



**REPUBLIC OF LIBERIA
PUBLIC SECTOR MODERNIZATION PROJECT
CIVIL SERVICE AGENCY**



REQUEST FOR EXPRESSION OF INTEREST (REOI) FOR

POLICY ANALYST – LEVEL II

**For the Governance Commission on
The Public Sector Reform (PSR) Mandate Area of its work**

**Issuance Date: Starting From Tuesday, August 30, 2016, September 13, 2016
(for 2 weeks).**

Ref: PSMP/CSA/CNS/005/16

The Governance Commission located on 9th Street Sinkor, is seeking qualified Liberian to be hired for the position of **Policy Analyst Level II for** Public Sector Reform (PSR) Mandate Area of its work.

The Government of Liberia (GoL) through the Civil Service Agency (CSA) has received a grant from the International Development Association (IDA), the Swedish International Development Agency (SIDA), and United States Agency for International Development under the **Public Sector Modernization Project**. Women are highly encouraged to apply.

The Policy Analyst will undertake the following:

Job Summary:

Reporting to the Chairman, the Policy Analyst Level II will perform professional and technical services as required by the Governance Commission in its various areas of work and in its collaboration with local, national and international entities in governance reform undertakings. This individual will:

- Undertake a wide range of technical program activities including rigorous analyses of policy challenges in Liberia's system of governance; particularly, the review of the operation and performance of the SOEs and the mandates and functions of the MACs;
- Participate in professional consultations, technical production and other policy engagements related to the formulation, implementation evaluation of governance reform measures;
- Assist in developing strategies for communicating change in policies relating to SOEs, the mandate and functions of the ministries, agencies and commission of the Government of Liberia and other governance institutions under reform;
- Provide professional inputs in the GC's collaborative work with other professional bodies, reform institution and governance entities, civil society organizations (CSOs), private sector and international partners;

- Carry out specific tasks to build the capacity of other professional staff in terms of the transfer of knowledge and skills.

Minimum Education & Experience Requirements:

- Candidate must be a Liberian with a Master degree in Economics, Finance, Business Administration, Political Science, Public Administration, Development Studies or related areas;
- 5 years of analytical functions at a high pace entity/environment;
- Possess solid analytic skills in social science research, Program analysis or equivalent practitioners experience;
- Good knowledge and understanding of public policy regarding privatization schemes and broader public sector challenges;
- Very good skills in writing and verbal communication (mandatory);
- Good interpersonal skills and ability to establish and maintain effective working relations in a professional work environment with sensitivity and respect for diversity;
- Good negotiating skills; proven ability to work closely with public, non-governmental, international and civil society organizations in complex undertakings;
- Be computer literate and versed in the use of computer programs (e.g. words, power point, excel, etc.);
- Must be highly motivated and committed to work in policy analysis; and
- Must provide sample of professional work done as evidence of ability to develop and write policy documents.

Behavioral & Skills Competencies:

The PA Level II must demonstrate the following skills:

1. Excellent interpersonal skills,
2. Team building skills,
3. Analytical and problem solving Skills,
4. Decision making skills,
5. Effective verbal and listening communications skills, effective written communications skills;
6. Attention to detail and high level of accuracy;
7. Strong motivation and ability to self-start;
8. Being flexible, analytical, collaborative, creative thinker, persistent, confident, and open minded, helpful, dependable, honest, trustworthy, reliable, punctual and approachable;
9. Willing to go the extra mile.

Duty Station: **Monrovia**

Salary commensurate with qualification and experience

Expression of Interest:

The Governance Commission (**GC**) now herewith invites applications from eligible individuals to indicate their interest in providing the required services as described above and to provide information indicating that they are qualified to perform the services, including CVs, description of similar assignments, experience in similar conditions, etc.

Final score will be based on the following:

1. Meeting the application requirements (neatness of application, organization of documents, accuracy/grammar, timeliness, adhering to instructions;
2. One of three Reference letters to come from immediate past supervisor;
3. Quality of a professional writing;
4. Oral and Written interview;
5. Background search.

Salary commensurate with qualification and experience

DEADLINE FOR APPLICATION IS: September 13, 2016

Application letter, CV and Supporting Documents as proof of qualifications, and contact cell, E-mail address, at least three references with their complete addresses, phone numbers should be hand packaged and delivered:

Expressions of interest must be delivered in a written form clearly marked: **"Ref: POLICY ANALYST II"**, at the address below in person or by mail (or by email) on or before **Tuesday, September 13, 2016, at 14:00hours.**

The Projector Coordinator
Public Sector Modernization Project
Civil Service Agency
#63 Carey Street, Monrovia, Liberia
Email: publicsectormodernizationprojectcsa@gmail.com/ coleman_patience@yahoo.com

PLEASE NOTE: ONLY THOSE APPLICANTS SHORT LISTED WILL BE CONTACTED