



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

POSITION TITLE: **WAREHOUSE CLERK**

REPORTS DIRECTLY TO: Director of Finance and Administration

DIRECTLY SUPERVISES : Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Finance and Administration Division

EXTERNAL RELATIONS:

- External Auditors
- General Services Agency (GSA)

PURPOSE:

- To effectively manage and report on all activities relating to the Commission's warehouse aiming at protecting assets of the commission.

KEY RESULT AREAS

- Information & Reporting
- Record Keeping
- Asset Tracking and Monitoring

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- Nil

B. TECHNICAL DUTIES

- Examines and inspects stock items for ware and defect, report any damage to supervisors.
- Keeps records on the use and or damage equipment, fixture or furniture.
- Monitors equipment or processes and report problem to supervisor.
- Keeps warehouse save, clean and organized.
- Verifies inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Records and releases equipment, fixture and furniture for use by employees of the commission.
- Manages inventory by providing guidelines.
- Performs other relevant duties consistent with the functions of the Section and Divisions as may be assigned by the supervisor from time to time.

C. SUPERVISORY FUNCTIONS

- Nil

AUTHORITY LIMIT

- Management of budget
 - Nil
- Staff management
 - Nil
- Asset management
 - The job holder is responsible to manage all equipment, fixture, and furniture PPCC and ensures full protection.

EDUCATIONAL QUALIFICATION

- High School Diploma and West African Council Examination Council Certificate
- AA Degree from a recognized institution is a plus

WORK EXPERIENCE

- At least one (1) year relevant work experience in warehouse management

OTHER REQUIREMENTS

- Monitors equipment or processes and reports problems to supervisor
- Negotiation and communication skills.
- Budgeting.
- Good communication skills (oral and written)
- Very Good interpersonal skills.
- Strong project management skills.
- Ability to work in a fast paced and often pressured environment.
- Sound decision making based on a thorough analysis.
- Ability to draft letters and routine correspondence
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- Advanced working knowledge of MS Office Suite (words, Excel, Access, and Power Point)
- Perform other relevant duties as may e required

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.