



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

POSITION TITLE: **LEGAL COUNSEL**

REPORTS DIRECTLY TO: **Executive Director/CEO**

DIRECTLY SUPERVISE:

- Legal Assistant
- Complaints, Appeals, Review Secretary
- Legal Research Officers
- Complaints, Appeals and Review Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Legal Affairs Division
- Heads of Divisions
- Complaint, Appeal, Review Panel

EXTERNAL RELATIONSHIPS

- Ministries, Agencies, Commissions
- Heads of Procuring and Concession Entities
- Private Sector and Civil Society
- Anti-corruption and Legal authorities

PURPOSES

- To manage the division and ensure that complaints, appeals and review requests are handled and responded to in a timely and efficient manner for the effective operation of the Complaints, Appeals and Review Panel.
- To handle all legal matters affecting and relating to the Commission

KEY RESULT AREAS

- Stakeholder Relationship and Management
- Information and Reporting
- Employee Performance & Development
- Strategy and Policy Compliance
- Legal Record Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Manages the effective and efficient day-to-day administration of the Division through daily monitoring of staff and their performance.
- Prepares annual work plan for the division and for the Complaints, Appeals Review Panel as a guide for daily operation.

- Provides inputs in the preparation of the Commission's annual budget through the provision of technical advice that will also reflect the needs of the Division.
- Performs semi-annual and annual performance evaluations of subordinates for proper assessment aimed at identifying progress, strengths and weaknesses

B. TECHNICAL FUNCTIONS

- Develops a file tracking system for the receipt and monitoring of all complaints, appeals and review and to monitor deadline date for various components of a complaint, appeal and review hearings.
- Monitors the dates and compliance with procedures and regulations, the actions and responses from all parties in a complaint, appeal or review.
- Prepares files and documents for the Panel and provides the support activities to the Panel by obtaining all necessary information for submission of a complaint, appeal and review to the panel.
- Provides an analysis and briefs, for transmittal by the Executive Director/Chief Executive Officer, to the Panel on the issues of a complaint, appeal and review.
- Determines if a complaint, appeal or review should be forwarded to the Panel based on the law and regulations.
- Prepares, for transmittal by the ED/ CEO, the communication informing the procuring or concession entity and all bidders that a complaint has been received along with the decision of the head of entity.
- Obtains from Compliance Division any information obtained on resolution of complaints or reviews at the entity level during their reviews
- Ensures hearing notices are sent to all parties for complaint, appeals and review.
- Prepares for transmittal by the Chief Executive Officer, the Panel's decisions and recommendations to the procuring and concession entities and interested parties.
- Provides custodial role for samples received from procuring entities, where necessary until complaint, appeal or review is finalized.
- Provides information to all stakeholders, through the Public Procurement and Concessions Bulletin and website, on the processes and procedures for filing and resolution of complaints, appeals and reviews.
- Monitors all complaints, appeals or requests for review and prepares a list to complaints and all related information and ensures dissemination of communication to all interested parties in a complaint, appeal or review.
- Ensures all documents for the Panel are gathered and prepared.
- Performs any other related 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. Identifies training needs and facilitate training for subordinates where necessary.
- Conducts performance appraisal and provides input for career development where required and recommend performance incentives for subordinates.

AUTHORITY LIMIT

- **Management of Budget**
 - Does not manage any budget
- **Staff Management**
 - Has staff management responsibility for Complaints, Appeals Review Officer and Legal Research Officer, Legal Assistant, Complaint ,Appeals and Review Officer
- **Asset Management**
 - Uses assets assigned to the position/position for the day-to-day accomplishment of official duties
 - Manages the reputation and credibility of the PPCC and Secretariat

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Law from a recognized university.
- A Master's in Law from a recognized university is an advantage.
- Training in the IPPP and familiarity with the Public Procurement and concessions Act would be an added advantage

WORK EXPERIENCE

- At least six (6) year experience in private or corporate counsel work and in good standing with the Liberian Bar Association.
- Must be a Counsellor-at-Law and have proven experience in practicing before the Supreme Court of Liberia

OTHER REQUIREMENTS

- Proven ability and experience to work with senior levels of government as well as the private sector.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- Impeccable public and private reputation
- Ability to make reasoned decisions based on the information available, procedures and regulation.
- Ability to solve problems and advise accordingly using established laws, policies and procedures.
- Observant, analytical and take particular attention to details.
- Advanced working knowledge of MS Word, Excel 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.