



JOB DESCRIPTIONS
FOR
MINISTRY OF COMMERCE AND
INDUSTRY
REPUBLIC OF LIBERIA

Developed By

The Human Resources Unit

In collaboration with

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

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POSITION TITLE : ACCOUNT CLERK

REPORTS DIRECTLY TO : Accountant

DIRECTLY SUPERVISE: NIL

DEPARTMENTAL /FUNCTIONAL RELATIONS:

- Administration
- Commerce and Trade
- Industry
- Small Business Administration

EXTERNAL RELATIONS :

- Ministry of Finance and Development Planning (MFDP)
- Donors
- Bureau of Industrial Service

PURPOSE:

- To perform a variety of clerical and technical accounting work.

KEY RESULT AREAS:

- Bank reconciliation statements
- Office records management
- Secretarial services

DUTIES:

- **General Management Functions:**
 - Participates in sundry activities in support of the unit.
- **Technical Duties:**
 - Compiles and sorts documents such as invoices and checks.
 - Serves as a liaison between the Bureau of Industrial Service and the Finance Division.
 - Types a variety of documents, reports and records.
 - Prints daily accounts payable checks and inserts checks and invoices.
 - Effectively researches, tracks and resolves accounting or documentation problems and discrepancies.

- Maintains regular contact with other departments to obtain and convey information and/or to correct transactions.
- Keeps management informed of area activities and any significant problems.
- Attends and participates in meetings as required and submits reports for management attention and necessary action.
- Prepares requisitions for office, computer and routine supply purchases
- Performs such other relevant duties consistent with the functions of the unit as may be assigned by the supervisor from time to time.
- **Supervisory Function:**
 - Supervisory responsibility is not foreseen for this position.

AUTHORITY LIMIT:

- **Management of Budget**
 - The job holder does not manage any budget. The job holder provides a list of requisition and routine supplies for approval by the supervisor.
- **Staff Management**
 - The job has no staff management responsibility.
- **Asset Management**
 - The job holder uses assets assigned for accomplishing the work.

EDUCATIONAL QUALIFICATION:

- A good first Degree in Accounting and Management from a recognized University.

WORK EXPERIENCE:

- Minimum of two (2) years relevant post qualification working experience in the public service of Liberia.

OTHER REQUIREMENTS:

- Conversant with double entry principles.
- Good knowledge of taxation and banking laws.
- Honest and trustworthy

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

POSITION TITLE: ACCOUNTANT

REPORTS DIRECTLY TO: Deputy Comptroller

DIRECTLY SUPERVISES:

- Account Clerk
- Cashier

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Administration

EXTERNAL RELATIONS:

- Ministry of Finance and Development Planning (MFDP)
- Donors

PURPOSE:

- To perform a variety of professional level accounting duties involving preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports.
- To maintain the accuracy of Ministry of Commerce and Industry's (MoCI) financial records and subsidiary financial systems.
- To participate in the preparation of assigned budgets and annual audits.

KEY RESULT AREAS:

- Financial Statements
- Budget Preparation
- Disbursement of Funds
- Accounts Records Management
- Inventory Management
- Accounts Reconciliation

DUTIES

- **General Management Functions:**
 - Contributes to General management functions as directed by the supervisor.
- **Technical Duties:**
 - Prepare Accounting and Expenditure initiation forms for the release of funds.
 - Make follow up on release at Ministry of Finance and Development Planning.

- Make follow up for the processing and collection of institution's vouchers.
- Keep proper records of all payments for supplies and purchases.
- Provide banking records and assist in the preparation of annual estimates.
- Prepare vouchers for monthly allowances and other payment for the ministry
- Prepare Accounting and Expenditure initiation forms for the release of funds.
- Provide assistance in the development of the annual Ministry's budget.
- Perform any other duties consistent with the functions of the unit as may be assigned by the supervisor from time to time.
- **Supervisory Function:**
 - Ensures that direct reports (subordinates) give account of the performance of assignments in their respective areas of responsibilities.
 - Conducts performance appraisal and provides input for career development and recommends performance incentives for subordinate staff.
 - Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT:

- **Management of Budget**
 - Contributes to the preparation of budget
- **Staff Management**
 - May or may not have staff management responsibility
- **Asset Management**
 - Uses assets assigned

EDUCATIONAL QUALIFICATION:

- A good first degree in Business Administration or Accounting from a recognized University.

WORK EXPERIENCE:

- Three (3) years of relevant working experience in the public service of Liberia.

OTHER REQUIREMENTS:

- Knowledge on Financial Management Act 2009.
- Knowledge on the Public Procurement Concession Act 2005.
- Knowledge on the General services Act 1971.
- Considerable knowledge in the use of accounting and auditing methodologies and tools.
- Good knowledge of the International Financial Reporting System (IFRS), Accounting and Auditing Standards and related regulations.
- Considerable experience in public sector accounting.
- Good knowledge/understanding of the operations of Civil Service of Liberia.
- Excellent oral and written communication skills.
- Ability to develop and maintain professional relationships with internal and external stakeholders.
- Excellent knowledge/understanding of tax laws and related regulations.
- Excellent planning and organizing skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced environment.
- Methodical and great deal of attention to details.
- Absolute discretion in handling/dealing with confidential information/data.
- Knowledge of accounting software/tools with strong functionality skills in Microsoft Excel, Word and PowerPoint.
- Excellent analytical skills.
- Good managerial and coaching skills in a "team" setting.

POSITION TITLE: ADMINISTRATIVE ASSISTANT

REPORT DIRECTLY TO: Deputy Minister or Assistant Minister

DIRECTLY SUPERVISES:

- Secretary
- Filing Clerk
- Recording Clerk
- Office Assistant

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- Other Administrative Assistants

EXTERNAL RELATIONS:

- General Public/Visitors

PURPOSE:

- To provide quality administrative and secretarial services to the Deputy Minister or Assistant Minister's Office.

KEY RESULT AREAS:

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

DUTIES

- **General Management Functions:**
 - Provides secretarial support to Units under this Department.
- **Technical Duties:**
 - Classifies documents at the Secretariat to ensure easy identification and retrieval.
 - Reminds action officers of pending actions against timelines.
 - Provides effective and timely clerical, executive administrative and secretarial services. Distributes stores of the Secretariat according to approved requisition.
 - Implements registry procedures and ensures that standards are maintained.

- Receives records and distributes incoming and internally created mail.
 - Types correspondences, memoranda and reports.
 - Records and arranges for the efficient and timely dispatch of correspondence.
 - Files and stores documents to facilitate easy retrieval.
 - Performs other duties consistent with the functions of this Office as may be assigned by the Supervisor from time to time.
- **Supervisory Functions:**
 - Ensures effective supervision of office staff.
 - Ensures that direct reports (subordinates) give account of the performance of assignments in their respective areas of responsibilities.
 - Works with the Deputy/Assistant Minister to conduct performance appraisal and provides input for career development and recommends performance incentives for subordinate staff.
 - Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT:

- **Management of Budget**
 - Contributes to the preparation of budgets and makes recommendations for disbursement in line with the unit's approved budget.
- **Staff Management**
 - The job holder has staff management responsibility.
- **Asset Management**
 - Uses assets assigned.

EDUCATIONAL QUALIFICATION:

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

WORK EXPERIENCE:

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

OTHER REQUIREMENTS:

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

POSITION TITLE: ASSISTANT DIRECTOR, TRADE

REPORTS DIRECTLY TO: Director of Trade

DIRECTLY SUPERVISES:

- Trade Officers

DEPARTMENTAL/FUNCTIONAL RELATIONS

- Department of Price analysis
- Asst. Minister for Commerce

EXTERNAL RELATIONS:

- General Public/Official Guests
- Business Community
- Private Sector

PURPOSE:

- To assist the Director in the day-to-day management of the division.

KEY RESULT AREAS:

- Imports and Export Permits Declarations Processes
- Performance Management
- Stakeholder relationship and management
- Annual work plans and sundry reports

DUTIES

- **General Management Functions:**
 - Acts in the absence of the Director.
 - Coordinate with other departments and effectively participate in staff meetings.
 - Collect and compile monthly, quarterly and annual statistics.
 - Participates in the preparation of monthly, quarterly and annual work plans, programs, and reports for the Division.
- **Technical Duties:**
 - Coordinate with the Director and liaise with the business community, the private sector and the Ministry.
 - Review, correct and forward Import and Export Permit Declarations for Director's signature.

- Perform other duties consistent with the functions of the division as may be assigned by the supervisor from time to time.
- **Supervisory Function:**
 - Recommends to the Director Capacity building needs and training programs for the staff of the Division.
 - Conducts performance appraisal 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 and management of the division's budget.
- **Staff Management**
 - May or may not have staff management responsibility.
- **Asset Management**
 - Uses assets assigned to the position.

EDUCATIONAL QUALIFICATION:

- First Degree in Public Administration, Business Administration, or related discipline from a recognized university or an equivalent professional qualification.
- Master of Science Degree preferably MPA, MBA or in a relevant HRM discipline from a recognized University.

WORK EXPERIENCE:

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

OTHER REQUIREMENTS:

- Good knowledge/understanding of the Standing Orders and other Policies of Liberia Civil Service.
- Good knowledge of Public Financial Management, Rules and Regulations.
- Ability to develop creative solutions and drive effective organizational change and employer branding programs.

- Working knowledge of applicant tracking systems (ATS), social media and recruiting process workflows.
- Good working knowledge of desktop packages (Excel, Word, Oracle).
- Excellent written and verbal communications skills.
- Excellent analytical skills
- Good leadership, coaching, training, mentoring and interpersonal skills in a "team" setting.
- Experience in the development/design of Recruitment and Selection processes and procedures.
- Track record of strong negotiation and influencing skills in order to meet the needs of the post

**POSITION TITLE: ASSISTANT DIRECTOR FOR CONSUMER EDUCATION AND PROTECTION
UNIT**

REPORTS DIRECTLY TO: Director, Consumer Education and Protection

DIRECTLY SUPERVISES:

- Filing Clerk
- Recording Clerk
- Office Assistant
- Field Monitors
- Awareness Supervisors

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- Department of Inspectorate
- Department of Standard

EXTERNAL RELATIONS:

- General Public
- Business Community
- Non-Profit and Trade Associations

PURPOSE:

- To assist in managing the Consumer Protection Section's dealings with various non-profit and trade associations.
- To oversee Better Business Bureau dispute resolution process.

KEY RESULT AREAS:

- Design Consumer Education and Protection Programs and Projects
- Consumer's Disputes Resolution
- Stakeholder Relationship and Management
- Performance management

DUTIES

- **General Management Function**
 - Coordinates the Preparation and submission of monthly reports.
 - Acts in the absence of the Director to supervise/monitor the Unit's work.
 - Prepares monthly report for the Director's approval for onward submission to the office of the Assistant Minister for Commerce and Trade.

- **Technical Duties:**
 - Monitors the dispute resolution process and ensures compliance with laid down process and procedures.
 - Tracks complaint trends and assembles data for policy making.
 - Facilitates consumer's complaints resolution and ensures peaceful relationship between the various stakeholders.
 - Supervises the complaint unit and recommends ways to address issues arising within that unit.
 - Works with the Director to ensure that Consumer Education and Protection Programs and projects are designed and accordingly implemented for the benefit of the consuming public.
 - Designs program for approval by the Director for submission to the Office of the Assistant Minister of Commerce and Trade.
 - Performs such other duties consistent with the functions of the division as may be assigned from time to time by the Director.
- **Supervisory Function:**
 - Supervises staff of the Unit to ensure that the Unit receives up to date information on consumable products and services.
 - Conducts performance appraisal and recommends performance incentives for subordinate staff.

AUTHORITY LIMIT:

- **Management of Budget**
 - Makes contribution to budget preparation.
- **Staff Management**
 - The job holder has staff management responsibility.
- **Asset Management**
 - Uses assets assigned.

EDUCATIONAL QUALIFICATION:

- A good first Degree in Business Management or related discipline from a recognized University.

- Master of Science Degree in Business Administration (MBA) or related discipline from a recognized University.

WORK EXPERIENCE:

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

OTHER REQUIREMENTS:

- Ability and experience working with business community and senior government officers.
- Excellent oral and written communication skills.
- Excellent interpersonal and persuasive skills.
- Ability to work with and build teams.
- Ability to review and analyze data and manage other's works.
- Ability to solve problems and advise others using established policies, regulations and procedures.
- Ability to make sound decisions based on technical, evaluative and analytical skills.
- Ability to work under pressure and work to target priorities.
- Working knowledge of Microsoft Word, Excel and Power Point.

POSITION TITLE: ASSISTANT DIRECTOR, INDUSTRIAL SUPPORT AND COMPLIANCE

REPORTS DIRECTLY TO: Director, Industrial Support and Compliance

DIRECTLY SUPERVISES:

- Sectional Head for Industrial Compliance
- Filing Clerk
- Research Officer

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- Department of Inspectorate
- Department of Standard
- National Standard Laboratory

EXTERNAL RELATIONS:

- All Industries

PURPOSE:

- To serve as the policy development, industrial monitoring and statistical focal person formulating, supervising and monitoring policies necessary for the implementation of government's industrial regulation.
- To carryout operational and as well as other administrative activities of the Division.

KEY RESULT AREAS:

- Policy Development
- Industrial Monitoring
- Trade Promotions and Exhibitions

DUTIES

- **General Management Functions:**
 - Acts in the absence of the Director.
 - Makes relevant requests for logistics through the Director for efficient running of the Division.
 - Supervises/coordinates the preparation of the Division's reports including but not limited to the quarterly, semi-annual and annual reports.
- **Technical Duties:**
 - Promotes made in Liberia products in both local and sub-regional markets.

- Verifies all Industrial Data Establishment as well as the industrial data received from industrial establishments.
- Ensures the attainment of industrial growth and development.
- Supervises and coordinates all field related activities.
- Performs such other duties consistent with the functions of the Division as may be assigned from time to time by the Director.
- **Supervisory Function:**
 - Supervises staff within the Division in their respective areas of responsibilities and make appropriate recommendations to the Director based on performance for appropriate action.
 - Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT:

- **Management of Budget**
 - The job holder contributes to budget preparation.
- **Staff management**
 - Job holder has staff management responsibility.
- **Asset management**
 - Uses assets assigned.

EDUCATIONAL QUALIFICATION:

- A good first degree in Business Management or related discipline from a recognized University.
- Master of Science Degree in Business Administration (MBA) or related discipline from a recognized University.

WORK EXPERIENCE:

- Minimum of two (2) years of relevant working experience at middle management level in Public Service of Liberia.

OTHER REQUIREMENTS:

- Ability and experience working with business community and senior government officers.
- Excellent oral and written communication skills.

- Excellent interpersonal and persuasive skills.
- Ability to work with and build teams.
- Ability to review and analyze data and manage other's works.
- Ability to solve problems and advise others using established policies, regulations and procedures.
- Ability to make sound decisions based on technical, evaluative and analytical skills.
- Ability to work under pressure and work to target priorities.
- Working knowledge of Microsoft Word, Excel and Power Point.

POSITION TITLE: ASSISTANT DIRECTOR FOR ITSS

REPORTS DIRECTLY TO: Director for ITSS

DIRECTLY SUPERVISES:

- Computer Technicians
- Computer Operator

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- Libtelco
- All GSM Operators and Internet providers

PURPOSE:

- To provide support to the Director in using technology and analytical skills to increase the efficiency and effectiveness of the Ministry available resources.

KEY RESULT AREAS:

- Installation and maintenance of appropriate software on servers.
- Repair and upgrade of all hardware and software

DUTIES

- **General Management Functions:**
 - Participates in the preparation of the division's annual work plans and budgets.
 - Contributes to the preparation and submission of the Division's sundry reports.
- **Technical Duties:**
 - Work with the Director in using Technology in the implementation of the overall activities of electronic data processing, including computer operation as related to the Ministry.
 - Contribute to the preparation and monitoring of disaster recovery, including backups of servers.
 - Work with the Director of Technology to maintain the computer network infrastructures which involves access to files that may contain sundry information and records.
 - Provides repair and upgrades for hardware, networks and software

- Performs other duties consistent with the functions of the Division as may be assigned by the supervisor from time to time.
- **Supervisory Function:**
 - 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**
 - Contributes to the preparation of budget.
- **Staff Management**
 - Job holder has staff management responsibility
- **Asset Management**
 - Uses assets assigned

EDUCATIONAL QUALIFICATION:

- Bachelor Degree in Information Technology or Electronic Engineering from a recognized University.
- Master Degree in Information Technology or related discipline from a recognized University or institution.

WORK EXPERIENCE:

- At least two (2) years of relevant work experience in Information Technology at middle management level in the Liberia Public Service.

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: ASSISTANT DIRECTOR OF KNOWLEDGE MANAGEMENT AND ARCHIVES

REPORTS DIRECTLY TO: Director, Knowledge Management and Archives

DIRECTLY SUPERVISES:

- Monitoring and Evaluation Officers
- Research Officers
- Secretary

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- Research and Planning

EXTERNAL RELATIONS:

- Universities
- Other research institutions

PURPOSE:

- To provide primary administrative management, leadership and coordination within the areas of Research, Planning, Program, Staff and Organizational Development.
- To make recommendations to the Ministry policies and procedures in these areas Research.

KEY RESULT AREAS:

- Research and Project Evaluation
- Organizational Development
- Policy and Strategic Planning
- Development of Operations Budgets
- Stakeholder Relationship and Management
- Performance Management

DUTIES

- **General Management Functions:**
 - Participates in the preparation of the division's annual work plans and budgets.
 - Contributes to the preparation and submission of the Division's sundry reports.
 - Organizes the various departments' work plans and consolidates them into the Ministry's work plan.

- **Technical Duties:**
 - Directs research and evaluation projects to fulfill reporting requirements, grant activities to improve the Ministry's functions.
 - Reviews the research and suggests directional changes, corrections and policies.
 - Provides technical support in establishing controls, milestones, checkpoints, policies and procedures for research.
 - Participates in directing research and evaluation of projects to fulfill reporting requirements, grant activities, improve the Ministry's functions, and enhance efforts to assess and improve staff learning.
 - Participates in providing recommendations in the development of policies and procedures for planning and research, long-range and strategic plans in conjunction with Ministry goals.
 - Prepares, administers, and makes recommendations on operations budget for the officer of knowledge management and archives.
 - Performs all other duties consistent with the functions of the Division as may be assigned by the supervisor from time to time.
- **Supervisory Functions:**
 - Participates in providing supervision and leadership for assigned staff including training and evaluating.
 - Holds direct reports accountable for managing their assignments to ensure the Section's goals are achieved.
 - 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 Budgets**
 - Makes inputs to the preparation of budget.
- **Staff Management**
 - Job holder has staff management responsibility.
- **Asset Management**
 - Uses assets assigned.

EDUCATIONAL QUALIFICATION:

- A good first Degree Human Resource management, Organizational Development or related field from a recognized University or institution.
- Master's degree in Human Resource Management or Industrial Psychology and Organisational Behaviour or Industrial Relations from a recognised university.

WORK EXPERIENCE:

- At least two (2) years of relevant work experience at middle management level in the Liberia Public Service.

OTHER REQUIREMENTS:

- Able to thrive in an environment of changing conditions and uncertainty.
- Demonstrable ability to initiate, plan and complete long range tasks.
- Exceptional interpersonal skills and possess strong verbal and written skills.
- Ability to work with and manage a broad variety of staff to foster consensus and lead change.
- Ability to deal with multiple competing priorities and meet deadlines.
- Good knowledge/understanding of the operations of Civil Service's proceedings/guidelines.
- Strong negotiation and conflict management skills.
- Ability to execute projects, meet deadlines, and work well under pressure.
- Strong leadership, managerial, coaching and mentoring skills in a "team" setting.
- Must exercise transparency in all aspects i.e. dealings with all levels of employees.
- Must have good judgment, high sense of responsibility, tact and discretion as well as sensitivity to different cultures.
- Good analytical skills.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet etc. and other software/tools.

POSITION TITLE: ASSISTANT DIRECTOR, STANDARD

REPORTS DIRECTLY TO: Director for Standard

DIRECTLY SUPERVISES:

- Filing Clerk
- Recording Clerk
- Office assistant

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- National Standard Laboratory
- Department of Inspectorate

EXTERNAL RELATIONS:

- Stakeholders

PURPOSE:

- To monitor and ensure standard on the Liberian market.

KEY RESULT AREAS:

- Consumer Complaints

DUTIES

- **General Management Functions:**
 - Acts as the second in command and in the absence of the Director represents the Division in all Standards matters.
 - Conduct meetings in the absence of the Director of Standards.
 - Prepares weekly report of summary on the total number of consumer complaints and their investigative results.
- **Technical Duties:**
 - Summarizes reports emanating from the technician upon completion of various assignments.
 - Perform such other duties consistent with the functions of the Division as may be assigned from time to time by the Director.

- **Supervisory Function:**
 - Holds direct reports accountable for managing their assignments to ensure the Section's goals are achieved.
 - 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 Budgets**
 - Contributes to the preparation of the department's budget
- **Staff Management**
 - Job holder has staff management responsibility
- **Asset Management**
 - Uses assets assigned

EDUCATIONAL QUALIFICATION:

- A good first degree in Business Management or related discipline from a recognized University.
- Master's degree in Business Management or related discipline from a recognised university.

WORK EXPERIENCE:

- At least two (2) years' experience at middle management level in the Public Service of Liberia and in the field of Standardization.

OTHER REQUIREMENTS:

- Must be able to write an inspection report.
- Excellent oral and written communication skills.
- Excellent interpersonal and persuasive skills.
- Ability to make sound decisions based on technical, evaluative and analytical skills.
- Ability to work under pressure and work to target priorities.
- Working knowledge of Microsoft word, Excel and Power point.

POSITION TITLE: ASSISTANT DIRECTOR, CONSUMER PROTECTION

REPORT DIRECTLY TO: Director, Consumer Protection

DIRECTLY SUPERVISES:

- Field Monitors
- Awareness Supervisor

DEPARTMENTAL/FUNCTIONAL RELATIONS:

EXTERNAL RELATIONS:

- Business houses,
- NGOs
- General Public

PURPOSE:

- To supervise field monitors, Awareness supervisor and other staff of the Unit to ensure that the Unit receives up to date information on consumable products and services.

KEY RESULT AREAS:

- Design Consumer Education and Protection Programs and Projects
-

DUTIES

- **General Management Functions:**
 - Acts in the absence of the Director and supervises/monitors the Unit's work.
 - Prepares monthly reports for the Director's approval for onward submission to the office of the Assistant Minister for Commerce and Trade.
- **Technical Duties:**
 - Works with the Director to ensure that consumer education and protection programs and projects designed are accordingly implemented for the benefit of the consuming public.
 - Design program for approval by the Director for submission to the office of the Assistant Minister of Commerce and Trade.
 - Liaises with partners in progress (Business houses, NGO and GoL).
 - Perform such other duties consistent with the functions of the Division as may be assigned from time to time by the Director.

Supervisory Function:

- Holds direct reports accountable for managing their assignments to ensure the Section's goals are achieved.
- 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**
 - Makes inputs into budget the preparation.
- **Staff Management**
 - Job holder has staff management responsibility.
- **Asset Management**
 - Uses assets assigned

EDUCATIONAL QUALIFICATION:

- Bachelor Degree in Business Administration or related discipline from a recognised university.
- Master's Degree in Business Management or related discipline from a recognised university.

WORK EXPERIENCE:

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

OTHER REQUIREMENTS:

- Ability and experience working with business community and senior government officers.
- Excellent oral and written communication skills.
- Excellent interpersonal and persuasive skills.
- Ability to work with and build teams.
- Ability to review and analyze data and manage other's works.

- Ability to solve problems and advise others using established policies, regulations and procedures.
- Ability to make sound decisions based on technical, evaluative and analytical skills.
- Ability to work under pressure and work to target priorities.
- Working knowledge of Microsoft Word, Excel and Power Point.

POSITION TITLE: ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT

REPORT DIRECTLY TO: Director of Human Resource Management

DIRECTLY SUPERVISES:

- Senior Personnel Officer
- Personnel Officer (s)
- Personnel Analyst
- Administrative Assistant
- Clerical Officer
- Welfare Officer

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- Ministries, Agencies and Commissions
- Insurance Companies
- NASSCORP
- Civil Servants Association

PURPOSE:

- To supervise and manage all human resource management activities in the Ministry.

KEY RESULT AREAS:

- Recruitment and Selection
- Employees Records Management
- Employees Pay, Benefit and Welfare Management
- CSA Personnel Listing and Employees Payroll Management
- Employees Training and Development
- 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 the Ministry's personnel.

- Prepares and submits the Division's work plans and submits for incorporation into the overall Ministry's overall work plans.
- **Technical Duties:**
 - Develops and oversees the implementation of efficient and effective internal personnel management system.
 - Monitors, controls and develops standards for managing internal personnel records.
 - Develops and ensures implementation of Ministry's welfare and other policies that are consistent with the Civil Service policies.
 - Introduces the Ministry's internal welfare management procedures and ensures compliance by staff.
 - Notifies the Minister, Administration and Finance (GAF) of vacancies that occur and recommends actions to be taken on them.
 - Ensures that employees' data are inserted on payroll and updates the payroll by deleting the particulars employees who are no longer working for the Ministry.
 - Ensures the payroll is clean and credible at all times.
 - Prepares and updates the Personnel Listing to facilitate human resource planning and budgeting
 - Ensures that the merit-based recruitment and selection policy of the CSA are followed in a transparent manner.
 - Develops office management manual elaborating adequately office management procedures and disciplinary regime at the Ministry and train staff on their use.
 - Issues verbal and written warnings, suspension and termination letters to defaulting employees to ensure order in the workplace.
 - Investigates complaints and reports on sundry disciplinary and grievance issues and recommends appropriate action to be taken on them.
 - Directly oversees the management of staff attendance and movement books and prepares reports on them for the attention and action of the Director and Assistant Director of General Administration and Finance.

- Advises on appropriate records management systems, processes and procedures.
- Attends Directorate's meetings and ensures proceedings are recorded and published and makes follow-ups with various actions required to be carried out.
- Coordinates with insurance companies on health matters to ensure that employees of Ministry of Commerce and Industry (MoCI) are promptly attended to.
- Ensures that employees are provided with safe and conducive working environment including appropriate personal protective equipment (PPE) where required.
- Ensures appropriate documentation and updates of records of the Unit.
- Performs other relevant duties consistent with the functions of the Unit and Department as may be assigned by the Director from time to time.

Supervisory Functions:

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

AUTHORITY LIMIT:

- **Management of Budgets**

- The job holder signs receipts e.g. for Stationery and office equipment. The job also administers budgets e.g. the Unit's budgets. Job holder is required to prepare and submit the Unit's budget and to provide technical inputs to the preparation of the Ministry's overall budget.

- **Staff Management**

- Job holder exercises direct supervision over Senior Personnel Officer, Personnel Officer, Personnel Analyst, Administrative Assistant, Clerical Officer and Welfare Officer by explaining work procedures, assigning work, checking work, maintaining quality, quantity and accuracy of work, coordinating work,

providing input into appraisal of these subordinates, training staff etc. Job holder has functional linkages with other directorates of the Ministry of Commerce.

- **Asset Management**

- The job holder is responsible for basic care and handling of computers and accessories, and other office equipment. Use of software programs such as spreadsheets (Excel, payroll) etc.

EDUCATIONAL QUALIFICATION:

- A good First degree in Human Resource Management (HRM), Human resource Development (HRD) or related discipline from a recognized university.
- Master of Science Degree in Human Resource Management (HRM), Human Resource Development (HRD) from a recognized University.

WORK Experience

- At least two (2) years relevant post qualification experience in HRM setting at middle management level 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 Public Financial Management, Rules and Regulations.
- Ability to develop creative solutions and drive effective organizational change and employer branding programs.
- Proven track record in sourcing passive talent and executive recruiting.
- Working knowledge of applicant tracking systems (ATS), social media and recruiting process workflows.
- Excellent Working knowledge of desktop packages (Excel, Word, Oracle).
- Excellent written and verbal communications skills.
- Very Strong Job Interviewing Skills.
- Excellent analytical skills.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.

- Excellent Training Skills
- Experience in the development/design of Recruitment and Selection processes and procedures.
- Demonstrable track record of strong negotiation, communication and influencing skills in order to meet the needs of the post.

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POSITION TITLE: ASSISTANT INSPECTOR GENERAL (RURAL)

REPORTS DIRECTLY TO: Deputy Inspector - General for Enforcement

DIRECTLY SUPERVISES:

- Rural Counties Inspectors
- Regional Coordinators

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- Department of Standards
- Inspectorate

EXTERNAL RELATIONS:

- Business Community
- Importers

PURPOSE:

- To assist the Inspector - General in the day-to-day management of the Division and act as Inspector - General in his/her absence.

KEY RESULT AREAS:

- Warehouses and retail outlets Inspection
- Enforcement of Investment Code or General Business Law
- Destruction of Unwholesome products
- Business Registration
- Auction
- Stakeholder Relationship and Management
- Performance Management

DUTIES

- **General Management Functions:**
 - Works with the Inspector - General to manage the day-to-day affairs of the Division and in the absence act as Inspector General.
 - Participates in preparation and submission of monthly, quarterly and annual reports, work plans and budgets for the Division.
 - Coordinates the day-to-day activities of the rural inspector and provides supervision of the work of the regional and senior inspectors in the rural counties area including monitoring, planning and evaluating regional activities of inspectors, and reviewing, scrutinizing and correcting reports of the rural inspectors.

- **Technical Duties:**
 - Ensures that all expired and unwholesome products are removed from shelves and destroyed.
 - Ensures that all suspected unwholesome products are removed from shelves, quarantined and investigations conducted on them.
 - Inspects all warehouses and retail outlets for fresh and frozen products.
 - Ensures enforcement of investment code.
 - Ensures that businesses operating within the Commerce of Liberia are duly registered.
 - Collects price samples for essential commodities (81 Commodities) and ensures that all commodities are price-tagged.
 - Verifies and ensures business registration certificates are conspicuously displayed as required by law.
 - Auction goods that are being smuggled.
 - Counter check activities of the Inspectors with business.
 - Recommends fines for business entities in gross and repeated violation of the rules of the commerce of Liberia, as defined in the General Business Law
 - Performs such other duties consistent with the functions of the Division as may be assigned by the Inspector - General from time to time.

- **Supervisory Function:**
 - Guide staff to provide duties and services, coordinate with other division and effectively participate in staff meetings.
 - Holds direct reports accountable for managing their assignments to ensure the Section's goals are achieved.
 - Accountable for managing performance, succession development and resource allocation within Designated Sections.
 - 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**
 - Contributes to the preparation of budget.
- **Staff Management**
 - Job holder has staff management responsibility.
- **Asset Management**
 - Uses assets assigned.

EDUCATIONAL QUALIFICATION:

- Bachelor's Degree in Business, Economics or related field from a recognized University or Institution.
- Master Degree in Business Administration or related field from a recognized University or institution.

WORK EXPERIENCE:

- At least three (3) years of proven successful and professional experience at senior management level with at least two of those years in administrative position in business establishment.

OTHER REQUIREMENTS:

- Proven ability and experience working with business community and senior level government officers.
- Excellent oral and written communication skills.
- Excellent interpersonal and persuasive skills.
- Ability to work with and build teams.
- Ability to review and manage others' works.
- Ability to solve problems and advise others using established policies, regulations and procedures.
- Ability to make sound decisions based on technical, evaluative and analytical skills.
- Ability to work under pressure and work to target priority.
- Have working knowledge of MS Word, Excel and Power Point.

POSITION TITLE: ASSISTANT INSPECTOR GENERAL (URBAN)

REPORTS DIRECTLY TO: Deputy Inspector- General for Enforcement

DIRECTLY SUPERVISES:

- Inspector
- Regional Coordinator

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

Commerce and Trade

EXTERNAL RELATIONS:

General Public

PURPOSE:

- To assist the Inspector - General in the day-to-day management of the Division and act as Inspector - General in his/her absence.

KEY RESULT AREAS:

- Warehouses and retail outlets Inspection
- Enforcement of Investment Code or General Business Law
- Destruction of Unwholesome products
- Business Registration
- Auction
- Stakeholder Relationship and Management
- Performance Management

DUTIES

- **General Management Functions:**
 - Works with the Inspector-General to manage the day-to-day affairs of the Division and in the absence act as Inspector General.
 - Participates in preparation and submission of monthly, quarterly and annual reports, work plans and budgets for the Division.
 - Coordinates the day-to-day activities of the rural inspector and provides supervision of the work of the regional and senior inspectors in the rural counties area including monitoring, planning and evaluating regional activities of inspectors, and reviewing, scrutinizing and correcting reports of the rural inspectors.

Technical Duties:

- Ensures that all expired and unwholesome products are removed from shelves and destroyed.

- Ensures that all suspected unwholesome products are removed from shelves, quarantined and investigations conducted on them.
- Inspects all warehouses and retail outlets for fresh and frozen products.
- Ensures enforcement of investment code.
- Ensures that businesses operating within the Commerce of Liberia are duly registered.
- Collects price samples for essential commodities (81 Commodities) and ensures that all commodities are price-tagged.
- Verifies and ensures business registration certificates are conspicuously displayed as required by law.
- Auction goods that are being smuggled.
- Counter check activities of the Inspectors with business.
- Recommends fines for business entities in gross and repeated violation of the rules of the commerce of Liberia, as defined in the General Business Law
- Performs such other duties consistent with the functions of the Division as may be assigned by the Inspector - General from time to time.

Supervisory Functions:

- Guides staff to perform duties and services
- Coordinates with other divisions and effectively participate in staff meetings.
- Holds direct reports accountable for managing their assignments to ensure the Section's goals are achieved.
- Accountable for managing performance, succession development and resource allocation within Designated Sections.
- 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**
 - Contributes to the preparation of budget.

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

EDUCATIONAL QUALIFICATION:

- Bachelor's Degree in Business, Economics or related field from a recognized University or Institution.
- Master Degree in Business Administration or related field from a recognized University or institution.

WORK EXPERIENCE:

- At least three (3) years of proven successful and professional experience at senior management level with at least two of those years in administrative position in business establishment.

OTHER REQUIREMENTS:

- Proven ability and experience working with business community and senior level government officers.
- Excellent oral and written communication skills.
- Excellent interpersonal and persuasive skills.
- Ability to work with and build teams.
- Ability to review and manage others' works.
- Ability to solve problems and advise others using established policies, regulations and procedures.
- Ability to make sound decisions based on technical, evaluative and analytical skills.
- Ability to work under pressure and work to target priority.
- Have working knowledge of MS Word, Excel and Power Point.

POSITION TITLE: ASSISTANT PROCUREMENT OFFICER

REPORTS DIRECTLY TO: Director for Procurement

DIRECTLY SUPERVISES:

- Clerk Typist

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Department of Finance
- Internal Audit Unit

EXTERNAL RELATIONS:

- Business Community
- Private Sector
- Public Procurement and Concessions Commissions (PPCC)
- Ministry Of Finance and Development Planning

PURPOSE:

- To perform duties relating to organizing and coordinating procurement activities.
- To review and distribute information that includes formal bids, price quotations, annual maintenance agreements and blanket purchase orders for the Ministry.

KEY RESULT AREAS:

- Request for Proposals (RFP)/ Letters of Invitation (LOI)
- Procurement Records and Documents Management
- Stakeholder Relationship and Management
- Performance Management

DUTIES

- **General Management Functions:**
 - Serve as Secretary to the Procurement Committee and Chair for procurement unit.
 - Prepare monthly, quarterly and annual programs and reports.

Technical Duties:

- Prepare invitations for bid, request for quotations, express of interest and bidding documents.
- Reviews, corrects and initials procurement contracts.

- Prepares annual procurement plan and maintains procurement documents.
- Procure all materials and equipment for the Ministry.
- Liaise with the business community, private sector, and the Ministry.
- Participate in procurement workshops for capacity building need for public procurement.
- Guide staffs of the division to conduct research and coordinate with other departments.
- Performs such other duties consistent with the functions of the Division as may be assigned from time to time by the Director.

Supervisory Functions:

- Holds direct reports accountable for managing their assignments to ensure the Section's goals are achieved.
- Accountable for managing performance, succession development and resource allocation within Designated Sections.
- Conducts performance appraisal and provides input for career development and recommend performance incentives for subordinate staff.

AUTHORITY LIMIT:

- **Management of Budget**
 - Contributes to the formulation of budget.
- **Staff Management**
 - Job holder has staff management responsibility.
- **Asset Management**
 - Uses assets assigned.

EDUCATIONAL QUALIFICATION:

- Bachelor Degree in Business, Economic or related field from a recognized University or Institution.

WORK EXPERIENCE:

- At least two (2) years of proven successful and professional work experience at middle management level in the Liberia Public Service.

OTHER REQUIREMENTS:

- Proven ability and Accounting working experience with business community and senior level Government Official.
- Excellent oral and written communication skills.
- Excellent interpersonal and persuasive skills.
- Ability to work with and build teams.
- Ability to review and analyze data and manage other's works.
- Ability to solve problems and advise others using established policies, regulations and procedures.
- Ability to make sound decisions based on technical, evaluative and analytical skills.
- Ability to work under pressure and work to target priorities.
- Good working knowledge of Microsoft Word, Excel and Power Point.

POSITION TITLE: CLERICAL OFFICER (FORMERLY ASSISTANT TRAINING OFFICER)

REPORTS DIRECTLY TO: Training Officer

DIRECTLY SUPERVISES:

- NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- LIPA
- Other training providers

PURPOSE:

- To assist in the coordination of all training activities in the Ministry.

KEY RESULT AREAS:

- Management of Training Records
- Training Logistic Support

DUTIES

- **General Management Functions:**
 - Participates in drafting letters, documents, memoranda and reports related to training activities.
- **Technical Duties:**
 - Properly files all documentations as they relate to the type of training that is being provided.
 - Do follow-up on training nomination requests and evaluation of candidates for the different training programs.
 - Provide assistance during trainings with logistical and administrative support necessary for the preparation, implementation, monitoring, planning and evaluation of training program and other related activities.
 - Provide trainees with relevant documentation and references.
 - Develop detailed timetables for training courses.
 - Performs any other duties consistent with the functions of the Division as may be assigned by the Training Coordinator from time to time.

Supervisory Function:

- Supervision of staff is not foreseen for this position.

AUTHORITY LIMIT:

- **Management of Budgets**
 - The job holder does not contribute to the preparation of budgets.
- **Staff Management**
 - Job holder does not have staff management responsibility.
- **Asset Management**
 - Uses assets assigned

EDUCATIONAL QUALIFICATION:

- A good first Degree in Business Management from a recognized University.

WORK EXPERIENCE:

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

OTHER REQUIREMENTS:

- Ability and experience working with business community and senior level government officers.
- Excellent oral and written communication skills
- Excellent interpersonal skills and ability to work with and build team.
- Ability to make sound decisions using established policies.
- Ability to review and manage other's works and ability to work under pressure.
- Have working knowledge of MS Word, Excel and Power Point.

POSITION TITLE: OFFICE ATTENDANT (FORMERLY OFFICE ASSISTANT)

REPORTS DIRECTLY TO: Maintenance Officer

DIRECTLY SUPERVISES:

- NIL

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- Various Offices

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 Ministry.

KEY RESULT AREAS:

- Cleaning and Janitorial Services

DUTIES

- **General Management Functions:**
 - No general management function is foreseen for this position.
- **Technical Duties**
 - Provides janitorial and cleaning services to the various Directorates, Sections, Units and immediate surroundings of the Ministry.
 - Tidies and keeps clean at all times and before the resumption of work, all offices of the Ministry and its 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 the Ministry and facilitates their inclusion in cleaning and janitorial services schedules.
 - Performs any other relevant duties consistent with the functions of the Unit as may be assigned by the supervisor from time to time.

- **Supervisory Functions**
 - The job holder 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 the CSA or the Ministry and Agency.
- Must pass a medical examination conducted by a recognized medical practitioner.

WORK EXPERIENCE

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

OTHER REQUIREMENTS

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

POSITION TITLE: CARE TAKER, MESSENGER

REPORTS DIRECTLY TO: Maintenance Officer

DIRECTLY SUPERVISES:

- NIL

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- Various Offices

EXTERNAL RELATIONS:

- NIL

PURPOSE:

- To record and dispatch incoming and outgoing communications to various offices, Ministries, Agencies as well as business places including memos, letters and other documents.

KEY RESULT AREAS:

- Mails and Correspondences Dispatch

DUTIES

- **General Management Functions:**
 - No general management function is foreseen for this position.
- **Technical Duties:**
 - Performs a variety of routine clerical, reception, and office support functions.
 - Performs any other relevant duties consistent with the functions of the Unit as may be assigned by the supervisor from time to time.

Supervisory Function:

- 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 the CSA or the Ministry and Agency.
- Must pass a medical examination conducted by a recognized medical practitioner.

WORK EXPERIENCE:

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

OTHER REQUIREMENTS:

- Good interpersonal skills and ability to meet deadlines.
- Ability to work alone and with others.
- Excellent oral and written communication skills.

POSITION TITLE: CASHIER

REPORTS DIRECTLY TO: Deputy Comptroller

DIRECTLY SUPERVISES:

- NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Procurement
- Internal Audit Unit

EXTERNAL RELATIONS:

- Banks

PURPOSE:

- To use technical and financial skills in tracking and managing cash flows, credit, and payments.

KEY RESULT AREAS:

- Cash Balances Reports
- Accounts Discrepancies
- Transactions Reports

DUTIES

- **General Management Functions:**
 - No general management responsibility is foreseen for this position.

Technical Duties:

- Report discrepancies found within the accounts to superiors.
- Balances the daily account at the end of the day.
- Checks the daily cash balance.
- Maintains daily account of the daily transactions.
- Makes daily, weekly and monthly transactions reports.
- Manages all the cash transactions in the workplace.
- Interacts with the employees that come to the counter, and solves all their cash related inquiries.
- Performs such other duties consistent with the functions of the Division as may be assigned by the Director from time to time.

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

AUTHORITY LIMIT:

- **Management of Budget**
 - Contributes to the preparation of budget.
- **Staff Management**
 - Does not manage staff.
- **Asset Management**
 - Uses assets assigned.

EDUCATIONAL QUALIFICATION:

- A Bachelor's Degree in accounting from a recognized university or institution.

WORK EXPERIENCE:

- At least two (2) years of relevant work experience in related field.

OTHER REQUIREMENTS:

- Skill in handling and counting cash.
- Skill in communication with the public.
- Ability to organize data and draft reports on daily, weekly and monthly basis.
- Knowledge of the banking policies and procedures.
- Strong proficiency in mathematics and statistics.

POSITION TITLE: CATALOGUER

REPORTS DIRECTLY TO: Registrar, Liberia Business Registry

DIRECTLY SUPERVISES:

- N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Bureau of Commerce and Trade

EXTERNAL RELATIONS:

- The General Public

PURPOSE:

- To record information, maintain files and basic information on all registered businesses in different categories.

KEY RESULT AREAS:

- Records Management
- Business Catalogues
-

DUTIES

- **General Management Functions:**
 - The job holder does not perform any general management function.
- **Technical Duties:**
 - Arrange files by county and in alphabetical order and categories.
 - Maintain files of records on each business that is registered.
 - Manage information on registered business for used cloths and other used items, electronics appliances, frozen food and other food kinds, rice, cement and petroleum products, building material, agriculture product, etc.
 - Work with other staff of the department and division.
 - Assist to arrange all business registration files.
 - Report from Record or Information Room Section including annual reports for the section.
 - Perform other duties consistent with the functions of the Unit as may be assigned by the supervisor from time to time.

- **Supervisory Function:**
 - The job holder has no supervisory management responsibility.

AUTHORITY LIMIT:

- **Management of Budget**
 - No budget management responsibility is foreseen for this position.
- **Staff Management**
 - No staff management responsibility is required.
- **Asset Management**
 - Uses assets assigned

EDUCATIONAL QUALIFICATION:

- A High School Diploma/WAEC Certificate or equivalent qualification from a recognized institution.

WORK EXPERIENCE:

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

OTHER REQUIREMENTS:

- Ability and experience working with business community and senior level government officers.
- Excellent oral and written communication skills.
- Excellent interpersonal skills
- Ability to work with teams.
- Knowledge of MS Word, Excel and Power point.

POSITION TITLE: CLERICAL OFFICER (FORMERLY CLERK TYPIST)

REPORTS DIRECTLY TO: Deputy Comptroller

DIRECTLY SUPERVISES:

- N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Internal Audit Unit
- Procurement Unit

EXTERNAL RELATIONS:

- N/A

PURPOSE:

- To carry out general clerical work as specifically assigned and serves as a resource to staff.

KEY RESULT AREAS:

- Records Management
- Secretarial services
- Client Services

DUTIES

- **General Management Functions:**
 - No general management responsibility is foreseen for this position.
- **Technical Duties:**
 - Organizes and maintain complex files, controls records, and indexes files.
 - Operates personal computer using office software applications.
 - Types correspondence, memoranda, report statistical tabulations, and other financial materials.
 - Gives information regarding departmental activities or policies in response to telephone inquiries or personal inquiries.
 - Performs other duties consistent with the functions of the Unit as may be assigned by the supervisor from time to time.

Supervisory Function:

- No supervisory responsibility is foreseen for this position.

AUTHORITY LIMIT:

Management of Budget

- Job holder does not manage any budget.

Staff Management

- Job holder has no staff management responsibility

Asset Management

- Uses assets assigned

EDUCATIONAL QUALIFICATION:

- First Degree in Social Science or equivalent qualification from a recognized University.

WORK EXPERIENCE:

- At least one year experience in general clerical and office work.

OTHER REQUIREMENTS:

- Good knowledge office practices and procedures
- Knowledge of simple bookkeeping and accounting principles
- Ability to proficiently operate a personal computer and office software.
- Ability to work independently.
- Ability to file and organize materials.
- Operates calculator, printer, copier, fax, and other office machine.

POSITION TITLE: COMPTROLLER

REPORTS DIRECTLY TO : Assistant Minister Administration

DIRECTLY SUPERVISES:

- Deputy Comptroller
- Accountant
- Account Clerk
- Cashier
- Clerk Typist

DEPARTMENTAL /FUNCTIONAL RELATIONS:

- Administration
- Assistant Directors and analogous Grades
- Heads of Units

EXTERNAL RELATIONS :

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

PURPOSE:

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

KEY RESULT AREAS:

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

- Information and Reporting
- Employee Performance and Development

DUTIES:

- **General Management Functions:**
 - Head of the Accounts Unit.
- **Technical Duties:**
 - Participates in the preparation of the Ministry's annual budget and monitor its implementation.
 - Prepares variance analysis of revenue and expenditure against budget and reports/advices on any deviations for corrective action.
 - Keeps of accounting books, chart of accounts, accounting manuals, financial statements management of the Ministry.
 - Ensures efficient management of the Ministry's budgetary allocations and delivers specific financial services to ensure efficient and effective functioning and result-orientation of all technical Divisions and Units.
 - Provides relevant and appropriate information to assists the Ministry's Management to respond to audit queries.
 - Develops accounts payable/receivable systems and monitors its implementation to ensure that all payments are in line with approved accounting polices/guidelines.
 - Reviews periodic bank reconciliation statements and accounts reconciliation of the Ministry and initiates corrective actions where necessary.
 - Develops effective and efficient systems, processes, procedures and controls in support of financial and accounting functions including establishment of appropriate database and tracking scheme.
 - Works as partner with Directors of Divisions by assisting with financial control and expenditure return issues through clearly outlining prudent financial practices and identifying risks and recommending potential solutions.
 - Designs financial and accounting formats to capture on timely basis, financial information from Senior Management to promote timely financial accounting and reporting.
 - Authorizes payment vouchers and signs cheques.

- Monitors closely financial returns documents from Senior Management to ensure that standard accounting principles are followed and financial laws and regulations are adhered to.
- Supervises the preparation of the Ministry's Cash Book and other value books, monthly bank reconciliation statements and treasury reconciliations.
- Provides expert financial planning and expenditure advice on spending at the Ministry to the Minister, Deputy Minister for Administration and the Assistant Minister for Administration.
- Develops effective Fixed Assets Register system and monitors to ensure its implementation.
- Monitors compliance of statutory deductions and payments (i.e. tax, etc.).
- Monitors the Ministry's cost/expenditure and prepares relevant reports to guide Management in its decision-making.
- Disburses financial/budgeted resources in conformity with the priorities and decisions of the Ministry and Senior Management.
- Provides accurate and timely Government of Liberia and Development Partners' financial statements to ensure good financial management and timely decision-making and financial reporting.
- Advises and sensitizes Senior Management on the use and timely accounting of financial resources allocated to them in order to speed up financial reporting to ensure timely releases of funds.
- Maintains good working relationships with external auditors, Ministries and Agencies and other stakeholders in the area of financial and management accounting.
- Prepares monthly, quarterly and annual financial reports and any other report related to the job function.
- Monitors to ensure that all financial and management accounting reporting systems are in line with regulatory requirements and International Financial Regulatory Standards.
- Collaborates effectively with the Budget Unit of the Ministry of Finance and Development Planning (MFDP) and facilitates the preparation and implementation of the Ministry's budgets in accordance with financial and budget rules and regulations.

- Advises the Minister and Senior Management on the disbursement and utilization of funds.
- Represents the Assistant Minister 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 Units and Department as may be assigned by the Assistant Minister for Administration from time to time.

Supervisory Function:

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

AUTHORITY LIMIT:

- **Management of Budget**

- The job holder is responsible for administering a budget e.g. leading budget discussions and signing of contracts within approved limits. The job holder is also responsible for making financial forecasting and making recommendations based on those forecasts e.g. Preparation of variance analysis and computation of financial ratios. The job holder has to follow set policies and procedures in performing the job e.g. Public Financial Management Act, 2009, Public Procurement and Concessions Act, 2005, the General Services Act, 1971. The job holder has to follow guidelines or professional standards in doing the job. Most work is checked monthly, written progress reports are required monthly. An error in 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 work area. E.g. Staff promotions.

- **Staff Management**
 - The job holder explains, assigns, checks, develops work methods for all categories of Accounts Officers.
- **Asset Management**
 - The job holder has responsibility for basic care and handling of goods, tools, equipment etc. e.g. divisional computers, research equipment.

EDUCATIONAL QUALIFICATION:

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

WORKING EXPERIENCE:

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

OTHER REQUIREMENTS:

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

- Excellent planning and organizing skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced environment.
- Methodical and great deal of attention to details.
- Absolute discretion in handling/dealing with confidential information/data.
- Knowledge of accounting software/tools with strong functionality skills in Microsoft Excel, Word and PowerPoint.
- Excellent analytical skills.

- Good managerial and coaching skills in a "team" setting.
- Disburse financial/ budgeted resources in conformity with the priorities and decisions of the Minister and Senior Management Team.
- Authorize 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 ahead to.

POSITION TITLE: IT TECHNICIAN (FORMERLY COMPUTER OPERATOR)

REPORTS DIRECTLY TO: Assistant Director, Information Technology Support Service (ITSS)

DIRECTLY SUPERVISES:

- N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- NIL

PURPOSE:

- To ensure operational processing requirements and system flow for his/her division application software systems.

KEY RESULT AREAS:

- Trouble shooting

DUTIES

- **General Management Functions:**
 - No general management function is foreseen for this position.
- **Technical Duties:**
 - Work with programmers and systems analysts in problem determination for processing errors and the resolution of them for both the test and production systems.
 - Maintain computer processing logs and documents and assist in the maintenance of all run and procedures manuals for computer operations.
 - Maintain an effective systems backup schedule as scheduled.
 - Monitor the operations of all host computer systems and peripheral hardware.
 - Provide for ongoing computer center security and access procedures and maintain related logs and records.
 - Ensure prompt servicing of all hardware problems by appropriate manufacturer service personnel.

- Participate in providing security and confidentiality of the data maintained by Information Services.
 - Monitor applicable shift processing activities and related end-user activity and ensure a balanced and effective system's operating environment.
 - Perform decollating and bursting operations of all reports and forms as required and assisting in the distribution of all prepared material.
 - Working closely with data entry operators and help desk staff to coordinate accurate and timely computer processing cycles.
 - Performs other duties consistent with the functions of the Division as may be assigned by the supervisor from time to time.
- **Supervisory Function:**
 - No staff supervision is foreseen for this position.

AUTHORITY LIMIT:

Management of Budget

- Job holder does not manage budget

Staff Management

- Job holder does not have staff management responsibility

Asset Management

- Job holder manages assets assigned

EDUCATIONAL QUALIFICATION:

- AA Degree in Computer Engineering or related discipline from a recognized institution.

WORK EXPERIENCE:

- At least two (2) years of relevant working experience.

OTHER REQUIREMENTS:

- Verbal and written communication skills
- Attention to detail
- Confidentiality
- Planning and organizing
- Time management

- Interpersonal skills
- Working knowledge of the systems hardware and systems software configurations for all computer systems.

- Understanding of the job processing requirements and data flow for all applications systems.

POSITION TITLE: IT TECHNICIAN (FORMERLY COMPUTER TECHNICIAN)

REPORTS DIRECTLY TO: Director, Information Technology Support Service (ITSS)

DIRECTLY SUPERVISES:

- NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- All internet providers

PURPOSE:

- To install and configure computer workstations and local area networks, operates them, monitors their performances, diagnoses and solves their problems.

KEY RESULT AREAS:

- Installation and maintenance of Computers
- Trouble Shooting

DUTIES:

- **General Management Functions:**
- **Technical Duties:**
 - Set up hardware network in offices and provide updates on the latest computer periphery.
 - Maintain computer hardware and other computer related equipment.
 - Undertake computer repair, troubleshoot as whenever they arise.
 - Services the Ministry's computers on a quarterly basis to make sure they are in good working condition.
- **Supervisory Function:**
 - Job holder has no supervisory responsibility.

AUTHORITY LIMIT:**Management of Budget**

- Job holder does not manage any budget.

Staff Management

- Job holder does not manage any staff

Asset Management

- Uses assets assigned

EDUCATIONAL QUALIFICATION:

- A Bachelor Degree in computer science.
- An engineer Degree is an added advantage.

WORK EXPERIENCE:

- At least four (4) years of relevant working Experience with computer networking.

OTHER REQUIREMENTS:

- Knowledge of the principles, practices and techniques of computer operations.
- Ability to work around the clock.
- In-depth knowledge about basic electrical wiring.
- Knowledge on how to assemble a computer.

POSITION TITLE: DEPUTY COMPTROLLER

REPORT DIRECTLY TO: Comptroller

DIRECTLY SUPERVISES:

- Accountants
- Accounts Clerks
- Cashier

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Internal Audit
- Procurement
- Human Resource

EXTERNAL RELATIONS:

- Central Bank of Liberia
- Ministry of Finance and Development Planning
- General Audit Commission (GAC)
- Business and Private Sector.

PURPOSE:

- To implement/monitor financial and management accounting systems, policies and procedures to facilitate the mandate of the Ministry and in line with financial administrative regulations.

KEY RESULT AREAS

- Strategy and Policy Development
- Budget Preparation and Control
- Financial Accounting
- Management Accounting
- Stakeholder Relationship and Management
- Information and Reporting
- Employee Performance and Development

DUTIES:

Strategy and Policy Development

- Participates in the development of strategy/business plan for the Finance Section of the Division.
- Provides input in the development of policies, standard operating procedures (SOPs), work plan and other support systems including monitoring mechanisms to achieve set targets of the Finance Section.

Budget Preparation and Control

- Participates in the preparation of the Ministry's annual budget and monitor its implementation.
- Prepares variance analysis of revenue and expenditure against budget and report/advice on any deviations for corrective action.

Financial Accounting

- Provides leadership in the implementation and maintenance of internal financial controls. This involves the following:
 - Implementation and effective monitoring of all system accounts (General Ledger, Fixed Assets Register, Debtors and Creditors accounts, etc.) to ensure accurate balances.
 - Preparing complete and accurate financial reports and analysis.
 - Monitoring key financial risk indicators.
 - Contributing to the improvement of the overall control environment of the Ministry.
- Provides input in monitoring cash resources and advises on investment opportunities for the Ministry.
- Monitors the preparation of periodic Cash Flow Statements for review/approval by the Comptroller.
- Develops accounts payable/receivable systems and monitors their implementation to ensure that all payments are in line with approved accounting policies/guidelines.
- Reviews periodic bank reconciliation statements and accounts reconciliation of the Ministry and initiates corrective actions where necessary.
- Analyzes and reviews financial accounting systems of the Civil Service Agency and advises on any inconsistencies for remedial action.

Management Accounting

- Develops effective Fixed Assets Register system and monitors to ensure its implementation.
- Prepares Project Proposals for review/approval by Director of Finance/Management.
- Monitors compliance of statutory deductions and payments (i.e. tax, NASSCORP, etc.).

- Monitors the Ministry's cost/expenditure and prepares relevant reports to guide management in its decision-making.

Stakeholder Relationship and Management

- Maintains good working relationships with external auditors, MACs and other stakeholders in the area of financial and management accounting.

Information and Reporting

- Prepares monthly, quarterly and annual financial reports and any other report related to job function.
- Monitors to ensure that all financial and management accounting reporting systems are in line with regulatory requirements and International Financial Regulatory Standards.

Employee Performance and Development

- Holds direct reports accountable for the performance of assignments in their respective areas of responsibilities.
- Conducts performance appraisal and provides input for career development and recommend performance incentives for subordinate staff.
- Identify training needs and facilitate training for subordinate staff.
- Performs other relevant duties consistent with the functions of the Section and Directorate as may be assigned by superior officers from time to time.

AUTHORITY LIMIT

- **Management of Budget**
 - Provides technical and professional inputs for the preparation and disbursements of budgets.
- **Staff Management**
 - The job holder has staff management responsibility.
- **Asset Management**
 - The job holder uses asset assigned to accomplish work.

EDUCATIONAL QUALIFICATION:

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

WORK EXPERIENCE:

- At least four (4) years of working experience at the Comptroller level in the Public Service of Liberia.

OTHER REQUIREMENTS:

- Considerable knowledge in the use of accounting and auditing methodologies and tools.
- Good knowledge of the International Financial Reporting System (IFRS), Accounting and Auditing Standards and related regulations.
- Considerable experience in public sector accounting.
- Good knowledge/understanding of the operations of Civil Service proceedings/guidelines.
- 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.
- Great deal of attention to details.
- Absolute discretion in handling/dealing with confidential information/data.
- Knowledge of accounting software/tools with strong functionality skills in Microsoft Excel, Word and PowerPoint.
- Excellent analytical skills.
- Good managerial and coaching skills in a "team" setting.

POSITION TITLE: DIRECTOR, ADMINISTRATIVE SUPPORT SERVICES

REPORTS DIRECTLY TO: Assistant Minister for Administration

DIRECTLY SUPERVISES:

- Messenger
- Care Taker
- Office Assistant
- Driver
- Security

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- General Services Agency (GSA)
- Service Providers

PURPOSE:

- To ensure the smooth running of Administrative Services.
- To preside over facilities management, allocate office space, oversee mail department, materials scheduling, and fleet management and other facets of the Ministry.

KEY RESULT AREAS:

- Facilities Management
- Fleet Management
- Procurement Management
- Performance Management
- Stakeholder Relationship and Management

DUTIES

- **General Management Functions.**
 - Oversee centralized operations.
 - Prepares and submits annual work plans and budgets for the Division.
- **Technical Duties:**
 - Oversees the preparation, analysis, negotiation, and review of contracts related to the purchase of equipment, materials, supplies, products, or services.
 - Manages the acquisition, distribution and storage of equipment and supplies.

- Examines energy consumption patterns, technology usage, and personal property needs.
- Presides over disposal of unclaimed property.
- Develops energy efficiency procedures.
- Plan long and short term maintenance needs.
- Answer directives from the Deputy Minister for Administration and the Assistant minister for Administration.
- Plan and design grounds maintenance.
- Oversees support services unit of the Ministry.
- Plan workspaces.
- Supervises buildings operations and maintenance environmental factors.
- Perform any duties that are consistent with the functions of the Division as may be assigned by the Assistant Minister 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 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 provides inputs for the preparation of budgets and business plans of the Ministry. The job holder develops and submits supplies and material requirements to be procured for the Directorates for incorporation into the annual budgets.
- **Staff Management**

- Job holder has staff management responsibility.
- **Asset Management**
 - The incumbent oversees the Ministry's corporate services including facilities management, allocate office space, oversee mail department, materials scheduling, and fleet management etc. The incumbent manages and oversees the procurement, purchasing and contract management functions of the Ministry. The incumbent supervises and participates in the development and implementation of an efficient, reliable and cost-effective maintenance system including service agreements for the maintenance and repair of the Ministry's equipment, vehicles, buildings and furniture. The incumbent compiles and maintains assets register on the costs of assets, year of acquisition, locations, depreciation and disposal schedules and methods.

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

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

OTHER REQUIREMENTS

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

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

POSITION TITLE: DIRECTOR, INFORMATION SERVICES

REPORT DIRECTLY TO: Assistant minister for Administration

DIRECTLY SUPERVISES:

- Information Officer
- Liaison Officer
- Secretary

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- IT Support Services

EXTERNAL RELATIONS:

- Media House
- General Public

PURPOSE:

- To leads the Public Affairs team by coordinating both community outreach and communications activities/services.
- To set direction for external communication, including media relations, and community relations.

KEY RESULT AREAS:

- Communication and Outreach Programs
- Journals, Brochures and Publications
- Promotional Events/Exhibitions
- Stakeholder Relationship and Management
- Performance Management

DUTIES:

- **General Management Functions:**
 - Manages and directs strategic planning, budgeting activities and personnel decisions for the Ministry.
 - Manages and directs all aspects of the day-to-day operations of the Information Services.
- **Technical Duties:**
 - Plans publicity strategies and campaigns for the Ministry.
 - Deals with inquiries from the public, the press and related organization.
 - Writes and produces presentations and press releases.

- Designs, writes, and/or produces articles, leaflets “In House” journals, reports, publicity brochures information for the website and promotional videos.
- Organizes promotional events such as press conferences, exhibitions, tours and visit.
- Speaks publicly at interviews, press conferences and does presentations.
- Coordinate support between the Ministry, the Media and the public for information dissemination.
- Performs other duties consistent with the functions of the Division as may be assigned by the supervisor from time to time.

Supervisory Function:

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

EDUCATIONAL QUALIFICATION:

- Bachelor Degree in Management from a recognized University.
- A Masters’ Degree preferably MPA, MBA or in a relevant Management or related discipline from a recognized University.

WORK EXPERIENCE:

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

OTHER REQUIREMENTS:

- Excellent knowledge/understanding of research or policy formulation and implementation.
- Excellent knowledge/understanding of Liberia Civil Service's environment.
- Ability to exercise sound judgement in a highly political environment.
- Proven project management, administration and coordination skills.
- Excellent knowledge/understanding of the Civil Service Standing Orders and others Acts.
- Excellent knowledge/understanding of Civil Service practices and procedures.
- A good working knowledge of Liberia's Financial Laws, Rules and Regulations.
- Excellent knowledge in strategic planning, budgeting, project management and people management.
- Excellent negotiation skills.
- Ability to analyse quantitative and qualitative data.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.
- Excellent interpersonal skills.
- Excellent Presentation skills.
- Team Player.
- Excellent Communication (oral and written) and Report Writing skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.

- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet etc. and other software/tools.
- Sound decision making based on thorough analysis.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.

POSITION TITLE: DIRECTOR, INFORMATION TECHNOLOGY SUPPORT SERVICES (ITSS)

REPORTS DIRECTLY TO: Assistant Minister for Administration

DIRECTLY SUPERVISES:

- Asst. Director
- Computer Technician
- Computer Operator

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All departments

EXTERNAL RELATIONS:

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

PURPOSE:

- To direct and manage all functions of the Information Technology Support Service Department.
- To manage projects, supervise department's staff members and make recommendations to Administration regarding IT policy and procedures.

KEY RESULT AREAS:

- ICT Policy Development
- ICT Installation and Management
- ICT Hard ware and Software Management
- Employee Performance and Development
- Stakeholder Relationship and Management

DUTIES

- **General Management Functions:**
 - Prepare and manage the Information Technology budget.
 - Prepare monthly/periodic and annual reports on issues relating to ICT and any other statutory reports.

Technical Duties:

- Plan, organize, and control the overall activities of information systems, including system set-up, system analysis, programming and computer operation activities to support the Ministry's budgeting, human resource, payroll, instructional programs and special service operation.
- Monitor, manage, maintain and administer the server environment including Active Directory, Exchange, and SQL database.
- Installs, setup, and maintain appropriate software on servers.
- Develop bid specifications as required by the Ministry's policy for new and replacement hardware and software.
- Coordinate and provide in-service and hands-on training for the Ministry's staff for hardware and software applications as needed.
- Maintain accuracy and quality in any and all written materials developed.
- Maintain a limited inventory of parts and materials.
- Remain current in the utilization of technology in the field of education by attending training sessions, seminars and workshops.
- Updates the Ministry's website on a regular basis.
- Prepare and monitor a disaster recovery, including backups of servers.
- Provide repair and upgrades for hardware, networks and software.
- Coordinates the selection and purchase of equipment and support materials needed to reach the Ministry's goals.
- Secure all servers and technology equipment.
- Perform other duties consistent with the functions of the Division as may be assigned by the supervisor from time to time.

Supervisory Function:

- Develops plans, supervises and evaluate data processing staff.
- Holds direct reports accountable for managing their assignments to ensure the Section's goals are achieved.

- 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 Budgets**
 - Job holder manages the budget of the Division. The job holder makes recommendations for acquisition/purchase of IT products and services and participates in the procurement of IT Software and Hardware goods and services.
- **Staff Management**
 - 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. The job holder makes recommendations for the disposal of obsolete or discarded IT equipment.

EDUCATIONAL QUALIFICATION:

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

WORK EXPERIENCE:

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

OTHER REQUIREMENTS:

- Excellent knowledge/understanding of the Standing Orders and other Policies of Liberia Civil Service.
- Proven planning and organizing skills.
- Excellent knowledge in strategic planning, budgeting and people management.
- Excellent knowledge of Liberia's Financial Laws, Rules and Regulations
- Well-developed strategic orientation with competitive awareness and benchmarking.

- Excellent knowledge in Human Resource Management and Development.
- Very Strong ability to analyse quantitative and qualitative data.
- Excellent knowledge of Operating and Security Systems.
- Very Good knowledge of Data and Telecommunication Systems.
- Very Good knowledge of Databases and Electronic messaging.
- Acts with honesty and integrity.
- 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: DIRECTOR, KNOWLEDGE MANAGEMENT AND ARCHIVES

REPORT DIRECTLY TO: Assistant Minister for Administration

DIRECTLY SUPERVISES:

- Assistant Director
- Research Officer
- Monitoring and Evaluation Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Research and Planning

EXTERNAL RELATIONS:

- General Public

PURPOSE:

- To provide primary administrative management, leadership, and coordination within the area of research, planning, program, staff and organizational development and to recommend Ministry's policies and procedures in these areas.

KEY RESULT AREAS:

- Policy Development
- Research, Monitoring and Evaluation
- Performance Management

DUTIES

- **General Management Functions:**
 - Prepares, administers, and make recommendations on operations budget for the Office of Planning and Research.
- **Technical Duties:**
 - Reviews the research and suggest directional changes, corrections and policies.
 - Delegates duties and assigns responsibilities to subordinate staff.
 - Provides recommendations in the development of policies and procedures for planning and research, long-range and strategic plans in line with the Ministry's goals.
 - Directs research and evaluation projects to fulfill reporting requirements, grant activities, improve the Ministry's functions, and enhance effort to assess and improve staff learning.

- Establish controls, milestones, checkpoints, policies and procedure for research.
- Perform all other duties consistent with the functions of the Division as may be assigned by the supervisor from time to time.
- **Supervisory Function:**
 - Provide supervision and leadership for assigned staff including training and evaluating.
 - Holds direct reports accountable for managing their assignments to ensure the Section's goals are achieved.
 - 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 Budgets**
 - Job holder manages department's budget.
- **Staff Management**
 - Job holder has staff management responsibility.
- **Asset Management**
 - Uses assets assigned

EDUCATIONAL QUALIFICATION:

- A Bachelor Degree in Research and Statistics, Human Resource Management, Management, Library and Archival Studies from a recognized University.
- A Master's Degree in Statistics, Library and Archival Studies from a recognized University or institution.

WORK EXPERIENCE:

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

OTHER REQUIREMENTS:

- Demonstrable ability to initiate, plan and complete long range tasks.

- Ability to work with and manage a broad variety of staff to foster consensus and lead change.
- Ability to handle multiple competing priorities and meet deadlines.
- Excellent interpersonal skills and ability to work with and build teams.
- Ability to make sound decision using established policies.
- Ability to review and manage other's work and ability to work under pressure.
- Ability to demonstrate and perform a variety of required computer application skills to effectively coordinate and organize a multitude of tasks.
- Ability to expedite and effectively manage a large volume of records.
- Possess excellent problem solving skills.
- Possess strong appreciation for team work.
- Ability to communicate effectively both orally and writing.
- Ability to navigate politically sensitive situation.
- Ability to take initiative to work independently and the general public.
- Ability to handle sensitive information with discretion.
- Ability to navigate politically sensitive situations.
- Ability to take initiative to work independently or as part of a team.

POSITION TITLE: DIRECTOR OF PROCUREMENT

REPORT DIRECTLY TO: Assistant Minister for Administration

DIRECTLY SUPERVISES:

- Procurement Specialist
- Procurement Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- Ministry Of Finance and Development Planning (MFDP)
- Public Procurement and Concessions Commission (PPCC)
- Vendors/ Business Community
- General Services Agency (GSA)

PURPOSE:

- To oversee and execute all procurement responsibilities in compliance with procurement laws, regulations and procedures of the Government of the Republic of Liberia and the Public Procurement and Concessions Commission (PPCC).

KEY RESULT AREAS:

- Procurement Management
- Stakeholder Relationship and Management
- Procurement Records Management
- Inventory Management
- Requests for Proposals (RFP)/ Letters of Invitation (LOI)
- Expression of Interest (EOI)

DUTIES

- **General Management Functions:**
 - Prepares monthly, quarterly and annual programs and reports.
 - Serves as Secretary to the Procurement/Tender Committee and Chair for the Procurement Unit.
- **Technical Duties:**
 - Develops and execute measurement tools to accurately gauge vendor's performance (quality, delivery times, etc.) and communicates result internally and externally as necessary.
 - Liaises with the business community, private sector, and the Ministry.

- Maintains list of vendors supplying various items.
- Maintains a record of contract prices as awarded and amendment thereof.
- Maintains procurement records such as items purchased or services, costs, delivery, product quality or performance, and inventories, compiling data on these for internal monthly reports.
- Procures all materials and equipment for the Ministry.
- Prepares annual procurement plan and maintains procurement documents.
- Prepares invitations for bid, request for quotations, express of interest and bidding documents.
- Checks invoices to ensure correct price, follow through to ensure that materials ordered have been received, examines the condition of materials received, and approved invoices for payment.
- Reviews, correct and initial procurement contracts.
- Guides staffs to conduct research and coordinate with other department.
- Performs other duties consistent with the functions of the Division as may be assigned by the supervisor from time to time.
- **Supervisory Function:**
 - Holds direct reports accountable for managing their assignments to ensure the Section's goals are achieved.
 - 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 Budgets**
 - 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 the Ministry's budgets. Job holder serves as Secretary to Tender Committee and Tender Evaluation Panels and Chair for the Procurement Unit.
- **Staff Management**
 - Job holder manages staff within the Unit.

- **Asset Management**
 - Manages assets assigned

EDUCATIONAL QUALIFICATION:

- A good first Degree in Business Management or Economics from a recognized University.
- Master's Degree in Procurement Management, Purchases and Supply Chain Management or any related discipline from a recognized University or Professional Institution.

WORK EXPERIENCE:

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

OTHER REQUIREMENTS:

- Proven ability and Accounting working experience with business community and senior level Government Officials.
- Excellent oral and written communication skills.
- Excellent interpersonal and persuasive skills.
- Ability to work with and build teams.
- Ability to review and analyze data and manage other's works.
- Ability to solve problems and advise others using established policies, regulations and procedures.
- Ability to make sound decisions based on technical, evaluative and analytical skills.
- Ability to work under pressure and to target priority.
- Working knowledge of Microsoft Word, Excel and Power Point.
- Excellent Knowledge in FAA and IAA.

POSITION TITLE: DIRECTOR, CONSUMER EDUCATION AND PROTECTION UNIT

REPORT DIRECTLY TO: Assistant Minister for Commerce and Trade

DIRECTLY SUPERVISES:

- Assistant Director
- Other staffs within the department

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Departments of Inspectorate and Standards

EXTERNAL RELATIONS:

- Business Community
- General Public
- Consumer Organizations

PURPOSE:

- To educate the public about their rights and responsibilities as consumers and provide a forum for consumers' complaints.
- To promote consumerism with the commerce of Liberia.
- To liaise with other consumer organizations nationally and internationally to provide greater voice for consumers.

KEY RESULT AREAS:

- Public Education
- Management of Consumer Complaints
- Promotion of Consumerism

DUTIES

- **General Management Functions:**
 - Prepares and submits monthly, quarterly and annual reports for management decision making.
- **TECHNICAL DUTIES:**
 - Negotiate/coordinate with Agencies to assist the Unit morally or financially in the implementation of its aims and objectives.
 - Ensure that there is cooperation and collaboration amongst the Divisions of Standard, Inspectorate, Price Analysis as well as other departments within the Ministry of Commerce and Industry (i.e. Health Ministry, Agriculture, other independent consumer organizations, etc.).

- Ensures that consumers are educated and protected as it relates to food and services.
- Ensures that consumer complaints are speedily and adequately addressed with the approval of the Assistant Minister's office.
- Liaise with partners in progress (BUSINESS HOUSES, NGO and GOL).
- Design plans, programs and projects for the office of the Assistant Minister for Trade.
- Performs other relevant duties consistent with the functions of the division as may be assigned by the Assistant Minister from time to time.

SUPERVISORY FUNCTION:

- Job holder supervises staff within the department.

AUTHORITY LIMIT:

- **Management of Budgets**
 - Job holder manages department's budget.
- **Staff management**
 - Manages staff within the department.
- **Asset management**
 - The job holder uses assets assigned to the position and held accountable for them.

EDUCATIONAL QUALIFICATION:

- Bachelor's Degree in Business Administration or Management from a recognized University.
- Master's Degree in a related field from a recognized University.

WORK EXPERIENCE:

- At least five (5) years of relevant post graduate working experience at senior level or equivalent qualification.

OTHER REQUIREMENTS:

- Must have a demonstrative ability to initiate, plan and complete long range tasks.
- Must be able to work with and manage a broad variety of staff to foster consensus and lead change.

- Must be able to handle multiple competing priorities and meet deadlines.
- Excellent interpersonal skills and ability to work with and build teams.
- Ability to make sound decision using established policies.
- Ability to review and manage others' work and ability to work under pressure.
- Ability to perform a variety of required computer application skills to effectively coordinate and organize a multitude of tasks required.
- Ability to expedite and effectively manage a large volume of records.
- Possess excellent problem solving skills.
- Possess strong appreciation for team work.
- Ability to communicate effectively both orally and writing.
- Ability to navigate politically sensitive situation.
- Ability to take initiative to work independently and the general public.
- Ability to handle sensitive information with discretion.
- Ability to navigate politically sensitive situations.
- Ability to take initiative to work independently or as part of a team.

POSITION TITLE: DIRECTOR, HUMAN RESOURCE

REPORT DIRECTLY TO: Assistant Minister for Administration

DIRECTLY SUPERVISES:

- Assistant Director
- Personnel Analyst
- Training Officer
- File Clerk

DEPARTMENTAL/ FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- Civil Service Agency (CSA)
- Ministry of Finance and Development Planning (MFDP)
- National Social Security Corporation (NASSCORP)

PURPOSE:

- To provide a comprehensive HR Management advisory and consultancy service to staff and management of Ministry of Commerce and Industry (MoCI).
- To develop human resource and administrative policies and procedures and ensure they are effective, efficient, fair and transparent, and promote equal opportunities.
- To develop human resource policies and procedures for recruitment and management of Ministry of Commerce and Industry (MoCI) staff.
- To also provide primary administrative management, planning, program, staff and organization development and to recommend ministry's policies and procedures in these areas.

KEY RESULT AREAS:

- Recruiting and staffing
- Organizational and space planning
- Performance management and improvement systems
- Organization development
- Employment and compliance to regulatory concerns
- Employee orientation, development, and training
- Policy development and documentation
- Employee relations
- Company-wide committee facilitation
- Company employee and community communication
- Compensation and benefits administration

- Employee safety, welfare, wellness and health
- Employee services and counseling

DUTIES

- **General Management Functions:**
 - Assess staffing needs as required.
 - Identify and recruit new and replacement staff including scheduling of contract extensions, new contracts, and necessary terminations.
 - Assist in the preparation of the Ministry's annual budget.
- **TECHNICAL DUTIES:**
 - Annually reviews and makes recommendations to executive management for improvement of the ministry's policies, procedures and practices on personnel matters.
 - Maintains knowledge of industry trends and employment legislation and ensures ministry's compliance.
 - Maintains responsibility for ministry compliance with state legislation pertaining to all personnel matters.
 - Communicates changes in ministry personnel policies and procedures and ensures proper compliance is followed.
 - Assists executive management in the annual review, preparation and administration of ministry wage and salary program.
 - Coordinates or conducts exit interviews to determine reasons behind separation.
 - Consults with legal counsel as appropriate, or as directed by the Minister, on personnel matters.
 - Works directly with departments' heads to assist them in carrying out their responsibilities on personnel matters.
 - Recommends, evaluates and participates in staff development for the Ministry.
 - Develops and maintains a human resource system that meets ministry personnel information needs.
 - Supervises the staff of the human resource department.

- Participates on committees and special projects and seeks additional responsibilities.
 - Leads projects which develop and implement new approaches and programs to continually improve the efficiency and quality of HR.
 - Designs, develops, delivers and coordinates all training within the Ministry.
 - Ensures that reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Analyzes, makes recommendations and assists with implementation of solutions that address leadership development needs, succession planning, and overall ensure there is strong leadership talent in place.
 - Performs other relevant duties consistent with the functions of Human Resource Department as may be assigned by the Assistant Minister for Administration from time to time.
- **SUPERVISORY FUNCTION:**
 - Supervises staffs within the department and makes monthly and quarterly work plans.

AUTHORITY LIMIT:

- **Management of Budget**
 - Job holder manages the department's budget.
- **Staff Management**
 - Job holder manages staff.
- **Asset Management**
 - The job holder uses assets assigned to the position and held accountable for them.

EDUCATIONAL QUALIFICATION:

- Bachelor's Degree in Human Resource Management, Public Administration or Social Science from a recognized University.
- Master's Degree in a related field from a recognized University.

WORK EXPERIENCE:

- At least (5) years' of relevant work experience at senior level.

OTHER REQUIREMENTS:

- Must have a demonstrative ability to initiate, plan and complete long range tasks.
- Must be able to work with and manage a broad variety of staff to foster consensus and lead change.
- Must be able to handle multiple competing priorities and meet deadlines.
- Excellent interpersonal skills and ability to work with and build teams.
- Ability to make sound decision using established policies.
- Ability to review and manage other's work and ability to work under pressure.
- Ability to perform a variety of required computer application skills to effectively coordinate and organize a multitude of tasks required.
- Ability to expedite and effectively manage a large volume of records.
- Possess excellent problem solving skills.
- Possess strong appreciation for team work.
- Ability to communicate effectively both orally and writing.
- Ability to navigate politically sensitive situation.
- Ability to take initiative to work independently and the general public.
- Ability to handle sensitive information with discretion.
- Ability to navigate politically sensitive situations.
- Ability to take initiative to work independently or as part of a team.

POSITION TITLE: DIRECTOR, INDUSTRIAL COMPLIANCE AND DEVELOPMENT SUPPORT

REPORT DIRECTLY TO: Assistant Minister for Industry

DIRECTLY SUPERVISES:

- Asst. Director
- Sectional Head
- Secretary and research officer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Inspectorate
- Standards
- National Standards Laboratory

EXTERNAL RELATIONS:

- Industrial Sectors

PURPOSE:

- To serve as the policy development, industrial monitoring and statistical focal person formulating, supervising, evaluating, and monitoring policies necessary for the implementation of Government Industrial Regulations.

KEY RESULT AREAS:

- Trade Promotion.

DUTIES

- **General Management Functions:**
 - Reports directly to the Assistant Director all relevant information as required for the functioning of the Division.
- **TECHNICAL DUTIES:**
 - Identifies areas in the industry where there is a risk of non-compliance and develop policies to reduce that risk.
 - Plans communication and training programs to help those in the various industries understand their roles and duties in compliance.
 - Ensures that industries comply with regulations.
 - Carries out regular inspections.
 - Maintains records of compliance activities, including any complaints or investigations.

- Provides reports to the senior executive at the Ministry of Commerce and Industry (MoCI), highlighting any areas of potential violation.
- Report immediately any breach of regulations to the senior executive at the Ministry of Commerce and Industry (MoCI).
- Give guidance and assistance to entrepreneur on acquisition of technology and implementation of projects focusing on Agro-based industries, chemical and mining industries, engineering and construction.
- Responsible for medium and large industrial projects and will identify industrial investment opportunities by sector and products.
- Conducts feasibility studies, formulate and promote industrial projects.
- Performs other relevant duties consistent with the functions of the Section or Department as may be assigned by the Assistant Minister for Industry from time to time

SUPERVISORY FUNCTION:

- Job holder supervises staff within the department.

AUTHORITY LIMIT:

- **Management of Budgets**
 - Job holder manages budget.
- **Staff management**
 - Job holder manages staff within the department.
- **Asset management**
 - The job holder uses assets assigned to the position and held accountable for them.

EDUCATIONAL QUALIFICATIONS

- Bachelor Degree in Economics or Management from a recognized University.
- Master's Degree in a related field from a recognized University.

WORK EXPERIENCE:

- At least five (5) years of relevant post graduate work experience at senior level.

OTHER REQUIREMENTS:

- Must have a demonstrative ability to initiate, plan and complete long range tasks.
- Must be able to work with and manage a broad variety of staff to foster consensus and lead change.
- Must be able to handle multiple competing priorities and meet deadlines.
- Excellent interpersonal skills and ability to work with and build teams.
- Ability to make sound decision using established policies.
- Ability to review and manage other's work and ability to work under pressure.
- Ability to perform a variety of required computer application skills to effectively coordinate and organize a multitude of tasks required.
- Ability to expedite and effectively manage a large volume of records.
- Possess excellent problem solving skills.
- Possess strong appreciation for team work.
- Ability to communicate effectively both orally and writing.
- Ability to navigate politically sensitive situation.
- Ability to take initiative to work independently and the general public.
- Ability to handle sensitive information with discretion.
- Ability to navigate politically sensitive situations.
- Ability to take initiative to work independently or as part of a team.
- Excellent verbal and written communication skills.
- Strong analytical, problem solving and research skills.
- Highly organized and detail oriented.
- Ability to negotiate and maintain flexibility.
- Willing to take on additional responsibilities.

POSITION TITLE: DIRECTOR OF STANDARD

REPORTS DIRECTLY TO: Assistant Minister for Small Business Administration

DIRECTLY SUPERVISES:

- Research Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Access to Market
- Petty Trade Unit

EXTERNAL RELATIONS:

- Business Community
- Petty Traders
- Financial Institutions

PURPOSE:

- To ensure and monitor the day to day activities of the Access to Finance section.
- To develop and implement plans and strategies to enable MSMEs easily access finance from lending institutions.
- To ensure that Liberian-Owned MSMEs have information and understand commercial and microfinance institutions requirements for lending institutions.
- To provide Liberian-Owned MSMEs with financing options available in the market. Provides guidance for these small businesses to access finance for improvement of their businesses.

KEY RESULT AREAS:

- Strategy Development
- Micro financing
- Stakeholder Relationship and Management
- Performance management
- Training Needs Assessment
- Research analysis review

DUTIES

- **General Management Functions:**
 - Ensure effective and efficient day-to-day over all administration and supervision of the staff of the Division and prepare monthly, quarterly and annual work plans and schedule, Monthly, quarterly and annual reports from the division.

- Ensure the identification and development of training programs for the staff of the Division.
- **Technical Duties:**
 - Help Liberian-Owned MSMEs understand financing option (Equity/Venture, Capital and Debt) availability and resources for such financing.
 - Develop and implement plans and strategies to enable MSMEs easily access financing from microfinance institutions on favorable terms and conditions.
 - Carry out research and analysis to better understand problems affecting Liberian-Owned MSMEs and propose solution for reform in terms of building good credit and financial management.
 - Performs other relevant duties consistent with the functions of the division as may be assigned from time to time by the supervisor.
- **Supervisory Function:**
 - Holds direct reports accountable for managing their assignments to ensure the Section's goals are achieved.
 - 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 Budgets**
 - Job holder manages the budget of the Division.
- **Staff Management**
 - Job holder has staff management responsibility.
- **Asset Management**
 - Uses assets assigned

EDUCATIONAL QUALIFICATIONS:

- A good First Degree in Accounting, Economic or equivalent professional qualification from a recognized university.
- Master's Degree in Economics, Accounting or equivalent professional qualification from a recognized institution.

WORK EXPERIENCE:

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

OTHER REQUIREMENTS:

- Excellent knowledge/understanding of the Standing Orders and other Policies of Liberia Civil Service.
- Proven planning and organizing skills.
- Excellent knowledge in strategic planning, budgeting and people management.
- Excellent knowledge of Liberia's Financial Laws, Rules and Regulations
- Well-developed strategic orientation with competitive awareness and benchmarking.
- Excellent knowledge in Human Resource Management and Development.
- Very Strong ability to analyze quantitative and qualitative data.
- 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: DIRECTOR OF ACCESS TO MARKET

REPORTS DIRECTLY TO: Assistant Minister for Small Business Administration

DIRECTLY SUPERVISES:

- Research Officers

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Access to Finance

EXTERNAL RELATIONS:

- Business Community
- Petty Traders
- MACs

PURPOSE:

- To ensure and monitor the day to day activities of the Access to Finance section.
- To develop and implement plans and strategies to enable MSMEs easily access finance from lending institutions.
- To ensure that Liberian-Owned MSMEs have information and understand commercial and microfinance institutions requirements for lending institutions.
- To provide Liberian-Owned MSMEs with financing options available in the Market and provides guidance for these small businesses to access finance for the improvement of their businesses.

KEY RESULT AREAS:

- Credit and Financial Management
- Strategic Management
- Research Analysis
- Micro-Finance Management
- Management of Small and Medium Size Enterprises
- Stakeholders Relationship and Management
- Performance management

DUTIES

- **General Management Functions:**
 - Ensure effective and efficient day-to-day over all administration and supervision of the staff of the Division and prepare monthly, quarterly and annual work plans and schedule, Monthly, quarterly and annual reports from the division.

- **Technical Duties:**
 - Help Liberian-Owned MSMEs understand financing option (Equity/Venture, Capital and Debt) availability and resources for such financing.
 - Develop and implement plans and strategies to enable MSMEs easily access financing from microfinance institutions on favorable terms and conditions.
 - Carry out research and analysis to better understand problems affecting Liberian-Owned MSMEs and propose solution for reform in terms of building good credit and financial management.
 - Performs other relevant duties consistent with the functions of the Division as may be assigned from time to time by the supervisor
- **Supervisory Function:**
 - Hold direct reports accountable for managing their assignments to ensure the Section's goals are achieved.
 - 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 Budgets**
 - Job holder manages the budget of the Division.
- **Staff Management**
 - Job holder has staff management responsibility.
- **Asset Management**
 - Uses assets assigned.

EDUCATIONAL QUALIFICATION:

- A good First Degree in Accounting, Economic or equivalent professional qualification from a recognized university
- Master's Degree in Economics, Accounting or equivalent professional qualification from a recognized institution.

WORK EXPERIENCE:

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

OTHER REQUIREMENTS:

- Excellent knowledge/understanding of the Standing Orders and other Policies of Liberia Civil Service.
- Proven planning and organizing skills.
- Excellent knowledge in strategic planning, budgeting and people management
- Excellent knowledge of Liberia's Financial Laws, Rules and Regulations
- Well-developed strategic orientation with competitive awareness and benchmarking.
- Excellent knowledge in Human Resource Management and Development.
- Very Strong ability to analyze quantitative and qualitative data.
- Excellent knowledge of Operating and Security Systems.
- Acts with honesty and integrity.
- 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: DIRECTOR OF PRICE ANALYSIS AND MARKETING

REPORTS DIRECTLY TO: Assistant Minister for Trade Services

DIRECTLY SUPERVISES:

- Price Monitor
- Price Analyst

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Trade
- Inspectorate

EXTERNAL RELATIONS:

- LISGIS
- LMA
- Japanese Food Aid
- USAID Monetization Program

PURPOSE:

- To provide technical recommendation and advice to the Assistant Minister for Commerce for the management of the four core essential commodities (rice, petroleum products, cement and flour).

KEY RESULTS AREAS:

- Commodities Inventory Management
- Commodities Technical Report
- Staff supervision
- Performance management
- Technical Analysis and Recommendations

DUTIES:

• GENERAL MANAGEMENT FUNCTIONS:

- Ensure effective and efficient day-to-day over all administration and supervision of staff of the Division and prepare monthly, quarterly and annual work plans and schedule, Monthly, quarterly and annual reports from the division.

• TECHNICAL DUTIES:

- Provide weekly market reports on the four core essential commodities (rice, petroleum products, cement and flour).
- In consultation with LISGIS, prepare commodity profiles of essential commodities (rice, petroleum products, cement and flour).

- Prepare stock report on the four core essential commodities (rice, petroleum products, cement and flour).
 - Conduct physical inventory of warehouses inspection, in close collaboration with the relevant divisions, such as Inspectorate, MSME, etc.
 - Provide technical analysis and justification to the Assistant Minister for Commerce for any business wanting to import the four core essential commodities (rice, petroleum products, cement and flour).
 - Coordinate and facilitate the weekly report on monetization projects (for e.g., Japanese Food Aid, USAID Monetization Program, etc.).
 - Monitor the pricing of essential commodities.
 - Prepare Essential Commodities Indices.
 - Analyze commercial invoices of rice, cement, petroleum products, as well as any “sensitive” or “essential” commodities for inconsistency or gross under-declaration.
 - Performs other relevant duties consistent with the functions of the division as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS:**
 - Hold direct reports accountable for managing their assignments to ensure the Section’s goals are achieved.
 - Conduct performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.
 - Identify training needs and facilitate training for subordinate staff.

AUTHORITY LIMIT:

- **Management of Budgets**
 - Job holder manages the budget of the Division.
- **Staff Management**
 - Job holder has staff management responsibility.
- **Asset Management**
 - Uses asset assigned.

EDUCATIONAL QUALIFICATIONS:

- A good First Degree in Economics, Marketing or equivalent professional qualification from a recognized university.
- Master's Degree in Economics, or equivalent professional qualification from a recognized institution.

WORK EXPERIENCE:

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

OTHER REQUIREMENTS:

- Excellent knowledge/understanding of the Standing Orders and other Policies of Liberia Civil Service.
- Proven planning and organizing skills.
- Excellent knowledge in strategic planning, budgeting and people management.
- Excellent knowledge of Liberia's Financial Laws, Rules and Regulations.
- Well-developed strategic orientation with competitive awareness and benchmarking.
- Excellent knowledge in Human Resource Management and Development.
- Very Strong ability to analyze quantitative and qualitative data.
- Excellent knowledge of Operating and Security Systems.
- Acts with honesty and integrity.
- 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: DIRECTOR OF STANDARD

REPORTS DIRECTLY TO: Assistant Minister for Industry

DIRECTLY SUPERVISES:

- Standard Technicians
- Standard Officers

DEPARTMENT/FUNCTIONAL RELATIONS:

- Inspectorate and National Standard Laboratory,
- Consumer Protection Unit,
- Industrial Compliance

EXTERNAL RELATIONS:

- Ministry of Justice (MoJ)
- Industries
- Business Community
- NPA
- RIA

PURPOSE:

- To use the National Standard Laboratory facilities to approve applications by verifying quality through inspection and testing.

KEY RESULTS AREAS:

- Metrology
- Standardization and calibration of weights and measures
- Quality control and assurance
- Performance management
- Verification and regulation
- Stake holders Relationship and Management

DUTIES

- **General Management Functions:**
 - Ensure effective and efficient day-to-day over all administration and supervision of the staff of the Division and prepare monthly, quarterly and annual work plans and schedule, Monthly, quarterly and annual reports from the division.
- **Technical Duties:**
 - Coordinate standardization and related activities at all commercial and industrial levels.
 - Prepare, promulgate, and publish national standards adopted from other countries and organizations.

- Promote and encourage the maintenance of standards for the improvement of goods and services, processes, and practices in the Country.
 - Promote quality control in commercial and industrial establishments.
 - Utilize standards to promote trade and safeguard the nation against "dumping" of goods of inferior quality.
 - Promote Metrology as a necessary tool to accomplish standardization; and
 - Performs other relevant duties consistent with the functions of the Division as may be assigned from time to time by the supervisor.
- **Supervisory Function:**
 - Hold direct reports accountable for managing their assignments to ensure the Section's goals are achieved.
 - 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 Budgets**
 - Job holder manages the budget of the Division. The job holder makes recommendations for acquisition/purchase of IT products and services.
- **Staff Management**
 - Job holder has staff management responsibility.
- **Asset Management**
 - The job holder uses assets assigned and he/she is held accountable for them.

EDUCATIONAL QUALIFICATIONS:

- A good First Degree in Biology, Chemistry, Physics or equivalent professional qualification from a recognized university.
- Master's Degree in Biology, Chemistry, or equivalent professional qualification from a recognized institution.

WORK EXPERIENCE:

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

OTHER REQUIREMENTS:

- Excellent knowledge/understanding of the Standing Orders and other Policies of Liberia Civil Service.
- Proven planning and organizing skills.
- Excellent knowledge in strategic planning, budgeting and people management.
- Excellent knowledge of Liberia's Financial Laws, Rules and Regulations.
- Well-developed strategic orientation with competitive awareness and benchmarking.
- Excellent knowledge in Human Resource Management and Development.
- Very Strong ability to analyze quantitative and qualitative data.
- 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: DIRECTOR OF TRADE

REPORTS DIRECTLY TO: Assistant Minister for Trade Services

DIRECTLY SUPERVISES:

- Assistant Director
- Trade Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Price Analysis and Marketing

EXTERNAL RELATIONS:

- Liberia Revenue Authority
- Customs Brokers Association
- ECOWAS
- Mano River Union
- Forestry Development Agency
- Ministry of Agriculture
- LPMC
- Ministry of Justice
- Ministry of Land Mines and Energy
- Importers and exporters

PURPOSE:

- To manage operational trade activities through coordination of imports, exports, and trade fairs.

KEY RESULTS AREAS:

- Policy Formation
- Import and Export management
- Trade Fairs Facilitation
- Data Management
- Performance Management
- Strategies development
- Stakeholders Relationship and Management

DUTIES

• GENERAL MANAGEMENT FUNCTIONS:

- Ensure effective and efficient day-to-day over all administration and supervision of the staff of the Division and prepare monthly, quarterly and annual work plans and schedule, Monthly, quarterly and annual reports from the division.
- To prepare and submit trade requests for management decision making.

- **TECHNICAL DUTIES:**
 - Collect statistics on all imports as well as exports that are made available to the Ministry by means of Final Import and Export Permits as well as the ASYCUDA data collected from the Freeport of Monrovia. From these data, the Division is able to identify Liberia's trading partners, the volume of trade with those partners and the trend of trade internationally, as well as the balance of trade statistics.
 - Analyze the collected data from the rural and urban areas to be able to facilitate local and international requirements as far as trade facilitation is concerned.
 - Ensure all goods imported to Liberia or exported from Liberia meet the requisite import and export procedures, especially having an approved IPD or EPD.
 - Ensure that all imports and exports meet the relevant licensing requirements established by line ministries and agencies (Environmental Protection Agency, Ministry of Agriculture, Forestry Development Authority, Liberia Produce Marketing Corporation, Ministry of Justice and the Ministry of Lands, Mines and Energy, etc.).
 - Provide trade information to the general public.
 - Facilitate and monitor both local and international trade fairs.
 - Provide trade statistics, publication and guidelines to exporters.
 - Prepare and submit monthly, quarterly and annual reports.
 - Promote, regulate monitor and make regular contact with importers of goods and products in Liberia and develop and maintain list of import and export permits issued.
 - Establish links with international markets such as ECOWAS, Mano River Unions and the Western Markets for revitalization of trade and commerce.
 - Develop, design, and recommend strategies for the development of regulations and policies governing the trade sector in Liberia.
 - Ensure that business establishments conform to the regulations of the Ministry relating to foreign trade and monitor quality and types of goods coming into the country.
 - Promote, regulate and monitor international trade with respect to import and export activities;

- Analyze the collected data from the rural and urban areas to be able to facilitate local and international requirements as far as trade facilitation is concerned.
- Ensure that business establishments conform to the regulations of the Ministry relating to foreign trade and monitor quality and types of goods coming into the country.
- Promote, regulate and monitor international trade with respect to import and export activities.
- Analyze the collected data from the rural and urban areas to be able to facilitate local and international requirements as far as trade facilitation is concerned.
- Performs other relevant duties consistent with the functions of the Division as may be assigned from time to time by the supervisor.
- **Supervisory Function:**
 - Holds direct reports accountable for managing their assignments to ensure the Section's goals are achieved.
 - 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 Budgets**
 - Job holder manages the budget of the Division.
- **Staff Management**
 - Job holder has staff management responsibility.
- **Asset Management**
 - Used asset assigned.

EDUCATIONAL QUALIFICATION:

- A good First Degree in Economics, Marketing or equivalent professional qualification from a recognized university.
- Masters' Degree in Economics, or equivalent professional qualification from a recognized institution.

WORK EXPERIENCE:

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

OTHER REQUIREMENTS:

- Excellent knowledge/understanding of the Standing Orders and other Policies of Liberia Civil Service.
- Proven planning and organizing skills.
- Excellent knowledge in strategic planning, budgeting and people management.
- Excellent knowledge of Liberia's Financial Laws, Rules and Regulations.
- Well-developed strategic orientation with competitive awareness and benchmarking.
- Excellent knowledge in Human Resource Management and Development.
- Very Strong ability to analyze quantitative and qualitative data.
- Very Good knowledge of Databases and Electronic messaging
- Acts with honesty and integrity.
- 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: DRIVER

REPORT DIRECTLY TO: Ministers, Directors, and Supervisors Fleet Supervisor

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Other Pool Drivers
- General 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 MoCI Departments, Sections and Units.
- To drive and maintain the car and perform other clerical responsibilities executed in coordination with the Ministers/ Directors/ Supervisors.

KEY RESULT AREAS:

- Safety
- Vehicle Maintenance and Upkeep
- Professional Driving

DUTIES

General Management Functions:

- Deliver messages, materials and documents to government offices, UN agencies and other partners as and when required by the office.
- Perform any other task assigned by the Supervisor.

TECHNICAL DUTIES:

- Drives MoCI officers and assists in the performance of their official duties as may be directed by the Senior Transport Officer.
- Drives other officials including senior public officials as may be directed by the Senior Transport Officer.
- Reports defects and faults on vehicles to superior.
- Reports all accidents on vehicle to superior.
- Observes all rules and regulations with respect to the operations of the vehicles.
- Conveys vehicle maintenance and servicing reports to the Senior Transport Officer.
- Undertakes routine maintenance and servicing checks and repairs of pool vehicles.
- Dispatches emergency letters as may be directed by the Senior Transport Officer.
- Undertakes utility operations on behalf of MoCI as may be directed by the Senior Transport Officer.
- Monitors and reports on the readiness of pool vehicles sent for servicing and maintenance at mechanical workshops.
- Ensures accurate completion and submission of vehicle log books.
- Ensures appropriate and decent dressing in the performance of his/her duties at all times.
- Performs other tasks that are consistent with the functions of the Unit as may be directed by the Senior Transport Officer from time to time.
- Perform minor repair tasks and arrange for major repairs as and when necessary.

SUPERVISORY FUNCTION:

- Job holder does not supervise any staff.

AUTHORITY LIMIT:

- **Management of budget**
 - Job holder requires no budget responsibility.
- **Staff Management**
 - No supervision role is required for this job.
- **Asset Management**
 - The job holder uses assets assigned to the position and held accountable for them.

EDUCATIONAL QUALIFICATION:

- Senior High School Diploma with WAEC Certificate.
- Driving Certificate from a recognized institution and a valid license.
- Knowledge of locations of Government Offices in Monrovia, Liberia.

WORK EXPERIENCE:

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

OTHER REQUIREMENTS:

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

POSITION TITLE: ELECTRICIAN

REPORT DIRECTLY TO: Director, Administrative Support Services

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS: N/A

PURPOSE:

- Install and maintain electrical power, communications, lighting, motor transformers, generators, control systems and other electrical systems in the Ministry of Commerce and Industry.

KEY RESULT AREAS:

- Electrical Installations
- Power supply

DUTIES

General Management Functions:

- Serves all staff at MoCI.
- Custodian of electrical parts and materials.
- Maintain folders and records on each service to the generator to ensure its efficiency and effectiveness.
- Perform other duties as may be required by the Chief of Maintenance from time to time.

Technical Duties:

- Read blueprints or technical diagrams before doing work.
- Install and maintain wiring and lighting systems.
- Inspect electrical components, such as transformers and circuit breakers.
- Identify electrical problems with a variety of testing devices.

- Repair or replace wiring, equipment, or fixtures using hand tools and power tools.
- Follow state building regulations.
- Direct and train workers to install, maintain, or repair electrical wiring or equipment.
- Provide electrical servicing and change blow out light bulbs in the Ministry and report any illegal current connections.
- Change wire and tape them for the safety of the ministry.
- Provide analytical information on light problems or service requirements to the Maintenance Officer.

SUPERVISORY FUNCTION:

- Job holder may or may not have supervisory role.

AUTHORITY LIMIT:

- **Management of Budgets**
 - Job holder does not manage budget.
- **Staff management**
 - Job holder may or may not manage any staff.
- **Asset management**
 - Job holder maintains all equipment and tools assigned.

EDUCATIONAL QUALIFICATION:

- High School graduate and Mechanic/Electrical Certificate or its qualifications equivalent.
- Bachelor's degree in a related field from a recognized institution will be an added advantage.
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, etc.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective security operations for the protection of people, data, and property.

WORK EXPERIENCE:

- At least two (2) years of relevant working experience in the electrical field.

OTHER REQUIREMENTS:

- Installing equipment, machines, wiring, or programs to meet specifications.
- Determining causes of operating errors and deciding what to do about it.
- Determining the kind of tools and equipment needed to do a job.
- Repairing machines or systems using the needed tools.
- Using mathematics to solve problems.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Controlling operations of equipment or systems.
- Good interpersonal skills and ability to meet deadlines.
- Ability to work alone and with others.
- Ability to supervise others.
- Excellent oral and written communication skill.

POSITION TITLE: FILE CLERK

REPORT DIRECTLY TO: Assistant Director/ Supervisor

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- N/A

EXTERNAL RELATIONS:

- N/A

PURPOSE:

- To file correspondence, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used.
- Locate and remove material from file when requested.

KEY RESULT AREAS:

- Orderly records
- File management
- Reporting and documenting

DUTIES

General Management Functions:

- Keeps records of materials filed or removed, using logbooks or computers.
- Places materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information.

Technical Duties:

- Files records away in alphabetical or numerical order.
- Codes files for proper placement.
- Retrieves files as necessary.
- Ensures files are loaned out that they come back.
- Cleans and maintains file space.
- Manages all databases and records.

- Purges old files.
- Creates new entries as needed.
- Logs all files that are removed.
- Photocopy files.
- Ensures files are accessible and that room is well lit.
- Processes and scans files to be entered into computer in digital database.
- Works with electronic storage media, such as hard drives, floppy drives, and CD-ROMs.
- Uses scanners to convert forms, receipts, and reports into electronic format.
- Ensures no materials in file are lost.
- Sorts or classifies information according to guidelines such as content, purpose, user criteria, or chronological, alphabetical or numerical order.
- Eliminates outdated or unnecessary materials, **destroying** them or transferring them to inactive storage according to file maintenance guidelines and/or legal requirement.
- Performs periodic inspections of materials or files in order to ensure correct placement, legibility, and proper condition.
- Performs other relevant duties consistent with the mandate of the Ministry of Commerce and Industry (MoCI) as may be required by Assistant Director/Supervisor time to time.

Supervisory Function:

- Job holder does not supervise any staff

AUTHORITY LIMIT:

- **Management of budget**
 - Job holder does not manage any budget.
- **Staff Management**
 - Job holder does not manage staff.

- **Asset Management**
 - The job holder uses assets assigned to the position and he or she is held accountable for the assigned assets.

EDUCATIONAL QUALIFICATION:

- High School Diploma or equivalent in experience is basic to the position
- A two-year Associate or Bachelor's College course work from a recognized institution is an advantage.

WORK EXPERIENCE:

- At least two (2) years' experience in filing or managing records of general office activities.

OTHER REQUIREMENTS:

- Have high organizational skills to maintain an efficient office filing system, manual or automated.
- Have high computer literacy skills to use document management system.
- Have a good command of English language, both oral and written.
- Ability to manage multiple tasks simultaneously
- Total discretion.
- Ability to explain filing system to others.

- Proven interpersonal skills (people's skills), organizational skills, and communication skills.

POSITION TITLE: FLEET SUPERVISOR

REPORT DIRECTLY TO: Director, Administrative Support Services

DIRECTLY SUPERVISES:

- Drivers
- Electricians

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Administration

EXTERNAL RELATIONS:

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

PURPOSE:

- Responsible for the scheduled and unscheduled maintenance of the Ministry's vehicles to ensure safe and economical usage.
- Coordinates the repairs of all Ministry of Commerce and Industry (MoCI) vehicles with vendor(s)/ garages to monitor and supervise the daily vehicle log.

KEY RESULT AREAS:

- Effective Leadership
- Effective coordination
- Office management
- Reporting and documenting

DUTIES

General Management Functions:

- Receive other mandate from senior supervisor for implementation.
- Prepares and submits quarterly and annual performance reports.

Technical Duties:

- Monitors and directs the daily activities of Fleet Management operations.
- Interviews, trains and motivates staff.
- Assigns and evaluates work, and disciplines staff according to established ministry's procedures.
- Conducts performance appraisals.
- Assists with the planning and development of annual budget.
- Determines work to be assigned to vendors and maintains contact with vendors to ensure contract repairs are completed in a timely manner, e.g., transmission or vehicle accident repairs.
- Maintains contact with dealers to ensure warranty repair work is completed as prescribed by warranty in a timely manner.
- Inspects work areas to ensure safe and clean conditions are maintained at all times.
- Keeps in contact with other supervisors about the status of repair work so they may reassign work if necessary.
- Tests all incoming chauffeurs of the Ministry.
- Conducts daily Inspection on all Ministry of Commerce and Industry (MoCI) vehicles.
- Serve as focus person to the General Services Agency (GSA) on all fleet matters.
- Verifies all bills and cost attached with said repaired vehicle(s) in line with vendors.
- Assigns all drivers, with necessary place(s) for productivities and efficiency.
- Carries on a complete assessment on every repaired work that has been done.
- Perform related duties as assigned by the Director of Administrative Support Services from time to time.

Supervisory Function:

- Supervises all fleet related issue and coordinate all the day to day assignment of Chauffeurs, **maintenance officers, electricians**, etc.

AUTHORITY LIMIT:

- **Management of Budget**
 - Job holder assists with the planning and development of annual budget.
- **Staff management**
 - Job holder manages staff under his/her supervision.
- **Asset management**
 - Job holder uses assets assigned to the position and he or she is held accountable for the assigned assets.

EDUCATIONAL QUALIFICATION:

- High School diploma or technical training in automotive repair.
- Knowledge of applicable state laws, ordinances, statutes, regulations, rules, policies and procedures.
- Knowledge of the principles, practices and procedures of vehicle repair and maintenance, including a wide variety of all size engines.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of supervisory methods and techniques.
- Knowledge of personnel principles and practices.
- Knowledge of general office machines, computer hardware, software and peripherals.

WORK EXPERIENCE:

- At least seven (7) years of related experience in vehicle maintenance and repair activities, including one (1) year lead work or supervisory experience, or any equivalent combination of training and experience.

OTHER REQUIREMENTS:

- Skill in supervising, evaluating, training and motivating employees.
- Skill in scheduling and prioritizing manpower and projects.
- Skill in resolving day-to-day questions/problems regarding equipment, materials, methods, and procedures needed to complete maintenance and repair tasks.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted during the course of work.
- Strong verbal and written communication skills.
- Attention to detail.
- Confidentiality.
- Planning and organizing.
- Time management and interpersonal skills.
- Customer-service orientation and taking initiative.

POSITION TITLE: GENERATOR MECHANIC

REPORT DIRECTLY TO: Director for Administrative Support Service

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Administration

EXTERNAL RELATIONS:

N/A

PURPOSE:

- To provide maintenance of the generator and other equipment in a safe and effective manner. Providing these services in an effective and efficient manner will ensure the reliability, access and safety of the Ministry's facilities.

KEY RESULT AREAS:

- Servicing and maintenance
- Power supply

DUTIES

General Management Functions:

- Maintains the generator and power supply in the Ministry.
- Perform other duties as may be required by the Director for Administrative Support Service from time to time.

Technical Duties:

- Makes modifications to diesel generator systems, including installation of battery chargers, fuel systems and other related diesel parts.
- Makes wiring modifications to diesel control circuits and electrical apparatus specific to the diesel standby system.
- Investigates diagnoses, troubleshoots and repairs diesel standby and transfer switch system problems.
- Performs preventive maintenance including checking for leaks, worn parts, taking oil samples, etc.

- Orders and installs replacement parts.
- Adjusts, calibrates and inspects the operation of auto transfer switch equipment.
- Prepares records of repairs, maintenance, parts ordered and parts used.
- Documents modifications to system.
- Transports equipment, tools and fluids to the ministry.
- Operates and maintains equipment, tools and safety devices which are designed to lift, move, transport, repair, inspect, measure or protect.
- Custodian of parts and materials for the maintenance of the generator.
- Maintain folders and records on each service to the generator to ensure its efficiency and effectiveness.
- Provide information on problems or service requirements to the Director for Administrative Support Service.
- Change oil, spark plugs and servicing of the generator.

Supervisory Function:

- Job holder does not have supervision authority.

AUTHORITY LIMIT:

- **Management of Budget**
 - Job holder has no management of budgets function.
- **Staff management**
 - Job holder does not manage any staff.
- **Asset management**
 - The job holder uses assets assigned to the position and he or she is held accountable for the assigned assets.

EDUCATIONAL QUALIFICATIONS:

- High School graduate or vocational certificate from a recognized institution.
- Thorough knowledge of the principles and practices applied in the maintenance and repair of diesel electric generating equipment.
- Thorough knowledge of the methods, hazards, and safety precautions related to diesel engines and diesel engine driven electric generators.
- Knowledge of diesel fuel requirements, including filter change schedules.

WORK EXPERIENCE:

- At least three (3) years' experience in repair, operation, and maintenance of various types of diesel, gasoline, natural gas, and propane fueled generator sets or similar equipment.

OTHER REQUIREMENTS:

- Ability to restore residual voltage to generator exciter field.
- Ability to read and understand electrical schematics, wiring diagrams, service manuals, panels and meters.
- Ability to put theory, experience, and training to use in a logical and systematic fashion.
- Ability to deal with problems on a priority basis and investigate all alternatives.
- Ability to maintain adequate records and reports.
- Ability to establish and maintain effective working relationships with superiors, subordinates, and the public.
- Ability to communicate effectively, orally and in writing.
- Good interpersonal skills and ability to meet deadlines.
- Ability to work alone and with others.
- Ability to supervise others.

POSITION TITLE: INSPECTOR

REPORT DIRECTLY TO: Deputy Inspector-General for Enforcement

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Staff of Inspection Department

EXTERNAL RELATIONS:

- Local county officials
- Business Community

PURPOSE:

- To monitor, promote and maintain safe and fair trading standards and for enforcing legislation that protects both the consumer and the law-abiding trader alike.
- To ensure that business establishments conform to the regulations and guidelines of the Ministry of Commerce and Industry.
- To monitor quality, price and types of goods on the Liberian Market.
- Coordinate with other Divisions of the Ministry, the Business community, the Private Sector and other ministries in the counties.

KEY RESULT AREAS:

- Monitoring
- Enforcement
- Ensuring compliance
- Reporting and documenting

DUTIES

General Management Functions:

- Perform day-to-day routine inspection of businesses in the counties to ensure registration, adherence to price ceiling set by the ministry.
- Crates and prepares monthly, quarterly and annual work plans and reports for the county.

- Attend staff meetings and ensure the dissemination of information to staff in the county offices.

Technical Duties:

- Plans, organizes and coordinates activities of Commercial Inspectorate, IPD and EPD.
- Investigates expired goods, foreign labels name brands, etc.
- Coordinates with other Divisions of the Ministry to ensure the quality, price and types of goods on the Liberian Market.
- Checks that products, services and equipment match advertise specifications and comply with quality standards.
- Compiles records and writes reports.
- Investigates all complaints.
- Gathers prosecution evidence, serves legal notices and provides evidence in court.
- Perform such other functions as may be assigned by the Deputy Inspector General for Enforcement from time to time.

Supervisory Function:

- Job holder has no supervision responsibility.

AUTHORITY LIMIT:

- **Management of Budget**
 - Job holder has no management of budget responsibility.
- **Staff management**
 - Job holder has no staff management responsibility.
- **Asset management**
 - The job holder uses assets assigned to the position and he or she is held accountable for the assigned assets.

EDUCATIONAL QUALIFICATION:

- High School graduate or vocational training certificate from a recognized institution.
- Bachelor's degree in Law, Business, Marketing or Economics from a recognized University is an added advantage.

WORK EXPERIENCE:

- At least five (5) years of proven successful and professional experience at senior level management with at least two (2) of those years in administrative position in business establishment.

OTHER REQUIREMENTS:

- Ability and experience working with business community and senior level government officers.
- Excellent oral and written communication skills.
- Excellent interpersonal skills and ability to work with and build teams.
- Ability to review and write detail description of what was read.
- Have working knowledge of MS Word, Excel and Power Point.
- Confidence
- Maturity
- Diplomacy

POSITION TITLE: INTERNAL AUDITOR

REPORTS DIRECTLY TO: INTERNAL AUDITOR Director

DIRECTLY SUPERVISES:

- Junior Auditor
- Audit Technician

DEPARTMENTAL /FUNCTIONAL RELATIONS:

- Minister
- Administration
- Finance
- Procurement

EXTERNAL RELATIONS :

- Ministry of Finance and Development Planning
- Internal Audit Agency
- Donors

PURPOSE:

- To ensure that the internal policies, regulations and procedures are adhered to and the systems of internal controls are adequate to maintain the integrity of the Ministry of Commerce and Industry and its operations.
- To provide strategic direction, manage and execute the Internal Audit Agency's mandate, standards and the organization's policies and procedures.

KEY RESULT AREAS:

- Strategy development and implementation
- Networking
- Reporting and documenting
- Risks management
- Program and strategy monitoring and evaluation

DUTIES

General Management Functions:

- Conduct audits.
- Monitor and evaluate how well risks are being managed.
- Monitor and evaluate internal processes.
- Provide consulting services.
- Advise management on how to improve systems and processes.

Technical Duties:

- Performs and controls the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations.
- Determines internal audit scope and develop annual plans.
- Obtains, analyzes and evaluates accounting documentation, previous reports, data, flowcharts, etc.
- Prepares and present reports that reflect audit's results and document process.
- Acts as an objective source of independent advice to ensure validity, legality and goal achievement.
- Identifies loopholes and recommends risk aversion measures and cost savings.
- Maintains open communication with management and audit committee.
- Documents process and prepares audit findings memorandum.
- Conducts follow up audits to monitor management's interventions.
- Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards.
- Performs special investigations (relating to fraud and suspected irregularities) as directed by the Minister.
- Prepares and reviews reports on all queries responded to by management.
- Conducts risk assessment to determine audit areas.
- Executes audit programs using appropriate procedures and technique.

- Carries out necessary tests and evidence gathering to analyze the adequacy of the system.
- Ensures compliance with standards, guidelines and procedures.
- Conducts meetings/discussions with relevant managers.
- Follow-up responses to audit reports to ensure that recommendations made are implemented and internal controls are adhered to.
- Participates in the preparation and updating of the Ministry's financial records.
- Acts as the chief reviewer of all financial and other records to ensure accuracy and transparency in both financial transactions and the records.
- Participates in the preparation of the Ministry's budget.
- Ensures the security of audit files.
- Performs other relevant duties consistent with the mandate of the Ministry of Commerce and Industry as may be required by the Minister from time to time.

Supervisory Function:

- Provides mentorship and coaching for Junior Auditor and Audit Technician.

AUTHORITY LIMIT:

- **Management of Budget**
 - Job holder makes contribution to the preparation of budget.
- **Staff management**
 - Job holder has staff management responsibility.
- **Asset management**
 - The job holder uses assets assigned to the position and he or she is held accountable for the assigned assets.

EDUCATIONAL QUALIFICATION:

- Bachelor's degree in Accounting or Finance or a related field from a recognized University.

WORKING EXPERIENCE:

- Proven work experience as Internal Auditor; at least five (5) years' experience in auditing.

- Experience in auditing standards and procedures including value for money audits.
- Comprehensive knowledge of audit procedures and practices.
- Comprehensive knowledge of the education sector in Liberia.
- Thorough knowledge of the Ministry's activities, policies and procedures.

OTHER REQUIREMENTS:

- Relevant computer skills on MS Office, accounting software and databases.
- Ability to manipulate large amounts of data and to compile detailed reports.
- Proven knowledge of auditing standards and procedures, laws, rules and regulations.
- High attention to detail and excellent analytical, problem solving and sound independent judgment skills.
- Must possess good research skills.
- Must possess good written and verbal communication skills and presentation skills.
- Highly motivated and demonstrated ability to work on own initiative.
- Require high integrity and ethics.
- Must possess leadership and interpersonal skills.

POSITION TITLE: LIAISON OFFICER

REPORTS DIRECTLY TO: Director, Information Services

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- ITSS

EXTERNAL RELATIONS:

- The Media
- MACs
- Embassies
- UN Agencies
- General Public

PURPOSE:

- To ensure effective communication and coordination of activities between the Ministry of Commerce and Industry and its relevant external relations.

KEY RESULT AREAS:

- Efficient coordination
- Reporting and documenting
- Strategic communications
- Stakeholders relationship and management
- Client Service

DUTIES

General Management Functions:

- To serve as an official go-between for senior officials and the Ministry's external relations.
- Follow-up on the payment of salary and allowance for employees.
- Assist in preparation of weekly and monthly reports.

- Perform such other functions as may be assigned to you by the Director of Information Services from time to time.

Technical Duties:

- Coordinates and controls any related activities between the Ministry and its external relations.
- Supports strategic partnerships by providing top quality advice and facilitating effective knowledge management.
- Coordinates the preparation, analysis, negotiation and review contracts related to the purchase of equipment, materials, supplies, products, or services.
- Provides regular updates to the Ministry's external relations on its purposes, principles and projects.

Supervisory Function:

- Job holder may or may not have supervisory function.

AUTHORITY LIMIT:

Management of Budget

- Job holder contributes to preparation of budget.

Staff management

- Job holder may or may not have staff management responsibility.

Asset Management

- The job holder uses assets assigned to the position and he or she is held accountable for the assigned assets.

EDUCATIONAL QUALIFICATION:

- Bachelor's degree in Business Management or Administration from a recognized University.

WORK EXPERIENCE:

- Proven work experience as Liaison Officer; at least five (5) years' experience in a similar position with two (2) years as a Liaison Officer.

OTHER REQUIREMENTS:

- Exhibit a high level of initiative, objectivity, integrity and commitment.
- Good team spirit and human relations management.
- Excellent communication skills both written and spoken.
- Good organizational ability and adaptability.
- Outgoing and confident with a pleasant personality, and enjoy dealing with the public.
- Knowledge of office tools (Excel, Word) and Internet (Outlook).
- Negotiation and excellent listening ability is required.
- Be sensitive to the people you are dealing with and have good problem solving skills.
- Must be detail oriented and willing to devote the time needed.
- Good interpersonal skills and ability to meet deadlines.
- Ability to work alone and with others.
- Ability to work under pressure and meet targets and priority.

POSITION TITLE: MAINTENANCE OFFICER

REPORTS DIRECTLY TO: Director, Administrative Support Services

DIRECTLY SUPERVISES:

- Messengers
- Drivers
- Electricians
- Security

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All departments

EXTERNAL RELATIONS:

- GSA
- Service providers (e.g. Contractors)
- Suppliers

PURPOSE:

- To oversee and coordinate the Office Assistants, Electricians, and Mechanics who maintain and repair electrically appliances, clean bathrooms, offices and maintain other building systems.
- To ensure that the electrical appliances in the building are functioning properly.
- To ensure that the standard generator is serviced on time and properly working.
- To contribute to the overall work of the Ministry of Commerce and Industry.
- To promote effective and efficient management, landscaping and beautification of MoCI's buildings and surroundings and recommend appropriate maintenance solutions in the event of major repair, landscaping and beautification works.
- Coordinate and supervise all estate activities.

KEY RESULT AREAS:

- Maintenance and Repairs
- Estate Management
- Janitorial Services
- Landscaping

DUTIES

General Management Functions:

- Ensures the general maintenance and up keeping of the Ministry's building.
- Performs other duties as may be required by the ASSD Director and Assistant Minister for Administration from time to time.

Technical Duties:

- Develops and implements an efficient estate management system to support the operations of the MoCI.
- Participates in the allocation of office space/accommodation, facilities, equipment and building maintenance within the MoCI.
- Helps to coordinate all activities pertaining to estate management to ensure efficient management of MoCI building and surroundings.
- Coordinates and ensures regular maintenance and repair schedules of landscaping and beautification for the MoCI building, central structures and surroundings.
- Maintains the stand-by generator, and the flow of electricity into the offices.
- Undertakes investigations and enquiries in order to resolve complaints relating to electricity matters.
- Maintains and repairs any leakage or damage on the MoCI building.
- Coordinates and monitors the cleanliness and sanitation in and around the MoCI and its Annex Structures.

- Monitors installation, repair and maintenance works to ensure timely service delivery within costs.
- Performs other duties consistent with the functions of the Section as may be assigned by the superior from time to time.

Supervisory Function:

- Supervises the day to day activities of the staff of the Maintenance Unit and the cleaning of the Ministry.

AUTHORITY LIMIT:

- **Management of Budget**
 - Job holder contributes to the preparation of budget
- **Staff management**
 - Job holder manages staff under his/her supervision
- **Asset management**
 - Incumbent uses assets assigned to the position to accomplish the work. Incumbent works with supervisor to oversee the safe custody of all MoCI's assets.

EDUCATIONAL QUALIFICATION:

- High School Diploma and a Certificate in the Technical/Building Trade from a recognized institution.
- Diploma in Electricals from a recognised institution.

WORK EXPERIENCE:

- At least five (5) years of working experience with two (2) year post qualification experience.

OTHER REQUIREMENTS:

- Knowledge in electrical installation, repair and maintenance works.
- Ability to read and interpret drawings on electrical installation designs.
- Ability to investigate electrical faults and make recommendations for appropriate repair measures.
- Good supervisory and team building skills.

- Time management and work scheduling skills.
- Planning and organizing skills.
- Ability to keep abreast with trends in electrical installation systems, materials and fixtures.
- Good oral communication and ability to work with other trades.
- Computer literacy.

POSITION TITLE: ASSISTANT TRAINING OFFICER

REPORT DIRECTLY TO: Training Officer/Director, Human Resource

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All departments

EXTERNAL RELATIONS:

- LIPA
- Other training providers

PURPOSE:

- To provide standard or specialized teaching, technical training or counseling in a designated area.
- To prepare new employees for their job.
- To assist in the coordination of all training activities in the Ministry.

KEY RESULT AREAS:

- Training programs
- Reporting and documentation

DUTIES

General Management Functions:

- Properly files all documentation as it relates to the type of training that is been provided.

Technical Duties:

- Prepares, implements, monitors and evaluates training programs.
- Prepares training documentation such as training manuals, hand notes for participants, questionnaires and other support materials.
- Schedules training sessions and send notification to participants.
- Coordinates the preparation of training sessions, find training rooms, ensure all necessary equipment and catering arrangements as well.

- Informs participants or employees about training demands and other important aspects
- Participates at training sessions.
- Keeps records about each training course and also participants.
- Prepares and distributes training certificates for those who attended the class.
- Prepares drafting letters, documents, memoranda and reports related to training activities.
- Performs any other duties and responsibilities as assigned by the **Training Coordinator** from time to time.

Supervisory Function:

- Assist trainees with relevant documentation and references.
- Develop detailed timetables for training courses.

AUTHORITY LIMIT:

- **Management of budget**
 - Job holder makes input toward budget preparation.
- **Staff management**
 - Job holder may or may not manage staff.
- **Asset Management**
 - The job holder uses assets assigned to the position and he or she is held accountable for the assigned assets.

EDUCATIONAL QUALIFICATION:

- Bachelor's Degree in Business Management from a recognized University.

WORK EXPERIENCE:

- At least two (2) years of relevant working experience in similar position.

OTHER REQUIREMENTS:

- Ability to speak in public.
- Very good command of native language and at least one foreign language.
- Highly organized, punctual and responsible.
- Driven and problem-solver.
- Business and results oriented person
- Team worker
- Ability to travel
- Excellent oral and written communication skills.
- Excellent interpersonal skills and ability to work with and build team.
- Make sound decisions using established policies.
- Ability to review and manage others' works.
- Ability to work under pressure.
- Computer skills: Has working knowledge of MS Word, Excel and Power Point.

POSITION TITLE: CLERICAL OFFICER (FORMERLY CLERK TYPIST)

REPORT DIRECTLY TO: DEPUTY COMPTROLLER

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Procurement

EXTERNAL RELATIONS:

- NIL

PURPOSE:

- To carry out general clerical work as specifically assigned.
- Serve as a resource to staff.

KEY RESULT AREAS:

- Correspondence
- Memoranda
- Report statistical tabulations

DUTIES

General Management Functions:

- Provide information on departmental activities or policies in response to telephone inquiries or personal visitations.

Technical Duties:

- Composes, types, edits, formats and proofreads a variety of reports, correspondence, memos and written materials.
- Prepares, keyboards, types and processes various requisitions and forms.
- Collects, compiles, checks and compares, balances, tabulates and summarizes statistical or financial and/or other information.
- Enters, updates, and maintains a variety of statistical, financial and/or other information in computer database and generates reports.
- Prepares files and maintains various lists, logs, files and records.
- Collects, packages, sorts and distributes mail and materials.

- Orders and distributes supplies and maintains inventory of supplies and equipment.
- Schedules meetings, appointments and makes travel arrangements.
- Makes room reservations for meetings and events.
- Answers telephones, takes messages and directs callers to appropriate personnel.
- Solicits from and provides information to employees, public agencies and the general public regarding assigned departmental functions.
- Provides work direction and guidance to other employees as assigned for specific clerical tasks.
- Performs all other duty that may be assigned by the Deputy Comptroller from time to time.

Supervisory Function:

- Job holder may or may not supervise staff.

AUTHORITY LIMIT:

- **Management of budget**
 - Job holder has no management of budget responsibility.
- **Staff Management**
 - Job holder has no staff management responsibility.
- **Asset management**
 - The job holder uses assets assigned to the position and he or she is held accountable for the assigned assets.

EDUCATIONAL QUALIFICATION:

- High School Diploma from a recognized institution.
- Associate or Bachelor's degree in a related field from a recognized University is an advantage.

WORK EXPERIENCE:

- At least one (1) year experience post qualification in general clerical and office work, or any equivalent, combination of experience and training which provides the required knowledge, skills, and abilities.

OTHER REQUIREMENTS:

- General office practices.
- Good knowledge of office procedures and equipment usage.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable sections of State laws.
- Filing and record-keeping systems and techniques.
- Microsoft Office Word, Excel, and Outlook.
- Knowledge of simple bookkeeping and accounting principles.
- Ability to maintain a high level of care and thoroughness in handling the details of a task.
- Ability to check and compare information for completeness and accuracy.
- Ability to make arithmetic calculations with speed and accuracy.
- Ability to participate as part of a team.
- Ability to interpret, apply, and explain policies, procedures, rules and regulations.
- Ability to understand and follow oral and written directions.
- Ability to meet schedules and time lines.
- Ability to establish and maintain cooperative and effective working relationship with others.
- Ability to lead, guide, and mentor others.
- Ability to complete work despite frequent interruptions.
- Ability to work independently with little direction.
- Ability to accurately format and edit keyboarded material using standard computer hardware and software.
- Ability to learn and apply new versions and functions of standard office hardware and software including typewriters, copy and fax machines.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.

POSITION TITLE: HEAD INDUSTRIAL INFORMATION SECTION

REPORT DIRECTLY TO: Assistant Director, Industrial Compliance and Support Division

DIRECTLY SUPERVISES:

- Research Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- NIL

EXTERNAL RELATIONS:

- Industries

PURPOSE:

- To collect and disseminate statistical data on all industries in Liberia.
- To compile information required by policy makers, such as statistics and general information regarding the Industrial Sectors in Liberia.
- To promote effective organizational practices between the Ministry of Commerce and Industry (MoCI) and the Liberian industries.

KEY RESULT AREAS:

- Data collection
- Data analysis
- Data dissemination
- Industrial relations

DUTIES

General Management Functions:

- Analyzes information and place in the Division's data base for easy access.
- Timely preparation of quarterly report covering activities of job done.
- Manages industrial relations for the division.

Technical Duties:

- Advises the Ministry of Commerce and Industry (MoCI) on the operation of industrial enterprises and agreements.
- Maintains a good relationship between the Ministry of Commerce and Industry (MoCI) and the various industries.
- Represents the Ministry of Commerce and Industry (MoCI) in front of industrial groups.
- Conducts research relating to industrial enterprises.
- Ensures that all incoming statistical data collected are properly sorted, analyzed, delivered to the appropriate person and adequately responded to.
- Builds constructive relationships between all stakeholders.
- Manages the implementation and application of disciplinary and grievance procedures and policies on behalf of the Ministry of Commerce and Industry (MoCI).
- Implements and maintains a comprehensive information relations administration system.
- Maintains and updates all labor related policies and procedures, ensuring the enforcement and adherence of these policies and procedures by advising and monitoring management and staff and the industries.
- Conducts and develops industrial relations related training.
- Monitors the operations of industrial enterprises in Liberia.
- Perform other duties or functions as may be required by the Director of Industrial Compliance and Support from time to time.

Supervisory Function:

- Supervise all staff and visit all industries operating in Liberia to collect statistical production and sales on a quarterly basis.

AUTHORITY LIMIT:

- **Management of budget**
 - Job holder makes contribution to budget preparation.
- **Staff management**
 - Job holder has staff management responsibility.
- **Asset management**
 - The job holder uses assets assigned to the position and he or she is held accountable for the assigned assets.

EDUCATIONAL QUALIFICATION:

- Bachelor's Degree in a related field from a recognized University.

WORK EXPERIENCE:

- At least two (2) years of postgraduate relevant work experience.

OTHER REQUIREMENTS:

- Ability and experience working with business community and senior level government officers.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Ability to work with and build teams.
- Ability to make sound decisions using established policies.
- Ability to review and manage other's works and ability to work under pressure.
- Have working knowledge of MS Word, Excel and Power Point.

POSITION TITLE: PERSONNEL ANALYST

REPORT DIRECTLY TO: Director, Human Resource Management

DIRECTLY SUPERVISES:

- File clerk

DEPARTMENTAL/FUNCTIONAL RELATIONS:

All departments

EXTERNAL RELATIONS:

- Civil Service Agency
- Ministry of Finance and Development Planning
- National Social Security Corporation

PURPOSE:

- To provide support in the various human resource functions including recruitment, staffing, training and development, performance monitoring and employee counseling.

KEY RESULT AREAS:

- Records management

DUTIES

General Management Functions:

- Provides advice and assistance with writing job descriptions.
- Provides information for preparation of monthly, quarterly and annual programs work schedules and reports for the Division.

Technical Duties:

- Analyzes requests and assignments related to organizational structure, salary levels, classification, examining procedures and other human resources functions.
- Develops and evaluates alternative methods for solving human resources issues, and prepares reports of findings and recommendations for solutions.

- Analyzes duties and responsibilities in accordance with recognized practices to determine job content for purposes of examination development, position classification, compensation, and performance reviews.
- Interviews incumbents and supervisors, and determines and/or recommends appropriate testing and allocation of positions.
- Develops new or revised classes based on job studies.
- Prepares complete class specifications and recommends adoption or revision of specifications.
- Gathers, tabulates and analyzes salary and benefits data.
- Recommends maintenance or revision of the salary structure.
- Develops and validates examinations.
- Plans and conducts recruitment activities.
- Analyzes staffing requirements and applicant sources.
- Represents the Ministry of Commerce and Industry in the resolution of unemployment insurance claims, including claims administration, account monitoring, establishing and maintaining of administrative procedures, providing information and coordinating with Ministry's departments on eligibility standards, claims investigations, record keeping requirements, and other program related matters.
- Writes reports on human resources matters that may be controversial and would include presentation of research data, definition of problems, and evaluation of alternative solutions.
- Gives oral presentations before departments, employee groups, etc.
- Designs and conducts employee training modules and orientation programs.
- Develops and utilizes specialized training aids.
- Confers with departmental officials on classification, compensation, and other human resources matters as they relate to particular projects assigned.
- In a line department, may assist in investigating and disposing of grievances, in researching legislation and case law, and in other labor relations' activities.

- Oversees the preparation of payroll documents and timesheet data entry into the personnel/payroll system.
- Oversees the processing of new employees, employee terminations, leaves of absence, and other personnel actions.
- Gathers, assembles, preserves, and reports information to prepare notice of proposed disciplinary action, pre-discipline hearing report, or order of disciplinary action connected with employee discipline cases.
- Investigates, prepares findings, and makes recommendations regarding complaints of unlawful discrimination or harassment.
- Perform other functions as may be assigned by the director and/or Assistant Director from time to time.

Supervisory Function:

- Provides supervision and coaching for subordinate staff.

AUTHORITY LIMIT:

- **Management of budget**
 - Job holder does not manage budget.
- **Staff management**
 - Job holder has staff management responsibility.
- **Asset management**
 - The job holder uses assets assigned to the position and he or she is held accountable for the assigned assets.

EDUCATIONAL QUALIFICATION:

- Bachelor's degree in Business Management, Social Science or related field from a recognized University.
- Master's degree in a related field from a recognized University would be an added advantage.

WORK EXPERIENCE:

- At least three (3) years' work experience at senior level.

OTHER REQUIREMENTS:

- Ability to understand, interpret and apply human resources laws, rules, regulations, standards, and procedures.
- Ability to interpret and apply equal opportunity laws, civil service regulations, and provisions of contracts, ordinances, and negotiated agreements and other regulations or policies relating to human resources.
- Ability to identify and describe problems
- Ability to analyze, compare, prioritize and evaluate complex data.
- Ability to develop and evaluate alternative solutions, and identify consequences of decisions and recommendations.
- Ability to present data clearly and concisely, orally and in writing, to convey concepts and/or conclusions.
- Ability to prepare technical reports and research.
- Ability to speak effectively to groups.
- Ability to meet time deadlines.
- Ability to work under pressure and deal with emotional and/or confrontational situations.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Ability to work with and build teams.
- Ability to make sound decisions using established policies.
- Has working knowledge of MS Word, Excel and Power Point.

POSITION TITLE: PRICE ANALYST

REPORTS DIRECTLY to: Director, Division of Trade

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Trade Affairs

EXTERNAL RELATIONS:

- Importers
- Exporters
- Business Community

PURPOSE:

- To monitor and compile market data on all imports and exports of goods and products.
- To disseminate relevant trade information to potential investors and respond to trade information inquiries.

KEY RESULT AREAS:

- Monitoring and Evaluation
- Reporting and documentation

DUTIES

General Management Functions:

- Provides information for preparation of monthly, quarterly and annual programs work schedules and reports for the Division.

Technical Duties:

- Gathers market data for pricing new products.
- Reviews market trends for pricing opportunities.
- Monitors cost and raw material fluctuations.
- Analyzes price relationships between products.
- Partners with merchandising team to develop pricing strategies.

- Works closely with management to implement new pricing.
- Creatively explores new revenue drivers.
- Creates and develops Trade statistics on import and exports.
- Creates Trade publication and guidelines.
- Disseminates relevant trade information to potential investors and respond to trade information inquiries and obtain Acquisition of relevant trade publications and guidelines.
- Collects, prepares and disseminates trade statistical data and guidelines to exporters for writing of report.
- Arranges trade document according to Trade Information Service (TIS) into sub-sections for easy references.
- Compiles statistics for exports through the assurance of EPD.
- Performs all other duties assigned by the Director of trade from time to time.

Supervisory Function:

- Job holder coordinates work with other staff.

AUTHORITY LIMIT:

- **Management of budget**
 - Job holder does not have management of budget responsibility.
- **Staff management**
 - Job holder has no staff management responsibility.
- **Asset management**
 - The job holder uses assets assigned to the position and he or she is held accountable for the assigned assets.

EDUCATIONAL QUALIFICATION:

- Bachelor's Degree in Operations Research or Management Science qualifies individuals for entry-level careers in operations research.

WORK EXPERIENCE:

- At least three (3) years of working experience at senior level. Analysts may also obtain relevant and practical knowledge for future work through courses in Political Science, Economics, Statistics, Engineering, Accounting and Management.

OTHER REQUIREMENTS:

- A keen eye for detail is essential for the job effectiveness.
- Technical acumen and quantitative skills.
- Ability to perform complex research.
- Excellent knowledge of using the computer, operations research software and statistical packages.
- Ability to maintain a current working knowledge of the technological advances, software tools and improvements in research and analytical methods.
- Ability to maintain positive working relationships with peers and managers and communicate effectively.
- Ability and experience working with business community and senior level government officers.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Ability to work with and build teams.
- Ability to review and write detail description of what was read.
- Having working knowledge of MS Word, Excel and Power Point.

POSITION TITLE: PRICE MONITOR

REPORTS DIRECTLY TO: Director, Price Analysis and Marketing Division

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Trade
- Inspectorate

EXTERNAL RELATIONS:

- Business community

PURPOSE:

- To monitor price, collect and compile market data on all import and exports of goods and products.

KEY RESULT AREAS:

- Statistical data
- Monitoring and evaluation
- Reporting and documenting

DUTIES

General Management Functions:

- Provides information for preparation of monthly, quarterly and annual programs work schedules and reports for the Division.

Technical Duties:

- Monitors prices.
- Maintains record and statistics.
- Coordinates work with other staff.
- Compiles statistics, analyze and determine price ceiling for essential commodities.

- Disseminates relevant trade information to potential wholesaler, retailer, importers and exporters and respond to trade information's inquiries.
- Creates and develops monthly, quarterly and annual reports.
- Conducts market survey.
- Prepares market intelligent reports.
- Establishes consumer price index and record analyze document for references.
- Performs all other duties as may be assigned by the Director of Price Analysis and Marketing.

Supervisory Function:

- Job holder does not have any supervisory function.

AUTHORITY LIMIT:

Management of budget

- Job holder has no management of budget responsibility.

Staff management

- The job holder may or may not have staff management responsibility.

Asset management

- The job holder uses assets assigned to the position and he or she is held accountable for the assigned assets.

Educational qualification:

- Bachelor's degree in Operations Research or Management Science from a recognized university.

WORK EXPERIENCE:

- At least two years' work experience in the Public sector.
- Experience working with business community and senior level government officers.

OTHER REQUIREMENTS:

- A keen eye for detail.
- Technical acumen and quantitative skills.
- Ability to perform complex research.
- Expert knowledge of using computers, research software and statistical packages.
- Ability to maintain a current working knowledge of technical advances, software tools and improvements in research and analytical methods.
- Interpersonal and organizational skills.
- Effective communication.
- Excellent oral and written communication skills.
- Ability to work with others and build teams.
- Ability to review and write detailed description of what was read.
- Has working knowledge of MS Word, Excel and Power Point.

POSITION TITLE: RECORDING CLERK

REPORTS DIRECTLY TO: Director, Supervisor

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Procurement
- Finance

EXTERNAL RELATIONS: N/A

PURPOSE:

- To perform specialized clerical duties pertaining to the administrative support of all divisions of the Ministry.

KEY RESULT AREAS:

- Records management/records-keeping
- Documenting

DUTIES

General Management Functions:

- Records and manages medical slips.

Technical Duties:

- Maintains updated files.
- Answers queries by searching and retrieving files.
- Updates files information.
- Processes all incoming and outgoing correspondence.
- Performs data entry.
- Adds new files to archives.
- Modifies or purge entries.
- Creates new folders and files.
- Aid people in retrieving information.
- Process and scan files to be entered into computer in digital database.

- Fax and photocopy files.
- Store and extract file information from computers.

Supervisory Function:

- Job holder does not have supervisory responsibility.

AUTHORITY LIMIT:

- **Management of Budgets**
 - Job holder has no management of budget responsibility.
- **Staff management**
 - Job holder has no staff management responsibility
- **Asset management**
 - The job holder uses assets assigned to the position and he or she is held accountable for the assigned assets.

EDUCATIONAL QUALIFICATION:

- High School Diploma or an Associate degree from a recognized University.
- Bachelor's degree in Business Management from a recognized University will be an added advantage.

WORK EXPERIENCE:

- At least two (2) years' experience in records management.

OTHER REQUIREMENTS:

- Good interpersonal skills.
- Ability to meet deadlines.
- Ability to work alone and with others.
- Good oral and written communication skills.
- Ability to work under pressure and meet targets and priority.
- Working knowledge of Microsoft Word, Excel and Power Point.

- Ability to work with electronic storage media, such as hard drives, floppy drives, and CD-ROMs.
- Ability to use scanners to convert forms, receipts, and reports into electronic format.

POSITION TITLE: RESEARCH OFFICER

REPORTS DIRECTLY TO: Director, Knowledge Management

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All departments

EXTERNAL RELATIONS: N/A

PURPOSE:

- To supervise research projects and work with the Director of Knowledge Management to ensure that the project remains on schedule.
- To help determine the goals of research projects, research methods, and other test parameters.
- To review and analyze data during the course of a project.

KEY RESULT AREAS:

- Research
- Reporting and documenting
- Report Analysis

DUTIES

General Management Functions:

- To assist the Director in implementing the Division's functions.
- To plan and participate in workshops.
- To provide information for preparation of monthly, quarterly and annual programs work schedules and reports for the Division.

Technical Duties:

- Works on a wide range of research projects and employing a range of different research methodologies (if undertaking research internally) for commercial and nonprofit businesses in Liberia.

- Conducts research and cost analysis of essential products on the market and make recommendations for senior management's decisions.
- Drafts research specifications.
- Commissions and manages research projects.
- Develops questionnaires and edits draft reports.
- Conducts or commissions and analyzes in-depth interviews with members of the business community and large-scale data sets.
- Ensures that research is conducted within a set time frame to meet policy requirements.
- Ensures quality control of research.
- Provides information and analysis on a policy issue and its development.
- Provides information on what research is already available in a policy area.
- Produces both written and oral briefs for policy colleagues and ministers, based on reviews of research evidence.
- Responds to external and internal research enquiries from colleagues, government departments, academics, local councils, regional development agencies and members of the public.
- Explains complex ideas and findings in a way that can be easily understood.
- Keeps up to date with developments in policy and social issues, as well as qualitative and quantitative research methods;
- Delivers presentations at conferences, workshops, awareness programs, etc.
- Perform all other functions as may be assigned by the Director of Knowledge Management from time to time.

Supervisory Function:

- Job holder may or may not have a supervisory function.

AUTHORITY LIMIT:

- **Management of budget**
 - Job holder makes contribution to the preparation of budget.
- **Staff management**
 - The job holder has no staff management responsibility.

- **Asset management**
 - The job holder uses assets assigned to the position and he or she is held accountable for the assigned assets.

EDUCATIONAL QUALIFICATION:

- Bachelor Degree in Business Management or Economics from a recognized University.

WORK EXPERIENCE:

- At least three (3) years of relevant work experience.

OTHER REQUIREMENTS:

- Excellent oral and written communication skills.
- Ability to make sound decisions using established policies.
- Ability to work under pressure.
- Has working knowledge of Microsoft Word Excel and Power Point.
- Ability to make sound decision based on technical, evaluative and analytical skills.
- Excellent research and analytical skills.
- Good organizational skills.
- Excellent interpersonal and teamwork skills.
- Knowledge and experience of social research methods, statistical techniques, social policy and specialist computer software including databases.
- Ability to deal confidently with people in important and influential positions.

POSITION TITLE: SECRETARY

REPORT DIRECTLY TO: Director, Assistant Director, Supervisor

DIRECTLY SUPERVISES:

- Filing Clerk
- Recording Clerk
- Office Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All staff
- Internal Audit
- Public Relations

EXTERNAL RELATIONS:

- Guests/Visitors
- General Public

PURPOSE:

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

KEY RESULT AREAS:

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

DUTIES

General Management Functions:

- Head the Office of the Director/Assistant Director.

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.
- Receives records and refers all official correspondence to appropriate Departments as directed.
- Manages an active appointment calendar in a manner that honours long standing commitments while accommodating new demands and situations as they arise.
- Communicates and takes appropriate action on incoming and outgoing electronic communications/letters.
- Maintains database of professional contacts and reviews them regularly for completeness and accuracy.
- Drafts, writes and types letters/memos and reports.
- Ensures the provision of excellent and quality secretarial services to the Office of the Director/Assistant Director.
- Serves as personal assistant to the Director/Assistant Director.
- Prepares documents for meetings and records proceedings at meetings.
- Keeps diary of the Director/Assistant Director and updates it regularly.
- Prepares daily itinerary for the Director/Assistant Director.
- Schedules appointments for the Director/Assistant Director.
- Attends special meetings of the Director/Assistant Director and records proceedings.
- Receives and attends to visitors of the Director/Assistant Director.

- Liaises with the General Administration and Finance Directorate for supply of office items and other logistics for the Office of the Director/Assistant Director.
- Maintains record/inventory of all stationery and office logistics in the Office of the Director/Assistant Director.
- 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/Assistant Director.
- Maintains an up-to-date and efficiently managed filing/record system.
- Performs other relevant duties and responsibilities consistent with the functions of the Department as may be assigned by the Director/Assistant Director from time to time.

Supervisory Function:

- Job holder supervises staff of the Secretariat to deliver on their work plans and schedules.

AUTHORITY LIMIT:

Management of budget

- Job holder contributes to the preparation of budget.

Staff management

- Job holder directly supervises filing clerk, recording clerk and office assistant.

Asset management

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

EDUCATIONAL QUALIFICATION:

- A good first degree in Management Studies, Secretaryship or Private Secretary Certificate a recognized University.
- Advanced competency in the French Language is an advantage.

WORK EXPERIENCE:

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

OTHER REQUIREMENTS:

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

POSITION TITLE: SECURITY OFFICER

REPORT DIRECTLY TO: Director, Administrative Support Service

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Administration

EXTERNAL RELATIONS:

- Customers
- All visitors

PURPOSE:

- To provide professional security protection, safeguarding, safety, and security of assets, property, personnel, customers and all visitors, at the Ministry of Commerce and Industry and its branches.

KEY RESULT AREAS:

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

DUTIES

General Management Functions:

- Ensures the safety of lives and properties at the Ministry of Commerce and Industry.

Technical Duties:

- Accurately record entry/exists of all vehicles and persons e. g. registration number, drive, person doing business, time of entry.
- Provide protection of all persons, vehicles and other properties at the Ministry of Commerce and Industry.

- Maintains accurate records of items/articles entering/leaving the premises, ensuring that all GoL assets leaving the premises are duly authorized and recorded.
- Provide protection to prevent breaking in, vandalism or theft of motor vehicles parked near the Ministry of Commerce and Industry.
- Restrains, detains or evicts uncooperative persons.
- Prevents loss of any property.
- Provides assistance to visitors/customers/clients/staff in locating the person they wish to see and give directions on how to find such persons.
- Be alert to all potential dangers and take all possible steps to avert them.
- Directs vehicles to park appropriately on street.
- Maintains a log of the entry and exit of MOCI fleet.
- Be knowledgeable on the location and operation of safety and firefighting equipment, fire extinguishers, etc.
- Assists in cases of emergency.
- Calls Police or Firemen in cases of emergency such as robbery or fire.
- Prevents intruders, unauthorized vendors and animals from entering the building.
- Maintains a log of employees working late, on weekends and public holidays as directed by administration.
- Patrols outdoor areas and prevent tampering with cars or equipment in the area.
- Monitors persons/vehicles entering/leaving the undercroft area.
- Monitors the activities of janitorial personnel and other contact workers during their daily routine.
- Performs all other duties as may be assigned by the Director of Administrative Support Service.

Supervisory Function:

- Job holder does not have supervisory function.

AUTHORITY LIMIT:

- **Management of budget**
 - Job holder makes no contribution to the management of budget.
- **Staff management**
 - Job holder does not have staff management responsibility.
- **Asset management**
 - The job holder uses assets assigned to the position and he or she is held accountable for the assigned assets.

EDUCATIONAL QUALIFICATION:

- High School graduate from a recognized institution.
- Post-qualification certificate in security management is a necessary requirement.

WORK EXPERIENCE:

- At least four (4) years post qualification experience in security management and coordination two (2) years of which must have been in the public service of Liberia.

OTHER REQUIREMENTS:

- Knowledge of security practices and procedures.
- Basic knowledge of crime management.
- Must be physically fit.
- Ability to monitor CCTV systems as they operate.
- Good Report Writing skills.
- Knowledge of MoCI's precincts and its environs.
- Planning and organizing skills.
- Good interpersonal and communication skills.

- Ability to work in a fast paced and often pressured environment.
- Computer proficiency.

POSITION TITLE: SENIOR COUNTY COMMERCE INSPECTOR

REPORT DIRECTLY TO: Assistant Inspector General-Rural

DIRECTLY SUPERVISES: Inspectors in county

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Standards
- NSL

EXTERNAL RELATIONS:

- Business Community

PURPOSE:

- To ensure that business establishments conform to the regulations and guidelines of the Ministry of Commerce and Industry.
- To monitor quality, price and types of goods on the Liberian Market in the counties, works with the Business Community.
- To coordinate with other Divisions of the Ministry of Commerce and Industry, the Business community, the Private Sector and other ministries to ensure the approved quality, price and types of goods in the Liberian Market.

KEY RESULT AREAS:

- Coordination skills
- Monitoring and evaluation

DUTIES

General Management Functions:

- To ensure that business establishments conform to the regulations and guidelines of the Ministry of Commerce and Industry and, to monitor quality, price and types of goods in the Liberian Market.

Technical Duties:

- Plans, organizes and coordinates activities of Counties Inspectorate, County IPD and County EPD.
- Creates and prepares monthly, quarterly and annual work plans and reports for the county.

- Attends staff meetings and ensures the dissemination of information to staff in the county offices.
- Creates and develops a list of violators and non-compliance businesses in the county as related to the adherence to price ceiling set by the Ministry of Commerce and Industry.
- Monitors expired goods, foreign labels, name brands and rusty can.
- Coordinates and ensures the activities of inspectors.
- Performs all other duties as may be assigned by the Assistant Inspector General-Rural from time to time.

Supervisory Function:

- Monitors and supervises all Inspectors assigned in the county.

AUTHORITY LIMIT:

- **Management of budget**
 - Job holder makes contribution to budget preparation.
- **Staff management**
 - May or may not have staff management responsibility.
- **Asset management**
 - The job holder uses assets assigned to the position and he or she is held accountable for the assigned assets.

EDUCATIONAL QUALIFICATION:

- Bachelor's Degree in Business Management or Marketing Management from a recognized University.
- A Master's Degree in related field from a recognized University would be an added advantage.

WORK EXPERIENCE:

- At least five (5) years of proven successful and professional experience at senior level management with at least two (2) of those years in administrative position in business establishment.

OTHER REQUIREMENTS:

- Ability to work with the business community and senior government officers.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Ability to work with and build teams.
- Ability to review and write detail description of what was read.
- Have working knowledge of MS Word, Excel, and Power Point.

POSITION TITLE: SECRETARY (FORMERLY STAFF ANALYST)

REPORT DIRECTLY TO: Assistant Ministers, Directors

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS: All Departments

EXTERNAL RELATIONS: CSA, MFDP

PURPOSE:

- To direct and conduct complex research and analytical studies of a highly technical and specialized nature on critical issues or developments which have a significant impact on the policies, goals, objectives, and operations of the assigned department(s).
- To serve as a member of the senior management team in the planning and implementation of major departmental changes.

KEY RESULT AREAS:

- Ensures the identification and development of training program for the staff.

DUTIES

General Management Functions:

- Ensure the dissemination of information from and to Assistant Minister and staff.

Technical Duties:

- Reviews, analyzes and verifies all issues and documents coming to the assigned office.
- Serves as focal person and represents the Assistant Minister in meetings.
- Handles all incoming and outgoing communications.
- Prepares monthly, quarterly and annual reports and work plans.
- Develops strategies for initiating collaborative efforts with other departments to coordinate and integrate the delivery of services.
- Performs all other functions as may be assigned from time to time by the Assistant Minister for Commerce.

Supervisory Function:

- Coordination and supervision of office staff.

AUTHORITY LIMIT:**Management of budget**

- Job holder contributes to the preparation of budget.

Staff Management

- Job holder has performs staff management functions.

Asset management

- Uses assets assigned

EDUCATIONAL QUALIFICATION:

- Bachelor's degree in Business Administration or Marketing Management from a recognized University.
- Master's degree from a relevant field and recognized institution would be an added advantage.

WORK EXPERIENCE:

- At least four (4) years of working experience in a related field, two (2) of which at senior management level.

OTHER REQUIREMENTS:

- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Ability to work with and build teams.
- Ability to make sound decisions using established policies.
- Ability to review and manage others' work.
- Ability to work under pressure.
- Have working knowledge of MS Word, Excel and Power Point.

POSITION TITLE: STANDARD OFFICER

REPORT DIRECTLY TO: Assistant Director of Standard

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS: Inspectorate, NSL, Consumer Protection, Industrial Compliance

EXTERNAL RELATIONS:

- Liberia National Police
- Business Community
- Liberia Revenue Authority
- Bureau of Customs and Nationalization
- Trade Organizations
- Legal professionals
- Local authorities

PURPOSE:

- To regulate, advise on and enforce laws governing the Commerce and Industry sectors in Liberia.
- To liaise with other institutions such as the Police, Revenue, Customs, etc. to prevent, detect and prosecute malpractices within the Commerce and Industry sectors.
- To investigate all complaints brought to the attention of the Ministry of Commerce and Industry concerning violations of trading activities.

KEY RESULT AREAS:

- Monitoring and Control

DUTIES

General Management Functions:

- Reports on all assignments through the office of the Assistant Director of Standards.

Technical Duties:

- Ensures that all goods and services maintain quality standards.
- Regulates all weights and measures to facilitate fair trading activities.
- Verifies quality of goods through inspection, testing, and certification through the use of National Standard Laboratory facilities.
- Ensures quality control in commercial and industrial establishments.
- Investigates suspected offences.
- Presents evidence at court in criminal proceedings.
- Keeps up to date with new legislation, new cases and guidance procedures.
- Utilizes standards to promote trade and safeguard the nation against "dumping" of goods of inferior quality.
- Promotes and encourages the maintenance of standards for the improvement of goods and services, processes, and practices in the Country.
- Conducts Price analysis and report to the Assistant Director of Standards.
- Performs all other duties as may be assigned by the Assistant Director of Standards from time to time.

Supervisory Function:

- Job holder performs coordination and supervision of the office.

AUTHORITY LIMIT:

Management of budget

- Job holder contributes to budget preparation.

Staff management

- Job holder may or may not have staff management responsibility.

Asset management

- Uses assets assigned

EDUCATIONAL QUALIFICATION:

- Bachelor's degree in Business Management from a recognized University.

WORK EXPERIENCE:

- At least four (4) years of relevant work experience in the public sector.

OTHER REQUIREMENTS:

- Excellent interpersonal skills.
- Ability to meet deadlines.
- Confidence.
- Maturity.
- Diplomacy.
- Ability to work alone and with others.
- Ability to supervise others.
- Excellent oral and written communication skills.
- Working knowledge of Microsoft Word, Excel and Power Point.

POSITION TITLE: TRADE OFFICER

REPORTS DIRECTLY TO: Director, Trade Division

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Department of consumer Education and Trade
- Department industrial compliance

EXTERNAL RELATIONS

- Environmental Protection Agency
- Ministry of Agriculture
- Forestry Development Authority
- Liberia Produce Marketing Corporation
- Ministry of Justice
- Ministry of Lands, Mines and Energy
- Business Community
- Liberia Revenue Authority
- Bureau of Customs and Nationalization
- Trade Organizations
- Legal professionals
- Local authorities

PURPOSE:

- To ensure proper inspection, investigation and auditing of trade processes and works.
- To maintain records and furnish necessary information to importers and exporters.
- To coordinate procedures for ensuring that daily operations among all trading departments are integrated.

KEY RESULT AREAS:

- Exports and Imports

DUTIES

General Management Functions:

Technical Duties:

- Ensures that all imports and exports meet the relevant licensing requirements established by line ministries and agencies (Environmental Protection Agency, Ministry of Agriculture, Forestry Development Authority, Liberia Produce Marketing Corporation, Ministry of Justice and the Ministry of Lands, Mines and Energy, etc.).
- Collects, prepares and disseminates trade information to potential investors and respond to trade information inquiries.
- Promotes products made in Liberia.
- Analyzes all import and export permits.
- Provides periodic trade information guides for exporters.
- Maintains record and furnish necessary information to importers.
- Prepares monthly, quarterly and annual reports.
- Provides trade statistics, publication and guidelines.
- Provides trade information to the general public.
- Facilitates and monitors both local and international trade fairs.
- Promotes, regulates and monitors international trade with respect to import and export activities.
- Analyzes the collected data from the rural and urban areas to be able to facilitate local and international requirements as far as trade facilitation is concerned.
- Collects and analyzes statistical data and report same to the Assistant Director of the Division.
- Assigns relevant code to EPDS.
- Ensures all goods imported to Liberia or exported from Liberia meet the requisite import and export procedures, especially having an approved IPD or EPD
- Coordinates foreign trade fairs in Liberia.

- Performs all other duties as may be required by the Trade Promotion Officer from time to time.

Supervisory Function:

Job holder may or may not have supervisory functions.

AUTHORITY LIMIT:

Management of budget

- Job holder makes contributions to budget preparation.

Staff management

- Job holder may or may not have staff management responsibility

Asset management

- Uses assets assigned

EDUCATIONAL QUALIFICATION:

- Bachelor's degree in Business Administration, Marketing or Economics from a recognized University.
- Master's degree in a relevant field from a recognized institution may be an added advantage.

WORK EXPERIENCE:

- At least five (5) years of proven successful and professional experience at senior level management with at least two (2) of those years in administrative position in a business establishment.

OTHER REQUIREMENTS:

- Excellent negotiation skills.
- Ability and experience working with business community and senior level government officers.
- Diplomacy.
- Confidence.
- Analytical skills.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.

- Ability to work with and build teams.
- Ability to review and write detail description of what was read.
- Have working knowledge of MS Word, Excel and Power Point.

POSITION TITLE: TRAINING OFFICER

REPORTS DIRECTLY TO: Director of Human Resource

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All staff

EXTERNAL RELATIONS:

- Ministries, Agencies and Commissions
- Training Institutions
- Trainers/Resource Persons
- Ministries, Agencies and Commissions
- Donors
- Research Institutions

PURPOSE:

- To identify staff training and development needs and plans, organize and oversee appropriate training.

KEY RESULT AREAS:

- Training Programs

DUTIES

General Management Functions:

- Liaises with division heads to plan their staffs training needs.

Technical Duties:

- Conducts job evaluation surveys.
- Identifies and assesses training and development needs for all staff.
- Delivers/oversees the delivery of training to individuals or groups of employees.
- Compiles and presents information.
- Implements, advises and monitors appraisal schemes.

- Supervises and monitors progress made via training programs or schemes.
- Ensures employees receive statutory required training.
- Prepares and manages an annual training budget.
- Prepares and submits Training Report regularly as may be specified by Administration.
- Perform all other functions as may be required by the Director of Human Resource from time to time.

Supervisory Function:

- Ensures effective management, implementation, monitoring and evaluation of training programs.

AUTHORITY LIMIT:

- **Management of budget**
 - Job holder has no management of budget responsibility.
- **Staff management**
 - Job holder may or may not have staff management responsibility.
- **Asset management**
 - The job holder uses assets assigned to the position and he or she is held accountable for the assigned assets.

EDUCATIONAL QUALIFICATION:

- Bachelor's Degree in Business Administration or Management from a recognized University.

WORK EXPERIENCE:

- At least three (3) years of working experience in a related area one (1) of which in the public service.

OTHER REQUIREMENTS:

- Approachable.
- Ability to form good relationships.
- Effective organizational skills.
- Team working skills.
- Interpersonal skills.

- Ability to take initiative.
- Tactful and mature.
- Aptitude for research.
- Excellent communication and presentation skills.
- Have working knowledge of MS Word, Excel and Power Point.

POSITION TITLE: RESEARCH ANALYST

REPORTS DIRECTLY TO: Director of Research

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Staff of all departments

EXTERNAL RELATIONS:

- Commercial firms
- Tourist resorts
- Foreign missions
- Research institutions
- Tertiary institutions

PURPOSE:

- To conduct surveys to determine what customers want.
- To gather information on competitors, prices, sales and methods of marketing and distribution.

KEY RESULT AREAS:

- Research and analysis

DUTIES

General Management Functions:

- Plans workshops.
- Prepares monthly, quarterly and annual programs work schedules and reports for the Division.

Technical Duties:

- Participates in discussions of the Ministry of Commerce and Industry research needs designs research activities to achieve the Ministry's objectives.
- Works as part of a team to create research solutions.
- Explores research feasibility and assist in preparation of research cost estimates.
- Writes proposal and describes research approach/recommendations.

- Participates in development/review/finalization of questionnaire.
- Monitors data collection to ensure study is progressing as planned/meeting timeline, and that quota groups/targets are being met.
- Oversees all data processing and tabulation activities, including but not limited to data editing, recoding, weighting schema, data appends, tab spec creation, comprehensive table checking.
- Analyzes research data and creates PowerPoint report.
- Analyzes the Divisional reports.
- Participates in budget preparation for the Division (Division needs to be stated).
- Prepares work plans for the Division.
- Reviews, analyzes and conducts research as well as cost analysis of essential products on the market for the Ministry's decisions.
- Conducts complex research and analytical studies of a highly technical and specialized nature on critical issues or developments which have a significant impact on the policies, goals, objectives, and operations of the assigned department.
- Collects and analyzes research data for commercial and nonprofit businesses in Liberia.
- Perform all other function as may be assigned from time to time.

Supervisory Function:

- Job holder may or may not have supervisory function.

AUTHORITY LIMIT:

- **Management of budget**
 - Job holder contributes to the preparation of budget.
- **Staff management**
 - Job holder may or may not have staff management responsibility.
- **Asset management**

- The job holder uses assets assigned to the position and he or she is held accountable for the assigned assets.

EDUCATIONAL QUALIFICATION:

- Bachelor's Degree in Business Management or Marketing management from a recognized University.
- Master's degree in a related field and from a recognized University would be an added advantage.
- Proficiency with SPSS, STATA or other relevant research analysis tool will also be an added advantage.

WORK EXPERIENCE:

- At least five (5) years post graduate work experience three (3) of which in relevant quantitative research experience.

OTHER REQUIREMENTS:

- Strong primary/custom research and analytical skills.
- Excellent oral/written communication.
- Organizational and project management skills.
- Customer service skills.
- Detail-oriented nature.
- Ability to effectively manage time and a variety of responsibilities.
- Strong problem-solving and multi-tasking skills.
- Ability to work in a fast-paced environment.
- Eager to learn.
- Ability to establish/maintain effective work relationships, interact in diplomatic and professional manner.
- Proficiency in MS Word, Excel and PowerPoint
- Analytical Skills