



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

POSITION TITLE: PROCUREMENT MONITOR

REPORT DIRECTLY TO: SR. PROCUREMENT MONITOR

DIRECTLY SUPERVISE:

- NIL

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Compliance & Monitoring Division

EXTERNAL RELATIONSHIP

- Procuring and Concession Entities
- Ministries, Agencies and Commissions
- Private sector and civil society
- Legal authorities
- Donors

PURPOSE

- To monitor on going procurement and concession activities of procurement and concession entities and produce reports on their compliance with the PPCA.

RESULT AREAS

- Procurement Monitoring Management
- Procurement Record Management and Reporting
- Stakeholder Relationship and Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Nil

B. Technical Functions

- Monitors the procurement and concession plans, ensures update and identify the key procurement & concession entities for specific monitoring.
- Develops and maintain compliance monitoring file for follow-ups and decision maker's review.
- Develops monitoring forms (including reporting formats), work programs and steps through the application of the requisite templates for easy review of the procurement and concession processes.

- Undertakes scheduled and unscheduled monitoring of procurement and concession records and entities to ensure that they are proceeding in compliance with established standards, processes and procedures in line. With law.
- Obtains information on performance of suppliers, contractors, consultants and concessionaires and investigate where necessary.
- Provides information on public procurement and concession activities to interested parties and the general public through the Division of Compliance and Monitoring for onward submission to the Division of Communication and Information for education about the processes.
- Maintains a list of bidders for debarment from public procurement and concession so that they (violators) should not easily evade the process.
- Supports through the director in ensuring that Procurement Committees and Procurement Units and inter-Ministerial Committees are established so that the processes leading to transparent procurement and concession are properly managed.
- Ensures that scheduled and unscheduled monitoring exercises of procurement and concession records are undertaken to determine compliance and identify corruption or abuse of the system where it exists.
- Performs any other duties that may be assigned by the PPCC in line with its official mandate.

C. SUPERVISORY FUNCTIONS

- NIL

AUTHORITY LIMIT

- **Management of Budget**
 - Nil
- **Staff Management**
 - NIL
- **Asset Management**
 - Use asset assigned to the position

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Procurement, Business, Accounting, Economics or related field
- Master's Degree in any of the above disciplines will be an added advantage

WORK EXPERIENCE

- At least two (2) years of proven experience in auditing or compliance or similar position.

OTHER REQUIREMENT

- Proven ability and experience to work with middle level government officials.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal skills.
- Excellent oral and written communication skills.
- Ability to work with team members.
- Ability to review and analyses financial and statistical data.

- Ability to solve problems and advise using established policies and procedures.
- Observant, analytical and take particular attention to details.
- Acceptable 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.