



JOB DESCRIPTIONS FOR MINISTRY OF JUSTICE

REPUBLIC OF LIBERIA

Developed

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

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POSITION TITLE: ELECTRICIAN

REPORTS DIRECTLY TO : Electrician Supervisor

DIRECTLY SUPERVISES : Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

All Departments

EXTERNAL RELATIONS : NIL

PURPOSE

- To install, maintain, and repair electrical wiring, equipment, and fixtures.
- To ensure that work is in accordance with relevant codes.
- To install or service flood lights, or electrical control systems.

KEY RESULT AREAS

- Assemble, install, test, and maintain diagnose malfunctioning systems
- Test electrical systems
- Inspect electrical systems

DUTIES:

- **General Management Functions**
 - Advise administration on whether continued operation of equipment could be hazardous.
 -
- **Technical Duties**
 - Assembles, installs, tests, and maintains electrical or electronic wiring,
 - Fix equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
 - Diagnose mal-functioning systems, apparatus, and components.
 - Use test equipment and hand tools to locate the cause of a breakdown and correct the problem.
 - Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures.
 - Use testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system.

- Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair.
 - Ensure compliance with installation codes.
 - Place conduit (pipes or tubing) inside designated partitions, walls, or other concealed areas, and pull insulated wires or cables through the conduit to complete circuits between boxes.
 - Ability to prepare sketches or follow blueprints to determine the location of wiring and equipment and to ensure conformance to building and safety codes.
 - Provide preliminary sketches and cost estimates for materials and services.
 - Perform physically demanding tasks, such as digging trenches to lay conduit and moving and lifting heavy objects.
 - Perform other duties consistent with the functions of the division as may be assigned from time to time.
- **Supervisory Functions**
 - Position has no supervisory Responsibilities

AUTHORITY LIMIT

- **Management of Budget**
N/A
- **Staff Management**
N/A
- **Asset Management**
Post holder manages assets assigned to the position

EDUCATIONAL QUALIFICATION

- At least a high school Diploma and technical certificate in related field.
- .

WORK EXPERIENCE

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

OTHER REQUIREMENTS

- Ability to plan layout and install electrical wiring, equipment and fixtures.

- Ability to use a variety of tools and equipment such as power construction equipment, measuring devices, power tools, and testing equipment including ammeters, and test lamps
- Ability to make judgement and decision
- Ability to think critically
- Communicate effectively orally and in writing
- Problem solving ability
-

POSITION TITLE: MECHANIC

REPORTS DIRECTLY TO : Shop Superintendent

DIRECTLY SUPERVISES : NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS:

All Departments

EXTERNAL RELATIONS General Services Agency

Service Providers

PURPOSE

- To diagnose, overall, adjust, repair and maintain the Ministry's vehicles and equipment.
- . To perform diagnostic test using engine analysers.
- To fabricate or modify equipment or various other metal structures.

KEY RESULT AREAS

- Diagnosing of mechanical faults on light duty equipment
- Repairs of light duty equipment
- Overhaul of light duty machines and equipment
- Servicing of vehicles and equipment

DUTIES:

- **General Management Functions**
 - Maintains appropriate service and repair records. Assists in the writing of specifications for acquisition of the Ministry's vehicles
 - Accurately and completely enter data in logs and records, both manually and by computer keyboard in a timely manner
- **Technical Duties**
 - Repair all light duty equipment with proficiency,
 - Diagnoses, repairs and overhauls engines, transmissions, components, electrical and fuel systems, for various powered and rolling equipment such as, cars, trucks, buses, and generators Performs tune ups, brake jobs and other preventative maintenance on cars, trucks, buses, and other powered rolling equipment.
 - Replaces common parts and makes adjustments.,
 - Make warranty recommendations for resolved mechanical problems.
 - Maintain vehicle appearance by cleaning, washing, and painting.

- Raise vehicle, using hydraulic jack or hoist, to gain access to mechanical units bolted to underside of vehicle.
 - Assist in removes unit, such as engine, transmission, or differential, using wrenches and hoist.
 - Disassemble unit and inspect parts for wear, using micro meters, callipers, and thickness gauges.
 - Repair under supervision the replacement of parts, such as pistons, rods, gears, valves, and bearings, using mechanic's hand tools.
 - Rebuild parts, such as crankshafts and cylinder blocks, using lathes, shapers, drill presses, and welding equipment.
 - Re-wire ignition system, lights, and instrument panel.
 - Realign and adjust brakes, repair or replace shock absorbers, and solders leaks in radiator.
 - Supervise, mend damaged body and fenders by hammering out or filling in dents and welding broken parts.
 - Replace and adjust headlights, and install and repair accessories, such as radios, heaters, mirrors, and windshield wipers.
- **Supervisory Functions**
 - Ensure that shopkeepers keep equipment operational by following operating instructions.
 - Performing preventive maintenance, calling for repairs.
 - Provide on-the-job training to technicians and helpers as assigned

AUTHORITY LIMIT

- **Management of Budget**
 - Nil
- **Staff Management**
 - The position has staff management responsibility
- **Asset management**
 - .The post holder manages the mechanical tool and equipment assigned to the position

EDUCATIONAL QUALIFICATION

- A high school diploma or a certificate in related field from recognized institutions,

WORK EXPERIENCE

- Minimum of 3-5 years' of light to heavy duty equipment repairs.

OTHER REQUIREMENTS

- Demonstrate high degree of technical skill competency.
- Provide proof of knowledge and skills to operate and understand diagnostic equipment including computerized instrumentation.
- Demonstrating appropriate manner, conduct, and grooming adhere to agency policy.
- Strong understanding of the hazards and safety precautions common to municipal maintenance and repair activities.. Working knowledge of the practices, methods, materials and tools used In modem equipment maintenance.
- Knowledge of GoL vehicles and equipment components and systems.
- Current driver's license.
- Must be able to communicate (speak, read, comprehend, write) in English.

POSITION TITLE: PLUMBER

REPORTS DIRECTLY TO : Plumbing Supervisor

DIRECTLY SUPERVISES : NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS:

All departments

EXTERNAL RELATIONS : NIL

PURPOSE

- To install, repair and maintain pipes, fixtures and other plumbing used for water distribution and waste water disposal in the Ministry of Justice

KEY RESULT AREAS

- Repairs
- Service and Maintenance
- Installation

DUTIES:

General Management Functions

- Ensure all requirements as specified by the manufacturer of systems and fixtures are met.
- Ensure all installations, repairs and maintenance are properly sized, aligned, supported and graded.
- Perform scheduled maintenance service on plumbing systems and fixtures

Technical Duties

- Install repairs and maintain plumbing systems and components.
- Review building plans and specifications to determine the layout for plumbing and related materials.
- Identify required tools and special equipment.
- Select the type and size of pipes required and locates and marks positions for connections and fixtures.
- Install supports and hangers for pipes, fixtures and equipment and assembles and installs valves and fittings.
- Locate and mark positions for connections and fixtures

- Install, repair and maintain water treatment equipment, piping and controls
- Install, repair and maintain underground storm sanitary and water piping systems
- Install, repair and maintain sinks, tubs and toilets
- Install, repair and maintain water heaters and conditioners
- Install, repair and maintain plumbing fixtures, appliances and trim
- Test pipe systems and fixtures for leaks
- Conduct a wide variety of plumbing maintenance and minor repairs.
- Perform scheduled maintenance service on plumbing systems and fixtures.
- Apply all codes to installations, repairs and maintenance.
- Perform other duties that are consistent with the functions of the Unit as assigned by the supervisor

Supervisory Functions

- Nil

AUTHORITY LIMIT:

- **Management of Budget**
 - Nil
- **Staff Management**
 - Nil
- **Asset Management**
 - Nil

EDUCATIONAL QUALIFICATION

- A high school student/graduate and a holds certificate from a recognized vocational school in plumbing.

WORK EXPERIENCE

- At least one (1) year experience in plumbing.

OTHER REQUIREMENTS

- Willingness to spend long hours on the field
- Work in awkward positions
- Ability for physical discomfort and strain.
- Ability to lift and adjust heavy objects
- Exposure to the smells associated with sewer and water,
- Exposure to the sounds associated with power tools and construction sites,
- Exposure to dust and particles

POSITION TITLE: RECORD CLERK

REPORTS DIRECTLY TO: Secretary

DIRECTLY SUPERVISES: Filing Clerk

DEPARTMENTAL/FUNCTIONAL RELATIONS:

Departments, Divisions, Sections, Units

EXTERNAL RELATIONS

- Ministries/Agencies
- Visitors
- Archives
- Courts
- Police

PURPOSE:

- To performs specialized clerical duties pertaining to the administrative support of all divisions of the Ministry.
- To oversee the management of documents and expedite the necessary ones.

KEY RESULT AREAS:

- Management of documents
- Supply of essential office materials
- Inventory monitoring
- Report writing

DUTIES:

- **General Management Functions**
 - Prepare invoices and purchase orders for goods and services
 - Prepare monthly and other periodic reports.
 - Make the necessary arrangements to facilitate meetings
 - Maintain daily log for registering offenders, public and others who enter the department.
 - Supply and provide information as to supply levels.
 -

- **Technical Duties**

- Receive and record all document from supervisor and dispatch same to their respective address (es).
- Receive all incoming documents; record same for transmission to the supervisor.
- Dispatch letters, memoranda, agendas, and facsimiles.
- Contact attendees to determine availability and to confirm meetings.
- Distribute and follow up of questionnaires, memoranda, letters etc..
- Maintain an efficient filing system.
- Compose routine correspondence in response to inquiries from the general public.
- Schedule and reschedule appointments for offenders with officers.
- Process departmental intakes. prepares blank files for use in departmental procedures.
- Completes information regarding rotation of cases and reports for assignment to officer
- Prepare charts, reports, forms and other documents for use throughout department.
- Handle Office machines and software to include multiple line telephones, voice mail, document shredder, computer, e-mail, internet, scheduler, contact listings, copier, printers, fax machine, electric stapler, etc. to complete various office tasks.
- Perform basic maintenance on office equipment such as changing copier toners, printer cartridges
- Perform other duties consistent with the functions of the division as may be assigned by the supervisor from time to time

- **Supervisory Functions**

- The job holder has no supervisory functions.

AUTHORITY LIMIT

- **Management Budget**

- Nil

- Staff Management
 - Nil
- Asset Management

The position holder manages assets assigned in the position.

EDUCATIONAL QUALIFICATION

- Must be at least a high School Graduate with general education in clerical training.

WORK EXPERIENCE

- Must have at least two (2) years of office/clerical experience.

OTHER REQUIREMENTS

- Office management and clerical skills
- Good communication skills
- Knowledge of legal terminology and phrases
- Ability to account for entrusted funds
- Operating office equipment
- Ability to work with Micro Word operating system.

POSITION TITLE: SPECIAL ASSISTANT

REPORTS DIRECTLY TO Minister

DIRECTLY SUPERVISES : Staff of the Office

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Deputy Ministers
- Assistant Ministers
- Director
- Strategic Leadership
- Consultants

EXTERNAL RELATIONS:

- Guests/Visitors
- General Public

PURPOSE:

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

KEY RESULT AREAS

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

DUTIES:

- **General Management Functions**
 - Heads of the Secretariat of the Minister
- **Technical Duties**
 - Provides secretarial services by typing confidential and sensitive memoranda, reports and other important documents such as Cabinet Memoranda, Agreements and Contracts.
 - 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.
- Brings in consultation with the Public Relations Officer publications in the print made on the Ministry to the attention of the Minister.
- Ensures that adequate secretarial services are extended to all units under the Office of the Minister Internal Audit and Public Relations.
- Collaborates closely with Departments and Finance Section to develop and implement administrative systems, procedures and guidelines to ensure effective and efficient management of the Minister's Secretariat.
- Services meetings of the Minister with French speaking ECOWAS counterparts/delegates and provides administrative, secretarial and bilingual services.
- Ensures the provision of excellent and quality secretarial services to the Office.
- Supervises the staff of the Minister's Secretariat in the provision of effective and timely clerical, executive, administrative and secretarial services.
- Serves as personal assistant to the Minister.
- Prepares documents for meetings and records proceedings at meetings.
- Keeps Diary of the Minister and updates it regularly.
- Prepares daily itinerary, travel arrangements and other protocol affairs of the Minister.
- Schedules appointments for the Minister.
- Attends special meetings of the Minister and records proceedings.
- Receives and attends to official visitors and guests of the Minister.
- Liaises with the Administration and Finance Sections for supply of office items and other logistics for the Secretariat.

- Maintains record/inventory of all stationery and office logistics in the Office of the Minister.
- 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 Minister.
- 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 Minister from time to time.
- **Supervisory Functions**
 - Supervises staff of the Secretariat to deliver on their work plans and schedules.

AUTHORITY LIMIT

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

EDUCATIONAL AND WORK EXPERIENCE

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

WORK EXPERIENCE

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

OTHER REQUIREMENTS

- Excellent knowledge of administrative and clerical procedures and systems such as managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

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

POSITION TITLE: OFFICE ASSISTANT

REPORTS DIRECTLY TO: Secretary

DIRECTLY SUPERVISES : Nil

FUNCTIONAL RELATIONSHIP:

- Departments
- Divisions
- Sections
- Units
- Clients

EXTERNAL RELATIONS:

PURPOSE:

- To provide clerical support for the operations of the Section, as well as to assist in the organization and coordination of office operations and procedures to ensure that the facilities are efficiently maintained. assist in scheduling meetings and appointments, maintaining files, providing information, collecting and analyzing data, researching information and following up on activities.
- To provide administrative, secretarial and clerical support to others in the office to maintain an efficient office environment.

KEY RESULT AREAS

- Provide clerical support
- Organization and coordination
- Office facilitation
- Information Collection
- Information dissemination
- Document management

DUTIES:

- **General Management Functions**
 - Ensure that the office is timely open and during working hours.
 - Greet public and clients and direct them to the correct staff member.
 - Regulate the movement of visitors within the section and make sure that the general condition of the office is intact.
 - Coordinate messages and courier services.
 - Monitor and maintain office supplies

- Perform work related errands as requested such as going to the post office and bank
- Keep office area clean and tidy.
- Contact attendees to determine availability and to confirm meetings.
- Make the necessary arrangements to facilitate meetings.
- Follow up on questionnaires, memoranda, letters etc.
- Perform other related functions assigned from time to time by the Director.
-
- **Technical Duties**
 - Receive information and document relating to the section, and turn same to the authorized personnel.
 - Take and distribute accurate messages.
 - Ensure office equipment is properly maintained and serviced.
 - Analyse the daily attendance ledger of the section.
 - Ensure that the office is furnished with essential office supplies.
 - Prepare invoices and purchase orders for goods and services.
 - Prepare letters, memoranda, agendas, facsimiles etc.
 - Schedule meetings and appointments with the Ministry's staff and other relevant persons.
 - Maintain an efficient filing system.
 - Photocopy, collate and distribute documents/reports.
 - Maintain an electronic and paper record keeping database.
 - Perform other duties as may be required for the effective running of the section
- **Supervisory Functions**
 - Nil

AUTHORITY LIMIT

- **Management of Budget**
 - Nil
- **Staff Management**
 - Nil

- Asset Management
 - Nil

EDUCATIONAL QUALIFICATION

- Must be at least a High School Graduate.

WORK EXPERIENCE

- Must have at least 2 years of working experience.

OTHER REQUIREMENTS

- Excellent interpersonal skills.
- Excellent verbal and written communication skills.
- Excellent typing skills.
- Proficient in using relevant computer applications particularly Microsoft Word, Microsoft Excel and Microsoft PowerPoint.
- Knowledge of office practices and procedures
- Ability to learn quickly new organizational processes, workflows, policies and procedures.
- Office coordination skills (maintenance of bureau calendar, plan stakeholder meetings etc.).
- High level of initiative, professionalism and confidentiality.
- Multitasking skills.

POSITION TITLE: ASSISTANT DIRECTOR, HUMAN RESOURCE PLANNING (FORMERLY ASSISTANT DIRECTOR, MANPOWER PLANNING)

REPORTS DIRECTLY TO: Director/Manpower Planning

DIRECTLY SUPERVISES: Human Resource Officers/Analysts

DEPARTMENTAL/FUNCTIONAL RELATIONS:

All Departments

EXTERNAL RELATIONS:

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

PURPOSE:

- To maintain proper staffing levels.

KEY RESULT AREAS:

- Employee Management & Development
- Manpower needs Assessment
- Performance Management
- Employee Personnel Listing
-

DUTIES:

- General Management Functions
 - Assist in the overall responsibility for the effective and efficient administration and management of Ministry of Justice Manpower needs.
 - Assists in the preparation of the Division's work plans and submits for incorporation into the overall Ministry of Justice's work plans.
 - Preparing projections of manpower requirements.

- **Technical Duties**

- Formulate plans for meeting the company's manpower requirement and ensuring proper utilization of existing human resources to meet organizational objectives.
- Establishes and develops manpower planning policies & procedures.
- Manages manpower planning process and implementation of the manpower plans.
- Carries out organization studies and reviews and work measurements to determining workloads and advice on optimum staffing level requirements.
- Manages the review of the Organization structures and updates approved changes in the structure / layout.
- Reviews and advises managers on job description writing for all positions and ensuring they are updated and maintained.
- Ensures that manpower requisitions and staff movements are in accordance with the approved organization chart and staff establishment,
- Performs other duties consistent with the functions of the division as may assigned by the supervisor from time to time.

- **Supervisory Functions**

- Accountable for managing performance, succession development and resource allocation within the Unit.
- Conducts performance appraisal and provide inputs for career development and recommends performance incentives for subordinate staff.
- Identifies training needs and recommend training for subordinate staff.

AUTHORITY LIMIT

- **Management Budget**

- Job holder is required to prepare and submit the Unit's budget and to provide technical inputs to the preparation of Ministry of Justice's overall budget.

- **Staff Management**

- Job holder exercises direct supervision over HR Officers/Analysts

- **Asset Management**
 - The job holder is responsible for basic care and handling of computers and accessories, and other office equipment. Use of software programmes such as spread sheets (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 & Selection processes and procedures.
- Demonstrable track record of strong negotiation, communication and influencing skills in order to meet the needs of the post.

POSITION TITLE: ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT (HRM)

REPORTS DIRECTLY TO: Assistant Minister/Administration

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 of Justice

KEY RESULT AREAS

- Recruitment and Selection
- Employees Records Management
- Employees Pay, Benefit and Welfare Management
- Ministry of Justice Personnel Listing & 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 Ministry of Justice personnel.
 - Prepares and submits the Division's work plans and submits for incorporation into the overall Ministry of Justice's 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 of Justice welfare and other policies that are consistent with the M policies.
- Introduces Ministry of Justice internal welfare management procedures and ensures compliance by staff.
- Notifies the Director, General 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 of Justice
- 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 Ministry of Justice are followed in a transparent manner.
- Develops office management manual elaborating adequately office management procedures and disciplinary regime at Ministry of Justice 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 Justice are promptly attended to.
- Ensures that employees of Ministry of Justice 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 Directorate 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 provide inputs for career development and recommends performance incentives for subordinate staff.
 - Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder signs receipts e.g. for Stationery and office equipment. The job holder 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 Ministry of Justice'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 Civil Service Agency.
- **Asset Management**
 - The job holder is responsible for basic care and handling of computers and accessories, and other office equipment. Use of software programmes such as spread sheets (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 & Selection processes and procedures.
- Demonstrable track record of strong negotiation, communication and influencing skills in order to meet the needs of the post.

POSITION TITLE: DESK CLERK/MANPOWER PLANNING

REPORTS DIRECTLY TO: Secretary

DIRECTLY SUPERVISES: NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS:

All staff

EXTERNAL RELATIONS

- Visitors and Guests
- Clients
- General Public

PURPOSE:

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

KEY RESULT AREAS:

- Client /Customer Service
- Secretarial Services
- Stakeholder Relationship and Management

DUTIES:

General Management Functions

- Maintains and updates internal telephone directory and keep the national telephone directory.
- Keeps the reception area smart, tidy and attractive at all times.
- Maintains the daily availability of newspapers at the reception.
- Ensures effective management of calls, clients and visitors at the Ministry of Justice.

Technical Duties

- Takes and delivers messages accurately and professionally.
- Receives and distributes incoming mail (those delivered by hand).
- Attends to clients and visitors in a professional and courteous manner.
- Monitors the movement of visitors.

- Provides basic information to the Ministry of Justice clients, the private sector and the general public as and when required.
- Establishes a two-way communication network system with secretaries of senior officers to know their meeting hours and availability to receive official clients and /or visitors.
- Creates and maintains relevant diaries and files in easy-to-retrieve format.
- Establishes good complementary working relations with the client/customer Services Desk Officer in order to avoid duplication and overlapping of roles.
- Keeps accurate records of communications with secretaries, senior officers and clients and visitors to the Ministry of Justice.
- Receives inward courier, record and dispatches to the respective offices as appropriate.
- May be redeployed to undertake secretarial assignments when needed in any of Ministry of Justice Divisions, Sections or Units.
- Performs other relevant duties that are consistent with the functions of the Unit that may be assigned from time to time by the supervisor.

Supervisory Functions

The position has no supervisory functions

AUTHORITY LIMIT

Management of Budget

- The post has no budget management responsibilities
-
- **Staff Management**
- The POSITION TITLE has no staff management responsibilities.
-
- **Asset Management**
- Manages assets use in the performance of assigned duties

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

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

OTHER REQUIREMENTS

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

**POSITION TITLE: DIRECTOR, HUMAN RESOURCE PLANNING
(FORMERLY DIRECTOR OF MANPOWER PLANNING)**

REPORTS DIRECTLY TO: Assistant Minister/Administration

DIRECTLY SUPERVISES Assistant Director of Manpower Planning

DEPARTMENTAL FUNCTIONAL RELATIONS:

All Staff

EXTERNAL RELATIONS:

Ministries, Agencies, Commissions

PURPOSE:

- To conduct job analysis to establish the specific requirements of individual job within an organization.
- To develop and implement a plan to meet these requirement by forecasting the human resources requirements necessary for the organization to achieve its objectives.

KEY RESULT AREAS

- Information and Reporting
- Employee Performance & Development
- Strategy and Policy Development
- Administration and General Services
- Performance Appraisal

DUTIES:

- **General Management Functions**
 - Ensures proper coordination with all functions, departments for accurate collation of manpower data estimates.
 - Coordinate the process of in-service and other international training as it relates to enhancing the academic Manpower capacity of the Ministry Lead researching and communicating with other organizations - locally, regionally, and internationally - to Benchmark the key HR areas and reports on the findings on areas of improvements.
 - Managing the review of the Ministry's Organization structures and updating approved changes in the structure/layout.

- **Technical Duties**

- Formulating plans for meeting the company's manpower requirement and ensuring proper utilisation of existing human resources to meet organisational objectives.
- Conduct qualitative and quantitative analysis into issues of organizational efficiency, using appropriate methods and techniques including data management.
- Work with all Departments in reviewing their overall and detailed manpower plans to ensure they are optimally structured and aligned with the Ministry of Justice's strategies and plans.
- Review and discuss manpower planning issues with Department heads and present recommendations to Senior Management.
- Conduct periodic review of Manpower planning statistics and match the same in the Personnel Listing.
- Maintain the manpower planning manual, organization manual charts and ensure these are updated and amended as necessary to reflect changes in the organization structure.
- .Managing manpower planning process and implementation of the manpower plans.

Supervisory Functions

- Ensures that manpower requisitions and staff movements are in accordance with the approved organization chart and staff establishment.
-
- Reviewing and advising managers on job description writing for all positions and ensuring they are updated and maintained.

AUTHORITY LIMIT

- **Management of Budget**

- The position holder contributes to the preparation of the Unit budget which feeds into the annual budget of the Ministry.

- **Staff Management**

- The position holder manages the Assistant Director of Manpower Planning and other HR Analysts, Officers

- **Asset Management**

- The position holder manages assets assigned to the position.

EDUCATIONAL QUALIFICATION

- At least a Master's degree in HRM, HRD or related discipline from a recognized University or Institution.

WORK EXPERIENCE

- At least four (4) years of post-qualification experience.

OTHER REQUIREMENT

- Excellent time-management, problem -prevention and problem- solving skills
- Maintain confidentiality of sensitive information
- Assign and supervise the work of others
- Remain flexible in order to adapt to changes in work environment
- Proficient in the use of micro soft office tools
- Strong organizational and planning skills
- Sound work ethics
- Strong ability to multitask
- Behaves with honesty and integrity
- Proven ability to focus on details
- Effectively plan a execute work
- Work with minimum supervision
- Excellent Presentation skills.
- Problem Solving and analytical skills.
- Strong skills in records management. Work well under pressure. Excellent communication - both written and spoken English, Advanced use of Microsoft software (Excel, PowerPoint)
- Sound knowledge of strategic planning and Manpower designs

POSITION TITLE: PERSONNEL ANALYST

REPORTS DIRECTLY TO: Human Resource Director

DIRECTLY SUPERVISES : NIL

DEPARTMENTAL/FUNCTIONAL RELATIONSHIP :

Finance/Human Resource Department

EXTERNAL RELATIONS:

Ministries, Agencies, Commissions

PURPOSE:

- To promote job equality and unbiased promotion and rewards system.
- To ensure consistency in job sizing across the Civil Service.
- To promote the use of job classification standards in the Liberia Civil Service.
- To ensure the availability of adequate and accurate information for the job classification and grading analysis and decision -making.

• KEY RESULT AREAS

- Job Analysis
- Job Evaluation
- Stakeholder Relationship and Management
- Report Writing
- Records Management

DUTIES:

General Management Functions

- Meet with management to discuss and clarify requests for highlighted issues, and make recommendations to address issues and priorities.
- Write detailed reports and make oral presentations to management.

Technical Duties

- Assists in preparing the Ministry of Justice Personnel listing for each fiscal year.
- Verifies and prepares monthly payroll analysis.
- Prepares Personnel Action Notices (PANs) for transaction with the Civil Service Agency.
- Undertakes job analysis and job evaluation.

- Systematically compares and match specifications of jobs with qualifications.
- Liaises with the finance section to reconcile Personnel Listing with every fiscal budget for Personnel Services.
- Attends workshops/orientation programs on the classification and grading system for Civil Servants.
- Performs other functions as may be required for the effective operation of the Ministry.

Supervisory Functions

- The incumbent has no supervisory responsibilities.

AUTHORITY LIMIT

- **Management of Budget**
 - Management of budgets is not foreseen for this position
- **Staff Management**
 - Staff management responsibility is not foreseen for this position.
- **Asset Management**
 - Incumbent uses assets assigned to the position.

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

- At least 3 years of professional experience across all HR disciplines, including employment, benefits, compensation, employee relations, training and development, employee compensation and conflict resolution.
- Experience working with a diverse workforce.

OTHER REQUIREMENTS

- Excellent time-management, problem -prevention and problem- solving skills
- Maintain confidentiality of sensitive information
- Remain flexible in order to adapt to changes in work environment
- Proficient in the use of micro soft office tools

- Strong organizational and planning skills
- Sound work ethics
- Strong ability to multitask
- Behaves with honesty and integrity
- Proven ability to focus on details
- Effectively plan and execute work
- Work with minimum supervision
- Strong skills in records management

POSITION TITLE: CHIEF PHOTOGRAPHER

REPORTS DIRECTLY TO: Director of Press and Public Affairs

DIRECTLY SUPERVISES: NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS:

All Departments/Divisions

EXTERNAL RELATIONS

- Ministries, Agencies, Commissions
- Photo Studios

PURPOSE:

- To prepare visual and video documentary on activities of the Ministry

KEY RESULT AREAS:

- Visualization
- Originality
- Creative thinking
- Equipment, structures or Materials inspection
- Knowledge Transfer
- Objects, actions, and events identification
- Video disc

DUTIES

- General Management Functions
 - General management function is not foreseen for this position
- Technical Duties
 - Design and create visual communication that would ensure the projection of a good image on the function of the Ministry of Justice.
 - Prepare photo and video documentation on the activities of the Ministry, produce pictorial for bulletin, media publication and video on major events of the Ministry of Justice.
 - Create artificial light using flashes and reflectors.
 - Develop and print exposed film using chemical touch-up tools and developing printing equipment, or send film to photo finishing laboratories for processing.
 - Enhance, retouch, and resize photographs and negatives, using airbrushing and other techniques.
 - By directive, accompany the Minister and principal deputies on the major occasions, both internal and external for the purpose of photographing important activities related to the Ministry of Justice.

- Perform other duties as may be required by authorities of the Ministry of Justice.
- **Supervisory Functions**
The incumbent has no supervisory functions

AUTHORITY LIMIT

- **Management of Budget**
 - The incumbent has no budget management responsibility
- **Staff Management**
 - Has no staff management responsibility
- **Asset Management**
 - Post holder manages assets assigned to the position

EDUCATIONAL QUALIFICATION

- Must have at least completed or attained Junior high certificate

WORK EXPERIENCE

- Must have had at least 3 years of experience in photographing and video documentary production.
- Have good knowledge in Marketing Sales

OTHER REQUIREMENTS

- Must be willing to travel out of assigned area on short notice.
- Must be a self-starter
- Must be semi-computer literate in Micro soft office tools
- Demonstrable commitment to corporate decisions.
- Ability to develop and maintain strong relations with internal and external stakeholders.
- Must be an active/ardent listener
- Must have good communication skills

POSITION TITLE: PUBLIC RELATIONS OFFICER

REPORTS DIRECTLY TO : Director/ Press and Public Affairs

DIRECTLY SUPERVISES : Assistant Public Relations Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All Departments and Divisions.

EXTERNAL RELATIONS:

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

PURPOSE:

- To promote the vision, mission and core values of the Ministry of Justice
- To promote the re-branding of the Ministry of Justice as the flagship of Government and state justice regulatory machinery that provides public safety advice to the general public.
- To create a lasting positive image of the Ministry of Justice as a professional public institution and a center of excellence for delivery of public services.

KEY RESULT AREAS

- Strategic Communications and Marketing.
- Stakeholders Relationship and Management.
- Publication from the Ministry of Justice
- Client Service

DUTIES:

- **GENERAL MANAGEMENT FUNCTIONS**
 - Heads the Public relations Unit.
 - Represents the Ministry of Justice on official committees relevant to the public relations functions as may be directed.
 - Develops annual plans and budgets for the Unit.
- **Technical Duties**
 - Leads and directs short, medium and long-term overarching strategic communications plans and activities of the Ministry of Justice.

- Coordinates with the Civil Service Ministries, Agencies and Commissions' public relations teams to develop and implement a Ministry of Justice -wide communications strategy for the Ministry.
- Provides strategic and tactical communication advice to the Minister and Deputies and strategic managers of Ministry of Justice to promote and re-brand the Ministry.
- Acts as the main liaison with the Ministry of Information, Culture and Tourism (MICAT) on the planning and holding of Ministry of Justice Press Conferences.
- Provides strategic communications support to the Minister, Strategic and senior Management to roll-out the Civil Service Leadership, Human Resource Management vision, plans and programs.
- Responds to the communication and marketing threats and challenges to the image and reputation of the Ministry of Justice.
- Ensures the quality and thoroughness of communication plans through close involvement of the Minister, Strategic and Senior Managers.
- Develops close linkages and co-ordination with Civil Service Ministries, Agencies and Commissions' public relations teams to ensure coordination in meeting client and stakeholders needs.
- Works with the Heads of Ministry of Justice Departments and their teams to ensure that as decisions are made there is an informed process in place for rolling out announcements.
- Establishes effective relationships and collaboration with internal and external stakeholders to ensure acceptance and achievement of the Civil Service-wide vision and its products and services.
- Develops and manages the implementation of short-term and long - term communications and public information strategic and operational plans.
- Plans and manages the external and internal communications and the information functions and ensures the quality of publicity.
- Establishes and launches a communication journal for the Liberia Civil Service.
- Serves as point of contact of media enquiries.
- Ensures high rating of the Ministry of Justice in particular and the Justice System in general by both internal and external clients/customers.

- Ensures appropriate and adequate documentation of all activities of the Public Relations Unit.
- Performs other relevant duties consistent with the mandate of the Ministry as may be assigned by the Minister from time to time.
- **Supervisory Functions**
 - May or may not have supervisory functions.

AUTHORITY LIMIT

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

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

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

OTHER REQUIREMENTS

- Excellent presentation skills
- Specialized communications and marketing knowledge and expertise to develop strategic communications and marketing plans, provide briefing and advice.
- Understanding of the state of the arts internal and external communications technology.
- Specialized knowledge and skills in planning and coordinating communication strategies including public enquiries, issues management, event management, stakeholders and media relations.

- Excellent knowledge of communication principles and practices.
- Excellent oral and written communications, editing, advisory and consultation skills.
- Well-developed skills in analysing and assessing public opinion, media perception and stakeholder positions.
- Excellent skills in the use of Microsoft Word, PowerPoint, Excel, etc.

POSITION TITLE: DIRECTOR, PRESS & PUBLIC AFFAIRS

REPORTS DIRECTLY TO: Assistant Minister/Administration

DIRECTLY SUPERVISES: Assistant Director/ Press and Public Affairs

DEPARTMENTAL/FUNCTIONAL RELATIONS:

All Departments & Divisions

EXTERNAL RELATIONS

- Public Relations Teams in Ministries, Agencies and Commissions of Liberia
- General Public
- News Papers
- Official and Private Press Houses
- Electronic Media Houses

PURPOSE:

- To promote the vision, mission and core values of the Ministry of Justice

KEY RESULT AREAS:

Information and Report Management

Speech Writing

Press Releases

Develop Marketing and Advertising Materials

DUTIES:

- **General Management Function**
 - Heads the Public relations Unit.
 - Represents that Ministry of Justice on official committees relevant to the public relations functions as may be directed.
 - Develops annual plans and budgets for the Unit.
- **Technical Duties**
 - Serves as media advisor to the Minister of Justice & Attorney General/Republic of Liberia and the principal deputies.
 - Ensures that press statements emanating from the Ministry are screened and professionally handled
 - Gives daily press briefing and ensure the regular supply of news materials to the office of the Attorney General and principal deputies.

- Develop advertising and marketing communication materials.
- Prepares articles for Ministry's Newsletter.
- Drafting speeches for the Ministers and principal deputies
- Fielding media questions and pitching stories to the media, preparing media kits and organizing press conferences.
- Provide information to counter negative publicity and handle crisis and emergency communication
- Performs all other tasks as may be required by the authorities of the Ministry

- **Supervisory Functions**
- . Coordinates and supervises all press conferences and issue press releases authorized by the Minister of Justice & Attorney General/ Republic of Liberia
- Mediates all appointments with media representative wishing to meet with the Minister of Justice & Attorney General/Republic of Liberia or principal deputies.

- To ensure a full media coverage of all public visitations by the Minister of Justice nationwide.
-
- **AUTHORITY LIMIT**
- **Management of Budget**
- The position holder contributes to the preparation of the Ministry's Annual budget.

- **Staff Management**
- The position holder has staff management responsibility

- **Asset Management**
- Manages assets assigned to the position

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

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

OTHER REQUIREMENTS

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

POSITION TITLE: ASSISTANT DIRECTOR, INVENTORY CONTROL

REPORTS DIRECTLY TO: Director/Inventory Control

DIRECTLY SUPERVISES: Administrative Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

Procurement

Finance

EXTERNAL RELATIONS

- General Services Agency
- Goods and Services Provider
- General Public
- Public Procurement and Concession Commission (PPCC)

PURPOSE:

- To perform warehouse office coordination activities and properties movement and management of fixed assets for disposal, storage or salvage.

KEY RESULT AREAS:

- Inventory control standards and processes
- Warehouse operations
- Inventory and warehouse documentation
- General fixed assets management and processes
- Warehouse safety
- Staff management & development

DUTIES:

- **General Management Functions**
 - Must keep accurate records of inventory levels and location for easy of retrieval
 - Must report shortages, overages and all inventory levels monthly for replenishment. This process ensures continued operations and avoids product or inventory shortages.
 - Responsible for communicating with all department managers and purchasing on inventory levels and locations
- **Technical Duties**
 - Complete physical inventory counts as required by the Ministry of Justice.
 - Classify, label and warehouse all inventories for future use.

- Performs physical inventories, tags asset items, palletizes stock, and pulls warehouse surplus as required.
- Troubleshoots any assigned problems with purchase orders, deliveries, or pickups that require special attention.
- Manage inventory movement, ensuring that transactions are posted accurately and on-time including merchandise transfers in and out.
- Manage physical inventory procedures for both cycles and full counts, analysing company and store results to identify shrink issues and recommend actionable corrective measures.
- Provides assistance with fixed asset management activities including data entry, inventory, and disposal of fixed assets, conducts asset research. provides necessary inventory reports for warehouse and accounting departments
- **SUPERVISORY FUNCTIONS**
 - Review staff performance daily to ensure that production standards are met

AUTHORITY LIMIT

- **Management of Budget**
- Incumbent contributes to the preparation of the Ministry's budget
- **Staff Management**
- The post holder has staff management responsibility
- **Asset Management**
- The post holder is responsible to manage all assets of the Ministry in his keeps in the warehouse.

EDUCATIONAL QUALIFICATION

- Must have at least a Bachelor's degree in procurement, supply chain management or related fields

WORK EXPERIENCE

- Must have at least four plus (4+) years of Inventory Control experience including 2+ years in a supervisory/management role

OTHER REQUIREMENTS

- Effectively using interpersonal and communications skills
- Effectively using organizational and planning skills with attention to detail and follow through.

- Providing administrative assistance in relation to warehouse and inventory control activities.
- Maintain confidentiality,
- Effective team player & good interpersonal skills
- Computer literate.
- Demonstrated proficiency using standard office software applications.
- Negotiation skills

POSITION TITLE: SENIOR PROCUREMENT OFFICER

REPORTS DIRECTLY TO : Director of Procurement

DIRECTLY SUPERVISES : Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Finance and all departments

EXTERNAL RELATIONS:

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

PURPOSE:

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

KEY RESULT AREAS

- Procurement Management
- Procurement Records Management Contract Management

DUTIES:

- **General Management Functions**
 - Head of the Procurement Management Unit.
 - Plans the work of the Procurement Unit and assign tasks to subordinate officers.
 - Collates and submits relevant reports on procurement activities.
- **Technical Duties**
 - Establishes efficient and effective systems and procedures for managing procurement activities in support of functions of Ministry of Justice Strategic Offices and directorates.
 - Develops procurement plans for Ministries and Agencies including the Ministry of Justice and ensures their reviews as appropriate.
 - Develops and monitors the implementation of systems and procedures for managing the procurement function at Ministry of Justice in accordance with the Procurement Laws of Liberia.

- Liaises and collaborates with all Strategic Offices and Department of the Ministry of Justice to collate needs for goods and services.
 - Provides Procurement Management services to all Ministries and Agencies Strategic Offices and Divisions.
 - Serves as main liaison with General Services Agency (GSA) on procurement matters relating to the Ministry of Justice on one part and the various Ministries and Agencies.
 - Manages the Ministry of Justice and the various Ministries and Agencies' tendering process including evaluation of tenders.
 - Provides assistance in investigation and management of procurement- related complaints and submits recommendations to management for consideration.
 - Ensures adequate documentation and records keeping of all procurement-related complaints.
 - Advises Senior Management on Award of Contracts.
 - Serves as Secretary to the Ministry of Justice Tender Committee and Tender Evaluation Panels/Committees.
 - Liaises with Stores Management Unit to ensure effective coordination of procurement and stores management schedules.
 - Liaises with experts to develop technical specifications of equipment and terms of reference for consultancy services and submits them to superiors for approval.
 - Ensures appropriate documentation of all activities and operations of the Unit.
 - Performs other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by the Director from time to time.
- **Supervisory Functions**
 - The job holder may or may not have supervisory responsibility.

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder contributes to the preparation of budgets. The job holder collates needs for goods and services of Strategic Offices and Directorates for preparation of Ministry of Justice budgets. Job holder serves as secretary to Tender Committee and Tender Evaluation Panels.

- **Staff Management**
 - The job holder may or may not have staff management responsibility.
- **Asset Management**
 - The job holder uses assets assigned to accomplish work.

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

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

OTHER REQUIREMENTS

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

POSITION TITLE: STORE ROOM CLERK

REPORTS DIRECTLY TO : Warehouse Supervisor

DIRECTLY SUPERVISES : N/A

FUNCTIONAL RELATIONSHIP:

All departments

EXTERNAL RELATIONS:

- Internal Auditors
- External Auditors
- Service Providers,
- Suppliers
- PPCC

General Services Agency

PURPOSE:

- To ensure well-arranged storerooms where goods are marked and can be easily identified.
- To maintain an accurate record system of incoming and outgoing goods and make request for replenishment on a timely basis.

KEY RESULT AREAS

- Inventory Management
- Supply & Material Management
- Stock Management
- Stock Disposal
- Stock Supplies

DUTIES:

- **General Management Functions**
 - Contributes to the preparation and submission of stores' reports.
 - Submits proposals for supplies and materials required and budgets to the supervisor for incorporation into the Unit's annual budgets.
- **Technical Duties**
 - Inspects goods/materials to ensure that they conform to specifications realised in the order (quarterly, quality, cost etc.)

- Ensures that goods/materials are kept under the most appropriate condition.
- Ensures the security of goods/materials.
- Receives vouchers and enters stock position on tally cards.
- Divides various stocks into item heads.
- Issues out items upon receipt of properly authorised documents/instructions.
- Keeps records of all transactions.
- Keeps track of items and informs supervisor when they reach re-order level.
- Takes stock periodically.
- Coordinates the disposal of unserviceable items.
- Prepares goods received notes on items received and submits copies to supervisor, daily.
- Prepares stock requisition returns and submits to supervisor.
- Performs any other duties that are consistent with the functions of the Unit that may be assigned from time to time by the supervisor.
- **Supervisory Duties**
 - No supervision role is required

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder has responsible for all materials purchased to the store by signing receipt of materials delivered.
- **Staff Management**
 - Position holder has no staff management responsibilities.
- **Asset Management**
 - The job holder has responsible for basic care and handling of goods like pens and store forms. Submits recommendations for consideration and approval to supervisor on disposal of discarded materials or damaged stores inventory.
- **EDUCATIONAL QUALIFICATION:**
 - At least High National Diploma in Purchasing & Supply or equivalent qualification from a recognized institution.

WORK EXPERIENCE:

- At least 4(four) years' experience in technical storekeeping in the public service of Liberia.

OTHER REQUIREMENT

- A good knowledge of machine tools and tooling.
- Good with numbers.
- Ledger management capabilities.
- Must have a good knowledge of stores procedures/operations.
- Good knowledge of all technical equipment and pieces.
- Dedicated, honest and trustworthy.
- Must show initiative.
- Tidy, organised.
- Good interpersonal skills.
- Must be able to withstand pressure.

POSITION TITLE: WAREHOUSE COORDINATOR

REPORTS DIRECTLY TO:

DIRECTLY SUPERVISES:

DEPARTMENTAL/FUNCTIONAL RELATIONS:

All departments

EXTERNAL RELATIONS

MACs

Internal/External Auditors

Service Providers

Vendors

PURPOSE:

- To ensure the appropriate utilization of procedures and safe practices preparing, receiving and evaluating quotations and recommending and/or awarding bids for the purchase of equipment and supplies and ensuring optimal utilization of personnel and other resources.

KEY RELULT AREAS:

- Inventory Management
- Supply & Material Management
- Stock Management
- Stock Disposal
- Stock Supplies
- Staff Management & Development

DUTIES:

General Management Functions

- Monitors warehouse functions in conjunction with Supervisor for the purpose of providing efficient operations.
- Composes a variety of materials (e.g. reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Investigate and report warehouse operational discrepancies.
- Answers incoming department telephone calls for the purpose of routing and/or responding to telephone requests for information/services

Technical Duties

- Procures equipment, supplies and materials for department for the purpose of maintaining availability of required items and completing jobs efficiently.
- Directs department functions in conjunction with Supervisor for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.
- Conducts physical inventories for department supplies for the purpose of verifying stock and identifying losses.
- Assist in developing policies and procedures to direct the operations of the warehouse.
- Coordinate movement of goods and equipment from the storage areas in the ware house to the point of sale
- Monitor and assist loading and unloading of merchandise.
- Compile work orders and ensure appropriate compliance
Prepare special orders for products not in stock
Evaluate materials performances to ensure durability and economy.
- Ensure that workplace's health and safety requirements are met and take responsibility for the security of the building and stock.
-

Supervisory Functions

- Evaluate staff performance and manage employee appraisals
- Oversee safe operation and maintenance of forklifts and other equipment.

AUTHORITY LIMIT

- **Management of Budget**
- Position holder contributes to the preparation of the budget of the unit that feeds into the annual budget of the Ministry
- **Staff Management**
- Has staff management responsibility
- **Asset Management**
- Manages the stock in the warehouse(s) and assets assigned to the position.

EDUCATIONAL QUALIFICATION

- At least a High School Diploma or Equivalent

WORK EXPERIENCE

- Requires a minimum of 2 years' experience in a warehousing and/ or manufacturing environment

OTHER REQUIREMENTS

- Solid computer skills (Word, Excel, Outlook,)
- Excellent communication skills up and down organizational structure
- Strong planning, organizational and follow up skills
- Excellent people and process management skills.
- Ability to perform basic mathematical calculations; using fractions, percentages and/or ratio.

POSITION TITLE: CITY SOLICITOR

REPORTS DIRECTLY TO: County Attorney

DIRECTLY SUPERVISES: Solicitors

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Departments
- Divisions
- Sections
- Units
- Employees
- Lawyers/Solicitors

EXTERNAL RELATIONS

- Courts
- Partners
- Clients
- Ministries/Agencies
- Judges
- Lawyers

PURPOSE:

- To plan, coordinate and advise on issues relative to legal nature of clients, employees and entities of Government and business houses and partners.

KEY RESULT AREAS:

- Client services
- Legal guidance
- Legal documentation
- Research and review
- Negotiation and resolution
- Client benefits determination
- Investigation and conclusion

DUTIES

- **General Management Functions**
 - Make sure client receive compensation if unfairly treated by public or private body.
 - Use some of the time to give free help to clients who are unable to pay for legal services.

- Take a client's instructions.
 - Advise a client on the law and legal issues relating to their case.
 - Negotiate with clients and other professionals to secure agreed objectives.
 - Coordinate the work of all parties involved.
 - Correspond with clients and opposing solicitors.
 - Attend meetings and negotiations with opposing parties.
 - Act on behalf of clients in disputes and representing them in court, if necessary.
 - Instruct barristers or specialist advocates to appear in court for the client in complex disputes.
 - Work in a team, sometimes referring cases to the head of department.
 - Arrange and attend further client meetings where necessary to progress with the case and finalize documentation.
 - Check all documentation prior to signing and implementing.
 - Make referrals from other firms of solicitors when a conflict of interest arises or if they have no specialist practitioner available.
 - Keep up to date with changes and developments in the law by reading journals and law reports.
- **Technical Duties**
 - Review of police charge sheet upon probable cause initiate state prosecution at the Magisterial Court.
 - Interview and provide legal guidance to Police Investigators, State witnesses and Victims of crime.
 - Conduct conferences with conflicting parties.
 - Supervise the activities of the sheriff, clerk & Messenger
 - Provide expert legal support and advice to clients.
 - Depend on area of expertise advice on a range of issues, including buying and selling residential property, landlord and tenant agreements, wills and probate, divorce and family matters, personal injury claims and criminal litigation.
 - Help new enterprises get established, advising on complex corporate transactions (including mergers and acquisitions) and business-related disputes.

- Draft documents, letters and contracts tailored to the client's individual needs.
 - Research and analyze documents and case law to ensure the accuracy of advice and procedure.
 - Prepare papers for court.
 - Calculate claims for damages, compensation, maintenance, etc.
- **Supervisory Functions**
 - Meet and interview clients to establish the firm's suitability to provide the necessary advice and services, based on the firm's specialism and likely cost.
 - Supervise the implementation of agreements.
 - Supervise and delegating work to trainee solicitors, paralegals and legal secretaries as appropriate.

AUTHORITY LIMIT

- **Management Budget**
 - The job holder advises in budget preparation to support programs and request for expenditure.
- **Staff Management**
 - The job holder supervises solicitors, secretary, Administrative Assistant and other office staff for support
- **Asset Management**
 - The job holder manages assets such as vehicle, office equipment like computers, photocopier and printers for daily tasks.

EDUCATIONAL QUALIFICATION

- Must possess a first degree in law or criminal justice and police Science.

WORK EXPERIENCE

- Must have four (4) years of work experience in the area of legal dispensation in the public sector

OTHER REQUIREMENTS

- Ability to plan and organize work
- Honesty and integrity
- Ability to prepare legal instruments
- Legal representations in court

- Ability to negotiate and resolve issues
- Knowledge in Macro Soft Ware
- Ability to work along others
- Good Human Relations

POSITION TITLE: CORONER

REPORTS DIRECTLY TO: City Solicitor

DIRECTLY SUPERVISES: Deputy Coroner

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Department
- Division
- Section/Unit

EXTERNAL RELATIONS

- Police
- Judges
- Lawyers
- Clients
- Prisoners

PURPOSE:

- To establish the causes of any death possibly not due to natural causes and follow up on issues relative to the deceased up to and after burial.
- To inquire into the cause of death and report findings to authority.

KEY RESULT AREAS

- Physical examination
- Establishment of cause of death
- Investigating and reporting
- Record and documentation
- Juror selection

DUTIES:

General Management Functions

- Perform other tasks as may be required by the authorities of the Ministry.
- Directs activities of workers involved in preparing documents for permanent records.

Technical Duties

- Establish the causes of any death possibly not due to natural causes.
- Selects a twelve (12) man jury to make inquiry into any mysterious death.
- Conducts investigation into the death and reports findings to immediate boss.

- Direct investigation of deaths occurring within jurisdiction as required by law.
- Directs activities of staff physicians, technicians, and investigators conducting inquests, performing autopsies, conducting pathological and toxicological analyses, and investigating circumstances of deaths to determine cause and fix responsibility for accidental, violent, or unexplained
- Conducts inquests, hearings, and inquiries.

- Confers with officials of public health and law enforcement agencies to coordinate inter-departmental activities.

- Co-ordinates activities for disposition of unclaimed corpse and personal effects of deceased.

- Direct investigation of deaths occurring within jurisdiction as required by law.
- Directs activities of staff physicians, technicians, and investigators conducting inquests, performing autopsies, conducting pathological and toxicological analyses, and investigating circumstances of deaths to determine cause and fix responsibility for accidental, violent, or unexplained
- Conducts inquests, hearings, and inquiries.

- Confers with officials of public health and law enforcement agencies to coordinate inter-departmental activities.

- Co-ordinates activities for disposition of unclaimed corpse and personal effects of deceased.

- Provide information concerning circumstances of death.

Supervisory Functions

The job holder supervises the Deputy Coroner and other staff performing autopsies

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder contributes to the preparation of the Unit's budget which feeds into the annual budget of the Ministry of Justice
- **Staff Management**
 - The job holder manages the Deputy Coroner.
- **Asset Management**
 - The job holder uses assets such as chemicals, office and field equipment to get work done in time examination.

EDUCATIONAL QUALIFICATION

- Must have a medical degree from a recognized University or Institution.

WORK EXPERIENCE

- Must have 3 years of work experience in said area preferably the public sector

OTHER REQUIREMENTS

- Ability to read and interpret documents such as medical, accident and investigative reports
- Ability to speak publicly before groups and employees
- Ability to add, subtract, multiply and divide in all units of measurements
- Ability to solve practical problems
- Ability to interpret a variety of instructions
- Ability to reach with hands, climb, balance etc.
- Honesty and integrity
- Willing to work with fumes or airborne particles

POSITION TITLE: DISTRICT ATTORNEY

REPORTS DIRECTLY TO: County Attorney

DIRECTLY SUPERVISES: Sheriff

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- County Superintendent
- Count Solicitor
- Lawyers
- Consultants

EXTERNAL RELATIONS

- Ministries/Agencies
- Courts
- Police
- Partners

PURPOSE:

- To represent the state in all matters coming before the grand juries of the counties within the district and to appear in the circuit courts and prosecute for the state in the district all criminal prosecutions and all civil cases in which the state or any county may be interested.

KEY RELULT AREAS:

- Legal representation
- Legal Advice
- Capacity Development
- Negotiation and settlement
- Administrative matters
- Judgement and prosecution
- Legal revision and action

DUTIES:

- **General Management Function**
 - Negotiate with the defendant's attorney for a possible plea bargain.
- **Technical Duties**
 - Institute and prosecute to final judgment or decree any case in the name of the state against any person or corporation for any violation of

the constitution or the laws of this state, in order to enforce any penalties, fines or forfeitures imposed by law

- Present the government's evidence to a judge or jury for a final determination of guilt
 - Decide Whether to Prosecute
 - Investigate evidence and put forth with a case, studied and understood whether when presented will meet the element of the crime.
 - Make certain the evidence available and admissible in the case is sufficient to meet this burden.
 - Investigate the background of jurors for potential bias
 - Transfer any case handled to a county prosecuting attorney when charges in such case no longer constitute a felony.
 -
 - Submit reports of revenues and expenditures and shall submit budget requests as required for state
- **Supervisory Functions**
 - Supervises the activities of the City Solicitor, clerks, sheriffs within the District
 - **AUTHORITY LIMIT**
 - **Management Budget**
 - The job holder participates in budget preparation for the county to support program.
 - **Staff Management**
 - The job holder manages staff such as Sheriff, Deputy Sheriff, Lawyers and Attorney
 - **Asset Management**
 - The job holder manages assets such as building, vehicles, equipment and furniture

EDUCATIONAL QUALIFICATION

- Must have at least a post legal training from a recognized institution. LLB is an advantage

WORK EXPERIENCE

- At least four (4) years of working experience in legal administration.

OTHER REQUIREMENTS

- Administrative and leadership skills
- Proven legal counselling experience
- Overall broad legal knowledge in law, litigations, labor law, etc
- In-depth understanding of how legal issues affect the County
- Ability to develop legal strategy and objectives.
- High degree of professionalism
- Honesty and integrity

POSITION TITLE: LEGAL COUNSEL

REPORTS DIRECTLY TO: Solicitor General

DIRECTLY SUPERVISES:

- Lawyers
- Administrative Assistant
- Secretary
- Clerk

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Departments
- Divisions
- Sections/Units
- Consultants

EXTERNAL RELATIONS

- Ministries/Agencies
- Courts
- Business Houses
- Partners
- Government Employees
- Police
- Sheriff

PURPOSE:

- To provide legal guidance on all issues that are legal related to the Ministry and Ministries and Agencies of Government.

KEY RESULT AREAS:

- Revision of Case files
- Drafting of Contract
- Reviewing of laws/policy
- Legal guidance
- Abreast of legislation
- Preparation of indictment
- Legal representation

DUTIES

- **General Management Functions**
- Prepare periodic activities report.
- Set internal governance policies and manage the impact of external factors

- **Technical Duties**
 - Review case files and examine evidences gathered by Police.
 - Interview and provide legal guidance to Police Investigators, state witnesses and victims of crimes.
 - Prepare indictments upon probable cause and make legal Representations on behalf of the state in court.
 - Prepare drafts laws or review statues and ordinances for amendment.
 - Review or prepare drafts of national contracts and agreement.
 - Provide expert and strategic legal advice to management.
 - Evaluate and weigh multiple inputs and impacts of any decision or cause of action.
 - Anticipate issues and estimate risks strategically.
 - Identify proactive solutions that will eliminate or mitigate risks.
 - Create associations of trust and respect with key stakeholders.
 - Deal with external parties (regulators, external counsel, politicians, and clients.
 - Draft agreements that minimize risks and maximize legal rights.
 - Met legal objectives.
 - Deal with complex, significant matters that cut across legal and related area.
 - Keep abreast of legislative changes.

- **Supervisory Functions**
 - Provide guidance in the codification of laws.
 - Conduct conferences with conflicting parties
 - Attract, develop, direct, motivate and drive performance from team.

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder participates in the preparation of the budget and makes input in the area of budget support for programs.

- **Staff Management**
 - The job holder manages staff such as lawyers, and other office staff.

- **Asset Management**
 - The job holder manages assets such as vehicle, computers, office equipment and furniture.

EDUCATIONAL QUALIFICATION

- At least a first degree in Public Administration and LLB Degree

WORK EXPERIENCE

- Must have at least 4(four) years of working experience in related field in the public sector.

OTHER REQUIREMENTS

- Proven legal counselling experience in business environment
- Overall broad legal knowledge in law, litigations, labor law, etc
- In-depth understanding of how legal issues affect organizations
- Ability to develop legal strategy and objectives.
- High degree of professionalism
- Honesty and integrity

POSITION TITLE: PRISON GUARD

REPORTS DIRECTLY TO: Prison Superintendent

DIRECTLY SUPERVISES: Inmates

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Departments
- Prison Compounds
- Courts
- Sheriff

EXTERNAL RELATIONS

- Clients
- Visitors
- Partners
- Police

PURPOSE:

- To ensure that protective custody is lawfully provided personnel of prison from harm.
- To monitor and seek the welfare of prisoners.

KEY RESULT AREAS:

- Provide protective custody
- Monitor prisoner movement
- Seek prisoner welfare
- Search procedures
- Advice and Counsel

DUTIES:

- **General Management Functions**
 - Control or direct movements of prisoners within the prison.
 - Escort prisoners to court, hospital and all legally approved gatherings
 - Employ authorize physical control and restraint procedures where appropriate.
 - Take custody of prisoners' property (ies) entrusted to the care of prison guards.
 - Liaise with other specialist staff, including health and social work professionals.

- **Technical Duties**
 - Provide protective custody to persons lawfully incarcerated and protect personnel of prison from harm.
 - Performing security checks and search procedures.
 - Exercise prisoners' rights and dignity and their personal responsibility.
 - Provide appropriate care and support for vulnerable prisoners and those at risk of self-harm.
 - Promote anti-bullying and suicide prevention policies.
 - Take an active part in rehabilitation programmes, including workshops.
 - Assessing and advising prisoners.
 - Write prisoner reports
 - Perform other duties consistent with the functions of the division as may be assigned by the supervisor from time to time
-
- **Supervisory Functions**
 - Supervise prisoners, keeping an account of those in your charge and maintaining proper order.
 - Supervise visits and carrying out patrol duties.
 - Escorting prisoners from detention to the courts.
 - Advice and counsel prisoners and making sure they have access to professional help if needed.
 - Supervise other officers or looking after an area or wing of the prison.

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder seeks expenditure approval for smooth running of the prison.
- **Staff Management**
 - The job holder manages prisoners
- **Asset Management**
 - The Job holder work with prison facilities to ensure that they are in perfect shape for the prisoners

EDUCATIONAL QUALIFICATION

- A high school graduate with police or correction training.

WORK EXPERIENCE

- Must have two (2) years of work experience in the handling of prisoners or prison related work.

OTHER REQUIREMENTS

- Physical fitness skill
- Ability to calm down riot
- Negotiation skill
- Honesty and integrity
- Investigation skill

POSITION TITLE: SHERIFF

REPORTS DIRECTLY TO: County Judge/City Solicitor

DIRECTLY SUPERVISES: Deputy Sheriff/Clerks of Court

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Accused
- Jurors
- County Attorney
- Judges/Lawyers

EXTERNAL RELATIONS

- Ministries/Agencies
- Police
- Business Houses
- Partners

PURPOSE:

- To Administer and co-ordinates activities of County Sheriff's Office.

KEY RESULT AREAS:

- Coordination and supervision
- Maintenance of Accounts
- Court Order execution
- Staff development

DUTIES:

- **General Management Functions**
 - Serve as Custodian of all court's properties.
 - Receive and sign all court's precepts for service.
 - Summons jurors for court's use.
 - Monitor the activities and receive reports from Deputy Sheriff.
 - Maintain escrow accounts.
 - Execute Court's Orders.
 - Monitor effectiveness of procedures through follow-up with subordinates.
- **Technical Duties**
 - Perform responsibilities as established by State Statute among which are Warden of the County Jail, Chief County Court Security Officer, Chief County Conservator of the Peace and Agent for the purposes of serving warrants, process orders and judgements as legally directed.

- Review general work assignments and deployment of staff in Law Enforcement and Corrections Divisions.
- Review investigations of narcotics traffic and auto theft, evaluates progress with Investigators, and may approve individual actions such as raids, surveillance, or arrests.
- Serves as the Warden of the County Jail, responsible for the care and custody of prisoners.
- Establish policies and procedures under State Statute for the operation of the County Jail and monitors operations.
- Review available evidence for suitability and consults with the State's Attorney in preparation of Grand Jury cases as needed.
- Develop Sheriff's procedures to serve as guidelines for proper conduct of Patrol Division activities, based on legal information and law enforcement experience.
- Serve as Chief Security Officer for the County courts while in session.
- Review daily patrol activity log prepared by subordinates.

Supervisory Functions

- Supervise the issuance of funds to undercover operatives to buy information or contraband.
- Supervise subordinates in the process required to secure search and bench warrants or arrest offenders in view for trial or examination.
- Monitor effectiveness of procedures through follow-up with subordinates.
- Supervise meetings of Patrol Officers to evaluate operations and efficiency of members.

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder contributes to the preparation of the Unit budget which feeds into the overall budget of the Ministry.

- **Staff Management**
 - The job holder manages deputy sheriff and other subordinate court staff
- **Asset Management**
 - The job holder manages assets assigned to the position .

EDUCATIONAL QUALIFICATION

- At least a high school graduate or understanding of court administration

WORK EXPERIENCE

- Must have worked as police officer or have understanding of the law

OTHER QUALIFICATIONS

- Must be physically fit
- Ability to pursue issues and get it under control
- Negotiation skill
- Must be forceful when necessary
- Honesty and integrity

POSITION TITLE: CHIEF INSPECTOR

REPORTS DIRECTLY TO: Head of Department

DIRECTLY SUPERVISES: Assistant Chief Inspector

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Departments
- Divisions
- Sections/Units
- Consultants/Advisors

EXTERNAL RELATIONS

- Ministries/Agencies
- Courts
- Partners

PURPOSE:

- To coordinate with the inspectorates to ensure the smooth inspection and enforcement of public safety law and formulate police rules and regulations

KEY RESULT AREAS:

- Formulation and coordination
- Inspection and supervision
- Policy regulation
- Enforcement and implementation
- Investigation and reporting

DUTIES:

- **General Management Functions**
- Coordinate with the inspectorate agency to ensure the smooth inspection and enforcement of public safety laws. **Technical Duties**
- Formulate police rules and regulations.
- Plan police work so as to make the best use of available funds, personnel, equipment, and supplies
- Give assignments and instructions to police officers and supervises their work. Assign as second in command of the patrol division, traffic division, detective division, command post.
- Supervise the bureau of traffic and signals or personnel section

- Serve as the principal Assistant to the Chief Inspector of the Public Safety Division.
- Inspect all concessions, commercial, and businesses houses permits, licenses and other relevant documents as in keeping with law in the absent of the Chief Inspector Channel all reports through the office of the Chief Inspector of Public Safety for onward transmission to authority.
- Work in collaboration with other ministries and agencies inspectorate division on all safety matters as directed by the Chief Inspector.
- Take part in all investigation on safety and securities related matters with other ministries and agencies in the absent of the Chief Inspector
- Ensure that the work of the department is performed in accord with established rules, regulations, and procedures.
- Maintain the efficiency, discipline, attitude, and morale of the staff under his/her command.
- Conducts continuing inspections of personnel, performance, and equipment.
- Assumes the superiors' duties, responsibilities, and authority in the absence of the deputy police chief or police chief.
- Takes a leading part in establishing and maintaining helpful and cooperative relations with civic and business organizations, school and court officers, recreation and other groups, police authorities in other jurisdictions, and others interested in the maintenance of law and order.
- Give testimony in court and prepares and supervises the preparation of reports.
- Directs the establishment and maintenance of records and files.
- Enforce compliance with orders issued by superiors.
- Utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- **Supervisory Functions**
 - Supervise and directs the activities of all subordinates.

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder helps in the preparation of budget to enable him highlight training and logistical needs for the smooth running of the department.
- **Staff Management**
 - The job holder supervises subordinate staff like secretary, filing clerk and other subordinates staff.
- **Asset Management**
 - The job holder work with assets such as computer, office equipment and units

EDUCATIONAL QUALIFICATION

- Must have first degree in Criminal Justice, Administration, Police Science or related field

WORK EXPERIENCE

- Must have four (4) of work experience in related area in the public sector

OTHER REQUIREMENTS

- Plan, organize and implementation skill
- Ability to work independently
- Work with honesty and integrity
- Must work to meet timeline
- Must have good human relation skills
- Ability to work under pressure

POSITION TITLE: ASSISTANT CHIEF INSPECTOR

REPORTS DIRECTLY TO: Chief Inspector

DIRECTLY SUPERVISES: Inspectors

DEPARTMENTAL/FUNCTIONAL RELATIONS:

EXTERNAL RELATIONS

PURPOSE:

- To coordinate with the inspectorates to ensure the smooth inspection and enforcement of public safety law and formulate police rules and regulations

KEY RELULT AREAS:

- Formulation and coordination
- Inspection and supervision
- Policy regulation
- Enforcement and implementation
- Investigation and reporting

DUTIES:

- **General Management Functions**
 - Coordinate with the inspectorate agency to ensure the smooth inspection and enforcement of public safety laws as may be assigned by the Chief.
- **Technical Duties**
 - Formulate police rules and regulations.
 - Plan police work so as to make the best use of available funds, personnel, equipment, and supplies
 - Give assignments and instructions to police officers and supervises their work. Assign as second in command of the patrol division, traffic division, detective division, command post.
 - Supervise the bureau of traffic and signals or personnel section
 - Serve as the principal Assistant to the Chief Inspector of the Public Safety Division.
 - Inspect all concessions, commercial, and businesses houses permits, licenses and other relevant documents as in keeping with law in the absent of the Chief

Inspector Channel all reports through the office of the Chief Inspector of Public Safety for onward transmission to authority.

- Work in collaboration with other ministries and agencies inspectorate division on all safety matters as directed by the Chief Inspector.
- Take part in all investigation on safety and securities related matters with other ministries and agencies in the absent of the Chief Inspector
- Ensure that the work of the department is performed in accord with established rules, regulations, and procedures.
- Maintain the efficiency, discipline, attitude, and morale of the staff under his/her command.
- Conducts continuing inspections of personnel, performance, and equipment.
- Assumes the superiors' duties, responsibilities, and authority in the absence of the deputy police chief or police chief.
- Takes a leading part in establishing and maintaining helpful and cooperative relations with civic and business organizations, school and court officers, recreation and other groups, police authorities in other jurisdictions, and others interested in the maintenance of law and order.
- Give testimony in court and prepares and supervises the preparation of reports.
- Directs the establishment and maintenance of records and files.
- Enforce compliance with orders issued by superiors.
- Utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- **Supervisory Functions**
 - Supervise and directs the activities of all subordinates.

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder helps in the preparation of budget of the department which feeds into the annual budget of the Ministry.

- **Staff Management**
 - The job holder supervises subordinate staff like secretary, filing clerk and other subordinates staff.
- **Asset Management**
 - The job holder work with assets such as computer, office equipment and units

EDUCATIONAL QUALIFICATION

- Must have first degree in Criminal Justice, Administration, Police Science or related field from a recognized University or Institution.

WORK EXPERIENCE

- Must have at least four (4) years of work experience in related area in the public sector

OTHER REQUIREMENTS

- Plan, organize and implementation skill
- Ability to work independently
- Work with honesty and integrity
- Must work to meet timeline
- Must have good human relation skills
- Ability to work under pressure

POSITION TITLE: DIRECTOR OF PUBLIC SAFETY

REPORTS DIRECTLY TO: Assistant Minister/Administration

DIRECTLY SUPERVISES : Assistant Director/Pubic Safety

FUNCTIONAL RELATIONSHIP : Departments, Divisions, Sections/Units

EXTERNAL RELATIONS:

- Partners
- Agencies and Ministries
- General Public
- Donors
- Other Organizations.

PURPOSE:

- To provide safety throughout the Ministry and can be aptly maintained by the Director.
- To ensures that employees working in the Ministry enjoy safety during work hours.
- To carry out proper coordination, managing, and implementing comprehensive training policies in the Ministry.
- To ensure the effective and efficient response to reporting accidents in order to evaluate the current safety practices, which work in the best way possible.
- To offer a safe and hazard free working environment to workers in the workplace is the most important function of the Director.

KEY RESULT AREAS

- Formulation of safety policy
- Coordination and implementation of policy
- Policy review and evaluation
- Training and development
- Conducive environment

DUTIES:

- **General Management Functions**
 - Direct and administer safety guidelines for implementation of the best safety policies.
 - Lead, plan and implement work schedules, taking corrective decisions and assigning duties to the subordinates on regular basis.
 - Coordinate Public Safety matters throughout the country.
 - Monitor to ensure that our Environmental Protection Agency secure from hazardous material of any form ranging from toxic waste product.

- Serve as Liaison between the offices of the Director of Police, in particular the Bureau of Immigration and naturalization, the National Fire Service and the Deputy Minister for Administration and Public Safety on public safety matters.
- Undertake all other assignments as directed by the Minister of Justice and / or Deputy for Administration and Public Safety
- Performs all other duties that may be required by the boss.

- **Technical Duties**
 - Conduct different inspections and safety audits in order to ensure the compliance with the environmental and occupational health and safety requirements.
 - Develop, implement and maintain employee training programs.
 - Establish and maintain safety and training records in order to do well in the job.
 - Develop, update and manage workplace safety procedures, programs and policies.
 - Incorporate the techniques of industrial safety and employee training which has been gained through years of practice in order to improve their service quality.
 - Maintain a watch over the safety programs and ensuring that they are good enough to offer requisite safety to the employees.
 - Update the safety policies in order to make the organization safe and hazard free in nature.
 - Prepare emergency plan and control programs on public safety matters
 - Receive and evaluate reports of all private security agencies
 - Receive, review and evaluate applications for establishment and operations of all private security guards service
 - Evaluate, investigate and report on complaints against private security officers
 - Ensure that buildings, warehouses, storages, plants, factories and other workplaces are safe and secure
 - Staying aware of the safety rules and regulations of government consisting of the state and local level.
 - Conducting different inspections and safety audits in order ensure the compliance with the environmental and occupational health and safety requirements.
 - Develop, implement and maintain employee training programs.
 - Establish and maintain safety and training records in order to do well in the job.
 - Develop update and manage workplace safety procedures, programs and policies.

- Incorporate the techniques of industrial safety and employee training which has been gained through years of practice in order to improve their service quality.
- Analyse monthly department budgeting and accounting reports to maintain expenditure controls.
- Provide advice and technical assistance with cost analysis, fiscal allocation and budget preparation
- Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
- Summarize budgets and submit recommendations for the approval or disapproval of funds request.
- **Supervisory Functions**
 - Stay aware of the safety rules and regulations of government consisting of the state and local levels.
 - Organize and work independently on multiple assigned tasks/ projects and with specific deadline.

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder prepares and participates in budget preparation of the division and make sure is infused in the Ministry's annual budget for implementation of training, programs and policy review.
- **Staff Management**
 - The job holder manages the Deputy and other subordinate staff for the implementation of tasks.
- **Asset Management**
 - The job holder manages assets such as computers, vehicles, office equipment and units and offices to enable the achievement of tasks.

EDUCATIONAL QUALIFICATION

- A Bachelor's degree in Public Policy, Business Administration or related discipline. Master degree is an advantage.

WORK EXPERIENCE

- At least 3 (three) years of professional experience in related field and experience working with a diverse workforce.

OTHER REQUIREMENT

- Excellent time-management, problem -prevention and problem- solving skills

- Maintain confidentiality of sensitive information
- Remain flexible in order to adapt to changes in work environment
- Proficient in the use of micro soft office tools
- Strong organizational and planning skills
- Sound work ethics
- Strong ability to multitask
- Behaves with honesty and integrity
- Proven ability to focus on details
- Effectively plan a execute work

POSITION TITLE: EXECUTIVE SECRETARY

REPORTS DIRECTLY TO : Minister

DIRECTLY SUPERVISES : Administrative Assistant, Office Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

EXTERNAL RELATIONS:

- Guests/Visitors
- General Public

PURPOSE:

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

KEY RESULT AREAS

- Provides supervision
- Secretarial Services
- Technical advisor
- Guests appointment arrangement
- Meetings arrangement

DUTIES:

- **General Management Functions**
 - Provides supervision as Head of the Secretariat of the Director - General.
 - Supervises staff of the Secretariat to deliver on their work plans and schedules.
- **Technical Duties**
 - Provides secretarial services by typing confidential and sensitive memoranda, reports and other important documents such as Cabinet Memoranda, Agreements and Contracts.
 - Prioritize and manage multiple assignments simultaneously and follow through on issues in a timely manner.
 - Receives records and refers all official correspondence to appropriate Directorates as directed.
 - Manages an active appointment calendar in a manner that honours long standing commitments while accommodating new demands and situations as they arise.

- Communicates and handles incoming and outgoing electronic communications/letters.
- Maintains database of professional contacts and reviews them regularly for completeness and accuracy.
- Drafts, writes and types letters/memos and reports.
- Brings in consultation with the Public Relations Officer publications in the print made on the Civil Service to the attention of the Director-General.
- Collaborates closely with General Administration and Finance Section to develop and implement administrative systems, procedures and guidelines to ensure effective and efficient management of the Director-General's Secretariat.
- Ensures the provision of excellent and quality secretarial services to the Office of the Director-General.
- Supervises the staff of the Director-General's Secretariat in the provision of effective and timely clerical, executive, administrative and secretarial services.
- Serves as personal assistant to the Director-General.
- Prepares documents for meetings and records proceedings at meetings.
- Keeps Diary of the Director-General.
- Prepares daily itinerary, travel arrangements and other protocol affairs of the Director-General.
- Schedules appointments for the Director-General.
- Attends special meetings of the Director-General and records proceedings.
- Receives and attends to official visitors and guests of the Director-General.
- Liaises with the General Administration and Finance Directorate for supply of office items and other logistics for the Secretariat.
- Maintains record/inventory of all stationery and office logistics in the Office of the Director-General.
- Prevents unauthorized access to official records and correspondence.
- Ensures appropriate filing and storage of all documentation including sensitive and classified records of the Office of the Director-General.

- Maintains an up-to-date and efficiently manage filing/record system.
- Performs other relevant duties and responsibilities that may be assigned by the Director-General from time to time.
- **Supervisory Functions**
- Performs supervisory role on the activities of Administrative and Special Assistants in the Office of the Director General for productivity.

AUTHORITY LIMIT

- **Staff management:**

EDUCATIONAL AND WORK EXPERIENCE

- A good First Degree in Management Studies or in Organization Behaviour, Secretaryship or Private Secretary Certificate from any recognized university or institution.
- Advanced competency in foreign Languages is a necessary requirement.
- At least Eight (8) years relevant post-qualification experience in secretarial practice three (4) 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: SECRETARY

REPORTS DIRECTLY : Administrative Assistant

DIRECTLY SUPERVISES : Staff of the Office

DEPARTMENTAL/FUNCTIONAL RELATIONS:

EXTERNAL RELATIONS:

- Guests/Visitors
- General Public

PURPOSE:

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

KEY RESULT AREAS

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

DUTIES:

- **General Management Functions**
 - Heads of the Secretariat
- **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 offices.
 - Manages an active appointment calendar in a manner that honours long standing commitments while accommodating new demands and situations as they arise.
 - Communicates and takes appropriate action on incoming and outgoing electronic communications/letters.

- Maintains database of professional contacts and reviews them regularly for completeness and accuracy.
 - Drafts, writes and types letters/memos and reports.
 - Ensures that adequate secretarial services are extended to all units.
 - Collaborates closely to develop and implement administrative systems, procedures and guidelines to ensure effective and efficient management.
 - Services meetings and provides administrative, secretarial duties.
 - Ensures the provision of excellent and quality secretarial services to the Office.
 - Serves as personal assistant to the Boss.
 - Prepares documents for meetings and records proceedings at meetings.
 - Keeps Diary of the Boss and updates it regularly.
 - Prepares daily itinerary, travel arrangements and other protocol affairs.
 - Schedules appointments for the Boss.
 - Attends special meetings of the Boss and records proceedings.
 - Receives and attends to official visitors and guests.

 - Liaises with the supply section for supply of office items and other logistics for the Secretariat.
 - Maintains record/inventory of all stationery and office logistics.
 - Prevents unauthorized access to official records and correspondence.
 - Ensures appropriate filing and storage of all documentation including sensitive and classified records.
 - Maintains an up-to-date and efficiently managed filing/record system.
 - Performs other relevant duties and responsibilities consistent with the functions of the office from time to time.
- **Supervisory Functions**
 - Supervises staff of the Secretariat to deliver on their work plans and schedules.

AUTHORITY LIMIT

- **Management of Budget :**
 - Incumbent makes contribution to the preparation and of the office budget.
- **Staff Management:**
 - The job holder directly supervises office Attendant, Admin Assistant.
- **Asset Management:**
 - Incumbent takes basic care of computers and accessories, photocopier, telephone and uses these to carry out the tasks assigned.

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

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

OTHER REQUIREMENTS

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

POSITION TITLE: DRIVER

REPORTS DIRECTLY TO: Chief Driver

DIRECTLY SUPERVISES : Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Heads of Units

EXTERNAL RELATIONS:

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

PURPOSE:

- To manage assigned vehicle as an important support operation in the efficient and effective delivery of public services.
- To provide effective and efficient fleet management, servicing and maintenance of the assigned vehicle of the Ministry to improve service delivery.

KEY RESULT AREAS

- Fleet Management
- Driving
- Vehicle Maintenance

DUTIES:

- **General Management**
 - Nil
- **Technical Duties**
 - Maintain an efficient transport management system to support the operations of the Ministry in the delivery of its mandate.
 - Work with schedules designed for vehicle movements.
 - Works with transport policy regarding vehicle maintenance.
 - Oversees the management of vehicle repairs and preventive maintenance.
 - Takes periodic inventory of vehicle accessories.
 - Comply with the transport policies and guidelines in the Ministry.

- Reminds on the registration and renewal of documents of assigned vehicle to ensure their safety.
- Manages the efficient utilization of fuel through efficient management of vehicle deployed.
- Provides transport management inputs to assist Senior Civil Service policy makers review and formulate vehicle management and maintenance policies for the Ministry.
- Provides technical advice and guidelines to management on the acquisition, maintenance, utilization and disposal of vehicles.
- Provides support in Tender and auctioning of unserviceable vehicles.
- Stays abreast with new developments in the transport services arena and proposes improvements in the existing transport system to Management/Director.
- Performs other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by the Director from time to time.
- Drive vehicles to designated destinations for customer product deliveries.
- Drive safely and deliver products within deadlines.
- Analyze delivery address, determine appropriate routes and maintain schedule.
- Report any accidents or injuries to Supervisors immediately
- Load and unload products from trucks and trailers.
- Perform vehicle inspection such as checking fluid level and tire pressure.
- Notify supervisors about any major repairs and maintenances.
- Follow local and state driving laws and road regulations.
- Maintain the vehicle clean and safe.
- Collect payments from customer at the time of product delivery
- Work with support team to provide exceptional customer services and address customer concerns.
- Perform vehicle inspection before and after each trip

- Adhere to company operating policies and procedures.
- Maintain driving log, prepare vehicle performance forms and complete daily paperwork
- Provide special care in delivering fragile and hazardous products.
- **Supervisory Functions**
 - The job holder has no supervisory function

AUTHORITY LIMIT

- **Management of Budget**
 - Nil
- **Asset Management**
 - The job holder uses vehicle to perform daily duties.

EDUCATIONAL QULAIFICATION

- A high school graduate with valid driver license.

WORK EXPERIENCE

- At least two (2) years of work experience as professional experience.

OTHER REQUIREMENTS

- Driving skill
- Attention to details.
- Ability to work under pressure.
- Ability to drive safely to designation

POSITION TITLE: ACCOUNT CLERK

REPORTS DIRECTLY TO: Accountant

DIRECTLY SUPERVISES : Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

EXTERNAL RELATIONS:

- External Suppliers
- Financial Institutions

PURPOSE:

- To keep track of financial transactions of the unit through good record keeping.

KEY RESULTS AREA:

- Financial and Bank Reconciliation Statements
- Accounts Records Management
- Petty Cash Management
- Asset Management
- Accounting Data base Management

DUTIES

- **General Management Functions**
 - Contributes to the general management functions as directed by the supervisor.
- **Technical Duties**
 - Posts receipts and other financial transactions in the general ledger.
 - Verify payrolls and other related documents.
 - Reconcile all accounts records of the Ministry.
 - Prepare payment voucher and its proper coding.
 - Record petty cash and expenditure vouchers.
 - Prepare financial statement on a monthly basis.
 - Preparation of allotment request to the Department of Budget.
 - Maintains accounting records by making copies. filing documents.
 - Reconciles bank statements by comparing statements with general ledger.
 - Maintains accounting databases by entering data into the computer processing backups.
 - Verifies financial reports by running performance analysis software program.

- Determines value of depreciable assets by running depreciation software program.
 - Protects organization's value by keeping information confidential.
 - Updates job knowledge by participating in educational opportunities.
 - Accomplishes accounting and organization mission by completing related results as needed.
 - Perform other duties consistent with the functions of the division as may be assigned by the supervisor from time to time.
- **Supervisory Functions**
 - Supervisory responsibility is not seen for this position.

AUTHORITY LIMIT

- Management of Budget
 - Nil
- Staff Management
 - Nil
- Asset Management
 - Nil

EDUCATIONAL QUALIFICATION

- A good first degree in Accounting and Management from a recognized University or Institute.

WORK EXPERIENCE

- At least 2 years relevant post qualification experience in the public sector of Liberia.

OTHER REQUIREMENTS

- Financial software skill
- Reporting Skills
- Attention to detail
- Personal Computer proficiency
- Typing and productivity skill
- Dependability

POSITION TITLE: AUDITOR

REPORTS DIRECTLY TO : Chief Auditor

DIRECTLY SUPERVISES : Accountant

DEPARTMENTAL/FUNCTIONAL RELATIONSHIP :

EXTERNAL RELATIONS:

- Partners
- Agencies
- Ministries
- General Public
- Donors,
- Other Organizations

PURPOSE

- To examine and analyse accounting records to determine financial status of establishment and prepare financial reports concerning operating procedures.

KEY RESULT AREAS

- Analyse data or information
- Identifying underlying principles
- Financial Statement
- Report Preparation
- Ensure Compliance in compensation
- Regulation and management policies
- Preparation of financial report
- Evaluation of financial information
- Financial research and analysis

DUTIES:

- **GENERAL MANAGEMENT FUNCTION**
 - Identify and participate in continuous improvement initiatives.
 - Ensure compliance with Data Privacy and Protection Guideline.
 - Organize and work independently on multiple assigned tasks and complete assignment within specified period.
- **TECHNICAL DUTIES**
 - Collect and analyse data to detect deficient controls, duplicated effort, extravagance, fraud or non-compliance with laws, regulations and management policies.
 - Audit payroll and personnel records to determine worker's compensation coverage, liabilities and compliance with tax laws.

- Produce up-to-date data for minutes/information, using internal computer systems to allow management to base decisions on actual data
- Report to management about asset utilization and audit results, and recommend changes and financial activities.
- Examine records and interview workers to ensure recording of transactions and compliance with accounting laws and regulations.
- Prepare detailed reports on audit findings.
- Confer with the Ministry's officials about financial and regulatory matters.
- Review data about material assets, net worth, liabilities, capital stock, surplus, income, and expenditure.
- Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
- Examine and evaluate financial information systems, recommending controls to ensure system reliability and data integrity.
- Gather, verify and Process Accounting information
- Note discrepancies in accounting reports.
- Evaluate information to determine compliance with standards, using relevant information to determine the status of the information gathered.
- Research, analyse, and present data as assigned.
- Maintain standard format and metrics for data.
- Perform other duties consistent with the functions of the division as may be assigned by the supervisor from time to time.

Supervisory Duties

- Meet with management to discuss and clarify requests for highlighted issues, and make recommendations to address issues and priorities.
- Write detailed reports and make oral presentations to management.
- **AUTHORITY LIMIT**
 - **Management of Budget**
 - The Auditor participates and advises in the preparation of budget as it relates to employees compensation and other budget compliance.
 - **Staff Management**
 - The position holder manages all junior auditors and other subordinate staff.
 - **Asset Management**
 - The position holder safe guides the ministry's financial interest and properties of the ministry including cash, none cash items and set procedures for asset control and management.

EDUCATIONAL QUALIFICATION

- A good first degree in Accounting and Management from a recognized University or Institute.

WORK EXPERIENCE

- At least 2 years relevant post qualification experience in the public sector of Liberia.

OTHER REQUIREMENT

- Excellent time-management, problem-prevention and problem-solving skills
- Maintain confidentiality of sensitive information
- Remain flexible in order to adapt to changes in work environment
- Proficient in the use of micro soft office tools
- Strong organizational and planning skills
- Sound work ethics
- Strong ability to multitask
- Behaves with honesty and integrity
- Proven ability to focus on details
- Effectively plan and execute work
- Work with minimum supervision
- Strong skills in records management

POSITION TITLE: BUDGET ANALYST

REPORTS DIRECTLY TO: Chief Accountant

DIRECTLY SUPERVISES : Accountant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Departments
- Divisions
- Sections
- Units

EXTERNAL RELATIONS:

- Partners
- Agencies and Ministries
- The General Public
- Donors

PURPOSE:

- To ensure the effective and efficient execution of analysing budget, accounting reports, implementing regulations and policies for transparency.

KEY RESULT AREAS

- Budget implementation
- Budget Analysis
- Fiscal allocation
- Maintenance expenditure control
- Budget preparation
- Data base development
- Budget trend
- Report compilation

DUTIES

- **General Management Function**
 - Communicate effectively verbally and in writing to all level of staff, management, outside officials, agencies and the public, expressing clear and concise ideas relating to budgetary issues
 - Demonstrate skills critical for managerial success including leadership, decisiveness, flexibility, sound judgement, and develop personal, analytical and communication skills
 - Organize and work independently on multiple assigned tasks/ projects and with specific deadline

- Organize and work independently on multiple assigned tasks/ projects and with specific deadline
- **Technical Duties**
 - Analyse monthly department budgeting and accounting reports to maintain expenditure controls.
 - Provide advice and technical assistance with cost analysis, fiscal allocation and budget preparation
 - Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
 - Summarize budgets and submit recommendations for the approval or disapproval of funds request.
 - Review operating budgets to analyse trends affecting budget needs.
 - Develop and maintain budgeting databases.
 - Perform other duties consistent with the functions of the division as may be assigned by the supervisor from time to time.
- **Supervisory Duties**
 - Communicate effectively verbally and in writing to all level of staff, management, outside officials, agencies and the public, expressing clear and concise ideas relating to budgetary issues.
 - Demonstrate skills critical for managerial success including leadership, decisiveness, flexibility, sound judgement, and develop personal, analytical and communication skills.

AUTHORITY LIMIT

- **Management of Budget**
 - The Budget Analyst participates and advises in the preparation of budget, budget related issues and compliance. t
- **Staff Management**
 - The position holder manages all junior Analysts and other subordinate staff.
- **Asset Management**
 - The position holder safe guides the ministry's financial interest and make sure that allotments are disbursed according to budget plan of the ministry.

EDUCATIONAL QUALIFICATION

- A good first degree in Accounting and Management from a recognized University or Institute.

WORK EXPERIENCE

- At least 2 years relevant post qualification experience in the public sector of Liberia.

OTHER REQUIREMENT

- Excellent time-management,
- prevention and problem- solving skills
- Remain flexible in order to adapt to changes in work environment
- Proficient in the use of micro soft office tools
- Strong organizational and planning skills
- Sound work ethics
- Strong ability to multitask
- Work with honesty and integrity
- Proven ability to focus on details
- Effectively plan and execute work
- Work with minimum supervision
- Strong skills in records management

POSITION TITLE: CHIEF ACCOUNTANT

REPORTS DIRECTLY TO: Comptroller

DIRECTLY SUPERVISES : Account Clerk

DEPARTMENTAL/FUNCTIONAL RELATIONSHIP :

- Departments
- Divisions
- Sections
- Units
- Bureaux

EXTERNAL RELATIONS:

- Partners,
- Agencies and Ministries,
- the General Public,
- Donors,
- Other Organizations.

PURPOSE:

- To prepare, examine and analyse accounting records, financial statement, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standard.

KEY RESULT AREAS

- Preparation and examination of accounting records
- Preparation of financial statement
- Preparation of financial report
- Development of database
- Payment voucher preparation
- Financial reconciliation
- Banking transactions and reconciliation
- Budget preparation and costing
- Documentation and recordkeeping
- Development of Financial plan and instruments
- Policy implementation

DUTIES

- **General Management Function**
 - Organize and work independently on multiple assigned tasks/ projects and with specific deadline.

- **Technical Duties**
 - Develop and maintain budgeting databases.
 - Use accounting software for the timely preparation of financial transaction.
 - Communicate effectively verbally and in writing to all level of staff, management, outside officials, agencies and the public, expressing clear and concise ideas relating to financial issue.
 - Demonstrate skills critical for managerial success including leadership, decisiveness, flexibility, sound judgement, and develop personal, analytical and communication skills.
 - Organize and work independently on multiple assigned tasks/ projects and with specific deadline.
 - Preparation of payment voucher and its proper coding, preparation of financial statement on a monthly basis, preparation of allotment request to the Bureau of the Budget.
 - Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
 - Analyse business operations, trends, cost, revenues, financial commitments and obligations, to project future revenues and expenses or to provide advice.
 - Report to management regarding the finances of establishment.
 - Establish tables of accounts, and assign entries to proper accounts
 - Develop, maintain, and analyse budgets, preparing periodic reports to compare budgeted costs to actual costs.
 - Develop, implement, modify and document recordkeeping and accounting system, making use of the current computer technology.
 - Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
 - Survey operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial problems.
 - Perform other duties consistent with the functions of the division as may be assigned by the supervisor from time to time.

- **Supervisory Duties**
 - Supervise the budgetary preparation of the Ministry and its Agencies (Police , Bureau of Immigration & Naturalization, Liberia National Fire Service, Liberia Police Training Academy & Drugs Enforcement Agency) for the purpose of consolidation.

- Supervise, monitor and analyse the financial status of the Ministry and Agencies as it relates to the realization of the major and minor programs.
- Administer through the Comptroller, the financial position of the Ministry regarding her appropriation, cash plan, allotment to date, payment by the Ministry of Finance and Development Planning balance in appropriation based on data received from the Accounts Clerk, Technician and Accountants.
- Supervise the Account Clerks, Technicians and Accountants in the performance of posting in ledgers, reconciliation of all accounts for the Ministry of Justice. recording of petty cash and expenditures voucher.

AUTHORITY LIMIT

- **Management of Budget**
 - The Chief Accountant participates in the preparation and examination of the Ministry's and its Agencies budget and as well determines expenditure and identifies sources of revenues.
- **Staff Management**
 - The position holder manages all financial and subordinate staff of the section as well as staff of Agencies of the Ministry involved with financial transactions.
- **Asset Management**
 - The position holder serves as the manager and custodian of the Ministry's financial instruments of the Ministry and Agencies of the Ministry.

EDUCATION QUALIFICATION

- A good first degree in Accounting and Management from a recognized University or Institute.
- A Master Degree is an added advantage.

WORK EXPERIENCE

- At least 4 years relevant post qualification experience in the public sector of Liberia.

OTHER REQUIREMENTS

- Excellent time-management,
- Strong financial and managerial skills
- problem prevention and problem- solving skills
- Maintain confidentiality of sensitive financial information
- Remain flexible in order to adapt to changes in work environment
- Proficient in the use of micro soft office tools
- Strong organizational and planning skills

- Sound work ethics
- Strong ability to multitask
- Behaves with honesty and integrity
- Proven ability to focus on details
- Effectively plan and execute work
- Work with minimum supervision
- Strong skills in records management

POSITION TITLE: COMPTROLLER

REPORTS DIRECTLY TO: Deputy Minister/Administration

DIRECTLY SUPERVISES :

- Chief Accountant
- All categories of Accounts Officers

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Assistant Directors & analogous Grades
- Heads of Units

EXTERNAL RELATIONS:

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

PURPOSE:

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

KEY RESULT AREAS

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

DUTIES:

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

- **TECHNICAL DUTIES**

- Participates in the preparation of CSA 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 Ministry's budgetary allocations and delivers specific financial services to ensure efficient and effective functioning and result-orientation of all technical Departments, Sections and Units.
- Provides relevant and appropriate information to assists 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 policies/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 of Ministries and Agencies 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.
- Authorises payment vouchers and signs cheques.
- Monitors closely financial returns documents from Senior Management to ensure that standard accounting principles are followed and financial laws and regulations are adhered to.
- Supervises the preparation of 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.

- 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 cost/expenditure and prepares relevant reports to guide Management in its decision-making.
- Disburses financial/budgeted resources in conformity with the priorities and decisions of the Director-General and Senior Management of CSA.
- 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 Ministry on official committees as may be directed.
- Ensures appropriate and adequate documentation of all activities of the Accounts Unit.
- Develops annual plans and budgets for the Unit.
- Performs other relevant duties consistent with the functions of the Unit and Department as may be assigned by the Minister from time to time.

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

AUTHORITY LIMIT

- **Management of budget**
 - The job holder is responsible for administering a budget e.g. leading budget discussions and signing of contracts within approved limits. The job holder is also responsible for making financial forecasting and making recommendations based on those forecasts e.g. Preparation of variance analysis and computation of financial ratios. The job holder has to follow set policies and procedures in performing the job e.g. Public Financial Management Act, 2009, Public Procurement and Concessions Act, 2005, the General Services Act, 1971. The job holder has to follow guidelines or professional standards in doing the job. Most work is checked monthly, written progress reports are required monthly. An error in judgement made by the job holder e.g. using a previous wrong growth rate in preparing budgetary estimates is corrected by the supervisor.
 - The job holder has authority to modify or change established methods and procedures, but stay within program or broad parameters e.g. Budget evaluations. When there is a challenging situation the supervisor is consulted e.g. Implementation of management decisions. The immediate supervisor is consulted before a major decision is made e.g. A decision to change a depreciation policy on a particular asset. The job holder makes recommendations that affect employees in work area. E.g. Staff promotions.
- **Staff Management**
 - The job holder explains, assigns, checks, develops work methods for all categories of Accounts Officers.
- **Asset Management**
 - The job holder has responsibility for basic care and handling of goods, tools, equipment etc. e.g. divisional computers, research equipment.

EDUCATIONAL QUALIFICATION

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

WORK EXPERIENCE

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

OTHER REQUIREMENTS

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

REPORTS DIRECTLY TO: Chief Accountant

DIRECTLY SUPERVISES Account Clerks

FUNCTIONAL RELATIONSHIP:

- Departments
- Division,
- Sections
- Units

EXTERNAL RELATIONS:

- Partners,
- Agencies and Ministries,
- The General Public,
- Donors,
- Other Organizations.

PURPOSE:

- Ensure the effective and efficient analysis of financial transactions and provide recommendations and advise the relevant heads.

KEY RESULT AREAS

- Financial Analysis
- Cost Analysis
- Database Analysis
- Budget analysis
- Policy formulation

DUTIES:

- **General Management Function**
 - Organizes and work independently on multiple assigned tasks/projects and with specific deadline.
- **Technical Duties**
 - Determine cost of operations by establishing standard costs, collecting operational data.
 - Identify financial status by comparing and analyzing actual results with plans and forecasts.

- Guide cost analysis process by establishing and enforcing policies and procedures, providing trends and forecasts, explaining processes and techniques, recommending actions.
- Improve financial status by analyzing results, monitoring variances, identifying trends, recommending actions to management.
- Reconcile transactions by comparing and correcting data.
- Maintain database by entering, verifying, and backing up data.
- Recommend actions by analyzing and interpreting data and making comparative analyses, studying proposed changes in methods and materials increase productivity by developing automated accounting applications, coordinating information requirements.
- Protect operations by keeping financial information confidential.
- Contribute to team effort by accomplishing related results as needed.
- Analyse monthly department budgeting and accounting reports to maintain expenditure controls.
- Provide advice and technical assistance with cost analysis, fiscal allocation and budget preparation
- Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
- Summarize budgets and submit recommendations for the approval or disapproval of funds request.
- Review operating budgets to analyze trends affecting budget needs.
- Develop and maintain budgeting databases.
- Communicate effectively verbally and in writing to all level of staff, management, outside officials, agencies and the public, expressing clear and concise ideas relating to budgetary issues
- Demonstrate skills critical for managerial success including leadership, decisiveness, flexibility, sound judgement, and develop personal, analytical and communication skills
- Provide financial analysis for the Ministry
- Gather analyse and make recommendation on financial information
- Analyse financial data, and develop forecast
- Prepare financial reports
- Review policies and regulations and projecting the effect.
- Examine financial records for completeness, accuracy, and conformance with procedures and regulations.
- Summarize financial reports and submit recommendations for the approval or disapproval of funds request.
- Organize and work independently on multiple assigned tasks and complete assignment within specified deadlines

- Review operating financial documents.
 - Develop and maintain financial databases.
 - Communicate effectively, verbally and in writing to all level of staff, management, outside officials, agencies and the public, expressing clear and concise ideas relating to budgetary issues
 - Perform other duties consistent with the functions of the division as may be assigned by the supervisor from time to time.
- **Supervisory Function**
 - Provide guidance in financial policy formulation
 - Mentor subordinate in Analysing budget to enable them for reporting.

AUTHORITY LIMIT

- **Management of Budget**
 - The Financial Analyst coordinates financial and budget related works for decision making.
- **Staff Management**
 - The job holder works along subordinate staff such as Account Clerks, Account Technicians and other subordinate staff for coordination.
- **Asset Management**
 - The job holder has little or no management over assets.

EDUCATIONAL QUALIFICATION

- A good first degree in Accounting, Management and Economics from a recognized University or Institute.

WORK EXPERIENCE

- At least 2 years relevant post qualification experience in the public sector of Liberia.

OTHER REQUIREMENTS

- Excellent time-management and problem- solving skills
- Maintain confidentiality of sensitive information
- Proficient in the use of micro soft office tools
- Strong organizational and planning skills
- Sound work ethics
- Strong ability to multitask
- Behaves with honesty and integrity
- Strong skills in records management; Strong financial skills

POSITION TITLE: ADMINISTRATIVE ASSISTANT

REPORTS DIRECTLY TO : Deputy Director/Divisions

DIRECTLY SUPERVISES :

- Assistant Administrative Officer
- Driver

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Senior Administrative Assistants of Top/Strategic Leadership

EXTERNAL RELATIONS:

- Guests/Visitors
- General Public

PURPOSE:

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

KEY RESULT AREAS

- Office Management
- Secretarial service
- Records Management
- Office Inventory Management
- Customer care
- Stakeholder Relationship and Management
- Performance Management

DUTIES:

- **General Management Functions**
 - Head of the secretariat of the supervisor.
 - Supervises staff of the Secretariat in the provision of effective and timely clerical, executive, administrative and secretarial services.
- **Technical Duties**
 - Provides secretarial services by typing confidential and sensitive memoranda, reports and other important documents.
 - Prioritizes and manages multiple assignments simultaneously and follow through on issues in a timely manner.
 - Receives, records and refers all official correspondence to appropriate departments as directed

- Manages an active appointment calendar in a manner that honours long standing commitments while accommodating new demands and situations as they arise.
- Communicates and directs incoming and outgoing electronic communications/letters.
- Maintains database of professional contacts and review them regularly for completeness and accuracy.
- Drafts, writes and types letters/memos and reports.
- Collaborates closely with Administration and Finance to develop and implement administrative systems, procedures and guidelines to ensure effective and efficient management of the office/division.
- Ensures the provision of excellent and quality secretarial services to the Office.
- Ensures efficient delivery of secretarial and administrative services to the Office/division/unit/department.
- Serves as personal assistant to the Office.
- Prepares documents for meetings and records proceedings at meetings.
- Keeps Diary of the Boss.
- Prepares daily itinerary, travel arrangements and other protocol affairs of the Boss.
- Schedules appointments for the Boss.
- Attends special meetings of the supervisor and records proceedings.
- Receives and attends to official visitors and guests.
- Liaises with the Administration and Department for supply of office items and other logistics for the Secretariat.
- Maintains record/inventory of all stationery and office logistics in designated office.
- Prevents unauthorized access to official records and correspondence
- Ensures appropriate filing and storage of all documentation including sensitive and classified records of the office.

- Maintains an up-to-date and efficiently managed filing/record system.
- Performs other relevant duties and responsibilities that may be assigned by the Boss from time to time.
- **Supervisory Functions**
 - Holds direct reports accountable for managing their assignments to ensure the Ministry's goals are achieved.
 - Conducts performance appraisal and provides input for career development and recommends performance incentives for subordinate staff.
 - Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

- **Management of Budget :**
 - The job holder only signs and manages imprest received from the finance officer.
- **Staff Management:**
 - The job holder has continuous supervision of Assistant Administrative officer and a driver. This involves assigning, conducting and developing work methods.
- **Asset Management:**
 - The job holder is responsible for basic care and handling of computers, printers, photocopiers etc.

EDUCATIONAL QUALIFICATION

- At least a Bachelor's Degree in Management Studies, Secretaryship or other relevant discipline from a recognized university.

WORK EXPERIENCE

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

OTHER REQUIREMENTS

- Excellent knowledge of administrative and clerical procedures and systems such as managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Proven experience in handling a wide range of administrative and executive support related tasks independently with little or no supervision.
- Excellent calendar management skills including the coordination of executive meetings and minutes recording and reporting.

- Ability to adhere to sensitive deadlines, maintain confidential materials and work independently and under pressure on multiple tasks / assignments simultaneously.
- Excellent interpersonal and communications skills with demonstrated ability to effectively interact and work well with all levels of staff as well as visitors.
- Strong organizational ability and problem solving skills with capacity to establish systems that improve management office activities and work flow.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet and other communications software and tools (Telephone, Fax, Scanner, Photocopier, etc.).
- Knowledge/understanding of the operations of the Ministry's guidelines.
- Planning and organizing skills.

POSITION TITLE: CORRECTION OFFICER

REPORTS DIRECTLY TO: Prison Superintendent

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Divisions
- Sections
- Units
- Prisoners

EXTERNAL RELATIONS

- Nil

PURPOSE:

- To conduct routine inspections and report on the operations of all prison facilities under the Bureau of Rehabilitation.
- To collect analyse and compile information/reports from the various prisons.
- To ensure the safe delivery of all supplies from central office intended for the various prison under the Bureau.
- To direct, make representation at meeting held with collaborating institutions.

KEY RELULT AREAS:

- Facility Inspection
- Inspection of contraband articles
- Provision of guidance
- Monitoring and restoration

DUTIES:

- **General Management Function**
 - Inspect locks, window bars, grills, doors, and gates for tampering.
 - Designate according to institution as Correction Officer, City Or County Jail. Correction Officer, Penitentiary. Correction Officer, Reformatory

- **Technical Duties**
 - Search inmates and cells for contraband articles.
 - Guard and directs inmates during work assignments.
 - Patrol assigned areas for evidence of forbidden activities, infractions, and unsatisfactory attitude or adjustment of prisoners.
 - Report observations to superior.
 - Employ weapons or force to maintain discipline and order among prisoners, if necessary.
 - Prepare report concerning incidences of inmate disturbances or injuries.
 - Performs other relevant duties and responsibilities that may be assigned by the Boss from time to time.
- **Supervisory Functions**
 - Guard inmates in penal institution in accordance with established policies, regulations, an procedures.
 - Escort inmates to and from visiting room, medical office, and religious services.
 - Guard entrance of jail to screen visitors.
 - Guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation and be designated Guard, Deputy.

AUTHORITY LIMIT

- **Management Budget**
 - The job holder has no budget management function.
- **Staff Management**
 - The job holder work along prison staff and inmates.
- **Asset Management**
 - Job holder used prison equipment to enhance performance.

EDUCATIONAL QUALIFICATION

- A good first degree in Criminal Justice or police science from a recognized Institute

WORK EXPERIENCE

- At least two (2) years relevant post-qualification experience in correction or Policing in the Public Service of Liberia.

OTHER REQUIREMENTS

- Ensure that inmates at the prison are arranged in their various areas.
- Give accounts of inmates that are brought to the prison daily and make reports to the prison Superintendent.
- Ensure that inmates receive their daily meal.
- Treat inmates without interest being attached.
- Remains on post of assignment until properly release.
- Performs other tasks as may be required by the authority of the Ministry of Justice.

POSITION TITLE: DIRECTOR OF PRISON

REPORTS DIRECTLY TO: Assistant Minister/Rehabilitation

DIRECTLY SUPERVISES: Assistant Director/Prison Superintendent

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Departments
- Divisions
- Sections
- Units

EXTERNAL RELATIONS

- Partners
- Security Units
- Lawyers
- Judges

PURPOSE:

- To provide institutional and supervisory over site responsibility over all inmates and prisons within the Republic of Liberia.

KEY RELULT AREAS:

- Institute Supervisory power
- Perform Sentence Practices
- Maintenance Statistical information
- Perform Correctional treatment
- Perform Transfers
- Establish and Administer Program
- Make Rules and Regulations
- Appointments and Removers

DUTIES:

- **General Management Functions**
 - Exercise in accordance with law, supervisory power over all institutions in the Republic for the detention of persons charged with or convicted of an offense, or for the safekeeping of such other persons as may be remanded thereto in accordance with law.
 - Collect, develop, and maintain such statistical information concerning offenders, sentencing practices, and correctional treatment as may be useful in practical research or in the development of treatment programs.

- Order the transfer of prisoners committed to the custody of the Division among institutions of the Division or for custody in hospitals or mental institutions outside the division, where such transfer is in conformity with the provisions of sec 34.3 of this title.
- Establish and administer programs and policies for the operation of the institutions in the Division and for the correction and rehabilitation of prisoners.
- Appoint and remove subordinate officers and employees of the Division, other than the members of the Board of Parole, in accordance with law and delegate appropriate powers and duties to them.
- Make rules and regulations for the government, correctional treatment and Rehabilitation of prisoners, the administration of institutions in the Division, and the regulation of officers and employees under his jurisdiction.

Technical Duties

- Establish and administer programs and policies for the operation of the institutions in the Division and for the correction and rehabilitation of prisoners.
- Appoint and remove subordinate officers and employees of the Division. Other than the members of the Board of Parole, in accordance with law, and delegate appropriate powers and duties to them.
- Make rules and regulations for the government, correctional treatment and rehabilitation of prisoners, the administration of institution in the Division, and the regulation of officers and employees under his jurisdiction.
- Order the transfer of prisoners committed to the custody of the Division among institutions of the Division or for custody in hospitals or mental institutions outside the Division or for custody in hospitals or mental institutions outside the Division, where such transfer is in conformity with the provisions of section 34.3 of this title.
- Collect, develop, and maintain such statistical information concerning offenders, sentencing practices, and correctional treatment as may be useful in practical penological research or in the development of treatment programs.
- Exercise in accordance with law, supervisory power over institutions in the Republic for the detention of persons charged with or convicted of an offense,

or for the safekeeping of such other persons as may be remanded thereto in accordance with law.

- Transmit to the Attorney General an annual report on the operations of the Division for the preceding year.
- Performs other relevant duties and responsibilities that may be assigned by the Minister from time to time.
- **Supervisory Functions**
 - Supervise and be responsible for the administration of the Division.

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder manages budget for inmates of the various prisons compounds around Liberia.
- **Staff Management**
 - The job holder controls staff of the rehabilitation Division and inmates around prison compounds in Liberia.
- **Asset Management**
 - The job holder manages assets such as vehicles, prison compounds and working equipment of the division.

EDUCATIONAL QUALIFICATION

- A Master Degree in Law, Criminal Justice, Public Administration and Social Science or related fields from a recognized University or Institute.

WORK EXPERIENCE

- At least five (5) years relevant post-qualification experience in rehabilitation of inmates and prison management.

OTHER REQUIREMENTS

- Knowledge in law
- Prison Management skills
- Negotiation skills
- Leadership skill
- Strategic Planning skill
- Welfare Management skill

POSITION TITLE: WARDEN

REPORTS DIRECTLY TO: Prison Superintendent

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS: Nil

EXTERNAL RELATIONS

- Nil

PURPOSE:

- To receive, retain in prison and to release, in accordance with the law, prisoners duly committed or transferred to an institution in the Division.
- To enforce the provisions of law and the regulation of the Division for the Administration of the institution, the government of its officers, and the treatment, training, employment, care, discipline, and custody of the prisoners.

KEY RELULT AREAS:

- Retention and release of prisoners
- Institutional transfer of inmates
- Enforcement of law
- Maintenance and improvement
- Administrative appointment
- Prisons separation
- Maintenance and preservation

DUTIES:

- **General Management Function**
 - Make recommendation to the Chief of the Bureau concerning the appointment of professional, technical skilled and other subordinate officers and employees of the Bureau of Correctional Institutions.
- **Technical Duties**
 - Protect the safety of the prisoners and personnel of the Institution.
 - Prevent the escape of prisoners and their recapture.
 - Establish and administer rules for the operation of the institution and for the proper classification and separation of prisoners therein, consistent with provisions of this title, and the general policies and regulations of the Division of Correction.

- Maintain and preserve the central prisoner file in accordance with section 34.5 and to maintain and preserve records on the management and operation of the institution, including records concerning its industries and the wage funds of prisoners, and to report thereon to the Bureau at such times as may be required.
 - Maintain and improve the buildings, grounds, and appurtenances of the institution.
 - Performs other relevant duties and responsibilities that may be assigned by the Minister from time to time.
- **Supervisory Functions: Nil**

AUTHORITY LIMIT

- **Management Budget**
 - The position holder manages budget for the maintenance and improvement of prisons in Liberia.
- **Staff Management**
 - The position holder manages inmates and other staff of the Division of Correction.
- **Asset Management**
 - The position holder has the responsibility of maintaining the prisons and prison equipment.

EDUCATIONAL QUALIFICATION

- A good first degree in Criminal Justice, Law, Public Administration or Sociology from a recognized University or Institute.

WORK EXPERIENCE

- At least three (3) years relevant post-qualification experience in rehabilitation of inmates and prison management in the public sector of Liberia.

OTHER REQUIREMENTS

- Administrative skill
- Negotiation skill
- Management skill; Proper planning skill

POSITION TITLE: CLERICAL OFFICER (FORMERLY CLERK TYPIST)

REPORTS DIRECTLY TO: Secretary

DIRECTLY SUPERVISES : Filing Clerk

FUNCTIONAL RELATIONSHIP:

- Employees

EXTERNAL RELATIONS:

- Visitors

PURPOSE:

- To compile data and operate typewriter or computer in performing routine clerical duties in maintaining the Ministry's records and reports.

KEY RESULT AREAS

- Data Organization/compilation
- Clerical Machine Usage
- Filing and finding
- Office errands

DUTIES:

- General Management Functions
 - Nil
- Technical Duties
 - Type letters and assist with recording financial documents
 - Prepare draft of communication.
 - Prepare logistics request and submit for approval.
 - Prepare manuscript for editing by the Secretary for final preparation.
 - Take dictation at any time, records the names of visitors and arrange schedule for appointments with the boss through the Secretary.
 - Prepare visitors slips and other related forms to be used by the office.
 - Compute amounts, using adding or calculating machine.
 - File records and reports, posts information to records, sorts and distributes mail
 - Type on or from specialized forms.
 - Compile data and operate typewriter or computer in performing routine clerical duties.
 - Type on prescribed forms and other material.
 - Provide support in arranging records.

- Performs other relevant duties and responsibilities that may be assigned by the Secretary from time to time.
- **Supervisory Duties**
 - Monitor and guide the Filing Clerk on the daily functions.

AUTHORITY LIMIT

- **Management of Budget**
 - Nil
- **Staff Management**
 - Nil
- **Asset Management**
 - The job holder work with equipment such as typewriter and computer to get work done.

EDUCATIONAL QUALIFICATION

- A good High School Diploma and relevant certificates from a recognized School.

WORK EXPERIENCE:

- At least 2 years relevant post qualification work experience in an intensive typewritten position in the public sector of Liberia.

OTHER REQUIREMENT

- Proficient in the use of office equipment
- Sound work ethics
- Strong ability to multitask
- Behaves with honesty and integrity
- Proven ability to focus on details
- Effectively plan and execute work activities
- Strong skills in records management

POSITION TITLE: DISPATCHER

REPORTS DIRECTLY TO: Secretary

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Offices
- Employees

EXTERNAL RELATIONS

- Ministries and Agencies
- Partners
- Visitors

PURPOSE:

- To record and dispatch documents, information, mails, items and as well as receive same for the organization.

KEY RELULT AREAS:

- Receiving and recording documents
- Transmission of documents
- Service restoration
- Ordering of supplies
- Field coordination

DUTIES:

- **General Management Functions**
 - Receive and record all documents from supervisor and dispatch same to the respective address.
 - Receive all incoming documents, record same and transmit to the supervisor.
 - Performs other duties as may be directed by the supervisor.
 - Arrange for necessary repairs in order to restore service and schedules.
 - Ensure timely and efficient movement of trains according to train orders and schedules
 - Order supplies and equipment, and issue them to personnel.

- **Technical Duties**

- Relay work orders, messages, and information to or from work crews, supervisors, and field inspectors using telephones or two-way radios.
- Confer with customers or supervising personnel in order to address questions, problems, and requests for service or equipment.
- Prepare daily work and run schedules.
- Schedule and dispatch workers, work crews, equipment, or service vehicles to appropriate locations according to customer requests, specifications, or needs, using radios or telephones.

- Record and maintain files and records of customer requests, work or services performed, charges, expenses, inventory, and other dispatch information.
- Determine types or amounts of equipment, vehicles, materials, or personnel required according to work orders or specifications.

- Performs other relevant duties and responsibilities that may be assigned by the Secretary from time to time.

- **Supervisory Functions**

- Oversee all communications within specifically assigned territories.

- Monitor personnel and/or equipment locations and utilization in order to coordinate service and schedules.
- Advise personnel about traffic problems such as construction areas, accidents, congestion, weather conditions, and other hazards.

AUTHORITY LIMIT

- **Management Budget:** Nil

- **Staff Management:** Nil

- **Asset Management**
 - Job holder orders equipment and records documents for customers use but has no asset management authority.

EDUCATIONAL QUALIFICATION

- A good high school graduate or vocational education from a recognized Institute.

WORK EXPERIENCE

- At least 2 years relevant post working experience in the Public Sector of Liberia.

OTHER REQUIREMENTS

- Good record keeping skill
- Honesty and Integrity
- Physical fitness
- Understanding terrain
- Communication skill

POSITION TITLE: EXPEDITER

REPORTS DIRECTLY TO: Secretary

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Offices
- Visitors

EXTERNAL RELATIONS: Ministries and Agencies, Partners, Visitor

PURPOSE:

- To receive and record documents from supervisor and have same dispatched to respective addresses.

KEY RELULT AREAS:

- Receive and dispatch
- Receive and submit
- Miscellaneous assignments

DUTIES:

General Management Function

- Receive and record all documents from supervisor and dispatch same to the respective address.
- Receive all incoming documents, record same and transmit to the supervisor.
- Performs other duties as may be directed by the supervisor.

Technical Duty

- Expedite activities, documents or purchase items at various offices or vendors to meet the project's schedule or time.
- Track orders, receives goods, and place products into inventory.
- He records and maintains inventory of quantity, type of materials, parts received and distributed, manually or by using a computer.
- Performs other relevant duties and responsibilities that may be assigned by the Secretary from time to time.

Supervisory Function

- Remain in contact with the contractor to make sure that the project is smoothly running according to schedule.

- Solve problems and issues such as the operation going over budget or the contractor needing more materials than planned.
- Have a contingency plan available, if he makes mistakes by buying or purchasing the wrong materials or if the materials and documents don't arrive in time.

AUTHORITY LIMIT

- **Management Budget**
 - The job holder has limited authority over budget but in some cases monitors the usage of budget in the area of construction.
- **Staff Management**
 - The job holder does not manage staff but rather work with others.
- **Asset Management**
 - The job holder is a custodian of documents and other items such as mails, supplies and equipment to be expedited.

EDUCATIONAL QUALIFICATION

- A good high school graduate from a recognized school.

WORK EXPERIENCE

- At least 2 years relevant post working experience from the Public Sector of Liberia.

OTHER REQUIREMENTS

- Good physical condition
- Get along well with people
- Solving problems skill
- Interact with other
- Effective communication skill
- Willing to work late hours

POSITION TITLE: FIELD OFFICER

REPORTS DIRECTLY TO: Coordinator/Division

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Offices
- Division
- Sections

EXTERNAL RELATIONS:

- Clients
- Partners
- Ministries
- Agencies

PURPOSE:

- To plan, coordinate and advise on project management and related project progress.

KEY RELULT AREAS:

DUTIES:

- **General Management Functions**
 - Implement program/activities in project areas as per the work plan..
 - Organize project inception workshops/meetings with partners at district levels communities.
 - Ensure participation of local partners, districts authorities and communities in participatory planning processes for project implementation.
 - Coordinate with government line agencies at local level to ensure their support.
 - Develop programmatic/financial report in the provided format.
 - Make field visits to project districts and fields sites as per the requirement.
- **Technical Duties**
 - Develop monthly timeline and work plan based on the project in accordance with procedures and obligations specified in grant agreement.

- Ensure target achievement in each project areas in the given timeline.
 - Facilitate workshops, training or meetings, coordinates logistics, scheduling and communicate with participants.
 - Preparation of progress reports quarterly, annually and final and respond to the queries related to .project
 - Provide project related technical briefs, manuals, case studies, best practices.
 - Provide inputs in developing and strengthening networks of peers and professional within and outside the organization.
 - Contribute to develop practical solutions/innovations to respond the identified problems.
 - Knowledge, information updating in related fields through training, workshops, seminars and literature reviews.
 - Perform any other duties that may be assigned by the Supervisor from time to time.
- **Supervisory Function: Nil**

AUTHORITY LIMIT

- **Management Budget**
 - The job holder advises during budget preparation for training, workshop, coordinate logistics and meetings.
- **Staff Management**
 - The job holder interacts with field staff, community leaders and local authorities
- **Asset Management**
 - Job holder uses equipment such as vehicle for field trip, logistics for meetings and workshops.

EDUCATIONAL QUALIFICATION

- A good Bachelor degree in Management or related field from a recognized University or Institute.

WORK EXPERIENCE

- At least 2 years relevant post working experience in the Public Sector of Liberia.

OTHER REQUIREMENTS

- Willingness and enthusiasm for work in vulnerable communities.
- Living in rural and remote areas of the country.
- Strong communication and analytical skills.
- Abilities, knowledge of working with local government bodies and community.
- Knowledge of program implementation and monitoring.
- Knowledge of budgeting and accounting principles.

POSITION TITLE: FILING CLERK

REPORTS DIRECTLY TO : Secretary

DIRECTLY SUPERVISES : NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS: NIL

EXTERNAL RELATIONS:

- General Public
- Visitors

PURPOSE:

- Perform general clerical work and maintaining a bureau or sections' records. Codes, files, and retrieves records as needed and ensures system is well organized.

KEY RESULT AREAS

- Documentation and retrieval
- Document Management
- Recording and Dissemination
- Clients interaction

DUTIES:

- **General Management Functions**
 - Interact with clients, visitors, staff and the public.
 - Help other office workers.
 - Find out where material will be filed.
 - Collect materials to be filed from bureau and staff.
 - Stamp files and materials received.
 - Record materials removed and take back those not returned.
 - Remove and trash out-of-date materials.
 - Place essential papers and materials in files.
 - Scanned all records by means of scanning machine.
- **Technical Duties**
 - Read all kinds of incoming material to establish essential information, for example content or title.
 - Retrieve, sort, and file all information.

- Maintain an arranged file room.
 - Train other clerical staff in scanning key documents.
 - Maintain a day by day productivity log of scanning and indexing activities.
 - Provide typing as required.
 - Screen and direct incoming calls.
 - Determine routine problems in office.
 - Add or remove data to file records
 - Copy and fax, sort mail. Hand out reports and memos.
 - Sort material in accordance with filing system used.
 - Type and file information on folders.
 - Locate and eliminate materials from files upon request.
 - Perform any other duties that may be assigned by the Supervisor from time to time.
- **Supervisory Functions**
 - Job holder has no supervisory function.

AUTHORITY LIMIT

- **Management of Budget**
 - Nil
- **Staff Management**
 - Nil
- **Asset Management**
 - Nil

EDUCATIONAL QUALIFICATION

- A good High School Diploma, WAEC Certificate and Secretarial Certificate from a recognized Institute.

WORK EXPERIENCE

- At least 2 years relevant post working experience in the Public Sector of Liberia.

OTHER REQUIREMENTS

- Specialized in oral comprehension.

- Expert in recognizing sequences of letters and numbers.
- Professional written expression.
- Skilled in repeated and coordinated use of your hands, wrists, and fingers to type on a computer keyboard and file papers.
- Proficiency in attention to detail.
- Applying some computer knowledge.
- Professional in clearly organizing and categorizing work priorities to complete your work.
- Specialize in the maintenance of confidentiality of client records and the protection confidential information.

POSITION TITLE: COORDINATOR, HUMAN RIGHTS DIVISION

REPORTS DIRECTLY TO: Minister

DIRECTLY SUPERVISES: Research Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Divisions
- Sections/Units
- Departments

EXTERNAL RELATIONS

- Ministries/Agencies
- Partners
- NGOs
- INGOs
- Groups

PURPOSE:

- To ensure the accessibility of the Ministry in providing redress to individuals and groups that may become victims of Human Rights abuse.
- To ensure the fostering of partnership with local and international human rights and humanitarian organizations networking.
- To investigate complaints or reports of human rights abuse by law enforcement Officer brought to the attention of the Ministry.

KEY RELULT AREAS:

- Accessibility of Ministry to victims
- Coordination with Local and International Partners
- Investigation of Human Rights abuses
- Citizen complaints investigation
- Mediation and negotiation
- Facilitation of in-service training
- Human Rights Treaties and Conventions review
- Human Rights Declaration and program establishment and strengthening

DUTIES:

- **General Management Function**
 - Ensure that the Ministry of Justice is accessible in providing redress to individuals and groups that may become victims of Human Rights Abuses.
 - Recommend from time to time such change and needed reform in the statutory laws as are deemed necessary to enhance the promotion of human rights in Liberia.
 - Advise Government on the establishment and strengthening of national Institution for the promotion of human rights in accordance with the Vienna Declaration and programme of action on Human Rights.
 - Perform such other duties as may be assigned by the Minister of Justice/Attorney General, Republic of Liberia
- **Technical Duty**
 - Investigate all reported cases of human rights abuse by law Enforcement Officer brought to the attention of the Minister of Justice, with the view of advising the government of Liberia through the Minister of Justice, who is the Chairman of the Liberia Joint Security Committee.
 - Coordinate with all local and international human rights and humanitarian organization in order to foster a networking partnership with all actors in the human rights community in ensuring that the rights of those residing in Liberia are protected.
 - Investigate complaints of citizens and residents within the Republic of Liberia who alleged violations by any public officer or official in the exercise of his/her duties of the fundamental rights and liberties as provided for are the Liberian Constitution and Statutory laws and of international human rights treaties and conventions to which Liberia is a signatory.
 - Investigate complaints concerning the action primate persons, business or other institutions where those complaints alleged violations of the fundamentals right and liberties of Liberian citizen and or foreign residents to guaranteed under the Liberian constitution and international human rights treaties and convention to which Liberia is a signatory.

- Take all such corrective measures including mediation, negotiation and settlement of disputes growing or arising out of complaints alleging violations of fundamental human rights that are deemed fair, proper and effective.
- Institute appropriate criminal proceeding on behalf of the Republic of Liberia against any persons, businesses or institutions where the evidence warrants the institution of such proceedings.
- Facilitate in-service training/workshop for Human Rights and People's Right in Geneva. the African Commission on Human and People's Rights in Banjul. The Gambia. Amnesty international and other intergovernmental, governmental and non-governmental bodies and organizations.
- Perform any other such duties that may be require by the Minister from time to time.
- **Supervisory Functions**
 - Supervises and coordinate the Deputy Human Rights branch coordinators.

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder participates in budget preparation for programs fulfilment such as training, meetings, negotiations and settlements.
- **Staff Management**
 - The Job holder manages staff such as the Deputy Coordinator/Human Rights and other subordinates office staff.
- **Asset Management**
 - The job holder manages assets such as computers, supplies, other office equipment and assigned vehicles either by the Ministry or Human Rights Partners

EDUCATIONAL QUALIFICATION

- A first degree in Sociology, Public Administration, Criminal Justice, Management and related field.
- A degree in Law
- A Master degree in one of the disciplines mentioned above

WORK EXPERIENCE

- At least 5 years relevant post working experience in Human Rights related works in the Public Sector of Liberia.

OTHER REQUIREMENTS

- Negotiation and conflict resolution skills
- Investigative skills
- Knowledge in Human Rights advocacy
- Leadership skill
- Honesty and integrity
- Ability to withhold confidential information
- Planning and organization skills
- Ability to coordination with Local and International Human Rights Partners
- Ability to Mediate
- Ability to handle in-service training
- Ability to review Human Rights Treaties and Conventions
- Ability to establish and strengthen Human Rights programs

POSITION TITLE: DEPUTY COORDINATOR, HUMAN RIGHTS

REPORTS DIRECTLY TO: Coordinator/Human Rights

DIRECTLY SUPERVISES: Junior Staff

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Divisions
- Departments
- Sections/Units

EXTERNAL RELATIONS

- Ministries and Agencies
- NGOs, INGOs
- Interest Groups
- Partners

PURPOSE:

- To ensure the accessibility of the Ministry in providing redress to individuals and groups that may become victims of Human Rights abuse.
- To ensure the fostering of partnership with local and international human rights and humanitarian organizations networking.
- To investigate complaints or reports of human rights abuse by law enforcement Officer brought to the attention of the Ministry.

KEY RELULT AREAS:

- Accessibility of Ministry to victims
- Coordination with Local and International Partners
- Investigation of Human Rights abuses
- Citizen complaints investigation
- Mediation and negotiation
- Facilitation of in-service training
- Human Rights Treaties and Conventions review
- Human Rights Declaration and program establishment and strengthening

DUTIES:

- **General Management Function**
 - Ensure that the Ministry of Justice is accessible in providing redress to individuals and groups that may become victims of Human Rights Abuses.

- Recommend from time to time such change and needed reform in the statutory laws as are deemed necessary to enhance the promotion of human rights in Liberia.
- Advise Government on the establishment and strengthening of national Institution for the promotion of human rights in accordance with the Vienna Declaration and programme of action on Human Rights.
- **Technical Duty**
 - Investigate all reported cases of human rights abuse by law Enforcement Officer brought to the attention of the Minister of Justice, with the view of advising the government of Liberia through the Minister of Justice, who is the Chairman of the Liberia Joint Security Committee.
 - Coordinate with all local and international human rights and humanitarian organization in order to foster a networking partnership with all actors in the human rights community in ensuring that the rights of those residing in Liberia are protected.
 - Investigate complaints of citizens and residents within the Republic of Liberia who alleged violations by any public officer or official in the exercise of his/her duties of the fundamental rights and liberties as provided for are the Liberian Constitution and Statutory laws and of international human rights treaties and conventions to which Liberia is a signatory.
 - Investigate complaints concerning the action primate persons, business or other institutions where those complaints alleged violations of the fundamentals right and liberties of Liberian citizen and or foreign residents to guaranteed under the Liberian constitution and international human rights treaties and convention to which Liberia is a signatory.
 - Take all such corrective measures including mediation, negotiation and settlement of disputes growing or arising out of complaints alleging violations of fundamental human rights that are deemed fair, proper and effective.
 - Institute appropriate criminal proceeding on behalf of the Republic of Liberia against any persons, businesses or institutions where the evidence warrants the institution of such proceedings.

- Facilitate in-service training/workshop for Human Rights and People's Right in Geneva. the African Commission on Human and People's Rights in Banjul. The Gambia. Amnesty international and other intergovernmental, governmental and non-governmental bodies and organizations.
- Perform any other such required duties that may be assigned by the Coordinator from time to time.
- **Supervisory Functions**
 - Supervises and Deputy coordinates the subordinate office staff.

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder participates in budget preparation as assigned by the Coordinator.
- **Staff Management**
 - The Job holder manages other subordinate office staff.
- **Asset Management**
 - The job holder manages assets such as computers, supplies, other office equipment and assigned vehicles either by the Ministry or Human Rights Partners as designated by the Coordinator

EDUCATIONAL QUALIFICATION

- A first degree in Sociology, Public Administration, Criminal Justice, Management and related field from a recognized University.

WORK EXPERIENCE

- At least 3 years relevant post working experience in Human Rights related works in the public Sector of Liberia.

OTHER REQUIREMENTS

- Negotiation and conflict resolution skills
- Investigative skills
- Knowledge in Human Rights advocacy
- Leadership skill
- Honesty and integrity
- Ability to withhold confidential information
- Planning and organization skills
- Ability to coordination with Local and International Human Rights Partners

- Ability to Mediate
- Ability to handle in-service training
- Ability to review Human Rights Treaties and Conventions
- Ability to establish and strengthen Human Rights programs

POSITION TITLE: RESEARCH OFFICER, HUMAN RIGHTS

REPORTS DIRECTLY TO: Deputy Coordinator/Human Rights

DIRECTLY SUPERVISES: Junior Staff

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Departments
- Divisions
- Sections
- Units

EXTERNAL RELATIONS

- Ministry and Agencies
- Research Institutes
- General public

PURPOSE:

- To research, handles and investigates all cases emanating from human Rights abuses.
- To assess various Human Rights abuses, carry out awareness campaign to guide human rights abuses and safeguard the vulnerable.
- To investigate and prepare reports on cases of human rights abuses.

KEY RELULT AREAS:

- Research and investigation
- Data collection and compilation
- Preparation of report on abuses
- Conduct assessment
- Information dissemination and education
- Policy formulation and implementation
- Data analysis and research findings
- Presentation and recommendation

DUTIES:

General Management Functions

- Perform such other functions as may be required by the authority for the effective operation of the Ministry.
- Work for a local council, where your research will have more of a direct impact on local communities.
- Adopt the position of a project manager for the duration of the research project: managing junior staff, commissioning external researchers and making sure that deadlines are met.
- Charge of consolidating everything down into an easily digestible form. Make presentations to senior colleagues and politicians on data collection, analysis, findings and recommendation.

Technical Duties

- Handle and investigate cases emanating from Human Rights Abuses.
- Conduct basis assessment of various Human Rights Abuses.
- Carry out public awareness campaign to guide Human Rights abuses and safeguard the vulnerable.
- Review Human Rights cases and submit reports to supervisor.
- Investigate of Human Rights cases brought before the Ministry of Justice.
- Conduct research, collect data, analyse information and write reports for civil servants and politicians.
- Make well-informed decisions about new and existing policies.
- Make government's decision makers to be as effective as possible.
- Make the research influence and have an impact on every citizen.
- Remain thorough and accurate in the collection and analysis of information.
- Conduct surveys, interviewing members of the public, processing data, examining research papers and reviewing policy documents.

- **Supervisory Functions**
 - The job holder monitors and guides the junior staff on daily routine.

AUTHORITY LIMIT

- **Management Budget**
 - Job holder needs budget allocation to conduct the research.
- **Staff Management**
 - Job holder work along with people to collect information or data.
- **Asset Management**
 - Job holder uses assets such as computer, forms, and vehicles for the research.

EDUCATIONAL QUALIFICATION

- A good first degree in Research Method from a recognized University or Institute.

WORK EXPERIENCE

- At least 2 years relevant post working experience in research work in the public Sector of Liberia.

OTHER REQUIREMENTS

- Must be physically fit
- Good human relations skill
- Data collection skill
- Honesty and integrity
- Ability to persuade people for information
- Ability to accept inconvenient
- Ability to use computer

POSITION TITLE: CHIEF AUDITOR

REPORTS DIRECTLY TO: Minister

DIRECTLY SUPERVISES : Accountant

DEPARTMENTAL/FUNCTIONAL RELATIONSHIP :

- Departments,
- Division
- Sections/Units

EXTERNAL RELATIONS:

- Genera Audit Commission
- Partners
- Agencies and Ministries,
- General Public
- Donors,
- Other Organizations

PURPOSE:

- To Provide reliable, value added, independent, and objective assurance and consulting services to the Agency's management with the principal aims of evaluating and improving the effectiveness of risk management, control and governance processes thus serving as catalyst to achieve positive change in the Agency in line with Institute of Internal Auditors' Standards, relevant legislative requirements, policies, procedures and best practice.
- To prepare, examine and analyse accounting records, financial statement, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standard.

KEY RESULT AREAS

- Audit compliance
- Performing Periodic Audit
- Examination of Existing controls
- Implementation of Strategic and operational annual risk-based-audit plans
- Resolving Audit recommendations
- Reporting of Audit engagement plans
- Conforming to Institute of Internal Auditors' (IIA) Code of Ethics and Standards and internal audit charter
- Safeguarding of Assets

DUTIES

- **General Management Function**
 - Organize and work independently on multiple assigned tasks/ projects and with specific deadline.
- **Technical Duties**
 - Conducts periodic audit of the Agency's systems to ensure accountability.
 - Administers examination on existing controls within the Agency for proper coordination.
 - Establishes implementation of strategic and operational annual risk-based audit plans
 - Ensures the resolution of all recommendations of both internal and external audits.
 - Arrange and organize audit engagement plans of the Agency for professional conduct.
 - Ensures the compliance of all ethics governing Internal Audit profession in line with the Internal Audit Agency Charter.
 - Advice on the safeguarding of all assets within the Agency for accountability.
 - Develop and maintain budgeting databases.
 - Use accounting software for the timely preparation of financial transaction.
 - Communicate effectively verbally and in writing to all level of staff, management, outside officials, agencies and the public, expressing clear and concise ideas relating to financial issue.
 - Demonstrate skills critical for managerial success including leadership, decisiveness, flexibility, sound judgement, and develop personal, analytical and communication skills.
 - Organize and work independently on multiple assigned tasks/ projects and with specific deadline.
 - Preparation of payment voucher and its proper coding, preparation of financial statement on a monthly basis, preparation of allotment request to the Bureau of the Budget.

- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
 - Analyse business operations, trends, cost, revenues, financial commitments and obligations, to project future revenues and expenses or to provide advice.
 - Report to management regarding the finances of establishment.
 - Establish tables of accounts, and assign entries to proper accounts.
 - Develop, maintain, and analyse budgets, preparing periodic reports to compare budgeted costs to actual costs.
 - Develop, implement, modify and document recordkeeping and accounting system, making use of the current computer technology.
 - Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities
 - Survey operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial problems.
 - Perform any other such required duties that may be assigned by supervisor from time to time.
- **Supervisory Duties**
 - The job holder supervises the Accountant, Auditors, Secretary and other Junior Officers.

AUTHORITY LIMIT

- **Management of Budget**
 - The Chief Auditor partakes in the preparation and examination of the Ministry's and its Agencies budget and as well determines expenditure and identify sources of revenues.
- **Staff Management**
 - The position holder manages all financial and subordinate staff of the section as well as staff of Agencies of the Ministry involved with financial transactions.
- **Asset Management**
 - The position holder serves as the Chief watch dog for the Ministry assets in terms of accountability.

EDUCATION QUALIFICATION

- A Bachelor's degree in Accounting, Business Administration or related discipline from a recognized University or Institute.
- A Master Degree is an added advantage.

WORK EXPERIENCE

- At least 4 years relevant post professional experience in Accounting and related fields and experience working with a diverse workforce in the Public Sector of Liberia.

OTHER REQUIREMENTS

- Excellent time-management,
- Strong financial and managerial skills
- problem prevention and problem- solving skills
- Maintain confidentiality of sensitive financial information
- Remain flexible in order to adapt to changes in work environment
- Proficient in the use of micro soft office tools
- Strong organizational and planning skills
- Sound work ethics
- Strong ability to multitask
- Behaves with honesty and integrity
- Proven ability to focus on details
- Effectively plan and execute work
- Work with minimum supervision
- Strong skills in records management

POSITION TITLE: COMPUTER ANALYST

REPORTS DIRECTLY TO: Secretary

DIRECTLY SUPERVISES: Junior Office

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Departments
- Divisions
- Sections
- Units

EXTERNAL RELATIONS

- Visitors
- General public

PURPOSE:

- To provide staff and users with assistance solving computer related problems, such as malfunctions and program problems.
- To create a computerized data on record of the section/unit for easy reference, take dictation from supervisor and prepare outgoing communications.

KEY RELULT AREAS:

- Computerized data creation
- Report computerization
- Monitoring of computer programs and systems
- Coordination of computer installation
- Software development
- Troubleshooting
- System update

DUTIES:

General Management Functions

- Perform such other functions as may be required by authorities of the Ministry.
- Coordinate and link the computer systems within an organization to increase compatibility and so information can be shared.
- Consult with management to ensure agreement on system principles.

- Advise management on needed system upgrades in both software and hardware.
- Plan new systems for the organization like new inventory system and new technology.

Technical Duties

- Create a computerized data on record of the section for easy reference.
- Take dictation from supervisor and prepare outgoing communications.
- Computerized all reports emanating from the section.
- Provide staff and users with assistance solving computer related problems, such as malfunctions and program problems.
- Develop new software to solve a problem by working with the managers of the firm to develop a software program for payroll management.
- Troubleshoot and fix day-to-day software and hardware problems.
- Work to diagnose large-scale problems and devise methods to patching or repairing the system.
- Perform any such duties that may be required by the Supervisor from time to time.

Supervisory Functions

- Supervise computer technicians and computer operators for periodic maintenance and servicing.
- Guide users on the usage of the computers as it relates to new soft and hard wares.

AUTHORITY LIMIT

- **Management Budget**
 - The job holder seeks approval request for new software and repairs or maintenance of the system.

- **Staff Management**
 - The Job holder supervises the computer technicians and computer operators.

- **Asset Management**
 - The job holder uses assets such as computer and other computer tools for system update, introduction of new software and repairs.

EDUCATIONAL QUALIFICATION

- Must have a Technical certificate in computer science from a recognized Institute.
- A degree in computer science is an added advantage.

WORK EXPERIENCE

- Must have hands on experience in the industry for 2 years in the Public Sector of Liberia

OTHER REQUIREMENTS

- Both soft and hard wares skills
- Troubleshooting skill
- Diagnosing and problem solving skills
- Good customer relations skill
- Administrative skill
- Honesty and integrity

POSITION TITLE: IT TECHNICIAN (FORMERLY COMPUTER TECHNICIAN)

REPORTS DIRECTLY TO: Senior Computer Technician

DIRECTLY SUPERVISES : Junior office Staff

FUNCTIONAL RELATIONSHIP:

- Department
- Division
- Sections
- Units

EXTERNAL RELATIONS:

- Visitors
- Partners

PURPOSE:

- To operate and support the Ministry's computer system in addition to the other operational tools, software and computer devices.
- Analyse and resolve hardware/software problems.
- Provides direct operational services and assistance to users

KEY RESULT AREAS

- Operation and support services
- Tools and software operations
- Usage of computer devices
- Database maintenance
- Information and documentation verification
- In service training of personnel

DUTIES:

General Management Function

- Manages computer resources efficiently to provide maximum throughput and adequate system response.
- Communicates regularly regarding scheduling of computer time. Helps resolve computer related issues, routing user questions to other areas as appropriate.
- Ensure operation of performance consoles, printers, tape drives and disk drives.

- Communicate changes in operating procedures and techniques to all operations personnel.
- Receives calls from vendors. Responds as appropriate and/or refers to supervisor or other area as needed.
- Ensures adherence to college policies and requirements relating to access to and security of the computer operations area. Receives requests from people who want to enter restricted areas and allows access as appropriate. This includes responsibility for maintaining log files from the access control system.

Technical Duties

- Operate the computer efficiently to ensure production, packaging and delivery of regular and special reports.
- Operate other peripheral devices and provide operational support for the wide area and local area networks.
- Maintain operations database (i.e., jobs, scheduling, inventory, tape library, auto scheduler, etc.).
- Correct and document operational problems and discrepancies, including program changes and procedural changes as directed by supervisor or Programmer Analyst.
- Maintains a variety of documentation, including operations procedures, tape libraries, and error logs.
- Keeps technology skills up-to-date. This includes training on new equipment and software, learning new or modified procedures and reading technical manuals.
- Analyses and resolves hardware/software/problems such as operational discrepancies, job aborts, and network issues. Refers problems to appropriate person when operators' best efforts cannot resolve. May occasionally develop software tools to enhance efficiency.
- Perform any such duties as required by the Supervisor from time to time.

Supervisory Functions

- Ensures maintenance of equipment and workspace. Performs required cleaning/vacuuming of equipment and preventive maintenance procedures. In general, ensures that the environment and equipment are clean and secure.
- Performs daily, weekly and emergency backup procedures and ensures their accuracy. Performs file application and system recovery when needed. Responsible for maintaining and upgrading the backup and recovery application and its associated database. Develops and maintains all backup and recovery tools and scripts.
- Responsible for monitoring and maintaining air conditioning, water alarm, fire alarm, and power protection systems (UPS) in the computer operations area.

AUTHORITY LIMIT

- **Management of Budget**
 - Job holder request for approval for items needed to enhance the work.
- **Staff Management**
 - Job holder work with computer users and train when necessary.
- **Asset Management**
 - Job holder uses asset for the smooth running of the unit such as computer, tools, hard and soft wares.

EDUCATIONAL QUALIFICATION:

- Must have a first degree in computer science and training certificates/diploma in computer science from a recognized University or Institute

WORK EXPERIENCE

- Must have worked for not less than 2 years in the industry of the public Sector of Liberia.

OTHER REQUIREMENT

- Strong skills in records management
- Proficient in the use of office equipment
- Sound work ethics
- Strong ability to multitask
- Honesty and integrity
- Interpersonal relations

POSITION TITLE: DIRECTOR OF IT

REPORTS DIRECTLY TO: Assistant Minister/Administration

DIRECTLY SUPERVISES: Assistant Director/IT

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Departments
- Divisions
- Sections
- Units

EXTERNAL RELATIONS

- Ministries and Agencies
- Partners
- Visitors

PURPOSE:

- To manage the day to day activities of the department.
- To coordinate the section and ensure that its activities are implemented according to plan and its objectives are achieved.
- To oversee the streamlined operation of the IT department and to ensure it aligns with the mission business objectives of the organization.
- To develop and manage application portfolios for each department and to attain all IT service level agreements for the user community within the organization.
- To plan, coordinate, direct, and design all operational activities of the IT department, as well as provide direction and support for IT solutions that enhance mission-critical business operations.
- To work closely with decision makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of focus.

KEY RELULT AREAS:

- Day to day IT Management
- Coordination and implementation
- Streamlining of IT operation
- Application portfolios management
- Performance of managerial function

- Development of strategic IT work plan

DUTIES:

- **General Management Functions**
 - Manage IT department operational and strategic planning, including business requirements, project planning, and organizing and negotiating the allocation of resources.
 - Manage IT staffing, including recruitment, supervision, scheduling, development, evaluation, and disciplinary actions.
- **Technical Duties**
 - Formulate and deploy long-term strategic plans for acquiring and enabling efficient and cost-effective information processing and communication technologies.
 - Re-engineer applications support to ensure it aligns with business processes, tactical planning, and strategic vision.
 - Define and communicate project milestones, service level agreements, and resource allocation to executive team, department leads, support staff, and end users.
 - Develop and review budgets for and from IT department divisions and ensure they comply with stated goals, guidelines, and objectives.
 - Review performance of IT systems to determine operating costs, productivity levels, and upgrade requirements.
 - Benchmark, analyze report on, and make recommendations for the improvement of the IT infrastructure and IT systems.
 - Develop bid requirements for all hardware and software upgrades, reviews submitted bids for compliance with stated requirements, and makes the appropriate award.
 - Authorize and oversee the deployment, monitoring, maintenance, development, and support of all hardware and software based on department needs.
 - Develop business case justifications and cost/benefit analyses for IT spending and initiatives.
 - Direct research on potential technology solutions and implementations in support of new initiatives, opportunities, and procurement efforts.

- Develop and implement all IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, and service provision.
- Establish and maintain regular written and in-person communications with the organization's executives, department CIO, department heads, and end users regarding pertinent IT activities.
- Perform any other such duties that may be assigned by the supervisor from time to time

Supervisory Functions

- Oversee provision of end-user services, including help desk and technical support services.
- Oversee negotiation and administration of vendor, outsourcer, and service agreements.

AUTHORITY LIMIT

- **Management Budget**
 - The job holder fully participates in the preparation of the department's budget. He makes sure that equipment and other computer soft and hard wares, tools and repairs are included in the budget for the smooth running of the IT department.
- **Staff Management**
 - The job holder manages the Deputy, supervisors and other subordinates staff of the department and interacts with senior management and computer users.
- **Asset Management**
 - The job holder manages all the assets of the department including computers, server, IT equipment and tools as well as assigned vehicles and assign offices to staff of the department.

EDUCATIONAL QUALIFICATION

- A first degree in the field of computer science or information systems from a recognized University or Institute.
- Master's degree in either of these fields or Master of Business Administration with technology as a core component preferred.

WORK EXPERIENCE

- At least 5 years relevant post work experience in the Public Sector of Liberia.

OTHER REQUIREMENTS

- Proven experience in IT infrastructure strategic planning and development, project management, and policy development.
- Good understanding and technical knowledge of current network and PC operating systems, hardware, protocols, and standards, including.
- Experience with systems design and development from business requirements analysis through to day-to-day management.
- Knowledge of business theory, business processes, management, budgeting, and business office operations.
- Superior understanding of the organization's goals and objectives.
- Demonstrated ability to apply IT in solving business problems.
- In-depth knowledge of applicable laws and regulations as they relate to IT.
- Strong understanding of human resource management principles, practices, and procedures.
- Strong leadership skills.
- Excellent written, oral, and interpersonal communication skills.
- Ability to conduct and direct research into IT issues and products.
- Ability to present ideas in business-friendly and user-friendly language.
- Highly self-motivated, self-directed, and attentive to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Extensive experience working in a team-oriented, collaborative environment

POSITION TITLE: DEPUTY DIRECTOR OF IT

REPORTS DIRECTLY TO: Director of IT

DIRECTLY SUPERVISES: Technicians

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Departments
- Division
- Sections
- Units

EXTERNAL RELATIONS

- Ministries/Agencies
- Partners
- Visitors
- Professional groups

PURPOSE:

- To Deputize on behalf of the Director in the management of the day to day activities of the department.
- Coordinate the section and ensure that its activities are implemented according to plan and its objectives are achieved.
- To oversee the streamlined operation of the IT department and to ensure it aligns with the mission business objectives of the organization.
- To develop and manage application portfolios for each department and to attain all IT service level agreements for the user community within the organization.
- To plan, coordinate, direct, and design all operational activities of the IT department, as well as provide direction and support for IT solutions that enhance mission-critical business operations.
- To work closely with decision makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of focus.

KEY RELULT AREAS:

- Day to day IT Management
- Coordination and implementation
- Streamlining of IT operation
- Application portfolios management
- Performance of managerial function
- Development of strategic IT work plan

DUTIES:

- **General Management Functions**
 - Manage IT department operational and strategic planning, including business requirements, project planning, and organizing and negotiating the allocation of resources.
 - Manage IT staffing, including recruitment, supervision, scheduling, development, evaluation, and disciplinary actions.
- **Technical Duties**
 - Formulate and deploy long-term strategic plans for acquiring and enabling efficient and cost-effective information processing and communication technologies.
 - Re-engineer applications support to ensure it aligns with business processes, tactical planning, and strategic vision.
 - Define and communicate project milestones, service level agreements, and resource allocation to executive team, department leads, support staff, and end users.
 - Develop and review budgets for and from IT department divisions and ensure they comply with stated goals, guidelines, and objectives.
 - Review performance of IT systems to determine operating costs, productivity levels, and upgrade requirements.
 - Benchmark, analyze report on, and make recommendations for the improvement of the IT infrastructure and IT systems.
 - Develop bid requirements for all hardware and software upgrades, reviews submitted bids for compliance with stated requirements, and makes the appropriate award.

- Authorize and oversee the deployment, monitoring, maintenance, development, and support of all hardware and software based on department needs.
- Develop business case justifications and cost/benefit analyses for IT spending and initiatives.
- Direct research on potential technology solutions and implementations in support of new initiatives, opportunities, and procurement efforts.
- Develop and implement all IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, and service provision.
- Establish and maintain regular written and in-person communications with the organization's executives, department CIO, department heads, and end users regarding pertinent IT activities.
- Perform other such duties as may be required by the supervisor from time to time.

Supervisory Functions

- Oversee provision of end-user services, including help desk and technical support services.
- Oversee negotiation and administration of vendor, outsourcer, and service agreements.

AUTHORITY LIMIT

- **Management Budget**
 - The job holder deputizes in the preparation of the department's budget. He makes sure that equipment and other computer soft and hard wares, tools and repairs are included in the budget for the smooth running of the IT department.
- **Staff Management**
 - The job holder manages the supervisors and other subordinates staff of the department and interacts with senior management and computer users.
- **Asset Management**
 - The job holder manages all the assets of the department including computers, server, IT equipment and tools as well as assigned vehicles and assign offices to staff of the department.

EDUCATIONAL QUALIFICATION

- A first degree the field of computer science or information systems from a recognized University or Institute.

WORK EXPERIENCE

- At least 3 years relevant post work experience the Public Sector of Liberia.

OTHER REQUIREMENTS

- Proven experience in IT infrastructure strategic planning and development, project management, and policy development.
- Good understanding and technical knowledge of current network and PC operating systems, hardware, protocols, and standards, including.
- Experience with systems design and development from business requirements analysis through to day-to-day management.
- Knowledge of business theory, business processes, management, budgeting, and business office operations.
- Superior understanding of the organization's goals and objectives.
- Demonstrated ability to apply IT in solving business problems.
- In-depth knowledge of applicable laws and regulations as they relate to IT.
- Strong understanding of human resource management principles, practices, and procedures.
- Strong leadership skills.
- Excellent written, oral, and interpersonal communication skills.
- Ability to conduct and direct research into IT issues and products.
- Ability to present ideas in business-friendly and user-friendly language.
- Highly self-motivated, self-directed, and attentive to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Extensive experience working in a team-oriented, collaborative environment

POSITION TITLE: SENIOR COMPUTER TECHNICIAN

REPORTS DIRECTLY TO: Computer Analyst

DIRECTLY SUPERVISES: Computer Technicians

FUNCTIONAL RELATIONSHIP

- Departments
- Divisions
- Sections
- Units

EXTERNAL RELATIONS:

- Ministries and Agencies
- Partners
- Professional Groups
- Visitors

PURPOSE:

- To operate and support the Ministry's computer system in addition to the other operational tools, software and computer devices.
- Analyse and resolve hardware/software problems.
- Provides direct operational services and assistance to users

KEY RESULT AREAS

- Operation and support services
- Tools and software operations
- Usage of computer devices
- Database maintenance
- Information and documentation verification
- In service training of personnel

DUTIES:

General Management Function

- Manages computer resources efficiently to provide maximum throughput and adequate system response.
- Communicates regularly regarding scheduling of computer time. Helps resolve computer related issues, routing user questions to other areas as appropriate.

- Ensure operation of performance consoles, printers, tape drives and disk drives.
- Communicate changes in operating procedures and techniques to all operations personnel.
- Receives calls from vendors. Responds as appropriate and/or refers to supervisor or other area as needed.
- Ensures adherence to college policies and requirements relating to access to and security of the computer operations area. Receives requests from people who want to enter restricted areas and allows access as appropriate. This includes responsibility for maintaining log files from the access control system.

Technical Duties

- Operate the computer efficiently to ensure production, packaging and delivery of regular and special reports.
- Operate other peripheral devices and provide operational support for the wide area and local area networks.
- Maintain operations database (i.e., jobs, scheduling, inventory, tape library, auto scheduler, etc.).
- Correct and document operational problems and discrepancies, including program changes and procedural changes as directed by supervisor or Programmer Analyst.
- Maintains a variety of documentation, including operations procedures, tape libraries, and error logs.
- Keeps technology skills up-to-date. This includes training on new equipment and software, learning new or modified procedures and reading technical manuals.
- Analyses and resolves hardware/software/problems such as operational discrepancies, job aborts, and network issues. Refers problems to appropriate person when operators' best efforts cannot resolve. May occasionally develop software tools to enhance efficiency.
- Perform other such duties as may be required by the Supervisor from time to time

Supervisory Functions

- Ensures maintenance of equipment and workspace. Performs required cleaning/vacuumping of equipment and preventive maintenance procedures. In general, ensures that the environment and equipment are clean and secure.
- Performs daily, weekly and emergency backup procedures and ensures their accuracy. Performs file application and system recovery when needed. Responsible for maintaining and upgrading the backup and recovery application and its associated database. Develops and maintains all backup and recovery tools and scripts
- Responsible for monitoring and maintaining air conditioning, water alarm, fire alarm, and power protection systems (UPS) in the computer operations area.

AUTHORITY LIMIT

- **Management of Budget**
 - Job holder request for approval for items needed to enhance his work in the budget.
- **Staff Management**
 - Job holder work with computer users and train when necessary.
- **Asset Management**
 - Job holder uses asset for the smooth running of the unit such as computer, tools, hard and soft wares.

EDUCATIONAL QUALIFICATION:

- A first degree in computer science and training certificates/diploma in computer science from a recognized University or Institute.

WORK EXPERIENCE

- At least 2 years relevant post working experience in the industry from the Public Sector of Liberia.

OTHER REQUIREMENT

- Strong skills in records management
- Proficient in the use of office equipment
- Sound work ethics
- Strong ability to multitask
- Honesty and integrity
- Interpersonal relations

POSITION TITLE: INSPECTOR- GENERAL/JOINT SECURITY

REPORTS DIRECTLY TO: Chief of Operations/Joint Security

DIRECTLY SUPERVISES: Field Inspectors

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Departments
- Division
- Sections
- Units

EXTERNAL RELATIONS

- Ministries and Agencies
- Partners
- Security Groups/Units
- General Public

PURPOSE:

- To service as the Principal Deputy to the Chief of Operations at the Joint Security.
- To provide intelligence and classical information for planning purposes.
- To monitor compliance on operations security directives and procedures
- To formulate concepts of operation and support per the coordinator intent and identify constraints.

KEY RELULT AREAS:

- General Inspection
- Intelligence gathering
- Information Exchange
- Operations Implementation

DUTIES:

- **General Management Functions**
 - Serves as Principal Deputy to the Chief of Operations at the Joint Security.

- Acts in the absent of the Chief of Operations.
- Performs other duties as may be required by the authority of the Ministry.

- Participates in execution of operations, as integrated by the G-3 (S-3) and synchronized by the G-2.
- Provides risk assessment input.

- Information of interest to the historian.

- Monitors compliance with operations security (OPSEC) directives and procedures.

- **Technical Duties**
 - Formulating the concepts of operations and support per the coordinator intent.

 - Advises and informs the coordinator. prepares update, and maintains staff estates.

 - Develops concept of operations to support each COA.

 - Adjusts plans and orders based on feedback.

 - Identifies constraints.

 - Makes similar contributions to command standing operating procedures (SOPs), training plans, reports, studies, and summaries.

 - Submits information and intelligence requirements and reports.

 - Determines workload requirements and assess status of the organizations.

 - Evaluates the effectiveness of support.

 - Identifying requirements for additional units, personnel, equipment, or support.

 - Determines and plan training requirements for the entire force.

- Perform other such duties as may be required by the supervisor from time to time.
- **Supervisory Functions**
 - Supervises all assignments that are Joint Security related.
 - Supervises all Security Communications addressed to the Section.
 - Monitors operations and maintains current COP-related information.

AUTHORITY LIMIT

- **Management Budget**
 - The Job holder commits budget for training, plan, studies and information for the smooth running of the department.
- **Staff Management**
 - The job holder manages security officers and other subordinate staff of the department.
- **Asset Management**
 - The job holder uses assets such as vehicles, computers, offices and other equipment to deliver.

EDUCATIONAL QUALIFICATION

- A first degree in Sociology, Criminal Justice, Law and public Administration from a recognized University or Institute.

WORK EXPERIENCE

- At least 3 years relevant post working experience in the Public Sector of Liberia.

OTHER REQUIREMENTS

- Ability to operate the computer
- Honesty and integrity
- Ability to investigate
- Information sharing
- Ability to plan, organize and implement

POSITION TITLE: JOINT SECURITY COORDINATOR

REPORTS DIRECTLY TO: Minister

DIRECTLY SUPERVISES: Inspector General, Joint Security

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Departments
- Divisions
- Sections
- Units

EXTERNAL RELATIONS

- Ministries and Agencies
- Partners
- General Public
- Security Units

PURPOSE:

- To coordinate and supervise all matters of security under the joint Security Commission.

KEY RELULT AREAS:

- Professional advice
- Information Sharing
- Intelligence Gathering
- Planning and Coordinating

DUTIES:

- **General Management Functions**
 - Coordinate and collaborate with relevant institutions/entities on security matters within relevant institutions/entities on security matters within the Republic of Liberia.
- **Technical Duties**
 - Scrutinize and professionally advise the Minister/Attorney General on all security matters emanating from the security of both Ministries and Agencies.

- Ensure that the information emanating from Joint Security meeting is adequately disseminated to collaborating institutions.
- Take minutes at Joint Security meeting with the Attorney General.
- Perform other security duties as may be required for the effective running of the joint Security Commission. Technical Duties

Supervisory Functions

- Supervise and monitor all officers assigned under the commission within the Republic of Liberia.

AUTHORITY LIMIT

- **Management Budget**
 - The Job holder influences budget preparation and make provision in budget input for programs.
- **Staff Management**
 - The job holder manages staff such as Inspector General.
- **Asset Management**
 - The Job holder uses assets such vehicles, computers and other office equipment and furniture.

EDUCATIONAL QUALIFICATION

- A first degree in Public Administration, Sociology, Criminal Justice or Police Science from a recognized University or Institute.

WORK EXPERIENCE

- Must have four (4) years relevant post working experience in the security sector of Liberia.

OTHER REQUIREMENTS

- Honest and integrity
- Intelligence gathering
- Effective communication skill
- Report writing skill
- Information gathering
- Knowledge in computer soft ware

POSITION TITLE: LEGAL RESEARCH OFFICER

REPORTS DIRECTLY TO: Administrator/Probation Service

DIRECTLY SUPERVISES: Junior Office Staff

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Departments
- Division
- Sections, Units

EXTERNAL RELATIONS

- Ministries and Agencies
- Partners
- Research Institutes
- General Public

PURPOSE:

- To develop strategies, policies, standards and procedures; interacts with staff in matters relating to legal research projects and services.

KEY RELULT AREAS:

- Strategic development
- Standards and procedure development
- Facility inspection
- Legal Research
- Training provision
- Review and documentation

DUTIES:

- **General Management Functions**
 - Coordinate the development of strategies, policies, standards and procedures which assure business needs are met in an efficient and cost effective manner..
 - Interact with staff in matters relating to the legal research projects and service delivery.
 - Work with senior management in the development of continuous improvement strategies as required.
 - Take responsibility for the quality and relevance of research outcomes particularly where providing legal reference information and research services to staff.

- Coordinate the development and maintenance of appropriate legal research topics including the formulation of research plans within established timeframes.
 - Ensure best practice professional services are delivered to staff
 - Implement and comply with human resource and occupational, safety and welfare policies and procedures.
 - Ensure that the Principals of Equal Opportunity and Ethical Conduct are a normal part of business operations.
- **Technical Duties**
 - Provide assistance in the compilation and structuring of the Supreme Court Opinions for publishing.
 - Research on legal matters and issues to keep the boss abreast.
 - Provide assistance to attendants at the Ministry's library in researching legal matters and issues.
 - Perform tasks relative to codification as per the directive of the Deputy and Assistant Minister of Codification.
 - Make daily inspection of facilities and report any damage to the Chief of Maintenance.
 - Prepare and provide timely and accurate general and legal research, analysis and information.
 - Contribute towards the management of legal research programs,
 - Contribute to the development of policy, standards and procedures associated with the provision of legal research and related matters.
 - Project managing legal initiatives required to meet corporate and customer objectives.
 - Provide professional policy advice and consultancy on specific legally-related issues.
 - Ensure compliance with relevant legislative, legal and Parliamentary policies and guidelines.
 - Provide answers to legal questions/enquiries from the public, analyze and evaluate the issues involved and provide relevant and timely reports.
 - Provide effective leadership, direction and support to staff on legal research methods including the use of Bills, Statutes, cases and specialist databases.
 - Provide suggestions and advice on the Development & Acquisitions Committee regarding the selection of legal materials .
 - Provide advice to clients on matters relating to legal research services, support and development, including the delivery of timely, efficient and

relevant reports, briefing notes and other legal information as requested.

- Contribute to the defining, documenting and implementing of best practice standards as they are developed from time to time.
- Perform any other duties that may be assigned by the supervisor from time to time.

Supervisory Functions

- Participate in training programs and on-the-job training of staff.
- Provide training and on-going support for staff on the use of resources including internal and external reference sources.

AUTHORITY LIMIT

- **Management Budget**

- The job holder has limited involvement with budget.

- **Staff Management**

The job holder does not manage staff.

- **Asset Management**

- The job holder work with assets such as computers and other equipment to get the job done.

EDUCATIONAL QUALIFICATION

- A bachelor degree in law from a recognized University or Institute.

WORK EXPERIENCE

- At least 2 years relevant post working experience in research from the Public Sector of Liberia.

OTHER REQUIREMENTS

- Delivery of high quality, timely and relevant reports on legal and other general matters in both written and verbal forms
- Responding to diverse and often competing demands in a professional and timely manner
- Work collaboratively in a small group, contributing to friendly and cooperative team relations and consulting with other staff when appropriate
- Maintain effective working relationships with external government and community agencies.

POSITION TITLE: AIR COOL TECHNICIAN

REPORTS DIRECTLY TO : Head of Maintenance

DIRECTLY SUPERVISES : N/A

FUNCTIONAL RELATIONSHIP:

- Divisions
- Sections
- Units

EXTERNAL RELATIONS:

- Suppliers
- Visitors

PURPOSE:

- To provide efficient and effective services in diagnosing and fixing problems relating to air conditioning problems that may arise.
- Reviewing blueprints, installing air conditioning systems, testing systems for proper functioning, performing emergency repairs, maintaining tools, ordering supplies, and making routine adjustments to maximize operational efficiency

KEY RESULT AREAS

DUTIES:

- **General Management Functions**
 - Perform emergency repairs, maintaining tools, ordering supplies, and making routine adjustments to maximize operational efficiency.
 - Service contracts to clients in order to ensure long-term client relationships.
 - Check its functions and status.
 - Conduct daily routine for inspections and leakage.
- **Technical Duties**
 - Review blueprints, installing air conditioning systems, testing systems for proper functioning,
 - Record data when inspecting systems, such as temperature of equipment, fuel consumption and hours of operation.
 - Recover and properly dispose of refrigerants when servicing air conditioning equipment since refrigerants can be harmful to the environment.

- Conduct maintenance check and repairs for air-con and other cooling or heating system.
- Conduct maintenance check for air-con, heaters and coolers
- Install Air-con and heaters.
- Repair damage and dysfunctional air-con, heaters and coolers
- Fix and check backage type and Split type
- Change spare parts
- Encode the reported damage of the air-con, heaters or cooler
- Look over the blueprints to familiarize yourself with the layout, followed by installing pumps, air ducts, vents, water supply lines, and other components determined by the type of AC.
- Connect the wiring and ensure that the AC is working properly.
- Maintain and repair work form part of your duties to keep the air conditioning unit functioning properly.
- Work with refrigeration units since they use the same type of technology as air conditioning units.
- Work as an AC technician in the automotive industry.
- Install and diagnose problems with AC systems included in cars.
- Repair any problems in addition, you may find yourself maintaining the various components, including controls, condensers, and compressors.
- Require to service different kinds of AC systems used in cars and/or trucks.
- Require to keep up-to-date with new technology in the field.
- Recover and recycle, along with the proper storage of refrigerants or coolants used in air conditioning systems.
- Perform any other such duties that may be assigned by the Supervisor form time to time.

- **Supervisor Functions**

- Nil

AUTHORITY LIMIT

- **Management of Budget**

- Nil

- **Staff Management**

Nil

- **Asset Management**

- Job holder uses computer, air cool and tools to get work done.

EDUCATIONAL QUALIFICATION

- Must be a graduate technician of at least 2 year vocational course in Air Conditioning and Cooling from a recognized Institute.

WORK EXPERIENCE:

- Must have at least 2 year relevant post working experience from the Public Sector of Liberia.

OTHER REQUIREMENTS

- Must have wide knowledge and skills in repairing different kinds of Air-Cons and Cooling, heating systems
- Must have knowledge in trouble shooting
- Ability to detect damages and malfunctions
- Must have wide knowledge in backage and Split type for installation of Air-cons and Coolers
- Know how to change spare parts
- Must have good communication skills

POSITION TITLE: CARPENTER

REPORTS DIRECTLY TO : Carpentry Supervisor

DIRECTLY SUPERVISES : Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS: Divisions, Sections, Units

EXTERNAL RELATIONS:

- Suppliers
- Visitors

PURPOSE

- To construct and maintain residences and buildings including building items such as furniture and stairs.
- To make repairs to the internal and external structure and ensuring buildings are safe.
- To design, build, install, and repair structures, fixtures, furniture, and other items using different types of materials including wood and steel.

KEY RESULT AREAS

- Construct residences
- Carpentry and other related services

DUTIES

General Management Functions

Technical Duties

- Design, build, install, and repair structures, fixtures, furniture, and other items using different types of materials including wood and steel.
- Lay building foundations, prepare framing for cement, mix and pour cement, create cement forms and pour cement for stairs.
- Frame the building including doors and windows, put up siding and drywall.
- Finish the building and ceiling, flooring and the roofing.
- Put in porches and grounds and put up scaffolds.
- Prepare the layout of the project.
- Estimate height, width, length, and other proportions.
- Work with blueprints or instructions from supervisors.
- Work with materials such as wood, plastic, fiberglass, or drywall.
- Utilize chisels, planes, saws, drills, and sanders to repair and erect structures.
- Join materials with nails, screws, staples, or adhesives.
- Work on top of stilts, ladders, and the top beams of buildings.

- Check work along the way to ensure it's up to code and specifications.
- Use levels, rules, plumb bobs, framing squares, and surveying equipment to ensure everything is level and secure.
- Work with prefabricated buildings.
- Build stairs, mantles, and furniture.
- Install cabinets and molding.
- Remodel homes and businesses.
- Create structures for pouring concrete.

Supervisory Functions

- Supervise summer casual staff

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder make request for items but needs approval for supplies.
- **Staff Management**
 - The job holder does not manage staff except casual or temporary staff.
- **Asset Management**
 - The job holder build and repair structure but does not manage asset fully.

EDUCATIONAL QUALIFICATION

- A high school graduate and have an extensive knowledge in related field.

WORK EXPERIENCE

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

OTHER REQUIREMENTS

- Be proficient in carpentry and building maintenance.
- Ability to operate required equipment in a safe and appropriate manner.
- Effective verbal and written communications skills
- Time management skills.
- Ability to read building specifications, blueprints.
- knowledge of carpentry and building maintenance
- knowledge of safe operation of basic hand and power tools
- knowledge of workplace safety and safe lifting and handling procedures
- knowledge of First Aid and CPR
- Ability to operate required equipment in a safe and responsible manner
- Client service and public interaction skills

POSITION TITLE: CHIEF OF MAINTENANCE

REPORTS DIRECTLY TO: Director of procurement

DIRECTLY SUPERVISES : Technicians

FUNCTIONAL RELATIONSHIP:

- Departments
- Divisions
- Sections
- Units

EXTERNAL RELATIONS:

- Suppliers
- PPCC
- Vendor
- Technicians

PURPOSE

- To provide efficient and effective daily supervision of the Ministry in ensuring tidiness of the Ministry and timely repair work in and outside of the Ministry's facilities.

KEY RESULT AREFEAS

- General Supervision
- General Maintenance
- Construction and Installation Coordination and Monitoring

DUTIES:

- **General Management Function**
 - Manage all aspect of schedule and unscheduled maintenance
 - Represent the department at meeting.
 - Ensure compliance with safety procedures
 - Coordinate the continuous running of equipment and machinery.
- **Technical Duties**
 - Provide day to day supervision of the entire Ministry to ensure the daily clean-up of all offices and repair work of the Ministry.
 - Computerize systems to oversee routine maintenance and organized repairs.

- Involve in controlling and monitoring devices and occasionally in the manufacture of items that will help in maintenance.
 - Play a vital role in the efficiency, development and progress of manufacturing and processing industries.
 - Ensuring there is continuous cover of the machinery and equipment in case of breakdowns
 - Carry out routine scheduled maintenance work and responding to equipment faults.
 - Fitting new parts and making sure equipment is working correctly.
 - Carrying out quality inspections on jobs.
 - Liaise with client departments, customers and other engineering and production colleagues.
 - Improving health and safety policies and procedures.
 - Deal with emergencies, unplanned problems and repairs.
 - Perform any other duties that may be required by the supervisor from time to time.
- **Supervisory Functions**
 - Supervise the work of all janitorial staff
 - Supervise the power house and staff.
 - Oversee the installation, repair and upkeep of an employer's property, including machines, mechanical systems, buildings and other structures.
 - Delegate painting and drywall repair to more complex activities like electrical, heating and air-conditioning work.
 - Work with other professionals in order to improve production facilities,
 - Reduce the incidence of costly breakdowns and develop strategies to improve overall reliability and safety of plant, personnel and production processes, strategies, procedures and methods.
 - Monitor and control maintenance costs.

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder makes inputs in the preparation of the budget for repairs, purchases for items for maintenance, installation and construction.
- **Staff Management**
 - The job holder supervises the maintenance staff for effective implementation of work.

- **Asset Management**
 - The job holder manages all the assets of the Ministry.

EDUCATIONAL QUALIFICATION

- A first degree with technical certificates from recognized University or institute.
- Relevant certificate and training to the post

WORK EXPERIENCE

- Must have at least 4 years of work experience from the public Sector of Liberia.

OTHER REQUIREMENT

- Sound work ethics
- Strong ability to multitask
- Behaves with honesty and integrity
- Proven ability to focus on details
- Technical ability to manage huge infrastructure and machinery
- Computer knowledge in diagnosing problem
- Ability to prepare work schedule and plan

POSITION TITLE: CLEANER

REPORTS DIRECTLY TO : Various offices

DIRECTLY SUPERVISES : Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS: Nil

EXTERNAL RELATIONS: Nil

PURPOSE:

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

KEY RESULT AREAS:

- Cleaning and Janitorial Services

DUTIES:

- **General Management Functions**
 - No general management responsibility is required.
- **Technical Duties**
 - Provides janitorial and cleaning services to the various sections of the Ministry's Buildings.
 - Tidies and keeps clean at all times and before the resumption of work, all offices of the Ministry and surrounding facilities.
 - 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 facilitate the 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: DIETICIAN

REPORTS DIRECTLY TO: Chief Dietician

DIRECTLY SUPERVISES: Cooks

DEPARTMENTAL/FUNCTIONAL RELATIONS: Nil

EXTERNAL RELATIONS: Nil

PURPOSE:

KEY RELULT AREAS:

DUTIES:

- **General Management Function**
 - Monitor food service operations to ensure conformance to nutritional, safety, sanitation and quality standards.
 - Coordinate recipe development and standardization and develop new menus for independent food service operations.
 - Manage quantity food service departments or clinical and community nutrition services.
 - Coordinate diet counseling services.

- **Technical Duties**
 - Prepare food for inmates and clean all cooking utensils/kitchen.
 - Introduce a proper distribution mechanism amongst inmates.
 - Provide health advice and promoting healthy eating
 - Make presentations on issues of concern to inmates.
 - Educate health professionals and the public about nutrition
 - Establish and addressing key health needs.
 - Work as part of a multi-disciplinary team.
 - Support the work of other healthcare professionals
 - Assess nutritional needs, diet restrictions and current health plans to develop and implement dietary-care plans.
 - Provide nutritional counselling.
 - Consult with physicians and health care personnel to determine nutritional needs and diet restrictions of patient or client.
 - Advise patients and their families on nutritional principles, dietary plans and diet modifications, and food selection and preparation.

- Counsel individuals and groups on basic rules of good nutrition, healthy eating habits,
- Develop policies for food service or nutritional programs to assist in health promotion and disease control.
- Inspect meals served for conformance to prescribed diets and standards of palatability and appearance.
- Develop curriculum and prepare manuals, visual aids, course outlines, and other materials used in teaching.
- Prepare and administer budgets for food, equipment and supplies.
- Purchase food in accordance with health and safety codes.
- Select, train and supervise workers who plan, prepare and serve meals.
- Organize, develop, analyze, test, and prepare special meals such as low-fat, low-cholesterol and chemical-free meals.
- Plan, conduct, and evaluate dietary, nutritional, and epidemiological research.
- Plan and conduct training programs in dietetics, nutrition, and institutional management and administration for medical students, health-care personnel and the general public.
- Make recommendations regarding public policy, such as nutrition labeling, food fortification, and nutrition standards for school programs.
- Write research reports and other publications to document and communicate research findings.
- Plan and prepare grant proposals to request program funding.
- Test new food products and equipment.
- Confer with design, building, and equipment personnel to plan for construction and remodeling of food service units.

Supervisory Functions

- Help people come to terms with their illnesses.
- Advise about special diets.
- Help to facilitate dietary changes.

- Advise food service managers and organizations on sanitation, safety procedures, menu development, budgeting, and planning to assist with the establishment, operation, and evaluation of food service facilities.

AUTHORITY LIMIT

- **Management Budget**
 - The job holder provides information on budget to enhance and achieve work plan.
- **Staff Management**
 - The job holder works along with inmates and other staff at prison facilities.
- **Asset Management**
 - The job holder uses prison items to carry on daily task for inmates.

EDUCATIONAL QUALIFICATION

- A degree in nutrition or dietetics from a recognized University or Institute.

WORK EXPERIENCE

- Must have 3 years relevant post working experience from the Public Sector of Liberia.

OTHER REQUIREMENTS

- Have a mature, confident and caring manner
- Ability to interact well with people from a wide range of backgrounds
- Have good interpersonal and communication skills
- Have understanding of biochemistry/human physiology

POSITION TITLE: DRIVER

REPORTS DIRECTLY TO: Chief Driver

DIRECTLY SUPERVISES :
Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Heads of Units

EXTERNAL RELATIONS:

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

PURPOSE:

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

KEY RESULT AREAS

- Fleet Management
- Driving
- Vehicle Maintenance

DUTIES:

- **General Management**
 - Submits periodic verbal reports on the use and status of vehicles to the head for necessary action.
- **Technical Duties**
 - Maintain an efficient transport management system to support the operations of the Ministry in the delivery of its mandate.
 - Work with schedules designed for vehicle movements.
 - Works with transport policy regarding vehicle maintenance.
 - Oversees the management of vehicle repairs and preventive maintenance.
 - Request for renews of vehicle documents.

- Manages the efficient utilization of fuel through efficient management of vehicle.
 - Provides support in Tender and auctioning of unserviceable vehicles.
 - Stays abreast with new developments in the transport services arena.
 - Develops best practice vehicle management courses to improve the skills of drivers and further assist in developing guidelines for establishing Civil Service Transport Management Class.
 - Builds and manages a database on vehicles, their repairs, maintenance and costs.
 - Ensures appropriate documentation and updates of vehicle records, movement of vehicles and renewal of driving licences.
 - Performs other relevant duties consistent with the functions of the Unit from time to time as assigned by the Supervisor.
- **Supervisory Functions**
 - Participate in performance appraisal and provide input.

AUTHORITY LIMIT

- **Management of Budget**
 - Nil
- **Staff Management**
 - Nil
- **Asset Management**
 - The job holder uses vehicle for his daily function.

EDUCATIONAL QULAIFICATION

- Driving License

WORK EXPERIENCE

- At least 2 years relevant post driving experience from the Public Sector of Liberia.

OTHER REQUIREMENTS

- Excellent knowledge/understanding of modern transport management, Insurance, Road Safety and other regulatory requirements.
- Interpersonal skills.
- Attention to details.
- Ability to work under pressure.