

## **PUBLIC SERVICE ANNOUNCEMENT: 2014 FIRST TERM TRAINING COURSES**

The Liberia Institute of Public Administration (LIPA) announces that registration for its **First Training Term for 2014** has begun. Interested candidates and institutions can pick up admission form for **Ten United States Dollars (US\$10.00)** from the Institute's Main Office, North Gibson Street, Mamba Point, Monrovia. Forms are also available on our website: [www.lipa.gov.lr](http://www.lipa.gov.lr).

Courses to be offered are as follows:

### **Short-Term Competency Courses (One Week- 15 Hrs )**

1. Records Management
2. Report Writing
3. Work Planning
4. Procurement Contract
5. Bid Preparation & Evaluation
6. Compensation & Wage Administration
7. Performance Management: *The Performance Appraisal Tool*
8. Public Financial Management (PFM) Law

### **Long-Term Professional Development Courses: Certificate Level (EIGHT WEEKS (48 Hrs)**

1. Procurement Management
2. Internal Audit & Control
3. Project Planning & Management
4. Gender Mainstreaming
5. Women in Management
6. Public Policy Analysis
7. Strategic Management
8. Monitoring & Evaluation
9. Human Resource Management
10. Office Administration
11. Public Financial Management
12. Banking & Finance

### **Long-Term Professional Development Courses: Diploma Level (Sixteen Weeks 96 Hrs)**

1. Diploma in Procurement (**Advance**)
2. Diploma in Human Resource Management (**Advance**)
3. Diploma in Banking & Finance (**Advance**)
4. Diploma in Public Financial Management (**Advance**)
5. Diploma in Monitoring & Evaluation (**Advance**)

Oil and Gas Management Training coming soon!!!

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For further information, you can contact cell#s:0886-400-945; 0207315016; 0886-925-609; desk phone #:0886-573-946. *Deadline for registration is detailed below: Short term March 5, 2014; long term March 19, 2014 respectively.*