



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

POSITION TITLE: HUMAN RESOURCE MANAGER

REPORTS DIRECTLY TO: DIRECTOR, FINANCE & ADMINISTRATION

DIRECTLY SUPERVISES:

- Human Resource Officers (2)

DEPARTMENTAL/FUNCTIONAL RELATIONS:

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

EXTERNAL RELATIONS:

- Civil Service Agency (CSA)
- Ministry of Labour
- Liberia Institution for Public Administration (LIPA)
- Intensive Procurement Training Program (IPTP)
- General Public

PURPOSE:

- To promote effective correspondence as a necessary tool for ensuring efficiency in administration of PPCC.
- To promote a culture of record keeping and modern office management practice.
- To promote responsive welfare management programs as a means of enhancing staff productivity.
- To promote the culture for staff development and performance management as a means of setting standard for accountability, efficiency, and productivities.

KEY RESULT AREAS

- Policy Development
- HR Management System
- Staff Record Management
- Selection & Recruitment
- Capacity building & Organization learning
- Performance Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Provides technical inputs for the preparation of the annual budget for PPCC.
- Exercises overall responsibility for the effective and efficient administration and management of PPCC's personnel.
- Heads of the Human Resource Unit of PPCC.

- Oversees the implementation of efficient internal personnel management records system including, staffing, recruitment, training, grievance, performance evaluations, classifications and employee leave of absence.

B. TECHNICAL DUTIES

- Plan, organize, direct, control or coordinate the personnel, training and capacity building program for PPCC.
- Analyses statistical data and reports to identify and determine causes of personnel problems and develop recommendation of improvement for organization's personnel policies and practices.
- Maintains records and compile statistical reports concerning personnel- related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Develops and oversees the implementation of efficient internal Human Resource Management System.
- Develops and ensure the implementation of Health Insurance Policy for PPCC.
- Develops and ensures a standardized recruitment procedure in line with merit-based recruitment and selection process.
- Develops with the PPCC the minimum standard qualification required for each employment level and career path development for employees.
- Works closely with the Finance Department regarding recruitment, salary payment, salary increases/decreases, bonus payments, benefits, vacation leaves, firing employees, etc.
- Works closely with the Finance Department regarding the processing bills and remitting payments for life and accidental death or dismemberment insurance, pension and medical health insurance.
- Performs other relevant duties consistent with the functions of the unit and commission as may be assigned by the Director from time to time.

C. SUPERVISORY FUNCTIONS

- Accountable for managing performance, succession development and resource allocation with the Unit.
- Conducts performance appraisal and provide input for career development and recommend performance incentives for subordinates.
- Identifies training needs and facilitates training 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
 - Does not manage any budget.

EDUCATIONAL QUALIFICATION

- Minimum of Bachelor's Degree in Human Resource Management, Personnel Management, Economics, or related field from a recognized university.
- A Master's Degree in Human Resource Management, Personnel Management, and Public Administration will be an advantage.

WORK EXPERIENCE

- Minimum of three year experience at management level, with at least two of those years in human resource management or training.

OTHER REQUIREMENTS

- Ability to develop and maintain strong professional relationships with intern and external stakeholders.
- Ability to develop work and training plans.
- Ability to analyse quantitative and qualitative data.
- Very Good knowledge/understanding of the Standing Orders and other Policies of Liberia Civil Service.
- Understanding of the Liberia Labour Law.
- Very Good knowledge of Liberia's Financial Laws, Rules and Regulations
- Knowledge to undertake needs assessment would be an advantage
- Very Good negotiation skills.
- Ability to analyse quantitative and qualitative data.
- Self-starter and able to develop and implement programs with minimum supervision
- Very Good knowledge in conflict management and grievance handling.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders.
- Proven ability and experience to work with senior levels of government
- Sound decision making based on proven planning and organizing skills.
- Demonstrable commitment to corporate decisions.
- Excellent interpersonal and persuasive skills; excellent oral and written communication skills
- Acts with honesty and integrity and a team player
- 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.
- Strong leadership, coaching, mentoring and interpersonal skills in a "team" setting.

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.