

**PUBLIC PROCUREMENT AND CONCESSIONS COMMISSION  
STRUCTURE, OPERATIONS AND TRAINING**

<b>POSITION TITLE</b>	Administration and Human Resource Officer
<b>DEPARTMENT</b>	Finance and Administration Division
<b>RESPONSIBLE TO</b>	Director of Finance and Administration
<b>RESPONSIBLE FOR</b>	<p><b>Staff:</b> Administrative Secretaries, Administrative Assistants, Office Assistants</p> <p><b>Physical Assets:</b> Physical Assets (Furniture, computers, printers, materials and supplies, etc.) allocated to the Human Resource Officer by the Director of Finance and Administration</p> <p><b>Financial Assets:</b> None</p> <p><b>Intangible Assets:</b> Reputation of the Commission as related to the performance of assigned duties</p>
<b>JOB PURPOSE</b>	Managing and supporting the development of PPCC staff, and providing HR oversight to ensure compliance with HR policies and procedures
<b>INTERNAL RELATIONSHIPS</b>	Executive Director, Director and Officers of the Finance and Administration Division, and other staff
<b>EXTERNAL RELATIONSHIPS</b>	<p>By delegation and instructions from the Director, interact with</p> <ul style="list-style-type: none"> <li>• Officers from other public or private entities with relations to improving the performance of PPCC's human resource systems and policies</li> <li>• International Partners</li> </ul>
<b>DUTIES</b>	<p>Responsible for Management of PPCC's HR directives, administrative instructions, implementation of SOP's, systems, standards and reporting structures for all offices of the Commission. This HQ function services all PPCC's counties of operation and is responsible for establishing new offices according to the expansion plan on decentralization</p> <p><b>PERMANENT STAFF HR</b> Recruitment &amp; Personnel Management</p> <ul style="list-style-type: none"> <li>• Develop suitable TOR's for all future appointments as required. Once TOR are established and approved by the Executive Director, the Human Resource Officer shall post, source, collate applications and provide initial assessment and review of all candidates, and conduct short listing of most suitable candidates for employment.</li> <li>• Plan for upcoming permanent staff positions by conducting speculative recruitment and database replenishment to enable swifter appointment by PPCC for internal positions at time of expansion or staff resignation</li> <li>• Personally interview all permanent employees prior to appointment - Telephone and/or Face-to-Face. The employees line manager will/may wish (respectively) to join interview for permanent staff appointments.</li> <li>• Upon final selection of candidate provide Director of Finance and Administration with the relevant offer and contract paperwork for such candidate as applicable for appointment. The Director of Finance and Administration shall make the necessary notification to the successful</li> </ul>

candidate – at such time the Director of Finance and Administration shall pass all further responsibilities for such successful individual to the HR Officer. The Director of Finance and Administration shall also be responsible for notifying unsuccessful candidates.

- HR Officer is responsible for providing all personnel management and administration for all permanent staff including but not limited to:
  - o **Personnel File Maintenance** (notifying Director of Finance and Administration of expiring contracts, pay review dates, etc)
  - o Supporting any life support requirements/facility arrangements where necessary;
  - o **Absence Management** (Holiday, Sick, Compassionate and/or other leave Management);
  - o **Travel management** and administration of all permanent staff flight bookings for staff allowances as per their individual contract benefits (ensuring staff only claim due flights) as well as **business travel** bookings to ensure the best price versus convenient travel is obtained. The HR manager is responsible to the Director of Finance and Administration for ensuring that business travel requests are within budget.
  - o **End of service** forms & letters;
  - o Any other HR related matters as directed by the Director of Finance and Administration
- Personal Records management of all HR paperwork, custodian for all permanent employees; ensuring all original personal records are updated and maintained at PPCC
- Identify training, mentoring, coaching and counseling needs of permanent staff, and work with Heads of Division to develop appropriate strategies to address such

#### HR Management

- Career management, with the Executive Director and Director of Finance and Administration, of all permanent staff members, administering initial contracting and administration, contract amendments, grievance and dismissal procedure documentation (and as directed by the Executive Director).
- Manage the Bonus and Appraisal system and other employee benefits for all permanent staff members.

#### Policy & Legal

- Maintenance of the Staff Handbook for permanent staff, ensuring all company policies are maintained (incl. grievance and dismissal procedure, absence policies, etc.).
- Create and manage general business admin policies and administrative instructions as required by employees for them to understand their entitlements and company rules/policies (including absence procedures, IT policy, training opportunities, etc) as requested by Director of Finance and

Administration

- Monitor local labor and other legislation and ensure that PPCC adheres to the local labor laws
- Management of all Consultant & Employee Legal Contract Templates

**INSURANCE**

- Manage employees' Social Security insurance
- Ensure newly appointed staff are immediately added to insurance policies and maintain quarterly rosters to the insurers of staff changes.
- Management of Employee Insurance claims and provide support on employee confidential matters.
- Ensuring timely payment from Underwriters, efficient payment to beneficiaries, and compassionate family/personnel management during insurance crisis.

**CONSULTANTS' HR**

- Responsible for ensuring PPCC's p-files (personnel files) content is ISO compliant for all consultants (including but not limited to filing any letters associated with individuals performance, actioning quarterly/half yearly appraisal reports with field management, monitoring individuals contract end dates, maintaining personal records database for expatriate staff, observe visa expiries, legal/contract management and compliance items (e.g. leave entitlements, special provisions, etc)
- Responsible for ensuring a staff is assigned to each PPCC consultant, and he/she is sufficiently trained to provide professional and competent assistance to PPCC consultants in liaise with the appropriate Head of Division
- Responsible for ensuring HR & Portfolio SOP's and administrative documents and systems are being adhered to supporting the Director of Finance and Administration with a bi-annual/quarterly check on all staff's compliance and notification to the appropriate Head of Division and the Director of Finance and Administration where staff might require additional training/mentoring. These procedures include at a minimum: flight matrix, insurance activation for arrival date, collection from airport, leave/rotation plans vs. contract compliance, termination flight costs billed appropriately to consultant as per contract, consultant contract compliance with PPCC finance department and invoicing, relevant reporting forms are used throughout the company to ensure financial and client Agreement compliance, etc).

**HR DATABASE**

- Manage Permanent Employee's HR database.
- Responsible for implementing the HR database for usage by the Executive Director, Heads of Division, and other authorized parties, thereafter ensuring the HR database is used efficiently, effectively and compliantly, and all users are trained to use as such.
- Perform any other duties as may be assigned

	<p><b>ADMINISTRATIVE FUNCTION</b></p> <ul style="list-style-type: none"> <li>• Supervise assigned staff, conduct timely and effective performance appraisals, provide coaching and feedback, and support staff development opportunities</li> <li>• Administer and manage the logistics and contacts for services with service providers such as travel agents, hotels, etc.</li> <li>• Prepare reports on the activities of assigned staff</li> <li>• Other administrative duties as assigned</li> </ul>
<b>OUTPUTS</b>	<ul style="list-style-type: none"> <li>• Development in the career of PPCC staff</li> <li>• Ensured compliance with PPCC HR Policy, and local labor laws</li> <li>• Monthly HR reports to Director of Finance and Administration</li> </ul>
<b>QUALIFICATION</b>	<ul style="list-style-type: none"> <li>• A Bachelor's Degree or its equivalent in Human Resource Management or a related field, with full knowledge of all HR and personnel management elements from leave/absence management, HR processes, policies, procedures.</li> <li>• Five years progressively responsible experience in HR or HR/personnel management administrative roles</li> <li>• Comprehensive experience in drafting and amending employment legal contracts/other documents;</li> <li>• Experience dealing with insurance brokers, underwriters, lawyers and other HR support partners would be an added advantage</li> <li>• Travel management and logistic arrangement booking experience;</li> <li>• Experience of working with databases previously;</li> <li>• Ability to support staff with their personal requirements, dealing with difficult grievances, dismissals, crisis situations, etc;</li> <li>• Excellent personal and professional reputation</li> </ul>
<b>OTHER QUALITIES OR REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Computer literate, with skills in Microsoft Word, Microsoft Excel and Microsoft Access.</li> <li>• Analytical</li> <li>• Ability to meet deadlines, cope with constant work pressure</li> <li>• Must be able to communicate fluently and make reports in English</li> <li>• Organized and detail-oriented</li> <li>• Strong interpersonal skills and team spirit</li> <li>• Confidential, honest and reliable individual who shall be required to protect employee's benefits and other information and ability not to disclose these to colleagues</li> <li>• Ability to work with minimum supervision, organized and self-disciplined</li> </ul>

All applications should be received not later than 4:00pm, on Tuesday, March 19, 2013. Please address applications to the attention of:

**Director of Finance and Administration**  
**Public Procurement and Concessions Commission (PPCC)**  
**Executive Mansion Grounds, Capitol Hill**  
**Monrovia, Liberia**  
**Email: info@ppcc.gov.lr**