



Vacancy Advertisement Extended

POSITION TITLE: LEGAL COUNSEL

PURPOSE

To manage the division, advise the Commission where applicable, in consonance with existing laws, assist with reviews and amendments processes, draft regulations and legal policies documents for the effective operations of the entity as identified and as required, provide support services for complaints, appeals and review requests are handled and responded to in a timely and efficient manner for the effective operation of the Complaints, Appeals and Review Panel, and all other pertinent and mandatory legal responsibilities required.

Required Competencies, Qualifications, and Experience

- Ensure the effective and efficient day-to-day administration of the Legal Division through daily monitoring of staff and their performance.
- Draft regulations, procedures for the execution of mandates as identified and required and assist with reviews and amendments.
- Must advise the Commission accordingly where required, using established laws, policies and procedures,
- Develops a file tracking system for the receipt and monitoring of all complaints, appeals and review and to monitor deadline date for various components of a complaint, appeal and review process.
- Monitors all complaints, appeals or requests for review and prepares a list to complaints and all related information and ensures dissemination, and institute analysis thereof for institutional purposes and archiving;
- Monitors the dates and compliance with procedures and regulations, the actions and responses from all parties in a complaint, appeal or review for institutional purposes and archiving.
- Provides an analysis and briefs, for transmittal by the Chief Executive Officer, to the Panel on the issues of a complaint, appeal and review.
- Provides analysis and determination on whether or a not a complaint, appeal or review should be forwarded to the CARP based on the laws and regulations.
- Prepares, for transmittal by the CEO, communication informing procuring or concession entity and all bidders that a complaint has been received along with the decision of the head of entity.
- Bachelor's degree in Law from a recognized university. A Master's degree in Law from a recognized university is an advantage.
- The applicant must have considerable understanding and familiarity of the Public Procurement and Concessions Act 2010.

- At-least two years' experience in private or corporate counsel and in good standing with the Liberian National Bar Association.
- Proven ability and experience to work with senior levels of government as well as the private sector.
- 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 make reasoned decisions, solve problems and advise accordingly using established laws, policies, procedures, and regulations.
- Observant, analytical and take particular attention to details.
- Advanced working knowledge of MS Word, Excel and Power Point.
- Performs all other duties that will be assigned or required by the PPCC in line with its official mandate.

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 3:00pm on Tuesday, June 16, 2020:

**Office of the Executive Director
Public Procurement and Concessions Commission (PPCC)
Executive Mansion Grounds, Capitol Hill
Monrovia, Liberia**

Electronic submission should be made to the below address: rnagbe@yahoo.com,
nathanbengu@yahoo.com, bonoe50@yahoo.com

Note: Only shortlisted candidates will be contacted.