

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

POSITION TITLE	Junior Compliance Officer
DEPARTMENT	Compliance and Monitoring Division
RESPONSIBLE TO	Compliance and Monitoring Director
RESPONSIBLE FOR	<p>Staff: None</p> <p>Physical Assets: Physical Assets (Furniture, computers, printers, materials and supplies, etc.) allocated to the Officer by the Compliance and Monitoring Director</p> <p>Financial Assets: None</p> <p>Intangible Assets: Reputation of the Commission as related to the performance of assigned duties</p>
JOB PURPOSE	Assist in monitoring and reporting and managing of data on compliance of procuring and concession entities and/or private sector contracts, suppliers, consultants and concessionaires with the law regulations, rules procedures and guidelines, within the designated category.
INTERNAL RELATIONSHIPS	Executive Director, Director and Officers of the Compliance and Monitoring Division, and other staff
EXTERNAL RELATIONSHIPS	<p>By delegation and instructions from the Director, interact with</p> <ul style="list-style-type: none"> • Procurement Directors and staff of Procuring Entities • Procurement Units • Internal Auditors and Financial Officers in relations to financial and concession matters • International Partners
DUTIES	<ul style="list-style-type: none"> • Aid with updating, where necessary, list of persons on Procurement Committees and units of Procuring Entities • Provide assistance in managing and ensuring that procurement and concession plans are delivered as and when due • Alert and highlight Procuring Entities falling short of the provisions of procurement and concession plans on time to an appropriate Compliance and Monitoring Officer or the Director • Provide assistance in undertaking scheduled and unscheduled reviews of procurement and concession records and processes • Assist with obtaining records on the performance of suppliers, contractors, consultants and concessionaires and help with investigations where necessary • Assist Compliance and Monitoring Officers and/or Director in developing a list of businesses or individuals recommended for possible debarment by the Commission • Perform any other duties as may be assigned
OUTPUTS	<ul style="list-style-type: none"> • Field reports • Complete compliance review files with appropriate documentations
QUALIFICATION	<ul style="list-style-type: none"> • Must be at least a junior university or college student pursuing a degree in Business Administration, Accounting, Economics or a related field. • Bachelor’s Degree in any of the above-mentioned fields is preferred

	<ul style="list-style-type: none"> • Minimum of two years proven experience in Accounting, Auditing, Economics, Compliance and Monitoring or other related positions • Experience and training in Procurement or concession would be an added advantage • Excellent personal and professional reputation
OTHER QUALITIES OR REQUIREMENTS	<ul style="list-style-type: none"> • Analytical • Computer literate – a working knowledge with MS-Word and MS-Excel and • Must be able to communicate fluently and make field reports in English • Organized and detail-oriented

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