



## C. SUPERVISORY FUNCTIONS

- Nil

## AUTHORITY LIMIT

- **Staff Management**
  - Has staff management responsibility
- **Asset Management**
  - Uses assets assigned for day-to-day operation
- **Budget Management/Financial Assets**
  - Does not manage any budget

## EDUCATIONAL QUALIFICATION

- AA Degree in Business Administration, Accounting, Economics, Sociology, English, Communication or related field from a recognized college.
- Bachelor's degree in any of the above disciplines will be an advantage

## WORK EXPERIENCE

- At least a year of proven experience in Accounting, Auditing, Economics, compliance and monitoring or as a call center agent / customer service agent.
- Experience in procurement or concession would be an added advantage.

## OTHER REQUIREMENTS

- Good interpersonal and persuasive skills.
- Must be able to communicate fluently and make field reports in English.
- Ability to review and analyse financial and statistical data.
- Knowledge of customer service principles and practices.
- Ability to work with team members
- Working knowledge of MS Word, Excel and Power Point
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

## 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.**