



Liberia Institute of Public Administration

Post Office Box 9045
Cheeseman Avenue, Court Yard, 21st Street, Sinkor
Monrovia, Liberia



Office of the Human Resource

OCTOBER 18, 2024

The Liberia Institute of Public Administration (LIPA) is accepting applications from qualified and competence individuals to fill in the following vacancies below: NOTE: Females and persons living with disabilities are encourage to apply. Deadline for submission of application is Wednesday, October 30, 2024.

Meanwhile, all interested candidates are to submit their applications in hard copies to the Human Resource Director of the Liberia Institute of Public Administration (LIPA), 21st Street and Fiamah intersection between the hours 10:00 AM– 3:00PM daily. For reference regarding this advert, please call **0776879489**.

POSITION TITLE: COMPTROLLER

REPORTS DIRECTLY TO: Deputy Director General for Administration

DIRECTLY SUPERVISES:

- Senior Accountant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Heads of Units

EXTERNAL RELATIONS:

- Ministry of Finance and Development Planning,
- Audit Service
- Financial Institutions
- Liberia Revenue Authority (LRA)
- Pensions Regulatory Authority
- Service Providers
- External Auditors

PURPOSE:

- To promote the establishment and operation of an effective accounting management systems and processes to enhance and support transparency and accountability of financial transactions and to ensure the effective and efficient use of the budget appropriations.
- To establish adequate financial control systems to ensure full compliance with established financial rules and regulations.

KEY RESULT AREAS:

- Strategy and Policy Development
- Budget Preparation and Control
- Payment Processing and Monitoring
- Treasury and Cash Management
- Administration
- Technical Advisory Support
- Stakeholder Relationship and Management
- Information and Reporting
- Employee Performance and Development

DUTIES:

□ GENERAL MANAGEMENT FUNCTIONS

Head of the Accounts Unit.

SUPERVISORY FUNCTIONS

- Ensures effective supervision of accounting staff.
- Ensures that direct reports (subordinates) give account of the performance of assignments in their respective areas of responsibilities.
- Conducts performance appraisal and provides input for career development and recommends performance incentives for subordinate staff.
- Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

- Management of Budget
- The job holder is responsible for administering a budget e.g. leading budget discussions and signing of contracts within approved limits.
- The job holder is also responsible for making financial forecasting and making recommendations based on those forecasts e.g. Preparation of variance analysis and computation of financial ratios.
- The job holder has to follow set policies and procedures in performing the job e.g. Public Financial Management Act, 2009, Public Procurement and Concessions Act, 2005, the General Services Act, 1971.
- The job holder has to follow guidelines or professional standards in doing the job.
- Most work is checked monthly, written progress reports are required monthly.
- An error in judgement made by the job holder e.g. using a previous wrong growth rate in preparing budgetary estimates is corrected by the supervisor.
- The job holder has authority to modify or change established methods and procedures, but stay within program or broad parameters e.g. Budget evaluations. When there is a challenging situation the supervisor is consulted e.g. Implementation of management decisions. The immediate supervisor is consulted before a major decision is made e.g. a decision to change a depreciation policy on a particular asset. The job holder makes recommendations that affect employees in work area. E.g. Staff promotions.

EDUCATIONAL QUALIFICATION

- A good First Degree in Business Administration (Accounting Option) and Master's Degree (MSc/MBA) in Financial Management/Accounting or a Chartered Professional Qualification in any recognized Professional Accounting Body / Institution- CPA/LICPA/ICAG/ACCA.

WORK EXPERIENCE

- At least Five (5) years of relevant post qualification experience two (2) years of which must have been at the Chief Accountant level in the Public Service of Liberia.

OTHER REQUIREMENTS

- Knowledge on Financial Management Act 2009.
- Knowledge on the Public Procurement Concession Act 2005.
- Knowledge on the General services Act 1971.
- Considerable knowledge in the use of accounting and auditing methodologies and tools.
- Good knowledge of the International Financial Reporting System (IFRS), Accounting and Auditing Standards and related regulations.
- Considerable experience in public sector accounting.
- Excellent oral and written communication skills.
- Ability to develop and maintain professional relationships with internal and external stakeholders.
- Excellent knowledge/understanding of tax laws and related regulations.
- Excellent planning and organizing skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced environment.
- Methodical and great deal of attention to details.
- Absolute discretion in handling/dealing with confidential information/data.
- Knowledge of accounting software/tools with strong functionality skills in Microsoft Excel, Word and PowerPoint.
- Excellent analytical skills.
- Good managerial and coaching skills in a "team" setting

POSITION TITLE: TRAINING SPECIALISTS I & II
REPORTS DIRECTLY TO: DIRECTOR OF TRAINING
DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Research and Consultancy

EXTERNAL RELATIONS:

- Tertiary Institutions
- Research Institutions
- Ministries, Agencies and Commissions
- National Commission on Higher Education
- Consultancy Firms
- Management Development Institutes (MDIs)

PURPOSE:

- To plan and implement training to enhance personnel capacity across public and private sectors.

KEY RESULT AREAS:

- Coordination of Training Programs
- Consultancy Services
- Training Needs Assessment
- Curriculum and Module Development
- Training Facilitation

DUTIES:

☐ **GENERAL MANAGEMENT FUNCTIONS**

- Has no general management responsibility.

☐ **TECHNICAL DUTIES**

- Provides professional assistance in the planning and implementation of training programs for LIPA.
- Works with LIPA's team of consultants/trainers in developing effective training and consultancy packages for LIPA's clients.
- Participates in the development and preparation of proposals for effective training and consultancy services for interested public and private organizations.
- Serves as trainer/facilitator in workshops, seminars, symposia, conferences and other training related programs.
- Prepares training modules for LIPA's training programs.
- Participates in the development and preparation of proposals for academic and professional projects and activities that would enable LIPA to provide effective training and consultancy services.
- Undertakes needs assessments for interested clients and organizations to identify performance gaps and develops programs for solution and
- Participates in the academic, professional leadership, guidance and administrative development of the Institute.
- Performs other duties consistent with the functions of the Division as may be assigned by the supervisor from time to time.

EDUCATIONAL QUALIFICATION

- A good first degree in Educational Administration with emphasis in human resource development from a recognized university or Institution.
- Master's Degree in a specialized field from a recognized University or Institution

WORK EXPERIENCE

- At least five (5) years of work experience with a reputable organization.

OTHER REQUIREMENTS

- Experience in Curriculum and Module Development.
- Ability to investigate and analyze information and draw conclusions.
- Ability to analyze course prerequisites, certification, and/or curriculum/graduation requirements.
- Ability to create, compose, and edit written materials.

- Ability to create, compose, and edit written materials.
- Ability to provide technical advice and information to faculty in area of expertise.
- Ability to provide professional direction, guidance and counsel to publications editors.
- Very good Microsoft Office Skills, particularly Power Point.
- Good Presentation and facilitation and communication skills.
- Willingness to work after hours and meet deadlines.
- Ability to conduct research.
- Proven ability in reading and understanding longer straightforward material such as text books, non- standard correspondence such as lecture notes and progress reports.

POSITION TITLE: ACADEMIC REGISTRAR

REPORTS DIRECTLY TO: DEPUTY DIRECTOR- GENERAL, TRAINING AND DEVELOPMENT

DIRECTLY SUPERVISES:

- Secretary

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- Civil Service Agency (CSA)
- Ministries, Agencies and Commissions (MACs)
- Tertiary Institutions
- Accreditation Boards
- National Commission on Higher Education
- Governance Commission (GC)
- Training Institutions
- Development Partners

PURPOSE:

- To provide technical coordination, registration and professional guidance in the development of records of participants and course scheduling and staffing.

KEY RESULT AREAS:

- Course Scheduling and Programs
- Participants Database Maintenance
- Registration and Admission
- Certification
- Training Records Management

DUTIES:

• GENERAL MANAGEMENT FUNCTIONS

- Provides professional guidance in the planning and implementation of all LIPA's Academic programs.

SUPERVISORY FUNCTIONS

- Holds direct reports accountable for managing their assignments to ensure the Directorate's goals are achieved.
- Conducts performance appraisal and provides input for career development and recommends performance incentives for subordinate staff.
- Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT:

- Management of Budget
 - Participates in the preparation of annual budgets and work plans and submits the budget for the Academic Registry for approval. Submits requests for release of funds for academic registry activities and programs.
- Staff Management
 - Has staff management responsibility.

Asset Management

- The job holder is the custodian of all the assets of the academic registry.

EDUCATIONAL QUALIFICATION

- Master's Degree in Business Administration, Public Administration, Public Sector Management, Social Sciences or related discipline from a recognized University or Institution.

WORK EXPERIENCE

- At least three (3) years relevant post qualification experience as an Assistant Academic Registrar at senior management level in a reputable academic/training Institution.
- Knowledge of planning and scheduling techniques.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Skill in budget preparation and fiscal management.
- Ability to evaluate and edit the content, structure, and format of a range of written material.
- Ability to use independent judgment and to manage and impart information to a range of clientele and/or media sources.
- Database management skills.
- Knowledge of customer service standards and procedures.
- Knowledge of space allocation practices and principles.
- Knowledge of the rules, regulations, and laws regarding student/participant records.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Ability to develop, plan, and implement short- and long-range goals.
- Ability to maintain confidentiality of records and information.
- Ability to plan and evaluate programs.
- Knowledge of organizational structure, workflow, and operating procedures.
- Knowledge of records archiving and/or retrieval.
- Ability to analyze course prerequisites, certification, and/or curriculum/graduation requirements.
- Ability to create, compose, and edit written materials.
- Ability to provide technical advice and information to faculty in area of expertise. LIPA
- Ability to investigate and analyze information and draw conclusions.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Knowledge of student/participant registration and academic requirements.
- Skill in the configuration and use of computerized database programs.
- Ability to foster a cooperative work environment.
- Outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community.
- Employee development and performance management skills.
- Knowledge of database construction, management, and retrieval methods.
- Knowledge of telephone answering and referral services.
- Knowledge of financial/business analysis techniques.
- Skill in accessing internet information services.
- Knowledge of records retention and/or destruction policies and procedures.
- Ability to provide professional direction, guidance and counsel to publications editors.
- Knowledge of faculty and/or staff hiring procedures

POSITION TITLE: CUSTODIAN**REPORTS DIRECTLY TO:** GENERAL SERVICES OFFICER**DIRECTLY SUPERVISES:** N/A**DEPARTMENTAL/FUNCTIONAL RELATIONS:****EXTERNAL RELATIONS:**

PURPOSE: To promote the beautification and maintenance of a healthy and clean environment to facilitate the efficient and effective functioning of the Liberia Institute of Public Administration.

KEY RESULT AREAS:

- Cleaning and Janitorial Services

DUTIES:**GENERAL MANAGEMENT FUNCTIONS**

- No general management responsibility is required.

Asset Management

- The job holder has responsibility for the basic care of the cleaning tools used for the job such as mops, buckets etc.

EDUCATIONAL QUALIFICATION

- Must be functionally literate.
- Must pass a prescribed interview organized by the LIPA.
- Must pass a medical examination conducted by a recognized medical practitioner.

WORK EXPERIENCE

- At least two (2) years' experience in the provision of cleaning and janitorial services in a reputable organization.

OTHER REQUIREMENTS

- Ability to clean offices/sanitary areas/compound with minimum supervision
- Good interpersonal skills

POSITION TITLE: BUDGET OFFICER**REPORTS DIRECTLY TO:** Senior Accounts Officer**DIRECTLY SUPERVISES:** Nil**DEPARTMENTAL/FUNCTIONAL RELATIONS:****EXTERNAL RELATIONS:**

- Ministry of Finance and development Planning
- Internal Audit Agency
- Suppliers
- Service Providers
- External Auditors
- Financial Institutions
- Banks
- Treasury
- Social Security

PURPOSE:

- To promote the establishment of effective and efficient accounting management systems and processes to support transparent, accountable and judicious use of budget appropriations.

KEY RESULT AREAS

- Management Reports
- Budget Performance Report
- Reconciliation of Balances
- Preparation of Budget

DUTIES:**GENERAL MANAGEMENT FUNCTIONS**

- To implement budgeting and financial record keeping procedures to ensure efficient coordination of various departmental, grant, and designated accounts.
- Maintains accurate information regarding the financial status of the organization, and advises the immediate supervisor regarding financial decisions.
- Assists the immediate supervisor and department heads with allotment and expense projections, and prepares a variety of operational and financial reports and spreadsheets.
- Coordinates the development of training programs and presents and/or facilitates the presentation of specific topical training sessions related to financial and budgetary topics in support of various cost center initiatives.

AUTHORITY LIMIT

Management of Budget

- The job holder provides basic inputs for preparation of monthly expenditure returns and Annual Estimates.

Staff Management

- Supervision of subordinate staff may be possible.

Asset Management

Uses assets assigned

EDUCATIONAL QUALIFICATION

Completion of a bachelor's degree program in accounting from an accredited college or university

WORK EXPERIENCE

- At least Two (2) years relevant post qualification experience in accounting practice, two (2) years of which must have been in the Public Service of Liberia.

OTHER REQUIREMENTS

- Conversant with double entry principles.
- Good knowledge of taxation and banking laws
- Honest and trustworthy
- Ability to work for long hours under stressful conditions and with minimum supervision.
- Be time conscious and able to meet strict deadlines.
- Ability to work and get along well as a member of a team.
- Considerable knowledge in the use of accounting methodologies and tools.
- Considerable knowledge of the Accounting Standards and related regulations.
- Good oral and written communication skills
- Absolute discretion when dealing with confidential information.
- Negotiation, persuasion and conflict management skills.
- Ability maintain professional relationships with internal and external stakeholders
- Ability to meet deadlines and execute projects.
- Attention to details.
- Analytical skills.
- Good interpersonal skills.
- Good knowledge in the use of accounting software/tools Microsoft Word, PowerPoint and Excel

POSITION TITLE: RESEARCH ASSISTANT

REPORTS DIRECTLY TO: Research Coordinator

DIRECTLY SUPERVISES: N/A

DEPARTMENT/FUNCTIONAL RELATIONS:

All Departments

EXTERNAL RELATIONS:

PURPOSE:

- To assist the Research Specialists or other Research staff by performing moderately complex research and experimentation following established protocols.

KEY RESULT AREAS:

- Data Analysis

- Compilation of Data

DUTIES:

GENERAL MANAGEMENT FUNCTIONS

- The job holder has no general management responsibility.

TECHNICAL DUTIES

- Participates in research projects.
- Plans, designs and implements independent research projects.
- Writes, reviews and edits various materials for publication.
- Prepares publication schedules.
- Attends and participates in meetings, conferences, and training groups.
- Compiles processes and analyzes data.
- Records research procedures and results.
- Files and maintains records.
- Codes data for input for electronic data processing.
- Inputs and retrieves data using computers.
- Compiles, processes and analyzes data.
- Performs various clerical duties including typing, answering phones, preparing correspondence, preparing and maintaining bibliographies, and completing applications and forms.
- Performs other duties consistent with the functions of this office as may be assigned by the supervisor from time to time.

SUPERVISORY FUNCTIONS

- Supervisory functions are not foreseen for this position.

AUTHORITY LIMIT:

Asset Management

- Uses assets assigned to the position

EDUCATIONAL QUALIFICATION

- A Good First Degree Bachelor's degree in Social Science, Statistics, Mathematics or related field from a recognized university or institution.

WORK EXPERIENCE

- At least two (2) years relevant post qualification experience in related area.

OTHER REQUIREMENTS

- Verbal and written communication skills
- Interpersonal/human relation skills
- Ability to follow oral and written instructions
- Methodical and great attention to details.
- Ability to maintain records and inventories
- Computer literacy skills
- Good quantitative and qualitative skills
- Report writing skills.
- Team player.

POSITION TITLE: DRIVER (3)

REPORTS DIRECTLY TO: General Services Officer

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Other Pool Drivers
- Staff

EXTERNAL RELATIONS:

- Service Providers (Automobile Companies, etc.)
- Liberia National Police
- Insurance Companies
- Designated Garages

PURPOSE:

- To provide effective and efficient transport services to the various LIPA departments

KEY RESULT AREAS

- Safety
- Vehicle Maintenance and Upkeep
- Professional Driving.

DUTIES:**General Management Function**

- Not foreseen for this position.

Technical Duties

- Drives LIPA officers and assists in the performance of their official duties.
- Drives other officials including senior public officials as may be directed by the General Services Officer.
- Reports defects and faults on vehicles to superior.
- Reports all accidents on vehicle to superior.
- Observes all rules and regulations with respect to the operations of the vehicles.
- Conveys vehicle maintenance and servicing reports to the General Services Officer.
- Undertakes routine maintenance and servicing checks and repairs of pool vehicles.
- Dispatches emergency letters as may be directed by the General Service Officer.
- Undertakes utility operations on behalf of LIPA as may be directed by the General Services Officer
- Monitors and reports on the readiness of pool vehicles sent for servicing and maintenance at mechanical workshops.
- Ensures accurate completion and submission of vehicle log books.
- Ensures appropriate and decent dressing in the performance of his/her duties at all times.
- Performs other duties consistent with the functions of this office as may be assigned by the supervisor from time to time.

Asset Management

- As assigned

EDUCATIONAL QUALIFICATION

- A minimum of High School Graduate and a valid Driver's License.
- Knowledge of locations of Government Offices in Monrovia, Liberia.

WORK EXPERIENCE

- At least five (5) years post qualification experience as a driver.

OTHER REQUIREMENTS

- Good knowledge and understanding of routine vehicle maintenance procedures.
- Good knowledge/understanding of Insurance, Road Safety and other regulatory requirements.
- Close attention to details.
- Willingness to work for long hours and under pressure.
- Willingness to travel at short notice.
- Good communication skills (oral and written).
- Good interpersonal skills

POSITION TITLE: REGIONAL COORDINATOR**REPORTS DIRECTLY TO: DEPUTY DIRECTOR GENERAL / TRAINING & DEVELOPMENT****DIRECTLY SUPERVISES:**

- Deputy Regional Coordinator
- Training Specialists
- Training Officer
- Training Assistant
- Registrar
- Secretary
- Electrician

DEPARTMENTAL / FUNCTIONAL RELATIONS:

- Research, Consultancy and Administration

EXTERNAL RELATIONS:

- Tertiary Institutions
- Research Institutions
- Ministries, Agencies and Commissions
- National Commission on Higher Education
- Consultancy Firms
- Management Development Institutes (MDIs)

PURPOSE:

- To plan and implement training to enhance personnel capacity to across public and private sectors.

KEY RESULT AREAS

- Coordination of Training Programs
- Consultancy Services
- Training Needs Assessment
- Curriculum and Module Development
- Training Facilitation

DUTIES:**General Management Functions**

- Provides professional guidance in the planning and implementation of all LIPA's Academic programs

Technical Duties:

- Coordinates all LIPA regular and special project training courses.
- Liaise with LIPA trainers as well as consultants in the planning and conducting of training courses and related activities.
- Process facilitators training modules, follow up on training materials production and have them available at training centers in the leeward counties as well as in Monrovia.
- Assists in the development of training modules for capacity building.
- Co-facilitate in areas of competence/specialization.
- Writes and submits end of course reports of all training activities.
- Performs others tasks as may be assigned from time to time.

Supervisory Function

- Holds direct reports accountable for managing their assignments to ensure the Directorate's goals are achieved.
- Conducts performance appraisal and provides input for career development and recommends performance incentives for subordinate staff

AUTHORITY LEVEL**Management of Budget:**

- Contributes to the preparation of budgets.

Staff Management:

- Has staff management responsibility.

Asset Management

- Manages all training related equipment including training laptops, projectors, and copiers.

EDUCATION QUALIFICATION:

- Master's Degree in Management or Administration or Social Sciences from a recognized University or Institution.
- Must have been through more than one Training of Trainers program with a recognized institution.

WORK EXPERIENCE

- At least Five (5) years relevant work experience as a trainer in senior management level.

OTHER REQUIREMENT:

- Proven ability to read longer, straightforward materials such as detailed forms, memos, letters, research reports etc.
- Proven ability to write complex reports.
- Excellent presentation skills.
- Excellent interpersonal skills.
- Demonstrable leadership, supervisory and team building skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet etc. and other software/tools.
- Sound decision making based on thorough analysis.
- Strong coaching and mentoring skills in a "team" setting.
- Strong ability to work with set policies and procedures e.g. Curriculum, institutional guidelines, student guidelines laid down by accreditation Boards.
- Excellent ability to correct errors in judgments e.g. assigning wrong grades etc. and the use of overage literature.
- Proven planning and organizing skills.
- Ability to develop and maintain professional relationships with internal and external stakeholders and work effectively with all categories of employees.

POSITION TITLE: MECHANIC

REPORTS DIRECTLY TO: General Services Officer

DIRECTLY SUPERVISES: N/A

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Drivers
- Staff

EXTERNAL RELATIONS:

- Service Providers (Automobile Companies, etc.)
- Designated Garages

PURPOSE:

- To ensure that the institution's vehicle functions effectively.

KEY RESULT AREAS

- Conduct Diagnostics Testing
- Inspect vehicle, machines, engines, transmissions etc.

DUTIES:**General Management Function**

- Not foreseen for this position.

Technical Duties

- Diagnosing vehicle faults manually or with the aid of software and digital tools
- Preparing cost and time estimates for work done
- Repairing and replacing faulty vehicle parts
- Performing test drives to check repairs
- Complete Routine Maintenance: Perform oil changes, tire rotations, and fluid checks to maintain vehicle longevity and safety.
- Carrying out scheduled servicing and maintenance
- Updating vehicle service records
- Installing and fitting new vehicle accessories
- Maintaining a database of spare parts in the repair garage
- Performs other duties consistent with the functions of this office as may be assigned by the supervisor from time to time.

AUTHORITY LIMIT

Asset Management

- As assigned

EDUCATIONAL QUALIFICATION

- High school diploma is preferred; Certification from a vocational school or completion of apprenticeship is a definite plus valid certification is preferred.

WORK EXPERIENCE

- At least two (2) years post qualification experience as a Mechanic.

OTHER REQUIREMENTS

- Proven experience as Mechanic
- Proven experience with mechanical and electrical repairs on a variety of vehicles
- Excellent knowledge of machinery and hydraulic, electrical and other systems and their components
- Ability to repair engines, transmissions, brakes, and suspensions.
- Knowledge of routine maintenance procedures.
- Excellent problem-solving skills and attention to detail.
- Ability to work on different makes and models, including domestic and foreign vehicles.
- Aptitude in using various hand tools (screwdrivers, hammers etc.) and precision measurement tools (e.g. calipers)
- Ability to follow established procedures and practices and read instruction, blueprints etc.
- A strong commitment to all health and safety guidelines and a very good communication skill.

POSITION TITLE: REGISTRAR/SECRETARY

REPORTS DIRECTLY TO: Regional Coordinator

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

EXTERNAL RELATIONS:

- Internal Audit Agency
- Banks
- Treasury
- Social Security

PURPOSE: To promote the establishment of effective and efficient accounting management systems and processes to support transparent, accountable and judicious use of budget appropriations.

KEY RESULT AREAS

- Management Reports
- Budget Performance Report
- Reconciliation of Balances
- Preparation of Budget

DUTIES:

GENERAL MANAGEMENT FUNCTIONS

- Maintains accurate information regarding the financial status of the organization, and advises the immediate supervisor regarding financial decisions.
- Assists the immediate supervisor and department heads with allotment and expense projections, and prepares a variety of operational and financial reports and spreadsheets.

TECHNICAL DUTIES

- Receive payment by cash, check, credit cards vouchers or automatic debits
- Issues receipts, refunds, credit or change due to customers
- Assist customers by providing information and resolving their complaints
- Answer customer's question and provide information on procedures or policies;
- Implements registry procedures and ensures that standards are maintained
- Distributes stores of the department according to approved requisition

- Receives records and distributes incoming and internally created mail
- Provides effective and timely clerical, executive administrative services
- Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Senior Accounts Officer and the Comptroller from time to time.

AUTHORITY LIMIT

Management of Budget

- The job holder provides basic inputs for preparation of monthly expenditure returns and Annual Estimates.

Staff Management

- Supervision of subordinate staff may be possible.

Asset Management

Uses assets assigned

EDUCATIONAL QUALIFICATION

Completion of a bachelor's degree program in accounting from an accredited college or university

WORK EXPERIENCE

- At least Two (2) years relevant post qualification experience in accounting practice, two (2) years of which must have been in the Public Service of Liberia.

OTHER REQUIREMENTS

- Conversant with double entry principles.
- Good knowledge of taxation and banking laws
- Honest and trustworthy
- Ability to work for long hours under stressful conditions and with minimum supervision.
- Be time conscious and able to meet strict deadlines.
- Ability to work and get along well as a member of a team.
- Considerable knowledge in the use of accounting methodologies and tools.
- Considerable knowledge of the Accounting Standards and related regulations.
- Good oral and written communication skills
- Absolute discretion when dealing with confidential information.
- Negotiation, persuasion and conflict management skills.
- Ability maintain professional relationships with internal and external stakeholders
- Ability to meet deadlines and execute projects.
- Attention to details.
- Analytical skills.
- Good interpersonal skills.
- Good knowledge in the use of accounting software/tools Microsoft Word, PowerPoint and Excel.

Signed: _____

Luna M. Harmon
Human Resources Director

Approved: _____

Atty. Honorable Michael B. Wah, Jr.
Deputy Director General for Administration