



Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: www.ppcc.gov.lr | Email: info@ppcc.gov.lr | Phone Short Code: 4357

Job Vacancies

POSITION TITLE: JUNIOR COMPLIANCE & MONITORING OFFICER

Position Details

Position Title: Junior Compliance & Monitoring Officer

Department: Compliance & Monitoring Division

Reporting to: Compliance Director

Duty Station: Monrovia

Type of Appointment: Full-time

Effective Date:

Background

The Public Procurement and Concessions Commission (PPCC) is the regulatory body for public procurement and Concessions in Liberia. It ensures compliance with the public procurement laws, regulations, and procedures of Liberia. As part of its compliance and monitoring functions, the Commission seeks to recruit a Junior Compliance & Monitoring Officer to support the enforcement of procurement policies, contribute to compliance reviews, and promote best practices in public procurement across procuring entities in Liberia.

Purpose of the Role

The Junior Compliance & Monitoring Officer will support the Compliance & Monitoring Division in implementing regulatory oversight mechanisms, monitoring procurement processes, and ensuring that public procuring entities adhere to the applicable legal and institutional frameworks. The officer will assist in gathering data, reviewing procurement documentation, and preparing reports related to procurement compliance.

Key Responsibilities

Compliance Monitoring:

- ❖ Assist in the review of procurement plans, bidding documents, evaluation reports, and contract awards submitted by procuring entities.
- ❖ Support compliance monitoring of procurement activities executed by procuring entities within the scope of the 2010 Public Procurement and Concessions Act.
- ❖ Maintain up-to-date records of procurement and concession activities under review.
- ❖ Review of procurement and concession records, identify non-compliance, and make report.
- ❖ Support the Commission in the development of procurement forms and template for improved functions.
- ❖ Performs any other duties as may be assigned, consistent with the position and in line with the organization's mandate.

Investigation and Reporting:

- ❖ Assist in the investigation of procurement irregularities or complaints.

- ❖ Compile findings and draft compliance or investigation reports.
- ❖ Follow up on corrective actions required from procuring entities

Capacity Support:

- ❖ Support training workshops and sensitization sessions for procuring entities.
- ❖ Provide day-to-day guidance to procurement practitioners.

Documentation and Record Management:

- ❖ Maintain a database of reviewed cases and key compliance issues.
- ❖ Assist in preparing internal and external reports on compliance activities.
- ❖ Assist in the scanning of procurement documents for publication.

Stakeholder Engagement:

- ❖ Liaise with procurement officers in Ministries, Agencies, and Commissions MACs.
- ❖ Attend meetings and represent the Compliance Department as delegated.

e-GP Integration:

- ❖ Support compliance monitoring of e-GP activities.
- ❖ Monitor user compliance in the e-GP system and flag breaches.

Qualifications and Experience

Minimum Qualifications:

Bachelor's degree in Public Administration, Economics, Accounting, Engineering, Procurement, or a related field.

Desirable:

- ❖ Training or certification in procurement (e.g., CIPS).
- ❖ Knowledge of public procurement laws and practices.

Experience:

- ❖ Minimum of two (2) years of experience in procurement, compliance, audit, or similar roles.
- ❖ Familiarity with e-GP platforms is desirable.

❖ **Key Competencies and Skills**

- Understanding of procurement principles and accountability
- ❖ Attention to detail with strong analytical skills
- ❖ Strong written and verbal communication
- ❖ Ability to work independently and in teams
- ❖ Proficiency in Microsoft Office
- ❖ Ability to review and analyze financial data
- ❖ High level of integrity and professional conduct

Reporting and Supervision

The Junior Compliance Officer will report to the Compliance Director or as otherwise designated. Work will be reviewed regularly and assessed based on deliverables and compliance with standards.

Duration and Conditions

This is a full-time position starting with a three (3) month probationary period. Upon successful completion of the probation, the appointment may be confirmed and extended, subject to performance, and organizational requirements. The position may require occasional travel for compliance monitoring, field assignments, or stakeholder engagements, as directed by the supervisor.

Deliverables

- ❖ Periodic compliance reports
 - ❖ Documentation of reviewed cases and actions
 - ❖ Contribution to compliance monitoring plans
 - ❖ Records of training and capacity-building support
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POSITION TITLE: WEB DEVELOPER**Background:**

The Public Procurement & Concessions Commission (PPCC) is implementing initiatives under its digital transformation agenda, including the development and maintenance of its web-based platforms. To support this, the Commission requires the services of a skilled Web Developer.

Objective:

To design, develop, maintain, and update PPCC's web applications and platforms, ensuring functionality, security, and user-friendliness.

Scope of Work:

The Web Developer will be responsible for:

- ❖ Designing, coding, and modifying websites and web applications from layout to function.
- ❖ Ensuring responsiveness and performance across devices.
- ❖ Integrating back-end services and databases.
- ❖ Maintaining and updating content and design.
- ❖ Ensuring site security, backups, and regular maintenance.
- ❖ Troubleshooting and resolving website problems.
- ❖ Collaborating with internal teams to gather and refine specifications and requirements.
- ❖ Optimizing applications for maximum speed and scalability.
- ❖ Supporting the development and maintenance of the e-GP system.

Deliverables:

- ❖ Fully functional and responsive website and/or web application.
- ❖ Regular updates and reports on progress.
- ❖ Documentation of developed code and processes.
- ❖ Website maintenance logs.
- ❖ Bug fixes and enhancement reports.

Qualifications and Experience:

- ❖ Bachelor's degree in Computer Science, Information Technology, or related field.
 - ❖ At least 3 years of experience in web development.
 - ❖ Proficiency in HTML, CSS, JavaScript, PHP, Python, or similar languages.
 - ❖ Experience with CMS platforms (e.g., WordPress, Drupal).
 - ❖ Knowledge of SEO principles, security protocols, and UI/UX best practices.
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Additional Information

These vacancies are also published on the following websites: PPCC (www.ppcc.gov.lr); Executive Mansion (www.emansion.gov.lr).

How to Apply

Please address Expression of Interest (signed), CV, and all supporting documents to the following address not later than 5:00pm on Friday, June 13, 2025.

Executive Director

Public Procurement and Concessions Commission (PPCC)

Executive Mansion Grounds, Capitol Hill

Monrovia, Liberia

Email: info@ppcc.gov.lr