



# Republic of Liberia

## Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

### VACANCY

**POSITION TITLE:** HR Expert

**REPORT DIRECTLY TO:** HR Manager

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- ❖ Human Resource Division

**PURPOSE**

- ❖ To reflect the PPCC's expectation
- ❖ To reflect the global trend, best practices, and standards within the PPCC
- ❖ To formalize the Commission's course of dealing within its policy framework
- ❖ To reflect the method, practices, and procedures to institute administrative action for a productive work environment
- ❖ To incorporate the Commission's Values and organizational culture in its policy.
- ❖ To Amend the discrepancies within the current manual, with that of the Civil Service Standing Order.
- ❖ The Commission's policy shall be clearly and consistently communicated

**KEY RESULT AREAS**

- ❖ Revised draft HR Manual
- ❖ Revised draft PPCC organogram
- ❖ Revised draft Performance Management Policy and Template

**DUTIES:**

The specific objectives of the consultancy include:

- ❖ Review of the existing PPCC employee handbook
- ❖ Review of all existing HR policies (Conflict of Interest, leave, performance management, Organogram, etc.)
- ❖ Review of PPCC performance management system and templates
- ❖ Review and align the handbook with the Decent Work Act [2015] and other relevant national and international statutes
- ❖ Ensure consistency to reflect best HR practices for autonomous agencies

**Methodology (Desk review)**

The project will be in the following step:

- Submit a draft HR Manual to the HR consultant
- Submission of all HR policies and organogram to the HR consultant
- The Applicant will conduct a desk review of all existing documents and work to ensure the manual is in line with all other national human resource Statues
- The Applicant will submit the draft for review and validation by the PPCC



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### EDUCATIONAL QUALIFICATIONS

- ❖ Master's Degree in Human Resource Management, Management, Public Administration, Business, with at least five (5) years of experience.
- ❖ Employment law is an advantage.

### WORK EXPERIENCE

- ❖ The Applicant should provide evidence of a similar task performed to demonstrate solid experience in public and private sector HR reforms.
- ❖ Demonstrate Professional experience in assessing public policies and programs in all areas related to Human Resource reform of public entities, preferably in Liberia
- ❖ Excellent communication, analytical, writing, and interview skills (in English);
- ❖ Excellent report writing skills (in English);
- ❖ Demonstrated ability to deliver quality results within strict deadlines.

### OTHER REQUIREMENT

- ❖ The HR firm should have experience solid and demonstrated experience in public and private sector HR work
- ❖ Professional experience in assessing public policies and programs in the area of employment, decent work, productivity, working conditions, and management of public programs, preferably in Liberia
- ❖ Excellent communication, analytical and interview skills (in English);
- ❖ Excellent report writing skills (in English);
- ❖ Demonstrated ability to deliver quality results based on best practices and trends within Human Resource Management.

### How to Apply

Please address Expression of Interest (signed), CV, and all supporting documents to the following address not later than 5:00pm on Monday, September 12, 2022:

Human Resource Unit  
Public Procurement and Concessions Commission (PPCC)  
Executive Mansion Grounds, Capitol Hill  
Monrovia, Liberia  
Email: [gloriazayzay@gmail.com](mailto:gloriazayzay@gmail.com), [nathanbengu@yahoo.com](mailto:nathanbengu@yahoo.com)

**Only shortlisted candidates will be contacted.**



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