



**JOB DESCRIPTIONS  
FOR THE  
OFFICE OF THE VICE  
PRESIDENT  
REPUBLIC OF LIBERIA**

Developed By

**THE OFFICE OF THE VICE PRESIDENT**

In collaboration with

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

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**POSITION TITLE: CHIEF OF STAFF**

**REPORTS DIRECTLY TO:** Vice President of the Republic of Liberia

**DIRECTLY SUPERVISES:**

- Deputy Chief of Staff
- Special Assistant to the Vice President
- Advisors
- Director Human Resources Management
- Director Finance
- Director Media
- Director Protocol

**DEPARTMENT:** Administration

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- All Sub-Departments

**EXTERNAL RELATIONS:**

- Ministries, Agencies and Commissions
- Foreign Missions/Diplomatic Corps
- Bi-Lateral and Multi-Lateral Organizations
- NGOs
- Legislators

**PURPOSE:**

- To supervise and manage the official functions and activities of the Office of the Vice President of Liberia and report directly to the Vice President.

**KEY RESULT AREA:**

- Policy Implementation
- Office Management
- Staff Management
- Inventory Management
- Diplomatic Relations
- Internal Control Management
- Risk Management
- Performance Management
- Stakeholder Relationship and Management

**DUTIES**

- **General Management Functions**
  - Oversees the day-to-day running of the Office.
  - Manages the Vice President's Office by coordinating the flow of work and people through the office.

- Provides updates on Office matters including political, economic, and social administrative, to the Vice President.
- Publishes Office Annual Reports.
- Promotes the Vision, Mission, the Philosophy and Principles of the Office of the Vice President of Liberia and adheres to organizational strategies and priorities.
- Coordinates the Office Internal Control systems.
- **Technical Duties**
  - Provides the necessary management, leadership and directions of the Office in conformity with its established policies, Operating Procedures, principles, and good governance practices.
  - Serves as the principal point of contact between the Office and civil society, all oversight institutions, and the Liberian public.
  - Implements policies of the Office of the Vice President and serves as Public Relations Officer of the entity.
  - Ensures the availability of adequate funds for all programs of the Office of the Vice President.
  - Leads and directs the implementation of programs of the Office in fulfillment of and in compliance with sound Management Practice and the office program development policies and accountability systems.
  - Develops the Office monitoring, evaluation, documentation and reporting capacities on program output and impact, and ensures that all reporting is of the highest standard and meets requirements of the Office and the Government.
  - Continually improves service products and explores best practices.
  - Ensures monitoring and evaluation of the effectiveness of the Office Risk management processes.
  - Ensures the sustainable design and delivery of services in all aspects of the Office Mission and Vision for purposes of creating public value.
  - Ensures that periodic Brochures, Newsletters, and Annual Reports of the entity are prepared and submits to the Vice President for appropriate action.
  - Manages complex and difficult problems assumed and/or delegated to him by the Vice President.

- Reviews reports submitted by staff members to recommend approval or to suggest changes.
- In consultation with the frontline employees of the Office, makes final decisions on policy matters for the Office.
- Performs other relevant duties consistent with the functions of the Office of the Vice President as may be assigned by the supervisor from time to time.
- **Supervisory Functions**
  - Ensures periodic Evaluation Reports on all employees.
  - Keeps track of the activities of the office and staff.
  - Holds direct reports accountable for managing their assignments to ensure the Office's goals are achieved.
  - Conducts performance appraisal and provides input for career development for subordinate staff.
  - Identifies training needs and facilitates training for subordinate staff.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - The incumbent has overall authority over the preparation of the budget for the Office of the Vice President and the incumbent is the spending officer. The incumbent has wide authority but exercises this authority within the limits of all existing financial laws, rules and regulations. The incumbent has the authority to negotiate or do transactions with vendors and suppliers of services and goods for the Office of the Vice President.
- **Staff Management**
  - The incumbent has staff management responsibility and liaises with all heads of directorates, sections and units in the day to day activities of the Office of the Vice President.
- **Asset Management**
  - The incumbent has overall responsibility for the management of all assets of the Office of the Vice President and can make recommendations on their distribution or disposal of assets.

#### **EDUCATIONAL QUALIFICATION**

- Master's Degree in preferably MPA, MBA or HRM in Management, Economics, Sociology, Public Administration from a recognized university.

## **WORK EXPERIENCE**

- At least Twelve (12) years relevant post qualification experience seven (7) years of which must have been at Senior Management level in the Public Service of Liberia.
- The incumbent must have advanced management training and relevant international exposure and experience.

## **OTHER REQUIREMENTS**

- Excellent knowledge/understanding of research or policy formulation and implementation.
- Excellent knowledge/understanding of Liberia Civil Service and Public Service environment.
- Ability to exercise sound judgement in a highly political environment.
- Proven project management, administration and coordination skills.
- Excellent knowledge/understanding of the Civil Service Standing Orders, laws, practices and procedures.
- A good working knowledge of Liberia's Financial Laws, Rules and Regulations.
- Excellent knowledge in strategic planning, budgeting, project management and people management.
- Excellent negotiation skills.
- Very strong ability to analyse quantitative and qualitative data.
- Very strong ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.
- Excellent interpersonal skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Excellent knowledge in the use of Microsoft Word, PowerPoint, Excel, internet etc. and other software/tools.
- Sound decision making based on thorough analysis.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.

- Excellent analytical, verbal, and written communication skills.
- Very Strong ability to analyze a variety of administrative problems and make sound policy and procedural recommendations.



**POSITION TITLE: EXECUTIVE DIRECTOR, GROUP OF 77**

**REPORTS DIRECTLY TO:** Board of Directors

**DIRECTLY SUPERVISES:**

- Program Officer
- Finance Officer

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Administration

**EXTERNAL RELATIONS:**

- Line Ministries and Agencies of Government
- National Disability Communication
- Humanitarian Disable Organizations

**PURPOSE:**

- To coordinate the activities and affairs of Group of 77
- To provide leadership and management of the organization according to the strategic direction set by the Office of the Vice President or the Board of Directors.

**KEY RESULT AREAS:**

- Administrative Management,
- Logistic Management,
- Risk Management,
- Personnel Management
- Performance Management

**DUTIES:**

- **General Management Functions:**
  - Provide oversight and guidance for the Group of 77 and oversee the efficient and effective day-to-day operation of the Group of 77.
  - Work with the Board of Directors in developing a vision and strategic plan to guide the organization.
  - Act as a professional advisor to the office of the Vice President on all aspects of the organization's activities.
  - Foster effective team work between the Board, the Executive Director and staff.
  - Acts as a spokesperson for the organization.

- Conduct official correspondence on behalf of the organization as appropriate and jointly with the office of the Vice President.
- **Technical Duties**
  - Manage, assess and inform the office of the Vice President (BOD) of internal and external issues that affect the organization.
  - Administer the funds of the organization accordingly to the appropriate budget and monitor the monthly cash flow of the organization.
  - Work with Business Manager and the office of the Vice president to prepare a comprehensive budget.
  - Develop an operation plan, which incorporates goals, and objectives that work towards the strategic direction of the organization.
  - Establish a positive healthy and safe work environment in accordance with all appropriate legislation and regulation.
  - Insure that personal, donor and volunteer has and securely stored and privacy, confidential is maintained
  - Creatively /Imation develop new and unique ways to improve operations of the organization and to other new opportunities.
  - Establish good working relationship and collaboration with community groups, funds politicians, and other organizations to help achieve the goals of the organization.
  - Oversee the planning/implantation, execution and evaluation of special projects.
  - Work with the Vice President's office to secure adequate funding for the operation of the organization.
  - Performs other relevant duties consistent with the functions of Office as may be assigned by the Board from time to time.
- **Supervisory Functions**
  - Coach and monitor staff as appropriate to improve.
  - Discipline staff when necessary using appropriate technique.
  - Release staff when necessary using appropriate defensible procedures.

## **AUTHORITY LIMIT**

- **Management of Budget:**
  - Works along with the Business Manager to organize and implement the budget. Also ensures that appropriate financial policies are adhered to.
- **Asset management:**
  - Ensures that all assets of the organization are maintained.
- **Staff management:**
  - The job holder has staff management responsibility.

## **EDUCATIONAL QUALIFICATION**

- A Bachelor's degree in Sociology and Management or related discipline from a recognized university.

## **WORK EXPERIENCE**

- At least four (4) years working as a social worker at a supervisory level.
- Must have at two year of working with disable people of diverse background.

## **OTHER REQUIREMENTS**

- Good oral and written communication skills.
- Willingness to work late hours.
- An extrovert who gets along with others easily.
- Organizational and planning skills.
- Time management skills and the ability to prioritize work.
- Data management skills.
- Great attention to detail and accuracy.
- Problem-solving skills.
- Ability to Adapt to changing situations.
- Customer service orientation.
- Team player.
- Good Accounting skills.
- Good analytical skills.

**POSITION TITLE: DEPUTY CHIEF OF STAFF/DIRECTOR OF SUPPORT SERVICE**

**REPORTS DIRECTLY TO:** Chief of Staff

**DIRECTLY SUPERVISES:**

- Special Assistant to the Vice President
- Advisors
- Director, Human Resource Management
- Director, Finance
- Director, Media Relations
- Director, Protocol

**DEPARTMENT:** Administration

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- All Sub- departments

**EXTERNAL RELATIONS:**

- Ministries, Agencies and Commissions
- Vendors and Suppliers
- Diplomatic Corps
- Legislators
- Businesses and Industries
- NGOs/Private Owned organizations

**PURPOSE:**

- To deal with all administrative issues to ensure the delivery of quality services.

**KEY RESULT AREA:**

- Administrative Management
- Staff Management
- Inventory Management
- Diplomatic Relations
- Internal Control Management
- Risk Management
- Logistic Management
- Performance Management
- Stakeholder Relationship and Management

**DUTIES**

- **General Management Functions**
  - Assumes the responsibilities and authority of the Chief of Staff in his absence.
  - Participates in the planning, development, and implementation of the Mission of the Office.

- Works in close collaboration with all the relevant and/or related arms, including the Finance Director, and other relevant senior staff members to ensure that critical documents such as Quarterly Narrative Reports (QNR), Finance Reports (FR), Operational Work Plans (OWP), Strategic Plans (SP), and Performance Tracking (PT), are prepared and submitted on a timely basis.
- Drafts reports and presentation for the Office.
- Participates in developing and maintaining contacts with the President's Office, Ministries, Agencies, Commissions and the general public.
- Establishes functional and supportive linkages with Legislators and the private sector for interactive purposes.
- **Technical Duties**
  - Plans and executes routine in-house evaluation of the various departments' activities to ensure mission guidelines compliance and resolves situations that may tend to hinder the achievement of the Office objectives.
  - Conducts regular visits to all oversight institutions of the Office to assess efficiency and recommends improvement strategies when necessary.
  - Liaises between the Chief of Staff's Office and subordinates and transmits decisions and directives to them.
  - Represents the Vice President and the Office of Chief of Staff at meetings and conferences.
  - Analyzes, interpret and reports research findings and recommendations.
  - Produces written documents with clearly organized thoughts, using proper English sentence construction, punctuation and grammar.
  - Communicates orally with employees, officials of government and the public in a face-to-face one-on-one setting, as well as in group settings.
  - Observes, compares, and analyzes information included in governmental reports to determine compliance with procedures and policies.
  - Explains technical budgetary problems in simple, non-technical language.
  - Screens contacts for the Vice President's calendar.
  - Ensures effective travel arrangements for the Vice President.
  - Coordinates logistical arrangements for events planned by the Vice President and other functions assigned by him.

- Works safely without presenting a direct threat to self and or others.
- Monitors all activities of departments of the Office to ensure high performance and productivity in order to meet the goals of the Office within the frame of established policies and regulations.
- Performs other relevant duties consistent with the functions of the office as may be assigned from time to time by the Chief of Staff.
- **Supervisory Functions**
  - Performs a broad range of supervisory responsibilities over others.
  - Holds direct reports accountable for managing their assignments to ensure the Office's goals are achieved.
  - Conducts performance appraisal and provides input for career development for subordinate staff.
  - Identifies training needs and facilitates training for subordinate staff.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - The incumbent participates in the preparation of the budget for the Office of the Vice President and makes requests for approval to expend on approved budget allocation.
- **Staff Management**
  - The incumbent has staff management responsibility and liaises with all heads of directorates, sections and units in the day to day activities of the Office of the Vice President.
- **Asset Management**
  - The incumbent is held accountable for the management of all assets assigned to the position.

#### **EDUCATIONAL QUALIFICATION**

- A good First Degree in Public Administration, Business administration, Social Sciences or related discipline or an equivalent professional qualification from a recognized University.
- A Master's Degree preferably MPA, MBA or HRM from a recognized University.

#### **WORK EXPERIENCE**

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

## OTHER REQUIREMENTS

- Excellent knowledge/understanding of research or policy formulation and implementation.
- Excellent knowledge/understanding of Liberia Civil Service's environment.
- Ability to exercise sound judgement in a highly political environment.
- Proven project management, administration and coordination skills.
- Excellent knowledge/understanding of the Civil Service Standing Orders and others Acts.
- Excellent knowledge/understanding of Civil Service practices and procedures.
- A good working knowledge of Liberia's Financial Laws, Rules and Regulations.
- Excellent knowledge in strategic planning, budgeting, project management and people management.
- Excellent negotiation skills.
- Ability to analyse quantitative and qualitative data.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.
- Excellent interpersonal skills.
- Excellent Presentation skills.
- Team Player.
- Excellent Communication (oral and written) and Report Writing skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet etc. and other software/tools.
- Sound decision making based on thorough analysis.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.

**POSITION TITLE: SPECIAL ASSISTANT TO THE VICE PRESIDENT/HEAD OF SECRETARIAT**

**REPORTS DIRECTLY TO:** Deputy Chief of Staff/Director of Support Service

**DIRECTLY SUPERVISES:**

- Information Technology Officer
- Recording Secretary
- Secretaries
- Clerks
- Dispatcher
- Receptionist
- Office Assistant

**DEPARTMENT:** Administration

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- All sub-departments

**EXTERNAL RELATIONS:**

- Guests/Visitors

**PURPOSE:**

- To ensure the process and control of activities of the Vice President including, visits and guests processing, Office management and the Honorable Vice President's personal schedules and correspondence.

**KEY RESULT AREA:**

- Administrative Management
- Staff Management
- Customer Service Management
- Risk Management
- Logistic Management
- Performance Management

**DUTIES**

- **General Management Functions**
  - Provides assistance in the compilation and preparation of the Office's Annual Reports.
  - Updates the Vice President and other relevant staffers on status of issues prior to scheduled meetings.
  - Along with the Chief of Staff, and Deputy Chief of Staff provides daily briefings to the Vice President on activities in the Government and the public sector.



- **Technical Duties**
  - Composes letters and memoranda in response to incoming correspondence or calls.
  - In consultation with the Vice President and/or the relevant authority, prepares agenda and collects materials for meetings, speeches and conferences.
  - Takes minutes and transcribes them into readable form and keeps records of proceedings as required.
  - Takes and transcribes dictations on technical and confidential matters from the Vice President and/or the applicable authority.
  - Coordinates and facilitates the calendar of the Vice President and arranges meetings, appointments and conferences.
  - Reads and screens incoming correspondence and reports as well as makes preliminary assessment of the importance of materials and organize document.
- Processes and classifies incoming calls and visitors, determining level of priorities and advice the Vice President appropriately.
- Prepares the Vice President's daily schedules in collaboration with the Chief of Staff and the Protocol Department, observing all inputs from the Vice President.
- In consultation with the Vice President and the Chief of Staff, prepares the Vice President's activities itinerary and regularly updates same and serves copies to all office section heads.
- Receives, records and refers all official correspondence to appropriate departments as directed.
- Receives and attends to official visitors and guests of the Vice President.
- Ensures appropriate filing and storage of all documentation including sensitive and classified records of the Office of the Vice President.
- Analyzes a variety of administrative problems and make sound policy and procedural recommendations.
- Supervises the management of all stationary and Office supplies.
- Supervises the operation of functioning of the Office Secretariat.
- Ensures the professional Operation of the Guest Attendant and Receptionist at the Office front desk.

- Deals with other matters of concern to the Office as the need may be or delegated by Supervisor.
- Maintains record/inventory of all stationery and office logistics in designated office.
- Performs other relevant duties consistent with the functions of the office as may be assigned by the Vice President from time to time.
- **Supervisory Functions**
  - Holds direct reports accountable for managing their assignments to ensure the Office's goals are achieved.
  - Conducts performance appraisal and provides input for career development for subordinate staff.
  - Identifies training needs and facilitates training for subordinate staff.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - Makes contributions to the preparation of budgets.
- **Staff Management**
  - Has staff management responsibility.
- **Asset Management**
  - Uses assets assigned to the position.

#### **EDUCATIONAL QUALIFICATION**

- A Bachelor Degree in Management, Economics, Sociology, Public Administration or related field.
- Private Secretary Certificate from a recognized institution.

#### **WORK EXPERIENCE**

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

#### **OTHER REQUIREMENTS**

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

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

**POSITION TITLE: DIRECTOR, HUMAN RESOURCES AND MANPOWER DEVELOPMENT**

**REPORTS DIRECTLY TO:** Deputy Chief of Staff

**DIRECTLY SUPERVISES:**

- All Junior Directors
- Deputy Director for HR
- Custodians
- Attendants
- Receptionist
- Offices Assistants
- Domestic Staff

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Business and Finance
- Administration
- Special Projects
- Public Policy
- Secretariat
- Protocol
- Attendants
- Domestic Staff

**EXTERNAL RELATIONS:**

- Civil Service Agency
- Ministry of Finance and Development Planning
- Insurance Company
- Hospitals
- Liberia Institute for Public Administration (LIPA)
- Banking Institutions
- Training Institutions.

**PURPOSE:**

- To provide professional and timely services for the development, implementation and monitoring of the Human Resource Management strategies, systems, policies and procedures.
- To create a harmonious and industrial climate to attract, obtain, motivate and retain the requisite skill levels and mix to facilitate the achievement of strategic objectives of the Office of the Vice President of Liberia.

**KEY RESULT AREA:**

- Strategy and Policy Development
- Human Resources Planning
- Recruitment, Selection and Placement

- Job Design, Job Analysis and Job Evaluation
- Compensation and Benefits Management
- Employee Relations
- Career Development and Succession Planning
- Human Resources Information System
- Financial and Audit Management
- Information and Reporting
- Employee Performance and Development
- Gender - Related Issues

## **DUTIES**

### **Strategy and Policy Development**

- Provides technical expertise in the development and implementation of Human Resource strategy as input into the overall Strategy of the Office of the Vice President.
- 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 Office of the Vice President's Human Resource policies and procedures by ensuring consistency with that of the Civil Service Agency in terms of the conditions of service, resourcing, learning and development.

### **Human Resources Planning**

- Monitors and identifies human Resource (manpower) requirements and skills mix and makes appropriate recommendations to the Deputy Chief of Staff and the Chief of Staff for approval and implementation.

### **Recruitment, Selection and Placement**

- Implements established policies to ensure the recruitment, selection and placement of the right calibre of employees for Office of the Vice President.
- Advices the Deputy Chief of Staff and the Chief of Staff 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 makes recommendations to the Deputy Chief of Staff and the Chief of Staff.
- Ensures that job descriptions for all posts are up-to-date, properly recorded and duly classified.

### **Career Development and Succession Planning**

- Develops and supports the implementation of Succession Planning and effective Talent Management systems within the Office of the Vice President 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 and Benefits Administration**

- Provides leadership/supervision and monitors the Salary Administration Policy and Conditions of Service to ensure equitable application.
- Advises the Deputy Chief of Staff and the Chief of Staff 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 the Office of the Vice President 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 with those of the Civil Service Agency in their application throughout the Office of the Vice President.
- Acts as the technical advisor to the Deputy Chief of Staff and the Chief of Staff in the negotiation and review of the Conditions of Service.
- In collaboration with the Deputy Chief of Staff and the Chief of Staff represents the Office of the Vice President in its dealings with employers' Associations and other related Agencies.

## **Human Resources Development**

- Provides leadership and proactive engagement by working with the Deputy Chief of Staff and the Chief of Staff to identify specific training needs within each department.
- Develops, monitors and reviews the training plan for the Office of the Vice President.
- 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 and Audit Management**

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

## **Information and Reporting**

- Prepares and submits monthly, quarterly and annual HR Reports.
- Oversees monitoring of the actual Head Count of employees of Office of the Vice President and the preparation of consolidated manning reports for review by the Deputy Chief of Staff and the Chief of Staff of the Office of the Vice President.

## **Employee Performance and Development**

- Develops Performance Management System in line with Civil Service Agency's strategy and facilitates/coordinates the implementation of the system and ensures the sustenance of a performance oriented culture.

## **Other Duties**

- Performs other relevant duties consistent with the functions of the Department and the Office of the Vice President may be assigned by the superiors from time to time.

## **AUTHORITY LIMIT**

- **Management of Budget**
- Submits requests for approval on behalf of the Unit.
- **Staff Management**
  - Administers warning and suspension letters.
  - Supervises senior and junior staff.
  - Job holder solves problems referred by subordinate staff.

- **Asset Management**
  - Has control over allocation of resources to staff. Has oversight responsibility for the management of the OVP's assets. Additionally, job holder uses assets assigned to the position for the day-to-day accomplishment of official duties.

#### **EDUCATIONAL QUALIFICATION**

- Master's Degree in Human Resource Management or Industrial Psychology and Organisational Behaviour or Industrial Relations and a good first degree from a recognised university.

#### **WORK EXPERIENCE**

- At least five (5) years' working experience in senior management level in the Public Service of Liberia.
- Membership of a recognized professional body.

#### **OTHER REQUIREMENTS**

- In-depth knowledge of National Labour Laws and regulations.
- Excellent Knowledge of Strategic Management, particularly Strategic Human Resources Management.
- Excellent Knowledge of the HR Management System, in particular, Human Resources Planning, Career and Succession Planning, Performance Management System, Compensation and Benefits, Industrial Relations, etc.
- In-depth knowledge of Management Development Practices.
- Good knowledge/understanding of the operations of Civil Services proceedings/guidelines.
- Proven planning and organizing skills.
- Strong negotiation and conflict management skills.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- General knowledge of project management.
- Ability to execute projects, meet deadlines, and work well under pressure.



- Strong leadership, managerial, coaching, mentoring and interpersonal skills in a "team" setting.
- Must exercise transparency in all aspects i.e. dealings with all levels of employees.
- Must have good judgment, high sense of responsibility, tact and discretion as well as sensitivity to different cultures.
- Good analytical skills.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet etc. and other software/tools.

**POSITION TITLE: DIRECTOR OF SPECIAL PROJECTS**

**REPORTS DIRECTLY TO:** Deputy Chief of Staff

**DIRECTLY SUPERVISES:** Nil

**DEPARTMENT:** Project

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Business and Finance
- Administration
- Public Policy
- Secretariat
- Protocol
- Attendants

**EXTERNAL RELATIONS:**

- Ministries, Agencies and Commissions
- NGOs
- Youth Groups
- VP Project
- County Authorities
- Donors
- Board Members

**PURPOSE:**

- To manage the implementation of Vice President specialized Projects to ensure delivery of the projects within approved policies and other guidelines.
- To provide project management and strategic planning support to key initiatives from the Vice President's Office.

**KEY RESULT AREA:**

- Project Management
- Strategic Planning
- Administrative Management
- Risk Management
- Logistic Management
- Financial Management
- Stakeholder Relationship and Management

**DUTIES**

- **General Management Functions**
  - Supports the preparation of work plans and programs for future objectives and missions.

- Participates in the development of the department's annual work plan/budget.
- **Technical Duties**
  - Interfaces with VPO counterpart to assess the effectiveness of the specialized project or Ad-hoc program implementation.
  - Works with and advises committee members and other officers in the implementation of project program.
  - Prepares regular reports on current and completed activities and submits same to donors, VPO (and others as may be requested) and responds to all inquiries concerning the projects.
  - Serves as liaison between the Office of the Vice President and other Ministries and Agencies implementing related projects.
  - Participates in developing funding proposals for departmental and/or the Vice President's Special projects and initiatives.
  - Monitors Projects being implemented and/or funded by the Office of the Vice President.
  - Provides managerial and technical support as a member of the project team.
  - Coordinates with the divisions concerned to ensure smooth implementation of activities.
  - Acts as an expert on special projects, where relevant, or as a team member on missions to monitor the project.
  - Builds relevant strategic partnership and alliances with key stakeholders and partners on behalf of the VPO.
  - Participates and coordinates the Project Steering Committee and Subcommittee and ensures the VPO's perspective is implemented.
  - Develops and monitors the project budget.
  - Develops the Project-Charge (Project Duties and anticipated outcomes) as directed by the Vice President and/or his designee.
  - Arranges and coordinates project implementation meetings in and outside of the VPO.
  - Makes regular follow-ups on discussions, promises made during travels and visits of the VPO.

- Meets with VPO counterparts and staff to ensure effective implementation of the projects.
- Identifies areas of common interest and recommends opportunities for collaboration and joint initiatives.
- Manages the VPO's relationship with donors to ensure obligations and other requirements are met.
- Develops appropriate planning and monitoring processes to ensure project success.
- Performs other relevant duties consistent with the functions of the Department and the Office of the Vice President as may be assigned by the superiors from time to time.
- **Supervisory Functions**
  - The position may or may not have supervisory functions.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - Participates in the preparation of budgets,
- **Staff Management**
  - May or may not have staff management responsibility.
- **Asset Management**
  - Uses assets assigned.

#### **EDUCATIONAL QUALIFICATION**

- Master's degree in Project Management, Business Administration, Economics, Management, Sociology, or a related field.

#### **WORK EXPERIENCE**

- At least Five (5) years relevant post qualification experience in project management, at senior management level in the public service of Liberia.

#### **OTHER QUALIFICATIONS**

- Strong administrative skill.
- Highly skilled in the use of Microsoft Word, PowerPoint, Excel, internet and other communications software and tools (Telephone, Fax, Scanner, Photocopier, etc.).
- Detailed oriented and able to pull together information from a variety of areas.
- Knowledge of principles and practices of Public Administration desired.

- Knowledge of Liberian NGO laws, rules and regulations desired.
- General knowledge in areas such as purchasing, budgeting, accounting, and other administrative activities pertinent to government operations.
- Must have the ability to exercise independent judgment in evaluating situations and making decisions.
- Excellent communication skills (Oral and Written).
- Excellent ability to plan and project future operating needs in terms of fiscal needs and staffing changes.
- Excellent ability to read, analyze and interpret reports.
- Ability to respond to common complaints or inquiries from donors, VPO contacts, institutions, Vendors, board members, senior staff, steering committee, and all others related to project(s).
- Ability to effectively present information to top management, public groups, employees of the VPO and/or Administrator.
- Very good report writing skills.
- Ability to plan, organize and coordinate.
- Concern for quality and standards.
- Ability to develop and maintain strong professional relationships with internally, as well as externally with donors and partner organizations.
- Excellent analytical judgement and problem solving skills.
- Creative thinker with a vision to see what is possible, confidence and know-how to get it done.
- Tenacity to help achieve impactful and meaningful results.
- Ability to analyze quantitative and qualitative data.
- Confidentiality and Integrity.
- Demonstrate ability to analyze complex situation, grasp the critical aspects, and make timely and firm decisions based on sound judgment.
- Ability to set challenging goals for him/herself, maintain focus on results, overcome obstacles and take responsibility for results achieved.

- Actively seeks opportunities to learn and respond positively to new tasks
- Ability to seek and welcome feedback and adjust behavior accordingly.
- Ability to work in a multicultural and multidisciplinary environment with respect and sensitivity for diversity.
- Demonstrated commitment to the VPO's strategy and willingness to apply organizational policies and procedures.

**POSITION TITLE:** DIRECTOR OF PROTOCOL AND PUBLIC AFFAIRS

**REPORTS DIRECTLY TO:** Deputy Chief of Staff

**DIRECTLY SUPERVISES:** Protocol Officers

**DEPARTMENT:** Protocol and Public Affairs

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Business and Finance
- Administration
- Public Policy
- Secretariat
- Attendants
- Executive Protection Service (EPS) Detail

**EXTERNAL RELATIONS:**

- Ministry of State
- Ministry of Foreign Affairs
- Other related Government Institutions
- Roberts International Airport
- Airlines
- County Authorities
- Embassies in Monrovia
- International Organizations
- Local Organizations
- Executive Protection Service

**PURPOSE:**

- To primarily hosts all guests/visitors of the Vice President.
- To work along with the security Division to ensure that VIP safety is guaranteed at official functions of Government and at other places the Vice President chooses to go.

**KEY RESULT AREA:**

- Strategy Development and Implementation
- Risk Management
- Logistic Management
- Customer Service Management
- Diplomatic Relations
- Performance Management

## DUTIES

- **General Management Functions**
  - Coordinates the participation of the Vice President in all state or other invited occasions.
  - Coordinates the relationship between the Office of the Vice President and Embassies in Monrovia.
  - Coordinates the Office relationship with the Ministry of State and the Ministry of Foreign Affairs.
  - Establishes objectives in line with the Office overall objectives and specifies the strategies and actions to achieve such objectives.
- **Technical Duties**
  - Regulates programs and activities of the Vice President and serves as master of ceremonies when and where necessary.
  - Serves as gateway to the VPO on matters of official and private concern
  - Receives and hosts all International Guests of the Vice President and renders all official services during their stay in Liberia.
  - Participates in the arrangement of the Vice President Daily schedules along with the Special Assistant.
  - Plans and ensures the efficient implementation of the Vice President Daily schedules applying professionalism and diplomatic standards.
  - Provides oversight of the activities of the domestic protocol officers and others. Ensure the enforcement of policies regarding the duties and responsibilities of the Protocol Department.
  - Performs other relevant duties consistent with the functions of the Office of the Vice President as may be assigned by the supervisor from time to time.
- **Supervisory Functions**
  - Holds direct reports accountable for managing their assignments to ensure the division's goals are achieved.
  - Conducts performance appraisal and provides input for career development.
  - Identifies training needs and facilitates training for subordinate staff.



## **AUTHORITY LIMIT**

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

## **EDUCATIONAL QUALIFICATION**

- Master's Degree in Public Administration, Political Science, Management, or related fields from a recognized university.
- Professional Training in Protocol and Etiquette is an advantage.

## **WORK EXPERIENCE**

- At least five (5) years of working experience in the area of Protocol, International Diplomacy, Management or related field at senior management level.

## **OTHER REQUIREMENTS**

- Excellent skills in customer service.
- Ability to identify national symbols, correct forms of address, invitations, visiting cards, acceptance and declining invitations.
- Modest, humble, ready to learn, good mannered, good tempered, sober, slow to anger, helpful, magnanimous, groomed, quick wit and takes initiatives.
- Demonstrable ability to interact with a variety of persons.
- Ability to maintain positive approach under pressure.
- Ability to work independently and exercise good judgment.
- Strong ability to assemble and organize data necessary to produce accurate report.
- Ability to deal courteously with the public, fellow staffs, and bosses.
- Ability to identify procedural errors and take corrective measures.
- Ability to understand and apply emerging etiquette issues and regulations.
- Willingness to work, lead, inspire colleagues and set good examples.
- A good listener and polite, and with smiles all the time and properly dressed.

- Confidentiality.
- Excellent organizational skills.
- Knowledge of personal computer functions.

**POSITION TITLE:**            **DIRECTOR OF FINANCE**

**REPORTS DIRECTLY TO:** Deputy Chief of Staff

**DIRECTLY SUPERVISES:**

- Accountant
- Procurement Officer

**DEPARTMENT:**        Business and Finance

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Administration
- Public Policy
- Secretariat
- Attendants
- EPS Detail
- Protocol
- Project
- Human Resources

**EXTERNAL RELATIONS:**

- Ministry of Finance and Development Planning
- Banking Institutions
- Business Houses
- Vendors
- General Auditing Commission.

**PURPOSE:**

- To prepare financial statements, plan, organize and supervise accounting-related functions for the Office of the Vice President, including general accounting.

**KEY RESULTS AREA:**

- Financial Management.
- Cash Management
- Budget Management.
- Performance Management.
- Risk Management,
- Logistic Management
- Policy Development

**DUTIES**

- **General Management Duties**
  - Participates in the preparation of the Office Annual Report.
  - Makes recommendations that are designed to help the Office achieve its goals.
- **Technical Duties**

- Monitors cash reserves, allotment received, donor funding and other investments.
- Examines the VPO's financial records, information storage systems and internal controls to ensure there are no indications of mismanagement, unnecessary waste of resources or fraud.
- Evaluates management procedures and operations to ensure that the VPO is operating as efficiently as possible while remaining within established corporate policies and government's regulations.
- Identifies improper accounting or documentation and researches issues and makes recommendations to improve policies or procedures accordingly.
- Supervises the preparation of the Vice President's Office budget ensuring proper planning and implementation.
- Researches, evaluates, develops and recommends general financial policies and procedure manual and modifications to existing methods so as to improve effectiveness and efficiency.
- Monitors cash reserves, allotment received, donor funding and other investments.
- Prepares or oversees the preparation and review of financial statements, reconciliations, and report related issues to the Chief of Staff.
- Provides information, specific analysis, and appropriate training to others on financial and budgeting issues.
- Reviews account activities on donor funds to ensure accuracy and conformity with applicable controls and guidelines.
- Reviews and strengthens financial and accounting internal controls to ensure protection of the Office of the Vice President's resources.
- Formulates and enforces policies and procedures regarding cash disbursements.
- Coordinates preparation of the Vice President's Office budget and other related documents.
- Analyzes budget revenues and expenditures as needed.
- Reviews budget verses actual reports to ensure that departments are operating within their budgets.

- Ensures that all funds remitted to the VPO are properly accounted for and documented in conformity with Government's regulations and standard accounting principles.
- Conducts sporadic and unannounced audits of the books of accounts and control systems of the VPO to monitor the performance of the Office, its flow of funds and adherence to the budget.
- Alerts and warns against any irregularity, lack of adherence, and problems in the financial system of the VPO.
- Regulates, supervises, and implements a timely, full, and accurate set of accounting books of the VPO in keeping with standard accounting procedures as well as Government's regulations .
- Submits monthly reports to the OVP through Supervisor and ensures compliance with acceptable accounting standards and Government policies and procedures.
- Performs other relevant duties consistent with the functions of the Office as may be assigned by the Deputy Chief of Staff from time to time.
- 
- **Supervisory Duties**
  - Ensures effective supervision of staff.
  - Ensures that direct reports (subordinates) give account of the performance of assignments in their respective areas of responsibilities.
  - Conducts performance appraisal and provides input for career development and recommends performance incentives for subordinate staff.
  - Identifies training needs and facilitates training for subordinate staff.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - Assists the Chief of Staff manage the budget of the Office of the Vice President
- **Staff Management**
  - Has staff management responsibilities
- **Asset Management**
  - Uses assets assigned to the position for the day-to-day accomplishment of official duties.

#### **EDUCATIONAL QUALIFICATION**

- Master's Degree in Accounting, Business Administration, or a closely related field from a recognized university.

## **WORK EXPERIENCE**

- At least five (5) years' experience in related position, with two of those years in supervisory role.

## **OTHER REQUIREMENTS**

- Very good knowledge/understanding of the Standing Orders and other policies of Liberia Civil Service.
- Very good knowledge of Liberia's Financial Laws, Rules and Regulations.
- Very good communication skills (Oral and Written).
- Very good report writing skills.
- Ability to develop and maintain strong professional relationships with intern and external stakeholders.
- Ability to maintain high standards of work and meet deadlines.
- Ability to analyze quantitative and qualitative data.
- Experience with handling confidential data.
- Advance working knowledge of MS Word, Excel and Power Point.
- Confidentiality and Integrity.
- Effectively schedule and program work requirements.
- Accurately and quickly transcribe information.
- Good knowledge of Public Accounting.
- Ability to identify areas or weakness and support with recommendations.

**POSITION TITLE:** DIRECTOR OF MEDIA SERVICES

**REPORTS DIRECTLY TO:** Deputy Chief of Staff

**DIRECTLY SUPERVISES:** Cameraman, Reporter

**DEPARTMENT:** Media Services

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Administration
- Public Policy
- Secretariat
- Attendants
- EPS Detail
- Protocol
- Project
- Human Resources

**EXTERNAL RELATIONS:**

- Ministry of Information
- Media Institutions
- LEGISPOL
- International Media organizations.

**PURPOSE:**

- To develop and implement the Vice President's Office communications strategy and objectives.
- To develop communications plan and implement a broad range of public relations activities.

**KEY RESULT AREA:**

- Public Relations Management
- Publications and Press Releases
- Communications Management
- Performance Management
- Records and Archival Management
- Stakeholder Relationship and Management

**DUTIES:**

**General Management Function**

- Prepares and submits monthly, quarterly reports.
- **Technical Duties**
  - Provides daily summaries of all major local dailies.

- Issues statements, press releases and pronouncements reflecting the views of the Vice President.
- Organizes Press Conferences at the request of the Vice President.
- Researches the web and briefs the Vice President on current and major global issues or events.
- Enforces policies regarding the duties and responsibilities of the Press Department.
- Maintains and upholds the confidentiality requirement of the Office of the Vice President.
- Maintains an archive of all photos, videos, and recordings on the activities of the Vice President.
- Deals with media and press personnel in a manner which shows sensitivity, tact, and professionalism.
- Evaluates information against a set of standards in keeping with the Government of Liberia policies regarding the media.
- Establishes objectives and specifies the strategies and actions to achieve such objectives.
- Directly establishes and implements public affairs plans, programs, and schedules for public relations, internal and external media services, community relations, government relations, special events, and photographic services.
- Develops, integrates, and implements public relations activities designed to enhance the work and image of the Vice President's Office.
- Cultivates and maintains strong media relations.
- Develops and executes varied and integrated communications products including website, print publications, newsletters, online communications, media and public relations.
- Evaluates an integrated strategic communications plan to advance the Vice President Office's identity and creates and/or broadens awareness of the Vice President Office's programs/projects and priorities.
- Serves as editor for the development, production and maintenance of the Vice President Office's internal and external communication vehicles, including the main website, publications, newsletters, invitations, flyers, advertisements, and annual reports.



- Coordinates the development and production of internal and external publications, newsletters, handbooks, and brochures.
- Keeps the public informed on activities of the Vice President, his actions, policies and schedules.
- Maintains good relationship with the media and advises the Vice President on Media related issues.
- Develop communications products- website, newsletters, brochures, etc.
- Perform other relevant duties consistent with the functions of the OVP as may be assigned by the supervisor from time to time.

### **Supervisory Functions**

- Holds staff of the Public Affairs Bureau accountable for managing their assignments to ensure the unit's goals are achieved.
- Supervise performance appraisal and provide input for career development and

### **AUTHORITY LIMIT**

- **Management of Budget**
  - Prepares and manages the budget for unit.
- **Staff Management**
  - The job holder has staff management responsibility for senior and junior staff.
- **Asset Management**
  - Uses assets assigned to the position for the day-to-day accomplishment of official duties.

### **EDUCATIONAL QUALIFICATION**

- A Master of Science Degree in Mass communication, Journalism or related field and a Bachelor's Degree in Journalism or related field from a recognized university.

### **WORK EXPERIENCE**

- At least five (5) years working experience at senior management level in public or private sector organization.

### **OTHER REQUIREMENTS**

- Ability to interact with a variety of persons.
- Ability to maintain positive approach under pressure.

- Ability to work independently and exercise good judgment.
- Excellent organizational skills.
- Ability to assemble and organize data necessary to produce accurate report.
- Ability to deal courteously with the public, fellow staffs, and bosses.
- Ability to identify and report problems and discuss action plans with Supervisor and other Senior Staffers to address the problems.
- Ability to take initiatives that eventually lead to establishing and maintaining good relationship between the Vice President's Office and the President's Office, as well as all Government Ministries and Agencies.
- Very good communication skills (Oral and Written).
- Very good report writing skills.
- Ability to plan, organize, and coordinate.
- Concern for quality and standards.
- Superior writing and editing skills.
- Ability to develop and maintain strong professional relationships with intern and external stakeholders.
- Good time management.
- Ability to analyse quantitative and qualitative data.
- Advance working knowledge of MS Word, Excel and Power Point.
- Confidentiality and Integrity.
- Must be modest, humble, ready and willing to learn. must be helpful, magnanimous, initiative and able to lead.
- Must be inclined to work long and unscheduled hours and must be a good planner and give attention to details and reject whatever falls below accepted standards.
- Must be able to operate standard office equipment such as computers.
- Must be able to work independently and exercise discretion and judgment in keeping with the policies and procedures of the Office.



**POSITION TITLE:** INTERNAL AUDITOR

**REPORTS DIRECTLY TO:** Deputy Chief of Staff

**DIRECTLY SUPERVISES:** Cameraman, Reporter

**DEPARTMENT:** Media Services

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Administration
- Public Policy
- Secretariat
- Attendants
- Project
- Human Resources

**EXTERNAL RELATIONS:**

- Ministry of Finance
- Internal Auditing Commission

**PURPOSE:**

- To ensure that the Office tax, financial and public records are up to date and accurate.
- To ensure the efficacy of operations, the reliability of financial reporting, deterring and investigating fraud at the VPO.
- To safeguard the Office assets, and ensure compliance with the financial laws and regulations of the Office and the Republic of Liberia.

**KEY RESULT AREA:**

- Financial Management
- Logistic Management
- Performance Management

**DUTIES:**

- **General Management Function**
  - Participate in the preparation of the Office Annual Budget.
  - Participate in the producing of the Office Annual Report.
- **Technical Duties**
  - Examines the financial records of the Office, information storage systems and internal controls to ensure there are no indications of mismanagement, unnecessary waste of resources or fraud.

- Evaluates management procedures and operations to ensure that the Office is operating as efficiently as possible while remaining within established corporate policies, government and donors' regulations.
- Advises the Chief of Staff and the Vice President and all related Senior Staffs regarding better execution of their responsibilities.
- Exercises organizational from management, to allow unrestricted evaluation of management's activities and personnel.
- Works with outside Auditors to help reconcile needed discrepancies.
- Identifies improper accounting or documentation and research issues and makes recommendations to improve policies or procedures accordingly.
- Audits the accounting and financial data of the various programs of the Office to ensure accuracy and compliance with VPO and the Liberian Government guidelines and laws.
- Makes recommendations through an internal audit report that are designed to help the Office achieve her goals.
- Issues periodic report to the Chief of Staff.
- Performs relevant duties consistent with the functions of the Office as may be assigned by the Chief of Staff or relevant authority of the Office from time to time.

### **Supervisory Function**

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

### **AUTHORITY LIMIT**

- **Management of Budget:**
  - The job holder participates in the preparation of budgets.
- **Staff Management:**
  - The job holder has staff management responsibility.
- **Asset Management:**
  - Job holder has responsibility for the custody of asset assigned to the office and the position.

## **EDUCATIONAL QUALIFICATION**

- Masters' degree in Accounting/Finance plus a good Bachelor's Degree from a recognised university or a professional qualification (ICA, ACCA, CIMA, CPA).

## **WORK EXPERIENCE**

- At least five (5) years working experience in financial accounting and auditing (internal & external) with at least three (3) years in senior management position.

## **OTHER REQUIREMENTS**

- Excellent knowledge in the use of audit and accounting methodologies and tools.
- In-depth knowledge of the Auditing and Accounting Standards and related regulations.
- Ability to prepare financial reports, analyse and interpret financial information reporting.
- Demonstrated leadership in audit and assurance or operational risk management.
- Knowledge/understanding of the operations of the Liberia Civil Service proceedings/guidelines.
- Proven planning and organising skills
- Excellent strategic planning skills
- Excellent knowledge and understanding of work and auditing scheduling
- Strong conflict management skills
- Excellent oral and written communication and presentation skills.
- Very good interpersonal skills
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- Excellent knowledge of project management.
- Ability to meet deadlines and execute projects.
- Strong leadership, managerial, coaching, mentoring and interpersonal skills in a "team" setting.
- Ability to work in a fast paced and often pressured environment.

- Knowledge in the use of auditing software and tools, Microsoft Word, PowerPoint, Excel, internet etc.
- Excellent knowledge and understanding of enterprise-wide accounting information systems.
- Strong analytical skills with sound decision making.

**POSITION TITLE: DEPUTY DIRECTOR FOR HUMAN RESOURCE AND MANPOWER DEVELOPMENT**

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

**DIRECTLY SUPERVISES:**

- Custodians
- Drivers
- Electrician

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Business and Finance
- Administration
- Special Projects
- Public Policy
- Domestic Staff

**EXTERNAL RELATIONS:**

- Civil Service Agency
- Ministry of Finance
- Insurance Company
- Hospital
- Liberia Institute for Public Administration
- Education and Training Institutions.
- Ministry of Labour.

**PURPOSE:**

- To collaborate with other Directors and supervisors to promote effective correspondence within the Office of the Vice President, as a necessary tool for ensuring efficiency in administration.
- To promote a culture of record keeping and modern office management practices.
- To promote responsive welfare management programs and implement the Office of the Vice President's personnel policies as a means of enhancing staff productivity.
- To promote a culture of staff development and performance management as a means of setting standard for accountability, efficiency, and productivity.

**KEY RESULT AREA:**

- Employee Welfare Management
- Performance Management
- Employees' Data Management.
- Merit-based Recruitment and Selection.



## **DUTIES:**

- **General Management Functions**
  - Provides technical inputs for the formulation of the OVP staff welfare policy.
  - Provides inputs for the preparation of the quarterly and annual reports of the OVP.
  - Serves as the deputy to the Director of Human Resource Management.
  
- **Technical Duties**
  - Maintains constant contacts with the Civil Service Agency on employees related matters in the Office.
  - Keeps records of and enforces attendance of staffs.
  - Ensures a positive working environment in the Office.
  - Keeps record of insurance coverage for employees in the Office.
  - Investigates accidents and prepares reports for Supervisor and other senior staffs.
  - Analyzes a variety of administrative problems and makes sound policy and procedural recommendations.
  - Effectively schedules and program work requirements.
  - Performs other relevant duties consistent with the functions of the office as may be assigned by the supervisor from time to time.
  
- **Supervisory functions:**
  - Ensures that subordinate personnel completes assigned task.
  - Manages performance, succession planning, and resource allocation for employees /staff within the Unit.
  - Conducts performance appraisals and provides input for career development for subordinates.
  - Identifies training needs and facilitates training for subordinates.

## **AUTHORITY LIMIT**

- **Management of Budget**
  - Does not manage any budget.

- **Staff Management**
  - Has staff management responsibility for subordinate staff.
- **Asset Management**
  - Uses assets assigned to the position for the day-to-day accomplishment of official duties.

#### **EDUCATIONAL QUALIFICATION**

- A good first degree in Public Administration, Business Administration, Management or related discipline from a recognized University or an equivalent professional qualification.
- Master Degree preferably MA, MPA, MBA from a recognized University.

#### **WORK EXPERIENCE**

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

#### **OTHER REQUIREMENTS**

- Experience of and commitment to continuous organizational improvement.
- Excellent influencing and interpersonal skills with people at all levels, internally and externally.
- Very Strong written and oral communication skills, including presentation skills.
- Strong coaching/mentoring skills.
- Effective planning and project management skills with the ability to set and work to deadlines.
- Ability to engage, conduct diagnosis, analyze findings, generate options and build commitment to solutions.
- Excellent facilitation skills.
- Numeracy and ability to analyze quantitative data.
- Ability to deal effectively with change and ambiguity.
- Demonstrated ability to manage stakeholders at a variety of levels up to executive level.
- Excellent knowledge/understanding of the Standing Orders and other Policies of Liberia Civil Service.
- Excellent knowledge in strategic planning, budgeting and people management.

- Excellent knowledge of Liberia's Financial Laws, Rules and Regulations.
- Excellent negotiation skills.
- Ability to analyse quantitative and qualitative data.
- Team player.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven planning and organizing skills.
- Excellent interpersonal skills.
- Acts with honesty and integrity.

**POSITION TITLE: INFORMATION TECHNOLOGY (IT) OFFICER**

**REPORTS DIRECTLY TO:** Special Assistant

**DIRECTLY SUPERVISES:**

- Secretaries
- Dispatcher
- Filing Clerk

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Secretariat
- Business and Finance
- Administration
- VP Residence
- Public Policy Office
- Special Project Office

**EXTERNAL RELATIONS:**

- ICT Vendors
- Internet Service Provider
- Telecommunication Companies.

**PURPOSE:**

- To direct and manage functions of the Information Technology structure of the Office. Responsible for the management of projects, supervision of departmental staff members and recommendations to Administration regarding IT policy and procedures.

**KEY RESULT AREA:**

- ICT System Management.
- ICT Inventory Management.
- Administrative Management.
- Policy Formulation.
- Training and Monitoring.
- Equipment Maintenance.
- Performance Management.

**DUTIES**

- **General Management Functions**
  - Coordinates the running of the Secretariat in to office of the Vice President
  - Coordinates and implements computer and peripheral systems, to include planning, specifications development, installation, training, troubleshooting, and repair.

- **Technical Duties:**
  - Ensures that all computers and other electronic computer-related devices are always in commission in the office.
  - Coordinates the network system of the office and runs office Server Computer.
  - Backs up all office computers to avoid a complete loss of information.
  - Provide IT Help desk Support to staffs in the office.
  - Provide clerical or secretarial support to Office Secretariat.
  - Prepare and manage Information Technology budget so as to ensure the smooth operations of the IT Bureau.
  - Develop and implement IT policy and procedures to ensure the proper use of the Vice President's Office IT equipment and prevent misuse of the Internet service.
  - Prepare and monitor a disaster recovery system, including backups of servers so as to preserve documents saved on the Vice President's Office network.
  - Provide repair and upgrades for hardware, networks and software.
  - Install, setup, and maintain appropriate software on servers.
  - Develop bid specifications as required for new and replacement hardware and software.
  - Coordinate the selection and purchase of equipment and support materials needed by the IT Bureau.
  - Develop and maintain an accurate inventory of all VPO technology equipment.
  - Coordinate and provide in-service and hands-on training for VPO staff for hardware and software applications as needed.
  - Maintain accuracy and quality in any and all written materials developed.
  - Performs other relevant duties consistent with the functions of the office as may be assigned from time to time by the supervisor.
- **Supervisory Functions**
  - Supervises the employees of the IT Section.
  - Holds staff of the Unit accountable for managing their assignments to ensure the unit's goals are achieved.

- Supervises performance appraisal and provides input for career development and recommends performance incentives for subordinates.

#### **AUTHORITY LIMIT**

- **Staff Management**
  - Has staff management responsibility for subordinate staff.
- **Asset Management**
  - Uses assets assigned to the position for the day-to-day accomplishment of official duties.
- **Management of Budget**
  - Manages the budget of the Bureau of Information Technology.

#### **EDUCATIONAL QUALIFICATION**

- An Associate Degree in Information Technology or Computer Science or equivalent from a recognized IT Institution.
- Certification in Hardware and Networking is required.

#### **WORK EXPERIENCE**

- At least three (3) years relevant working experience in an IT related job with specific reference to Networking, Computer Hardware, and other Operating and Application Software packages.

#### **OTHER REQUIREMENTS**

- Very good communication skills (Oral and Written).
- Very good report writing skills.
- Concern for quality and standards.
- Highly organized with a commitment to effective planning, delivery, monitoring and evaluation of projects.
- Conscientious approach to meeting deadlines and delivery of work to meet the needs of young people and stakeholders.
- Awareness and commitment to meaningful youth participation.
- Good time management.
- Ability to analyse quantitative and qualitative data.
- Advance working knowledge of MS Word, Excel and Power Point.
- Confidentiality and Integrity.

- Must have research and internet skills with emphasis in online researching, surfing, emailing etc.

**POSITION TITLE:                    RECORDING SECRETARY**

**REPORTS DIRECTLY TO:** Special Assistant

**DIRECTLY SUPERVISES:**

- Secretaries
- Filing Clerk
- Dispatcher

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Administration
- Protocol Department
- Media Services
- Public Policy Office
- Special Project Office

**EXTERNAL RELATIONS:**

- General Public
- Students
- Public and Private Organizations

**KEY RESULT AREA:**

- Office Inventory Management
- Staff Management
- Records Management.
- Information and Reporting.
- Performance Management.
- Stakeholder Relationship and Management

**PURPOSE:**

- To provide secretarial duties to support assigned administrative personnel.
- To communicate information to staff, students, the public, and other stakeholders.
- To promote a culture of record keeping and efficient archival management at the OVP.

**DUTIES**

- **General Management Functions**
  - Participates in the preparation of the Office Annual Report.
  - Plans and coordinates the activities of the Secretariat.
- **Technical Duties**
  - Attends meeting with the Vice President and transcribes minutes for office use.



- Prepares draft correspondence for the Office.
- Provides research assistance to the Public Policy Advisor.
- Arranges, prepares materials for/take minutes at and follow up on meetings and seminars as requested.
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Coordinates a variety of programs and activities such as meetings, workshops, ceremonies, luncheons, field trips.
- Maintains inventories of supplies and materials to ensure items availability.
- Prepares reports, memos, letters, attendance list, mails, etc.
- Processes documents and materials to disseminate information to appropriate parties.
- Responds to inquiries from a variety of internal and external parties (staff, parents, students, public and private organizations, general public) for the purpose of providing information and facilitating communication.
- Supports assigned administrative personnel by answering telephones, scheduling meetings, making travel arrangements, etc.
- Keeps records of materials filed or removed, using logbooks or computers.
- Adds new materials to file records or creates new records as necessary.
- Sorts or classifies information according guidelines, such as content, purpose, user criteria, or chronological, alphabetical, or numerical order.
- Places materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information.
- Modifies or improves filing systems or implements new filing systems.
- Prepares reports, memos, letters, attendance, mails, for the purpose of documenting activities, providing written reference and/or conveying information.
- Performs other relevant duties consistent with the functions of the unit as may be assigned by the supervisor from time to time.

- **Supervisory Duties**
  - Holds direct reports accountable for managing their assignments to ensure the Unit's goals are achieved.

#### **AUTHORITY LIMIT:**

- **Management of Budget**
  - Work does not require the management of budgets.
- **Staff Management**
  - Job holder has staff management responsibility.
- **Asset Management**
  - Uses asset assigned for the work.

#### **EDUCATIONAL QUALIFICATION**

- Bachelor's Degree in Sociology, Social Work, or a closely related field.

#### **WORK EXPERIENCE**

- At least two (2) years relevant post qualification experience in clerical and/or Secretarial work including making arrangements for meetings and travel.

#### **OTHER REQUIREMENTS**

- Understand and follow oral and written instructions.
- Possess good writing and reading skills.
- Ability to schedule a number of activities.
- Ability to gather, collate and/or classify data.
- Ability to operate and utilize modern job-related equipment and software.
- Possess a cheerful disposition and pleasant to be around.
- Having pride in personal appearance and a professional approach to work.
- Reliable, honest and able to work under pressure.
- Capable of working independently and with others.
- Confidentiality and Integrity.
- Working knowledge of MS Word, Excel.
- Must be able to work independently and exercise discretion and judgment in keeping with the Vice President's Office policies and procedures

## **POSITION TITLE: PROCUREMENT OFFICER**

**REPORTS DIRECTLY TO:** Director of Finance

**DIRECTLY SUPERVISES:** N/A

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

- Secretariat
- Human Resource
- Administration
- Protocol
- EPS Security Detail
- Transport

### **EXTERNAL RELATIONS:**

- Public Procurement and Concession Commission
- Ministry of Finance
- Vendors
- Other Line Ministries and Agencies

### **PURPOSE:**

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

### **KEY RESULT AREA:**

- Goods Procurement.
- Works Procurement.
- Service Procurement.
- Stakeholder Relationship and Management.

### **DUTIES**

- **General Management Functions**
  - Supports the Plan of the Procurement Unit and make inputs into the monthly, quarterly and annual reports on procurement activities.
- **Technical Duties**
  - Plans, prioritizes, assigns, supervises and reviews work of staff responsible for purchasing including technical and specialized procurement of supplies, equipment and services.

- Manages departmental administrative issues such as maintaining/revising policies and procedures, reporting minority business participation/monthly volume processing/subcontract plan utilization.
- Supports departments with specification development, drafts RFP, obtains State approval, and serves on evaluation committee.
- Provides input on budget. Monitors and obtains best price for office expenditures.
- Approves payment of invoices and directs purchasing card expenditures for office.
- Represents department at various meetings with administration, faculty, vendors, external agencies, professional organizations, and other groups.
- Develops and delivers speeches, presentations, and training as required.
- Reviews, analyzes and approves all purchases where award is not made to the lowest bidder to ensure justification exists and policy is followed.
- Reviews, analyzes, researches and approves purchases of a non-competitive nature.
- Resolves problems and protests concerning bid solicitations, contract awards or contract performance as the need arises.
- Addresses unauthorized purchases. Conveys decisions both verbally and in writing referencing law and policy.
- Reviews language and submittals (bonds/insurance) in contracts/agreements to ensure compliance with PPCC Act, requests revisions, negotiates terms, executes final document or recommends execution.
- Meets with or speaks to interested vendors concerning potential source for supply and service. Develops and maintains an effective working relationship with vendors and fosters relations between suppliers and Vice President's Office.
- Prepares of Request for Quotation (RFQ).
- Solicits Quotations from Vendors.
- Prepares Quotation analysis.
- Prepares Local Purchase Orders (LPOs).
- Prepares Payment Requests.

- Establishes and negotiates contract terms and conditions, and maintains supplier relationships.
- Prepares and maintains purchasing records, reports and price list.
- Works with various departments to determine procurement needs, quality, and delivery requirements.
- Reconciles and resolves value discrepancies.
- Prepares procurement plans in line with core budget.
- Administers contract performance, including delivery, receipt, warranty, damages and insurance.
- Preparation of Purchase Orders.
- Preparation of bid evaluation reports.
- Prepare and maintain purchasing records, reports and price list.
- Performs other relevant duties consistent with the functions of the unit as may be assigned by the supervisor from time to time.
- **Supervisory Functions**
  - Work may or may not have supervisory responsibility.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - The job holder contributes to the preparation of the OVP's annual budget. The job holder oversees large and complex purchases involving use of Requests for Proposals.
- **Staff Management**
  - May or may not have staff management responsibility.
- **Asset Management**
  - Uses assets assigned to the position for the day-to-day accomplishment of official duties.

#### **EDUCATIONAL QUALIFICATION**

- Bachelor's Degree in Economics, Logistics, Supply Chain Management, or Statistics from a recognized University or equivalent professional qualification from accredited institution.

## WORK EXPERIENCE

- At least three (3) years' relevant post qualification experience in procurement or supply chain.

## OTHER REQUIREMENTS

- Very good knowledge/understanding of the Public Procurement and Concession Commission Law.
- Very good knowledge of Liberia's Financial Laws, Rules and Regulations, the Labour Law of Liberia.
- Very good communication skills (Oral and Written).
- Very good report writing skills.
- Ability to develop and maintain strong professional relationships with intern and external stakeholders and work effectively with all categories of employees.
- Ability to analyse quantitative and qualitative data.
- Advance working knowledge of MS Word, Excel and Power Point.
- Confidentiality and Integrity.
- Logistics Management and Material Handling.
- Negotiation and communication skills.
- Budgeting.
- Report writing.
- Very good interpersonal skills.
- Strong project management skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Sound decision making based on a thorough analysis.
- Strong leadership, managerial, mentoring and coaching skills in a "team" setting.

## **POSITION TITLE: ENVIRONMENTAL SERVICES COORDINATOR**

**REPORTS DIRECTLY TO:** Director, Human Resources and Manpower Development

### **DIRECTLY SUPERVISES:**

- Receptionists
- Housekeepers
- General maintenance crew.

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

- Secretariat
- Human Resource
- Administration
- Protocol
- Special Attendants
- Custodians

### **EXTERNAL RELATIONS:**

- Environmental Protection Agency

### **PURPOSE:**

- To plan, organize, direct and coordinate the activities of the Public Services Section including greeting Guests that come to see the Vice President, and conduct maintenance of the Office.
- To operate as a focal point for visitors, telephone calls, tidiness, and sanitation

### **KEY RESULT AREA:**

- Environmental Policy Development and Implementation
- Pollution and Waste Management
- Janitorial Services
- Performance Management

### **DUTIES:**

- **General Management Functions**
- **Technical Duties**
  - Develop and implement environmental strategies and action plans that ensure corporate sustainable development.
  - Coordinate all aspects of pollution control and waste management.
  - Keeps accurate records of all items acquired by the Business and Finance Department for use by the Environmental Services Section.

- Deals with general and specialized matters relating to the Vice President as may be requested by the VIP or his designee.
  - Develop and implement section policies, procedures, and regulations.
  - Helps develop and implement policies of the Public Services Section. its procedures and regulations.
  - Maintains and upholds the confidentiality requirement of the Office.
  - Leads the implementation of environmental policies and practices.
  - Carries out impact assessments to identify, assess and reduce office environmental risks and financial costs.
  - Ensures that the Vice President's Office is kept tidy and clean daily.
  - Ensures cleanliness of VP's staff public restrooms and other areas of the VP's Office suite.
  - Ensures VP's entire office suite is free of dust, cobweb, dirt, and other unsightly items.
  - Ensures regular supply of water in the restrooms.
  - Performs other relevant duties consistent with the functions of the Unit as may be assigned by the supervisor from time to time.
- **Supervisory Functions**
    - 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.

#### **EDUCATIONAL QUALIFICATIONS**

- An Associate Degree in Human Resource Management, Sociology, Public Administration from a recognized university or institution.

#### **WORK EXPERIENCE**

- At Least three (3) years relevant post qualification experience.

#### **OTHER REQUIREMENTS**

- Very good communication skills (Oral and Written).



- Very good report writing skills.
- Ability to develop and maintain strong professional relationships with intern and external stakeholders and work effectively with all categories of employees.
- Ability to analyze quantitative and qualitative data.
- Advance working knowledge of MS Word, Excel and Power Point.
- Confidentiality and integrity

## POSITION TITLE: ACCOUNTANT

REPORTS DIRECTLY TO: Director of Finance

DIRECTLY SUPERVISES: N/A

### DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Secretariat
- Human Resource
- Administration

### EXTERNAL RELATIONS:

- Ministry of Finance
- Financial Institutions
- Liberia Revenue Authority

### PURPOSE:

- To assist in preparing all financial documents including vouchers, receipts, and maintains petty cash accounts for the VPO.
- To support various aspects of finance and accounting and provides assistance in the preparation of the budget and facilitates follow-ups at the Ministry of Finance.

### KEY RESULT AREA:

- Financial Management,
- Record Management
- Risk Management

### DUTIES

- **General Management Functions**
  - Prepare and submit sundry accounts reports.
- **Technical Duties**
  - Participates in the preparation and analysis of budgets.
  - Raise external vouchers for the VPO and submit to Ministry of Finance.
  - Prepare foreign and domestic travel requests.
  - Review and sign bank reconciliations to ensure accuracy.
  - Reconcile petty cash account on a monthly basis and perform periodic spot check on petty cash.

- Assist in the month end, quarter-end and year-end reporting processes, ensuring transactions are in accordance with Public Financial Management (PFM) rules and regulations and internal policies and procedures are followed.
- Produce general ledgers, records, and financial reports.
- Develop and maintain ledger account for GOL allocation.
- Assist in the preparation and analysis of budgets.
- Updates job knowledge by participating in educational opportunities as it relates to your department.
- Perform other duties consistent with the functions of the Division as may be assigned by the supervisor from time to time.
- **SUPERVISORY FUNCTIONS**
  - The job holder may or may not have supervisory functions.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - Participates in the preparation of the budget.
- **Staff Management**
  - May or may not have staff management responsibility.
- **Asset Management**
  - Uses assets assigned to the position for the day-to-day accomplishment of official duties.

#### **EDUCATIONAL QUALIFICATION**

- Bachelor's Degree in Accounting, Business, or Finance from a recognized university or equivalent professional qualification from a recognized institution.
- CPA is an added advantage.

#### **WORK EXPERIENCE**

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

#### **OTHER REQUIREMENTS**

- Considerable knowledge in the use of accounting and auditing methodologies and tools.
- Good knowledge of the International Financial Reporting System (IFRS), Accounting and Auditing Standards and related regulations.

- Considerable experience in public sector accounting.
- 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.
- 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: CAMERA OPERATOR**

**REPORTS DIRECTLY TO:** Director for Media Services

**DIRECTLY SUPERVISES:** Nil

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

- Protocol
- Administration
- Business and Finance
- Human Resources
- Executive Protection Service
- Secretariat

### **EXTERNAL RELATIONS:**

- Television Stations
- Photo Editing Studios
- Video Editing Studios

### **PURPOSE:**

- To operate cameras to capture moments on film or to film people and places for various projects.
- To purchase and maintain camera, develop film, and clean up pictures as needed.

### **KEY RESULT AREAS**

- Public Relations Management
- Publications and Press Releases
- Communications Management
- Performance Management
- Records and Archival Management
- Stakeholder Relationship and Management

### **DUTIES**

- **General Management Functions:** Nil
- **Technical Duties**
  - Ensure that all programs in which the Vice President is in attendance are captured, documented and stored in a retrieval system or archives to form part of the Vice Presidential documents during the term of the Administration.
  - Operate camera for shooting assignments.
  - Operate video camera to capture moments or pictures.

- Travel to different locations depending on assignments.
- Take posed and candid shots.
- Provide edited versions of tapes.
- Assist with camera work for documentaries.
- Film the activities of the Vice President for Television and promotional purposes.
- Clean the camera.
- Move cameras and other equipment around as needed.
- Capture all official activities of the Vice President in both video and print.
- Produce documentaries and other programs for broadcast where necessary for public enlightenment on the functions of the Office of the Vice President.
- Cover Press Conferences of the Vice President and activities as President of the Senate.
- Work with the Press Secretary in the dissemination of information to the media outlets.
- Serve as Official Photographer to the Vice President and the Second family.
- Travel with the Vice President in and out of the Country to ensure a complete documentary of activities as eye of the Liberian Government.
- Perform other relevant duties consistent with the functions of the division as may be assigned by the supervisor from time to time.
- **Supervisory Functions**
  - Nil

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - Does not manage budget.
- **Staff Management**
  - Does not have staff management responsibility.
- **Asset Management**
  - Uses assets assigned to the position for the day-to-day accomplishment of official duties.

## **EDUCATIONAL QUALIFICATION**

- A High School Graduate from a recognized institution.
- Training in Professional Photography and video editing is an Advantage.

## **WORK EXPERIENCE**

- At least three (3) years working experience in Professional Camera Operator with a Public or private institution.

## **OTHER REQUIREMENTS**

- Very good communication skills (Oral and Written).
- Very good report writing skills.
- Ability to plan, organize, and coordinate.
- Ability to interpret, analyze and review financial transactions.
- Ability to prioritize and meet deadlines.
- Advance working knowledge of MS Word, Excel and Power Point.
- Confidentiality and Integrity.

## POSITION TITLE: GUEST ATTENDANT

REPORTS DIRECTLY TO: Deputy Director for Human Resources

DIRECTLY SUPERVISES: Nil

### DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Administration,
- Secretariat,
- Special Attendants,
- Security,
- Protocol

### EXTERNAL RELATIONS:

- General Public

### PURPOSE

- To maintain the office operations by receiving and distributing communications.
- To receive and process Office guests and provide backup assistance to the Receptionist.

### KEY RESULT AREA:

- Administrative management,
- Customer Service Management,
- Record Management

### DUTIES:

- **General Management Duties:**
  - Enhances the Office reputation by exhibiting professionalism in responding to guests, as well as exploring opportunities to add value to job accomplishments.
- **Technical Duties:**
  - Forwards information by receiving and distributing communications. Collecting and copying information for distribution.
  - Assist the Receptionist in receiving guests visit the office.
  - Process guest in line with the daily schedule.
  - Disseminate information and other appointment guidelines and procedures to visitors.
  - Provide answers to visitors FAQ.



- Keeps inventory of stationeries, and other supplies in the secretariat of the office.
- Perform other relevant duties consistent with the functions of the division as may be assigned by the supervisor from time to time.
- **Supervisory Functions: Nil**

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - Does not manage budget.
- **Staff Management**
  - Does not have staff management responsibility.
- **Asset Management**
  - Manage assets and Uses assets assigned to the position for the day-to-day accomplishment of official duties.

#### **EDUCATIONAL QUALIFICATIONS**

- Must be at least a High School Graduate
- Training Certificate in Hospitality management, or secretariat science is an Advantage

#### **WORK EXPERIENCE**

- At least 3 years working experience in similar positon.

#### **OTHER REQUIREMENTS**

- Office Experience
- Scheduling
- Telephone Skills
- Documentation Skills
- Verbal Communication
- Written Communication
- Dependability

**POSITION TITLE: RECEPTIONIST**

**REPORTS DIRECTLY TO:** Deputy Director, Human Resources

**DIRECTLY SUPERVISES:** Nil

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Secretariat,
- Protocol,
- Administration,
- Special Attendants,
- Security (EPS)

**EXTERNAL RELATIONS:** Nil

**PURPOSE:**

- To provide receive and process visitors by greeting, welcoming, and directing them appropriately.
- To notify the Protocol and Secretariat of visitor arrival.

**KEY RESULT AREA:**

- Administrative management,
- Customer Service Management,
- Record Management

**DUTIES:**

- **General Management Duties**
  - Enhances the Office reputation by exhibiting professionalism in responding to guests, as well as exploring opportunities to add value to job accomplishments.
  - Contributes to team effort by accomplishing related results as needed.
- **Technical Duties**
  - Welcomes visitors by greeting them, answering or referring inquiries.
  - Directs visitors by maintaining employee and department directories. giving instructions.
  - Maintains security by following procedures. monitoring incoming communication logbook.
  - Maintains safe and clean reception area by complying with procedures, rules, and regulations.
  - Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.

- Receive, interview, and usher in visitors into right offices.
- Collect and distribute parcels and other mails.
- Take and relay messages.
- Monitor visitor and maintain security awareness.
- Perform other relevant duties consistent with the functions of the division as may be assigned by the supervisor from time to time.

- **Supervisory Function**

**AUTHORITY LIMIT**

- Management of Budget
  - Nil
- Staff Management
  - Nil
- Asset Management
  - Manages no asset only maintain assigned asset.

**EDUCATIONAL QUALIFICATIONS**

- Must be at least a High School Graduate.
- Training Certificate in hospitality management or secretariat science is an Advantage.

**WORK EXPERIENCE**

- At least three (3) years working experience in reception management or data entry.

**OTHER REQUIREMENTS**

- Very good communication skills (Oral and Written)
- Very good report writing skills
- Professional Personal Presentation
- Detail-oriented. Capable of handling multiple tasks at the same time.
- Capable of working independently.
- Knowledge of MS Word.
- Confidentiality and Integrity.

- Self-motivated, energetic, and highly organized
- Reliability

**POSITION TITLE: SPECIAL ATTENDANT**

**REPORTS DIRECTLY TO:** Special Assistant

**DIRECTLY SUPERVISES:** N/A

**DEPARTMENT:** Administration

**FUNCTIONAL RELATIONS:**

- Secretariat,
- Protocol,
- Human Resources,
- Administration,
- Security (EPS)

**PURPOSE:**

- To collaborate with the Agents of Executive Protection Service in managing the VP Office and personal Security.

**KEY RESULT AREA:**

- Administrative Management
- Customer Service Management
- Hospitality
- Risk Management

**DUTIES:**

- **General Management Functions:** Nil
- **Technical Duties**
  - Attend to the Vice President's domestic activities including the proper handling of his personal effects and food.
  - Attend to the Vice President's special guests as well as to ensure that the Office of the Vice President is protected.
  - Coordinate with the Special Assistant in implementing the vice presidents daily Schedule.
  - Reports every necessary measures that will be expedient in improving the comfort of the Vice President's office.
  - Perform other relevant duties consistent with the functions of the division as may be assigned by the supervisor from time to time.
- **Supervisory Functions:** Nil

### **AUTHORITY LIMIT**

- Budget Management
  - Nil
- Staff Management
  - Nil
- Asset Management
  - Manages VIP Personal asset and maintain assigned asset

### **EDUCATION QUALIFICATION**

- Must be at least a High School Graduate from a recognized institution.
- Must have Security and Hospitality Experience.

### **WORK EXPERIENCE**

- At least 3 year of working experience in the areas of personal protection, Housekeeping, and Hospitality

### **OTHER REQUIREMENTS**

- Positive attitude
- Excellent verbal communication
- Professional appearance
- Able to multi-task and work in a fast-paced environment
- Strong customer service orientation
- An ability to function well as part of a team
- Diligent attention to detail
- Diligent attention to safety

**POSITION TITLE: CHIEF DRIVER/FLEET MANAGER**

**REPORTS DIRECTLY TO:** Director, Human Resource and Manpower Development

**DIRECTLY SUPERVISES:**

- Drivers

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Administration

**EXTERNAL RELATIONS:**

- General Service Agency
- Auto Part Vendors

**PURPOSE:**

- To ensure that the fleet is properly maintained.
- To convey staffs of the office in a safe and timely manner. Vehicle is kept clean and well maintained.

**KEY RESULT AREA**

- Fleet Management
- Performance management

**DUTIES:**

- **General Management Functions:**
  - Supervise drivers, reports on conditions of vehicles and ensures that vehicles meet regular maintenance schedule, ensures that all government regulations including but not limited to registration and insurance as well.
- **Technical Duties:**
  - Safely transport the VIP and or staff to locations in a timely, safe and courteous manner.
  - Demonstrate professionalism on the job.
  - Maintain driver logs and complete pre-trip inspections.
  - Follow all Vice President Office operational procedures and quality standards.
  - Adhere to all safety requirements particular to the vehicle, including Motor Vehicle safety regulations.
  - Maintain the service and appearance of vehicle.
  - Follow drop-off/pickup instructions from Dispatcher and/or Counter Personnel
  - Perform other relevant duties consistent with the functions of the division as may be assigned by the supervisor from time to time.

- **Supervisory Function:**
  - Ensures that all drivers performs their responsibilities in keeping with office polices and safety regulations.

#### **AUTHORITY LIMIT**

- **Management of Budget:**
  - Nil
- **Staff Management:**
  - Job manages all subordinate staff.
- **Asset Management:**
  - Job involves asset management.

#### **EDUCATIONAL QUALIFICATION**

- High school diploma or equivalent.
- Driver's license Class (B)

#### **WORK EXPERIENCE**

- At least three years of driving experience.
- At least two years of experience with a Manual gear vehicle.

#### **OTHER REQUIREMENTS**

- Positive attitude
- Excellent verbal communication
- Professional appearance
- Ability to read maps efficiently
- Able to multi-task and work in a fast-paced environment
- Strong customer service orientation.
- Able to communicate effectively with staff and coworkers
- An ability to function well as part of a team
- Diligent attention to detail
- Diligent attention to safety

**POSITION TITLE: DRIVER**

**REPORTS DIRECTLY TO: Fleet Manager**



**DIRECTLY SUPERVISES:** N/A

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Administration

**EXTERNAL RELATIONS:** NONE

**PURPOSE:**

- To convey staffs of the office, including the Vice President.
- To provide effective and efficient transport services to the various Departments, Sections and Units of the Office of the Vice President.

**KEY RESULT AREAS:**

- Vehicle Management
- Risk management

**DUTIES:**

- **General Management Functions**
  - Adhere to all safety requirements particular to the vehicle, including Motor Vehicle safety regulations.
  - Follow all Vice President Office operational procedures and quality standards.
  - Safely transport the VIP and or staff to locations in a timely, safe and courteous manner.
  - Follow drop-off/pickup instructions from Dispatcher and/or Counter Personnel Drives in a safe and courteous manner observing speed limits.
  - Ensures that all passengers follow the VPO's vehicle policy and procedures-seat belts on, doors locked, etc.
- **Technical Duties**
  - Maintain driver logs and complete pre-trip inspections. Maintain the service and appearance of vehicle.
  - Drives staff, official guests and material in Montserrado and other counties.
  - Cooperates with guards on security checks when entering VPO Compound.
  - Ensures the good condition of vehicle and conducts vehicle check daily.
  - Ensures only staff and authorized visitors travel in VPO Vehicles.
  - Ensures maintenance of fuel level.

- Ensures the safety of all vehicles outside the Vice President's Office Compound.
- Ensures the security and safe custody of tool kits and First Aid kits issued.
- Conducts complete checks on vehicle- oil level, water level in radiator, water level in the window washing dispenser daily.
- Checks pressure on all tires weekly.
- Checks the heating/Air conditioning system weekly.
- Maintains vehicle logbook and records mileage, repairs and fuel consumption.
- Ensures that staffs of the Vice President's Office are safely delivered to their respective destinations.
- Maintains vehicles' maintenance schedule and complies with it.
- Performs other duties consistent with the functions of this Unit as may be assigned by the supervisor from time to time.

#### **AUTHORITY LIMIT**

- Management of Budget
  - Nil
- Staff Management
  - Nil
- Asset Management
  - Manages no asset only maintain assigned asset

#### **EDUCATIONAL QUALIFICATION**

- High school diploma or equivalent.
- Certificate from a recognized driving institution.
- Valid Driver's license Class (B).

#### **WORK EXPERIENCE**

- At least three years of driving experience.
- At least two years of experience with a Manual gear vehicle.

#### **OTHER REQUIREMENTS**

- Positive attitude.

- Excellent verbal communication.
- Professional appearance.
- Ability to read maps efficiently.
- Able to multi-task and work in a fast-paced environment.
- Strong customer service orientation.
- Able to communicate effectively with staff and coworkers.
- An ability to function well as part of a team.

**POSITION TITLE: CUSTODIAN/JANITOR**

**REPORTS DIRECTLY TO:** Deputy Director, Human Resources

**DIRECTLY SUPERVISES:** Nil

**DEPARTMENTAL/FUNCTIONAL RELATIONS:** Administration

**EXTERNAL RELATIONS:** Nil

**PURPOSE:**

- To keep office environment clean at all times.
- To carry out minor repairs, and keep offices, bathrooms and other areas neat and tidy at all times.

**KEY RESULT AREAS:**

- House Keeping
- Risk Management
- Environmental Safety Management
- Sanitary Management

**DUTIES:**

- **General Management Functions:** Nil
- **Technical Duties**
  - Sweeps, mops, polishes, and strips floors in rooms and halls.
  - Dusts and/or polishes furniture, blinds, and equipment.
  - Cleans restrooms and fills dispensers.
  - Vacuums, spot cleans, and/or shampoos rugs, carpets, and furniture using commercial-type vacuum cleaners and shampooing equipment.
  - Reports malfunction of bathroom fixtures, light fixtures, and/or damages to room and hall furnishings to supervisor.
  - Stocks area with appropriate supplies.
  - Locks and unlocks doors as directed.
  - Initiates work orders for repair/maintenance.
  - Moves furniture, equipment, or fixtures as required.
  - Washes dishes or utensils as required.
  - Perform other relevant duties consistent with the functions of the division as may be assigned by the supervisor from time to time.

**AUTHORITY LIMIT**

- **Management of Budget**
  - Nil

- **Staff Management**
  - Nil
- **Asset Management**
  - Manages no asset only maintain assigned asset

#### **EDUCATIONAL QUALIFICATION**

- High school diploma or its equivalence.
- An Elementary/Basic education with on-the-job training is also considered.

#### **WORK EXPERIENCE**

- At least One year of custodial/janitorial experience or any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.

#### **OTHER REQUIREMENTS**

- An ability to function well as part of a team.
- Diligent attention to detail Knowledge of standard methods, practices, tools, and equipment of janitorial service.
- Knowledge of the proper use of chemicals, fertilizers, and pesticides.
- Ability to follow instructions.
- Ability to operate and use janitorial tools, equipment, and supplies such as vacuum cleaners, and cleaning compounds and solutions.
- Good interpersonal skills.
- Confidentiality and Integrity.

## **POSITION TITLE: ELECTRICIAN**

**REPORTS DIRECTLY TO:** Director, Human Resource and Manpower Development

**DIRECTLY SUPERVISES:** NIL

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

- Administration
- Human Resource Department
- VP Residence

### **EXTERNAL RELATIONS:**

- Hardware shops and stores.

### **PURPOSE:**

- To maintain of electrical fixtures and appliances.
- To maintain and oversee all aspects of electrical maintenance within the VPO's Office facilities.
- To provide a safe and operational learning environment for staff and public.
- To maintain a preventive maintenance program.
- To resolve immediate operational and/or safety concerns.

### **KEY RESULT AREAS:**

- Asset Management
- Risk Management
- Technical Support

### **DUTIES:**

- **General Management Function**
  - Nil
- **Technical Duties**
  - Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
  - Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
  - Connect wires to circuit breakers, transformers, or other components.

- Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
- Advise management on whether continued operation of equipment could be hazardous.
- Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system.
- Perform other relevant duties consistent with the functions of the division as may be assigned by the supervisor from time to time.
- **Supervisory Functions**
  - Work may or may not require supervision of junior artisans.

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - Work does not require management of budgets.
- **Staff Management**
  - Work may or may not require management of junior artisans.
- **Asset Management**
  - Manages sundry work tools and supplies used in carrying out the various types of work and returns them to the supervisor for keeps. Job holder is responsible for safe custody of the tools while on assignment. Job holder makes recommendations for purchases, repairs and disposal of tools and equipment used for assignments to supervisor for consideration.

#### **EDUCATIONAL QUALIFICATION:**

- High School Diploma
- Professional Certificate in Electricity from a recognized institution.

#### **WORK EXPERIENCE**

- At least four years of working experience as an electrical technician.

#### **OTHER REQUIREMENTS**

- Positive attitude.
- Excellent verbal communication.
- Professional appearance.
- Able to multi-task and work in a fast-paced environment.

- Strong customer service orientation.
- Able to communicate effectively with staff and coworkers.
- An ability to function well as part of a team.
- Diligent attention to detail .
- Diligent attention to safety.
- Organizing ability and willingness to work.
- Reliable, honest and able to work under pressure.
- Capable of working independently and with others.
- Confidentiality and Integrity.
- Ability to prepare and maintain accurate records.
- Ability to operate tools and equipment used in building maintenance/electrical.
- Knowledge of methods, techniques, materials used in electrical work.



## **POSITION TITLE: AUTO MECHANIC**

**REPORTS DIRECTLY TO:** Director, Human Resource and Manpower Development

**DIRECTLY SUPERVISES:** Nil

**DEPARTMENTAL/FUNCTIONAL RELATIONS:** Administration

### **EXTERNAL RELATIONS:**

- Auto Parts Vendors

### **PURPOSE:**

- To maintain and service all vehicles in the office fleet

### **KEY RESULT AREAS:**

- Vehicles Maintenance
- Risk Management
- Assets Management

### **DUTIES:**

- **General Management Functions**
- **Technical Duties**
  - Overhauls and repairs engines and transmissions on gas and diesel equipment.
  - Performs tune-ups on vehicles.
  - Overhauls, repairs, and/or replaces other vehicle parts such as parts on steering and brake systems.
  - Replaces shock absorbers, checks and balances wheels, and checks for proper tire alignment.
  - Performs diversified electrical work on all automotive and related equipment, such as servicing, installing batteries and terminals, repairing and adjusting lights, and repairing generators and starters.
  - Uses diagnostic equipment as an aid in locating vehicle defects.
  - Troubleshoots and repairs or replaces digital electronic components and computers.
  - Road tests vehicles to locate operational defects prior to returning to active use.
  - Drives buses and other vehicles for special events or field trips as needed.

- Perform other relevant duties consistent with the functions of the division as may be assigned by the supervisor from time to time.

- **Supervisory Functions**

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - Nil
- **Staff Management**
  - Nil
- **Asset Management**
  - Manages no asset only maintain assigned asset.

#### **EDUCATIONAL QUALIFICATION**

- Certificate from a recognized technical institution offering training in auto mechanics or its equivalence is required.
- Must be able to demonstrate competency in vehicle maintenance over a period of time.

#### **WORK EXPERIENCE**

- At least five years working experience as a mechanic.
- Should demonstrate competence working with various make of vehicles.

#### **OTHER REQUIREMENTS**

- Should be able to communicate well in written English.
- Should be prepared to travel at short notice.
- Must be prepared to multi task.
- An ability to function well as part of a team.
- Diligent attention to detail.
- Diligent attention to safety.

**POSITION TITLE:** STEWARD

**REPORTS DIRECTLY TO:** Chef

**DIRECTLY SUPERVISES:** Nil

**DEPARTMENTAL/FUNCTIONAL RELATIONS:** Residence of the Vice President

**EXTERNAL RELATIONS:** Nil

**PURPOSE:**

- To assist the Chef

**KEY RESULT AREAS:**

- Hospitality Management

**DUTIES:**

- **General Management Functions**
- **Technical Duties**
  - Ensure all equipment is clean and in good working order.
  - Set up stations.
  - Adhere to all sanitation guidelines.
  - Assist the Cooks and Servers as necessary.
  - Dispose of waste.
  - Ensure all items are clean according to sanitation guidelines
  - Maintain a clean and organized work area.
  - Dispose of all broken items in the proper area.
  - Remove trash and waste.
  - Clean, sanitize and close workstations.
  - Perform other relevant duties consistent with the functions of the division as may be assigned by the supervisor from time to time.
- **Supervisory Functions**

#### **AUTHORITY LIMIT**

- **Management of Budget**
  - Nil
- **Staff Management**
  - Nil
  
- **Asset Management**
  - Manages no asset only maintain assigned asset

#### **EDUCATIONAL QUALIFICATION**

- High school graduate with certificate in catering services.

#### **WORK EXPERIENCE**

- At least four years of working experience in a hotel or similar services

#### **OTHER REQUIREMENTS**

- Must be prepared to multi task
  
- An ability to function well as part of a team
  
- Diligent attention to detail
  
- Diligent attention to safety

## **POSITION TITLE: PROTOCOL OFFICER**

**REPORTS DIRECTLY TO:** Director of Protocol

**DIRECTLY SUPERVISES:** NIL

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

- Administration
- Executive Protection Service (VPO Detail)

### **EXTERNAL RELATIONS:**

- Line Ministries and Agencies

### **PURPOSE:**

- To Coordinate meetings, visits, functions and programs and ensure seamless transitions during such occasions and or functions.

### **KEY RESULT AREAS:**

- Customer Service Management,
- Hospitality Management
- Risk Management

### **DUTIES:**

- **General Management Function**
- **Technical Duties**
  - Advises staff on formalities and courtesies they should observe when associating with foreign visitors.
  - Research the guest's culture and beliefs in relation to gift-giving to avoid picking a gift that would offend them.
  - Ensures a foreign visitor has a timetable for the visit.
  - Arranges for transportation where necessary for foreign guests.
  - Ensures that visitor's schedule does not suffer from complications and delays.
  - Organizes events that involve international relations. Sends invitations and arranges to receive visitors.
  - Reviews ranks, positions and relationships of the foreign visitors when planning seating to avoid placements that cause discomfort or conflict during ceremonies.
  - Arranges for the entertainment for the event, and briefs the staff on their respective roles.

- Facilitates the travel of staff members going to other countries on official business.
- Secures visas, tickets and any other travel documents.
- May have to travel with the VIP to provide briefings on the formalities and procedures of their destination.
- Assist in drafting speeches for occasion.
- Perform other relevant duties consistent with the functions of the division as may be assigned by the supervisor from time to time.

**AUTHORITY LIMIT:**

- **Management of Budget**
  - The Staff does not contribute to the preparation of the budget
- **Staff Management**
  - Does not have staff management Reasonability
- **Asset Management**
  - Uses asset assigned to the staff especially while on duty

**EDUCATIONAL QUALIFICATION**

- Bachelor degree in Political Science, Sociology, Public Administration or related fields.
- A professional training certificate in Protocol and etiquette is an advantage.
- Must be knowledgeable in diplomacy international affairs, possess good communication skills and observe behavioral etiquette.

**WORK EXPERIENCE**

- At least three (3) year of working experience as a Protocol Officer or in a related field with a public institution.

**OTHER REQUIREMENTS**

- Positive attitude.
- Excellent verbal communication.
- Professional appearance.
- Able to multi-task and work in a fast-paced environment.
- Strong customer service orientation.

- An ability to function well as part of a team.
- Diligent attention to detail.

**POSITION TITLE: SECRETARY**

**REPORTS DIRECTLY TO:** Head of Secretariat/Special Assistant

**DIRECTLY SUPERVISES:** Nil

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Administration

**EXTERNAL RELATIONS:**

- Line Ministries and Agencies

**PURPOSE:**

- To perform clerical functions of the office of the Vice President.
- To provide Secretarial, administrative and office managerial Services.

**KEY RESULT AREAS:**

- Administrative Management
- Inventory Management
- Risk Management
- Customer Service Management
- Secretarial services
- Appointment Scheduling
- Meetings Management

**DUTIES:**

- **General Management Functions**
- **Technical Duties**
  - Answering and directing phone calls.
  - Making phone calls.
  - Taking and distributing messages.
  - Organizing and scheduling appointments.
  - Organizing and coordinating meetings.
  - Handling inquiries and incoming work requests.
  - Reviewing files and records to answer requests for information.
  - Checking and distributing documents and correspondence.



- Receiving, sorting and distributing incoming mail.
- Maintaining filing systems.
- Compiling records of office activities.
- Photocopying, and scanning.
- Preparing and sending outgoing mailings and packages.
- Typing documents and correspondence.
- Checking and entering data.
- Updating and maintaining databases.
- Organize meetings, take minutes and circulate decisions to relevant action offices.
- Coordinating work flow.
- Monitoring and ordering inventory of office supplies
- Keeping office area neat and tidy
- Perform other relevant duties consistent with the functions of the division as may be assigned by the supervisor from time to time.

- **Supervisory Functions**

**AUTHORITY LIMIT**

- Management of Budget
  - Nil
- Staff Management
  - Nil
- Asset Management
  - Manages no asset only maintain assigned asset

**EDUCATIONAL QUALIFICATION**

- Minimum of an Associate degree in Secretarial Studies from a recognized institution.

**WORK EXPERIENCE**

- At least of three (3) years of working experience as a secretary or related field with a public or private entity.

## **OTHER REQUIREMENTS**

- Organizational and planning
- Time management skills and the ability to prioritize work.
- Data management.
- Attention to detail and accuracy.
- Problem-solving.
- Adaptability.
- Customer service orientation.
- Team work.
- Communication skills - verbal and written .
- Confidentiality.

## **POSITION TITLE: BUSINESS MANAGER (GROUP 77)**

**REPORTS DIRECTLY TO:** Program Officer (Group 77)

### **DIRECTLY SUPERVISES:**

- Accountant
- Bookkeeper
- Expediter

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

- Administration
- Regional Offices Coordinators

### **EXTERNAL RELATIONS:**

- Ministry of Finance
- Business Office- VPO
- Local Vendors
- Other Lined Ministries and Agency

### **PURPOSE:**

- To Advise the Executive Director on financial matters and ensures that the entity complies with established financial protocols of the government.

### **KEY RESULT AREAS:**

- Financial Management
- Administrative Management
- Risk Management
- Procurement Management
- Logistic Management

### **DUTIES:**

- **General Management Function**
  - Provides financial oversight and guidance for all regional branches,
  - Participates in budget preparation,
  - Ensures the office adherence to all financial legislations and policies
  - Ensures that programs and project are in line with the budget
  - Ensure that the organization is on track to meet financial goals
- **Technical Duties**
  - Develop and implement a feasible annual budget.
  - Prepare reports for the Executive Director for subsequent submission to the office of the Vice president for approval.

- Ensure that the organization complies with the policies of the office of the Vice President.
- Performs other tasks as the need arises
- Prepare Annual Financial Report of the Group of 77 and submit same to Supervisor
- Prepare financial reports
- Provide financial oversight to regional branches
- Perform other relevant duties consistent with the functions of the division as may be assigned by the supervisor from time to time
- **Supervisory Functions** Motivate workers through incentives and positive feedback.
- Ensures that workers have the resources to complete their work.
- Supervises the financial transitions and activities of the regional branches.

#### **AUTHORITY LIMIT**

- **Management of budget:**
  - Job holder manages the budget and ensures its implementation according to projects and programs.
- **Staff management:**
  - Has Staff management Responsibility
- **Asset management:**
  - Job holder manages assets of the entity as well as assets assigned for the performance of duties.

#### **EDUCATIONAL QUALIFICATION**

- Minimum of a Bachelor degree in Accounting, Economics or Management.
- Possess strong analytical skills with knowledge of Accounting software including but not limited to Quick books.
- Certified Public Account achievement is an added advantage.

#### **WORK EXPERIENCE**

- At least four (4) years working experience as an Acctant with a Public or private.

- Previous experience working with multilateral organizations would be an advantage.

#### **OTHER REQUIREMENTS**

- Must have good oral and written communication skills
- Must be willing to work late hours
- An extrovert who gets along with others easily
- Organizational and planning
- Time management skills and the ability to prioritize work
- Data management
- Attention to detail and accuracy
- Problem-solving
- Adaptability
- Customer service orientation
- Team work

## **POSITION TITLE: PROGRAM OFFICER (GROUP OF 77)**

**REPORTS DIRECTLY TO:** Executive Director, Group of 77

### **DIRECTLY SUPERVISES:**

- Business Manager,
- Trauma Counselor,
- Personal Attendant,
- Office Assistant,
- Resident Supervisor,
- Envelope Staffer
- Staff from all Sublevel Departments

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

- Administration

### **EXTERNAL RELATIONS:**

- All line ministries and agencies

### **PURPOSE:**

- To ensure that the Office of the Group of 77 runs efficiently as well as achieving the objectives of the organization.

### **KEY RESULT AREAS:**

- Administrative Management,
- Personnel Management,
- Risk Management,
- Inventory Management
- Performance management

### **DUTIES:**

- **General Management Functions:**
  - Administratively responsible for the effective functioning of the office
- **Technical Duties**
  - Orient, educate and train fresh employees, acquaint them with their specific responsibilities, communicate in clear terms their performance expectations and introduce them to the institution's vision and mission statement.
  - Perform job interview in keeping with the institution human resource policies and requirements for vacant positions.
  - Manage payroll and ensure accurate, timely and efficient distribution of salaries.
  - Provide staff with room for improvement by providing continuous education and giving valuable feedback on their job.

- Conduct assessment and evaluation on a continuous basis regarding the performance of the staff and aids in the process of promotion.
- Ensure the maintenance of a working environment that yields productivity and furnishes essential office supplies.
- Conduct close observation and make all the essential recommendations to the management regarding more effective and more organized handling of specific operations within the institution.
- Serve as the reporter of estimated yearly expenditures and produce written output regarding the institution's budget.
- Handle matters that are directly related to the leave privileges of the workers of the institution.
- Maintain an effective medium of communication and close collaboration among the workers in the organization.
- Serve as the receiver of important mail, documents and ordered items delivered to the organization's address.
- Perform a series of secretarial functions and additional services depending on the policies of the institution.
- Perform other relevant duties consistent with the functions of the division as may be assigned by the supervisor from time to time
- **Supervisory Functions:**
  - Oversee planning, organizing and managing of the various activities done within and outside the institution.
  - Directly supervises the Business Manager and provides guidance to all subordinate staffs
  - Maintain close supervision on the daily functions of the staff, ensuring productivity and checking the quality of the output.

#### **AUTHORITY LIMIT**

- **Management of budget:**
  - Job holder participates in budget planning and implementation.
- **Staff management:**
  - Job holder provides guidance to all subordinate staffs.
- **Asset management:**

- Job holder is responsible for the management of all asset of the office

#### **EDUCATIONAL QUALIFICATION**

- Minimum of a Bachelor Degree in Public Administration, Management or Sociology from a recognized.
- Knowledge in practical Accounting is an advantage.

#### **WORK EXPERIENCE**

- At least five (5) years working experience as an administrator or related work in a governmental setting or an international organization.
- Organizing and coordinating experiences in a Government agency would be an added advantage.

#### **OTHER REQUIREMENTS**

- Positive attitude
- Excellent verbal communication
- Professional appearance
- Able to multi-task and work in a fast-paced environment
- Strong customer service orientation
- An ability to function well as part of a team
- Diligent attention to detail



**POSITION TITLE: REGIONAL COORDINATOR**

**REPORTS DIRECTLY TO:** Executive Director, Group of 77

**DIRECTLY SUPERVISES:**

- Resident Supervisor
- Chaplin
- County Coordinator

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Administration
- Finance
- Regional Offices

**EXTERNAL RELATIONS:**

- All line ministries and agencies

**PURPOSE:**

- To ensure that the Group of 77 regional offices are fully functional and effective.

**KEY RESULT AREAS:**

- Administrative Management,
- Human Resource Management,
- Performance Management
- Risk management

**DUTIES:**

- **General Management**
  - Administratively responsible for the effective functioning of all regional offices
  - Perform job interviews and sees to it that they are done according to the standards of the institution.
- **Technical Duties**
  - Manage payroll and ensure accurate, timely and efficient distribution of salaries to regional branches.
  - Provide regional staff with room for improvement by providing continuous education and giving valuable feedback on their job.
  - Conduct assessment and evaluation on a continuous basis regarding the performance of the regional branches staff and aids in the process of promotion.
  - Ensure the maintenance of a working environment that yields productivity and furnishes essential office supplies to regional branches.

- Oversee planning, organizing and managing of the various activities done within and outside the institution.
- Conduct close observation and make all the essential recommendations to the management regarding more effective and more organized handling of specific operations at the Regional Branches.
- Maintain an effective medium of communication and close collaboration among the workers at the Regional branches.
- Perform other relevant duties consistent with the functions of the division as may be assigned by the supervisor from time to time.
- **Supervisory Functions:**
  - Directly supervises the County Coordinator, provides guidance to all subordinate staffs
  - Maintain close supervision on the daily functions of the staff, ensuring productivity and checking the quality of the output.

#### **AUTHORITY LIMIT**

- **Management of Budget:**
  - Job holder participates in budget planning and implementation.
- **Staff management:**
  - Job holder provides guidance to all subordinate staffs.
- **Asset management:**
  - Job holder directly responsible for the management of Regional asset.

#### **EDUCATIONAL QUALIFICATION**

- Minimum of a Bachelor Degree in Management or Public Administration is required.
- Knowledge in practical Accounting would be an advantage.

#### **WORK EXPERIENCE**

- Must have had at least five years working experience as an administrator.
- Related work in a governmental setting coordinating activities of agencies would be an added advantage.

#### **OTHER REQUIREMENTS**

- Positive attitude
- Excellent verbal communication

- Professional appearance
- Able to multi-task and work in a fast-paced environment
- Strong customer service orientation
- An ability to function well as part of a team
- Diligent attention to detail

## **POSITION TITLE: TRAUMA COUNSELOR**

**REPORTS DIRECTLY TO:** Program Officer

**DIRECTLY SUPERVISES:** Nil

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

- Administration

### **EXTERNAL RELATIONS:**

- Humanitarian Organizations

### **PURPOSE:**

- To provide counseling for the physically challenged.

### **KEY RESULT AREAS:**

- Trauma Healing

### **DUTIES:**

- **General Management Functions**
- **Technical Duties**
  - Provide short-term crisis intervention services for the Group of 77 and in the community for children and adults, which include intake, outreach visits, monitoring and follow-up services.
  - Provide critical Incident Stress Management to individuals or groups affected by traumatic events, as well as provide appropriate follow-up and referral services and subsequent documentation.
  - Attend and participate in all required training, staff meetings, and case conferences as indicated by the Executive Director.
  - Assist in providing coverage in other areas of the Group of 77 during emergency situations.
  - Maintains and increases skills in the field through trainings in the agency/ or community

### **AUTHORITY LIMIT**

- **Management of budget**
  - Staff does not manage budget
- **Staff management: N/A**
  - Staff do not manage Staff
- **Asset management: N/A**

- Staff does not manage Asset but maintains assigned assets for performance of duties.

#### **EDUCATIONAL QUALIFICATION**

- Minimum of an Bachelor Degree in Sociology or related courses is required.
- Professional certificate in Trauma Counseling is an advantage.

#### **WORK EXPERIENCE**

- At least Four (4) years of working experience as a trauma counselor or related field with a humanitarian organization.

#### **OTHER REQUIREMENTS**

- Positive attitude
- Excellent verbal communication
- Professional appearance
- Able to multi-task and work in a fast-paced environment
- Strong customer service orientation
- An ability to function well as part of a team
- Diligent attention to detail

## **POSITION TITLE: PERSONAL ATTENDANT**

**REPORTS DIRECTLY TO:** Executive Director, Group of 77

**DIRECTLY SUPERVISES:** Nil

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

- Administration

**EXTERNAL RELATIONS:** Nil

### **PURPOSE:**

- To provide personal assistance to the Executive Director of the Group of 77 with the daily routine of the office

### **KEY RESULT AREAS:**

- Administrative Management,
- Hospitality Management

### **DUTIES:**

- **General Management Functions**
- **Technical Duties**
  - Offer personal services to the Executive Director based on specific needs.
  - Help the Executive Director make and keep appointments.
  - Carry out administrative duties such as office management and communication processing and handling.
  - Provide other support duties.
  - Perform other relevant duties consistent with the functions of the division as may be assigned by the supervisor from time to time.
- **Supervisory Functions**

### **AUTHORITY LIMIT**

- Management of Budget
  - Nil
- Staff Management
  - Nil
- Asset Management
  - Manages assigned asset

**EDUCATIONAL QUALIFICATION:**

- High School Diploma is required

**WORK EXPERIENCE:**

- Three (3) years of working experience as a personal assistant.

**OTHER REQUIREMENTS**

- Positive attitude.
- Excellent verbal communication.
- Professional appearance.
- Able to multi-task and work in a fast-paced environment.
- Strong customer service orientation.
- An ability to function well as part of a team.
- Diligent attention to detail.

## **POSITION TITLE: ENVELOPE STAFFER**

**REPORTS DIRECTLY TO:** Program Officer

**DIRECTLY SUPERVISES:** Nil

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

- Administration

### **EXTERNAL RELATIONS:**

- Nil

### **PURPOSE:**

- To makes envelope.

### **KEY RESULT AREAS:**

- Inventory Management

### **DUTIES:**

- **General Management Functions**
- **Technical Duties**
  - Involves preparing envelopes for the use of the Group of 77 and other non-governmental offices.
  - Train disables to produce envelopes.
  - Perform business management duties such as maintaining records and file, preparing reports and ordering supplies and equipment's.
  - Perform other relevant duties consistent with the functions of the division as may be assigned by the supervisor from time to time.
- **Supervisory Functions**

### **AUTHORITY LIMIT**

- **Management of budget:**
  - Nil
- **Staff management:**
  - Nil
- **Asset management:**
  - Nil

### **EDUCATIONAL QUALIFICATION**

- High School Education is Required



## **WORK EXPERIENCE**

- Previous experience making envelopes

## **OTHER REQUIREMENTS**

- Positive attitude
- Excellent verbal communication
- Professional appearance
- Able to multi-task and work in a fast-paced environment
- Strong customer service orientation
- An ability to function well as part of a team
- Diligent attention to detail

## **POSITION TITLE: OFFICE ASSISTANT**

**REPORTS DIRECTLY TO:** Program Officer

**DIRECTLY SUPERVISES:** Nil

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Administration

**EXTERNAL RELATIONS:** Nil

**PURPOSE:**

- To provide administrative assistance to the Executive Director

**KEY RESULT AREAS:**

- Office Management
- Customer Service Management
- Inventory Management

**DUTIES:**

- **General Management Functions**
- **Technical Duties**
  - Maintains office supplies by checking stock to determine inventory levels.
  - Place orders to supervisor for the supply and distribution of office supplies to Office.
  - Maintains Executive director's office supplies .
  - Update job knowledge by participating in educational opportunities.
  - Perform other relevant duties consistent with the functions of the division as may be assigned by the supervisor from time to time.

**AUTHORITY LIMIT**

- **Management of budget:**
  - Nil
- **Staff management:**
  - Nil
- **Asset management:**
  - Job holder maintains assets assigned for performance of duties.

**EDUCATIONAL QUALIFICATION:**

- An Associate degree in the Social Sciences or its equivalence is required.

**WORK EXPERIENCE:**

- At least two (2) years working experience as an Office Assistance ore related field.

**OTHER REQUIREMENTS**

- Positive attitude
- Excellent verbal communication
- Professional appearance
- Able to multi-task and work in a fast-paced environment
- Strong customer service orientation
- An ability to function well as part of a team
- Diligent attention to detail

**POSITION TITLE: RESIDENT SUPERVISOR**

**REPORTS DIRECTLY TO:** Program Officer

**DIRECTLY SUPERVISES:**

- Assistant Resident Supervisor

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Administration

**EXTERNAL RELATIONS:**

- Nil

**PURPOSE:**

- To ensure the sanitary requirements of the organization.

**KEY RESULT AREAS:**

- Sanitary Management
- Performance Management

**DUTIES:**

- **General Management Functions**
- **Technical Duties**
  - Keep the residential compound clean.
  - Formulate rules and regulations to govern the residents.
  - Makes regular report to the Program Officer as per the progress of the compound.
- **Supervisory Functions**
  - Supervises activities pertaining to the up keep of the compound

**AUTHORITY LIMIT**

- **Management of Budget:**
  - Nil
- **Staff management:**
  - Job holder manages subordinate staffs.
- **Asset management: N/A**
  - Job holder manages assigned assets.

**EDUCATIONAL QUALIFICATION:**

- Minimum of High school education is required.

**WORK EXPERIENCE:**

- At least two years janitorial work experience.

**OTHER REQUIREMENTS**

- Positive attitude
- Excellent verbal communication
- Professional appearance
- Able to multi-task and work in a fast-paced environment
- Strong customer service orientation
- An ability to function well as part of a team
- Diligent attention to detail

**POSITION TITLE: ASSISTANT RESIDENT SUPERVISOR**

**REPORTS DIRECTLY TO:** Resident Supervisor

**DIRECTLY SUPERVISES:**

- Janitors

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Administration

**EXTERNAL RELATIONS:** Nil

**PURPOSE:**

- To ensure the sanitary requirements of the organization's compound.

**KEY RESULT AREAS:**

- Sanitary Management

**DUTIES:**

- **General Management Functions**
- **Technical Duties**
  - Implement rules and regulations to ensure the tidiness of the compound.
  - Makes regular report to the Resident Supervisor as per the progress of the compound maintenance.
  - Performs janitorial services.
  - Perform other relevant duties consistent with the functions of the division as may be assigned by the supervisor from time to time.
- **Supervisory functions**
  - Supervises the performance of the janitors to maintain a clean and health environment at the compound
  - Ensures environmental and hygienic measures in the compound.

**AUTHORITY LIMIT**

- **Management of Budget:**
  - Nil
- **Staff Management:**
  - Job holder manage Subordinate Staff
- **Asset management:**
  - Job holder manages assigned assets.

## **EDUCATIONAL QUALIFICATION**

- At least a minimum of a High school education.

## **WORK EXPERIENCE**

- At least two (2) years of supervisory janitorial experience.

## **OTHER REQUIREMENTS**

- Positive attitude.
- Excellent verbal communication.
- Professional appearance.
- Able to multi-task and work in a fast-paced environment.
- Strong customer service orientation.
- An ability to function well as part of a team.
- Diligent attention to detail.

**POSITION TITLE: CHAPLAIN**

**REPORTS DIRECTLY TO:** Program Officer

**DIRECTLY SUPERVISES:** Nil

**DEPARTMENTAL/FUNCTIONAL RELATIONS:** Administration

**EXTERNAL RELATIONS:** Nil

**PURPOSE:**

- To conduct the religious affairs of the Group of 77.

**KEY RESULT AREAS:**

- Administrative Management

**DUTIES:**

- **General Management Functions**
- **Technical Duties**
  - Conducts religious meetings to help improve the spiritual standing of the institution and its beneficiaries.
  - Arranges prayer time for the employees and Beneficiaries.
  - Carryout biblical counseling and restores hope to the physically challenged beneficiaries at the Center.
  - Perform other relevant duties consistent with the functions of the division as may be assigned by the supervisor from time to time.
- **Supervisory Functions**

**AUTHORITY LIMIT**

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

**EDUCATIONAL QUALIFICATION**

- A minimum of a High school diploma is required.
- Bachelor degree in Theology is an added advantage.



## **WORK EXPERIENCE**

- At least two (2) years of working experience as a chaplain or working as a Pastor.

## **OTHER REQUIREMENTS**

- Positive attitude.
- Excellent verbal communication.
- Professional appearance.
- Able to multi-task and work in a fast-paced environment.
- Strong customer service orientation.
- An ability to function well as part of a team.
- Diligent attention to detail.

**POSITION TITLE:** NURSE

**REPORTS DIRECTLY TO:** Executive Director

**DIRECTLY SUPERVISES:** Nil

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Administration

**EXTERNAL RELATIONS:**

- Hospitals
- Humanitarian Medical Organizations

**PURPOSE:**

- To manage the health services of the residents and employees.

**KEY RESULT AREAS:**

- Health Services Management

**DUTIES:**

- **General Management Functions**
- **Technical Duties**
  - Manages the health services of the residents and employees.
  - Plans workshop and trainings for residents on hygienic topics.
  - Makes a monthly report to the Executive Director on the health progress of the residents.
  - Renders medical services to other physically challenged of the center and the community.
  - Perform other relevant duties consistent with the functions of the division as may be assigned by the supervisor from time to time

**AUTHORITY LIMIT**

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

## **EDUCATIONAL QUALIFICATION**

- Minimum of an Associate Degree in Nursing from a recognized Institution
- Nursing license is required.

## **WORK EXPERIENCE**

- At least two years of working experience as a Nurse with a recognized Health institution, Clinic or Hospital.
- Working experience with a disable health organization is an added advantage.

## **OTHER REQUIREMENTS**

- Positive attitude
- Excellent verbal communication
- Professional appearance
- Able to multi-task and work in a fast-paced environment
- Strong customer service orientation
- An ability to function well as part of a team
- Diligent attention to detail

**POSITION TITLE: COUNTY COORDINATOR (GROUP OF 77)**

**REPORTS DIRECTLY TO:** Regional Coordinator

**DIRECTLY SUPERVISES:**

- Staff at County Office

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Administration

**EXTERNAL RELATIONS:**

- Line Miniseries and Agencies

**PURPOSE:**

- To coordinate the activities of the Group of 77 branches in the Counties.

**KEY RESULT AREAS:**

- Administrative Management,
- Inventory Management,
- Risk Management
- Performance Management

**DUTIES:**

- **General Management Functions**
  - Coordinates all approved County projects.
- **Technical Duties**
  - Coordinates all activities of the county in close consultation with the Regional Coordinator.
  - Makes a periodic report to the Regional Coordinator for subsequent submission to the Executive Director.
  - Identifies projects to be approved by the Regional Coordinator and subsequently submitted to the Executive Director for final approval.
  - Perform other relevant duties consistent with the functions of the division as may be assigned by the supervisor from time to time.
- **Supervisory Functions**
  - Directly supervises the County staff and ensure they perform their required responsibilities.

**AUTHORITY LIMIT**

- **Management of budget:**
  - Job holder assists in budget management.

- **Staff management:**
  - Supervises the all subordinates
- **Asset management:**
  - Manages assigned assets

#### **EDUCATIONAL QUALIFICATION**

- Minimum of a Bachelor degree in Management, Accounting or Public Administration.
- Strong analytical skills along with Knowledge of accounting software is also required.
- Degree in Regional Planning is an added advantage.

#### **WORK EXPERIENCE**

- At least three years working experience with program implementation the Public or international non-governmental organizations required.

#### **OTHER REQUIREMENTS**

- Positive attitude.
- Excellent verbal communication.
- Professional appearance.
- Able to multi-task and work in a fast-paced environment.
- Strong customer service orientation.
- An ability to function well as part of a team.
- Diligent attention to detail.

## **POSITION TITLE: PRINCIPAL**

**REPORTS DIRECTLY TO:** Program Officer

**DIRECTLY SUPERVISES:**

- Teachers

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Administration

**EXTERNAL RELATIONS:**

- Ministry of Education

**PURPOSE:**

- To Manage the affairs of the school at Group of 77

**KEY RESULT AREAS:**

- Education Management
- Administrative management
- Performance management
- Inventory Management
- Risk Management

**DUTIES:**

- **General Management Functions:**
  - Ensures that the school operates properly.
- **Technical Duties**
  - Coordinates workshop and training opportunities for the teachers.
  - Make a regular report to the program Officer for onward transmission to the Executive Director on a day to day progress of the school.
- **Supervisory Function:**
  - Supervises the affairs of the school in close consultation with the school's Program Officer

**AUTHORITY LIMIT**

- **Management of budget:**
  - Job holder assists with management of budget.
- **Staff management:**
  - Job holder manages staff of the School.
- **Asset management:**
  - Job holder ensures school assets are secured.

## **EDUCATIONAL QUALIFICATION**

- Bachelor Degree in Education is required.
- Master's degree is an added advantage.

## **WORK EXPERIENCE**

- Must have at least four years working experience as a School principal from a certified and recognized institution.

## **OTHER REQUIREMENTS**

- Positive attitude
- Excellent verbal communication
- Professional appearance
- Able to multi-task and work in a fast-paced environment
- Strong customer service orientation
- An ability to function well as part of a team
- Diligent attention to detail

## **POSITION TITLE: WHEELCHAIR REPAIRER**

**REPORTS DIRECTLY TO:** Program Officer

**DIRECTLY SUPERVISES:** Nil

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

- Administration

### **EXTERNAL RELATIONS:**

- National Commission on Disability
- Humanitarian Organizations

### **PURPOSE:**

- To repair wheel chairs for beneficiaries

### **KEY RESULT AREAS:**

- Wheelchair Repair

### **DUTIES:**

- **General Administrative Function**
- **Technical Duties**
  - Repairs wheel chairs for the physically challenged
  - Makes a monthly report on the number of wheel chairs that are repaired

### **AUTHORITY LIMIT**

- **Management of budget:**
  - Nil
- **Staff management:**
  - Nil
- **Asset management:**
  - Manages Assets

### **EDUCATIONAL QUALIFICATION:**

- Minimum of a High school graduate from a recognized institution with apprenticeship training in wheel-chair repair.

### **WORK EXPERIENCE:**

- At least two year of work experience in repairing wheel chairs with a recognized institution or humanitarian organization.

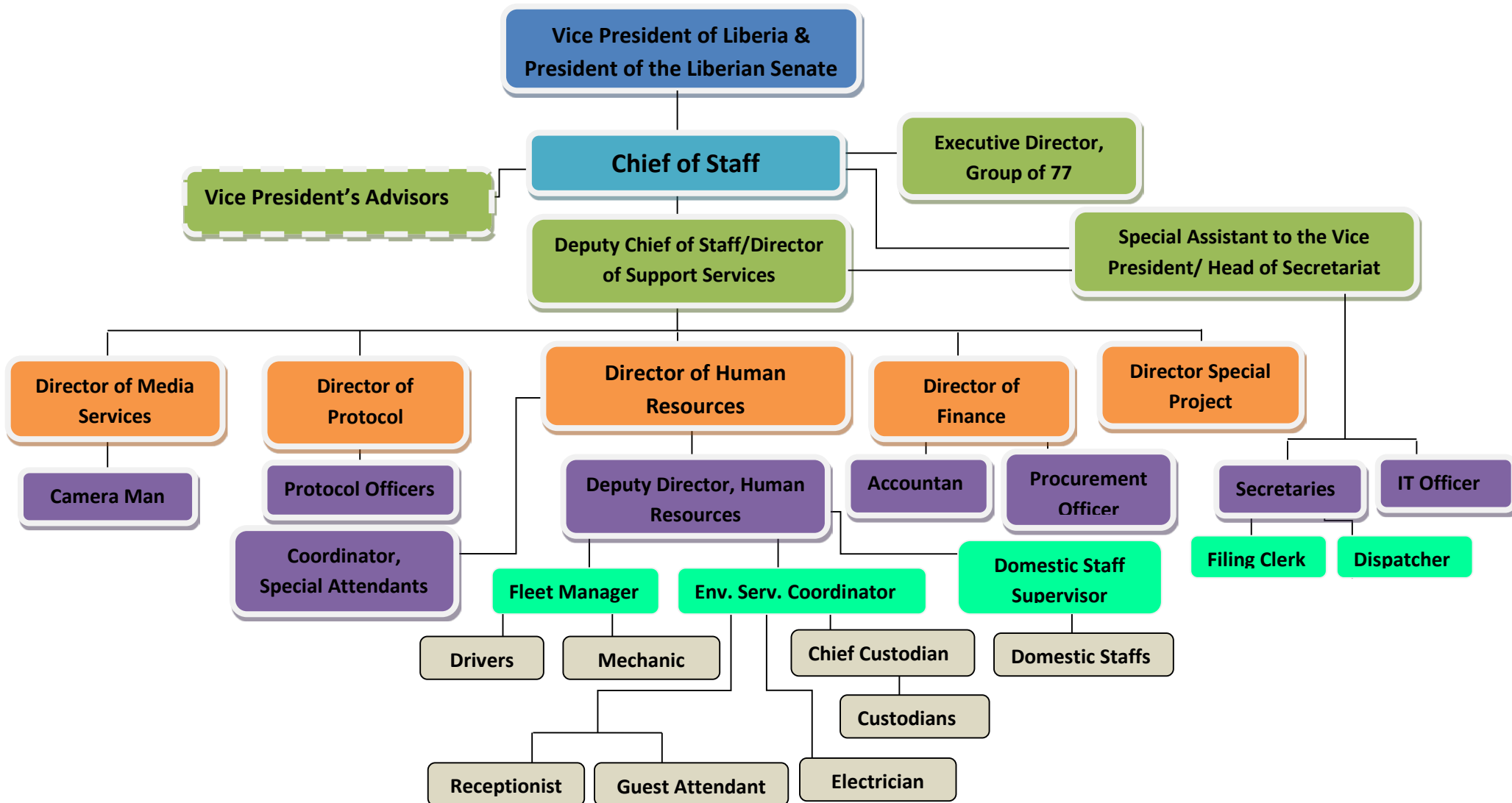
### **OTHER REQUIREMENTS**

- Positive attitude



- Excellent verbal communication
- Professional appearance
- Able to multi-task and work in a fast-paced environment
- Strong customer service orientation
- An ability to function well as part of a team
- Diligent attention to detail

Appendix A: OFFICE OF THE VICE PRESIDENT ORGANOGRAM



## Appendix B: OFFICE OF THE VICE PRESIDENT STRUCTURE

