



**JOB DESCRIPTIONS  
FOR  
AGRICULTURAL AND INDUSTRIAL  
TRAINING BUREAU**

**REPUBLIC OF LIBERIA**

Developed

In collaboration with  
The Civil Service Agency and USAID- Governance and  
Economic Management Support Project

## Introduction

The Agricultural and INDUSTRIAL Training Bureau (AITB) as the administrative and Technical Secretariat is responsible to implement the policy of the legislated National Council for Vocational-Technical Education and Training (NCV/TET) which has a mandate from government to promote, regulate and coordinate a balanced development and expansion of TEVET consistent with the manpower needs and requirements of Liberia.

The Government establishment of the NCV/TET and its Secretariat (The AITB) since 1981 emerged as a result of its realization/conception that TVET is a pre-requisite for balanced socio-development.

This document defines in general and specific terms the principal duties and responsibilities of the various posts as authorized within the Bureau by the Council.

## **POSITION TITLE: DEPUTY DIRECTOR GENERAL, ADMINISTRATION**

**REPORTS DIRECTLY TO** : Director General

**DIRECTLY SUPERVISES** :

Units Heads of:

- Finance
- Human Resource
- Procurement
- IT Services

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- All Directors and Heads of Sections
- Internal Auditors

**EXTERNAL RELATIONS:**

- Ministry of Finance and Development Planning
- NASSCORP
- Internal Audit Agency
- Financial Institutions
- Pensions Regulatory Authority
- Service Providers
- External Auditors
- Public Procurement Concession Commission (PPCC)

**PURPOSE:**

- To ensure the establishment of appropriate management and administrative systems and processes to facilitate the smooth and efficient operations of AITB.
- To ensure timely delivery of general services and facilities to various functional sub-structures of AITB and ensure their judicious and economic use to achieve AITB's strategic objectives and operational targets.
- To contribute significantly to the promotion of general discipline among AITB staff.

**KEY RESULT AREAS**

- Strategy & Policy Development
- Administration & General Services
- Financial & Audit Management
- Monitoring & Evaluation
- Information & Reporting
- Employee Performance & Development

## **DUTIES:**

### **• GENERAL MANAGEMENT FUNCTIONS**

- Deputizes for the Director General, as may be directed.
- Represents the Director as may be directed.
- Liaises with relevant Ministries and Agencies and other stakeholders connected to the AITB Service to facilitate the operations of all Directors, Sections and the overall mandate of the AITB.
- Develops annual plans and budgets for the Section.
- Liaises with designated sections to develop an effective and efficient operational/performance benchmarks for measuring the work of individual staff to facilitate the overall mandate of the Bureau.
- Monitors to ensure the implementation of approved strategy, policies/procedures of designated sections as well as the overall strategy and policies of the Bureau to ensure compliance.
- Coordinates the preparation of quarterly and Annual Performance reports of the Bureau.
- Coordinates all internal and external audit programmes of designated sections to ensure that audit queries are handled expeditiously.
- Oversees the development of Section's goal and strategy for the Procurement, Security, and IT Services functions of the Bureau.
- Coordinates the development of Directors and Section inputs for the preparation of AITB Annual Report.
- Records proceedings of management level meetings as may be directed.

### **Technical Duties**

- Supervises and participates in the development of AITB administrative policies and management systems.
- Develops guidelines to assist sections under administrative Section; prepares plans, programs budgets and ensures their successful implementation.
- Monitors and evaluates the distribution and administration of general services activities and operations to minimize/eliminate losses, wastage, wanton destruction, carelessness and all forms of inefficiency and ineffectiveness.
- Develops guidelines to ensure efficient and effective operations of general services including procurement, transport, receptionist and security, etc.

- Supervises and participates in the development and implementation of an efficient, reliable and cost-effective maintenance system including service agreements for the maintenance and repair of AITB equipment, vehicles/generators, buildings and furniture.
- Supervises procurement activities and facilitates the work of the Procurement Officer in the procurement of goods and services and ensures compliance with the procurement law and internal audit regulations.
- Compiles and maintains assets register on the costs of assets, year of acquisition, locations, depreciation and disposal schedules and methods.
- Designs appropriate formats and instruments to capture information on staff attendance, staff movement and data bases on contacts of AITB individual and organization clients/customers.
- Ensures timely attendance to work and submits monthly reports on attendance records to the Director General.
- Reviews and approves weekly work plans of sections and ensures their timely implementation.
- Facilitates the development of indicators to measure the effectiveness of the support services provided under general administration.
- Ensures appropriate and adequate documentation of all activities of the General Administrative Section.
- Performs other relevant duties consistent with the functions of the Section and Directors as may be assigned by the Director from time to time.

### **Supervisory Functions**

- Holds direct reports accountable for managing their assignments to ensure the Section's goals are achieved.
- Accountable for managing performance, succession development and resource allocation within Designated sections;
- Conducts performance appraisal and provides 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**
  - Contributes to the preparation of AITB budgets and submits financial requests for approval in line with the Directors and Sections' approved annual estimates.

- **Staff Management**
  - The job holder has staff management responsibility. The job holder directly supervises the Heads of the following sections: Procurement, Maintenance Management, Transport, and Security.
- **Asset Management**
  - The job holder is in charge of all assets of AITB as well as those assigned for the position e.g. goods, tools, equipment etc.

#### **EDUCATIONAL QUALIFICATION**

- A good First Degree in Public Administration, Business Administration, General Management or related discipline from a recognized University or an equivalent professional qualification.
- A Masters' Degree preferably MPA, MBA or in a relevant Management or HRM discipline from a recognized University.

#### **WORK EXPERIENCE**

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

#### **OTHER REQUIREMENTS**

- Excellent knowledge/understanding of research or policy formulation and implementation.
- Excellent knowledge/understanding of Liberia Civil Service's environment.
- Ability to exercise sound judgement in a highly political environment.
- Proven project management, administration and coordination skills.
- Excellent knowledge/understanding of the Civil Service Standing Orders and others Acts.
- Excellent knowledge/understanding of AITB services, practices and procedures.
- A good working knowledge of Liberia's Financial Laws, Rules and Regulations.
- Excellent knowledge in strategic planning, budgeting, project management and people management.
- Excellent interpersonal and negotiation skills.
- Ability to analyse quantitative and qualitative data.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.

- Proven planning and organizing skills.
- Excellent Presentation skills.
- Team Player.
- Excellent Communication (oral and written) and Report Writing 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, internet, etc. and other software/tools.
- Sound decision making based on thorough analysis.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.

POSITION TITLE: DEPUTY DIRECTOR, TECHNICAL SERVICES

REPORTS DIRECTLY TO: Director General

**DIRECTLY SUPERVISES:**

- Assistant Director
- Head, Training Planning, Monitoring and supervision
- Head, Training Delivery and Impact Assessment

**DEPARTMENTAL/FUNCTIONAL RELATIONS**

- Deputy Director
- Assistant Directors
- Heads of Sections

**EXTERNAL RELATIONS**

- Ministries and Agencies
- Liberia Institute of Public Administration (LIPA)
- Vocational Training Providers

**PURPOSE:**

- To create and implement training programs and oversee the development of careers.
- To set vocational training performance metrics, evaluate trainee's performance by trade test administration, help vocational training institutions create short-term training standards and curriculums development plans for institutional efficiency.
- To have a sensitivity to the manpower needs and requirements at all levels of the economy;

**KEY RESULT AREAS**

- Training Needs Analysis (TNA)
- Testing, Assessments and Training Evaluation
- Training Program Development
- Development of Vocational Training Aids (Visual and Audio-visuals)
- Trade training standards & curriculum Development
- Performance Management

**DUTIES:**

- **General Management Functions**
  - Head of the Training and Development Section.
  - Provides input for the development of strategic plans.
  - Provides input for the development of annual plans and budget.



- Builds relationships and maintains communications with all directors and heads of sections.
- Prepares and submits monthly/quarterly and annual report(s) for the Section to facilitate management decision making.
- Represents the Director on official committees as may be directed.
- Achieves financial objectives by preparing the Training and Development Section's operational budgets; scheduling expenditures; analyzing variances; initiating corrective actions.
- Liaises with relevant Ministries and Agencies and other stakeholders connected to the Bureau to facilitate the operations of all sections, Units and the overall mandate of the Bureau.
- Contributes to team effort by accomplishing related results as needed.

#### Technical Duties

- Identifies training and development needs within the Bureau AITB job analysis, appraisal schemes and regular consultations with supervisors, sectional heads and human resource departments.
- Designs and expands training and development programs based on needs of vocational training institutions and employers.
- Develops, implements, and monitors training programs within the Bureau.
- Works in a team to produce programs that are satisfactory to all relevant parties in the Bureau, such as line directors, sectional heads, and supervisors.
- Considers the costs of planned programs and keeps within budgets by assessing the return on investment of any training or development program.
- Conducts orientation sessions.
- Creates brochures and training materials.
- Develops multimedia visual aids and presentations.
- Creates vocational test administration and evaluation processes.
- Prepares and implements training budgets.
- Evaluates needs of the Bureau and plans training programs accordingly.
- Provides AITB Staff with classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops to impact their capabilities.

- Provides vocational leadership development education and programs.
- Builds solid cross-functional relationships with relevant stakeholders.
- Provides logistical support, course development, delivery, evaluation, process measurement, and cost management.
- Plans the implementation and facilitation activities and events, budget spending, material production and distribution, and other resources, to ensure that operations are managed within authorized budgets.
- Produces training materials for in-house courses.
- Manages the delivery of training and development programmes and, in a more senior role, devise a training strategy for the vocational institutions.
- Monitors and reviews the progress of trainees through questionnaires administration and analysis and discussions with vocational training providers.
- Ensures that statutory vocational training requirements are met.
- Evaluates vocational training and development programs.
- Amends and revises programs as necessary, in order to adapt to changes occurring in the economy.
- Supports line directors and trainers solve specific vocational training problems.
- Researches new technologies and methodologies in workplace learning and presents this research to management for decision making.
- Conducts follow -up studies with vocational training institutions to evaluate and measure results.
- Develops trainer development programs and coaches others involved in training efforts, providing effective growth and development opportunities.
- Performs other relevant duties consistent with the functions of the Directors as may be assigned by the Director.

### **Supervisory Functions**

- Supervises technical training for staff.
- Provides inputs for the preparation of quarterly and Annual Performance reports of the Bureau.
- Holds direct reports accountable for managing their assignments to ensure the Bureau's goals are achieved.

- Conducts performance appraisal and provides input for career development and recommend performance incentives for subordinate staff.
- Identifies training needs and facilitates the training for subordinate staff.

#### **AUTHORITY LIMIT**

##### **Management of Operational Budget**

- The job holder provides inputs for developing budgets. The job holder has authority to spend training budgets in staff training programs. Job holder operates within approved training budgets to achieve targets.

##### **Staff Management**

- The job holder has staff management responsibility.

##### **Asset Management**

- The job holder uses assets assigned to accomplish the work.

#### **EDUCATIONAL QUALIFICATION**

- A good First Degree in Human Resources, Training and Development, Public/ Business Administration, Social Sciences or related discipline from a recognized University or an equivalent professional qualification.
- A Masters' Degree preferably in a HRM or related discipline from a recognized University.

#### **WORK EXPERIENCE**

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

#### **OTHER REQUIREMENTS**

- Very good knowledge/understanding of local industry
- Very good knowledge/understanding of vocational training providers.
- Very good knowledge/understanding of research or policy formulation and implementation
- Very good knowledge/understanding of Liberia Civil Service's environment
- Ability to exercise sound judgement in a highly political environment.
- Proven project management, administration and coordination skills.
- Very good knowledge/understanding of the Civil Service Standing Orders and others Acts
- Very good knowledge/understanding of Civil Service practices and procedures.
- Working knowledge of Liberia's Financial Laws, Rules and Regulations.

- Very good knowledge in strategic planning, project management and people management
- Very good negotiation skills.
- Strong ability to analyse quantitative and qualitative data
- Strong ability to develop and maintain strong professional relationships with internal and external stakeholders and other employees.
- Very Good planning and organizing skills.
- Very good interpersonal skills.
- Team Player.
- Outstanding verbal, written, multi-tasking and presentation skills.
- Ability to meet deadlines and execute projects.
- Proven ability to work in a fast paced and often pressured environment.
- Ability to create momentum and foster organizational change.
- Strong knowledge of Communication Software/tools and other graphics and/or presentation software including: Microsoft Office products, Word and Excel, Internet Explorer, PowerPoint etc.
- Sound decision making based on thorough analysis.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.
- Proven ability to lead by example and foster mentoring relationships.

**POSITION TITLE: ASSISTANT DIRECTOR, TRADE/OCCUPATIONAL STANDARDS, CURRICULUM DEVELOPMENT & RESEARCH**

**REPORTS DIRECTLY TO** : Deputy Director General for Technical Services

**DIRECTLY SUPERVISES** :  
Supervises all sectional heads

**INTERNAL /FUNCTIONAL RELATIONS:**

- Deputy Director
- Chief Principal Officer
- Principal Officer
- Assistant Principal Officers
- Finance Director

**EXTERNAL RELATIONS:**

- Ministries & Agencies
- Training Institutions
- Trainers/Resource Persons
- Research Institutions

**PURPOSE** :

- To promote quality training support development and standards for vocational institutions capacity development and utilization.
- To promote the development and use of AITB Vocational training standards and curriculum.
- To promote training impact evaluation on the basis of national development objectives and the Bureau Vision.
- To formulate work programs designed to achieve the desired research and occupational/trade standards objectives.

**KEY RESULT AREAS:**

- Curriculum/training aids development
- Organize in-service pedagogic upgrading programs for trainers
- Develop effective vocational guidance programs for training providers
- Organize central clearinghouse for research materials for vocational training centers administration.
- Performance Management
- Training impact assessment, evaluation & certification

## DUTIES

- **General Management Functions**
  - Support the Deputy Director in providing the strategic direction and leadership for all aspects of the Vocational Training and Development in the Sections.
  
- **Technical Duties**
  - Develop appropriate curricula for modular skills training programs.;
  - Ensures training of vocational institutions take place in a conducive environment.
  - Organize and participate in in-service training courses for trainers;
  - Organize and participate in training programs for instructional staff aimed at improving their instructional techniques and training methodology;
  - Update course materials relative to industry demand and internal tests;
  - Prepare quarterly/or annual reports of the activities in the units of the Bureau;
  - Plan and supervise relevant research activities to provide for technical/professional decision-making;
  - Ensures regular updates of training modules and delivery methods.
  - Participates in the development and use of training methods in accordance with approved training standards to facilitate training within the Bureau.
  - Participates in the development and implementation of training evaluation system to assess training output, outcome, and impact from trade tests performance.
  - Works with staff by offering coaching and consulting services specifically designed to empower staff and to achieve the Bureau's goals and objectives.
  - Analyzes training testing administration plans and programs and plan the delivery of the tests accordingly.
  - Ensures trainers and training institutions use relevant technology facilities to deliver training to vocational trainees to enable their success in evaluation.
  - Ensures that training providers make available to trainees access to training modules and schedules to prepare adequately.
  - Oversees the administration of testing tools and instruments for evaluating training output, outcome, and impact.

- Performs other relevant duties consistent with the functions of the Section as may be assigned by the Director and Deputy Director for Technical Services from time to time.

## **SUPERVISORY DUTIES**

Has no supervisory management responsibility

## **AUTHORITY LEVEL**

- **Management of Budget:** Nil
- **Staff Management:** Nil
- **Asset Management:** Uses assets assigned

## **EDUCATIONAL QUALIFICATION**

- Bachelor of Science or its equivalent in vocational/technical education and training or industrial administration, vocational trades testing and evaluation or related field.

## **WORK EXPERIENCE**

- At least four (4) years of experience in a position where the qualities and skills of trade testing/evaluation, in-plant training, curriculum development or industrial management development were required.

## **OTHER REQUIREMENTS**

- Thorough understanding of succession test administration processes.
- Willingness to work in a team.
- Excellent communication skills and ability to work with diverse stakeholders -training institutions, labor union and within Government of Liberia.
- Experience in the conduct of field survey and training data gathering for development programs.
- Very Good communications skills.
- Very Good negotiation skills.
- Very Good influencing skills.
- Excellent facilitation skills.
- Good analytical and qualitative skills.
- Good Management skills.

- Good knowledge/understanding of the Standing Orders and other Policies of Liberia Civil Service.
- Good Report Writing 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, internet etc. and other software/tools.



**POSITION TITLE: ASSISTANT DIRECTOR GENERAL, TRAINING, MONITORING & EVALUATION**

**REPORTS DIRECTLY TO:** Deputy Director General, Technical Services

**DIRECTLY SUPERVISES:**

Supervises and coordinate all sectional heads

**INTERNAL/FUNCTIONAL RELATIONS:**

- Deputy Director
- Chief Principal Officer
- Principal Officer
- Assistant Principal Officers
- Finance Director

**EXTERNAL RELATIONS:**

- Ministries & Agencies
- Training Institutions
- Trainers/Resource Persons
- Research Institutions
- Training Providers

**PURPOSE:**

To monitor and evaluate training provided by vocational institutions in order to promote, regulate, and coordinate a balanced development and expansion of TVET consistent with the manpower needs and requirements of Liberia.

**KEY RESULT AREAS:**

- Follow-up in fulfillment by training institutions to meet the approved criteria set for their establishment
- Design of M&E Tools
- Field Monitoring and Reports
- Follow-up that training institutions update their training substances and methodologies in accordance with harmonized standards of best practice;
- M&E results in formulating proper informed management tools

**DUTIES:**

- **General Management Function**
  - Contributes to the general management functions of AITB as instructed by the supervisor.

**Technical Duties**

- Participates by providing technical inputs in the development of the monitoring component of M&E systems and processes.
- Participates by providing technical inputs in the development of the M&E benchmarks and indicators.
- Participates by providing technical inputs in the determination of baseline data for monitoring.
- Field monitors and approves the application of quantitative and qualitative indicators.
- Organize the conduct of supervisory training courses at other industrial enterprises throughout Liberia on a nationwide basis.
- Assist in the preparation of relevant statistical document necessary for skills development policy formulation and improving training programs.
- Uses and applies approved monitoring tools and instruments to collect data from training institutions and employers.
- Implements monitoring mechanisms and procedures including undertaking field visits and preparation of field work plans and schedules.
- Organizes stakeholders meetings and records proceedings and decisions.
- Undertakes initial analysis of field data and prepares weekly field reports.
- Coaches staff in vocational training institutions, employers and other relevant agencies to respond to monitoring tools and instruments.
- Undertakes post-implementation monitoring as additional basis for assessing implementation success and decision making.
- Participates in training programs for monitoring officers on the use and application of approved monitoring tools, instruments, techniques and mechanisms.
- Collaborates effectively with Research Officers from the Research Unit to ensure proper synchronization and timely analysis of field data.
- Ensures appropriate documentation and storage of findings from field monitoring.
- Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Senior Monitoring Officer from time to time.

### **Supervisory Functions**

- Holds direct reports accountable for managing subordinate assignments to ensure attainment of set targets/ goals in all functional areas.
- Conducts supervisory training courses on the in-plant training plant in industry and provides input for job performance development.
- Identifies training needs and facilitates training for subordinate staff.

#### **AUTHORITY LIMIT**

##### **Management of Budget**

- Contributes to the preparation of AITB budgets and submits financial requests for approval in line with the Sections' annual estimates.

##### **Staff Management**

- The job holder has staff management responsibility.

##### **Asset Management**

- The job holder is in charge of all assets of AITB assigned to the section.

#### **EDUCATIONAL QUALIFICATION**

- A good First Degree in Human Resources, Training and Development, Public/ Business Administration, Social Sciences or related discipline from a recognized University or an equivalent professional qualification.
- A Masters' Degree preferably in a quality and skills in manpower training, monitoring, research /evaluation or related discipline from a recognized University.

#### **WORK EXPERIENCE**

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

#### **OTHER REQUIREMENTS**

- Very good knowledge/understanding of research or policy formulation and implementation
- Very good knowledge/understanding of national vocational training environment
- Proven project management, administration and coordination skills in data collection and compilation.
- Very good negotiation skills.
- Strong ability to analyse quantitative and qualitative data
- Strong ability to develop and maintain strong professional relationships with internal and external stakeholders and other employees.

- Very Good planning and organizing skills.
- Very good interpersonal skills.
- Team Player.
- Outstanding verbal, written, multi-tasking and presentation skills.
- Ability to meet deadlines and execute projects.
- Proven ability to work in a fast paced and often pressured environment.
- Ability to create momentum and foster organizational change.
- Strong knowledge of Communication Software/tools and other graphics and/or presentation software including: Microsoft Office products, Word and Excel, Internet Explorer, PowerPoint etc.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting in obtaining M&E goals and objectives.

**POSITION TITLE:**         **DIRECTOR, FINANCE**

**REPORTS DIRECTLY TO**    : Deputy Director General/Adm.

**DIRECTLY SUPERVISES**    :

- Accountant
- Expediter

**DEPARTMENTAL/FUNCTIONAL RELATIONS**

All Directors

**EXTERNAL RELATIONS**

- Ministry of Finance and Development Planning
- NASSCORP
- Internal Audit Agency
- Financial Institutions
- Pensions Regulatory Authority
- Service Providers
- External Auditors
- Public Procurement Concession Commission (PPCC)

**PURPOSE:**

- To implement/monitor financial and management accounting systems, policies and procedures to facilitate the mandate of AITB and in line with financial administrative regulations.

**KEY RESULT AREAS**

- Strategy & Policy Implementation
- Budget Preparation & Control
- Financial Accounting
- Management Accounting
- Information & Reporting

**DUTIES:**

**Strategy & Policy Implementation**

- Participates in the implementation of strategy/business plan for the Finance Section of the Directors of Finance and Administration as stipulated by Ministry of Finance & Development Planning.
- 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 Section.

**Budget Preparation & Control**

- Participates in the preparation of Agricultural & Industrial Training Bureau annual budget and monitor its implementation.
- Prepares variance analysis of revenue and expenditure against budget and report/advice on any deviations for corrective action.

## **Financial Accounting**

- Provides leadership in the implementation and maintenance of internal financial controls. This involves the following;-
  - Implementation and effective monitoring of all system accounts (General Ledger, Fixed Assets Register, Debtors and Creditors accounts, etc.) to ensure accurate balances.
  - Preparing complete and accurate financial reports and analysis.
  - Monitoring key financial risk indicators.
  - Contributing to the improvement of the overall control environment of Agricultural & Industrial Training Bureau.
- Provides input in monitoring cash resources and advises on investment opportunities for Agricultural & Industrial Training Bureau.
- Monitors the preparation of periodic Cash Flow Statements for review/approval by Director of Finance.
- Develops accounts payable/receivable systems and monitors their implementation to ensure that all payments are in line with approved accounting polices/ guidelines.
- Reviews periodic bank reconciliation statements and accounts reconciliation of Agricultural & Industrial Training Bureau and initiates corrective actions where necessary.
- Analyses and reviews financial accounting systems of the Agricultural & Industrial Training Bureau and advises on any inconsistencies for remedial action.

## **Management Accounting**

- Develops effective Fixed Assets Register system and monitors to ensure its implementation.
- Prepares Project Proposals for review/approval by Director of Finance/ Management.
- Monitors compliance of statutory deductions and payments;
- Monitors the Agricultural & Industrial Training Bureau cost/expenditure and prepares relevant reports to guide management in its decision-making.

## **Information & Reporting**

- 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.

## **AUTHORITY LIMIT**

- **Management of Budget**
  - Provides technical and professional inputs for the preparation and disbursements of budgets.
- **Staff Management**
  - The job holder has staff management responsibility.
- **Asset Management**
  - The job holder uses asset assigned to accomplish work.

## **EDUCATIONAL QUALIFICATION**

- A good First Degree in Business Administration (Accounting Option) and Master's Degree (MSc/MBA) in Financial Management/Accounting from any recognized University or a Chartered Professional Qualification (CIA ICA, ACCA, CIMA, CPA).

## **WORK EXPERIENCE**

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

## **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.
- Considerable experience in public sector accounting.
- Good knowledge/understanding of the operations of Agricultural & Industrial Training Bureau proceedings/guidelines.
- Excellent oral and written communication skills.
- Ability to develop and maintain professional relationships with internal and external stakeholders.
- Excellent knowledge/understanding of tax laws and related regulations.
- Excellent planning and organizing skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced environment.
- 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.

**POSITION TITLE:**        **DIRECTOR, PERSONNEL**

**REPORTS DIRECTLY TO**    : Deputy Director for Administration

**DIRECTLY SUPERVISES**    : Nil

**DEPARTMENTAL/FUNCTIONAL RELATIONS**

All Sections of the Agricultural & Industrial Training Bureau

**EXTERNAL RELATIONS**

Ministries & Agencies

**PURPOSE:**

- To implement the Bureau personnel policies to enhance productivity
- To safeguard the legitimate interest and welfare of Civil Servants at the work place.
- To ensure that Civil Servants work in a secured and healthy environment.

**KEY RESULT AREAS**

- Attendance and Absence Management
- Staff Welfare
- Employee Grievance
- Stakeholder Relationship and Management

**DUTIES:**

- **General Management Functions**
  - Provides inputs for the preparation of the quarterly and annual reports of the Bureau.
- **Technical Duties**
  - Develops tools and instruments to collect data on personnel issues from Bureau.
  - Keeps records on the staff welfare, study leaves, appraisals etc.
  - Prepares leave schedules, Personnel Action Notices and implements policies on the Bureau as stipulated by the Civil Service and other welfare issues.
  - Closely monitor and evaluate the implementation of leave and welfare policy guidelines.
  - Works closely with the Management of the Bureau to ascertain current conditions of work for Civil Servants.
  - Ensures timely attendance to work and report on attendance records.



- Works closely with the Director, HRM to monitor the administration of General Service's activities and operations to minimize /eliminate losses, wastage, wanton destruction, carelessness and all forms of inefficiency and ineffectiveness.
- Routes or channels welfare-related breaches and complaints of employees through the supervisor to the Complaints and Grievance committee and monitors their resolutions.
- Performs other relevant duties consistent with the functions of the Section as may be assigned by the Director, HRM from time to time.
- **Supervisory Functions**
  - The position has no supervisory responsibility.

#### **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**

- A good First Degree in Public Administration, Business Administration, HRM, Social Science, Management or relevant discipline from a recognized University.

#### **WORK EXPERIENCE**

- At least two (2) years relevant post qualification experience one (1) year of which must have been in personnel management in the public service of Liberia.

#### **OTHER REQUIREMENTS**

- Good knowledge/understanding of the Civil Service Standing Orders and other Policies of the Government.
- Good knowledge of Liberia's Financial Laws, Rules and Regulations.
- Good negotiation skills.
- Ability to analyse quantitative and qualitative data.
- Good Presentation Skills.

- Good Report Writing Skills.
- 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.
- Commitment to corporate decisions.
- Good communication skills.
- Good 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.

**POSITION TITLE:OFFICER, INFORMATION, COMMUNICATION & TECHNOLOGY (ICT)**

**REPORTS DIRECTLY TO** : Deputy Director for Administration

**DIRECTLY SUPERVISES** : Nil

**DEPARTMENTAL/FUNCTIONAL RELATIONS**

- All staff

**EXTERNAL RELATIONS:**

- Service Providers
- Suppliers/Vendors
- All computer users and IT personnel
- Network and Website Master
- Telecom GSM Service Providers
- Ministries, Agencies & Commissions

**PURPOSE:**

- To promote e-communication at AITB.
- To promote knowledge and experience sharing via the internet.
- To facilitate the creation of 'paperless' AITB.
- To promote efficient and effective management of the AITB central network system of computers including configuring and trouble-shooting in order that the hardware systems achieve their expected operating performance standards.
- To promote the development and the use of innovative ICT systems, processes and products to improve the delivery capacity of the Bureau
- To promote ICT literacy and proficiency among the staff of the Bureau.
- 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**

- General IT Installation
- Information Management
- Networking and Repairs
- Troubleshooting and Configuration
- General Application- Hardware and Software
- Website and Network Design
- IT Inventory
- ICT Policy Development and Reviews
- Data Management and Reporting Systems

- Information & Reporting

**DUTIES:**

- **General Management Function**
  - No general management function is foreseen for this position.
- **Technical Duties**
  - Develops and launches a functioning website for the AITB.
  - Ensures that information posted to the AITB website is current and regularly updated.
  - Undertakes installation of peripheral equipment and provides solutions to complaints from network and website users and documents all such incidents.
  - Designs and installs an efficient and effective central communication network system for AITB.
  - Undertakes installation and repairs of all peripheral equipment for the AITB.
  - Maintains an up-to-date inventory of all IT equipment.
  - Undertakes and produces network configurations.
  - Ensures all cabling systems are properly labelled and functioning.
  - Ensures ready availability of technology to back up the website design.
  - Keeps and maintains the website content fresh and up-to-date.
  - Develops a content management system that ensures adequate uploading, editing of text, photos, video and audio by authorized authors.
  - Develops and implements mechanisms that ensure absolute control over publishing process.
  - Provides adequate security settings to prevent unscrupulous hacking and abuse by internal and external persons or users.
  - Stays abreast with new and emerging developments in the ICT sector/arena and advises management on new trends/ practices and its related business initiatives.
  - Identifies functional requirements and technical specifications in the acquisition of hardware and software to meet current and future computing needs with regards to emerging technologies and its impact on CSA's operations.

- Provides support in the development of written documentation for software applications and procedures as well as update of all computer and network related policies.
- Prepares monthly/periodic and annual reports on issues relating to ICT and any other statutory reports.
- Provides support in the preparation of the annual budget of ICT Section and monitor its implementation.
- Performs other relevant duties consistent with the functions of the Unit and the all Sections as may be assigned by the Deputy Director for Administration from time to time.
- **Supervisory Function**
  - Supervision of subordinate staff is not foreseen for this position.
  - Prepares monthly/periodic and annual reports on issues relating to ICT and any other statutory reports.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - The incumbent makes contribution to the preparation of budgets for all Sections in particular and AITB in general. The incumbent makes recommendations on IT inventory to superiors to be purchased.
- **Staff Management**
  - The incumbent may or may not have staff management responsibility.
- **Asset Management**
  - The incumbent is in charge of IT equipment. The incumbent installs, repairs, changes parts and makes recommendations to superiors for IT parts to be purchased. Incumbent also makes recommendations to superiors for disposal of obsolete IT equipment and parts.

#### **EDUCATIONAL QUALIFICATION**

- A good Bachelor of Science Degree in Computer Science/Information Technology or equivalent qualification in Information Management System from a recognized university or institution.

#### **WORK EXPERIENCE**

- At least three (3) years relevant post qualification experience in ICT practice and website management, website design and installation/launching.

#### **OTHER REQUIREMENTS**

- Proven planning and organizing skills.
- Well-developed strategic orientation with competitive awareness and benchmarking.

- Considerable knowledge of Operating and Security Systems.
- Considerable knowledge of Data and Telecommunication Systems.
- Considerable 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.

## POSITION TITLE: OFFICER, PROCUREMENT

**REPORTS DIRECTLY TO:** Assistant Director, General Administration and Finance

**DIRECTLY SUPERVISES:** Nil

### DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Curriculum & Instructional Aids Development officer
- Trade Testing & Certification Schemes Officer
- Apprenticeship/In-Plant Training Officer
- Job Analysis & Occupational Standards Officer
- Commercial Centres Training Administration Officer
- Vocational Guidance Officer
- Agricultural & Rural Youth Training Officer
- Industrial Supervisory Training Officer
- Procurement Officer
- Personnel Officer
- Information Technology (IT) Officer

### EXTERNAL RELATIONS:

- Public Procurement and Concessions Commission (PPCC)
- General Services Agency (GSA)
- Suppliers of Goods and Services/ Service Providers

### PURPOSE:

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

### KEY RESULT AREAS

- Procurement Management
- Procurement Records Management

### DUTIES:

#### 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 on procurement activities.

## Technical Duties

- Establishes efficient and effective systems and procedures for managing procurement activities in support of functions of AITB Strategic Offices and Sections.
- Develops procurement plans for AITB and ensures their reviews as appropriate.
- Develops and monitors the implementation of systems and procedures for managing the procurement function at AITB in accordance with the Procurement Laws of Liberia.
- Liaises and collaborates with all Strategic Offices and Sections of AITB to collate needs for goods and services.
- Provides Procurement Management services to all Ministries and Agencies Strategic Offices and Divisions.
- Serves as main liaison with General Services Agency (GSA) on procurement matters relating to AITB on one part and the various Ministries and Agencies.
- Manages AITB's tendering process including evaluation of tenders.
- Provides assistance in investigation and management of procurement-related complaints and submits recommendations to management for consideration.
- Ensures adequate documentation and records keeping of all procurement-related complaints.
- Advises Senior Management on Award of Contracts.
- Serves as Secretary to the AITB Tender Committee and Tender Evaluation Panels/Committees.
- Liaises with Stores Management Unit to ensure effective coordination of procurement and stores management schedules.
- Liaises with experts to develop technical specifications of equipment and terms of reference for consultancy services and submits them to superiors for approval.
- Ensures appropriate documentation of all activities and operations of the Unit.
- Performs other relevant duties consistent with the functions of the Unit and Directors as may be assigned by the Director from time to time.



- **Supervisory Functions**
  - The job holder may or may not have supervisory responsibility.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - The job holder contributes to the preparation of budgets. The job holder collates needs for goods and services of Strategic Offices and Sections for preparation of AITB's budgets. Job holder serves as secretary to Tender Committee and Tender Evaluation Panels.
- **Staff Management**
  - The job holder may or may not have staff management responsibility.
- **Asset Management**
  - The job holder uses assets assigned to accomplish work.

#### **EDUCATIONAL QUALIFICATION**

- A good First Degree in Procurement Management, Purchases and Supply, Economics, Statistics or relevant qualification from a recognized University or an equivalent professional qualification.
- Master Degree preferably MSc, MBA, MA in Procurement or Purchases and Supply Management from a recognized University or its equivalent professional qualification.

#### **WORK EXPERIENCE**

- At least six (6) years working experience three (3) years of which must have been at the middle management level in the Public Services of Liberia.

#### **OTHER REQUIREMENTS**

- Demonstrated Procurement management skills.
- Very High Quantitative and analytical skills.
- Excellent Knowledge in FAA & IAA.
- Relevant IT applications.
- Analytical, observational, organizational and networking skills.
- Strong ability to effectively plan and execute work.
- Excellent communication and interpersonal skills.
- Excellent Report Writing skills.
- Very high level of honesty and integrity.
- Team player and demonstrated ability to work effectively with others.

## POSITION TITLE: SENIOR ACCOUNTS OFFICER

REPORTS DIRECTLY TO : Finance Director

DIRECTLY SUPERVISES : Accounts Officers

### DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Budget Officer
- ICT
- Procurement Officer
- Personnel Officer
- Internal Auditors

### EXTERNAL RELATIONS

- Ministry of Finance & Development Planning
- Banks
- External Audit
- Financial Institutions
- Service Providers

### PURPOSE:

- To promote the establishment of effective and efficient accounting management systems and processes to support transparent, accountable and judicious use of budget appropriations.

### KEY RESULT AREAS

- Bank Reconciliation Statements
- Annual Estimates and Financial Statements

### DUTIES:

- **General Management Functions**
  - Prepares monthly financial statement and submits to the Comptroller/Head of Accounts.
- **Technical Duties**
  - Participates in the preparation of Annual Estimates and Annual Financial Statements.
  - Monitors and supervises the preparation of Activity and Expenditure Initiation.
  - Prepares monthly bank reconciliation statements for review and undertakes follow-up to Treasury and Banks for reconciliation Accounts.
  - Monitors the preparation of Payments Vouchers and other value books.
  - Reconciles bank accounts, prepare monthly financial reports, and maintains general ledger for the AITB Perform other related duties as required.

- Prepares work schedules for Accounts officers and reports to Comptroller/ Head of Accounts.
- Ensures smoother working relations between the Accounting staff and other staff in other Directorates.
- Identifies and analyzes 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.
- Analyses monthly financial statements and maintains the general ledger.
- Reports directly to the Finance Director/Head of Accounts on all financial matters.
- Ensures appropriate documentation and update of accounts records submitted by Accounts Officers.
- Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Finance Director from time to time.

#### **Supervisory Duties**

- Coordinates the work of Accounts Officers and ensures they achieve set targets.
- Holds direct reports accountable for managing their assignments to ensure the Civil Service's goals are achieved.
- 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**
  - Incumbent participates in the preparation of budgets for the Unit.
- **Staff Management**
  - Incumbent has staff management responsibility.
- **Asset Management**
  - Uses assets assigned to the position.

#### **EDUCATIONAL QUALIFICATION**

- At good First Degree in Administration (Accounting Option) from a recognized University /Institution or an equivalent professional qualification.

## **WORK EXPERIENCE**

- At least three (3) years relevant post qualification experience in accounting practice, two (2) years of which must have been in the Public Service of Liberia.

## **OTHER REQUIREMENTS**

- Good knowledge in the use of accounting methodologies and tools.
- Good knowledge of the Accounting Standards and related regulations.
- Good knowledge/understanding of the operations of the Liberian Financial sectors proceedings/guidelines.
- Demonstrated experience in Public Sector accounting.
- Excellent oral and written communication skills.
- Absolute discretion when dealing with confidential information.
- Demonstrated ability to meet deadlines and work in a fast paced environment.
- Attention to details.
- Strong Analytical skills.
- Very good interpersonal skills.
- Very good knowledge in the use of accounting software/tools, Microsoft Word, PowerPoint and Excel.

## POSITION TITLE: ACCOUNTS OFFICER

REPORTS DIRECTLY TO : Senior Accounts Officer

DIRECTLY SUPERVISES : Nil

### DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Analysts

### EXTERNAL RELATIONS:

- Ministry of Finance and Development Planning
- Internal Audit Agency
- Suppliers
- Service Providers
- External Auditors
- Financial Institutions
- Banks
- Treasury
- Social Security

### PURPOSE:

- To promote the establishment of effective and efficient accounting management systems and processes to support transparent, accountable and judicious use of budget appropriations.

### KEY RESULT AREAS

- Management Reports
- Research and Analyses
- Reconciliation of Balances
- Expenditure Returns

### DUTIES:

#### General Management Function

- The work requires the ability to research and provide summaries and analyses of specialized information, and to identify relevant options in support of higher level decisions or recommendations within the organizational unit.
- The job holder contributes to the preparation of management reports for decision making.

#### Technical duties

- Prepares Activity and Expenditure Initiation Form for the release of funds.
- Undertakes follow-up on Releases at Ministry of Finance and Development Planning.
- Prepares and organizes Commitments and Payments.

- Performs reconciliation of balances.
- Provides inputs in the preparation of monthly expenditure returns.
- Prepares and checks the certification of the Personnel - Payroll Database forms for signature.
- Undertakes follow-ups for the processing and collection of the AITB Vouchers.
- Runs banking errands.
- Provides inputs in the preparation of Annual Budget Estimates.
- Keeps proper records of all payments made in respect of supplies and purchases.
- Undertakes follow-ups at the Internal Audit and the Ministry of Finance & Development Planning to ensure quick processing of vouchers for payments.
- Makes entry of salaries, allowances, etc., from vouchers for AITB.
- Undertakes reconciliation of names on vouchers.
- Follow-up Social Security Contribution for serving officers at the NSSWC & CSA for former employees of the AITB.
- Prepares vouchers for payment of allowances to secretaries, drivers and other ancillary staff.
- Prepares payment vouchers for all processed LPO and goods services delivered.
- Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Senior Accounts Officer and the Finance Director from time to time.

#### **Supervisory Duties**

- Supervision of subordinate professional staff and of technical administrative staff may be possible.

#### **AUTHORITY LIMIT**

##### **Management of Budget**

- The job holder provides basic inputs for preparation of monthly and/or quarterly expenditure returns and Annual Financial Reports.

- The job holder prepares vouchers for payment of allowances e.g. scratch cards, vehicle maintenance and fuel allowances when allotments are available from the Ministry of Finance & Development Planning.

#### **Staff Management**

- The immediate supervisor is consulted before a major decision is made. However, the job holder makes recommendations that affect employees in the work area.
- Supervision of subordinate staff may be possible.

#### **Asset Management**

- The job holder has responsibility of basic care and handling of goods such as computer, calculators, staple machines etc.

#### **EDUCATIONAL QUALIFICATION**

- Higher National Diploma (HND) in Accounting or equivalent professional qualification from a recognized institution.
- A good First Degree in Administration (Accounting option) from a recognized university or an equivalent professional qualification.

#### **WORK EXPERIENCE**

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

#### **OTHER REQUIREMENTS**

- Conversant with double entry principles.
- Good knowledge of taxation and banking laws.
- Honest and trustworthy
- Ability to work for long hours under stressful conditions and with minimum supervision.
- Be time conscious and able to meet strict deadlines.
- Ability to work and get along well as a member of a team.
- Considerable knowledge in the use of accounting methodologies and tools.
- Considerable knowledge of the Accounting Standards and related regulations.
- Good oral and written communication skills

- Absolute discretion when dealing with confidential information.
- Negotiation, persuasion and conflict management skills.
- Ability maintain professional relationships with internal and external stakeholders
- Ability to meet deadlines and execute projects.
- Attention to details.
- Analytical skills.
- Good interpersonal skills.
- Good knowledge in the use of accounting software/tools Microsoft Word, PowerPoint and Excel.



## POSITION TITLE: EXECUTIVE SECRETARY

**REPORTS DIRECTLY TO** : Director- General

**DIRECTLY SUPERVISES** : Staff of the Secretariat

### DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All Staff
- Public Relations

### EXTERNAL RELATIONS:

- Guests/Visitors
- General Public

### PURPOSE:

- To ensure effective and efficient management of the Secretariat of the Director-General.
- To provide quality administrative & secretarial services that may include work of confidential nature and variety to the Office of the Director-General.

### KEY RESULT AREAS

- Secretarial Services
- Records Management
- Office Inventory management
- Office Management
- Performance Management
- Customer Service
- Stakeholder Relationship and Management

### DUTIES:

#### General Management Functions

- Heads of the Secretariat of the Office of the Director-General.

#### Technical Duties

- Provides secretarial services by typing confidential and sensitive memoranda, reports and other important documents such as Memoranda, Agreements and Contracts.
- Prioritizes and manages multiple assignments simultaneously and follows through on issues in a timely manner.
- Receives, records and refers all official correspondence to appropriate Sectional Heads as directed.
- Manages an active appointment calendar in a manner that honours long standing commitments while accommodating new demands and situations as they arise.

- Communicates and takes appropriate action on incoming and outgoing electronic or hard-copy communications/letters.
- Maintains database of professional contacts and reviews them regularly for completeness and accuracy.
- Drafts, writes and types letters/memos and reports.
- Brings in consultation with the Public Relations Officer publications in the print made on the Agricultural & Industrial Training Bureau to the attention of the Director-General.
- Ensures that adequate secretarial services are extended to all sections of the Bureau for effective performance.
- Collaborates closely with General Administration and Finance Section to develop and implement administrative systems, procedures and guidelines to ensure effective and efficient management of the Director-General's Secretariat.
- Service all meetings of the Director-General and provide administrative secretarial services.
- Ensures the provision of excellent and quality secretarial services to the Office of the Director-General.
- Supervises the staff of the Director-General's Secretariat in the provision of effective and timely clerical, executive, administrative and secretarial services.
- Serves as personal assistant to the Director-General.
- Prepares documents for meetings and records proceedings at meetings.
- Keeps Diary of the Director-General and updates it regularly.
- Prepares daily itinerary, travel arrangements and other protocol affairs of the Director-General.
- Schedules appointments for the Director-General.
- Attends special meetings of the Director-General and records proceedings.
- Receives and attends to official visitors and guests of the Director-General.
- Liaises with the General Administration and Finance Sections for supply of office items and other logistics for the Secretariat.

- Maintains record/inventory of all stationery and office logistics in the Office of the Director-General.
- Prevents unauthorized access to official records and correspondence.
- Ensures appropriate filing and storage of all documentation including sensitive and classified records of the Office of the Director-General.
- Maintains an up-to-date and efficiently managed filing/record system.
- Performs other relevant duties and responsibilities consistent with the functions of the Administration as may be assigned by the Director-General from time to time.

#### **Supervisory Functions**

- Supervises staff of the Secretariat to deliver on their work plans and schedules.

#### **AUTHORITY LIMIT**

##### **Management of Budget:**

- Incumbent makes contribution to the preparation and of the Director's budget. The incumbent manages an impress account for the Office of the Director-General.

##### **Staff Management:**

- The job holder directly supervises office Attendant, Admin Assistant and other for effective house-keeping.

##### **Asset Management:**

- Incumbent takes basic care of computers and accessories, photocopier, telephone and uses these to carry out the tasks assigned.

#### **EDUCATIONAL AND WORK EXPERIENCE**

- A good First Degree in Management Studies, Secretarial Science or Private Secretary Certificate from any recognized university or institution.
- Advanced competency in other preferred Language is an advantage.

#### **WORK EXPERIENCE**

- At least five (5) 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 and under pressure 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 Civil Service proceedings/guidelines.
- Planning and organizing skills.

**POSITION TITLE: SECRETARY**

**REPORTS DIRECTLY TO** : Executive Secretary

**DIRECTLY SUPERVISES** : Nil

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- All Directors

**EXTERNAL RELATIONS:**

- Government Officials
- Service Providers
- General Public
- Visitors/Guests

**PURPOSE:**

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

**KEY RESULT AREAS**

- Clerical and Secretarial Duties
- Office Management

**DUTIES:**

**General Management Function**

- Provides support to the supervisor in sundry technical management activities in the Section.

**Technical Duties**

- Provides clerical support services to expedite delivery of technical services to the office of the Deputy Director-General for Technical Services.
- Provides routine clerical support to stores, secretarial, records management including registration of incoming mails, distribution of supply items for the use of Technical Sections, providing assistance to the Office Attendant.
- Undertakes photocopying of documents and reports.
- Follow-ups on service providers to ensure regular servicing of photocopiers and other office equipment.
- Binds reports, documents and letters.
- Dispatches letters, documents and reports.
- Receives mails that come to the Office of the Deputy Director-General for Technical Services from within and outside the office and delivers them for appropriate actions.

- Labels new documents to identify and to classify for easy retrieval and storage.
- Retrieves files and documents.
- Cleans, dusts and tidies up offices.
- Performs other relevant duties consistent with the function of the Office of the Deputy Director-General/Technical Services as may be assigned by the Executive Secretary and the Director-General from time to time.

#### **Supervisory Functions**

- Supervision of subordinate personnel is limited for this type of job profiles. Autonomy is limited and tasks are clearly defined and work is undertaken within general guidelines and regular supervision.

#### **AUTHORITY LIMIT**

##### **Management of Budget**

- The job holder does not manage a budget and has no financial responsibility.

##### **Staff Management**

- The job holder does not make major decisions or make recommendations. In a challenging situation the immediate supervisor is consulted e.g. writing a report. The job holder follows specific instructions/procedures exactly.
- The work is moderately complex and requires capacity to understand and execute simple instructions and procedures for regular implementation of office routine operations or technical interventions needed to ensure functioning of technical equipment such as machinery or vehicles/generators.
- There is scope for limited decision making on work methods within the normal standards and well defined procedures/ guidelines. Decisions are taken under close guidance upon specific instructions from supervisor.
- The impact of error on work and the organization is limited and errors are reparable.

##### **Asset management**

- Takes basic care of office equipment e.g. computers, photocopiers, etc.

#### **EDUCATIONAL QUALIFICATION**

- First Degree in Social Science or equivalent qualification from a recognized University.

#### **WORK EXPERIENCE**

- At two (2) 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.
- 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.

## POSITION TITLE: FRONT DESK OFFICER/RECEPTIONIST

REPORTS DIRECTLY TO : Director, Administration

DIRECTLY SUPERVISES : Nil

### DEPARTMENTAL/FUNCTIONAL RELATIONS

- All Staff

### EXTERNAL RELATIONS:

- Visitors and Guests
- Clients
- General Public

### PURPOSE:

- To facilitate the promotion and establishment of a world class front/desk reception services to ensure that Civil /Public Service Clients, the private sector and the general public are attended to in a professional, timely and courteous manner.

### KEY RESULT AREAS

- Client /Customer Service
- Press Releases
- Secretarial Services
- Stakeholder Relationship and Management
- Security

### DUTIES:

- Ensures effective management of calls, clients and visitors at the AITB.
- Takes and delivers messages accurately and professionally.
- Receives and distributes incoming mail (those delivered by hand).
- Attends to clients and visitors in a professional and courteous manner.
- Monitors the movement of visitors.
- Provides basic information to the AITB's clients, the private sector and the general public as and when required.
- Keeps the reception area smart, tidy and attractive at all times.
- Establishes a two-way communication network system with secretaries of senior officers to know their meeting hours and availability to receive official clients and /or visitors.
- Creates and maintains relevant diaries and files in easy-to-retrieve format.



- Establishes good complementary working relations with the client/customer Services Desk Officer in order to avoid duplication and overlapping of roles.
- Keeps accurate records of communications with secretaries, senior officers and clients and visitors to the AITB.
- Maintains and updates internal telephone directory and keep the national telephone directory
- Maintains the daily availability of newspapers at the reception.
- Receives inward courier, record and dispatches to the respective offices as appropriate.
- May be redeployed to undertake secretarial assignments when needed in any of AITB Sections or Units.
- Performs other relevant duties that are consistent with the functions of the Unit that may be assigned from time to time by the supervisor.

#### **EDUCATIONAL QUALIFICATION**

- Higher Diploma in Management, Secretary Science or other relevant discipline from a recognized university or institution.

#### **WORK EXPERIENCE**

- At least two (2) years relevant post qualification experience in reception/front desk management in the Public Service of Liberia.

#### **OTHER REQUIREMENTS**

- Knowledge of telephone and reception duties.
- Excellent interpersonal skills, pleasant personality as well as basic communication skills both verbal and written. Good listening skills.
- Good customer service orientation.
- Ability to handle communication equipment.
- Exceptional need for high degree of confidentiality.
- Ability to record messages accurately.
- Be able to work under pressure.
- Should be computer literate.

## POSITION TITLE: CHIEF MECHANIC

REPORTS DIRECTLY TO: Deputy Director General, Administration

DIRECTLY SUPERVISES: Nil

### DEPARTMENTAL/FUNCTIONAL RELATIONS

- All directors

### EXTERNAL RELATIONS:

- Government Officials
- Ministries and Agencies
- Monrovia Vocational Training Center

### PURPOSE:

- To ensure safe electricity and equal distribution of AITB's electricity, daily maintenance of fuel/gasoline records for generator and all vehicles/generators belonging to the Bureau as well as conducting mechanical routine on all vehicles/generators and present accurate reports, documents, etc., to AITB authority as information on the status of the electricity provision for the bureau.
- To promote transport management as an important support operation in the efficient and effective delivery of public services.
- To provide effective and efficient fleet management, servicing and maintenance of the vehicles/generators and generators of AITB to improve service delivery.

### KEY RESULT AREAS

- Electrical and mechanical services
- Communication delivery
- Records maintenance

### DUTIES:

- **General Management Function**
  - Prepares and submits periodic reports on the use and status of vehicles/generators to the Director, for necessary action.
- **Technical Duties**
  - Develops and implements an efficient transport management system to support the operations of the AITB in the delivery of its mandate.
  - Designs work schedules and coordinates vehicle and generator movements.
  - Works with the Director, General Administration in the development of transport management policy guidelines for the AITB.

- Oversees the management of AITB transport inventory system.
- Manages the financial/accounting aspects of the fleet maintenance operation.
- Oversees the management of vehicle repairs and preventive maintenance within the AITB.
- Takes periodic inventory of vehicle accessories and submits reports to the Director for appropriate decisions.
- Enforces compliance with the transport policies and guidelines in the AITB.
- Registers and renews documents of official vehicles/generators to ensure their safety.
- Manages the efficient utilization of fuel through efficient management of vehicle deployment.
- Monitors/Reviews all logging activities on the AITB's vehicles/generators 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/generators.
- Provides support in Tender and auctioning of unserviceable vehicles/generators.
- Stays abreast with new developments in the transport services arena and proposes improvements in the existing transport system to Management/Director.
- Develops best practice vehicle management courses to improve the skills of drivers and further assist in developing guidelines for establishing Civil Service Transport Management Class.
- Builds and manages a database on vehicles/generators, their repairs, maintenance and costs.
- Performs other relevant duties consistent with the functions of the Unit and Directors as may be assigned by the Director from time to time.

### **Supervisory Functions**

- Holds direct reports accountable for managing their assignments to ensure the Directors/Unit'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.

- Supervise all mechanical work on all vehicles/generators and generators assigned the Bureau by the Government of the Republic of Liberia and other Donors Organization;
- Ensure that he/she takes care of all mechanical problems on the generators and vehicles/generators;
- Ensure that he/she prepare a maintaining schedule;
- Ensure that he/she take statistic of all new and damage spare parts;
- Ensure that the vehicles/generators are properly service;
- She/he should be able to determine the burning system of each vehicle and generator;

#### **KEY RESULT AREAS**

- Fleet Management
- Driver Training
- Vehicle inventory and records Management
- Vehicle Maintenance

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - The job holder submits draft budgets to the Director, for inclusion into the Bureau's overall annual budgets. The job holder manages the financial aspects of fleet management and maintenance operations.
- **Staff Management**
  - The job holder has staff management responsibility.
- **Asset Management**
  - The job holder oversees the use, maintenance of official vehicles/generators.

#### **EDUCATIONAL QULAIFICATION**

- A good First degree in Mechanical Engineering, Automobile Engineering or professional qualification in Logistics and Transport Management from a recognized institution.

#### **WORK EXPERIENCE**

- At least three (3) years post-qualification experience in motor vehicle transport operations and management, two (2) years of which must have been in a mechanical/transport officer position.

#### **OTHER REQUIREMENTS**

- Excellent knowledge/understanding of modern transport management, Insurance, Road Safety and other regulatory requirements.
- Leadership skills.
- Good report writing skills.
- Excellent communications and interpersonal skills.
- Attention to details.
- Ability to work under pressure.
- Computer Proficiency

**POSITION TITLE: EXPEDITER, DISPATCHER**

**REPORTS DIRECTLY TO** : Senior Transport Officer

**DIRECTLY SUPERVISES** : Nil

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- All Directors

**EXTERNAL RELATIONS:**

- Government Officials
- Diplomatic Institutions
- Ministries and Agencies
- Foreign Missions / Embassies
- Stakeholders

**PURPOSE:**

- To ensure safe conveyance and distribution of AITB's official communications, financial documents, reports, documents, etc., to other public institutions, private organizations, development partners and non-governmental organizations.

**KEY RESULT AREAS**

- Courier Service
- Communication delivery
- Financial documents delivery

**DUTIES:**

- Implements a schedule for dispatchers as directed by the Administrative Director.
- Dispatches Liberia Purchase Orders, vouchers, letters, reports, documents, etc., including emergency letters and other communications as may be directed by the Administrative Director.
- Ensures that all recipients of financial communications, letters, reports, documents, etc., duly sign the correspondence delivery book.
- Undertakes utility operations on behalf of the AITB as may be directed by the Administrative Director.
- Ensures appropriate and descent dressing in the performance of his duties at all times.
- Performs other tasks consistent with the functions of the section as may be directed by the Administrative Director from time to time

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - No financial responsibility is required.
- **Staff Management**
  - No supervisory responsibility is required
- **Asset Management**
  - Incumbent uses files, documents, staple machine, photocopier and binding machines.

#### **EDUCATIONAL QUALIFICATION**

- A minimum of High School Graduate.

#### **WORK EXPERIENCE**

- At least one (1) years post qualification experience as a motorcycle rider.
- Knowledge of locations of Government Offices and other private institutions in Monrovia or County-wide, Liberia.

#### **OTHER REQUIREMENTS**

- Ability to sort mails.
- Ability to make the right entries in the right receiving/despach books.
- Close attention to details.
- Good communication skills (oral and written).
- Good interpersonal skills.
- Ability to work long hours and under pressure.
- Good knowledge/understanding of Insurance, Road Safety and other regulatory requirements.

**POSITION TITLE: DRIVER**

**REPORTS DIRECTLY TO** : Senior Transport Officer

**DIRECTLY SUPERVISES** : Nil

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Other Pool Drivers
- Staff

**EXTERNAL RELATIONS:**

- Service Providers (Automobile Companies, etc.)
- Liberia National Police
- Insurance Companies
- Designated Garages

**PURPOSE:**

- To provide effective and efficient transport services to the various AITB Directors, Sections and Units.

**KEY RESULT AREAS**

- Safety
- Vehicle Maintenance and Upkeep
- Professional Driving.

**DUTIES:**

- Drives AITB officers and assists in the performance of their official duties as may be directed by the Senior Transport Officer.
- Drives other officials including senior public officials as may be directed by the Senior Transport Officer.
- Reports defects and faults on vehicles/generators to superior.
- Reports all accidents on vehicle to superior.
- Observes all rules and regulations with respect to the operations of the vehicles/generators.
- Conveys vehicle maintenance and servicing reports to the Senior Transport Officer.
- Undertakes routine maintenance and servicing checks and repairs of pool vehicles/generators.
- Dispatches emergency letters as may be directed by the Senior Transport Officer.

- Undertakes utility operations on behalf of AITB as may be directed by the Senior Transport Officer.
- Monitors and reports on the readiness of pool vehicles/generators sent for servicing and maintenance at mechanical workshops.
- Ensures accurate completion and submission of vehicle log books.
- Ensures appropriate and decent dressing in the performance of his/her duties at all times.
- Performs other tasks that are consistent with the functions of the Unit as may be directed by the Senior Transport Officer from time to time.

#### **AUTHORITY LIMIT**

- **Management of Budget** : N/A
- **Staff Management**: N/A
- **Asset Management**: As assigned

#### **EDUCATIONAL QUALIFICATION**

- A minimum of High School Graduate and a valid Driver's Licence.
- Knowledge of locations of Government Offices in Monrovia, Liberia.

#### **WORK EXPERIENCE**

- At least five (5) years post qualification experience as a driver with at least three (3) years working experience as a Driver Grade 1 or its equivalent.

#### **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.



**POSITION TITLE: CHIEF PRINCIPAL OFFICER, TRADE TESTING & CERTIFICATIONS**

**REPORT DIRECTLY TO** : Assistant Director-General/ Technical Services

**DIRECTLY SUPERVISES:**

- Supervisors of Sections/Units

**DEPARTMENTAL/FUNCTIONAL RELATIONS**

- Directors/Deputy Directors
  - Chief Principal officers
  - Principal officers

**EXTERNAL RELATIONS**

- Ministry of Education
- Ministry of Youths & Sports
- Service Providers
- Public & private TVET Institutions

**PURPOSE:**

- To work programs designed to achieve AITB training objectives in Trade Testing and Certification Administration
- To develop curriculum and Instructional Aids Development for Trading Providers;
- Develop and implement Trade Testing and Certification Schemes
- Provide trade testing & certification information necessary for vocational technical/education & training (VTET) institutions.

**KEY RESULTS:**

- Policy Formulation & Strategy trade training providers/institutions
- Develop trade training standards and curriculum for vocational/ institutional distributions
- Evaluate/assess prospective graduate of TVET by trade tests administration
- Performance Management
- Pedagogical Training and Development
- Stakeholder Relationship and Management
- Training Modules Development
- Performance Management

**DUTIES:**

**General Functions:**

**Policy Formulation and Strategy**

- Undertakes analysis and provides technical inputs for the formulation and design of vocational training modules for training providers.
- Design, develop and maintain vocational standards modules and prepare curriculum.

- Set-up a framework for compiling competency that cumulates into acquiring standards, structure of courses, credit structures, accumulation and certifications.
- Assist to manage affairs of the trade testing and certification unit.

### **Organization Design**

- Arrange and conduct trade tests in various trade courses and lay down standards of proficiency required for a pass in the trade test leading to the award of National Trade Certificate.
- Carry-out periodic field collaboration with training institutions to ensure that standards and curriculum are being followed.
- Control with high sensitivity and safety the conditions of the tests.
- Establish and administer National Trade Tests and Certifications Schemes in industrious trades
- Conducts extensive position management reviews that involve analyzing and evaluating vocational training tests administration structures and delivery.
- Setting up a framework for competency standards, structure of courses, credit structure, accumulation and certifications for tests preparation.
- Labor-market information system and dissemination of information at the national level
- Monitoring and evaluation on the effectiveness and efficiency of national skill-development efforts through appropriate reporting and communication mechanisms

### **Trade Test Administration**

- Effectively manage the affairs of the trade testing and certification unit
- Improve the regular system involve in the trade testing of all trainees and/or prospective graduates in their trade areas in vocational training institutions.
- Design and supervise practical trade test of workers from industry in collaboration with management.
- Organize trade test facilities as may be necessary;
- Supervise and train trade testers, tests supervisors and administrators as may be necessary;
- Design the appropriate tests for semi-literate or illiterate workers from in industry for a tiered system of skill levels;

- Work in close collaboration with the training providers, employers and technical committees of the TVET;

### **Supervisory Functions**

- Consolidates direct reports accountable for managing sectors assignments to ensure the Section/AITB's goals are achieved.
- Reviews reports and/or assignments completed by subordinates for an approval or changes.

### **AUTHORITY LIMIT**

- **Management of Budget**
  - Incumbent makes contribution to the preparation of Annual budgets.
- **Staff Management**
  - Incumbent has staff management responsibility.
- **Asset Management**

Incumbent uses assets assigned to the position to accomplish the work

### **EDUCATIONAL QUALIFICATION**

- A good First degree in Human Resource Management (HRM), Business Administration, Industrial Psychology, Organizational Behavior or Industrial Relations and from a recognized university.
- Master's Degree in Human Resource Management (HRM), Business Administration or a related field from a recognized University or institution.
- A Certified Human Resources Professional designation is considered an asset.

### **WORK EXPERIENCE**

- At least four (4) years relevant post qualification experience in senior management position in the public service of Liberia.

### **OTHER REQUIREMENTS**

- Comprehensive knowledge of advanced Human Resource job analysis principles, concepts, and practices, including occupational and classification standards to evaluate and develop training standards and curriculums.
- Comprehensive knowledge of position management and organizational design principles, theories and concepts to plan and carry out broad classroom training management reviews and analyses.
- Ability to interpret and apply trade training standards, policies, vocational & occupational guidance, and other laws; rules and regulations as well as requirement of the fair labor standards in determining proper occupational series compatible for training purposes.

- Working knowledge of computers and applications/systems such as Microsoft Office; databases, etc.
- Must have or rapidly acquire a comprehensive knowledge of the Human Rights Code and Related Orders including disability accommodation and accessibility requirements pertaining to employer-employees relations.
- Excellent knowledge of Strategic Management, particularly strategic Human Resources Management particularly applicable in training management setting.
- In-depth knowledge of Management Development Practices.
- Good Knowledge/understanding of the operations of the vocational training institutions' proceedings/guidelines that are applicable to their existence.
- Strong negotiation and conflict management skills.
- Excellent interpersonal skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- Ability to execute projects, meet deadlines and work well under pressure.
- Strong leadership, managerial, coaching, mentoring and interpersonal skills in a team setting.
- Must exercise transparency in all aspects i.e. dealings with all levels of employees.

**POSITION TITLE: CHIEF PRINCIPAL OFFICER, CURRICULUM & INSTRUCTIONAL AIDES DEVELOPMENT**

**REPORT DIRECTLY TO:** Assistant Director-General / Trade Standards, Curriculum Development and Research

**DIRECTLY SUPERVISES:**

- Supervisors of Sections/Units

**DEPARTMENTAL/FUNCTIONAL RELATIONS**

- Directors/Deputy Director for Technical services
  - Chief Principal officers
  - Principal officers
  -

**EXTERNAL RELATIONS**

- Ministry of Education
- Ministry of Youths & Sports
- Vocational Training Service Providers
- Public Procurement and Concession Commission (PPCC)

**PURPOSE**

- To focus on the mandate which ensures the delivery of relevant, responsive and effective basic vocational curriculum consistent with the manpower needs and requirements of the economy;
- Formulating Job analysis and trade / Occupational Standards for adopting in training standards and curriculum development;
- To provide the core training materials relevant for trainers in vocational training institutions;
- To develop and improve by validating other training standards and curriculums that facilitate appropriate training delivery systems in the classrooms;
- Develop and produce learning resources to support the delivery of training materials administration, i.e., tools and processes to assess the quality and effectiveness of the curriculum.

**KEY RESULTS:**

**KEY RESULT AREAS**

- Job Analysis & Classification
- Tools and instructional aid classification/development
- Tools and instructional aid classification/development
- Data collection and Analysis
- Policy Formulation & Strategy trade training providers/institutions
- Tools and instructional aid development

- Stakeholder Relationship and Management
- Training Needs Assessment
- Training Impact Assessment/ Evaluation
- Training Modules Development
- Performance Management

**DUTIES:**

**DUTIES:**

- Provides inputs in the development of the curriculum and training aides for training institutions.
- Provides inputs and participates in the development of training indicators and performance benchmarks for assessing the performance of trainers in public and private vocational institutions.
- Provides inputs and participates in the determination and collecting of baseline data for curriculum development.
- Undertakes field assessment on of approved quantitative and qualitative performance class-room indicators.
- Uses and applies approved performance monitoring tools (Survey) and instruments to collect data from vocational training institutions.
  - Undertakes field visits by instituting the preparation of field work plans and schedules to facilitate performing the tasks of curriculum data collection.
- Organizes stakeholders meetings and records proceedings and decisions.
- Undertakes initial analysis of field data and prepares weekly field reports.
- Conducts workshops and capacity building programs for stakeholders from vocational training institutions, employers, the Labour Union and government for inputs curriculum development instruments.
- Collaborates effectively with Research Officers and Monitoring and Evaluation Officers from the Research Units of training stakeholders, respectively, to ensure proper synchronization and timely analysis of field data.
- Develop appropriate curricula for modular skill training and ensures appropriate documentation and storage of findings from the field survey.
- Performs other relevant duties consistent with the functions of the Section as may be assigned by the Deputy-Director General/Technical Services from time to time.

## **AUTHORITY LIMIT**

- **Management of Budget**
  - Incumbent makes contribution to the preparation of Annual budgets.
- **Staff Management**
  - Incumbent has staff management responsibility.
- **Asset Management**
  - Incumbent uses assets assigned to the position to accomplish tasks.

## **EDUCATIONAL QUALIFICATION**

- A good first Degree in Public Administration, Economics, Social Science, Statistics, M&E or relevant discipline from a recognized university.

## **WORK EXPERIENCE**

- At least two (2) years relevant post qualification experience one (1) year of which must have been in M&E /performance monitoring in the public service of Liberia.

## **OTHER REQUIREMENTS**

- Good command of M&E methodologies, frameworks, tools and best practices.
- Knowledge/appreciation of relevant national medium term policies and priorities.
- Knowledge/understanding of the operations of Liberia Civil Service procedures/guidelines.
- Good Research skills.

## **OTHER REQUIREMENTS**

- Excellent knowledge/understanding of research or policy formulation and implementation.
- Excellent knowledge/understanding of Liberia Civil Service's environment.
- Ability to exercise sound judgement in a highly political environment.
- Proven project management, administration and coordination skills.
- Excellent knowledge/understanding of the Civil Service Standing Orders and others Acts.
- Excellent knowledge/understanding of AITB services, practices and procedures.
- A good working knowledge of Liberia's Financial Laws, Rules and Regulations.
- Excellent knowledge in strategic planning, budgeting, project management and people management.
- Excellent interpersonal and negotiation skills.
- Ability to analyse quantitative and qualitative data.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.

- Excellent Presentation skills.
- Team Player.
- Excellent Communication (oral and written) and Report Writing 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, internet, etc. and other software/tools.
- Sound decision making based on thorough analysis.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.



**POSITION TITLE: PRINCIPAL OFFICER, JOB ANALYSIS & OCCUPATIONAL STANDARDS UNIT**

**REPORT DIRECTLY TO: Assistant Director General/Technical Services**

**DIRECTLY SUPERVISES:**

- Assistant Principal Officers
- Statisticians

**DEPARTMENTAL/FUNCTIONAL RELATIONS**

- All principal officers

**EXTERNAL RELATIONS**

- Ministries & Agencies
- Employers in Industry
- Trainers/Resource Persons
- Training provides
- Research Institutions

**DIRECTLY SUPERVISES:**

- Assistant Principal Officers
- All principal officers

**DEPARTMENTAL/FUNCTIONAL RELATIONS**

- All principal officers

**EXTERNAL RELATIONS**

- Ministries & Agencies
- Employers in Industry
- Trainers/Resource Persons
- Research Institutions

**PURPOSE:**

- To analyze job components and transform feedback into training modules (MES) and their corresponding instructional.
- To promote instructional/teaching materials, principles and standards in training delivery capacity development and utilization.
- To promote the development and use of training standards and curriculum based on industry's job demand/best practices.

- To provide instructional/teaching materials for training providers in the targeted trade areas guided by developed curriculum and instructional aids.

## **KEY RESULT AREAS**

- Policy Formulation & Strategy
- Organizational Design and Reviews
- Job Analysis
- Curriculum/training aids development
- Pedagogic upgrading programs
- Performance Management
- Stakeholder Relationship and Management

## **DUTIES**

### **Policy Formulation and Strategy**

- Undertakes analysis and provides technical inputs for formulation of job standards and occupation policy.

### **Organization Design**

- Conducts extensive job management reviews in industry that involve analyzing and evaluating complex job and occupational structures with a wide range of organizational design matrix.

### **Job Analysis**

- Carry out job analysis using interview techniques, direct observation techniques and self-logging techniques.
- Provide documentation with job description revisions from industry.
- Conducts interviews with training institutions, employers, experts' craftsman, and trainees to carry-out field audits and/or job observations for the purpose of gathering information related to existing duties, tasks and responsibilities for various classifications.
- Ensures that well-defined duties and responsibilities are developed for each position for training development purpose as determined by industry.

- **Occupational Classification**

- Carry out job analysis using interview, direct observation, and self- logging techniques to establish the training requirements of an occupational group such as knowledge, skills and attitudes.
- Establish the methods and components of the jobs;
- Conduct occupational analysis;
- Produce out of job analysis, job description, job specification and career information required for training purpose;

- Develop a system of job classification (i. e. in line with ILO and NCV/TET), required for designing training programs for basic or entry level jobs, requiring minimum education and training to jobs requiring the highest level of education, training, skills and experience;
- Initiate and develop explicit task statement to serve as a basic for job classification, design, and concurrently provide clear information which can be used as a guide for training programs;
- Conduct ergonomic studies when the need arises;

### **Performance Management**

- Liaises with Performance Management Section and Training Department for master craftsman in facilitating to design and establish the methods and components of the jobs.
- Establish training requirements of an occupational group such as knowledge, skills and attitudes.
- Develop task statements to serve as a basis for jobs classification, design and guide for training.

### **General Management**

- Compiles data from a wide variety of sources for the purpose of preparing reports, and making recommendations for management decision-making.
  - Carry-outs and coordinates the preparation of periodic task statements of jobs analysis reports.
- Performs other relevant duties consistent with the functions of the Section as may be assigned by the Director, Employment Services from time to time.

### **Supervisory Functions**

- Holds subordinates reports accountable for managing their assignments to ensure the Section as well as AITB's goals are achieved.
- Reviews reports submitted by subordinates and approve or suggest changes.

### **AUTHORITY LIMIT**

- **Management of Budget**
  - Contributes to the preparation of AITB budgets and submits financial requests for approval in line with the Sections' annual estimates.
- **Staff Management**
  - The job holder has staff management responsibility. The job holder directly supervises and coordinates subordinates.

- **Asset Management**
  - The job holder is in charge of all assets of AITB assigned for the position

#### **EDUCATIONAL QUALIFICATION**

- Bachelor of Science or its equivalent in vocational/technical education and training or industrial administration, vocational trades testing and evaluation or related field.

#### **WORK EXPERIENCE**

- At least four (4) years of experience in a position where the qualities and skills of trade testing/evaluation, in-plant training, curriculum development or industrial management development were required.

#### **OTHER REQUIREMENT**

- Excellent Presentation Skills
- Hands on experience in the development of performance management tools and Managing Performance System in establishments.
- Knowledge in designing and training in in-plant management for stakeholders using coaching for performance model.
- Skills in working with people with diverse background.
- Must possess excellent interpersonal relationship skill.
- Thorough understanding of learning and development processes.
- Ability to understand the psychology of recruited trainees and design appropriate induction program for them.
- Practical ability to organize and manage projects.
- Ability to communicate clearly both written and verbal, management intentions to establishments and trainees.
- Very good knowledge /understanding of Liberia's TVET Training environment.
- Very good knowledge /understanding of the VTET practices and procedures.
- Strong ability to analyze quantitative and qualitative data.
- Strong ability to develop and maintain strong professional relationship with internal and external stakeholders and trainees.
- Strong knowledge of communication software/tools and other graphics and/or presentation software including: Microsoft Office products word and excel, internet PowerPoint etc.

**POSITION TITLE: PRINCIPAL OFFICER – APPRENTICESHIP/IN-PLANT TRAINING UNIT**

**REPORT DIRECTLY TO : Assistant Director General/Technical Services**

**DIRECTLY SUPERVISES:**

- Assistant Principal Officers
- Statisticians

**DEPARTMENTAL/FUNCTIONAL RELATIONS**

- All principal officers

**EXTERNAL RELATIONS**

- Ministries & Agencies
- Employers in Industry
- Trainers/Resource Persons
- Research Institutions

**PURPOSE:**

- Monitor and evaluate the effectiveness and efficiency of skilled delivery for trainees' attachment in industry;
- To promote career planning and development to facilitate continuous evaluation of vocational trainees considering alternative career opportunities within industry;
- To promote training and develop programs for vocational trainees in line with industrious attachment designed to sustain the delivery capacity for the youths;
- Develop appropriate reporting and communication mechanisms on trainees' assignments in industry.
- Evaluates and ensures training institutions possess relevant facilities for in-plant training delivery programs; and
- Ensures that training providers make available to trainees access to training modules and schedules to prepare adequately.

**KEY RESULT AREAS:**

- Training Needs Assessment
- Training Records Management
- Training Impact Assessment
- Establishments Evaluation
- Trainees Evaluation in Establishments
- In-plant Training Modules Development

## **AUTHORITY LIMIT**

- **Management of Budget**
  - Contributes to the preparation of AITB budgets and submits financial requests for approval in line with the Sections' annual estimates.
  
- **Staff Management**
  - The job holder has staff management responsibility. The job holder directly supervises and coordinates subordinates.
  
- **Asset Management**
  - The job holder is in charge of all assets of AITB assigned for the position.

## **DUTIES:**

### **General Duties**

- Organizes a systematic control and professionally operated apprenticeship and in-plant training schemes to produce a selected group of craftsmen;
- Plans and conducts relevant research on training needs to ensure that industry have adequate number of well-trained and skilled workers;
- Develop training programs aimed at raising the overall level of skills within industry;
- Organizes the preparation of the youths for industrious training attachment;
- Advices on new trends and changes in apprenticeship training programs;
- Organizes in-service training programs for trainers/trainees for in-centers upgrading programs using the modular system of training;
- Organizes training programs for instructional staff aimed at improving their pedagogical competences;
- Develops appropriate modular skills training curricula for in-centers training;
- Advices, encourage and assists in medium and large size establishments in developing in-plant training programs;
  
- Liaises with relevant employers, training providers and other stakeholders connected to the TVET to facilitate the operations of the apprenticeship and in-plant programs;
- Perform other duties as may be assigned.

### **Technical Duties**

- Ensures In-plant training upgrading programs in in-centers is carried-out place in a conducive environment.
  
- Ensures regular updates of training modules and delivery for the apprenticeship programs.
  
- Ensures regular follow-ups of trainees attach with industry for their welfare and development.

- Ensures that industry follow training guide and development and use for training apprentices in the conduct of in-center training
- Participates in the development and implementation of training evaluation system to assess training output, outcome, and impact performance.
- Works with staff of establishments by offering coaching and consulting services specifically designed to empower and achieve the Bureau's in-plant training goals and objectives.
- Analyzes apprenticeship training plans, programs and plans the delivery of in-plant training accordingly.
- Ensures trainers and training establishments use relevant technology facilities to deliver training to the apprentices.
- Ensures apprentices/trainees have access to training modules and schedules.
- Follow-up with the administration of establishments for tools and instruments for conducting and evaluating training output, outcome, and impact.
- Analyzes training evaluation information from establishments and submits report to superior officers for policy decision making.
- Develops a feedback mechanism to relay evaluations, recommendations and to facilitate quick action on corrective measures/interventions.
- Undertakes analyses and reviews of best practice in offering training delivery and training impact assessment information, and makes recommendation to the Assistant Director for Training, Monitoring and Evaluation.
- Develops inventory/database on in-plant training institutions and facilitates in order to analyze their preparedness to implement training programs.
- Maintains database and records on trainers and/or resource persons, apprentices, their areas of specialization and ensuring regular update of records of training programs.
- Ensures accurate documentation of all activities of the apprenticeship Training Delivery and Impact Assessment of the in-plant programs.
- Performs other relevant duties consistent with the functions of the Section as may be assigned by the Assistant Director and Deputy Director for Technical Services from time to time.
- **SUPERVISORY FUNCTIONS**
  - Conducts performance appraisal and provides input for vocational In-plant Training and apprentices.

- Identifies training needs and facilitates training for vocational apprentices' attachment in industries.
- Provides inputs in the preparation of quarterly and annual performance reports from establishments hosting trainees.
- Holds subordinate reports accountable for managing their assignments to ensure the Bureau/Section's goals are achieved.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - The job holder contributes to the preparation of budgets.
- **Staff Management**
  - The job holder has staff management responsibility.
- **Asset Management**
  - The job holder uses assets assigned to the position.

#### **EDUCATIONAL QUALIFICATIONS**

- A good First Degree in Public Administration, Business Administration, General Management or related discipline from a recognized University or an equivalent professional qualification.
- A Masters' Degree preferably MPA, MBA or in a relevant Management or HRM discipline from a recognized University.

#### **WORK EXPERIENCE**

- At least Five (5) years of relevant post qualification experience of which three (3) years must have been in position where the development of system approach to task analysis and job design are highlighted.
- Experience in training impact assessment or monitoring and evaluation will be an advantage.

#### **OTHER REQUIREMENT**

- Excellent Presentation Skills
- Hands on experience in the development of performance management tools and Managing Performance System in establishments.
- Knowledge in designing and training in in-plant management for stakeholders using coaching for performance model.
- Skills in working with people with diverse background.
- Must possess excellent interpersonal relationship skill.



- Thorough understanding of learning and development processes.
- Ability to understand the psychology of recruited trainees and design appropriate induction program for them.
- Practical ability to organize and manage projects.
- Ability to communicate clearly both written and verbal, management intentions to establishments and trainees.
- Very good knowledge /understanding

## POSITION TITLE: PRINCIPAL OFFICER, VOCATIONAL GUIDANCE

**REPORT DIRECTLY TO:** Assistant Director General for Training & Monitoring

### **DIRECTLY SUPERVISES**

- Assistant Principal Officers
- Statisticians

### **DEPARTMENTAL/FUNCTIONAL RELATIONS**

- Principal officers
- Assistant principal officers
- Finance Department
- IT Department
- Personnel Department
- Assistant Directors

### **EXTERNAL RELATIONS**

- Ministries & Agencies
- Employers in Industry
- Trainers/Resource Persons
- Research Institutions

### **PURPOSE:**

To appraise occupational aptitudes and abilities, occupational information and careers selection.

### **KEY RESULT AREAS**

- Training Needs Assessment
- Training Records Management
- Training Impact Assessment
- Training and Development Evaluation
- Training Plans Development
- Training Modules Development
- Performance Management

### **DUTIES**

- Support activities such as appraisal of occupational aptitudes and abilities, occupational information, selecting careers;
- Develop services which identify types and numbers of personnel needed by program or activity area, and specific population (target group) to be served. These goals/objectives to be achieved through specific tasks which include the following:

- Identify, by a way of survey, professional vocational counselors working with vocational/commercial training institutions with the aim to develop a directory of professionals.
- Set up a procedural approach or a strategy to develop vocational guidance services in response to the manpower needs.
- Formulate guidance training programs on youth career exploration and development aimed at promoting vocational technicians.
- Make research, compile guidance information on all vocational / technical education and related training programs; the types of programs/ areas of specialization, training duration entry / admission requirements, space capacity, location, training needs / projections, employment prospects for each trade area.
- Design questionnaires for training applicants to evaluate significant information such as in-experiences and personality traits.
- Develop and print brochures to provide vital information such as the pre-requisites for each trade or occupational area and job hunting techniques, etc.
- Design and conduct national career information workshops for trainees / students to assist them in making sound career decision;
- Develop mass media based programs to create awareness on the need for vocational guidance services;
- Assist in the development of methodologies / procedures of vocational and technical training institutions. Set up a procedural approach or strategy to develop vocational guidance services responsive to the manpower needs; formulate guidance personnel training programs on youth career exploration and development aimed at promoting vocational guidance.

## **AUTHORITY LIMIT**

### **Management of Budget**

- Contributes to the preparation of AITB budgets and submits financial requests for approval in line with the Section's heads approved annual estimates.

### **Staff Management**

- The job holder has staff management responsibility; the job holder directly supervises subordinates.

### Asset Management

- The job holder is in charge of all assets of AITB assigned for the position.

### EDUCATIONAL QUALIFICATION

- A good First Bachelor of Science Degree in Education, Public Administration, Business Administration, General Management or related discipline from a recognized University or an equivalent professional qualification.

A Masters' Degree preferably MPA, MBA or in a relevant Management or HRM discipline from a recognized University

### OTHER REQUIREMENTS

- Excellent knowledge/understanding of research or policy formulation and implementation.
- Excellent knowledge/understanding of training policy in the training environment.
- Ability to exercise sound judgement in an industrious environment.
- Proven project management, administration and coordination skills.
- Excellent knowledge/understanding of TVET training services, practices and procedures.
- Excellent knowledge in strategic planning, budgeting, project management and people management.
- Excellent interpersonal and negotiation skills.
- Ability to analyse quantitative and qualitative data.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.

Excellent Presentation skills.from a recognized University

## **POSITION TITLE: Principal Officer, Commercial Training Centers Adm.**

REPORTS DIRECTLY TO: Assistant Director/Training, Monitoring & Evaluation

DIRECTLY SUPERVISES:

- Assistant principal officers

### **DEPARTMENTAL/FUNCTIONAL RELATIONS**

- All directors
- Principal officers
- Assistant principal officers
- Finance Section
- IT section
- Human Resource Management

### **EXTERNAL RELATIONS**

- Ministry of Education
- Ministry of Finance and Development Planning
- Service Providers
- Public Procurement and Concession Commission (PPCC)

### **PURPOSE**

To promote standardization and uniform certification in conformity with the council's recommendation throughout all commercial training centers and to monitor all commercial training programs in Liberia and ensure that they meet the desired objectives and standards as envisaged and laid down from time to time by the council.

### **KEY RESULT AREAS**

- Training Needs Assessment
- Training Records Management
- Training Impact Assessment
- Training and Development Evaluation
- Training Plans Development
- Training Modules Development
- Performance Management

## **DUTIES**

### **Key Functions**

- Establish and maintain a uniform system of record keeping, progress reports etc. for all commercial training centers in Liberia;
- Promote standardization and uniform certification in conformity with the Council's recommendation throughout all commercial training centers;
- Monitor all commercial training programs in Liberia and ensure that they meet the desired objectives and standards as envisaged and laid down from time to time by the Council;
- Obtain and interpret all available labor statistics which affect Liberian trained personnel in the commercial field; and program as necessary: workshops/seminars for all parties interested in commercial training and business education, to review the nation's curricula and hold effective discussion on business education;

### **Technical Functions**

- Identifies training and development needs within the Bureau through job analysis, appraisal schemes and regular consultations with supervisors, sectional heads and human resource departments.
- Designs and expands training and development programs based on needs of vocational training institutions and employers.
- Develops, implements, and monitors training programs within the Bureau.
- Works in a team to produce programs that are satisfactory to all relevant parties in the Bureau, such as line directors, sectional heads, and supervisors.
- Considers the costs of planned programs and keeps within budgets by assessing the return on investment of any training or development program.
- Conducts orientation sessions.
- Creates brochures and training materials.
- Develops multimedia visual aids and presentations.
- Creates vocational test administration and evaluation processes.
- Prepares and implements training budgets.

- Evaluates needs of the Bureau and plans training programs accordingly.
- Provides AITB Staff with classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops to impact their capabilities.
- Provides vocational leadership development education and programs.
- Builds solid cross-functional relationships with relevant stakeholders.
- Provides logistical support, course development, delivery, evaluation, process measurement, and cost management.
- Plans the implementation and facilitation activities and events, budget spending, material production and distribution, and other resources, to ensure that operations are managed within authorized budgets.
- Produces training materials for in-house courses.
- Manages the delivery of training and development programmes and, in a more senior role, devise a training strategy for the vocational institutions.
- Monitors and reviews the progress of trainees through questionnaires administration and analysis and discussions with vocational training providers.
- Ensures that statutory vocational training requirements are met.
- Evaluates vocational training and development programs.
- Amends and revises programs as necessary, in order to adapt to changes occurring in the economy.
- Supports line directors and trainers solve specific vocational training problems.
- Researches new technologies and methodologies in workplace learning and presents this research to management for decision making.
- Conducts follow -up studies with vocational training institutions to evaluate and measure results.
- Develops trainer development programs and coaches others involved in training efforts, providing effective growth and development opportunities.
- Performs other relevant duties consistent with the functions of the Directorate as may be assigned by the Director.

## **AUTHORITY LIMIT**

- **Management of Operational Budget**
  - The job holder provides inputs for developing budgets. The job holder has authority to spend training budgets in staff training programs. Job holder operates within approved training budgets to achieve targets.
- **Staff Management**
  - The job holder has staff management responsibility.
- **Asset Management**
  - The job holder uses assets assigned to accomplish the work.

## **EDUCATIONAL QUALIFICATIONS**

- Bachelor's degree in Curriculum Development, Education, Organizational Development or business required (Master's Degree preferred).
- Adult learning principles and concepts. For applicants with transit related field experience: Associate Degree in Transportation related field.

## **WORK EXPERIENCE**

- Three years (minimum) verifiable work experience in the transit industry.
- Comprehensive knowledge of current instructional theories and principles applicable to both online and instructor-led learning programs.
- Development of creative and engaging training materials for an adult audience, in a variety of formats and media as well as storyboarding and user guides.

## **OTHER REQUIREMENTS**

- Very good knowledge/understanding of local industry
- Very good knowledge/understanding of vocational training providers.
- Very good knowledge/understanding of research or policy formulation and implementation
- Strong ability to analyse quantitative and qualitative data
- Strong ability to develop and maintain strong professional relationships with internal and external stakeholders and other employees.
- Very Good planning and organizing skills.
- Very good interpersonal skills.
- Team Player.



- Outstanding verbal, written, multi-tasking and presentation skills.
- Ability to meet deadlines and execute projects.
- Proven ability to work in a fast paced and often pressured environment.
- Ability to create momentum and foster organizational change.
- Strong knowledge of Communication Software/tools and other graphics and/or presentation software including: Microsoft Office products, Word and Excel, Internet Explorer, PowerPoint etc.
- Sound decision making based on thorough analysis.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.
- Proven ability to lead by example and foster mentoring relationships.

**POSITION TITLE: PRINCIPAL OFFICER, AGRICULTURAL & RURAL YOUTH TRAINING**

**REPORTS DIRECTLY TO:** Assistant Director, Training, Monitoring & Evaluation

**DIRECTLY SUPERVISES:**

- Assistant principal officers

**DEPARTMENTAL/FUNCTIONAL RELATIONS**

- All directors
- Principal officers
- Assistant principal officers
- Finance Section
- IT section
- Human Resource Management

**EXTERNAL RELATIONS**

- Ministry of Education
- Ministry of Finance and Development Planning
- Service Providers
- Public Procurement and Concession Commission (PPCC)

**PURPOSE**

- To assist in developing plans and programs for meeting the manpower training needs at the technical level for the staff of the Bureau, Ministry of Agriculture as well as for farmers and others in the agricultural sector.

**KEY RESULT AREAS**

- Training Needs Assessment
- Training Records Management
- Training Impact Assessment
- Training and Development Evaluation
- Training Plans Development
- Training Modules Development
- Performance Management

**DUTIES:**

**General Functions**

- Compiled an inventory of all formal and informal training facilities including course offered, training output, and staffing requirements;

- Monitor and evaluate all training programs relative to the objectives and standards of the Council;
- Identify training requirements;
- Assist in developing plans and programs for meeting the manpower training needs at the technical level for the staff of the Ministry of Agriculture as well as for formers and others in the agricultural sector;
- Establish and award National Trade Certificates in engineering, building, textile and leather trades and such other trades as may be brought within its scope by the Government of Liberia.
- Prescribe standards in respect of syllabi, equipment, and scale of space, duration of courses and methods of training
- Arrange trade tests in various trade courses and lay down standards of proficiency required for a pass in the trade test leading to the award of National Trade Certificate
- Arrange for ad-hoc or periodical inspections of training institutions in the country to ensure that the standards prescribed by the Council are being followed.
- Recognize training institutions run by government or by private agencies for purposes of the grant of National Trade Certificates and lay down conditions for such recognition
- Co-opt, if necessary, any person or persons to advise the Council in connection with its work;
- Prescribe qualifications for the technical staff of training institutions
- Prescribe the standards and conditions of eligibility for the award of National Trade Certificates
- Generally control the conditions for the award of National Trade Certificates
- Recommend the provision of additional training facilities, wherever necessary, and render such assistance in the setting up of additional training institutions or in the Organization of additional training programmed as may be possible

- Advise the central government regarding distribution to state governments of the contribution of the Government of Liberia towards expenditure on the Craftsmen Training Scheme
- Perform such other functions as may be entrusted to it by the Government of Liberia
- Perform such functions as are assigned by the AITB Authority

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - Contributes to the preparation of AITB budgets and submits financial requests for approval in line with the Directorate and Sections' approved annual estimates.
- **Staff Management**
  - The job holder has staff management responsibility. The job holder directly supervises the Heads of the following sections: Procurement, Maintenance Management, Transport, and Security.
- **Asset Management**
  - The job holder is in charge of all assets of AITB as well as those assigned for the position e.g. goods, tools, equipment etc.

#### **EDUCATIONAL QUALIFICATIONS**

- Bachelor of Science Degree or its equivalence in Agriculture or closely related specialization
- Master Degree in related discipline is highly an advantage.

#### **WORK EXPERIENCE**

- At least three (3) years' work experience in the field and must have developmental career and must engage into training programs to enhance said institution.

#### **OTHER REQUIREMENTS**

- Very good knowledge/understanding of local industry
- Very good knowledge/understanding of youth and agricultural training providers.
- Very good knowledge/understanding of research or policy formulation and implementation

## **POSITION TITLE: PRINCIPAL OFFICER, TRADE TESTING & CERTIFICATIONS**

**REPORT DIRECTLY TO:** Deputy Director, Technical Services

### **DIRECTLY SUPERVISES:**

- Commercial Trading Unit
- Apprenticeship & In-Plant Trading Unit
- Vocational Training Centers
- Supervisory Training Unit
- Agricultural & Rural Youth Training

### **DEPARTMENTAL/FUNCTIONAL RELATIONS**

- Chief Principal officers
- All principal officers

### **EXTERNAL RELATIONS**

- Ministry of Education
- Ministry of Youths & Sports
- Service Providers
- TVET public & private Institutions

### **PURPOSE**

To develop trade training standards, curricula, develop and administer Trade Test and Certification Scheme to vocational technical/education & training's prospective graduates. To provide trade testing & certification information necessary for vocational technical/education & training (VTET) institutions.

### **KEY RESULTS:**

- Training Standards & Curriculum Records Management
- Training Impact Assessment
- Trade Tests Development & Evaluation
- Training Standards & Curriculum Plans Development
- Training Standards Modules Development
- Tests Record Management

### **DUTIES:**

#### **General Functions:**

- Design, develop and maintain vocational standards modules and prepare curriculum.
- Set-up a framework for compiling competency that cumulates into acquiring standards, structure of courses, credit structures, accumulation and certifications.
- Assist to set-up a framework for affiliation and accreditation of institutions
- Assist to Set-up a framework for trade tests procedure and administration.

- Assist to acquire labor-market information system and industry job requirements.
- Assist to monitor and evaluate the effectiveness and efficiency of national skill-development program efforts through appropriate reporting and communication mechanisms.
- Assist to manage affairs of the trade testing and certification unit.
- Assist to conduct and supervise regular system of appropriate trade test administration to all prospective vocational training graduates in their respective trade areas.
- Assist to design practical trade tests for workers in industry
- Assist to organize trade test materials and facilities as may be necessary;
- Assist to train trade testers, tests supervisors and administrators as may be necessary;
- Assist to design practical trade tests for semi-literate or illiterate workers for a tiered system of skill levels;
- Work in close collaboration with the technical committees of the National V/TET.
- Design practical trade tests for semi-literate or illiterate workers for a tiered system of skill levels;
- Work in close collaboration with the technical committees of the National V/TET.

### **Technical Functions**

- Assist establish and administer National Trade Tests and Certifications Schemes in industrious trades
- Assist design prescribe standards in respect of syllabi, equipment, and scale of space, duration of courses and methods of training.
- Assist arrange and conduct trade tests in various trade courses and lay down standards of proficiency required for a pass in the trade test leading to the award of National Trade Certificate.
- Assist carry-out periodic field collaboration with training institutions to ensure that standards and curriculum are being followed.
- Assist control with high sensitivity and safety the conditions of the tests.
- Perform such functions as are assigned by the AITB Authority

### **EDUCATIONAL QUALIFICATION**

- A good First Degree in Public Administration, Business Administration, General Management or related discipline from a recognized University or an equivalent professional qualification.
- A Masters' Degree preferably MPA, MBA or in a relevant Management or HRM discipline from a recognized University

## **OTHER REQUIREMENTS**

- Excellent knowledge/understanding of research or policy formulation and implementation.
- Excellent knowledge/understanding of training policy in the training environment.
- Ability to exercise sound judgement in an industrious environment.
- Proven project management, administration and coordination skills.
- Excellent knowledge/understanding of TVET training services, practices and procedures.

**POSITION TITLE: PRINCIPAL OFFICER, CURRICULUM & INSTRUCTIONAL AIDES DEVELOPMENT**

**REPORT DIRECTLY TO:** Assistant Director-General / Trade Standards, Curriculum Development and Research

**DIRECTLY SUPERVISES:**

- Supervisors of Sections/Units

**DEPARTMENTAL/FUNCTIONAL RELATIONS**

- Directors/Deputy Director for Technical services
  - Chief Principal officers
  - Principal officers
  -

**EXTERNAL RELATIONS**

- Ministry of Education
- Ministry of Youths & Sports
- Vocational Training Service Providers

**PURPOSE**

- Focuses on the mandate which ensures the delivery of relevant, responsive and effective basic vocational curriculum consistent with the manpower needs and requirements of the economy;
- Formulates Job analysis and trade / Occupational Standards for adopting in training standards and curriculum development;
- Provides the core training materials relevant for trainers in vocational training institutions;
- Develops and improve by validating other training standards and curriculums that facilitate appropriate training delivery systems in the classrooms;
- To Develop and produce learning resources to support the delivery of training materials administration, i.e., tools and processes to assess the quality and effectiveness of the curriculum.

**KEY RESULTS:**

**KEY RESULT AREAS**

- Tools and instructional aid classification/development
- Tools and instructional aid classification/development
- Data collection and Analysis
- Policy Formulation & Strategy trade training providers/institutions
- Tools and instructional aid development
- Stakeholder Relationship and Management
- Training Needs Assessment
- Training Impact Assessment/ Evaluation



- Training Modules Development

**DUTIES:**

**DUTIES:**

- Provides inputs in the development of the curriculum and training aides for training institutions.
- Provides inputs and participates in the development of training indicators and performance benchmarks for assessing the performance of trainers in public and private vocational institutions.
- Provides inputs and participates in the determination and collecting of baseline data for curriculum development.
- Undertakes field assessment on of approved quantitative and qualitative performance class-room indicators.
- Uses and applies approved performance monitoring tools (Survey) and instruments to collect data from vocational training institutions.
  - Undertakes field visits by instituting the preparation of field work plans and schedules to facilitate performing the tasks of curriculum data collection.
- Organizes stakeholders meetings and records proceedings and decisions.
- Undertakes initial analysis of field data and prepares weekly field reports.
- Conducts workshops and capacity building programs for stakeholders from vocational training institutions, employers, the Labour Union and government for inputs curriculum development instruments.
- Collaborates effectively with Research Officers and Monitoring and Evaluation Officers from the Research Units of training stakeholders, respectively, to ensure proper synchronization and timely analysis of field data.
- Develop appropriate curricula for modular skill training and ensures appropriate documentation and storage of findings from the field survey.
- Performs other relevant duties consistent with the functions of the Section as may be assigned by the Deputy-Director General/Technical Services from time to time.

**AUTHORITY LIMIT**

- **Management of Budget**
  - Incumbent makes contribution to the preparation of Annual budgets.
- **Staff Management**
  - Incumbent has staff management responsibility.

- **Asset Management**
  - Incumbent uses assets assigned to the position to accomplish tasks.

#### **EDUCATIONAL QUALIFICATION**

- A good first Degree in Public Administration, Economics, Social Science, Statistics, M&E or relevant discipline from a recognized university.

#### **WORK EXPERIENCE**

- At least two (2) years relevant post qualification experience one (1) year of which must have been in M&E /performance monitoring in the public service of Liberia.

#### **OTHER REQUIREMENTS**

- Excellent knowledge/understanding of research or policy formulation and implementation.
- Ability to exercise sound judgement in a highly political environment.
- Proven project management, administration and coordination skills.
- Excellent knowledge/understanding of AITB services, practices and procedures.
- A good working knowledge of Liberia's Financial Laws, Rules and Regulations.
- Excellent knowledge in strategic planning, budgeting, project management and people management.
- Excellent interpersonal and negotiation skills.
- Ability to analyse quantitative and qualitative data.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.
- Excellent Presentation skills.
- Team Player.
- Excellent Communication (oral and written) and Report Writing 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, internet, etc. and other software/tools.
- Sound decision making based on thorough analysis.

- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.

**POSITION TITLE: ASSISTANT PRINCIPAL OFFICER, CURRICULUM & INSTRUCTIONAL AIDS DEVELOPMENT**

**REPORTS DIRECTLY TO:** Principal Officer/Curriculum & Instructional Aids Development

**DIRECTLY SUPERVISES:** NIL

**DEPARTMENTAL/FUNCTIONAL RELATIONS**

- All assistant principal officers
- Bureau directors
- All departments heads

**EXTERNAL RELATIONS**

- Ministry of Education
- Ministry of Youths & Sports
- Employers in Industry
- Trainers/Resource Persons
- Research Institutions

**PURPOSE:**

- Assist to implement AITB training policy that strength instructions trade areas for vocational training institutions to enhance productivity in the classroom.
- Assist to ensure that teaching methodologies and learning process are harmonized consistent with VTET training requirements.

**KEY RESULT AREAS**

- Training Needs Assessment
- Training Records Management
- Training Impact Assessment
- Training and Development Evaluation
- Training Plans Development
- Training Modules Development
- Performance Management

**DUTIES:**

**General Duties**

- Assist to organize in-service training courses for trainers involve in preparing and implementing a modular system of training.
- Assist to organize training programs for instructional staff aimed at improving their pedagogical competence.

- Assist to organize a clearing house for advising and assisting training centers throughout Liberia in producing and loaning training aids and instructional materials.
- Assists to develop appropriate curricula for modular skill training;
- Assists to organize and participate in development training course for trainers to enable use standards and curriculum appropriately;
- Assists to organize and participate in training programs for instructional staff aimed at improving their instructional techniques and training methodology in the use of curriculum;
- Assists to organize a central clearing house for advising and assisting training centers, throughout Liberia, to produce and loan training aids and instructional materials;
- Assist to set up facilities for the production and distribution of finalized curriculum, training aids and instructional materials;
- Assist to modify curriculum materials according to the results obtained from the feedback from industry and internal tests administered;
- Perform other duties as may be assigned.

## **Technical Functions**

### **AUTHORITY LIMIT**

- **Management of Budget**
  - Contributes to the preparation of AITB budgets and submits financial requests for approval in line with the Directors and Sections' approved annual estimates.
- **Staff Management**
  - The job holder has staff management responsibility; the job holder directly supervises all subordinates.
- **Asset Management**
  - The job holder is in charge of all assets of AITB assigned for the position.

### **EDUCATIONAL QUALIFICATION**

- A good First Degree in Public Administration, Business Administration, General Management or related discipline from a recognized University or an equivalent professional qualification.
- A Masters' Degree preferably MPA, MBA or in a relevant Management or HRM discipline from a recognized University.

## WORK EXPERIENCE

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

## OTHER REQUIREMENTS

- Excellent knowledge/understanding of research or policy formulation and implementation.
- Excellent knowledge/understanding of training policy in the training environment.
- Ability to exercise sound judgement in an industrious environment.
- Proven project management, administration and coordination skills.
- Excellent knowledge/understanding of TVET training services, practices and procedures.

**POSITION TITLE: ASSISTANT PRINCIPAL OFFICER, TRADE TESTING & CERTIFICATIONS**

**REPORTS DIRECTLY TO:** Principal Officer for Trade Testing & Certification

**DIRECTLY SUPERVISES:**

- Sectional Heads
- Other units

**DEPARTMENTAL/FUNCTIONAL RELATIONS**

- All assistant principal officers
- Bureau directors
- All departments heads

**EXTERNAL RELATIONS**

- Ministry of Education
- Ministry of Finance and Development Planning
- Service Providers

**PURPOSE:**

To assist in the area of Trade Training Standards development, the development and conduct of Trade Testing and Certification scheme and provide to the Bureau Administration technical National Trade Testing & certification information necessary for utilization of National Trade and to assist in the area of curriculum and instructional aids development.

**KEY RESULTS:**

- Training Needs Assessment
- Training Records Management
- Training Impact Assessment
- Training and Development Evaluation
- Training Plans Development
- Training Modules Development
- Performance Management

## DUTIES:

### General Functions:

- Assist to design, development and maintenance of vocational modules which inter-alia includes
- Assist in setting up a framework for competency standards, structure of courses, credit structure, accumulation and certification
- Assist in setting up a framework for affiliation and accreditation of institutions
- Assist in setting up Quality-control mechanism
- Labor-market information system and dissemination of information at the national level
- Monitoring and evaluation on the effectiveness and efficiency of national skill-development efforts through appropriate reporting and communication mechanisms
- 
- Manage affairs of the trade testing and certification unit.
  
- Promote a regular system of appropriate trade testing of all trainees in vocational training institutions in respective trade areas and certification of successful candidates in accordance with standards approved by the NCVTET;
  
- Assist in designing practical trade testing of workers in collaboration with interested industries.
  
- Organize trade testing facilities as may be necessary;
  
- Train trade testers, as may be necessary;
  
- Assist in designing tests for semi-literate or illiterate workers for a tiered system of skill levels;
  
- Ensure that all vocational training institutions employ appropriate training aides in their classrooms;
  
- Advise, assist and work in close collaboration with the technical committees of the NCVTET;

### Technical Functions

- Establish and award National Trade Certificates in engineering, building, textile and leather trades and such other trades as may be brought within its scope by the Government of Liberia.
- Prescribe standards in respect of syllabi, equipment, and scale of space, duration of courses and methods of training
- Arrange trade tests in various trade courses and lay down standards of proficiency required for a pass in the trade test leading to the award of National Trade Certificate



- Arrange for ad-hoc or periodical inspections of training institutions in the country to ensure that the standards prescribed by the Council are being followed.
- Recognize training institutions run by government or by private agencies for purposes of the grant of National Trade Certificates and lay down conditions for such recognition
- Co-opt, if necessary, any person or persons to advise the Council in connection with its work
- Prescribe qualifications for the technical staff of training institutions
- Prescribe the standards and conditions of eligibility for the award of National Trade Certificates
- Generally control the conditions for the award of National Trade Certificates
- Recommend the provision of additional training facilities, wherever necessary, and render such assistance in the setting up of additional training institutions or in the Organization of additional training programmed as may be possible
- Advise the central government regarding distribution to state governments of the contribution of the Government of Liberia towards expenditure on the Craftsmen Training Scheme
- Perform such other functions as may be entrusted to it by the Government of Liberia
- Perform such functions as are assigned by the AITB Authority

#### **AUTHORITY LIMIT**

##### **Management of Budget**

- Contributes to the preparation of AITB budgets and submits financial requests for approval in line with the Directors and Sections' approved annual estimates.

##### **Staff Management**

- The job holder has staff management responsibility. The job holder directly supervises the Heads of the following sections: Procurement, Maintenance Management, Transport, and Security.

##### **Asset Management**

- The job holder is in charge of all assets of AITB as well as those assigned for the position e.g. goods, tools, equipment etc.

#### **EDUCATIONAL QUALIFICATION**

- A good First Degree in Public Administration, Business Administration, General Management or related discipline from a recognized University or an equivalent professional qualification.

**POSITION TITLE: ASSISTANT PRINCIPAL OFFICER, APPRENTICESHIP & IN-PLANT TRAINING**

**REPORTS DIRECTLY TO:** Principal Officer/Apprenticeship

**DIRECTLY SUPERVISES:**

- Assistant principal officers

**DEPARTMENTAL/FUNCTIONAL RELATIONS**

- All assistant principal officers
- Bureau directors
- All departments heads

**EXTERNAL RELATIONS**

- Ministry of Education
- Ministry of Finance and Development Planning
- Service Providers
- Public Procurement and Concession Commission (PPCC)

**PURPOSE:**

- You could get into this career by starting as an assistant or an apprentice in a training department and working your way up. You could also study for professional qualifications in learning and development before looking for a job. Training officers organize training for staff within companies. This can involve delivering training personally, or arranging events through colleagues or external providers such as colleges. In this job, the officer would need to get on well with all levels of staff and have the confidence to deliver presentations. You would need to be able to plan your time well.

**KEY RESULT AREAS**

- Training Needs Assessment
- Training Records Management
- Training Impact Assessment
- Training and Development Evaluation
- Training Plans Development
- Training Modules Development
- Performance Management

**DUTIES:**

**General Functions**

- Identifying individual and company training needs through staff appraisals and meetings with managers
- Team working to design, deliver and assess training programs

- Producing training materials, including e-learning where suitable
- Designing induction training and monitoring the development of trainees
- Developing appraisal schemes to match company goals
- Revising programs to meet company changes or statutory requirements
- Making sure training is cost-effective and within budget

## Technical Functions

- For many vocational trainees, these individuals may be the ones who see them safely on and off the bus each day, protect them from bullies or keep order in the cafeteria. For some children, they are the larger-than-life “sheriffs” - respected figureheads in the vocational institution.
- Like Principal Officer, Assistant Principal Officer for Apprenticeship generally have training experience as well as a master’s degree, perhaps in educational administration. They typically are heavily involved in the day-to-day operations as they relate to vocational trainees and faculty as a whole. Athletic events, dances, after-vocational institution clubs and field trips, for example, may require the oversight of an Assistant Principal Officer/Apprenticeship Officer.
- In addition to handling such activities, duties including conducting and mediating after-vocational institution meetings with parents and managing vocational institution detentions can mean the workday of an Assistant Principal Officer/Apprenticeship fluctuates considerably and often.
- As standardized testing continues to assume a more prominent place in the Liberian educational system, an Assistant Principal Officer for Apprenticeship’s role in monitoring staff members on goal progress and achievement has become even more imperative.
- Assistant Principal Officer for Apprenticeship must often share the duties of evaluating and documenting staff performance with the principal. Annual evaluations of proficiency and goal accomplishment are common, with the Principal Officer for Apprenticeship charting progress and offering feedback to staff members.
- In this way, the Assistant Principal Officer for Apprenticeship method as a mentor to trainees who need guidance or direction and also provides reinforcement and praise to those who meet or exceed expectations. Performing this task well can circumvent the need for formal reprimands or other disciplinary action.
- Many people are familiar with the role of an Assistant Principal Officer for Apprenticeship as a disciplinarian. Certainly, there may be days when a Principal Officer for Apprenticeship’s schedule is filled with investigations, inquiries and phone calls to concerned or upset parents. Some vocational trainees may need to be consoled; others may need to be disciplined.

- Given their role in communicating information among vocational trainees, trainees and parents, Assistant Principal Officer for Apprenticeship must be socially skilled individuals, capable of maintaining calm and reason even in the most tense of situations.
- In a time of funding cuts and job consolidation, Assistant Principal Officer/Apprenticeship may find themselves with more responsibility than ever before. However, the functions and duties of an Assistant Principal Officer/Apprenticeship typically make an ideal proving ground for individuals looking to move up to become a principal.
- Although demanding, the role of an Assistant Principal Officer for Apprenticeship can be equally rewarding by helping to set and maintain a positive tone and climate for the vocational institution.

## EDUCATIONAL QUALIFICATION

- A good First Degree in Public Administration, Business Administration, General Management or related discipline from a recognized University or an equivalent professional qualification.

## Skills, interests and qualities:

You could also develop your knowledge and skills by completing a postgraduate degree or diploma in learning and development. You may be able to work whilst studying, as there are part-time and distance / flexible learning options.

- Commitment to staff training and development
- The ability to relate to staff at all levels
- Excellent spoken and written communication skills
- Organizational skills
- Planning and time management skills
- Presentation skills
- The ability to encourage and motivate people
- Negotiating and influencing skills
- The ability to write clear reports and keep accurate records
- Computer knowledge

**POSITION TITLE: ASSISTANT PRINCIPAL OFFICER, VOCATIONAL GUIDANCE**

**REPORTS DIRECTLY TO: Principal Officer/Vocational Guidance**

**DIRECTLY SUPERVISES:**

- Assistant principal officer/Job Analysis & occupational Standards

**DEPARTMENTAL/FUNCTIONAL RELATIONS**

- All directors
- Principal officers
- Assistant principal officers
- Finance Section
- IT section
- Human Resource Management

**EXTERNAL RELATIONS**

- Ministry of Education
- Ministry of Finance and Development Planning
- Service Providers
- Public Procurement and Concession Commission (PPCC)
- Civil Service Agency (CSA)

**PURPOSE:**

- To create and implement training programs and oversee the development of careers.
- To set vocational training performance metrics, evaluate trainee's performance by trade test administration, help vocational training institutions create short-term vocational training standards and guidance curriculums development plans for institutional efficiency.
- To have a sensitivity to the manpower needs and requirements at all levels of the economy;

**KEY RESULT AREAS**

- Training Needs Analysis
- Testing, Assessments and Training Evaluation
- Training Program Development
- Development of Vocational Training Aids (Visual and Audio-visuals)
- Trade training standards & curriculum Development
- Performance Management

## DUTIES:

### General Management Functions

- Head of the Training and Development Section.
- Provides input for the development of strategic plans.
- Provides input for the development of annual plans and budget.
- Builds relationships and maintains communications with all directors and heads of sections.
- Prepares and submits monthly/quarterly and annual report(s) for the Section to facilitate management decision making.
- Represents the Director on official committees as may be directed.
- Achieves financial objectives by preparing the Training and Development Section's operational budgets; scheduling expenditures; analyzing variances; initiating corrective actions.
- Liaises with relevant Ministries and Agencies and other stakeholders connected to the Bureau to facilitate the operations of all sections, Units and the overall mandate of the Bureau.
- Contributes to team effort by accomplishing related results as needed.

### Technical Duties

- Identifies training and development needs within the Bureau through job analysis, appraisal schemes and regular consultations with supervisors, sectional heads and human resource departments.
- Designs and expands training and development programs based on needs of vocational training institutions and employers.
- Develops, implements, and monitors training programs within the Bureau.
- Works in a team to produce programs that are satisfactory to all relevant parties in the Bureau, such as line directors, sectional heads, and supervisors.
- Considers the costs of planned programs and keeps within budgets by assessing the return on investment of any training or development program.
- Conducts orientation sessions.

- Creates brochures and training materials.
- Develops multimedia visual aids and presentations.
- Creates vocational test administration and evaluation processes.
- Prepares and implements training budgets.
- Evaluates needs of the Bureau and plans training programs accordingly.
- Provides vocational leadership development education and programs.
- Builds solid cross-functional relationships with relevant stakeholders.
- Provides logistical support, course development, delivery, evaluation, process measurement, and cost management.
- Performs other relevant duties consistent with the functions of the Directors as may be assigned by the Director.

### **Supervisory Functions**

- Supervises technical training for staff.
- Provides inputs for the preparation of quarterly and Annual Performance reports of the Bureau.
- Holds direct reports accountable for managing their assignments to ensure the Bureau's goals are achieved.
- Conducts performance appraisal and provides input for career development and recommend performance incentives for subordinate staff.
- Identifies training needs and facilitates the training for subordinate staff.

### **AUTHORITY LIMIT**

- **Management of Operational Budget**
  - The job holder provides inputs for developing budgets. The job holder has authority to spend training budgets in staff training programs. Job holder operates within approved training budgets to achieve targets.
- **Staff Management**
  - The job holder has staff management responsibility.
- **Asset Management**
  - The job holder uses assets assigned to accomplish the work.

### **EDUCATIONAL QUALIFICATION**

- A good First Degree in Human Resources, Training and Development, Public/Business Administration, Social Sciences or related discipline from a recognized University or an equivalent professional qualification.

#### **WORK EXPERIENCE**

- At least (2) years working experience at the senior management level in the Public Service of Liberia.

#### **OTHER REQUIREMENTS**

- Very good knowledge/understanding of local industry
- Very good knowledge/understanding of vocational training providers.
- Very good knowledge/understanding of research or policy formulation and implementation
  
- Very good knowledge in strategic planning, project management and people management
  
- Very good negotiation skills.
- Strong ability to develop and maintain strong professional relationships with internal and external stakeholders and other employees.
  
- Very Good planning and organizing skills.
  
- Very good interpersonal skills.
  
- Outstanding verbal, written, multi-tasking and presentation skills.
  
- Ability to meet deadlines and execute projects.
  
- Proven ability to work in a fast paced and often pressured environment.
  
- Ability to create momentum and foster organizational change.
  
- Strong knowledge of Communication Software/tools and other graphics and/or presentation software including: Microsoft Office products, Word and Excel, Internet Explorer, PowerPoint etc.
  
- Sound decision making based on thorough analysis.
  
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.
  
- Proven ability to lead by example and foster mentoring relationships.



**POSITION TITLE: ASSISTANT PRINCIPAL OFFICER/JOB ANALYSIS & OCCUPATIONAL STANDARDS UNIT**

**REPORTS DIRECTLY TO: Principal Officer/Job Analysis & Occupational Standards Unit**

**DIRECTLY SUPERVISES:**

- Assistant Principals

**DEPARTMENTAL/FUNCTIONAL RELATIONS**

- All directors
- Principal officers
- Assistant principal officers
- Finance Section
- IT section
- Human Resource Management

**EXTERNAL RELATIONS**

- Ministry of Education
- Ministry of Finance and Development Planning
- Service Providers
- Public Procurement and Concession Commission (PPCC)

**PURPOSE:**

To analyze the job components of respective trade areas so that the resultant analysis can be transformed into training modules (MES) and their corresponding instructional aid materials to be used for providing training in the various training institutions.

**DUTIES**

**General Functions**

- Carry out job analysis using interview technique, direct observation technique required and self- logging technique required (a) to establish the training requirements of an occupational group such as knowledge, skills and attitudes . (b)Establish the methods and components of the jobs;
- Conduct occupational analysis;
- Produce out of job analysis, job description, job specification and career information required for training purpose;
- Develop a system of job classification (i. e. in line with ILO and NCV/TET), required for designing training programs for basic or entry level jobs,

requiring minimum education and training to jobs requiring the highest level of education, training, skills and experience;

- Initiate and develop explicit task statement to serve as a basic for job classification, design, and concurrently provide clear information which can be used as a guide for training programs;

### **Technical Functions**

- Designs and develops curriculum content, training materials, training modules, teaching aids, and manages all aspects of curriculum development programs to include, but not limited to: technical skills, management and leadership development, safety and new technology in transportation operations systems and maintenance. This individual will develop curriculum to be used by the training facilitators and/or instructors and training participants.
- This individual is expected to work with the Los Angeles County Metropolitan Transportation Authority's Organizational Development and Training personnel, Metro University Working Group and the external business partners to illicit their expertise and input to ensure accuracy and standardization of all training materials and content.
- This individual will be expected to deliver accurate, high-quality documentation within a specified deadline and timeline and will work with web-based media. The Curriculum Developer will utilize adult learning principles to develop all instructional materials.

### **AUTHORITY LIMIT**

- **Management of Operational Budget**
  - The job holder provides inputs for developing budgets. The job holder has authority to spend training budgets in staff training programs. Job holder operates within approved training budgets to achieve targets.
- **Staff Management**
  - The job holder has staff management responsibility.
- **Asset Management**
  - The job holder uses assets assigned to accomplish the work.

## **EDUCATIONAL QUALIFICATIONS**

- Bachelor's degree in Curriculum Development, Education, Organizational Development or business required (Master's Degree preferred).
- Adult learning principles and concepts. For applicants with transit related field experience: Associate Degree in Transportation related field.

## **WORK EXPERIENCE**

- Six years (minimum) verifiable work experience in the transit industry.
- Comprehensive knowledge of current instructional theories and principles applicable to both online and instructor-led learning programs.
- Development of creative and engaging training materials for an adult audience, in a variety of formats and media as well as storyboarding and user guides.

## **OTHER REQUIREMENTS**

- Very good knowledge/understanding of local industry
- Very good knowledge/understanding of vocational training providers.
- Very good knowledge/understanding of research or policy formulation and implementation
- Very good knowledge/understanding of Liberia Civil Service's environment
- Ability to exercise sound judgement in a highly political environment.
- Proven project management, administration and coordination skills.
- Very good knowledge/understanding of the Civil Service Standing Orders and others Acts
- Very good knowledge/understanding of Civil Service practices and procedures.
- Working knowledge of Liberia's Financial Laws, Rules and Regulations.
- Very good knowledge in strategic planning, project management and people management
- Very good negotiation skills.
- Strong ability to analyse quantitative and qualitative data
- Strong ability to develop and maintain strong professional relationships with internal and external stakeholders and other employees.
- Very Good planning and organizing skills.
- Very good interpersonal skills.

- Team Player.
- Outstanding verbal, written, multi-tasking and presentation skills.
- Ability to meet deadlines and execute projects.
- Proven ability to work in a fast paced and often pressured environment.
- Ability to create momentum and foster organizational change.
- Strong knowledge of Communication Software/tools and other graphics and/or presentation software including: Microsoft Office products, Word and Excel, Internet Explorer, PowerPoint etc.
- Sound decision making based on thorough analysis.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.
- Proven ability to lead by example and foster mentoring relationships.

**POSITION TITLE: ASSISTANT PRINCIPAL OFFICE, COMMERCIAL TRAINING CENTERS ADMINISTRATION**

**REPORTS DIRECTLY TO:** Assistant Director/Training, Monitoring & Evaluation

**DIRECTLY SUPERVISES:**

- Assistant principal officers

**DEPARTMENTAL/FUNCTIONAL RELATIONS**

- All directors
- Principal officers
- Assistant principal officers
- Finance Section
- IT section
- Human Resource Management

**EXTERNAL RELATIONS**

- Ministry of Education
- Ministry of Finance and Development Planning
- Service Providers
- Public Procurement and Concession Commission (PPCC)

**PURPOSE**

To assist in the area of Trade Training Standards development, the development and conduct of commercial training scheme and provide to the Bureau Administration technical National commercial needs necessary for utilization of National Trade and to assist in the area of curriculum and instructional aids development.

**KEY RESULT AREAS**

- Training Needs Assessment
- Training Records Management
- Training Impact Assessment
- Training and Development Evaluation
- Training Plans Development
- Training Modules Development
- Performance Management

**DUTIES**

**KEY FUNCTIONS**

- Establish and maintain a uniform system of record keeping, progress reports etc. for all commercial training centers in Liberia;

- Promote standardization and uniform certification in conformity with the Council's recommendation throughout all commercial training centers;
- Monitor all commercial training programs in Liberia and ensure that they meet the desired objectives and standards as envisaged and laid down from time to time by the Council;
- Obtain and interpret all available labor statistics which affect Liberian trained personnel in the commercial field; and program as necessary: workshops/seminars for all parties interested in commercial training and business education, to review the nation's curricula and hold effective discussion on business education;

#### **TECHNICAL FUNCTIONS**

- Identifies training and development needs within the Bureau through job analysis, appraisal schemes and regular consultations with supervisors, sectional heads and human resource departments.
- Designs and expands training and development programs based on needs of vocational training institutions and employers.
- Develops, implements, and monitors training programs within the Bureau.
- Works in a team to produce programs that are satisfactory to all relevant parties in the Bureau, such as line directors, sectional heads, and supervisors.
- Considers the costs of planned programs and keeps within budgets by assessing the return on investment of any training or development program.
- Conducts orientation sessions.
- Creates brochures and training materials.
- Develops multimedia visual aids and presentations.
- Creates vocational test administration and evaluation processes.
- Prepares and implements training budgets.
- Evaluates needs of the Bureau and plans training programs accordingly.
- Provides AITB Staff with classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops to impact their capabilities.
- Provides vocational leadership development education and programs.
- Builds solid cross-functional relationships with relevant stakeholders.

- Provides logistical support, course development, delivery, evaluation, process measurement, and cost management.
- Plans the implementation and facilitation activities and events, budget spending, material production and distribution, and other resources, to ensure that operations are managed within authorized budgets.
- Produces training materials for in-house courses.
- Manages the delivery of training and development programmes and, in a more senior role, devise a training strategy for the vocational institutions.
- Monitors and reviews the progress of trainees through questionnaires administration and analysis and discussions with vocational training providers.
- Ensures that statutory vocational training requirements are met.
- Evaluates vocational training and development programs.
- Amends and revises programs as necessary, in order to adapt to changes occurring in the economy.
- Supports line directors and trainers solve specific vocational training problems.
- Researches new technologies and methodologies in workplace learning and presents this research to management for decision making.
- Conducts follow -up studies with vocational training institutions to evaluate and measure results.
- Develops trainer development programs and coaches others involved in training efforts, providing effective growth and development opportunities.
- Performs other relevant duties consistent with the functions of the Directors as may be assigned by the Director.

## **AUTHORITY LIMIT**

### **Management of Operational Budget**

- The job holder provides inputs for developing budgets. The job holder has authority to spend training budgets in staff training programs. Job holder operates within approved training budgets to achieve targets.

### **Staff Management**

- The job holder has staff management responsibility.

### **Asset Management**

- The job holder uses assets assigned to accomplish the work.

## EDUCATIONAL QUALIFICATIONS

- Bachelor's degree in Curriculum Development, Education, Organizational Development or business required (Master's Degree preferred).
- Adult learning principles and concepts. For applicants with transit related field experience: Associate Degree in Transportation related field.

## WORK EXPERIENCE

- Three years (minimum) verifiable work experience in the transit industry.
- Comprehensive knowledge of current instructional theories and principles applicable to both online and instructor-led learning programs.
- Development of creative and engaging training materials for an adult audience, in a variety of formats and media as well as storyboarding and user guides.

## OTHER REQUIREMENTS

- Very good knowledge/understanding of local industry
- Very good knowledge/understanding of vocational training providers.
- Very good knowledge/understanding of research or policy formulation and implementation
- Very good knowledge/understanding of Liberia Civil Service's environment
- Ability to exercise sound judgement in a highly political environment.
- Proven project management, administration and coordination skills.
- Very good knowledge/understanding of the Civil Service Standing Orders and others Acts
- Very good knowledge/understanding of Civil Service practices and procedures.
- Working knowledge of Liberia's Financial Laws, Rules and Regulations.
- Very good knowledge in strategic planning, project management and people management
- Very good negotiation skills.
- Strong ability to analyse quantitative and qualitative data
- Strong ability to develop and maintain strong professional relationships with internal and external stakeholders and other employees.
- Very Good planning and organizing skills.



- Very good interpersonal skills.
- Team Player.
- Outstanding verbal, written, multi-tasking and presentation skills.
- Ability to meet deadlines and execute projects.
- Proven ability to work in a fast paced and often pressured environment.
- Ability to create momentum and foster organizational change.
- Strong knowledge of Communication Software/tools and other graphics and/or presentation software including: Microsoft Office products, Word and Excel, Internet Explorer, PowerPoint etc.
- Sound decision making based on thorough analysis.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.
- Proven ability to lead by example and foster mentoring relationships.

## POSITION TITLE: ASSIST. PRINCIPAL OFFICER, AGRICULTURAL & RURAL YOUTH TRAINING

REPORTS DIRECTLY TO: Assistant Director, Training, Monitoring & Evaluation

DIRECTLY SUPERVISES:

- Assistant principal officers

### DEPARTMENTAL/FUNCTIONAL RELATIONS

- All directors
- Principal officers
- Assistant principal officers
- Finance Section
- IT section
- Human Resource Management

### EXTERNAL RELATIONS

- Ministry of Education
- Ministry of Finance and Development Planning
- Service Providers
- Public Procurement and Concession Commission (PPCC)

### PURPOSE

The Incumbent is required to supervise agricultural and rural youth training programs in line with the Council's objectives and standards; and to assist in the area of Agricultural Trade Training Standards development, the development and conduct of rural youth training scheme and provide to the Bureau Administration technical National Agricultural and rural youth needs necessary for utilization of National Agricultural rural youth Trade and to assist in the area of curriculum and instructional aids development.

### KEY RESULT AREAS

- Training Needs Assessment
- Training Records Management
- Training Impact Assessment
- Training and Development Evaluation
- Training Plans Development
- Training Modules Development
- Performance Management

### DUTIES:

#### General Functions

- Compiled an inventory of all formal and informal training facilities including course offered, training output, and staffing requirements;

- Monitor and evaluate all training programs relative to the objectives and standards of the Council;
  - Identify training requirements;
  - Assist in developing plans and programs for meeting the manpower training needs at the technical level for the staff of the Ministry of Agriculture as well as for formers and others in the agricultural sector;
- Establish and award National Trade Certificates in engineering, building, textile and leather trades and such other trades as may be brought within its scope by the Government of Liberia.
  - Prescribe standards in respect of syllabi, equipment, and scale of space, duration of courses and methods of training
  - Arrange trade tests in various trade courses and lay down standards of proficiency required for a pass in the trade test leading to the award of National Trade Certificate
  - Arrange for ad-hoc or periodical inspections of training institutions in the country to ensure that the standards prescribed by the Council are being followed.
  - Recognize training institutions run by government or by private agencies for purposes of the grant of National Trade Certificates and lay down conditions for such recognition
  - Co-opt, if necessary, any person or persons to advise the Council in connection with its work;
  - Prescribe qualifications for the technical staff of training institutions
  - Prescribe the standards and conditions of eligibility for the award of National Trade Certificates
  - Generally control the conditions for the award of National Trade Certificates
  - Recommend the provision of additional training facilities, wherever necessary, and render such assistance in the setting up of additional training institutions or in the Organization of additional training programmed as may be possible
  - Advise the central government regarding distribution to state governments of the contribution of the Government of Liberia towards expenditure on the Craftsmen Training Scheme
  - Perform such other functions as may be entrusted to it by the Government of Liberia
  - Perform such functions as are assigned by the AITB Authority

#### **AUTHORITY LIMIT**

##### **Management of Budget**

- Contributes to the preparation of AITB budgets and submits financial requests for approval in line with the Directors and Sections' approved annual estimates.

##### **Staff Management**

- The job holder has staff management responsibility. The job holder directly supervises the Heads of the following sections: Procurement, Maintenance Management, Transport, and Security.

- **Asset Management**
  - The job holder is in charge of all assets of AITB as well as those assigned for the position e.g. goods, tools, equipment etc.

## **EDUCATIONAL QUALIFICATIONS**

- Bachelor's degree in Curriculum Development, Education, Organizational Development or business required (Master's Degree preferred).
- Adult learning principles and concepts. For applicants with transit related field experience: Associate Degree in Transportation related field.

## **WORK EXPERIENCE**

- Three years (minimum) verifiable work experience in the transit industry.
- Comprehensive knowledge of current instructional theories and principles applicable to both online and instructor-led learning programs.
- Development of creative and engaging training materials for an adult audience, in a variety of formats and media as well as storyboarding and user guides.

## **OTHER REQUIREMENTS**

- Very good knowledge/understanding of local industry
- Very good knowledge/understanding of vocational training providers.
- Very good knowledge/understanding of research or policy formulation and implementation
- Very good knowledge/understanding of Liberia Civil Service's environment
- Ability to exercise sound judgement in a highly political environment.
- Proven project management, administration and coordination skills.
- Very good knowledge/understanding of the Civil Service Standing Orders and others Acts
- Very good knowledge/understanding of Civil Service practices and procedures.
- Working knowledge of Liberia's Financial Laws, Rules and Regulations.
- Very good knowledge in strategic planning, project management and people management
- Very good negotiation skills.
- Strong ability to analyse quantitative and qualitative data

- Strong ability to develop and maintain strong professional relationships with internal and external stakeholders and other employees.
- Very Good planning and organizing skills.
- Very good interpersonal skills.

**POSITION TITLE: ASSIST. PRINCIPAL OFFICER, INDUSTRIAL SUPERVISORY TRAINING**

**REPORTS DIRECTLY TO: Assistant Director, Training, Monitoring & Evaluation**

**DIRECTLY SUPERVISES**

- **Assistant principal officers**

**DEPARTMENTAL/FUNCTIONAL RELATIONS**

- All directors
- Principal officers
- Assistant principal officers
- Finance Section
- IT section
- Human Resource Management

**EXTERNAL RELATIONS**

- Ministry of Education
- Ministry of Finance and Development Planning
- Service Providers
- Public Procurement and Concession Commission (PPCC)

**PURPOSE**

The Incumbent is required to conduct Supervisory and industrial training programs in line with the Council's objectives and standards; to assist in the area of industrial Trade Training Standards development, the development and conduct of rural youth training scheme and provide to the Bureau Administration technical National Industrial Supervisory needs necessary for utilization of National Trade and to assist in the area of industrial curriculum and instructional aids development.

**KEY RESULT AREAS**

- Training Needs Assessment
- Training Records Management
- Training Impact Assessment
- Training and Development Evaluation
- Training Plans Development
- Training Modules Development
- Performance Management

## **DUTIES**

### **General Functions**

- Upon request by any public or private agency, organize supervisory training courses for management skills needed by industrial and agricultural activities in Liberia;
- Design and conduct training needs survey of industrial workers (i.e. junior managers, supervisors foremen);
- Conduct in-house staff development programs;
- Strive to strengthen this section of AITB so as to create a center for supervising development, improved teaching and learning techniques, information record, retrieval system and supervisory training for ready use by the public;
- Design and encourage the Liberian junior managers and foremen to perform such more effectively and efficiently both in the public and private sectors, which have been an important missing link in---- management training functions;
- On a monthly or quarterly basis, prepare reports of the activities of the unit and submit same to the Assistant Director;
- Store and maintain in excellent condition all training equipment and materials in designated room of the Bureau and;

### **Technical Functions**

- Identifies training and development needs within the Bureau through job analysis, appraisal schemes and regular consultations with supervisors, sectional heads and human resource departments.
- Designs and expands training and development programs based on needs of vocational training institutions and employers.
- Develops, implements, and monitors training programs within the Bureau.
- Works in a team to produce programs that are satisfactory to all relevant parties in the Bureau, such as line directors, sectional heads, and supervisors.
- Considers the costs of planned programs and keeps within budgets by assessing the return on investment of any training or development program.
- Conducts orientation sessions.
- Creates brochures and training materials.

- Develops multimedia visual aids and presentations.
- Creates vocational test administration and evaluation processes.
- Prepares and implements training budgets.
- Evaluates needs of the Bureau and plans training programs accordingly.
- Provides AITB Staff with classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops to impact their capabilities.
- Provides vocational leadership development education and programs.
- Builds solid cross-functional relationships with relevant stakeholders.
- Provides logistical support, course development, delivery, evaluation, process measurement, and cost management.
- Plans the implementation and facilitation activities and events, budget spending, material production and distribution, and other resources, to ensure that operations are managed within authorized budgets.
- Produces training materials for in-house courses.
- Manages the delivery of training and development programmes and, in a more senior role, devise a training strategy for the vocational institutions.
- Monitors and reviews the progress of trainees through questionnaires administration and analysis and discussions with vocational training providers.
- Ensures that statutory vocational training requirements are met.
- Evaluates vocational training and development programs.
- Amends and revises programs as necessary, in order to adapt to changes occurring in the economy.
- Supports line directors and trainers solve specific vocational training problems.
- Researches new technologies and methodologies in workplace learning and presents this research to management for decision making.
- Conducts follow -up studies with vocational training institutions to evaluate and measure results.
- Develops trainer development programs and coaches others involved in training efforts, providing effective growth and development opportunities.



- Performs other relevant duties consistent with the functions of the Directors as may be assigned by the Director.

## **AUTHORITY LIMIT**

### **Management of Budget**

- Contributes to the preparation of AITB budgets and submits financial requests for approval in line with the Directors and Sections' approved annual estimates.

### **Staff Management**

- The job holder has staff management responsibility. The job holder directly supervises the Heads of the following sections: Procurement, Maintenance Management, Transport, and Security.

### **Asset Management**

- The job holder is in charge of all assets of AITB as well as those assigned for the position e.g. goods, tools, equipment etc.

## **EDUCATIONAL QUALIFICATIONS**

- Bachelor's degree in Curriculum Development, Education, Organizational Development or business required (Master's Degree preferred).
- Adult learning principles and concepts. For applicants with transit related field experience: Associate Degree in Transportation related field.

## **WORK EXPERIENCE**

- Three (3) years (minimum) verifiable work experience in the transit industry.
- Comprehensive knowledge of current instructional theories and principles applicable to both online and instructor-led learning programs.
- Development of creative and engaging training materials for an adult audience, in a variety of formats and media as well as storyboarding and user guides.

## **OTHER REQUIREMENTS**

- Very good knowledge/understanding of local industry
- Very good knowledge/understanding of vocational training providers.
- Very good knowledge/understanding of research or policy formulation and implementation
- Very good knowledge/understanding of Liberia Civil Service's environment
- Ability to exercise sound judgement in a highly political environment.
- Proven project management, administration and coordination skills.
- Very good knowledge/understanding of the Civil Service Standing Orders and others Acts

- Very good knowledge/understanding of Civil Service practices and procedures.
- Working knowledge of Liberia's Financial Laws, Rules and Regulations.
  
- Very good knowledge in strategic planning, project management and people management
  
- Very good negotiation skills.
  
- Strong ability to analyse quantitative and qualitative data
  
- Strong ability to develop and maintain strong professional relationships with internal and external stakeholders and other employees.
  
- Very Good planning and organizing skills.
  
- Very good interpersonal skills.