



Public Procurement & Concessions Commission (PPCC)
Executive Mansion Grounds, Capitol Hill
Monrovia, Liberia



Advertisement for the Position of Executive Director

The Public Procurement and Concessions Commission (PPCC) is in search of a qualified Liberian for the position of the **Executive Director** of the Commission. The Executive Director heads the Secretariat of the Commission. This is an equal opportunity employment.

Reporting To: The Executive Director reports to the Board of Commissioners, through the Chairperson of the Board.

Job Summary: The Executive Director leads the Secretariat, which handles the day-to-day affairs of the Commission. More specifically, the Executive Director is responsible for implementing the Public Procurement and Concessions (PPC) Law and related policies and regulations.

Job Specifics:

The Executive Director of the PPCC is responsible to:

- Lead the Secretariat in implementing the policies and regulations and carrying out the day to-day administrative and operational responsibilities of the Commission;
- Lead the Secretariat in carrying out the technical, professional, research, analytical, and investigative functions for the Commission;
- Lead the Secretariat in supervising the administrative, secretarial, and other support services for the Commission, including the Complaints, Appeals and Review Panel;
- Lead the preparation of the annual work plan and budget of the Commission; and
- Serve as a non-voting Secretary for meetings of the Commission.

Required Qualifications:

- At least a Master Degree in Public Administration or related disciplines
- At least five years progressive working experience in managing an institution or large programs/projects
- Proven administrative and leadership skills and competencies
- Demonstrated personal and professional integrity
- Capacity for working with government institutions, bilateral and multilateral partners, and the larger donor community
- Capacity to coordinate public transactions involving multiple actors and demands
- Computer literate

Duration of Assignment: The newly recruited Executive Director will serve under a contractual arrangement for an initial period of four (4) years. He/she shall be eligible for re-appointment only once.

How to Apply: All interested applicants should submit their applications with a cover letter containing at least three (3) references and copies of their CVs and qualification credentials to mpn.kwabo@gmail.com or at the following address:

Executive Search Committee
Board of Commissioners
Public Procurement and Concessions Committee
Executive Mansion Grounds, Capitol Hill
Monrovia, Liberia

Application Closure Deadline: The deadline for the receipt of applications is **4:00 p.m. Monday, June 23, 2014.**

Other Information: Only shortlisted candidates will be contacted and interviewed. Successful candidate must be prepared to commence work immediately.