



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

**POSITION TITLE:** **LEGAL RESEARCH OFFICER**

**REPORTS DIRECTLY TO:** Legal Counsel

**DIRECTLY SUPERVISE:**

- Nil

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Legal Affairs Division
- 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

**PURPOSE**

- To ensure that complaints appeals and review request and other legal matters are handled and responded to in a timely and efficient manner
- To provide legal research, analysis and information for the effective operation of the Secretariat and the Complaints Appeals and Review Panel.

**KEY RESULT AREAS**

- Stakeholder Relationship and Management
- Employment performance and Development
- Information and Reporting
- Legal Record Management

**DUTIES:**

**A. GENERAL MANAGEMENT FUNCTIONS:**

- Support the development of the Division ' annual work plan
- Provides professional policy and consultancy on specific legal issues regarding the procedures under the Act.
- Ensures that PPCC is in full compliance with relevant Legislative and Legal policies
- Assists the Legal Counsel in managing the affairs of the Division

**B. TECHNICAL DUTIES**

- Provides effective leadership, direction and support to PPCC on legal research matters.
- Conducts/undertake comparative legal research of the laws, policies and regulation of Liberia in relations to PPCC

- Advices clients on matter relating to legal services, support and development, including the delivery of timely, efficient and relevant reports and other legal information as requested.
- Provides suggestions and advice to the Complaint, Appeal and Review Panel regarding the selection of legal information.
- Supports the development and maintenance of appropriate legal research topics including the formulation of research plans within established timeframes.
- Prepares files and documents for the Panel and provide support activities to the Panel.
- Obtains all information necessary for submission of a complaint, appeal and review to the Panel.
- Obtains from Compliance Division any information obtained on resolution of complaints or reviews at the entity level during their reviews.
- 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 a complaint, appeal and review.
- Provides information through the Public Procurement and Concessions Bulletin and website of the resolution of complaints, appeal and reviews.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

## **B. SUPERVISORY FUNCTIONS**

- Accountable for optimal performance of staff and resources assigned to the Division
- Identifies training needs and facilities for subordinates where necessary
- Conducts performance appraisal and provides input for career development where required and recommends performance incentives for subordinates

## **AUTHORITY LIMIT**

- **Management of Budget**
  - Does not manage any budget
- **Staff Management**
- **Asset Management**
  - Uses assets assigned to the division for its day-to-day operation

## **EDUCATIONAL QUALIFICATIONS**

- Bachelor's Degree in Law or its equivalent from recognized institution.
- Training in the IPPP and familiarity with the Public Procurement and concessions Act would be an added advantage

## **WORK EXPERIENCE**

- At least three (3) years experience in private or corporate counsel and in good standing with the Liberian Bar Association
- Must be Attorney-at-Law
- Impeccable public and private reputation

## 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](mailto:jobs@ppcc.gov.lr) or from the following websites: PPCC ([www.ppcc.gov.lr](http://www.ppcc.gov.lr)); Executive Mansion ([www.emansion.gov.lr](http://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](mailto: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.**