



# JOB DESCRIPTIONS FOR LIBERIA INSTITUTE OF STATISTICS AND GEO- INFORMATION SERVICES (LISGIS)

**REPUBLIC OF LIBERIA**

Developed By

LISGIS Human Resources Unit

In collaboration with

The Civil Service Agency and USAID-Governance and Economic  
Management Support Project

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**POSITION TITLE: DIRECTOR, FINANCE**

**REPORTS DIRECTLY TO:** Deputy Director-General for Administration

**DIRECTLY SUPERVISES:**

- Administrative Officer

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Director of Procurement

**EXTERNAL RELATIONS:**

- Ministry of Finance and Development Planning
- Financial Institutions
- UNFPA
- UNDP
- AFDB
- UNICEF
- WFP
- House of Representatives

**PURPOSE:**

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

**KEY RESULTS AREAS:**

- Strategy and Policy Development
- Budget Preparation and Control
- Payment Processing and Monitoring
- Treasury and Cash Management
- Technical Advisory Support
- Information and Reporting

## DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**

- Coordinate year-end audit and report to administration through the Deputy Director-General of Administration.

- **TECHNICAL DUTIES**

- Participates in the preparation of LISGIS annual budget and monitor its implementation.
- Prepares variance analysis of revenue and expenditure against budget and reports and advices on any deviations for corrective action.
- Keeps accounting books, chart of accounts, accounting manuals, and financial statements.
- Ensures efficient management of LISGIS budgetary allocations and delivers specific financial services to ensure efficient and effective functioning and result-orientation of all technical directorates, sections and units.
- Provides relevant and appropriate information to assist LISGIS management in responding to audit queries.
- Develops accounts payable/receivable systems and monitors its implementation to ensure that all payments are in line with approved accounting policies and guidelines.
- Reviews periodic bank reconciliation statements and accounts reconciliation of LISGIS 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 schemes.
- Designs financial and accounting formats to capture on a 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 LISGIS Cash Book and other value books, monthly bank reconciliation statements, and treasury reconciliations.
- Provides expert financial planning and expenditure advice on spending at LISGIS to the Deputy Director-General for Administration.
- Monitors compliance of statutory deductions and payments (i.e. tax, etc.).
- Monitors the LISGIS 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 LISGIS.
- 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 release 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 LISGIS 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 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.
  - Analyzes and interprets financial data and recommends changes to improve the system and financial performances.
  - Prepares and review financial reports.
  - Performs other duties and responsibilities consistent with the functions of the Unit and Directorate as may be assigned by the Deputy Director General for Administration from time to time.
- **SUPERVISORY FUNCTIONS**
    - Supervises the activities of the Finance Section.
    - Identifies training needs and facilitates training for subordinate staff.
    - Provides inputs in the preparation of quarterly and annual performance reports of the Directorate.
    - Holds direct reports accountable for managing their assignments to ensure the Directorate/unit's goals are achieved.

#### **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 activities are checked monthly, and written progress reports are required monthly. An error in judgment 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 the work area. E.g. Staff promotions.

- The job holder prepares budgets for the directorate for inclusion in the overall agency budget. The job holder manages the budget of the directorate.
- **Staff Management**
  - The job holder coaches, assign, checks, and develop work methods for all categories of Accounts Officers.
- **Asset Management**
  - The job holder manages the assets assigned to the job.

#### **EDUCATIONAL QUALIFICATION**

- A good First Degree in Business Administration and Master's Degree (MSc/MBA) in Financial Management/Accounting from any recognized university or a Chartered Professional Qualification (CIAICA, ACCA, CIMA, and CPA).

#### **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 attention to details.
- Absolute discretion in handling or dealing with confidential information/data.
- Knowledge of accounting software/tools with strong functionality skills in Microsoft Excel, Word and PowerPoint.
- Excellent analytical skills.
- Good managerial and coaching skills in a "team" setting.

**POSITION TITLE: DIRECTOR, PROCUREMENT AND LOGISTICS**

**REPORTS DIRECTLY TO:** Deputy Director-General for Administration

**DIRECTLY SUPERVISES:**

- Assistant Director, Procurement and Logistics
- Assistant Director, Maintenance

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Director of Finance

**EXTERNAL RELATIONS:**

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

**PURPOSE:**

- To promote transparent and accountable procurement of goods and services.
- To ensure LISGIS gets value for money services through efficient procurement management and logistical services.
- To contribute to the successful implementation of the procurement law.

**KEY RESULTS AREAS:**

- Procurement Management
- Logistic Management
- Procurement Records Management

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Responsible for the entire operations of the Procurement and Logistics Unit, to include its day-to-day activities and how effectively it operates.
  - Collates and submits relevant reports on procurement activities.

- **TECHNICAL DUTIES**

- Ensures the preparation of procurement plans, invitation to bids and bidding documents.
- Ensures that the institute is in compliance with PPCC regulation
- Ensures the publication, distribution and opening of bids.
- Shall conduct the secretarial services of the procurement committee.
- Administers and monitors contracts implementation in the area of logistics and procurement.
- Assess the quality of procured goods, works and services.
- Reviews and updates all procurement plans on a quarterly basis.
- Notifies the department of administration of any modifications as outlined by the PPCC.
- Ensures the effective stock management.
- Writes and sends out procurement and logistics communications both internally and externally.
- Facilitates the disposal of institute's assets.
- Advises senior management on award of contracts.
- Performs any other related duties that are consistent with the functions of the directorate as may be assigned by the Deputy Director-General for Administration from time to time.

- **SUPERVISORY FUNCTIONS**

- Holds subordinate assistant directors accountable for managing their assignments to ensure the unit goals are achieved.
- Conducts performance appraisal and provide inputs 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 prepares budget for the directorate for inclusion in the overall agency budget. The job holder manages the budget of the directorate.

- **Staff Management**
  - Job holder has staff management capability.
- **Asset Management**
  - The job holder uses the assets assigned to the job.

## **EDUCATIONAL QUALIFICATION**

- A good First Degree in Procurement Management, Purchases and Supply, Economics, Statistics or relevant qualification from a recognized University or an equivalent professional qualification.
- Master Degree preferably MSc, MBA, MA in Procurement or Purchases and Supply Management from a recognized university or its equivalent professional qualification.

## **WORK EXPERIENCE**

- At least 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**

- Very good knowledge of PPCC Ac
- Demonstrated procurement management skills.
- Very high quantitative and analytical skills.
- Skills in relevant IT applications.
- Analytical, observational, organizational and networking skills.
- Strong ability to effectively plan and execute work.
- Excellent communication and interpersonal skills.
- Excellent report writing skills.
- Knowledge of World Bank; UNFPA; UN-ACIECIES; AFDB procurement procedures.

## POSITION TITLE: ASSISTANT DIRECTOR, MAINTENANCE

**REPORTS DIRECTLY TO:** Director, Procurement and Logistics

### **DIRECTLY SUPERVISES:**

- Maintenance Officers

### **DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- All Units

### **EXTERNAL RELATIONS:**

- Public Procurement and Concessions Commission (PPCC)
- General Service Authority (GSA)
- External Auditors
- Project Contractors and Consultants
- Service Providers
- Suppliers
- Internal Auditors

### **KEY RESULTS AREAS**

- Vehicle and Equipment Maintenance and Repairs
- Facilities, Landscaping and Space Management
- Estate Management
- Janitorial Services
- Asset Inventory Management
- Stakeholder Relationship and Management
- Procurement
- Employee Performance and Development

### **PURPOSE:**

- To supervise and expedite all maintenance works and services such as vehicles, generators, motorbikes, furniture, equipment, civil works, etc.
- To promote effective and efficient management, landscaping and beautification of LISGIS buildings and surroundings.
- To recommend appropriate maintenance solutions in the event of major repairs, landscaping and beautification works; coordinates and supervises all estate activities.

- To promote the culture of maintenance especially of public property at LISGIS.

#### **DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**

- Facilitates and coordinates the development and implementation of the Estate unit strategic plan and budget.
- Provides input in the preparation, implementation and monitoring of the annual budget for the Unit.
- Ensures appropriate documentation and updates of records of the Unit.

- **TECHNICAL DUTIES**

- Develops and implements an efficient estate management system to support the operations of LISGIS.
- Provides inputs to the deputy director-general for administration in the development of estate management policy guidelines for LISGIS.
- Coordinates all activities pertaining to estate management to ensure efficient management of LISGIS buildings, structures and surroundings.
- Conducts comparative cost analysis and market survey to determine whether or not to outsource basic services such as plumbing, cleaning, etc. and submits findings to the Assistant Director.
- Research to identify the proficiency of project contractors, consultant, etc. for major projects and advises assistant director on payments of such project to ensure cost efficiency.
- Monitors to ensure that the approved acquisition, installation/development and maintenance guidelines/standards of landed properties of LISGIS are complied with.
- Monitors/reviews projects/services undertaken by Contractors, Consultants, Service Providers, etc. to ensure scheduled and satisfactory completion of projects as per approved contract agreement.
- Supervises the activities of the estate, maintenance and project functions within LISGIS to ensure adherence with approved guidelines and principles.

- Coordinate contract implementation between LISGIS and vendors.
  - Manage relationship at all times between LISGIS and repair garages.
  - Coordinates and ensures regular maintenance and repair schedules, landscaping and beautification for all LISGIS buildings, central structures and surroundings.
  - Manages inventory of all immovable properties of LISGIS 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 - including buildings and works.
  - Prepares estimates for repairs, landscaping and beautification of LISGIS.
  - Provides and maintains official furniture and fixtures of LISGIS.
  - Coordinates and monitors the cleanliness and sanitation in and around LISGIS and its Annex Structures.
  - Participates in the procurement of furniture, textures and materials for repairs, beautification and maintenance especially in the preparation of technical specification for tenders.
  - Supervises the maintenance of LISGIS estate management, landscaping and beautification contracts.
  - Performs other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by the Director, Procurement and logistics from time to time.
- **SUPERVISORY FUNCTIONS**
    - Holds direct reports accountable for managing their assignments to ensure the Unit's goals are achieved.
    - Manages performance, succession development and resource allocation within designated Units.



- Conducts performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.
- Identifies training needs and facilitates training for subordinate staff.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - The job holder participates in the preparation of budgets.
- **Staff Management**
  - The job holder has staff management responsibility.
- **Asset Management**
  - The job holder has overall responsibility for assets of LISGIS 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 LISGIS.

#### **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 an advantage.

#### **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 the “Law of Contract” for the administration of properties.

- Good knowledge/understanding of land registration processes.
- Good knowledge/understanding of safety and security systems and administration.
- Considerable project management skills.
- Operational risk management skills.
- 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 the job functions.

## **POSITION TITLE: ASSISTANT DIRECTOR, PROCUREMENT AND LOGISTICS**

**REPORTS DIRECTLY TO:** Director, Procurement and Logistics

### **DIRECTLY SUPERVISES:**

- Store Keeper
- Office Assistant

### **DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Heads of Units,
- Heads of Divisions/ Directorates

### **EXTERNAL RELATIONS:**

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

### **PURPOSE:**

- To ensure that the procurement procedures are in strict compliance with the provisions of the PPCC Act and its operating regulations and procedures.

### **KEY RESULTS AREAS:**

- Procurement Management
- Procurement Records Management

### **DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Maintaining cordial working relationship between vendors/suppliers and LISGIS.
  - Prepares monthly procurement reports and submits to the Director of Procurement and Logistics.
- **TECHNICAL DUTIES**
  - Conducts bid opening procedures in accordance with the relevant provisions of the PPCC Act.

- Ensures that the various LISGIS departments have RFQs, bidding documents, contracts and evaluation reports approved and issued on a timely manner according to the approved procurement plan.
- Manages the procurement filing system and ensures that all relevant documents have been stored and made easy for retrieval.
- Ensure timely renewal of procurement of goods, works and services.
- Ensuring timely renewal of procurement contracts as necessary, etc.
- Performs other relevant duties and responsibilities consistent with the functions of the Unit and the Directorate as may be assigned by the Director of Procurement and Logistics from time to time.
- **SUPERVISORY FUNCTIONS**
  - The job holder may or may not have supervisory responsibility.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - The job holder contributes to the preparation of budgets. The job holder collates needs for goods and services of strategic offices and directorates for preparation of LISGIS budgets.
  - Job holder serves as secretary to Tender Committee and Tender Evaluation Panels.
- **Staff Management**
  - The job holder may or may not have staff management responsibility.
- **Asset Management**
  - The job holder uses assets assigned to accomplish work.

#### **EDUCATIONAL QUALIFICATION**

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

- Master Degree preferably MSc, MBA, MA in Procurement or Purchases and Supply Management from a recognized university or its equivalent professional qualification.

#### **WORK EXPERIENCE**

- At least five (5) years working experience; three (3) years of which must have been at the middle management level in the Public Services of Liberia.

#### **OTHER REQUIREMENTS**

- Demonstrated procurement management skills.
- Very high quantitative and analytical skills.
- Excellent Knowledge in FAA and IAA.
- Relevant IT applications.
- Analytical, observational, organizational and networking skills.
- Strong ability to effectively plan and execute work.
- Excellent communication and interpersonal skills.
- Excellent Report Writing skills.
- Very high level of honesty and integrity.
- Team player and demonstrated ability to work effectively with others.

## POSITION TITLE: DIRECTOR, ADVOCACY AND COMMUNICATIONS

REPORTS DIRECTLY TO: Director General

DIRECTLY SUPERVISES:

- Junior Reporters

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Heads of all Directorates.

EXTERNAL RELATIONS:

- Public Relations units at various ministries, agencies and commissions of Liberia.
- Tabloids
- Official and Private Press Houses
- Electronic Media Houses

PURPOSE:

- To promote the re-branding of LISGIS as the flagship of Government and state machinery that provides statistical services to the general public.
- To create a lasting positive image of LISGIS as a professional public institution and a center of excellence for delivery of public services.

KEY RESULTS AREAS:

- Strategic Communications and Marketing.
- Stakeholders Relationship and Management.
- Client Service

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
  - Accept and carry on additional mandate and duties as required by the Director General.

- **TECHNICAL DUTIES**

- Promote statistical awareness and ensure that all partners concerned cooperate.
- Establish a good working relationship with the news media, partners and the public.
- Inform the Director-General on how the users, providers and consumers of statistics feel about LISGIS.
- Promote the vision, mission and core values of LISGIS.
- Brief the Director-General on all matters concerning the advancement of statistics by the media.
- Provide feedback to queries from the general public and partners on statistical issues to the Director-General.
- Organize monthly press conferences and periodic press releases, announcements, newsletters, and brochures.
- Establish and maintain good working relations with the news media, partners, and the public.
- Performs other relevant duties and responsibilities consistent with the functions of the Directorate as may be assigned by the Director General from time to time.

- **SUPERVISORY FUNCTIONS**

- May or may not have supervisory functions.

#### **AUTHORITY LIMIT**

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

- **Asset Management**
  - Incumbent uses assets assigned to the position.

## **EDUCATIONAL QUALIFICATION**

- A minimum of First degree in public relations, Communications and Marketing or related discipline from a recognized university or an equivalent professional qualification.
- 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.
- Thorough understanding of 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: JUNIOR REPORTER**

**REPORTS DIRECTLY TO:** Director of Advocacy and Communications

**DIRECTLY SUPERVISES:**

- Nil

**DEPARTMENTAL / FUNCTIONAL RELATIONS:**

- Department Heads

**EXTERNAL RELATIONS:**

- The print and electronic news media
- Partners and Donors
- All the line Ministries and Agencies

**PURPOSE:**

- To promote and establish good working relations with the news media, partners and the public and to assess the response from the public of LISGIS services.

**KEY RESULTS AREAS**

- Strategic Communications and Marketing.
- Stakeholders Relationship and Management.
- Client Services.

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Establish good working relationship with the news media, partners and the public and inform the Director-General on how the users, providers and consumers of statistics feel about LISGIS.

**TECHNICAL DUTIES**

- Organize meetings and promoting statistical awareness and ensure that all partners concerned cooperate.
- Brief the Director-General on all matters concerning the advancement of statistics by the media.

- Provide queries and feedback from the general public and partners on statistical issues to the DG.
- Distribute the local dailies to the Director General and his Deputies on a daily basis.
- Provide news brief to the DG via email on a weekly basis.
- Performs other relevant duties and responsibilities consistent with the functions of the Unit and the Directorate as may be assigned by the Director of Advocacy and Communications from time to time.
- **SUPERVISORY FUNCTIONS**
  - May or may not have supervisory functions

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - Job holder does not contribute to the preparation of budgets.
- **Staff Management**
  - Incumbent may or may not have staff management responsibility.
- **Asset Management**
  - Incumbent uses assets assigned to the position.

#### **EDUCATIONAL QUALIFICATION**

- A first degree in Mass communication from an accredited university or a diploma in Public Relations and Communication Management from a reputable Institution.

#### **WORK EXPERIENCE**

- Over two (2) years of progressive experience in media communications and public relations in a public or private institution.
- Practical experience in a related position for at least three (3) years in public relations with a reputable institution or Government institution.

## OTHER REQUIREMENTS

- Experience in editing draft releases for the media.
- Preparation of publicity materials like leaflets, brochures, and newsletters.
- Speech writing skills.
- Good knowledge of Microsoft Office.
- Keen attention to detail.
- Absolute discretion when dealing with confidential information.

## **POSITION TITLE: DIRECTOR, PERSONNEL**

**REPORTS DIRECTLY TO:** Deputy Director General for Administration

### **DIRECTLY SUPERVISES:**

- Assistant Personnel Director

### **DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- All Directorates

### **EXTERNAL RELATIONS:**

- Ministry of Finance and Development Planning (MFDP)
- Civil Service Agency (CSA)
- Banking and financial institutions
- Social Security
- Insurance Companies
- Development partners statistic
- Research/ institutions
- General public
- Training providers

### **PURPOSE:**

- To improve personnel functions, by preparing PANS, personnel listing and taking care of employees' welfare.
- To provide professional and timely services for development, implementation and monitoring of human resources management strategies.
- To facilitate the recruitment, and retirement of adequate skills levels mix of individuals for development of LISGIS strategic objective.
- To undertake the date to date human resources/ administrative duties as a support to the Director General and the Deputy- Director Generals of the institute (LISGIS).

### **KEY RESULTS AREAS:**

- Human Resources planning
- Recruitment and Selection
- Employees Records Management
- Employees Pay, Benefit and Welfare Management
- Employees Training and Development
- Discipline and Grievance Management
- Health and Safety

- Performance Management
- Human Resources information system
- Employee relations

#### DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**

- Exercises overall responsibility for the effective and efficient administration and management of LISGIS personnel.
- Accept and carry on additional mandates/duties as required by the Deputy Director-General for Administration.
- Prepare annual reports.

- **TECHNICAL DUTIES**

- Initiate employment processes for the institution by accepting applications and arranging interviews.
- Maintain up-to-date files on each employee of the institution.
- Cross-check the daily roster to ensure punctuality.
- Counter-check, along with the director of finances all cash/payments requests from and to employees.
- Prepare personnel policy manual containing rules and regulations regarding rewards, benefits and penalties available for employees of the institution.
- Prepare an orientation package containing a copy of the Personnel Policy Manual, Terms of Reference for each employee along with his/her employment letter.
- Responsible to prepare Personnel Listings, Personnel Action Notices (PAN) for recruitment processes.
- Responsible to employ along with the employment committee in association with the Civil Service Agency.
- Ensure that employees come to work on time and receive their salaries and other benefits.
- Prepares, implements and monitor annual budget for the HR department.

- Overseas monitoring of the actual account of employees of LISGIS and makes the HR report to top management.
  - Develop performance management system in line with civil service agency's strategy and coordinates.
  - Leads / directs the development of standard operating procedures (SOPs) work plan and other support systems including monitoring mechanisms in managing the Human Resources (HR) department.
  - Develops implements and maintain LISGIS Human resource policies and procedures to promote consistency in terms and conditions of services, resourcing, leaving and development in accordance with approved business strategy.
  - Identifies and monitor human resources requirements and skills mix and make appropriate recommendation to management for implementation.
  - Implements established policy to ensure recruitment, selection and placement of the right caliber of employees at LISGIS.
  - Ensures that job descriptions for all posts are up to date, properly recorded and duly classified.
  - Supports the implementation of succession planning and effective talent management systems within LISGIS.
  - Established and maintains effective records keeping and management systems to ensure easy accessibility and retrieval of HR Data/ information
  - Performs other relevant duties and responsibilities consistent with the functions of the Unit and the Directorate as may be assigned by the Deputy Director General for 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 the Unit.
    - Conducts performance appraisal and provides input for career development and recommend performance incentives for subordinate staff.

- Identifies training needs and facilitates training for subordinate staff.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - The job holder makes contributions to the preparation of budgets.
- **Staff Management**
  - The job holder has staff management responsibility.
- **Asset Management**
  - The job holder uses assets assigned to the position.

#### **EDUCATIONAL QUALIFICATION**

- A minimum of First Degree in Public Administration or Human Resource Management or relevant qualification from a recognized university.
- A Master's Degree preferably MPA or HRM from a recognized university.

#### **WORK EXPERIENCE**

- At least six (6) years relevant post qualification experience in personnel management three (3) years of which must have been in the public service of Liberia.

#### **OTHER REQUIREMENTS**

- Excellent knowledge of strategic Human Resources Management.
- 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.
- Interpreting knowledge of national/international labour law and regulation.
- Very Good negotiation skills.
- Ability to analyse quantitative and qualitative data.

- Very Good Presentation Skills.
- Very Good Report Writing Skills.
- Very 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.
- Demonstrable commitment to corporate decisions.
- Very Good communication skills.
- Excellent 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.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.



## POSITION TITLE: RESEARCH OFFICER

REPORTS DIRECTLY TO: Personnel Director

DIRECTLY SUPERVISES:

- NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Data Collection Units

EXTERNAL RELATIONS:

- All Ministries and Agencies

PURPOSE:

- To identify sources of information for general and specific studies.

KEY RESULTS AREAS:

- Information gathering and analysis

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
  - Prepare draft reports of the Division.
  - To carry out any related function(s) entrusted by the Director and Assistant Director of Personnel.
- **TECHNICAL DUTIES**
  - Works with the Personnel Director in finalizing reports.
  - Research all related activities of the Division and submit findings to the Personnel Director.
  - Identify and fill in gaps created as a result of the absence of the Personnel Director.
  - Draft outlines for presentation of the Division.

- Identify sources of information for general and or specific studies.
- Performs other related and responsibilities duties consistent with functions of the Directorate as may be assigned by the Personnel Director from time to time.
- **SUPERVISORY FUNCTIONS**
  - Supervision of technical administrative staff may be possible.

#### **AUTHORITY LIMIT**

- Management of Budget
  - NIL
- Staff management
  - NIL
- Asset Management
  - Computer equipment and other research materials.

#### **EDUCATIONAL QUALIFICATION**

- A good first degree in Administration, Human Resource, or Personnel from an accredited university or with a reputable institution.
- A technical certificate with related work background from an accredited institution.

#### **WORK EXPERIENCE**

- At least two (2) years of working experience in the field of Personnel Management.

#### **OTHER REQUIREMENTS**

- Computer skills including the ability to operate Spread sheets and word processing programs at a highly proficient level e.g. MS-Dos, Windows.
- Possess supervisory skills.
- Time Management skills.

- Good Interpersonal skills.
- Analytical skills.
- Ability to work and get along well as a member of a team.
- Report writing skills.
- Attention to detail.
- Good oral and written communication skills.
- Honest and trustworthy.
- Punctuality and the ability to meet strict deadlines.
- Absolute discretion when dealing with confidential matters.

**POSITION TITLE: PERSONNEL ANALYST (FORMERLY COMPUTER OPERATOR)**

**REPORTS DIRECTLY TO:** Personnel Director

**DIRECTLY SUPERVISES:**

- NIL

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- NIL

**EXTERNAL RELATIONS:**

- Ministry of Finance and Development Planning (MFDP).
- Civil Service Agency (CSA)
- Banking Financial Institutions
- Social Security
- Insurance Company

**PURPOSE:**

- To support the productivity of the Personnel Section by preparing technical and computerized documents and solving difficult computer related issues.

**KEY RESULTS AREAS:**

- Timely technical solutions

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - The job holder has no general management responsibility.
- **TECHNICAL DUTIES**
  - Prepares the Personnel Action Notice (PAN) for employment.
  - Prepares the yearly Personnel Listing with all of the necessary annual salary calculations in using Microsoft Excel electronic spread sheet.
  - Prepares all necessary communications both internally and externally to various collaborating Ministries and Agencies.

- Keep active records of all employees' birthdays by a birthday directory database system preferably in MS Excel.
- Prepare an inter-office Memorandum to departmental directors and/or sectional directors respectfully.
- Prepare payroll for both Christmas and July 26 bonuses for employees.
- Visit the fifteen (15) Counties on a quarterly basis.
- Performs other relevant duties and responsibilities consistent with the functions of the Directorate as may be assigned by the Director of Personnel from time to time.
- **SUPERVISORY FUNCTIONS**
  - Position has no supervisory responsibility.

#### **AUTHORITY LIMIT**

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

#### **EDUCATIONAL QUALIFICATION**

- A High school Certificate/Diploma or a college student.
- Must have a Certificate/Diploma from a recognized Computer Science Institution.
- Must have strong skills in Microsoft Excel and Electronic Spreadsheet.

## WORK EXPERIENCE

- At least One (1) year work experience in the field of Computer Science or Technology.

## OTHER REQUIREMENTS

- Good knowledge of computer operations such as: MS Excel Electronic Spread Sheet; MS Access.
- Good oral and written communication skills.
- Ability to work and get along well as a member of a team.
- Analytical skills.

**POSITION TITLE: PERSONNEL OFFICER, WELFARE (FORMERLY STAFF ANALYST)**

**REPORTS DIRECTLY TO: PERSONNEL DIRECTOR**

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

Analysts

**EXTERNAL RELATIONS:**

- Insurance Companies
- Medical Facilities
- Civil Service Agency (CSA)
- Ministry of Finance and Development Planning
- Training providers

**PURPOSE:**

- To safeguard the legitimate interest and welfare of LISGIS employees, creating a secure and healthy work environment to enhance productivity.

**KEY RESULTS AREAS:**

- Leave and Welfare Management
- Employee Safety and Health
- Stakeholder Relationship and Management

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - The job holder has no general management responsibility.
- **TECHNICAL DUTIES**
  - Administers instruments, analyses data and submits reports to the supervisor for review and approval.
  - Works closely with NASSCORP, Insurance Companies and Medical facilities to ensure appropriate services are rendered to the employees of LISGIS.
  - Works closely with the Monitoring and Evaluation Section to monitor the implementation of leave and welfare policy guidelines.

- Works closely with the General Administration of LISGIS to ensure that specific issues including leave, work environment, sexual harassment, occupational safety and health, etc., are adequately addressed.
- Liaises with NASSCORP to register and update the personal records of LISGIS employees.
- Inspects and monitors daily attendance of employees of all Directorates of LISGIS, collects and collates the information and submits daily and monthly attendance reports to the supervisor for appropriate management action.
- Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Senior Welfare Officer from time to time.
- **SUPERVISORY FUNCTIONS**
  - Position has no supervisory responsibility.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - Management of Budgets is not foreseen for this position.
- **Staff Management**
  - Management of Staff is not required for this position.
- **Asset Management**
  - The job holder uses assets assigned to the position.

#### **EDUCATIONAL QUALIFICATION**

- A good First degree in Public Administration, Business Administration, Human Resource Management, Social Sciences, Management or relevant discipline from a recognized university.

#### **WORK EXPERIENCE**

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



## OTHER REQUIREMENTS

- 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: OFFICE ATTENDANT (FORMERLY OFFICE ASSISTANT)**

**REPORTS DIRECTLY TO:** Director of Personnel

**DIRECTLY SUPERVISES:** NIL

**DEPARTMENTAL/FUNCTIONAL RELATIONS:** NIL

**EXTERNAL RELATIONS:** NIL

**PURPOSE:**

- To promote the beautification and maintenance of a healthy and clean environment to facilitate the efficient and effective functioning of the Civil Service Agency, Ministries and Agencies.

**KEY RESULTS 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 Directorates, Sections, Units and immediate surroundings of CSA and Ministries and Agencies' Buildings.
  - Tidies and keeps clean at all times and before the resumption of work, all offices of the CSA, Ministries and Agencies and their immediate surroundings.
  - Implements cleaning schedules by of the supervisor.
  - Maintains cleaning tools and equipment inventory and ensures appropriate storage, safekeeping and easy access and usage.
  - Identifies cleaning and beautification needs of LISGIS, 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 Director of Personnel from time to time.
- **SUPERVISORY FUNCTIONS**
  - The job holder does not have any supervisory role.

#### **AUTHORITY LIMIT**

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

#### **EDUCATIONAL QUALIFICATION**

- Must be functionally literate.
- Must pass a prescribed interview organized by LISGIS
- 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: EXECUTIVE SECRETARY

REPORTS DIRECTLY TO: Special Assistant

### DIRECTLY SUPERVISES:

- Liaison Officer
- Office Assistants

### DEPARTMENTAL /FUNCTIONAL RELATIONS:

- All Staff
- Internal Audit
- Public Relations

### EXTERNAL RELATIONS:

- Guests/Visitors
- General Public

### PURPOSE:

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

### KEY RESULTS AREAS

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

### DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
  - Heads the Secretariat of the Director - General.

- **TECHNICAL DUTIES**

- Provides secretarial services by typing confidential and sensitive memoranda, reports and other important documents.
- Prioritizes and manages multiple assignments simultaneously and follows through on issues in a timely manner.
- Receive, records and refers all official correspondence to appropriate Directorates as directed.
- Manages an active appointment calendar in a manner that honours long standing commitments while accommodating new demands and situations as they arise.
- Communicates and takes appropriate action on incoming and outgoing electronic communications/letters.
- Maintains database of professional contacts and reviews them regularly for completeness and accuracy.
- Drafts, writes and types letters/memos and reports.
- Ensures that adequate secretarial services are extended to all units under the Office of the Director-General.
- Collaborates closely with General Administration and Finance Section to develop and implement administrative systems, procedures and guidelines to ensure effective and efficient management of the Director-General's Secretariat.
- Ensures the provision of excellent and quality secretarial services to the Office of the Director-General.
- Supervises the staff of the Director-General's Secretariat in the provision of effective and timely clerical, executive, administrative and secretarial services.
- Serves as personal assistant to the Director-General.
- Prepares documents for meetings and records proceedings at meetings.
- Keeps Diary of the Director-General and updates it regularly.
- Prepares daily itinerary, travel arrangements and other protocol affairs of the Director-General.

- Schedules appointments for the Director-General.
- Attends special meetings of the Director-General and records proceedings.
- Receives and attends to official visitors and guests of the Director-General.
- Liaises with the General Administration and Finance Directorate for supply of office items and other logistics for the Secretariat.
- Maintains record/inventory of all stationery and office logistics in the Office of the Director-General.
- Prevents unauthorized access to official records and correspondence.
- Ensures appropriate filing and storage of all documentation including sensitive and classified records of the Office of the Director-General.
- Maintains an up-to-date and efficiently managed filing/record system.
- Performs other relevant duties and responsibilities consistent with the functions of the Unit and the Directorate as may be assigned by the Special Assistant from time to time.
- **SUPERVISORY FUNCTIONS**
  - Supervises staff of the Secretariat to deliver on their work plans and schedules.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - Incumbent makes contribution to the preparation of the Directorate's budget. The incumbent manages an emergency cash account for the Office of the Director-General.
- **Staff Management:**
  - The job holder has staff management responsibilities.
- **Asset Management:**
  - Incumbent takes basic care of computers and accessories, photocopiers, telephone and uses these to carry out the tasks assigned.

## EDUCATIONAL QUALIFICATIONS

- A good First Degree in Management Studies, Secretary Science or Private Secretary Certificate from any recognized university or Institution.
- Advanced competency in 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.).
- Planning and organizing skills.

**POSITION TITLE: DISPATCHER (FORMERLY LIAISON OFFICER  
EXPEDITER/DISPATCHER)**

**REPORTS DIRECTLY TO:** Executive Secretary

**DIRECTLY SUPERVISES:**

- Office Assistants

**DEPARTMENTAL /FUNCTIONAL RELATIONS:**

- Senior Managers

**EXTERNAL RELATIONS:**

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

**PURPOSE:**

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

**KEY RESULTS AREAS**

- Courier Service
- Utility Operations

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Nil
- **TECHNICAL DUTIES**
  - Implements a schedule for dispatchers as directed by the Executive Secretary.
  - Dispatches letters, reports, documents, etc., including emergency letters.



- Ensures that all recipients of letters, reports, documents, etc., are duly signed in the correspondence delivery book.
- Undertakes utility operations on behalf of LISGIS as may be directed by the Executive Secretary.
- Ensures appropriate and descent appearance and grooming in the performance of his duties at all times.
- Performs other tasks consistent with the functions of the section as may be assigned by the Executive Secretary from time to time.
- **SUPERVISORY FUNCTIONS**
  - NIL

#### **AUTHORITY LIMIT**

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

#### **EDUCATIONAL QUALIFICATION**

- At least a high school certificate.

#### **WORK EXPERIENCE**

- At least one (1) year post qualification experience as a motorcycle rider.
- Knowledge of locations of Government Offices in 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: OFFICE ASSISTANT**

**REPORTS DIRECTLY TO:** Liaison Officer

**DIRECTLY SUPERVISES:** NIL

**DEPARTMENTAL/FUNCTIONAL RELATIONS:** NIL

**EXTERNAL RELATIONS:** NIL

**PURPOSE:**

- To promote the beautification and maintenance of a healthy and clean environment to facilitate the efficient and effective functioning of the Liberia Institute of Statistics and Geo-Information Services and the Ministries and Agencies.

**KEY RESULTS AREAS:**

- Cleaning and Janitorial Services

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS:** NIL.
- **TECHNICAL DUTIES**
  - Provides janitorial and cleaning services to the various Directorates, Sections, Units and immediate surroundings of LISGIS Buildings.
  - Tidies and keeps clean at all times and before the resumption of work, all offices of LISGIS and their immediate surroundings.
  - Implements cleaning schedules by directive 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 LISGIS.
  - Performs any other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by the Liaison Officer from time to time.

**SUPERVISORY FUNCTIONS: NIL.**

**AUTHORITY LIMIT**

- Management of Budget: NIL.
- Staff Management: NIL.
- 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 LISGIS.
- 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: DIRECTOR, INFORMATION TECHNOLOGY (FORMERLY  
INFORMATION TECHNOLOGY DIRECTOR**

**REPORTS DIRECTLY TO:** Deputy Director General for Coordination and Dissemination

**DIRECTLY SUPERVISES:**

- IT Officer

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- All Directorates

**EXTERNAL RELATIONS:**

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

**PURPOSE:**

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

**KEY RESULTS AREAS:**

- ICT Policy Development and Reviews
- ICT Infrastructure Design and Management
- Data Management and Reporting Systems
- Monitoring ICT Standards
- Information and Reporting
- Employee Performance and Development

## DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**

- Serves as Head of the Information Technology Services Section.
- Builds relationships and maintains communications with LISGIS Directorates.
- Represents the Director-General for 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 Directorates under LISGIS.
- Ensures that work processes and systems of LISGIS are properly networked and hard and software services are available at times of need.
- Develop, implements and monitors information systems security policies.
- Reviews and updates LISGIS information systems policies and guidelines.
- 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 LISGIS operations.
- Provides leadership in all ICT related investigations and recommends corrective actions for prompt resolution.
- Ensures that ICT standards within LISGIS are adhered to in line with approved guidelines/principles.
- Liaises with all Directorate 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 LISGIS Services.
- Ensures that LISGIS 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 of LISGIS.
- Reviews and sets IT performance goals and targets and encourages IT skills 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.

- Works collegiately with the Heads of the Directorates to ensure the identification and resolution of LISGIS IT - related corporate service issues and challenges.
- Performs other relevant duties consistent with the functions of the Section and Directorate as may be assigned by the Deputy Director General for Coordination and Dissemination from time to time.
- **SUPERVISORY FUNCTIONS**
  - Maintains a professional ICT staff with sufficient knowledge, skills, experience and professional certification to meet the requirements of 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 LISGIS. The job holder makes recommendation for acquisition/purchase of IT products and services and participates in the procurement of IT Software and Hardware.
- **Staff Management**
  - The job holder has staff management responsibility.
- **Asset Management**
  - The job holder has authority to assign 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 four (4) 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: SENIOR IT OFFICER (FORMERLY IT OFFICER)

REPORT DIRECTLY TO: ICT Director

### DIRECTLY SUPERVISES:

- NIL

### DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Senior Department Officers

### EXTERNAL RELATIONS:

- Service Providers
- Telecom Companies
- Public Procurement and Concessions Commission (PPCC)

### PURPOSE:

- To facilitate the design, installation and implementation of Information Technology (IT) Systems, networks, infrastructure and architecture to enhance information/knowledge sharing capabilities of LISGIS Directorates and Strategic Offices.
- To promote the development and use of innovative ICT systems, products and services to improve the delivery capacity of LISGIS.

### KEY RESULTS AREAS:

- General Design and Installation
- General Applications: Hardware and Software
- Troubleshooting and Configuration
- Networking and Repairs
- IT Inventory
- Strategy and Policy Development

### DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
  - Acts as Head of the IT Products and Services Management Unit.
  - Plans, develops and implements IT strategic and operational plans and budgets.

- Prepares 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 IT Products and Services Management Unit.
- **TECHNICAL DUTIES**
  - Evaluates and oversees systems functionality and ensures that IT facilities meet users' needs.
  - Ensures cost effective and judicious use of IT budgets by obtaining competitive prices from suppliers.
  - Schedules the upgrading and security backups of hardware and software systems.
  - Researches and upgrades and installs new systems.
  - Supervises the setting up of equipment such as laptops, data projectors, interactive whiteboards and other specialist ICT equipment to ensure that systems are ready for use/operating correctly and in conformance with approved standards/guidelines as directed.
  - Ensures the smooth running of the IT systems, including anti-virus software, print services and e-mail provisions.
  - Ensures that software licensing laws are adhered to.
  - Ensures all key or appropriate staff members have email access and are competent in operating computers, printers and appropriate software.
  - Analyses user requirements and develops and implements add-on solutions.
  - Analyses reports and enquiries using application software tools and coding techniques to meet user needs.
  - Maintains existing software systems interfaces and develops as well as implements new interfaces between application software systems.
  - Maintains procedures for network administration, backups, user and group maintenance (including access permissions).

- Stays abreast with new and emerging developments in the ICT sector/arena and advice management on new trends/ practices and its related business initiatives.
  - Provides users with appropriate support and advice.
  - Manages crisis situations including technical hardware or software challenges.
  - Stays abreast with best practice development in the IT field.
  - Performs other relevant duties and responsibilities consistent with the functions of the Unit and Directorate as may be assigned by the ICT Director from time to time.
- **Supervisory Functions: NIL.**

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - Job holder provides technical inputs and costs for the preparation of budgets. The job holder ensures cost effective and judicious use of IT budgets.
- **Staff Management**
  - May or may not have staff management responsibility.
- **Asset Management**
  - Job holder has responsibility for the custody of equipment such as laptops, data projectors, interactive whiteboards and other specialist ICT equipment, antivirus software and printers.

#### **EDUCATIONAL QUALIFICATION**

- A good First Degree in Computer Science/Information Technology or equivalent Information Management System.

#### **WORK EXPERIENCE**

- At least six (6) years relevant post-qualification experience in IT practice particularly in systems design and analysis, database administration,

installation and configuration, three (3) years of which must have been in the Public Service of Liberia.

## OTHER REQUIREMENTS

- Strong Information Technology Skills
- Knowledge of setting up and maintaining computer networks, electronic mail, Internet, wireless technology, Voice Over IP, hardware maintenance and business applications software (MS Application standard).
- Knowledge of programming language such as visual basic is a distinct advantage.
- Ability to work independently as well as with a team.
- Excellent interpersonal and communication skills including patience and respect for inexperienced computer users.
- Commitment to the aims and beliefs of the organization.
- Fluency in written and spoken English.
- Ability to work overtime and under pressure.
- 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.
- Excellent report writing and presentation 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 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: DRIVER**

**REPORTS DIRECTLY TO:** The Assistant Director, Maintenance

**DIRECTLY SUPERVISES:** NIL

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Pool Drivers
- Maintenance Staff

**EXTERNAL RELATIONS:**

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

**PURPOSE:**

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

**KEY RESULTS AREAS**

- Safety
- Vehicle Maintenance and Upkeep
- Professional Driving.

**DUTIES:**

- **TECHNICAL DUTIES**
  - Drives LISGIS officers and assists in the performance of their official duties as may be directed by the Assistant Director, Maintenance.
  - Drives other officials including senior public officials as may be directed by the Assistant Director, Maintenance.
  - Reports defects, faults accidents and all incidences on vehicles.
  - Observes all rules and regulations with respect to the operations of the vehicles.

- Conveys vehicle maintenance and servicing reports to the Assistant Director, Maintenance.
- Undertakes routine maintenance and servicing checks and repairs of pool vehicles.
- Dispatches emergency letters as may be directed by the Assistant Director, Maintenance.
- Undertakes utility operations on behalf of LISGIS as may be directed by the Assistant Director, Maintenance
- 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 dress and groom in the performance of his/her duties at all times.
- Performs other tasks that are consistent with the functions of the Unit and Directorate as may be directed by the Assistant Director, Maintenance from time to time.

#### **AUTHORITY LIMIT**

- Management of Budget: NIL.
- Staff Management: NIL.
- Asset Management: NIL.

#### **EDUCATIONAL QUALIFICATION**

- At least a High School Diploma
- Knowledge of locations of Government Offices in Monrovia, Liberia.

#### **WORK EXPERIENCE**



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

#### **OTHER REQUIREMENTS**

- Valid driver license.
- 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: ADMINISTRATIVE OFFICER**

**REPORTS DIRECTLY TO:** Deputy Director-General for Statistics and Data Processing

**DIRECTLY SUPERVISES:**

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Heads of Units

**EXTERNAL RELATIONS:**

- Ministry of Education
- Ministry of Agriculture
- Ministry of Finance and Development Planning
- University of Liberia
- Ministry of Health and Social Welfare
- RPAL
- United Methodist University
- Federation of Liberian Youth
- CRC
- UNFPA

**Purpose:**

- Gather censuses, surveys and data analysis for informed decisions by LISGIS or other Institutional bodies.

**KEY RESULTS AREAS:**

- Statistics Gathering
- Records Keeping
- Office Inventory
- Office Management

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Serve as the principal assistant/officer to the Deputy Director-General for Statistics and Data Processing.
  - Coordinate the activities of the office of the Deputy Director-General for Statistics and Data Processing.

- **TECHNICAL DUTIES**

- Receive incoming and outgoing communications and response appropriately as directed by the Deputy Director-General for Statistics and Data Processing.
- Prepares department reports for onward transmission to the Director-General office.
- Serve as trainer/monitor for enumerators/interviewers for surveys and assist in editing surveys questionnaires for onward transmission to the data processing unit.
- Participate in the preparation of the Department annual reports.
- Represent the department at sectorial meetings and prepare briefing reports.
- Represent the department at workshops, conferences and seminars.
- Serve as Focal Person for the World Population Day (WPD).
- Perform any other administrative duties as may be required by the Deputy Director-General for Statistics and Data Processing from time to time.

- **SUPERVISORY FUNCTIONS**

- Supervises staff of the Deputy Director-General for Statistics and Data Processing.
- Holds direct reports accountable for managing their assignments to ensure the LISGIS goals are achieved.

#### **AUTHORITY LIMIT**

- **Management of Budget:**
  - Incumbent makes inputs to the preparation of the Directorate's budget.
- **Staff Management:**
  - The job holder directly supervises office Attendants and Admin Assistant assigned the office of the Deputy Director, Statistics and Data.
- **Asset Management:**
  - Incumbent takes basic care of computers and accessories, photocopiers, telephones and uses these to carry out the tasks assigned.

## **EDUCATIONAL QUALIFICATION**

- Higher National Diploma (HND) in Statistics or equivalent professional qualification from a recognized institution.
- A good First Degree in Administration from a recognized university or an equivalent professional qualification.

## **WORK EXPERIENCE**

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

## **OTHER REQUIREMENTS**

- Honest and trustworthy.
- Ability to work long hours under stressful conditions and with minimum supervision.
- Ability to work and get along well as a member of a team.
- Considerable knowledge in the use of statistical methodologies and tools.
- Good oral and written communication skills.
- Absolute discretion when dealing with confidential information.
- Negotiation, persuasion and conflict management skills.
- Ability to maintain professional relationships with internal and external stakeholders.
- Ability to meet deadlines and execute projects.
- Attention to details.
- Analytical skills.
- Good interpersonal skill.
- Good knowledge in the use of statistical software/tools Microsoft word.

**POSITION TITLE: PRINCIPAL ANALYST (AGRICULTURE)**

**REPORTS DIRECTLY TO:** Assistant Director, Agriculture Statistics

**DIRECTLY SUPERVISES:**

- Field Technicians

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Analyst

**EXTERNAL RELATIONS:**

- Ministry of Finance and Development Planning
- Ministry of Agriculture
- Environmental Protection Agency
- Ministry of Internal Affairs
- Food and Agriculture Organization,
- USAID,
- World Food Program, etc.

**PURPOSE:**

- To facilitate the training of field technicians and analyze and review agriculture related data collected from the field.

**KEY RESULTS AREAS**

- Agriculture Data Collection
- Technical reports on Data Analysis.

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Monitor the process on data collection.
  
- **TECHNICAL DUTIES**
  - Facilitates the training of field workers for the collection of data.
  
  - Receives and edit completed questionnaires.
  
  - Prepare tabulation plan for the formulation of analysis tables.
  
  - Performs other relevant duties and responsibilities consistent with the functions of the Unit and Directorate as may be assigned by the Assistant Director, Agriculture Statistics from time to time.

## **SUPERVISORY FUNCTIONS**

- Transfer raw data into written reports for decision making.
- Serve as principle analyst to the Assistant Director of Statistics on Agricultural related matters.
- Access the level of farming households and population in Liberia.
- Provide gender-disaggregated agricultural statistics on key agricultural activities in the country.
- Provide statistics for locally produced commodities, mainly food (rice, cassava), cash crops (rubber, cocoa, coffee) livestock and poultry.

## **AUTHORITY LIMIT**

- **Management of budget**
  - The job holder provides basic inputs for preparation of monthly expenditure.
- **Staff management**
  - The immediate supervisor is consulted before a major decision is made. However, the job holder makes recommendations that affect subordinate staff on the field.
- **Asset Management**
  - The job holder has responsibility of basic care and handling of goods such as computer, calculators, staple machines etc.

## **EDUCATIONAL QUALIFICATION**

- A post graduate degree in Mathematics, Finance, Public Health, Agriculture from a recognized University.

## **WORK EXPERIENCE**

- At least four (4) years relevant post qualification experience, and One (1) year in analytical practices.

## **OTHER REQUIREMENTS**

- Analytical Skills
- Good Interpersonal Skills
- Good knowledge of Microsoft office applications

**POSITION TITLE: ASSISTANT DIRECTOR AGRICULTURE STATISTICS**

**REPORTS DIRECTLY TO:** Director, Economic Statistics

**DIRECTLY SUPERVISES:**

- Principal Analyst (Agriculture)

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Sectional Head

**EXTERNAL RELATIONS:**

- Ministry of Finance and development Planning
- Ministry of Agriculture
- Environmental Protection Agency
- Ministry of Internal Affairs
- Food and Agriculture Organization
- USAID,
- World Food Program, etc.

**PURPOSE:**

- To ensure the overall process of data tabulation and analysis on agricultural statistics.

**KEY RESULTS AREAS:**

- Training of field workers in data collection.
- Monitor and Evaluate data collection.
- Technical analysis report.

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Serves as principal assistant to the Director of Economics Statistics on Agricultural related data.
  - Serves as principle custodian of all agriculture related matters/issues.

- **TECHNICAL DUTIES**

- Organize/ supervise agriculture surveys development and training programs.
- Organize/ supervise the preparation of agriculture surveys and censuses.
- Work with other line ministries and agencies and international partners for the promotion of agricultural statistics.
- Organize collection, documentation and dissemination of agriculture surveys data.
- Required to perform any other related functions entrusted by the Director of Economic Statistics.
- Access the level of farming households and population in Liberia.
- Providing gender-disaggregated agricultural statistics on key agricultural activities in the Country.
- Providing statistics for locally produced commodities, mainly food (rice, cassava), cash crops (rubber, cocoa, coffee) and livestock and poultry.
- Performs other relevant duties and responsibilities consistent with the functions of the Directorate as may be assigned by the Director of Economic Statistics from time to time.

- **SUPERVISORY FUNCTIONS**

- Supervision of Principal Agriculture Officer, technical administrative staff-Enumerators, field technicians etc.

#### **AUTHORITY LIMIT**

- **Management of Budget**

- The job holder provides detailed inputs for preparation of monthly expenditure.

- **Staff Management**

- The job holder makes recommendations that affect subordinate staff on the field.



- **Asset Management**
  - The job holder has responsibility of basic care and handling of goods such as computer, calculators, staple machines etc.

#### **EDUCATIONAL QUALIFICATION**

- A good first degree in Management, Economics, Agriculture from a recognized University.

#### **WORK EXPERIENCE**

- At least Two (2) years post qualification in the area of agriculture, economics, one (1) of which must be in the Public Service of Liberia.

#### **OTHER REQUIREMENTS**

- Considerable knowledge in the use of Statistics methodologies and tools.
- Be time conscious and able to meet deadlines.
- Analytical Skills
- Attention to details
- Ability to work and get along well as a team member.

**POSITION TITLE: DATA ENTRY CLERK**

**REPORTS DIRECTLY TO:** Supervisor of Data Processing

**DIRECTLY SUPERVISES:** NIL

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Statistics and Data Processing

**EXTERNAL RELATIONS:** NIL

**PURPOSE:**

- To promote the establishment of effective and efficient Data Entry for analysis.

**KEY RESULTS AREAS:**

- Efficient and Timely data entry

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS:** NIL
- **TECHNICAL DUTIES**
  - Keypunch raw data collected from the surveys and censuses.
  - Work closely with the supervisors in managing the surveys and censuses questionnaires.
  - Keep track of all entrusted questionnaires and report them to the supervisor upon completion of keypunching.
  - Perform any other duties and responsibilities consistent with the functions of the Section and Directorate as may be assigned by the Supervisor of Data Processing from time to time.
- **SUPERVISORY FUNCTIONS:** NIL

## AUTHORITY LIMIT

- Management of Budget: NIL
- Staff Management: NIL
- Asset Management: Computers and other tabulation equipment

## EDUCATIONAL QUALIFICATION:

- A High school Certificate/Diploma and a Certificate/Diploma from a recognized computer science institution.

## WORK EXPERIENCE:

- At least one (1) year relevant post qualification experience in data entry and participating in surveys and census questionnaires.

## OTHER REQUIREMENTS

- Ability to maintain professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- Knowledge of Microsoft Office products, including Word and Excel, Internet Explorer, PowerPoint and/or presentation software and other Communication Software/tools.
- Honest and trustworthy.
- Good analytical skills.
- Report writing skills.
- Presentation skills.
- Ability to work for long hours under stressful conditions and with minimum supervision.
- Be time conscious and able to meet strict deadlines.
- Ability to work and get along well as a member of a team.

**POSITION TITLE: REGIONAL DIRECTOR**

**REPORTS DIRECTLY TO:** National Coordinator

**DIRECTLY SUPERVISES:**

- County Statistics Information Office

**DEPARTMENTAL/FUNCTIONALS RELATIONS:**

- County Offices

**EXTERNAL RELATIONS:**

- Ministry of Internal Affairs
- Ministry of Health
- Ministry of Agriculture
- Ministry of Education
- Ministry of Public Works
- Ministry of Finance Planning and Development
- Ministry of Commerce
- Civil Service Agency (CSA)
- Ministry of Labor
- National Bank
- UNFPA
- UNICEF
- UNDP

**PURPOSE:**

- To promote and coordinate statistical activities which are used in every-day life and work by government, private sector, civil society and the Liberian people in general to design effective policies and develop programs which are keyed to the designing, monitoring and evaluation of the Agenda For Transformation and the United Nations Millennium Development Goals.

**KEY RESULTS AREAS:**

- Regional programs and activities.
- Stakeholder Relationship and Management.
- Coordination of Statistics.

## DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
  - Head of the regional office.
  - Attending departmental meetings, making recommendations for the growth of the department.
  - Writing training proposals, preparing budget/estimates.
  - Writing administrative reports, producing and managing an effective information sharing system.
  - Performs other relevant duties and responsibilities consistent with the functions of the Unit and Directorate as may be assigned by the National Coordinator from time to time.
- **TECHNICAL DUTIES**
  - To monitor, collect and assess national sector level data. Update national sample frame in the counties such as (school, health, water points, communication towers, business establishment, mapping, ICP Price Data collection facilities).
  - Participate in the collection of national and sector level surveys and data (agriculture, malaria indicator survey, cash crops, National Accounts, HIES).
  - Monitoring and evaluating the PRS/CDA/MDGs/AFT Agenda for Transformation deliverables.
  - Make representation of the Division in coordination meetings, workshops, and stakeholders meetings as may be required.
  - Facilitating training/workshops.
  - Liaising with international organizations, government departments and stakeholders.
  - Contribute significant input to development of work plans, research questions, project concept notes and field research guides for (directors, monitors, data managers, mappers and cartographers).
  - Prepares Project Update Reports, quarterly and annual reports.

- Provides leadership and technical direction to county directors, monitors, data managers, mappers and cartographers.
- Disseminate data information and statistical products.
- Plan and manage of monthly reports of the County Statistics Information Offices (CSIOs).
- Performs other relevant duties and responsibilities consistent with the functions of the Unit and Directorate as may be assigned by the National Coordinator from time to time.
- **SUPERVISORY FUNCTIONS**
  - Supervises staff and accounts for all assets in the region.
  - 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**
  - Manages the Budget of the Regional Office.
- **Staff Management**
  - Have staff management functions and responsibilities.
- **Asset Management**
  - Has authority to manage all LISGIS assets assigned to the region.

#### **EDUCATION QUALIFICATION**

- A good first degree in Economics, Mathematics, Statistics, or other related discipline from a recognized University or an equivalent professional qualification.

- Master's Degree preferably in Economics or related discipline from a recognized University.

#### **WORK EXPERIENCE:**

- At least four (4) years working experience at the senior management level in field monitoring in the Public Service of Liberia.

#### **OTHER REQUIREMENTS**

- Training in organizational assessment.
- Leadership Skills.
- Excellent knowledge in strategic planning, budgeting and people management.
- Excellent negotiation skills.
- Ability to analyse quantitative and qualitative data.
- Excellent Presentation Skills.
- Excellent Report Writing Skills.
- Team player.
- Proven planning and organizing skills.
- Demonstrates commitment to corporate decisions.
- Excellent 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.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.

- Knowledge of communication management techniques and principles.
- Ability to deliver messages and information through channels ranging from traditional media and written communication to electronic/social media.
- Knowledge/understanding of the local political environment and operations of the Media Houses.
- Excellent oral and written communication and editorial skills.
- Knowledge/understanding of protocol duties.
- Ability to develop and maintain professional relationships with internal and external stakeholders and work effectively with all categories of employees.



## POSITION TITLE: NATIONAL COORDINATOR

REPORTS DIRECTLY TO: Director General, LISGIS

### DIRECTLY SUPERVISORES:

- Deputy Director General/ Statistics and Data processing

### DEPARTMENTAL/FUNCTION RELATIONS:

- Directors of Other Directorates
- Heads of Sections and Units

### EXTENAL RELATIONS:

- Line Ministries and Agencies
- UNDP
- UNFPA
- AFRICAN DEVELOPMENT BANK
- WORLD BANK
- USAID AND OTHERS
- PBO
- MCC
- Family Health International ( FHI)

### PURPOSE:

- In order to promote the establishment of cordial, technical and financial capacity building and effective working relationship among external related institutions, in fostering transparency, coordination within the context of statistical data.

### KEY RESULTS AREAS

- National Programs and Activities
- Monitoring and Evaluation
- Staff Training and Development
- Performance Management
- Stakeholder Relationship and Management
- Financial and Audit Management
- Administration and General Services

## DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
  - Serves as Head of the National Services Unit.
  - Develops annual plans and budgets for the Unit.
  - Prepares and submits monthly/quarterly and annual report(s) to facilitate management decision making.
  - Coordinates the preparation and implementation of budgets for LISGIS regional offices.
- **TECHNICAL DUTIES**
  - Serves as a focal point for the coordination of all CSIO activities including their administration.
  - Coordinates all CSIO data collection activities with relevant LISGIS units, government agencies, development partners and clients of national interest in the county. This will ensure harmonization and standardization of all instruments to be used for data collection.
  - In close coordination and consultation with the dissemination Division of LISGIS Headquarters, support the CSIOs dissemination activities. Ensures the regular supply and replenishment of available dissemination products to the CSIOs.
  - Attend all M and E technical and coordination meetings in Monrovia producing updates on CSIOs activities and giving feed back to the CSIOs.
  - Positively support the roll-out and implementation of the NSDS and provide feedback to the CSIOs accordingly.
  - Serve as back up for the technical training/ workshops on statistics, information management and IT facilitated by the CSIOs in support to building capacity of local administration and staff of line ministry/ agency officials in the counties.
  - Coordinates with Ministry of Internal Affairs (MIA) and other government entities in Monrovia on issues related to CSIOs activities etc.
  - Performs other relevant duties and responsibilities consistent with the functions of the Section and Directorate as may be assigned by the Director General of LISGIS 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**

- Incumbent manages the budgets for LISGIS National Office. Incumbent coordinates the preparation and implementation of budgets for LISGIS regional Offices.

- **Staff Management**

- Incumbent has staff management responsibility.

- **Asset Management**

- Incumbent has responsibility for all assets of LISGIS decentralized Offices

#### **EDUCATION QUALIFICATION**

- A good first degree in Economics, Mathematics, Statistics, or other related discipline from a recognized University or an equivalent professional qualification.
- Master's Degree preferably in Economics or related discipline from a recognized University.

#### **WORK EXPERIENCE:**

- At least eight (8) years working experience at the senior management level in field monitoring 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.
- Proven project management, administration and coordination skills.
- A good working knowledge of Liberia's Financial Laws, Rules and Regulations.
- Excellent knowledge in strategic planning, budgeting, project management and people management.
- Excellent negotiation skills.
- Ability to analyse quantitative and qualitative data.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.
- Excellent interpersonal skills.
- Excellent Presentation skills.
- Team Player.
- Excellent Communication (oral and written) and Report Writing skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet etc. and other software/tools.
- Sound decision making based on thorough analysis.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.

**POSITION TITLE: SECRETARY**

**REPORT DIRECTLY TO:** NATIONAL COORDINATOR

**DIRECTLY SUPERVISES:**

- Office Assistants

**DEPARTMENTAL /FUNCTIONAL RELATIONS:**

- Director General

**EXTERNAL RELATIONS:**

- Guests/Visitors
- General Public
- CSIO
- UNDP

**PURPOSE:**

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

**KEY RESULTS AREAS**

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

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Heads of the Secretariat of the National Coordinator.

- **TECHNICAL DUTIES**

- Provides secretarial services by typing confidential and sensitive memoranda, reports and other important documents.
- Prioritizes and manages multiple assignments simultaneously and follows through on issues in a timely manner.
- Receive, records and refers all official correspondence to appropriate Directorates as directed.
- Manages an active appointment calendar in a manner that honours long standing commitments while accommodating new demands and situations as they arise.
- Communicates and takes appropriate action on incoming and outgoing electronic communications/letters.
- Maintains database of professional contacts and reviews them regularly for completeness and accuracy.
- Drafts, writes and types letters/memos and reports.
- Ensures that adequate secretarial services are extended to all units under the Office of the National Coordinator.
- 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 National Coordinator's Secretariat.
- Ensures the provision of excellent and quality secretarial services to the Office of the National Coordinator.
- Supervises the staff of the National Coordinator's Secretariat in the provision of effective and timely clerical, executive, administrative and secretarial services.
- Serves as personal assistant to the National Coordinator.
- Prepares documents for meetings and records proceedings at meetings.
- Keeps Diary of the National Coordinator and updates it regularly.
- Prepares daily itinerary, travel arrangements and other protocol affairs of the National Coordinator.

- Schedules appointments for the National Coordinator
- Attends special meetings of the National Coordinator and records proceedings.
- Receives and attends to official visitors and guests of the National Coordinator.
- Liaises with the General Administration and Finance Directorate for supply of office items and other logistics for the Secretariat.
- Maintains record/inventory of all stationery and office logistics in the Office of the National Coordinator.
- 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 National Coordinator.
- Maintains an up-to-date and efficiently managed filing/record system.
- Performs other relevant duties and responsibilities consistent with the functions of the Directorate as may be assigned by the National Coordinator from time to time.
- **SUPERVISORY FUNCTIONS**
  - Supervises staff of the Secretariat to deliver on their work plans and schedules.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - Incumbent makes contribution to the preparation of the Directorate's budget. The incumbent manages an emergency cash account for the Office of the National Coordinator.
- **Staff Management:**
  - The job holder directly supervises office Attendants and Admin Assistant.

- **Asset Management:**
  - Incumbent takes basic care of computers and accessories, photocopiers, telephone and uses these to carry out the tasks assigned.

#### **EDUCATIONAL QUALIFICATION**

- A good first degree in Management Studies, Secretary Science 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 LISGIS proceedings/guidelines.
- Planning and organizing skills.



## POSITION: CODER

REPORTS DIRECTLY TO: Asst. Director, Environmental Statistics

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL FUNCTIONAL RELATIONS:

- Data Collecting Units

EXTERNAL RELATIONS:

- Ministry of Health and Social Welfare
- Ministry of Lands, Mines and Energy
- Ministry of Internal Affairs
- Environmental Protection Agency
- Forestry and Development Authority
- Liberia Electricity Corporation
- Monrovia City Corporation

PURPOSE:

- To ensure that data variables are properly labeled.

KEY RESULTS AREAS:

- Efficient data vetting
- Data Tracking
- Quality Assurance

DUTIES:

- GENERAL MANAGEMENT FUNCTIONS: NIL
- TECHNICAL DUTIES
  - Work closely with the Geo-information System (GIS) in vetting incoming questionnaires of surveys and Censuses.
  - Arrange all surveys and Censuses questionnaires according to County of origin or Enumeration Areas (EAs).
  - Counter check the enumeration figures of surveys and censuses.
  - Assist in editing of raw data from field.

- Take stock of all incoming and outgoing surveys and censuses questionnaires.
- Keep track of all entrusted questionnaires upon completion of key punching by the data entry clerk.
- Perform any other relevant duties and responsibilities consistent with the functions of the Unit and Directorate as may be assigned by the Assistant Director of Economic Statistics from time to time.

- **SUPERVISORY FUNCTIONS: NIL**

**AUTHORITY LIMIT:**

- **Management of Budget:** NIL
- **Staff Management:** NIL
- **Asset Management:** Uses asset assigned

**EDUCATIONAL QUALIFICATION**

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

**WORK EXPERIENCE**

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

**OTHER REQUIREMENTS**

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

- Be time conscious and able to meet strict deadlines.
- Ability to work and get along well as a member of a team.

## POSITION TITLE: SENIOR ACCOUNTANT

REPORTS DIRECTLY: Director, Finance

### DIRECTLY SUPERVISES:

- Junior Accountant

### DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Analysts

### EXTERNAL RELATIONS:

- Ministry of Finance and Development Planning (MFDP)
- Suppliers
- Service Providers
- Vendors
- External Auditors
- Financial institutions
- Banks
- Donors / Implementing partners (UNICEF, UNDP UNFPA, WORLD BANK, ETC...)

### PURPOSE:

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

### KEY RESULTS AREAS:

- Bank Reconciliation Statements
- Annual Estimates and Financial Statements

### DUTIES:

- GENERAL MANAGEMENT FUNCTIONS
  - Prepares monthly financial statement and submits to the Comptroller/Head of Accounts.

- **TECHNICAL DUTIES**

- Ensure in collaboration with the Director of Finance that LISGIS meet all financial obligations.
- Ensure in collaboration with the Director of Finance that all financial activities are correctly interpreted into accounting language and principles.
- Initiate and confirm all documents and decision pertaining to financial matters with the consent of the Director of Finance of the institution.
- Prepare financial report on a daily, monthly and annual basis for the institution and interested partners.
- Supervise activities of the account section in the absence of the Director of Finance.
- Ensure that the budget of the institution is properly prepared and presented on schedule.
- Arrange funds from partners for deposits, withdrawals and proper accounting.
- Liaise with Ministry of Finance, the Central Bank and the institution financial analyst to ensure that all donations for projects and other income are properly processed.
- Raise check for vendors / individuals.
- Ensure that all employees are paid on time.
- Ensure that all employees receive all financial benefits as spell out in the personnel manual.
- Performs other relevant duties and responsibilities consistent with the functions of the Unit and Directorate as may be assigned by the Director, Finance from time to time.

- **SUPERVISORY FUNCTIONS**

- Coordinates the work of Junior Accounts Officers and ensures they achieve set targets.
- Holds direct reports accountable for managing their assignments to ensure LISGIS 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.
- Shall perform any other related function entrusted by the Director of Finance of LISGIS.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - Incumbent participates in the preparation of budgets for the Unit.
- **Staff Management**
  - Incumbent has staff management responsibility.
- **Asset Management**
  - Uses assets assigned to the position.

#### **EDUCATIONAL QUALIFICATION**

- At good Frist Degree in Administration (Accounting Option) from a recognized university /Institution or an equivalent professional qualification.

#### **WORK EXPERIENCE**

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

#### **OTHER REQUIREMENTS**

- Good knowledge in the use of accounting methodologies and tools.
- Good knowledge of the Accounting Standards and related regulations.
- Demonstrated experience in Public Sector accounting.
- Excellent oral and written communication skills.
- Absolute discretion when dealing with confidential information.

- Demonstrated ability to meet deadlines and work in a fast paced environment.
- Attention to details.
- Strong Analytical skills.
- Very good interpersonal skills.
- Very good knowledge in the use of accounting software/tools, Microsoft Word, PowerPoint and Excel.

## **POSITION TITLE: ASSISTANT STATISTICIAN**

**REPORTS DIRECTLY TO:** Director, Social Statistics

### **DIRECTLY SUPERVISES:**

- Data Clerks

### **DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Data Collection Units

### **EXTERNAL RELATIONS:**

- Ministry of labor
- Ministry of Information Cultural and Tourism
- Ministry of Health
- Ministry of Education
- National Housing Authority
- Fire Service Agency

### **PURPOSE:**

- To collect accurate data and analyze it for policies and decision making by the Government of Liberia and its development partners.

### **KEY RESULTS AREAS:**

- Research and Analysis
- Design Data Collection Instruments
- Publications and Reports

### **DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Serves as Assistant Statistician to the Department of Statistics and Data Processing.
- **TECHNICAL DUTIES**
  - Responsible to record data from the questionnaires collected from the field.
  - Responsible to computerize and compile report of the unit.



- Responsible to conduct field investigations and fill up gaps as may be required.
- Attend meetings, workshops, seminars and conferences.
- Responsible to provide written and oral reports upon request by boss on matters relating to the Division.
- Required to perform any other related functions entrusted by the Director of the Division.
- Performs other relevant duties and responsibilities consistent with the functions of the Unit and Directorate as may be assigned by the Director, Social Statistics from time to time.
- **SUPERVISORY FUNCTIONS**
  - The position holder has no supervisory responsibilities.

#### **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 which includes management of Data.

#### **EDUCATIONAL QUALIFICATION**

- A good First Degree in Public Administration, Business Administration, Economics, Statistics, Mathematics, Demography, Social Sciences or related discipline from a recognized university or equivalent professional qualification.

#### **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 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: ASSISTANT DIRECTOR, ENVIRONMENTAL STATISTICS**

**REPORTS DIRECTLY TO:** Director, Social Statistics

**DIRECTLY SUPERVISES:** Coder

**DEPARTMENTAL FUNCTIONAL RELATIONS:**

- Data Collection Units

**EXTERNAL RELATIONS:**

- Ministry of Health and Social Welfare
- Ministry of Lands, Mines and Energy
- Ministry of Internal Affairs
- Environmental Protection Agency
- Forestry and Development Authority
- Liberia Electricity Corporation
- Monrovia City Corporation

**PURPOSE:**

- To promote effective and efficient collaboration of line ministries and Agencies, which includes environmental data sharing and mainstreaming environmental statistics to build an efficient data base for all environmental data gathered from various ministries and agencies?

**KEY RESULTS AREA**

- Training of field workers in data collection.
- Monitor and Evaluate data collection.
- Technical analysis report.

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Shall serve as principal assistant to the Director of Social Statistics on Environmental related data.
  - Serve as principle custodian of all environmental related matters/issues.

- **TECHNICAL DUTIES**

- Organize routine monthly meetings at the various environmental related institutions and ministries.
- Analyze data from Environmental Surveys.
- Create awareness on the importance of Environmental statistics as it relates to climate change.
- Main stream environmental Statistics to higher governmental authorities which can empower them to make sound policies and decisions that are climate worthy.
- Performs other relevant duties and responsibilities consistent with the functions of the Unit and Directorate as may be assigned by the Assistant Director, Environmental Statistics from time to time.

- **SUPERVISORY FUNCTIONS**

- Supervision of Coders, technical administrative staff- Enumerators, field technicians etc.

#### **AUTHORITY LIMIT**

- **Management of Budget**

- The job holder provides detailed inputs for preparation of monthly expenditure.

- **Staff Management**

- The job holder makes recommendations that affect subordinate staff on the field.

- **Asset Management**

- The job holder has responsibility of basic care and handling of goods such as computer, calculators, staple machines etc.

#### **EDUCATIONAL QUALIFICATION**

- A good first degree in Management, Economics, Demography from a recognized University.

## WORK EXPERIENCE

- At least five (5) years post qualification in analyzing environmental statistics data three (3) of which must be in the Public Service of Liberia.

## OTHER REQUIREMENTS

- Considerable knowledge in the use of Statistics methodologies and tools.
- Be time conscious and able to meet deadlines.
- Analytical Skills.
- Attention to details.
- Ability to work and get along well as a team member.

**POSITION TITLE:** ASSISTANT DIRECTOR, PERSONNEL

**REPORTS DIRECTLY TO:** Personnel Director

**DIRECTLY SUPERVISES:**

- Research Officer
- Computer Operator
- Staff Analyst
- Office assistant

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- All Directorates

**EXTERNAL RELATIONS:**

- Ministry of Finance and Development Planning (MFDP)
- Civil Service Agency (CSA)
- Banking and financial institutions
- Social Security
- Insurance Companies

**PURPOSE:**

- To carrying out personnel functions, assist in preparing PANS, personnel listing and taking care of employees' welfare.

**KEY RESULTS AREAS:**

- Employees Records Management
- Employees Pay, Benefit and Welfare Management
- Discipline and Grievance Management
- Health and Safety
- Performance Management

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Exercises overall responsibility for the effective and efficient administration and management of LISGIS personnel with the direction of the Personnel director.

- Accept and carry on additional mandates/duties as required by the Personnel Director.
- **TECHNICAL DUTIES**
  - Prepare Personnel Listing, Personnel Action Notice (PAN).
  - Recruit personnel for employment in connection with the Civil Service Agency Act.
  - Ensure that employees receive their salaries and other benefits.
  - Follow-up documents to and from Ministries, the Civil Service Agency, Social Security and Insurance.
  - Prepare personnel annual report.
  - Initiate employment processes for the institution by accepting applications and arranging interviews.
  - Maintain up-to-date files on each employee of the institution.
  - Cross-check the daily roster to ensure punctuality.
  - Responsible to prepare Personnel Listings, Personnel Action Notices (PAN) for recruitment processes.
  - Responsible to employ along with the employment committee and the directive of the Personnel director, in association with the Civil Service Agency.
  - Prepare annual reports.
  - Performs other relevant duties and responsibilities consistent with the functions of the Unit and Directorate as may be assigned by the Director, Personnel from time to time.
- **SUPERVISORY FUNCTIONS**
  - Holds direct reports accountable for managing their assignments to ensure the Unit's goals are achieved.
  - Manages performance, succession development and resource allocation within the Unit.

- Conducts performance appraisal and provides input for career development and recommend performance incentives for subordinate staff.
- Identifies training needs and facilitates training for subordinate staff.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - The job holder makes contributions to the preparation of budgets.
- **Staff Management**
  - The job holder has staff management responsibility.
- **Asset Management**
  - The job holder uses assets assigned to the position.

#### **EDUCATIONAL QUALIFICATION**

- A minimum of First Degree in Public Administration or Human Resource Management or relevant qualification from a recognized University.
- A Master's Degree preferably MPA or HRM from a recognized university.

#### **WORK EXPERIENCE**

- At least six (6) years relevant post qualification experience in personnel management three (3) years of which must have been in the public service of Liberia.

#### **OTHER REQUIREMENTS**

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



- Very Good Report Writing Skills.
- Very 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.
- Demonstrable commitment to corporate decisions.
- Very Good communication skills.
- Excellent 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.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.

**POSITION: ASSISTANT DIRECTOR, EXTERNAL TRADE STATISTICS**

**REPORT DIRECTLY TO:** Director of Economic Statistics

**DIRECTLY SUPERVISES:** External Trade Staff

**DEPARTMENT/ FUNCTIONAL RELATIONS:**

- Data Collecting Units

**EXTERNAL RELATIONS:**

- Forestry Development Authority (FDA)
- Liberia Revenue Authority (LRA)
- Ministry of Commerce
- Liberia Produce Marketing Cooperation (LPMC)
- Central Bank of Liberia
- Liberia Petroleum Refining Company (LPRC)
- Firestone Liberia INC
- Liberia Agricultural Company (LAC)
- BIVAC
- Ministry of Lands Mines and Energy
- Salala Rubber Company
- Ministry of Finance and Development Planning

**PURPOSE:**

- To collect, process, analyze and disseminate harmonized Trade Statistics in Liberia which also includes Liberia Balance of Trade (BOT) figures.

**KEY RESULTS AREAS:**

- Harmonize trade statistics for Liberia.
- Application of international standards trade classification data.

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Prepare all monthly, Quarterly and annually report of the trade statistics section.
  - Act as Director of Economic Statistics department in the absence of the director.

- **TECHNICAL DUTIES**

- Compile and Process trade data from all customs ports of entries both automated and Single Administrative Documents (SADs) across the Country.
- Classify commodities and disseminate same data according to various International standards adopted by the sub Region ECOWAS such as.
  - Harmonize System (HS),
  - Standard International Trade Classification (SITC),
  - Broad Economic Category (BEC) and Section
  - Represent External Trade Section at international meetings such as.
    - WTO,
    - ECOWAS
    - INWENT
- Represent External Trade Section at National meetings.
- Conduct in house training for the section on trade classification, trade data processing and the calculation of the BOT.
- Performs other relevant duties and responsibilities consistent with the functions of the Unit and Directorate as may be assigned by the Director of Economics Statistics from time to time from time to time.

- **SUPERVISORY FUNCTIONS**

- Monitor, Supervise and direct the process of coding and data entry.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - The job holder provides detailed inputs for preparation of monthly expenditure.
- **Staff Management**
  - The job holder makes recommendations that affect subordinate staff on the field.
- **Asset Management**
  - The job holder has responsibility of basic care and handling of goods such as computer, calculators, staple machines etc.

#### **EDUCATIONAL QUALIFICATION**

- A good first degree in Management, Economics, Demography from a recognized university.

#### **WORK EXPERIENCE**

- At least Five (5) years' experience in compiling, processing and calculating the Balance of Trade (BOT), and two (2) years of coding and data entry of external trade data, which must have been in the Public Service of Liberia.

#### **OTHER REQUIREMENTS**

- Considerable knowledge in the use of Statistics methodologies and tools.
- Be time conscious and able to meet deadlines.
- Analytical Skills.
- Attention to details.
- Ability to work and get along well as a team member.

**POSITION TITLE: ASSISTANT DIRECTOR, NATIONAL ACCOUNTS**

**REPORT DIRECTLY TO:** Director, Economics Statistics Division

**DIRECTLY SUPERVISES:**

- Statistical Research Officer
- Statistical Assistant
- Senior Statistician

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Data Collecting Units

**EXTERNAL RELATIONS:**

- Central Bank of Liberia
- All Government Ministries and Agencies statistical department.
- International partners on statistics
- Private institutions on statistics

**PURPOSE:**

- To ensure reliable and timely data collection, compilation and analysis to produce regular National Accounts GDP estimates of the economy.

**KEY RESULTS AREAS:**

- Classification Standards
- National Accounts Data

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Supervise the collection, compilation, analysis and documentation of Gross Domestic Product (GDP) estimates.
- **TECHNICAL DUTIES**
  - Coordinate with ministries and agencies including international partners for the promotion of National Accounts estimates.
  - Provides technical inputs to ministries and agencies on classification, standards and methods for compiling key national accounts data produce at the sectorial level.

- Undertake surveys and censuses required for national accounts compilation purpose.
  - Initiate regular visits to ministries and agencies to collect data.
  - Conduct research on economic issues as required by the Economics Statistics Division.
  - Monitor adherence by ministries and agencies to classification and standards and other relevant policies.
  - Provide guidance and coordination on all matters pertaining to national accounts compilation process.
  - Recruit and manage local and international consultant on national accounts related issues.
  - Monitor and evaluate status deliverables and reports of consultants during tenure.
  - Develop work plan, research instruments and budget for national accounts project.
  - Represent the institution on most national accounts meetings, etc.
  - Analyze national accounts data using specialized statistical software package such as STATA and SPSS.
  - Conduct presentations on National Accounts information.
  - Create, update and maintain national accounts database.
  - Performs other relevant duties and responsibilities consistent with the functions of the Unit and Directorate as may be assigned by the Director, Economics Statistics Division from time to time.
- **SUPERVISORY FUNCTIONS**
    - Supervise the Preparation of project budget and regular reports.
    - 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**
  - The job holder provides input for the preparation of budgets. The job holder makes recommendations for the use of training budgets.
- **Staff Management**
  - The job holder has responsibility for the management of staff.
- **Asset Management**
  - Job holder manages assets assigned to the position which include all National Accounts related activities within the country and collaborates with Government ministries and agencies, and international partners in the production of National Accounts estimates.

#### **EDUCATIONAL QUALIFICATION:**

- A good first degree in Management, Economics, Mathematics, and Sociology from any recognized University.

#### **WORK EXPERIENCE**

- At least Five (5) years' experience in compiling, processing data, and two (2) years of data analysis, which must have been in the Public Service of Liberia.

#### **OTHER REQUIREMENTS**

- Considerable knowledge of National Accounts classification, standards and methods.
- Ability to manage team members well.
- Honest, trustworthy and diligent.
- Ability to work for long hours under stressful conditions with minimum supervision.
- Good oral and writing communication skills.

- Critical analysis and problem solving.
- Excellent knowledge in Microsoft Office Suite and other statistical package such as SPSS, STATA, Epi Data , EViews and basic knowledge of CSPro.
- Knowledgeable of Accounting, Finance and Strategic Project Monitoring and Evaluation.
- Ability to maintain professional relationship with internal and external stakeholders.
- Research analytical skills.
- Interpersonal and management skill.
- Ability to meet deadlines and execute projects.
- Quality analysis delivery.
- Report writing.



**POSITION TITLE: OFFICE ATTENDANT (FORMERLY OFFICE ASSISTANT)**

**REPORTS DIRECTLY TO:** Various Offices

**DIRECTLY SUPERVISES:** Nil

**DEPARTMENTAL/FUNCTIONAL RELATIONS:** Nil

**EXTERNAL RELATIONS:** Nil

**PURPOSE:**

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

**KEY RESULTS 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 Directorates, Sections, Units and immediate surroundings of LISGIS Buildings.
  - Tidies and keeps clean at all times and before the resumption of work, all offices of LISGIS.
  - 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 LISGIS.
  - Performs any other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by the supervisor from time to time.

- **SUPERVISORY FUNCTIONS**

- The job holder does not have any supervision role.

#### **AUTHORITY LIMIT**

- **Management of Budget**

- No financial responsibility is required.

- **Staff Management**

- No staff Management responsibility is required.

- **Asset Management**

- The job holder has responsibility for the basic care of the cleaning tools used for the job such as mops, buckets etc.

#### **EDUCATIONAL QUALIFICATION**

- Must be functionally literate.
- Must pass a prescribed interview organized by LISGIS.
- 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: DIRECTOR, GEO-INFORMATION STATISTICS (FORMERLY GIS DIRECTOR)**

**REPORTS DIRECTLY TO:** Deputy Dir. Gen. Coordination/Dissemination

**DIRECTLY SUPERVISES:** GIS STAFF

**DEPARTMENTAL /FUNCTIONAL RELATION:** Data Collection Units

**EXTERNAL RELATIONS:**

- All Ministries and Agencies
- NGO
- UNDP

**PURPOSE:**

- To effectively manage all Geo-Spatial data for use by the Liberian Government and other interested parties.

**KEY RESULT AREAS:**

- Data Coordination
- Quality Assurance

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Coordinates all Geo-Spatial data activities on behalf of LISGIS with other ministries, agencies, INGOs, NGOs and other local and international organizations.
  - Train staff in the use and collection of Geo-Spatial data both internal and external.
  - Train staff of the Division in the fundamental of GIS and Cartography.
- **TECHNICAL DUTIES**
  - Manage the Liberia National Geo-Spatial Database for all censuses and surveys.
  - Designed and maintain the National Sample Frame.

- Selecting sample surveys.
- Perform all other duties and responsibilities consistent with the functions of the Unit and Directorate that may be assigned by the Director-General and other Deputy-Director Generals from time to time.
- **SUPERVISORY FUNCTIONS**
  - Supervised staff for the production of National Atlas for Censuses and Surveys.
  - Supervised staff for the production of maps for surveys and the public in general.
  - 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**
  - Job holder contributes to the preparation of budgets for the Directorate.
- **Staff Management**
  - The job holder has staff management responsibility.
- **Asset Management**
  - The job holder uses assets assigned.

#### **EDUCATIONAL QUALIFICATION**

- A good First Degree in a Demography, Economics, and Cartography from any recognized University.
- A post graduate degree in a related discipline will be preferred.

## **WORK EXPERIENCE**

- Six (6) years relevant post qualification experience three (3) years of which must have been at Senior Management level in the Public Service of Liberia.
- The incumbent must have advanced geo-spatial training.

## **OTHER REQUIREMENTS**

- Ability to manage team members well.
- Honest, trustworthy and diligent.
- Ability to work for long hours under stressful conditions with minimum supervision.
- Good oral and writing communication skills.
- Critical analysis and problem solving.
- Ability to maintain professional relationship with internal and external stakeholders.
- Research and analytical skills.
- Interpersonal and management skill.
- Ability to meet deadlines and execute projects.
- Quality analysis delivery.
- Report writing.

**POSITION TITLE: ASSISTANT DIRECTOR, GIS (FORMERLY ASSISTANT GIS DIRECTOR)**

**REPORTS DIRECTLY TO: DIRECTOR-GIS**

**DIRECTLY SUPERVISES:**

- GIS STAFF

**DEPARTMENTAL /FUNCTIONAL RELATION:**

- Information and Dissemination unit

**EXTERNAL RELATIONS:**

- Ministries /Agencies
- Local /International NGOs
- Stakeholders

**PURPOSE:**

- Responsible for GIS spatial data analysis and the production of maps, graphs, charts, and tables from indicators sourced from censuses and surveys.

**KEY RESULTS AREAS:**

- Data Coordination
- Quality Assurance

**• GENERAL MANAGEMENT FUNCTIONS**

- Administrative head of the Section.
- Responsible for the overall supervision of cartographic field data collection, verification and the updating of cartographic information.
- Coordinates all Geo-Spatial data activities on behalf of LISGIS with other ministries, agencies, INGOs, NGOs and other local and international organizations.
- Train staff in the use and collection of Geo-Spatial data both internal and external.
- Train staff of the Division in the fundamental of GIS and Cartography.

- **TECHNICAL DUTIES**

- Manage the Liberia National Geo-Spatial Database for all censuses and surveys.
- Designed and maintain the National Sample Frame.
- Assist in the sample selection of surveys.
- Supervise, monitor and conduct training programs for Cartographers of the County Statistics Offices (CSIO) as the need arises.
- Supervise the preparation of House Hold listing for various surveys and research works.
- Supervise the identification of EAs for various surveys where necessary.
- Provide technical architectural advisory services to Management.
- Perform all other duties and responsibilities consistent with the functions of the Unit and Directorate that may be assigned by the Director of GIS from time to time.

- **SUPERVISORY FUNCTIONS**

- Supervised staff for the production of National Atlas for Censuses and Surveys.
- Supervised staff for the production of maps for surveys and the public in general.
- 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**
  - The job holder contributes to the preparation of budgets for the Directorate.
- **Staff Management**
  - The job holder has staff management responsibility.
- **Asset Management**
  - The job holder uses assets assigned.

## **EDUCATIONAL QUALIFICATION**

- A good First Degree in a Demography, Economics, and Cartography from any recognized University.
- A post graduate degree in a related discipline will be preferred.

## **WORK EXPERIENCE**

- Five (5) years relevant post qualification experience three (3) years of which must have been at Senior Management level in the Public Service of Liberia.
- The incumbent must have advanced geo-spatial training.

## **OTHER REQUIREMENTS**

- Ability to manage team members well.
- Honest, trustworthy and diligent.
- Ability to work for long hours under stressful conditions with minimum supervision.
- Good oral and writing communication skills.
- Critical analysis and problem solving.
- Ability to maintain professional relationship with internal and external stakeholders.
- Research and analytical skills.



- Interpersonal and management skill.
- Ability to meet deadlines and execute projects.
- Quality analysis delivery.
- Report writing.

**POSITION TITLE: GIS ASSISTANT**

**REPORTS DIRECTLY TO:** Assistant Director-GIS

**DIRECTLY SUPERVISES:** NIL

**DEPARTMENTAL /FUNCTIONAL RELATION:**

- Data Collection Units

**EXTERNAL RELATIONS:**

- Government Ministries/Agencies
- Local and International Organizations

**PURPOSE:**

- To provide technical support by formulating Geo-Spatial databases for census and surveys.

**KEY RESULTS AREAS**

- Data Coordination
- Quality Assurance

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Contributes to the general management functions of the office as directed by the supervisor.
- **TECHNICAL DUTIES**
  - Produce maps, charts and graphs from indicators of censuses and surveys.
  - Collect and process geo-spatial data for surveys.
  - Produce thematic atlas for censuses and surveys.

- Train staff involved in Geo-Spatial data collection of other ministries, agencies, INGOs, NGOs and other organizations in the use of Global Positioning System (GPS).
  - Perform Geo-Spatial analysis of surveys data.
  - Training of new GIS staff.
  - Perform any other duties and responsibilities consistent with the functions of the Unit and Directorate as may be assigned by the Assistant Director GIS from time to time.
- **SUPERVISORY FUNCTIONS: NIL.**

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - Management of budgets is not foreseen for this position.
- **Staff Management**
  - Management of staff is not foreseen for this position.
- **Asset Management**
  - The incumbent uses assets assigned to the position in carrying out the job.

#### **EDUCATIONAL QUALIFICATION**

- A good First Degree in a Demography, Economics, and Cartography from any recognized University

#### **WORK EXPERIENCE**

- Two (2) years relevant post qualification experience one (1) year of which must have been in the Public Service of Liberia.

## OTHER REQUIREMENTS

- Ability to manage team members well.
- Honest, trustworthy and diligent.
- Ability to work for long hours under stressful conditions with minimum supervision.
- Good oral and writing communication skills.
- Critical analysis and problem solving.
- Ability to maintain professional relationship with internal and external stakeholders.
- Research and analytical skills.
- Interpersonal and management skill.
- Ability to meet deadlines and execute projects.
- Quality analysis delivery.
- Report writing.

**POSITION TITLE: ASSISTANT DIRECTOR, CARTOGRAPHY (FORMERLY ASSISTANT DIRECTOR CARTOGRAPHER)**

**REPORTS DIRECTLY TO:** Director /GIS

**DIRECTLY SUPERVISES:**

- Cartographers
- Draftsmen

**DEPARTMENTAL /FUNCTIONAL RELATIONS:**

- Data Collection Units

**EXTERNAL RELATIONS:**

- Ministry of Lands, Mines and Energy
- Liberia Cartographic Service (LCS)
- Land Commissions
- National Election Commission, (NEC)
- Ministry of Internal Affairs
- City Corporations of Monrovia and Paynesville

**PURPOSE:**

- To provide efficient data collection and verification of cartographic information.

**KEY RESULTS AREAS:**

- Cartographic verification
- Quality Assurance

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Administrative head of the Section.
  - Responsible for the overall supervision of cartographic field data collection, verification and the updating of cartographic information.
  - Provide support training to staff of the Division in the fundamental of GIS and Cartography.

- **TECHNICAL DUTIES**

- Assists the Cartographers to carryout cartographic field data collection, verification and the updating of cartographic information.
- Assists the Cartographers to prepare House Hold listing for various surveys and research works.
- Assists the Cartographers to document and file all relevant maps according to the purpose and theme.
- Assistants the Cartographers to carry out the identification of EAs for surveys and censuses.
- Perform all other duties and responsibilities consistent with the functions of the Unit and Directorate that may be assigned by the Director-GIS 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**

- The job holder contributes to the preparation of budgets for the Directorate.

- **Staff Management**

- The job holder has staff management responsibility.

- **Asset Management**

- The job holder uses assets assigned

#### **EDUCATIONAL QUALIFICATION**

- A good first degree in Geography, demography, or relevant discipline from a recognized university.

#### **WORK EXPERIENCE**

- At least three (3) years of post-qualification of which two (2) years must have been in Cartographic features.

#### **OTHER REQUIREMENTS**

- Ability to use Cartographic software and tools
- Good Analytical Skills
- Report writing.
- Ability to effectively plan and execute work.
- Communicates effectively.
- Good interpersonal relations.
- Acts with honesty and integrity.
- Demonstrates commitment to corporate decisions.
- Prepares plans with clear objectives.

## **POSITION TITLE: CARTOGRAPHER/DRAFTSMAN**

**REPORTS DIRECTLY TO:** Asst. Director Cartographer

**DIRECTLY SUPERVISES:**

- County Mapper

**DEPARTMENTAL /FUNCTIONAL RELATIONS:**

- Data Collection Units

**EXTERNAL RELATIONS:**

- Ministry of Lands, Mines and Energy
- Ministry of Public Works
- National Housing Authority
- Ministry of Internal Affairs
- Ministry of postal Affairs
- Service providers

**PURPOSE:**

- To promote and establish harmonized Statistical information and Geo-Spatial data.

**KEY RESULTS AREAS**

- Identifying Enumeration Areas

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - General Management function is not for seen for this position.
- **TECHNICAL DUTIES**
  - Carryout cartographic field data collection, verification and the updating of cartographic information.
  - Prepare House Hold listing for various surveys and research works.
  - Document and file all relevant maps according to the purpose and theme.



- Carryout the identification of EAs for surveys and censuses.
- Drawing of maps and architecture design for Management.
- Perform all other duties and responsibilities consistent with functions of the Unit and Directorate that may be assigned by the Director or Assistant Director.
- **SUPERVISORY FUNCTIONS**
  - Limited supervisory roles for this position

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - The job requires no financial responsibility.
- **Staff Management**
  - No supervision role is required for this job. Tasks are clearly defined and work is undertaken within general guidelines and under occasional supervision.
- **Asset Management**
  - The job holder takes care of technical equipment and other tools assigned.

#### **EDUCATIONAL QUALIFICATION**

- A good First degree in Geography or related discipline from a recognized University or an equivalent professional qualification.

#### **WORK EXPERIENCE**

- At least three (3) years relevant working experience in the Public Service of Liberia.

#### **OTHER REQUIREMENTS**

- Ability to work for long hours under stressful conditions.
- Able to work on a team.
- Conversant with Cartographic Software and tools

## **POSITION TITLE: STORE ROOM KEEPER**

**REPORTS DIRECTLY TO:** Deputy Director General for Administration

**DIRECTLY SUPERVISES:** Nil

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- All Directorates, Sections and Units

**EXTERNAL RELATIONS:**

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

**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 LISGIS and Directorates, Sections and Units.
- To ensure availability of stores inputs in the right quantities and quality and at the right time for the performance of LISGIS functions.

**KEY RESULTS AREAS**

- Inventory Management
- Stock Supplies
- Stock Accounting
- Stores Management
- Stocks Disposal

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Acts as the Head of the Stores Management Unit.
  - Ensures appropriate documentation of all activities and operations of the Unit.

- **TECHNICAL DUTIES**

- Develops and monitors the implementation of systems and procedures for managing the stores function of LISGIS.
- 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 LISGIS 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 Directorates, Sections and Units.
- 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.
- Designs and implements a modern stock verification system for LISGIS including stocktaking, stock checking and stock audit.
- Ensures appropriate handling, storage, safe custody and protection of LISGIS stores.

- Advises on the disposal of scrap and other discarded materials.
- Develops and submits supplies and materials requirements and budgets as part of LISGIS General Administration and Finance strategic and annual business plans and budgets.
- 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.
- Performs other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by the Deputy 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 General Administration and Finance Directorate. The job holder develops and submits supplies and material requirements 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 the custodian of all stocks and inventory of LISGIS and recommends replenishment of stocks, disposal of scrap and other discarded materials.

#### **EDUCATIONAL QUALIFICATION**

- A good First Degree in Purchasing and Supply, Economics, Statistics or relevant qualification from a recognized University or an equivalent professional qualification.

## **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 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 LISGIS 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: PRINCIPAL ANALYST (COMMUNICATION)

**REPORTS DIRECTLY TO:** Deputy Director General, Information and Coordination

**DIRECTLY SUPERVISES:** Field Technician

**DEPARTMENTAL/FUNCTIONAL RELATIONS:** Data Collection Units

**EXTERNAL RELATIONS:**

- All Ministries and Agencies
- Development Partners

**PURPOSE:**

- To disseminate all official data to policies and decision makers of the Government of Liberia and its development partners.

**KEY RESULTS AREAS**

- Data Document Compilation
- Dissemination of Official Statistics

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Monitor the process on data collection.
- **TECHNICAL DUTIES**
  - Oversee the production of statistical analytic reports from surveys and censuses conducted by LISGIS and other line ministries and agencies.
  - Assist in the preparation of data collection and dissemination instruments including questionnaires, field guides and the quarterly statistical bulletin.
  - Document and archive all surveys and censuses conducted by LISGIS and other government ministries and agencies in Liberia.
  - Manage LISGIS National Data Archive Page, and coordinate ADP activities in Liberia.

- Contribute to the strengthening of research and evidence-based decision making on a range of socio-economic policy issues of interest to government and development partners.
  - Identify and analyze data from existing and emerging data sources to contribute to better understanding of the socio-economic situation in Liberia.
  - Assist other official statistics-producing entities in Liberia in formulating, conducting and dissemination of data and statistics.
  - Provide technical support to all LISGIS Units for the development of their annual work plans.
  - Implement and manage work plan activities of the institution (LISGIS).
  - Provide support on all project activities under the guidance of the National Statistical System.
  - Performs other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by the Deputy Director General, Information and Coordination from time to time.
- **SUPERVISORY FUNCTIONS**
    - Holds direct reports accountable for managing their assignments to ensure the Unit's goals are achieved.
    - Manages performance, succession development and resource allocation within designated Units.
    - Conducts performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.
    - Identifies training needs and facilitates training for subordinate staff.

#### **AUTHORITY LIMIT**

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

- **Staff Management**
  - The immediate supervisor is consulted before a major decision is made. However the job holder makes recommendations that affect subordinate staff on the field.
- **Asset Management**
  - The job holder has responsibility of basic care and handling of goods such as computer, calculators, staple machines etc.

#### **EDUCATIONAL QUALIFICATION**

- A post graduate degree in Geography and Regional Planning (Population Statistics) from any recognized University.

#### **WORK EXPERIENCE**

- At least four (4) years relevant post qualification experience, and One (1) year in analytical practices.

#### **OTHER REQUIREMENTS**

- Analytical Skills
- Good Interpersonal Skills
- Good knowledge of Micro soft office application
- Professionalism, leadership and managerial skills.
- Logical framework analysis and project Appraisal.
- Statistical, and Monitoring and Evaluation Skills.
- Gender sensitivity, multi-cultural environment, government, international/ non-governmental development organization.
- Excellent skills in conducting social research
- Having adequate writing skills including research and report writing
- Good interpersonal skills



- Ability to work for long hours under stressful conditions
- Good oral and written communication skills
- Persuasion and conflict management skills
- Ability to work and get along well as a member of a team
- Absolute discretion when dealing with confidential information
- Analytical skills
- Adequate skills in data collection, Projection.
- Good knowledge in the use of statistics and basic application of Mavis beacon, Ms. Window, Ms. Word, Excel and PowerPoint.

## POSITION TITLE: COUNTY DIRECTOR (CSIO)

REPORTS DIRECTLY TO: Coordinator (CSIU)

### DIRECTLY SUPERVISES:

- Entire County Unit

### DEPARTMENT/FUNCTIONAL RELATIONS:

- Data Collection Units

### EXTERNAL RELATIONS:

- Local Government
- Line Ministries and Agencies
- Financial Institutions

### PURPOSE:

- To fully coordinate on a county level, effective dissemination of official statistics and other relevant statistical products.

### KEY RESULTS AREAS:

- Coordination and dissemination
- Focal County Contact

### DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
  - Represent LISGIS at all County meeting, provide briefing on LISGIS activities and Statistical products and services.
  - Be the focal point for coordinating all national surveys and censuses data collection and compilation at the County level.
- **TECHNICAL DUTIES**
  - Facilitates training in Statistics, Information Management, Managerial skills and other relevant skills developments for counterparts in other Government Agencies and NGOs in the county using standardized training modules.

- Serves as focal point for information exchange and support for the promotion of data and information sharing protocols, such as Geo-codes, LISGIS' data dissemination policy and other applicable data standard.
- Be the focal point for coordinating the implementation of the NSDS program in the county.
- Works closely with County Development Steering Community and relevant partners to determine the primary data and support the county recovery development strategies.
- Consults with LISGIS head office, and coordinates with relevant partners to collect and compile such county- level specific data using standardized templates.
- Develops and maintain a client approach with all stakeholders to help identify their information requirements to ensure that the information needed to support development and execution of recovery /humanitarian operations is made available in a timely fashion to all stakeholders in the county.
- Performs any other duties and responsibilities consistent with the functions of the Unit and Directorate as may be assigned by the National Coordinator and the Director General.
- **SUPERVISORY FUNCTIONS**
  - Extensive Supervisory functions of staff within the County units.
  - Holds direct reports accountable for managing their assignments to ensure the Unit's goals are achieved.
  - Manages performance, succession development and resource allocation within designated Units.
  - Conducts performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.
  - Identifies training needs and facilitates training for subordinate staff.

## **AUTHORITY LIMIT**

- **Management of Budget**
  - Incumbent manages the budgets for LISGIS County Office. Incumbent coordinates the preparation and implementation of budgets for LISGIS County Offices.
- **Staff Management**
  - Incumbent has staff management responsibility.
- **Asset Management**
  - Incumbent has responsibility for all assets of LISGIS decentralized Offices

## **EDUCATION QUALIFICATION**

- A good first degree in Economics, Management, Sociology, or Demography from recognized University

## **WORKING EXPERIENCE**

- At least three (3) years of relevant post qualification experience in the area of Business Administration, Economics, Demography and Sociology.

## **OTHER REQUIREMENTS**

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

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

**POSITION TITLE: MONITOR**

**REPORTS DIRECTLY TO:** County Director

**DIRECTLY SUPERVISES:**

- Asst. Direct, Cartography,

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Data Collection Units

**EXTERNAL RELATIONS:**

- Line Ministries and Agencies
- NGOs

**PURPOSE:**

- To work closely with the County Statistics Office to ensure the flow of data and Statistics in accordance with the National Strategy for the development of Statistics (NSDS) and LISGIS mandate.

**KEY RESULTS AREAS:**

- Data Coordination
- Quality Assurance

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Serve as the head of the county office in the absence of the County Statistics/Director
- **TECHNICAL DUTIES**
  - Be the focal point for updating of cartographic features map layer relating to the county and forward to LISGIS Headquarters for processing and inclusion in Liberia's Spatial Data Infrastructure (NSDI) database.
  - Use the GPS equipment and other available GIS related tools for the collection of all Spatial data in the county using standardized templates

- Advise county officials, partners and other clients on the interpretation and usage of map product in support to survey implementation and /or development planning formulation.
  - Participate in all national and sectorial data collection activities in the county.
  - Coordinate with line ministries and other partners to collect and compile relevant assessment data on county level specific data needs using standardized templates.
  - Established and maintain an updates registry on data collectors' .Submit to the CSIO/Director's Office on a regular basis status of registry.
  - Serve as custodian of all data collection instruments (blank and filled out questionnaires, forms templates. Etc. For censuses/Surveys from LISGIS Headquarter, line ministries and other partners.
  - Maintain an up-to-date calendar of planned field visits consistent with the overall work plan of the county office.
  - Performs other relevant duties consistent with the functions of the Unit and Directorate 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.
    - Manages performance, succession development and resource allocation within Designated Units.
    - Conducts performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.
    - Identifies training needs and facilitates training for subordinate staff.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - The incumbent assist in preparing the Directorate's budget for inclusion into the composite LISGIS annual budget. The incumbent has some responsibility for management of budgets for the Directorate.

- **Staff Management**
  - The incumbent has staff management responsibility.
- **Asset Management**
  - The incumbent has significant responsibility for all assets assigned to the directorate and held accountable for them.

## **EDUCATION QUALIFICATION**

- A good first degree in Economics, Management, Sociology, or Demography from recognized University

## **WORKING EXPERIENCE**

- At least three (3) years of relevant post qualification experience in the area of Business Administration, Economics, Demography, Sociology and Monitoring and Evaluation.

## **OTHER REQUIREMENTS**

- Excellent knowledge/understanding of research or policy formulation and implementation.
- Ability to exercise sound judgement in a highly political environment.
- Proven project management, administration and coordination skills.
- 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.



**POSITION TITLE: DATA MANAGER**

**REPORTS DIRECTLY TO:** Asst. Director CSIO

**DIRECTLY SUPERVISES:**

- Driver and Office Assistance

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Data Collection Units

**EXTERNAL RELATIONS:**

- Local Government Authority

**PURPOSE:**

- To ensure effective supervision, confidentiality, integrity, security and accuracy of LISGIS collected data.

**KEY RESULTS AREAS:**

- Data and Records Management
- Quality Assurance
- Stakeholder Relationship and Management

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Provides limited inputs for management functions.
- **TECHNICAL DUTIES**
  - To collect data and key punch questionnaire from the field.
  - To serve as an administrative advisor.
  - To take care of petty cash in the unit.
- Work closely with the county Director in making monthly report.

- Keep track of all entrusted questionnaires and report them to Director.
- Perform any other duties as may be required by the Director, CSIO.
- **SUPERVISORY DUTIES**
  - Job holder has limited supervisory functions.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - Management of budgets is not foreseen for this position.
- **Staff Management**
  - The job holder has staff management responsibility.
- **Asset Management**
  - Uses asset assigned to the position.

#### **EDUCATIONAL QUALIFICATION**

- A High school Certificate/Diploma or a college student and a Certificate/Diploma from a recognized Computer Science Institution.

#### **WORK EXPERIENCE**

- At least Two (2) years post qualification experience in Microsoft Excel Electronic Spreadsheet.

#### **OTHER REQUIREMENTS**

- Ability to work for hours under stressful conditions and with minimum supervision.
- Honesty and trustworthy.
- Good oral and communication skills.
- Ability to maintain professional relationships with internal and external stakeholder.
- Good knowledge in Microsoft application.

## **POSITION TITLE: INTERNAL AUDITOR**

**REPORT DIRECTLY:** Director General

### **DIRECTLY SUPERVISES:**

- Internal Audits

### **DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Procurement
- Finance

### **EXTERNAL RELATIONS:**

- Ministry of Finance and Development Planning
- Internal Audit Agency
- Suppliers
- Service Providers
- External Auditors

### **PURPOSE:**

- To promote and uphold transparency and accountability within the entity. The establishment of reliable, effective, efficient and transparent management systems and processes to support good governance, accountability and judicious use of budget appropriations and donors' funds.

### **KEY RESULTS AREAS:**

- Transparency and Accountability
- Quality Assurance
- Good Governance

### **DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**

- Prepares monthly financial statement and submits to the Comptroller/Head of Accounts.

- **TECHNICAL DUTIES**

- Conduct internal control evaluation each year and make recommendation(s) where necessary.

- Ensure that the internal control procedures and relevant policies are adhered to.
- Ensure that the internal accounting and operational controls are appropriate and adequate enough for the implementation of Public Financial Management system at LISGIS.
- Conduct quality control audit on all goods and services through visitation of customer's warehouse, workshops and inspect goods delivered to LISGIS for accuracy and to ensure compliance with regulatory and statutory provisions.
- Ensure that Public Procurement Concession Commission Laws are adhered to at all times.
- Ensure that the resources of the Agency are used prudently for the good of the entity and the general public.
- Performs special projects related audits as assigned.
- Coordinates coverage of external auditors as aid when need be.
- Conduct capacity evaluation audit on all CSIO offices through visitation at least once a year. Ensures follow up of audit findings and recommendations for timely corrective action.
- Investigates and resolves accounting discrepancies.
- Review all requests and payment vouchers for completeness and accuracy before submission to the Director General for Administration for approval.
- Performs other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
  - Holds direct reports accountable for managing their assignments to ensure the LISGIS goals are achieved.
  - Conducts performance appraisal.

#### **AUTHORITY LIMIT**

- **Management of Budget**

- Incumbent participates in the preparation of budgets for the Unit.
- **Staff Management**
  - Incumbent has staff management responsibility.
- **Asset Management**
  - Uses assets assigned to the position.

**EDUCATIONAL QUALIFICATION:**

- A good first degree in Business Administration BBA degree (Accounting), and Audit.
- Additional Knowledge in Accounting and Audit software Applications and Microsoft Office.

**WORK EXPERIENCE:**

- At least three (3) years of relevant post qualification experience in public accounting practices, and basic knowledge in auditing standards and practices.

**OTHER REQUIREMENTS:**

- Considerable knowledge in the use of accounting methodologies and tools.
- Good knowledge of taxation, banking and other provisional laws.
- Conversant with double entry principles.
- Honest and trustworthy.
- Considerable knowledge of the accounting standards and related regulations.
- Ability to work for long hours under stressful conditions and with minimum supervision.
- Good oral and written communication skills.
- Absolute discretion when dealing with confidential information.
- Be time conscious and able to meet strict deadline.

- Ability to meet deadlines and execute duties.
- Attention to details.
- Verify communications, and financial reports for completeness and accuracy.
- Analytically skillful.
- Good interpersonal skills.
- Good knowledge in the use of accounting software/tools Microsoft word, Power Point and Excel.

## **POSITION TITLE: DIRECTOR-COORDINATION AND DISSEMINATION**

### **REPORTS DIRECTLY TO**

Deputy Director General for Coordination  
And Dissemination

### **DIRECTLY SUPERVISES**

- Research Officer
- Statistical Assistant,
- Principal Analyst( Communication)

### **DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Data collection Units

### **EXTERNAL RELATIONS:**

- Line Ministries and Agencies
- The general Public
- UNDP
- UNHCR
- AFRICAN DEVELOPMENT BANK
- WORLD BANK
- USAID
- Religious Institutions

### **PURPOSE:**

- To promote the establishment of cordial and effective working relationship among relevant institutions, through effective coordination and dissemination of LISGIS Data.

### **KEY RESULTS AREAS:**

- Effective Data Coordination
- Monitoring and Evaluation
- Quality Assurance

### **DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Proxy for the Deputy Director General for Information Coordination and Dissemination

- **TECHNICAL DUTIES**

- Responsible to conduct periodic monitoring and evaluation of the division for its effectiveness and efficiency.
- Serve as principal custodian of LISGIS finished products within the Department of Coordination and Dissemination.
- Design training packages for Junior, middle and lower level staff in the area of information Coordination and Dissemination.
- Ensuring the enabling environment for the management of relevant information in support of LISGIS programs and projects.
- Performs other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by the supervisor from time to time.

- **SUPERVISORY FUNCIONS**

- Coordinate and supervise the activities of the Division.
- Perform any other functions as may be instructed by the Deputy Director-General for Coordination and Dissemination.
- 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 participates significantly in the preparation of budgets for the Unit.

- **Staff Management**

- Incumbent has staff management responsibility.



- **Asset Management**
  - Uses assets assigned to the position.

#### **EDUCATIONAL QUALIFICATION:**

- A first degree in Management, Economics, Statistics, Demography, Geography, Business Administration or its equivalent.

#### **WORK EXPERIENCE:**

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

#### **OTHER REQUIREMENTS:**

- Ability to effectively plan and execute work, communicate effectively. Have written communication skills.
- Honest and trustworthy.
- Ability to work for long hours under stressful condition and with minimum supervision.
- Absolute discretion when dealing with confidential information.
- Ability to meet deadlines and execute duties.
- Must be able to travel extensively within and outside of the country and work under odds conditions.
- Time conscious and able to meet strict deadlines.
- Knowledgeable in the use of needed Computer software/tools: Word, Excel, PowerPoint and Access.
- Ability to work and get along well as a member of a team.
- Good interpersonal skills.
- Attention to detail.

## POSITION TITLE: ACCOUNTANT

**DIRECTLY:** Director of Finance / Senior Accountant

### **DIRECTLY SUPERVISES:**

- NIL

### **DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Analysts
- Internal Auditors

### **EXTERNAL RELATIONS:**

- Ministry of Finance and Development Planning
- Vendors
- Service Providers
- External Auditors
- Financial institutions
- Donors/ Implementing partners (World Bank, UNICEF, UNFPA, UNDP, etc...)

### **PURPOSE:**

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

### **KEY RESULTS AREAS:**

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

### **DUTIES:**

- **GENERAL MANGEMENT 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 LISGIS 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 LISGIS.
  - Undertakes reconciliation of names on vouchers.
  - Prepares Social Security Contribution for serving officers at LISGIS and former employees of LISGIS.
  - 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 and Directorate as may be assigned by the supervisor 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 holder prepares vouchers for payment of allowances e.g. scratch cards, car maintenance and fuel allowances, and 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**

- Higher National Diploma (HND) in Accounting or equivalent professional qualification from a recognized institution.
- A good First Degree 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 to 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, DATA PROCESSING**

**REPORTS DIRECTLY TO:** Deputy Director-General/ Data Processing and Statistics

### **DIRECTLY SUPERVISES:**

- Programmers trainees, Data entry supervisor and Clerks

### **DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Data Collection Units

### **PURPOSE:**

- To enable smooth and continuous data processing of all field works of LISGIS and other ministries and agencies.

### **KEY RESULTS AREAS:**

- Quality Assurance
- Technical Data Training

### **DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Generates appropriate reports for the department.
- **TECHNICAL DUTIES**
  - Provide training for programmer trainees and data entry clerks.
  - Serve as programmer in the absence of one.
  - Assist line ministries and agencies in processing baseline surveys and other field returns.
  - Performs other relevant duties consistent with the functions of the Unit and Directorate 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.
- **Management of Budget:**
  - The job holder oversees the preparation of budgets.

**Staff Management:**

- The job holder has overall staff management responsibility.
- **Asset Management:**
  - The job holder has responsibility for the custody of asset assigned to the office and the position.

**EDUCATIONAL QUALIFICATION**

- A post graduate degree in computer science from a recognized university.

**WORK EXPERIENCE**

- At least five (5) years' experience in computer programming three (3) of which must have been with a public service institution.

**OTHER REQUIREMENTS**

- Very Good knowledge in databases Systems design and management.
- Good negotiation and conflict management skills.
- Very Good oral, written communication and presentation skills.
- Very Good interpersonal skills.
- Very strong analytical 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.
- Very Good leadership, managerial, mentoring and coaching skills in a "team" setting.



## POSITION TITLE: SENIOR STATISTICIAN

REPORTS DURECTLY TO: Assistant Director, Statistics and Data Processing

DIRECTLY SUPERVISES:

- Data Analysts

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Data Collection Units

EXTERNAL RELATIONS:

- NIL

PURPOSE:

- To improve the service delivery of LISGIS by analyzing and scheduling the distribution of data to external customers.

KEY RESULTS AREAS:

- Service Delivery
- Geo-Information

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
  - Prepare monthly reports to the team Coordinator accounting for (a) how products were produced by the team, (b) the quantity of each size of the coated/ plain papers used, (c) the type of maps that are most requested for.
- **TECHNICAL DUTIES**
  - Process and analyze all data that are to be used to provide Geo-Information Services for all International Partners and Non-Governmental Organizations.
  - Publish some of the Ebola related maps produced by the LISGIS team on the LISGIS website (<http://lisgis.net>).

- Make recommendation as to what quantity of each coated/plain paper should be supplied to the Team.
- Advises the map producers on which map to produce first (or which organization to serve first) based on first come first serve basis.
- Identify, acquire, load, clean and manage data through tailored spreadsheets, templates, and databases.
- Analyze and resolve instances of data duplication or error.
- Transform, validate, and model data with the purpose of understanding the data best suited to address given questions.
- Applying appropriate statistical principles, identify, analyze, and interpret trends or patterns in complex datasets.
- Explore and apply new data visualization techniques to increase insight and visibility to data trends and associated policy-related opportunities, challenges, and priorities.
- Develop graphs, reports, maps, and presentations of data and analytical results for distribution within and outside LISGIS.
- In collaboration with others, create and implement web-based and non-web-based surveys and conduct analyses with policy implications for LISGIS and its programs.
- Performs other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
  - Holds direct reports accountable for managing their assignments to ensure the Unit's goals are achieved.
  - 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**
  - NIL.

- **Staff Management**
  - NIL.
- **Asset Management**
  - NIL.

#### **EDUCATIONAL QUALIFICATION**

- A good first degree in Mathematics, Statistics from a recognized university.
- Post graduate degree in Mathematics or Statistics is an advantage.

#### **WORK EXPERIENCE**

- At least three (3) years post qualification experience in Statistics and Data Processing.

#### **OTHER REQUIREMENTS**

- Good planning and organizing skills.
- Very Good oral, written communication and presentation skills.
- Very Good interpersonal skills.
- Very strong analytical 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.
- Very Good leadership, managerial, mentoring and coaching skills in a "team" setting.

## POSITION TITLE: TECHNICAL ADVISOR

REPORTS DIRECTLY TO : Director - General

DIRECTLY SUPERVISES :

- Special Assistant

### DEPARTMENTAL /FUNCTIONAL RELATION:

- All Staff
- Internal Audit
- Public Relations

### EXTERNAL RELATIONS

- World Bank
- AFDB
- UNFPA
- UNDP
- Ministry of Finance and Development Planning (MFDP)

### PURPOSE:

- To ensure effective and efficient management of the entire LISGIS' staff
- Follow up and liaise with all departments ensuring that directives from the Director - General are implemented fully to meet the Goals of LISGIS' .

### KEY RESULTS AREAS

- Performance Management
- Stakeholder Relationship and Management

### DUTIES:

### GENERAL MANAGEMENT FUNCTIONS

- Undertaken any task relating to the function of LISGIS as may be required by the Deputy Director for the Department of Statistics and Data Processing as well as Director -General of LISGIS.
- Liaise closely and work with the Director- General in shaping and strengthening the overall program objective for LISGIS' .
- Provide assistance to the Director - General by identifying emerging or contemporary issues that can impede or enhance the growth of the Institution and actively participate in issues development and resolution.

- Identify and make recommendation to Director- General for training needs for the Institution and track record for selection of beneficiaries and their respective locations.
  - Provide technical assistance to the Department of Statistics and Data Processing in collaboration with sections heads and the Deputy Director General.
  - Help in building the capacity of middle level employees as focal points to effectively collect, analyze and report data for LISGIIS.
  - Participate in producing regular work plans and technical reports such as annual report for LISGIS.
  - Undertaken contemporary basic and applied Research at all times and disseminate information to the Director-General to keep LISGIS current on emerging research issues.
  - Attend senior staff meetings at all times when required;
  - Liaise with the Ministry of Health and Social Welfare (MOHSW) and other health related institution both public and private as a medical statistician and public health epidemiologist on matters related to research and medical statistics on behalf of LISGIS and give appropriate feedback to the Deputy Director General for Statistics and Data Processing.
- **TECHNICAL DUTIES**
    - Conduct studies and provide technical assistance on the analysis of data collected from surveys and censuses undertaken by the Department of Statistics and Data Processing.
    - Ensure and work with various sections by successfully conducting external and internal research inquiries from public and private sectors as relate to surveys and censuses.
    - Conduct in service training for junior and middle level statisticians for the Department of Statistics and Data processing in data collection and tabulation.
    - Provide information and analysis on policy issues as relate to surveys and censuses.
    - Provide technical assistance to the Department of Statistics and Data Processing to develop and implement surveys sample, designs, instruments, analysis and appropriate strategic dissemination of statistical data information.

- Thoroughly screen and make comments on research instruments such as survey and census questionnaire and related materials.
- Serves as liaison between training institution and identify training needs for staff and make appropriate recommendations to the Director-General for capacity building that will benefits the institution and the country at large.
- Deliver presentation at workshops, seminar and conferences.
- Advise and provide expertise in behavioral data collection among hidden populations, including providing technical service in appropriate sampling techniques tools and method of data collection.
- Performs other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by the supervisor from time to time.

- **SUPERVISORY FUNCTIONS**

**AUTHORITY LIMIT**

- **Management of Budget**
  - Incumbent makes contribution to the preparation of LISGIS' budget.
- **Staff Management**
  - The job holder has staff management responsibilities.
- **Asset Management**
  - NIL

**EDUCATIONAL QUALIFICATION**

- A minimum of Master's degree holder in the field of Statistics and Public Administration from any recognized University or Institution.
- Advanced competency in the French Language is an advantage.

**WORK EXPERIENCE**

- Minimum 5 years of post-degree working on policy issues and statistics

## OTHER REQUIREMENTS

- Ability to lead research and advocacy teams.
- Skills expertise in both qualitative and quantitative methodologies for data gathering and analysis.
- Demonstrate high quality written skills.
- Ability to thematically design and execute research and advocacy activities.
- Grant and partnership management skill.

## **POSITION TITLE: PERSONNEL OFFICER**

**REPORTS DIRECTLY TO** : Assistant Human Resource Manager

**DIRECTLY SUPERVISES** :

- Office Assistance
- Driver
- Filing Clerks

**DEPARTMENTAL /FUNCTIONAL RELATION:**

- All Directorates

**EXTERNAL RELATIONS**

- Ministry of Finance and Development Planning (MFDP)
- Civil Service Agency
- National Social Security & Welfare

**PURPOSE:**

- The Personnel Officer is responsible to the Administration for the training, leadership, discipline, efficiency, and administration of the units Personnel.

**KEY RESULTS AREAS**

**DUTIES:**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Ensure all personnel files are up to date
- **TECHNICAL DUTIES**
  - Maintain emergency contact sheet.
  - Maintain the phone lists.
  - Maintain the attendance electronically and by the attendance board
  - Perform any other function as may be required by the Human Resources Director.



- **SUPERVISORY FUNCTIONS**

- Position has no Supervisory responsibility.

#### **AUTHORITY LIMIT**

- **Management of Budget**

- Management of budgets is not foreseen for this position.

- **Staff Management**

- Management of staff is not required for this position.

- **Asset Management**

- The job holder uses assets assigned to the position.

#### **EDUCATIONAL QUALIFICATION**

- A good first degree from an accredited University in Business Administration, Human Resource Management or a closely related field.

#### **WORK EXPERIENCE**

- At least three (3) years in the areas of Human resource management and one (1) year in the public service of Liberia.

#### **OTHER REQUIREMENTS**

- Very Good knowledge /understanding of the Standard Orders and other Policies of Liberia Civil Service.
- Very Good knowledge of Liberia's Financial Law, Rules and Regulations
- Proven Planning and Organizing skills.
- Sound decision making based on thorough analysis.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.
- Acts with honesty and integrity.
- Ability to work in a fast paced and often pressured environment.

## POSITION TITLE: RESEARCH OFFICER (CPI)

REPORTS DIRECTLY TO : Asst. Director/Price & Miscellaneous Statistics

DIRECTLY SUPERVISES : NIL

### DEPARTMENTAL/FUNCTIONAL RELATIONS:

All Departments

### EXTERNAL RELATIONS:

- Local Markets
- World Bank
- Central Bank of Liberia
- Financial Institution

### PURPOSE:

- Collect accurate data and analyze it for policies and decision making by the Government of Liberia and its development partners.

### KEY RESULTS AREAS:

- Research and Analysis
- Design Data collection Instruments
- Publication and Reports

### DUTIES

- **GENERAL MANAGEMENT FUNCTIONS**
  - Serves as Statistics Research Officer to the Department of Statistics and Data processing.
- **TECHNICAL DUTIES**
  - Provide leadership, coordination and guidance of the CPI UNIT.
  - Provide insight into the finding of field research, using substantial local knowledge (political, Institution, cultural etc.).
  - Contribute substantial input to the development of work plans, research questions, projects concept notes, and field research guides.

- Assist in the planning and management of the monthly reports Department of Economics.
- Represent the division in coordination meetings, staff meetings, and meeting with stakeholders when assigned.
- Assist in authorizing research reports, briefing notes, policies paper and other materials as required by the supervisor
- Interprets, evaluate, clarified request to determine potential data resource and information.
- Identify and discusses research needs.
- Create and maintain basic data bases for research required from a wide variety of internal and external sources.
- Analyzes data and information and interpret the results using specialized statistical software such as SPSS and STATA.
- Identify, troubleshoot and result inquires on internal and external data and acts research resources person for internal faculty , senior administration , staff, governance committees and external parties.

Supervise all Statistical Assistant, coder, and field technicians etc.

- Performs other duties as required or assigned Supervisory Functions.

#### **AUTHORITY LIMIT**

- Management of Budget
  - NIL.
- Staff Management
  - The job holder makes recommendations that affect subordinate staff on the field and in the office.
- Asset Management
  - The job holder uses asset assigned to the position which includes management of Data.

## EDUCATIONAL QUALIFICATION

- A Good first degree in Mathematics, Economics, Statistics, Sociology and Demography from any recognized University.

## WORK EXPERIENCE

- At least five (5) years post qualification in research work, three (3) of which must 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 finding to non- statistical research officers.
- 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 of Liberia's Financial Laws, Rules and Regulations.
- Very Good negotiation skills.
- Very Good report writing Skills.
- Very Good Presentation 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 : SENIOR STATISTICIAN  
REPORTS DIRECTLY TO : Asst. Director/Environment  
DIRECTLY SUPERVISES :  
• Data Analysts

**DEPARTMENTAL /FUNCTIONAL RELATION:**

- Data Collection Units
- Emergency Operation Center (EOC)

**EXTERNAL RELATIONS**

- Environmental Protection Agency (EPA)
- Ministry of Health and Social Welfare
- Ministry of Lands, Mines and Energy
- Ministry of Internal Affairs
- Forestry and Development
- Liberia Electricity Corporation
- Monrovia City Corporation

**PURPOSE:**

- To promote effective and efficient collaboration of line ministries and Agencies, this includes environmental data sharing and mainstreaming, environmental statistics to build an efficient data base for all environmental data gathered from ministries and Agencies.

**KEY RESULTS AREAS**

- Training of field workers in data collection
- Technical analysis report

**DUTIES:**

- GENERAL MANAGEMENT FUNCTIONS
  - Ensure coordination, Integration and complementarity among programs in Labor and Environmental Statistics in Liberia and through LISGIS.
- TECHNICAL DUTIES
  - Conduct research in Labor and environment statistics through identifying, and prioritizing labor and environment issues, monitoring progress made, reviewing

proposed solutions and submitting definitions and recommendations to the Deputy Director General for Statistics and Data Processing for approval.

- Work toward the harmonization of data collection activities for labor and environmental related statistics with concepts.
- Collaborate and provide technical guidance to Stakeholder for compilation and analyzing unemployment data with the approval of the Deputy Director General for Statistics and Data Processing.
- Support Stakeholder by identifying core elements of the Labor market information system, and determine the quality and availability of Labor statistics.
- Collaborate with the staff of social statistics unit to collect , analyze, and disseminate labor and environmental statistics and attend all functions of the unit as may be deemed necessary by the Deputy Director General for Statistics and Data Processing ; and
- Perform any other duties that may be assigned by the Director General and the Deputy Director General for Statistics and Data Processing.
- Develop statistical surveys by designing data collection, instruments, calculating sample sizes and selecting appropriate analytical procedure.
- Conduct data analyses, and report result associated with resources studies/using SPSS /SAS and other statistical analysis software.
- Design large data, sets in conjunction with the programmer/assistant Director / Director.
- Ability to communicate effectively with non- Statistical preview Department/Division of LISGIS on mathematical and Statistical topics.
- Traveling to counties to assist with training and data management in county; assist with capacity development of staff.
- Write technical duties and analyze documentation.
- **SUPERVISORY FUNCTIONS**
  - Holds direct reports accountable for managing their assignments to ensure the Units goals are achieved.

- Identifies training needs and facilitates training for subordinate staff.

#### **AUTHORITY LIMIT**

- Management of Budget
  - NIL
- Staff Management
  - The job holder has staff management responsibilities.
- Asset Management
  - The job holder uses assets assigned to the position.

#### **EDUCATION QUALIFICATION**

- A Good first degree in Mathematics, Economics, Statistics, Sociology and Demography from any recognized university.
- Post graduate degree in Mathematics or Public Health Statistics is an advantage.

#### **WORK EXPERIENCE**

- At least three (3) years post qualification experience in Statistics and Public Health Statistics.

#### **OTHER REQUIREMENTS**

- Considerable knowledge in the use of Statistics methodologies and tools.
- Very Good oral, written communication and presentation skills.
- Very strong analytical 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.
- Very Good leadership, managerial. Mentoring and coaching skills in a "team" setting.

**POSITION TITLE:** Senior Statistician (National Account Unit)

**REPORTS DIRECTLY TO :** Asst. Director/ National Account

**DIRECTLY SUPERVISES:**

- Statistical Research Officer
- Statistical Assistant

**DEPARTMENTAL /FUNCTIONAL RELATIONS:**

- Data Collection Units

**EXTERNAL RELATIONS**

- Central Bank of Liberia.
- All Government Ministries and Agencies Statistical department.
- International partners on statistics
- Private institutions on statistics

**PURPOSE:**

- To ensure reliable and timely data collection, compilation and analysis to produce regular National Accounts GDP estimates of the economy.

**KEY RESULTS AREAS:**

- Classification Standards
- National Accounts Data

**DUTIES:**

- 

**GENERAL MANAGEMENT FUNCTIONS**

- Work along with the staff of NAS and International consultants to vet all sources of input data including Agriculture Crop Survey data , External Trades Statistics , HIES, Market data, Fiscal data from Ministry of Finance and Development Planning , Establishment Survey data etc. for the production of NA figures.

- **TEHNICAL DUTIES**

- Work with the staff of National Account to collect, analyze and disseminate all economic statistics.
- Assist the staff of Industrial Statistics and External Trade Statistics sections to publish and disseminate Economics Statistics.
- Represent the institute on most national accounts meetings, etc.
- Provide guidance and coordination on all matters pertaining to national accounts compilation process.
- Work along with Assistant Director of National Accounts Unit to create, update and maintain national accounts database.
- Perform any other assignment that may be assigned by the D-G, DDG/Statistics, Director / Economics Statistics and any other superior offices.
- Develop statistical surveys by designing data collection, instruments, calculating sample sizes and selecting appropriate analytical procedure.
- Conduct data analyses, and report result associated with resources studies/using SPSS /SAS and other statistical analysis software.
- Design large data, sets in conjunction with the programmer/assistant Director / Director.
- Ability to communicate effectively with non- Statistical preview Department/Division of LISGIS on mathematical and Statistical topics.
- Traveling to counties to assist with training and data management in county; assist with capacity development of staff.
- Write technical duties and analysis documentation.
- Performs other duties as required or assigned by the Supervisor.

## **SUPERVISORY FUNCTIONS**

- Supervise the staff of the National Account (NAS) to collect, process, compile, analyze and disseminate National Account figures including the quarterly and annual GDP.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - Management of budgets is not foreseen for this position.
- **Staff Management**
  - The job holder has staff management responsibilities.
- **Asset Management**
  - The job holder uses assets assigned to the position.

#### **EDUCATIONAL QUALIFICATION**

- A good first degree in Economics. Mathematics and sociology, Accounting from any recognized University.
- A post graduate degree in Statistics is an advantage.

#### **OTHER REQUIREMENTS**

- Considerable knowledge of National Account classification, standards and methods.
- Ability to manage team members well.
- Ability to work for long hours under stressful conditions with minimum supervision.
- Good oral and writing communication skills.

**POSITION TITLE** : SENIOR STATISTICIAN (Social Statistics)

**REPORTS DIRECTLY TO** : Director/ Population / Social Statistics

**DIRECTLY SUPERVISES:**

- Statistics Research Officer
- Statistical Assistant
- Coder

**DEPARTMENTAL /FUNCTIONAL RELATION:**

- Data collection Unit.

**EXTERNAL RELATIONS**

- Ministry of Gender and Development
- Constitution Review commission
- Civil Society
- Ministry of Labor
- Ministry of Health
- Ministry of Education
- National Housing Authority
- Fire Service Agency

**PURPOSE:**

- To collect accurate data and analyze it for policies and decision making by the Government of Liberia.

**KEY RESULTS AREAS**

- Research and Analysis
- Design Data collection question.
- Publication and Reports

## DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
  - In collaboration with relevant ministries /Agencies and Civil Society Organizations (CSOs), the 4-S shall set up a DATA BASE on Social and other related statistics for the entire country.

## TECHNICAL DUTIES

- Work closely with social ministries/agencies and relevant Civil Organizations (CSOs) to publish and disseminate quarterly NEWS LETTER on social Statistics.
- Provide technical support to social ministries/agencies and relevant Civil Society Organization (CSOs) to produce monthly and timely social statistics;
- Set up standard criteria or guidelines for the compilation and analysis of social statistics.
- Mobilize quick or rapid response teams to dispatch in the field for emergency outbreak investigations, including compiling basic statistical information on emergency outbreak for analysis and disseminations.
- Strengthen communication links relevant ministries/agencies /Civil Society Organizations (CSOs) in producing, compiling.
- Perform any other duties assigned by the supervisor.
- Develop statistical surveys by designing data collection, instruments, calculating sample sizes and selecting appropriate analytical procedure.
- Conduct data analyses, and report result associated with resources studies/using SPSS /SAS and other statistical analysis software.
- Design large data, sets in conjunction with the programmer/assistant Director / Director.
- Ability to communicate effectively with non- Statistical preview Department/Division of LISGIS on mathematical and Statistical topics.
- Traveling to counties to assist with training and data management in county; assist with capacity development of staff.

- Write technical duties and analysis documentation.

### **SUPERVISORY FUNCTIONS**

- Organize and conduct annual conference /workshop for stakeholders to ascertain improvement in the compilation of social statistics over the year and, also to strategize.

### **AUTHORITY LIMIT**

- **Management of Budget**
  - NIL
- **Staff Management**
  - The job holder has staff management responsibilities.
- **Asset Management**
  - NIL

### **EDUCATION QUALIFICATION**

- A Good first degree in Mathematics, Economics, Statistics, Sociology and Demography.
- Post graduate degree in Statistics is an advantage

### **WORK EXPERIENCE**

- At least three (3) years post qualification in the area of Statistics, Sociology one (1) of which must been in the Public Service of Liberia.

### **OTHER REQUIREMENTS**

- Considerable knowledge of National Account classification, standards and methods.
- Ability to manage team members well.

- Ability to work for long hours under stressful conditions with minimum supervision.
- Good oral and writing communication skills.



**POSITION TITLE:** DIRECTOR/ECONOMICS STATISTICS

**REPORTS DIRECTLY TO :** Deputy Director General Stat. /Data Processing

**DIRECTLY SUPERVISES:**

- Asst. Director/ National Account Unit
- Asst. Director/ External Trade Unit
- Asst. / Director/ Agricultural Statistics Unit
- Industrial Statistics Unit

**DEPARTMENTAL /FUNCTIONAL RELATION:**

- Departmental Head for the Division of Economics

**EXTERNAL RELATIONS**

- Central Bank of Liberia
- World Bank
- AFDB
- International Partners on Statistics
- Private Institution on Statistics
- ECOWAS

**PURPOSE:**

- Promote efficient collection, compilation and analysis of Economic Indicators for the production of Economics Statistics on a routine basis.

**KEY RESULTS AREAS**

- Monitor and Evaluate Economics Indicator
- Technical analysis report

**DUTIES**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Provide technical guidance to the following sections: Trade, Price, Nationals and Agricultures Statistics for the development of skills in data collection, compilation and analysis; Form part of Budget Committee for the Institution.
  - Form part of Budget Committee for the Institution.

## TECHNICAL DUTIES

- Receive Sectional reports from the Asst. Directors and compile the monthly Division report for submission to the Deputy Director -General for Statistics.
- With the Asst. Directors, prepare and submit monthly reports on Data analysis for various Economic indicators.
- Formulating of work plan for all major activities within the division.
- Assist in various capacities as focal point, project assistant, ETC in different studies within the Division.
- Develop work plan for the entire economics Statistics Unit.
- Undertake Surveys and Censuses required for the division of Economics Statistics.

## SUPERVISORY FUNCTIONS

- Carry out weekly supervision on all data collected by the Units and with the Assistant Directors, ensured that all other routine work is done on a timely basis.
- Supervise the Preparation of project budget and regular report within the four (4) Units of Economics Statistics.
- Conduct Performance Appraisal and provide input for career development and recommends performance incentives the entire Economics Statistics division.

## AUTHORITY LIMIT

- **Management of Budget**
  - The Job holder provides input for the preparation of budget. The job holder makes recommendations for the use of training within the units of economics statistics.
- **Staff Management**
  - The job holder has responsibility for the management of staff.
- **Asset Management**

- The job holder manages assets assigned to the position which includes the entire Units of economics statistics and collaborates with the Government ministries and agencies, and international partners in production of economics statistics.

## EDUCATION QUALIFICATION

- A Good first degree in Mathematics, Economics, Statistics, from any recognized University.
- Post graduate degree in Statistics or Economics policy.

## WORK EXPERIENCE

At least five (5) years' experience in economics Statistics two (2) must have been in the Public Service of Liberia.

## OTHER REQUIREMENTS

- Considerable knowledge in the use of Statistics methodologies and tools.

Be time conscious and able to meet deadlines.

- Very strong analytical Skills.
- Ability to work and get along as a team member.
- Attention to details.
- Sound Project management skills.
- Good Planning and organizing skills.
- Very good interpersonal skills.
- Sound decision making based on a thorough analysis.
- Very good leadership, managerial, mentoring and coaching skills in a "team" setting.

**POSITION TITLE:** Statistics Research Officer  
(National Account Unit)

**REPORTS DIRECTLY TO :** Asst. Director/ National Account

**DIRECTLY SUPERVISES:**

- Statistical Assistant
- Data analyst

**DEPARTMENTAL /FUNCTIONAL RELATIONS:**

- Data collection Unit

**EXTERNAL RELATIONS;**

- All line Ministries and Agencies
- All public and Private Institutions
- Establishments operating in Liberia
- Liberia Business Registry/Commerce Ministry

**PURPOSE:**

- To produce reliable National Accounts Statistics/Data
- To produce reliable GDP
- To produce GDP series benchmark

**KEY RESULTS AREAS**

- - To compile and analyze National Account Statistics/Data.

**DUTIES**

- 

**GENERAL MANAGEMENT FUNCTIONS**

- Formulate Sample frames for Accounts Survey and National Establishment Census.

- **TECHNICAL DUTIES**

- Undertake National Accounts Survey annually and analyze the results that determine a realistic and reliable GDP estimate for Liberia.
- Conduct Training for National Accounts Survey and National Establishments Census.
- Undertake National Establishments census (NEC) in order to build a frame for regular National Accounts Annually Survey.
- Attend meetings, workshops, seminars, conferences and take minutes for dissemination.
- Responsible to conduct independent research within set time frame to meet the goal of the organization
- Serve as researcher within the Department of Statistics and Data Processing.
- He/she is required to perform any other duties as required by the Assistant Director of the Section.
- Responsible to comment on research instruments such as Questionnaires, editing reports, drafting of communication and report writing.
- Performs other duties as required or assigned by the Supervisor.

- **SUPERVISORY FUNCTIONS**

- Supervise the Statistical Assistant and Data collector, in compiling accurate data collection for the national accounts unit.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - NIL.
- **Staff Management**

- NIL.
- **Asset Management**
- NIL.

#### EDUCATION QUALIFICATION

- A Good first degree in Mathematics, Economics, Statistics, Sociology and Demography.

#### WORK EXPERIENCE

- At least three (3) experiences in compiling, accurate data collection one (1) year of data analysis, which must have been in the Public Service of Liberia.

#### OTHER REQUIREMENTS

- Considerable knowledge of National Account classification, standards and methods.
- Ability to work for long hours under stressful conditions with minimum supervision.
- Good oral and written communication skills.
- Critical analysis and problem solving.
- Research analytical skills.

**POSITION TITLE:** STATISTICAL ASSISTANT

**REPORTS DIRECTLY TO :** Asst. Director, National Account

**DIRECTLY SUPERVISES :**

- Data collector
- Data Clerks

**DEPARTMENTAL /FUNCTIONAL RELATIONS:**

- Data Collection Units.

**EXTERNAL RELATIONS**

- Central Bank of Liberia.
- All Government Ministries and Agencies Statistical department
- International Partners on Statistics
- Private institution on Statistics

**PURPOSE:**

- To produce reliable National Accounts Statistics/Data
- To produce reliable GDP
- To produce GDP series benchmark

**KEY RESULTS AREAS**

- Classification Standards
- National Account Data

**DUTIES**

- GENERAL MANAGEMENT FUNCTIONS

- Serves as Statistical Assistant to the Division of economics Statistics precisely the National Account Unit.

- TECHNICAL DUTIES

- Responsible to record national Account from the questionnaire collected from the field.
- Disseminate communications to public and private institutions in order for Liberia Institute for Statistics and Geo-Information Services (LISGIS) to have an accurate record on types of business operating in Liberia.
- Visit the Liberia Business Registry (LBR) for update on all duly registered Business in Liberia.
- Responsible to conduct independent research within set time frame to meet the goal of the organization.
- Performs any other related functions assigned by the Director of Economics Statistics Division.
- **SUPERVISORY FUNCTIONS**
  - The position holder has no supervisory responsibilities.

#### **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 which includes management of Data.

#### **EDUCATION QUALIFICATION**

- A Good first degree in Mathematics, Economics, Statistics, Sociology and Demography.

#### **WORK EXPERIENCE**



- At least three (3) years experience in compiling, accurate data collection one (1) year of data analysis, which must have been in the Public Service of Liberia.

#### **OTHER REQUIREMENTS**

- Considerable knowledge of National Account classification, standards and methods.
- Ability to work for long hours under stressful conditions with minimum supervision.
- Good oral and written communication skills.
- Critical analysis and problem solving.
- Research analytical skills.

**POSITION TITLE: RESEARCH OFFICER, EXTERNAL TRADE (FORMERLY STATISTICAL ASSISTANT (EXTERNAL TRADE))**

**REPORTS DIRECTLY TO :** Assistant Director

**DIRECTLY SUPERVISES:**

- Coders

**DEPARTMENTAL /FUNCTIONAL RELATIONS:**

- Data Collecting Units

**EXTERNAL RELATIONS**

**GENERAL MANAGEMENT FUNCTIONS**

- Liberia Revenue Authority (LRA)
- Forestry Development Authority (FDA)
- Ministry of Commerce
- Liberia Petroleum Refining Company (LPRC)
- Liberia Produce Marketing Cooperation (LPMC)
- Firestone Liberia INC
- Central Bank of Liberia (CBL)
- Liberia Agricultural Company (LAC)
- BIVAC
- Ministry of Lands Mines and Energy
- Ministry of Finance and Development Planning

**PURPOSE:**

- To collect, compile, process, analyze and disseminate credible and reliable external trade statistics for proper development planning.
- To prepare accurate Liberia Balance of Trade (BOT).

**DUTIES**

- Collect external trade data from Freeport of Monrovia, line ministries and public and private corporations.
- **TECHNICAL DUTIES**
  - Prepare and submit monthly reports to the Assistant Director for Trade Statistics.

- Collect coded bills, edit and compile for onward submission to the Assistant Director.
- Plan with the Assistant Director for regular meetings and in-house training.
- Perform other assignment or duty by directive of the Assistant Director for External Trade.
- Code sometimes in order to meet target.
- Performs other duties as assigned by the Supervisor.

#### **SUPERVISORY FUNCTIONS**

- The job does not have any supervisory 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 which includes management of Data.

#### **EDUCATION QUALIFICATION**

- A Good first degree in Mathematics, Economics, Statistics, Sociology and Demography.

#### **WORK EXPERIENCE**

- At least three (3) in the field of Statistics with one (1) years in Statistics, Economics, Sociology, Mathematics and Demography.

#### **OTHER REQUIREMENTS**

- Considerable knowledge of External Trade classification, standards and methods.

- Ability to work for long hours under stressful conditions with minimum supervision.
- Good oral and written communication skills.
- Critical analysis and problem solving.
- Research analytical skills

**POSITION TITLE: RESEARCH OFFICER, STATISTICS (FORMERLY STATISTICS RESEARCH OFFICER [EXTERNAL TRADE])**

**REPORTS DIRECTLY TO:** Assistant Director (External Trade)

**DIRECTLY SUPERVISES:**

- Statistical Assistant
- Coder

**DEPARTMENTAL /FUNCTIONAL RELATIONS:**

- Data Collection Units

**EXTERNAL RELATIONS**

- Liberia Revenue Authority (LRA)
- Forestry Development Authority (FDA)
- Ministry of Commerce
- Liberia Petroleum Refining Company (LPRC)
- Liberia Produce Marketing Cooperation (LPMC)
- Firestone Liberia INC
- Central Bank of Liberia (CBL)
- Liberia Agricultural Company (LAC)
- BIVAC
- Ministry of Lands Mines and Energy
- Ministry of Finance and Development Planning

**PURPOSE:**

- To collect trade Statistics in Liberia which includes Liberia Balance of Trade (BOT)?

**KEY RESULTS AREAS**

- Harmonize trade statistics for Liberia.
- Application of international standards trade classification data.

## DUTIES

- **GENERAL MANAGEMENT FUNCTIONS**
  - Prepare and submit reports on data collection to the Asst. Director of External Trade section.

## TECHNICAL DUTIES

- Monitor the coding and data entry process.
- Represent the Assistant Director at some meetings, conference and Seminar when the need arises.
- Perform any other task as may be required by the Assistant Director of the Section.
- Conduct research work for the section and submit key findings to the Assistant Director.
- Proxy and present reports in Departmental meetings in the absence of the Assistant Director.
- Conduct and supervise in-house training.
- Prepare and submit reports on all analyzed entries.
- Performs any other task assigned by the Assistant Director.

## SUPERVISORY FUNCTIONS

- Provide general supervision for coders during the sorting and classification process of Bills and commodities.
- Direct coders how to properly classify the commodity in line with ECOWAS Harmonized System (HS).

## AUTHORITY LIMIT

- **Management of Budget**
  - It 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 which includes management of Data.

#### **EDUCATIONAL QUALIFICATION**

- A Good first degree in Mathematics, Economics, Statistics, Sociology and Demography.
- Post graduate degree in Statistics.

#### **WORK EXPERIENCE**

- At least three (3) years in the field of Statistics

#### **OTHER REQUIREMENTS**

- Considerable knowledge of External Trade classification, standards and methods.

Ability to work for long hours under stressful conditions with minimum supervision.

- Good oral and written communication skills.
- Critical analysis and problem solving.
- Research analytical skills

**POSITION TITLE** : **SENIOR DATA ANALYST**

**REPORTS DIRECTLY TO:** Deputy Director General, statistics /Data processing

**DIRECTLY SUPERVISES** : Data Analyst

**DEPARTMENTAL /FUNCTIONAL RELATIONS:**

- Data Collection Unit

**EXTERNAL RELATIONS:**

- NIL

**PURPOSE:**

- To improve the service delivery of LISGIS by analyzing and scheduling the distribution of data to external customers.

**KEY RESULTS AREAS**

- Service Delivery

**DUTIES**

**GENERAL MANAGEMENT FUNCTIONS;**

- Review data files and basic data cleaning to ensure all observations are uniquely identified and reported data is internally consistent.

**TECHNICAL DUTIES**

- Conduct merging across data files to ensure clean mergers.
- Construct variables in accordance with international and local definitions (see JHU indicator report).
- Construct baseline difference in means tests and export.
- Produce summary statistics of key outcome and covariate variable.
- Produce a written descriptive report following the RBF for Health Descriptive Report template.



- Produce PPTs summarizing report.
- Performs other duties as assigned by the supervisor.

## **SUPERVISORY FUNCTIONS**

### **AUTHORITY LIMITATION**

- **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 which includes management of Data.

### **EDUCATION QUALIFICATION**

- Master's level degree(s) or equivalent in relevant field, such as health, public health, or economics.

### **WORK EXPERIENCE**

- Relevant three (3) years' experience in conducting, managing and designing field work and data collection for empirical research.
- Minimum 2 years' experience with statistical analysis software (STATA) in the Public Service in Liberia.

### **OTHER REQUIREMENTS**

- Good Planning and Organizing skills
- Very Good oral, written communication and presentation skills.
- Very Good interpersonal skills.
- Strong project management skills
- Ability to meet deadline and execute projects

- Ability to work in fast paced and often pressure environment.
- Sound decision making based on a thorough analysis.
- Excellent written English communication skills, with focus on research protocols, research papers and descriptive reports for diverse audience.

**POSITION TITLE: SPECIAL ASSISTANT**

**REPORTS DIRECTLY TO** : Technical Advisor

**DIRECTLY SUPERVISES** :

- Executive Secretary
- Liaison Officer
- Office Assistant
- Driver.

**DEPARTMENTAL /FUNCTIONAL RELATIONS:**

- All Staff
- Internal Audits
- Public Relations

**EXTERNAL RELATIONS:**

- Guests/ Visitor
- General Public

**PURPOSE:**

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

**KEY RESULTS AREAS**

- Office Management
- Records Management
- Performance Management
- Customer Service
- Stakeholder Relationship and Management

**DUTIES**

- **GENERAL MANAGEMENT FUNCTIONS**
  - Heads the secretarial of the Director- General.
- **TECHNICAL DUTIES**

- Provide substantive review and analysis of key documentation for the Director-General.
- Conduct research, analysis and preparation of substantive.
- Briefs, presentations, talking points and speeches.
- Advise the Director-General on political and substantive matters, as appropriate.
- Draft emails, letters and a variety of other documents for both internal and external audiences.
- Draft regular updates for deputies Director- General to keep them abreast of news and developments within the organization.
- Draft Strategic Issue Papers for deputies Director-General to seek their input or decisions on various matters of strategic importance to the organization.
- Ensure that the Director-General is prepared for all meetings by providing background documents and if necessary briefings on these documents, or by liaising with other staff to obtain necessary information.
- Assist the Executive Secretary in setting up meetings as necessary.
- Attend meetings with the Director-General as necessary.
- Draft follow-up correspondence and notes-to-the-file.
- Take the lead on or assist with various special projects, among other things developing proposals and organizing events.
- Organize the Board- meetings, overseeing logistics of the meeting, preparing substantive documentation, serving as rapporteur at meeting, coordinating meeting follow-up.
- Liaise with external actors on behalf of the Director-General as needed.
- Liaise with the Executive Secretary and other colleagues in managing the schedule of the Director-General and assist in resolving conflicting situations.
- When the technical Advisor is out of the office, meet with the Director-General on a daily basis to ensure that she/he is receiving necessary support from his colleagues.

- Undertake any other assignments, as may be determined by the Director-General or Technical Advisor.

### **SUPERVISORY FUNCTIONS**

- Supervise the entire Secretarial of the Director General on a daily basis.

### **AUTHORITY LIMIT**

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

### **EDUCATION QUALIFICATION**

- A good first degree in Public Administration , Secretarial Science , or related three (3) work experience with one (1) in the Public Service of Liberia.

### **WORK EXPERIENCE**

- Relevant experience conducting, managing and designing field work and data collection for empirical research
- Minimum 2 years' experience with statistical analysis software (STATA)
- Excellent written English communication skills, with focus on research protocols, research papers and descriptive reports for diverse audience.

### **OTHER REQUIREMENTS**

- Excellent spoken and written English.
- Good working knowledge of French.

- Ability to manage many tasks at once.
- Work against short deadlines and to remain calm and focused.
- Good organizational and diplomatic skills.
- Excellent knowledge of administrative and clerical procedures and systems such as managing files and records.

## POSITION TITLE: PROGRAMMER

REPORTS DIRECTLY TO: Director - General

### DIRECTLY SUPERVISES:

- IT Director
- IT Officers-

### DEPARTMENTAL /FUNCTIONAL RELATIONS:

- Service Providers
- Supplies

### PURPOSE:

- To promote common data and technology standards and the free flow of information.
- To develop and harmonize disparate approaches to Information Management.

### KEY RESULTS AREAS

- Product Services; the provision of maps and all map files (hard copy, CD, internet).
- Training Services: specialist training, general orientation, counterpart training, project tuition.
- Advisory Services; information standards, data collection, database design, data management.
- Liaison Services; building capacity in government working with different agencies.

### DUTIES

- GENERAL MANAGEMENT FUNCTIONS:
- GIS Services; digital mapping, project support, systems set up, distribution of technical files.
- Database Services; largely focused on government supporting standards, shareable systems and compatible information fields. Developing specialized systems for line operations.

- The Web Programmer/Administrator shall conduct and supervise the day-to-day maintenance of the AIMS website; the www.aims.org.af as well as the AIMS Intranet system.
- She/he shall manage the design, development and maintenance of websites needed by the government Ministries.
- He/She shall work with clients and team members to create high-level graphics, web page layouts/content, and enhance the look and feel of the current government ministries' web sites.
- **TECHINICAL DUTIES**
  - Direct liaison with clients to identify Web Development needs, support joint projects with Database Teams, develop and maintain appropriate static /dynamic websites, web applications and other such products for key government ministries.
  - Manage ArcIMS. Arcs DE and other Web GIS related servers and softwares, including server configuration and maintenance.
  - Develop Web GIS and web applications using latest technologies.
  - Build and support infrastructure for efficient content management adhering to established standards, as well as documenting core processes.
  - Implements, and maintains technical requirements of web systems: server Infrastructure, HTML markup, URL structure, coding of web applications, and Implementation of databases that work as back-end for the web.
  - Collaborate closely with AIMS clients and partners to ensure AIMS website content is regularly updated and accessed online in a timely manner.
  - Liaise with the IT Administrator to ensure that service providers provide 24/7 access to the AIMS website.
  - Liaise with AIMS clients and stakeholders to secure valuable feedback for use in improving web services to clients and stakeholders.
  - Together with Database Team ensure that GeoBase is spatially enabled with the web applications enhanced.
  - Performs other related duties as assigned by the supervisor.



## **SUPERVISORY FUNCTIONS**

- Supervise training courses in web development and maintenance to government ministry staff.
- Supervise the staff of the Web Services/Training Unit in fulfilling their day to day duties.

## **AUTHORITY LIMIT**

- **Management of Budget**

Incumbent makes contribution to the preparation of LISGIS' budget.

- **Staff Management**

The job holder has staff management responsibilities.

- **Asset Management**

NIL

## **EDUCATION QUALIFICATION**

- Bachelor's degree in Information Technology, Computer Science or related disciplines or Three to Four years of progressive work experience in website and web application development.

## **WORK EXPERIENCE**

- At least Six (6) years relevant post -qualification experience in programming systems and manage database administration, three (3) years of which must have been in the Public Service of Liberia.

## **OTHER REQUIREMENTS**

- Must have a solid knowledge base in Advanced Internet technologies and Object Oriented Programming.
- Must have the professional knowledge of tools and technologies used to develop the complete website as well as web application that are integrated with the database.
- Must have three to Five demonstrable Software/Web/Database projects designed and developed by the applicant.

- Excellent communications skills (both written and verbal) in English and Dari or Pashto.
- Experience in project management, product development, or managing client relationships.
- Good inter-personal skills.