

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

POSITION TITLE	Roving County Compliance Officer
DEPARTMENT	Compliance and Monitoring Division
RESPONSIBLE TO	Compliance and Monitoring Director
ROTATING DUTY STATIONS	Montserrado, Bong, Nimba, Grand Bassa, Margibi, Grand Gedeh, Sinoe, and Grand Cape Mount
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	Monitor and report 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	<ul style="list-style-type: none"> • County Superintendents • Managers of the County Development Fund and Social Development Fund • Heads of Project Implementation Units/Project Management Offices • Procurement Units of County Authorities and other government-funded entities • Internal Auditors and Financial Officers in relations to financial and concession matters • International Partners
DUTIES	<ul style="list-style-type: none"> • Identify and develop a list of persons on the Procurement Committee • Review the procurement and concession plans and forward them to the central office for approval • Identify from the procurement and concession plans key procurements and concessions for specific monitoring • Develop and maintain a compliance review file for the reviews carried out • Undertake scheduled and unscheduled reviews of procurement and concession records and processes • Obtain information on performance of suppliers, contractors, consultants and concessionaires and investigate where necessary • Develop a list of bidders for possible debarment from public procurement and concessions with justification for review by the Director • Obtain complaints filed with the entity and the resolution to the complaint, if it did not proceed for further review by the Commission • Perform any other duties as may be assigned
OUTPUTS	<ul style="list-style-type: none"> • All reports and data obtained during or at the conclusion of the performance of the aforementioned duties must be forwarded to the central office of the

	Commission on a weekly basis
QUALIFICATION	<ul style="list-style-type: none"> • Bachelor’s Degree in Business Administration, Accounting, Economics or a related area. A professional accounting qualification or a Masters Degree in Accounting or Auditing would be an added advantage. • Minimum of five years in auditing, monitoring compliance or a similar area • Excellent personal and professional reputation • Experience and training in Procurement or concession would be an added advantage • Working knowledge of public financial management would be an added advantage
OTHER QUALITIES OR REQUIREMENTS	<ul style="list-style-type: none"> • Ability to change duty station, from one county to another, over a period of six months • Ability to work with minimum supervision, organized and self-disciplined • Excellent oral and written communication skills in English • Observant, analytical and detail-oriented • Ability • Computer literate, with skills in Microsoft Word, Microsoft Excel and Microsoft Access. • Ability to meet deadlines in a timely manner • Strong interpersonal skills and team spirit

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