



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 VACANCY

POSITION TITLE: Junior Compliance & Monitoring Officer

REPORT DIRECTLY TO: Senior Compliance Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- ❖ Compliance and Monitoring Division

EXTERNAL RELATIONS

- ❖ Procurement and Concession Entities
- ❖ Ministries, Agencies, Commissions & SoEs
- ❖ Private sector and civil society

PURPOSE

- ❖ To review and report on compliance of procurement and concession entities and private sector contractors, suppliers, consultants and concessionaires with the law, regulations, rules and guidelines within their designated category.
- ❖ To ensure that compliance levels of procurement entities are identified with established key performance indicators (KPIs).

KEY RESULT AREAS

- ❖ Procurement Compliance and Review Management
- ❖ Information and Reporting
- ❖ Stakeholder Relationship and Management

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS

- ❖ Reviews the procurement and concession plans and identify the key procurements concessions for specific monitoring.
- ❖ Develops and maintains compliance review file for further consolidation and analyses.

TECHNICAL DUTIES

- ❖ Supports forms development (including reporting formats), work programs and steps through the application of the requisite templates for easy review of the procurement and concession processes.
- ❖ Reviews procurement (and concession) plans of all procurement and concession entities during the annual Procurement Plan hearing and ensure conformity with the budget and also for the purpose of conducting future monitoring and post procurement audit.
- ❖ Maintains a list of bidders for debarment from public procurement and concession so that they (violators) should not easily evade the process
- ❖ Supports the senior reviewer in ensuring that Procurement Committees and Procurement Units and inter-Ministerial Committees are established so that the processes leading to transparent procurement and concession are properly managed.
- ❖ Reviews of procurement and concession records and identify corruption or abuse of the system where it exists.
- ❖ Reviews past activities of procuring and concession entities under the law and regulation to ensure compliance and to determine their compliance levels.

- ❖ Obtains information on performance of suppliers, contractors, consultants and concessionaires and investigate where necessary.
- ❖ Performs any other duties that may be assigned by the PPCC in line with its official mandate.

EDUCATIONAL QUALIFICATIONS

- ❖ Bachelor's Degree in Business, Accounting, Economics, Procurement or related field from a recognized institution.
- ❖ Master Degree in the related field could be an advantage.

WORK EXPERIENCE

- ❖ Minimum of two (2) years of proven experience in auditing or compliance or similar position.

OTHER REQUIREMENT

- ❖ Proven ability and experience to work with middle level government officials
- ❖ Self-starter and able to develop and implement programs with minimal supervision
- ❖ Excellent interpersonal and persuasive skills
- ❖ Excellent oral and written communication skills
- ❖ Ability to work in a team
- ❖ Ability to review and analyze financial data
- ❖ Ability to solve problems and advise using established policies and procedures Observant, analytical and take particular attention to details,
- ❖ Acceptable working knowledge of MS Word, Excel and Power Point.

Additional Information

This vacancy is 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 24, 2022:

**Human Resource Unit
Public Procurement and Concessions Commission (PPCC)
Executive Mansion Grounds, Capitol Hill
Monrovia, Liberia**

Email: gloriazayzay@gmail.com, nathanbengu@yahoo.com

Only shortlisted candidates will be contacted.