

November 3, 2017

Republic of Liberia

Job Description for Civil Service Classified Positions

<b>Job Title:</b> HR Director	<b>Position Code:</b>	<b>Grade: 7</b>
<b>Ministry, Agency or Commission:</b> Government of Liberia/CSA	<b>Supervisor:</b> Deputy Minister for Administration	<b>Step:</b>
<b>Department:</b> Administration.	<b>Number supervised :</b> 350	<b>Revised Position:</b> <input type="checkbox"/>
<b>Position Type:</b> Administration		
<b>Location of Position:</b> Central Office		
<b>Objective/Purpose:</b> To promote effective correspondence as a necessary tool for ensuring efficiency in administration of a central management, promote a cultural of records keeping & modern office practice management.		
<ul style="list-style-type: none"><li>• Develop and oversee the implementation of an effective internal Personnel Management System.</li><li>• Exercise overall responsibilities for the effective and efficient administration and management of personnel.</li><li>• Monitor, control and develop standards for managing internal personnel records.</li><li>• Develop and ensures implementation of the Agency's welfare policy that is consistent with the Civil Service Welfare Policy.</li><li>• Recommends appropriate staffing and training of secretarial &amp; front officers</li><li>• Directly oversee the management of staff attendance and movement books and prepare reports on them for the attention and action of the Deputy Minister for Administration</li><li>• Recruit employee and conduct staff meetings</li><li>• Payroll preparation &amp; personnel listing</li></ul>		

- Daily & monthly analysis attendance
- Any other assignment given you by your supervisor

<b>Qualifications Requirements</b>	
<b>Education/Experience:</b>	Bachelors in Management, Administration, Certificate in Policy Analysis with emphasis on implementation, Certificate Public Administration, and several trainings in P.A. Workshop. Diploma/Secretarial Sch. & 3 years' experience. Masters is added advantage
<b>Skills and Abilities:</b>	Communication, ability to write well, skills leadership, fairness and honest in dealing with issues and others.
<b>Working Conditions:</b>	Able to multi task and work under pressure; perform well in conducive working environment.

Interested candidate may obtain further information from the address below and deliver their application (EOI) written in English, enclosed in an envelope clearly marked: **“JOB Vacancy: Human Resource Director”** and **drop** in hard copy to the Office of the Director-General, 3<sup>rd</sup> Flood, Civil Service Agency, 63 Carey Street or electronically transmitted by the deadline specified below to: [billmcgillj@gmail.com](mailto:billmcgillj@gmail.com) no later than **Friday, 24<sup>th</sup> November 2017 @ 4:00 PM/ 16: 00 GMT.**

The Application must be addressed to:

**OFFICE OF THE DIRECTOR-GENERAL  
CIVIL SERVICE AGENCY  
63 CAREY STREET  
MONROVIA, LIBERIA**

OR

Via email: Bill McGill Jones-[billmcgillj@gmail.com](mailto:billmcgillj@gmail.com) Copy: [puchubernard@gmail.com](mailto:puchubernard@gmail.com)