



PROCUREMENT OF INDIVIDUAL CONSULTANT NOTICE

Job Vacancy Announcement

On December 12, 2016 the National Road Fund Act, was enacted and published January 26, 2017. A National Road Fund Office (NRFO) has been set up in Ministry of Finance Development Planning (MFDP) 1st floor room 61. The NRFO is responsible for the day to day management and administration of the National Road Fund and headed by the National Road Fund Manager, Republic of Liberia.

Purposes:

1. A National Road Fund for the purpose of financing road and bridge maintenance works and directly associated planning, programming and management activities;
2. The governance and oversight of the Road Fund including the approval of the Annual Road Maintenance Expenditure Program submitted by agencies authorized to undertake road and bridge works in Liberia;
3. An administrative structure that is capable of undertaking the core functions associated with collecting, managing and disbursing funds to and on behalf of agencies authorized to undertake road and bridge works in Liberia.

Objectives:

1. To ensure that road assets are sustained and that sufficient funds for both periodic and routine maintenance are allocated for this purpose.
2. To ensure that each of the categories of national, sub-national and feeder roads have a sufficient share of the total budget such that these roads can operate as an integrated network.
3. To defray the costs of loans approved by Government to extend the length of maintainable roads.
4. To ensure that the needs of the road users and those impacted by roads are considered in terms of safety, security and environment.

As a newly created entity that will be dealing with a lot of financial transactions, and in order to begin on a sound financial system, the National Road Fund would like to develop and implement sound financial systems that comply with internationally accepted accounting standards generally applicable to not for profit organizations.

Functions of the National Road Fund Office

Under the authority of the National Road Fund Manager, the Office of the NRF has the responsibility to:

- a. Prepare short (1 year), medium (2-5 years) term plans and programs that advise the IMSC on:
 - i. Levels of funding required for effective road and bridge maintenance in Liberia.
 - ii. Potential sources and levels of charge to be applied suitable for the Liberian environment.
 - iii. Potential sources of alternative funding suitable for road and bridge maintenance works, including grants and loans from development partners and the private sector.



Republic of Liberia
National Road Fund Office
Ministry of Finance & Development Planning
Broad Street, Monrovia, Liberia



- iv. The amount of funding to be applied and the manner, in which the funding shall be allocated on a year-by-year basis.
- v. Areas for improving operating procedures associated with planning, programming and delivering road and bridge maintenance works.
- b. Administer under clearly expressed conditions, monies and resources allocated, granted, donated, or appropriated for the Fund, supervising the financial operations of the Fund by:
 - i. Keeping accounting records to represent the state of affairs in respect of each account held for the Fund.
 - ii. Monitoring the flow of funds to and from the Fund to ensure adequate liquidity to support road operations.
 - iii. Preparing the annual financial statements of the Fund for approval of the Minister and submission to the IMSC.
2. The Office of the NRF is tasked to (Clause 4.4.2.c. of the Act):
3. “Review, at such intervals as the manager deems necessary, the utilization of funds by any roads authority to verify that funds have been utilized for their stated purpose”
4. This responsibility extends beyond financial audits to include Technical Audits. The Office of the NRF shall undertake such audits on a random basis on a set of selected maintenance projects.

1.1. Sources of Funding

The NRF Act establishes that the Road Fund can be funded through a range of sources. These include:

- a. Monies collected from road user charges (RUC). These are further described in Section 1.2 below.
- b. Monies appropriated by the National Legislature of Liberia.
- c. Grants and loans arranged by Government to undertake specific programs, projects or works.
- d. Monies received in respect of a loan obtained on behalf of the NRF.
- e. Monies paid into the NRF from proceeds acquired through the sale of assets.
- f. Capital gains derived from interests or dividends earned on investments.

1.2. The Road User Charging System

Under the provisions of the NRF Act a Road User Charging System shall be established which shall raise funds for the Road Fund. Possible sources of road use charges include:

- a. Charges on motor vehicles traveling within the national road network of Liberia. Charges can be levied on foreign or national vehicles. They may be based upon the vehicle’s mass, length, width, height, loading, number of axles, distance covered or a combination of all or some of these factors. For example, the levying of road or bridge tolls could be a possible source of funds in the future.
- b. Entry fees levied on all foreign motor vehicles entering the territory of the Republic of Liberia.
- c. Registration and license fees of motor vehicles and drivers.
- d. A levy on every gallon of petroleum products imported into the country

The IMSC shall, subject to the approval of the National Legislature, determine levels and sources of road user charges with the objective of raising sufficient funds to provide for the NRF objectives.



Republic of Liberia
National Road Fund Office
Ministry of Finance & Development Planning
Broad Street, Monrovia, Liberia



The National Road Fund monies collected would be exclusively devoted to Periodic and Routine maintenance of roads, bridges and directly associated facilities maintenance throughout the Republic of Liberia. Emergency works to a maximum of 7% of annual expenditures on road maintenance by the fund. Rehabilitation and improvement works including paving of roads to a maximum of 40% of its annual revenue only through servicing of long term loans for improvement of strategic roads. The road maintenance programme is to be managed by the MPW / IIU. In 2016 the Government also introduced a fuel levy of 25c per gallon to resource the NRF. The National Budget Law for 2018 / 2019 factored a 30cent on per gallon of fuel.

The GOL through National Road Fund Office, and Infrastructure Unit at MPW will be collaborating with various partners, World Bank, Millennium Challenge Account Liberia, Millennium Challenge Corporation, African Development Bank, GIZ, Swedish Government, Europeans Union etc. in the implementation of the Annual Road Maintenance Expenditure Program throughout the Republic of Liberia.

The National Road Fund is now soliciting applications from qualify individuals for the the various positions listed below:

Closing Date August 15, 2018

Submit Application to the folloving email addresses: josetaneufville@yahoo.com / bonifacesatu1@gmail.com; Please email or applications no hard copy will be accepted.

POSITION TITLE: PROGRAM OFFICER

2. REPORT DIRECTLY TO: National Road Fund Manager

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All other NRF staff
- MFDP management and departments

EXTERNAL RELATIONS:

- MPW, MOT, MOCI, MIA
- Other Ministries, Agencies and Corporations as required
- County authorities
- Donor partners
- ALCC, ESOL, LRA, LPRC

PURPOSE

To manage, monitor and evaluate the NRFs annual program of works, predict the short/medium term funding needs for the maintenance program, plan the revenue streams for the NRF and research funding sources and levels of charges.

KEY RESULT AREAS:

- Timely, accurate professional services delivered and maintained at all levels.



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National Road Fund Office
Ministry of Finance & Development Planning
Broad Street, Monrovia, Liberia



- Annual Road Maintenance Expenditure Program submitted to IMSC on time and of the required quality.
- Timely submission of plans and reports.
- Key Performance Indicators (KPIs) are up to date.

DUTIES

General Management Functions:

- Liaise with the MPW on the preparation of works proposed for, or included in, the Annual Road Maintenance Expenditure Program.
- Establish and apply procedures for the review and approval of road maintenance programs submitted by MPW for the purpose of carrying out road and bridge maintenance works.

Technical Functions

- Prepare short (1 year), medium (2-5 years) term plans and programs that advise on:
 - i. Levels of funding required for effective road and bridge maintenance.
 - ii. Potential sources and levels of charge to be applied suitable for the Liberian environment.
 - iii. Potential sources of alternative funding suitable for road and bridge maintenance works, including grants and loans from development partners and the private sector.
 - iv. The amount of funding to be applied and the manner, in which the funding shall be allocated on a year-by-year basis.
- Advise on the introduction of user charges, recommend an equitable and transparent charging methodology and propose a formula for the adjustment of charges.
- Advise on the need for new charging instruments and the optimal level of fuel levies.
- Coordinate with entities, including MPW, on the preparation and availability of data for input to the NRF KPIs and monitor the KPIs.
- Coordinate with LRA and any other entities collecting road user charges and prepare short and medium term estimates of NRF revenues.
- Prepare terms of reference for technical audits by external consultants in coordination with the IIU and oversee and review the consultants work. The technical audits are intended to check the utilization of funds by MPW to verify that the funds have been utilized for their stated purpose.
- Advise the Manager on measures that can be taken to improve the effectiveness and efficiency of road sector investments including, but not limited to: changes to policy, laws and regulations; institutional arrangements; and operating procedures affecting road sector planning, programming, financing and management.

Supervisory Functions

- Manage consultants as needed.

AUTHORITY LIMIT

- Management of Budget. Job holder contributes to preparation of the Fund's annual budget.
- Staff Management. The position has no staff management responsibility.
- Asset Management. The job holder uses assets assigned to the job and to the Section.

EDUCATIONAL QUALIFICATIONS

- Bachelor or further degree in Civil Engineering from a recognized institution.
- Be a registered member of a professional body which requires its members to be qualified in skills and competencies appropriate to civil engineering.

WORK EXPERIENCE



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National Road Fund Office
Ministry of Finance & Development Planning
Broad Street, Monrovia, Liberia



- Be a professional engineer of at least 8 years standing or have worked as an engineer in a professional capacity for at least 8 years.
- Have at least 5 years' appropriate experience in an executive management capacity.
- Be knowledgeable about road maintenance. Strong knowledge of Word, Excel, Power Point and other ICT programs.
- A sound knowledge of government & international partners' financial policies and guidelines in the Public service and Private Sector.
- Strong experience working with international partners (World Bank, USAID, GIZ, AfDB etc.)

OTHER REQUIREMENTS

- Must be a Liberian citizen.
- Not have been convicted, whether in the Republic or elsewhere, of theft, fraud, forgery or perjury.
- Excellent organizational and multitasking abilities
- Good IT and report writing skills
- Able to work independently
- Good communication and interpersonal skills
- Team player with leadership skills
- Holds self and others accountable
- Works well under pressure
- Fluent in English

POSITION TITLE: **FINANCE OFFICER**

3. REPORT DIRECTLY TO: National Road Fund Manager

DIRECTLY SUPERVISES:

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All other NRF staff
- MFDP management and departments

EXTERNAL RELATIONS:

- MPW, MIA
- Liberian Revenue Authority
- General Auditing Commission
- Other Ministries, Agencies and Corporations as required
- Financial institutions
- National Social Security & Welfare Corporation

PURPOSE

To establish and operate effective accounting management systems and processes, and to enhance



Republic of Liberia
National Road Fund Office
Ministry of Finance & Development Planning
Broad Street, Monrovia, Liberia



and support transparency and accountability of financial transactions, and to ensure the effective and efficient use of the budget, and to establish adequate financial control systems to ensure full compliance with established financial rules and regulations.

KEY RESULT AREAS

- Timely preparation of budgets and required reports
- Payment processing times
- Effectiveness of treasury and cash management
- Timely, accurate professional services delivered and maintained at all levels.

DUTIES

General Management Functions:

- Prepare an annual report on the Fund expenditure, consistent with agreed annual performance targets for presenting to the IMSC within 2 months of the end of each fiscal year. The report shall include and incorporate the audited accounts of the Fund and recommendations emanating therefrom.
- Prepare the annual financial plan and updates thereof as set out in the NRF performance agreement.

Technical Functions

- Monitor day-to-day financial operations including payroll, invoicing, disbursements, budgeting, other matters as required.
- Establish and apply procedures for the disbursement of funds as approved by the IMSC in compliance with the PFM Act and obligations of the NRF as approved by the Minister of Finance and Development Planning.
- Keep accounting records to represent the state of affairs in respect of each account held for the Fund and to track NRF financial status and performance.
- Monitor the flow of funds to and from the Fund to ensure adequate liquidity to support road operations.
- Preparing the annual financial statements of the Fund for approval of the Minister and submission to the IMSC
- Disburse funds to entities as mandated by the IMSC.
- Report regularly to MFDP on the management of funds in compliance with the Public Finance Act 2009 and advise the IMSC, upon request, with regard to any matter related to the management and administration of the Fund.
- Prepare terms of reference for financial audits by external consultants and oversee and review the consultants work. The financial audits are intended to check the utilization of funds by MPW to verify that the funds have been utilized for their stated purpose.
- Liaise with NRF stakeholders on financial matters relating to the Fund.
- Advise the Manager on measures that can be taken to improve the effectiveness and efficiency of financial management aspects of the NRF's work.

Supervisory Functions

- Manage financial consultants providing services to NRF.

AUTHORITY LIMIT

- Management of Budget. Job holder contributes to preparation of the Fund's annual budget.
- Staff Management. The position has no staff management responsibility.
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Republic of Liberia
National Road Fund Office
Ministry of Finance & Development Planning
Broad Street, Monrovia, Liberia



EDUCATIONAL QUALIFICATIONS

- A good First Degree in Business Administration (Accounting Option) Master's Degree (MSc/MBA) in Financial Management/Accounting or a Chartered Professional Qualification in any or related discipline from a reputable University or an equivalent professional qualification.
- Be a registered member of a professional body which requires its members to be qualified in skills and competencies appropriate to the financial management of a public institution.

WORK EXPERIENCE

- Five (5) years of working experience with at least three (3) years of which must have been at the Senior Accountant level or Comptroller in the Public Service of Liberia.
- A sound knowledge of government financial policies and guidelines in the Public service and Private Sector.

OTHER REQUIREMENTS

- 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 and the PFM Act.
- Considerable experience in public sector accounting.
- Excellent oral and written communication skills.
- Excellent planning and organizing skills.
- Ability to meet deadlines and execute projects.
- Must be a Liberian citizen.
- Not have been convicted, whether in the Republic or elsewhere, of theft, fraud, forgery or perjury.
- Able to work independently
- Team player with leadership skills
- Holds self and others accountable
- Works well under pressure
- Fluent in English

POSITION TITLE: **ACCOUNTANT**

4. **REPORT DIRECTLY TO:** Finance Officer

DIRECTLY SUPERVISES:

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All other NRF staff



Republic of Liberia
National Road Fund Office
Ministry of Finance & Development Planning
Broad Street, Monrovia, Liberia



- MFDP management and departments

EXTERNAL RELATIONS:

- All relevant Ministries, Agencies and Corporations as required
- Financial institutions

PURPOSE

To establish and operate effective accounting management systems and processes, and to enhance and support transparency and accountability of financial transactions, and to ensure the effective and efficient use of the budget, and to establish adequate financial control systems to ensure full compliance with established financial rules and regulations.

KEY RESULT AREAS

- Timely preparation of budgets and required reports
- Payment processing times
- Effectiveness of treasury and cash management
- Timely, accurate professional services delivered and maintained at all levels.

Job Summary:

The Accountant will support in particular the Finance Department and in general the management team to ensure that financial and accounting functions of The National Road Fund's financial system are carried out in an efficient and effective manner. He/she shall ensure that all transactions are executed only upon proper approval and authorization, only valid transactions are recorded accurately to permit preparation of financial statements that conform to generally accept international accounting standards, and all assets are safeguarded in a healthy control environment.

The Accountant will establish and maintain sound financial management practices, and ensure that reports are timely rendered, and compliance with regulatory authorities. The position will be based in Monrovia, but may be required to travel locally; and have supervisory responsibility over one or two staff and will report to the Chief Finance Officer with dotted line reporting to the Road Fund Manager.

Key Roles / Responsibilities:

- Preparation of daily, weekly, monthly, quarterly and yearly financial reports as may be deemed necessary.

Assist to provide oversight of financial management, monitoring, and reporting for all project tasks.

- Establish and maintain sound and transparent accounting and fiscal control procedures for financial and operations aspects of the National Road Fund

- Ensure compliance with all NRF financial regulations, and assisting in the preparation and delivery of all NRF financial reports, and ensuring that audit findings and recommendations are properly addressed.
- Develop, analyze and monitor program budgets; monitor and track obligations and expenditures against budgets;

- Advise management leadership regularly on financial and operations-related matters;



Republic of Liberia
National Road Fund Office
Ministry of Finance & Development Planning
Broad Street, Monrovia, Liberia



- Contribute to the development of high-quality work plans, regular financial reports, and any other reports required by the NRF
- Independently evaluates and determines fiscal and operational policy.
- Applies accounting principles and practices to a limited range of accounting, budgeting, forecasting, cost accounting and/or other fiscal functions.
- Work will include reconciliation of accounts or reports, examination of various financial statements for accuracy, completeness, and conformance to guidelines, and maintenance of subsidiary ledgers.
- Assists in various financial analysis projects and closure of accounting records.
- Independently applies accounting principles and practices to a variety of accounting, budgeting, forecasting, cost accounting and/or other fiscal functions.
 - Ensure the preparation of the monthly payrolls and payment of tax liabilities
- Performs other duties as assigned.

Qualifications: Requirements for the following knowledge, skills, and abilities:

- Bachelor's Degree or its International Equivalent - Accounting, Business Administration, Master Degree and Banking Experience are added advantages
- Solid experience using accounting software
- Extensive knowledge of accounting principles, rules and regulations is strongly preferred.
- 5 – 8 years of accounting experience in public accounting firm or a large company.
- Proficiency in spreadsheet software required.
- Must demonstrate excellent analytical and organizational skills.
- Must be able to read, write and speak fluent English.
- Prior work experience in a non-governmental organization (NGO).

POSITION TITLE: COMPLIANCE OFFICER

5. REPORT DIRECTLY TO: National Road Fund Manager

DIRECTLY SUPERVISES:

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All other NRF staff
- MFDP staff and departments



Republic of Liberia
National Road Fund Office
Ministry of Finance & Development Planning
Broad Street, Monrovia, Liberia



EXTERNAL RELATIONS:

- All relevant Ministries, Agencies and Corporations as required
- Financial institutions

PURPOSE

To implement a robust audit program for all NRF activities, ensure that NRF activities are compliant with the Act and SOPs, and ensure that the Fund operates in a legal and ethical manner while meeting its objectives.

KEY RESULT AREAS:

- Timely, accurate professional services delivered and maintained at all levels.
- Processing times for payment requests from contractors and consultants.
- Timely submission of plans and reports.
- Reconciliation of revenues from LRA disbursed to the NRF.
- Key Performance Indicator (KPIs) relating to financial aspects are up to date.

DUTIES

General Management Functions:

- Establish and apply appropriate measures for effective performance monitoring of, and compliance with, the financial operations of the NRF Office in terms of the requirements of the NRF Act and any other legal or regulatory requirements.
- Establish and apply procedures for the processing of payment requests and disbursement of funds in compliance with the PFM Act of 2009 and obligations of the NRF as approved by the Minister of Finance and Development Planning.
- Establish and implement an effective program for compliance with legal requirements, PPCC regulations and NRF SOPs.
- Other responsibilities as deemed necessary by the Fund Manager.

Technical Functions

- Create sound internal controls and monitor adherence to them
- Submit verification reports to the Finance Officer to proceed with requests for payment to contractors and service providers in compliance with the Standard Operating Procedures of the NRF.
- Coordinate with entities, including MPW, on the preparation and availability of data for input to the financial aspects of NRF KPIs and monitor the KPIs.
- Collaborate with the LRA and any other entities collecting road user charges and reconcile the funds collected by them with the revenues transmitted to the Fund.
- Collaborate with external auditors when needed.
- Assist the Finance Officer with duties of the Office as needed.

Supervisory Functions

- Manage consultants as needed.

AUTHORITY LIMIT

- Management of Budget. Job holder contributes to preparation of the Fund's annual budget.
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Republic of Liberia
National Road Fund Office
Ministry of Finance & Development Planning
Broad Street, Monrovia, Liberia



EDUCATIONAL QUALIFICATIONS

- Bachelor or further degree in Finance, Accounting, Business Administration or a related field.
- Be a registered member of a professional body which requires its members to be qualified in skills and competencies appropriate compliance management.

WORK EXPERIENCE

- Be a professional engineer, compliance officer or procurement specialist of at least 5 years standing or have worked in an engineering, procurement, compliance environment for at least 5 years.
- Have proven experience in the field of compliance and in risk management.
- Strong experience working with international partners (World Bank, USAID, GIZ, AfDB etc.)
- Strong knowledge of Word, Excel, Power Point and other ICT programs.

OTHER REQUIREMENTS

- Must be a Liberian citizen.
- Not have been convicted, whether in the Republic or elsewhere, of theft, fraud, forgery or perjury.
- Excellent organizational and multitasking abilities
- Good IT and report writing skills
- Able to work independently
- Good communication and interpersonal skills
- Team player with leadership skills
- Holds self and others accountable
- Works well under pressure
- Fluent in English

POSITION TITLE: PUBLIC RELATIONS CONSULTANT

6. REPORT DIRECTLY TO: Administrative Officer

DIRECTLY SUPERVISES:

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All other NRF staff
- MFDP management and departments

EXTERNAL RELATIONS:

- MPW, MOT, MOCI, MIA
- Other Ministries, Agencies and Corporations as required
- County authorities
- Donor partners
- Media organizations (print, radio, television, social media)



Republic of Liberia
National Road Fund Office
Ministry of Finance & Development Planning
Broad Street, Monrovia, Liberia



PURPOSE

To manage the reputation and transparency of the NRF by building a good public image of the Fund through planned publicity campaigns and public relations activity.

KEY RESULT AREAS

- Timely, accurate professional services delivered and maintained at all levels.
- Delivery of an effective PR strategy.
- Public profile of NRF.
- Deliver an effective communications strategy.

DUTIES

- Plan, develop and implement PR strategies.
- Liaise with, and answer questions from media, individuals and other organizations via email, telephone and other media.
- Communicate with stakeholders.
- Collate and analyze media coverage.
- Research, write and distribute press releases to targeted media.
- Devise and coordinate photo opportunities.
- Organize events, including press conferences.
- Foster community relations through events across the country and through involvement in community initiatives.
- Maintain and update information on the NRF's website.
- Manage and update information and engage with users on social media sites such as Twitter and Facebook.
- Sourcing and managing speaking opportunities for self and NRF staff.
- Manage the PR aspect of a potential crisis situation.

AUTHORITY LIMIT

- Management of Budget. Job holder contributes to preparation of the Fund's annual budget.
- Staff Management. The position has staff management responsibility.
- Asset Management. The job holder uses assets assigned to the job and to the Section.

EDUCATIONAL QUALIFICATIONS

- At least Bachelor of Arts Degree in Mass Communication. A Master's Degree in Business/Public Administration (MBA/MPA) is an added advantage.

WORK EXPERIENCE

- Be a professional of at least 5 years standing or have worked in public sector administration in a professional capacity related to public relations for at least 3 years.
- Have proven experience in public relations and/or dealing with media organizations.
- Strong knowledge of Word, Excel, Power Point and other ICT programs.
- A sound knowledge of government & international partners' financial policies and guidelines in the Public service and Private Sector.
- Strong experience working with international partners (World Bank, USAID, GIZ, AfDB etc.)

OTHER REQUIREMENTS

- Excellent communication, interpersonal and writing skills;



Republic of Liberia
National Road Fund Office
Ministry of Finance & Development Planning
Broad Street, Monrovia, Liberia



- Drive, competence, flexibility and a willingness to learn;
- Excellent organisational and time management skills with the ability to multitask;
- The ability to cope with pressure;
- Creativity, imagination and initiative;
- Good teamwork, analytical and problem-solving skills;
- Business awareness and a good knowledge of current affairs.
- Able to work independently
- Must be a Liberian citizen.
- Not have been convicted, whether in the Republic or elsewhere, of theft, fraud, forgery or perjury.
- Fluent in English

POSITION TITLE: ADMINISTRATIVE ASSISTANT

REPORT DIRECTLY TO: Administrative Officer

DIRECTLY SUPERVISES:

- Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All other NRF staff
- MFDP management and departments

EXTERNAL RELATIONS:

- MPW, MOT, MOCI, MIA
- Other Ministries, Agencies and Corporations as required
- County authorities
- Donor partners
- ALCC, ESOL, FLRT, LRA, LPRC

PURPOSE

This is a work of varied nature. Incumbents in this position serve as assistant to an administrative officer and perform responsible administrative duties involving the exercise of independent judgment. The work includes devising and installing new work methods; interpreting rules and procedures; and planning, assigning and reviewing the work of technical and/or clerical employees performing general or specialized work. The incumbent's work is subject to general review through conferences, post audits, personal inspection, and written reports for conformity to established policies and procedures.

Example of Work: Maintains files, records, and inventory.

KEY RESULT AREAS:

- Assists administrative superior in performing clerical functions.
- Provides assistance to supporting office staff in performing daily activities
- Performs administrative tasks including preparing reports, maintaining general accounts, and processing other departmental paperwork.

TECHNICAL FUNCTIONS

- Distributes mail.



Republic of Liberia
National Road Fund Office
Ministry of Finance & Development Planning
Broad Street, Monrovia, Liberia



- Directs incoming phone calls.
- Coordinates office calendar.
- Types correspondence and other documents.
- Directs walk-in clients.
- Compiles and assembles data for reports.
- Communicates to a variety of individual (inside and outside the office) in the retrieval and disbursement of information.
- Recommends ideas for improving department/office operations.
- Maintains general accounts.
- Drafts individual and department correspondence.
- Completes and/or reviews requisition for supplies.
- Supervises the collection of information.
- Performs and monitors various clerical activities.
- Timely, accurate professional services delivered and maintained at all levels.

EDUCATIONAL QUALIFICATIONS

- Must have a minimum qualification of a high school diploma.

WORK EXPERIENCE

- Be a professional administrator of at least 3 years standing or have worked as an administrative assistant in a professional capacity for at least 3 years.
- Have at least 1-year appropriate experience in an executive management capacity.
- Be knowledgeable about running an office.

OTHER REQUIREMENTS

- Must be a Liberian citizen.
- Not have been convicted, whether in the Republic or elsewhere, of theft, fraud, forgery or perjury.
- Excellent organizational and multitasking abilities
- Good IT and report writing skills
- Able to work independently
- Good communication and interpersonal skills
- Team player with leadership skills
- Holds self and others accountable
- Works well under pressure
- Fluent in English