



**JOB DESCRIPTIONS
FOR
THE BUREAU OF STATE ENTERPRISES
(BSE)
REPUBLIC OF LIBERIA**

Developed

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

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POSITION TITLE: DIRECTOR-GENERAL

REPORTS DIRECTLY TO: Economic and Financial Management Committee (EFMC)

DIRECTLY SUPERVISES: Deputy Directors

DEPARTMENT/FUNCTIONAL RELATIONS:

- Administration
- Management Information System (MIS)

EXTERNAL RELATIONS:

- Ministries, Agencies and Commissions (MACs)
- State Owned Enterprises (SOEs)
- Financial Institutions

PURPOSE:

- To plan, supervise, coordinate and direct the overall activities of management.

KEY RESULTS AREAS:

- Financial Management
- Human Resource Management
- Asset Management

DUTIES:

General Management Functions:

- To plan, direct, coordinate and administer the overall statutory functions of management.
- Represents management on the Economic and Financial Management Committee (EFMC) relating to SOE's matters.
- Represents management on Boards of State Owned Enterprises.

Technical Duties:

- Coordinates and supervises assistance programs of management and State Owned Enterprises.
- Undertakes appointments and dismissals of employees of BSE and other SOEs.
- Undertakes International Relations for BSE and other SOEs.
- Supervises the operational activities of BSE.

Supervisory Functions:

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

AUTHORITY LIMIT:**Management of Budget:**

- A fiscal obligation of the office is to direct, coordinate and supervise the overall budgetary activities and expenditures of management.

Staff Management:

- Has staff management responsibility.

Asset Management:

- Protects and accounts for all assets acquired by management.

EDUCATIONAL QUALIFICATION:

- Master's Degree in Business / Public Administration (MBA/MPA) from recognized university.

WORK EXPERIENCE:

- At least five (5) years of relevant post qualification experience in senior management level position in the public service of Liberia.

OTHER REQUIREMENTS:

- Excellent administrative ability.
- Vast computer knowledge.
- Innovative and result focused.
- Good management orientation.
- Must work well with subordinates.
- Good analytical ability and judgment.
- Excellent leadership ability.

POSITION TITLE: DEPUTY DIRECTOR GENERAL

REPORTS DIRECTLY TO: Director General

DIRECTLY SUPERVISES: Assistant Directors

DEPARTMENTAL / FUNCTIONAL RELATIONS:

- Management Information System (MIS)

EXTERNAL RELATIONS:

- Ministries, Agencies and Commissions (MAC)
- State Owned Enterprises (SOEs)
- Banks
- Suppliers

PURPOSE:

- To administer the day to day affairs of management.

KEY RESULTS AREAS:

- Human Resource Management
- Asset Management
- Financial Management

DUTIES:

General Management Function:

- Provides direction, supervises and coordinates departmental operations of management.
- Supervises the reporting process of management.

Technical Duties:

- Directs the operations of the Management Information Systems (MIS) to ensure effective monitoring and evaluation of the SOEs' performance.
- Reviews and analyzes the operational challenges of SOEs to ensure that they achieve their respective goals and objectives.
- Contributes to team work by coordinating and directly supervising the tasks assigned.
- Acquires professional and technical knowledge by researching and participating in professional activities.

- Ensures the economic viability of SOEs by encouraging and strengthening their internal controls.
- Determines the operational environment to ensure private sector ownership of SOE(s) requiring divestiture.
- Performs other relevant duties consistent with the functions of the department as may be assigned by the supervisor from time to time.

Supervisory Functions:

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

AUTHORITY LIMIT:

Management of Budget:

- Contributes to the preparation of budgets. The job holder ensures that the approved budget for the department is implemented in accordance with the strategic program's objectives of management.

Staff Management:

- Ensures that the staff management of the department conforms to the tenets of the Standing Orders for the Civil Service and other legal and administrative requirements.

EDUCATIONAL QUALIFICATION:

- First Degree in Business Administration or Public Administration from recognized university.
- Master Degree in Business or Administration or Public Administration from recognized university.

WORK EXPERIENCE:

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

OTHER REQUIREMENTS:

- Excellent computer knowledge.
- Strong analytical background.
- Good leadership ability.

- Has drive and determination.
- Good administrative ability and judgment.
- Must be willing to work with others.
- Must be result focused.

POSITION TITLE: ASSISTANT DIRECTOR GENERAL FOR MANAGEMENT INFORMATION SYSTEM

REPORTS DIRECTLY TO: Deputy Director General for Management Information System

DIRECTLY SUPERVISES: Financial Analyst

DEPARTMENTAL / FUNCTIONAL RELATIONS:

- Administration
- Other Directors

EXTERNAL RELATIONS:

- State Owned Enterprises (SOEs)
- Donors, Bi-Lateral and Multi-Lateral Institutions
- Non-Governmental Organizations (NGOs)

PURPOSE:

- To set-up management information systems to fast track SOEs' performance and challenges.
- To promote the management and coordination of all aspects of BSE's records management including archiving.

KEY RESULTS AREAS:

- Financial Management
- Strategy and Policy Development
- Administration and General Services
- Monitoring and Evaluation
- Information and Reporting

DUTIES:

General Management Function:

- Serves as the technical Head of the Management Information System Department/Unit.
- Develops annual plans and budgets for the Department.
- Builds relationships and maintains communications with BSE's Office and departments.
- Prepares and submits monthly/quarterly and annual report(s) to facilitate management decision making.

Technical Duties:

- Identifies and recommends corrective actions on matters affecting SOEs' performance.
- Installs and operates automated management information systems to track SOEs operations.
- Analyzes financial data necessary for the preparation of annual, periodic and special reports on the performance of SOEs.
- Acquires professional and technical knowledge by attending educational workshops and participating in professional initiatives.
- Secures SOEs' information by establishing data back-up systems.
- Contributes to team work by supervising the tasks.
- Determines and reports budget variances and accounting discrepancies of SOEs for corrective measures.
- Performs all other duties consistent with the functions of the department as may be assigned by the Deputy Director General for Management Information System from time to time.

Supervisory Functions:

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

AUTHORITY LIMIT:**Management of Budget:**

- The job holder provides technical inputs for the preparation of various aspects of the budgeting activities.

Staff Management:

- Exercises overall supervisory responsibility over personnel of the department.

Asset Management:

- The job holder is held accountable for all departmental office equipment.

EDUCATIONAL QUALIFICATION

- A good First Degree in Accounting, Computer Science, Information Technology plus a post-graduate diploma in Public administration and Management/Human Resource Information Systems or equivalent professional qualification.
- Master's Degree preferably MSc in Computer Science, IT or HRIS from a recognized University.

WORK EXPERIENCE

- At least two (2) years working experience at middle Management level in the Public Service of Liberia.

OTHER REQUIREMENTS

- Excellent knowledge/understanding of the Standing Orders and other Policies of Liberia Civil Service.
- Proven planning and organizing skills.
- Excellent knowledge in strategic planning, budgeting and people management.
- Excellent knowledge of Liberia's Financial Laws, Rules and Regulations
- Well-developed strategic orientation with competitive awareness and benchmarking.
- Excellent knowledge in Human Resource Management and Development.
- Very Strong ability to analyse quantitative and qualitative data.
- Excellent knowledge of Operating and Security Systems.
- Very Good knowledge of Data and Telecommunication Systems.
- Very Good knowledge of Databases and Electronic messaging.
- Acts with honesty and integrity.
- 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: ASSISTANT DIRECTOR GENERAL FOR ADMINISTRATION

REPORTS DIRECTLY TO: Deputy Director General for Administration

DIRECTLY SUPERVISES: Supervisors and Sectional Heads

DEPARTMENTAL / FUNCTIONAL RELATIONS:

- Directors of Departments/Units

EXTERNAL RELATIONS:

- Ministries, Agencies and Commissions (MAC)
- Financial Institutions
- Suppliers and Service Providers
- Non- Governmental Agencies
- Donors
- External Auditors
- General Public

PURPOSE:

- To ensure effective and efficient administration of the day-to-day operations of the BSE including coordination of the BSE strategic and operational plans and budgets.
- To ensure that all offices, Departments, Sections and Units have adequate resources and facilities to carry out their duties and responsibilities.
- To promote cordial relationship between the BSE and other public and non-governmental institutions as a statutory or non-statutory obligation.

KEY RESULTS AREAS:

- Strategy and Policy Development
- Administration and General Services
- Financial and Audit Management
- Monitoring and Evaluation
- Stakeholder Relationship and Management
- Information and Reporting
- Employee Performance and Development
- Human Resource Management
- Asset Management
- Financial Management

DUTIES:

General Management Functions:

- Represents the Deputy Director General for Administration on official committees as may be directed.

- Liaises with relevant SOEs, Ministries and Agencies and other stakeholders connected to the BSE to facilitate the operations of all Departments, Sections and Units and the overall mandate of the BSE.
- Liaises with designated Units to develop an effective and efficient operational/performance benchmarks for measuring the work of individual staff to facilitate the overall mandate of the Services.
- Monitors to ensure the implementation of approved strategy, policies/procedures of designated Units as well as the overall strategy and policies of the BSE to ensure compliance.
- Coordinates all internal and external audit programmes of Designated Units to ensure that audit queries are handled expeditiously.
- Coordinates the preparation of quarterly and Annual Performance reports of the Units.

Technical Duties:

- Provides guidelines to coordinate the BSE strategic and annual business plans and budget.
- Develops strategic business plans for the General Administration Department/Unit, signs and assesses performance results and provides feedback.
- Collates and submits the Department's/Unit's output reports and deliverables against agreed objectives, timelines, budgets and expenditure returns to the Deputy Director-General for Administration.
- Schedules and holds biweekly and monthly performance review sessions with the Heads/Directors of Departments/Units to review support services required to facilitate the timely delivery of results.
- Manages BSE monthly General Meeting of senior staff.
- Oversees the effective and efficient management of the BSE corporate services including personnel, finance, budgets, stores, estate, transport, security, secretarial and records keeping.
- Ensures fair, efficient and transparent administration of BSE general services to meet established goals and objectives.
- Ensures that financial and accounting functions including day to day processing of invoices, cheques, banking, account receivables and payables, petty cash,

etc., conform to the Financial Administration Regulations (FAR), the Internal Audit Regulations (IAR) and the Public Procurement Regulations (PPR) and controls.

- Collaborates effectively with Offices and Departments to prepare detailed projections to assist the short, medium and long-term financial planning and budgeting for the BSE.
- Provides timely recommendations to remedy specific in-year budget and expenditure concerns.
- Ensures the installation and implementation of appropriate financial management and internal control systems and procedures to minimize risk of fraud.
- Ensures the integrity and adequacy of the accounting and financial systems.
- Ensures that the BSE financial administration practices are compliant with the accounting standards and regulations of the Government of Liberia.
- Reports quarterly on BSE's financial performance and position to the Deputy Director-General for Administration for compliance with the accounting standards of the Government of Liberia.
- Manages and oversees the procurement, purchasing and contract management functions of the BSE.
- Ensures contractual agreements meet the specifications of the financial and procurement regulations before recommending for consideration.
- Works closely with Directors/Heads of Departments/Units to advise and assist them to report on the financial impact of the implementation of strategic and annual plans.
- Reports on expenditure patterns, revenues and overall financial performance of the BSE's Departments/Units.
- Conducts detailed analysis to verify financial statements and returns against allocated budgets to determine and report accurately on the use of funds and other allocated resources by Departments/Units.
- Identifies and reports on the variances in the planned budgets and expenditures and report these with recommendations to the Deputy Director-General for Administration and the Director-General.

- Oversees yearly financial audit, ensures adequate management response to audit queries and provides regular financial reporting.
- Ensures effective and efficient management of the corporate files and records including appropriate records management protocols for hard copy and electronic documents, file organization, retention, retrieval and archiving.
- Oversees the general welfare and discipline of BSE staff in accordance with the Civil Service rules and regulations, code of ethics and code of conduct.
- Ensures that minutes of BSE general and staff meetings are recorded and submitted for appropriate action to be taken on issues and decisions discussed.
- Ensures that General, Confidential and Personnel Registries are properly functioning and well managed.
- Coordinates the establishment of effective security coverage and network to ensure that all BSE staff, assets and properties kept within BSE premises are safely secured.
- Establishes and maintains adequate estate plans to accommodate BSE office and staff as appropriate.
- Ensures the cleanliness and hygiene conditions of BSE's premises and surroundings at all times.
- Designs appropriate personnel and other general services support policies, procedures, systems and processes to ensure effective, efficient and timely delivery by the BSE's Departments, Sections and Units.
- Ensures that BSE is adequately represented on all statutory committees and bodies of strategic importance to the BSE.
- Ensures appropriate documentation of proceedings including best practice information of all meetings on which BSE serves.
- Supervises and participates in the development of BSE administrative policies and management systems.
- Develops guidelines to assist units under General Administration prepare plans, programs and 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.

- Manages personnel issues of BSE and assists in the implementation of Civil Service leave and welfare policy for staff of BSE.
- Facilitates the provision of welfare support services, training and staff development programs linked to the Scheme of Service and BSE staff appraisal results.
- Develops guidelines to ensure efficient and effective operations of general services including procurement, stores, estates, transport, front desk, security and library and archives, 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 BSE equipment, vehicles, buildings and furniture.
- Supervises procurement activities and facilitates the work of the Procurement Director 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 BSE individual and organization clients/customers.
- Ensures timely attendance to work and submits monthly reports on attendance records to the Deputy Director General for Administration.
- Reviews and approves weekly work plans of Units and ensures their timely implementation.
- Facilitates the development of indicators to measure the effectiveness of the support services provided under general administration.
- Coordinates the development of Departments, Sections and Units inputs for the preparation of BSE Annual Report.
- Records proceedings of management level meetings as may be directed.
- Writes speeches for immediate superior as may be directed.
- Ensures appropriate and adequate documentation of all activities of the General Administration Section.

- Develops annual plans and budgets for the Section.
- Performs other relevant duties consistent with the functions of the Department as may be assigned by the Deputy Director-General of Administration from time to time.

Supervisory Functions:

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

AUTHORITY LIMIT:

Management of Budget:

- The job holder represents the department in all aspects of the budgeting processes. Coordinates departmental budgeting based on fiscal requirements.

Staff Management:

- The job holder has staff management duties to drive personnel actions.

Asset Management:

- The job holder has enormous responsibility that ensures assets assigned are protected and accounted for.

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

- At least two (2) 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 Civil Service 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 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 interpersonal 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 DIRECTOR GENERAL FOR REHABILITATION AND DIVESTITURE

REPORTS DIRECTLY TO: Deputy Director-General for Rehabilitation and Divestiture

DIRECTLY SUPERVISES: Senior Analysts

DEPARTMENTAL / FUNCTIONAL RELATIONS:

- Administration
- Management Information System (MIS)

EXTERNAL RELATIONS:

- State Owned Enterprises (SOEs)

PURPOSE:

- To administer rehabilitation and divestiture requirements of State Owned Enterprises.

KEY RESULTS AREAS:

- Rehabilitation and Divestiture
- Policy Development
- Development of Strategic Plans
- Organization Reviews
- Asset Management
- Financial Management

DUTIES:

General Management Functions:

- Coordinates the activities of analysts to ensure compliance with strategic program's objectives of management.

Technical Duties:

- Reviews and analyzes the performance of SOEs to determine their economic viability and challenges for policy intervention.
- Assesses and identifies rehabilitation and divestiture needs of SOEs for policy actions.
- Develops strategic plans to ensure the transfer of ownership and outright sale of shares of the SOEs in capital markets, and other issues of policy and law.
- Conducts preliminary organizational review of the State Owned Enterprises to determine their rehabilitation challenges.

- Performs all other duties consistent with the functions of the department may be assigned by the Deputy Director General for Rehabilitation and Divestiture from time to time.

Supervisory Function:

- Holds direct reports accountable for managing their assignments to ensure the Directorate'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:

- The work requires participation in budget preparation, implementation and reporting.

Staff Management:

- The office supervises personnel services of the department to ensure compliance with standing orders and job requirements.

Asset Management:

- The job holder provides periodic inventory of departmental assets, including assets disposal requests.

EDUCATIONAL QUALIFICATION:

- A good First Degree in Public Administration, Business Administration, Economics, 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 discipline from a recognized University.

WORK EXPERIENCE

- At least two (2) 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 Civil Service 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 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 interpersonal 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 DIRECTOR GENERAL FOR TRAINING AND POLICY

REPORTS DIRECTLY TO: Deputy Director-General for Rehabilitation and Divestiture

DIRECTLY SUPERVISES: Analysts

DEPARTMENTAL / FUNCTIONAL RELATIONS:

- Management Information System (MIS)

EXTERNAL RELATIONS:

- State Owned Enterprises (SOEs)

PURPOSE:

- To develop training programs and policy guidelines for SOEs and management.

KEY RESULTS AREAS:

- Human Resource Development.
- Policy Planning, Research, Monitoring and Evaluation
- Training Needs Assessment and Capacity Development

DUTIES:

General Management Functions:

- Serves as the technical Head of the Policy Planning, Research, Monitoring and Evaluation Section.
- Provides budget management support for the Annual Operating and Financial Strategic Plans.

Technical Duties:

- Co-ordinates the preparation of short, medium and long term plans.
- Co-ordinates research into policy issues and promotes the appropriate use of research findings for planning, monitoring and evaluation for the SOEs.
- Determines strategic training requirements for staff of management and SOEs.
- Develops appropriate monitoring and evaluation system to track implementation and impact of policies on SOEs.
- Prepares capacity development and utilization plans to enhance upstream Policy analysis and downstream policy monitoring and evaluation in SOEs.
- Liaises effectively with managers in SOEs to ensure that they participate adequately in the Policy Planning, Monitoring and Evaluation process.

- Researches and advices management on human resource development initiatives.
- Researches and harmonizes other policy interventions for SOEs to avoid conflicts.
- Develops training programs and policy to develop the capacities and guide the operations of management and SOEs.
- Develops training packages to strengthen the human resource capacity of management.
- Performs all other duties consistent with the functions of the department as may be assigned by the Deputy Director General for Rehabilitation and Divestiture from time to time.

Supervisory Functions:

- Holds direct reports accountable for managing their assignments to ensure the Directorate'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:

- The office serves on the management budget committee as member.

Staff Management:

- The job holder has staff management responsibility.

Asset Management:

- The job holder is required to develop policies to ensure proper utilization, monitoring and reporting of the office equipment of management.

EDUCATIONAL QUALIFICATION:

- A good First degree in Behavioural Sciences, Public Administration or related discipline from a recognized University or its equivalent professional qualification.
- Master's Degree preferably MSc/MA in Human Resource Management or MBA in Business Administration from a recognized University.

WORK EXPERIENCE

- At least two (2) 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 Civil Service practices and procedures.
- Working knowledge of Liberia's Financial Laws, Rules and Regulations.
- Excellent knowledge in strategic planning, budgeting, project management and people management.
- Excellent skills in designing M and E tools and frameworks.
- Skilled in research and MandE.
- Excellent negotiation skills.
- Very strong ability to analyse quantitative and qualitative data.
- Proven ability to develop and maintain strong professional relationships with internal and external stakeholders and other employees.
- Proven planning and organizing skills.
- Excellent interpersonal skills.
- Excellent Presentation skills.
- Team Player.
- Excellent Communication (oral and written) and Report Writing skills.
- Ability to meet deadlines and execute projects.

- Proven ability to work in a fast paced and often pressured environment.
- 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.

POSITION TITLE: DIRECTOR, FINANCE

REPORTS DIRECTLY TO: Assistant Director General for Administration

DIRECTLY SUPERVISES: Staff Analyst

DEPARTMENTAL / FUNCTIONAL RELATIONS:

- Management Information System (MIS)

EXTERNAL RELATIONS:

- Ministry of Finance and Development Planning (MFDP)
- Civil Service Agency (CSA)
- General Auditing Commission (GAC)
- Internal Audit Agency (IAA)
- External Auditors
- Financial Institutions
- NASSCORP
- Controller and Accountant-General
- Financial Institutions
- Pensions Regulatory Authority
- Liberia Revenue Authority
- Service Providers

PURPOSE:

- To implement/monitor financial and management accounting systems, policies and procedures to facilitate the mandate of Bureau and State Enterprises and in line with financial administrative regulations.
- To provide contemporary financial accounting services by analyzing accounting data, designing and implementing accounting standards for informed decision making purposes.

KEY RESULTS AREAS

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

DUTIES:

General Management Functions:

- Prepares financial reports by collecting, analyzing and summarizing accounting transactions of management.
- Ensures that all budgetary appropriations are appropriately managed and accounted for.
- Develops and maintains effective accounting systems and control.
- Recommends financial actions by analyzing accounting options.

Strategy and Policy Development

- Participates in the development of strategy/business plan for the Finance Section of the Department of Finance and Administration.
- 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 and Control

- Participates in the preparation of Bureau of State Enterprises 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 Bureau of State Enterprises (BSE).
- Provides input in monitoring cash resources and advises on investment opportunities for Bureau of State Enterprises.
- Monitors the preparation of periodic Cash Flow Statements for review/approval by Assistant Director General of Administration.

- Develops accounts payable/receivable systems and monitors their implementation to ensure that all payments are in line with approved accounting policies/guidelines.
- Reviews periodic bank reconciliation statements and accounts reconciliation of Bureau of State Enterprises and initiates corrective actions where necessary.
- Analyses and reviews financial accounting systems of the Bureau of State Enterprises 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 (i.e. tax, SSNIT, etc.).
- Monitors the Bureau of State Enterprises cost/expenditure and prepares relevant reports to guide management in its decision-making.

Stakeholder Relationship and Management

- Maintains good working relationships with external auditors, MACs and other stakeholders in the area of financial and management accounting.

Information and 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.

Employee Performance and Development

- Holds direct reports accountable for the performance of assignments in their respective areas of responsibilities.
- Conduct performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.
- Identify training needs and facilitate training for subordinate staff.
- Performs other relevant duties consistent with the functions of the Section and Department as may be assigned by superior officers from time to time.

Supervisory Functions:

- Holds direct reports accountable for managing their assignments to ensure the Directorate'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:**

- Provides financial guidance to drive management's budget preparation and implementation.

Staff Management:

- The job holder supervises the day to day activities of the accounting staff of management to ensure compliance with standards and policies.

Asset Management:

- The job holder provides comprehensive accounts of all assets of management for decision-making.

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 five (5) 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 Civil Service 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 OF PERSONNEL

REPORTS DIRECTLY TO: Assistant Director General for Administration

DIRECTLY SUPERVISES: Assistant Personnel Director

DEPARTMENTAL / FUNCTIONAL RELATIONS:

- Other Directors
- All departments
- Management Information System (MIS)

EXTERNAL RELATIONS:

- Civil Service Agency (CSA)
- Ministry of Finance and Development Planning (MFDP)
- NASSCORP
- Training Providers
- Insurance Companies
- State Owned Enterprises (SOEs)

PURPOSE:

- To provide professional and timely services for the development, implementation and monitoring of the Human Resource Management strategies, systems, policies and procedures.
- To create a harmonious industrial climate to attract, obtain, motivate and retain the requisite skill levels and mix to facilitate the achievement of strategic objectives of the Bureau of State Enterprises.

KEY RESULT AREAS:

- Strategy and Policy Development
- Recruitment and Selection
- Employees Records Management
- Employees Pay, Benefit and Welfare Management
- BSE Personnel Listing and Employees Payroll Management
- Employees Training and Development
- Discipline and Grievance Management
- Health and Safety
- Performance Management
- Human Resource Management.
- Career Development and Succession Planning
- Employee Relations
- Job Design, Job Analysis and Job Evaluation
- Gender -Related Issues
- Information and Reporting

- Employee Performance and Development

DUTIES:

Strategy and Policy Development

- Provides technical expertise in the development and implementation of Human Resource strategy as input into the overall Bureau of State Enterprises' Strategy.
- Leads/directs the development of standard operating procedures (SOPs), work plan and other support systems including monitoring mechanisms in managing the Personnel Department.
- Develops, implements and maintains the GoL Human Resource policies and procedures to promote consistency with regard to terms and conditions of service, resourcing, learning and development in accordance with approved business strategy.

Human Resources Planning

- Monitor and identify human Resource (manpower) requirements and skills mix and make appropriate recommendation to Management for implementation.

Recruitment, Selection and Placement

- Implements established policies to ensure the recruitment, selection and placement of the right calibre of employees for Bureau of State Enterprises.
- Advices the Director-General, Deputy Director-Generals and Management/Heads of Department on all contract and temporary engagements in line with approved HR policies/ procedures and labour regulations.

Job Design

- Provides direction and leads in the review of organisational structures, job analysis, job descriptions/ specifications and job evaluation and make recommendations to the Assistant Director-General for Administration.
- Ensures that job descriptions for all posts are up-to-date, properly recorded and duly classified.

Human Resources Information System

- Establishes/maintains effective record keeping and management system to ensure easy accessibility and retrieval of HR data/ information.
- Develops and maintains a comprehensive and accurate Human Resource Database System to facilitate the achievement of strategic goals and objectives.

Compensation and Benefits Administration

- Provides leadership/supervision and monitors the Salary Administration Policy and

Conditions of Service to ensure equitable application.

- Advises the Director - General, Deputy Director-General, Management/ Heads of Department on annual salary and benefits review, promotions and salary placements as well as merit rewards.
- Leads the development of effective health and safety practices for all employees to ensure compliance with all health and safety legislation and international best practice.

Employee Relations

- Leads and advises Bureau of State Enterprises on employment laws/regulations and practices and monitors to ensure conformance.
- Develops policies/programs to manage the employee relations processes to ensure grievance and disciplinary issues are resolved as quickly as practicable to promote fair and consistent treatment of staff/employees.
- Establishes effective two-way communication between Management and employees to ensure harmonious working environment.
- Represents Bureau of State Enterprises in its dealings with employers' Associations and other related Agencies.

Human Resources Development

- Provides leadership and proactive engagement by working with the Director - General, Deputy Director-General, Assistant Director General, Management/ Heads of Department to identify specific training needs within each department.
- Monitors and controls the implementation of training programmes to ensure relevance and cost effectiveness.
- Manages the recruitment and selection of training providers and institutions.

Information and Reporting

- Prepares monthly, quarterly and annual HR Reports.

Employee Performance and Development

- Develops Performance Management System in line with Bureau of State Enterprises' strategy and facilitate/coordinate the implementation of the system; ensuring the sustenance of a performance oriented culture.

Other Duties

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

Supervisory Functions:

- Supervises management in the areas of recruitment, selection, orientation, training, monitoring, appraising, resolving employees' problems and implementing changes.

AUTHORITY LIMIT:

Management of Budget:

- As member of the management budget committee, the job holder plays a significant role in budget preparation and implementation.

Staff Management:

- Implements human resource development strategies by establishing departmental accountability including, staffing, employment processing, compensation, training and development.
- Ensures better work conditions, proper staffing and improvement in human resource capacities of management. Standard

Asset Management:

- The job holder ensures that assets allocated are properly maintained, utilized and accounted for.

EDUCATIONAL QUALIFICATION

- Master's degree in Human Resource Management or Industrial Psychology and Organisational Behaviour or Industrial Relations and a good first degree from a recognised university.

WORK EXPERIENCE

- At least five (5) years' working experience in senior management level in the Public Service of Liberia.
- Membership of a recognized professional body.

OTHER REQUIREMENTS

- In-depth knowledge of national Labour Laws and regulations.
- Excellent Knowledge of Strategic Management, particularly Strategic Human Resources Management.
- Excellent Knowledge of the HR Management System, in particular, Human Resources Planning, Career and Succession Planning, Performance Management System, Compensation and Benefits, Industrial Relations, etc.
- In-depth knowledge of Management Development Practices.

- Good knowledge/understanding of the operations of Civil Services proceedings/guidelines.
- Proven planning and organizing skills.
- Strong negotiation and conflict management skills.
- Excellent oral and written communication 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.
- General knowledge of project management.
- 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.
- Must have good judgment, high sense of responsibility, tact and discretion as well as sensitivity to different cultures.
- Good analytical skills.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet etc. and other software/tools.

POSITION TITLE: ASSISTANT DIRECTOR FOR PERSONNEL

REPORTS DIRECTLY TO: Director of Personnel

DIRECTLY SUPERVISES: General Staff

DEPARTMENTAL / FUNCTIONAL RELATIONS:

- All Department
- Management Information System (MIS)

EXTERNAL RELATIONS:

- Civil Service Agency (CSA)
- Ministry of Finance and Development Planning (MFDP)
- NASSCORP
- Insurance Companies
- State Owned Enterprises (SOEs)

PURPOSE:

- To supervise and manage all human resource management activities in the Bureau of State Enterprises.

KEY RESULTS AREAS:

- Human Resource Management

KEY RESULTS AREAS:

- Recruitment and Selection
- Employees Records Management
- Employees Pay, Benefit and Welfare Management
- BSE Personnel Listing and Employees Payroll Management
- Employees Training and Development
- Discipline and Grievance Management
- Health and Safety
- Performance Management
- Human Resource Management.

DUTIES:

- **General Management Functions:**
 - Exercises overall responsibility for the effective and efficient administration and management of BSE personnel.
 - Prepares and submits the Division's work plans and submits for incorporation into the overall BSE's work plans.

- **Technical Duties**

- Develops and oversees the implementation of efficient and effective internal personnel management system.
- Monitors, controls and develops standards for managing internal personnel records.
- Develops and ensures implementation of BSE welfare and other policies that are consistent with the Civil Service policies.
- Introduces BSE internal welfare management procedures and ensures compliance by staff.
- Notifies the Assistant Director General for Administration of vacancies that occur and recommends actions to be taken on them.
- Ensures that employees' data are inserted on payroll and updates the payroll by deleting the particulars employees who are no longer working for BSE.
- Ensures the payroll is clean and credible at all times.
- Prepares and updates the Personnel Listing to facilitate human resource planning and budgeting
- Ensures that the merit-based recruitment and selection policy of the BSE are followed in a transparent manner.
- Develops office management manual elaborating adequately office management procedures and disciplinary regime at BSE and train staff on their use.
- Issues verbal and written warnings, suspension and termination letters to defaulting employees to ensure order in the workplace.
- Investigates complaints and reports on sundry disciplinary and grievance issues and recommends appropriate action to be taken on them.
- Directly oversees the management of staff attendance and movement books and prepares reports on them for the attention and action of the Assistant Director General of Administration.
- Advises on appropriate records management systems, processes and procedures.
- Attends Directorate's meetings and ensures proceedings are recorded and published and makes follow-ups with various actions required to be carried out.

- Coordinates with insurance companies on health matters to ensure that employees of BSE are promptly attended to.
- Ensures that employees of BSE are provided with safe and conducive working environment including appropriate personal protective equipment (PPE) where required.
- Ensures appropriate documentation and updates of records of the Unit.
- Performs other relevant duties consistent with the functions of the Unit and Department as may be assigned by the Director from time to time.

Supervisory Functions:

- Aids principal in exercising supervisory duties in core areas, including recruitment, selection, and orientation; resolving problems and implementing appropriate changes.

AUTHORITY LIMIT:

Management of Budget:

- Contributes in the preparation and discussions relating to budget preparation and implementation.

Staff Management:

- Implements critical Human Resource Management policies by performing strategic personnel functions, including employment processing and training.

Asset Management:

- Uses asset assigned to the position.

EDUCATIONAL QUALIFICATION

- A good First degree in Human Resource Management (HRM), Human resource Development (HRD) or related discipline from a recognized university.
- Master of Science Degree in Human Resource Management (HRM), Human Resource Development (HRD) from a recognized University.

WORK EXPERIENCE

- At least two (2) years relevant post qualification experience in HRM setting at middle management level in the Public Service of Liberia.

OTHER REQUIREMENTS

- Very Good knowledge/understanding of the Standing Orders and other Policies of Liberia Civil Service.
- Very Good knowledge of Public Financial Management, Rules and Regulations.

- Ability to develop creative solutions and drive effective organizational change and employer branding programs.
- Proven track record in sourcing passive talent and executive recruiting.
- Working knowledge of applicant tracking systems (ATS), social media and recruiting process workflows.
- Excellent Working knowledge of desktop packages (Excel, Word, Oracle)
- Excellent written and verbal communications skills.
- Very Strong Job Interviewing Skills.
- Excellent analytical skills.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.
- Excellent Training Skills
- Experience in the development/design of Recruitment and Selection processes and procedures.
- Demonstrable track record of strong negotiation, communication and influencing skills in order to meet the needs of the post.

POSITION TITLE: DIRECTOR FOR PROCUREMENT

REPORTS DIRECTLY TO: Assistant Director for Administration

DIRECTLY SUPERVISES: Procurement Unit

DEPARTMENTAL / FUNCTIONAL RELATIONS:

- Administration
- Other Directors

EXTERNAL RELATIONS:

- Ministry of Finance and Development Planning (MFDP)
- 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 BSE gets value for money services through efficient procurement management.
- To contribute to the successful implementation of the procurement law.

KEY RESULTS AREAS:

- Procurement Management
- Procurement Records Management
- Asset 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.
 - Prepares invitations to bid, requests for quotations, requests for proposal and bidding documents.
 - Prepares and safeguards bid documents.
 - Conducts and supervises bid openings.

- Serves as secretary for management procurement committee.
- **Technical Duties:**
 - Establishes efficient and effective systems and procedures for managing procurement activities in support of functions of BSE Strategic departments.
 - Develops procurement plans for BSE and ensures their reviews as appropriate.
 - Develops and monitors the implementation of systems and procedures for managing the procurement function at BSE in accordance with the Procurement Laws of Liberia.
 - Liaises and collaborates with all departments of BSE to collate needs for goods and services.
 - Serves as main liaison with General Services Agency (GSA) on procurement matters relating to BSE.
 - Manages BSE tendering process including evaluation of tenders.
 - Supervises of procurement and procurement related activities of management.
 - 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.
 - 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 department.
 - Performs other relevant duties consistent with the functions of the department as may be assigned by the Director from time to time.
- **Supervisory Functions:**
 - Holds direct reports accountable for managing their assignments to ensure the Directorate'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:

- The job holder serves on management budget committee in the capacity as secretary.

Staff Management:

- The job holder has utmost responsibility to manage departmental staff of management.

Asset Management:

- The work requires accounting for all divisional office equipment.

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 five (5) years working experience at senior management in the Public Services of Liberia.

OTHER REQUIREMENTS

- Demonstrated Procurement management skills.
- Very High Quantitative and analytical skills.
- Excellent Knowledge in FAA and 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: FINANCIAL ANALYST

REPORTS DIRECTLY TO: Assistant Director for Management Information System (MIS)

DIRECTLY SUPERVISES: Analysts and Research Assistants

DEPARTMENTAL / FUNCTIONAL RELATIONS:

- Administration.

EXTERNAL RELATIONS:

- Ministry of Finance and Development Planning (MFDP)
- External Auditors
- Internal Audit Agency
- Contractors
- Donors/Multi-Lateral Institutions
- State Owned Enterprises (SOEs)

PURPOSE:

- To review SOEs' financial performance by analyzing their financial plans, forecasts and reports.
- To promote effective and efficient financial management systems and procedures to facilitate the achievement of strategic objectives of the BSE.
- To facilitate the preparation, implementation and establishment of financial monitoring controls to ensure judicious use of scarce resources.

KEY RESULTS AREAS:

- Financial Management

DUTIES:

- **General Management functions:**
 - To promote transparency and accountability within the SOEs' financial operations.
 - Reviews and prepares departmental reports.
 - Evaluates SOEs' performance by collecting, analyzing and summarizing account information.
 - Ensures financial security by designing and recommending internal controls.
 - Recommends financial actions by analyzing accounting information.

- Ensures accounting controls by preparing and recommending policies and procedures.
- **Technical Duties:**
 - Liaises with the SOEs' financial comptrollers to ensure strict adherence to basic financial reporting standards and requirements.
 - Substantiates SOEs' financial transactions by analyzing business documents.
 - Determines SOEs' financial discrepancies by analyzing their performance reports.
 - Facilitates the preparation of the BSEs annual operating budget, including preparing appropriate schedules and monitoring progress on budget preparation.
 - Provides technical inputs to BSE's departments and SoEs towards specifying requirements for their annual operating budgets and expenditure plans, including training staff in the use of the system and preparing the training manual.
 - Provides technical support to the accounting team responsible for budget development.
 - Helps control BSE's expenditures by monitoring departments' operating budgets and staffing levels; identifies problem areas and recommends corrective solutions.
 - Prepares, reviews, analyses and reports Departments quarterly variances of actual vs. budgeted expenditures.
 - Provides input in the reviewing BSE's operating budget.
 - Provides leadership in the preparation of BSE budget documents.
 - Works closely with BSE's Departments in the formulation of goals and performance measures used in the report.
 - Coordinates and prepares BSE's cost model, including modelling and forecasting of BSE's service cost.
 - Provides input for cash flow modelling for long-term planning and analysis and the forecasting of BSE's operating revenues.
 - Develops recommendations for budgetary adjustments to support unanticipated changes in product usage and/or funding at higher echelons.

- Collaborates with the various Departments of the BSE to prepare annual directorates' budgets and develop budgets for project proposals as well as the development of the annual BSE - wide budget including central overhead and service budgets.
- Collates inputs of all budgets into the general ledger system.
- Provides technical support in the creation and distribution of monthly budget performance reports to Management of the BSE.
- Reviews performance reports and analyses discrepancies.
- Provides inputs for the preparation of quarterly and Annual Performance reports of the department.
- Performs all other duties as may be required by the Assistant Director for Management Information System from time to time.
- **Supervisory Functions:**
 - Holds direct reports accountable for managing their assignments to ensure the Directorate'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:

- The job holder plays a major role in the management of budget, including analysis and reporting of budget performance.

Staff Management:

- Exercises direct supervision over subordinate staff.

Asset Management:

- The job holder is charged with responsibility to direct, control and provides comprehensive accounts of the assets of management.

EDUCATIONAL QUALIFICATION

- Good First Degree in Accounting, Finance, Public Finance, Public Administration or related field from a recognized University Institution or an equivalent professional qualification.

WORK EXPERIENCE

- At least two (2) years relevant working experience in planning and financial management.

OTHER REQUIREMENTS:

- Self-motivated with the ability to work independently, with accuracy and attention to detail.
- Ability to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.
- Proficient with Microsoft Office. Knowledge of Oracle or other budget related software.
- Ability to use sound judgment including maintaining confidentiality.
- Ability to communicate effectively, orally and in writing.
- Ability to manage time and workload effectively which includes planning, organizing and prioritizing.
- Ability to pay close attention to detail to ensure complete accuracy.
- Good moral integrity.
- Good analytical ability and reporting skills.

POSITION TITLE: ANALYST

REPORTS DIRECTLY TO: Financial Analyst

DIRECTLY SUPERVISES: Research Assistants

DEPARTMENTAL / FUNCTIONAL RELATIONS:

- Administration

EXTERNAL RELATIONS:

- State Owned Enterprises (SOEs)

PURPOSE:

- To review the performance of SOEs in order to facilitate informed policy decision-making.

KEY RESULT AREAS:

- External Auditors
- Internal Audit Agency
- Contractors
- Donors/Multi-Lateral Institutions Financial Management

DUTIES:

- **General Management Functions:**
 - No general management function is not foreseen for this position.
- **Technical Duties:**
 - Helps improve SOE's accountability by developing automated applications to eliminate duplications, and coordinating financial reporting requirements.
 - Updates job knowledge and experience by participating in educational endeavors.
 - Pays routine visits to the SOEs for monitoring and evaluation (M and E).
 - Collects periodic performance reports from SOEs for review and analysis.
 - Provides information on SOEs' operations by monitoring and evaluating their performance.
 - Determines SOEs' financial status by comparing and matching business strategic plans and forecasts with actual results.
 - Improves SOEs' financial status by analyzing performance and recommending corrective actions.

- Perform all other duties consistent with the functions of the department as may be assigned by the Financial Analyst from time to time.
- **Supervisory Functions:**
 - Holds direct reports accountable for managing their assignments to ensure the Directorate'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.

EDUCATIONAL QUALIFICATION:

- Bachelor's Degree in Accounting, Management or Economics from recognized university or an equivalent professional qualification (Accounting option).

WORK EXPERIENCE:

- At least two (2) years of relevant post graduate experience as an analyst in the Public Service of Liberia.

OTHER REQUIREMENTS:

- Computer literate and good communication skills.
- Must be a good team player.
- Must be willing to work extra hours.
- Excellent analytical ability.

POSITION TITLE: ACCOUNTS CLERK (FORMERLY STAFF ANALYST)

REPORTS DIRECTLY TO: Director of Finance

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL / FUNCTIONAL RELATIONS:

- Management Information System (MIS)

EXTERNAL RELATIONS:

- External Auditors
- Internal Audit Agency
- Contractors
- Donors/Multi-Lateral Institutions
- Ministry of Finance and Development Planning (MFDP)
- Financial Institutions

PURPOSE:

- To provide basic accounting information for decision-making.

KEY RESULTS AREAS:

- Financial Management

DUTIES:

- **General Management Function:**
 - No general management function is foreseen for this position
- **Technical Duties:**
 - Records and maintains management financial records, reports and information.
 - Conducts monthly tax analysis.
 - Arranges and posts vouchers in ledger.
 - Arranges and posts monthly official allotments.
 - Analyzes, records, updates and reports assets information.
 - Analyzes and reports financial information to principal.
 - Collects, analyzes and posts budget preparation and implementation reports.
 - Performs all other relevant duties consistent with the functions of the department as may be assigned by the Director of Finance from time to time.

- **Supervisory Functions:**
 - No supervisory function is foreseen for this position.

AUTHORITY LIMIT:

Management of Budget:

- The job holder has no budget management responsibility.

Staff Management:

- Nil

Asset Management:

- Uses asset assigned.

EDUCATIONAL QUALIFICATION:

- First Degree in Business Administration (accounting option) from a recognized University.

WORK EXPERIENCE:

- At least two (2) years of relevant post qualification experience in the Public Service in 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: RESEARCH ASSISTANT

REPORTS DIRECTLY TO: Analysts

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL / FUNCTIONAL RELATIONS:

- Administration

EXTERNAL RELATIONS:

- State Owned Enterprises (SOEs)
- External Auditors
- Internal Audit Agency
- Donors/Multi-Lateral Institutions

PURPOSE:

- To conduct research initiatives of management.

KEY RESULTS AREA:

- Research
- Financial Management

DUTIES:

- **General Management Functions:**
 - No general management function is foreseen for this position.
- **Technical Duties:**
 - Provides support for the conduct of research and research related activities.
 - Works with the analysts to perform financial review and trend analysis of SOEs.
 - Conducts routine research activities to facilitate evaluation of financial performance.
 - Assists the Management Information System (MIS) in collecting, analyzing and compiling financial information for reporting.
 - Assists analysts in conducting SOE's periodic financial performance review.
 - Performs all other duties as may be assigned by the Analysts from time to time.

Supervisory Functions:

- Nil

AUTHORITY LIMIT:**Management of Budget:**

- The job holder assists in analyzing and reporting quarterly budget performance of management.

Staff Management:

- Nil

Asset Management:

- Uses asset assigned.

EDUCATIONAL QUALIFICATION:

- Bachelor's Degree in the Social Sciences from a recognized university or an equivalent professional qualification.

WORK EXPERIENCE:

- At least two (2) years of relevant post qualification experience in research.

OTHER REQUIREMENTS:

- Strong analytical and IT skills are essential.
- Strong interpersonal and written and oral communication skills.
- Mathematical ability.
- A clear understanding of statistical terms and concepts.
- Problem-solving skills.
- Proven ability to communicate results and findings to non-statisticians.
- Ability to influence others.
- Practical and strategic approach to work.
- High level of accuracy and attention to detail.
- Capability to work to deadlines and to plan your work.
- Ability to work alone and within teams.
- Very Good knowledge/understanding of the Standing Orders and other Policies of Liberia Civil Service.

- Very Good knowledge of Liberia's Financial Laws, Rules and Regulations.
- Very Good negotiation skills.
- Very Good Presentation Skills.
- Very Good Report Writing Skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.
- Demonstrable commitment to corporate decisions.
- Excellent interpersonal skills.
- Acts with honesty and integrity.
- Ability to work in a fast paced and often pressured environment.
- Sound decision making based on thorough analysis.

POSITION TITLE: EXECUTIVE SECRETARY

REPORTS DIRECTLY TO: Director-General

DIRECTLY SUPERVISES: Office Assistant

DEPARTMENTAL / FUNCTIONAL RELATIONS:

- All Staff
- Civil Service Reform Directorate (CSRD)
- Internal Audit
- Public Relations
- Management Information System (MIS)

EXTERNAL RELATIONS:

- Guests/Visitors
- General Public
- Ministries, Agencies and Commissions (MAC)
- State Owned enterprises (SOEs)

PURPOSE:

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

KEY RESULTS AREAS:

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

DUTIES:

- **General Management Functions:**
 - Head of the Secretariat of the Director - General.
- **Technical Duties:**
 - Provides secretarial services by typing confidential and sensitive memoranda, reports and other important documents such as 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 Departments 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 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 BSE to the attention of the Director-General.
- Ensures that adequate secretarial services are extended to all units under the Office of the Director-General including Internal Audit and Public Relations.
- 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.
- Services meetings of the Director-General with French speaking ECOWAS counterparts/delegates and provides administrative, secretarial and bilingual 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 Department 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 consistent with the functions of the Department as may be assigned by the Director-General from time to time.

Supervisory Functions:

- Supervises subordinates in performing complex clerical functions and other technical duties as assigned.

AUTHORITY LIMIT:

Management of Budget:

- Represents principal in annual budget preparation and implementation processes. The incumbent manages an imprest account for the Office of the Director-General.

Staff Management:

- The job holder has authority to coordinate the activities of subordinate clerical staff.

Asset Management:

- Prepares and maintains a comprehensive register of assets for principal.

EDUCATIONAL QUALIFICATIONS:

- A good First Degree in Management Studies, Secretaryship or Private Secretary Certificate from any recognized university or institution.
- Advanced competency in the French 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: IT TECHNICIAN (FORMERLY DATA CLERK)

REPORTS DIRECTLY TO: Assistant Director for Management Information System (MIS)

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL / FUNCTIONAL RELATIONS:

- Administration

EXTERNAL RELATIONS:

- State Owned Enterprises (SOEs)

PURPOSE:

- To design and operate automated database for management.

KEY RESULTS AREAS:

- Data Entry and Management
- Quality Assurance
- Stakeholder Relationship and Management
- Asset Management

DUTIES:

- **General Management Functions:**
 - No general management function is foreseen for this position.
- **Technical Duties:**
 - Prepares source data for computer operation by compiling and sorting information and establishing entry priorities.
 - Processes account source documents by reviewing data for deficiency.
 - Secures management information by establishing and maintaining data backup systems.
 - Ensures consistent operations by following policies, procedures, and reporting needed changes.
 - Verifies account data by reviewing, correcting, deleting, or reentering data, and purging files to eliminate duplication of data.
 - Ensures data entry requirements by following data program techniques and procedures.
 - Tests account changes and updates by inputting new data and reviewing output.

- Generates personnel (HR) data and relevant information for planning and policy decision-making.
 - Documents and reports major discrepancies detected during processing to the Assistant Director for Management Information System.
 - Collects, sorts, tracks and updates budget information for decision-making.
 - Designs and operates an automated data based system to monitor the movement of assets.
 - Verifies keyed information entered for accuracy.
 - Participates in conducting data analysis and other related tasks.
 - Submits copies of keyed inputs to the Assistant Director for Management Information System for safekeeping and monitoring.
 - Transfers data from source document to computerized database system.
 - Ensures adequate backups for data including their storage and safety.
 - Ensures adequate documentation of data entry activities.
 - Performs other relevant duties consistent with the functions of the Department as may be assigned by superior officers from time to time
- **Supervisory Functions:**
 - Has no supervisory responsibility.

AUTHORITY LIMIT:

Management of Budget:

- No budget management responsibility is foreseen for this position.

Staff Management:

- Has no staff management responsibility.

Asset Management:

- Uses assets assigned for the position.

EDUCATIONAL QUALIFICATION:

- A First Degree in Social Science or related discipline or its equivalent from a recognized University.

WORK EXPERIENCE

- At least two (2) years post qualification experience in data processing/data entry or closely related job.

OTHER REQUIREMENTS

- Ability to maintain professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- Knowledge of Microsoft Office products, including Word and Excel, Internet Explorer, PowerPoint and/or presentation software and other Communication Software/tools.
- Honest and trustworthy.
- Good analytical skills.
- Report writing skills.
- Presentation skills.
- 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.

POSITION TITLE: OFFICE ASSISTANT

REPORTS DIRECTLY TO: Principal

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL / FUNCTIONAL RELATIONS:

- Management Information system (MIS)

EXTERNAL RELATIONS:

- Nil

PURPOSE:

- To provides essential administrative support services to enhance management's functions.

KEY RESULTS AREAS:

- Office Management

DUTIES:

General Management Functions:

- No general management function is foreseen for this position.

Technical Duties:

- Establishes and maintains files and records for principal.
- Opens, sorts, and distributes incoming mails, reports, and correspondence for principal.
- Arranges travels, transportation, and accommodations for principal.
- Compiles and submits expense report to principal.
- Manages strategic calendar of activities for principal.
- Assesses requests and determines priority level for consideration.
- Maintains directory of primary contact information for principal.
- Handles departmental telephone calls and answers inquiries in the absence of principal.
- Ensures confidentiality, professionalism and courtesy.

Supervisory Functions:

- Nil

AUTHORITY LIMIT:

Management of Budget:

- No management of budgets is foreseen for this position.

Staff Management:

- Nil.

Asset Management:

- Uses asset assigned to the position.

EDUCATIONAL QUALIFICATION:

- A High School and WAEC Certificate from a recognized institution.
- A professional qualification in office management from a recognized institution.

WORK EXPERIENCE:

- At least two (2) years relevant post qualification experience in the public service of Liberia.

OTHER REQUIREMENTS:

- Good moral integrity.
- Good communication and reporting skills.
- Ability to work independently and make decisions in absence of principal.
- Must maintain strict confidentiality of information.
- Must be willing to work extra hours.

POSITION TITLE: SECURITY GUARD

REPORTS DIRECTLY TO: Assistant Director for Administration

DIRECTLY SUPERVISES: Subordinates Security Guard

DEPARTMENTAL / FUNCTIONAL RELATIONS:

- Management Information System (MIS)

EXTERNAL RELATIONS:

- Ministry of Justice
- Liberia National Police Service
- Customers and All Visitors

PURPOSE:

- To provide professional security protection, safeguarding, safety, and security of assets, property, personnel, customers and all visitors at Bureau of State Enterprises.

KEY RESULTS AREAS:

- Security and Safety
- Performance Management

DUTIES:

General Management Functions:

- Provides maximum security guard services that guarantee the security of the human and material resources of management.

Technical Duties:

- Designs and institutes security measures to guide against theft, wastage and damage to institutional properties.
- Takes all preventive measures to safeguard officials, employees, visitors and assets of management.
- Plans and designs strategies to ensure that institutional properties are protected and accounted for.
- Institutes procedures to ensure that all visitors are either on official business or have been personally invited.
- Plans, designs and implements safety strategies to ensure maximal protection of personnel and assets.

- Control the movement of visitors and customers and ensure that they are appropriately dressed and to avoid stealing and other unwholesome activities.
- Performs all other relevant duties consistent with the functions of the department as may be assigned by the Assistant Director for Administration from time to time.

Supervisory Functions:

- Supervises subordinate staff to ensure proper coordination of activities.

AUTHORITY LIMIT:

Management of Budget: Nil.

Staff Management:

- Has staff management responsibility

Asset Management:

- Has asset management responsibility.

EDUCATIONAL QUALIFICATION:

- High School Graduate/WAEC from a recognized institution and Security Training Certificate.

WORK EXPERIENCE:

- At least two (2) years of relevant post qualification work experience in security within the industrial settings.

OTHER REQUIREMENTS:

- Excellent moral conduct.
- Must be time conscious.
- Good communication and reporting skills.
- Must be job friendly and physically fit.
- Willing to work extra time under difficult circumstances.
- Ability to work alone and with others.
- Ability to supervise others.
- Excellent oral and written communication skills.

POSITION TITLE: JANITOR

REPORTS DIRECTLY TO: Assistant Director for Administration

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL / FUNCTIONAL RELATIONS: All Offices

EXTERNAL RELATIONS: Nil

PURPOSE:

- To promote the beautification and maintenance of a healthy and clean environment to facilitate the efficient and effective functioning of the Bureau of State Enterprises.

KEY RESULTS AREAS:

- Cleaning and Janitorial Services

DUTIES:

General Management Functions:

- To keep office premises clean and healthy at all times.
- Provides general janitorial services to cover the office premises.
- Takes all measures to ensure a healthy work environment.
- Promotes and encourages improved sanitary conditions at the work place.

Technical Duties:

- Plans, designs and implements strategies to improve sanitary services at the work place.
- Provides janitorial and cleaning services to the various Directorates, Sections, Units and immediate surroundings of BSE.
- Tidies and keeps clean at all times and before the resumption of work, all offices of the BSE and its immediate surroundings.
- Implements cleaning schedules by of the supervisor.
- Maintains cleaning tools and equipment inventory and ensures appropriate storage, safekeeping and easy access and usage.
- Identifies cleaning and beautification needs of the BSE and facilitates their inclusion in cleaning and janitorial services schedules.

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

Supervisory Functions: Nil

AUTHORITY LIMIT:

Management of Budget: Nil.

Staff Management: Nil

Asset Management:

- Safeguards to tools provided for janitorial service.

EDUCATIONAL QUALIFICATION:

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

WORK EXPERIENCE:

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

OTHER REQUIREMENTS:

- Good public relations.
- Good moral integrity.
- Ability to be honest.
- Time conscious, punctual and prompt.
- Willing to work extra hours under difficult circumstances.
- Ability to clean offices/sanitary areas/compound with minimum supervision.
- Good interpersonal skills.
- Must be physically fit to take on difficult tasks.

POSITION TITLE: CHAUFFEUR

REPORTS DIRECTLY TO: Assistant Director for Administration

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL / FUNCTIONAL RELATIONS:

- Other Pool Drivers
- General Staff

EXTERNAL RELATIONS:

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

PURPOSE:

- To ensure safe and timely movement of staff, official communications, office supplies and equipment of management.

KEY RESULTS AREAS:

- Assets Management Professional Driving
- Safety
- Vehicle Maintenance and Upkeep

DUTIES:

General Management Functions:

- No general management function is required for this position.

Technical Duties:

- Keeps transport equipment road-worthy at all times.
- Transports official communications to destinations prescribed by principal during work hours.
- Ensures that the staff is safely transported to and from official assignments.
- Ensures that the transport equipment is provided the necessary safety protection during outstation assignments.
- Ensures that the transport equipment is reported after work hours at prescribed location.

- Advices management on need for repairs and routine maintenance of transport equipment.
- Drives the Director-General, Deputy Director-Generals, management and staff in the performance of official duties.
- Drives other officials including senior public officials as may be directed by the Director-General or Assistant Director for Administration.
- Reports defects and faults on vehicles to superior for necessary action.
- Reports all accidents on vehicle to superior.
- Observes all rules and regulations with respect to the operations of the vehicles.
- Conveys vehicle maintenance and servicing reports to the Assistant Director for Administration.
- Undertakes routine maintenance and servicing checks and repairs.
- Dispatches emergency letters from the Office of the Director-General as he/she may direct.
- Undertakes utility operations on behalf of BSE as may be directed by the Assistant Director for Administration.
- Monitors and reports on the readiness of vehicles sent for servicing and maintenance at mechanical workshops.
- Ensures accurate completion and submission of vehicle log books.
- Ensures adequate budgeting and requisition for fuel at all times.
- Keeps vehicles of BSE clean and sanitized at all times.
- Ensures appropriate and decent dressing in the performance of his/her duties at all times.
- Performs other relevant duties consistent with the functions of the Department as may be directed from time to time by the Assistant Director for Administration.

Supervisory Functions: Nil

AUTHORITY LIMIT:

Management of Budget: Nil.

Staff Management: Nil

Asset Management:

- Has primary responsibility to manage and account for transport equipment allocated to the position.

EDUCATIONAL QUALIFICATION:

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

WORK EXPERIENCE

- At least three (3) years post qualification experience as Driver Grade 1.

OTHER REQUIREMENTS:

- Must have good public relations.
- Good moral integrity.
- Time conscious, punctual and prompt.
- Willing to work extra times under difficult circumstances.
- Must be physically fit to take on difficult assignments.
- 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: EXPEDITOR

REPORTS DIRECTLY TO: Assistant Director for Administration

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL / FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- Ministries, Agencies and Commissions (MAC)
- State Owned Enterprises (SOEs) Government Officials
- Diplomatic Institutions
- Foreign Missions / Embassies
- Stakeholders

PURPOSE:

- To ensure safe conveyance and distribution of BSE official letters, reports, documents, etc., to other public institutions, private organizations, development partners and non-governmental organizations.

KEY RESULTS AREAS:

- Courier Service
- Asset Management

DUTIES:

General Management Functions:

- The job requires the conveyance of official communications, documents, reports, and correspondence of management to designated locations.

Technical Duties:

- Tracks and maintains accurate record of internal and external communications expedited and official telephone directory of senders and receivers.
- Creates and maintains records of official communications, documents and correspondences conveyed.
- Gathers and expedites communications, documents and correspondence to designated departments.
- Creates and manages strategic calendar of official documents for principal.
- Assesses and determines the timeliness, priority level of the communications to be expedited.

- Maintains accurate reports of communications dispatched to support management communication plans.
- Creates and maintains records of official communications of management expedited.
- Implements a schedule for dispatching communications as directed by the Assistant Director for Administration.
- Dispatches/expedites letters, reports, documents, etc., including emergency letters as may be directed by the Assistant Director of Administration.
- Ensures that all recipients of letters, reports, documents, etc., duly sign the correspondence delivery book.
- 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 Assistant Director for Administration from time to time.

Supervisory Functions: Nil.

AUTHORITY LIMIT:

Management of Budget:

- Has no budget management responsibility.

Staff Management: Nil.

Asset Management:

- Uses asset assigned such as files, documents, staple machine, photocopier and binding machines.

EDUCATIONAL QUALIFICATION:

- A minimum of High School Graduate from a recognized institution.

WORK EXPERIENCE

- At least one (1) year of post qualification experience in Administrative Support Services.
- At least one (1) year post qualification experience as a motorcycle rider.
- Knowledge of locations of Government Offices in Monrovia or Montserrado County, Liberia.

OTHER REQUIREMENTS:

- Must have a good moral standing.
- Good communication skills.
- Ability to work independently and make decisions in the absence of principal.
- Must maintain strict confidentiality of information.
- Must be physically fit take on difficult assignments.
- 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.
- Good knowledge/understanding of Insurance, Road Safety and other regulatory requirements.

