

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

POSITION TITLE	Executive Secretary
DEPARTMENT	Office of the Executive Director
RESPONSIBLE TO	Executive Director
RESPONSIBLE FOR	<p>Staff: None</p> <p>Physical Assets: Physical Assets (Furniture, computers, printers, materials and supplies, etc.) allocated to the Executive Secretary</p> <p>Financial Assets: None</p> <p>Intangible Assets: Reputation of the Commission as related to the performance of assigned duties</p>
JOB PURPOSE	To assist the Executive Director with the effective and efficient day-to-day administration of the Secretariat
INTERNAL RELATIONSHIPS	Liaise with all members of the Commission including Commissioners, Executive Director, Complaints, Appeals and Review Panel, Heads of Division and other staff
EXTERNAL RELATIONSHIPS	<ul style="list-style-type: none"> • Other government ministries and agencies • Private sector, civil society organizations and individuals • International Partners
DUTIES	<ul style="list-style-type: none"> • Prepare communications from the Executive Director's office • Provide administrative support to the Board of Commissioners and members of the Complaints, Appeals and Review Panel • Prepare regular briefing notes for the Commissioners • Take minutes of meetings held by the Board of Commissioners • Operate and maintain a professionally-organized filing system • Receive guests coming to the Office of the Executive Director • Perform any other duties as may be assigned
OUTPUTS	<ul style="list-style-type: none"> • Effective and efficient functioning of the Executive Director's office • Annual report on the operation and activities of PPCC • Submission of minutes of the Board of Commissioners' meetings
QUALIFICATION	<ul style="list-style-type: none"> • An AA degree in Secretarial Science. A Bachelors Degree in Business Administration would be more preferred • Minimum of five years proven successful experience in working in a similar position • Excellent personal and professional reputation
OTHER QUALITIES OR REQUIREMENTS	<ul style="list-style-type: none"> • Must be able to communicate fluently in English, both orally and in written form • Organized and detail-oriented • Strong interpersonal skills and team spirit • Ability to make sound decisions based on available information • Computer literate, with skills in Microsoft Word, Microsoft Excel, Microsoft Publisher and Microsoft Access. • Ability to work with senior officials of government • Confidential, honest and reliable individual who shall be required to protect

	the information he/she comes becomes privy to in the performance of his/her official duties
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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