



PUBLIC PROCUREMENT AND CONCESSIONS COMMISSION
Executive Mansion Grounds, Capitol Hill, Monrovia

POSITION TITLE: CAPACITY DEVELOPMENT DIRECTOR

REPORTS DIRECTLY TO: DEPUTY EXECUTIVE DIRECTOR FOR OPERATIONS

DIRECTLY SUPERVISE:

- Technical Support & Training Manager
- Continuing Professional Development Officer
- Ethics & Disciplinary Review Officers
- Certification & Licensing Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Deputy Executive Director (Operations)
- Deputy Executive Director (Administration)
- Heads of Divisions

EXTERNAL RELATIONS

- Ministries, Agencies, Commissions
- Heads of Procuring and Concession Entities
- Procurement Committees and Procurement Units
- Liberia Institute for Public Administration (LIPA)
- Intensive Procurement Training Program (IPTP)
- Donors

PURPOSE

- To manage the division and ensure the formulation and implementation of human resource development programs for the personnel connected with the implementation of the Public Procurement and Concessions Act.

KEY RESULT AREAS

- Capacity Development
- People Management
- Stakeholder Relationship and Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Ensures the effective and efficient day-to-day administration of the Division.
- Develops and implements the annual work plan for the division as a guide for its daily operation.
- Supports the preparation of the Commission's annual budget through the provision of technical advice that will also reflect the needs of the division.
- Formulates and implements human capacity development programs in furtherance of the aims of the Act.

- Develops, promotes and supports professional development of personnel connected with the implementation and functions of PPCC.

B. TECHNICAL DUTIES

- Develops a file and record of all procurement professionals in the procuring and concession entities with the training they have received to enable the Commission assess the impact of the training.
- Develops a file and record of all participants in the training and capacity building programs to determine the coverage or extend of activities.
- Develops and implement an annual capacity building plan for the various levels of government decision makers and procurement practitioners in procurement and concessions to improve/increase their knowledge for professional involvement or engagement in procurement and concession activities.
- Develops and implements training programs to respond to the weaknesses identified during compliance reviews as positive responses to alleviating or addressing these weaknesses.
- Identifies through training and facilitators, procurement practitioners who could be used as trainers (possibly in their assigned entities) to buttress the efforts of the Commission.
- Develops and implements an annual capacity building plan for the private sector and civil society focussing on the procurement and concession processes and procedures.
- Establishes the criteria for selection of procurement practitioners to be placed on the various training programs regionally and internationally.
- Maintains contact and information on procurement training programs regionally and internationally for short term and long term training.
- Prepares information for inclusion in the Public Procurement and Concessions Bulletin and website on training programs and activities.
- Develops a career path for procurement professionals in collaboration with the Civil Servants Association for official recognition of the Procurement Profession.
- Develops minimum standard qualifications for various levels of procurement personnel, including specialized qualifications for technical ministries to facilitate the process of career path development.
- Develops job descriptions for all levels of procurement practitioners in collaboration with Civil Service Agency that will clearly identify each level of the procurement profession for growth and development.
- Facilitates and coordinates training and capacity building programs for the minimum standard qualifications for procurement practitioners in close collaboration with LIPA and IPTP.
- Supports and facilitates the consolidations of needs assessment, the development of curricula and capacity development programs.
- Supports the County Procurement Compliance Officers in the establishment of institutional baseline and the subsequent monitoring of progress and consolidation of results.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- Accountable for optimal performance of staff and resources assigned to the division.
- Identify training needs and facilitate training for subordinates where necessary.
- Conduct performance appraisal and provide input for career development where required and recommend performance incentives for subordinates.

AUTHORITY LIMIT

- **Management of Budget**
 - Nil
- **Staff Management**
 - Has staff management responsibility for staff of the unit
- **Asset Management**
 - All physical assets assigned to the division for its day-to-day operation

EDUCATIONAL QUALIFICATIONS

Bachelor's Degree in Human Resource Management, Personnel Management or related field from a recognized university
Master degree in Human Resource, Public Policy, or capacity development is an added advantage.

WORK EXPERIENCE

- Minimum of three years of working experience at management level, with at least two of those years in human resource management or training.
- Knowledge of undertaking needs assessment would be an advantage.

OTHER REQUIREMENTS

- Proven ability and experience to work with senior levels of government.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Ability to work with and build teams.
- Ability to solve problems and advise using established policies and procedures.
- Observant, analytical and pay particular attention to details,
- Advanced working knowledge of MS Word, Excel, Microsoft Publisher, Microsoft Access and Power Point

Additional Information

The electronic version of this notice can be obtained by sending a request to jobs@ppcc.gov.lr or from the following websites: PPCC (www.ppcc.gov.lr); Executive Mansion (www.emansion.gov.lr).

How to Apply

Applications that do not follow the below requirements will not be considered.

1. Only email applications will be accepted.

2. Please address Expression of Interest (signed), CV, and all supporting documents in portable document format (PDF) to the following address and submit via email to jobs@ppcc.gov.lr not later than midnight GMT on Monday, January 25, 2016:

Director of Administration & Finance
Public Procurement and Concessions Commission (PPCC)
Executive Mansion Grounds, Capitol Hill
Monrovia, Liberia

3. Please indicate position title **only** in your email subject line.
4. If you are applying for more than one position, please submit a separate email with the full application package for each position indicating the respective position title in the subject line.
5. Please use this order to name your file attachments: **First name_Last name** followed by **document**, e.g. *Tamba_SatiahCV* or *Tamba_SatiahDiploma* or *Tamba_SatiaEOI*.

Only shortlisted candidates will be contacted.