



JOB DESCRIPTIONS FOR LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION REPUBLIC OF LIBERIA

Developed By

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POSITION TITLE: DIRECTOR - GENERAL, LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)

REPORTS DIRECTLY TO: The Governing Board LIPA

DIRECTLY SUPERVISES:

- Deputy Director General, General Training and Manpower Development
- Deputy Director General, General Administration
- Deputy Director General, Research, Consultancy, Library and Information Services
- Special Assistant
- Legal Advisor

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- General Administration
- Training and Manpower Development
- Research, Consultancy, Library and Information Services

EXTERNAL RELATIONS:

- Heads of MACs
- Development Partners
- Tertiary Institutions
- Research Institutions
- Consultancy Firms
- Management Development Institutes
- Professional Bodies
- Financial Institutions
- Accreditation Boards

PURPOSE:

- To serve as Chief Executive Officer of LIPA and be responsible to the Board for developing and executing the Institute's programs and projects and for the effective and efficient management of the resources of LIPA both human and material.
- To direct, manage and coordinate the current and future direction of the Institute in building the capacity of the Public Sector.

KEY RESULT AREAS:

- Policy Development
- Financial management
- Asset Management
- Stakeholder Relationship and Management
- Performance Management
- General Management

DUTIES:

• **GENERAL MANAGEMENT FUNCTIONS**

- Serves as the Chief Executive Officer and in charge of the over-all operations of LIPA by managing the academic, administrative and financial affairs of LIPA.
- Serves as the Chief Academic officer overseeing faculty affairs, curriculum issues, course scheduling and other matters relating to the academic mission of the Institute.
- Prepares and chairs various management committees.
- Represents the Board on local and international committees.

• **TECHNICAL DUTIES**

- Formulates policies, directs and supervises the general conduct of the Institute by providing strategic direction and manages the growth and development of the Institute.
- Represents LIPA to periodic regional and/or international conferences of Heads of Management Development Institutes as scheduled.
- Ensures that the statutory mandate of the Institute is effectively and efficiently carried out through training, research, consultancy and information services.
- Accelerates national development through collaboration with heads of all public institutions in developing Liberia's human resources for productivity.
- Makes recommendations the Board for approval on matters affecting policy, finance, governance and administration of the Institute.
- With approval from the Board, initiates Public -Private partnership ventures to enhance the financial viability and sustainability of the Institute.
- Designs interventions to improve the performance of the Institute and develop new business opportunities or initiatives.
- Makes strategic and tactical decisions to achieve planned goals in an environment of limited resources.
- Provides leadership for the Institute in development of research proposals.
- Coordinates presentation of LIPA's annual budget.
- Serves as liaison between LIPA and outside bodies.

- Monitors and evaluates staff.
- Evaluates and assess research and training papers and publications.
- Undertakes activities relating to external relations, lobbying and advocacy.
- Initiates teams and also works as team leader or member to attain goals.
- Participates in developing and revising academic courses and programs.
- Seeks opportunities for training programs locally and/or internationally for the purpose of training and developing employees of the Institute to enable them provide quality services to the general public.
- Initiates change management to promote positive organizational behavior to sustain performance improvement.
- Performs other duties consistent with the functions of the Institute as may be assigned by the Board from time to time.
- **SUPERVISORY FUNCTIONS**
 - Mentors and coaches senior management to improve institutional performance.
 - Holds direct reports accountable for managing their assignments to ensure the Institute's goals are achieved.
 - Conducts performance appraisal and provides input for career development and recommends performance incentives for subordinate staff.
 - Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT:

- **Management of Budget:**
 - The job holder has overall responsibility for the preparation and submission of the Institute's budget. The incumbent disburses all funds of the Institute in line with approved allocations by the Board. The job holder signs contracts above the threshold of the Institute's Directors and Deputy Director-General.
- **Staff Management**
 - The job holder has continuous supervision and direction of directors of LIPA, and indirect and functional responsibility for all staff.

- **Asset Management**

- The job holder has overall responsibility for all assets of the Institute and decides in line with policy and procedures, what assets to be acquired, scrapped or disposed of.

EDUCATIONAL QUALIFICATION

- At least Doctorate Degree in Public Administration or Management or related discipline from a recognized University or Institution.

WORK EXPERIENCE

- A least ten (10) years' relevant experience at top management level in either the public or private sector.

OTHER REQUIREMENTS

- Excellent reading, writing and understanding of highly complex material such as specialized and technical reports or professional research papers.
- Proven ability to apply diverse range of technical knowledge on decision-making.
- Proven application of skills in research planning, execution and writing of research.
- Demonstrated experience in attraction of research funds.
- Proven experience in administration of research and development organization.
- Proven experience in Labour and human relations.
- Excellent knowledge/understanding of research or policy formulation and implementation.
- Excellent knowledge/understanding of Liberia Civil Service's environment.
- Ability to exercise sound judgement in a highly political environment.
- Proven project management, administration and coordination skills.
- Excellent knowledge/understanding of the Civil Service Standing Orders and others Acts.
- Excellent knowledge/understanding of Civil Service practices and procedures.
- A good working knowledge of Liberia's Financial Laws, Rules and Regulations.
- Excellent knowledge in strategic planning, budgeting, project management and people management.

- Excellent negotiation skills.
- Ability to analyse quantitative and qualitative data.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Excellent interpersonal skills.
- Excellent Presentation skills.
- Team Player.
- 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.
- Strong use of innovative platform techniques.
- Sound decision making based on thorough analysis.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting

POSITION TITLE: DEPUTY DIRECTOR-GENERAL, TRAINING AND MANPOWER DEVELOPMENT

REPORTS DIRECTLY TO: Director - General

DIRECTLY SUPERVISES:

- Director of Training and Manpower Development
- Academic Registrar

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Director General Office
- General Administration
- Research, Consultancy, library and Information Services

EXTERNAL RELATIONS:

- Tertiary Institutions
- Research Institutions
- Consultancy Firms
- Donors/ Development Partners
- Institutions of Higher Education
- Management Development Institutes (MDIs)
- Heads of Ministries, Agencies and Commissions

PURPOSE:

- To provide managerial services, general supervision, direction and coordination of all activities of the Department of Training and Development as well as assist the Director General in the formulation of policies for development.

KEY RESULTS AREAS:

- Policy Formulation
- Curriculum and Training Modules Development
- Management of Training Function
- Training Evaluation and Impact Assessment
- National Training Needs Assessment
- Stakeholder Relationship and Management
- Performance Management

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Collaborates with administration and contributes to the implementation of the Institute's vision and mandate.

- **TECHNICAL DUTIES**

- Designs and implements contemporary training programs.
- Works with accredited Liberian universities for the accreditation of LIPA courses.
- Works closely with the Director of Training and Manpower Development to evaluate facilitators.
- Assesses the training effectiveness and develops a performance plan to remedy identified performance gaps.
- Supervise the Academic Registrar in preparing course schedules for each cycle.
- Reviews and assesses the strengths and deficiencies of MACs to develop a strategic plan for the improvement of service delivery.
- Performs other duties consistent with the functions of the Directorate as may be assigned by the Director-General from time to time.

- **SUPERVISORY FUNCTIONS**

- Holds staff accountable for their assignments to ensure that the Directorate's goals are achieved.
- Conduct performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.

AUTHORITY LIMIT:

- **Management of Budget**
 - The job holder participates in the preparation and disbursement of the Institute's funds and attendants budget hearings at the CSA and MFDP. The job holder signs contracts, participates in tender process in accordance with procurement guidelines. Also has responsibility for imprest, fuel coupons etc.
- **Staff Management**
 - The job holder has continuous supervision and direction of Directors of Institutes, Technical Specialists and other administrative staff. This involves assigning and coordinating work of other employees, maintaining quality, quantity and accuracy of work of others, providing input to employee appraisal and discipline. The position requires provision of technical and specialized instructions to Directors and other staff.
- **Asset Management**
 - The job holder is responsible for all training equipment. The job holder makes recommendations for purchase, maintenance of equipment. The job

holder recommends the disposal of all obsolete training equipment. Job holder uses asset assigned such as office equipment, including computers, software, books manuals etc.

EDUCATIONAL QUALIFICATION

- A minimum qualification required for the job is a PhD Degree in Management Science or related discipline from a recognized University or Institution.
- A Master's Degree in Administration or Management from a recognized University or institution and an Advanced studies in Public Sector Management.

WORK EXPERIENCE

- At least seven (7) years relevant experience at top management level in the public or private sector of Liberia.

OTHER REQUIREMENTS

- Excellent reading, writing and understanding of highly complex material such as specialized and technical reports or professional research papers. Additional areas of knowledge are required in the areas of human psychology with exposure to attitudinal change, motivation and mentoring, project management and impact assessment
- Proven ability to effectively supervise training staff, monitor and evaluate curriculum and program development.
- Practical work experience in managerial position with a reputable training institution/Management Development Institute.
- Proven ability to apply diverse range of technical knowledge on decision-making.
- Proven application of skills in research planning, execution and writing of research.
- Demonstrated experience in attraction of research funds.
- Proven experience in administration of research and development organization.
- Proven experience in Labour and human relations.
- Excellent knowledge/understanding of research or policy formulation and implementation.
- Excellent knowledge/understanding of Liberia Civil Service's environment.
- Ability to exercise sound judgement in a highly political environment.

- Proven project management, administration and coordination skills.
- Excellent knowledge/understanding of the Civil Service Standing Orders and others Acts.
- Excellent knowledge/understanding of Civil Service practices and procedures.
- A good working knowledge of Liberia's Financial Laws, Rules and Regulations.
- Excellent knowledge in strategic planning, budgeting, project management and people management.
- Excellent negotiation skills.
- Ability to analyse quantitative and qualitative data.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Excellent interpersonal skills.
- Excellent Presentation skills.
- Team Player.
- 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.
- Strong use of innovative platform techniques.
- Sound decision making based on thorough analysis.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.

POSITION TITLE: DEPUTY DIRECTOR-GENERAL, RESEARCH, CONSULTANCY, LIBRARY and INFORMATION SERVICES

REPORTS DIRECTLY TO: Director - General

DIRECTLY SUPERVISES:

- Directors, Research and Consultancy Library and Information Services

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- Libraries and Archives
- Research Institutions
- Consultancy Firms
- Management Development Institutes
- Ministries, Agencies and Commissions
- Development Partners

PURPOSE:

- To provide managerial services, general supervision, direction and coordination of all activities of the department of Research and Consultancy as well as assist the Director General in the formulation of policies for development

KEY RESULT AREAS:

- Policy Formulation and Review
- Social Research and Consultancy
- Library and Archival Management
- National Needs Assessment
- Management of Resource Centre
- Information Services
- Stakeholder Relationship and Management
- Performance Management

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Represent LIPA in research matters at relevant institutions and stakeholders.
- **TECHNICAL DUTIES**
 - Direct research to provide objective information in critical areas to enhance planning and administration, monitoring and evaluation, and performance.
 - Conduct research and consultancy and information services.
 - Working with Deputy Director-General of Administration to develop proposals for training.

- Conduct periodic assessments on research in human resource management, procurement and financial programs and projects with the administrative sections of the Institute in order to improve the curriculum and services provided to the public.
- Plan and execute annual national consultations on LIPAs programs to showcase progress and lessons learned with internal and external stakeholders.
- Develop a well-resourced database relevant to the needs of LIPAs research program which will serve as a resource center for the public and government employees.
- Review existing research, consultancy and policy manuals to initiate amendments with senior management to ensure consistency with best practices.
- Performs other duties consistent with the functions of the directorate as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - Conduct performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.
 - Holds direct reports accountable for managing their assignments to ensure the Section's goals are achieved.
 - Manages performance, succession development and resource allocation within Designated Units.
 - Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT:

- **Management of Budget**
 - Makes contributions to the preparation of LIPA's annual budgets. Job holder has authority to make requests for approval to disburse allocated budget for stocking of the Library and Resource Centre with new books and equipment.
- **Staff Management**
 - The incumbent has staff management responsibility. The incumbent maintains quality, quantity and accuracy of work of subordinate staff. The job holder coordinates and schedules the work of other employees and trains staff.
- **Asset Management**
 - The job holder accounts for all assets in the Library and research division. The job holder is held accountable for the assets assigned to the position. Signs for acceptance of books, stationery, computers and other materials that assist and

delivery of service. Responsible for handling goods such as CD-ROM, Computers etc.

EDUCATIONAL QUALIFICATION

- Master's Degree in Public Administration or Management, or Social Research.
- Advanced studies in Public Sector Management.

WORK EXPERIENCE

- At least seven (7) years relevant post qualification experience at top management in the public or private sector.

OTHER REQUIREMENTS

- Excellent reading, writing and understanding of highly complex material such as specialized and technical reports or professional research papers. Additional areas of knowledge are required in the areas of human psychology with exposure to attitudinal change, motivation and mentoring, project management and impact assessment
- Proven ability to effectively supervise training staff, monitor and evaluate curriculum and program development.
- Practical work experience in managerial position with a reputable training institution/Management Development Institute.
- Proven ability to apply diverse range of technical knowledge on decision-making.
- Proven application of skills in research planning, execution and writing of research.
- Demonstrated experience in attraction of research funds.
- Proven experience in administration of research and development organization.
- Proven experience in Labour and human relations.
- Excellent knowledge/understanding of research or policy formulation and implementation.
- Excellent knowledge/understanding of Liberia Civil Service's environment.
- Ability to exercise sound judgement in a highly political environment.
- Proven project management, administration and coordination skills.
- Excellent knowledge/understanding of the Civil Service Standing Orders and others Acts.

- Excellent knowledge/understanding of Civil Service practices and procedures.
- A good working knowledge of Liberia's Financial Laws, Rules and Regulations.
- Excellent knowledge in strategic planning, budgeting, project management and people management.
- Excellent negotiation skills.
- Ability to analyse quantitative and qualitative data.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Excellent interpersonal skills.
- Excellent Presentation skills.
- Team Player.
- 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.
- Strong use of innovative platform techniques.
- Sound decision making based on thorough analysis.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting

POSITION TITLE: DEPUTY DIRECTOR - GENERAL, GENERAL ADMINISTRATION

REPORTS DIRECTLY TO: Director - General

DIRECTLY SUPERVISES:

- General Administration
- Human Resource Management
- Finance

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Director - General Office
- Deputy Director-General, Training and Manpower Development
- Deputy Director-General, Research, Consultancy and Library and Information Services

EXTERNAL RELATIONS:

- Ministries, Agencies and Commissions
- Suppliers and Service Providers
- Non- Governmental Agencies
- Donors
- External Auditors
- General Public

PURPOSE:

- To assist the Director-General in coordinating, directing and supervising the administrative and operational activities of the Institute.

KEY RESULT AREAS:

- Policy Development
- Human Resource Management
- Information Technology
- Procurement Management
- Financial Management
- General Services and Maintenance

DUTIES:

• **GENERAL MANAGEMENT FUNCTIONS:**

- Provide overall guidance on day-to-day administrative operations of the Institute by coordinating activities in the areas of human resource, finance, procurement and general services for the effective performance of the Institute.

- Provide supervision to the Finance Department to ensure that the budget preparation, execution, internal controls and reporting processes are completed in a timely manner.
- Represent the Director-General at various meetings and conferences, and serves as Acting Director - General in the absence of the Director-General for smooth operations of the Institute.
- Ensure the preparation of the annual budget and work plan of LIPA to enhance efficiency and effectiveness.
- Coordinate and consolidate the work of Development Partners in work planning and reporting.
- **TECHNICAL DUTIES**
 - Participates in the development and implementation of career development programs by encouraging in-service training of management interns and executive development programs.
 - Provide supervision of staff to ensure work plans are in accordance with the strategic plan of the Institute.
 - Formulate and implement administrative related policies and procedures to guide performance, resolve problems in order to yield sustainable outcome.
 - Ensure the performance appraisals are conducted for all departments in a timely manner.
 - Provide input for career development and recommend performance incentives for subordinate staff.
 - Coordinate with the Civil Service Agency, Development Partners and relevant stakeholders in the implementation of the national training and development strategy.
- **SUPERVISORY FUNCTIONS**
 - Hold staff accountable for managing their assignments to ensure that the institute's goals are achieved.
 - Manages performance, succession development and resource allocation within Designated Units.
 - Conducts performance appraisal.
 - Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT:

- **Management of Budget**
 - Coordinates the preparation of the Institute's budget. Incumbent has authority to approve expenditure. The incumbent manages the budget of the Directorate.
- **Staff Management**
 - The incumbent has staff management responsibility.
- **Asset Management**

The job holder is in charge of all assets of the Institute. The job holder makes recommendations for the acquisition of assets and also disposal of obsolete equipment. The job holder is jointly held accountable for all moveable and immovable properties of the Institute with the Director-General.

EDUCATIONAL QUALIFICATION

- Master's Degree in Public Administration or Management from a recognized University or Institution.
- Advance studies in Public Sector Management.

WORK EXPERIENCE

- At least seven (7) years of top management level experience in the public or private sector.

OTHER REQUIREMENTS

- Excellent knowledge/understanding of research or policy formulation and implementation.
- Excellent knowledge/understanding of Liberia Civil Service's environment.
- Ability to exercise sound judgement in a highly political environment.
- Proven project management, administration and coordination skills.
- Excellent knowledge/understanding of the Civil Service Standing Orders and others Acts.
- Excellent knowledge/understanding of Civil Service practices and procedures.
- A good working knowledge of Liberia's Financial Laws, Rules and Regulations.
- Excellent knowledge in strategic planning, budgeting, project management and people management.

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

POSITION TITLE: SPECIAL ASSISTANT, OFFICE OF THE DIRECTOR-GENERAL

REPORTS DIRECTLY TO: Director-General

DIRECTLY SUPERVISES:

- DG's Office Staff

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Senior Administrative Assistants of Top /Strategic Leadership

EXTERNAL RELATIONS:

- Guests/Visitors
- General Public

PURPOSE:

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

KEY RESULT AREAS

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

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Head of the Secretariat of the Director-General.
 - Serves as personal assistant to the Director-General.
- **TECHNICAL DUTIES**
 - Provides excellent and quality secretarial services by typing confidential and sensitive memoranda, reports and other important documents.
 - Prioritizes and manages multiple assignments simultaneously and follow through on issues in a timely manner.

- Receives, records and refers all official correspondence to appropriate departments as directed
- Manages an active appointment calendar in a manner that honours long standing commitments while accommodating new demands and situations as they arise.
- Communicates and handles incoming and outgoing electronic communications/letters
- Maintains database of professional contacts and reviews them regularly for completeness and accuracy.
- Drafts, writes and types letters/memos and reports.
- Collaborates closely with General Administration Directorate to develop and implement administrative systems, procedures and guidelines to ensure effective and efficient management of the Secretariat of the Director-General.
- Ensures the provision of excellent and quality secretarial services to the Office of the Director-General.
- Prepares documents for meetings.
- Keeps Diary of the Director-General.
- Schedules appointments for the Director-General.
- Types confidential and sensitive memoranda, reports and other important documents.
- Attends special meetings of the Director-General and records proceedings.
- Receives and attends to official visitors and guests of the Director-General.
- Liaises with the General Administration Directorate for supply of office items and other logistics for the Secretariat.
- Maintains record/inventory of all stationery and office logistics in designated office.
- Prevents unauthorized access to official records and correspondence.
- Ensures appropriate filing and storage of all documentation including sensitive and classified records of the Office of the Director-General.

- Manages the Director-General's daily itinerary, travel arrangements and other protocol affairs.
- Maintains an up-to-date and efficiently managed filing/record system.
- Performs other relevant duties and responsibilities that may be assigned by the Director-General from time to time.
- **SUPERVISORY FUNCTIONS**
 - Supervises staff of the Secretariat in the provision of effective and timely clerical, executive, administrative and secretarial services.
 - Holds direct reports accountable for managing their assignments to ensure the Secretariat's goals are achieved.
 - Conducts performance appraisal and provides input for career development and recommends performance incentives for subordinate staff.
 - Helps to identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

- A good First Degree in Management Studies, Secretaryship or Private Secretary Certificate from any recognized university or institution.
- Advanced competency in the French Language is an advantage.

WORK EXPERIENCE

- At least five (5) years relevant post-qualification experience in secretarial practice two (2) years of which must have been in the Public Service of Liberia.

OTHER REQUIREMENTS

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

POSITION TITLE: LEGAL ADVISOR (FORMERLY TECHNICAL LEGAL ADVISOR)

REPORTS DIRECTLY TO: Director-General

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Deputy Director- Generals

EXTERNAL RELATIONS:

- General Administration
- Training and Research and Consultancy Services

PURPOSE:

- To aid the Director- General and staff in respect to undertaking legal, administrative and technical initiatives to perform task that would lessen the daily activities of the Director General.

KEY RESULT AREAS:

- Contracts Preparation and Administration
- Preparation of MOUs
- Legal Advisory Services
- Represent Board in Court
- Serve on committees

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Contributes to general management functions by participation in sundry meetings and providing legal advice on pertinent administrative matters.
- **TECHNICAL DUTIES**
 - Provides internal legal support to the Office of the Director-General aimed at effectively strengthening its legal matters.
 - Drafts, Reviews and provides legal advice to the Office of the Director-General.
 - Represents the Director-General at functions requiring legal representations.
 - Works closely with the Director-General in dealing with legal administrative, managerial issues of the Institute.
 - Perform other duties consistent with the functions of the office as may be assigned by the supervisor from time to time.

- **SUPERVISORY FUNCTIONS**
 - May or may not have supervisory function.

AUTHORITY LIMIT:

- **Management of Budget**
 - The incumbent contributes to the preparation of budgets and makes provision for budget and makes recommendations on disbursement of budget on legal matters. Financial transactions that have legal implications are referred to job holder.
- **Staff Management**
 - May or may not have staff management responsibility
- **Asset Management**
 - Uses assets assigned to the position

EDUCATIONAL QUALIFICATION

- Bachelor's Degree in law plus professional certification as barrister with continuing legal education.
- Master's degree in Law from a recognized Institution and must have been called to the Bar.

WORK EXPERIENCE

- At least five (5) years of working experience as a legal practitioner in administrative and technical related position with a recognized institution.

OTHER REQUIREMENTS

- Proven ability to read, write and understand highly complex material such as legal reports and Acts, law reports, conditions of service, collective bargaining agreements etc.
- Proven ability to undertake legal analysis and drafting skills.
- Ability to handle legal matters of the institute.
- Must possess excellent supervisory.
- Strong public relations skills.
- Strong computer literacy skills.
- Excellent communication skills.

POSITION TITLE: COMPTROLLER

REPORTS DIRECTLY TO: Deputy Director, General Administration

DIRECTLY SUPERVISES:

- Senior Accountant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Heads of Units

EXTERNAL RELATIONS:

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

PURPOSE:

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

KEY RESULT AREAS:

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

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Head of the Accounts Unit.

- **TECHNICAL DUTIES**

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

- Monitors compliance of statutory deductions and payments (i.e. tax, etc.).
- Monitors the LIPA 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 Director-General and Senior Management of LIPA.
- Provides accurate and timely Government of Liberia and Development Partners' financial statements to ensure good financial management and timely decision-making and financial reporting.
- Advises and sensitizes Senior Management on the use and timely accounting of financial resources allocated to them in order to speed up financial reporting to ensure timely releases of funds.
- Maintains good working relationships with external auditors, Ministries and Agencies and other stakeholders in the area of financial and management accounting.
- Prepares monthly, quarterly and annual financial reports and any other report related to the job function.
- Monitors to ensure that all financial and management accounting reporting systems are in line with regulatory requirements and International Financial Regulatory Standards.
- Collaborates effectively with the Budget Unit of the Ministry of Finance and Development Planning (MFDP) and facilitates the preparation and implementation of LIPA budgets in accordance with financial and budget rules and regulations.
- Advises the Director-General and Senior Management on the disbursement and utilization of funds.
- Represents the Deputy Director-General for Administration on official committees as may be directed.
- Ensures appropriate and adequate documentation of all activities of the Accounts Unit.
- Develops annual plans and budgets for the Unit.
- Performs other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by the 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. The job holder has to follow set policies and procedures in performing the job e.g. Public Financial Management Act, 2009, Public Procurement and Concessions Act, 2005, the General Services Act, 1971. The job holder has to follow guidelines or professional standards in doing the job. Most work is checked monthly, written progress reports are required monthly. An error in judgement made by the job holder e.g. using a previous wrong growth rate in preparing budgetary estimates is corrected by the supervisor.
- The job holder has authority to modify or change established methods and procedures, but stay within program or broad parameters e.g. Budget evaluations. When there is a challenging situation the supervisor is consulted e.g. Implementation of management decisions. The immediate supervisor is consulted before a major decision is made e.g. a decision to change a depreciation policy on a particular asset. The job holder makes recommendations that affect employees in work area. E.g. Staff promotions.

- **Staff Management**

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

- **Asset Management**

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

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

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

OTHER REQUIREMENTS

- Knowledge on Financial Management Act 2009.
- Knowledge on the Public Procurement Concession Act 2005.
- Knowledge on the General services Act 1971.
- Considerable knowledge in the use of accounting and auditing methodologies and tools.
- Good knowledge of the International Financial Reporting System (IFRS), Accounting and Auditing Standards and related regulations.
- Considerable experience in public sector accounting.
- 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: SENIOR ACCOUNTANT

REPORTS DIRECTLY TO: Comptroller

DIRECTLY SUPERVISES: Accounts and Budget Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Internal Audit

EXTERNAL RELATIONS:

- Treasury
- Banks
- External Audit
- Financial Institutions
- Corporate Trustee/Fund Management and Custodian
- Pensions Regulatory Authority
- Service Providers

PURPOSE:

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

KEY RESULT AREAS:

- Accounts Management and Reconciliation
- Budget Formulation
- Financial Statements Preparation

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Supports the Comptroller in general management activities of the Unit.
- **TECHNICAL DUTIES**
 - Participates in the preparation of Annual Estimates and Annual Financial Statements.
 - Prepares monthly financial statement and submits to the Comptroller/Head of Accounts.
 - Monitors and supervises the preparation of Activity and Expenditure Initiation.
 - Prepares monthly bank reconciliation statements for review and undertakes follow-up to Treasury and Banks for reconciliation Accounts.
 - Monitors the preparation of Payments Vouchers and other value books.

- Prepares work schedules for Accounts officers and reports to Comptroller/ Head of Accounts.
- Ensures smoother working relations between the Accounting staff and other staff in other Directorates.
- Reports all financial matters directly to the Comptroller /Head of Accounts.
- Ensures appropriate documentation and update of accounts records submitted by Accounts Officers.
- Coordinates the work of Accounts and Budget Officers and ensures they achieve set targets.
- Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Comptroller 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**
 - Participates in the preparation of the Institute's annual budgets.
- **Staff Management**
 - Has staff management responsibility
- **Asset Management**
 - Uses assets assigned.

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

- At least three (3) years relevant post qualification experience in accounting practice in the Public Service of Liberia.

OTHER REQUIREMENTS

- Knowledge on Financial Management Act 2009.
- Knowledge on the Public Procurement Concession Act 2005.
- Knowledge on the General services Act 1971.
- Considerable knowledge in the use of accounting and auditing methodologies and tools.
- Good knowledge of the International Financial Reporting System (IFRS), Accounting and Auditing Standards and related regulations.
- Considerable experience in public sector accounting.
- Good knowledge/understanding of the operations of Civil Service of Liberia.
- Good oral and written communication skills.
- Ability to develop and maintain professional relationships with internal and external stakeholders.
- Good knowledge/understanding of tax laws and related regulations.
- Good 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.
- Good analytical skills.
- Good managerial and coaching skills in a "team" setting.

POSITION TITLE: ACCOUNTS OFFICER

REPORTS DIRECTLY TO : Senior Accounts Officer

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

EXTERNAL RELATIONS:

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

PURPOSE:

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

KEY RESULT AREAS

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

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - The work requires the ability to research and provide summaries and analyses of specialized information, and to identify relevant options in support of higher level decisions or recommendations within the organizational unit.
 - The job holder contributes to the preparation of management reports for decision making.
- **TECHNICAL DUTIES**
 - Prepares Activity and Expenditure Initiation Form for the release of funds.
 - Undertakes follow-up on releases at Ministry of Finance and Development Planning.
 - Prepares and organizes Commitments and Payments.

- Performs reconciliation of balances.
 - Provides inputs in the preparation of monthly expenditure returns.
 - Prepares and checks the certification of the Personnel - Payroll Database forms for signature.
 - Undertakes follow-ups for the processing and collection of the LIPA Vouchers.
 - Runs banking errands.
 - Provides inputs in the preparation of Annual Estimates.
 - Keeps proper records of all payments made in respect of supplies and purchases made.
 - Undertakes follow-ups at the Internal Audit and the Treasury to ensure quick processing of vouchers for payments.
 - Makes entry of salaries, allowances, etc., from vouchers for LIPA.
 - Undertakes reconciliation of names on vouchers.
 - Prepares Social Security Contribution for serving officers at the LIPA and former employees of the LIPA.
 - Prepares vouchers for payment of allowances to secretaries, drivers and other ancillary staff.
 - Prepares vouchers for payment of car maintenance and fuel allowances.
 - 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 FUNCTIONS**
 - Supervision of subordinate professional staff and of technical administrative staff may be possible.

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder provides basic inputs for preparation of monthly expenditure returns and Annual Estimates.

- The job requires preparation of vouchers for payment of allowances e.g. car maintenance and fuel allowances, allowances for secretaries, drivers and other ancillary staff.
- **Staff Management**
 - The immediate supervisor is consulted before a major decision is made. However the job holder makes recommendations that affect employees in the work area.
 - Supervision of subordinate staff may be possible.
- **Asset Management**
 - The job holder has responsibility of basic care and handling of goods such as computer, calculators, staple machines etc.

EDUCATIONAL QUALIFICATION

- A BSc in Administration (Accounting option) from a recognized university or an equivalent professional qualification.

WORK EXPERIENCE

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

OTHER REQUIREMENTS

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

- Ability maintain professional relationships with internal and external stakeholders
- Ability to meet deadlines and execute projects.
- Attention to details.
- Analytical skills.
- Good interpersonal skills.
- Good knowledge in the use of accounting software/tools Microsoft Word, PowerPoint and Excel.

POSITION TITLE: DIRECTOR OF TRAINING

REPORTS DIRECTLY TO: Deputy Director - General, Training and Development

DIRECTLY SUPERVISES:

- Training Coordinator
- Training Specialists I&II
- Training Officer
- Training Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Research, Consultancy and Administration

EXTERNAL RELATIONS:

- Civil Service Agency (CSA)
- Development Partners
- Training Directors MACs
- Professional Bodies
- Management Development Institutes (MDI)

PURPOSE:

- To provide managerial and supervisory services in the training section.
- To coordinate the planning, organization and conduct day to day training activities.

KEY RESULT AREAS:

- Management of Training Function
- Training Needs Assessment
- Curriculum Development

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Prepares and submits the division's annual budgets and work plans.
- **TECHNICAL DUTIES**
 - Works with LIPA core Trainers in developing effective training packages for the Institute's clients.
 - Participates in the development and preparation of proposals for both academic and professional projects and activities that would enable LIPA to provide effective training services to interested clients.
 - Provides creative and sustainable solution to organizational and management problems through training programs.

- Participates in the academic, professional leadership, guidance, administrative development and related activities as may be required.
 - Serves as trainer for LIPA workshops, seminars, conferences and related activities.
 - Supervises LIPA team of trainers to plan, organize and conduct the day to day activities of the training division
 - Provides advisory services from an objective and independent viewpoint to the Institute and its clients.
 - Addresses the specialized and or sector specific assessment/development needs of LIPA and its various clients.
 - Performs other duties consistent with the functions of the Division as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - Holds direct reports accountable for managing their assignments to ensure the Directorate's goals are achieved.
 - Conducts performance appraisal and provides input for career development and recommends performance incentives for subordinate staff.
 - Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT:

- **Management of Budget**
 - Contributes to the preparation of budgets.
- **Staff Management**
 - Has staff management responsibility.
- **Asset Management**
 - Manages all training related equipment including training laptops, projectors, and copiers.

EDUCATIONAL QUALIFICATIONS

- Master's Degree in Management or Administration or Social Sciences from a recognized University or Institution.
- Must have been through more than one Training of Trainers program with a recognized institution.

WORK EXPERIENCE

- At least Five (5) years relevant work experience as a trainer in senior management level.

OTHER REQUIREMENTS

- Proven ability to read longer, straightforward materials such as detailed forms, memos, letters, research reports etc.
- Proven ability to write complex reports.
- Excellent presentation skills.
- Excellent interpersonal skills.
- Demonstrable leadership, supervisory and team building 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 coaching and mentoring skills in a "team" setting.
- Strong ability to work with set policies and procedures e.g. Curriculum, institutional guidelines, student guidelines laid down by accreditation Boards.
- Excellent ability to correct errors in judgements e.g. assigning wrong grades etc. and the use of overage literature.
- Proven planning and organizing skills.
- Ability to develop and maintain professional relationships with internal and external stakeholders and work effectively with all categories of employees.

POSITION TITLE: ACADEMIC REGISTRAR

REPORTS DIRECTLY TO: Deputy Director- General, Training and Development

DIRECTLY SUPERVISES:

- Secretary

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- Civil Service Agency (CSA)
- Ministries, Agencies and Commissions (MACs)
- Tertiary Institutions
- Accreditation Boards
- National Commission on Higher Education
- Governance Commission (GC)
- Training Institutions
- Development Partners

PURPOSE:

- To provide technical coordination, registration and professional guidance in the development of records of participants and course scheduling and staffing.

KEY RESULT AREAS:

- Course Scheduling and Programs
- Participants Database Maintenance
- Registration and Admission
- Certification
- Training Records Management

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Provides professional guidance in the planning and implementation of all LIPA's Academic programs.
- **TECHNICAL DUTIES**
 - Coordinates the registration processes and the production of handouts, brochures, certificates and all other training related materials and equipment for every training program.
 - Publishes qualification criteria for LIPA's training courses in consultation with the Department head.

- Maintains and supervises the management of all training records for the development of data base for future references.
- Develops a data base for all regular, ad-hoc, short term, and long term training programs of LIPA.
- Participates in the drawing-up of all training schedules, determines class size and assigns facilitators to courses.
- Liaises with the facilitators and the Director of Training in agreeing on term for the development of modules and the presentation time frame.
- Performs other duties consistent with the functions of the Division as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - Holds direct reports accountable for managing their assignments to ensure the Directorate's goals are achieved.
 - Conducts performance appraisal and provides input for career development and recommends performance incentives for subordinate staff.
 - Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT:

- **Management of Budget**
 - Participates in the preparation of annual budgets and work plans and submits the budget for the Academic Registry for approval. Submits requests for release of funds for academic registry activities and programs.
- **Staff Management**
 - Has staff management responsibility.
- **Asset Management**
 - The job holder is the custodian of all the assets of the academic registry.

EDUCATIONAL QUALIFICATION

- Master's Degree in Business Administration, Public Administration, Public Sector Management, Social Sciences or related discipline from a recognized University or Institution.

WORK EXPERIENCE

- At least three (3) years relevant post qualification experience as an Assistant Academic Registrar at senior management level in a reputable academic/training Institution.

OTHER REQUIREMENTS

- Knowledge of planning and scheduling techniques.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Skill in budget preparation and fiscal management.
- Ability to evaluate and edit the content, structure, and format of a range of written material.
- Ability to use independent judgment and to manage and impart information to a range of clientele and/or media sources.
- Database management skills.
- Knowledge of customer service standards and procedures.
- Knowledge of space allocation practices and principles.
- Knowledge of the rules, regulations, and laws regarding student/participant records.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Ability to develop, plan, and implement short- and long-range goals.
- Ability to maintain confidentiality of records and information.
- Ability to plan and evaluate programs.
- Knowledge of organizational structure, workflow, and operating procedures.
- Knowledge of records archiving and/or retrieval.
- Ability to analyze course prerequisites, certification, and/or curriculum/graduation requirements.
- Ability to create, compose, and edit written materials.
- Ability to provide technical advice and information to faculty in area of expertise.
- Ability to investigate and analyze information and draw conclusions.

- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Knowledge of student/participant registration and academic requirements.
- Skill in the configuration and use of computerized database programs.
- Ability to foster a cooperative work environment.
- Outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community.
- Employee development and performance management skills.
- Knowledge of database construction, management, and retrieval methods.
- Knowledge of telephone answering and referral services.
- Knowledge of financial/business analysis techniques.
- Skill in accessing internet information services.
- Knowledge of records retention and/or destruction policies and procedures.
- Ability to provide professional direction, guidance and counsel to publications editors.
- Knowledge of faculty and/or staff hiring procedures.

POSITION TITLE: TRAINING SPECIALISTS I & II

REPORTS DIRECTLY TO: Director of Training

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Research and Consultancy

EXTERNAL RELATIONS:

- Tertiary Institutions
- Research Institutions
- Ministries, Agencies and Commissions
- National Commission on Higher Education
- Consultancy Firms
- Management Development Institutes (MDIs)

PURPOSE:

- To plan and implement training to enhance personnel capacity to across public and private sectors.

KEY RESULT AREAS:

- Coordination of Training Programs
- Consultancy Services
- Training Needs Assessment
- Curriculum and Module Development
- Training Facilitation

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Has no general management responsibility.
- **TECHNICAL DUTIES**
 - Provides professional assistance in the planning and implementation of training programs for LIPA.
 - Works with LIPA's team of consultants/trainers in developing effective training and consultancy packages for LIPA's clients.
 - Participates in the development and preparation of proposals for effective training and consultancy services for interested public and private organizations.
 - Serves as trainer/facilitator in workshops, seminars, symposia, conferences and other training related programs.

- Prepares training modules for LIPA's training programs.
- Participates in the development and preparation of proposals for academic and professional projects and activities that would enable LIPA to provide effective training and consultancy services.
- Undertakes needs assessments for interested clients and organizations to identify performance gaps and develops programs for solution and
- Participates in the academic, professional leadership, guidance and administrative development of the Institute.
- Performs other duties consistent with the functions of the Division as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - N/A

AUTHORITY LIMIT:

- **Management of Budget**
 - The job holder does not manage a budget but may be consulted to provide inputs for the preparation of budgets for the Directorate.
- **Staff Management**
 - Has no staff management responsibility.
- **Asset Management**
 - Uses assets assigned.

EDUCATIONAL QUALIFICATION

- A good first degree in Educational Administration with emphasis in human resource development from a recognized university or Institution.
- Master's Degree in a specialized field from a recognized University or Institution

WORK EXPERIENCE

- At least five (5) years of work experience with a reputable organization.

OTHER REQUIREMENTS

- Experience in Curriculum and Module Development.
- Ability to investigate and analyze information and draw conclusions.
- Ability to analyze course prerequisites, certification, and/or curriculum/graduation requirements.

- Ability to create, compose, and edit written materials.
- Ability to create, compose, and edit written materials.
- Ability to provide technical advice and information to faculty in area of expertise.
- Ability to provide professional direction, guidance and counsel to publications editors.
- Very good Microsoft Office Skills, particularly Power Point.
- Good Presentation and facilitation and communication skills.
- Willingness to work after hours and meet deadlines.
- Ability to conduct research.
- Proven ability in reading and understanding longer straightforward material such as text books, non- standard correspondence such as lecture notes and progress reports.

POSITION TITLE: TRAINING COORDINATOR

REPORTS DIRECT TO: Director of Training

DIRECTLY SUPERVISES: Training Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Academic Registry

EXTERNAL RELATIONS:

- Management Development Institutes (MDIs)
- Tertiary Institutions
- Libraries
- Publishers
- Research Institutions

PURPOSE:

- To provide coordination, technical and administrative supports to trainers and the registry, and all LIPA capacity building training programs.

KEY RESULT AREAS:

- Program Coordination
- Course Preparation
- Course Scheduling
- Consultancy Services

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Prepares and submits training plans and budgets to the supervisor to facilitate management decision-making.
- **TECHNICAL DUTIES**
 - Works with the LIPA trainers in the conduct of training programs.
 - Coordinates, organizes, plans and supervises the activities of the training section.
 - Works with the core trainers of LIPA in developing training packages for the Institute's clients.
 - Participates in the development and preparation of proposals for both academic and professional projects that are clients driven.
 - Serves as a trainer and/or presenter in LIPA training programs, seminars, conferences, consultancies when so directed.

- Performs other duties consistent with the functions of this Division as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - Holds direct reports accountable for managing their assignments to ensure the Directorate's goals are achieved.
 - Conducts performance appraisal and provides input for career development and recommends performance incentives for subordinate staff.
 - Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT:

- **Management of Budget**
 - Contributes to the preparation of budgets.
- **Staff Management**
 - Has staff management responsibility.
- **Asset Management**
 - Uses assets assigned.

EDUCATIONAL QUALIFICATION

- A good first degree preferably Bachelor of Science in Social Science or related discipline from a recognized University or Institution.
- A Master's Degree in Social Science or related discipline from a recognized University or Institution.

WORK EXPERIENCE

- At least five (5) years relevant post qualification experience in a related position with a reputable organization

OTHER REQUIREMENTS

- High ability to read longer, straightforward materials such as detailed forms, memos, letters, research reports etc.
- High ability to write complex reports.
- Very good presentation skills.
- Very good interpersonal skills.
- Very good leadership, supervisory and team building 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.
- Good coaching and mentoring skills in a "team" setting.
- High ability to work with set policies and procedures e.g. Curriculum, institutional guidelines, student guidelines laid down by accreditation Boards.
- High ability to correct errors in judgements e.g. assigning wrong grades etc. and the use of overage literature.
- Very good planning and organizing skills.
- Ability to develop and maintain professional relationships with internal and external stakeholders and work effectively with all categories of employees.

POSITION TITLE: DIRECTOR, HUMAN RESOURCE MANAGEMENT

REPORTS DIRECTLY TO : Deputy Director-General, Administration

DIRECTLY SUPERVISES:

- HRM Officer
- Secretary
- Training Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Other Directors

EXTERNAL RELATIONS:

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

PURPOSE:

- To provide professional and timely services for the development, implementation and monitoring of the Human Resource Management strategies, systems, policies and procedures.
- To create a harmonious industrial climate to attract, retain and obtain the requisite skill levels and mix to facilitate the achievement of strategic objectives of the LIPA.
- To undertake the day-to-day human resource/administrative duties as support to the Director-General and the Deputy Director-Generals of the LIPA.

KEY RESULT AREAS

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

- Financial and Audit Management
- Information and Reporting
- Employee Performance and Development

DUTIES:

- **Strategy and Policy Development**
 - Leads/directs the development of standard operating procedures (SOPs), work plan and other support systems including monitoring mechanisms in managing the Human Resource (HR) Department.
 - Develops, implements and maintains the LIPA's Human Resource policies and procedures to promote consistency with regard to terms and conditions of service, resourcing, learning and development in accordance with approved business strategy.
- **Human Resources Planning**
 - Monitors and identifies human Resource (manpower) requirements and skills mix and make appropriate recommendation to Management for implementation.
- **Recruitment, Selection and Placement**
 - Implements established policies to ensure the recruitment, selection and placement of the right calibre of employees at LIPA.
 - Advices the Director-General, Deputy Director-Generals and Management/Heads of Department on all contract and temporary engagements in line with approved HR policies/ procedures and labour regulations.
- **Job Design**
 - Provides direction and leads in the review of organisational structures, job analysis, job descriptions/ specifications and job evaluation and make recommendations to the Deputy Director-General Administration.
 - Ensures that job descriptions for all posts are up-to-date, properly recorded and duly classified.
- **Career Development and Succession Planning**
 - Supports the implementation of Succession Planning and effective Talent Management systems within the LIPA to improve management bench strength/succession.
- **Human Resources Information System**
 - Establishes/maintains effective record keeping and management system to ensure easy accessibility and retrieval of HR data/ information.
 - Develops and maintains a comprehensive and accurate Human Resource

Database System to facilitate the achievement of strategic goals and objectives.

- **Compensation and Benefits Administration**
 - Provides leadership/supervision and monitors the Salary Administration Policy and Conditions of Service to ensure equitable application.
 - Advises the Director - General, Deputy Director-General, Management/ Heads of Department on annual salary and benefits review, promotions and salary placements as well as merit rewards.
 - Leads the development of effective health and safety practices for all employees to ensure compliance with all health and safety legislation and international best practice.
- **Employee Relations**
 - Leads and advises LIPA on employment laws/regulations and practices and monitors to ensure conformance.
 - Develops policies/programs to manage the employee relations processes to ensure grievance and disciplinary issues are resolved as quickly as practicable to promote fair and consistent treatment of staff/employees.
 - Establishes effective two-way communication between Management and employees to ensure harmonious working environment.
 - Interprets Human Resources policies and procedures to ensure consistency and uniformity in their application to employees.
 - Acts as the technical advisor to the Director - General, Deputy Director-General, Management/ Heads of Department in the negotiation and review of the Conditions of Service.
- **Human Resources Development**
 - Provides leadership and proactive engagement by working with the Director - General, Deputy Director-General, Management/ Heads of Department to identify specific training needs within each department.
 - Monitors and controls the implementation of training programmes to ensure relevance and cost effectiveness.
 - Manages the recruitment and selection of training providers and institutions.
- **Financial and Audit Management**
 - Prepares, implements and monitor the annual budget for the HR department.

- Coordinates all internal and external audit programs at the HR department and follow-up to ensure that audit queries are handled expeditiously.
- **Information and Reporting**
 - Prepares monthly, quarterly and annual HR Reports.
 - Oversees monitoring of the actual Head Count of employees of Liberia Institute of Public Administration and makes report to the DDGA.
- **Employee Performance and Development**
 - Develops Performance Management System in line with Civil Service Agency's strategy and facilitates/coordinates the implementation of the system by ensuring the sustenance of a performance oriented culture.
- **Other Duties**
 - Performs other relevant duties consistent with the functions of the Section and Directorate as may be assigned by the superiors from time to time.

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

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

OTHER REQUIREMENTS

- In-depth knowledge of National Labour Laws and regulations.

- Excellent Knowledge of Strategic Management, particularly Strategic Human Resources Management.
- Excellent Knowledge of the HR Management System, in particular, Human Resources Planning, Career and Succession Planning, Performance Management System, Compensation and Benefits, Industrial Relations, etc.
- In-depth knowledge of Management Development Practices.
- Good knowledge/understanding of the operations of Civil Services proceedings/guidelines.
- Proven planning and organizing skills.
- Strong negotiation and conflict management skills.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- General knowledge of project management.
- Ability to execute projects, meet deadlines, and work well under pressure.
- Strong leadership, managerial, coaching, mentoring and interpersonal skills in a "team" setting.
- Must exercise transparency in all aspects i.e. dealings with all levels of employees.
- Must have good judgment, high sense of responsibility, tact and discretion as well as sensitivity to different cultures.
- Good analytical skills.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet etc. and other software/tools.

POSITION TITLE: HUMAN RESOURCE OFFICER (FORMERLY HR/PERSONNEL OFFICER)

REPORTS DIRECTLY TO: HR Director

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All departments

EXTERNAL RELATIONS:

- CSA

PURPOSE:

- To provide administrative support to HR Director.
- To compile and manage personnel documents.

KEY RESULT AREAS:

- PAN Processing
- Employment Records management
- Employee Counselling
- Recruitment and selection

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Provides inputs for the preparation of quarterly and annual reports of the Directorate and LIPA.
- **TECHNICAL DUTIES**
 - Serves as counselor to management and employees by informing and/or educating them on their rights in accordance with the CSA Standing Orders, the Labor Laws of Liberia and workers union regulations of Liberia.
 - Prepares all Personnel Action Notices, Duty Statements, Personnel Records Forms, Personnel Lists and every other employment related documents for the signature of the Personnel Director and the Director-General or his/her designee.
 - Arranges interviews with applicants as may be directed by the Director of Personnel and/or the Director-General or his/her designee.
 - Receives and prepares draft responses to applications to LIPA as may be directed by the Director of Personnel.

- Manages the storage, updating and retrieval systems of all personnel records.
- Performs other duties consistent with the functions of the Division as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - Assists the Personnel Director in ensuring the effective performance and supervision of the day to day activities of the Personnel Section.

AUTHORITY LIMIT:

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

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

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

OTHER REQUIREMENTS

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

- Team player.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.
- Commitment to corporate decisions.
- Good communication skills.
- Good interpersonal skills.
- Acts with honesty and integrity.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet etc. and other software/tools.
- Sound decision making based on thorough analysis.

POSITION TITLE: DIRECTOR, RESEARCH AND CONSULTANCY

REPORTS DIRECTLY TO: Deputy Director - General, Research and Consultancy

DIRECTLY SUPERVISES:

- Research Coordinator
- Research Specialists
- Research Assistants

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Directors

EXTERNAL RELATIONS:

- Research Institutions
- Tertiary Institutions
- Ministries, Agencies and Commissions
- Libraries
- Consultancy Firms
- Donor and multi-lateral Organizations
- NGOs

PURPOSE:

- To provide supervision and direction in all research and consultancy services at LIPA.
- To promote knowledge accumulation in the public sector through publication and distribution of research information and documentation.
- To ensure that policy formulation and decision-making on issues at LIPA and nationally are informed by results of detailed analysis of research findings

KEY RESULT AREAS

- Policy and Strategy Development
- Training Needs Identification
- Social Research
- Records Management
- Information and Reporting
- Stakeholder Relationship and Management

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Develops annual plans and budgets for research and ensures their approval and implementation.

- Deputizes for Deputy Director-General, HR Research and Consultancy as may be directed.
- **TECHNICAL DUTIES**
 - Identifies policy research themes, topics and subjects for research and serves as focal point for research matters.
 - Leads, supervises and participates in the conduct of research on approved themes, topics and subjects.
 - Leads, supervises and participates in the conduct of client/beneficiary surveys
 - Ensures appropriate and adequate documentation of research findings.
 - Collaborates effectively with Training and Development Section of LIPA and the CSA to develop and enhance the policy analysis capacity of the Civil Service.
 - Collaborates effectively with other departments to understand the management challenges facing the Public sector and develops adequate plans and budgets to research into those challenges.
 - Collaborates effectively with other departments to ensure timely access to research findings as may be required.
 - Performs other duties consistent with the functions of the Division as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - Holds direct reports accountable for managing their assignments to ensure the Section's goals are achieved.
 - Accountable for managing performance, succession development and resource allocation within Designated Units.
 - Conducts performance appraisal and provide 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**
 - Participates in the preparation and submission of the annual budgets on research and consultancy for incorporation into LIPA's overall budget. The job holder submits requests for release of funds to undertake research and consultancy activities.

- **Staff Management**
 - Job holder has staff management responsibility.
- **Asset Management**
 - Uses assets assigned.

EDUCATIONAL QUALIFICATION

- Master's degree preferably MA, MPA, MBA from a recognized University plus Advanced studies in research methodology.

WORK EXPERIENCE

- At least five (5) years working experience at senior management level in the Public Service of Liberia.

OTHER REQUIREMENTS

- Excellent knowledge/understanding of research or policy formulation and implementation
- Ability to exercise sound judgement in a highly political environment.
- 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: RESEARCH SPECIALISTS I and II

REPORTS DIRECTLY TO: Director of Research

DIRECTLY SUPERVISES:

- Research Coordinator
- Research Officer
- Research Assistants

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Research and Training Specialist,
- Coordinators and Assistants

EXTERNAL RELATIONS:

- Development Partners
- Ministries, Agencies and Commissions
- Civil Service Agency (CSA)
- Research Institutions
- Tertiary Institutions
- Libraries and Archives
- Consultancy Firms

PURPOSE:

- To assist in the identification of problems in management and administration across the public and private sectors and prepare proposal or strategy to address them.

KEY RESULT AREAS:

- Data Collection, interpretation and analysis
- Monitoring and Evaluation
- Research and consultancy
- Stakeholder Relationship and Management
- Performance Management

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Participates in the preparation of the department's work plan, implementation and report on related activities.
- **TECHNICAL DUTIES**
 - Participates in conducting needs assessment of MACs aimed at identifying gaps for possible interventions.

- Participates in the design and development of research proposals and survey instruments.
- Supervises Research Assistants in data collections, analysis and reporting.
- Supports the Institute in implementing its statutory mandates in other areas such as training and administrative development programs.
- Performs other duties consistent with the functions of the Division as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - Holds direct reports accountable for managing their assignments to ensure the LIPA's goals are achieved.
 - Conducts performance appraisal and provides input for career development and recommends performance incentives for subordinate staff.
 - Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT:

- **Management of Budget**
 - Contributes to budget preparation.
- **Staff Management**
 - Has staff management responsibility.
- **Asset Management**
 - Uses assets assigned.

EDUCATIONAL QUALIFICATION

- A good first degree in Social Sciences, Statistics, Business Administration, Public Administration from a recognized university or Institution.
- Master's degree in Social Sciences, Statistics, Business Administration, Public Administration or related discipline from a recognized university or institution.

WORK EXPERIENCE

At least five (5) years of work experience in related position with a reputable organization

OTHER REQUIREMENTS

- Ability to investigate and analyze information and draw conclusions.
- Ability to analyze course prerequisites, certification, and/or curriculum/graduation requirements.

- Ability to create, compose, and edit written materials.
- Ability to create, compose, and edit written materials.
- Ability to provide technical advice and information to faculty in area of expertise.
- Ability to provide professional direction, guidance and counsel to publications editors.
- Very good Microsoft Office Skills, particularly Power Point.
- Good Presentation and facilitation and communication skills.
- Willingness to work after hours and meet deadlines.
- Ability to conduct research.
- Proven ability in reading and understanding longer straightforward material such as text books, non- standard correspondence such as lecture notes and progress reports.

POSITION TITLE: RESEARCH COORDINATOR

REPORTS DIRECTLY TO: Director of Research

DIRECTLY SUPERVISES: Research Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- Research Institutions
- Tertiary Institutions
- Libraries and Archives
- Management Development Institutes (MDIs)

PURPOSE:

- To coordinate all research and consultancy related activities.

KEY RESULT AREAS:

- Data collection and analysis
- Research Coordination
- DesignSurvey and Evaluation Tools/Protocols
- Research Records Management

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Supervises the preparation of reports on all research activities.
- **TECHNICAL DUTIES**
 - Assigns research personnel on data collection and collation works.
 - Develops and maintains records of all research programs in a sequential manner for easy access.
 - Ensures that assigned duties are performed by data collectors within the stipulated time frame.
 - Participates in needs assessment programs and in developing appropriate questionnaires for data collection purpose.
 - Carries out periodic review of research problems in the Institute and makes recommendations for action.
 - Liaises with the Director Research and Consultancy on the planning of all research activities to reflect actual time frame, cost, number of personnel and logistical needs.
 - Ensures that research materials and/or stationeries are properly secured.

- Performs other duties consistent with the functions of the Division as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - Evaluates the performance of the personnel in the research division on a regular basis.

AUTHORITY LIMIT:

- **Management of Budget**
 - Contributes to budget preparation.
- **Staff Management**
 - Has staff management responsibility.
- **Asset Management**
 - Ensures research materials and stationeries are secured and uses assets assigned to the position.

EDUCATIONAL QUALIFICATION

- A good first degree in Statistics, Management or Public Administration, Social Sciences from a recognized University or Institution plus an Advance Diploma in Research Methodology.

WORK EXPERIENCE

- At least two (2) years of practical work experience with a research institution in the public service of Liberia.

OTHER REQUIREMENTS

- Strong analytical and IT skills are essential.
- Strong interpersonal and written and oral communication skills.
- Mathematical ability.
- A clear understanding of statistical terms and concepts.
- Problem-solving skills.
- Proven ability to communicate results and findings to non-statisticians.
- Ability to influence others.
- Practical and strategic approach to work.
- High level of accuracy and attention to detail.

- Capability to work to deadlines and to plan your work.
- Ability to work alone and within teams.
- Very Good negotiation skills.
- Very Good Presentation Skills.
- Very Good Report Writing Skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.
- Demonstrable commitment to corporate decisions.
- Excellent interpersonal skills.
- Acts with honesty and integrity.
- Ability to work in a fast paced and often pressured environment.
- Sound decision making based on thorough analysis.

POSITION TITLE: DIRECTOR OF PROCUREMENT

REPORTS DIRECTLY TO: Deputy Director- General, General Administration

DIRECTLY SUPERVISES:

- Senior Procurement Officer
- Procurement Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Other Directors
- All Departments

EXTERNAL RELATIONS:

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

PURPOSE:

- To provide over all guidance to the procurement function at LIPA.
- To ensure maximum efficiency in engagement with stakeholders in compliance with PPCC Act.
- To ensure LIPA gets value for money services through efficient procurement management.

KEY RESULT AREAS:

- Procurement Management
- Contracts Negotiation and Award
- Bidding
- Compliance
- Stakeholder Relationship and Management
- Stock Management
- Performance Management

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Liaises with all departments to plan the acquisition of goods, services and works needed for the day to day operations of the institute in line with the public procurement laws.
 - Collates and submits relevant reports on procurement activities.

- **TECHNICAL DUTIES**

- Ensures that the institution is in compliance with PPCC regulations.
- Develops and monitors the implementation of systems and procedures for managing the procurement function at LIPA in accordance with the Procurement Laws of Liberia.
- Serves as main liaison with General Services Agency (GSA) on procurement matters relating to LIPA.
- Participates in all negotiations in respect to the procurement of the institutes goods, works and services.
- Directs the process of monitoring the works of all contractors, suppliers and or vendors to ensure compliance on conditions of all agreements and to bring to the attention of parties concerning any deviations for correction and continuation.
- Participate in the vetting and selection of bidders and award of contracts for works, goods or services.
- Takes the lead in the preparation of all procurement related documents (LPOs and others) and follow up on status.
- Prepares and circulates procurement communication to all departments.
- Ensures effective stock management.
- Facilitates the disposal of LIPA's assets.
- Collates and submits invoices for payments to service providers.
- Advises Senior Management on Award of Contracts.
- Performs other duties consistent with the functions of the Division as may be assigned by the supervisor from time to time.

- **SUPERVISORY FUNCTIONS**

- Supervises staff in preparing procurement plans and other related documents for procurement purposes at LIPA.
- Holds direct reports accountable for managing their assignments to ensure the LIPA's goals are achieved.
- Conducts performance appraisal and provides input for career development and recommends performance incentives for subordinate staff.

- Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT:

- **Management of Budget**

- Participates in Annual Budget Preparation and submits requests for approval to expend from budget allocation. The job holder develops and submits supplies and material requirements to be procured for the Directorates for incorporation into the annual budgets.

- **Staff Management**

- Has staff management responsibility.

- **Asset Management**

- Uses assets assigned.

EDUCATIONAL QUALIFICATION

- Master's degree in Procurement Management, Purchasing and Supply management from a recognized University or Institution.

WORK EXPERIENCE

- At least five (5) years of practical experience in related work with a recognized institution.

OTHER REQUIREMENTS

- Very Good Knowledge of PPCC Act
- Knowledge of World Bank, UN, ADB Procurement Procedures
- Demonstrated Procurement management skills
- Very High Quantitative and analytical skills
- Excellent Knowledge in FAA and IAA
- Knowledge of supply principles, theories and practices.
- Good knowledge in bookkeeping and record keeping.
- Good knowledge of purchasing and supply.
- Good communication and interpersonal skills.
- Knowledge in the use of procurement software and tools, Microsoft Word, PowerPoint, Excel, internet etc.

POSITION TITLE: SENIOR PROCUREMENT OFFICER

REPORTS DIRECTLY TO : Director of Procurement

DIRECTLY SUPERVISES : Procurement Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All departments

EXTERNAL RELATIONS:

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

PURPOSE:

- To provide transparent and accountable procurement of goods and services.
- To contribute to the successful implementation of the procurement law.

KEY RESULT AREAS

- Procurement services
- Development of EOI, RFP and LOI
- Procurement records management
- Stakeholder Relationship and Management

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Provides inputs in planning the work of the Procurement Unit.
- **TECHNICAL DUTIES**
 - Participates in establishing efficient and effective systems and procedures for managing procurement activities in support of functions of LIPA's Offices.
 - Liaises and collaborates with all Offices of LIPA to collate needs for goods and services
 - Provides assistance in investigation and management of procurement- related complaints.
 - Ensures adequate documentation and records keeping of all procurement-related complaints.
 - Liaises with Supply Office to ensure effective coordination of procurement and stores management schedules.

- Liaises with experts to develop technical specifications of equipment and terms of reference for consultancy services and submits them to superiors for approval.
- Ensures appropriate documentation of all activities and operations of the Unit.
- Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Director from time to time.
- **SUPERVISORY FUNCTIONS**
 - Holds direct reports accountable for managing their assignments to ensure the LIPA's goals are achieved.
 - Conducts performance appraisal and provides input for career development and recommends performance incentives for subordinate staff.
 - Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

- **Management of Budget**
 - Provides inputs for the preparation of budgets.
- **Staff Management**
 - Has staff management responsibility.
- **Asset Management**
 - Uses assets assigned.

EDUCATIONAL QUALIFICATION

- A good First Degree in Procurement Management, Purchases and Supply, Economics, Statistics or relevant qualification from a recognized University or an equivalent professional qualification.
- A Post - Graduate qualification in Purchases and Supply or Procurement Management is a necessary requirement.

WORK EXPERIENCE

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

OTHER REQUIREMENTS

- Knowledge of supply 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 CSA 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: PROCUREMENT ASSISTANT

REPORTS DIRECTLY TO: Senior Procurement Officer

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:
All Directorates

EXTERNAL RELATIONS:

- Service Providers
- Public Procurement and Concessions Commission (PPCC)
- General Service Agency (GSA)

PURPOSE:

- To offer support and clerical services to the division of procurement

KEY RESULT AREAS:

- Quality assurance
- Vendors Database Management

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Not foreseen for this position.
- **TECHNICAL DUTIES**
 - Review requisitions for completeness and accuracy, follows up on discrepancies with the initiating departments and identifies suppliers for each of requisitioned item.
 - Organize and maintain computerized records containing vendor and bid information.
 - Receive, open, screen, log and date stamps bids and responses/quotations, mail as required and organize bids for review by the Senior Procurement Officer
 - Perform general clerical duties such as maintaining general files, typing, data entry, opening mail, etc.
 - Correspond with vendors regarding prices, product availability and delivery
 - Performs other duties consistent with the functions of the Division as may be assigned by the supervisor from time to times.

- **SUPERVISORY FUNCTIONS**

- Supervisory functions are not foreseen for this position.

AUTHORITY LIMIT:

- **Management of Budget**

- Does not manage budgets.

- **Staff Management**

- Has no staff management responsibility.

- **Asset Management**

- Uses assets assigned to the position.

EDUCATIONAL QUALIFICATION

- AA Degree in Business Administration or related discipline with a Certificate in Procurement.
- Bachelor's Degree is an added advantage.

WORK EXPERIENCE

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

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 LIPA and CSA 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: SENIOR SUPPLY OFFICER

REPORTS DIRECTLY TO : Director, Administration

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Heads of Units

EXTERNAL RELATIONS:

- Service Providers
- Vendors
- External Auditors
- Public Procurement and Concessions Commission (PPCC)

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, vehicle accessories etc., for the effective running and administration of LIPA.
- To ensure availability of stores inputs in the right quantities and quality and at the right time for the performance of LIPA functions.

KEY RESULT AREAS

- Supplies and Stores Management
- Stocks Disposal
- Inventory Management
- Record Keeping

DUTIES:

- **General Management Functions**
 - Acts as the Head of the Supply Office.
- **Technical Duties**
 - Develops and monitors the implementation of systems and procedures for managing the stores function of LIPA.
 - Ensures full compliance with approved stores management procedures including control mechanisms.
 - Provides stores management services economically to ensure that inventory values are kept at the lowest practicable level to economize use of operating capital and to minimize costs of storage.

- Establishes and manages procedures for systematically identifying, defining and describing all items of stock including the preparation of a store's code or vocabulary, the adoption of material specification and the introduction of a degree of standardization.
- Establishes and manages procedures for receiving and accepting from all sources materials, equipment and parts used in LIPA including supplies for maintenance, office facilities and operations etc.
- Ensures adequate inspection and examination of all incoming consignments for quantity and quality before items are accepted into stock.
- Creates and manages an issue and dispatch process for receiving demands, selecting items required and handing them over to users in the various departments.
- Ensures safekeeping of stock records both manual and automated including record particulars of receipts, issues and balances of stock.
- Establishes and manages a process of stock accounting particularly to ensure accurate recording of stock movements and balances in value.
- Develops and implements a stock control system to ensure continuous flow of materials so that stock balances are adequate to support the current rate of consumption, with due regard to economy. This must include provisioning, which is the means whereby instructions are given for the placing of orders.
- Design and implement a modern stock verification system for LIPA including stocktaking, stock checking and stock audit.
- Ensure appropriate handling, storage, safe custody and protection of LIPA stores.
- Advises on the disposal of scrap and other discarded materials.
- Plans stores capacity according to approved quarterly procurement projections to ensure adequate replenishment of goods and material supplied.
- Controls inventory levels to avoid unnecessary expenses through over procurement, deteriorations and the lack of proper care and control of supplies.
- Establishes and monitors stores standards to ensure efficiency, minimum wastage and maximum utilization of available resources.

- Undertakes research and analysis on issues concerning supply and materials management to advice management on procurement decisions.
- Ensures appropriate documentation of all activities and operations of the Unit.
- Performs other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by the Director from time to time.

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder provides inputs for the preparation of budgets and business plans of the Administration Directorate. The job holder develops and submits supplies and material requirements to be procured for the Directorates for incorporation into the annual budgets.
- **Staff Management**
 - The job holder may or may not have staff management responsibility.
- **Asset Management**
 - The job holder is responsible for procurement and custody of goods and services such as office equipment, stationeries, vehicles and accessories, and other inventories of LIPA and recommends replenishment of stocks, disposal of scrap and other discarded materials.

EDUCATIONAL QUALIFICATION

- First Degree in Purchases and Supply, Economics, Statistics or relevant qualification from a recognized University or an equivalent professional qualification.
- A post-graduate qualification in purchases and supply or stores management is a necessary requirement.

WORK EXPERIENCE

- At least five (5) years' work experience at middle management level in the Public Service of Liberia.

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.

- 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: PUBLIC AFFAIRS OFFICER

REPORTS DIRECTLY TO : Director-General, LIPA

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

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

PURPOSE:

- To promote the vision, mission and core values of the Liberia Institute of Public Administration.
- To create a lasting positive image of LIPA as a Management Development Institute and a Center of Excellence for delivery of management training, research, consultancy, library and information services

KEY RESULT AREAS

- Strategic Communications and Marketing.
- Stakeholders Relationship and Management.
- LIPAs Magazines, Newsletters, Brochures.

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Heads the Public relations Unit.
 - Represents LIPAs on official committees relevant to the public relations functions as may be directed.
 - Develops annual plans and budgets for the Unit.
- **TECHNICAL DUTIES**
 - Monitors the media to ascertain the nature of coverage given to the activities and image of LIPA.
 - Promotes the positive image of the Institute through the utilization of best professional public relations experiences and efforts.

- Participates in the organization and coordination of all seminars, workshops and conferences of LIPA.
- Ensures the documentary recording of the proceedings of seminars and workshops.
- Coordinates and organizes all press interviews and briefings by the Director-General.
- Participates in and closely supervises the writing, printing, tape recording, editing and publishing of all LIPA reports, newsletters, journals and documentaries.
- Monitors the activities of the various departments for news worthy information to be periodically released or disseminated to the public
- Serves as point of contact of media enquiries.
- Ensures appropriate and adequate documentation of all activities of the Public Relations Unit.
- Performs other relevant duties consistent with the functions of the Division as may be assigned by superior officers from time to time.
- **SUPERVISORY FUNCTIONS**
 - May or may not have supervisory responsibility.

AUTHORITY LIMIT

- **Management of Budget**
 - Prepares and submits budgets for public relations activities to the Division for inclusion in the Ministry's annual budgets. The job holder submits requests for approval to expend allocated budget on Public relations activities.
- **Staff Management**
 - The job holder may or may not have staff management responsibility.
- **Asset Management**
 - Uses assets assigned.

EDUCATIONAL QUALIFICATION

- A good First degree in Public Relations, Communications and Marketing or related discipline from a recognized University or an equivalent professional qualification.
- A Master's Degree preferably MSc in Public Relations, Communications or Marketing from a recognized University.

WORK EXPERIENCE

- At least five (5) years relevant post qualification experience at the Senior Management level in the public service of Liberia.

OTHER REQUIREMENTS

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

POSITION TITLE: DIRECTOR OF LIBRARY AND INFORMATION SERVICES

REPORTS DIRECTLY TO: Deputy Director - General, Research and Consultancy

DIRECTLY SUPERVISES:

- Reference Librarian

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- Development Partners
- General Public
- Research Institutions
- Tertiary Institutions
- Libraries and Archives

PURPOSE:

- To provide efficient library services to improve information dissemination to participants, the public and the private sectors.

KEY RESULT AREAS:

- Library Management
- Records Management
- Information Management
- Policy of Library Policy and Procedures
- Performance management
- Stakeholder Relationship and Management

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Coordinates activities of all sectors in the library.
 - Prepares and submits annual work plans and budgets for the Division.
- **Technical Duties**
 - Participates in the development and preparation of proposals that would enable the Institute provide quality Library services to the public.
 - Keeps records of circulation materials.
 - Explains use of library facilities, resources, equipment and provides information about library policies.
 - Maintains roster of books and monitor in and out flow of reading materials.

- Organizes the collections of books, publications, documents, audio-visual aids and other reference materials for easy access.
- Develops library policies and procedures as well as evaluates materials to determine outdated items to be discarded.
- Directs and supervises library staff in performing duties such as receiving, shelving and circulation work.
- Performs other relevant duties consistent with the functions of the Division as may be assigned by superior officers from time to time.
- **SUPERVISORY FUNCTIONS**
 - Holds direct reports accountable for managing their assignments to ensure the Unit's goals are achieved.
 - Conducts performance appraisal and provides input for career development and recommends performance incentives for subordinate staff.
 - Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT:

- **Management of Budget**
 - Participates in the preparation of budgets and submits requests for funds to re-stock the library with new books and equipment.
- **Staff Management**
 - The job holder has staff management responsibility.
- **Asset Management**
 - Signs for acceptance of books, stationery, computers and other materials that assist and delivery of service. The job holder is in charge of all library books, equipmentsuch as Computers and other accessories such as CD-ROM etc. The job holder makes recommendations for disposal of outdated items.

EDUCATIONAL QUALIFICATION

- A good First Degree in Public / Business Administration, Social Sciences or related discipline from a recognized University or an equivalent professional qualification.
- A Masters' Degree preferably in Communication, Library Studies or related discipline from a recognized University.

WORK EXPERIENCE

- At least five (5) years working experience at the senior management level in a Public/Private Library in Liberia.

OTHER REQUIREMENTS

- Demonstrated ability to read longer straightforward materials such as research findings to supply information to patrons.
- Strong ability to write simple notes such as notes of the research findings and make available to users.
- Mathematical skills involve finding the relativity in ordering materials on subject or course area.
- Good interpersonal Skills.
- Good Communication Skills.
- Excellent Organizational Skills.
- Team-Working Skills.
- Strong IT skills.
- Excellent verbal communication skills.
- Be familiar with the use of databases and the internet.

POSITION TITLE: REFERENCE LIBRARIAN

REPORTS DIRECTLY TO: Director of Library and Information Services

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All departments

EXTERNAL RELATIONS:

- Research Institutions
- Libraries
- Tertiary Institutions
- Publishers

PURPOSE:

- To Provide professional and technical support to the Library.

KEY RESULT AREAS:

- Coding
- Cataloging
- Records Management
- Stakeholder Relationship and Management

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - General management function is not foreseen for this position.
- **Technical Duties**
 - Provides information to clients to facilitate their research.
 - Provides referral services to clients to the appropriate sources for the needed information.
 - Provides advisory services to clients through interviewing to understand what clients really look out for and directs them appropriately.
 - Identifies needed standard resource materials for the Institute's library.
 - Develops codes for all library books, periodicals and magazines under the close supervision of the Library Director.
 - Ensures the proper cataloging of materials for easy reference.
 - Up-dates records in the library to provide necessary information on the availability of resource materials.

- Provides assistance to all library users who may be in need.
- Promotes inter-library loan and document delivery, by borrowing on behalf of clients from other libraries when particular materials are not available at the Institute's library.
- Performs other relevant duties consistent with the functions of the Division as may be assigned by superior officers from time to time.
- **SUPERVISORY FUNCTIONS**
 - May or may not have supervisory functions.

AUTHORITY LIMIT:

- **Management of Budget**
 - Provides inputs for the preparation of budgets and provides list of reference books etc. and costs for incorporation into the Division and the Institute's budget. The job holder make recommendations for approval for reference books to be purchased or ordered from publishers to stock the library.
- **Staff Management**
 - The job holder may or may not have staff management responsibility.
- **Asset Management**
 - The job holder serves as the custodian of all books, periodicals and magazines at the Reference Library and makes recommendations for library equipment and accessories to be procured.

EDUCATIONAL QUALIFICATION

- Advanced Diploma in Library Studies from a recognized University or institution.

WORK EXPERIENCE

- At least three (3) years previous related experience is required to be able to classify library materials.

OTHER REQUIREMENTS

- Ability to read longer straightforward materials such as research findings to supply information to patrons.
- Ability to write simple notes such as notes of the research findings and make available to users.
- Good interpersonal Skills.
- Good Communication Skills.

- Good Organizational Skills.
- Team-Working Skills.
- GoodIT skills.
- Goodverbal communication skills.
- Be familiar with the use of databases and the internet.

POSITION TITLE: MAIL CLERK

REPORTS DIRECTLY TO : Special Assistant

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

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

PURPOSE:

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

KEY RESULT AREAS

- Mail delivery
- Customer Service

DUTIES:

- **General Management Functions**
 - No general management function is foreseen for this position.
- **Technical Duties**
 - Implements schedule of dispatch rider as directed by the Supervisor.
 - Dispatches letters, reports, documents, etc., including emergency letters
 - Ensures that all recipients of letters, reports, documents, etc., duly sign the correspondence delivery book.
 - Ensures appropriate and decent dressing in the performance of his duties at all times.
 - Performs other relevant duties consistent with the functions of the Division as may be assigned by superior officers from time to time.

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

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

- A High School Graduate.

WORK EXPERIENCE

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

OTHER REQUIREMENTS

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

POSITION TITLE: DIRECTOR, INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT)

REPORTS DIRECTLY TO : Deputy Director- General, Administration

DIRECTLY SUPERVISES:

- Network Administrator

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- Service Providers
- Suppliers
- Telecom Companies
- External Auditors
- Public Procurement and Concessions Commission (PPCC)
- Ministries, Agencies and Commissions

PURPOSE:

- To promote the development and the use of Innovative ICT systems, processes and products to improve the delivery capacity of LIPA
- To promote ICT literacy and proficiency among the staff of LIPA.
- To ensure that IT becomes an enabling tool for solving management and technical problems of LIPA.
- 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

- ICT Infrastructure Design and Management
- Data Management and Reporting System
- Monitoring ICT Standards
- Information and Reporting
- ICT Policy Development and Reviews

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Serves as Head of the Information Technology Services Section.
 - Builds relationships and maintains communications with LIPA Directorates and Offices.

- Represents the Deputy Director- General, Administration on official committees as may be directed.
- Prepares monthly/periodic and annual reports on issues relating to ICT and any other statutory reports.
- Sets direction for the IT Services Section, including determining annual operating plans, budgets and long-term strategic blueprint.
- **TECHNICAL DUTIES**
 - Designs, installs and maintains ICT systems to provide innovative ICT products and services to facilitate the work of all offices and Departments at LIPA.
 - Ensures that work processes and systems of LIPA are properly networked and hard and software services are available at the time of need.
 - Develops, implements and monitors Information Systems Security policies.
 - Reviews and updates LIPA's Management Information Systems (MIS) policies and guidelines.
 - Develops and manages the MIS strategic plans, budgets and capacity of IT staff.
 - Manages IT projects, from planning and installation through to delivery and implementation.
 - Assigns IT resources, assesses IT project progress and resolves IT program issues.
 - Ensures that service levels for all IT operations are achieved.
 - Supervises systems and network security, performs change management for the production environment.
 - Leads/directs and supports other departments in their data management and reporting systems.
 - Develops and maintains a comprehensive database/information system for managing LIPA's operations.
 - Provides leadership in all ICT related investigations and recommends corrective actions for prompt resolution.

- Ensures that ICT standards within LIPA are adhered to in line with approved guidelines/principles.
 - Liaises with all Department Heads in developing Service Level Agreements and monitors Service Providers to ensure High System availability.
 - Oversees the day to day management of ICT systems related activities of LIPA's Services.
 - Ensures that the LIPA is protected against ICT intrusion and other attacks e.g. illegal database updates, viruses, etc.
 - Regularly maintains program and resolves failures in hardware and software and ensures appropriate "housekeeping" tasks are implemented while monitoring the use of hardware and software and ensuring all are licensed.
 - Stays abreast with new and emerging developments in the ICT sector/arena and advises management on new trends/ practices and its related business initiatives.
 - Ensures that IT users' business management and information needs and priorities are addressed.
 - Supervises and participates in determination and analysis of users' needs for IT products and services.
 - Ensures development, installation and maintenance of appropriate and effective IT infrastructure to support the effective, efficient and continuous functioning LIPA.
 - Reviews and sets IT performance goals and targets and encourages IT skills and development and practical skills utilization.
 - Manages external vendors, develops IT products and services specifications and participates in the procurement of IT Software and Hardware goods and services.
 - Performs other relevant duties consistent with the functions of the Department as may be assigned by the Deputy Director-General, Administration from time to time.
- **SUPERVISORY FUNCTIONS**
 - Maintains a professional ICT 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.
- Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder contributes to the preparation of Budgets for the LIPA and participates in managing the MIS strategic plans and budgets of the Section. The job holder makes recommendations for acquisition/purchase of IT products and services and participates in the procurement of IT Software and Hardware goods and services.
- **Staff Management**
 - The job holder has staff management responsibility.
- **Asset Management**
 - The job holder has authority to assigns IT resources to all deserving staff. The job holder has custody of IT resources and he/she is held accountable for them.

EDUCATIONAL QUALIFICATION

- A good First Degree in Computer Science, Information Technology or equivalent professional qualification.
- A Masters' Degree in Computer Science, IT or equivalent professional qualification from a recognized institution.

WORK EXPERIENCE

- At least five (5) years working experience at senior management level in the Public Service of 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: NETWORK ADMINISTRATOR

REPORTS DIRECTLY TO : Director ICT

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS

EXTERNAL RELATIONS:

- Service Provides
- Suppliers

PURPOSE:

- To promote e-communication at LIPA.
- To promote knowledge and experience sharing via the internet.
- To facilitate the creation of 'paperless' LIPA
- To promote efficient and effective management of the LIPA central network system of computers including configuring and trouble-shooting in order that the hardware systems achieve their expected operating performance standards.

KEY RESULT AREAS

- General IT Installation
- Information Management
- Networking and Repairs
- Troubleshooting and Configuration
- General Application- Hardware and Software
- Website and Network Design
- IT Inventory

DUTIES:

- **General Management Function**
 - Participates in the preparation of monthly/periodic and annual reports on issues relating to ICT and any other statutory reports.
 - Provides support in the preparation of the annual budget of ICT Section and monitors its implementation.
 - Prepares monthly/periodic and annual reports on issues relating to ICT and any other statutory reports.

- **Technical Duties**
 - Develops and launches a functioning website for the LIPA.
 - Ensures that information posted to the LIPA website is current and regularly updated.
 - Installs peripheral equipment and provides solutions to complaints from network and website users and documents all such incidents.
 - Designs and installs an efficient and effective central communication network system for LIPA.
 - Undertakes installation and repairs of all peripheral equipment for the LIPA.
 - Maintains an up-to-date inventory of all IT equipment.
 - Undertakes and produces network configurations.
 - Ensures all cabling systems are properly labelled and functioning.
 - Ensures ready availability of technology to back up the website design.
 - Keeps and maintains the website content fresh and up-to-date.
 - Develops a content management system that ensures adequate uploading, editing of text, photos, video and audio by authorized authors.
 - Develops and implements mechanisms that ensure absolute control over publishing process.
 - Provides adequate security settings to prevent unscrupulous hacking and abuse by internal and external persons or users.
 - Stays abreast with new and emerging developments in the ICT sector/arena and advises management on new trends/ practices and its related business initiatives.
 - Identifies functional requirements and technical specifications in the acquisition of hardware and software to meet current and future computing needs with regards to emerging technologies and its impact on LIPA's operations.
 - Provides support in the development of written documentation for software applications and procedures as well as update of all computer and network related policies.

- Performs other relevant duties consistent with the functions of the Unit and the Directorate as may be assigned by the Director from time to time.
- **Supervisory Function**
 - Supervision of subordinate staff is not foreseen for this position.

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

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

OTHER REQUIREMENTS

- Proven planning and organizing skills.
- Well-developed strategic orientation with competitive awareness and benchmarking.
- Considerable knowledge of Operating and Security Systems.
- Considerable knowledge of Data and Telecommunication Systems.
- Considerable knowledge of Databases and Electronic messaging.
- Must be abreast with ICT trends.
- Strong negotiation and conflict management skills.

- Very good oral and written communication skills.
- Very good report writing and presentation skills.
- Very good interpersonal skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- Strong project management skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Sound decision making based on a thorough analysis.
- Strong leadership, managerial, mentoring and coaching skills in a "team" setting.

POSITION TITLE: SECRETARY (FORMERLY ADMINISTRATIVE OFFICER)

REPORTS DIRECTLY TO : Deputy Director-General Administration

DIRECTLY SUPERVISES : Staff of the Secretariat

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Other Secretaries

EXTERNAL RELATIONS:

- Guests/Visitors
- General Public

PURPOSE:

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

KEY RESULT AREAS

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

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Head of the Secretariat of the Deputy Director-General, Administration.
 - Serves as personal assistant to the Deputy Director-General, Administration.
- **Technical DUTIES**
 - Provides excellent and quality secretarial services by typing confidential and sensitive memoranda, reports and other important documents.
 - Prioritizes and manages multiple assignments simultaneously and follow through on issues in a timely manner.

- Receives, records and refers all official correspondence to appropriate departments as directed.
- Manages an active appointment calendar in a manner that honours long standing commitments while accommodating new demands and situations as they arise.
- Communicates and takes appropriate action on incoming and outgoing electronic communications/letters.
- Maintains database of professional contacts and review them regularly for completeness and accuracy.
- Drafts, writes and types letters/memos and reports.
- Collaborates closely with General Administration and Finance Section to develop and implement administrative systems, procedures and guidelines to ensure effective and efficient management of the Secretariat of the Deputy Director-General for Administration.
- Ensures the provision of excellent and quality secretarial services to the Office of the Deputy Director-General Administration.
- Prepares documents for meetings and records proceedings at meetings.
- Keeps Diary of the Deputy Director-General Administration.
- Prepares daily itinerary, travel arrangements and other protocol affairs of the Deputy Director-General Administration.
- Schedules appointments for the Deputy Director-General for Administration.
- Attends special meetings of the Deputy Director-General and records proceedings.
- Receives and attends to official visitors and guests of the Deputy Director-General Administration.
- Maintains record/inventory of all stationery and office logistics in designated office.
- Prevents unauthorized access to official records and correspondence.
- Maintains an up-to-date and efficiently managed filing/record system.
- Performs other relevant duties consistent with the functions of the Unit and the Directorate as may be assigned by the Director from time to time.

- **SUPERVISORY FUNCTIONS**

- Supervises staff of the Secretariat of the Deputy Director-General for Administration's Office in the provision of effective and timely clerical, executive, administrative and secretarial services.

AUTHORITY LIMIT

- **Management of Budget :**

- Incumbent makes contribution to the preparation and submission of the Directorate's budget. The incumbent manages an imprest account for the Office of the deputy Director-General, Administration.

- **Staff Management:**

- The job holder directly supervises Office Attendant, Admin Assistant.

- **Asset Management:**

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

EDUCATIONAL QUALIFICATION

- A good First Degree in Management Studies, Secretaryship or Private Secretary Certificate from any recognized university or institution.
- Advanced competency in the French Language is an advantage

WORK EXPERIENCE

- At least five (5) years relevant post-qualification experience in secretarial practice two (2) years of which must have been in the Public Service of Liberia.

OTHER REQUIREMENTS

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

- Strong organizational ability and problem solving skills with capacity to establish systems that improve management office activities and work flow.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet and other communications software and tools (Telephone, Fax, Scanner, Photocopier, etc.).
- Knowledge/understanding of the operations of Civil Service proceedings/guidelines.
- Planning and organizing skills.

**POSITION TITLE: DIRECTOR, GENERAL SERVICES AND MAINTENANCE
(FORMERLY DIRECTOR, GENERAL SERVICES AND MAINTENANCE OFFICER**

REPORTS DIRECTLY TO : Deputy Director- General, Administration

DIRECTLY SUPERVISES:

- General Services and Maintenance Officer
- Electrician
- Mechanic

DEPARTMENTAL/FUNCTIONAL RELATIONS: Heads of Units

EXTERNAL RELATIONS:

- Public Procurement and Concessions Commission (PPCC)
- General Service Agency (GSA)
- External Auditors
- Contractors and Consultants
- Research Institutions/Agencies
- Service Providers
- Suppliers
- Internal Auditors

PURPOSE:

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

KEY RESULT AREAS

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

DUTIES:

- **General Management Functions**
 - Serves as the Head of the General Services and Maintenance Division.

- **Technical Duties**
 - Develops and implements an efficient estate management system to support the operations of the LIPA.
 - Facilitates and coordinates the development and implementation of the Estate Unit strategic plans and budgets.
 - Oversees all activities pertaining to estate management, fleet management and the management of other assets to ensure efficient management of LIPA buildings, structures, vehicle and equipment maintenance.
 - Provides direction for the development of asset management policies and procedures for all LIPAs assets.
 - Conducts comparative cost analysis/market survey to determine whether or not to outsource basic services such as plumbing, cleaning, etc. and submit findings to DDGA.
 - Researches to identify right calibre of project contractors, consultant, etc. for major projects and advice DDGA 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 LIPA 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.
 - Supervises the activities of the Estate, Fleet and other Equipment Maintenance and project functions within LIPA to ensure adherence with approved guidelines/principles.
 - Develops and maintains a positive relationship with Ministries and Agencies, Contractors and Consultants, Research Institutions/Agencies and other relevant stakeholders to facilitate the operations of the LIPA.
 - Coordinates and ensures regular maintenance and repair schedules, landscaping and beautification for all LIPA buildings, central structures, fleet and equipment.
 - Manages inventory of all immovable properties of LIPA 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 LIPA including buildings and works.
- Prepares estimates for repairs, landscaping and beautification of LIPA.
- Provides and maintains official furniture and fixtures of LIPA.
- Coordinates and monitors the cleanliness and sanitation in and around LIPA and its Annex Structures.
- Ensures appropriate documentation and updates of records of the Unit.
- Performs other relevant duties consistent with the functions of the department as may be assigned by the Deputy Director-General, Administration 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 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**
 - 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 LIPA 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 LIPA.

EDUCATIONAL QUALIFICATION

- A good First Degree in Estate Management, Architecture, Building Technology, Civil Engineering from a recognized Institution or equivalent professional qualification.
- A Post-Graduate qualification in Estate Management is a necessary requirement.

WORK EXPERIENCE

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

OTHER REQUIREMENTS

- 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.
- Good knowledge/understanding of the operations, proceedings /guidelines of the Civil Service of Liberia.
- 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 : FRONT DESK OFFICER

REPORTS DIRECTLY TO : Administrative Officer

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS

EXTERNAL RELATIONS:

- Visitors and Guests
- Clients
- General Public

PURPOSE:

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

KEY RESULT AREAS

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

DUTIES:

- **General Management Functions**
 - The job holder has no general management responsibility.
- **Technical Duties**
 - Ensures effective management of calls, clients and visitors at LIPA.
 - Takes and delivers messages accurately and professionally.
 - Receives and distributes incoming mail (those delivered by hand).
 - Attends to clients and visitors in a professional and courteous manner.
 - Monitor the movement of visitors.
 - Provides basic information to the LIPA clients, the private sector and the general public as and when required.
 - Keeps the reception area smart, tidy and attractive at all times.

- Establishes a two-way communication network system with secretaries of senior officers to know their meeting hours and availability to receive official clients and /or visitors.
 - Creates and maintains relevant diaries and files in easy-to-retrieve format.
 - Establishes good complementary working relations with the Client/Customer Services Desk Officer in order to avoid duplication and overlapping of roles.
 - Keeps accurate records of communications with secretaries, senior officers and clients and visitors to the LIPA.
 - Maintains and updates internal telephone directory and keep the national telephone directory
 - Maintains the daily availability of newspapers at the reception.
 - Receives inward courier, record and dispatches to the respective offices as appropriate.
 - Performs other relevant duties that may be assigned from time to time by the supervisor.
- **Supervisory Functions**
 - Job holder has no supervisory responsibility.

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

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

OTHER REQUIREMENTS

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

POSITION TITLE: FLEET SUPERVISOR (FORMERLY GENERAL SERVICES OFFICER)

REPORTS DIRECTLY TO : Director, General Services

DIRECTLY SUPERVISES:

- Drivers
- Mechanics

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Heads of Units

EXTERNAL RELATIONS:

- Ministry of Transport
- Insurance Companies
- 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 LIPA to improve service delivery.

KEY RESULT AREAS

- Transport Policy Development
- Fleet Management
- Driver Training
- Vehicle inventory and records Management
- Vehicle Maintenance
- Stakeholder Relationship and Management
- Performance Management

DUTIES:

- **General Management Function**
 - Prepares and submits periodic reports on the use and status of vehicles to the Director, General Services for necessary action.
 - Provides inputs in the preparation of annual budget for the transport unit.
- **Technical Duties**
 - Develops and implements an efficient transport management system to support the operations of the LIPA.

- Designs work schedules and coordinates vehicle movements.
- Provides expertise to the Director in the development of transport management policy guidelines for the LIPA.
- Monitors the allocation and movement of all official vehicles and reports all mishandlings to superiors.
- Provides inputs in developing planned maintenance schedule for the maintenance/servicing of LIPA's vehicles.
- Ensures that all vehicles that are faulty and/or due for maintenance are sent to designated garages for repairs/maintenance.
- Investigates all accidents involving LIPA and other vehicles and keep records/history of drivers.
- Monitors/Reviews all logging activities on the LIPA's vehicles and report on non-compliance of operating standards and regulations for the attention of management.
- Provides technical advice and guidelines to the Director on the acquisition, maintenance, utilization and disposal of vehicles.
- Provides support in Tender and auctioning of unserviceable vehicles.
- Stays abreast with new developments in the transport services arena and proposes improvements in the existing transport system to Management/Director.
- Oversees the management of LIPA transport inventory system.
- Oversees the management of vehicle repairs and preventive maintenance within the LIPA.
- Participates in enforcing compliance with the transport policies and guidelines in the LIPA.
- Undertakes the registration and renewing of vehicles and documents.
- Manages the efficient utilization of fuel through efficient management of vehicle deployment.
- Performs other relevant duties consistent with the functions of the Division as may be assigned by the supervisor from time to time.

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

- At least three (3) years' post-qualification experience in motor vehicle transport operations and management and 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: CHIEF SECURITY

REPORTS DIRECTLY TO : Director-General

DIRECTLY SUPERVISES:

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Heads of Units
- Private Security Guard

EXTERNAL RELATIONS:

- Liberia National Police
- Visitors and Guests
- General Public

PURPOSE:

- To promote a coordinated vision of security and safety that safeguards, protection of life and property against all forms of threats and the maintenance of public order within LIPA's and its immediate environs.
- To promote effective and efficient management of security to facilitate the overall operations of LIPA.

KEY RESULT AREAS

- Security Policy Formulation
- Safety
- Security
- Stakeholder Relationship and Management
- Incidents /Case Management

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Acts Head of Security coordination Unit at LIPA.
 - Prepares and implements strategic and annual security plans and budgets to support the efficient functioning of LIPA.
- **Technical DUTIES**
 - Formulates policies relating to the security of LIPA, its extended offices and immediate surroundings.
 - Manages and coordinates all issues relating to the security of LIPA.

- Coordinates safety of all properties, premises and surroundings and protection against threat of life.
- Ensures that all visitors are properly screened prior to giving them access to LIPA premises and offices.
- Ensures that all vehicles entering and leaving LIPA's premises are properly inspected and their movement properly recorded.
- Ensures that regular patrol duties are undertaken to safeguard LIPA's properties and provide protection against threat of life.
- Leads the investigation of cases or incidents and submits findings to superior for further action.
- Manages and deals with irrational and irate members of the public as appropriate.
- Works closely with Law Enforcement Agencies to ensure maximum level of security.
- Submits security reports on matters relating to LIPA premises and its offices security coordination, planning and implementation along with options for addressing weaknesses.
- Investigates and reports cases and incidents of security breaches and reports findings to the DDGA for prompt action to be taken.
- Ensures appropriate documentation and updates of records of the Unit.
- Performs other relevant duties consistent with the functions of the Division as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - Holds direct reports accountable for managing their assignments to ensure the Civil Service's goals are achieved.
 - Conducts performance appraisal and provides input for career development and recommends performance incentives for subordinate staff.
 - Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

- **Management of Budget**
 - Incumbent makes contribution to the preparation of Annual budgets by providing inputs required for security. Incumbent has responsibility for management of budgets for security activities and programs.
- **Staff Management**
 - Incumbent has staff management responsibility.
- **Asset Management**
 - Incumbent has custody for all security gadgets and accoutrements and accounts for their use. Incumbent makes recommendations for acquisition new and disposal of obsolete security gadgets and equipment.

EDUCATIONAL QUALIFICATION

- A good First Degree in Social Science, Psychology or relevant discipline from a recognized institution or equivalent of security professional qualification.
- Post-qualification certificate in security management is a necessary requirement.

WORK EXPERIENCE

- Six (6) years relevant post qualification experience in security management and coordination three (3) years of which must have been in the public service of Liberia.

OTHER REQUIREMENTS

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

POSITION TITLE: CUSTODIAN

REPORTS DIRECTLY TO : General Services Officer

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

EXTERNAL RELATIONS:

PURPOSE: To promote the beautification and maintenance of a healthy and clean environment to facilitate the efficient and effective functioning of the Liberia Institute of Public Administration.

KEY RESULT AREAS:

- Cleaning and Janitorial Services

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**

- No general management responsibility is required.

- **Technical DUTIES**

- Provides janitorial and cleaning services to the various Departments and immediate surroundings of LIPA.
- Ensures that all offices of the LIPA, Ministries and Agencies and their immediate surroundings are kept tidy and clean at all times.
- Cleans offices and immediate surroundings of LIPA, Ministries and Agencies 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 LIPA, Ministries and Agencies and facilitates their inclusion in cleaning and janitorial services schedules.
- Performs any other relevant duties consistent with the functions of the Unit as may be assigned by the supervisor from time to time.

- **SUPERVISORY FUNCTIONS**
 - The job holder has no supervisory role.

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

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

OTHER REQUIREMENTS

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

POSITION TITLE: PROGRAM DEVELOPMENT SPECIALIST

REPORTS DIRECTLY TO: Director - General

DIRECTLY SUPERVISES: N/A

DEPARTMENT/FUNCTIONAL RELATIONS:
All Directorates

EXTERNAL RELATIONS:

- MACs
- Development Partners

PURPOSE:

- To monitor and report to the Director-General progress on all projects of the Institute.
- To ensure that the projects are implemented in a very efficient and effective way.

KEY RESULT AREAS:

- Project Coordination and Management
- Report writing
- Monitoring and Evaluation

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Provide support in the preparation for Advisory Board meetings.
 - Provide support in interagency government meetings as required.
- **TECHNICAL DUTIES**
 - Provide the Director-General with technical assistance, consultation and information on program development, program improvement, and regulations for capacity building in the civil service, and in conducting national programs.
 - Participate in the preparation and dissemination of marketing resources, publications and other communications. Plan and develop materials for the promotion of LIPA.
 - Works in collaboration with Deputies as well as other senior staff to provide strategic analysis and well-integrated/coordinated support for planning, monitoring and evaluation of institutional development programs and programs for the capacity development in the public sector.

- Provide support in reviewing, developing, and updating programs, policies and procedures.
- Prepare briefs, outlines, draft reports and publications and documentation
- Maintain daily liaison with program heads, deputies and senior staff.
- Develop program performance metrics, prepare and track milestone documentation.
- Provide support in System Requirements Reviews and recommendations/resolutions to issues and actions.
- Performs any other relevant duties consistent with the functions of the Unit as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - Has no supervisory responsibility.

AUTHORITY LIMIT:

- **Management of Budget**
 - Contributes to the preparation of budgets.
- **Staff Management**
 - Not foreseen for this position.
- **Asset Management**
 - Uses assets assigned to the position.

EDUCATIONAL QUALIFICATION

- Master's degree in Social Sciences or related discipline from a recognized university or institution.

WORK EXPERIENCE

- At least five (5) years of relevant working experience in administrative and technical related position with a recognized institution.

OTHER REQUIREMENTS

- Experience in Project Planning and Management required
- Strong analytical and IT skills are essential.
- Strong interpersonal and written and oral communication skills.
- Mathematical ability.

- A clear understanding of statistical terms and concepts.
- Problem-solving skills.
- Proven ability to communicate results and findings to non-statisticians.
- Ability to influence others.
- Practical and strategic approach to work.
- High level of accuracy and attention to detail.
- Capability to work to deadlines and to plan your work.
- Ability to work alone and within teams.
- Very Good knowledge/understanding of the Standing Orders and other Policies of Liberia Civil Service.
- Very Good knowledge of Liberia's Financial Laws, Rules and Regulations.
- Very Good negotiation skills.
- Very Good Presentation Skills.
- Very Good Report Writing Skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.
- Demonstrable commitment to corporate decisions.
- Excellent interpersonal skills.
- Acts with honesty and integrity.
- Ability to work in a fast paced and often pressured environment.
- Sound decision making based on thorough analysis.

POSITION TITLE: SECRETARY (FORMERLY OFFICE ASSISTANT)

REPORTS DIRECTLY TO: Regional Coordinator

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Regional Staff

EXTERNAL RELATIONS:

- Visitors
- Guests

PURPOSE:

- To ensure effective and efficient management of the Regional Coordinators Office.
- To provide quality administrative and secretarial services to the Regional Coordinators Office.

KEY RESULTS AREAS

- Secretarial Services
- Records Keeping
- Office Inventory
- Office Management

DUTIES:

- **General Management Functions**
 - Provides secretarial support to Units under the Office of the Regional Coordinator.
 - Reminds action officers of pending actions against timelines.
- **Technical Duties:**
 - Files copies of correspondences, memoranda, reports and circulars.
 - Provides effective and timely clerical, executive administrative and secretarial services.
 - Provides secretarial support to Units under this Department.
 - Distributes stores of the department according to approved requisition.
 - Implements registry procedures and ensures that standards are maintained.
 - Receives, records and distributes incoming and internally created mail.

- Types correspondences, memoranda and reports.
 - Records and arranges for the efficient and timely dispatch of correspondence.
 - Reminds action officers of pending actions against timelines.
 - File and storages of documentation.
 - Performs other duties consistent with the functions of this Office as may be assigned by the Head from time to time.
- **Supervisory Functions:**
 - Nil

AUTHORITY LEVEL

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

EDUCATION QUALIFICATION

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

WORK EXPERIENCE

- At least four (4) years 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: RESEARCH OFFICER

REPORTS DIRECTLY TO: Director of Research

DIRECTLY SUPERVISES: N/A

DEPARTMENT/FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- Ministries, Agencies and Commissions (MACs)
- Development Partners
- General Public
- Policy Officials
- Ministers
- External Research Contractors
- Government Analysts
- Heads of Institutions
- Academics
- Local Councils
- Regional Development Agencies

PURPOSE:

- To undertake research and analysis of policy, as well as commissioning and managing research.

Key Result Areas:

- Design research protocols
- Surveys
- Research /Data Analysis

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - General management function is not foreseen for this position.
- **TECHNICAL DUTIES**
 - Works on a wide range of research projects and employing a range of different research methodologies (if undertaking research internally).
 - Discusses and agrees project requirements with clients (policy officials, Ministers).
 - Drafts research specifications and agrees the terms of reference for research.
 - Commissions and manages research projects.

- Provides Comments on draft research instruments, such as questionnaires, and editing draft reports to improve quality of the documents.
 - Ensures that research is conducted within a set time frame to meet policy requirements.
 - Ensures quality control of research.
 - Provides information and analysis on policy issues and their development.
 - Provides information on areas that research has been carried out or where there are available research information relating to policy issues.
 - Works in close partnership with external research contractors, other government analysts, and policy colleagues during the course of the research.
 - Produces both written and oral briefs for policy colleagues and heads of institutions, based on reviews of research evidence.
 - Responds to external and internal research enquiries from colleagues, Government Departments, Academics, Local Councils, Regional Development Agencies and Members of the Public.
 - Explains complex ideas and findings in a way that can be easily understood.
 - Keeps up to date with developments in policy and social issues, as well as qualitative and quantitative research methods.
 - Performs other duties consistent with the functions of this office as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - May or may not have supervisory management functions.

AUTHORITY LIMIT:

- **Management of Budget**
 - Management of budget is not foreseen for this position.
- **Staff Management**
 - Management of staff is not foreseen for this position.
- **Asset Management**
 - The job holder uses asset assigned to the position.

EDUCATIONAL QUALIFICATION

- A good First Degree in Social or Behavioral Sciences, statistics and economics or related discipline from a recognized university or institution.
- A postgraduate qualification may be beneficial, particularly for graduates without relevant first degrees or sufficient social research experience.

WORK EXPERIENCE

- At least five (5) years relevant post qualification experience in research work, three (3) years of which must have been in the public service of Liberia.

OTHER REQUIREMENTS

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

- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.
- Demonstrable commitment to corporate decisions.
- Excellent interpersonal skills.
- Acts with honesty and integrity.
- Ability to work in a fast paced and often pressured environment.
- Sound decision making based on thorough analysis.

POSITION TITLE: RESEARCH OFFICER (FORMERLY RESEARCH ASSISTANT)

REPORTS DIRECTLY TO: Research Coordinator

DIRECTLY SUPERVISES: N/A

DEPARTMENT/FUNCTIONAL RELATIONS:
All Departments

EXTERNAL RELATIONS:

PURPOSE:

- To assist the Research Specialists or other Research staff by performing moderately complex research and experimentation following established protocols.

KEY RESULT AREAS:

- Data Analysis
- Compilation of Data

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - The job holder has no general management responsibility.
- **TECHNICAL DUTIES**
 - Participates in research projects.
 - Plans, designs and implements independent research projects.
 - Writes, reviews and edits various materials for publication.
 - Prepares publication schedules.
 - Attends and participates in meetings, conferences, and training groups.
 - Compiles processes and analyzes data.
 - Records research procedures and results.
 - Files and maintains records.
 - Codes data for input for electronic data processing.
 - Inputs and retrieves data using computers.
 - Compiles, processes and analyzes data.

- Performs various clerical duties including typing, answering phones, preparing correspondence, preparing and maintaining bibliographies, and completing applications and forms.
- Performs other duties consistent with the functions of this office as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - Supervisory functions are not foreseen for this position.

AUTHORITY LIMIT:

- **Management of Budget:**
 - NIL
- **Staff Management**
 - Nil
- **Asset Management**
 - Uses assets assigned to the position

EDUCATIONAL QUALIFICATION

- A Good First Degree Bachelor's degree in Social Science, Statistics, Mathematics or related field from a recognized university or institution.

WORK EXPERIENCE

- At least two (2) years relevant post qualification experience in related area.

OTHER REQUIREMENTS

- Verbal and written communication skills
- Interpersonal/human relation skills
- Ability to follow oral and written instructions
- Methodical and great attention to details.
- Ability to maintain records and inventories
- Computer literacy skills
- Good quantitative and qualitative skills
- Report writing skills.
- Team player.

POSITION TITLE: TRAINING OFFICER

REPORTS DIRECTLY TO: Director/HR

DIRECTLY SUPERVISES: Nil

DEPARTMENT/FUNCTIONAL RELATIONS:

- HR Division
- Research and Administration

EXTERNAL RELATIONS:

- Training Institutions
- Management Development Institutes

PURPOSE:

- To liaise with LIPA's HR Division in handling the learning and professional development of LIPA's workforce.

Key Result Areas:

- Training Planning and implementation
- Needs Identification and Analysis
- Management of Training Functions
- Training Programs Development
- Training Evaluation and Impact assessment

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - General management functions are not foreseen for this position.
- **TECHNICAL DUTIES**
 - Works with the HR Director in identifying training and development needs within LIPA through job analysis, appraisal schemes and performance records.
 - Participates in designing and expanding training and development programs based on the needs of LIPA and the individual.
 - Works in a team to produce programs that are satisfactory and relevant to all parties in LIPA, such as Directors, etc.
 - Operates within the costs of planned programs and keeps within budgets to achieve the return on investment of any training or development programs.
 - Develops effective induction program.

- Designs individual learning plans and produces training materials for in-house courses.
 - Manages the delivery of training and development programs and monitors and reviews the progress of trainees through questionnaires administration and analysis and discussions with managers.
 - Ensures that statutory training requirements are met at all times.
 - Participates in revising programs when necessary in order to adapt to changes occurring in the work environment.
 - Keeps up to date with developments in training by reading relevant journals, going to meetings and attending relevant courses.
 - Performs other duties consistent with the functions of this office as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - The job holder has no staff management responsibility.

AUTHORITY LIMIT:

- **Management of Budget**
 - The incumbent provides inputs for preparation of budgets.
- **Staff Management**
 - Staff management function is not foreseen for this position.
- **Asset Management**
 - The incumbent uses assets assigned to the position.

EDUCATIONAL QUALIFICATIONS

- A good First Degree in any of the social sciences, HRM or related field from a recognized University or Institution.
PLUS
- An Advance Diploma in training management from a recognized University or Institution.

WORK EXPERIENCE

- At least two (2) years' experience in training related functions in the public service of Liberia.

OTHER REQUIREMENTS

- Good Presentation skills.

- Ability to liaise with line managers to identify, develop and implement talent management system.
- Excellent skills in working with people with diverse background.
- Thorough understanding of learning and development processes.
- Strong ability to develop and maintain strong professional relationships with internal and external stakeholders and other employees.
- Strong knowledge of Communication Software/tools and other graphics and/or presentation software including: Microsoft Office products, Word and Excel, Internet Explorer, PowerPoint etc.

POSITION TITLE: TRAINING ASSISTANT

REPORTS DIRECTLY TO: Training Coordinator

DIRECTLY SUPERVISES: N/A

DEPARTMENT/FUNCTIONAL RELATIONS:

- All Directorates

EXTERNAL RELATIONS:

- Ministries, Agencies and Commissions
- Tertiary Institutions

PURPOSE:

- To work closely with the training coordinator and assist in providing training related services including the development and presentation of courses at the Institute.

KEY RESULT AREAS:

- Training Invitation Letters
- Management of the Training Function
- Training Records

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Not foreseen for this function.
- **TECHNICAL DUTIES**
 - Participates in preparation of training documentation such as training manuals, hand notes for participants, questionnaires and other support materials.
 - Schedules training sessions and send notification to participants.
 - Coordinates the preparation of training sessions, allocates training rooms, and provides all necessary equipment as well as catering facilities to ensure success of programs.
 - Informs participants or employees about training demands and other important relevant information.
 - Participates in training sessions and also stands in for the manager when he is unable to attend.
 - Keep records on each training course and also particulars of participants.
 - Prepares and distributes training certificates for successful participants.

- Performs other duties consistent with the functions of this office as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - Supervision of staff is not foreseen for this position.

AUTHORITY LIMIT:

- **Management of Budget**
 - Nil
- **Staff Management**
 - Nil
- **Asset Management**
 - Takes care of training equipment, logistics as well as training rooms.

EDUCATIONAL QUALIFICATION

- A good First Degree in any of the social sciences from a recognized University or institution.
- Advanced or Professional Diploma.
- Training of Trainers Certificate.

WORK EXPERIENCE

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

OTHER REQUIREMENTS

- Good written and oral communication skills.
- Ability to speak in public.
- Business and results oriented person.
- Team player.
- Ability to write complex reports.
- Good presentation skills.
- Good interpersonal 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.
- Ability to work with set policies and procedures e.g. Curriculum, institutional guidelines, student guidelines laid down by accreditation Boards.
- Ability to correct errors in judgements e.g. assigning wrong grades etc. and the use of overage literature.
- Good planning and organizing skills.
- Ability to develop and maintain professional relationships with internal and external stakeholders and work effectively with all categories of employees.

POSITION TITLE: DRIVER

REPORTS DIRECTLY TO : General Services Officer

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Other Pool Drivers
- Staff

EXTERNAL RELATIONS:

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

PURPOSE:

- To provide effective and efficient transport services to the various LIPA departments

KEY RESULT AREAS

- Safety
- Vehicle Maintenance and Upkeep
- Professional Driving.

DUTIES:

- **General Management Function**
 - Not foreseen for this position.
- **Technical Duties**
 - Drives LIPA officers and assists in the performance of their official duties.
 - Drives other officials including senior public officials as may be directed by the General Services Officer.
 - Reports 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 General Services Officer.

- Undertakes routine maintenance and servicing checks and repairs of pool vehicles.
 - Dispatches emergency letters as may be directed by the General Service Officer.
 - Undertakes utility operations on behalf of LIPA as may be directed by the General Services Officer
 - Monitors and reports on the readiness of pool vehicles sent for servicing and maintenance at mechanical workshops.
 - Ensures accurate completion and submission of vehicle log books.
 - Ensures appropriate and decent dressing in the performance of his/her duties at all times.
 - Performs other duties consistent with the functions of this office as may be assigned by the supervisor from time to time.
- **Supervisory Functions**
 - No supervisory functions are foreseen for this position.

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

- At least five (5) years post qualification experience as a driver.

OTHER REQUIREMENTS

- Good knowledge and understanding of routine vehicle maintenance procedures.
- Good knowledge/understanding of Insurance, Road Safety and other regulatory requirements.
- Close attention to details.

- Willingness to work for long hours and under pressure.
- Willingness to travel at short notice.
- Good communication skills (oral and written).
- Good interpersonal skills.

POSITION TITLE: SECRETARY-TRAINING/ADMINISTRATION/RESEARCH DIVISION

REPORTS DIRECTLY TO : Head of Training/Research/Administration

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Staff

EXTERNAL RELATIONS:

- General Public

PURPOSE:

- To provide clerical as well as secretarial services to the various Departments of the Institute.

KEY RESULT AREAS

- Clerical and Secretarial Duties
- Office Management

DUTIES:

- **General Management Functions**
 - o Classifies documents at the Secretariat to ensure easy identification and retrieval.
 - o Reminds action officers of pending actions against timelines.
- **Technical Duties**
 - o Types all official correspondences, office documents and letters, memoranda, minutes of meetings, etc.
 - o Prepares requisition for stationery and office supplies for immediate boss or supervisor's approval and takes custody and keep records of all supplies.
 - o Takes dictations and prepare drafts for bosses or requesting officer's perusal and corrections.
 - o Organizes and performs all filing duties of section, division or department as required.
 - o Maintains records of all in-coming and out-going documents and correspondences of the section, division or departments assigned.
 - o Answers telephone, takes messages and delivers the messages to the appropriate staff, bosses, groups or committees.

- Monitors and coordinates all visitations in assigned offices and makes appointment schedule.
- Performs other duties consistent with the functions of this office as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - NIL

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

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

POSITION TITLE: SECRETARY- DIVISION OF HUMAN RESOURCE MANAGEMENT

REPORTS DIRECTLY TO : Human Resource Director

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Other secretaries
- All staff

EXTERNAL RELATIONS:

- General Public

PURPOSE:

- To provide clerical, technical as well as secretarial services to the Institute's HR Division.

KEY RESULT AREAS

- Clerical and Secretarial Duties
- Office Management

DUTIES:

- **General Management Functions**
 - Classifies documents at the Secretariat to ensure easy identification and retrieval.
 - Reminds action officers of pending actions against timelines.
- **Technical Duties**
 - Monitors employees attendance records and makes a weekly report to the Director of Personnel.
 - Prepares monthly attendance reports of LIPA employees for the signature of the Human Resource Director for onward submission to the Civil Service Agency (CSA).
 - Conducts daily spot checks twice in the day, to monitor work attendance of all employees.
 - Types all official correspondences, office documents and letters, memoranda, minutes of meetings, etc.
 - Prepares requisition for stationery and office supplies for immediate boss or supervisor's approval and takes custody and keep records of all supplies.

- Takes dictations and prepare drafts for the Director or requesting officer's perusal and corrections.
- Organizes and performs all filing duties of the division. Maintains records of all in-coming and out-going documents and correspondences of the section, division or departments assigned.
- Answers telephone, takes messages and delivers the messages to the appropriate HR staff.
- Monitors and coordinates all visitations in HR office and makes appointment schedule.
- Performs other duties consistent with the functions of this office as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
 - NIL

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

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

POSITION TITLE: ACCOUNTING INSTRUCTOR

REPORTS DIRECTLY TO : Training Director

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All Directorates

EXTERNAL RELATIONS:

PURPOSE:

- To assist in planning and implementing short term financial management courses for lower level budget and finance personnel in the public and private sectors.

KEY RESULT AREAS

- Training plans development
- Modules Development
- Examinations and Assessments

DUTIES:

- **General Management Functions**
 - No general management function is foreseen for this position.
- **Technical Duties**
 - Participates in the planning and implementation of short and long term public sector finance courses.
 - Develops modules/financial management courses that will form part of the training cycle of the Institute capacity training projects.
 - Develops end of course examination and projects to determine the performance of participants in training programs.
 - Performs any other tasks consistent with the functions of the Division as may be assigned by the supervisor from time to time.

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

- A First BBA Degree in Accounting from

- Advance Diploma in Financial Management course is an advantage.

WORK EXPERIENCE

- At least two (2) years of practical in teaching in Accounting, budgeting and Bookkeeping courses in recognized academic or professional institutions.

OTHER REQUIREMENTS

- Excellent facilitation skills.

- Ability to develop Modules.

- Willingness to work long hours and meet tight deadlines as required.

- Excellent computer, communication and course facilitation and presentation skills.

POSITION TITLE: COMPUTER INSTRUCTOR

REPORTS DIRECTLY TO : Director of Training

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

PURPOSE: To provide computer application support services.

KEY RESULT AREAS

DUTIES:

- **General Management Functions**
 - General management functions are not foreseen for this position.
- **Technical Duties**
 - Provides professional assistance in the planning and implementation of computer training programs for LIPA.
 - Prepares computer application training modules and facilitates in training courses.
 - Facilitates in LIPA's In-House computer training program.
 - Performs computer operation services from day to day as may be directed by the Director of Training and/or the Department head.
 - Assists the LIPA secretaries and/or computer operators when the need arises.
 - Conducts computer training for LIPA employees and all other persons as may be directed by the Director-General or his deputy.
 - Performs other tasks consistent with the functions of the Division as may be assigned by the Director of Training and/or the department head from time to time.

AUTHORITY LIMIT

- **Management of Budget**
N/A

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

EDUCATIONAL QUALIFICATION

- A good AA Degree in Computer Science from a reputable computer training school.

WORK EXPERIENCE

- At least three (3) years of practical work experience with a well-established organization.

OTHER REQUIREMENTS

- Excellent facilitation skills.
- Ability to design training Modules.
- Willingness to work long hours and meet deadlines as required.
- Must possess a good computer, communication and course facilitation and presentation skills.