

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

POSITION TITLE	Office Assistant
DEPARTMENT	Office of the Executive Director
RESPONSIBLE TO	Executive Secretary
RESPONSIBLE FOR	<p>Staff: None</p> <p>Physical Assets: Physical Assets (Furniture, materials and supplies, etc.) allocated to the Office Attendant by the Director of Finance and Administration</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 ensure effective administration of the Office of the Executive Director by providing support which facilitates the performance of administrative duties, and contributes to the overall proper functioning of the Secretariat
INTERNAL RELATIONSHIPS	All divisions of the Commission
EXTERNAL RELATIONSHIPS	By delegation and instructions from the Executive Director, interact with <ul style="list-style-type: none"> • Officers from other public or private entities with relations to improving the performance of PPCC's Secretariat
DUTIES	<ul style="list-style-type: none"> • Receive and register all incoming communications, and forward them to relevant parties as per established protocol • Record all outgoing mails and dispatch them in a timely and orderly manner • Improve the flow of intra-office communication by serving as a link between all the divisions • Provide other administrative support as required • Perform any other duties as may be assigned
OUTPUTS	<ul style="list-style-type: none"> • Expedited functioning of the Commission with improved inter-office and intra-office relationships
QUALIFICATION	<ul style="list-style-type: none"> • High school diploma or its equivalent • Strong understanding of administrative practices • Five years work experience in providing clerical and administrative support • 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 • Ability to perform receptionist function by meeting and greeting visitors, and answering phone calls, with a high level of professionalism • Ability to multi-task • Organized and detail-oriented • Strong interpersonal skills and team spirit • Ability to render basic domestic services is an added advantage

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