

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

POSITION TITLE	Policy, Standards and Procedures Specialist
DEPARTMENT	Policy, Standards and Procedures Division
RESPONSIBLE TO	Executive Director
RESPONSIBLE FOR	<p>Staff: Policy and Standards Officer(s)</p> <p>Physical Assets: Physical Assets (Furniture, computers, printers, materials and supplies, etc.) allocated to the Division</p> <p>Financial Assets: Operating budget of the Division</p> <p>Intangible Assets: Reputation of the Commission as related to the performance of official duties</p>
JOB PURPOSE	Manage the Division and ensure that there are operable policies, regulations, rules, instructions, guidelines and standards to guide Procuring and Concession Entities
INTERNAL RELATIONSHIPS	Executive Director, Liaise with Heads of Division, and other staff
EXTERNAL RELATIONSHIPS	<ul style="list-style-type: none"> • Heads of Procuring and Concession Entities • Procurement Units and Inter Ministerial Concessions Committee • International Partners
DUTIES	<ul style="list-style-type: none"> • Ensure the development and periodic updating of regulations, procedures, guidelines, manuals and/or rules to guide the implementation of the PPC Act • Develop formats for standard bidding documents, invitation to bid, request for quotations, and other templates as required by the PPC Act • Interpret the PPC Act and accompanying regulations/guidelines/manuals for Procuring and Concessions Entities • Liaise with Head of Compliance and Monitoring Division to obtain feedback from the application of the PPC Act by Procuring and Concessions Entities and determine necessary modifications to be made to enhance the implementation of the PPC Act • Assist in developing training modules as well as delivering training sessions for stakeholders • Review information before they are published in the quarterly bulletin and/or posted on the website, so as to ensure that they are consistent with the PPC Act, regulations and standards. • Develop quarterly and annual work programs for the Division and oversee the daily administration of the Division • Perform any other duties as may be assigned
OUTPUTS	<ul style="list-style-type: none"> • Monthly, quarterly and annual reports of the activities of the Division • Regulations, rules, manuals, guidelines, procedures, standards, among others, where necessary • Samples of Standard Bidding Documents, Invitations to Bid, procurement plans and other templates as required by the PPC Act • Documentation of interpretations of the PPC Act and regulations that were provided to Procuring and Concession Entities

	<ul style="list-style-type: none"> • Edited information for inclusion in the bulletin and on the website
QUALIFICATION	<ul style="list-style-type: none"> • Masters in Economic Policy or a related field. Qualification in law and procurement would be an added advantage. • Minimum of eight years of experience at a managerial level, with at least four of those years in policy formulation at a senior management level • Familiar with the Public Procurement and Concession Act and other such laws with which it interacts • 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 • Analytical, 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. • Strong leadership abilities

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