



**JOB DESCRIPTIONS
FOR
GOVERNANCE COMMISSION

REPUBLIC OF LIBERIA**

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

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POSITION TITLE: EXECUTIVE DIRECTOR

REPORTS DIRECTLY TO : **THE CHAIRMAN**

DIRECTLY SUPERVISES :

- Human Resource Director
- Finance Manager
- Grant Portfolio Director
- Communication Director
- Operation Director
- Procurement Director
- Administrative Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Mandate Areas
- All Units

EXTERNAL RELATIONS:

- Ministries, Agencies, and Commission
- International Partners

PURPOSE:

- To provide leadership and supervise the administrative, financial, human resource and logistical support services required for the successful implementation of the activities of the various mandate areas and for the achievement of their programs objectives and outputs.
- To ensure effective and efficient administration of the day-to-day operations of the GC including coordination of the GC strategic and operational plans and budgets.
- To promote cordial relationship between the GC and other public and non-governmental institutions as a statutory or non-statutory obligation.

KEY RESULT AREAS

- Strategy & Policy Development
- Administration & General Services
- Financial & Audit Management

- Monitoring & Evaluation
- Stakeholder Relationship & Management
- Information & Reporting
- Employee Performance & Development

DUTIES:

GENERAL MANAGEMENT FUNCTIONS

- Serves as Head of the General Administration Section.
- Liaises with designated Units to develop an effective and efficient operational/performance benchmarks for measuring the work of individual staff to facilitate the overall mandate of the Commission.
- Monitors to ensure the implementation of approved strategy, policies/procedures of designated Units as well as the overall strategy and policies of the GC to ensure compliance.
- Coordinates all internal and external audit programmes of Designated Units to ensure that audit queries are handled expeditiously.
- Oversight responsibility for the development of the Commission's goal and strategy.

TECHNICAL DUTIES

- Provides guidelines to coordinate the GC strategic and annual work plan and budget, direct and monitor the implementation.
- Collates and submits administrative reports and deliverables against agreed objectives, timelines, budgets and expenditure returns to the Chairman.
- Schedules and holds administrative Meeting on performance review with Directors and Heads of Units to review support required to facilitate the timely delivery of results.
- Oversees the effective and efficient management of the GC corporate services including personnel, finance, budgets, transport, security, secretarial and records keeping.
- Collaborates effectively with Offices and Mandate areas to prepare detailed projections to assist the short, medium and long-term financial planning and budgeting for GC.
- Ensures appropriate financial management system and internal control systems and procedures are in place to minimize fraud.
- Ensures that the GC financial administration practices are compliant with the accounting standards and regulations of the Government of Liberia.

- Manages and oversees the procurement, purchasing and contract management functions of the GC and ensures contractual agreements meet the specifications of the financial and procurement regulations before recommending for consideration.
- Works closely with Commissioners, Senior Program Manager, Program Managers and Directors to advise and assist them to report on the financial impact of the implementation of strategic and annual plans.
- Identifies and reports on the variances in the planned budgets and expenditures and report these with recommendations to the Chairman.
- Oversees yearly financial audit, ensures adequate management response to audit queries and provides regular financial reporting.
- Ensures effective and efficient management of the corporate files and records including appropriate records management protocols for hard copy and electronic documents, file organization, retention, retrieval and archiving.
- Coordinates the establishment of effective security coverage and network to ensure that all GC staff, assets and properties kept within GC premises are safely secured.
- Facilitates the provision of welfare support services, training and staff development programs linked to the Scheme of Service and GC staff appraisal results.
- Supervises and participates in the development and implementation of an efficient, reliable and cost-effective maintenance system including service agreements for the maintenance and repair of GC equipment, vehicles, buildings and furniture.
- Prepares as required by law, the draft of the Commission's quarterly and annual reports of its activities for submission to the President and Legislature after their review and approval by the Commission.
- Makes representations on behalf of the Commission acting through the chairman, advocate its cause and ensure the promotion of its interests with other government agencies and other national and international partners.
- Ensure that the Commission is prepared for annual audits of its financial records as well as other types of audits.
- Performs other relevant duties consistent with the functions of the Executive Director as may be assigned by the Chairman from time to time.

SUPERVISORY FUNCTIONS

- Holds direct reports accountable for managing their assignments to ensure the GC's goals are achieved.

- Accountable for managing performance, succession development and resource allocation within Designated Units.
- Conducts performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.
- Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

- **Management of budget**
 - Oversees the implementation of GC's budget
- **Staff management**
 - Has staff management responsibilities
- **Asset management**
 - Use asset assigned to the position

EDUCATIONAL QUALIFICATION

- First Degree in Public Administration, Business Administration, General Management or related discipline from a recognized University.
- A Masters' Degree preferably MPA, MBA or in a relevant Management from a recognized University shall be an advantage.

WORK EXPERIENCE

- At least eight (8) years working experience, three (5) years of which must have been at senior management level in the Public Service of Liberia.

OTHER REQUIREMENTS

- Excellent knowledge/understanding of research or policy formulation and implementation
- Excellent knowledge/understanding of Liberia Civil Service's environment
- Ability to exercise sound judgement in a highly political environment.
- Proven project management, administration and coordination skills.
- A good working knowledge of Liberia's Financial Laws, Rules and Regulations
- Excellent knowledge in strategic planning, budgeting, project management and people management
- Excellent negotiation skills
- Ability to analyse quantitative and qualitative data

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

POSITION TITLE: GRANT PORTFOLIO DIRECTOR

REPORTS DIRECTLY TO : EXECUTIVE DIRECTOR

DIRECTLY SUPERVISES :

- Grant Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Decentralization Mandate Area
- Monitoring & Evaluation Mandate Area
- Civic Engagement Mandate Area
- Public Sector Mandate Area
- National Integrity Mandate Area
- Administration

EXTERNAL RELATIONS:

- Ministries, Agencies, Commissions
- LIPA
- Civil Society
- Public and Private Sector
- International Partners

PURPOSE:

- To oversee the day-to-day operations and institutional management of the Governance Commission's grant portfolio, ensuring compliance with traditional and non-traditional partners/donor regulations and contract management procedures.
- Maintain a grant matrix for the proper tracking of committed grant budgets, advances and settlements to ensure proper communications with donors and partners for effective grant management and advancement of program implementation.

KEY RESULT AREAS

- Financial Management
- Grant Monitoring & Data Management
- Technical Advisory Support

- Information & Reporting

DUTIES:

GENERAL MANAGEMENT FUNCTIONS

- Oversees the day-to-day operations and institutional management of the Governance Commission's grant portfolio, ensuring compliance with traditional and non-traditional partners/donor regulations and contract management procedures.
- Works closely with functionaries in Programs and administrative to ensure organizational effectiveness and administration of all grant-sponsored programs/projects, monitor implementation of all grant agreement and MOUs pertaining to grant awards, the Executive Director being the custodian of original copy of such grant agreements and MOUs.
- Supports the development of the annual plans and budgets for the Office.

TECHNICAL DUTIES

- Monitors and communicate award expiration dates, altered timeframes, milestones, and major changes in budgets of all grants and informing the Senior Program Manager and reporting to the Executive Director.
- Works in particular with the AfDB as the focal point to the AfDB GC Implementation Committee to provide the necessary support for the effective management of the AfDB support project.
- Advises on the enforcement of all terms and conditions in grant contracts and reports to best ensure timeliness of project implementation and results.
- Maintain a grant matrix for the proper tracking of committed grant budget, advances and settlements to ensure proper communications with donors and partners for effective grant management and advancement of program implementations.
- Advises the Commission through the Office of the Executive Director for the purpose of monitoring, evaluation and bringing every project to the logical conclusions.
- Leads in the resource allocation of Grants for all programs work and manage the grants budget performance.
- Performs other duties consistent with the function of the office as may be assigned by the supervisor from time to time.

SUPERVISORY FUNCTIONS

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

AUTHORITY LIMIT

- **Management of budget**
 - Has oversight over the Grant budget
- **Staff management**
 - Has staff management responsibility
- **Asset management**
 - Use asset assigned to the position

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

- Five (5) years working experience, two (2) years of which must have been in Grant Management

OTHER REQUIREMENTS

- Proven planning and organizing skills.
- Well-developed strategic orientation with competitive awareness and benchmarking.
- Strong negotiation and conflict management skills.
- Very Good oral and written communication skills.
- Very Good report writing and presentation skills.
- Very Good interpersonal skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.

- Strong project management skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Sound decision making based on a thorough analysis.
- Strong leadership, managerial, mentoring and coaching skills in a "team" setting.

POSITION TITLE: GRANT OFFICER

REPORTS DIRECTLY TO : GRANT PORTFOLIO DIRECTOR

DIRECTLY SUPERVISES :

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Decentralization Mandate Area
- Monitoring & Evaluation Mandate Area
- Civic Engagement Mandate Area
- Public Sector Mandate Area
- National Integrity Mandate Area
- Administration

EXTERNAL RELATIONS:

- Ministries, Agencies, Commissions
- Civil Society
- Public and Private Sector
- International Partners
- Donors

PURPOSE:

- To carry on the day-to-day operations and institutional management of the Governance Commission's grant portfolio, ensuring compliance with traditional and non-traditional partners/donor regulations and contract management procedures.
- Support a grant matrix for the proper tracking of committed grant budgets, advances and settlements to ensure proper communications with donors and partners for effective grant management and advancement of program implementation.

KEY RESULT AREAS

- Grant budgets Development and Advances settlement

- Data Management
- Technical Advisory Support
- Information & Reporting

DUTIES:

GENERAL MANAGEMENT FUNCTIONS

- Support the development of the annual plans and budgets for the Office.

TECHNICAL DUTIES

- Ensures compliance with donor regulations and contract management procedures are in place of all donors funding.
- Develops and maintain all grants agreements, MOUs and other project information pertaining to grant awards in an updated filing system.
- Reviews and communicates, grant expiration dates, altered time frames, milestones, and major changes in budgets of all grants to appropriate Program Managers and relevant technical staff.
- Provides support for the effective management of the AfDB support project and GC's technical support to the CRC project.
- Ensures that grant funds are received on time, disbursed and reported in line with the donor's financial requirements.
- Ensures that a grant data system is established and maintained for the proper tracking of committed grant budgets, advances and settlements.
- Serves as Secretary to the technical vetting committee for internal projects and grants.
- Perform other duties consistent with the function of the unit as may be assigned by the supervisor from time to time.

SUPERVISORY FUNCTIONS

- Nil

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

- First Degree in Business Administration from a recognized university. Master's Degree in Business Administration is an added advantage.

WORK EXPERIENCE

- Three (3) years of working experience with at least one (1) year working experience in Grant management.

OTHER REQUIREMENTS

- Strong negotiation and conflict management skills.
- Strong project management skills.
- Proven planning and organizing skills.
- Well-developed strategic orientation with competitive awareness and benchmarking
- Very Good oral and written communication skills.
- Very Good report writing and presentation skills.
- Very Good interpersonal skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- 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.

POSITION TITLE: OPERATION DIRECTOR¹

REPORTS DIRECTLY TO : EXECUTIVE DIRECTOR

DIRECTLY SUPERVISES :

- Maintenance Supervisor
- Drivers
- Janitor Supervisor
- Ware House Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Mandate Areas
- Administration

EXTERNAL RELATIONS:

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

PURPOSE:

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

KEY RESULT AREAS

- Strategy & Policy Development

¹ The Job Title "Technical Director" is now the Operation Director

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

DUTIES:

General Management Functions

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

Technical Duties

- Coordinate the management of all engineering, mechanical and other technical maintenance of GC.
- Serve as a manager of GC's fleet and coordinate the logistics of all program activities of the GC.
- Provides inputs to the Executive Director in the development of maintenance management policy guidelines for the GC.
- Facilitates and coordinates the development and implementation of the Asset and Maintenance strategic plans and budgets.
- Coordinates all activities pertaining to maintenance and ensure efficient management of GC buildings, structures and surroundings.
- Conducts comparative cost analysis/market survey to determine whether or not to outsource basic services such as plumbing, cleaning, etc. and submits findings to the Executive Director.
- Researches to identify right calibre of project contractors, consultant, etc. for major projects and advises Executive Director on payments of such project to ensure cost efficiency.
- Monitors to ensure that the approved acquisition, installation/development and maintenance guidelines/standards of landed properties of GC are complied with.

- Monitors/reviews projects/services undertaken by Contractors, Consultants, Service Providers, etc. to ensure scheduled and satisfactory completion (initiation, completion and hand-over) of projects as per approved contract agreement.
- Coordinates and ensures regular maintenance and repair schedules, landscaping and beautification for all GC buildings, central structures and surroundings.
- Manages inventory of all immovable properties of GC and keeps up to-date records of all properties, capital works in progress including the equipment.
- Prepares records and submits reports on the usage, maintenance and repair history of the GC including buildings and works.
- Prepares estimates for repairs, landscaping and beautification of the GC.
- Provides and maintains official furniture and fixtures of GC.
- Coordinates and monitors the cleanliness and sanitation in and around GC and its Annex Structures.
- Participates in the procurement of furniture, textures and materials for repairs, beautification and maintenance especially in the preparation of technical specification for tenders.
- Ensures appropriate documentation and updates of records of the Unit.
- Executes and monitors the implementation of the asset acquisition, maintenance and disposal plans.
- Represents the department in meetings with developers, contractors, consultants and officials from other jurisdictions.
- Plans and executes asset verification and investigations and submits reports and recommendations on variances noted to resolve discrepancies, and update of the asset register.
- Coordinates with other entities and external stakeholders and provides Asset Management information as required to facility policy and decision making.
- Develops and participates in overseeing the implementation of the asset management system, including the establishment of the Asset Management Unit and asset management plans and budget.
- Develops and recommends asset management policies and procedures.
- Develops and maintains the strategic and annual asset management plans aligned with the departmental strategy and budget.
- Develops and maintains asset registers, including acquisitions, maintenance management, transfers and valuations.
- Develops and maintains the lease register.

- Develops asset needs assessment, acquisition management, operational and disposal plans.
- Verifies the spatial plans to the physical asset and update with changes.
- Develops, implements and manages mechanisms to safeguard assets.
- Prepares a monthly reconciliation with supporting schedules of the asset registers to the relevant accounting records, and resolve unclear items.
- Prepares a comprehensive plan for the management of assets, including recommendations on the most effective, efficient and economical procurement solution, in compliance with departmental policies and procedures and legislative requirements.
- Performs other relevant duties consistent with the functions of the Unit as may be assigned by the supervisor from time to time.

Supervisory Functions

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

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

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

- Master Degree is an added advantage.

WORK EXPERIENCE

- At least five (5) years relevant post-qualification experience in Estate Management and Asset Management three (3) years of which must have been in the Public Service of Liberia.

OTHER REQUIREMENTS

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

POSITION TITLE: EXECUTIVE ASSISTANT

REPORTS DIRECTLY TO : THE CHAIRMAN

DIRECTLY SUPERVISES :

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Mandate Areas
- Administration

EXTERNAL RELATIONS:

- Guests/Visitors
- General Public

PURPOSE:

- To ensure effective and efficient management of the office of the Chairman.
- To provide quality administrative and secretarial services that may include work of confidential nature and variety to the Chairman.

KEY RESULT AREAS

- Record management
- Information and Reporting

DUTIES:

GENERAL MANAGEMENT FUNCTIONS

- Nil

TECHNICAL DUTIES

- Manages the Office of the Chairman.
- Coordinates the activities of the Chairman with those of other members of the Commission and institutions.

- Ensures that all outputs from the Office of the Chairman or related to that office are professionally done.
- Ensures that appropriate resources are received by the office and are well managed.
- Prioritizes and manages multiple assignments simultaneously and follow through on issues in a timely manner.
- Manages an active appointment calendar in a manner that honours long standing commitments while accommodating new demands and situations as they arise.
- Prepares Drafts, writes and types letters/memos and reports.
- Collaborates closely with Administration to develop and implement administrative systems, procedures and guidelines to ensure effective and efficient management of the Secretariat of the Commission.
- Attends special meetings of the Chairman and records proceedings.
- Responsible for the Chairman's daily itinerary, travel arrangements and other protocol affairs.
- Mentors newly recruited secretaries and administrative assistants for efficient and effective delivery of functions within the Commission.
- Performs other relevant duties and responsibilities consistent with the function of the office of the Chairman as may be assigned by the Chairman from time to time.

SUPERVISORY FUNCTIONS

- Nil

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

- Diploma in Management Studies, Secretarial Science or other relevant discipline from any recognized institution.
- A Bachelors' Degree will be an advantage.

WORK EXPERIENCE

- At least six (6) years post-qualification experience in secretarial practice three (3) years of which must have been in the Public Service of Liberia.

OTHER REQUIREMENTS

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

POSITION TITLE: FINANCE MANAGER

REPORTS DIRECTLY TO : EXECUTIVE DIRECTOR

DIRECTLY SUPERVISES :

- Finance Officer I
- Finance Officer II
- Account Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Mandate Areas
- Administration

EXTERNAL RELATIONS:

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

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
- Technical Advisory Support
- Stakeholder Relationship & Management

- Information & Reporting
- Employee Performance & Development
- Information and Reporting

DUTIES:

GENERAL MANAGEMENT FUNCTIONS

- Head of the Accounts Unit.
- Develops annual plans and budgets for the Unit.
- Prepares the Governance Commission annual budget and monitor its implementation.

TECHNICAL DUTIES

- Prepares variance analysis of revenue and expenditure against budget and reports/advices on any deviations for corrective action.
- Ensures financial management matters relating to the proper keeping of accounting books, chart of accounts, accounting manuals, financial statements and management of all finance activities of the Governance Commission.
- Ensures efficient management of Governance Commission budgetary allocations and delivers specific financial services to ensure efficient and effective functioning and result-orientation of all technical Directorates, Sections and Units.
- Develops Governance Commission Management process to respond to financial audit queries.
- Develops accounts payable/receivable systems and monitors its implementation to ensure that all payments are in line with approved accounting polices/ guidelines.
- Reviews periodic bank reconciliation statements and accounts reconciliation of the Governance Commission and initiates corrective actions where necessary.
- Develops effective and efficient systems, processes, procedures and controls in support of financial and accounting functions including establishment of appropriate database and tracking scheme.
- Designs financial and accounting formats to capture on timely basis, financial information from Senior Management to promote timely financial accounting and reporting.
- Authorizes 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 Governance Commission Cash Book and other value books, monthly bank reconciliation statements and treasury reconciliations.
- Provides expert financial planning and expenditure advice on spending at the Governance Commission to the Executive Director.
- Monitors compliance of statutory deductions and payments (i.e. tax, etc.).
- Monitors the GC'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 Governance Commission.
- 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 at the Ministry of Finance and Development Planning (MFDP) and facilitates the preparation and implementation of Governance Commission budgets in accordance with financial and budget rules and regulations.
- Advises the Executive Director and Senior Management on the disbursement and utilization of funds.
- Performs other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by the Executive Director 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
- **Staff management**
 - Has staff Management responsibilities
- **Asset management**
 - Use asset assigned to the positions

EDUCATIONAL QUALIFICATION

- First Degree in Business Administration (Accounting Option) and Master's Degree (MSc/MBA) in Financial Management/Accounting from a recognized university or a Chartered Professional Qualification in any recognized Professional Institution.

WORK EXPERIENCE

- At least (5) years of working experience with at least three (3) years of which must have been at the Senior Accountant level in the Public Service of Liberia.

OTHER REQUIREMENTS

- Considerable knowledge in the use of accounting and auditing methodologies and tools.
- Good knowledge of the International Financial Reporting System (IFRS), Accounting and Auditing Standards and related regulations.
- Considerable experience in the Cash Basis International Public Sector Accounting Standards as adopted by the Government 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: FINANCE OFFICER II

REPORTS DIRECTLY TO : FINANCE MANAGER / COMPTROLLER

DIRECTLY SUPERVISES:

- NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Administration

EXTERNAL RELATIONS:

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

PURPOSE:

- To promote effective and efficient financial management systems and procedures quality and timely preparation of Financial Reports.

KEY RESULT AREAS

- Financial Forecast and Reporting
- Reconciliation and Analysis
- Information and Reporting

DUTIES:

General Management Functions

- Provides financial information to management by researching and analysing accounting data.
- Preparing reports.

TECHNICAL DUTIES

- Prepares asset, liability, and capital account entries by compiling and analysing account information.
- Analyses monthly financial statements and maintains the general ledger.

- Recommends financial actions by analysing accounting options.
- Summarizes current financial status by collecting information. Preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Reconciles financial discrepancies by collecting and analysing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Prepares special financial reports by collecting, analysing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Reconciles bank accounts, prepare monthly financial reports, and maintains general ledger for GC and perform other related duties as required.
- Performs others relevant duties consistent with the functions of the unit and commission as may be assigned by the supervisor from time to time.

SUPERVISORY FUNCTIONS

- Nil

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

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

OTHER REQUIREMENTS

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

REPORTS DIRECTLY TO : FINANCE MANAGER / COMPTROLLER

DIRECTLY SUPERVISES :

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Administration

EXTERNAL RELATIONS:

- Ministry of Finance and Development Planning (MFDP)
- Financial Institution
- Liberia Revenue Authority (LRA)
- Donor Partners

PURPOSE:

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

KEY RESULT AREAS

- Financial Planning and Budget Forecast
- Cash Flow Management
- Budget Preparation and Management
- Information and Reporting

DUTIES:

GENERAL MANAGEMENT FUNCTIONS

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

TECHNICAL DUTIES

- Facilitates the preparation of the GC annual operating budget and donor budget, including preparing appropriate schedules and monitoring progress on budget preparation.
- Provides technical inputs to GC Divisions towards specifying requirements for their annual operating budgets and expenditure plans, including training staff in the use of the system and preparing the training manual.
- Provides technical support to the team responsible for budget development.
- Helps control GC's expenditures by monitoring Directorates' operating budgets and staffing levels. Identifies problem areas and recommends corrective solutions.
- Prepares, reviews, analyses and reports Divisions' quarterly variances of actual vs. budgeted expenditures. Assists in the preparation and analysis of amendments to GC's operating budget.
- Provides leadership in the preparation of GC budget documents.
- Coordinates, reviews, analyses and prepares GC's Quarterly budget Performance Report.
- Coordinates and prepares GC's cost model, including modelling and forecasting of GC's service cost.
- Provides input for cash flow modelling for long-term planning and analysis and the forecasting of GC's operating revenues.
- Identifies and analyses trends in the receipt, obligation, or expenditure of funds to assure that objectives of the annual financial plan are being met on a timely basis, and that funds are available and being properly and effectively used to support program objectives.
- Develops recommendations for budgetary adjustments to support unanticipated changes in product usage and/or funding at higher echelons.
- Collaborates with the various Divisions of GC to prepare annual divisions' budgets and develop budgets for project proposals as well as the development of the annual GC - wide budget including central overhead and service budgets.
- Supports with the input of all budgets into the general ledger system and accounting software.
- Provides technical support in the creation and distribution of monthly budget performance reports to Management of the Civil Service Agency.
- Reviews budget performance reports and analyses discrepancies.
- Works with the Comptroller with billing and financial reporting to funding sources for all Donor/Multi-Lateral grants and contracts under the Commission.

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

SUPERVISORY FUNCTIONS

- Nil

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder is also responsible for making financial forecasting and making recommendations based on those forecasts e.g. Preparation of variance analysis and computation of financial ratios.
- **Staff management**
 - Has no staff management responsibilities.
- **Asset management**
 - Uses assets assigned to the position for the day-to-day accomplishment of official duties.

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

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

OTHER REQUIREMENTS

- Must be self-motivated with the ability to work independently, with accuracy and attention to detail.
- Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.
- Knowledge of basic accounting principles, including the reconciliation of financial data.
- Proficient with Microsoft Office. Knowledge of Oracle or other budget related functions.

- Ability to use sound judgment including maintaining confidentiality.
- Ability to communicate effectively, orally and in writing.
- Ability to manage time and workload effectively which includes planning, organizing and prioritizing.
- Ability to pay close attention to detail to ensure complete accuracy.
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: ACCOUNTS ASSISTANT

REPORTS DIRECTLY TO : FINANCE MANAGER / COMPTROLLER

DIRECTLY SUPERVISES :

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Administration

EXTERNAL RELATIONS:

- Ministry of Finance and development Planning
- Suppliers
- Service Providers
- External Auditors
- Financial Institutions
- Social Security

PURPOSE:

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

KEY RESULT AREAS

- Record Management
- Information and Reporting
- Treasury Management

DUTIES:

General Management Function:

- Nil

Technical Duties:

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

- Prepares and organizes Commitments and Payments.
- Performs reconciliation of petty cash balances.
- Makes deposits to banks
- Prepares and checks the certification of the Personnel – Payroll Database forms for signature.
- Undertakes follow-ups for the processing and collection of the GC Vouchers.
- Keeps proper records of all payments made in respect of supplies and purchases made for audit purposes.
- Undertakes follow-ups at the Internal Audit and the Treasury to ensure quick processing of vouchers for payments.
- Makes entry of transactions into the accounting software for GC.
- Undertakes reconciliation of names on vouchers.
- Prepares Social Security Contribution for serving officers at the GC and former employees of the GC.
- Prepares vouchers for payment of transactions
- Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Senior Accounts Officer and the Comptroller from time to time.

Supervisory Function

- Nil

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

- Diploma in Accounting or equivalent professional qualification from a recognized institution.
- A BSc in Administration (Accounting option) from a recognized university or an equivalent professional qualification will be an advantage.

WORK EXPERIENCE

- At least two (2) years relevant post qualification experience in accounting practice.

OTHER REQUIREMENTS

- Conversant with double entry principles.
- Good knowledge of taxation and banking laws.
- Honest and trustworthy
- Ability to work for long hours under stressful conditions and with minimum supervision.
- Be time conscious and able to meet strict deadlines.
- Ability to work and get along well as a member of a team.
- Considerable knowledge in the use of accounting methodologies and tools.
- Considerable knowledge of the Accounting Standards and related regulations.
- Good oral and written communication skills
- Absolute discretion when dealing with confidential information.
- Negotiation, persuasion and conflict management skills.
- Ability maintain professional relationships with internal and external stakeholders
- Ability to meet deadlines and execute projects.
- Attention to details.
- Analytical skills.
- Good interpersonal skills.
- Good knowledge in the use of accounting software/tools Microsoft Word, PowerPoint and Excel.

POSITION TITLE: COMMUNICATION DIRECTOR

REPORT DIRECTLY TO: EXECUTIVE DIRECTOR

DIRECTLY SUPERVISE:

- Communication Officer
- IT Officer
- IT Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Chairman
- Commissioners
- Mandate Areas
- Administration

EXTERNAL RELATIONSHIPS

- Ministry, Agency, Commissions
- Media Institutions
- Public and Private Sector
- Civil Society
- Ministry of Post and Telecommunication (MOPT)
- Service Providers
- Telecom Companies
- External Auditors
- Donors

JOB PURPOSE

- To manage the division and ensure the external communication of and about the Commission is timely, accurately and professionally presented to all stakeholders.
- To promote the development and the use of Innovative Communication systems processes to improve the delivery capacity of the GC.

KEY RESULT AREAS

- Information Management
- Communication and Reporting
- Strategy & Policy Development
- ICT Infrastructure Design & Management
- Data Management

- Monitoring Standards
- Employee Performance & Development

DUTIES:

A. General Management Functions:

- Ensure the effective and efficient day-to-day administration of the Division through daily monitoring of staff and their performance.
- Develop and implement annual work plan for the division.
- Support the preparation of the Commission's annual budget through the provision of technical advice that will also reflect the needs of the division.

B. Technical Duties

- Develop and operate a filing system for the receipt of all information received for publication in the Commission's Quarterly Bulletin.
- Develop and communicate all requirements for information from the various Mandate Areas and departments to be published in the Bulletin and the website.
- Develop and publish the quarterly Governance Commission report to regularly inform stakeholders, interested parties and the general public about activities of the Commission.
- Develop content, update and maintain the website on a daily/weekly basis for update information dissemination on activities of the Commission.
- Develop media monitoring framework and schedule of different activities.
- Supervise the reporting and implementation of the media monitoring activities at GC.
- Monitor the GC's news, opinions and articles in print media followed by report writing, analysis and interpretation.
- Ensure the design, installation and maintenance of ICT systems to provide innovative ICT products and services to facilitate the work of all offices and Mandate areas under the GC.
- Ensure that work processes and systems of GC are properly networked and hard and software services are available at the time of need.
- Develop Implement and monitor GC's Information Systems Security policies.
- Review and update GC's Management Information Systems (MIS) policies and guidelines.
- Manage IT projects, from planning and installation through to delivery and implementation.

- Provide leadership in all ICT related investigations and recommends corrective actions for prompt resolution.
- Ensure that ICT standards within the GC are adhered to in line with approved guidelines/principles.
- Liaise with Executive Director and Heads of Units in developing Service Level Agreements and monitor Service Providers to ensure High System availability.
- Ensure that the GC is protected against ICT intrusion and other attacks e.g. illegal database updates, viruses. Etc.
- Prepare monthly/periodic and annual reports on issues relating to ICT and any other statutory reports.
- Ensure that IT users' business management and information needs and priorities are addressed.
- Sets direction for the IT Services Section, including determining annual operating plans and long-term strategic blueprint.
- Supervise and participate in determination and analysis of users' needs for IT products and services.
- Ensure development, installation and maintenance of appropriate and effective IT infrastructure to support the effective, efficient and continuous functioning of the GC.
- Review and set IT performance goals and targets and encourage IT skills and development and practical skills utilization.
- Manage external vendors, develop IT products and services specifications and participate in the procurement of IT Software and Hardware goods and services.
- Perform other relevant duties consistent with the functions of the Unit as may be assigned by the Executive Director from time to time.

C. Supervisory Functions/Duties

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

Authority Limit

- **Management of Budget**
 - Does not manage any budget
- **Staff Management**
 - Has staff management responsibility for Information Officer

- **Asset Management**
 - Use assets assigned to the division for its day-to-day operation
 - Manage the GCs' Computers, Projector, Printers, Cables, Specialized IT / ICT equipment, etc.

EDUCATIONAL QUALIFICATIONS

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

WORK EXPERIENCE

- At least five (5) years of experience at the management level with at least four (4) of those years in public relations or communications
- Experience in website development would be an added advantage

OTHER REQUIREMENT

- Proven ability and experience to work with senior level of government as well as the private sector.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Ability to make reasoned decisions based on the information available, procedures and regulation.
- Ability to solve problems and advise accordingly using established laws, policies and procedures.
- Observe, analytical and pay particular attention to details.
- Advanced knowledge of computer and technology.
- Advanced working knowledge of MS Word, Excel and Power Point.
- Excellent knowledge of Operating and Security Systems.
- Very Good knowledge of Data and Telecommunication Systems.
- Very Good knowledge of Databases and Electronic messaging.
- Must be abreast with ICT trends.
- Strong negotiation and conflict management skills.
- 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 thorough analysis.
- Strong leadership, managerial, mentoring and coaching skills in a "team" setting.

POSITION TITLE: COMMUNICATION OFFICER

REPORT DIRECTLY TO: COMMUNICATION DIRECTOR

DIRECTLY SUPERVISE:

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Mandate Areas
- Administration

EXTERNAL RELATIONSHIPS

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

JOB PURPOSE

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

KEY RESULT AREAS

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

DUTIES:

A. General Management Functions:

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

B. Technical Duties

- Develops communication strategies that will influence public opinion and promote the work of GC.
- He produces strategies, project and resource management for initiatives supporting GC goal and objective.
- Provides support to develop strategies and methods to effectively communicate GC corporate image to target audience.
- Develops and operate a filing system for the receipt of all information received for publication in the Commission's Quarterly Bulletin.
- Develops and communicate all requirements for information from the various departments to be published in the Bulletin and the website.
- Develops and publish the quarterly Governance Commission Bulletin to regularly inform stakeholders, interested parties and the general public about activities of the Commission.
- Develops content, update and maintain the website on a daily/weekly basis for update information dissemination on activities of the Commission.
- Develops information dissemination methods for the Act, regulations and training, etc. that will provide easy accessibility and consumption, such as the website.
- Supports with media advertisements /announcement and the production of publications of the commission.
- Performs any other duties that may be assigned by the GC in line with its official mandate.

Supervisory Functions

- Nil

Authority Limit

Management of Budget

- Does not manage any budget

Staff Management

- Nil

Asset Management

- Use asset assigned to the position.

EDUCATIONAL QUALIFICATIONS

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

WORK EXPERIENCE

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

OTHER REQUIREMENT

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

POSITION TITLE: MAINTENANCE ASSISTANT

REPORTS DIRECTLY TO : MAINTENANCE SUPERVISOR

DIRECTLY SUPERVISES :

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Administration
- Mandate Areas

EXTERNAL RELATIONS:

- Nil

PURPOSE:

- To help manage the beautification of GC buildings and surroundings and recommend appropriate maintenance solutions in the event of major repair, landscaping and beautification works at the GC.

KEY RESULT AREAS:

- General Maintenance and Repair
- Information and Reporting

DUTIES:

A. General Management Function

- Nil

B. Technical Duties

- Support the maintenance and repair schedules of landscaping and beautification for GC and surroundings.
- Help Maintain the stand-by generator, and the flow of electricity into the offices.
- Undertakes investigations and enquiries in order to resolve complaints relating to electric matters.
- Help Maintains and repairs any leakage or damage on the GC building.
- Monitor installation, repair and maintenance works to ensure timely service delivery within costs.
- Ensure that all furniture and fitting are repair as required.

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

SUPERVISORY FUNCTION

- Nil

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

- High School Graduate.
- Diploma in Electricity, Generator Repairs and Air Conditioner servicing from a recognized institution.

WORK EXPERIENCE

- At least three (3) years of Experience in related field.

OTHER REQUIREMENTS

- Knowledge in electrical installation, repair and maintenance works.
- Ability to read and interpret drawings on electrical installation designs.
- Ability to investigate electrical faults and make recommendations for appropriate repair measures.
- Good supervisory and team building skills.
- Time management and work scheduling skills.
- Planning and organizing skills.
- Ability to keep abreast with trends in electrical installation systems, materials and fixtures.
- Good oral communication and ability to work with other trades.
- Computer literacy.

POSITION TITLE: ADMINISTRATIVE ASSISTANT ²

REPORTS DIRECTLY : **EXECUTIVE DIRECTOR**

DIRECTLY SUPERVISES:

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Other Administrative Assistants

EXTERNAL RELATIONS:

- Visitors
- Guests

PURPOSE:

- To ensure effective and efficient management of the Secretariat of the assigned Mandate Area.
- To provide quality administrative and secretarial services to the assigned Mandate Area.

KEY RESULTS AREAS

- Record Management
- Information and Reporting

DUTIES

A. GENERAL MANAGEMENT FUNCTION

- Nil

B. TECHNICAL DUTIES

- Supports in the provision of effective and timely clerical, executive administrative and secretarial services.
- Ensures the commission documents are classified, filed and record updated.
- Implements registry procedures and ensures that standards are maintained,
- Receives records and distributes incoming and internally created mail.
- Type correspondences, memoranda and reports.
- Records and arranges for the efficient and timely dispatch of correspondence.

² This position report to the Senior Policy/Program Manager in the Mandate Areas

- Reminds action officers of pending actions against timelines.
- Responsible for filing and storage of documentation.
- Performs other duties consistent with the functions of this Office as may be assigned by the Head.

SUPERVISORY FUNCTION

- Nil

Authority Limit

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

EDUCATION QUALIFICATION

- A minimum of a Higher National Diploma in Management, Secretary Ship or other relevant discipline from a recognized institution.
- Private/Stenographer Secretary Certificate from a recognized institution.

WORK EXPERIENCE

- At least four (4) years 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: PROCUREMENT DIRECTOR

REPORTS DIRECTLY TO : EXECUTIVE DIRECTOR

DIRECTLY SUPERVISES :

- Procurement Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- Public Procurement and Concession Commission (PPCC)
- Service Providers
- Suppliers
- External Auditors
- General Services Agency (GSA)
- International Partners

PURPOSE:

- To provide leadership and supervise the procurement and logistical support services required for the successful implementation of the activities of the various mandate areas and for the achievement of their programs objectives and outputs.
- To ensure effective and efficient procurement process of the day-to-day operations of the GC including coordination of the GC strategic and operational plans and budgets.

KEY RESULT AREAS

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

DUTIES:

GENERAL MANAGEMENT FUNCTIONS

- Serves as Head of the Procurement Unit.
- Liaises with designated Units to develop an effective and efficient procurement operation more functional for measuring the work of individual staff to facilitate the overall mandate of the Commission.
- Monitors to ensure the implementation of approved procurement policies/procedures of designated Units as well as the overall strategy and policies of the GC compliance.
- Coordinates all internal and external procurement programmes of Designated Units to ensure that audit queries are handled expeditiously.

TECHNICAL DUTIES

- Ensures the development of the GC's procurement plan and its updates
- Establishes/manages procurement systems/processes in accordance with the requirements of the PPCC Act.
- Provides secretarial and administrative support to the procurement committee.
- Establishes/manages systems for the administration and monitoring of the performance of contracts.
- Provides guidelines of the management of inventory and initiates processes for the disposal of items.
- Ensures the efficient management of all procurement documents in line with Government's archival system
- Provides technical advice/support to the Evaluation panel and other departments on aspects related to procurement and contracts management
- Writes minutes and Evaluation Reports for the Bid Evaluation Panel
- Performs other relevant duties consistent with the functions of the Section and Divisions as may be assigned by the Director from time to time.

SUPERVISORY FUNCTIONS

- Holds direct reports accountable for procurement process to ensure the PPCC goals are achieved.
- Conducts performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.
- Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

- Management of budget:
 - Nil
- Staff management
 - Has staff management responsibilities
- Asset management

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

- At least five (5) years relevant work experience, (2) of which must be in a managerial position with a reputable organization

OTHER REQUIREMENTS

- Excellent knowledge/understanding of procurement or policy formulation and implementation
- Excellent knowledge/understanding of PPCC Laws
- Ability to exercise sound judgement in procurement process.
- Proven project management, administration and coordination skills.
- Excellent knowledge/understanding of Civil Service practices and procedures.
- A good working knowledge of Liberia's Procurement Laws, Rules and Regulations
- Excellent knowledge in strategic planning, procurement, project management and people management
- Excellent negotiation skills
- Ability to analyse quantitative and qualitative data
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.
- Excellent interpersonal skills.
- Excellent Presentation skills
- Team Player
- Excellent Communication (oral and written) and Report Writing skills
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet etc. and other software/tools,

- Sound decision making based on thorough analysis
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.

POSITION TITLE: PROCUREMENT ASSISTANT

REPORTS DIRECTLY TO : PROCUREMENT DIRECTOR

DIRECTLY SUPERVISES :

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Administration

EXTERNAL RELATIONS:

- Public Procurement and Concession Commission (PPCC)
- Service Providers
- Suppliers
- External Auditors
- General Services Agency (GSA)

PURPOSE:

- Provide procurement services required for the successful implementation of the activities of the various mandate areas and for the achievement of their programs objectives and outputs.
- To ensure effective and efficient procurement process of the day-to-day operations of the GC including coordination of the GC strategic and operational plans and budgets.

KEY RESULT AREAS

- Strategy & Policy Development
- Administration & General Services
- Monitoring & Evaluation
- Stakeholder Relationship & Management
- Information & Reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Monitors to ensure the implementation of approved procurement policies/procedures of designated Units as well as the overall strategy and policies of the GC are followed.
- Supports the Coordination of all internal and external procurement programmes of Designated Units to ensure that audit queries are handled expeditiously.

B. TECHNICAL DUTIES

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

SUPERVISORY FUNCTIONS

- Nil

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

- Three (3) years working experience, one (1) year of which must have been procurement related in the Public Service of Liberia.

OTHER REQUIREMENTS

- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.
- Excellent interpersonal skills.
- Excellent Presentation skills.
- Team Player.
- Excellent Communication (oral and written) and Report Writing skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet etc. and other software/tools.
- Sound decision making based on thorough analysis.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.
- Excellent knowledge/understanding of procurement or policy formulation and implementation.
- Excellent knowledge/understanding of PPCC Laws.
- Ability to exercise sound judgement in procurement process.
- Proven project management, administration and coordination skills.
- Excellent knowledge/understanding of the Civil Service Standing Orders and others Acts.
- A good working knowledge of Liberia's Procurement Laws, Rules and Regulations.
- Excellent negotiation skills.

POSITION TITLE: MAINTENANCE SUPERVISOR

REPORTS DIRECTLY TO : OPERATIONS DIRECTOR

DIRECTLY SUPERVISES :

- Maintenance Officer
- Maintenance Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Mandate Areas
- Administration

EXTERNAL RELATIONS:

- Nil

PURPOSE:

- To promote effective and efficient management, landscaping and beautification of GC buildings and surroundings and recommend appropriate maintenance solutions in the event of major repair, landscaping and beautification works, coordinate and supervise all estate activities.

KEY RESULT AREAS:

- Maintenance and Repair Management
- Information and Reporting

DUTIES:

A. General Management Function

- Coordinates all activities pertaining to estate management to ensure efficient management of the Governance Commission buildings, structures and surroundings.
- Ensures regular maintenance and repair schedules of landscaping and beautification for GC and surroundings.

B. Technical Duties

- Maintains the stand-by generator and the flow of electricity into the offices and keeps time card of generator and other maintenance records of the commission.
- Undertakes investigations and enquiries in order to resolve complaints relating to electric matters.

- Coordinates and monitors the cleanliness and sanitation in and around the Governance Commission.
- Monitors installation, repair and maintenance works to ensure timely service delivery within costs.
- Supervises the transfer of office equipment from one office of the commission to another as necessary. Service and maintain the commission's generators and Air conditioners.
- Coordinates and install, inspect, repair and maintain the electrical and plumbing related system of the commission including maintaining heating and cooling system such as general water fountain of the commission.
- Supervises general repairs such as painting, patching walls, hanging shelves and landscaping as needed and Coordinate renovations of existing facilities and the construction of new facilities.
- Coordinate and inspect major contract work on the electrical, plumbing, and other related system of the commission.
- Performs other relevant duties consistent with the functions of the Unit as may be assigned by the supervisor from time to time.

SUPERVISORY FUNCTION

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

AUTHORITY LIMIT

- Management of budget:
 - Nil
- Staff management:
 - Has staff management responsibilities
- Asset management:
 - Manages assigned tools for the job function

EDUCATIONAL QUALIFICATION

- High School Graduate.
- Diploma in Electricity, Generator Repairs and Air Conditioner servicing from a recognized institution.

WORK EXPERIENCE

- At least four (4) years of Experience in related field.

OTHER REQUIREMENTS

- Knowledge in electrical installation, repair and maintenance works.
- Ability to read and interpret drawings on electrical installation designs.
- Ability to investigate electrical faults and make recommendations for appropriate repair measures.
- Good supervisory and team building skills.
- Time management and work scheduling skills.
- Planning and organizing skills.
- Ability to keep abreast with trends in electrical installation systems, materials and fixtures.
- Good oral communication and ability to work with other trades.
- Computer literacy.

POSITION TITLE: MAINTENANCE OFFICER

REPORTS DIRECTLY TO : MAINTENANCE SUPERVISOR

DIRECTLY SUPERVISES :

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Administration
- Mandate Areas

EXTERNAL RELATIONS:

- Nil

PURPOSE:

- To effectively manage the beautification of GC buildings and surroundings and recommend appropriate maintenance solutions in the event of major repair, landscaping and beautification works at the GC.

KEY RESULT AREAS:

- General Maintenance and Repair
- Information and Reporting

DUTIES:

General Management Function

- Nil

Technical Duties

- Helps to coordinate all activities pertaining to estate management to ensure efficient management of the Governance Commission buildings, structures and surroundings.
- Ensures regular maintenance and repair schedules of landscaping and beautification for GC and surroundings.
- Maintains the stand-by generator, and the flow of electricity into the offices.
- Undertakes investigations and enquiries in order to resolve complaints relating to electric matters.

- Maintains and repairs any leakage or damage on the GC building.
- Monitors installation, repair and maintenance works to ensure timely service delivery within costs.
- Repairs all furniture and fitting as required.
- Performs other relevant duties consistent with the functions of the Unit as may be assigned by the supervisor from time to time.

SUPERVISORY FUNCTION

- Nil

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

- High School Graduate.
- Diploma in Electricity, Generator Repairs and Air Conditioner servicing from a recognized institution.

WORK EXPERIENCE

- At least three (3) years of Experience in related field.

OTHER REQUIREMENTS

- Knowledge in electrical installation, repair and maintenance works.
- Ability to read and interpret drawings on electrical installation designs.
- Ability to investigate electrical faults and make recommendations for appropriate repair measures.
- Good supervisory and team building skills.
- Time management and work scheduling skills.
- Planning and organizing skills.
- Ability to keep abreast with trends in electrical installation systems, materials and fixtures.

- Good oral communication and ability to work with other trades.
- Computer literacy.

POSITION TITLE: MAINTENANCE ASSISTANT

REPORTS DIRECTLY TO : MAINTENANCE SUPERVISOR

DIRECTLY SUPERVISES :

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Administration
- Mandate Areas

EXTERNAL RELATIONS:

- Nil

PURPOSE:

- To help manage the beautification of GC buildings and surroundings and recommend appropriate maintenance solutions in the event of major repair, landscaping and beautification works at the GC.

KEY RESULT AREAS:

- General Maintenance and Repair
- Information and Reporting

DUTIES:

General Management Function

- Nil

Technical Duties

- Supports the maintenance and repair schedules of landscaping and beautification for GC and surroundings.
- Helps Maintain the stand-by generator, and the flow of electricity into the offices.
- Undertakes investigations and enquiries in order to resolve complaints relating to electric matters.

- Helps Maintains and repairs any leakage or damage on the GC building.

- Monitors installation, repair and maintenance works to ensure timely service delivery within costs.
- Ensures that all furniture and fitting are repair as required.
- Performs other relevant duties consistent with the functions of the Unit as may be assigned by the supervisor from time to time.

SUPERVISORY FUNCTION

- Nil

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

- High School Graduate.
- Diploma in Electricity, Generator Repairs and Air Conditioner servicing form a recognized institution.

WORK EXPERIENCE

- At least three (3) years of Experience in related field.

OTHER REQUIREMENTS

- Knowledge in electrical installation, repair and maintenance works.
- Ability to read and interpret drawings on electrical installation designs.
- Ability to investigate electrical faults and make recommendations for appropriate repair measures.
- Good supervisory and team building skills.
- Time management and work scheduling skills.
- Planning and organizing skills.
- Ability to keep abreast with trends in electrical installation systems, materials and fixtures.
- Good oral communication and ability to work with other trades.
- Computer literacy.

POSITION TITLE: CHIEF DRIVER

REPORTS DIRECTLY TO : OPERATIONS DIRECTOR

DIRECTLY SUPERVISES :

- All Drivers

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Heads of Units/Mandate Areas

EXTERNAL RELATIONS:

- Ministry of Transport
- Designated Garages/Mechanical Workshops
- General Services Agency (GSA)
- Automobile Companies/Auto Parts Companies
- Liberia National Police (LNP)

PURPOSE:

- To promote transport management as an important support operation in the efficient and effective delivery of public services.
- To provide effective and efficient fleet management, servicing and maintenance of the vehicles of GC to improve service delivery.

KEY RESULT AREAS

- Vehicle Maintenance and Management
- Information and Reporting
- Customer Service

DUTIES:

GENERAL MANAGEMENT FUNCTIONS

- Develop and implement an efficient transport management system to support the operations of the GC in the delivery of its mandate.
- Design work schedules and coordinates vehicle movements.
- Oversees the management of GC transport inventory system.
- Ensures full compliance with the transport policies and guidelines in the GC.

TECHNICAL DUTIES

- Report all accidents cases when necessary.
- Oversees the management of vehicle repairs and preventive maintenance within the GC.
- Supports the Operations Director in the registration and renewing of vehicles and documents.
- Manages the efficient utilization of fuel through efficient management of vehicle deployment.
- Provides transport management inputs to assist the Commission formulating vehicle management and maintenance policies for the GC.
- Develops best practice vehicle management courses to improve the skills of drivers and further assist in developing guidelines for establishing GC's Transport Management Class.
- Builds and manages a database on vehicles, their repairs, maintenance and costs.
- Ensures appropriate documentation and updates of vehicle records, movement of vehicles and renewal of driving licences, and all other operations of the Unit.
- Performs other relevant duties consistent with the functions of the Unit of the Commission as may be assigned by supervisor from time to time.

SUPERVISORY FUNCTIONS

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

AUTHORITY LIMIT

- Management of Budget
 - Nil
- Staff management
 - Has Staff management responsibilities
- Asset management
 - Ensure proper maintenance of assigned vehicle

EDUCATIONAL QULAIFICATION

- Certificate in Transport Management/Mechanical Engineering, Auto Mobile Engineering or its related equivalent from a recognised accredited institution.
- Must pass a medical examination conducted by a recognized medical practitioner.

WORK EXPERIENCE

- A minimum of six (6) years post-qualification experience in motor vehicle transport operations and management, three (3) years of which must have been in a transport officer position.

OTHER REQUIREMENTS

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

POSITION TITLE: DRIVER

REPORTS DIRECTLY TO : CHIEF DRIVER

DIRECTLY SUPERVISES :

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Other Pool Drivers
- Administration
- Mandate Areas

EXTERNAL RELATIONS:

- Ministry of Transport
- Designated Garages/Mechanical Workshops
- General Services Agency (GSA)
- Automobile Companies/Auto Parts Companies
- Liberia National Police (LNP)

PURPOSE:

- To promote transport management as an important support operation in the efficient and effective delivery of public services.
- To provide effective and efficient fleet management, servicing and maintenance of the vehicles of GC to improve service delivery.

KEY RESULT AREAS

- Vehicle Maintenance and Management
- Safety

DUTIES:

GENERAL MANAGEMENT FUNCTION

- Nil

TECHNICAL DUTIES

- Drives GC's staff and other officials including senior public officials as may be directed by the Senior Transport Officer.
- Reports vehicle defects and faults on vehicles to superior.
- Reports all accidents on vehicle to superior.
- Observes all rules and regulations with respect to the operations of the vehicles.
- Conveys vehicle maintenance and servicing reports to the Chief Driver and Maintenance Director.
- Undertakes routine maintenance and servicing checks and repairs of pool vehicles.
- Undertakes utility operations on behalf of GC as may be directed by the Maintenance Director.
- Performs other tasks as may be directed by the supervisor from time to time.

SUPERVISORY FUNCTION

- Nil

AUTHORITY LIMIT

- Management of Budget
 - Nil
- Staff management
 - Nil
- Asset management
 - Manage the assigned vehicle

EDUCATIONAL QULAIFICATION

- Must be a high school Graduate.
- Must be functionally literate.
- Must pass a prescribed interview organized by the CSA or GC.
- Must pass a medical examination conducted by a recognized medical practitioner.
- Certificate in Transport Management or its related equivalent from a recognised accredited institution.

WORK EXPERIENCE

- A minimum of Four (4) years post-qualification experience in motor vehicle transport operations and management, two (2) years of which must have been in a transport officer position.

OTHER REQUIREMENTS

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

POSITION TITLE: WAREHOUSE ASSISTANT

REPORTS DIRECTLY TO : OPERATIONS DIRECTOR

DIRECTLY SUPERVISES :

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Administration

EXTERNAL RELATIONS:

- Service Providers
- Vendors

PURPOSE:

- To promote the establishment of effective and efficient supplies and materials management system and processes to facilitate timely delivery of supplies of goods, office equipment, stationeries for the effective running of the administration.
- To ensure availability of stores materials with right quantities and quality and at the right time for the performance of GC functions.

KEY RESULT AREAS

- Inventory Management
- Information and Reporting

DUTIES:

GENERAL MANAGEMENT FUNCTION

- Nil

TECHNICAL DUTIES

- Conducts the smooth functions relating to requisition, receipts, stacking and dispatch of goods and suppliers.
- Ensures all materials are organized and stored systematically. Follows proper documentation and safety procedures of all warehouse functions.
- Maintain inventory of all suppliers and make note of damage goods.

- Participates in the coordination of suppliers and transporters for the dispatch and procurement of goods.
- Supervises the maintenance of the warehouse tools and equipment.
- Perform other duties consistent with the function of the unit as may be required the supervisor from time to time.

SUPERVISORY FUNCTION

- Nil

AUTHORITY LIMIT

- Management of budget:
 - Nil
- Staff management:
 - Nil
- Asset management
 - Manage all assets kept in the warehouse.

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

- Three (3) years working experience one (1) year of which must have been in warehouse management.

OTHER REQUIREMENTS

- Knowledge of stores principles, theories and practices.
- Good knowledge in bookkeeping and record keeping.
- Good knowledge of purchasing and supply.
- Knowledge of procurement process.
- Knowledge/understanding of the operations of GC proceedings/guidelines.
- 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.

POSITION TITLE: JANITOR SUPERVISOR

REPORTS DIRECTLY TO : OPERATIONS DIRECTOR

DIRECTLY SUPERVISES :

- Janitor (s)

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Mandate Area
- Administration

EXTERNAL RELATIONS:

- Nil

PURPOSE:

- To promote the beautification and maintenance of a healthy and clean environment that facilitates the efficient and effective functioning of the Governance Commission.

KEY RESULT AREAS:

- Clearing and Janitorial Services
- Information and Reporting

DUTIES:

GENERAL MANAGEMENT FUNCTION

- Nil

TECHNICAL DUTIES

- Provides janitorial and cleaning services to the various offices and immediate surroundings of Governance Commission's Building.
- Ensures that all offices of the GC and its immediate surroundings are kept tidy and clean at all times.
- Cleans offices and immediate surroundings of GC before the resumption of work and ensures offices are clean at all times.
- Implements cleaning schedules by of the supervisor.
- Maintains cleaning tools and equipment inventory and ensures appropriate storage, safekeeping and easy access and usage.

- Identifies cleaning and beautification needs of the GC, and facilitate its inclusion in cleaning and janitorial services schedules.
- Performs any other relevant duties consistent with the functions of the Unit as may be assigned by the supervisor from time to time.

SUPERVISORY FUNCTION

- Nil

AUTHORITY LIMIT

- Management of Budget
 - Nil
- Staff Management
 - Nil
- Asset Management
 - 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 GC.
- 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
- Good oral and written communication skills.

POSITION TITLE: JANITOR

REPORTS DIRECTLY TO : JANITOR SUPERVISOR

DIRECTLY SUPERVISES :

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Mandate Area
- Administration

EXTERNAL RELATIONS:

- Nil

PURPOSE:

- To promote the beautification and maintenance of a healthy and clean environment that facilitates the efficient and effective functioning of the Governance Commission.

KEY RESULT AREAS:

- Clearing and Janitorial Services

DUTIES:

GENERAL MANAGEMENT FUNCTION

- Nil

TECHNICAL DUTIES

- Ensures that all offices of the GC and its immediate surroundings are kept tidy and clean at all times.
- Cleans offices and immediate surroundings of GC before the resumption of work and ensures offices are clean at all times.
- Implements cleaning schedules by of the supervisor.
- Maintains cleaning tools and equipment inventory and ensures appropriate storage, safekeeping and easy access and usage.
- Identifies cleaning and beautification needs of the GC, and facilitate its inclusion in cleaning and janitorial services schedules.

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

SUPERVISORY FUNCTION

- Nil

AUTHORITY LIMIT

- Management of Budget
 - Nil
- Staff Management
 - Nil
- Asset Management
 - 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 GC.
- 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.
- Good oral and written communication skills.

POSITION TITLE: IT OFFICER

REPORTS DIRECTLY TO : COMMUNICATION DIRECTOR

DIRECTLY SUPERVISES :

- IT Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All Departments
- Mandate Areas

EXTERNAL RELATIONS:

- Service Providers
- Suppliers
- Telecom Companies
- External Auditors
- Donors/Partners

PURPOSE:

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

KEY RESULT AREAS

- IT Policy Development
- IT Infrastructure Management
- Data Management
- Monitoring Standards
- Information & Reporting
- Employee Performance & Development

DUTIES:

GENERAL MANAGEMENT FUNCTIONS

- Oversee the daily performance of computer systems.
- Support the development of the annual plans and budgets for the section.

TECHNICAL DUTIES

- Answers users' inquiries regarding computer software or hardware operation to resolve problems.
- Enters commands and observe system functioning to verify correct operations and detect errors.
- Sets up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software.
- Installs and perform minor repairs to hardware, software, or peripheral equipment, following design or installation specifications.
- Maintains records of daily data communication transactions, problems and remedial actions taken, or installation activities.
- Conducts computer diagnostics to investigate and resolve problems or to provide technical assistance and support.
- Refers major hardware or software problems or defective products to vendors or technicians for service.
- Develops training materials and procedures, or train users in the proper use of hardware or software.
- Confers with staff, users, and management to establish requirements for new systems or modifications.
- Maintains regular service of GC's computers and make appropriate recommendation for a change of service where applicable.
- Performs other duties consistent with the function of the unit as may be assigned by the supervisor from time to time.

SUPERVISORY FUNCTIONS

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

AUTHORITY LIMIT

- Management of budget
 - Nil
- Staff management
 - Has staff management responsibility
- Asset management
 - Manage the GCs' Computers, Projector, Printers, Cables, ect.

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

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

OTHER REQUIREMENTS

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

POSITION TITLE: IT ASSISTANT

REPORTS DIRECTLY TO : IT OFFICER

DIRECTLY SUPERVISES :

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Mandate Areas
- Administration

EXTERNAL RELATIONS:

- Service Providers
- Suppliers
- Telecom Companies
- External Auditors
- Donors/Partners
- LTA

PURPOSE:

- To promote IT literacy and proficiency among the staff of GC.
- To promote effective planning, management and coordination of all aspects of Information Technology (IT) functions to deliver Human Resource Information products and services.

KEY RESULT AREAS

- IT Infrastructure Management
- Data Management & Monitoring
- Hardware & Software Management
- Information & Reporting

DUTIES:

GENERAL MANAGEMENT FUNCTIONS

- Nil

TECHNICAL DUTIES

- Answers users' inquiries regarding computer software or hardware operation to resolve problems.
- Enters commands and observe system functioning to verify correct operations and detect errors.
- Sets up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software.
- Installs and perform minor repairs to hardware, software, or peripheral equipment, following design or installation specifications.
- Maintains records of daily data communication transactions, problems and remedial actions taken, or installation activities.
- Conducts computer diagnostics to investigate and resolve problems or to provide technical assistance and support.
- Refers major hardware or software problems or defective products to vendors or technicians for service.
- Develops training materials and procedures, or train users in the proper use of hardware or software.
- Confers with staff, users, and management to establish requirements for new systems or modifications.
- Maintains regular service of GC's computers and make appropriate recommendation for a change of service where applicable.
- Performs other duties consistent with the function of the unit as may be assigned by the supervisor from time to time.

SUPERVISORY FUNCTIONS

- Nil

AUTHORITY LIMIT

- Management of budget
 - Nil
- Staff management
 - Has staff management responsibility
- Asset management
 - Manage the GCs' Computers, Projector, Printers, Cables, etc.

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

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

OTHER REQUIREMENTS

- Good knowledge of Data and Telecommunication Systems.
- Good knowledge of Databases and Electronic messaging.
- Must be abreast with ICT trends
- Strong negotiation and conflict management skills.
- Very Good oral and written communication skills.
- Very Good report writing and presentation skills.
- Very Good interpersonal skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- 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: ADMINISTRATIVE ASSISTANT ³

REPORTS DIRECTLY : EXECUTIVE DIRECTOR

DIRECTLY SUPERVISES:

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

Other Administrative Assistants

EXTERNAL RELATIONS:

- Visitors
- Guests

PURPOSE:

- To ensure effective and efficient management of the Secretariat of the assigned Mandate Area.
- To provide quality administrative and secretarial services to the assigned Mandate Area.

KEY RESULTS AREAS

- Record Management
- Information and Reporting

DUTIES

- General Management Function
 - Nil

TECHNICAL DUTIES

- Supports in the provision of effective and timely clerical, executive administrative and secretarial services.
- Ensures the commission documents are classified, filed and record updated.
- Implements registry procedures and ensures that standards are maintained,

³ This position report to the Senior Policy/Program Manager in the Mandate Areas

- Receives records and distributes incoming and internally created mail.
- Type correspondences, memoranda and reports.
- Records and arranges for the efficient and timely dispatch of correspondence.
- Reminds action officers of pending actions against timelines.
- Responsible for filing and storage of documentation.
- Performs other duties consistent with the functions of this Office as may be assigned by the Head.

SUPERVISORY FUNCTION

- Nil

Authority Limit

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

EDUCATION QUALIFICATION

- A minimum of a Higher National Diploma in Management, Secretary Ship or other relevant discipline from a recognized institution.
- Private/Stenographer Secretary Certificate from a recognized institution.

WORK EXPERIENCE

- At least four (4) years 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: HUMAN RESOURCE DIRECTOR

REPORTS DIRECTLY TO: EXECUTIVE DIRECTOR

DIRECTLY SUPERVISES:

- Human Resource Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Mandate Areas
- Administration

EXTERNAL RELATIONS:

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

PURPOSE:

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

KEY RESULT AREAS

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

- Performance Management

DUTIES:

General Management Functions

- Head of Human Resource Unit at GC.
- Develops Annual work plan and Personnel Budget.

Technical Duties

- Develops, implements and maintains the Governance Commission's Human Resource policies and procedures to promote consistency with regard to terms and conditions of service, resourcing, learning & development in accordance with approved business strategy.
- Develops and supports the implementation of Succession Planning and effective Talent Management systems within Parliamentary Services to improve management bench strength/succession.
- Analyses statistical data and reports to identify and determine causes of personnel problems and develop recommendation of improvement for organization's personnel policies and practices.
- Maintains records and compile statistical reports concerning personnel- related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Develops and oversees the implementation of efficient internal Human Resource Management System.
- Ensures the implementation of established policies for recruitment, selection and placement of the right calibre of employees for Governance Commission.
- Develop with Partner the minimum standard qualification required for each employment level and career path development for employees.
- Prepare, implement and monitor the annual budget for the HR department.
- Coordinate all internal and external audit programs at the HR department and follow-up to ensure that audit queries are handled expeditiously.
- Performs others relevant duties consistent with the functions of the unit and commission as may be assigned by the supervisor from time to time.

Supervisory Functions

Accountable for managing performance, succession development and resource allocation with the Unit.

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

Identifies training needs and facilitates training for subordinates.

AUTHORITY LIMIT

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

EDUCATION QUALIFICATION

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

WORK EXPERIENCE

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

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, meets 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: HUMAN RESOURCE ASSISTANT

REPORTS DIRECTLY TO: HUMAN RESOURCE DIRECTOR

DIRECTLY SUPERVISES:

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Administration
- Mandate Areas

EXTERNAL RELATIONS:

- Civil Service Agency (CSA)
- Ministry of Labour
- National Social Security and Welfare Cooperation
- International Partners

PURPOSE:

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

KEY RESULT AREAS

- HR Record Management System
- Performance Management
- Selection and Recruitment
- Information and Reporting

DUTIES:

General Management Functions

- Provides inputs for the quarterly and annual report of the HR Department.

Technical Duties

- Develops tools and instruments to record data for each employee personnel related documentation including, monthly earnings/salaries, absences, supervisor performance report for subordinate, termination, etc.
- Oversees the implementation of efficient internal personnel management records system including, staffing, recruitment, training, grievance, performance evaluations, classifications and employee leave of absence.
- Refers policies related breaches and complaints of employee to the complaints and grievance committee and monitors their resolution.
- Tracks employee's daily attendance and compile and prepared bi-weekly report to HR manager.
- Manages GC correspondence records with external entities including keeping adequate records on all types of correspondence books especially delivery and received books.
- Ensures that Governance Commission personnel policies, benefits, and procedures are explained to every new employee or job applicants.
- Ensures new job is advertised both internal and external.
- Process and review employment applications to evaluate qualifications or eligibility of applicants
- Performs others relevant duties consistent with the functions of the unit and commission as may be assigned by the Director of Human Resource from time to time.

Supervisory Functions

- Nil

AUTHORITY LIMIT

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

EDUCATION QUALIFICATION

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

WORK EXPERIENCE

- At least two (2) years' experience at the management level, human resource or personnel management.

OTHER REQUIREMENTS

- In-depth knowledge of national Labour Laws and regulations.
- Excellent Knowledge of Strategic Management, particularly Strategic Human Resources Management.
- Good knowledge/understanding of the operations of GC 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.
- Ability to execute projects, meets 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.
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Mandate Area Job Description

JOB DESCRIPTION/SENIOR POLICY ANALYST

- ❖ Reporting to the Commissioner with oversight responsibility for the mandate area, the Senior Policy Analyst takes overall ownership and responsibility for program results (Scope, Schedule, Budget, Quality and quantity of the mandate area. Negotiate program expectations and ensures results are achieved;
- ❖ Determines needed deliverables, macro approach, project profile, responsible staff, overall project schedule/timeline, critical path by deliverable, productivity improvements, overall challenges and planning assumptions (15%);
- ❖ Proactively assign work and provide instructions, advice and technical leadership and guidance to the staff of the mandate area especially policy analysts and Research assistant; review work in progress in a timely manner and assess completed work for accuracy, required results and quality; (15%)
- ❖ Lead teams of policy analysts in performing professional/ technical services as required by the Governance Commission in public policy analyses in various areas of civic engagement, national identity and visioning, particularly with the development of the space between the Liberian Household and Government and the National Vision 2030 initiatives; thereby engaging the citizenry from a rights-based approach; (25%)
- ❖ Provide intellectual leadership through high level performance in executing other professional and technical projects and activities assigned; as is in the case of producing quality end products and driving the policy processes in accordance with the Governance Commission three-year Strategic Plan; (15%)
- ❖ Lead in the authorship of policy research reports and other documents of the Governance Commission and perform as principal technical professional for the CENV Mandate Area and; (15%)
- ❖ Participate in the collaborative efforts of streamlining cross cutting and inter mandate projects and activities for the efficient implementation of best practices and comparative advantages within the commission; (5%)
- ❖ Liaise with other mandate areas and departments including and not limited to the MER&P, GCCOM, HRD to ensure that CENV Resources are effectively utilized in the interest of designing future strategies in program planning; (5%)
- ❖ Perform other high level policy related assignments as may be deemed necessary by the oversight commissioner specifically and the Commission in general. (5%)

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JOB DESCRIPTION/SENIOR POLICY ANALYST/SENIOR PROGRAM MANAGER

- ❖ Reporting to the Commissioner with oversight responsibility for the mandate area, the Senior Policy Analyst takes overall ownership and responsibility for program results (Scope, Schedule, Budget, Quality and quantity of the mandate area. Negotiate program expectations and ensures results are achieved;
- ❖ Determines needed deliverables, macro approach, project profile, responsible staff, overall project schedule/timeline, critical path by deliverable, productivity improvements, overall challenges and planning assumptions (15%);
- ❖ Proactively assign work and provide instructions, advice and technical leadership and guidance to the staff of the mandate area especially policy analysts and Research assistant; review work in progress in a timely manner and assess completed work for accuracy, required results and quality; (15%)
- ❖ Lead teams of policy analysts in performing professional/ technical services as required by the Governance Commission in public policy analyses in various areas of civic engagement, national identity and visioning, particularly with the development of the space between the Liberian Household and Government and the National Vision 2030 initiatives; thereby engaging the citizenry from a rights-based approach; (25%)
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JOB DESCRIPTION/ADMINISTRATIVE TECHNICIAN

- ❖ Coordinate the daily operation of the Office of the Director of Administration – all basic secretarial functions including filing, drafting memos for the signature/approval of all Project Administrator or the Coordinator;
- ❖ Help in the preparation of the project budget, work plan and keep appropriate financial accounting of the project finances;
- ❖ Supervise project's logistics and provide monthly inventory report, recommending replenishment where applicable;
- ❖ Follow-up with payment vouchers at the Ministry of Finance and other entities with which the Project has financial transactions;
- ❖ Accompany Director for Administration to Advisory Board meeting and take appropriate notes of Board's deliberations;
- ❖ Send out staff meeting citations and take minutes of staff deliberations;
- ❖ Organize the crafting and distribution of internal and external communication;
- ❖ Arrange travel schedule for Project Coordinator and other senior staff members as may deem necessary;
- ❖ Liaise with each Program Officer of the Project in areas of programming, planning and implementation and advise Project Administration on challenges and progress; and
- ❖ Perform all other duties appertaining thereto.

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JOB DESCRIPTION/PROGRAM MANAGER

As Senior Policy Analyst/Program Manager, your duties are to:

- ❖ Provide intellectual leadership through high level performance in executing the professional and technical projects and activities assigned to you;
- ❖ Lead professional consultations, technical production and other policy engagements related to the formulation, implementation and evaluation of governance reform measures;
- ❖ Implement strategies for communicating change in policies related to the mandates and functions of ministries, agencies and commissions of the Government of Liberia;
- ❖ Serve as principal author of policy research reports and other documents of the Governance Commission;
- ❖ Participate in the collaborative efforts of streamlining cross cutting and inter mandate projects and activities for the efficient implementation of best practices and comparative advantages Within the commission;
- ❖ Perform other high level policy related assignments given you by the Commission;
- ❖ In your role as **Senior Policy Analyst/Program Manager** for National Integrity Mandate Area, you will work under the supervision and oversight of the Commissioner who exercises responsibility for the mandate area.

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JOB DESCRIPTION/RESEARCH ASSISTANT I

- ❖ Perform rotation assignment leading to the development of implementation strategies for the National Policy on Decentralization and Local Governance;
- ❖ Assist in the development and dissemination of information on the National Policy on Decentralization & Local Governance; and conduct consultations among stakeholders, with the view of strengthening of GC's capacity for an implementation framework for decentralization;
- ❖ Provide technical support to nation-wide on-going discourse, technical working sessions, and consultations involving media and civil society organizations, and other stakeholders to capture citizen's awareness and understanding of the decentralization policy and the framework for its implementation;
- ❖ Originate studies for communicating change involving political, administrative and fiscal decentralization, manage production and implementation of a variety of radio programs involving use of ethnic languages to communicate information on the benefits and obligations of the decentralization program;
- ❖ Promote inter-agency collaboration in the development of the implementation strategy and provide program support in coordinating activities with international and national participants to build synergy in support of all activities in the mandate area of decentralization and undertake tasks and responsibilities as shall be assigned for good of the GC;
- ❖ Render such other additional and related services and duties as may be assigned to him from time to time by the GC.

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JOB DESCRIPTION/RESEARCH ASSISTANT II

- ❖ Undertake policy and other research activities as required by designated supervisor in promotion of the goals and objectives of programs or project of mandate area and the overall goals and objectives of the Governance Commission;
- ❖ Reading and comprehending reports and other political, development and democratic governance literature;
- ❖ To support the Governance Commission in presenting its policies in an effective manner;
- ❖ Go through different research documents and edit them as directed by supervisor and work across mandate areas as required;
- ❖ Assist in designing of questionnaires and other survey methodologies as directed by supervisor;
- ❖ Take care of the follow-up that is required after the study is conducted;
- ❖ To maintain confidentiality at all times, on matters arising from the work, both formal and informal, and;
- ❖ Perform other tasks as may be required by the supervisor.

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