



JOB DESCRIPTIONS

FOR

NATIONAL FOOD ASSISTANCE AGENCY

(NFAA)

REPUBLIC OF LIBERIA

Developed

In collaboration with

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

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POSITION TITLE: DIRECTOR, HUMAN RESOURCE MANAGEMENT (FORMERLY PERSONNEL DIRECTOR)

REPORTS DIRECTLY TO: Director-General, National Food Assistance Agency

DIRECTLY SUPERVISES: Assistant Personnel Director

DEPARTMENTAL/FUNCTIONAL RELATIONS

- Special Assistant to the Director General
- Regional Coordinator

EXTERNAL RELATIONS

- Civil Service Agency (CSA)
- World Food Program
- Financial Institutions
- Ministry Of Finance & Development Planning
- National Social Security & Welfare Corporation
- Training Providers

PURPOSE:

- To promote effective correspondence, capacity development as a necessary tool for ensuring efficiency in administration and improve working environment of the workforce of the National Food Assistance Agency.
- To promote a culture of records keeping and modern office management practices in the National Food Assistance Agency.
- To promote responsive welfare management programs as means of enhancing staff productivity.
- To promote transparent, fair and merit-based recruitment and appointment in the National Food Assistance Agency.

KEY RESULTS AREAS

- Building capacity
- Strategy & Policy Development
- Budget Preparation & Control
- Human Resource Planning
- Reward management
- Recruitment & Selection
- Performance management
- Reporting

DUTIES:

GENERAL MANAGEMENT FUNCTIONS

- Serves as the Head of the Personnel Unit.
- Builds relationships and maintains communications with subordinates and personnel of the Agency.
- Represents the Director-General on official committees as may be directed.

• TECHNICAL DUTIES

- Develops personnel data to evaluate or improve methods and techniques for recruiting, selecting, promoting, evaluating and training workers.
- Classifies positions according to government guidelines to meet job classification requirement of Civil Service Agency (CSA).
- Conducts performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.
- Monitors, controls and develops standards for managing internal personnel records.
- Develops office management manual elaborating adequately office management procedures and disciplinary regime at National Food Assistance Agency and train staff on their use.
- Manages databases on National Food Assistance Agency partners organizations, Ministries, Agencies and individual contacts including their telephone numbers, faxes, email addresses etc.
- Attends Senior Management meetings and ensures proceedings are recorded and published.
- Ensures appropriate documentation and updates of all personnel records of the National Food Assistance Agency.
- Maintains a positive relationship with Internal Auditors, General Audit Commission (GAC) and relevant Institutions in compliance with proper record keeping system of the Division.

- Performs other relevant duties consistent with the functions of the Unit and as may be assigned by the Director-General.

SUPERVISORY FUNCTIONS:

- Ensures appropriate staffing and training of secretarial and front desk officers.
- Holds direct reports accountable for managing their assignments to ensure the Section's goals are achieved.
- Accountable for managing performance, succession development and resource allocation within Designated Units.
- Coordinates and supervise the activities of the Assistant Director of Personnel.
- Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

Management of Budget

- The job holder contributes to the preparation of the Agency's annual Budget.

Staff Management

- The position has staff management responsibility.

Asset Management

- The job holder uses assets assigned to the job.

EDUCATIONAL QUALIFICATIONS

- First Degree in Public Administration, Business Administration, Management, Social Sciences, Industrial Psychology or related discipline from a recognized university or an equivalent professional qualification.
- Master of Science degree preferably MPA, MBA or in a relevant HRM discipline from a recognized university shall be an added advantage.

WORK EXPERIENCE

- Four (4) years relevant work experience two (2) years of which must have been at the middle management level in the Public Service and Private Sector of Liberia.

OTHER REQUIREMENTS

- A sound knowledge of government civil services standing orders, policies and guidelines of Liberia.
- Extensive experience in staffing function creation and strong process excellence.
- Ability to develop creative solutions and drive effective organizational change.
- Knowledge of the computer software programs for word processing .
- Demonstrate good judgment and supervise assigned staff members.
- Ability to communicate in English clearly and effectively, both verbally and in writing,
- Ability to meet deadlines, establish good inter-personal relationships and exhibit diplomatic skills,
- Ability to work on own initiative and keep to tight deadlines
- To be able to exercise confidentiality at all times
- Excellent Working knowledge of payroll processes
- Excellent communication skills and be capable of interacting with staff at all levels within the Agency.
- Experience in the development/design of Recruitment & Selection processes and procedures.
- Experience in the development/design of Recruitment & Selection training packages
- Demonstrable track record of strong negotiation, communication and influencing skills in order to meet the needs of the post.

**POSITION TITLE: ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT
(FORMERLY ASSISTANT PERSONNEL DIRECTOR)**

REPORTS DIRECTLY TO : DIRECTOR, HUMAN RESOURCE MANAGEMENT (FORMERLY PERSONNEL DIRECTOR)

DIRECTLY SUPERVISES :

- Secretary

DEPARTMENTAL/FUNCTIONAL RELATIONS

- Administrative Assistant
- Public Relation Officer

EXTERNAL RELATIONS

- Civil Service Agency (CSA)
- World Food Program
- Financial Institutions
- Ministry Of Finance & Development Planning
- National Social Security & Welfare Corporation

PURPOSE:

- To promote strong partnership with personnel to improve working environment of the workforce of the National Food Assistance Agency.
- To promote a culture of records keeping system and modern office management practices in the National Food Assistance Agency.

KEY RESULTS AREAS

- Building capacity
- Strategy & Policy Development
- Budget Preparation & Control
- Human Resource Planning
- Recruitment & Selection
- Performance management
- Reporting

DUTIES:

GENERAL MANAGEMENT FUNCTIONS

- Builds relationships and maintains communications with Subordinates and personnel of the Division.

- Provides inputs for the development of annual plans and budgets for the Division.
- Deputizes for the Personnel Director as may be directed.

- **TECHNICAL DUTIES**

- Collect, analyze and prepare personnel information, to facilitate personnel and administrative functions of the National Food Assistance Agency
- Develops and oversees the implementation of effective and efficient records and documentation management systems, processes and practices to support efficient administration and decision-making.
- Manage records and correspondence of the Division, including receiving, storing, retaining, tracing and support the resolution of complex personnel documents issues.
- Established and operates an effective system both electronic and manual; maintain the highest level of confidentiality in handling communications, files, reports etc. in the office.
- Screens all incoming communications for Division; arrange and prioritize them in accordance with a good record keeping system and review outgoing communication for better filing purposes.
- Oversees, monitors, controls and develops performance standards of Secretary, File Clerks, at the National Food Assistance Agency.
- Ensures the timely transfer of semi-current and disposal of records of the Agency in accordance with approved retention schedules.
- Initiates records and documentation management policies and guidelines for the National Food Assistance Agency for the consideration of Personnel Director.
- Advises on appropriate records and documentation management systems, processes and procedures and updates of personnel records of the Division.
- Prepare monthly/quarterly and annual operational and activities report(s) for the Divisions.
- Maintains a positive relationship with Internal Auditors, General Audit Commission (GAC) and relevant Institutions in compliance with proper record keeping system of the Division.

- Review contractual or overtime worker records, to determine names rates of pay, and job of newly hired worker.
- Computerize and record relevant financial transactions and issue computer generated.
- Reviews regularly performance reports for personnel of the Division and makes recommendations to the Personnel Director.
- Performs other relevant duties consistent with the functions of the Division as may be assigned by Personnel Director.

SUPERVISORY FUNCTIONS

- Holds direct reports accountable for managing their assignments staff to ensure the Division's goals are achieved.
- Conducts performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.
- Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

Management of Budget

- The job holder contributes to the preparation of the Agency's annual Budget.

Staff Management

- The position has staff management responsibility.

Asset Management

- The job holder uses assets assigned to the job.

EDUCATIONAL QUALIFICATIONS

- Associate Degree in Public Administration, Business Administration, or related discipline or an equivalent professional qualification from a recognized university
- Bachelors Degree from a recognized University shall be an added advantage.

WORK EXPERIENCE

- Two (2) years work experience and one (1) year of which must have been at the middle management level in the Public or Private Sector of Liberia.

OTHER REQUIREMENTS

- A sound knowledge of government civil services standing orders, policies and guidelines of Liberia.
- Ability to develop creative solutions and drive effective organizational change.
- Knowledge of the computer software programs for word processing.
- Demonstrate good judgment and supervise assigned staff members.
- Ability to communicate in English clearly and effectively, both verbally and in writing.,
- Ability to meet deadlines, establish good inter-personal relationships and exhibit diplomatic skills.
- Ability to work on own initiative and keep to tight deadlines.
- To be able to exercise confidentiality at all times.
- Excellent communication skills and be capable of interacting with staff at all levels within the Agency.

POSITION TITLE: ADMINISTRATIVE ASSISTANT

REPORTS DIRECTLY TO: Special Assistant

DIRECTLY SUPERVISES:

- Secretary
- File Clerk
- Office Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Administrative Assistant,
- Assistant Director

EXTERNAL RELATIONS

- Guests /Visitors
- General Public

PURPOSE

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

KEY RESULTS AREAS:

- Information and Reporting
- Manage office equipment and stationeries
- Recommend procedures to reduce absenteeism
- Payment Processing and Monitoring
- Help to develop job Descriptions

DUTIES:

GENERAL MANAGEMENT FUNCTIONS:

- Coordinate the work and activities of the office of the Director-General such as personnel, record control and budget.

TECHNICAL DUTIES:

- Provides secretarial services by typing confidential and sensitive memoranda, report and other important documents.
- Receive, record and refer all official correspondence to appropriate departments as directed.
- Prepare the Monthly Report for and recommend procedures to reduce absenteeism and turnover.
- Assist in developing job Descriptions of personnel of the National Food Assistance Agency.

- Ensure the provision of excellent and quality secretarial service to the office of the Director-General.
- Prepares document for meetings and records proceeding at meetings.
- Schedules appointment for the Director-General.
- Manage all the office equipment and stationeries of the office of the Director-General and ensure their repair, replacement or replenishment when necessary.
- Draft, write and types letters and memorandum.
- Performs other relevant duties consistent with the functions of the Division as may be assigned by the Director-General.

SUPERVISORY FUCTIONS:

- Coordinate the collection and preparation of Sectional reports, for example time-and-attendance records, terminations, new hires, transfers, budget expenditures, and statistical records of performance data.
- Arrange official schedules, meetings, discussions, seminars, workshops, visitations, etc., and take minutes and notes.
- Identifies training needs and facilitates training for staff.

AUTHORITY LIMIT

Management of Budget

- The job holder contributes to the preparation of the Agency's annual Budget.

Staff Management

- The position has staff management responsibility.

Asset Management

- The job holder uses assets assigned to the job.

EDUCATIONAL QUALIFICATION

- Associate degree in Public Administration or Management and/or Bachelor degree as an added advantage.

WORK EXPERIENCE

- Two (2) years of work experience and one (1) year serving as supervisor in the private or public sector.

OTHER REQUIREMENTS

- Good knowledge of Administrative and clerical procedures and systems such as managing file and records and other office procedures and terminology.
- Ability to adhere to sensitive deadline, maintain confidential materials and work independently and under pressure on multiple tasks.
- Excellent interpersonal and communication skills with demonstrated ability to effectively interact and well with all level of staff as well as visitors.

- Strong organizational ability and problem solving skills with capacity to establish systems that improve management office activities and works flow.
- Excellent knowledge in the use of Microsoft word, PowerPoint, Excel internet and other communications software and tools (telephone, Scanner, photocopier, etc.).
- Planning and organizing skills.
- Demonstrate good judgment and take personal initiative.
- Ability to communicate in English clearly and effectively, both verbally and writing.

POSITION TITLE : COMMODITY CONTROL COORDINATOR

REPORTS DIRECTLY TO : Deputy Director-General for Operation

DIRECTLY SUPERVISES :

- Warehouse Supervisor
- Prot Supervisor
- Dispatch Supervisor

DEPARTMENTAL/FUNCTIONAL RELATIONS

- Regional Coordinators
- Assistant Director
- Administrative Assistant

EXTERNAL RELATIONS

- World Food Program
- Development Partners & Donors
- Ministry of Finance Development & Planning (MFDP)
- Ministry of Education

PURPOSE:

- To create an effective management systems Commodities and processes to enhance and support transparency and accountability in receiving and distribution of food, goods/Supplies within the National Food Assistance Agency.
- Prove an establish control systems to ensure full compliance in the receiving and distribution of Commodities/goods are in line with the National Food Assistance Agency operations procedure.

KEY RESULTS AREAS

- Inventory Control Procedures and Techniques
- Warehousing Procedures, Practices and Techniques
- Staff Performance & Development
- Stakeholder Relationship & Management
- Advisory Support Management

DUTIES:

GENERAL MANAGEMENT FUNCTIONS

- Head of the Commodity Control Coordinator Section.
- Coordinate the work and activities of the Warehouse Supervisor Prot Supervisor and Dispatch Supervisor.
- Ensure that Commodities / materials are properly arranged in Warehouses across the country.
- Prepare monthly report to be sent to the Deputy Director-General for Operation of received and stored in the Warehouses across the country.
- In consultation with various supervisors, prepare daily report on Commodities / materials supplies and receive.
- Conduct meeting with staff on a monthly basis.

TECHNICAL DUTIES

- Receiving, Audit and approve requisition for Commodities supplies.
- Approved Warehouse Materials Distribution Forms for supply.
- Keep tally of all Commodities /materials and ensure adequate inventory levels are kept at all time.
- Advise the National Food Assistance Agency on appropriate items/materials or Commodities dispensation procedures;
- Inspect and reconcile Commodities received against Commodities supplied and delivery notes.
- Audit monthly Warehouse supplied of all regional offices across the country.
- Maintain inventory controls of Commodities supplies and materials.
- Coordinate the stocking and Warehousing of Commodities
- Implement policies and procedures for controlling inventory; and
- Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Deputy Director-General for Operation.

SUPERVISORY FUNCTIONS

- Conduct performance appraisal and provide input for career development and recommend performance incentives for subordinate Staff.
- Ensure effective supervision of all Warehouses.
- Ensure that direct reports (subordinates) give account of the performance of assignments in their respective areas of responsibilities.
- Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder contributes to the preparation of the Agency's annual Budget.
- **Staff Management**
 - The position has staff management responsibility.
- **Asset Management**
 - The job holder uses assets assigned to the job.

EDUCATIONAL QUALIFICATION

- A good first degree in Accountant, Management, Public Administration, Economics or related field in Public Procurement and Materials Management or related discipline from a recognized university .

WORK EXPERIENCE

- Four (4) years work experience with two (2) years of which must have been at the level of Supervisor for materials management practitioner in the Public Services and Private sector.

OTHER REQUIREMENTS

- Knowledge of inventory control procedures and techniques.
- Knowledge of printing duplication procedure and techniques.
- Knowledge of Warehousing procedures, practices and techniques.
- Ability to meet deadlines and execute duties.
- Absolute discretion in handing/ dealing with confidential information/data.

- Ability to work in a fast paced environment.
- Knowledge and skills in Microsoft Excel, Word and Power point.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to Supervise, train and evaluate assigned staff Members.
- Ability to establish and maintain effective working relationships with co-workers, employees and the public.

POSITION TITLE: WAREHOUSE SUPERVISOR

REPORTS DIRECTLY TO : COMMODITY CONTROL COORDINATOR

DIRECTLY SUPERVISES : Warehouse Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Prot Supervisor
- Dispatch Supervisor

EXTERNAL RELATIONS:

- World Food Program
- Development Partners & Donors
- Ministry of Finance Development & Planning (MFDP)
- Ministry of Education

PURPOSE

- To inspect, reconcile and prove an established control systems to ensure full compliance in receiving and distribution of Commodities/goods are in line with the National Food Assistance Agency operations procedure.

KEY RESULTS AREAS

- Inventory Control Procedures and Techniques
- Warehousing Procedures, Practices and Techniques
- Stocking and warehousing

DUTIES:

GENERAL MANAGEMENT FUNCTIONS:

- Coordinate the work and activities of the Warehouse.
- Ensure that Commodities / materials are properly arranged in Warehouses.
- Prepare monthly report to be sent to the Commodity Control Coordinator of commodity received and stored in the Warehouses.
- Conduct meeting with staffs on a weekly basis.

TECHNICAL DUTIES:

- Keep tally of all Commodities /materials and ensure adequate inventory levels are kept at all time in the warehouse.

- Advise the Commodity Control Coordinator on appropriate items/materials or Commodities dispensation procedures.
- Inspect and reconcile Commodities received against Commodities supplied and delivery notes,
- Receive all Commodities /materials in the Warehouse.
- Develop and maintain inventory controls on Commodities /materials supplied.
- Maintain a constant supply of standard paper stocks and school materials.
- In consultation with supervisor, prepare daily report on material usages.
- Coordinate the stocking and warehousing of on Commodities /materials supplied.
- Manage maintenance of loading equipment; recommend replacement/upgrades,
- Receive all Commodities to the warehouse.
- Performs other relevant duties consistent with the functions of the Division as may be assigned by the Commodity Control Coordinator.

SUPERVISORY FUNCTIONS:

- Conduct performance appraisal and provide input for career development and recommend performance incentives for subordinate Staff.
- Ensure effective supervision of all Warehouses staff.
- Ensure that direct reports (subordinates) give account of the performance of assignments in their respective areas of responsibilities.
- Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

Management of Budget

- The job holder does not contribute to the preparation of the Agency's annual Budget.

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

EDUCATIONAL QUALIFICATION

- Associate degree in Management, Public Administration, Accounting, Economics or related discipline from a recognized university.

WORK EXPERIENCE

- Three (3) years work experience Two (2) years of Solid experience in supply Management, and proficiency in Microsoft Office required in the Public Services.

OTHER REQUIREMENTS

- Knowledge of inventory control procedures and techniques.
- Knowledge of printing and duplication procedure and techniques.
- Knowledge of warehousing procedures, practices and techniques.
- Knowledge of accounting principles, methods and practices.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to supervise, train and evaluate assigned staff members.

Ability to establish and maintain effective working relationships with co-workers. employees and the public.

POSITION TITLE: PROT SUPERVISOR

REPORTS DIRECTLY TO : Commodity Control Coordinator

DIRECTLY SUPERVISES : Clerk

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Warehouse Supervisor
- Dispatch Supervisor

EXTERNAL RELATIONS:

- World Food Program
- Development Partners & Donors
- Ministry of Finance Development & Planning (MFDP)
- Ministry of Education

PURPOSE

- To Inspect, reconcile and approve an establish control systems to ensure full compliance in the receiving and distribution of Commodities/goods are in line with the National Food Assistance Agency operations procedure.

KEY RESULTS AREAS

- Inventory Control Procedures and Techniques
- Warehousing Procedures, Practices and Techniques
- Stocking and warehousing

DUTIES:

GENERAL MANAGEMENT FUNCTIONS:

- Coordinate the work and activities of the Warehouse.
- Ensure that Commodities / materials are properly arranged in Warehouses.
- Prepare monthly report to be sent to the Commodity Control Coordinator of commodity received and stored in the Warehouses.
- Conduct meeting with staffs on a weekly basis.

TECHNICAL DUTIES:

- Keep tally of all Commodities /materials and ensure adequate inventory levels are kept at all time in the warehouse.
- Advise the Commodity Control Coordinator on appropriate items/materials or Commodities dispensation procedures.
- Inspect and reconcile Commodities received against Commodities supplied and delivery notes.
- Receive all Commodities /materials in the Warehouse.
- Develop and maintain inventory controls on Commodities /materials supplied.
- Maintain a constant supply of standard paper stocks and school materials.
- In consultation with supervisor, prepare daily report on material usages.
- Coordinate the stocking and warehousing of on Commodities /materials supplied.
- Manage maintenance of loading equipment; recommend replacement/upgrades.
- Receive all Commodities to the warehouse.
- Performs other relevant duties consistent with the functions of the Division as may be assigned by the Commodity Control Coordinator.

SUPERVISORY FUNCTIONS:

- Conduct performance appraisal and provide input for career development and recommend performance incentives for subordinate Staff.
- Ensure effective supervision of all Warehouses staff.
- Ensure that direct reports (subordinates) give account of the performance of assignments in their respective areas of responsibilities.
- Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

- **Management of Budget**

- The job holder does not contribute to the preparation of the Agency's annual Budget.
- **Staff Management**
 - The position has staff management responsibility.
- **Asset Management**
 - The job holder uses assets assigned to the job.

EDUCATIONAL QUALIFICATION

- Associate degree in Management, Public Administration, Accounting, Economics or related discipline from a recognized university.

WORK EXPERIENCE

- Three (3) years work experience Two (2) years of Solid experience in supply Management, and proficiency in Microsoft Office required in the Public Services.

OTHER REQUIREMENTS

- Knowledge of inventory control procedures and techniques.
- Knowledge of printing and duplication procedure and techniques.
- Knowledge of warehousing procedures, practices and techniques.
- Knowledge of accounting principles, methods and practices.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to supervise, train and evaluate assigned staff members.
- Ability to establish and maintain effective working relationships with co-workers, employees and the public.

POSITION TITLE: WAREHOUSE ASSISTANT

REPORTS DIRECTLY TO : Warehouse Supervisor

DIRECTLY SUPERVISES : NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS: Clerk

EXTERNAL RELATIONS: NIL

PURPOSE:

- To Inspect and reconcile Commodities received against Commodities supplied and delivery notes.

KEY RESULTS AREAS

- Inventory controls
- Stocking and warehousing

DUTIES:

GENERAL MANAGEMENT FUNCTIONS: NIL

TECHNICAL DUTIES

- Coordinate preparation of daily, weekly and monthly activities report.,
- Organize and maintain detailed files on all Commodities in accordance with National Food Assistance Agency.
- Prepare distribution reports for all Commodities leaving the warehouse.
- Enter fiscal and statistical data in activities records.
- Prepare and computerize various reports and statements.
- Maintain files and records on all Commodities within the warehouse.
- Performs other relevant duties consistent with the functions of the Division as may be assigned by the Warehouse Supervisor.

SUPERVISORY FUNCTIONS: NIL

AUTHORITY LIMIT

Management of Budget

- The job holder does not contribute to the preparation of the Agency's annual Budget.

Staff Management

- The position has no staff management responsibility.

Asset Management

- job holder uses assets assigned to the job.

EDUCATIONAL QUALIFICATION

- A minimum High School Diploma and its equivalent or related discipline from a reputable High School or an equivalent professional qualification.

WORK EXPERIENCE

- Two (2) years work experience One (1) year of Solid experience with proficiency in Microsoft Office as required.

OTHER REQUIREMENTS

- Knowledge of inventory control procedures and techniques.
- Knowledge of printing and duplication procedure and techniques.
- Knowledge of warehousing procedures, practices and techniques.
- Knowledge of accounting principles, methods and practices.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to supervise, train and evaluate assigned staff members.
- Ability to establish and maintain effective working relationships with co-workers, employees and the public.
- Must be computer literate.

POSITION TITLE: CHIEF CARPENTER

REPORTS DIRECTLY TO : Maintenance Supervisor

DIRECTLY SUPERVISES : Carpenters

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Electrician Supervisor
- Mason Supervisor

EXTERNAL RELATIONS:

- Guests/Visitors
- General Public

PURPOSE:

- To design, build, install, and repairs structures, fixtures, furniture, and other items using different types of materials including wood and steel.

KEY RESULTS AREAS

- Repairs structures
- fixtures furniture
- And other items including wood and steel.

DUTIES:

GENERAL MANAGEMENT FUNCTIONS:

- Coordinate the work and activities of the Division.
- Prepare monthly report of all activities within Division.
- Conduct meeting with staffs on a weekly basis.

TECHNICAL DUTIES:

- Prepare the layout of the project.
- Estimate height, width, length, and other proportions.
- Select materials.
- Work with blueprints or instructions from supervisors.
- Work with materials such as wood, plastic, fiberglass, or drywall.
- Utilize chisels, planes, saws, drills, and sanders to repair and erect structures.

- Join materials with nails, screws, staples, or adhesives.
- Work on top of stilts, ladders, and the top beams of buildings.
- Check work along the way to ensure it's up to code and specifications.

- Use levels, rules, plumb bobs, framing squares, and surveying equipment to ensure everything is level and secure.
- Work with prefabricated buildings.
- Build stairs, mantles, and furniture.
- Install cabinets and molding.
- Create structures for pouring concrete.
- Erect scaffolding.
- Build tunnel bracing.
- Build concrete forms for tunnel or sewer construction project.
- Replace panes of glass, ceiling tiles, and doors.
- Repair or build furniture.
- Install partitions, doors, and windows.
- Move and install machinery.
- Performs other relevant duties and responsibilities that may be assigned by the Maintenance Supervisor.

SUPERVISORY FUNCTIONS:

- Conduct performance appraisal and provide input for career development and recommend performance incentives for subordinate Staff,
- Ensure effective supervision of all staff.
- Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder does not contribute to the preparation of the Agency's annual Budget.
- **Staff Management**
 - The position has staff management responsibility.
- **Asset Management**
 - The job holder uses assets assigned to the job.

EDUCATIONAL QUALIFICATION

- A good Advanced Certificate in Carpentry from any recognized university or Institution.

WORK EXPERIENCE

- At least Three (3) years work experience and two (3) years experience in practical Carpentry in the Public Service of Liberia.

OTHER REQUIREMENTS

- Knowledge in Carpentry
- Ability to read building construction and Carpentry blueprints.
- Ability to communicate in English clearly and effectively.
- Ability to make good judgment and take initiative.
- Ability to meet deadlines and establish good inter-personal relationships.

POSITION TITLE: CARPENTER

REPORTS DIRECTLY TO : Chief Carpenter

DIRECTLY SUPERVISES : NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS: Mason

EXTERNAL RELATIONS:

- Guests/Visitors
- General Public

PURPOSE:

- To design, build, install, and repairs structures, fixtures, furniture, and other items using different types of materials including wood and steel.

KEY RESULTS AREAS

- Repairs structures
- fixtures furniture
- And other items including wood and steel.

DUTIES:

GENERAL MANAGEMENT FUNCTIONS: NIL

TECHNICAL DUTIES:

- Prepare the layout of the project.
- Estimate height, width, length, and other proportions.
- Select materials.
- Work with blueprints or instructions from supervisors.
- Work with materials such as wood, plastic, fiberglass, or drywall.
- Join materials with nails, screws, staples, or adhesives.
- Work on top of stilts, ladders, and the top beams of buildings.
- Check work along the way to ensure it's up to code and specifications.
- Use levels, rules, plumb bobs, framing squares, and surveying equipment to ensure everything is level and secure.
- Work with prefabricated buildings.
- Build stairs, mantles, and furniture.
- Install cabinets and molding.
- Create structures for pouring concrete.
- Erect scaffolding.

- Build tunnel bracing.
- Build concrete forms for tunnel or sewer construction project.
- Replace panes of glass, ceiling tiles, and doors.
- Repair or build furniture.
- Install partitions, doors, and windows.
- Move and install machinery.
- Performs other relevant duties and responsibilities that may be assigned by the Maintenance Supervisor

SUPERVISORY FUNCTIONS: NIL

AUTHORITY LIMIT

- **Management of Budget**
 - The job holder does not contribute to the preparation of the Agency's annual Budget.
- **Staff Management**
 - The position has no staff management responsibility.
- **Asset Management**
 - The job holder uses assets assigned to the job

EDUCATIONAL QUALIFICATION

- High School Graduate from any recognized Institution.
- Advanced Certificate in Carpentry from a recognized Institution as an added advantage

WORK EXPERIENCE

- At least two (2) years work experience and one (1) year experience in practical Carpentry in the Public Service of Liberia.

OTHER REQUIREMENTS

- Knowledge of in Carpentry,
- Ability to read building construction and Carpentry blueprints,
- Ability to communicate in English clearly and effectively,
- to make good judgment and take initiative,
- Ability to meet deadlines and establish good inter-personal relationships.

POSITION TITLE: SPECIAL ASSISTANT

REPORTS DIRECTLY TO: Director-General, National Food Assistance Agency

DIRECTLY SUPERVISES: Administrative Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS

- Personnel Director
- Regional Coordinator

EXTERNAL RELATIONS

- Ministry of Education
- Civil Service Agency (CSA)
- Ministry of Health and Social Welfare
- Ministry of State
- Forestry Development Authority (FDA)
- World Food Program
- Financial Institutions
- Ministry of Finance & Development Planning

PURPOSE:

- To Manage and ensure the responsibilities and tasks assigned to each personnel are discharged effectively in collaboration with the Minister.
- To promote effective correspondence, capacity development as a necessary tool for ensuring efficiency in administration and improve working environment of the workforce of the National Food Assistance Agency.
- To promote a culture of records keeping and modern office management practices in the National Food Assistance Agency.
- To promote responsive welfare management programs as means of enhancing staff productivity.
- To promote transparent, fair and merit-based recruitment and appointment in the National Food Assistance Agency.

KEY RESULTS AREAS

- Building Capacity
- Strategy & Policy Development
- Budget Preparation & Control
- Human Resource Planning
- Reward Management
- Recruitment & Selection
- Performance Management
- Reporting

DUTIES:

GENERAL MANAGEMENT FUNCTIONS:

- Serves as head of the personnel unit.
- Builds relationships and maintains communications with subordinates and personnel of the agency.
- Represents the Director-General on official committees as may be directed.

TECHNICAL DUTIES:

- Develops personnel data to evaluate or improve methods and techniques for recruiting, selecting, promoting, evaluating and training workers.
- Classifies positions according to government guidelines to meet job classification requirement of Civil Service Agency (CSA).
- Conducts performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.
- Monitors, controls and develops standards for managing internal personnel records.
- Develops office management manual elaborating adequately office management procedures and disciplinary regime at National Food Assistance Agency and train staff on their use.
- Manages databases on National Food Assistance Agency partners organizations, Ministries, Agencies and individual contacts including their telephone numbers, faxes, email addresses etc.
- Attends Senior Management meetings and ensures proceedings are recorded and published.

- Ensures appropriate documentation and updates of all personnel records of the National Food Assistance Agency.
- Maintains a positive relationship with Internal Auditors, General Audit Commission (GAC) and relevant Institutions in compliance with proper record keeping system of the Division.
- Performs other relevant duties consistent with the functions of the Unit and as may be assigned by the Director-General.

SUPERVISORY FUNCTIONS:

- Ensures appropriate staffing and training of secretarial and front desk officers.
- Holds direct reports accountable for managing their assignments to ensure the Section's goals are achieved.
- Accountable for managing performance, succession development and resource allocation within Designated Units.
- Coordinate and Supervisor activities of Assistant Directors of personnel.
- Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

Management of Budget

- The job holder contributes to the preparation of the Agency's annual Budget.

Staff Management

- The position has staff management responsibility.

Asset Management

- The job holder uses assets assigned to the job.

EDUCATIONAL QUALIFICATIONS

- First Degree in Public Administration, Business Administration, Management, Social Sciences, Industrial Psychology or related discipline from a recognized university or an equivalent professional qualification.
- Master of Science degree preferably MPA, MBA or in a relevant HRM discipline from a recognized University shall be an added advantage.

WORK EXPERIENCE

- Four (4) years relevant work experience two (2) years of which must have been at the middle management level in the Public Service and Private Sector of Liberia.

OTHER REQUIREMENTS

- A sound knowledge of government civil services standing orders, policies and guidelines of Liberia.
- Extensive experience in staffing function creation and strong process excellence.
- Ability to develop creative solutions and drive effective organizational change.
- Knowledge of the computer software programs for word processing.
- Demonstrate good judgment and supervise assigned staff members
- Ability to communicate in English clearly and effectively, both verbally and in writing.
- Ability to meet deadlines, establish good inter-personal relationships and exhibit diplomatic skills.
- Ability to work on own initiative and keep to tight deadlines.
- To be able to exercise confidentiality at all times.
- Excellent Working knowledge of payroll processes.
- Excellent communication skills and be capable of interacting with staff at all levels within the Agency.
- Experienced in the development/design of Recruitment & Selection processes and procedures.
- Experience in the development/design of Recruitment & Selection training packages.
- Demonstrable track record of strong negotiation, communication and influencing skills in order to meet the needs of the post.

POSITION TITLE: WAREHOUSE ASSISTANT (FORMERLY WAREHOUSE CLERK)

REPORTS DIRECTLY TO : Warehouse Supervisor

DIRECTLY SUPERVISES : NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS: Warehouse Assistant

EXTERNAL RELATIONS: NIL

PURPOSE:

- To Inspect and reconcile Commodities received against Commodities supplied and delivery notes.

KEY RESULTS AREAS

- inventory controls
- stocking and warehousing

DUTIES:

GENERAL MANAGEMENT FUNCTIONS: NIL

TECHNICAL DUTIES:

- Coordinate preparation of daily, weekly and monthly activities reports
- Organize and maintain detailed files on all Commodities in accordance with National Food Assistance Agency.
- Prepare distribution reports for all Commodities leaving the warehouse.
- Enter fiscal and statistical data in activities records.
- Prepare and computerize various reports and statements.
- Maintain files and records on all Commodities within the warehouse.,
- Performs other relevant duties consistent with the functions of the Division as may be assigned by the Warehouse Supervisor.

SUPERVISORY FUNCTIONS: NIL

AUTHORITY LIMIT

Management of Budget

- The job holder does not contribute to the preparation of the Agency's annual Budget.

Staff Management

- The position has no staff management responsibility.

Asset Management

- The job holder uses assets assigned to the job.

EDUCATIONAL QUALIFICATION

- A minimum High School Diploma and its equivalent or related discipline from a reputable High School or an equivalent professional qualification.

WORK EXPERIENCE

- Two (2) years work experience One (1) year of Solid experience with proficiency in Microsoft Office as required.

OTHER REQUIREMENTS

- Knowledge of inventory control procedures and techniques.
- Knowledge of printing and duplication procedure and techniques.
- Knowledge of warehousing procedures, practices and techniques.
- Knowledge of accounting principles, methods and practices.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to supervise, train and evaluate assigned staff members.
- Ability to establish and maintain effective working relationships with co-workers, employees and the public.
- Must be computer literate.

POSITION TITLE: FILE CLERK

REPORTS DIRECTLY TO : Secretary

DIRECTLY SUPERVISES : NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS: NIL

EXTERNAL RELATIONS: NIL

PURPOSE:

- To receive, classify and accurately file all communications in accordance with the established file system.
- Retrieve, collate, arrange and prioritize filed communication when requested by authorized personnel.

KEY RESULTS AREAS: NIL

DUTIES:

TECHNICAL DUTIES:

- Receive, classify and accurately file all communications electronically in accordance with the established file system and policy..
- Rapidly retrieve, collate, arrange and prioritize filed communication when requested or required by the Supervisor or authorized personnel..
- Assist the Secretary with all other duties related to preparing and readying communications for filing and storage..
- Maintain the highest level of confidentiality in handling all communications, correspondences, files, reports, etc..
- Performs other relevant duties consistent with the functions of the Division and as may be assigned by Secretary from time to time.

AUTHORITY LIMIT

Management of Budget

- The job holder does not contribute to the preparation of the Agency's annual Budget.

Staff Management

- The position has no staff management responsibility.

Asset Management

- The job holder uses assets assigned to the job.

EDUCATIONAL QUALIFICATION

- At least WAEC Senior High School Certificate or its equivalent plus a qualification in computer literacy from a reputable institution in Liberia.

WORK EXPERIENCE

- Two (2) years work experience One (1) year of which must have been in as a Record Manager or File Clerk in the public or private sector.

OTHER REQUIREMENTS

- Knowledge of office procedure and filing systems.
- Knowledge in typing and computerization.
- Ability to communicate in English clearly and effectively,
- Ability to make good judgment and meet critical deadlines.
- Must be computer literate.

POSITION TITLE: COMPTROLLER

REPORTS DIRECTLY TO : Director-General

DIRECTLY SUPERVISES : Chief Accountant

DEPARTMENTAL/FUNCTIONAL RELATIONS

- Chief Internal Auditor
- Personnel Director

EXTERNAL RELATIONS

- Ministry of Finance & Development Planning,
- Audit Service
- Financial Institutions
- Liberia Revenue Authority (LRA)
- Service Providers
- External Auditors
- Ministry of Education
- World Food Program
- Ministry of Agriculture

PURPOSE:

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

KEY RESULTS AREAS

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

- Employee Performance & Development

DUTIES:

GENERAL MANAGEMENT FUNCTIONS:

- Head of the Accountant Division.
- Attend every financial meetings of the National Food Assistance Agency.

TECHNICAL DUTIES:

- Participates in the preparation of the National Food Assistance Agency annual budget and monitor its implementation.
- Responsible for the preparation of variance analysis of revenue and expenditure against budget and reports/advices on any deviations for corrective action.
- Responsible for financial management matters relating to the proper keeping of accounting books, chart of accounts, accounting manuals, financial statements management of the National Food Assistance Agency.
- Ensures efficient management of the National Food Assistance Agency budgetary allocations and delivers specific financial services to ensure efficient and effective functioning and result-orientation of all Departments, Bureaus, Divisions and Sections.
- Assists the National Food Assistance Agency' Management to respond to audit queries.
- Responsible for the development of accounts payable/receivable systems and monitors its implementation to ensure that all payments are in line with approved accounting polices/ guidelines.
- Reviews periodic bank reconciliation statements and accounts reconciliation of the National Food Assistance Agency and initiates corrective actions where necessary.
- Develops effective and efficient systems, processes, procedures and controls in support of financial and accounting functions including establishment of appropriate database and tracking scheme.
- Designs financial and accounting formats to capture on timely basis, financial information from Senior Management to promote timely financial accounting and reporting.
- Signs payment vouchers and cheques.
- Monitors the National Food Assistance Agency expenditure and prepares relevant reports to guide Management in its decision-making.

- Provides accurate and timely Government of Liberia and Development Partners' financial statements to ensure good financial management and timely decision-making and financial reporting.
- Maintains good working relationships with external auditors, Ministries and Agencies and other stakeholders in the area of financial and management accounting.
- Monitors to ensure that all financial and management accounting reporting systems are in line with regulatory requirements and International Financial Regulatory Standards.
- Collaborates effectively with the Budget Unit at the Ministry of Finance and Development Planning and facilitates the preparation and implementation of the National Food Assistance Agency budgets in accordance with financial and budget rules and regulations.
- Advises the Director-General and Senior Management on the disbursement and utilization of funds.
- Performs other relevant duties consistent with the functions of the Division and Agency as may be assigned by the Director-General from time to time.

SUPERVISORY FUNCTIONS:

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

AUTHORITY LIMIT

Management of Budget

- The job holder contributes to the preparation of the Agency's annual Budget.

Staff Management

- The position has staff management responsibility.

Asset Management

- The job holder uses assets assigned to the job.

EDUCATIONAL QUALIFICATION

- A good first degree in Accounting from a recognized University or an equivalent professional qualification.
- Master's Degree (MSc/MBA) Financial Management or a Chartered Professional Qualification as an added advantage.

WORK EXPERIENCE

- Five (5) years of work experience with at least three (3) years of which must have been at the Senior Accountant level or Comptroller in the Public Service of Liberia.
- A sound knowledge of Government Financial Policies and guidelines in the Public service and Private Sector.

OTHER REQUIREMENTS

- Considerable knowledge in the use of accounting and auditing methodologies and tools.
- Good knowledge of the International Financial Reporting System (IFRS), Accounting and Auditing Standards and related regulations.
- Considerable experience in public sector accounting.
- Good knowledge/understanding of the operations of the National Food Assistance Agency of Liberia.
- Excellent oral and written communication skills.
- Ability to develop and maintain professional relationships with internal and external stakeholders.
- Excellent knowledge/understanding of tax laws and related regulations.
- Excellent planning and organizing skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced environment.
- Methodical and great deal of attention to details.
- Absolute discretion in handling/dealing with confidential information/data.
- Knowledge of accounting software/tools with strong functionality skills in Microsoft Excel, Word and PowerPoint.

- Excellent analytical skills.
- Good managerial and coaching skills in a "team" setting

POSITION TITLE : **ACCOUNTANT**

REPORTS DIRECTLY TO : Chief Accountant

DIRECTLY SUPERVISES : Account Technicians

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Internal Auditors
- Procurement officers

EXTERNAL RELATIONS

- Financial Institutions
- Ministry of Finance & Development Planning
- Liberia Revenue Authority (LRA)
- External Auditors

PURPOSE:

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

KEY RESULTS AREAS

- Budget Preparation & Control
- Payment Processing & Monitoring
- Technical Advisory Support
- Stakeholder Relationship & Management
- Information & Reporting
- Employee Performance & Development

DUTIES:

GENERAL MANAGEMENT FUNCTIONS: Nil

TECHNICAL DUTIES:

- Compile and analyze financial information to prepare Annual Estimates and Annual Financial Statements such as general ledger accounts and documenting financial transactions.
- Analyzes financial information detailing assets and liabilities, and prepare balance sheet, to demonstrate the Ministry's financial position on activity and expenditure initiation.
- Prepare monthly bank reconciliation statements for review and undertakes follow-up to Banks and the Ministry of Finance & Development Planning for Payments Vouchers and other value books.
- Prepares work schedules for accounts technicians and reports to the Chief Accountant.
- Coordinates the work of accounts technicians and ensures they achieve set targets.
- Ensures appropriate documentation and update of accounts records submitted by accounts technicians.
- Coordinates the implementation of accounting and accounting control procedure.
- Implement manual and/or computer-based system for general accounting.

- Performs other relevant duties consistent with the functions of the Division as may be assigned by the Chief Accountant from time to time.

AUTHORITY LIMIT

Management of Budget

- The job holder contributes to the preparation of the Agency's annual budget.

Staff Management

- The position has staff management responsibility.

Asset Management

- The job holder uses assets assigned to the job.

EDUCATIONAL QUALIFICATION

- A good first degree in Accounting or an equivalent professional qualification from a recognized university in Liberia.

WORK EXPERIENCE

- Four (4) years of work experience in accounting practice and two (2) years of which must have been in the Public Service of Liberia.

OTHER REQUIREMENTS

- Good knowledge in the use of accounting methodologies and tools.
- Good knowledge of the Accounting Standards and related regulations.
- Demonstrated experience in Public Sector accounting.
- Excellent oral and written communication skills.
- Absolute discretion when dealing with confidential information.
- Demonstrated ability to meet deadlines and work in a fast paced environment.
- Attention to details.
- Strong Analytical skills.
- Very good interpersonal skills.

POSITION TITLE: CHIEF ACCOUNTANT

REPORT DIRECTLY TO: Comptroller

DIRECTLY SUPERVISES: Accountants

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Assistant Personnel Directors
- Auditors

EXTERNAL RELATIONS

- Financial Institutions
- Ministry of Finance & Development Planning
- Liberia Revenue Authority (LRA)
- External Auditors
- Vendors

PURPOSE

- To establish an effective and efficient accounting management system and processes and to support transparent, accountable and judicious use of budget appropriations.

KEY RESULTS AREAS:

- Budget Preparation & Control
- Payment Processing & Monitoring
- Technical Advisory Support
- Stakeholder Relationship & Management
- Information & Reporting
- Employee Performance & Development

DUTIES

GENERAL MANAGEMENT FUNCTIONS:

- Apply principles of accounting to analyse financial information and prepare monthly, quarterly and annual financial reports.
- Assist the Comptroller Coordinate and supervise the work and activities of the Accountants Division.

- **TECHNICAL DUTIES:**

- Compiles and analyze financial information to prepare entries to accounts, for example general ledger accounts, documenting financial transactions.
- Analyze financial information detailing assets and liabilities and prepare balance sheet and other reports to summarize current MPW financial position.
- Ensures that monthly Bank Reconciliation Statements are prepared for all bank accounts of the MPW,
- Audits contracts, orders and vouchers, and prepare financial report.
- Assists the Comptroller in liaising with the Internal/external auditors.
- Establishes, modify, document, and coordinate implementation of accounting and accounting control procedures.
- Be a signatory to the Agency's internal payment vouchers, petty cash voucher and Impress voucher.
- Devises and implement manual and/or computer-based system for general accounting.
- Directs and coordinate activities of other accountants and employees performing accounting and bookkeeping tasks.
- Performs other relevant duties consistent with the functions of the Division and Agency as may be assigned by the Comptroller from time to time.

SUPERVISORY FUNCTIONS:

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

AUTHORITY LIMIT

Management of Budget

- The job holder contributes to the preparation of the Agency's annual Budget.

Staff Management

- The position has staff management responsibility.

Asset Management

- The job holder uses assets assigned to the job.

EDUCATIONAL QUALIFICATIONS

- A good first degree in Accountancy, Business Administration from a recognized university or Master's degree as an added advantage.

WORK EXPERIENCE

- Four (4) years work experience and three (3) years as a senior Accountant, Financial Comptroller or CPA in the public or private sector

OTHER REQUIREMENTS

- Considerable knowledge in the use of accounting and auditing methodologies and tools.
- Good knowledge of the International Financial Reporting System (IFRS), Accounting and Auditing Standards and related regulations.
- Considerable experience in public sector accounting.
- Excellent oral and written communication skills.
- Ability to develop and maintain professional relationships with internal and external stakeholders.
- Excellent knowledge/understanding of tax laws and related regulations.
- Excellent planning and organizing skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced environment.
- Absolute discretion in handling/dealing with confidential information/data.
- Knowledge of accounting software/tools with strong functionality skills in Microsoft Excel, Word and PowerPoint.
- Excellent analytical skills.

POSITION TITLE: PUBLIC RELATIONS OFFICER

REPORTS DIRECTLY TO : Director-General

DIRECTLY SUPERVISES : Communication Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS: Personnel Director

EXTERNAL RELATIONS

- Media Institutions
- Guest/Visitors
- Public

PURPOSE:

- To plan and conduct public relations through the development of website, radio and TV programs, and communicate information designed to keep the public inform of the Agency's programs.

KEY RESULTS AREAS

- Chief communication Officer
- Prepares fact sheets, news releases, photographs, scripts, motion picture, or tape recordings
- Approved communication plan
- Represent the Agency
- Information & Reporting

DUTIES:

GENERAL MANAGEMENT FUNCTIONS:

- Head of the Public Relation Division.

TECHNICAL DUTIES:

- Serves as chief communication Officer of the National Food Assistance Agency and focal point for all internal and external information relating to the Agency.
- Plan and conduct relations through the development of website, and TV programs, and communication information designed to keep the public informed of the Agency's programs. Accomplishment, or point or view intended to maintain a favorable image of the National Food Assistance Agency.
- Responsible for the preparation of fact sheets, news releases, photographs, scripts, motion picture, or tape recordings to media representative and other

persons who may be interested in learning about or publicizing Agency's activities or message.

- Responsible for timely and successful execution of the Agency's approved communication plan as well as the Agency's annual report and other key documents.
- Provide the public with timely, clear, objective and complete information about National Food Assistance Agency's policies, program ,services and initiatives.
- Jointly work with the World Food Program to interact with the general public, listen to and take account of people's interest and concerns when establishing priorities ,developing policies, and planning programs and food assistance.
- Employ a variety of tools and approaches to effectively communicate and provide information relating to the National Food Assistance Agency in multiple forms to accommodate diverse audiences.
- promote good will through such publicity efforts as speeches, exhibitions, tours, and questions/answers sessions
- Represent the Agency during community projects and at public, social, and business gatherings.
- Research date, create ideals, write, layout artwork, contact media representatives or represent the Agency directly before general public.
- Responsible for complete setup of the National Food Assistance Agency integrated Mini-library and documentation center.
- Turnaround the negative perception and image of the National Food Assistance Agency and Showcased it as a people –centered public agency that delivers high quality Food assistance and other materials schools, Hospitals Orphanic homes etc.
- Conceptualizes and produced several high quality press statements, releases, media alert, articles, Stories, newspaper (NFAA Special) and " Rebuilding Liberia Together 'magazine Organized and conducted press interviews, held briefing sessions and press conference to articulate the views of the Agency on critical issues relating to the delivery.
- Served as focal point during media-related emergencies relative to managing critical and explosive information (Crisis Communications & Information Management).
- Established and managed the Agency's face book page.

- Make PowerPoint presentations following various field visits showcasing deliverable, challenges, and potential problem requiring immediate action, lesson learn, etc.
- Initiated, nurtured and enhanced positive working relationship with the Liberian media including print, electronic and multimedia.
- Performs other relevant duties consistent with the functions of the Division as may be assigned by the Director-General from time to time.

SUPERVISORY FUNCTIONS:

- Conduct performance appraisal and provide input for career development and recommend performance incentives for subordinate Staff.
- Ensure the effective supervision of all staff.
- Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

Management of Budget

- The job holder contributes to the preparation of the Agency's annual budget.

Staff Management

- The position has staff management responsibility.

Asset Management

- The job holder uses assets assigned to the job

EDUCATIONAL QUALIFICATION

- Bachelor's degree in Mass Communication, Sociology, Management, or an equivalent professional qualification from a recognized institution in Liberia.

WORK EXPERIENCE

- Four (4) years of work experience in Public Relations, Journalism & Community Sensitization and two (2) years of which must have been in the Public Service of Liberia.

OTHER REQUIREMENTS

- Knowledge of Public Relations ,Journalism & Community Sensitization,
- Knowledge in community project formulation & Report Writing.
- Ability to communicate in English clearly and effectively,
- Ability to make good judgment and take initiative,
- Ability to meet deadlines and establish good inter-personal relationships.

- Absolute discretion when dealing with confidential information.
- Demonstrated ability to meet deadlines and work in a fast paced environment.
- Attention to details.
- Strong Analytical skills.
- Very good interpersonal skills.

POSITION TITLE: FILE CLERK

REPORTS DIRECTLY TO : Secretary

DIRECTLY SUPERVISES : NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS: NIL

EXTERNAL RELATIONS: NIL

PURPOSE:

- To receive, classify and accurately file all communications in accordance with the established file system.
- Retrieve, collate, arrange and prioritize filed communication when requested authorized personnel.

KEY RESULTS AREAS: NIL

DUTIES:

GENERAL MANAGEMENT FUNCTIONS: Nil

TECHNICAL DUTIES:

- Receive, classify and accurately file all communications electronically and otherwise in accordance with the established file system and policy.
- Rapidly retrieve, collate, arrange and prioritize filed communication when requested or required by the Supervisor or authorized personnel.
- Assist the Secretary with all other duties related to preparing and readying communications for filing and storage.
- Maintain the highest level of confidentiality in handling all communications, correspondences, files, reports, etc..
- Performs other relevant duties consistent with the functions of the Division and as may be assigned by Secretary from time to time.

AUTHORITY LIMIT

Management of Budget

- The job holder does not contribute to the preparation of the Agency's annual Budget.

Staff Management

- The position has no staff management responsibility.

Asset Management

- The job holder uses assets assigned to the job.

EDUCATIONAL QUALIFICATION

- At least WAEC Senior High School Certificate or its equivalent plus a qualification in computer literacy from a reputable institution in Liberia.

WORK EXPERIENCE

- Three (3) years post qualification experience at least two (2) years of which must have been in as a Record Manager or File Clerk in the public or private sector.

OTHER REQUIREMENTS

- Knowledge of office procedure and filing systems.
- Knowledge in typing and computerization..
- Ability to communicate in English clearly and effectively..
- Ability to make good judgment and meet critical deadlines.
- Must be computer literate.

POSITION TITLE: SECRETARY

REPORTS DIRECTLY TO : Administrative Assistant

DIRECTLY SUPERVISES : File Clerk

DEPARTMENTAL/FUNCTIONAL RELATIONS:Secretary

EXTERNAL RELATIONS:

- Guests/Visitors
- General Public

PURPOSE:

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

KEY RESULTS AREAS

- Typing confidential and sensitive correspondences.

DUTIES:

GENERAL MANAGEMENT FUNCTIONS: NIL

TECHNICAL DUTIES

- Provides secretarial services by typing confidential and sensitive memoranda, reports and other important documents such as, Agreements and Contracts etc.
- Receives records and refers all official correspondence to the Assistant Director/Administrative Assistant as directed.
- Prioritize and manage multiple assignments simultaneously and follow through on issues in a timely manner.
- Communicates and receive incoming and outgoing electronic communications/letters for the Assistant Director/Administrative Assistant perusal.
- Maintains database of professional contacts and reviews them regularly for completeness and accuracy.
- Drafts, writes and types letters/memos and reports.
- Collaborates closely with staff to develop and implement procedures and guidelines to ensure effective and efficient communication channel for the Office.

- Serves as personal assistant to the Assistant Director/Administrative Assistant.
- Prepares documents for meetings and records proceedings at meetings.
- Liaises with the Supply Management Division for supply of office items and other logistics for the office.
- Maintains record/inventory of all stationery and office logistics in the office
- Prevents unauthorized access to official records and correspondence.
- Ensures appropriate filing and storage of all documentation within the office.
- Maintains an up-to-date and efficiently managed filing/record system.
- Performs other relevant duties and responsibilities that may be assigned by the Assistant Director/Administrative Assistant from time to time.

SUPERVISORY FUNCTIONS:

- Supervises file clerk to deliver on their work plans and schedules.

AUTHORITY LIMIT

Management of Budget

- The job holder does not contribute to the preparation of the Agency's annual Budget.

- **Staff Management**

- The position has staff management responsibility.

- **Asset Management**

- The job holder uses assets assigned to the job

EDUCATIONAL QUALIFICATION

- A High School Certificate /Diploma from any recognized institution in Liberia and secretarial Science as an added advantage.

WORK EXPERIENCE

- At least Three (3) years relevant experience in secretarial practice two (2) years of which must have been in the Public Service or Private sector.

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.

POSITION TITLE : **CHIEF OF SECURITY**

REPORTS DIRECTLY TO : Deputy Director Operation

DIRECTLY SUPERVISES : Security

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Personnel Director
- Special Assistant

EXTERNAL RELATIONS:

- Liberia National Police
- Visitors and Guests
- General Public

PURPOSE:

- To promote a coordinated vision of security and safety that safeguards, protection of life and property against all forms of threats and the maintenance of the National Food Assistance Agency facilities both in Monrovia and outstation.
- To promote effective and efficient management of security to facilitate the overall operations of the Agency.

KEY RESULTS AREAS

- safeguards, protection life and property against all threats
- Engage in locating and apprehending fugitives, thieves
- Assign personnel to posts or patrol
- Information and Reporting

DUTIES:

GENERAL MANAGEMENT FUNCTIONS:

- Head of Security Division.
- Examine fire extinguishers and other safety equipment for serviceability
- Cooperate with police, fire, and security authorities in problems affecting establishment.

- Prepare reports to document work and personnel activities as well as budget requirements.

TECHNICAL DUTIES:

- Formulates policies relating to the security of the National Food Assistance and its extended offices and immediate surrounds.
- Manages and coordinates all issues relating to the security of National Food Assistance Agency.
- 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 Agency's premises and offices.
- Ensures that all vehicles entering and leaving Agency's premises are properly inspected and their movement properly recorded.
- Select and train subordinates in protective procedures, first aid, fire safety, and other duties.
- Ensures that regular patrol duties are undertaken to safeguard Agency's properties and provide protection against threat of life.
- Leads the investigation of cases or incidents and submits findings to Administration for further action.
- 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 Security Division.
- Ensures the recording of daily occurrences in connection with issues relating to security matters around the Ministry's and its premises
- Investigates and reports cases and incidents of security breaches and report's findings to the Deputy Director for Operation for prompt action.

- Submits security reports on matters relating to Ministry premises and its offices security coordination, planning and implementation along with options for addressing weaknesses.
- Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Deputy Director for Operation.

SUPERVISORY FUNCTIONS:

- Supervise and coordinate the work and activities of Security guard of the Agency
- Ensures appropriate documentation and updates of records of the Division
- Prepares work schedules for Security Officers.

AUTHORITY LIMIT

Management of Budget

- The job holder contributes to the preparation of the Agency's annual Budget.

Staff Management

- The position has staff management responsibility.

Asset Management

- The job holder uses assets assigned to the job

EDUCATIONAL QUALIFICATION

- A good first Degree in Sociology or Criminal Justice or basic officer / security training or relevant discipline from a recognized university or equivalent of security.

WORK EXPERIENCE

Four (4) years work experience in security management and coordination and two (2) years of which must have been in the public service of Liberia.

OTHER REQUIREMENTS

- Knowledge of criminal law and practice..
- Knowledge of government security policies, rules, guidelines.
- Must be computer literate..
- Demonstrate good judgment and take initiative.
- Ability to communicate in English clearly and effectively.
- Ability to meet deadlines and establish good inter-personal relationships
- Knowledge of security practices and procedures.
- Must be physically fit.
- Good Report Writing skills.
- Planning and organizing skills.
- Good interpersonal and communication skills.
- Ability to work in a fast paced and often pressured environment.

POSITION TITLE: SECURITY OFFICER

REPORTS DIRECTLY TO : Chief of Security

DIRECTLY SUPERVISES : NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS: NIL

EXTERNAL RELATIONS:

- Liberia National Police
- Visitors and Guests
- General Public

PURPOSE:

- To promote effective and efficient management of security to facilitate the overall operations of the Agency.

KEY RESULTS AREAS

- Safeguards, protection life and property against all threats
- Engage in locating and apprehending fugitives and thieves
- Assign personnel to posts or patrol
- Information and Reporting

DUTIES:

GENERAL MANAGEMENT FUNCTIONS: NIL

TECHNICAL DUTIES:

- Guard the National Food Assistance Agency, facilities and installations against fire, theft, vandalism, and illegal entry by carrying out patrols periodically of buildings, grounds and work sites.
- Examine doors, windows and gates to determine that they are secured.
- Warn violators of infractions, for example loitering, smoking, or carrying forbidden articles.
- Apprehend or expel miscreants; Inspect equipment and machinery to ascertain if tampering has occurred.
- Watch for and report irregularities, for example fire hazards, leaking water pipes, and doors left unlocked.

- Observe departing personnel to guard against theft of the Agency's property,
- Sound alarm or call police in case of fire or presence of unauthorized persons or disorder.
- Permit authorized persons to enter the Agency's premises and have access to the Ministry property.
- Record data of property damage, unusual occurrences, missing items and malfunctioning of machinery or equipment, for use of supervisory staff.
- Regulate vehicle and pedestrian traffic at Agency's facilities entrances to maintain orderly flow.
- Prepare reports of activities..
- Ensures that all visitors are properly screened prior to giving them access to Agency's premises and offices.
- Ensures that all vehicles entering and leaving Agency's premises are properly inspected and their movement properly recorded.
- Ensures that regular patrol duties are undertaken to safeguard Agency's properties and provide protection against threat of life.
- Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Chief Security.

SUPERVISORY FUNCTIONS: NIL

AUTHORITY LIMIT

Management of Budget

- The job holder do not contributes to the preparation of the Agency's annual Budget.

Staff Management

- The position has no staff management responsibility.

Asset Management

- The job holder uses assets assigned to the job

EDUCATIONAL QUALIFICATION

- At least WAEC Senior High School Certificate or its equivalent plus a qualification in computer literacy from a reputable institution in Liberia.

WORK EXPERIENCE

- Three (3) years work experience in security management and coordination and One (1) years of which must have been in the public service of Liberia.

OTHER REQUIREMENTS

- Knowledge of criminal law and practice,
- Knowledge of government security policies, rules, guidelines,
- Must be able to write clearly and comprehend.
- Demonstrate good judgment and take initiative,
- Ability to communicate in English clearly and effectively,
- Ability to meet deadlines and establish good inter-personal relationships