



# JOB DESCRIPTIONS FOR NATIONAL BUREAU OF CONCESSIONS REPUBLIC OF LIBERIA

Developed By

The Human Resources Unit

In collaboration with

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

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## **JOB DESCRIPTION FOR THE NATIONAL BUREAU OF CONCESSIONS**

Background: The Government of Liberia established the National Bureau of Concessions to provide technical assistance to ministries and other agencies, departments or bureaus of the Government responsible for planning, bidding, negotiating and administering concession agreements. Such assistance shall be provided when and in the manner provided for in the Public Procurement and Concessions Act or in other applicable laws may also be provided with respect to any aspect of the creation or administration of concessions when called for by any agency of the Government having jurisdiction. Such technical assistance may include but not limited to the following tasks and/or activities:

- Establishing guidelines and regulations for the granting of concessions.
- Undertaking preliminary or prefeasibility studies to evaluate the desirability of a proposed concession prior to commencing a concession bidding and concession negotiation process.
- Planning the steps to be taken in awarding a proposed concession, whether negotiated based on an unsolicited offer awarded pursuant to a competitive bidding process.
- Preparing requests for submission of prequalification data and evaluating bidder prequalification submissions. Preparing bid documents and evaluating submissions received from bidders.
- Preparing draft concession agreements.
- Negotiating definitive concession agreements.
- Preparing concession agreement administration plan following the execution of completed concession agreement. Monitoring and evaluating performance under and compliance with concessions agreements as provided in Sections 7 and 8 of this Act. Formulating, promoting, supporting, and implementing training and capacity development programs in furtherance of the concession process.

## **JOB TITLE: DIRECTOR GENERAL**

**Reports Directly To:** The President and the National Legislature

### **Directly Supervises:**

- Deputy for Administration
- Deputy for Concessions
- Controller
- Internal Auditor

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

- All Departments

### **EXTERNAL RELATIONS:**

- Concessionaires
- MAC
- Legislature
- Presidency

### **Purpose /Objective:**

The Director General shall serve as Chief Executive Officer of the National Bureau of Concessions (NBC) and shall be responsible for the administration, organization and management of the Bureau consistent with the terms and provisions of the National Bureau of Concessions Act and all other relevant legislation.

### **KEY RESULT AREAS:**

General Administration  
Regulation and Concessions Management  
Executive and Legislative

### **Duties and Responsibilities:**

#### **General Administration**

- Oversee the effective and efficient day-to-day operation of the National Bureau of Concessions (NBC). Determine strategies to move the organization forward, set goals, create and implement actions, plans and evaluate results.
- Foster effective team work between and among organizational units while promoting an atmosphere of mutual respect and public service. Work cooperatively and effectively with others to set goals, resolve problems and make decisions that enhance organizational effectiveness.
- Promote mutually-beneficial working relationship and open channels of communication with other Government institutions, concessionaires, local communities and civil society organizations.

### **TECHNICAL DUTIES/Regulation and implementation:**

- Review and revise the Bureau's organizational structure and related staffing requirements as needed in consultations with appropriate NBC staff and /or others.
- Work with staff to develop, implement and monitor an annual concession monitoring plan as stipulated in the National Bureau Concessions Act.
- In conjunction with the Deputy DIRECTOR, Monitoring and Technical Assistance review, approve and transmit concession monitoring reports and related documents to all appropriate stakeholders.
- Liaise with the Government of Liberia stakeholders and development partners to ensure, to the extent possible, that the Bureau has the financial, material and human resources it needs to realize its objectives.
- Ensure that the Bureau's annual budget request and annual report are provided to the office of the President and other relevant stakeholders in a timely manner.
- As the Bureau official spokesperson, ensure that the Bureau is adequately and appropriately represented before the National Legislature, other Government of Liberia entities, civil society and the general public.

**Policy:**

- Promote sound policies based on principles of good governance and the sustainable management of natural resources by serving as the Government of Liberia principal advisor with respect to concession management in the country and carry out other duties as may be requested from time to time by the President and National legislature consistent with the Act establishing the National Bureau of Concession.

**Authority Limit**

- Concessionaries
- NBC Staff

**AUTHORITY LIMIT**

- **Management of Budget**
  - Final approving authority
- **Staff Management**
  - Incumbent has staff management responsibility.
- **Asset Management**
  - Incumbent uses assets assigned.

## **KEY QUALIFICATION**

### **Education:**

Except for Political appointment, the Director General must at least have a Master Degree in Business and/or Public Administration, Financial Management, Law, Natural Resources Management, Economics or any of the Social Sciences.

### **Experience**

- At least seven (7) years working experience in Managerial position.
- Substantive knowledge of addressing critical concession issues and having the ability to ensure harmony in the concession sectors.

### **Knowledge and Skills:**

- Excellent working knowledge in Computer (word, Excel, Access, Power Point) knowledge of and committed to the principles and mandate to the National Bureau of Concession.
- Must be a self-started with excellent demonstrated teamwork skills.
- Sound judgment, excellent analytical skills, strong network and interpersonal skills with an ability to plan, organize and coordinate work and to cope with a demanding workload is expected.
- Excellent communication and evaluation skills.

## **JOB TITLE: DEPUTY DIRECTOR GENERAL, ADMINISTRATION**

**Reports Directly To:**      **The Director General**

**Directly Supervises:**

- Human Resource Director
- Chief of Security
- Chief of Maintenance
- Procurement Manager
- **Communication Coordinator**

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- All Departments

**External Relations:**

- Concessionaires
- MAC
- Legislature
- Presidency

**Purpose/Objective:**

The Deputy Director General for Administration and Finance shall oversee all asset management, human resource, information technology and financial management functions of the NBC such that it can fulfill its mandate effectively and efficiently.

**KEY RESULT AREAS:**

General Administration  
Legal  
Executive and Legislative

**Duties and Responsibilities**

- Oversee the effective and efficient day-to day work of all NBC employees in the areas of asset management (including facilities, vehicles, equipment/furnishing and security), human resources, finance (including, but not limited to, procurement and payroll) and information technology support.
- Initiate and maintain an ongoing liaison with the Deputy Director General for Monitoring and Technical Services and other key staff to keep abreast of organizational needs and formulate appropriate responses.
- Ensure that the organization's staffing pattern is consistent with its needs and strategic direction. Foster effective team work between and among all staff members.



- Work with the Director General and Comptroller to develop a comprehensive, accurate and responsive annual budget for the NBC, taking into account the organization's current and projected needs:
- In conjunction with the Director General and Comptroller, ensure that the NBC's annual budget is administered prudently and conformity with all applicable laws, regulations and administrative guidelines.
- Ensure that all financial and operational reports are prepared and filed in a timely and appropriate manner.
- Participate actively in the NBC's strategic planning process by, among other things, helping to identify and assess organizational strengths, weaknesses, opportunities and challenges together with appropriate strategies to mitigate/leverage them.
- Act as the Director General in his/her absence to oversee the effective and efficient day-to-day operation of the NBC and carry out other duties as may be requested from time to time by the Director General.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - Incumbent participates in the preparation of Annual budgets and submits the Directorates component for incorporation into the composite NBC budget.
- **Staff Management**
  - Incumbent has staff management responsibility.
- **Asset Management**
  - Incumbent uses and manage assets assigned.

#### **Key Qualification:**

##### **Education:**

- Except for Political appointment, the Deputy Director General for Administration must at least have a Bachelor Degree in Public Administration, Business Management, Accounting, Economics, Finance or any other equivalent area.

##### **Experience:**

- Minimum of five (5) years working experience in Managerial position.
- Substantive knowledge of concession issues and sufficient in devising plans and strategies in mitigating problems in concession areas. He/she must also have substantial knowledge in formulating budget and analyzing financial issues.

##### **Knowledge and Skills:**

- Excellent working knowledge in Computer (word, Excel, Access, Power Point).
- Knowledge of and committed to the principles and mandate of the National Bureau of Concession.

- Must be a self-started with excellent demonstrated teamwork skill.
- Sound judgment, excellent analytical skills, strong network and interpersonal skills ability to plan, organize and coordinate work and to cope with demanding workload is expected.

## **JOB TITLE: DEPUTY DIRECTOR GENERAL, CONCESSIONS**

**Reports Directly To:      The Director General**

### **Directly Supervises:**

- Senior Coordinator Housing and Infrastructure
- Senior Coordinator Education
- Senior Coordinator Finance and Economic Analysis
- Senior Coordinator Labor and Employment
- Coordinator Cadastral
- Senior Coordinator PPP
- Senior Coordinator Environment Protection
- Senior Coordinator Health and Sanitation
- Senior Coordinator Forestry
- Senior Coordinator Agriculture
- Senior Coordinator Production

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

- Health and Sanitation
- Production
- Forestry
- Agriculture
- Labour and Employment
- Education
- Human Resources
- Housing and Infrastructure

### **EXTERNAL RELATIONS:**

- Concessionaires
- MAC
- Legislature
- Presidency

### **Purpose/Objective:**

- The Deputy Director General shall be accountable for operationalizing the core monitoring and evaluation function of the NBC. He/she will supervise all concession monitors, sector heads and the documentation and reports coordinator.

**KEY RESULT AREAS:**

- Concessions Management
- Monitoring and Evaluation
- Executive and Legislative

**Duties and Responsibilities:****General Management Function:**

- Oversee the effective and efficient day to day work of all concessions monitors, sectors specialist and documentation of reports and report coordinator.
- Facilitate the work of the monitors/sector specialists by developing an annual monitoring plan.
- Work closely with monitors/ sectors specialist to assess situation, analyze and evaluate opinions and advance recommendations.

**Technical Duties:**

- Continually assess the technical needs of other governmental entities and formulate action plans to address those needs.
- In conjunction with the DG, liaise with concessionaires as needed to identify, prioritize and resolve issues.
- To the extent possible, facilitate working relationship between monitors and stakeholders at the local or civil society levels.
- Ensure the methodological integrity of all monitoring and evaluation protocols and make adjustment when required.
- In conjunction with HR Director, identify and encourage technical and non-technical in service training and other capacity building opportunities for staff.
- Encourage time feedback for concessions deliverables by the NBC, technical staff and advisors.
- Assist in project monitoring, including preparation of projects progress report, presentation and other documentations.
- Carry out other duties as may be request.

**AUTHORITY LIMIT**

- **Management of Budget**
  - Incumbent participates in the preparation of Annual budgets and submits the Department's component for incorporation into the composite NBC budget.
- **Staff Management**
  - Incumbent has staff management responsibility.

- **Asset Management**
  - Incumbent uses assets assigned and manages other assets.

## **KEY QUALIFICATIONS**

### **Education:**

- Master degree in Natural Resources Management and Concessions Negotiation, Business and Public Administration, Strategic Planning and Research and Developing Planning or knowledge of Natural Resources and Environmental Law as an added advantage.

### **Experience:**

- At least Nine (9) years of managerial experience in concession and natural resources management.
- Knowledge and skills in monitoring and evaluation is an added advantage.

### **Knowledge and skills:**

- Ability to negotiation for concession agreement in the national interest.
- Knowledge of common computer applications (Microsoft, excel, access, power point, etc.).
- Knowledge in statistical analysis.
- Good knowledge in the formulation of concession policy and research.
- Must be self-started with excellent, analytical, planning, communication and demonstrated team skills.
- Ability to priority task and meet deadlines and cope with demanding work load.

**JOB TITLE: DIRECTOR, LEGAL AFFAIRS**

**Reports Directly To: Director General**

**Directly Supervises:**

- Cadastral

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Administration
- Concessions

**EXTERNAL RELATIONS:**

- Concessionaires
- MAC
- Legislature
- Ministry of Justice

**Purpose/Objective:**

- The Assistant Director General for Legal Affairs of the National Bureau of Concessions (NBC) shall be the chief legal advisor to the Director General and the NBC as a whole and shall offer counsel on legal issues and all aspect of the concession process including providing legal view on monitoring and evaluation of compliance, providing legal representation and prepare legal documentation and participate in negotiation of contracts.

**KEY RESULT AREAS:**

- Data Management
- Legal Services

**Duties and Responsibilities:**

**General Management Function:**

- Draft legislation and subsidiary legislations aimed at enhancing the operations of the Bureau.
- Review related legislations on Concessions activities in Liberia and add value to and be the backbone of the NBC legally.

**Technical Duties:**

- Work with responsible director to draft regulations and policies documents relating to the regulatory role of the National Bureau of Concession and also ensure that NBC operates within the law at all times.

- Represent the Bureau in litigation and advocacy in legal action brought by or against the Bureau.
- Provide legal advice to Management on the relevant issues relating to the National Bureau of Concession.
- Draft and review the National Bureau of Concession agreements such as leases, sub leases, assignment of leasehold right or interest in lease hold.
- Provide expert and strategic legal advice to management and give legal opinion in respect to concession agreements Negotiations.
- Carry out other duties as may be requested from time to time by the Management, consistent with his/her duty.

## **AUTHORITY LIMIT**

### **Management of Budget**

- Incumbent participates in the preparation of Annual budgets and submits the Directorates component for incorporation into the composite NBC budget.

### **Staff Management**

- Incumbent has staff management responsibility.

### **Asset Management**

- Incumbent uses assets assigned.

## **KEY QUALIFICATION**

### **Education:**

- Bachelor Degree in Law or its equivalent from a recognized institution of higher learning. An advance degree would be given due consideration. Knowledge of Concession /Commercial /Environmental law would be an added advantage also.

### **Experience:**

- At least three (3) years in the practice of Law in Liberia .Experience as a Corporate, Natural Resources, Environmental or Concessional Lawyer would be required.

### **Knowledge and Skills:**

- Excellent working knowledge in Computer (word, Excel, Access, Power Point)
- Knowledge of and committed to the principles and mandate of the National Bureau of Concession.
- Good knowledge of Concession policy, legal issues and concession related practices in Liberia and the region.
- Must be self-started with excellent demonstrated teamwork skill.

- Sound judgment, excellent analytical skills, strong network and interpersonal skills ability to plan, organize and coordinate work and to cope with a demanding workload is -expected: and
- Excellent communication and evaluation skills and highly polite.



## **JOB TITLE: COMPTROLLER**

**Reports Directly To:      Director General**

**Directly Supervises:**

- **Chief Accountant**
- **Staff Accountant**
- **Accountant**

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- **All Departments**

**EXTERNAL RELATIONS:**

- USAID-GEMS
- Internal Audit Agency
- Public Procurement Concessions Commission
- General Audit Agency
- Ministry of Finance, Development & Planning

**Purpose/Objective:**

The NBC Comptroller is responsible for performing routine accounting tasks which shall include accounts payable and receivable, maintain payroll, recording data in a computerized accounting system and performing monthly task such as preparing income statement and balance sheet.

**KEY RESULT AREAS:**

- Financial Management
- Budget Management
- Internal Financial

**Duties and Responsibilities:**

**General Management Function:**

- Provide day to day management of the finance section of NBC.
- Training and coach staff of the finance department
- Conduct staff appraisals

**Technical Duties:**

- Provide oversight responsibilities for the cash management, and all financial policies of the Bureau.
- Be responsible to maintain account relationships with the various Banks especially the Central Banks.
- Be responsible to daily monitor Banks balances of the Bureau and periodically reconcile these accounts at the Banks.
- Be responsible to disburse the Bureau's payments: salaries and at the same time have the ability to maintain a high level of accuracy and confidentiality concerning financial matter.
- Be responsible to maintain and manage the Government domestic and external debt portfolio.
- Acts as custodian for the Bureau's blank checks and its issuance.
- Controls check processing from receipts and recording of the approved payment voucher to its final payment and maintain appropriate records of them.
- Review and approves personnel listing for payroll purposes and signs as one of the signatories.
- Prepares "releases" authorizing the release of funds from Bureau's s at the various banks for the settlement of salaries and legitimate claims.
- Be responsible to prepare vouchers for foreign missions, travel and special commitments ascribed to the National Concession Bureau.
- Gives instructions for the raising of checks following authorization from either the Director General or Designee.
- Approves the daily bank statement (cash) report submission to top Management.
- Serves as a signatory to all Bureau's accounts at the Banks and signs or initial all checks raised before forwarding same to the Director General.
- Prepares monthly/periodic cash expenditure reports, detailing objects of expenditure by department.
- Performs any other job related tasks that may be assigned by either the Director General or Designee.

**Management of Budget**

- Incumbent coordinate the preparation of Annual budgets. Manages NBC budget.

**Staff Management**

- Incumbent has staff management responsibility.

**Asset Management**

- Incumbent uses assets assigned and manages assets in department.

## **KEY QUALIFICATION:**

### **Education:**

- A Master Degree in, Accounting, Economics, Finance or its equivalent.

### **Experience**

- At least Five (5) years working experience in Managerial position.
- Substantive knowledge of how the concession sector works and ability to mitigate problems as they arise. Knowledge in budgeting is an added advantage.

### **Knowledge and Skills:**

- Excellent working knowledge in Computer (word, Excel, Access, Power Point)
- Knowledge of and committed to the principles and mandate to the National Concession Bureau.
- Must be a self-started with excellent demonstrated teamwork skill
- Sound judgment, excellent analytical skills, strong network and interpersonal skills ability to plan, organize and coordinate work and to cope with a demanding workload is expected.
- Excellent communication and evaluation skills.

## **JOB TITLE: NATIONAL CONCESSION ADVISOR**

**Reports Directly To: The Director General**

**Directly Supervises:**

- NIL

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- All

**Purpose/Objective:**

- The National Concession Advisor shall advise the Director General and management on all concession related matters and shall specifically provide both technical and professional expertise to the NBC and the Director General in handling all aspects of the concession process.

**KEY RESULT AREAS:**

- Policy Management

**Duties and Responsibilities**

**General Management Functions:**

- Provide both technical expertise and administrative advice to the NBC and the Director General on concession related matters and in the discharge of the entity's functions and mandate.
- Consult and strategize with the Director General and other technical and professional staff on how harmony permeates concession areas for the primary purpose of concessionaire's compliance with agreements (terms and conditions) which eventually contributes to the desirable revenue generation and employment opportunity as well as compliance.

**Technical Duties:**

- Collaborate with relevant units, departments and sectors of the NBC to prepare and produce reports and other related documentations as may be required.
- Form part of the repository of skills, knowledge and experience required to guide the concession granting process, consistent with international best practices.
- Participate in studies for the development of basic economic models in the forest sector to ascertain the viability of commercial forestry (production and marketing) in the face of Liberia's current forestry tax regime.
- Undertake concession sector analysis and assessment for social-economic impact of natural resource exploitation.
- Assist with concession policy analysis for informed decision-making to promote good governance in the sustainable management of concessions.

- Represent the Director General at meetings, conferences and/or other discussion if required.
- He/She shall implement other duties from time to time as may be deemed expedient by the Director General.

**Management of Budget**

- NIL

**Staff Management**

- NIL

**Asset Management**

- Incumbent uses assets assigned.

**KEY QUALIFICATION****Education:**

- Master Degree in Natural Resources Management, Concession Negotiation technique and strategic, Environmental Law, Business and Public Administration or equivalent degree in any of the areas.

**Experience:**

- At least Nine (9) years working experience in concession or concession related area. He/she must have adequate knowledge of issues and sufficient ability to provide solution to problems arising from concession areas. He/she must have skills in concession negotiation and strategic planning.

**Knowledge and Skills:**

- Excellent working knowledge in computer (word, Excel, Access, power Point).
- Knowledge of and committed to the principles and mandate of the National Bureau of Concession.
- Must be a self-started with excellent demonstrated teamwork skills.
- Sound judgment, excellent analytical skills, strong network and interpersonal skills with ability to plan, organize and coordinate work and to cope with a demanding workload.
- He/she must have excellent communication and evaluation skills.

## **JOB TITLE: NATIONAL CONCESSION CONSULTANT**

**Reports Directly To:**      **The Director General**

**Directly Supervises:**

- NIL

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- All Departments

**EXTERNAL RELATIONS:**

- Concessionaires
- USAID –GEMS

**Purpose/Objective:**

The National Concession Consultant shall be responsible to provide technical, policy, financial and historical analysis which shall include national, regional and international best practices in the concession process to the Director General and the NBC's Management in order to ensure revenue and employment growth.

**KEY RESULT AREAS:**

- Policy Management
- Interpretation of Concessions Regulations

**Duties and Responsibilities**

**General Management Functions:**

- Provide technical consultant on all concession related issues to the Director General and/ or his/her designee in the discharge of his duties of assisting the processes of concession procurement, negotiation, monitoring and evaluation of concession compliance.
- Consult with and assist the Director General and/or designee for preparation of quarterly and annual reports appertaining to concession investment and related technological, socio-economic, financial and fiscal development.
- Prepare project briefs and concept notes for consideration by the Director General and other NBC officials concerning policy decisions based on the principle of good governance and sustainable management of natural resource projects and major investment incentive contracts.

**Technical Duties:**

- Undertake research exercises assigned by the Director General in coordination with concession granting entities to collect, collate, analyze and report on production marketing trends in concession and investment industries and the

Government revenue, social and economic impact on Liberia. This includes conducting research and monitoring worldwide scientific and technological developments relating to the commercial exploration of agriculture, forestry, mining, oil and gas and other natural resource industries in order to apply international best practice opportunity cost bench marks and carry out duties as may be assigned by the Director General and/or his designee from time to time in conducting the official mandate of the NBC.

### **Management of Budget**

- NIL.

### **Staff Management**

- NIL

### **Asset Management**

- Incumbent uses assets assigned.

### **Education:**

- Master Degree in Concession Management, Principles of environment Law, Natural Resources Management, Business Management, Public Administration or equivalent degree in any of the areas.

### **Experience:**

- At least Nine (9) years working experience in concession management or related area. He/she shall also have substantive knowledge of issues in the concession sector and adequately prepared to formulate plans and strategies to solve problems in concession areas. He/she shall have the skills in concession negotiation and strategic planning.
- Knowledge and skills
- He/she shall have excellent working knowledge in computer ( Word, Excel, Access, Power Point).
- Knowledge of and committed to the principles and mandate of the National Bureau of Concession.
- Must be a self-started with excellent demonstrated teamwork skills.
- Sound judgment, excellent analytical skills, strong network and interpersonal skills with ability to plan, organize and coordinate work and to cope with a demanding workload. and
- He/she shall have excellent communication and evaluation skills.

## **JOB TITLE: DIRECTOR, HUMAN RESOURCES MANAGEMENT**

**Reports Directly To: Deputy Director General/Administration**

### **Directly Supervises:**

- Chief of Maintenance
- Chief of Security
- HR Assistant
- Filing Clerk
- Welfare Officer

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

- **All Departments**

### **External Relations:**

- Civil Service Agency
- National Social Security and Welfare Corporation
- USAID/GEMS
- Ministry of Finance, Planning & Development
- Ministry of Labor

### **Purpose/Objective**

- The Director of Human Resources shall maintains and enhances the NBC human resources by planning, implementing and evaluating employee relations and human resources policies, programs and practices. He/she shall supervise security and maintenance departments.

### **KEY RESULT AREAS**

- Strategy & Policy Development
- Human Resources Planning
- Recruitment, Selection & Placement
- Job Design, Job Analysis and Job Evaluation
- Compensation & Benefits Management
- Employee Relations
- Career Development & Succession Planning
- Human Resources Information System
- Financial & Audit Management
- Information & Reporting
- Employee Performance & Development
- Gender –Related Issues



## **DUTIES:**

### **Strategy & Policy Development**

- Provides technical expertise in the development and implementation of Human Resource strategy as input into the overall Civil Service Agency's Strategy.
- Leads/directs the development of standard operating procedures (SOPs), work plan and other support systems including monitoring mechanisms in managing the Human Resource (HR) Department.
- Develops, implements and maintains the Civil Service Agency's Human Resource policies and procedures to promote consistency with regard to terms and conditions of service, resourcing, learning & development in accordance with approved business strategy.

### **Human Resources Planning**

- Monitor and identify human Resource (manpower) requirements and skills mix and make appropriate recommendation to Management for implementation.

### **Recruitment, Selection & Placement**

- Implements established policies to ensure the recruitment, selection and placement of the right calibre of employees for Civil Service Agency.
- Advises the Director-General, Deputy Director-Generals and Management/Heads of Department on all contract and temporary engagements in line with approved HR policies/ procedures and labour regulations.

### **Job Design**

- Provides direction and leads in the review of organisational structures, job analysis, job descriptions/ specifications and job evaluation and make recommendations to the Deputy Director-General HRM/Policy.
- Ensures that job descriptions for all posts are up-to-date, properly recorded and duly classified.

### **Career Development & Succession Planning**

- Develops and supports the implementation of Succession Planning and effective Talent Management systems within the Civil Service of Liberia to improve management bench strength/succession.

### **Human Resources Information System**

- Establishes/maintains effective record keeping and management system to ensure easy accessibility and retrieval of HR data/ information.
- Develops and maintains a comprehensive and accurate Human Resource Database System to facilitate the achievement of strategic goals and objectives.

### **Compensation & Benefits Administration**

- Provides leadership/supervision and monitors the Salary Administration Policy and Conditions of Service to ensure equitable application.
- Advises the Director – General, Deputy Director-General, Management/ Heads of

Department on annual salary and benefits review, promotions and salary placements as well as merit rewards.

- Leads the development of effective health and safety practices for all employees to ensure compliance with all health and safety legislation and international best practice.

### **Employee Relations**

- Leads and advises Civil Service Agency on employment laws/regulations and practices and monitors to ensure conformance.
- Develops policies/programs to manage the employee relations processes to ensure grievance and disciplinary issues are resolved as quickly as practicable to promote fair and consistent treatment of staff/employees.
- Establishes effective two-way communication between Management and employees to ensure harmonious working environment.
- Interprets Human Resources policies and procedures to ensure consistency and uniformity in their application throughout the Civil Service.
- Acts as the technical advisor to the Director – General, Deputy Director-General, Management/ Heads of Department in the negotiation and review of the Conditions of Service.
- Represents Civil Service Agency in its dealings with employers' Associations and other related Agencies.

### **Human Resources Development**

- Provides leadership and proactive engagement by working with the Director – General, Deputy Director-General, Management/ Heads of Department to identify specific training needs within each department.
- Develops monitors and reviews the training plan for Civil Service Agency and the Ministries, Agencies and Commissions.
- Monitors and controls the implementation of training programmes to ensure relevance and cost effectiveness.
- Manages the recruitment and selection of training providers and institutions.

### **Financial & Audit Management**

- Prepares implements and monitor the annual budget for the HR department.
- Coordinates all internal and external audit programs at the HR department and follow-up to ensure that audit queries are handled expeditiously.

### **Information & Reporting**

- Prepares monthly, quarterly and annual HR Reports.
- Oversees monitoring of the actual Head Count of employees of Civil Service Agency, the Ministries, Agencies and Commissions and the preparation of consolidated manning reports for review by Director – General and Deputy Director-Generals of the Civil Service Agency.

### **Employee Performance & Development**

- Develops Performance Management System in line with Civil Service Agency's strategy and facilitate/coordinate the implementation of the system; ensuring the sustenance of a performance oriented culture.

#### **Other Duties**

- Performs other relevant duties consistent with the functions of the Section and Directorate as may be assigned by the superiors from time to time.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - Incumbent participates in the preparation of Annual budgets and submits the Directorates component for incorporation into the composite NBC budget.
- **Staff Management**
  - Incumbent has staff management responsibility.
- **Asset Management**
  - Incumbent uses assets assigned.

#### **KEY QUALIFICATION**

##### **Education:**

- Master Degree in, Public Administration, or any of the Social Sciences (Training in Resource and Organizational Management is an added advantage).

##### **Experience:**

- At least five (5) years of working experience in similar or related fields.
- Solid and proven experience in administrative related activities, especially human resource management.
- Substantive knowledge of concession issues and having the ability to solve concession related problems.
- Knowledge and Skill.
- Excellent working of MOS Office –word, Excel, Access, Power Point.
- Knowledge of and commitment to the principles and mandate of the National Bureau of Concession.
- Sound judgment, excellent analytical skills strong networking and interpersonal skills ability to plan, organize and coordinate work and to cope with a demanding workload is expected.
- Excellent communication and evaluation skills.

## **JOB TITLE: SENIOR PRODUCTION COORDINATOR**

**Reports Directly To: Deputy Director General, Concessions**

### **Directly Supervises:**

- Assistant Coordinator
- Assistant Production
- Production Officer

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

**All**

### **External Relations:**

- Concessionaires
- Ministry of Land Mines and Energy
- MACs

### **Purpose/Objective:**

The Sector Coordinator is responsible to supervise all monitoring and evaluation compliance activities of concessionaires, serve as resource person and advice the NBC on all mining matters and collection, collation and analysis of data from the field.

### **Key Results Area**

- Concessions Management
- Research and Data Analysis
- Duties and Responsibilities

### **General Management Functions:**

- Develops actionable strategies to ensure monitoring and evaluation compliance of all Mining concessions.
- Ensures that all concessions operations in the mining sector are carried out in consonant with Bureau's statutory requirements.
- Advise the Director General and other Bureau's officials on Mining activities of all concession.

### **Technical Duties:**

- Conduct regular monitoring and evaluation visits to all mining concessions and report to DDG/M/TS findings (Safety and Environmental Issues) for appropriate action by the Bureau.
- Develops and maintains a data base on all mining concessions export of all resources.

- Assists the Deputy Director General for Monitoring and Technical Services during negotiations review of matters relating to the mining industry.
- Monitor and evaluate all mining concessions and report to Deputy Director General for Monitoring and Technical Services findings.
- Advise the Deputy Director General for Monitoring and Technical Services on the Mining activities of all concession.
- Prepares briefing notes for Mining Board Meetings and attends financial review Board meetings relating to the Mining Industry.
- Analyzes mining concession agreements, debt equity ratios, capital structures, financial and economic rates of return on investment and bankable feasibility studies.
- Ensures that Monitoring and Technical Services activities are concert with the Liberia Revenue Authority (LRA) to assess and asserting that tax revenue and related projects are actually made to government by concessionaires and investment incentive contract establishments in conformity with the terms of the agreements under which concessions incentive enterprises are operated.
- Develop actionable strategies (Templates, Matrixes and Indicators) to ensure compliance by all mining concessions.
- Assist the Deputy Director General for Monitoring and Technical Services to carry out analyses of corporate financial statements and submit reports regarding compliance with matters on taxation, debt equity and other financial ratios, financial and economic management standards relating to all mining concessions agreement.
- Develop and maintains data base of all mining concessions export of all resources.
- Performs such other functions as may be assigned by the Deputy Director General for Monitoring and Technical Services and the Director General.

#### **Management of Budget**

- NIL.

#### **Staff Management**

- Incumbent has staff management responsibility.

#### **Asset Management**

- Incumbent uses assets assigned.

#### **KEY QUALIFICATION**

##### **Education:**

- A Bachelor degree in Geology or its equivalent

**Experience**

- Minimum of three years (3) year working experience in similar field.

**Knowledge and Skill:**

- Knowledge of and committed to the principles and mandate of the National Bureau of Concession.
- Excellent working of MOS Office –word, Excel, Access, Power Point.
- Sound judgment, excellent analytical skills strong networking and interpersonal skills ability to plan, organize and coordinate work and to cope with a demanding workload is expected.
- Excellent communication and evaluation skills.
- Must be honest and hardworking.

## **JOB TITLE: SENIOR AGRICULTURAL COORDINATOR**

**Reports Directly To: Deputy Director, Concessions**

### **Directly Supervises:**

- Agricultural Analyst

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

- All Concessions department

### **EXTERNAL RELATIONS:**

- Concessionaires
- Ministry of Agriculture
- Forestry Development Authority

### **Purpose/Objective**

- The sector coordinator for the Agriculture Sector shall be responsible to collect, collate and analyze production, export, employment, taxes, duties and fees data from the monitoring and evaluation obligation conducted by the NBC.

### **Key Results Areas:**

- Agricultural Concession Management

### **Duties and Responsibilities:**

#### **General Management Functions:**

- Advise the DDG/M/TS on all agriculture related concessions issues.
- Reviews agricultural concession agreements and agricultural related investment incentives contracts for compliance purposes
- Monitors agricultural concessions especially the rubber, oil-palm, rice, cocoa and coffee sectors with respect to their fiscal and regulatory provisions.

#### **Technical Duties**

- Compiles agricultural related statistics on production, export, employment and social contribution.
- Analyzes requests for investment incentives submitted by agricultural concessionaries.
- Prepares reports and follow-up on land rental, export and export value.
- Reviews agricultural marketing and pricing policies in relation to those of major international markets to ensure fair domestic pricing.
- Performs such other functions as may be assigned by the Deputy Director General for Operations.

**Management of Budget**

NIL

**Staff Management**

- Incumbent has staff management responsibility.

**Asset Management**

- Incumbent uses assets assigned.

**Education**

- Bachelor degree in Agriculture or Economics or its equivalent.

**Experience**

- At least three (3) years of working experience in the agriculture sector

**Knowledge and Skill:**

- Knowledge of and committed to the principles and mandate to the National Concession Bureau.
- Excellent working of MOS Office –word, Excel, Access, Power Point.
- Sound judgment, excellent analytical skills strong networking and interpersonal skills ability to plan, organize and coordinate work and to cope with a demanding workload is expected.
- Excellent communication and evaluation skills.
- Must be honest and hardworking.



## **JOB TITLE: SENIOR FORESTRY COORDINATOR**

**Reports Directly To: Deputy Director General for Concessions**

### **Directly Supervises:**

- Forestry Analyst

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

- All Concessions department

### **EXTERNAL RELATIONS:**

- Concessionaires
- Ministry of Agriculture
- Forestry Development Authority
- MACs

### **Purpose/Objective:**

- The Sector Coordinator shall serve as the head of the sector with a responsibility to coordinate and supervise the collection, collation and analysis of information emanating from monitoring and evaluation exercises of concessionaires. He/she shall develop projects and programs to strengthen monitoring and evaluation work in the sector.

### **Key Results Areas**

- Forestry Concession Management

### **Duties and Responsibilities:**

#### **General Management Functions:**

- Assist in the review and analysis of all timber and forest concession agreements concluded by the Government to ensure compliance with the National Forestry Reform Law (NFRL) of 2006an.
- Serve on Bid Evaluation Panel for award of forest concessions, mainly Forest Management Contracts (FMC), Community Forest Management Agreements (CFMAs) and Carbon Concessions
- Serve on the Pre-qualification Evaluation Panel set up by the Forestry Development Authority (FDA) to appraise applications for pre-qualification.
- Prepare briefing and concept notes for the Director General of the NBC to facilitate policy recommendations to the Government on forest investment options and participate in forestry technical working group/committee meetings on behalf of the NBC

### **Technical Duties:**

- Provide expertise in the process of forest concession allocations and negotiation.
- Provide advisory services to the NBC in the discharge of its statutory mandate of assisting concession granting entities in the procurement, monitoring and evaluation of forest and related concessions in accordance with the Public Procurement and Concessions Act (PPCA).
- Undertake research on timber production and export and conduct comparative analysis of forest fiscal/taxation regimes of other tropical timber producing countries to establish fiscal benchmarks for Liberia's forestry sector and monitor all ports of export through which logs/timber and other forest products are exported to determine their destination.
- Develop basic economic models for the forestry sector to ascertain the viability of commercial logging vis-à-vis other uses of forest resources.
- Undertakes forestry sector analysis for import assessment of investment, employment, value of production and export, social benefits to local communities, etc.
- Ensure that forest concessions comply and adhere to the provisions (terms and conditions) of their respective agreements in a timely manner and monitor and ensure compliance with operational, fiscal and social obligations of forest concessionaires.
- Collect, compile and analyze forestry related statistics/data annually and monitor and report on the annual achievements and setbacks of forest companies which have signed contracts with the Government.
- Collaborate with the Chain of Custody (CoC) service provider in the effective implementation of the CoC system.
- Perform such other duties as may be assigned by the supervisor or management of the NBC.

#### **Management of Budget**

- NIL

#### **Staff Management**

- Incumbent has staff management responsibility.

#### **Asset Management**

- Incumbent uses assets assigned.

### **KEY QUALIFICATION**

#### **Education**

- He/she shall have a Master's Degree in Forestry Management, Agriculture Economics, Natural Resource Economics or its equivalent.

**Experience**

- Minimum of five (5) years of working experience in similar or related fields.
- Solid and proven experience in related activities, especially the Forest law of Liberia.
- Substantive knowledge of issues and challenges in the area of forest management.

**Knowledge and Skill:**

- Adequate knowledge of the forest sector of Liberia and how the sector works.
- Excellent working of MOS Office –word, Excel, Access, Power Point.
- Knowledge of and committed to the principles and mandate of the National Bureau of Concession.
- Sound judgment, excellent analytical skills in research methodology and report writing, strong networking and interpersonal skills with exceptional ability to plan, organize and coordinate work and to cope with a demanding workload.
- Excellent communication and evaluation skills.

## **JOB TITLE: SECTOR COORDINATOR/FINANCE & ECONOMIC ANALYSIS UNIT**

**Reports Directly To: The Deputy Director General for Concessions**

### **Directly Supervises:**

- Finance and Economic Analysts

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

- All in Concessions department

### **EXTERNAL RELATIONS:**

- Concessionaires
- Ministry of Finance
- Forestry Development Authority
- Ministry of Land Mines and Energy

### **Purpose/Objective:**

- The Sector Coordinator is responsible for monitoring of local and world-wide scientific and technological development which impact the economic development and exploitation of the rubber, oil palm, forestry, mining, natural gas and other material resource development.

### **Key Results Areas**

- Financial Regulation
- Scientific and Technological Information Management
- General Concessions Data Analysis

### **Duties and Responsibilities:**

#### **General Management Functions:**

- Carry out economic analysis of proposed Investment /Concession. Provide professional input to tariff or revenue setting reviews of Concessions and capital expenditure projections by giving the Bureau factual cost drive of the Investment.
- Analyze reports submitted by Concession applicants as directed by the Director General.
- Collect reliable data for use in determining electricity and water tariffs.
- Undertake Economic research in order to support and inform decision making in regulation of the Concession.

#### **Technical Duties:**

- Carry out statistical analysis of documents presented by would be concessions and advise the National Bureau of Concession in an appropriate way.
- Monitor the operation and impacts of the approved tariffs of Concessions with a view to factor results in the next review.

- Produce working papers and reports on various analytical and economic assignments given to inform management on the prevailing macro-economic issues.
- Make economic investigations on all aspects of the concession dealing with financial matters and assist in resolving any conflicting issue.
- Assist in developing tariffs and price guidelines in the concession sector.
- Assist to develop a coherent and economically sound approach on all regulatory matters of the Bureau.
- Perform such other related duties as may be determined by management.

### **Management of Budget**

- NIL

### **Staff Management**

- Incumbent has staff management responsibility.

### **Asset Management**

- Incumbent uses assets assigned.

## **KEY QUALIFICATION**

### **Educational Qualification**

- Master's Degree in Economics, Financial Management, Accounting or Statistic. Master's Degree in Business and/or Public Administration shall be an added advantage.

### **Experience**

- Minimum of five (5) years of working experience in similar or related fields.
- Solid and proven experience in research and economic forecasting.
- Substantive knowledge of concession activities and capable of formulating strategies to address adequate revenue generation and increase employment opportunity for GoL.

### **Knowledge and Skill:**

- Excellent working of MOS Office –word, Excel, Access, Power Point.
- Knowledge of and committed to the principles and mandate of the National Bureau of Concession.
- Sound judgment, excellent analytical skills, strong networking and interpersonal skills, ability to plan, organize and coordinate work and to cope with a demanding workload is expected.
- Excellent communication and evaluation skills.

## **JOB TITLE: SENIOR COORDINATOR (PUBLIC PRIVATE PARTNERSHIP PPP)**

**Reports Directly To: Deputy Director General for Concessions**

**Directly Supervises:**

- PPP Officers

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- All in Concessions department

**EXTERNAL RELATIONS:**

- Hotels
- Factories
- Contractors on Public Private Partnership
- Ministry of Finance
- National Investment Commission

**Purpose/Objective:**

The Specialist for the PPP is responsible to coordinate all aspects of the PPP activities in the NBC, monitors and evaluates the performance of the PPP sector in collaboration with the M&E Department and makes an appropriate report thereof.

**Key Results Areas:**

- PPP Management Performance

**Duties and responsibilities**

**General Management Functions:**

- Oversee and supervise the operations of all Private Public Partnership (PPP) activities, particularly relating to concession matters.
- Plans, organizes, coordinates, supervises and evaluate programs and projects in the PPP investment areas.

**Technical Duties:**

- Assist in formulating monitoring and evaluation framework for PPP investors.
- Assist in the development and implementation of NBC procedures and policies for PPP.
- Compiles all PPP related data on production activities and export as well as generated by Government from PPP operations.
- Undertake PPP sector analysis to find out whether or not compliance obligations including fiscal and social are carried out in conformity with the terms and conditions of the agreement.

- Perform from time to time other duties that may be requested by supervisor or management.

## **Key Qualification**

### **Educational**

- Bachelor Degree in Economics, training in Monitoring and Evaluation or its equivalent.

### **Experience**

- Minimum of five (5) years of working experience in similar or related fields.
- Solid and proven experience in research, data collection and analysis and fully understand compliance provisions and contained in agreement.
- Substantive knowledge of concession activities and capable of formulating strategies to address adequate revenue generation and increase employment opportunity for GoL.

### **Knowledge and Skill:**

- Excellent working of MOS Office –word, Excel, Access, Power Point.
- Knowledge of and committed to the principles and mandate of the National Bureau of Concession.
- Sound judgment, excellent analytical skills, strong networking and interpersonal skills, ability to plan, organize and coordinate work and to cope with a demanding workload is expected.
- Excellent communication and evaluation skills.

## **JOB TITLE: OIL AND GAS SPECIALIST**

**Reports Directly To:** Deputy Director General for Monitoring and Evaluation and Technical Services

**Directly Supervises:**

- Oil and Gas Analysts

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Concessions Sectors

**EXTERNAL RELATIONS:**

- Ministry of Finance
- National Oil Company
- Ministry of Land Mines and Energy
- National Investment Commission
- Public Procurement Concessions Commission
- Ministry of Labour

**Purpose/Objective:**

The Sector Specialist is responsible to coordinate the oil and gas sector, particularly those related to exploration, drilling and development of the oil and gas sector. He/she collect collate and analyze information on the work commitment under the Petroleum Sharing Contracts (PSC).

**Key Results Area:**

- Policy
- Oil and Gas Information Management
- Reports

**Duties and Responsibilities:**

**General Administration Duties:**

- Develops actionable strategies to ensure monitoring and evaluation compliance of concessionaires.
- Ensures that all concessions operations are carried out in consonant with Bureau's requirements and other statutory functions.
- Advise the Director General and other directors on the activities of all concession in the oil and gas sector.

**Technical Duties:**

- Develops environmental, Health and Safety regulatory policies for all concessions.



- Carry out other duties as may be required from time to time by his /her boss, consistent with his duty.

### **Management of Budget**

- Incumbent participates in the preparation of Annual budgets and submits the Directorates component for incorporation into the composite NBC budget.

### **Staff Management**

- Incumbent has staff management responsibility.

### **Asset Management**

- Incumbent uses assets assigned.

### **KEY QUALIFICATION**

#### **Education**

- A Bachelor degree in Petroleum Management or its equivalent

#### **Experience**

- At least Five years (5) year working experience in similar field.

#### **Knowledge and Skill:**

- Knowledge of and committed to the principles and mandate of the National Bureau of Concession.
- Excellent working of MOS Office –word, Excel, Access, Power Point.
- Knowledge of and committed to the principles and mandate of the National Bureau of Concession.
- Sound judgment, excellent analytical skills strong networking and interpersonal skills ability to plan, organize and coordinate work and to cope with a demanding workload is expected.
- Excellent communication and evaluation skills.
- Must be honest and hardworking.

**JOB TITLE: SENIOR COMMUNICATION COORDINATOR**

**Reports Directly To: The Deputy Director General/Administration**

**Directly Supervises:**

- Communication Assistant
- Desk Officer
- Filing Clerk

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- All

**EXTERNAL RELATIONS:**

- Concessionaires
- MACS
- Media
- Partners

**Purpose/Objective:**

- The Director of Communication shall be responsible to lead in the formulation of strategies that would defend and promote the work and policies of the NBC through a consolidated medium.

**Key Results Areas:**

- Information & Reporting
- Employee Performance & Development

**Duties and Responsibilities:**

**General Management Functions:**

- Support the regular production of effective advocacy and outreach materials, including the regulatory role of the National Bureau of Concession.
- Work with other colleagues to organize events and outreach activities, such as policy session, public events and share of the role of the National Bureau of Concession.

**Technical Duties:**

- Prepare regular information kits, talking points, messages, articles, press releases and speeches to inform various audiences aimed at propagating the National Bureau of Concession Mandates, principles, activities, achievements and its contribution to National development programs
- Perform all other duties from time to time, as may be requested by the Director General.

**Management of Budget**

- Incumbent participates in the preparation of Annual budgets and submits the Directorates component for incorporation into the composite NBC budget.

**Staff Management**

- Incumbent has staff management responsibility.

**Asset Management**

- Incumbent uses assets assigned.

**KEY QUALIFICATION****Education:**

- Bachelor degree in Journalism, Mass Communication or other related field.

**Experience:**

- Minimum of two (3) years working experience in similar or related fields.
- Solid and proven experience in a Journalist related activities.
- Excellent communication and advocacy skills ,ability to mobilize interest and support with and /or from a wide range of audiences.

**Knowledge and Skills:**

- Excellent working knowledge of MS Office –word, Excel, Access, Power Point, IT packages.
- Knowledge of and committee to the principles and mandate to the National Bureau of Concession.
- Must be an honest, a self-started with excellent demonstrated teamwork skill.
- Good Knowledge of Concessions policy, media relations, information culture and practices in Liberia and the region.
- Sound judgment, excellent analytical skills, strong network and interpersonal skills ability to plan, organize and coordinate work and to cope with a demanding workload is expected.
- Excellent communication and evaluation skills.

## **JOB TITLE: MANAGER INFORMATION COMMUNICATIONTECHNOLOGY (ICT)**

**Reports Directly To: Deputy Director General/Administration**

**Directly Supervises:**

- IT Assistants

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- All

**EXTERNAL RELATIONS:**

- Tele Companies
- USAID-GEMS

**Purpose/Objective:**

The Manager of the IT Unit is responsible to manage and provide hardware and software maintenance, training, planning and developing strategies for managing information technology and computer system.

**Key Results Areas:**

- Hard ,software Management
- Trouble Shooting
- Strategic Development
- System Management

**Duties and Responsibilities**

**General Administrative Functions:**

- Serve as Head of the Information Communication Technology Section (ITC) of the Department of Information Communication technology in the National Bureau of Concessions (NBC).
- Plan, organize, coordinate, supervise and evaluate programs, functions, services and staff of the ICT Section. Develop and implement ICT policies and procedures.
- Manage and supervise all Information all Information and Communications Technology (IT) issues, processes, develop and supervise all ICT Systems of the National Bureau of Concessions.
- Train, supervise and evaluate staff and maintain effective employee relations in the ICT Section of Information Communication Technology at the National Bureau of Concessions (NBC).
- Ensure that business continuity is guaranteed by instituting IT security policies, procedures, and Disaster Recovery plans.

**Technical Duties:**

- Oversee and supervise the operation and maintenance of the Local Area Network (LAN), and all Computer hardware, software and other technological equipment or devices at the National Bureau of Concessions.
- Plan, organize, coordinate, supervise and evaluate programs, functions, services and staff of the ICT Section. Develop and implement ICT policies and procedures.
- Develop and oversee the implementation of strategies for optimum support to users at the National Bureau of Concessions for the deployment of resources at the National Bureau of Concessions.
- Oversee the maintenance of all NBC online networks of terminals, printers and other electronic devices by coordinating software, system communications, hardware and related technical.
- Develop ICT policies and strategies for the maintenance of the NBC infrastructure in adhering to standardized ICT practices. Control system documentation and ensure production schedules.
- Continuously liaise with Departmental Heads and other Directors to continuously assess their solutions needs in relation to the Service Level Agreement (SLA).
- Any other duties as assign by supervisor.

**Management of Budget**

- Incumbent participates in the preparation of Annual budgets and submits the Directorates component for incorporation into the composite NBC budget.

**Staff Management**

- Incumbent has staff management responsibility.

**Asset Management**

- Incumbent uses assets assigned.

**KEY QUALIFICATION****Education:**

- Bachelor Degree and/or certificate in information Technology or related discipline such as Computer Science, Telecommunications, Statistics, Mathematics, Physics, and Business Administration. A Master's degree Specialized Database Administration training and qualifications for common large Relational Database Systems (RDBMSs) e.g. SQL are an added advantage.

**Experience:**

- At least Three (3) years' experience directly related to the duties and responsibilities as specified is essential.

**Knowledge and Skills:**

- Integration skills and technology knowledge of Enterprise Resource Planning (ERP) solutions, networking, database management, internet and the web, on-line database, or an equivalent combination of experience and training which provides knowledge, abilities, and skills to perform the job.
- Thorough knowledge of data processing theories, principles and practices with specific emphasis on computer operations, data production, computer information networks, computer systems support.
- Working knowledge of currently available related technology (hardware and software) and its application to the National Bureau of Concessions.
- Ability to plan, organize and implement multi-faceted data processing operation support programs, functions, and activities.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare and present statistical and narrative reports.
- Ability to maintain effective working relationships.
- Ability to effectively hire, train, supervises and evaluates a diverse professional, technical and clerical support staff.
- Leadership, strategic planning, technical coordination and integration skills.

**JOB TITLE: INTERNAL AUDITOR**

**Reports Directly To:** Deputy Director General/Administration

**Directly Supervises:**

- Junior Internal Auditor

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- All Departments

**EXTERNAL RELATIONS:**

- Ministry of Finance
- Internal Audit Agency
- General Auditing Commission
- Public Procurement Concessions Commission
- Vendors

**Purpose/Objective:**

- The Director, Internal Auditor is responsible to superintend the Internal Audit Department and shall ensure the development of an effective, efficient, comprehensive internal audit programs which include financial, operational, and programmatic and compliance audit.

**Key Results Areas:**

- Internal Control
- Policy
- Regulation Compliance

**Duties and Responsibilities:**

**General Management Functions**

- Develop Internal Financial Audit policies.
- Review all audit reports
- Audit all financial records of the National Concession Bureau.
- Conduct personnel and assets audits.
- Reconcile all Banks statement

**Technical Duties:**

**Management of Budget**

- NIL

**Staff Management**

- Incumbent has staff management responsibility.

**Asset Management**

- Incumbent uses assets assigned.

**KEY QUALIFICATION****Education:**

- Bachelor of Business Administration (BBA) in Accounting.

**Experience**

- Minimum of three (3) years working experience in a similar or related field.

**Knowledge and Skills:**

- Excellent working knowledge in Computer (word, Excel, Access, Power Point).
- Knowledge of and committee to the principles and mandate to the National Concession Bureau.
- Must be an honest, a self-started with excellent demonstrated teamwork skill.
- Sound judgment, excellent analytical skills, strong network and interpersonal skills ability to plan, organize and coordinate work and to cope with a demanding workload is expected.
- Excellent communication and evaluation skills.



**JOB TITLE: ASSISTANT COORDINATOR, PRODUCTION**

**Reports Directly To:** Senior Coordinator Production

**Directly Supervises:**

- Production Officer
- Production Assistant

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- All in Concessions department

**EXTERNAL RELATIONS:**

- Concessionaires
- Ministry of Agriculture
- Forestry Development Authority
- MACs

**Purpose/Objective:**

- The Assistant Coordinator shall assist the Coordinator in carrying out his/her activities in serving as a focal person for implementing the monitoring and evaluation role of the NBC in the concession sector.

**Key Results Areas:**

- Reporting
- Monitoring
- Policy

**Duties and Responsibilities:**

**General Management Functions:**

- Support technical work such as reviewing M&E methods, carrying out training needs, designing M&E tools and advising M&E technical assistance.
- Assist in developing and strengthening monitoring, inspection and evaluation obligations.

**Technical Duties:**

- Work with other sectors in developing monitoring strategy for concessions compliance.
- Assist in developing monitoring and impact indicators.
- Collaborate in providing feedback to the Director of M & E on strategies and activities implemented.
- Assist the M&E Director to propose strategies to Management for improving the efficiency and effectiveness of the monitoring and evaluation of concessions by

identifying bottlenecks and developing plans to minimize or eliminate such bottlenecks.

- Aid in reporting monthly, quarterly, progress on all concessions activities to the Director of M& E for action.
- Assist in conducting capacity assessment on existing monitoring and evaluation system
- Participate in planning workshops and assist the Director of M & E in preparing relevant reports.
- Perform other tasks as directed by the Director of M & E/ Supervisor.

### **Management of Budget**

- NIL

### **Staff Management**

NIL

### **Asset Management**

- Incumbent uses assets assigned.

### **Qualifications**

- Shall have a minimum of BA degree in social / economic science, Development Planning.
- A Master's Degree in Economics, Public Administration, Sociology, Management or any related field will be added advantage. Formal training in monitoring and evaluation.

### **Experience**

- At least five (5) years of working experience in M&E and related field.
- Good management and co-ordination skills, and experience in projects and programs design and implementation.
- Knowledge and skills in strategic planning.

### **Knowledge and Skills**

- Computer knowledge is essential (Word, Excel, PowerPoint)
- Excellent interpersonal and communication skills required to train / coach staff and give occasional presentations.
- Excellent written communication skills.
- Excellent organizational and time management skills required to meet deadlines.
- Ability to work independently and as part of a team.

## **JOB TITLE: NATIONAL CONCESSIONS CADASTRE COORINATOR**

**Reports Directly To:** Director of Legal Affairs

**Directly Supervises:**

- Data Entry Clerks

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- All Concessions

**EXTERNAL RELATIONS:**

- Concessionaires
- Ministry of Agriculture
- Forestry Development Authority
- MACs

**Purpose/Objective:**

- The Cadastre Coordinator shall oversee the harmonization of concession information from the forestry, mining, agriculture, oil and gas sectors including consolidated information about concession ownership, concession location, agreement terms and conditions duration and value of individual concession.

**Key Results Areas:**

- Data Imputation
- Concession Management System

**Duties and Responsibilities:**

**General Management Functions:**

- He/she shall collect all necessary information from the concession sectors including mining, agriculture and forestry and placed them in the national cadastre.

**Technical Duties:**

- Manages and provides consolidated access to information about ownership, agreement terms and conditions, duration of agreements and contracts, concession location, dimensions and value of individual concession areas.
- In collaboration with other departments, units, sectors and sections establish and maintain Concession Management Information System (CMIS) through the Geographical Information System (GIS).
- Establish and maintain document management system so as to ensure that documents appertaining to the activities of the NBC are substantially managed.
- Ensure the accessibility of a workflow for capacity and a robust database for spatial and tabular data.

- Perform from time to time other responsibilities that may be assigned by supervisor or management.

### **Management of Budget**

- NIL

### **Staff Management**

- Incumbent has staff management responsibility.

### **Asset Management**

- Incumbent uses assets assigned.

## **KEY QUALIFICATION**

### **Education:**

- He/she shall have a Bachelor's Degree in Research and Development and Master's Degree in related area is an added advantage. Economics, Database Management or equivalent in related fields.

### **Experience:**

- At least three (3) years working experience in database collection and management and research and development planning.
- Substantive knowledge and skills in gathering and storing information at the level of the NBC.

### **Knowledge and Skills**

- Ability to maintain a high level of accuracy confidentiality concerning information of the NBC and Concessionaires.
- Excellent working of MOS Office –word, Excel, Access, Power Point.
- Work prioritization, the ability to multitask and willingness to go the extra mile to support what the job demands.
- Knowledge of and committed to the principles and mandate of the National Bureau of Concession
- Sound judgment, excellent analytical skills, strong networking and interpersonal skills, ability to plan, organize and coordinate work and to cope with a demanding workload is expected. and
- Excellent communication and evaluation skills

## **JOB TITLE: PROCUREMENT MANAGER**

**Reports Directly To:** The Deputy Director General/Administration

### **Directly Supervises:**

- Procurement Officer(s)
- Procurement Assistant

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

- Finance/Controller
- General Administration
- M&E
- IT

### **EXTERNAL RELATIONS:**

- Public Procurement and Concessions Commission (PPCC)
- General Services Agency (GSA)
- Suppliers of Goods and Services/ Service Providers
- USAID -GEMS
- General Auditing Commission
- Internal Audit Agency

### **Purpose/Objective:**

The Procurement Director is responsible to provide leadership and direction to all procurement department activities, ensuring that goods and services are purchased at the most competitive market price and meet delivery requirements.

### **Key Results Area:**

- Procurement Management
- Procurement Records Management

### **PURPOSE:**

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

### **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 NBC Strategic Offices and directorates.
- Develops procurement plans for NBC and ensures their reviews as appropriate.
- Develops and monitors the implementation of systems and procedures for managing the procurement function at NBC in accordance with the Procurement Laws of Liberia.
- Liaises and collaborates with all Strategic Offices and Directorates of NBC to collate needs for goods and services.
- Manage NBC 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 NBC 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 NBC 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.

## **JOB TITLE: CHIEF ACCOUNTANT**

**Reports Directly To:** The Comptroller

**Directly Supervises:**

- Staff Accountant
- Accountant

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- General Administration

**EXTERNAL RELATIONS:**

- Internal Audit Agency
- General Auditing Commission
- Public Procurement Concessions Commission

**Purpose/Objective:**

The Chief Accountant shall be responsible to make institutional financial analyses including financial reports and records while at the same time documenting and monitoring internal records in support of auditing purpose.

**Key Results Area:**

- Bank Reconciliation Statements
- Annual Estimates and Financial Statements

**Duties and Responsibilities**

**General Management Function:**

- Ensures full compliance of financial process and financial records with the NBC rules, regulations, policies and strategies.
- Ensures functioning of the optimal cost –recovery system.
- Ensures proper NBC cash management system functioning.
- Provide monthly reports on balances of all funds received and disbursed.
- Prepare and submit financial statement at year end for audit.
- Prepare and submit to the Comptroller for the following reports regularly
- Daily Cash Report.
- Monthly Operating accounts.
- Quarterly Interim Financial Statement.
- Annual Financial Statement.
- Perform all other duties when the needs arises, from time to time, as may requested by the Comptroller.



**Management of Budget**

- Incumbent participates in the preparation of Annual budgets.

**Staff Management**

- Incumbent has staff management responsibility.

**Asset Management**

- Incumbent uses assets assigned.

**KEY QUALIFICATION****Education**

- Bachelor Degree in Accounting, Finance or Financial Management

**Experience**

- Minimum of three (3) years working experience in similar field.
- Solid and proven experience in financial related activities.
- Substantive knowledge of issues and challenges in the area of budget preparation and implementation.

**Knowledge and Skills:**

- Excellent working knowledge in Computer (word, Excel, Access, Power Point).
- Knowledge of and committed to the principles and mandate to the National Concession Bureau.
- Must be a self-started with excellent demonstrated teamwork skill.
- Sound judgment, excellent analytical skills, strong network and interpersonal skills ability to plan, organize and coordinate work and to cope with a demanding workload is expected.
- Excellent communication and evaluation skills.

## **JOB TITLE: ASSISTANT COMMUNICATION COORDINATOR**

**Reports Directly To:** Communications Coordinator

**Directly Supervises:**

- NIL

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- All Departments

**EXTERNAL RELATIONS:**

- Concessionaires
- Ministry of Agriculture
- Forestry Development Authority
- MACs

**Purpose/Objective:**

The Assistant Director of Communication shall be responsible to coordinate the work activities in the Department of Communication and acts in the absence of the Director.

**Key Results Areas:**

- Information and Communication
- Events Planning

**Duties and responsibilities:**

**General Management Functions:**

- Ensure that the Director of Communication in the discharge of his/her duties and responsibilities of the Communication Department.
- Assist the Director in formulating communication strategic to address multifaceted communication problems and design programs that would maintain good institutional reputation of the NBC and further buttress the objectives, mission and goals.

**Technical Duties:**

- In consultation with supervisor devise robust communication policy that would improve concessionaires, Government and Communities relationship since in fact there are concession – community conflicts at most of the concession areas.
- Ensure that the offices of top management are supplied with adequate local dailies.
- Aid the Director of Communication in coordinating special media events and ensuring proper \*+coverage for other related occasions organized by the NBC.
- Serves as editor of any communication instrument in the NBC which may not be limited to News bulletin, broche and other related news items.
- Initiate the preparation and production of all reports appertaining to the roles and responsibilities of the department.

- Shall serves as the coordinator for the department and spearheading the implementation of programs and projects in consultation with his supervisor.
- He/she from time to time perform other duties as may be assigned by his supervisor or top management.

**Management of Budget**

- NIL

**Staff Management**

- NIL

**Asset Management**

- Incumbent manages assets assigned.

**KEY QUALIFICATION**

**Education:**

- He/she shall have a Bachelor degree in Journalism or its equivalent, in Mass Communication or other related field.

**Experience:**

- Minimum of three (3) years working experience in similar or related fields.
- Solid and proven experience in a Journalist related activities.
- Excellent communication and advocacy skills ,ability to mobilize interest and support with and /or from a wide range of audiences.

**Knowledge and Skills**

- Excellent working knowledge of MS Office –word, Excel, Access, Power Point, IT packages.
- Knowledge of and committee to the principles and mandate to the National Bureau of Concession.
- Must be a honest, a self-started with excellent demonstrated teamwork skill.
- Good Knowledge of Concessions policy, media relations, information culture and practices in Liberia and the region.
- Sound judgment, excellent analytical skills, strong network and interpersonal skills ability to plan, organize and coordinate work and to cope with a demanding workload is expected
- Excellent communication and evaluation skills.

## **JOB TITLE: WORLD TRADE ORGANIZATION (WTO) POLICY ANALYST**

**Reports Directly To: Director General**

**Directly Supervises:  
NIL**

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

- Technical Department
- Concessionaires

### **EXTERNAL RELATIONS:**

- Concessionaires
- Partners
- MACs

### **Purpose/Objective:**

The Policy Analyst in the Director General Office shall be responsible for policy analysis and identifying+\*- issues and policies so as to propose new policies for addressing problems if need be. He/she shall also conduct Cost-Benefit Analysis of existing policies areas whether program's outcomes may be beneficial to the NBC.

### **Key Results Areas:**

- Policy review and recommendation
- Policy analysis and recommendation

### **Specific Duties and Responsibilities**

#### **General Administrative Functions:**

- NIL

#### **Technical Duties**

- Receive all policy documents or related documents appertaining for action by the Director General for critical analysis and opinion for onward submission to the Director General for an appropriate action.
- Participate in the development of a strategic plan for the NBC.
- Assist in the development and execution of programs and projects in the NBC.
- Provide technical advice and policy support to the office of the Director General.
- Provide support in the development, implementation and maintenance of policies, programs and procedures in the discharge of the Bureau's functions.
- Represent the Director General at local and international meetings, conferences and at other relevant discussions as may be deemed expedient.
- Prepare technical policy briefing notes for the Director General.
- Serve as policy aid to the Director General.

- Discharge other duties as may be assigned to him/her by the Director General or designee.

**Management of Budget**

- NIL

**Staff Management**

- NIL

**Asset Management**

- Incumbent uses assets assigned.

**KEY QUALIFICATIONS****Education:**

- Master degree in concession management, natural resources management, public policy, economic policy, public administration or its equivalent.

**Experience:**

- He/she shall have a minimum of four (4) years of experience in research and policy analysis or related area.
- He/she shall have an experience in effective planning, strategic planning and possesses the ability to review policy and suggest opinions that would facilitate the efficient and effective implementation of development programs and projects.

**Knowledge and Skills:**

- He/she shall have demonstrated experience in research, analysis of data, resign design that would provide relevant information for policy implementation.
- Excellent communications and writing skills, proven ability to work closely with public, non-governmental, civil and international organizations.
- He/she shall be computer literate, proficient in Microsoft office, Microsoft excel, access and power point.
- Demonstrated capacity to work in multicultural environment and capacity to independently think in solving critical problems.
- Good interpersonal skills and ability to exhibit strong work skills in a complex or multicultural environment.

**JOB TITLE: PROCUREMENT OFFICER**

**Reports Directly To:** The Director, Procurement

**Directly Supervises:**

- NIL

**Purpose/Objective:**

- The Procurement Officer shall be responsible to ensure that the NBC does wise purchases of goods and draw out plan for the purchase of goods and services.

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

**EXTERNAL RELATIONS:**

- Service Providers
- Suppliers
- External Auditors
- Donors/Partners
- General Services Agency (GSA)

**KEY RESULT AREAS**

- Strategy & Policy Development
- Monitoring Standards
- Information & Reporting
- Employee Performance & Development

**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 (monthly, quarterly, and annual) on procurement activities.

**TECHNICAL DUTIES**

- Provides secretarial and administrative support to the procurement committee.
- Establishes/manages systems for the administration and monitoring of the performance of contracts.
- Provides guidelines of the management of inventory and initiates processes for the disposal of items.

- Ensures the efficient management of all procurement documents in line with Government's archival system.
- Provides technical advice/support to the Evaluation panel and other departments on aspects related to procurement and contracts management.
- Writes minutes and Evaluation Reports for the Bid Evaluation Panel.
- Performs other relevant duties consistent with the functions of the Section and Divisions as may be assigned by the Director from time to time.

## **SUPERVISORY FUNCTIONS**

- Maintains a professional procurement staff with sufficient knowledge, skills, experience and professional certification to meet the requirement of the Service.
- Holds direct reports accountable for managing their assignments to ensure the Section's goals are achieved.
- Conducts performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.
- Identifies training needs and facilitates training for subordinate staff.

## **AUTHORITY LIMIT**

### **Management of budget**

- Nil

### **Staff management**

- Have staff management responsibility.

### **Asset management**

- Nil

## **EDUCATIONAL QUALIFICATION**

- Bsc/BBA in business, public administration or Finance. Advance certificate in Procurement, Supply Chain Management, Business Administration or relevant field for a recognized tertiary institution.
- Professional certification such as CIPS is an advantage

## **WORK EXPERIENCE**

- At least (6) years relevant work experience, (2) of which must be in a managerial position with a reputable organization

## **OTHER REQUIREMENTS**

- Knowledge on Public Procurement and Concession Act
- Knowledge on the Financial Management Act.
- Contract Management and Strategic Management
- Organizational, Quantitative and analytical skills
- Negotiation and communication skills
- Budgeting
- Report writing
- Very Good interpersonal skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- Strong project management skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Sound decision making based on a thorough analysis.
- Strong leadership, managerial, mentoring and coaching skills in a "team" setting.



**JOB TITLE: ASSETS MANAGEMENT AND LOGISTICS OFFICER**

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

**EXTERNAL RELATIONS:**

- General Services Agency
- Public Procurement Concessions Commissions
- USAID- GEMS
- MACs

**KEY RESULTS AREA:**

- Asset Control
- Property Management
- Warehousing

**PURPOSE/OBJECTIVE:**

- The Assets and Logistics Manager is responsible to oversee all assets and logistics of the NBC and shall also determine that they are properly managed, appropriately recorded and information on asserts and logistics well kept.

**DUTIES AND RESPONSIBILITIES**

**GENERAL MANAGEMENT FUNCTIONS:**

- He/ She shall formulate plans and procedures as to how the Bureau's properties are properly managed and protected.

**TECHNICAL DUTIES:**

- Monitor the use of all NBC's physical assets and ensures that they are not overworked or overused.
- Develop a coding of all NBC office equipment and supplies such as computers, laptops, desk, chairs, etc. to ensure proper accountability.
- Works in close collaboration with other departments, section-s, and units to successfully deliver procurement services.
- Supervise the controlling, managing and maintaining of the NBC fixed assets.
- Promotes a collaborative, quality and result oriented approach in the section.
- Assist in the enforcement of established policies, rules, regulations leading to the use of NBC's assets and subsequent disposal of all those properties-assets no longer needed for the use of the Bureau.
- Perform all other duties when the needs arise, as may be requested by supervisor and/or management.

## **AUTHORITY LIMIT**

### **Management of budget**

- Nil

### **Staff management**

- Have staff management responsibility.

### **Asset management**

- Nil

## **KEY QUALIFICATION**

### **Education**

- Bachelor's Degree in Management, Public Administration, Economics or related field.
- At least three (3) years working experience in similar or related fields and with proven and solid experience in administrative and logistics related activities.

### **Knowledge and Skills:**

- Excellent working of MOS Office –word, Excel, Access, Power Point.
- Knowledge of and commitment to the principles and mandate of the National Bureau of Concession.
- Sound judgment, excellent analytical skills strong networking and interpersonal skills ability to plan, organize and coordinate work and to cope with a demanding workload is expected.
- Excellent communication and evaluation skills with the ability to work in a multi-cultural team environment with a positive attitude.

**JOB TITLE: SENIOR FORESTRY COORDINATOR**

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

**EXTERNAL RELATIONS:**

- Concessionaires
- Ministry of Agriculture
- Forestry Development Authority
- MACs

**Purpose/Objective:**

- The Senior Forestry Analyst shall assist the sector coordinator in planning and executing monitoring and evaluation exercises within the sector and at the same time writing reports emanating from field trips.

**KEY RESULTS AREA:**

- Forestry Sector Management
- Monitoring and Evaluation
- Planning and Reporting

**Duties and responsibilities:**

**General Management Functions:**

- Plan, develop and manage the implementation of strategies, policies and legislation to meet the need of the NBC and investors.
- Provide management with advice on efficient approaches to assessment for good information sharing with GOL ministries and agencies.

**Technical Duties:**

- Review permits/concession applications including coordination within the NBC and with other government agencies and ministries.
- Work with senior management in developing, determining and implementing GOL forest policies and strategies and maintain close linkages and partnership with other departments as well as other government agencies and ministries, especially the FDA and MOA.
- Provide expertise opinion to relevant stakeholders in complex forestry investment negotiation that may bring impediment to forest management and use

## **AUTHORITY LIMIT**

### **Management of budget**

- Nil

### **Staff management**

- Have staff management responsibility.

### **Asset management**

- Nil

### **Education**

- Bachelor Degree in Forestry, Research and Development Planning or its equivalent.

### **Experience**

- Minimum of five (5) years of working experience in similar or related fields.
- Solid and proven experience in tree identification related activities, especially the Forest law of Liberia.
- Substantive knowledge of issues and challenges in forest management area.

### **Knowledge and Skill:**

- Excellent working of knowledge of MOS Office –word, Excel, Access, Power Point programs.
- Knowledge of and commitment to the principles and mandate of the National Bureau of Concession.
- Sound judgment, excellent analytical skills with strong networking and interpersonal skills and ability to plan, organize and coordinate work and to cope with a demanding workload.
- Excellent communication and evaluation skills.

**JOB TITLE: AGRICULTURE SECTOR ANALYST**

**REPORTS TO: Agriculture Sector Coordinator**

**EXTERNAL RELATIONS:**

- Concessionaires
- Ministry of Agriculture
- Forestry Development Authority
- MACs

**Key Results Areas:**

- Data Collection and Analysis
- Compliance and Regulation

**Purpose/Objective:**

- The Agriculture Sector Analysts shall be responsible to assist the Sector Coordinator plan and execute NBC obligation of monitoring and evaluating compliance in the agriculture concession sector, ensuring the collection, collation and analysis of data emanating from the field.

**Duties and Responsibilities:**

**General Administrative Functions:**

- Assist the Sector Coordinator on all agriculture related concessions issues.
- Analyzes agricultural concession agreements and agricultural related investment incentives contracts for compliance purposes.
- Prepares reports and follow-up on land rental, export and export value.
- 

**Technical Duties:**

- Monitors agricultural concessions especially the rubber, oil-palm, rice, cocoa and coffee sectors with respect to their fiscal and regulatory provisions.
- Compiles agricultural related statistics on production, export, employment and social contribution.
- Analyzes requests for investment incentives submitted by agricultural concessionaries.
- Analyzes agricultural marketing and pricing policies in relation to those of major international markets to ensure fair domestic pricing.
- Performs such other functions as may be assigned by the Sector Coordinator.

## **AUTHORITY LIMIT**

### **Management of budget**

- Nil

### **Staff management**

- Have staff management responsibility.

### **Asset management**

- Nil

### **Education**

- Bachelor degree in Agriculture or Economics or its equivalent with a 2-3 years working experience as an Analyst.

### **Knowledge and Skill:**

- Knowledge of and committed to the principles and mandate to the National Concession Bureau.
- Excellent working of MOS Office –word, Excel, Access, Power Point.
- Sound judgment, excellent analytical skills strong networking and interpersonal skills ability to plan, organize and coordinate work and to cope with a demanding workload is expected.
- Excellent communication and evaluation skills.
- Must be honest and hardworking.

## **JOB TITLE: SENIOR TAX ANALYST**

**REPORTS DIRECTLY TO:** Senior Coordinator Finance and Economic Analysis

### **EXTERNAL RELATIONS:**

- Concessionaires
- Ministry of Finance
- MACs

### **Purpose/Objective:**

- The Senior Tax Analyst is responsible to collect, collate and analyze financial and economic data. He/she shall also prepare report on fiscal performance of the Concessions and PPP Sectors.

### **Key Results Areas:**

- Concession Financial Collection
- Data Analysis

### **Duties and Responsibilities:**

#### **General Administrative Duties:**

- Ensuring that all tax information about concessionaires are collected, analyzed and submitted to the Director General for onwards submission to the appropriate authorities.
- Assisting in accessing and analyzing financial statements of the various concessions companies and determine whether there were loses or gains.
- Review the various that the concessions are to pay to GOL and determine whether there are additional taxes identify.
- Acquaint management with the existing tax law from day to day that will enable management to determine the amount of taxes recognized annually.
- Conduct research on various tax incomes.
- In consultation with the supervisor, assist with responses on concessions incomes

## **AUTHORITY LIMIT**

### **Management of budget**

- Nil

### **Staff management**

- NIL

## **Asset management**

- Manages assets assigned

## **Educational Qualification**

- Bachelor Degree in Economics, training in Monitoring and Evaluation or its equivalent

## **Experience**

- Minimum of five (5) years of working experience in similar or related fields.
- Solid and proven experience in research, data collection and analysis and fully understand compliance provisions and contained in agreement.
- Substantive knowledge of concession activities and capable of formulating strategies to address adequate revenue generation and increase employment opportunity for GoL.

## **Knowledge and Skill:**

- Excellent working of MOS Office –word, Excel, Access, Power Point.
- Knowledge of and committed to the principles and mandate of the National Bureau of Concession.
- Sound judgment, excellent analytical skills, strong networking and interpersonal skills, ability to plan, organize and coordinate work and to cope with a demanding workload is expected.
- Excellent communication and evaluation skills



**JOB TITLE: EXECUTIVE SECRETARY**

**REPORTS DIRECTLY TO:** Director General

**DIRECTLY SUPERVISES :** Staff of the Secretariat/DG Office

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- All Staff
- Controller
- Internal Audit
- Public Relations

**EXTERNAL RELATIONS:**

- Concessionaires
- 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**

- 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 Director – General.

**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 Directorates as directed.

- Manages an active appointment calendar in a manner that honours long standing commitments while accommodating new demands and situations as they arise.
- Communicates and takes appropriate action on incoming and outgoing electronic communications/letters.
- Maintains database of professional contacts and reviews them regularly for completeness and accuracy.
- Drafts, writes and types letters/memos and reports.
- Brings in consultation with the Public Relations Officer publications in the print made on the Civil Service to the attention of the Director-General.
- Ensures that adequate secretarial services are extended to all units under the Office of the Director-General including, Concessions, Controller, Internal Audit and Public Relations.
- 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.
- Services meetings of the Director-General 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 of the Director-General.
- Supervises the staff of the Director-General's Secretariat in the provision of effective and timely clerical, executive, administrative and secretarial services.
- Serves as personal assistant to the Director-General.
- Prepares documents for meetings and records proceedings at meetings.
- Keeps Diary of the Director-General and updates it regularly.
- Prepares daily itinerary, travel arrangements and other protocol affairs of the Director-General.
- Schedules appointments for the Director-General.
- Attends special meetings of the Director-General and records proceedings.
- Receives and attends to official visitors and guests of the Director-General.
- Liaises with the General Administration and Finance Directorate for supply of office items and other logistics for the Secretariat.
- Maintains record/inventory of all stationery and office logistics in the Office of the Director-General.
- Prevents unauthorized access to official records and correspondence.
- Ensures appropriate filing and storage of all documentation including sensitive and classified records of the Office of the Director-General.
- Maintains an up-to-date and efficiently managed filing/record system.
- Performs other relevant duties and responsibilities consistent with the functions of the Directorate as may be assigned by the Director-General 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, Secretaryship or Private Secretary Certificate from any recognized university or institution.
- Advanced competency in the French Language is an advantage

## **WORK EXPERIENCE**

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

## **OTHER REQUIREMENTS**

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

**JOB TITLE: ADMINISTRATIVE ASSISTANT**

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

**EXTERNAL RELATIONS:**

- Concessionaires
- MACs

**REPORTS DIRECTLY:** Executive Secretary

**DIRECTLY SUPERVISES:** NIL

**DEPARTMENTAL/FUNCTIONAL RELATIONSHIPS:**

- Other Administrative Assistants

**EXTERNAL RELATIONSHIPS:**

- General Public
- Guests/Visitors

**PURPOSE:**

- To ensure effective and efficient management of the Secretariat of the Director – General.
- To provide quality administrative and secretarial services to the Director-General's Office.

**KEY RESULT AREAS**

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

**DUTIES**

- **General Management Functions**
- The Administrative Assistant to the Deputy Director General for Administration shall be responsible for the day-to-day administration of the Offices of the DDG, particularly coordinating and supervising the flow of visitors, employees, incoming and outgoing correspondences.
- Provides secretarial support to Units.
- Reminds action officers of pending actions against timelines.
- **Technical duties**
  - Aids the Executive Secretary in the provision of effective and timely clerical, executive, administrative and secretarial services.

- Provides support in the classification of documents at the Secretariat.
  - Distributes stores of the Secretariat according to approved requisition.
  - Implements registry procedures and ensures that standards are maintained.
  - Receives records and distributes incoming and internally created mail.
  - Type correspondences, memoranda and reports.
  - Records and arranges for the efficient and timely dispatch of correspondence.
  - Files and stores documents to facilitate easy retrieval.
  - Performs other duties consistent with the functions of this Office as may be assigned by the Head.
- **Supervisory Functions:**
    - Nil

#### **AUTHORITY LEVEL**

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

#### **EDUCATION QUALIFICATION**

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

#### **WORK EXPERIENCE**

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

#### **OTHER REQUIREMENTS**

- Excellent knowledge of administrative and clerical procedures and systems such as managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Proven experience in handling a wide range of administrative and executive support related tasks independently with little or no supervision.
- Excellent calendar management skills including the coordination of executive meetings and minutes recording and reporting.
- Knowledge and or committed the principal and mandate of the National Bureau of Concessions.
- Ability to adhere to sensitive deadlines, maintain confidential materials and work independently on multiple tasks / assignments simultaneously.

- Excellent interpersonal and communications skills with demonstrated ability to effectively interact and work well with all levels of staff as well as visitors.
- Strong organizational ability and problem solving skills with capacity to establish systems that improve management office activities and work flow.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet and other communications software and tools (Telephone, Fax, Scanner, Photocopier, etc.).
- Knowledge//understanding of the operations of NBC's proceedings/guidelines.
- Planning and organizing skills.

**JOB TITLE: AUDITORS**

**REPORTS DIRECTLY TO:** Internal Auditor

**Directly Supervises:**

**EXTERNAL RELATIONS:**

- Internal Audit Agency
- General Audit Commission
- Ministry of Finance
- MACs

**Purpose/Objective:**

- The Internal Auditors of the NBC shall ensure institutional compliance with established internal control procedures by examining records, reports, operating practices and documents.

**Key Results Areas:**

- Budget Management
- Policy Compliance

**Duties and Responsibilities:**

**General Administrative Duties:**

- Review and scrutinize all Bureaus' payments.

**Technical Duties:**

- Monitor the movement of salary checks.
- Audit Bureau Personnel payroll accounts.
- Conduct audit on all purchases by the National Bureau of Concession.
- Reconcile all Banks statement.
- Perform all other duties as may be assigned by the Director of Audit consistent with his /her duties.

**AUTHORITY LIMIT**

**Management of budget**

- Nil

**Staff management**

- Have staff management responsibility.

## **Asset management**

- Nil

## **KEY QUALIFICATION**

### **Education**

- Bachelor of Business Administration (BBA) in Accounting.

### **Experience**

- Minimum of three (3) years working experience in a similar or related field.

### **Knowledge and Skills:**

- Excellent working knowledge in Computer (word, Excel, Access, Power Point).
- Knowledge of and committee to the principles and mandate to the National Bureau of.
- Must be an honest, a self-started with excellent demonstrated teamwork skills.
- Sound judgment, excellent analytical skills, strong network and interpersonal skills ability to plan, organize and coordinate work and to cope with a demanding workload is expected.
- Excellent communication and evaluation skills.



**JOB TITLE: CHIEF OF MAINTENANCE AND GENERAL SERVICES**

**Reports Directly To:** Director, Human Resource

**Directly Supervises:**

**EXTERNAL RELATIONS:**

- General Services Agency
- Vendors

**Key Result Areas:**

- Service Delivery
- Repair
- Procedure
- Work Schedule
- Staff Monitoring

**Purpose/Objective:**

- The Chief of Maintenance is responsible for the coordination and supervision of all maintenance and repair work in the NBC and he/she oversees maintenance department and determine repair procedures.

**Duties and Responsibilities:**

**General Administrative Functions:**

- Promotes a collaborative, quality and result oriented approach in the section.
- Supervise and leads staff of the General Services section.
- Works in close collaboration with other departments, sections to successfully deliver procurement services.

**Technical Duties**

- Supervise the controlling, managing and maintaining of the NBC fixed assets.
- Perform all other duties when the needs arise.

**AUTHORITY LIMIT**

**Management of budget**

- Nil

**Staff management**

- Have staff management responsibility.

**Asset management**

- Nil

## **KEY QUALIFICATION**

### **Education**

- Associate Degree in Management, Public Administration, Economics or any of the Social Sciences

### **Experience**

- Minimum of three (3) years of working experience in similar or related fields.
- Solid and proven experience in administrative and logistics related activities.
- Substantive knowledge of issues and challenges in the area of procuring and transport.

### **Knowledge and Skill:**

- Excellent working of MOS Office –word, Excel, Access, Power Point.
- Knowledge of and commitment to the principles and mandate of the National Bureau of Concession.
- Sound judgment, excellent analytical skills strong networking and interpersonal skills ability to plan, organize and coordinate work and to cope with a demanding workload is expected.
- Excellent communication and evaluation skills.

**JOB TITLE: PERSONNEL ASSISTANT**

**Report to:** Director, Human Resource Management

**Directly Supervises:**

- NIL

**Key Results Areas:**

- Attendance Monitoring
- Workshop Setup
- Record Management
- Data Base Management

**EXTERNAL RELATIONS:**

- Civil Services Agency
- USAID –GEMS
- National Social Security and Welfare Corporation
- Ministry of Labour
- Ministry of Finance
- Liberia Institute of Public Administration

**Purpose/Objective:**

- The HR Assistant shall assist the DIRECTOR, Human Resources with planning new employee orientation, compiles materials and maintains employee database records while conducting research to ensure that the NBC has a productive work force.

**Duties and Responsibilities**

**General Administrative Functions:**

- Devise and maintain attendance record system in the NBC.
- Arranging travel, visa and accommodation and occasionally travelling with the HR Director to take notes or dictation at meetings or to provide general assistance during presentation.
- Meeting and greeting visitors of all level of seniority and organizing and maintaining diaries and making appointments.
- Handling in-coming mails, faxes and post and carrying out background research and presenting findings on HR related matters.

**Technical Duties:**

- Providing the HR Director Key points for preparation of meetings and other related discussion.
- Ensure that there is a perfect decorum within the premises of the NBC which may be observed by all employees.

- Perform any other duties that may be assigned by supervisor or Management.

## **AUTHORITY LIMIT**

### **Management of budget**

- Nil

### **Staff management**

- Have staff management responsibility.

### **Asset management**

- Nil

## **KEY QUALIFICATION**

### **Education**

- Bachelor Degree in Management, Public Administration, or any of the Social Sciences.

### **Experience**

- Minimum of five (5) years of working experience in similar or related fields.
- Solid and proven experience in administrative related activities, especially human resource management.

### **Knowledge and Skill:**

- Experience in Human Resources work and/ or having other professional expertise.
- Ability to work in a multi-cultural team environment with a positive attitude.
- Excellent working of MOS Office –word, Excel, Access, Power Point.
- Knowledge of and commitment to the principles and mandate of the National Bureau of Concession.
- Sound judgment, excellent analytical skills, strong networking and interpersonal skills with ability to plan, organize and coordinate work and to cope with a demanding workload is expected.
- Excellent communication and evaluation skills to cope with increase responsibility.

## **JOB TITLE: JUNIOR FORESTRY ANALYST**

**Reports Directly To:** Senior Forestry Coordinator

**Directly Supervises:**

- NIL

**Key Result Areas:**

- Data Collection and Analysis

**EXTERNAL RELATIONS:**

- Concessionaires
- Ministry of Agriculture
- Forestry Development Authority
- MACs

**Purpose/Objective:**

- The Junior Forestry Analyst is responsible to assist in the collection, collation analysis, preparation and production of reports from the NBC monitoring and evaluation obligation exercised by the sector and engages in research activities aimed at strengthening Forestry Monitoring and Evaluation role.

**Duties and Responsibilities**

**General Management Functions:**

- He/she shall assist the sector in collecting production and export data and carry on analysis.
- Based on instruction from sector head attends technical meetings, conferences, workshops etc. on behalf of the NBC.
- Assist in the preparation and production of reports and participate in research activities.
- Collaborate with other staff of the NBC to make field visitation and make appropriate follow-up.
- Take notes from sector meetings and/or discussion and keep track of sector's obligations and timelines.

**Technical Duties:**

- Provide technical support to the sector.
- Shall perform other duties from time to time as may be assigned by supervisor or management.
- Take notes from sector meetings and/or discussion and keep track of sector's obligations and timelines.

## **AUTHORITY LIMIT**

### **Management of budget**

- Nil

### **Staff management**

- Have staff management responsibility.

### **Asset management**

- Nil

## **KEY QUALIFICATION**

### **Education:**

He/she shall have a Bachelor Degree in Forestry, Research Methodology or its equivalent.

### **Experience**

- Minimum of three (3) years of working experience forestry or related fields.
- Possesses an experience in forestry work or related activities, especially knowledgeable of the Forestry Law of Liberia.
- Adequate knowledge on forestry concession operations and problem-solving techniques.

### **Knowledge and Skills**

- Excellent working of MOS Office –word, Excel, Access, Power Point.
- Knowledge of and commitment to the principles and mandate of the National Bureau of Concession.
- Ability to take reasonable and decisive decision, excellent analytical skills with strong networking and interpersonal skills and ability to plan, organize and coordinate work in the sector and at the same time to cope with a challenging workload.
- Excellent working knowledge of concession management, ability to communicate well and good evaluation skills.

**JOB TITLE: JUNIOR AUDITOR**

**REPORTS DIRECTLY TO:** Internal Auditor

**DIRECTLY SUPERVISES:**

- NIL

**EXTERNAL RELATIONS:**

- General Auditing Commission
- Internal Audit Agency
- Ministry of Finance

**Key Results Areas:**

- Compliance

**Purpose/Objective:**

- The Junior Auditor shall work with the Director of Internal Audit to plan and execute the audit in an effective and efficient manner. During the audit he/she shall check on expenditures, revenue, and other financial records to ensure that all requirements for a successful audit are met.

**Duties and Responsibilities:**

**General Management Functions:**

- Ensure financial records of the NBC and make sure that they conform to regulations and ethics.

**Technical Duties:**

- In collaboration with supervisor check expenditures, revenue and financial records to ensure that all numbers are accurate, regulation are complied with; all payments are accurately classified and recorded.
- Support the preparing and discussion on draft of audit report.
- Attend meetings with NBC financial authorities and supervisor so as to complete report.
- Perform all other duties as may be assigned by supervisor or management.

**AUTHORITY LIMIT**

**Management of budget**

- Nil

### **Staff management**

- Have staff management responsibility.

### **Asset management**

- Nil

## **KEY QUALIFICATION**

### **Education**

- He/she shall have Bachelor's Degree in Accounting or a related field. Finance or Financial Management will be an added advantage.

### **Experience**

- Minimum of two (2) years working experience in auditing or accounts work.
- Substantive knowledge of issues and challenges in the area of Public Administration, Budgeting.
- Solid and proven experience in financial related activities.

### **Knowledge and Skills**

- Knowledge and capacity in being organized in this role.
- Ability to work within tight timescales.
- Have excellent numerical, analytical and problem-solving skills
- Excellent working knowledge in Computer (word, Excel, Access, Power Point).
- Knowledge of and committed to the principles and mandate of the National Concession Bureau.
- Must be a superb team player.
- Excellent communication and people skills.



## **JOB TITLE: RECORD AND DOCUMENTATION ANALYST**

**Reports Directly To:** Cadastral Coordinator

**Directly Supervises:**

- NIL

**Key Result Areas:**

- Data Inputs

**EXTERNAL RELATIONS:**

- Concessionaires
- Ministry of Agriculture
- Forestry Development Authority
- National Commission on Documentation and Records and Archives
- Ministry of Foreign Affairs
- MACs

**Purpose/Objective:**

- The Specialist for Record and Documentation shall be responsible to collect, collates, preserve and store all NBC concession documents both electronically and in hard copies.

**Duties and Responsibilities**

- Compile information and records concessions histories and other relevant information for storage into the cadastre/computer database.
- Classify documents for proper and easy identification in the cadastral.
- Tracking concession information from sector heads, concessions granting institutions, and relevant individuals with such information.
- Train other specialist on concession information gathering techniques and other staff on documentation and concession analysis records.
- Record information and compile statistics on compliance efforts.
- Perform other duties as may be required

**AUTHORITY LIMIT**

**Management of budget**

- Nil

**Staff management**

- Have staff management responsibility.

## **Asset management**

- Nil

## **Education**

- Bachelor's degree in Research and Development planning and an Associate Degree in record keeping or related field is an added advantage.

## **Experience**

- Minimum of three (3) years working experience in database collection and management and research and development planning.
- Substantive knowledge and skills in gathering and storing information at the level of the NBC.

## **Knowledge and Skills**

- Ability to maintain a high level of accuracy confidentiality concerning information of the NBC and Concessionaires.
- Excellent working of MOS Office –word, Excel, Access, Power Point.
- Work prioritization, the ability to multitask and willingness to go the extra mile to support what the job demands.
- Knowledge of and committed to the principles and mandate of the National Bureau of Concession.
- Sound judgment, excellent analytical skills, strong networking and interpersonal skills, ability to plan, organize and coordinate work and to cope with a demanding workload is expected.
- Excellent communication and evaluation skills

**JOB TITLE: MONITORS**

**REPORTS DIRECTLY TO:** Senior Coordinator

**DIRECTLY SUPERVISES:**

- **NIL**

**KEY RESULT AREAS:**

- Data Collection

**EXTERNAL RELATIONS:**

- Concessionaires
- Ministry of Agriculture
- Forestry Development Authority
- MACs

**Purpose/Objective:**

- The Monitors herein mentioned are responsible to ensure compliance to the terms and conditions of existing agreements and report periodically on the execution of the provisions as stipulated in the agreement.

**Duties and responsibilities**

**General Administrative Functions:**

**Technical Duties:**

- Support and participate in monitoring and evaluation of concessions companies
- Collect, collate and submit field data on all visits to concession companies
- Assist the sector coordinator in the development and maintenance of M&E data base of projects with in the sector
- Perform other duties are may be required

**AUTHORITY LIMIT**

**Management of budget**

- Nil

**Staff management**

- Have staff management responsibility.

## **Asset management**

- Nil

## **Educational Qualification**

- Bachelor Degree in Economics, training in Monitoring and Evaluation or its equivalent

## **Experience**

- At least five (5) years of working experience in similar or related fields.
- Solid and proven experience in research, data collection and analysis and fully understand compliance provisions and contained in agreement.
- Substantive knowledge of concession activities and capable of formulating strategies to address adequate revenue generation and increase employment opportunity for GoL.

## **Knowledge and Skill:**

- Excellent working of MOS Office –word, Excel, Access, Power Point.
- Knowledge of and committed to the principles and mandate of the National Bureau of Concession
- Sound judgment, excellent analytical skills, strong networking and interpersonal skills, ability to plan, organize and coordinate work and to cope with a demanding workload is expected.
- Excellent communication and evaluation skills.

**JOB TITLE: CHIEF OF SECURITY**

**REPORTS DIRECTLY TO:** Director, Human Resource Management

**DIRECTLY SUPERVISES:**

- Security Officers

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Heads of Units

**EXTERNAL RELATIONS:**

- Liberia National Police (LNP)
- Visitors and Guests
- Private Security Companies
- General Public

**PURPOSE:**

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

**KEY RESULT AREAS**

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

**DUTIES:**

**General Management Functions**

- Acts Head of Security coordination Unit at NBC.

**Technical Duties**

- Formulates policies relating to the security of the NBC, its extended offices and immediate surroundings.
- Manages and coordinates all issues relating to the security of NBC.
- Coordinates safety of all properties, premises and surroundings and protection against threat of life.
- Ensures that all visitors are properly screened prior to giving them access to NBC premises and offices.

- Ensures that all vehicles entering and leaving NBC premises are properly inspected and their movement properly recorded.
- Ensures that regular patrol duties are undertaken to safeguard NBC properties and provide protection against threat of life.
- Leads the investigation of cases or incidents and submits findings to superior for further action.
- Manages and deals with irrational and irate members of the public as appropriate.
- Works closely with Law Enforcement Agencies to ensure maximum level of security.
- Prepares and implements strategic and annual security plans and budgets to support the efficient functioning of the NBC and its Directorates.
- Ensures the recording of daily occurrences in connection with issues relating to security matters around NBC and its premises.
- Conducts performance reviews of security plans and network arrangements of NBC and provides the necessary upgrading of security operations and strategies.
- Submits security reports on matters relating to NBC premises and its offices, security coordination, planning and implementation along with options for addressing weaknesses.
- Investigates and reports cases and incidents of security breaches and reports findings to the Director and Assistant Director, General Administration and Finance for prompt action to be taken.
- Prepares work schedules for Security Officers and ensures compliance.
- 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 Civil Service's goals are achieved.
  - Conducts performance appraisal and provides input for career development and recommends performance incentives for subordinate staff.
  - Identifies training needs and facilitates training for subordinate staff.

## **AUTHORITY LIMIT**

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

## **EDUCATIONAL QUALIFICATION**

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

## **WORK EXPERIENCE**

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

## **OTHER REQUIREMENTS**

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

**JOB TITLE: SENIOR COMMUNICATIONS OFFICER**

**REPORTS DIRECTLY TO:** Senior Communications Coordinator

**DIRECTLY SUPERVISES:**

- Communication Officer
- Desk Officer

**KEY RESULTS AREAS:**

- Information
- Events Planning
- Reports

**EXTERNAL RELATION:**

- Concessionaires
- Media
- Concessions Communities

**Purpose/Objective:**

- The Senior Communication Officer shall be the desk officer within the Communication Department with a responsibility of reviewing, reading and analyzing news contents and report same for dissemination to relevant NBC officials.

**Duties and responsibilities**

**General Administrative Functions**

**Technical Duties:**

- Responsible to review, analyzed and write summary of news contents from radios and newspapers appertaining to the NBC and report same to supervisor for onward submission to management.
- Ensure all writing of reports and releases for the Communication Department are drafted for Director's review and approval.
- Make follow up on activities of other departments, sections, sectors and units and track down appropriate or relevant information to constitute part of the report for the NBC.
- Perform from time to time other duties as may be delegated by his/her supervisor and/or management.



## **AUTHORITY LIMIT**

### **Management of budget**

- Nil

### **Staff management**

- Have staff management responsibility.

### **Asset management**

- Manages assets assigned.

## **KEY QUALIFICATION**

### **Education**

- Bachelor's Degree in Journalism or its equivalent, degree in Mass Communication or other related field will be an added advantage.

### **Experience**

- At least two (2) years working experience in similar or related fields.
- Solid and proven experience in a Journalistic activities (electronic or print media)
- Excellent communication and advocacy skills with an ability to mobilize audience support that would aid favorable concession activities in the country.

### **Knowledge and Skills:**

- Tremendous working knowledge of MS Office –word, Excel, Access, Power Point, IT packages.
- Having adequate knowledge of the media landscape of Liberia and also familiar with the actors in the sector.
- Shall be an honest person with an excellent potential to demonstrate teamwork skill.
- Knowledge of Concessions policy, media relations, information culture and practices in Liberia and the region.
- Ability to render sound media judgment, excellent analytical skills of managing concession information, strong network and interpersonal skills with and exceptional ability to plan, organize and coordinate media work and to cope with a demanding workload.
- Excellent communication and evaluation skills of news worthy items.

**JOB TITLE: MAINTENANCE SUPERVISOR**

**REPORTS DIRECTLY TO:** Chief of Maintenance

**DIRECTLY SUPERVISES:**

- Janitors

**KEY RESULTS AREAS:**

- Service Provision
- Work Scheduling

**EXTERNAL RELATIONS:**

- Vendors
- Maintenance Service Providers

**Purpose/Objective:**

- The Maintenance Supervisor is responsible to direct and supervise all janitor of the NBC in cleaning the building and the compound while ensuring that facilities are well maintained.

**Duties and Responsibilities**

**General Management Functions:**

- Oversee and coordinate the works of all janitors in the NBC.
- In consultation with supervisor distributes stationeries to all deserving staff of the NBC.
- Supervises workers, organize schedules and assign work activities

**Technical Duties:**

- Maintains and ensures the cleanliness of the premises of the NBC.
- Ensure that floor, desks and chairs as well as other related items and areas including Conference Room, Waiting Room and front desk are also kept clean at all times.
- Develop work schedules and assign arrears.
- Conduct basic trainings and coaching to ensure that individuals have all the requisite skills.
- Implement standard maintenance procedures and maintaining workers records.
- In consultation with supervisor perform problematic system of facilities and determine which property is damaged, needs repair or new property purchase required.
- Perform from time to time other duties that may be assigned by supervisor or management.

## **AUTHORITY LIMIT**

### **Management of budget**

- Nil

### **Staff management**

- Have staff management responsibility.

### **Asset management**

- Nil

## **KEY QUALIFICATION**

### **Education:**

- High School graduate or its equivalent from a recognized institution.

### **Experience**

- At least Five (5) year of working experience in similar or related fields.
- Solid and proven experience in administrative and logistics related activities

### **Knowledge and Skills:**

- Understands the principles and mandate of the National Bureau of Concession
- Sound judgment, excellent analytical skills strong networking and interpersonal skills ability to plan, organize and coordinate work and to cope with a demanding workload.
- Excellent communication and evaluation skills.

**JOB TITLE: COMMUNICATIONS ASSISTANT**

**REPORTS DIRECTLY TO:** Assistant Director, Communications

**DIRECTLY SUPERVISES:**

- NIL

**KEY RESULTS AREA:**

- Information Dissemination

**EXTERNAL RELATIONS:**

- Media

**Purpose/Objective:**

- The Communication Assistant in the Department of Communication shall be responsible to keep track of all information and data of all media institutions in the country. This will cover telephones, emails, names of contacts persons, addresses, etc.

**Duties and Responsibilities**

**General Management Functions:**

- Ensure that arrangements are made with reputable newspaper vendor for the supply of newspapers to the offices of the NBC.
- In consultation with the DIRECTOR, Communication, circulate newspapers to appropriate officials of the Bureau.
- Proper record of newspapers received for payment by the finance office.
- Serves as liaison between the NBC and media institutions and make contact with them in case of a press conference, press release, announcement and/or a talk shows for coverage.
- Shall perform from time to time other duties that may be assigned by his supervisor or management.

**AUTHORITY LIMIT**

**Management of budget**

- Nil

**Staff management**

- Have staff management responsibility.

## **Asset management**

- Nil

## **KEY QUALIFICATION**

### **Education:**

- Associate's Degree in journalism/Mass Communication or its equivalent in related field from a renowned and accredited institution.

### **Experience**

- At least two (2) years of working experience in the practice of journalism in Liberia (print or electronic media).

### **Knowledge and Skills:**

- Working knowledge of MS Office.
- Having knowledge of the media landscape of Liberia and also familiar with the actors in the media.
- Shall be an honest person with the ability to interact diligently with colleagues in the media.
- Good Knowledge of how the Concessions sector works and possesses the understanding on how concession policy, media relations activities, information culture and practices in Liberia are executed in the national interest.
- Ability to render sound media judgment, excellent analytical skills of managing concession information.
- Excellent communication and evaluation skills of news worthy items.

**JOB TITLE: ACCOUNTANT**

**REPORTS DIRECTLY TO:** Chief Accountant

**EXTERNAL RELATIONS:**

- General Auditing Commission
- Internal Audit Agency
- Ministry of Finance
- Public Procurement Concessions Commission

**PURPOSE/OBJECTIVE:**

- The Accountant shall work under the Comptroller and shall be responsible to maintain financial records, reports and general ledgers, prepare and analyze budgets and perform general bookkeeping.

**KEY RESULT AREAS**

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

**DUTIES:**

**General Management Function**

- The work requires the ability to research and provide summaries and analyses of specialized information, and to identify relevant options in support of higher level decisions or recommendations within the organizational unit.
- The job holder contributes to the preparation of management reports for decision making.
- **Technical duties**
  - Prepares Activity and Expenditure Initiation Form for the release of funds.
  - Undertakes follow-up on Releases at Ministry of Finance and Development Planning.
  - Prepares and organizes Commitments and Payments.
  - Performs reconciliation of balances.
  - Provides inputs in the preparation of monthly expenditure returns.
  - Prepares and checks the certification of the Personnel – Payroll Database forms for signature.
  - Undertakes follow-ups for the processing and collection of the NBC Vouchers.
  - Runs banking errands.
  - Provides inputs in the preparation of Annual Estimates.
  - Keeps proper records of all payments made in respect of supplies and purchases made.

- Undertakes follow-ups at the Internal Audit and the Treasury to ensure quick processing of vouchers for payments.
- Undertakes reconciliation of names on vouchers.
- Prepares Social Security Contribution for serving officers at the NBC and former employees of the NBC.
- Prepares vouchers for payment of allowances to secretaries, drivers and other ancillary staff.
- Prepares vouchers for payment of car maintenance and fuel allowances.
- Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Senior Accounts Officer and the Comptroller from time to time.

### **Supervisory Duties**

- Supervision of subordinate professional staff and of technical administrative staff may be possible.

### **AUTHORITY LIMIT**

#### **Management of Budget**

- The job holder provides basic inputs for preparation of monthly expenditure returns and Annual Estimates.
- The job holder prepares vouchers for payment of allowances e.g. scratch cards, car maintenance and fuel allowances, and allowances for secretaries, drivers and other ancillary staff.

### **Staff Management**

- The immediate supervisor is consulted before a major decision is made. However the job holder makes recommendations that affect employees in the work area.
- Supervision of subordinate staff may be possible.

### **Asset Management**

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

### **EDUCATIONAL QUALIFICATION**

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

### **WORK EXPERIENCE**

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

## **OTHER REQUIREMENTS**

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



**JOB TITLE: SECURITY**

**REPORTS DIRECTLY TO:** Supervisor

**EXTERNAL RELATIONS:**

- Concessionaires
- Liberia National Police
- Concessions Communities

**Key Results Areas:**

**Purpose/Objective:**

- The Secretary is responsible to provide administrative support to his/her boss by handling office related activities including incoming and outgoing correspondences, preparing communication, making appointments, preparing schedules and answering telephone.

**Duties and Responsibilities**

- He/she perform an administrative task of information and documentation management.
- Shall handle all correspondence and answer all telephone for the supervisor.
- Ensure of proper filing.
- Manage the calendar in the office of the supervisor.
- Keep boss informed of all meetings.
- Keep track of responsibilities and appearances that boss must attend.
- Perform from time to time all other duties that may be assigned by boss or management.

**KEY QUALIFICATION**

**Education**

- Bachelor Degree in Management, Public Administration, Secretariat Science or any of the Social Sciences or its equivalent.

**Experience**

- Minimum of three (3) years of working experience in Office Management, Secretariat Management or related fields.
- Solid and proven experience in administrative related activities, especially handling correspondences.

**Knowledge and Skills**

- Excellent working knowledge of MOS Office –word, Excel, Access, Power Point programs with proficiency in editing and proofreading documents and communications exceptionally.
- Knowledge of and committed to the principles and mandate of the National Bureau of Concession.
- Sound judgment, excellent analytical skills, strong networking and interpersonal skills with ability to read and comprehend well.
- Excellent communication and reading skills to cope with increase responsibility.

## **JOB TITLE: OFFICE COORDINATOR**

**REPORTS DIRECTLY TO:** Executive Secretary

### **PURPOSE/OBJECTIVE:**

- The Officer Coordinator of the Offices of the Director General shall provide front desk support and additionally provide information as ask including handling flow of visitors and correspondences in consultation with supervisor.

### **DUTIES AND RESPONSIBILITIES**

- He/she shall be responsible on a daily basis for ensuring the smooth or orderly movement of people and documents in the Offices of the Director General.
- Shall assist supervisor with maintaining an efficient clean personal office space.
- He/she shall receive all communications and other documents from front desk of the Director General Office and carry to his supervisor and shall inform the Director General of all calls for the Director General.
- In consultation with supervisor conveys information and documents to senior and second level officials from the offices of the Director General.
- He/she shall provide support to other members of the office staff.
- He/she shall maintain office equipment and places office supply in orders.
- Perform any other duties as my be assigned by supervisor or Director General.

### **KEY QUALIFICATION**

#### **Education**

He/she shall have a High School Diploma or its equivalent. College Degree in Office Management and Coordination is an added advantage.

#### **Experience**

- He/she shall have a minimum of two (2) years working experience in Office Management, Filing or related area. He/she shall also have substantive knowledge of managing office equipment and supplies.

#### **Knowledge and Skills**

- He/she shall have expertise skills in managing office equipment and supplies.
- Knowledge of and committed to the principles and mandate of the National Bureau of Concession.
- Possesses high degree of intelligence and capable to transmit information accurately.
- Sound judgment, excellent analytical skills, strong network and interpersonal skills with ability to plan, organize and coordinate work and to cope with a demanding workload.
- Shall have excellent communication.

**JOB TITLE: EXECUTIVE DRIVER**

**REPORTS DIRECTLY TO:** Director General

**EXTERNAL RELATIONS:**

- General Services Agency

**Purpose/Objective:**

- The Chief Driver shall supervise all of the drivers employed by the NBC and ensure that they are efficient and effective in the performance of their duties. He/she shall also ensure that delivery, pick-up and reporting by all drivers are done in a timely manner.

**EXTERNAL RELATIONS:**

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

**PURPOSE:**

- To provide effective and efficient transport services to the Director- General.

**KEY RESULT AREAS**

- Professional Driving
- Safety
- Vehicle Maintenance and Upkeep

**DUTIES:**

- **General Management Function**
  - No general management functions is required for this position.
- **Technical Duties**
  - Drives the Director-General and assists in the performance of official duties.
  - Drives other officials including senior public officials as may be directed by the Director-General.
  - Reports defects and faults on vehicles to superior for necessary action.
  - Reports all accidents on vehicle to superior.
  - Observes all rules and regulations with respect to the operations of the vehicles.

- Conveys vehicle maintenance and servicing reports to the Senior Transport Officer.
- Undertakes routine maintenance and servicing checks and repairs of vehicles of the Director-General.
- Dispatches emergency letters from the Office of the Director-General as he/she may direct.
- Undertakes utility operations on behalf of NBC as may be directed by the Senior Transport Officer.
- Monitors and reports on the readiness of vehicles of the Director-General's office sent for servicing and maintenance at mechanical workshops.
- Ensures accurate completion and submission of vehicle log books.
- Ensures adequate budgeting and requisition for fuel at all times.
- Keeps vehicles of the Director-General and his/her Office clean and sanitized at all times.
- Ensures appropriate and decent dressing in the performance of his/her duties at all times.
- Performs clerical tasks that are consistent with the functions of the Unit as may be directed from time to time by the Director-General.
- **Supervisory Duties**
  - No supervision role is required for this job.

#### **AUTHORITY LIMIT**

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

#### **EDUCATIONAL QUALIFICATION**

- A minimum of High School Graduate and a valid Driver's Licence.

- Knowledge of locations of Government Offices in Monrovia, Liberia.

#### **WORK EXPERIENCE**

- At least three (3) years post qualification experience as Driver Grade 1.

#### **OTHER REQUIREMENTS**

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

**JOB TITLE: DRIVER**

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Other Pool Drivers
- General Staff

**EXTERNAL RELATIONS:**

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

**PURPOSE:**

- To provide effective and efficient transport services NBC.

**PURPOSE:**

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

**KEY RESULT AREAS**

- Safety
- Vehicle Maintenance and Upkeep
- Professional Driving.

**DUTIES:**

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

#### **AUTHORITY LIMIT**

- **Management of Budget**

N/A

- **Staff Management**

N/A

- **Asset Management**

As assigned

#### **EDUCATIONAL QUALIFICATION**

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

#### **WORK EXPERIENCE**

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

#### **OTHER REQUIREMENTS**

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



**JOB TITLE: OFFICE ASSISTANT**

**REPORTS DIRECTLY TO:** Supervisor or Director

**PURPOSE/OBJECTIVES:**

- The Office Assistant is responsible for handling minor office related matters such as cleaning, making copying, faxing and scanning of documents as well as providing information to supervisor for the smooth running of the office.

**KEY RESULT AREAS**

**DUTIES AND RESPONSIBILITIES:**

- Ensure that the office is kept clean and tidy at all time.
- Distribute documents properly and accurately to various offices as instructed:
- Attend all errands .and
- Carry out other duties as may be required from time to time by his /her boss, consistent with his duty.

**KEY QUALIFICATION**

**Education**

- High School graduate or its equivalent.

**Experience**

- Minimum of one year (1) year working in similar field.

**Knowledge and Skill:**

- Knowledge of and committed to the principles and mandate to the National Bureau of Concession.
- Must be honest and hardworking.

## **JOB TITLE: DESK OFFICER**

**REPORTS DIRECTLY TO:** Administrative Assistant

**EXTERNAL RELATIONS:**

- General Public

**Purpose/Objective:**

- The Desk Officer in the Offices of the Director General shall be responsible to visitors and deal with inquires, supply information relative to the Offices of the Director General and coordinate incoming and outgoing mail, packages and deliveries.

**KEY RESULT AREAS:**

**Duties and Responsibilities**

- He/she shall be the receptionist in the offices of the Director General.
- He/she shall receive, register in a very organized ledger in and out-going communications from the offices of the Director General and submit same to the Administrative Assistant.
- Shall serve as the initial point of contact to the offices of the Director General.
- Shall serve as initial information officer to the offices of the Director General.

**KEY QUALIFICATION**

**Education**

- He/she shall have a minimum of high school diploma

**Experience**

- Must have a minimum of 3 (Three) years in office management and information dissemination.

**Knowledge and Skills**

- He/she shall have good interpersonal relationship.
- Must be fluent in spoken and written English.
- Shall have the ability and knowledge of chronological documentation.
- Must be computer literate.
- Must be able to make sound judgment and have an excellent communications skill.

## **JOB TITLE: FILLING CLERK**

**REPORTS DIRECTLY TO:** Director, Human Resource Management

### **EXTERNAL RELATIONS:**

- USAID-GEMS

### **Purpose/Objective:**

The Filing Clerk is responsible for the filling of all documents and related documents including letters and reports that are to be filed in an organized, effective, efficient manner and sorts and distribute incoming and outgoing mail.

### **KEY RESULT AREAS:**

#### **Duties and Responsibilities:**

- Type the first draft of all correspondences.
- Ensures that office documents are properly filed and updated to date for easy reference.
- Search files for various documents and other materials when needed.
- Develop a system for tracking documents or files taken away.
- Carry out other duties as may be required from time to time by his /her boss, consistent with his duty.

### **KEY QUALIFICATION**

#### **Education**

- Certificate or equivalent in office management, Secretarial Science, or a relevant field .An Associate Degree will be an added advantage.

#### **Experience**

- Minimum of two (2) years working experience in similar field.
- Solid and proven experience in the field of clerical related field.

#### **Knowledge and Skill:**

- Knowledge of and committed to the principles and mandate to the National Bureau of Concession.
- Excellent working of MOS Office –word, Excel, Access, Power Point.
- Sound judgment, excellent analytical skills strong networking and interpersonal skills ability to plan, organize and coordinate work and to cope with a demanding workload is expected.
- Excellent communication and evaluation skills.
- Must be honest and hardworking.

**JOB TITLE: PRODUCTION OFFICER**

**REPORTS DIRECTLY TO:** Director, Human Resource Management

**EXTERNAL RELATIONS:**

- Vendors

**PURPOSE/OBJECTIVE**

- The Production Officer is responsible to provide expertise in the managing of all machines in the production Room and execute all production, printing, binding and/or laminating tasks of all NBC documents if required.

**KEY RESULT AREAS:**

**Duties and Responsibilities**

- He/she shall be responsible to produce and reproduce NBC documents.
- laminating and binding documents
- To manage the pieces of equipment and compiled documents
- He/she shall provide technical advice as to the usage of the machines.

**KEY QUALIFICATION**

**Education**

- Certificate or equivalent in office management, Secretarial Science, or a relevant field .An Associate Degree will be an added advantage.

**Experience**

- Minimum of two (2) years working experience in similar field.
- Solid and proven experience in the field of clerical related field.

**Knowledge and Skill:**

- Knowledge of and committed to the principles and mandate to the National Bureau of Concession and skillful in production of documents.
- Excellent working of MOS Office –word, Excel, Access, Power Point.
- Sound judgment, excellent analytical skills strong networking and interpersonal skills ability to plan, organize and coordinate work and to cope with a demanding workload.
- Excellent communication and reading skills.
- Must be honest and hardworking.

**JOB TITLE: EXPEDITOR**

**REPORTS DIRECTLY TO:** Director, Human Resource Management

**EXTERNAL RELATIONS:**

- MACS

**PURPOSE/OBJECTIVE**

- The expeditor shall be responsible to carry either internal and external information or communications from the NBC to other government institutions and all public and private individuals and entities. He/she shall otherwise be known as messenger.

**KEY RESULT AREAS:**

**Duties and Responsibilities:**

- Receive communications, goods and other related items and chronologically take inventory of same.
- Record and maintain inventory of all communications and related items and appropriately distribute same.
- Frequently check with suppliers to ensure that delivery of an item will be made possible on agreed dates and time.
- Shall perform other duties as may be assigned

**KEY QUALIFICATION**

**Education**

- Must be able to read and write and a high school certificate will be an added advantage.

**Experience**

- At least one (1) year working experience in similar field.
- Experience in the field of clerical related field.

**Knowledge and Skill:**

- Knowledge of and commitment to the principles and mandate of the National Bureau of Concession and possesses the knowledge in performing appropriately.
- Excellent working relationship and high degree of intelligence.
- He/she must have the ability to effectively and efficiently execute task and to cope with a demanding workload.
- He/she should have a good communication skill.
- Must be honest and hardworking.

## **JOB TITLE: JANITOR**

**REPORTS DIRECTLY TO:** Maintenance Supervisor

**EXTERNAL RELATIONS:** Nil

### **PURPOSE:**

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

### **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 Directorates, Sections, Units and immediate surroundings of NBC.
  - Tidies and keeps clean at all times and before the resumption of work, all offices of the NBC and their immediate surroundings.
  - Implements cleaning schedules by of the supervisor.
  - Maintains cleaning tools and equipment inventory and ensures appropriate storage, safekeeping and easy access and usage.
  - Identifies cleaning and beautification needs of the NBC and facilitates their inclusion in cleaning and janitorial services schedules.
  - Performs any other relevant duties consistent with the functions of the Unit as may be assigned by the supervisor from time to time.

### **Supervisory Functions**

- The job holder does not have any supervision role.

### **AUTHORITY LIMIT**

#### **Management of budget**

- No financial responsibility is required.

#### **Staff Management**

- No staff management responsibility is required.

**Asset Management**

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

**EDUCATIONAL QUALIFICATION**

- Must be functionally literate.
- Must pass a prescribed interview organized by NBC.
- 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.