



JOB DESCRIPTIONS COOPERATIVE DEVELOPMENT AGENCY (CDA) REPUBLIC OF LIBERIA

Developed

In collaboration with
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Economic Management Support Project

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POSITION TITLE: WELFARE OFFICER

REPORTS DIRECTLY TO: Deputy Registrar, Gender, Youth
Promotions & Program

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- Ministries, Agencies and Commissions
- Cooperative Networks
- Women Groups
- Youth Groups

PURPOSE:

- To support the Department of Gender and Youth Promotion in developing plans on livelihood activities and to help ensure the efficient implementation of projects and programs in line with the Agency mandates and functions.
- To provide technical field support to the beneficiaries from the entire cooperative movement.

KEY RESULTS AREA

- Development of Income Generation Programs.
- Cooperative Education and Training Programs.
- Meetings and Special Events Management.
- Stakeholder Relationship and Management.

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Prepares and disseminates written communication (e.g. letters of support, project and meeting summaries).
 - Maintains Program contact database.
 - Performs administrative duties as requested.
 - Prepares and submits weekly reports activities undertaken to the immediate Supervisor.

- **TECHNICAL DUTIES**

- Participates in developing income generating plans to support women and youth groups in livelihood projects.
- Participates in proposal, research and summaries activities during project/grant review process.
- Actively participates as a member of the program team.
- Attends team meetings and collaborate with team members on preparing project documents, reports, special projects and other team-related functions.
- Works with Program staff and beneficiaries/grants to ensure project/grant requests are properly presented, accurate and acceptable.
- Participates in the awareness creation of Cooperative Livelihood Project to target beneficiaries at community levels to ensure gender mainstreaming and youth integration in cooperative activities.
- Supports needs assessment and capacity efforts including training facilitation assist in the implementation of Cooperative Livelihood Project to beneficiaries at community levels.
- Coordinates the logistics, execution and completion of special events and meetings.
- Performs other relevant duties consistent with the functions of the section 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**

- Nil

EDUCATIONAL QUALIFICATION

- A good First degree in Sociology or relevant discipline from a recognized university.

WORK EXPERIENCE

- At least three years (3) working experience in the Field.

OTHER REQUIREMENTS

- Must have passed the CSA test for the position.
- Good Knowledge of the Liberia Cooperative Law.
- Good Report writing skills.
- Team player.
- Working knowledge of MS-word, Excel and Power Point.
- Excellent oral and written communication skills.
- Good Presentation Skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.
- Commitment to corporate decisions.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.

POSITION TITLE: ASSOCIATE REGISTRAR

REPORTS DIRECTLY TO: Assistant Registrar

DIRECTLY SUPERVISES : Cooperative Field Officer

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- Cooperative Networks
- Community Based Organizations

PURPOSE:

- To participate in developing training plans in line with the needs of individual cooperatives.
- To ensure that all cooperative field activities are fully implemented, according to the cooperatives bylaws and constitution.
- To provide extensive field support in cooperatives field operations.

KEY RESULT AREAS

- Training Plans Development
- Cooperative Extension Work
- Cooperative Audit
- Registration of Cooperative Societies
- Stakeholder Relationship and Management
- Performance Management

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Prepares and submits weekly reports on cooperative activities undertaken to the immediate Supervisor.
 - Ensures the timely preparation towards and conducts regular Cooperative Board and other meetings.
 - Oversees the preparation of weekly and monthly work schedules by the Field Officer.
 - Conducts follow-ups on field assignments to ensure tasks are performed effectively.

- Collects weekly field reports from the Cooperative Field Officer in assigned county and quality assures them before submission to the superior officer.
- **TECHNICAL DUTIES**
 - Facilitates the revision and upgrading of assigned cooperative bylaws in line with standard bylaw guidelines.
 - Ensures the proper management of all government property in the assigned area.
 - In collaboration with the cooperative entity, identifies training needs and reports on such need for intervention.
 - Ensures that mandatory audit is carried out in accordance with the cooperative bylaws.
 - Attends all Cooperative General Meetings and ensures audit reports are read, explained and findings accepted by the cooperative general membership.
 - Ensures that General Assembly and other meetings are held regularly in accordance with the bylaws.
 - Provides technical support in maintaining cooperative databases.
 - Participates in conducting feasibility studies on proposed cooperatives.
 - Undertakes and writes analysis reports on proposed Cooperative organizations and presents findings for decision-making.
 - Trains and coaches cooperative members and leadership on cooperative principles and best practices.
 - Attends all County meetings and records summary reports.
 - Performs other relevant duties consistent with the functions of the assigned County as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - Holds direct reports accountable for managing their assignments to ensure the County Office's goals are achieved.
 - Manages performance, succession development and resource allocation within the designated County Office.

- 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.
- **Staff Management**
Incumbent has staff management responsibilities.
- **Asset management**
Uses assets assigned to the position.

EDUCATIONAL EXPERIENCE

- A good First degree in Sociology or other related fields from a recognized university or institution.
- Must have passed the CSA test for this position.

WORK EXPERIENCE

- At least three years (3) work experience in the public service of Liberia.

OTHER REQUIREMENTS

- Good Knowledge of the Liberia Cooperative Law.
- Ability to operate a motorcycle and possess a valid operator's license.
- Knowledge of the local dialect is an added advantage.
- Willingness to travel.
- Good interpersonal relations.
- Must have working knowledge on MS Word, Excel and Power Point.
- Excellent oral and written communication skills.
- Strong ability to prepare training presentations and facilitate training programs.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.

- Commitment to corporate decisions.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Sound decision making based on thorough analysis.

POSITION TITLE: AUDITOR

REPORTS DIRECTLY TO : Director of Audit

DIRECTLY SUPERVISES : NIL

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- Department of Administration, Finance and Audit
- Other Departments

EXTERNAL RELATIONS

- External Auditors
- Civil Service Agency (CSA)
- Cooperative Institutions

PURPOSE:

KEY RESULT AREAS

- Cooperative Statutory Audit and Reports
- Cooperative Interim Audit and Inspection
- Cooperative Education
- Stakeholder Relationship and Management

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Participates in the collection of requested cooperative information.
 - Submits all necessary reports to immediate Supervisor for decision-making.
- **TECHNICAL DUTIES**
 - Conducts statutory audits of all registered Cooperatives institutions in Liberia and prepares and submits detailed reports on findings.
 - Establishes internal control systems for cooperative societies.
 - Attests all cooperative societies' audit reports.
 - Ensures the proper management of all government property assigned to position holder.
 - Undertakes periodic audit engagements by planning for registered cooperative societies in Liberia.

- Collects and analyzes data to detect deficient controls, duplicated efforts, extravagance, fraud, or non-compliance with laws, regulations, and management policies.
- Reports to management about asset utilization and audit results, and recommends changes in operations and financial activities.
- Reviews data about material assets, net worth, liabilities, capital stock, surplus, income, and expenditures.
- Inspects account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
- Examines and evaluates financial and information systems, recommending controls to ensure system reliability and data integrity.
- Examines inventory to verify journal and ledger entries.
- Prepares, analyzes, and verifies annual reports, financial statements, and other records, using accepted accounting and statistical procedures to assess financial condition and negotiable securities, and canceled checks to confirm records are accurate.
- Conducts investigations on financial misappropriation and submits recommendations for management decision-making.
- Presents audit reports to cooperative general meetings for decision and policy making.
- Performs other relevant duties consistent with the functions of the section as may be assigned by the supervisor from time to time.

SUPERVISORY FUNCTIONS

- NIL

AUTHORITY LIMIT

- **Management of Budget**
Contributes to the preparation of budgets.
- **Staff Management**
Has no staff management responsibility.
- **Asset Management**
Has asset management responsibility.

EDUCATIONAL EXPERIENCE

- A good First Degree in Accounting or related field from a recognized university.
- Master's Degree in Accounting from a recognized university or institution.
- Must have CSA test result for this position.

WORK EXPERIENCE

- At least three (3) years working experience in auditing at senior management level.

OTHER REQUIREMENTS

- Knowledge on Financial Management Act 2009.
- Knowledge on the Public Procurement Concession Act 2005.
- Knowledge on the General Services Act 1971.
- Excellent Knowledge of the Liberia Cooperative Law.
- Must demonstrate high level of honesty, integrity and responsibility
- Considerable knowledge in the use of accounting and auditing methodologies and tools.
- Excellent oral and written communication skills.
- Ability to develop and maintain professional relationships with internal and external stakeholders.
- Excellent planning and organizing skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced environment.
- Methodical and great deal of attention to details.
- Absolute discretion in handling/dealing with confidential information/data.
- Knowledge of accounting software/tools with strong functionality skills in Microsoft Excel, Word and PowerPoint.
- Excellent analytical skills.
- Good managerial and coaching skills in a "team" setting.

POSITION TITLE: DIRECTOR OF TRAINING AND RESEARCH

REPORTS DIRECTLY TO: Deputy Registrar for Administration, Finance and Audit

DIRECTLY SUPERVISES : Training and Research Officers

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- Cooperative Organizations
- Research Project Contractors
- Ministries, Agencies and Commissions
- Non-Governmental Organizations

PURPOSE:

- To identify project goals, research methods, variables, and other test parameters.
- To collect data, offer recommendations on evaluating projects.
- To make research schedules to monitor the activities of all research projects.

KEY RESULT AREAS

- Project Management
- Training and Research
- Development of Training Programs
- Management of Training Function
- Performance Management
- Stakeholder Relationship and Management

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Provides technical support and inputs in budget preparation for the department of Administration to cover training and research.
 - Participates in the preparation and production of monthly and annual reports.
 - Manages competitive tendering exercises.
 - Delivers presentations at conferences and trainings.
 - Develops updates for senior staff weekly conference.

- Develops annual, monthly and weekly work plans for the Training and Research Sections.
- **TECHNICAL DUTIES**
 - Drafts research specifications.
 - Reviews draft research instruments such as questionnaires and edits draft reports.
 - Ensures that research is done within a set time frame to meet policy requirements.
 - Ensure quality control of training and research.
 - Works on research projects and employs a range of different research methodologies (if undertaking research internally).
 - Produces both written and oral briefs for policy colleagues and other Ministries and Agencies, based on reviews of research evidence.
 - Reviews all training syllabus and ensure quality control before trainings are carried out.
 - Reviews tools/instruments used for feasibility studies of proposed cooperatives and ensures standardization.
 - Monitors presentations at trainings and workshops and evaluates trainers.
 - Manages, trains and coaches junior staff (supervising, encouraging and mentoring) in aspects of training presentations and research.
 - Explains complex ideas and findings that can be easily understood.
 - Keeps up to date with developments in policy, cooperative and farming issues, as well as qualitative and quantitative research methods.
 - Performs other relevant duties consistent with the functions of the section as may be assigned by the supervisor 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**
 - Contributes to the preparation and submission of annual budgets for the Division
- **Staff Management**
 - Has staff management responsibilities.
- **Asset management**
 - Uses assets assigned to the position.

EDUCATIONAL EXPERIENCE

- A good First Degree preferably BA/BSc in any of the social sciences from a recognized university or institution.
- Master's Degree in social sciences from a recognized university.

WORK EXPERIENCE

- At least first (5) years relevant post qualification experience in Training and Research in the public service of Liberia.

OTHER REQUIREMENTS

- Must demonstrate high level of honesty, integrity and responsibility.
- Excellent interpersonal Skills.
- Excellent oral and written communication skills.
- Ability to develop and maintain professional relationships with internal and external stakeholders.
- Excellent qualitative and quantitative research methods skills.
- Excellent planning and organizing skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced environment.
- Methodical and great deal of attention to details.
- Absolute discretion in handling/dealing with confidential information/data.
- Very good knowledge of Microsoft Office products, including Word and Excel,

Internet Explorer, PowerPoint and/or presentation software and other Communication Software/tools.

- Excellent analytical skills.
- Good managerial and coaching skills in a "team" setting.

POSITION TITLE: MONITORING AND EVALUATION (M&E) OFFICER

REPORTS DIRECTLY TO: Deputy Registrar for Gender, Youth Promotion & Programs

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- Department of Gender and Youth Promotions
- Other Departments

EXTERNAL RELATIONS

- Cooperative Organizations
- Women Groups
- Youth Groups
- Donors
- Non-Governmental Organizations
- Ministries, Agencies and Commissions

PURPOSE:

- To carry out data collection, data analysis, and learning activities.
- To ensure accountability and efficiency, for all programs and projects, both new and established, throughout the cooperative communities.
- To provide technical field support and work closely with the departments of Gender/Program and CDA to assess field conditions, support capacity building initiatives, and facilitate the collection of quality data.

KEY RESULT AREAS

- Data Collection and Analysis
- Proposal Writing
- Quality Assurance
- Capacity Building Activities
- Development of M&E Tools
- Stakeholder Relationship and Management

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Collaborates with the Program Unit in reviewing and preparing monthly, quarterly and final narrative and financial donors' reports.
 - Ensure the Department of Program complies with standard operating procedures in all tasks given or assigned.

- Supports the three departments of CDA in reviewing donor reports to ensure high quality reports are submitted on time for programs.
- Reviews and analyzes weekly reports with the three departments to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting.
- **TECHNICAL DUTIES**
 - Provides technical support to the three departments of the CDA and other extension staff in creating a framework and procedures for the monitoring and evaluation of project and cooperative societies' activities.
 - Coordinates with others departments on proposal writing and follows up on all program expenditures.
 - Provides technical support to all M&E initiatives for assigned project(s) including monitoring data quality, tracking the progress of activities, and contributing to staff capacity building initiatives as necessary.
 - Works with the Program Unit in establishing log frames, M&E work plans, and targets during the drafting donor project proposals as well as throughout project implementation.
 - Provides technical expertise to the three departments of CDA in defining and implementing the key project and Cooperative Societies' performance indicators (KPI) as well as monitoring them throughout the duration of the projects and budget year.
 - Works with other departments in proposing strategies to increase data use and demands among Program and extension staff.
 - Works with the Program staff including extension staff in clarifying project information needs.
 - Trains project/program staff on ways to properly document, organizes and capture program progress.
 - Drafts and revises tools and data collection procedures such as logical framework, project performance tracking, indicators, data flow chart, M&E manuals.
 - Works with the M&E Unit in reviewing the performance of existing management information systems to help identify potential modifications or resources.

- Identifies strengths and weaknesses in existing data collection and management systems and proposes solutions along with the responsible department.
- Undertakes regular field visits to ensure the quality of data collected by Programs and to verify the accuracy of reported data.
- Analyzes changes and patterns in KPI data and performance reports in order to support Program staff and/or extension staff.
- Supports the three departments to ensure that donors, partners, and Senior Management data queries are addressed in an accurate and timely manner.
- Support and participate in program and project evaluations.
- Performs other relevant duties consistent with the functions of the Division as may be assigned by the supervisor from time to time.

○ **SUPERVISORY FUNCTIONS**

- None

AUTHORITY LIMIT

- **Management of Budget**
 - Does not manage budgets.
- **Staff Management**
 - Has no staff management responsibility
- **Asset Management**
 - Uses assets assigned.

EDUCATIONAL QUALIFICATION

- A good First Degree in Statistics, Mathematics, Monitoring and Evaluation, Public Administration, Project Management from a recognized university or institution.

WORK EXPERIENCE

- At least two (2) years relevant post qualification experience in Monitoring and Evaluation in the public service of Liberia.
- Must have CSA test result for this position

OTHER REQUIREMENTS

- Good command of M&E methodologies, frameworks, tools and best practices.
- Ability to design M&E tools, surveys, surveillance systems, and evaluations.

- Demonstrated ability to train and build capacity of others.
- Capacity to produce high-quality briefs and reports in English.
- Good Research skills.
- Excellent Report writing skills.
- Good oral and written communication skills.
- Ability to develop and maintain professional relationships with internal and external stakeholders.
- Planning and organizing skills.
- Excellent presentation skills.
- Ability to meet deadlines and execute assignments.
- Ability to work in a fast paced environment.
- Methodical and attention to details.
- Ability to exercise discretion in handling/dealing with confidential information/data.
- Good knowledge of accounting software/tools with strong functionality skills in Microsoft Excel, Word and PowerPoint.
- Good analytical skills.
- Managerial and coaching skills in a "team" setting.
- Good interpersonal skills.
- Sound decision making based on thorough analysis.

POSITION TITLE: INFORMATION TECHNOLOGY OFFICER

REPORTS DIRECTLY TO : Deputy Registrar for Administration Finance & Audit

DIRECTLY SUPERVISES : None

DEPARTMENTAL/ FUNCTIONAL RELATIONS:
All Departments

EXTERNAL RELATIONS

- Ministries, Agencies and Commissions
- General Public
- Donors, Bi-Lateral & Multi-Lateral Institutions
- Non-Governmental Organizations (NGOs)

PURPOSE:

- To assist technology users (staff members) in identifying and implementing systems improvements.
- To provide technical support and advice to other Information Systems Team members and other technology users.

KEY RESULT AREAS

- Policy and Procedures Development
- Database Administration
- Troubleshooting and Configuration
- General Application- Hardware and Software
- Information Management
- Networking and Repairs
- General IT Installation
- IT Inventory

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Ensures that day-to-day administrative activities are undertaken to maintain databases in a fully operational and stable state.
 - Develops and implement effective policies and procedures relating to new and existing information systems.
 - Prepares and maintains relevant systems documentation including the creation of Policies and Procedures.
 - Sets and prioritizes objectives and manages workload in the most efficient way possible within the resources available and within a set timetable.

- Participates in the Information Services Team including sharing workloads, collectively solving problems and supporting other team members with the management of projects.
- Produces reports in line with performance indicators.
- **TECHNICAL DUTIES**
 - Provides database administration and support for CDA systems running on Universe platforms.
 - Gathers data related to particular cooperative societies' issues and processes and analyzes the issues and submits findings for management decision-making.
 - Participates in training and education to maintain an up to date knowledge of emergency management responses.
 - Provides a project co-ordination role in liaising with program and field departments in the areas of development, acceptance and implementation of systems.
 - Promotes the productive use of Information Management Systems throughout the Agency.
 - Undertakes system monitoring and tuning to ensure optimum performance.
 - Applies software upgrades and patches to the corporate systems and to server operating systems and databases.
 - Reviews and maintains efficient and effective database backup procedures to enable the provision of successful and accurate backups so that any data can be restored quickly and efficiently.
 - Maintains adequate security of data by implementing, monitoring and auditing appropriate security policies.
 - Undertakes upgrade and conversion projects as required.
 - Manages problems escalated to third-party suppliers/providers.
 - Contributes and participates in all disaster recovery processes.
 - Prepares and maintains relevant systems documentation including the creation of policies and procedures.

- Undertakes helpdesk operations for staff and other users of IT equipment and accessories.
- In collaboration with other staff members, provides a high level of user support through the provision of incident and problem management so that staff can make effective use of systems and equipment.
- Provides a professional, friendly and staff oriented approach at all times.
- Maintains relevant and up to date knowledge of information technology.
- Performs other relevant functions consistent with the functions of the section as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - None

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

- A good Bachelor of Science Degree in Computer Science/Information Technology or equivalent qualification in Information Management System from a recognized university or institution.
- Must have CSA test result for this position

WORK EXPERIENCE

- At least two (2) years relevant post qualification experience in ICT practice and website management, website design and installation/launching.

OTHER REQUIREMENTS

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

- Considerable knowledge of Databases and Electronic messaging.
- Must be abreast with ICT trends.
- Strong negotiation and conflict management skills.
- Good oral and written communication skills.
- Good report writing and presentation skills.
- 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: PROCUREMENT/LOGISTICS OFFICER

REPORTS DIRECTLY TO : Deputy Registrar Admin/Finance & Audit

DIRECTLY SUPERVISES : Drivers

DEPARTMENTAL/ FUNCTIONAL RELATIONS:
All Departments

EXTERNAL RELATIONS:

- Public Procurement Concession Commission (PPCC)
- Vendors /
- Service Providers
- External Auditors
- Suppliers

PURPOSE:

- To assist in the planning, development and management of procurement arrangements for complex and high value across government contracts that effectively meet government objectives and other agency business vendors' requirements.

KEY RESULT AREAS

- Procurement and Contract Management
- Market Survey
- Customer Service/ Client Relationship
- Tendering and Bids Negotiation

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Ensures appropriate documentation of all activities and operations of the Unit.
 - Contributes to the development of procurement documentation, including acquisition plan, procurement schedule, request for offers, evaluation plan, negotiation plan and purchase recommendation.
- **TECHNICAL DUTIES**
 - Undertakes research and analysis in supply market and the Agency's requirements, including gathering information from a variety of sources, analyzing data, identifying trends and preparing reports, payment vouchers, including recommendations.
 - Contributes to the evaluation of offers, including the development of evaluation methodology and criteria.

- Provides support to the implementation, transition and management of the contract.
- Undertakes simple negotiations.
- Ensures policy and procedure compliance in the Agency and makes other staff understand Procurement policies and procedures.
- Participates in the development and establishment of across government contracts for goods and services in accordance with legislation, audit regulations and PPCC policies and guidelines.
- Develops and maintains effective relationships with suppliers (Vendors), Government Ministries and Agencies.
- Ensures that the highest possible professional standards are maintained in relation to confidentiality, probity and ethical conduct in procurement activities of the Agency.
- Helps establish a database of quotes for various items for the correct management of each site (i.e. field offices)
- Negotiates with suppliers/ vendors by ensuring the best interests of CDA are met.
- Procures and organizes with warehouse the transportation of Supplies to the field offices.
- Ensures sourcing for quality goods and supplies are delivered in a timely manner for the field offices.
- Contracts quality services on behalf of CDA.
- Ensures accountability of all monies received for supplies purchased by clients.
- Tracks and administers orders for all location staff etc.
- Trains and coaches staff on procurement procedures;
- Develops a standard list of supplies for all locations (Monrovia and field).
- Tracks all office vehicles and motorcycles.
- Keeps accurate record of office equipment.

- Supervises and monitor all Agency vehicles.
- Prepares log sheets for drivers and ensure compliance by drivers.
- Ensure the servicing of vehicles are done on time
- Performs other relevant duties consistent with the functions of the section as may be assigned by the supervisor from time to time.
- **SUPERVISORY DUTIES**
 - Job holder may or may not have supervisory responsibility.

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder develops and submits supplies and material requirements to be procured for the Agency and cooperative institutions for incorporation into the annual budgets.
- **Staff Management**
 - The job holder may or may not have staff management responsibility.
- **Asset Management**
 - The job holder is recommends replenishment of goods and uses assets assigned to the position.

EDUCATIONAL QUALIFICATION

- A good first Degree in Purchasing and Supply, Procurement, Economics, Statistics or related discipline from a recognized University or an equivalent professional qualification.
- A post-graduate qualification in purchases and supply or stores/supply management, procurement management.
- Must have CSA test result for this position

WORK EXPERIENCE

- At least three (3) years working at the middle management level in the Public Services of Liberia.

OTHER REQUIREMENTS

- Knowledge of procurement principles, theories and practices.
- Good knowledge in bookkeeping and record keeping.
- Good knowledge of purchasing and supply.

- Good communication and interpersonal skills.
- Ability to replenish stock on time.
- Knowledge in the use of procurement software and tools, Microsoft Word, PowerPoint, Excel, internet etc.
- Must demonstrate high level of honesty, integrity and responsibility.
- Must be capable to maintain confidentiality.
- Ability to design M&E tools, surveys, surveillance systems, and evaluations.
- Demonstrated ability to train and build capacity of others.
- Proven written and verbal communication skills, including an understanding of the principles of effective negotiation.
- Ability to develop and maintain positive working relationships with team members and clients.
- Demonstrated analytical and research skills, including the ability to identify issues, think laterally and develop appropriate strategies;
- Capacity to produce high-quality briefs and reports;
- Good level of proficiency in MS Word, Excel and quantitative analysis
- Trustworthy and strong ability to implement policies.
- Ability to plan, organize and prioritize tasks for self to ensure work is completed efficiently and effectively.
- Experience in the preparation of procurement documents such as acquisition plans, market approach documents, specifications and evaluation plans;
- Demonstrated understanding of risk management principles and cost and benefit analysis.

POSITION TITLE: DIRECTOR OF AUDIT

REPORTS DIRECTLY TO : Deputy Registrar for Administration, Finance & Audit

DIRECTLY SUPERVISES : Audit Section

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- All Departments.

PURPOSE:

- To conduct annually statutory audit of every cooperative institution registered under the Cooperative Laws of Liberia to ensure proper accountability and transparency within cooperatives.
- To support the department of Administration, Finance & Audit in developing plans on statutory annual audit of registered cooperatives.
- To ensure the effective and efficient implementation of the Agency's mandates and functions.
- To produce technical and analytical reports to guide the working of the cooperative services department.

KEY RESULT AREAS

- Annual Cooperative Statutory Audits
- Stakeholder Relationship and Management
- Performance Management

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Oversees and supervises the Audit section to ensure all statutory audits of registered cooperatives are conducted effectively.
 - Contributes to fiscal budget preparation and creation of annual reports.
 - Prepares annual work plans for the Section and monitors and supervises ongoing audits.
 - Ensures the proper management of all government property assigned to the Section.
 - Prepares and submits all necessary reports to immediate Supervisor.
 - Attends Senior Management meetings and implements requested tasks as assigned to by the immediate supervisor or the Registrar- General.

- **TECHNICAL DUTIES**

- Plans and conducts annual statutory audits of all registered cooperatives in Liberia and prepares detailed reports on audit findings for management decision-making.
- Establishes internal control systems and provides attestations to cooperative societies' audit reports.
- Provides audit engagement planning for registered cooperatives in Liberia.
- Collects and analyzes data on cooperative societies to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies.
- Commissions the reading of audited reports to cooperative general members.
- Prepares Audit Commission letters and certifies requested audits.
- Reports to management about asset utilization and audit results, and recommends changes in operations and financial activities of cooperative societies.
- Reviews data on material assets, net worth, liabilities, capital stock, surplus, income and expenditures of cooperative societies.
- Inspects account books and accounting systems for efficiency, effectiveness, and the use of accepted accounting procedures to record transactions.
- Examines and evaluates financial and information systems, recommending controls to ensure system reliability and data integrity.
- Examines inventory to verify accurate journal and ledger entries.
- Prepares, analyzes, and verifies annual reports, financial statements, and other records, using accepted accounting and statistical procedures to assess financial condition, negotiable securities, and canceled check to confirm records are accurate.
- Conduct investigation on financial misappropriation.
- Presents audit reports to cooperative general meetings.
- Performs other relevant duties consistent with the function of the Section as may be assigned by the supervisor from time to time.

- **SUPERVISORY FUNCTIONS**

- Holds direct reports accountable for managing their assignments to ensure the CDA'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 contributes to the preparation of the CDA's budgets and makes request for spending on the approved allocation for the Section.

- **Staff Management**

- The job holder has staff management responsibility.

- **Asset Management**

- The job holder uses assets assigned for the work.

EDUCATIONAL QUALIFICATION

- A good First Degree in Business Administration (Accounting Option) and Master's Degree (MSc/MBA) in Financial Management/Accounting or a Chartered Professional Qualification from any recognized Professional Accounting Body / Institution- CPA/LICPA/ICAG/ACCA.
- Must have CSA test result for this position

WORK EXPERIENCE

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

OTHER REQUIREMENTS

- Excellent knowledge of the Cooperative Law of Liberia.
- Excellent/Considerable knowledge in the use of accounting and auditing methodologies and tools.
- Excellent 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 of Liberia.
- 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.
- Methodical and great deal of attention to details.
- Absolute discretion in handling/dealing with confidential information/data.
- Knowledge of accounting software/tools with strong functionality skills in Microsoft Excel, Word and PowerPoint.
- Excellent analytical skills.
- Excellent managerial and coaching skills in a "team" setting.
- Willingness to travel at short notice.
- Methodical and great attention to details.
- High level of honesty, integrity and responsibility.
- Ability freely relate to other.
- Must be capable to maintain confidentiality.

POSITION TITLE: ACCOUNTANT

REPORTS DIRECTLY TO : Director of Finance/ Comptroller

DIRECTLY SUPERVISES : Expeditor

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS

- Suppliers/ Service Providers
- Financial Institutions
- Tax Authorities (LRA)
- NASSCORP
- Donors,
- Ministries, Agencies and Commissions

PURPOSE:

- To analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities that effectively meet government objectives and other partner organizations requirements.

KEY RESULT AREAS

- Financial Accounting
- Financial Policy Proposals
- Management Accounting
- Stakeholder Relationship and Management
- Information and Reporting
- Employee Performance and Development

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Ensures that all financial and other official documents are labelled and filed as appropriate for easy storage and retrieval.
- **TECHNICAL DUTIES**
 - Issues checks to suppliers as delegated by the Comptroller.
 - Prepares the monthly statement of contributions to NASSCORP and Taxes returns to Ministry of Finance and Development Planning (MFDP).
 - Prepares payment documents (payment voucher cash advance, check voucher, bank transfer...) after ensuring that all necessary documents have been attached.

- Enters date into accounting software on a daily/ weekly basis.
- Ensures cash advances with necessary supporting documents are cleared before the end of the month.
- Prepares/reviews cash reconciliation (review that is reconciled with ending balance in expense report and cash count is signed by two people).
- Prepares daily cash transaction journal and cash count.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information, preparing balance sheet, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with government, donors and local financial legal requirements by studying existing and new legislations, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.

- Follows-up financial documents taken by the expeditor at Ministry of Finance and Development Planning (MFDP), vendors and other Ministries and Agencies.
- Guides accounting and clerical staff by coordinating activities and answering questions.
- Performs other relevant duties consistent with the functions of the Section 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**
 - The job holder provides services for the administration of CDA's budget e.g. services towards budget discussions and signing of contracts within approved limits. The job holder follows set policies and procedures in performing the job e.g. Public Financial Management Act, 2009, Public Procurement and Concessions Act, 2005, the General Services Act, 1971. The job holder has to follow guidelines or professional standards in doing the job. Most work is checked monthly, written progress reports are required monthly. An error in judgement made by the job holder is corrected by the supervisor.
 - The immediate supervisor is consulted before a major decision is made. The job holder makes recommendations that affect employees in work area. E.g. Staff promotions.
- **Staff Management**
 - The job holder explains, assigns, checks, develops work methods for all staff supervised.
- **Asset Management**
 - The job holder has responsibility for basic care and handling of goods, tools, equipment etc. e.g. divisional computers, research equipment.

EDUCATIONAL QUALIFICATION

- A good First Degree in Business Administration (Accounting Option) and Master's Degree (MSc/MBA) in Financial Management/Accounting or a Chartered

Professional Qualification from any recognized Professional Accounting Body / Institution- CPA/LICPA/ICAG/ACCA.

WORK EXPERIENCE

- At least three (3) years of relevant post qualification experience in senior management level the Public Service of Liberia.
- Must have CSA test result for this position

OTHER REQUIREMENTS

- Excellent knowledge of the Cooperative Societies Law of Liberia.
- Knowledge on Financial Management Act 2009.
- Knowledge on the Public Procurement Concession Act 2005.
- Knowledge on the General Services Act 1971.
- 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 of Liberia.
- 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.
- Methodical and great deal of attention to details.
- Absolute discretion in handling/dealing with confidential information/data.

- Knowledge of accounting software/tools with strong functionality skills in Microsoft Excel, Word and PowerPoint.
- Excellent analytical skills.
- Good managerial and coaching skills in a "team" setting.
- Must demonstrate high level of honesty, integrity and responsibility
- Must be capable to maintain confidentiality

POSITION TITLE: COMPTROLLER (FORMERLY DIRECTOR OF FINANCE/ COMPTROLLER)

REPORTS DIRECTLY TO : Deputy Registrar for Administration Finance & Audit

DIRECTLY SUPERVISES : Finance Section

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

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

PURPOSE:

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

KEY RESULT AREAS

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

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Head of the Finance Section.
 - Prepare weekly updates for senior staff meeting and monthly financial reports.

- **TECHNICAL DUTIES**

- Participates in the preparation of CDA's annual budget and monitor its implementation.
- Prepares variance analysis of revenue and expenditure against budget and reports/advices on any deviations for corrective action.
- Keeps accounting books, chart of accounts, accounting manuals, and financial statements management of the CDA.
- Ensures efficient management of CDA's budgetary allocations and delivers specific financial services to ensure efficient and effective functioning and result-orientation of all the Departments.
- Provides relevant and appropriate information to assist CDA's Management to respond to audit queries.
- Develops accounts payable/receivable systems and monitors their implementation to ensure that all payments are in line with approved accounting polices/ guidelines.
- Reviews periodic bank reconciliation statements and accounts reconciliation of the Cooperative Development Agency and initiates corrective actions where necessary.
- Develops effective and efficient systems, processes, procedures and controls in support of financial and accounting functions including establishment of appropriate database and tracking scheme.
- Designs financial and accounting formats to capture on timely basis, financial information from Senior Management to promote timely financial accounting and reporting.
- Authorises payment vouchers and signs cheques.
- Monitors closely financial returns documents from Senior Management to ensure that standard accounting principles are followed and financial laws and regulations are adhered to.
- Supervises the preparation of CDA's Cash Book and other value books, monthly bank reconciliation statements and treasury reconciliations.
- Provides expert financial planning and expenditure advice on spending at the CDA to the Deputy Registrar for Administration Finance & Audit and the Registrar-General.

- Develops effective Fixed Assets Register system and monitors to ensure its implementation.
- Monitors compliance of statutory deductions and payments (i.e. tax, etc.).
- Monitors the CDA's cost/expenditure and prepares relevant reports to guide Management in its decision-making.
- Disburses financial/budgeted resources in conformity with the priorities and decisions of the Registrar-General and Senior Management of CDA.
- Provides accurate and timely Government of Liberia and Development Partners' financial statements to ensure good financial management and timely decision-making and financial reporting.
- Advises and sensitizes Senior Management on the use and timely accounting of financial resources allocated to them in order to speed up financial reporting to ensure timely releases of funds.
- Maintains good working relationships with external auditors, Ministries and Agencies and other stakeholders in the area of financial and management accounting.
- Prepares monthly, quarterly and annual financial reports and any other report related to the job function.
- Monitors to ensure that all financial and management accounting reporting systems are in line with regulatory requirements and International Financial Regulatory Standards.
- Collaborates effectively with the Budget Unit of the Ministry of Finance and Development Planning (MFDP) and facilitates the preparation and implementation of CDA's budgets in accordance with financial and budget rules and regulations.
- Advises the Registrar-General and Senior Management on the disbursement and utilization of funds.
- Represents the Deputy Registrar for Administration, Finance & Audit on official committees as may be directed.
- Ensures appropriate and adequate documentation of all activities of the Finance Section.
- Develops annual plans and budgets for the Finance Section.

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

- **SUPERVISORY FUNCTIONS**

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

AUTHORITY LIMIT

- **Management of Budget**

- The job holder is responsible for administering a budget e.g. leading budget discussions and signing of contracts within approved limits. The job holder is also responsible for making financial forecasting and making recommendations based on those forecasts e.g. Preparation of variance analysis and computation of financial ratios. The job holder has to follow set policies and procedures in performing the job e.g. Public Financial Management Act, 2009, Public Procurement and Concessions Act, 2005, the General Services Act, 1971. The job holder has to follow guidelines or professional standards in doing the job. Most work is checked monthly, written progress reports are required monthly. An error in judgement made by the job holder e.g. using a previous wrong growth rate in preparing budgetary estimates is corrected by the supervisor.
- The job holder has authority to modify or change established methods and procedures, but stay within program or broad parameters e.g. Budget evaluations. When there is a challenging situation the supervisor is consulted e.g. Implementation of management decisions. The immediate supervisor is consulted before a major decision is made e.g. a decision to change a depreciation policy on a particular asset. The job holder makes recommendations that affect employees in work area. E.g. Staff promotions.

- **Staff Management**

- The job holder explains, assigns, checks, develops work methods for all categories of Accounts Officers.

- **Asset Management**

- The job holder has responsibility for basic care and handling of goods, tools, equipment etc. e.g. divisional computers, research equipment.

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

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

OTHER REQUIREMENTS

- Knowledge on Financial Management Act 2009.
- Knowledge on the Public Procurement Concession Act 2005.
- Knowledge on the General Services Act 1971.
- 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 of Liberia.
- 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.
- Methodical and great deal of attention to details.
- Absolute discretion in handling/dealing with confidential information/data.

- Knowledge of accounting software/tools with strong functionality skills in Microsoft Excel, Word and PowerPoint.
- Excellent analytical skills.
- Good managerial and coaching skills in a "team" setting.

POSITION TITLE: DIRECTOR, HUMAN RESOURCE MANAGEMENT (FORMERLY DIRECTOR OF PERSONNEL)

REPORTS DIRECTLY TO : Deputy Registrar for Administration Finance & Audit.

DIRECTLY SUPERVISES :

- Electrician
- Receptionist
- Cleaner
- Security Guard

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- Ministries, Agencies and Commissions
- External Auditors
- Consulting Firms
- Training Providers
- Development Partners
- Financial Institutions
- General Public
- Researchers
- Tertiary Institutions

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 and industrial climate to attract, obtain, motivate and retain the requisite skill levels and mix to facilitate the achievement of strategic objectives of the Cooperative Development Agency (CDA) of Liberia.

KEY RESULT AREAS

- Strategy and Policy Development
- Human Resources Planning
- Recruitment, Selection and Placement
- Job Design, Job Analysis and Job Evaluation
- Compensation and Benefits Management
- Employee Relations
- Career Development and Succession Planning
- Human Resources Information System
- Financial and Audit Management
- Information and Reporting

- Employee Performance and Development
- Gender -Related Issues

DUTIES:

Strategy & Policy Development

- Provides technical expertise in the development and implementation of Human Resource strategy as input into the overall Cooperative Development Agency's Strategy.
- Leads/directs the development of standard operating procedures (SOPs), work plan and other support systems including monitoring mechanisms in managing the Human Resource (HR) Section.
- Develops, implements and maintains the Cooperative Development Agency's 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

- Monitors and identifies human Resource (manpower) requirements and skills mix and makes appropriate recommendation to Management for implementation.

Recruitment, Selection & Placement

- Implements established policies to ensure the recruitment, selection and placement of the right calibre of employees for the Cooperative Development Agency.
- Advices the Registrar-General, Deputy Registrars and Management/Heads of Sections 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 makes recommendations to the Deputy Registrar for Administration Finance & Audit.
- Ensures that job descriptions for all posts are up-to-date, properly recorded and duly classified.

Career Development & Succession Planning

- Develops and supports the implementation of Succession Planning and effective Talent Management systems within the Cooperative Development Agency of Liberia to improve management bench strength/succession.

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 & Benefits Administration

- Provides leadership/supervision and monitors the Salary Administration Policy and Conditions of Service to ensure equitable application.
- Advises the Registrar - General, Deputy Registrars, Management/ Heads of Sections on annual salary and benefits reviews, 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 Cooperative Development Agency 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.
- Interprets Human Resources policies and procedures to ensure consistency and uniformity in their application throughout the Cooperative Development Agency.
- Acts as the technical advisor to the Registrar - General, Deputy Registrars, Management/ Heads of Sections in the negotiation and review of the Conditions of Service.
- Represents the Cooperative Development Agency in its dealings with employers' Associations and other related Agencies.

Human Resources Development

- Provides leadership and proactive engagement by working with the Registrar - General, Deputy Registrars, Management/ Heads of Sections to identify specific training needs within each department and sections.

- Develops, monitors and reviews the training plan for the Cooperative Development Agency.
- Monitors and controls the implementation of training programmes to ensure relevance and cost effectiveness.
- Manages the recruitment and selection of training providers and institutions.

Financial & Audit Management

- Prepares, implements and monitor the annual budget for the HR Section.
- Coordinates all internal and external audit programs at the HR Section and follows-up to ensure that audit queries are handled expeditiously.

Information & Reporting

- Prepares monthly, quarterly and annual HR Reports.
- Oversees monitoring of the actual Head Count of employees of Cooperative Development Agency and the preparation of consolidated manning reports for review by Registrar - General and Deputy Registrar for Administration Finance & Audit of the Cooperative Development Agency.

Employee Performance & Development

- Develops Performance Management System in line with Cooperative Development Agency's strategy and facilitates/coordinates 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 Department as may be assigned by the superiors from time to time.

AUTHORITY LIMIT

- **Management of Budget**
 - Incumbent participates in the preparation of Annual budgets and submits the Department's component for incorporation into the composite CDA's budget. Incumbent submits requests for approval to expend budget allocations on human resource management activities.
- **Staff Management**
 - Incumbent has staff management responsibility.
- **Asset Management**
 - Incumbent uses assets assigned.

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: COOPERATIVE FIELD OFFICER

REPORTS DIRECTLY TO : Associate Registrar

DIRECTLY SUPERVISES : None

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- County and Head Office Staff

EXTERNAL RELATIONS:

- Farm, Non-Farm and Community-Based Associations.

PURPOSE:

- To manage and promote all cooperative field services in the counties including the facilitation of farm, non-farm and community-based associations with common interest throughout Liberia into viable cooperative societies in accordance with the Cooperative Law of Liberia.
- To guide the formulation of cooperative bylaws and constitution
- To facilitate good governance trainings to ensure cooperatives operates within the framework of gender equality and equity for becoming self-sufficient.

KEY RESULT AREAS

- Registration of Cooperative Societies
- Cooperative Member Education and Training
- Management of Cooperative Societies' Meetings
- Management of Cooperative Societies' Database
- Audit of Cooperative Societies
- Membership Drive
- Stakeholder Relationship and Management

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Ensures the proper management of all government property assigned to the position.
 - Participates in the maintenance of database for cooperative societies.
 - Prepares and submits weekly reports to immediate Supervisor.
- **TECHNICAL DUTIES**
 - Implements training plans in line with the needs of individual cooperatives and ensures that all cooperative field activities are fully implemented in line with the cooperative societies' bylaws and constitution.

- Works with the Associate Registrar in the revision and upgrading of assigned cooperative bylaws using the standard bylaw guidelines.
 - Works with the Associate Registrar in the presentation, validation and diffusion of new or upgraded Bylaws to members of cooperative societies.
 - Work closely with the Associate Registrar to ensure the timely preparation and conduct of regular Cooperative Board and other meetings.
 - Ensures that minutes of Board and all other meetings are properly prepared and distributed to all Cooperative members.
 - Work closely with the Associate Registrar in the implementation of rice marketing operation by the cooperative in support of the P4P Project.
 - Works with the Associate Registrar in ensuring that mandatory audit is carried out in accordance with Cooperative bylaws.
 - Participates in conducting membership drive.
 - Prepares and submits reports on the status of all equipment provided to the cooperative societies.
 - Performs other relevant duties consistent with the functions of the section as may be assigned by the Supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - Job holder has no supervisory responsibility.

AUTHORITY LIMIT

- **Management of Budget**
 - Job holder does not management budgets.
- **Staff Management**
 - Has no staff management responsibilities.
- **Asset Management**
 - Uses assets assigned.

EDUCATIONAL QUALIFICATION

- A good First degree in Agriculture, Social Science or related discipline from a recognized university or institution.
- Must have CSA test result.

WORK EXPERIENCE

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

OTHER REQUIREMENTS

- Good interpersonal skills.
- Honesty and trustworthy.
- Good report writing skills.
- Good ability to make sound judgment.
- Working knowledge on MS Word, Excel and PowerPoint.
- Must have excellent oral and written communication skills.
- Willingness to travel at short notice and to work under challenging climatic settings.

POSITION TITLE: ELECTRICIAN

REPORTS DIRECTLY TO : Director of Personnel

DIRECTLY SUPERVISES : None

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

EXTERNAL RELATIONS:

PURPOSE:

- To assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
- To inspect electrical systems, equipment, and components and identify hazards, defects, and determine the need for adjustment or repair and to ensure compliance with codes and advise management on whether continued operation of equipment could be hazardous.

KEY RESULT AREAS

- Assemble, install, test, and maintain
- Diagnose malfunctioning systems
- Test electrical systems
- Inspect electrical systems
- Perform physically demanding tasks
-

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Prepares and presents monthly reports.
- **TECHNICAL DUTIES**
 - Installs and services generators or electrical control systems and ensures that all electrical systems are functional for smooth operation of the Agency.
 - Installs, maintains, and repairs electrical wiring, equipment, and fixtures and ensures that work is in accordance with relevant codes
 - Ensures that the Generator and other electrical appliances are in good working condition.
 - Ensures and monitors the regular servicing of the Agency's generator (e.g. changing oil, filter, fuel filter, etc...).
 - Makes recommendation to management in time for Mechanical servicing.

- Inspects electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
- Diagnoses malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
- Prepares and submits appliances maintenance schedule.
- Performs physically demanding tasks, such as digging trenches to lay conduit and moving and lifting heavy objects.
- Performs other relevant duties consistent with the functions of the section as may be assigned from time to time by the supervisor.
- **SUPERVISORY FUNCTIONS**
 - None

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder does not manage budgets.
- **Staff Management**
 - Has no staff management responsibility.
- **Asset Management**
 - Uses assets assigned to the job holder.

EDUCATIONAL QUALIFICATION

- A certificate in electrical science from a recognized institution.
- High School Diploma & WAEC certificate.
- Current Electrician's License or identification card to meet Government regulations.
- Must have CSA test result.

WORK EXPERIENCE

- At least two (2) year work experience in the field.

OTHER REQUIREMENTS

- High interpersonal skills.

- Excellent oral and written communication skills.
- Honesty and trustworthy.
- Ability to plan layout and install electrical wiring, equipment and fixtures.
- Ability to prepare sketches or follow blueprints to determine the location of wiring and equipment and to ensure conformance to building and safety codes.
- Ability to use a variety of tools and equipment such as power construction equipment, measuring devices, power tools, and testing equipment including ammeters, and test lamps.
- Ability to install ground leads and connect power cables to equipment.

POSITION TITLE: FILING CLERK

REPORTS DIRECTLY TO : Director of Personnel

DIRECTLY SUPERVISES : None

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS

- Archives
- Government Officials
- Diplomatic Institutions
- Ministries, Agencies and Commissions
- Foreign Missions / Embassies
- Stakeholders (Partners, Cooperative Institutions/Societies)

PURPOSE:

- To maintain personnel, cooperatives and other organizations archives using ideal filing systems for ease of reference.
- To take charge of the internal and external transfer of documents and communications using proper log systems to ensure that documents are easily tracked.
- To control and maintain the Agency Central Filing System both electronically and manually.

KEY RESULT AREAS

- Records Management
- Archives Management
- Office Management

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - No general management responsibility is foreseen for this position.
- **TECHNICAL DUTIES**
 - Keeps updated list of staff telephone numbers.
 - Keeps and maintains personnel archives and filing system according to CDA guidelines.
 - Registers and transfers/distributes all incoming or outgoing communications to the appropriate offices and scheduled staff members.

- Provides secretarial duties on request from staff.
 - Registers and dispatches all outgoing mails.
 - Registers electronically and into a ledger all Letters of intent from proposed cooperative societies and forwards to the Registrar General for action.
 - Manages electronic contact directory of partners, cooperatives and other Ministries, Agencies and Commissions.
 - Coordinates with the Administrative Assistant to ensure that all documents in the Registrar-General's office are properly filed and secured for easy access and retrieval.
 - Maintains filing systems.
 - Performs other relevant duties consistent with the functions of the section as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - None

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

- A minimum of High School Graduate and WAEC Certificate.
- Certificate in Office Management.
- Must have CSA test result.

WORK EXPERIENCE

- At least two (2) years post qualification experience in the Public Service of Liberia.

OTHER REQUIREMENTS

- 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 maintain confidentiality of information.
- High interpersonal skills
- Must have excellent oral and written communication skills.
- Ability to draft letters and routine correspondence.
- Honesty and trustworthy
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet and other communications software and tools (Telephone, Fax, Scanner, Photocopier, etc.).

POSITION TITLE: DIRECTOR OF PROGRAM

REPORTS DIRECTLY TO : Deputy Registrar for Gender, Youth Promotion & Programs

DIRECTLY SUPERVISES : Project Staff

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- All Departments

EXERNAL RELATIONS:

- Professional Bodies
- Ministries, Agencies and Commissions
- Donors and Multi-lateral Agencies
- National and International NGOs

PURPOSE:

- To empower, train and build capacity of cooperative women and youth groups.
- To coordinate the involvement of cooperative women and youth groups into income generating activities to boost their livelihood and welfare while reducing poverty.
- To oversee the coordination and administration of all aspects of ongoing programs including planning, organizing, staffing, leading, and controlling program activities ensuring the smooth operation of the programs.
- To ensure that all CDA on-going programs comply with legislation, regulation and the requirements of professional bodies and other organizations.

KEY RESULT AREAS

- Programs/Project Development
- Project Management
- Fund Raising Programs
- Management of Project Funds
- Project Financial Management
- Project Reports
- Project/Program Records Management
- Project Staff Recruitment and Management
- Performance Management
- Staff Training and Development
- Stakeholder Relationship and Management

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Oversees all program activities on behalf of the Agency.

- Develops an annual budget and operating plan to support the gender and youth promotion program.
- Prepares reports on the program section and submits for incorporation into the annual report.
- Writes and submits reports on the program for management and for funding organizations/partners.
- Requests weekly updates and monthly reports from program and project staff and submits to supervisor in line with fiscal or project deadlines.
- Presents departmental updates in the absence of the Deputy Registrar for Gender, Youth Promotion and Programs.
- **TECHNICAL DUTIES**
 - Develops programs, projects and requisite budgets and manages the overall program of the Agency.
 - Liaises with international and local development partners for programs and project support to the Agency and prepares programs and projects for the Registrar-General of Cooperative Development Agency.
 - Attends/ participates in Inter-Agency programs and other related meetings.
 - Organizes fund raising programs of the Agency.
 - Plans the delivery of the overall program and its activities in accordance with the mandate and the functions of the Agency.
 - Develops new initiatives to support the strategic direction of the Agency.
 - Develops and implements long-term goals and objectives to achieve the successful outcome of CDA's program.
 - Develops a program evaluation framework to assess the strengths of the program and to identify areas for improvement.
 - Develops funding proposals for the program to ensure the continuous delivery of services.
 - Ensures that program activities operate within the policies and procedures of the Agency.
 - Ensures that program activities comply with all relevant legislation and professional standards.

- Conducts backstopping on projects to ensure compliance of financial principles.
- Develops forms and records to document program activities.
- Supervises the maintenance of project files and records and ensures their safe custody.
- Oversees the collection and maintenance of records on the partners of the program for statistical purposes according to the confidentiality/privacy policy of the Agency and the Partners.
- In consultation with the Deputy Registrar for Gender, Youth Promotion and Programs, the Registrar-General and the Agency's Director of Personnel, recruit, interview and select well-qualified program staff.
- Implements the human resources policies, procedures and practices of the Agency.
- Ensures that personnel files for the program are properly maintained and kept confidential.
- Supervises the filing, storage and security of all project documents.
- Establishes and implements a performance management process for all program staff.
- Ensures that all program staff and CDA's staff members receive orientation and appropriate training in accordance with the organization standards and the programs.
- Supervises program staff by providing direction, input and feedback.
- Communicates with partners and other stakeholders to obtain community support for the program and to solicit input to improve the program.
- Liaises with other managers to ensure the effective and efficient program delivery.
- Coordinates the delivery of services among different program activities to increase effectiveness and efficiency.
- Communicates with funding organizations/partners as outlined in funding agreements.
- Ensures that the program operates within the approved budget.
- Approves and monitors and all budgeted program expenditures.

- Monitors cash flow projections and reports actual cash flow and variance to supervisor on a regular basis (monthly/bimonthly).
- Manages all project funds according to established accounting policies and procedures.
- Ensures all financial records, financial reports and supporting documentation for funding organizations are prepared as outlined in funding agreements and kept up to date.
- Provides required information to have invoices generated and submitted to funding organizations in accordance with established timelines.
- Identifies and evaluates the risks associated with program activities and takes appropriate action to control the risks.
- Monitors the program activities on a regular basis and conducts an annual evaluation according to the program evaluation framework.
- Reports evaluation findings to the supervisor and recommends changes to enhance the program, where appropriate.
- Monitors and supervises all financial transactions of programs and project on behave of the Agency.
- Performs other relevant duties consistent with the functions of the section as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - Ensures effective supervision of program/project staff.
 - Ensures that direct reports (subordinates) give account of the performance of assignments in their respective areas of responsibilities.
 - Conducts performance appraisal and provides input for career development and recommends performance incentives for subordinate staff.
 - Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

- **Management of Budget**
 - Supervises, monitors and directs the management of project and fiscal program budgets.
 - Advises the Agency on budget usage.

- **Staff Management**
 - Manages, trains and coaches staff within the program unit (supervising, encouraging and mentoring) in aspects of program and project management.
- **Asset Management**
 - Ensures that all project and government assets within the Agency used by projects are managed effectively and efficiently.

EDUCATIONAL QUALIFICATION

- A good First Degree in Public/Business Administration, Management, Social Science or related discipline from a recognized University.
- Master's Degree preferably MPA, MBA, MA, MSc in Project Management or equivalent qualification from a recognized University or institution.

WORK EXPERIENCE

- At least five (5) years post qualification experience in program management, at senior management level in the Liberia Public Service.

OTHER REQUIREMENTS

- Excellent interpersonal skills.
- Excellent oral, written and presentation skills.
- Excellent Report Writing skills.
- Excellent Presentation skills.
- Excellent knowledge in strategic planning, budgeting, project management and people management.
- Creative/Innovative in developing new and unique ways to improve operations of the organization and to create new opportunities.
- Team player: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Strong ability to meet deadlines and execute projects.
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.

- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Honesty and trustworthy.
- Strong Computer literate skills (MS Word, PowerPoint, Project Management software and other spreadsheets)

POSITION TITLE: OFFICE ASSISTANT (FORMERLY RECEPTIONIST)

REPORTS DIRECTLY TO : Director of Personnel

DIRECTLY SUPERVISES : None

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- Visitors and Guests
- Clients
- General Public

PURPOSE:

- To receive and restrain visitors and refer them to the appropriate office as per the purpose of their visit.
- To provide secretarial, clerical and administrative support in order to ensure that the Agency services are provided in an effective and efficient manner to meet its mandate and functions.

KEY RESULT AREAS

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

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - The job holder has no general management responsibility.
- **TECHNICAL FUNCTIONS**
 - Answers all incoming calls and directs callers' inquiries whenever possible.
 - Greets, assists and/or directs cooperative members, visitors and the general public to appropriate offices and locations at CDA.
 - Responds to public inquiries on the functions of CDA.
 - Provides office support and secretarial services in order to ensure efficiency and effectiveness within the Agency.

- Maintains an adequate inventory of office supplies and makes monthly requests for supplies for support staff.
- Books and informs travelers and drivers for arrangement of pick-up.
- Receives and sign for newspapers.
- Participates in the planning and preparation of general staff meetings and conferences.
- Prepares and submits monthly report from visitors' log.
- Directs the cooperative members and other guest/visitors to the appropriate staff member.
- Picks up and delivers mails on request.
- Receives and date stamp all general correspondence.
- Maintains the attendance log transfer of correspondence for the Administrative Assistant.
- Monitors the use of office supplies and equipment.
- Provide administrative services for the Registrar - General.
- Performs other relevant duties consistent with the functions of the section as may be assigned by the supervisor from time to time.

- **SUPERVISORY FUNCTIONS**

- None

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

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

- Must have CSA test result.

WORK EXPERIENCE

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

OTHER REQUIREMENTS

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

POSITION TITLE: EXECUTIVE SECRETARY (FORMERLY ADMINISTRATIVE ASSISTANT)

REPORTS DIRECTLY TO : Registrar - General

DIRECTLY SUPERVISES : Staff in the Office of the Registrar General

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- General Public
- Guests/Visitors

PURPOSE:

- To ensure effective and efficient management of the Secretariat of the Registrar -General.
- To provide quality administrative and secretarial services to the Registrar - General's Office.

KEY RESULT AREAS

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

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Supervises all the day-to-day activities of the Office of the Registrar- General.
 - Maintains filing systems in the Office of the Registrar - General.
 - Provides all secretarial duties for the Office of the Registrar - General.
 - Reminds officers of pending actions against timelines.
- **TECHNICAL FUNCTIONS**
 - Oversees all administrative aspects of seminars, conferences or trainings including registrations, confirmations, certificates, badges and evaluations, preparation and transporting of materials to seminar sites.
 - Attends general meetings and takes minutes.

- Answers all incoming calls to the office of the Registrar General.
- Carries out required administrative functions for the Registrar General.
- Receives and files original and hard copies of all required documents for administration and all projects according to CDA filing key.
- Drafts letters and replies to correspondences for the Registrar - General's review and signature.
- Keeps official diary on appointments and other relevant pending activities for the Registrar - General and notifies him on time.
- Sends and receives official faxes and E-mail messages and distributes such faxes and E-mails on the Registrar - General instructions.
- Performs photocopy and printing works when required.
- Sends all outgoing mails to the Receptionist for registration and dispatch.
- Receives from the receptionist and opens and logs all incoming mails addressed to the Registrar - General.
- In consultation with the Registrar - General takes and makes appointments for her/him.
- Attends meetings when requested and takes minutes.
- Produces and circulates meeting minutes on time to relevant position holders as directed.
- Screens visitors to the Office of the Registrar-General before granting access to the Registrar-General.
- Undertakes research on cooperative matters and keeps the Registrar-General informed on current events and trends.
- Takes dictations and prepares appropriate reports on behalf of the Registrar-General.
- Provides technical support to other staffs having heavy workloads/ assignments.
- Arranges refreshment for in - doors and out-doors meetings on request.

- Performs other relevant duties consistent with the functions of the Section as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - Supervises staff of the Secretariat to deliver on their work plans and schedules.
 - Manages, trains and coaches junior staff (supervising, encouraging and mentoring) in aspects of office management and research.

AUTHORITY LIMIT

- **Management of Budget :**
 - Incumbent makes contribution to the preparation and submission of the Department's budget. The incumbent manages an imprest account for the Office of the Registrar-General.
- **Staff Management:**
 - The job holder directly supervises subordinate staff of the office of the Registrar-General.
- **Asset Management:**
 - Incumbent takes basic care of computers and accessories, photocopier, telephone and uses these to carry out the tasks assigned.

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

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

OTHER REQUIREMENTS

- Excellent knowledge of administrative and clerical procedures and systems such as managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Proven experience in handling a wide range of administrative and executive support related tasks independently with little or no supervision.
- Excellent calendar management skills including the coordination of executive meetings and minutes recording and reporting.
- Ability to adhere to sensitive deadlines, maintain confidential materials and work independently on multiple tasks / assignments simultaneously.

- Excellent interpersonal and communications skills with demonstrated ability to effectively interact and work well with all levels of staff as well as visitors.
- Strong organizational ability and problem solving skills with capacity to establish systems that improve management office activities and work flow.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet and other communications software and tools (Telephone, Fax, Scanner, Photocopier, etc.).
- Knowledge//understanding of the operations of the Liberia Civil Service's proceedings/guidelines.
- Planning and organizing skills.

POSITION TITLE: EXPEDITOR

REPORTS DIRECTLY TO : Accountant

DIRECTLY SUPERVISES : None

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- Vendors
- Ministries, Agencies and Commissions

PURPOSE:

- To expedite and facilitate the flow of financial documents to and from the various Ministries, Agencies and Vendors.
- To ensure that the proper documents are signed and transferred on time.
- To undertake follow-ups with vendors to ensure goods and services are accurately delivery to the Agency timely.

KEY RESULT AREAS

- Courier Service

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - No general management responsibility is foreseen for this position.
- **TECHNICAL DUTIES**
 - Provides updates on the level of processing of financial documents at various institutions and with vendors to the supervisor.
 - Records out-going finance documents.
 - Files financial documents.
 - Collects and reports monthly financial statement from banking institutions.
 - Makes timely report of voucher status at Ministry of Finance and Development Planning.
 - Disburse petty cash.

- Performs other relevant duties consistent with the functions of the section as may be assigned by the Comptroller from time to time.

- **SUPERVISORY FUNCTIONS**

- None

AUTHORITY LIMIT

- **Management of Budget**

- No financial responsibility is required.

- **Staff Management**

- No supervisory responsibility is required.

- **Asset Management**

- Incumbent uses files, documents, staple machine, photocopier and binding machines.

EDUCATIONAL QUALIFICATION

- A minimum of High School Graduate.

WORK EXPERIENCE

- At least one (1) years post qualification experience.
- Knowledge of locations of Government Offices in Monrovia or Montserrado County, Liberia.

OTHER REQUIREMENTS

- 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.

POSITION TITLE: CLEANER

REPORTS DIRECTLY TO : Director of Personnel

DIRECTLY SUPERVISES : None

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- None

PURPOSE:

- To secure the interior and exterior of the office premises ensuring that they provide healthy work environment.
- To act as caretaker and solely responsible for items of value within the property including kitchen utensils, toiletries and detergents used for cleaning purposes.
- To bring to the attention of supervisor any observed discrepancy in terms of external security.

KEY RESULT AREAS

- Cleaning and Janitorial Services

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - No general management responsibility is required.
- **TECHNICAL FUNCTIONS**
 - Makes request for detergents and other supplies to keep the office in a tidy and healthy state.
 - Performs functions such as washing, sweeping, dusting, and cleaning floors, polishing surfaces of furniture, walls, doors, windows, etc, emptying waste paper baskets in all the offices.
 - Ensures kitchen utensils and equipment are always kept clean and tidy at all times.
 - Ensures the office rest rooms are always kept clean and hygienic and tolled papers, soap, and air Fresheners and clean towels are available at all times.
 - Acts In the absence of the receptionist.

- Keeps track of newspaper supplies.
- Maintains the office compound and keeps it tidy at all times.
- Performs other relevant duties consistent with the functions of the Section as may be assigned by the Supervisor from time to time.

- **SUPERVISORY FUNCTIONS**

- None

AUTHORITY LIMIT

- **Management of budget**
 - No financial responsibility is required.
- **Staff Management**
 - No staff management responsibility is required.
- **Asset Management**
 - The job holder has responsibility for the basic care of the cleaning tools used for the job such as mops, buckets etc.

EDUCATIONAL QUALIFICATION

- Must be functionally literate.
- Must pass a prescribed interview organized by the CSA or the Ministry and Agency.
- 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

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

POSITION TITLE: DRIVER

REPORTS DIRECTLY TO : Procurement/Logistic Officer

DIRECTLY SUPERVISES : None

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- Other Pool Drivers
- Staff

EXTERNAL RELATIONS

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

PURPOSE:

- To provide effective and efficient transport services to the various CSA Directorates, Sections and Units.

KEY RESULT AREAS

- Safety
- Vehicle Maintenance and Upkeep
- Professional Driving.
-

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Not foreseen for this position.
- **TECHNICAL FUNCTIONS**
 - Inspects and sweeps assigned vehicle.
 - Checks water, gas, oil and mechanical condition before leaving office.
 - Reports delays and accidents accordingly.
 - Keeps operational records and makes log reports.
 - Gives written report of defects or problems to supervisor.
 - Assures the vehicle meets regular maintenance schedules.
 - Ensures vehicle safety and observes safety procedures on the road while driving.

- Reports all minor and major breakdowns and repairs on the vehicle.
- Observes service and maintenance schedule for the vehicle.
- Records and fills in log sheets for mileage as required.
- Ensures the vehicles is washed and cleaned as required.
- Fuels the vehicle in time for departure.
- Attends to calls and keeps office informed of the exact location or where about while on duty.
- Observes all security protocols like curfew times or no driving zones.
- Ensures the vehicle has Logbooks, flash light, maps, accident guidelines and contour points and are properly maintained.
- Ensures CDA vehicle are functional and efficiently used.
- Performs other relevant duties consistent with the functions of the Section as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - None

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

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

OTHER REQUIREMENTS

- Good knowledge and understanding of routine vehicle maintenance procedures.
- Good knowledge/understanding of Insurance, Road Safety and other regulatory requirements.
- Close attention to details.
- Willingness to work for long hours and under pressure.
- Willingness to travel at short notice.
- Good communication skills (oral and written).
- Good interpersonal skills.
- Extensive experience in 4WD vehicles, records keeping and radio communication.

POSITION TITLE: ASSISTANT REGISTRAR

REPORTS DIRECTLY TO : Deputy Registrar for Cooperative Development Services

DIRECTLY SUPERVISES : Cooperative Field Staff

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- Farm, Non-Farm and Community-Based Associations
- Ministries, Agencies and Commissions
- Non-Governmental Organizations

PURPOSE:

- To oversee all cooperative field services including the facilitation of farm, non-farm and community-based associations with common interest throughout Liberia into viable cooperative societies in accordance with the Cooperative Law of Liberia.
- To guide the formulation of cooperative bylaws and constitution.
- To facilitate good governance trainings and ensure cooperatives operates within the framework of the law.

KEY RESULT AREAS

- Registration of Cooperative Societies
- Audit and Inspection of Cooperative Societies
- Cooperative Member Education and Training
- Cooperative Records Management
- Stakeholder Relationship and Management
- Performance Management

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Prepares and submits weekly and monthly reports.
 - Ensures the proper management of all government property in your assigned area.
 - Oversees the preparation of weekly and monthly work schedule along with the Field Officer.
 - Maintains and updates cooperative databases.

- Receives and summarizes all Cooperative Officers reports for onward submission to CDA's Central office for management decision making.
- **TECHNICAL DUTIES**
 - Supervises other field staff in his/her assigned county to develop training plans in line with the needs of individual cooperatives and ensures that all cooperative field activities as indicated in the brief are fully implemented in consonance with the cooperatives' bylaws and constitution.
 - Ensures the maintenance of the following records of all Cooperative Societies:
 - Minutes Book.
 - Membership Registry.
 - Receipt(s) for purchase.
 - Receipt(s) for all other income and expenditures.
 - Ensures that the Business Manager prepares and submits monthly reports to the Board of Directors.
 - Vets documents of proposed cooperatives societies before forwarding to Registrar- General for action.
 - Ensures that feasibility studies for the registration of a proposed Cooperative Society is carried out by an assigned Cooperative Field Officer.
 - Monitors and evaluates the staffing strength of the cooperative societies and ensures that it is consistent with the requirements of the byelaws and constitution of the cooperative society.
 - Encourages the proper use of farm inputs by farmers within the area covered.
 - Monitors, regulates and supervises all Cooperative Field activates within the assigned region.
 - Coordinates field meetings and reports on all activities taking place to management for decision making.
 - Collects and vets weekly field reports from the Cooperative Field Officer in assigned county and submits with recommendations to management for decision making.
 - Conducts follow-ups on field assignments to ensure tasks are performed effectively.
 - Performs other relevant duties consistent with the functions of the department as may be assigned by the supervisor from time to time.

- **SUPERVISORY FUNCTIONS**

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

AUTHORITY LIMIT

- **Management of Budget**

- Incumbent manages budgets and participates in the preparation of Budgets. Incumbent has spending authority.

- **Staff Management**

- Incumbent has staff management responsibility.

- **Asset Management**

- Incumbent uses assets assigned to the position.

EDUCATIONAL QUALIFICATION

- A good First Degree in Agriculture or other relevant field from a recognized university or institution.
- Must have CSA test result for this position

WORK EXPERIENCE

- At least three years (3) post qualification experience at middle management level in the public service of Liberia.

OTHER REQUIREMENTS

- Good knowledge of the Cooperative Societies Law of Liberia.
- Very good accounting knowledge.
- Very good auditing skills.
- Ability to ride and operate a motorcycle and have a valid license.
- Ability to speak local dialect of assigned county.
- Good presentation skills.
- Extensive experience in field operations
- Excellent report writing skills.

- Trustworthy
- Strong ability to make sound judgment
- Good human relation skills
- Excellent working knowledge on MS Word, Excel and power Point.
- Excellent oral and written communication skills.

POSITION TITLE: SECURITY OFFICER (FORMERLY SECURITY GUARD)

REPORTS DIRECTLY TO : Director of Personnel

DIRECTLY SUPERVISES : Security Guards

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

EXTERNAL RELATIONS:

- Nil

PURPOSE:

- To maintain peace and security for the Agency premises and personnel at all times.
- To monitor and authorize entry and departure from the Agency of employees, visitors, and other persons.
- To guard against theft and maintain security of premises.

KEY RESULT AREAS

- Security and safety management.

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - General management responsibility is not foreseen for this position.
- **TECHNICAL DUTIES**
 - Maintains peace and security at the Agency.
 - Screens visitors before allowing them entry into the offices premise.
 - Presents monthly reports and security schedule at the end of every month.
 - Ensures the integrity and safety of CDA property and personnel.
 - Coordinates the activities of the other guards.
 - Advises directly on security measures and issues.
 - Guards and protects all properties and personnel within the work area.
 - Controls access to the work area by making regular rounds in the compound.

- Promotes and encourages a good team work.
 - Reports security problems immediately on any instance of threat to CDA property in respect to theft, damage and/or abuse.
 - Collects security information through security team and any other source and reports to the Deputy Registrar for Admin/ Fin & Audit or Director of Personnel for necessary action.
 - Writes reports on daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
 - Keeps stock and prepares the monthly order for supplies (coffee, sugar, tea. Batteries/kerosene for the lamps or flash light).
 - Ensures that the equipment provided by CDA to the guards are properly used (rain coats, umbrellas, torch lights, lamps, handset) and is available where needed.
 - Performs other relevant duties consistent with the functions of the section as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - Monitor other security guards on duty.

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.

EDUCATIONAL QUALIFICATION

- High School Graduate.
- Certificate in Security Training

WORK EXPERIENCE

- At least two (2) years' work experience in said field.

OTHER REQUIREMENTS

- Knowledge of security practices and procedures.
- Basic knowledge of crime management.
- Must be physically fit.
- Ability to monitor CCTV systems as they operate.
- Good Report writing skills.
- Knowledge of CDA's precincts and its environs.
- Planning and organizing skills.
- Good interpersonal and communication skills.
- Ability to work in a fast paced and often pressured environment.
- Computer Literacy skills.

POSITION TITLE: COMMUNICATIONS OFFICER

REPORTS DIRECTLY TO : Deputy Registrar for Administration Finance & Audit

DIRECTLY SUPERVISES : None

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS

- Media Houses
- Public Relations Teams in Ministries, Agencies and Commissions of Liberia
- General Public
- Tabloids
- Official and Private Press Houses
- Electronic Media Houses

PURPOSE:

- To ensure that the Cooperative Development Agency has effective internal and external communications processes which maintain coherence inside the organization and raises the profile of the organization externally in ways that project a consistent operations.
- To provide effective internal and external communications processes and extension and advisory services to all cooperatives.

KEY RESULT AREAS

- Press Releases
- Stakeholders Relationship and Management.

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Represents that CDA on official committees relevant to the public relations functions as may be directed.
- **TECHNICAL DUTIES**
 - Leads and directs short, medium and long-term overarching strategic communications and marketing plans and activities to market and re-brand the CDA.
 - Builds strong relationships with key people in Media Agencies, cooperatives and other key stakeholders and leads the Agency's engagement with them to optimize the profile of its work.

- Responds to the communication and marketing threats and challenges to the image and reputation of the CDA.
 - Ensures that contacts and distribution databases are properly maintained.
 - Prepares all press release for and on behalf of the Agency by directives of supervisor.
 - Works with the Heads of CDA Departments and their teams to ensure that as decisions are made there is an informed process in place for rolling out announcements.
 - Establishes effective relationships and collaboration with internal and external stakeholders to ensure acceptance and achievement of the CDA-wide vision and its products and services.
 - Develops and manages the implementation of short-term and long - term communications and public information strategic and operational plans.
 - Plans and manages the external and internal communications and the information functions and ensures the quality of publicity.
 - Performs other relevant duties consistent with the mandate of the CDA as may be assigned by the supervisor from time to time.
- **Supervisory Functions**
 - May or may not have supervisory functions.

AUTHORITY LIMIT

- **Management of Budget**
 - Incumbent contributes to the preparation of the annual budgets and makes recommendations for spending of approved budget for section.
- **Staff Management**
 - Incumbent may or may not have staff management responsibility.
- **Asset Management**
 - Incumbent uses assets assigned to the position.

EDUCATIONAL QUALIFICATION

- A minimum of First degree in Public Relations, Communications and Marketing or related discipline from a recognized University or an equivalent professional qualification.

WORK EXPERIENCE

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

OTHER REQUIREMENTS

- Excellent presentation skills
- Specialized communications and marketing knowledge and expertise to develop strategic communications and marketing plans, provide briefing and advice.
- Understanding of the state of the arts internal and external communications technology.
- Specialized knowledge and skills in planning and coordinating communication strategies including public enquiries, issues management, event management, stakeholders and media relations.
- Excellent knowledge of communication principles and practices.
- Excellent oral and written communications, editing, advisory and consultation skills.
- Well-developed skills in analyzing and assessing public opinion, media perception and stakeholder positions.
- Excellent skills in the use of Microsoft Word, PowerPoint, Excel, etc.