - Use asset assigned to the position

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Business, Accounting, Economics or related field from a recognized university.
- Master's Degree in Accounting or Auditing would be an added advantage.

WORK EXPERIENCE

- At least five (5) years of proven experience in auditing or compliance or similar position.

OTHER REQUIREMENT

- Proven ability and experience to work with senior levels of government.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Ability to work with and build teams.
- Ability to review and analyses financial data.
- Ability to solve problems and advise using established policies and procedures.
- Observant, analytical and take particular attention to details.
- Advanced working knowledge of MS Word, Excel and Power Point.

ADMINISTRATIVE SUPPORT OFFICER

REPORT DIRECTLY TO: MANAGER, REGIONAL COORDINATOR

DIRECTLY SUPERVISE: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Administration
- Compliance and Monitoring

EXTERNAL RELATIONS

- General Public
- Guest/Visitor

PURPOSE

- To ensure effective and efficient management of the Secretariat of the office of the Regional Coordinator.

KEY RESULT AREAS

- Customer Service
- Record Management
- Stakeholder Management
- Information and Reporting

DUTIES

A. GENERAL MANAGEMENT FUNCTIONS

- Provides an effective and timely clerical, executive, administrative support to the secretariat.

B. Technical Functions

- Provides effective and timely clerical, executive administrative and secretarial services.
- Provides secretarial support to Units under this Directorate.
- Classifies documents at the Secretariat.
- Distributes stores of the Secretariat according to approved requisition.
- Implements registry procedures and ensures that standards are maintained.
- Receives, records and distributes incoming and internally created mail.
- Types correspondences, memoranda and reports.
- Records and arranges for the efficient and timely dispatch of correspondence.
- Reminds action officers of pending actions against timelines.
- Responsible for filing and storage of documentation.
- Performs other duties consistent with the functions of this Office as may be assigned by the Head.

C. SUPERVISORY DUTIES: NIL

LIMIT OF AUTHORITY

- Management of Budget: Nil
- Staff management: Nil
- Asset Management
 - Uses assets assigned to the position for the day-to-day accomplishment of official duties.

EDUCATIONAL QUALIFICATION

- A Bachelor's Degree in secretarial science or other relevant discipline from a recognized University.
- Diploma in Secretarial Science from a recognized institution.

WORK EXPERIENCE

- At least four (4) years relevant post qualification experience in secretarial practice, two (2) years of which must have been in the public service of Liberia.

OTHER REQUIREMENTS

- Excellent knowledge of administrative and clerical procedures and systems such as managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Proven experience in handling a wide range of administrative and executive support related tasks independently with little or no supervision.
- Excellent calendar management skills including the coordination of executive meetings and minutes recording and reporting.
- Ability to adhere to sensitive deadlines, maintain confidential materials and work independently on multiple tasks / assignments simultaneously.
- Excellent interpersonal and communications skills with demonstrated ability to effectively interact and work well with all levels of staff as well as visitors.
- Strong organizational ability and problem solving skills with capacity to establish systems that improve management office activities and work flow.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet and other communications software and tools (Telephone, Fax, Scanner, Photocopier, etc.).
- Planning and organizing skills.

COUNTY MANAGER

REPORT DIRECTLY TO: REGIONAL COORDINATOR

DIRECTLY SUPERVISE:

- Administrative Officer
- Senior Analyst
- Senior monitoring Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Director of Compliance and Monitoring Division
- All managers in the Compliance and Monitoring Division
- Policy, Standards and Procedures Director
- Training Director
- Finance and Administration Director
- Information and Communications Director

EXTERNAL RELATIONSHIPS

- Procuring and Concession Entities
- Ministry, Agency and Commission
- Private sector and civil society
- Legal authorities
- Donors

PURPOSE

- To monitor and report on compliance of procuring and concession entities and private sector contractors, suppliers, consultants and concessionaires at the county level with the law, regulations, rules and guidelines within the designated category.

KEY RESULT AREAS

- Monitoring and Compliance Management
- Stakeholder Relationship and Management
- Information and Reporting
- Performance Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Reviews County Administration procurement and concession plans
- Ensures the effective and efficient day-to-day administration of the county.
- Develops and implement the county annual work plan.

B. TECHNICAL DUTIES

- Develops forms (including reporting formats), work programs and steps through the application of the requisite templates for easy review of the procurement and concession processes.
- Review the procurement (and concession) plans of all procurement and concession entities during the annual Procurement Plan hearing and ensures conformity with the budget and also for the purpose of conducting future monitoring and post procurement audit.
- Provide information on public procurement and concession activities to interested parties and the general public through the Division of Compliance and Monitoring for onward submission to the Division of Communication and Information for education about the processes.
- Develop criteria for which debarment from public procurement would be applicable.

- Maintains a list of bidders for debarment from public procurement and concession so that violators should not evade the process.
- Supports the Region Director in ensuring that Procurement Committees and Procurement Units and inter-Ministerial Committees are established so that the processes leading to transparent procurement and concession are properly managed.
- Ensures that scheduled and unscheduled reviews of procurement and concession records within the county are undertaken to determine compliance and identify corruption or abuse of the system where it exists.
- Liaises with procuring and concession entities for information on the performance of suppliers, contractors, consultants and concessionaires and investigate any fraud where found and recommend debarment if need be.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- Accountable for optimal performance of staff and resources assigned.
- Identifies training needs and facilitate training for subordinates
- Conduct performance appraisal and provide input for career development where required and recommend performance incentives for subordinates

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management
 - Has staff management responsibility for junior compliance officers
- Asset Management
 - Use asset assigned to the position

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Business, Accounting, Economics or related field from a recognized university.
- Master's Degree in Accounting or Auditing would be an added advantage.

WORK EXPERIENCE

- At least five (5) years of proven experience in auditing or compliance or similar position.

OTHER REQUIREMENT

- Proven ability and experience to work with senior levels of government.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Ability to work with and build teams.
- Ability to review and analyses financial data.
- Ability to solve problems and advise using established policies and procedures.
- Observant, analytical and take particular attention to details.
- Advanced working knowledge of MS Word, Excel and Power Point.

OFFICE ASSISTANT

REPORTS DIRECTLY TO: ADMINISTRATION OFFICER
(Office of the County Manager)

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

EXTERNAL RELATIONS:

- Service Providers
- General Public
- Visitors/Guests

PURPOSE:

- To provide clerical support to expedite delivery of general administration functions in the Office of the Director-General.

KEY RESULT AREAS

- Record Management
- Information and Reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTION: Nil

B. TECHNICAL DUTIES:

- Provides clerical support services to expedite delivery of general administration services to the office of the Director-General.
- Provides routine clerical support to stores, secretarial, estates, records management including registration of incoming mails, distribution of stores items, providing assistance to the Office Attendant.
- Operates a variety of office equipment, such as a personal computer, printer, photocopier, facsimile or calculator.
- Photocopies documents and reports.
- Follow-ups on service providers to ensure regular servicing of photocopiers and other office equipment.
- Reviews outgoing correspondence for correct spelling, grammar, house style, procedural accuracy and adequacy of treatment, calling any discrepancies to the attention of the person concerned.
- Binds reports, documents and letters.
- Dispatches letters, documents and reports.
- Performs other tasks as may be assigned by the Executive Secretary from time to time

C. SUPERVISORY FUNCTION: Nil

AUTHORITY LIMIT

- Management of budget: Nil
- Staff management: Nil
- Asset management
 - Use asset assigned to the position

EDUCATIONAL QUALIFICATION

- A minimum of Junior High School Certificate (WAEC).

WORK EXPERIENCE

- At three (3) years post qualification experience.

OTHER REQUIREMENTS

- Ability to maintain confidentiality of information.
- Ability to sort mails.
- Ability to make the right entries in the right receiving/despatch books.
- Close attention to details.
- Good communication skills (oral and written).
- Good interpersonal skills.
- Ability to work long hours and under pressure.

SECURITY

REPORTS DIRECTLY TO: ADMINISTRATION OFFICER
(Office of the County Manager)

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS

- PPCC Secretariat

EXTERNAL RELATIONS:

- Service Providers
- Liberia National Police (LNP)
- Other Security Institutions

PURPOSE:

- To promote a coordinated vision of security and safety that safeguards, protection of life and property against all forms of threats and the maintenance of public order within GC and its immediate environs.

KEY RESULT AREAS

- Maintenance Services
- Security Management
- Customer Service
- Information and Reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- To ensure the effective administration of the Secretariat by providing maximum security the Commission' premises.

B. TECHNICAL DUTIES

- Ensures safety of all properties, premises and surroundings and protection against threat of life.
- Ensures that all visitors are properly screened prior to giving them access to PPCC premises and offices.
- Ensures that all vehicles entering and leaving PPCC premises are properly inspected and their movement properly recorded.
- Ensures that regular patrol duties are undertaken to safeguard PPCC properties and provide protection against threat of life.
- Reports and investigate cases or incidents and submits findings to superior for further action.
- Works closely with Law Enforcement Agencies to ensure maximum level of security.
- Ensures the recording of daily occurrences in connection with issues relating to security matters around PPCC and its premises.
- Investigates and reports cases and incidents of security breaches and reports findings to the Manager – Operation and the Director- Finance and Administration for prompt action to be taken.
- Performs other tasks as may be directed by the Senior Transport Officer from time to time.

C. AUTHORITY LIMIT

- Management of Budget: Nil

- Staff Management
 - Have staff management responsibility
- Asset Management
 - Manage the asset assigned to the position

EDUCATIONAL QUALIFICATION

- A minimum of Junior High School Certificate (WAEC).
- Security professional qualification and post-qualification certificate in security management is a necessary requirement.

WORK EXPERIENCE

- Two (2) years relevant post qualification experience in security management

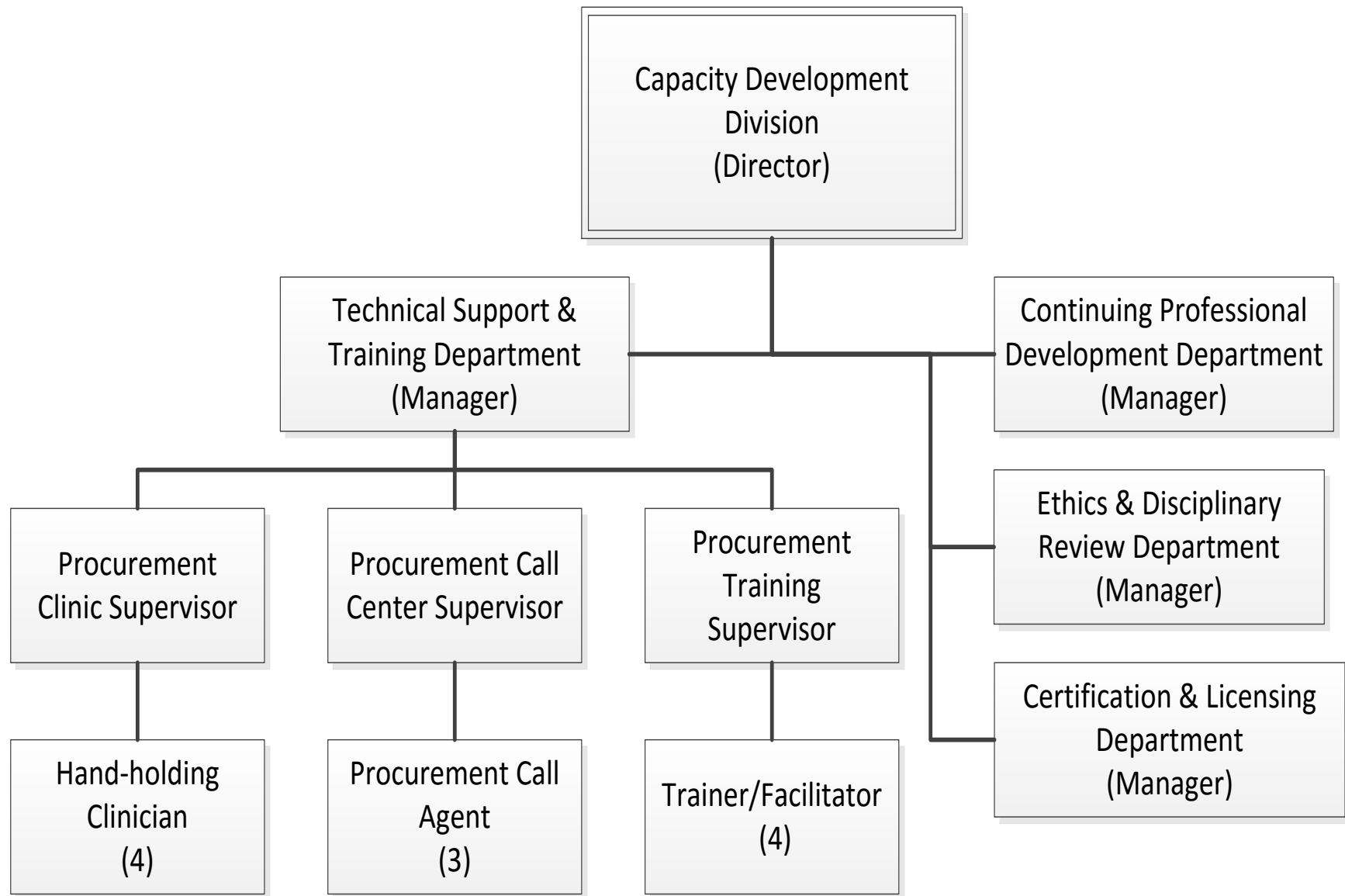
OTHER REQUIREMENTS

- Time management and work scheduling skills.
- Planning and organizing skills.
- Knowledge of security practices and procedures.
- Basic knowledge of crime management.
- Must be physically fit.
- Ability to monitor CCTV systems as they operate
- Willingness to work for long hours and under pressure.
- Willingness to travel at short notice.
- Good communication skills (oral and written).
- Good interpersonal skills.

Capacity Development Division

The Capacity Development Division is headed by a Director and comprises of four (4) Departments, namely Technical Support and Training, Certification and Licensing, Ethics and Disciplinary Review, and Continuing Professional Development. The Division will help to achieve the Commission's goals and objective, and coordinate all capacity building policies and policies of the commission.

The objective of this division is to ensure that procuring and concessions entities have the requisite capacities the lack of which could hinder their compliance with the PPCA, and to professionalize the procurement profession.



CAPACITY DEVELOPMENT DIRECTOR

REPORT DIRECTLY TO: DEPUTY EXECUTIVE DIRECTOR FOR OPERATIONS

DIRECTLY SUPERVISE:

- Technical Support & Training Manager
- Continuing Professional Development Officer
- Ethics & Disciplinary Review Officers
- Certification & Licensing Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Deputy Executive Director (Operations)
- Deputy Executive Director (Administration)
- Heads of Divisions

EXTERNAL RELATIONS

- Ministry, Agency, Commissions
- Heads of Procuring and Concession Entities
- Procurement Committees and Procurement Units
- Liberia Institute for Public Administration (LIPA)
- Intensive Procurement Training Program (IPTP)
- Donors

PURPOSE

- To manage the division and ensure the formulation and implementation of human resource development programs for the personnel connected with the implementation of the Public Procurement and Concessions Act.

KEY RESULT AREAS

- Capacity Development
- People Management
- Stakeholder Relationship and Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Ensures the effective and efficient day-to-day administration of the Division.
- Develops and implement annual work plan for the division as a guide for its daily operation.
- Supports the preparation of the Commission's annual budget through the provision of technical advice that will also reflect the needs of the division.
- Formulates and implement human capacity development programs in furtherance of the aims of the Act.
- Develops, promotes and supports professional development of personnel connected with the implementation and functions of PPCC.

B. TECHNICAL DUTIES

- Develops a file and record of all procurement professionals in the procuring and concession entities with the training they have received to enable the Commission assess the impact of the training.
- Develops a file and record of all participants in the training and capacity building programs to determine the coverage or extend of activities.

- Develops and implement an annual capacity building plan for the various levels of government decision makers and procurement practitioners in procurement and concessions to improve/increase their knowledge for professional involvement or engagement in procurement and concession activities.
- Develops and implement training programs to respond to the weaknesses identified during compliance reviews as positive responses to alleviating or addressing these weaknesses.
- Identifies through training and facilitators, procurement practitioners who could be used as trainers (possibly in their assigned entities) to buttress the efforts of the Commission.
- Develops and implement an annual capacity building plan for the private sector and civil society focussing on the procurement and concession processes and procedures.
- Establishes the criteria for selection of procurement practitioners to be placed on the various training programs regionally and internationally.
- Maintains contact and information on procurement training programs regionally and internationally for short term and long term training.
- Prepares information for inclusion in the Public Procurement and Concessions Bulletin and website on training programs and activities.
- Develops a career path for procurement professionals in collaboration with the Civil Servants Association for official recognition of the Procurement Profession.
- Develops minimum standard qualifications for various levels of procurement personnel, including specialized qualifications for technical ministries to facilitate the process of career path development.
- Develops job descriptions for all levels of procurement practitioners in collaboration with Civil Service Agency that will clearly identify each level of the procurement profession for growth and development.
- Facilities and coordinates training and capacity building programs for the minimum standard qualifications for procurement practitioners in close collaboration with LIPA and IPTP.
- Supports and facilities the consolidations of needs assessment, the development of curricula and capacity development programs.
- Supports the County Procurement Compliance Officers in the establishment of institutional baseline and the subsequent monitoring of progress and consolidation of results.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- Accountable for optimal performance of staff and resources assigned to the division.
- Identify training needs and facilitate training for subordinates where necessary.
- Conduct performance appraisal and provide input for career development where required and recommend performance incentives for subordinates.

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management
 - Has staff management responsibility for staff of the unit
- Asset Management
 - All physical assets assigned to the division for its day-to-day operation

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Human Resource Management, Personnel Management or related field form an impeccable public and private reputation.
- Master degree in Human Resource, Public Policy, or capacity development is an added advantage.

WORK EXPERIENCE

- Minimum of eight-year experience at management level, with at least five of those years in human resource management or training.
- Knowledge of undertaking needs assessment would be an advantage.

OTHER REQUIREMENTS

- Proven ability and experience to work with senior levels of government.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Ability to work with and build teams.
- Ability to solve problems and advise using established policies and procedures.
- Observant, analytical and take particular attention to details
- Advanced working knowledge of MS Word, Excel, Microsoft Publisher, Microsoft Access and Power Point.

TECHNICAL SUPPORT AND TRAINING MANAGER

REPORT DIRECTLY TO: CAPACITY BUILDING AND DEVELOPMENT DIRECTOR

DIRECTLY SUPERVISE

- Procurement Clinic Supervisor
- Procurement Call Center Supervisor
- Procurement Training Supervisor

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Deputy Executive Director (Operations)
- Heads of Divisions

EXTERNAL RELATIONS

- Ministry, Agency, Commissions
- Heads of Procuring and Concession Entities
- Procurement Committees and Procurement Units
- Liberia Institute for Public Administration (LIPA)
- Intensive Procurement Training Program (IPTP)
- Donors & Partners

PURPOSE

- To Plan, direct or coordinate trainings and human resource development programs for personnel of the Public Procurement and Concessions Commission.

KEY RESULT AREAS

- Capacity Building
- Information and Reporting
- Stakeholder Relationship and Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Ensures the effective and efficient day-to-day administration of the Unit.
- Help develop and implement annual work plan for the division as a guide for its daily operation.
- Supports the preparation of the Commission's annual budget through the provision of technical advice that will also reflect the needs of the division.
- Formulates and implement human resource development programs in furtherance of the aims of the Act.
- Develops, promotes and supports professional development of personnel connected with the implementation and functions of the Act.

B. TECHNICAL DUTIES

- Develops a file and record of all procurement professionals in the procuring and concession entities with the training they have received to enable the Commission assess the impact of the training.
- Develops a file and record of all participants in the training and capacity building programs to determine the coverage or extend of activities.
- Develops and implement an annual capacity building plan for the various levels of government decision makers and procurement practitioners in procurement and concessions to improve/increase their knowledge for professional involvement or engagement in procurement and concession activities.
- Develops and implement training programs to respond to the weaknesses identified during compliance reviews as positive responses to alleviating or addressing these weaknesses.

- Identifies through training and facilitators, procurement practitioners who could be used as trainers (possibly in their assigned entities) to buttress the efforts of the Commission.
- Develops and implement an annual capacity building plan for the private sector and civil society focussing on the procurement and concession processes and procedures.
- Establishes the criteria for selection of procurement practitioners to be placed on the various training programs regionally and internationally.
- Maintains contact and information on procurement training programs regionally and internationally for short term and long term training.
- Prepares information for inclusion in the Public Procurement and Concessions Bulletin and website on training programs and activities.
- Develops minimum standard qualifications for various levels of procurement personnel, including specialized qualifications for technical ministries to facilitate the process of career path development.
- Liaises with LIPA and IPTP on training and capacity building programs for the minimum standard qualifications for procurement practitioners.
- Provides information on capacity building activities in Procurement and Concessions to be published in the Bulletin as required.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- Accountable for optimal performance of staff and resources assigned to the Unit.
- Identify training needs and facilitate training for subordinates where necessary.
- Conducts performance appraisal and provide input for career development where required and recommend performance incentives for subordinates.

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management
 - Has staff management responsibility for staff of the unit
- Asset Management
 - All physical assets assigned to the division for its day-to-day operation

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Human Resource Management, Personnel Management or related field from an impeccable public and private institution.

WORK EXPERIENCE

- At least five (5) year experience at management level, with at least two of those years in human resource management or training.
- Knowledge of undertaking needs assessment would be an advantage.

OTHER REQUIREMENTS

- Proven ability and experience to work with senior levels of government.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Ability to work with and build teams.
- Ability to solve problems and advise using established policies and procedures.
- Observant, analytical and take particular attention to details.
- Advanced working knowledge of MS Word, Excel, Microsoft Publisher, Microsoft Access and Power Point.

PROCUREMENT TRAINING SUPERVISOR

REPORT DIRECTLY TO: TECHNICAL SUPPORT AND TRAINING MANAGER

DIRECTLY SUPERVISE:

- Trainer / Facilitator

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Deputy Executive Director (Operations)
- Heads of divisions

EXTERNAL RELATIONS

- Ministry, Agency, & Commissions
- Liberia Institute for Public Administration (LIPA)
- Intensive Procurement Training Program (IPTP)
- Donors & Partners

PURPOSE

- To improve expertise and knowledge of Government and Public Procurement staff in a sustainable approach by teaching formal classes and delivering on-going mentoring services to personnel in an array of topics related to public procurement methods and laws.

KEY RESULT AREAS

- Capacity Development
- Information and Reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Develops and refine curriculum, prepare training plans, and deliver core procurement training programs in basic, intermediate, and advanced levels.

B. TECHNICAL DUTIES

- Facilitates information sharing and analytic outreach with government procurement professionals developing collaborative and impactful relationships among regions and the procurement Community of Practice (COP).
- Organizes and develop, or obtain, training procedure manuals and guides and course materials such as hand-outs and visual materials.
- Offers specific training programs to help procurement workers maintain or improve job skills.
- Monitors, evaluates and record procurement training activities and program effectiveness.
- Supports the recruitment and placement of training program participants.
- Evaluates training materials prepared by trainer/facilitator, such as outlines, text, and hand-outs and develop alternative training methods if expected improvements are not seen.
- Devises programs to develop executive potential among employees in lower-level positions.
Refers trainees to employer relations representatives, to locations offering job placement assistance, or to appropriate social services agencies if warranted.
- Evaluates continually training program effectiveness. support with identifying ways to continually improve learning and delivery of training.
- Meets with procurement staff in their work locations reviewing on-going training programs, learning, and expertise development needs they may have, and review and discuss current procurements being worked on and ways they may be able to assist them as a mentor for these procurements.

- Develops forms (including reporting formats), work programs and steps through the application of the requisite templates for easy review of the procurement and concession training processes.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- Accountable for optimal performance of staff and resources assigned to the division.
- Identify training needs and facilitate training for subordinates where necessary.
- Conducts performance appraisal and provide input for career development where required and recommend performance incentives for subordinates.

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management: Nil
- Asset Management
 - use assets assigned for day-to-day operation

EDUCATIONAL QUALIFICATION

- Bachelor's Degree in Business Administration, Accounting, Economics or related field for a recognized university.

WORK EXPERIENCE

- At least four (4) years of proven experience in Accounting, Auditing, Economics, compliance and monitoring or similar position.
- At least two (2) years or plus experience with a public or large private sector procurement function.
- Experience with new and modern procurement methods.
Experience with the government or private-sector procurement, including joined by new and modern perspectives.
- Experience and training in procurement or concession would be an added advantage.

OTHER REQUIREMENTS

- Good interpersonal and persuasive skills.
- Must be able to communicate fluently and make field reports in English.
- Ability to review and analyse financial data.
- Analytical skills
- Working knowledge of MS Word, Excel and Power Point.
- Experience with adult education.
- Experience with modern and innovative training methodologies and modalities.
- Experience with learning and practice new and modern training and learning techniques.

TRAINER/FACILITATOR

REPORT DIRECTLY TO: PROCUREMENT TRAINING SUPERVISOR

DIRECTLY SUPERVISE: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS

- Capacity Development Divisions

EXTERNAL RELATIONS

- Ministry, Agency, & Commission
- Liberia Institute for Public Administration (LIPA)
- Intensive Procurement Training Program (IPTP)

PURPOSE

- Designs and conducts Procurement training and development program to improve individual and organizational performance.

KEY RESULT AREAS

- Capacity Development
- Information and reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS: Nil

B. TECHNICAL DUTIES

- Evaluates and develops the quality assurance and training components for Procurement related programs.
- Monitors and implements effectiveness of training and quality procurement programs.
- Drives and focus on maintaining procurement officers' knowledge, skills and ability to achieve service excellence within the public and private sectors.
- Conduct functional and technical trainings on Procurement guidelines to meet client needs.
- Conducts needs analysis by interacting with client and functional teams to develop specifications for courses content.
- Develops forms (including reporting formats), work programs and steps through the application of the requisite templates for easy review of the procurement and concession processes.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Staff Management: Nil
- Asset Management
 - Use assets assigned for day-to-day operation
- Budget Management/Financial Assets
 - Does not manage any budget

EDUCATIONAL QUALIFICATION

- Bachelor's Degree in Business Administration, Accounting, Economics, Procurement or related field from a recognized university.

WORK EXPERIENCE

- At least two (2) years of proven experience in Procurement, Accounting, Auditing, Economics, compliance and monitoring or similar position
- Experience and training in procurement or concession would be an added advantage.

OTHER REQUIREMENTS

- Good interpersonal and persuasive skills.
- Must be able to communicate fluently and make field reports in English.
- Ability to review and analyses financial data.
- Analytical and detail-oriented.
- Working knowledge of MS Word, Excel and Power Point.
- Experience with modern and innovative training methodologies and modalities.
- Experience with learning and practice new and modern training and learning techniques.

PROCUREMENT CALL CENTER SUPERVISOR

REPORT DIRECTLY TO: TECHNICAL SUPPORT AND TRAINING MANAGER

DIRECTLY SUPERVISE:

- Procurement Call Agent

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Executive Director/Chief Executive Officer
- Deputy Executive Director (Operations)
- Heads of divisions

EXTERNAL RELATIONS

- Ministry, Agency, and Commission
- Public and Private Sector
- General Public

PURPOSE

- To provide information regarding compliance of procuring and concession entities and private sector contractors, suppliers, consultants and concessionaires with the law, regulations, rules and guidelines within the designated category.

KEY RESULT AREAS

- Customer Service
- Information and reporting
- Stakeholder Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Manages the daily running of the call centre, including sourcing equipment, effective resource planning and implementing call centre strategies and operations.
- Works with relevant Heads of Division, team leaders, operatives and third parties to gather information and resolve procurement related issues.

B. TECHNICAL DUTIES

- Ensures all calls and emails from customers and clients regarding Procurement inquiries are given appropriate responds with respect to PPCC guidelines.
- Identifies and escalate priority issues and follow up with the appropriate party.
- Supervises, plans, and manages functions concerned to Call Center environment.
- Carries out supervision, call monitoring, coaching, training, disciplining, and reviewing all procurement call agents.
- Compiles and maintains lists of on-call and key schedules and personnel, and ensuring that the operators can use all lists as required.
- Updates databases, organizing activities related to maintenance and repair of equipment, ordering supplies and materials.
- Prepares and directs schedules, monitoring attendance of operators, scheduling breaks and shifts as necessary.
- Communicates solutions, successes, and opportunities to the Technical Support Manager.
- Practices and ensures compliance with that of all the organization's policies and procedures.
- Records statistics, user rates and the performance levels of the centre and preparing reports.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- Accountable for optimal performance of staff and resources assigned to the division.
- Identifies training needs and facilitate training for subordinates where necessary.
- Conducts performance appraisal and provide input for career development where required and recommend performance incentives for subordinates.

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management
 - Has staff management responsibility
- Asset Management
 - Use assets assigned for day-to-day operation

EDUCATIONAL QUALIFICATRION

- Bachelor's Degree in Business Administration, Accounting, Economics or related field form a recognized university.

WORK EXPERIENCE

- At least two (2) years of proven experience in Accounting, Auditing, Economics, compliance and monitoring or similar position.
- Experience and training in procurement or concession would be an added advantage.

OTHER REQUIREMENTS

- Good interpersonal and persuasive skills.
- Must be able to communicate fluently and make field reports in English.
- Ability to review and analyses financial data.
- Knowledge of customer services principles and practices.
- Analytical and detail-oriented.
- Working knowledge of MS Word, Excel and Power Point.

PROCUREMENT CALL AGENT

REPORT DIRECTLY TO: PROCUREMENT CALL CENTER SUPERVISOR

DIRECTLY SUPERVISE: NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Deputy Executive Director (Operations)
- Heads of divisions
- General Public

EXTERNAL RELATIONS

- Ministry, Agency, and Commission
- Public and Private Sector

PURPOSE

- To monitor, report and manage call data on compliance of procuring and concession entities and private sector contractors, suppliers, consultants and concessionaires with the law, regulations, rules and guidelines within the designated category.

KEY RESULT AREAS

- Customer Service
- Information and reporting
- Stakeholder Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS: Nil

B. TECHNICAL DUTIES

- Receives call and email from customers and clients (e.g. Procurement inquires) and provide appropriate responds with respect to PPCC guidelines.
- Identifies and escalate priority issues and follow up with the appropriate party.
- Compiles and maintain lists of on-call and key schedules and clients, and ensuring that the necessary information is provided.
- Updates databases, organizing activities related to Procurement information.
- Communicates solutions, successes, and opportunities to the Procurement Call Center Supervisor.
- Ensures compliance with that of all the PPCC policies and procedures.
- Records statistics, user rates and the performance levels of the centre and preparing reports.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Staff Management
 - Has staff management responsibility
- Asset Management
 - Use assets assigned for day-to-day operation
- Budget Management/Financial Assets: Nil

EDUCATIONAL QUALIFICATION

- AA Degree in Business Administration, Accounting, Economics or related field from a recognized college.

WORK EXPERIENCE

- At least a year of proven experience in Accounting, Auditing, Economics, compliance and monitoring or as a call center agent / customer service agent.
- Experience in procurement or concession would be an added advantage.

OTHER REQUIREMENTS

- Good interpersonal and persuasive skills.
- Must be able to communicate fluently and make field reports in English.
- Good data entry and typing skills.
- Knowledge of customer service principles and practices.
- Analytical skills.
- Working knowledge of MS Word, Excel and Power Point

PROCUREMENT CLINIC SUPERVISOR

REPORT DIRECTLY TO: TECHNICAL SUPPORT AND TRAINING MANAGER

DIRECTLY SUPERVISE

- Hand-Holding Clinician

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Capacity Development Divisions
- Heads of divisions

EXTERNAL RELATIONS

- Ministry, Agency, Commission
- Private and Public Sector
- General Public

PURPOSE

- To standardize and reduce procurement risk and make care safer through the standardization and rationalization of procurement plan with respect to the law, regulations, rules and guidelines within the designated category.

KEY RESULT AREAS

- Customer Service
- Stakeholder Management
- Information and reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Clinically advise, and make practical recommendations to, Heads of Procuring and Concession Entities on a regular basis and Procurement Committees and Procurement Units.

B. TECHNICAL DUTIES

- Develops forms (including reporting formats), work programs and steps through the application of the requisite templates for easy review of the procurement and concession processes.
- Advise, co-ordinate, standardise, rationalise and maximise opportunities to realise “quality procurement work as required for the government” and “value for money” of all goods and services procured.
- Maintains an approved register of product trials, as well as co-ordinate and communicate product/service related efficiency reviews within PPCC including resulting outcomes and post implementation evaluations.
- Manages, develops and oversee group wide product evaluation and product-related policies, processes and systems in accordance with PPCC art.
- Reviews the procurement (and concession) plans of all procurement and concession entities to ensure conformity with the law.
- Provides information on public procurement and concession activities to interested parties and the general public through the Division of Communication and Information for education.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- Accountable for optimal performance of staff and resources assigned to the division.
- Identify training needs and facilitate training for subordinates where necessary.

- Conduct performance appraisal and provide input for career development where required and recommend performance incentives for subordinates.

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management
 - Has staff management responsibility
- Asset Management
 - Use assets assigned for day-to-day operation

EDUCATIONAL QUALIFICATION

- Bachelor's Degree in Business Administration, Accounting, Economics or related field.

WORK EXPERIENCE

- Minimum of two years of proven experience in Accounting, Auditing, Economics, compliance and monitoring or similar position.
- Experience and training in procurement or concession would be an added advantage.

OTHER REQUIREMENTS

- Good interpersonal and persuasive skills
- Must be able to communicate fluently and make field reports in English
- Ability to review and analyse financial data
- Knowledge in customers services
- Analytical skills
- Working knowledge of MS Word, Excel and Power Point

HAND-HOLDING CLINICIAN

REPORT DIRECTLY TO: PROCUREMENT CLINIC SUPERVISOR

DIRECTLY SUPERVISE: NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Capacity Development Divisions

EXTERNAL RELATIONS

- Ministry, Agency, Commission
- Private and Public Sector
- General Public

PURPOSE

- To standardize and reduce procurement risk and make care safer through the standardization and rationalization of procurement plan with respect to the law, regulations, rules and guidelines within the designated category.

KEY RESULT AREAS

- Customer Service
- Stakeholder Management
- Information and reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS: Nil

B. TECHNICAL DUTIES

- Develops forms (including reporting formats), work programs and steps through the application of the requisite templates for easy review of the procurement and concession processes.
- Provides clinically assistance in managing and ensuring that procurement and concession plans are delivered and reviewed.
- Alerts and highlight Procuring Entities falling short of the provisions of procurement and concession plans on time.
- Reviews the procurement and concession plans of all procurement and concession entities to ensure conformity with the law.
- Provides information on public procurement and concession activities to interested parties and the general public through the Division of Communication and Information for education.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management: Nil
- Asset Management
 - Use assets assigned for day-to-day operation

EDUCATIONAL QUALIFICATION

At least AA Degree in Business Administration, Accounting, Economics or related field from a recognized institution.

WORK EXPERIENCE

- At least one year of proven experience in Accounting, Auditing, Economics, compliance and monitoring or similar position
- Experience and trained in procurement or concession would be an added advantage.

OTHER REQUIREMENTS

- Good interpersonal and persuasive skills.
- Must be able to communicate fluently and make field reports in English.
- Ability to review and analyses financial data.
- Problem analysis and problem solving skills.
- Knowledge in Customer services.
- Analytical skills.
- Working knowledge of MS Word, Excel and Power Point.

ETHNICS AND DISCIPLINARY REVIEW OFFICER

REPORT DIRECTLY TO: TECHNICAL SUPPORT AND TRAINING MANAGER

DIRECTLY SUPERVISE: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Deputy Executive Director (Operations)
- Heads of Divisions

EXTERNAL RELATIONS

- Ministry, Agency, and Commission
- Liberia Institute of Public Administration
- Intensive Procurement Training Program
- Donors & Partners

PURPOSE

- To assist with the management of the division and ensure strict compliance with the implementation of human resource development programs for personnel of the Public Procurement and Concessions Commission in accordance with internationally acceptable principles and norms.

KEY RESULT AREAS

- Capacity building
- Information and reporting
- Compliance and monitoring

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Provide ethical input into the PPCC Procurement training program.
- Identifies research and make recommendation on ethical policy and legislative issues for consideration.

B. TECHNICAL DUTIES

- Drafts, publishes and distribute ethics advisories, brochures, newsletter, ethics pledges, and other media and maintain the PPCC website informing the general public about the law's requirement and the need to aspire to highest standards of ethical behaviour during the procurement process.
- Develops policies, procedures and practices to prevent conflicts of interest and to monitor existing policies on procurement for compliance with the ethics law.
- Identifies through training and facilitators, procurement practitioners who could be used as trainers (possibly in their assigned entities) to buttress the efforts of the Commission.
- Develops and implement training programs to respond to the weaknesses identified during compliance reviews as positive responses to alleviating or addressing these weaknesses.
- Prepare information for inclusion in the Public Procurement and Concessions Bulletin and website on training programs and activities.
- Liaise with LIPA and IPTP on training and capacity building programs for the minimum standard qualifications for developing procurement plan.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management: Nil
- Asset Management
 - Use assets assigned to the division for its day-to-day operation

EDUCATIONAL QUALIFICATIONS

Bachelor's Degree in Human Resource Management, Personnel Management or related field from a recognized university.

WORK EXPERIENCE

- At least three (3) years of working experience with at least two of those years in human resource management or training
- Experience and trained in procurement or concession would be an added advantage

OTHER REQUIREMENTS

- Proven ability and experience to work with senior levels of government.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Ability to solve problems and advise using established policies and procedures.
- Observant, analytical and take particular attention to details.
- Advanced working knowledge of MS Word, Excel, Microsoft Publisher, Microsoft Access and Power Point.

CERTIFICATION AND LICENSING OFFICER

REPORT DIRECTLY TO: TECHNICAL SUPPORT AND TRAINING MANAGER

DIRECTLY SUPERVISE: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Deputy Executive Director (Operations)
- Heads of Divisions

EXTERNAL RELATIONS

- Ministry, Agency, Commission
- Liberia Institute of Public Administration (LIPA)
- Intensive Procurement Training Program (IPTP)

PURPOSE

- To assist with the management of the division and ensure that procurement practitioners are duly qualified, certified and licensed to practice the profession in Liberia.

KEY RESULT AREAS

- Capacity Building
- Stakeholder Relationship & Management
- Information and reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Provides opportunities for Procurement petitioners to gain and retain certification and coordinate with other manager to manage the trainers and capacity building institutions.
- Develops and implement annual work plan for the division as a guide for its daily operation
- Formulates and implement human resource development programs in furtherance of the aims of the Act

B. TECHNICAL DUTIES

- Develops file and record of all procurement professionals in procuring and concession entities with the training they have received to enable the Commission assess the impact of the training.
- Process all notification and application, associated documentation and fees received for the professional procurement license.
- Ensures fully integrated service for procurement petitioners including the issue and renewal of procurement licensed and certificate under the PPCC Art.
- Maintains clear and frequent dialogue with training providers and other directors on all aspect of training provision.
- Liaise with LIPA and IPTP on training and capacity building programs for the minimum standard qualifications for procurement practitioners.
- Provides information on capacity building activities in Procurement and Concessions to be published in the Bulletin as required.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management: Nil

- Asset Management
 - Use assets assigned to the division for its day-to-day operation

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Human Resource Management, Personnel Management or related field from a recognized university.

WORK EXPERIENCE

- At least four (4) years of working experience with at least two of those years in human resource management or training.
- Experience and trained in procurement or concession would be an added advantage.

OTHER REQUIREMENTS

- Proven ability and experience to work with senior levels of government.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Ability to solve problems and advise using established policies and procedures.
- Observant, analytical and take particular attention to details.
- Advanced working knowledge of MS Word, Excel, Microsoft Publisher, Microsoft Access and Power Point.

CONTINUING AND PROFESSIONAL DEVELOPMENT OFFICER

REPORT DIRECTLY TO: TECHNICAL SUPPORT AND TRAINING MANAGER

DIRECTLY SUPERVISE: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Deputy Executive Director (Operations)
- Heads of Divisions

EXTERNAL RELATIONS

- Ministry, Agency, Commission
- Liberia Institute of Public Administration (LIPA)
- Intensive Procurement Training Program (IPTP)

PURPOSE

- To assist with the management of the division and ensure that procurement practitioners are duly qualified, certified and licensed to practice the profession in Liberia.

KEY RESULT AREAS

- Capacity Building
- Stakeholder Relationship & Management
- Information and reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Helps develop and implement annual work plan for the division as a guide for its daily operation.
- Formulates and implement human resource development programs in furtherance of the aims of the PPCC Act.
- Provides information on capacity building activities in Procurement and Concessions to be published in the Bulletin as required.

B. TECHNICAL DUTIES

- Develops a file and record of all procurement professionals in procuring and concession entities with the training they have received to enable the Commission assess the impact of the training.
- Develops a file and record of all participants in the training and capacity building programs to determine the coverage or extend of activities.
- Develops and implement training programs to respond to the weaknesses identified during compliance reviews as positive responses to alleviating or addressing these weaknesses.
- Establishes the criteria for selection of procurement practitioners to be placed on the various training programs regionally and internationally.
- Maintains contact and information on procurement training programs regionally and internationally for short term and long term training.
- Prepares information for inclusion in the Public Procurement and Concessions Bulletin and website on training programs and activities.
- Develops minimum standard qualifications for various levels of procurement personnel, including specialized qualifications for technical ministries to facilitate the process of career path development.
- Liaises with LIPA on training and capacity building programs for the minimum standard qualifications for procurement practitioners.

- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management: Nil
- Asset Management
 - All physical assets assigned to the division for its day-to-day operation

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Human Resource Management, Personnel Management or related field

WORK EXPERIENCE

- At least four (4) years of working experience with at least two of those years in human resource management or training.
- Experience and trained in procurement or concession would be an added advantage/

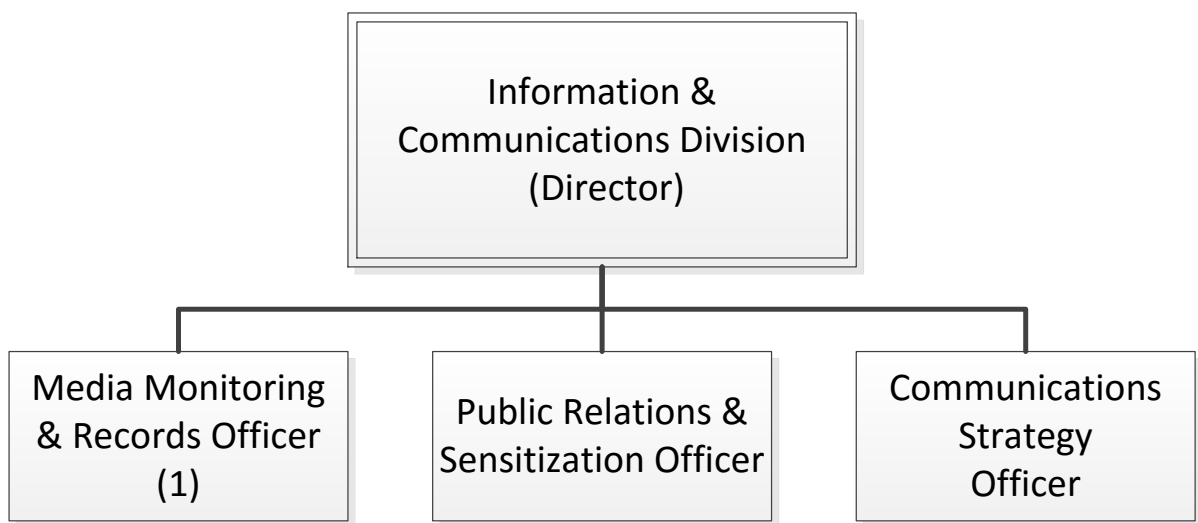
OTHER REQUIREMENTS

- Proven ability and experience to work with senior levels of government.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Ability to solve problems and advise using established policies and procedures.
- Observant, analytical and take particular attention to details.
- Advanced working knowledge of MS Word, Excel, Microsoft Publisher, Microsoft Access and Power Point

Information & Communication Division

The Information & Communication Division is headed by a Director and comprises of three (3) officers, namely Media Monitoring and Records Officer, Public Relations and Sensitization Officer, and Communications Strategy Officer. The Division will help to achieve the Commission's goals and objective, and coordinate the dissemination of information on all policies and programs of the commission.

The objective of this division is to ensure continuous awareness and information dissemination to the public and all stakeholders on all policies, programs, regulations, etc. of the Commission.



INFORMATION AND COMMUNICATION DIRECTOR

REPORT DIRECTLY TO: Deputy Executive Director for Administration

DIRECTLY SUPERVISE:

- Media Monitoring Officer
- Public Relations Officer
- Communication Strategy Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Heads of the Divisions
- Chief Executive Officer
- Commissioners
- Deputy Executive Director (Administration)
- Deputy Executive Director (Operations)

EXTERNAL RELATIONSHIPS

- Ministry, Agency, Commissions
- Media Institutions
- Public and Private Sector
- Civil Society
- Donors

PURPOSE

- To manage the division and ensure the external communication of and about the Secretariat is timely, accurately and professionally presented and that the technology communications are adequately maintained.

KEY RESULT AREAS

- Information Management
- Stakeholder Management
- Communication and Reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Ensures the effective and efficient day-to-day administration of the Division through daily monitoring of staff and their performance.
- Develops and implement annual work plan for the division and Complaints, Appeals Review Officer as a guide for daily operation.
- Supports the preparation of the Commission's annual budget through the provision of technical advice that will also reflect the needs of the division.

B. TECHNICAL DUTIES

- Develops and operate a filing system for the receipt of all information received for publication in the Commission's Quarterly Bulletin.
- Develops and communicate all requirements for information from the various departments to be published in the Bulletin and the website.
- Develops and publish the quarterly Public Procurement and Concessions Bulletin to regularly inform stakeholders, interested parties and the general public about activities of the Commission.
- Develops content, update and maintain the website on a daily/weekly basis for update information dissemination on activities of the Commission.

- Develops information dissemination methods for the PPCC Act, regulations and training, etc. that will provide easy accessibility and consumption, such as the website
- Facilitates the implementation of the annual public procurement forum.
- Facilitates the nationwide awareness workshops as well as stakeholder's workshops on procurement activities in the country.
- Develops and publish the Quarterly Public Procurement and Concessions Bulletin, the Alert.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- Accountable for optimal performance of staff and resources assigned to the division
- Identifies training needs and facilitate training for subordinates where necessary
- Conducts performance appraisal and provide input for career development where required and recommend performance incentives for subordinates

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management
 - Has staff management responsibility for Public Relations Officer
- Asset Management
 - Use assets assigned to the division for its day-to-day operation

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Communications, Public Relations, Management or related field from a recognized university.
- Master Degree in communication is an added advantage.

WORK EXPERIENCE

- At least six (6) years of experience at the management level with at least four (4) of those years in public relations or communications
- Experience in website development would be an added advantage

OTHER REQUIREMENT

- Proven ability and experience to work with senior levels of government as well as the private sector.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Ability to make reasoned decisions based on the information available, procedures and regulation.
- Ability to solve problems and advise accordingly using established laws, policies and procedures.
- Observant, analytical and take particular attention to details.
- Advanced knowledge of computer and technology.
- Advanced working knowledge of MS Word, Excel and Power Point.

MEDIA MONITORING AND RECORD OFFICER

REPORT DIRECTLY TO: INFORMATION AND COMMUNICATION DIRECTOR

DIRECTLY SUPERVISE: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Heads of the Divisions
- Deputy Executive Director (Operations)

EXTERNAL RELATIONSHIPS

- Ministry, Agency, Commissions
- Media Institutions
- Public and Private Sector
- Civil Society
- Donors

PURPOSE

- To ensure that external communication or public information of and about the PPCC and Secretariat is timely, accurately and professionally presented to maintain the desired message and image of the Commission.

KEY RESULT AREAS

- Stakeholder Relationship and Management
- Information and reporting
- Media Monitoring Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Monitors the press on a daily basis for any information that may affect the PPCC.
- Ensures the promotion of activities of the PPCC and Secretariat in all areas of the media.

B. TECHNICAL DUTIES

- Develops and operate a filing system for the receipt of all information received for publication in the Commission's Quarterly Bulletin.
- Develops media monitoring framework and schedule of different activities.
- Collects data form the field on a monthly basis and provide the PPCC with consistent data and communicate the information retrieved to the relevant stakeholders.
- Supervises the reporting and implementation of the media monitoring activities at PPCC.
- Monitors the PPCC's news, opinions and articles in print media followed by report writing, analysis and interpretation.
- Develops and communicates all requirements for information from the various departments to be published in the Bulletin and the website.
- Develops and publishes the quarterly Public Procurement and Concessions Bulletin to regularly inform stakeholders, interested parties and the general public about activities of the Commission.
- Develops content, update and maintain the website on a daily/weekly basis for update information dissemination on activities of the Commission.
- Develops information dissemination methods for the Act, regulations and training, etc. that will provide easy accessibility and consumption, such as the website.
- Performs any other duties that may be assigned by the PPCC in line with its official mandates.

C. SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management: Nil
- Asset Management
 - Use assets assigned to the division for its day-to-day operation

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Communications, Management, Public Relations or related field from a recognized university.

WORK EXPERIENCE

- At least four (4) years of experience with at least two of those years in public relations or communications.
- Experience in website development would be an added advantage.

OTHER REQUIREMENT

- Proven ability and experience to work with senior levels of government as well as the private sector.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Ability to make reasoned decisions based on the information available procedures and regulation.
- Ability to solve problems and advise accordingly using established laws policies and procedures.
- Observant, analytical and take particular attention to detail.
- Advanced knowledge of computer and technology.
- Advanced working knowledge of MS Word, Excel and Power Point.

PUBLIC RELATIONS AND SENSITIZATION OFFICER

REPORT DIRECTLY TO: INFORMATION AND COMMUNICATIONS DIRECTOR

DIRECTLY SUPERVISE: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Heads of the Divisions
- Deputy Executive Director (Operations)

EXTERNAL RELATIONSHIPS

- Ministry, Agency, Commissions
- Media Institutions
- Public and Private Sector
- Civil Society
- Donors

PURPOSE:

- Ensure the public information on the PPCC and Secretariat is accurate and presents the desired message and image

KEY RESULT AREAS

- Stakeholder Relationship and Management
- Information and Reporting

DUTIES:

GENERAL MANAGEMENT FUNCTIONS

- Establishes and maintains PPCC cooperative relationship with representatives of clients, employee, and the general interest of public.
- Develops a Public Relations Plan for the PPCC.

TECHNICAL DUTIES

- Monitors the press on a daily basis for any information that may affect the PPCC and respond to requests for information from the media or designate an appropriate spokesperson or information source.
- Plans or directs development or communication programs to maintain favourable image the PPCC wants portrayed to the public.
- Prepares or edits organizational Publications, such as employee newsletters or stakeholders' reports, for internal or external audiences.
- Ensures the promotion of the activities of the PPCC and Secretariat in all areas of the media.
- Designs, writes and or produce presentations, press releases, articles, leaflets, in-house journals, reports, publicity brochures, information for web sites and promotional videos.
- Writes articles, hold press conference, etc.
- Performs any other duties that may be assigned by the PPCC in line with its official mandates

SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management: Nil
- Asset Management
 - Use assets assigned to the division for its day-to-day operation

EDUCATION QUALIFICATION

- Bachelor's Degree in Communications, Public Relations or related field

WORK EXPERIENCE

- At least four (4) years of experience in public relations or communications.
- In depth knowledge of the media and public relations environment in Liberia

OTHER REQUIREMENTS

- Proven ability and experience to work with senior levels of government as well as the private sector.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Ability to make reasoned decisions based on the information available procedures and regulation.
- Ability to solve problems and advise accordingly using established laws policies and procedures.
- Observant, analytical and take particular attention to detail.
- Advanced knowledge of computer and technology.
- Advanced working knowledge of MS Word, Excel and Power Point.

COMMUNICATION STRATEGY OFFICER

REPORT DIRECTLY TO: INFORMATION AND COMMUNICATION DIRECTOR

DIRECTLY SUPERVISE: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Heads of the Divisions
- Deputy Executive Director (Operations)

EXTERNAL RELATIONSHIPS

- Ministry, Agency, Commissions
- Media Institutions
- Public and Private Sector
- Civil Society
- Donors

PURPOSE

- To ensure that external communication or public information of and about the PPCC and Secretariat is timely, accurately and professionally presented to maintain the desired message and image of the Commission

KEY RESULT AREAS

- Communication Strategy Management
- Information and reporting
- Stakeholder Relationship and Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Monitors the press on a daily basis for any information that may affect the PPCC.
- Ensures the promotion of activities of the PPCC and Secretariat in all areas of the media.
- Supports the development of the annual work plan for the division as a guide for daily operation.

B. TECHNICAL DUTIES

- Develops communication strategies that will influence public opinion and promote the work of PPCC.
- Develops best practices for planning and executing effective communication and performance benchmarks and metrics.
- Establishes strategies, project and resource management for initiatives supporting PPCC goal and objective.
- Develops strategies and methods to effectively communicate PPCC corporate image to target audience.
- Develops and operate a filing system for the receipt of all information received for publication in the Commission's Quarterly Bulletin.
- Develops and communicate all requirements for information from the various departments to be published in the Bulletin and the website.
- Develops and publish the quarterly Public Procurement and Concessions Bulletin to regularly inform stakeholders, interested parties and the general public about activities of the Commission.
- Develops content, update and maintain the website on a daily/weekly basis for update information dissemination on activities of the Commission

- Develops information dissemination methods for the Act, regulations and training, etc. that will provide easy accessibility and consumption, such as the website.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management: Nil
- Asset Management
 - Use asset assigned to the position.

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Communications, Management, Public Relations or related field from a recognized university.

WORK EXPERIENCE

- At least four (4) years of experience with at least two (2) of those years in public relations or communications
- Experience in website development would be an added advantage

OTHER REQUIREMENT

- Proven ability and experience to work with senior levels of government as well as the private sector
- Excellent interpersonal and persuasive skills
- Excellent oral and written communication skills
- Ability to make reasoned decisions based on the information available, procedures and regulation
- Ability to solve problems and advise accordingly using established laws, policies and procedures
- Observant, analytical and take particular attention to details
- Advanced knowledge of computer and technology
- Advanced working knowledge of MS Word, Excel and Power Point

Legal Division

The Legal Division is headed by a Legal Counsel and comprises of four (4) officers, namely Complaints, Appeal & Review Officer; Complaints, Appeal & Review Assistant; Legal Research Officer; and Legal Assistant. The Division will help to achieve the Commission's goals and objective, and coordinate all legal matters of the Commission.

The objective of this division is to provide legal guidance to the Secretariat, represent the Commission in all legal matters, and provide support to the Complaints, Appeal and Review Panel (CARP).



LEGAL COUNSEL

REPORT DIRECTLY TO: Deputy Executive Director, Administration

DIRECTLY SUPERVISE:

- Deputy Executive Director (Administration)
- Complaints, Appeals, Review Secretary
- Legal Research Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Legal Affairs Division
- Complaint, Appeal, Review Panel

EXTERNAL RELATIONSHIPS

- Ministry, Agency, Commission
- Heads of Procuring and Concession Entities
- Private Sector and Civil Society
- Anti-corruption and Legal authorities

PURPOSE

- To manage the division and ensure that complaints, appeals and review requests are handled and responded to in a timely and efficient manner for the effective operation of the Complaints, Appeals and Review Panel.

KEY RESULT AREAS

- Stakeholder Relationship and Management
- Information and Reporting
- Employee Performance & Development
- Strategy and Policy Compliance
- Legal Record Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS:

- Ensure the effective and efficient day-to-day administration of the Division through daily monitoring of staff and their performance.
- Prepares annual work plan for the division and for Complaints, Appeals Review Officer as a guide for daily operation.
- Provides inputs in the preparation of the Commission's annual budget through the provision of technical advice that will also reflect the needs of the division.
- Perform semi-annual and annual performance evaluations of subordinates for proper assessment aimed at identifying progress, strengths and weaknesses

B. TECHNICAL FUNCTIONS

- Develops a file tracking system for the receipt and monitoring of all complaints, appeals and review and to monitor deadline date for various components of a complaint, appeal and review process.
- Monitors the dates and compliance with procedures and regulations, the actions and responses from all parties in a complaint, appeal or review.
- Prepares files and documents for the Panel and provides the support activities to the Panel by obtaining all necessary information for submission of a complaint, appeal and review division.
- Provides an analysis and briefs, for transmittal by the Chief Executive Officer, to the Panel on the issues of a complaint, appeal and review.

- Determines if a complaint, appeal or review should be forwarded to the Panel based on the law and regulations.
- Prepares, for transmittal by the CEO, the communication informing the procuring or concession entity and all bidders that a complaint has been received along with the decision of the head of entity.
- Obtains from Compliance Division any information obtained on resolution of complaints or reviews at the entity level during their reviews
- Ensures hearing notices are sent to all parties for complaint, appeals and review.
- Prepares for transmittal by the Chief Executive Officer, the Panel's decisions and recommendations to the procuring and concession entities and interested parties.
- Provides custodial role for samples received from procuring entities, where necessary until complaint, appeal or review is finalized.
- Provides information to all stakeholders, through the Public Procurement and Concessions Bulletin and website, on the processes and procedures for filing and resolution of complaints, appeals and reviews.
- Monitors all complaints, appeals or requests for review and prepares a list to complaints and all related information and ensures dissemination of communication to all interested parties in a complaint, appeal or review.
- Ensures all documents for the Panel are gathered and prepared.
- Perform. any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- Accountable for optimal performance of staff and resources assigned to the division.
- Identifies training needs and facilitate training for subordinates where necessary.
- Conducts performance appraisal and provide input for career development where required and recommend performance incentives for subordinates.

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management
 - Has staff management responsibility for Complaints, Appeals review Officer and Legal Research Officer
- Asset Management
 - Uses assets assigned to the position for the day-to-day accomplishment of official duties
 - Manages the reputation and credibility of the PPCC and Secretariat

EDUCATIONAL QUALIFICATIONS

- Bachelor's degree in Law from a recognized university.
- A Master's in Law from a recognized university is an advantage.
- Training in the IPPP and familiarity with the Public Procurement and concessions Act would be an added advantage

WORK EXPERIENCE

- At least six (6) year experience in private or corporate counsel and in good standing with the Liberian Bar Association.

OTHER REQUIREMENTS

- Proven ability and experience to work with senior levels of government as well as the private sector.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal and persuasive skills.

- Excellent oral and written communication skills.
- Ability to make reasoned decisions based on the information available, procedures and regulation.
- Ability to solve problems and advise accordingly using established laws, policies and procedures.
- Observant, analytical and take particular attention to details.
- Advanced working knowledge of MS Word, Excel and Power Point.

COMPLIANTS, APPEALS & REVIEW OFFICER

REPORT DIRECTLY TO: COMPLIANTS, APPEALS AND REVIEW DIRECTOR

DIRECTLY SUPERVISE:

- Complaints, Appeals & Review Secretary

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Legal Affairs Division
- Complaint, Appeal, Review Panel

EXTERNAL RELATIONSHIPS

- Ministry, Agency, Commission
- Heads of Procuring and Concession Entities
- Private Sector and Civil Society
- Anti-corruption and Legal authorities

PURPOSE

- To ensure that complaints, appeals and review requests and other legal matters are handled and responded to in a timely and efficient manner for the effective operation of the Secretariat and that of the Complaints, Appeals and Review Panel.

KEY RESULT AREAS

- Stakeholder Relationship and Management
- Information and Reporting
- Employee Performance & Development
- Strategy and Policy Compliance
- Legal Record Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS:

- Support the development of the division's annual work.
- Ensure that all parties comply with the complaints procedures under the Act.

B. TECHNICAL DUTIES

- Develops and operate a filing system for the receipt and monitoring of all complaints, appeals and review.
- Develops a tracking system for monitoring the deadline dates for the various components of a complaint, appeal and review.
- Monitors the dates and compliance with procedures and regulations, the actions and responses from all parties in a complaint, appeal or review.
- Prepares files and documents for the Panel and provide the support activities to the Panel.
- Obtains all information necessary for submission of a complaint, appeal and review to the Panel.
- Undertakes any follow-up or data gathering required by the Panel.
- Obtains from Compliance Division any information obtained on resolution of complaints or reviews at the entity level during their reviews.
- Send hearing notices to invite all complaint, appeals and review parties.
- Prepares for transmittal by the Legal Counsel, the Panel's decisions and recommendations to the procuring and concession entities and interested parties.
- Provides custodial role for samples received from procuring entities, where necessary until complaint, appeal or review is finalized.

- Provides information to all stakeholders, through the Public Procurement and Concessions Bulletin and website, on the processes and procedures for filing a complaint, appeal and review.
- Provides information through the Public Procurement and Concessions Bulletin and website of the resolution of complaints, appeal and reviews.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- Accountable for optimal performance of staff and resources assigned to the division.
- Identifies training needs and facilitate training for subordinates where necessary.
- Conducts performance appraisal and provide input for career development where required and recommend performance incentives for subordinates.

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management
 - Has staff management responsibility for Complaints, Appeals & Review Secretary
- Asset Management
 - Use assets assigned to the division for its day-to-day operation

EDUCATIONAL QUALIFICATIONS

- Bachelor Degree in Law, Business Administration from a recognized university.

WORK EXPERIENCE

- At least three (3) year experience in private or corporate counsel and in good standing with the Liberian Bar Association.
- Training in the IPPP and familiarity with the Public Procurement and concessions Act would be an added advantage.

OTHER REQUIREMENTS

- Proven ability and experience to work with senior levels of government as well as the private sector.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Ability to make reasoned decisions based on the information available, procedures and regulation.
- Ability to solve problems and advise accordingly using established laws, policies and procedures.
- Observant, analytical and take particular attention to details.
- Advanced working knowledge of MS Word, Excel and Power Point.

COMPLAINTS, APPEALS, & REVIEW SECRETARY

REPORT DIRECTLY TO: COMPLAINTS, APPEALS, & REVIEW OFFICER

DIRECTLY SUPERVISE: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Legal Affairs Division
- Complaint, Appeal, Review Panel

EXTERNAL RELATIONSHIPS

- Ministry, Agency, Commission
- Heads of Procuring and Concession Entities
- Private Sector and Civil Society
- Anti-corruption and Legal authorities

PURPOSE

- To support with the timely handling of complaints, appeals and review requests and subsequent response in an efficient manner for the effective operation of the Secretariat and the Complaints, Appeals and Review Panel.

KEY RESULT AREAS

- Stakeholder Relationship and Management
- Information and Reporting
- Employee Performance & Development
- Strategy and Policy Compliance
- Legal Record Management

DUTIES

A. GENERAL MANAGEMENT FUNCTIONS: Nil

B. TECHNICAL DUTIES

- Prepares and process legal documents and papers regarding complaints, appeals and review.
- Operates a filing system for the receipt and monitoring of all complaints, appeals and review.
- Develops a tracking system for monitoring the deadline dates for the various components of a complaint, appeal and review.
- Monitors the dates and compliance with procedures and regulations, the actions and responses from all parties in a complaint, appeal or review.
- Prepares files and documents for the Panel and provide the support activities to the Panel.
- Obtains all information necessary for submission of a complaint, appeal and review to the Panel.
- Undertakes any follow-up or data gathering required by the Panel.
- Obtains from Compliance Division any information obtained on resolution of complaints or reviews at the entity level during their reviews.
- Sends hearing notices to invite all complaint, appeals and review parties.
- Provides custodial role for samples received from procuring entities, where necessary until complaint, appeal or review is finalized.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS: Nil

Authority Limit

- Management of Budget: Nil
- Staff Management: Nil

- Asset Management
 - Use assets assigned to the division for its day-to-day operation

EDUCATIONAL QUALIFICATIONS

- Bachelors degree in Law from a recognized institution and at least attorney-at-law in Liberia.

WORK EXPERIENCE

- Minimum two-year experience in private or corporate counsel and in good standing with the Liberian Bar Association
- Training in the IPPP and familiarity with the Public Procurement and concessions Act would be an added advantage

OTHER REQUIREMENTS

- Proven ability and experience to work with senior levels of government as well as the private sector.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Ability to make reasoned decisions based on the information available, procedures and regulation.
- Ability to solve problems and advise accordingly using established laws, policies and procedures.
- Observant, analytical and take particular attention to details.
- Advanced working knowledge of MS Word, Excel and Power Point.

LEGAL RESEARCH OFFICER

REPORT DIRECTLY TO: COMPLIANTS, APPEALS AND REVIEW DIRECTOR

DIRECTLY SUPERVISE:

- Legal Assistants

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Legal Affairs Division
- Complaint, Appeal, Review Panel

EXTERNAL RELATIONSHIPS

- Ministry, Agency, Commission
- Heads of Procuring and Concession Entities
- Private Sector and Civil Society
- Anti-corruption and Legal authorities

PURPOSE

- To ensure that complaints, appeals and review requests and other legal matters are handled and responded in a timely and efficient manner.
- To provide legal research, analysis and information for the effective operation of the Secretariat and the Complaints, Appeals.

KEY RESULT AREAS

- Stakeholder Relationship and Management
- Employee Performance & Development
- Legal Record Management
- Information and Reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS:

- Support the development of the division's annual work
- Provides professional policy advice and consultancy on specific legally-related issues regarding the procedures under the Act.
- Ensures PPCC is in full compliance with relevant legislative and Legal policies.

B. TECHNICAL DUTIES

- Provides effective leadership, direction and support to PPCC on legal research matters.
- Advices clients on matter relating to legal services, support and development, including the delivery of timely, efficient and relevant reports and other legal information as requested.
- Provides suggestions and advice to the Complaint, Appeal and Review Panel regarding the selection of legal information.
- Supports the development and maintenance of appropriate legal research topics including the formulation of research plans within established timeframes.
- Prepares files and documents for the Panel and provide the support activities to the Panel.
- Obtains all information necessary for submission of a complaint, appeal and review to the Panel.
- Obtains from Compliance Division any information obtained on resolution of complaints or reviews at the entity level during their reviews.
- Provides custodial role for samples received from procuring entities, where necessary until complaint, appeal or review is finalized.

- Provides information to all stakeholders, through the Public Procurement and Concessions Bulletin and website, on the processes and procedures for filing a complaint, appeal and review.
- Provides information through the Public Procurement and Concessions Bulletin and website of the resolution of complaints, appeal and reviews.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- Accountable for optimal performance of staff and resources assigned to the division.
- Identifies training needs and facilitate training for subordinates where necessary.
- Conducts performance appraisal and provide input for career development where required and recommend performance incentives for subordinates.

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management
 - Has staff management responsibility for Complaints assistants
- Asset Management
 - Use assets assigned to the division for its day-to-day operation

EDUCATIONAL QUALIFICATIONS

- Bachelor Degree in Law or equivalent from a recognized university.

WORK EXPERIENCE

- At least three (3) years' experience in private or corporate counsel and in good standing with the Liberian Bar Association
- Training in the IPPP and familiarity with the Public Procurement and concessions Act would be an added advantage

OTHER REQUIREMENTS

- Proven ability and experience to work with senior levels of government as well as the private sector
- Self-starter and able to develop and implement programs with minimal supervision
- Excellent interpersonal and persuasive skills
- Excellent oral and written communication skills
- Ability to make reasoned decisions based on the information available, procedures and regulation
- Ability to solve problems and advise accordingly using established laws, policies and procedures
- Observant, analytical and take particular attention to details,,,,,
- Advanced working knowledge of MS Word, Excel and Power Point

LEGAL ASSISTANT

REPORT DIRECTLY TO: LEGAL RESEARCH OFFICER

DIRECTLY SUPERVISE: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Legal Affairs Division
- Complaint, Appeal, Review Panel

EXTERNAL RELATIONSHIPS

- Ministry, Agency, Commission
- Heads of Procuring and Concession Entities
- Private Sector and Civil Society
- Anti-corruption and Legal authorities

PURPOSE

- To assist with the timely handling of complaints, appeals and review requests and subsequent response in an efficient manner for the effective operation of the Secretariat and the Complaints, Appeals and Review Panel.

KEY RESULT AREAS

- Stakeholder Relationship and Management
- Information and Reporting
- Legal Record Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS: Nil

B. TECHNICAL DUTIES

- Monitors the dates and compliance with procedures and regulations, the actions and responses from all parties in a complaint, appeal or review.
- Prepares affidavits or other documents, such as legal correspondence, and organize and maintain documents in paper or electronic filing system.
- Investigate procurement facts and law of cases and search pertinent sources, such as public records, to determine causes of action and to prepare cases.
- Obtains all information necessary for submission of a complaint, appeal and review to the Panel.
- Undertake any follow-up or data gathering required by the Panel.
- Research relevant legal materials to aid decision making.
- Develop and operate a filing system for the receipt and monitoring of all complaints, appeals and review documentation.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management: Nil
- Asset Management
 - Use assets assigned to the division for its day-to-day operation

EDUCATIONAL QUALIFICATIONS

- Associate Law degree or Bachelor degree in Management from a recognized institution.

WORK EXPERIENCE

- At least two (2) year experience in private or corporate counsel and in good standing with the Liberian Bar Association
- Training in the IPPP and familiarity with the Public Procurement and concessions Act would be an added advantage
- Impeccable public and private reputation

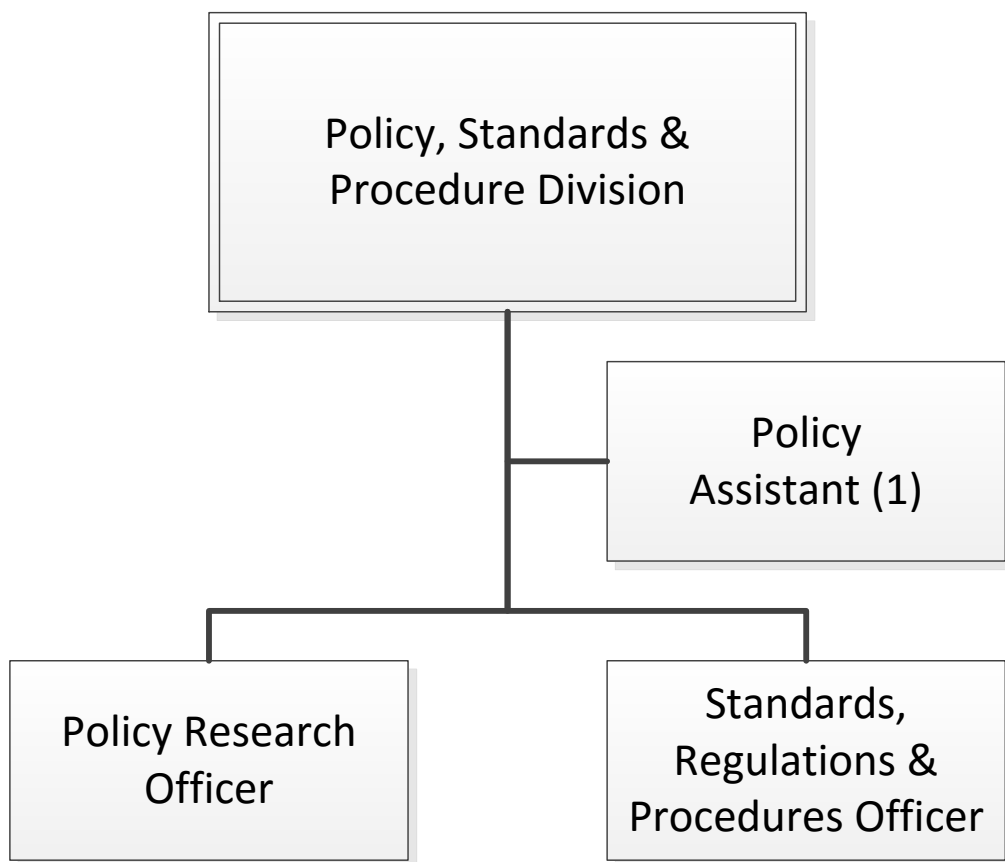
OTHER REQUIREMENTS

- Proven ability and experience to work with senior levels of government as well as the private sector
- Self-starter and able to develop and implement programs with minimal supervision
- Excellent interpersonal and persuasive skills
- Excellent oral and written communication skills
- Ability to make reasoned decisions based on the information available, procedures and regulation
- Ability to solve problems and advise accordingly using established laws, policies and procedures
- Observant, analytical and take particular attention to details
- Advanced working knowledge of MS Word, Excel and Power Point

Policy Division

The Policy Division is headed by a Legal Counsel and comprises of three (3) officers, namely Policy Research Officer; Standards, Regulations & Procedures Officer; and Policy Assistant. The Division will help to achieve the Commission's goals and objective, and be the think-tank of the Commission.

The objective of this division is to conduct continuous research aimed at identifying bottlenecks and challenges in implementing the policies of the Commission and provide mitigating recommendations.



POLICY, STANDARDS AND PROCEDURES DIRECTOR

REPORT DIRECTLY TO: Deputy Executive Director for Operation

DIRECTLY SUPERVISE:

- Policy Research Officer
- Standards Officer
- Regulations & Procedures Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Heads of Divisions
- Deputy Executive Director (Administration)
- Deputy Executive Director (Operations)

EXTERNAL RELATIONSHIPS

- Ministry, Agency and Commission
- Procuring and Concession Entities
- Anti-corruption and legal authorities

PURPOSE

- To manage the division and ensure that there are operable policies, regulations, rules, instructions, guidelines and standards to guide Procuring and Concession Entities.

KEY RESULT AREAS

- Policy Development
- Procurement Standards Management
- Stakeholder Relationship and Management
- Information and Reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS:

- Ensures the effective and efficient day-to-day administration of the Division.
- Develops and implement annual work plan for the division as a guide for its daily operation.
- Supports in the preparation of the Commission's annual budget through the provision of technical advice that will also reflect the needs of the division.
- Formulates policy, rules, instructions, and regulations and prepare standards for procurement and concessions, including forms for contract.

B. TECHNICAL DUTIES

- Develops forms (including reporting formats), work programs and steps through the application of the requisite templates for easy review of the procurement and concession processes.
- Develops formats for standard bidding documents, invitation to bid and request for quotation and other templates and sample formats for procurement plan.
- Develops training modules as well as delivering training sessions for stakeholders.
- Provides information for publication in the PPCC Bulletin as well as receive, review and edit other information before they are also published.
- Provides information on public procurement and concession activities to interested parties and the general public through the Division of Communication and Information.
- Ensures that Procurement Committees and Procurement Units and inter-Ministerial Committees are established so that the processes leading to transparent procurement and concession agreements are properly managed.

- Makes amendment of thresholds for procurement methods and award of contracts as per the Schedule of the Act and to cope with existing reality.
- Updates regulations, procedures, guidelines, manuals and rules to guide the implementation of the PPC Act.
- Interprets the PPC Act and accompanying regulations/guidelines/manuals for procuring and concession entities to avoid any misunderstanding.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- Accountable for optimal performance of staff and resources assigned to the division.
- Identifies training needs and facilitate training for subordinates.
- Conducts performance appraisal and provide input for career development where required and recommend performance incentives for subordinates.

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management
 - Has staff management responsibility for Policy and Standards officers
- Asset Management
 - All assets assigned to the division for its day-to-day operation

EDUCATIONAL QUALIFICATIONS

- Master's Degree in Economic Policy, Business Administration or related field from a recognized university.
- Qualification in Law and procurement would be an added advantage.

WORK EXPERIENCE

- At least six (6) years of proven successful experience in a managerial role, with at least four of those years in policy formulation at the senior management level.

OTHER REQUIREMENTS

- Proven ability and experience to work with senior levels of government.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Ability to work with and build teams.
- Ability to solve problems and advise using established policies and procedures.
- Observant, analytical and take particular attention to details.
- Advanced working knowledge of MS Word, Excel, MS Publisher, MS Access and MS PowerPoint.

POLICY RESEARCH OFFICER

REPORT DIRECTLY TO: POLICY, STANDARDS AND PROCEDURES DIRECTOR

DIRECTLY SUPERVISE: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Deputy Executive Director (Operations)
- Heads of Divisions

EXTERNAL RELATIONSHIPS

- Ministry, Agency, Commission
- Procuring and Concession Entities
- Donors and others
- Anti-corruption and legal authorities

PURPOSE

- To provide capacity to PPCC for research, analysis and development of Procurement policies, regulations, rules, instructions, guidelines and standards to guide Procuring and Concession Entities.

KEY RESULT AREAS

- Policy Analysis and Advice
- Policy Development
- Research and Evaluation
- Information and reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS:

- Reviews compliance reports for components of the law and regulations that are showing difficulties in implementation.
- Supports the preparation of the division's work plan.
- Respond to queries from procuring and concession entities on the law, regulations, procedures and guidelines etc.

B. TECHNICAL DUTIES

- Provides high quality, objective analysis and advice within specified timeframes on the Procurement environment.
- Analyses and review all available information and recommend options for implementation of new policies.
- Contributes policy advice to the development of cross-sectoral and the PPCC policies in conjunction with international best practices.
- Consults with internal and external stakeholders to gain support for proposed initiatives or policies, identifying and overcoming barriers as appropriate.
- Provides information for publication in the PPCC Bulletin as well as receive, review and edit other information before they are also published.
- Meets with procuring and concession entities to understand and analyze the reasons for the difficulty in implementation and to determine if it is the regulations, rule, etc. or a capacity weakness.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management: Nil
- Asset Management
 - All physical assets assigned for day-to-day operation

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Purchasing and Supply, Business, Economics, Business or related field from a recognized university.
- Trained in the IPPP and familiar with the Public Procurement and Concessions Act is an advantage.

WORK EXPERIENCE

- At least four (4) years of experience in policy, procurement, research at the management level.

OTHER REQUIREMENTS

- Proven ability and experience to work with senior levels of government.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Ability to work with and build teams.
- Ability to solve problems and advise using established policies and procedures.
- Observant, analytical and take particular attention to details.
- Advanced working knowledge of MS Word, Excel, Microsoft Publisher, Microsoft Access and Power Point.

REGULATION AND PROCEDURES OFFICER

REPORT DIRECTLY TO: POLICY, STANDARDS AND PROCEDURES DIRECTOR

DIRECTLY SUPERVISE: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Deputy Executive Director (Operations)
- Heads of Divisions

EXTERNAL RELATIONSHIPS

- Ministry, Agency and Commission
- Procuring and Concession Entities
- Anti-corruption and legal authorities

PURPOSE

- To ensure that there are operable policies, regulations, rules, instructions, guidelines and standards to guide Procuring and Concession Entities.

KEY RESULT AREAS

- Procurement Standard Management
- Information and Reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS:

- Reviews compliance reports for components of the law and regulations that are showing difficulties in implementation.
- Responds to queries from procuring and concession entities on the law, regulations, procedures and guidelines etc.
- Supports the preparation of the division's work plan.

B. TECHNICAL DUTIES

- Develops forms (including reporting formats), work programs and steps through the application of the requisite templates for easy review of procurement and concession mandate.
- Develops formats for standard bidding documents, invitation to bid and request for quotation and other templates and sample formats for procurement plans.
- Develops training materials and delivery training sessions if necessary.
- Provide information for publication in the PPCC Bulletin as well as receive, review and edit other information before they are also published.
- Meets with procuring and concession entities to understand and analyze the reasons for the difficulty in implementation and to determine if it is the regulations, rule, etc. or a capacity weakness.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management: Nil
- Asset Management
 - All physical assets assigned for day-to-day operation

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Purchasing and Supply, Business, Economics, Business or related field from a recognized university.
- Trained in the IPPP and familiar with the Public Procurement and Concessions Act is an advantage.

WORK EXPERIENCE

- At least four (4) years of experience in policy, procurement, research at the management level.

OTHER REQUIREMENTS

- Proven ability and experience to work with senior levels of government
- Excellent interpersonal and persuasive skills
- Excellent oral and written communication skills
- Ability to work with and build teams
- Ability to solve problems and advise using established policies and procedures
- Observant, analytical and take particular attention to details
- Impeccable public and private reputation
- Advanced working knowledge of MS Word, MS Excel, MS Publisher, MS Access and MS PowerPoint

STANDARDS OFFICER

REPORT DIRECTLY TO: POLICY, STANDARDS, AND PROCEDURES DIRECTOR

DIRECTLY SUPERVISE: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Deputy Executive Director (Operations)
- Heads of divisions

EXTERNAL RELATIONS:

- Ministry, Agency, Commission
- Procurement Units of procuring entities
- Procuring and Concession Entities
- Anti-corruption and legal authorities
- Private sector and civil society

PURPOSE:

- To monitor the operational implementation of regulations, rules, instructions, guidelines, standards that guide the procuring and concession entities.

KEY RESULT AREAS

- Procurement Standard Management
- Stakeholder Management & Relationship
- Information and reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Reviews compliance reports for components of the law and regulations that are showing difficulties in implementation.

B. TECHNICAL DUTIES:

- Ensures that the commodities, services and equipment are purchased under optimal circumstances consistent with acceptable standards; assume responsibility for final preparation and clearance of all contract or procurement actions.
- Provides advice to requisitioning departments, government officials and other entities in relation to procurement and contracting matters and represent the commission on technical matters.
- Advises on short and long-range procurement and contract implication of program and budgetary plans of the organization, and carry out critical and continuous analysis of the working methods of the unit, identify problem areas and introduce corrective solution.
- Establishes, implements, and monitors procurement and contract standards (e.g, specification requirement, identification of procurement sources, determination of contract types to be use on major projects).
- Reviews procurement request submitted by procuring entities to ensure completeness and adequacy of the goods, services, and related procurement and contract specifications.
- Responds to queries from procuring and concession entities on the law, regulations, procedures and guidelines etc.
- Meets with procuring and concession entities to understand and analyze the reasons for difficulty in implementation and to determine if it is the regulations, rule, etc. or a capacity weakness.

- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS: Nil

AUTHORITY LIMIT

- Management of Budget: Nil
- Staff Management: Nil
- Asset Management
 - Use assigned assets to the position for the day-to-day accomplishment of duties

EDUCATION QUALIFICATION

- Bachelor's Degree in Purchasing and Supply, Business, Economics or related field from a recognized university.
- Trained in the IPPP and familiar with the Public Procurement and Concessions Act is an advantage.

WORK EXPERIENCE

- At least four (4) years of experience in policy, procurement, research at the management level.

OTHER REQUIREMENTS

- Proven ability and experience to work with senior levels of government
- Excellent interpersonal and persuasive skills
- Excellent oral and written communication skills
- Ability to work with and build teams
- Ability to solve problems and advise using established policies and procedures
- Observant, analytical and take particular attention to details,,,,,
- Advanced working knowledge of MS Word, Excel, Microsoft Publisher, Microsoft Access and Power Point