

VACANCY ANNOUNCEMENT

The Civil Service Agency of the Republic of Liberia wishes to announce Vacant Positions under its new organizational structure.

The Civil Service of Liberia is currently undergoing reform. The primary objective of the reform is to transform the entire civil service, the policy formulation and implementation machinery of Government into a highly capable institution that provides quality services to the Government and people of Liberia

As part of the on-going reform, the Civil Service Agency is being restructured and modernized into an efficient and effective Central Management Agency to provide high quality human resource and institutional capacity support to the Liberia civil service.

In this regard, the CSA's mandate, vision, mission and core values have been revised to give pragmatic meaning to the transformation process and to ensure that the CSA is able to provide the needed institutional and human resource capacity to support the implementation of Government's development agenda. The CSA has also been re-organized in terms of structure, functions and results-orientation.

New Mandate of CSA

'There shall be established in the Executive Branch of Government an agency to be known as the Civil Service Agency. Provisions for salaries of its officers and employees and other expenses of its operations shall be included in the annual budget. The Civil Service Agency shall be independent of all other Ministries and Agencies of Government and reports concerning its operations shall be sent to the President.

The CSA shall be the central government agency responsible for managing the Civil Service. It shall be responsible for improving the human resources, service delivery, effectiveness and efficiency of the Service. This shall entail planning human capacity needs, recruitment and selection, training and development, performance management, and career development of civil servants. Additionally, the CSA shall provide policy advice to the Government of Liberia in key areas of the Civil Service including organization, staffing, pay and benefits, *pension*, conditions of service and human resources development.'

New Vision of CSA

‘A highly professional, well-resourced and accountable civil service characterized by effective and efficient service delivery in support of Liberia’s development’

New Mission of CSA

Build a Civil Service that has the capacity and competence to deliver sustainable, good governance to the nation. This will be achieved through research, human resources management, and policy advice to Government.

Core Values of CSA

- ***Service:*** The Service is *peopled-centred*; effective and efficient service delivery to the people is the mission of all civil servants.
- ***Merit:*** Recruitment and promotion shall be based on competence and fairness in the work of the Agency.
- ***Competence:*** Ability, knowledge, experience and continuous human capacity development shall be an important element of the agency and the Service.
- ***Integrity:*** Fundamental to the work of the agency shall be honour, justice, and respect for the dignity of every member of the populace.
- ***Transparency and accountability:*** Civil servants shall be opened, honest, and answerable to the public for the work they do and for the resources they manage.
- ***Independence:*** Freedom to think and work, without undue influence from politicians is a distinctive feature of the civil service.

Applications should be addressed to:

The Acting Director

Employment Services Directorate

CSA, R.L.

63 Carey Street, Monrovia, Liberia

Phone: +231-

Email: info@csa.gov.lr

Applications from qualified female candidates are particularly encouraged.

Deadline for receipt of applications is April 30, 2010

	POSITION	DUTIES & RESPONSIBILITIES	EDUCATIONAL QUALIFICATION
1.	ASSISTANT DIRECTOR, HR POLICY RESEARCH AND ANALYSIS	<ul style="list-style-type: none">• Identifies policy research themes, topics and subjects for research and serves as focal point for HR research matters• Leads, supervises and participates in the conduct of research on approved themes, topics and subjects• Leads, supervises and participates in the conduct of client/beneficiary surveys• Ensures appropriate and adequate documentation of research findings• Reviews research findings in line with HR policy priorities of the civil service and oversees the application of appropriate analytical tools and techniques to develop policy options and proposals• Makes recommendations on HR policy options for consideration by Senior and Strategic Management and provides adequate information to facilitate decision-making• Works closely with policy analysts of MACs to establish a strong HR research and policy analysis agenda for the Liberia Civil	<ul style="list-style-type: none">• A minimum of 1st Degree in Public Administration, Business Administration, Management or related discipline from a recognized University or an equivalent professional qualification• A Masters Degree preferably MA, MPA or MBA from a recognized University shall be an added advantage• 8 years working experience three (3) years of which must have been at the middle management level in the Public Services of Liberia

		<p>Service</p> <ul style="list-style-type: none">• Collaborates effectively with Training and Development Section, LIPA and other relevant training institutions to develop and enhance the policy analysis capacity of the civil service• Facilitate the establishment of Policy Analysis Study Group in the civil service to facilitate the process of transforming the Liberia Civil Service into a modern and capable policy machinery of Government and the State• Collaborates effectively with HRMIS Directorate to ensure the storage and retrieval of research records for purposes of policy formulation and implementation• Collaborate effectively with other Directorates especially MSD to understand the management challenges facing the civil service and develop adequate plans and budgets to research into those challenges• Develops annual plans and budgets for research and ensures their approval and implementation• Collaborates effectively with other Directorates to ensure timely access to research findings as may be required by the Directorates▪ Deputizes for Director, HR Planning, Monitoring and Evaluation as may be directed.▪ Performs other relevant duties consistent with the functions of the Section and Directorate as may be assigned by the Director always	
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2.	<p>ASSISTANT DIRECTOR,</p> <p>MONITORING AND EVALUATION,</p>	<ul style="list-style-type: none"> • Leads, supervises and participates in the technical design and implementation of monitoring and evaluation systems and processes to track effects of HR policy implementation on the growth and development of the civil service • Leads, supervises and participates in the design and application of M&E instruments to track HR policy performance • Leads, supervises and participates in the development and application of output, outcome and impact indicators • Leads and directly supervises field monitoring activities to gather information/data on policy performance in the civil service • Ensures appropriate and adequate documentation of findings from monitoring activities • Reviews field monitoring data in line with HR policy objectives and priorities of the civil service and collaborates effectively with the Directorates of CSA to improve on policy formulation and implementation across the civil service • Works closely with M&E Officers of MACs to establish strong HR policy tracking and assessment function in the Liberia Civil Service • Collaborates effectively with Training and Development Section, LIPA and other relevant training institutions to develop and enhance HRM monitoring and evaluation capacity of the civil service • Collaborates effectively with Management Services Directorate to design and use impact evaluation systems and processes 	<ul style="list-style-type: none"> • A minimum of 1st Degree in Public Administration, Business Administration, Management, ICT, Statistics, Economics or related discipline from a recognized University or an equivalent professional qualification <ul style="list-style-type: none"> ▪ A Masters Degree preferably MA, MPA, MBA or in ICT from a recognized University shall be an added advantage. ▪ Post Graduate qualification in M&E is a necessary qualification requirement ▪ 8 years working experience five (5) of which must have been in M&E and three (3) years of which must have been at the middle management level in the Public Services of Liberia •
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		<ul style="list-style-type: none"> • Collaborates effectively with HRMIS and Management Services Directorates to ensure the storage and retrieval of M&E records for purposes of policy formulation and implementation • Develops annual plans and budgets for M&E and ensures their approval and implementation ▪ Deputizes for Director, HR Planning, Monitoring and Evaluation as may be directed. ▪ Performs other relevant duties consistent with the functions of the Section and Directorate as may be assigned by the Director from time to time 	
3	ASSISTANT DIRECTOR, PERFORMANCE MANAGEMENT	<ul style="list-style-type: none"> • Supervises and participates in the development and implementation of performance management system for the civil service • Directly supervises the development of performance monitoring and evaluation tools and instruments • Directly supervises analysis of field performance monitoring data • Develops performance evaluation criteria and supervises performance evaluation activities • Ensures compliance and effective functioning of performance reporting system • Directly supervises the development of guidelines for preparation of Performance Improvement Plans • Works closely with HR Policy Planning, Monitoring and Evaluation Directorate to ensure that performance measurement is made applicable to all HR policy priorities of Government • Ensures appropriate and adequate documentation of all activities 	<ul style="list-style-type: none"> ▪ A minimum of 1st Degree in Public Administration, Business Administration, Management, ICT, Statistics, Economics or related discipline from a recognized University or an equivalent professional qualification. ▪ A Masters Degree preferably MA, MPA, MBA or in ICT or any Performance Management discipline from a recognized University shall be an added advantage. ▪ Post Graduate qualification in Performance

		<p>of the Performance Management Section</p> <ul style="list-style-type: none"> • Reviews regularly performance reports from civil service institutions and makes recommendations to the Director • Prepares Performance Agreements of civil servants for the consideration of the Director • Supervises the maintenance of the performance management system to ensure its efficiency and effectiveness in achieving its objectives • Develops annual plans and budgets for the Section ▪ Deputizes for the Director, Management Services Directorate as may be directed. ▪ Performs other relevant duties consistent with the functions of the Section and Directorate as may be assigned by the Director from time to time 	<p>Management or M&E is a necessary qualification requirement</p> <ul style="list-style-type: none"> ▪ 8 years working experience five (5) of which must have been in Performance Management or M&E and three (3) years of which must have been at the middle management level in the Public Services of Liberia
4	<p>ASSISTANT DIRECTOR, ORGANIZATIONAL DEVELOPMENT AND MANAGEMENT REVIEWS</p>	<ul style="list-style-type: none"> • Supervises and participates in the development and implementation of management system and procedures for the civil service • Directly supervises the development of methodologies for assessing civil service efficiency and effectiveness • Directly supervises the conduct of management reviews, operational audits and organizational studies of civil service institutions • Provides direct technical and management services including conceptual frames to assist ministries and agencies to develop 	<ul style="list-style-type: none"> • A minimum of 1st Degree in Public Administration, Business Administration, Management, ICT, Statistics, Economics or related discipline from a recognized University or an equivalent professional qualification ▪ A Masters Degree preferably MPA, MBA in Organizational Development, HRM, ICT or related discipline from a

		<p>organizational manuals</p> <ul style="list-style-type: none"> • Develops and assists in the implementation of standardized civil service work systems and methods • Ensures compliance and effective functioning of performance reporting system • Assists in implementing organizational development functions of the civil service including organizational objectives, structures, analysis of job content, etc • Supervises and directly participates in the development of management review programs and operational review schedules • Supervises and directly participates in the development and implementation of job inspection methods and procedures • Supervises the design and training on the use of job inspection instruments for collection of data • Works closely with HR Policy Planning, Monitoring and Evaluation Directorate to relay vital information/data from field operations to inform HR database management and HR policy priorities of Government • Ensures appropriate and adequate documentation of all activities of the Organizational Development and Management Reviews Section • Reviews regularly progress reports from Heads of Units and Management Analysts of the Directorate, and those from ministries and agencies, and makes appropriate recommendations to the Director 	<p>recognized University shall be an added advantage.</p> <ul style="list-style-type: none"> ▪ Post Graduate qualification or experience in Public sector reform is a necessary qualification requirement ▪ 8 years working experience three (3) years of which must have been at the middle management level in the Public Services of Liberia.
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		<ul style="list-style-type: none"> • Supervises the preparation of job inspection and management review reports • Develops annual plans and budgets for the Section • Deputises for the Director, Management Services Directorate as may be directed ▪ Performs other relevant duties consistent with the functions of the Section and Directorate as may be assigned by the Director from time to time 	
5	ASSISTANT DIRECTOR, CLIENT SERVICES AND STANDARDS	<ul style="list-style-type: none"> • Collaborates effectively with the Policy Planning, Monitoring and Evaluation Directorate to facilitate the development of a client/customer service policy for the Liberia civil service including policies that facilitate private sector quick access to public services required for growth of their businesses • Supervises and participates in the development and implementation of service delivery standards for the civil service • Directly supervises the development of criteria and guidelines for establishing client services desks in the civil service to assist the private sector and citizens • Facilitates the establishment of client services desks in civil service institutions • Provides direct technical and management support for defining type of services, delivery timeframe, necessary requirements for processing and accessing services and established complaints mechanism 	<ul style="list-style-type: none"> ▪ A minimum of 1st Degree in Public Administration, Business Administration, Management, Economics, Social Sciences or related discipline from a recognized University or an equivalent professional qualification. ▪ A Masters Degree preferably MPA, MBA in HRM or related discipline from a recognized University shall be an added advantage. ▪ Post Graduate qualification or experience in customer

		<ul style="list-style-type: none"> • Supervises the development of service delivery brochures • Ensures compliance and effective enforcement of service delivery standards • Initiates and supervises the conduct and analysis of beneficiary/client surveys in close collaboration with the policy research and analysis section to assess and determine service delivery satisfaction levels • Collaborates effectively with the Public Relations Unit to publish service standards • Provides technical inputs to the Training and Development Section and facilitates the training of customer service staff in the civil service • Ensures adequate investigations into complaints and facilitates the resolution of customer/client complaints • Communicates and coordinates with all internal Directorates on the outcome of analysis of beneficiary surveys to provide appropriate feedback for service delivery improvement • Ensures appropriate and adequate documentation of all activities of the Client Services and Standards Section • Reviews regularly progress reports from Heads of Units and those from client service desks in ministries and agencies, and makes appropriate recommendations to the Director • Develops annual plans and budgets for the Section ▪ Deputizes for the Director, Management Services Directorate as may be directed. 	<p>service, standards or benchmarking is a necessary qualification requirement</p> <ul style="list-style-type: none"> ▪ 8 years working experience three (3) years of which must have been at the middle management level in the Public Services of Liberia. ▪
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		<ul style="list-style-type: none"> ▪ Performs other relevant duties consistent with the functions of the Section and Directorate as may be assigned by the Director from time to time 	
6	<p>ASSISTANT DIRECTOR</p> <p>CIVIL SERVICE WELFARE MANAGEMENT</p>	<ul style="list-style-type: none"> • Supervises and participates in the development of policy inputs for the formulation of civil service welfare policy • Supervises the implementation of civil service policy on leave including maternity leave, sick leave, study leave, family/compassionate leave, annual vacation, public holidays, etc • Supervises and participates in the development and implementation of policy guidelines to promote occupational safety and health at the work place in the civil service • Supervises and participates in the development and monitoring of implementation of policies to prevent alcoholism, drug abuse and other such social vices at the work place in the civil service • Supervises and participates in the development and monitoring of implementation of policies to prevent sexual harassment at the work place in the civil service • Works closely with the Social Development Policy Unit of the HR Planning, Monitoring and Evaluation Directorate in the formulation and monitoring of implementation of HIV/AIDS policy at the work place in the civil service • Works closely with the Public Relations Unit to develop and oversee the implementation of public awareness program to educate civil servants on welfare issues • Supervises the collation of policy inputs for improving civil service 	<ul style="list-style-type: none"> • A minimum of 1st Degree in Public Administration, Business Administration, management, Social Sciences, Psychology or related discipline from a recognized University or an equivalent professional qualification ▪ A Masters Degree preferably MPA, MBA or in a relevant HRM discipline from a recognized University shall be an advantage. ▪ At least a Certificate of Participation in conflict management and customer service shall be an added advantage ▪ 8 years working experience three (3) years of which must have been at the middle management level in the

		<p style="text-align: center;">grievance management procedures</p> <ul style="list-style-type: none"> • Supervises the processing of complaints, petitions and grievances from civil servants • Reviews results of analysis of petitions and appeals completed and submitted by Assistant Directors • Monitors compliance with decisions of the Board of Appeal and makes recommendations to the Director and Principal Director • Liaise effectively with ministries and agencies to ensure that transfers in the civil service is problem-solving oriented, facilitates in career advancement of personnel and promotes efficiency and productivity in the civil service • Ensures appropriate and adequate documentation of all activities of the Recruitment, Selection and Promotions Section • Reviews regularly performance reports from civil service institutions and makes recommendations to the Director • Prepares Performance Agreements of civil servants for the consideration of the Director • Ensures appropriate documentation of all grievances, complaints, petitions, appeals and decisions of the Examining Committee and Board of Appeal • Assist the Director to ensure efficient discharge of administrative responsibilities of the Board of Appeal Secretariat • Develops annual plans and budgets for the Section ▪ Deputizes for the Director, Employment Services Directorate as 	Public Services of Liberia.
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		<p>may be directed</p> <ul style="list-style-type: none"> ▪ Performs other relevant duties consistent with the functions of the Section and Directorate as may be assigned by the Director from time to time 	
7	ASSISTANT DIRECTOR, CAREER AND SUCCESSION PLANNING	<ul style="list-style-type: none"> • Supervises and participates in the development of civil service career management policy inputs • Participates in the preparation of policy guidelines to guide ministries and agencies to manage careers of staff through regular redeployment, promotions, secondments, attachments, training and re-training • Facilitates the design and installation of career planning and development management systems and processes in collaboration with Civil Service institutions to enable regular upgrading of existing career planning and development policies and objectives • Works closely with Management Services Directorate to facilitate the review and redesign of existing functional jobs to bring together successions of hierarchically and laterally related jobs in order to provide opportunities for employees to move in and across Civil Service organisations and to progress on their chosen career paths. ▪ Drafts protocols and memorandum of understanding with other Public Sector and Private Sector organizations to provide career development opportunities for potential leadership, executive management and supervisory level personnel of the civil service ▪ Collaborates effectively with Management Services Directorate, and ministries and agencies to review, redesign and broaden existing jobs and create new career paths for civil servants ▪ Develops guidelines and indicators to enable ministries and agencies manage and monitor succession planning to ensure the 	<ul style="list-style-type: none"> ▪ A minimum of 1st Degree in Public Administration, Business Administration, Social Sciences, or related discipline from a recognized University or an equivalent professional qualification. ▪ A Masters Degree preferably MPA, MBA, or in a relevant HRM discipline from a recognized University shall be an advantage. ▪ Post-graduate certificate in career management shall be an added advantage

		<p>availability of right leadership, executive management and senior level personnel with the right experience, skills-mix, attitudes, behaviours, commitment and competencies to champion and successfully deliver the goals and objectives of the civil service</p> <ul style="list-style-type: none"> ▪ Ensures effective management of promotions, postings, secondments, attachments, transfers and scheme of service and succession processes and procedures transparently to avoid backlogs, complaints and missed opportunities on the career and succession ladder. ▪ Holds periodic workshops for civil servants to acquaint them with new career opportunities in the civil service • Liaises with the Management Services Directorate to review and update occupational schemes of existing occupational classes in the civil service • Works closely with Employment Services Directorate to develop attractive non-monetary packages to motivate high performing staff of the civil service • Facilitates the design of personal learning plans to aimed at solving organizational problems and increasing productivity in the civil service • Facilitate the formation of career learning groups in the civil service to promote open discussions on professional and technical issues and challenges facing the civil service and provide recommendations to address them • Identifies and facilitates the development of new learning and career opportunities for civil servants • Initiates and supervises studies into new career opportunities and makes recommendations to the Director and Principal Director 	<ul style="list-style-type: none"> ▪ 8 years working experience three (3) years of which must have been at the middle management level in the Public Services of Liberia.
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		<ul style="list-style-type: none"> • Supervises and directly participates in the development of career and succession plan for the civil service • Develops criteria for identification of talented employees and facilitates their development through well designed programs for future higher and broader level responsibilities • Develops plans and programs to ensure that the civil service has adequate 'bench strength' to fill in key roles that may become vacant from time to time • Develops plans and programs for developing and promoting potential leaders and managers for the civil service • Reviews results of analysis undertaken and submitted by Heads of Units • Ensures appropriate and adequate documentation of all activities of the Career Planning and Programming Section • Develops annual plans and budgets for the Section ▪ Deputizes for the Director, Career Management and Training Directorate as may be directed. ▪ Performs other relevant duties consistent with the functions of the Section and Directorate as may be assigned by the Director from time to time 	
8	ASSISTANT DIRECTOR, GENERAL	<ul style="list-style-type: none"> • Supervises and participates in the development of CSA administrative policies and management systems • Develops guidelines to assist Units under General Administration Section prepare plans, programs and budgets and ensure their successful implementation • Monitors and evaluates the distribution and administration of general services activities and operations to 	<ul style="list-style-type: none"> ▪ A minimum of 1st Degree in Public Administration, Business Administration, General management or related discipline from a recognized University or

	<p>ADMINISTRATION</p>	<p>minimize/eliminate losses, wastage, wanton destruction, carelessness and all forms of inefficiency and ineffectiveness.</p> <ul style="list-style-type: none"> • Manages personnel issues of CSA and assists in the implementation of civil service leave and welfare policy for staff of CSA • Facilitates the provision of welfare support services, training and staff development programs linked to the schemes of service and CSA staff appraisal results • Directly responsible for the development of guidelines to ensure efficient and effective operations of general services including procurement, stores, estates, transport, front desk, security and library and archives, etc • Supervises and participates in the development and implementation of an efficient, reliable and cost-effective maintenance system including service agreements for the maintenance and repair of CSA equipment, vehicles, buildings and furniture • Supervises procurement activities and facilitates the work of the Procurement Officer in the procurement of goods and services and ensures compliance with the procurement law and internal audit regulations • Compiles and maintains assets register on the costs of assets, year of acquisition, locations, depreciation and disposal schedules and methods • Designs adequate formats and instruments to capture information on staff attendance, staff movement and databases on contacts of CSA individual and organization clients/customers • Ensures timely attendance to work and submits monthly report on attendance records to the Director and Principal Director. • Reviews and approves weekly work plans of Units and ensures their timely implementation • Facilitates the development of indicators to measure the effectiveness of the support services provided under general administration. • Coordinates the development of Directorate, Section and 	<p>an equivalent professional qualification.</p> <ul style="list-style-type: none"> ▪ A Masters Degree preferably MPA, MBA, or in a relevant Management or HRM discipline from a recognized University shall be an advantage. • 8 years working experience three (3) years of which must have been at the middle management level in the Public Services of Liberia
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		<ul style="list-style-type: none"> • Unit inputs for the preparation of CSA Annual Report • Records proceedings of management level meetings as may be directed. • Writes speeches for immediate superior as may be directed. • Represents the Director, General Administration and Finance on official committees as may be directed. • Ensures appropriate and adequate documentation of all activities of the General Administration Section • Develops annual plans and budgets for the Section • Deputizes for the Director, General Administration and Finance as may be directed • Performs other relevant duties consistent with the functions of the Section and Directorate as may be assigned by the Director from time to time 	
9	PUBLIC RELATIONS OFFICER	<ul style="list-style-type: none"> • Leads and directs short, medium and long-term overarching strategic communications and marketing plans and activities to market and re-brand the CSA and the Liberia Civil Service. • Coordinates with the Civil Service Ministries and Agencies' public relations teams to develop and implement a Civil Service-wide communications and marketing strategy for the Service • Provides strategic and tactical communication advice to the Director-General and Strategic Managers of CSA to promote and re-brand the civil service. • Acts as the main liaison with the Ministry of Information on the planning and holding of CSA Press Conferences. • Provides strategic communications support to the Director-General, Strategic and Senior Management to roll-out Civil Service Leadership, Human Resource Management vision, plans and programs. • Responds to the communication and marketing threats and challenges to the image and reputation of the Civil Service • Ensures the quality and thoroughness of communication plans through close involvement of the Director-General, Strategic and Senior Managers • Develops close linkages and co-ordination with civil service ministries and agencies' public relations teams to ensure 	<ul style="list-style-type: none"> • A minimum of 1st Degree in Public Relations, Communications and Marketing or related discipline from a recognized University or an equivalent professional qualification. • A Masters Degree preferably MSc. in Public Relations, Communications or Marketing from a recognized University would be an advantage. • 10 years working

		<ul style="list-style-type: none"> • coordination in meeting client and stakeholders needs • Collaborates closely with civil service institutions Client Service Units to coordinate the communications and marketing of the Civil Service-wide products and services • Works with the Heads of CSA Directorates and their teams to ensure that as decisions are made there is an informed process in place for rolling out announcements. • Establishes effective relationships and collaboration with internal and external stakeholders to ensure acceptance and achievement of the Civil Service-wide vision and its products and services • Develops and manages the implementation of short-term and long-term communications and public information strategic and operational plans • Plans and manages the external and internal communications and information functions and ensures the quality of publicity. • Establishes and launches a communications journal for the Liberia Civil Service. • Serves as point of contact of media enquiries. • Ensures high rating of the CSA and the civil service by both internal and external clients/customers • Represents the CSA on official committees relevant to the public relations function as may be directed. • Ensures appropriate and adequate documentation of all activities of the Public Relations Unit • Develops annual plans and budgets for the Unit • Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Director-General from time to time 	<p>experience, three (3) of which must have been at the senior management level in the Public Services of Liberia</p>
10	<p>SENIOR STORES KEEPER</p>	<ul style="list-style-type: none"> • Develops and monitors the implementation of systems and procedures for managing the stores function at CSA • Ensures full compliance with approved stores management procedures including control mechanisms • Provides stores management services economically to ensure 	<ul style="list-style-type: none"> ▪ A minimum of 1st Degree in Purchases and Supply, Economics, Statistics or relevant qualification from

		<p>that inventory values are kept at the lowest practicable level to economize use of operating capital and to minimize costs of storage</p> <ul style="list-style-type: none"> • Establishes and manages procedures for systematically identify, define and describe all items of stock including the preparation of a stores code or vocabulary, the adoption of materials specification and the introduction of a degree of standardization • Establishes and manages procedures for receiving and accepting from all sources materials, equipment and parts used in CSA including supplies for maintenance, office facilities and operations, etc • Ensures adequate inspection and examination of all incoming consignments for quantity and quality before items are accepted into stock. • Creates and manages an issue and dispatch process for receiving demands, selecting items required and handing them over to users in the various Directorates, Sections and Units. • Ensures safekeeping of stock records both manual and automated including record particulars of receipts, issues and balances of stock. • Establishes and manages a process of stock accounting particularly to ensure accurate recording of stock movements and balances in value. • Develops and implements a stock control system to ensure continuous flow of materials so that stock balances are adequate to support the current rate of consumption, with due regard to economy. This must include provisioning, which is the means whereby instructions are given for the placing of orders. • Design and implement a modern stock verification system for CSA including stocktaking, stock checking and stock audit • Ensure appropriate handling, storage, safe custody and protection of CSA stores • Advises on the disposal of scrap and other discarded materials <ul style="list-style-type: none"> • Develops and submits supplies and materials requirements and budgets as part of CSA General Administration and Finance strategic and annual business plans and budgets 	<p>a recognized University or an equivalent professional qualification.</p> <ul style="list-style-type: none"> ▪ A Masters Degree preferably MSC, MBA from a recognized University or its equivalent professional qualification shall be an added advantage ▪ A post-graduate qualification in purchases and supply or stores management is a necessary requirement ▪ 6 years working experience three (3) years of which must have been at the middle management level in the Public Services of Liberia. ▪
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		<ul style="list-style-type: none"> • Plans stores capacity according to approved quarterly procurement projections to ensure adequate replenishment of goods and materials supplied. • Controls inventory levels to avoid unnecessary expenses through over procurement, deteriorations and the lack of proper care and control of supplies. • Establishes and monitors stores standards to ensure efficiency, minimum wastage and maximum utilization of available resources • Undertakes research and analysis on issues concerning supply and materials management to advice management on procurement decisions • Ensures appropriate documentation of all activities and operations of the Unit • Performs other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by the Director from time to time 	
11	SENIOR TRANSPORT OFFICER	<ul style="list-style-type: none"> • . Develops and implements an efficient transport management system to improve the operations of the CSA in the delivery of its mandate <ul style="list-style-type: none"> • Designs work schedules and coordinates vehicle movements. • Assists the Director, General Administration in the development of transport management policy guidelines for the CSA. • Oversees the management of CSA transport inventory system 	<ul style="list-style-type: none"> • A minimum of 1st Degree in Mechanical Engineering, Automobile Engineering, or professional qualification in logistics Management from a recognized institution • A post-graduate qualification in transport or logistics

		<ul style="list-style-type: none"> • Manages the financial/accounting aspects of the fleet maintenance operation. • Oversees the management of vehicle repairs and preventive maintenance within the CSA • Oversees the day to day operations of the transport and maintenance section of the CSA. • Assists in enforcing compliance with the transport policies and guidelines in the usage of CSA. • Assists in the registration and renewing of vehicles and documents. • Provides transport management inputs to assist Senior Civil Service policy makers review and formulate vehicle management and maintenance policies for the Civil Service • Develops best practice vehicle management courses to improve the skills of drivers and further assist in developing guidelines for establishing Civil Service Transport Management Class • Builds and manages a database on vehicles, their repairs, maintenance and costs. • Manages the efficient utilization of fuel through efficient management of vehicle deployment 	<p>management is a necessary qualification</p> <ul style="list-style-type: none"> • Six (6) years post-graduate relevant experience in motor vehicle transport operations and management, three (3) years of which must have been in a transport officer position
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		<ul style="list-style-type: none"> • Ensures appropriate documentation and updates of vehicle records, movement of vehicles and renewal of driving licenses, and all other operations of the Unit • Performs other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by the Director from time to time 	
12	SENIOR ESTATE AND MAINTENANCE OFFICER	<ul style="list-style-type: none"> ▪ Develops and implements an efficient estate management system to support the operations of the CSA ▪ Assists the Director, General Administration in the development of estate management policy guidelines for the CSA. ▪ Facilitates and coordinates the development and implementation of the Estate Unit strategic plan and budget. ▪ Coordinates all activities pertaining to estate management to ensure efficient management of CSA buildings, structures and surroundings. ▪ Coordinates and ensures regular maintenance and repair schedules landscaping and beautification for all CSA buildings, central structures and surroundings. ▪ Manages inventory of all immoveable properties of CSA and 	<ul style="list-style-type: none"> • A minimum of 1st Degree in Estate Management, Engineering from a recognized institution or equivalent of professional qualification • A post-graduate qualification in Estate Management will be an advantage • Six (6) years post-graduate relevant experience in Estate Management three (3) years of which must

		<p>keeps up to-date records of all property, capital works in progress including equipments.</p> <ul style="list-style-type: none"> ▪ Prepares records and submits reports on the usage, maintenance and repair history of the CSA including buildings and works ▪ Prepares estimates for repairs, landscaping and beautification of the CSA ▪ Provides and maintains official furniture and fixtures of CSA ▪ Coordinates and monitors the cleanliness and sanitation in and around CSA and its Annex structures ▪ <ul style="list-style-type: none"> • Assists in the procurement of furniture, textures and materials for repairs, beautification and maintenance especially in the preparation of technical specification for tenders • Assist in the management of CSA's estate management, landscaping and beautification contracts. • Ensures appropriate documentation and updates of records of the Unit • Performs other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by the Director from time to time 	<p>have been in the public service of Liberia</p>
13	SENIOR RECORDS AND DOCUMENTATION OFFICER	<ul style="list-style-type: none"> • Develops and oversees the implementation of efficient and effective records and documentation management systems, processes and practices to support efficient administration and decision-making 	<ul style="list-style-type: none"> • A minimum of a 1st Degree and professional qualification in

		<ul style="list-style-type: none"> • Exercises overall responsibilities for the effective and efficient administration and management of CSA's general, confidential and personnel. • Oversees, monitors, controls and develops the performance standards of Records and documentation Officers at CSA and liaises with the Management Services Directorate to ensure replication across the civil service. • Ensures appropriate staffing and training of records and documentation officers. • Ensures the timely transfer of semi-current and disposal of records of the CSA in accordance with approved retention schedules. • Initiates records and documentation management policies and guidelines for the CSA for the consideration of Director of General Administration and Finance • Advises on appropriate records and documentation management systems, processes and procedures. • Develops training manuals and assists in the training of personnel of the Records and Documentation Class in the Civil Service. • Establishes Records Management Tracking Systems and 	<p>Archives Studies or Records Management and Archives Administration</p> <ul style="list-style-type: none"> • A Masters Degree in Archives Studies or Records Management will be an advantage • Six (6) years post-graduate relevant experience in records management three (3) years of which must have been in the public service of Liberia.
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		<p>Indicators to monitor, evaluate and report on the performance of the Unit</p> <ul style="list-style-type: none"> • Manages the classification of documents and ensures their prompt and proper filing • Approves titles and index headings and ensures that registry standards and procedures are maintained • Supervises the transfer of semi-current records to the records centre • Prepares work schedules and allocates registry duties • Supervises file and document accession, listings, storage and retrieval • Ensures appropriate documentation and updates of records of the Unit • Performs other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by the Director from time to time 	
14	SENIOR HR POLICY ANALYST	<ul style="list-style-type: none"> • Develops HR planning models for the civil service 	<ul style="list-style-type: none"> • A minimum of a 1st Degree in Economics, Econometrics, Statistics,

	<p>HR STRATEGIC PLANNING, FORECASTING AND BUDGETING</p>	<ul style="list-style-type: none"> • Plans, develops and implements HR strategic plans and budgets. • Forecasts demand and supply of different categories of human resources for the civil service • Undertakes upstream HR policy analysis and recommend policy options to facilitate decision-making • Develops HR strategic planning concepts and assists ministries and agencies to apply them in the determination of their human capacity needs • Liaises with the Training and Development Section to provide training to Heads of Human Resource Departments of ministries and agencies on long- and medium-term strategic HR planning • Ensures that strategic planning guidelines are adhered to. • Develops medium to long term human resource development expenditure framework (HRDEF)for the civil service • Develops framework for effective liaison with the Ministry of Finance on the HRDEF and assists the Director, HR Policy Planning, Monitoring and Evaluation, and the Deputy Director-General (HRM Policy) in their engagement with the ministry • Ensures reasonable disaggregation of long-term HRDEF into medium and annual expenditures to facilitate short-term HR planning and implementation 	<p>Public/Business Administration</p> <ul style="list-style-type: none"> • A post-graduate qualification in HR planning is a necessary requirement <ul style="list-style-type: none"> • Six (6) years post graduate relevant experience three (3) years of which must have been in the public service of Liberia. • Post-qualification experience in HR strategic management and budgeting will be an advantage •
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		<ul style="list-style-type: none"> • Ensures appropriate and adequate documentation of all activities of the Unit including long- and medium-term HR policy options for the Liberia civil service • Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Assistant Director from time to time 	
15	<p>SENIOR HR POLICY ANALYST, SOCIAL DEVELOPMENT POLICY</p>	<ul style="list-style-type: none"> • Defines critical social development policy issues relevant to the civil service HR planning process • Develops conceptual frameworks and guidelines for integrating critical social development issues into national HR policy planning process • Ensures adequate mainstreaming of issues on gender, persons with disability (PWD) and HIV/AIDS at the work place into civil service HR planning and implementation • Undertakes periodic analysis to ascertain the level of compliance with civil service policy guidelines on the recruitment and appointment of women especially to management and leadership positions in the civil service • Undertakes periodic analysis to ascertain the level of compliance with the equal opportunity principle of recruitment and appointment in to the Liberia civil service as it pertains to persons with disability • Develops generic 'HIV/AIDS Policy at the Work Place' and 	<ul style="list-style-type: none"> • A minimum of a 1st Degree in Social Sciences, Public Administration or relevant discipline from a recognized university • Six (6) years post graduate relevant experience three (3) years of which must have been in the public service of Liberia. • Post-qualification experience in social development planning and budgeting will be an advantage

		<p>facilitate its adaptation by civil service ministries and agencies</p> <ul style="list-style-type: none">• Ensures that all civil service ministries and agencies develop and implement HIV/AIDS Policy at the Work Place• Liaises with the Training and Development Section to undertake training needs assessment of women and persons with disability and assists in the development of training programs to enhance their capacity in terms of skills and knowledge to facilitate their promotion to higher level grades and responsibilities• Develops tools and instruments for field officers to gather and collate data/information on HR related social development issues from civil service ministries and agencies• Provides guidance to field officers and HR Policy Analysts to ensure satisfactory analysis of field data/information• Works closely with the Monitoring and Evaluation Section to track social development policy impact on HRM in the civil service• Works closely with the Strategic HR Planning, Forecasting and Budgeting Unit to ensure that social development plans and programs are adequately integrated into the human resource development expenditure framework (HRDEF)• Ensures regular engagement with ministries of Gender and Development, Health and Social Welfare, Labour and other relevant ministries agencies to harmonize HR social development priorities	
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		<ul style="list-style-type: none"> • Ensures appropriate and adequate documentation of all activities of the Unit • Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Assistant Director from time to time 	
16	HR POLICY RESEARCH OFFICER (2 POSITIONS)	<ul style="list-style-type: none"> • Assists in the definition of conceptual framework for HR policy research for the Liberia civil service • Recommends for approval policy research themes and topics • Develops and Implements research methodologies and ensures appropriate sampling sizes and research scope • Develops research tools and instruments for field research and undertakes field research activities • Works closely with the Client Services and Standards Unit and undertakes the administration of client/beneficiary surveys to ensure adequate feedback on policy impact • Liaises effectively with field officers of other Directorates particularly Management and Employment Services, and Career Management and Training to collate feedback information to facilitate the determination of research themes and topics 	<ul style="list-style-type: none"> • A minimum of a 1st Degree in Public Administration, Business Administration, Social Science or relevant discipline from a recognized university • Six (6) years post graduate relevant experience three (3) years of which must have been in the public service of Liberia. • Experience in research and survey administration is a necessary requirement

		<ul style="list-style-type: none"> • Ensures appropriate documentation and storage of research findings in close collaboration with HRMIS and Management Services Directorates • Ensure regular interaction with the Monitoring and Evaluation Section to receive timely feedback on implementation challenges as input into the determination of research themes and topics • Advises on policy options emerging out of critical analysis of research data and findings • Advises on joint and collaborative research activities with other partners from both the public and private sectors • Ensures appropriate and adequate documentation of all activities of the Unit • Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Assistant Director from time to time 	
17	SENIOR HR POLICY ANALYST (2 POSITIONS)	<ul style="list-style-type: none"> • Defines conceptual framework for HR policy analysis in the Liberia civil service 	<ul style="list-style-type: none"> • A minimum of a 1st Degree in Public Administration, Business Administration or relevant discipline from a recognized university

	<p>HR POLICY ANALYSIS</p>	<ul style="list-style-type: none"> • Develops framework for data/information collation to facilitate timely analysis • Ensures appropriate synchronization of data/information to provide needed analytical consistency • Develops policy analytical tools and techniques and oversees their application • Works closely with the Training and Development Section to undertake training needs assessment and ensure that all Policy Analysts are adequately trained on the use and application of approved policy analytical tools and techniques • Works closely with the Monitoring and Evaluation Section and Policy Research Unit to develop a schedule or chart for the flow of field and research data to facilitate timely analysis and submission of recommendations • Undertakes critical analysis of data/information, develops and recommends HR policy options for consideration by superior officers • Advises on inconclusive analysis and critical areas/themes requiring additional research and information • Ensures appropriate documentation and storage of results of analytical activities • Ensures appropriate documentation of all activities of the Unit 	<ul style="list-style-type: none"> • Post-graduate qualification in HRM, public policy will be an advantage • Six (6) years post graduate relevant experience three (3) years of which must have been in the public service of Liberia. • Experience in public policy analysis is a necessary requirement
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		<ul style="list-style-type: none"> • Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Assistant Director from time to time 	
18	SENIOR MONITORING AND EVALUATION OFFICER, HR POLICY IMPLEMENTATION MONITORING	<ul style="list-style-type: none"> • Develops the monitoring component of a comprehensive M&E system and processes to track and assess the performance of HR policies and civil service personnel • Develops the monitoring component of M&E benchmarks and indicators that help leaders and senior managers of the civil service to determine progress of work, assess potential problems and success, take corrective action and ensure the relevance of policy • Develops and implements guidelines for the determination of baseline data for monitoring • Develops and ensures appropriate use of quantitative and qualitative indicators for monitoring and basis of evaluation • Develops and ensures the appropriate use of monitoring tools and instruments • Develops and ensures the successful implementation of monitoring mechanisms and procedures including field visits, stakeholder meetings, systematic reporting and adequate planning of monitoring activities (work plans) to facilitate 	<ul style="list-style-type: none"> • A minimum of a 1st Degree in Public Administration, Business Administration, Economics, Social Science or relevant discipline from a recognized university • Post-graduate qualification in M&E is a necessary requirement • Six (6) years post graduate relevant experience three (3) years of which must have been in M&E in the public service of Liberia.

		<p>gathering of HR performance data to support HR policy formulation and decision-making</p> <ul style="list-style-type: none">• Defines data collection process requirements and usage• Plans post-implementation monitoring as additional basis for assessing implementation success and decision-making• Ensures reporting requirements are comprehensive and clear and advises senior management on methods for ensuring adherence and compliance• Develop monitoring schedules and assign responsibilities• Works closely with the Training and Development Section to ensure that all monitoring officers are adequately trained on the use and application of approved monitoring tools, instruments, techniques and mechanisms• Works closely with the Policy Analysis and research Unit to ensure the synchronization and timely analysis of field data• Undertakes analysis of monitoring data/information and makes recommendations to superior officers• Ensures appropriate documentation and storage of findings from monitoring activities	
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		<ul style="list-style-type: none"> • Ensures appropriate documentation of all activities of the Unit • Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Assistant Director from time to time 	
19	<p>SENIOR MONITORING AND EVALUATION OFFICER,</p> <p>HR POLICY IMPACT EVALUATION</p>	<ul style="list-style-type: none"> • Develops the evaluation component of a comprehensive M&E system and processes to track and assess the performance of HR policies and civil service personnel • Develops the evaluation criteria including policy relevance, performance and success and ensures their transparent application • Develops and implements guidelines for policy output, outcome and impact evaluation • Develops and ensures the appropriate use of evaluation forms, tools and instruments • Develops and ensures the successful implementation of evaluation procedures and ensures strict adherence to them • Develops systems and procedures to facilitate internal and self-evaluation by civil service ministries and agencies • Advises the Assistant Director and Director on the need and frequency of external and independent evaluation • Advises the Assistant Director and Director on the timing and 	<ul style="list-style-type: none"> • A minimum of a 1st Degree in Public Administration, Business Administration, Economics, Statistics, ICT, Human Resource, M&E, Social Science or relevant discipline from a recognized university • Post-graduate qualification in M&E is a necessary requirement • Six (6) years post graduate relevant experience three (3) years of which must have been in M&E in the public service of Liberia.

		<p>scope of evaluation including ex-post evaluation and strategic evaluation</p> <ul style="list-style-type: none"> • Works closely with the Training and Development Section to ensure that all evaluation officers are adequately trained on the use and application of approved evaluation criteria, instruments, techniques and procedures • Communicates results of evaluation to superior officers • Ensures appropriate documentation and storage of analysis of evaluation team and results of evaluation • Ensures appropriate documentation of all activities of the Unit • Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Assistant Director from time to time 	
20	SENIOR CAREER PLANNING OFFICER	<ul style="list-style-type: none"> ▪ Undertakes research and analysis of career planning policies and guidelines and make recommendations for improvement ▪ Provides technical support to enable the Directorate to develop a comprehensive career development plan ▪ Provides technical inputs for the development of career planning and development management systems and processes ▪ Works closely with HRMIS to establish effective systems for managing career planning and development data ▪ Assists employees to assess career needs 	<ul style="list-style-type: none"> • At least a 1st Degree in Public Administration, Management or relevant discipline from a recognized University • Post-graduate qualification in human resource management or related discipline is a necessary qualification • Six (6) years post qualification experience of which three (3) years must have been in human

		<ul style="list-style-type: none"> ▪ Develops and publishes available career opportunities and align employee needs and abilities with career opportunities ▪ Designs tools and instruments for collecting data/information on career needs of civil servants ▪ Provides technical inputs for the continuous update of career planning policies ▪ Designs and implements a system for the systematic programming of civil service career development ▪ Implements career development protocols and submits progress reports to the Assistant Director ▪ Provides guidelines to assist ministries and agencies to integrate promotions, postings, transfers, secondments, attachments, job rotations, etc. into their career planning systems ▪ Undertakes research to review and update promotions, postings, secondments attachments transfers, and schemes of service to ensure that they are consistent with the career development and progression requirements of the civil service ▪ Implements guidelines on personal continuous learning and preparation of career management plans ▪ Undertakes research to review and update Civil Service rules, regulations, code of conduct and ethics to ensure that they are abreast with modern Civil Service norms and best practices, and monitor implementation to achieve desired changes in attitudes of 	<p>resource management</p> <ul style="list-style-type: none"> • Experience in career development and succession planning will be an advantage
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		<p>civil servants</p> <ul style="list-style-type: none"> ▪ Ensures regular update of occupational schemes for civil service occupational classes ▪ Liaises with Training and Development Section to organize workshops and training programs on career progression in the civil service ▪ Facilitates continuous career planning and development research to enhance and enrich Civil Service career management policy process. ▪ Ensures appropriate and adequate documentation of all activities of the Unit and submits report to the Assistant Director ▪ Oversees the work of staff of the Unit • Performs other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by superior officers from time to time 	
21	CAREER PLANNING OFFICER	<ul style="list-style-type: none"> • Assists in the development of analytical inputs for preparing career development plans • Assists in the development of career development planning and programming guidelines • Assists in the development of career development data collection tools and instruments • Directly responsible for the administration of data collection instruments and the collation of relevant career development information 	<ul style="list-style-type: none"> • A minimum of a 1st Degree in Public Administration, Management, HRM or relevant discipline from a recognized university • At least two (2) year post-graduate relevant experience one (1) year of which must have been in human resource management

		<ul style="list-style-type: none">• Directly undertakes field research and ensures appropriate documentation of research findings• Undertakes initial analysis of collated career development information and submits monthly reports to superior officers• Responsible for the classification of career development information according to occupational schemes• Assists in implementing mechanisms and procedures to ensure adherence to career development policies and guidelines by ministries and agencies• Organizes stakeholder meetings on career planning and programming issues and records proceedings and decisions• Assists Ministries and Agencies to respond to career planning and programming tools and instruments• Assists in the development and implementation of training programs for Career Planning Officers in the civil service• Serves as the main internal liaison officer and interact with relevant Sections and Units on regular basis• Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Senior Career Planning	
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		Officer from time to time	
22	SENIOR CAREER PLANNING OFFICER	<ul style="list-style-type: none"> • Develops guidelines to facilitate the preparation of succession plans by ministries and agencies • Develops and ensures the successful implementation of succession plans for the civil service • Applies approved criteria to identify talented, hardworking and high 'flyers' to enable them benefit from accelerated career progression • Analyzes succession plans, systems and processes to effectively and efficiently identify likely vacancies for higher level leadership and executive management positions and to locate likely successors to fill such vacancies. • Initiates research into succession planning challenges and submits findings to the Assistant Director and Director for necessary action to be taken • Works closely with Civil Service HR Officers to identify likely vacancies in the leadership and executive management positions, and facilitate the timely development of succession plans to fill the vacancies. • Works with civil service HR Officers to review and update their succession plans in line with approved guidelines 	<ul style="list-style-type: none"> • At least a 1st Degree in Public Administration, Management or relevant discipline from a recognized University • Post-graduate qualification in human resource management or related discipline is a necessary qualification • Six (6) years post qualification experience of which three (3) years must have been in human resource management • Experience in career development and succession planning will be an advantage

		<ul style="list-style-type: none">• Works with the Career Planning and Programming Unit to build capable leadership and executive management team with clear roles and responsibilities• Works closely with HRMIS and Management Services Directorate to access classified HR data and civil service staff profiles and undertake critical analysis to determine succession planning parameters• Ensures that the management development programs upon which the leadership and executive management succession schemes are anchored conforms with internationally acceptable best practices• Implements mechanisms to ensure that succession planning and grooming systems and processes of ministries and agencies are based on clearly defined organizational objectives and are consistent with the overall vision of the civil service▪ Provides technical inputs for the continuous update of succession planning policies• Designs and implements quality assurance tracking systems, techniques and indicators to monitor, evaluate and report on the effectiveness of the succession planning in the civil service• Develops profiles of potential leaders and smart managers for the civil service and recommends their career development trajectory	
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		<ul style="list-style-type: none"> • Prepare case studies on successful civil servants to be used as role models • Ensure accurate documentation of all activities of the Succession Planning Unit • Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Senior Career Planning Officer from time to time 	
23	SENIOR TRAINING AND DEVELOPMENT OFFICER	<ul style="list-style-type: none"> • Develops technical inputs for the preparation of civil service training policy framework • Develops and implements a system that ensures systematic programming of training programs for civil servants • Develops civil service training standards • Liaises with the Career Planning and Programming, and Succession Planning Units to implement civil service capacity development and utilization program • Analyzes training plans, programs, systems and processes to ensure equity, transparency and successful delivery 	<ul style="list-style-type: none"> • At least a 1st Degree in Public Administration, Management, HRD, Education or relevant discipline from a recognized University • Post-graduate qualification in human resource development/management or related discipline is a necessary qualification • Six (6) years post qualification experience of which three (3) years must have been in human resource

		<ul style="list-style-type: none"> • Initiates research into challenges of civil service training and development and submits findings to the Assistant Director and Director for necessary action to be taken • Liaises with the Social Development Unit to ensure that training and development plans and programs take adequate account of the needs of women and persons with disability • Develops and oversees the administration of tools and instruments for collecting relevant data for planning and programming of civil service training • Works closely with Civil Service HR Officers to identify training needs and requirements and ensure they are adequately factored into planning and programming processes • Works with civil service HR Officers to review and update their training plans and programs in line with approved guidelines • Undertakes analysis and review of best practice information on civil service training and development and make recommendations to the Assistant Director and Director • Provides technical inputs for the continuous update of training and development policies • Develops a comprehensive database on training institutions and their facilities for purposes of planning, programming and civil service training infrastructure development • Liaises with Training Delivery and Impact Assessment Unit to access database and records on trainers and resource persons, and their areas of specialization for planning and programming purposes • Ensure accurate documentation of all activities of the Training Planning and Programming Unit • Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Senior Career Planning Officer from time to time 	<p>development/management</p> <ul style="list-style-type: none"> • Experience in training and development strategies will be an advantage
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24	TRAINING AND DEVELOPMENT OFFICER	<ul style="list-style-type: none"> • Assists in the development of analytical inputs for preparing training plans and programs • Assists in the development of training standards and evaluation tools and instruments • Directly responsible for the administration of data collection instruments and the collation of relevant information (including training delivery infrastructure) for planning and programming of training • Directly undertakes field training and development research and ensures appropriate documentation of research findings • Undertakes initial analysis of collated training and development information and submits monthly reports to superior officers • Responsible for the scheduling training delivery in accordance with approved training plan • Organizes stakeholder meetings on training and development issues and records proceedings and decisions • Assists Ministries and Agencies to respond to training planning, programming and evaluation tools and instruments • Serves as the main internal liaison officer and interact with relevant Sections and Units on regular basis to collate information relevant to the work of the Training and Development Section 	<ul style="list-style-type: none"> • A minimum of a 1st Degree in Public Administration, Management, HRM or relevant discipline from a recognized university <ul style="list-style-type: none"> • At least two (2) year post-graduate relevant experience one (1) year of which must have been in human resource management

		<ul style="list-style-type: none"> • Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Senior Training and Development Officer from time to time 	
25	COORDINATOR, CAPACITY BUILDING PROGRAMS	<ul style="list-style-type: none"> • Develops systems and processes to ensure the effective coordination of capacity building programs for the civil service • Develops and implements coordination mechanisms for monitoring capacity building programs and advises the Director-General and senior management • Develops and implement specific actions to achieve objectives of civil service capacity building • Provides advice and guidance to the Director, General Administration and Finance, the Principal Director, Director-General and his Deputies on effective and efficient governance of CSA decentralized offices • Undertakes analysis of on-going capacity building programs and documents implementation challenges • Makes recommendations to the Director-General and Director of Career Management and Training Directorate to improve the management and implementation of capacity building programs • Develops and implements mechanisms to strengthen the linkage between capacity building programs and civil service vision • Develops and strengthens collaboration with development partners and other stakeholders in the areas of technical and financial assistance • Organises workshops, meetings and other stakeholder consultations to sustain stakeholder interest in civil service capacity building programs • Inspects on-going capacity building programs and submits reports to the Director-General and Senior Management. • Organises periodic training for Managers of capacity building programs to enhance their ability to link their program objectives to the CSA and civil service strategic objectives • Ensures effective coordination with development partners in the planning, programming and execution of civil service capacity building programs 	<ul style="list-style-type: none"> • A minimum of 1st Degree in Public/Business Administration, Management, or related discipline from a recognized University. • A Masters Degree preferably MPA, MBA, MA, MSC in Management or equivalent qualification from a recognized University or institution will be an advantage. • 6 years post-qualification experience, two (3) of which must have been at middle management level in the Liberia public service.

		<ul style="list-style-type: none"> • Advises the Director-General and Senior Management on critical emerging issues including future capacity building focus and management. • Plans, organizes and coordinates the conduct of periodic reviews of capacity building programs and ensures adequate documentation of lessons learned • Coordinates the work of consultants working on civil service capacity building programs and ensure proper storage and dissemination of their outputs • Documents and disseminates best practice information on civil service capacity building • Ensures appropriate and adequate documentation of all activities of the Capacity Building Program Coordination Section • Develops annual plans and budgets for the Section • Performs other relevant duties consistent with the functions of the Section and Directorate as may be assigned from time to time 	<ul style="list-style-type: none"> • Project management experience is a necessary requirement
26	<p>SENIOR PERFORMANCE MONITORING AND ASSESSMENT OFFICER</p>	<ul style="list-style-type: none"> • Assists in the development and implementation of a performance monitoring and assessment system • Develops technical configuration of a performance monitoring system • Develops the technical configuration of a performance assessment system • Develops and implements guidelines for assessing personnel output, outcome and impact 	<ul style="list-style-type: none"> • A minimum of a 1st Degree in Public Administration, Business Administration, Economics, Statistics, ICT, Human Resource, M&E, Social Science or relevant discipline from a recognized university • Post-graduate qualification in M&E is a necessary requirement

		<ul style="list-style-type: none"> • Develops and ensures the appropriate use of performance monitoring tools and instruments • Develops and ensures the appropriate use of personnel assessment forms, tools and instruments • Develops and ensures the successful implementation of monitoring and assessment procedures and ensures strict adherence to them • Develops and ensures the use of performance indicators and benchmarks • Develops and ensures the successful application of personnel performance assessment criteria • Develops systems and procedures to facilitate self-appraisal by civil service ministries and agencies • Prepares draft Performance Contracts for selected civil service position for approval • Assist in the management and administration of performance contracts • Undertakes performance reviews and submits report to Assistant Director and Director • Assists in the preparation of guidelines and provides technical support to ministries and agencies to develop and implement 	<ul style="list-style-type: none"> • Six (6) years post graduate relevant experience three (3) years of which must have been in M&E in the public service of Liberia. • Experience in performance assessment and personnel appraisal is a necessary requirement
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		<p>Performance Improvement Plans</p> <ul style="list-style-type: none"> • Supervises field activities of Performance Monitoring Officers • Directs and supervises analysis of performance monitoring field data and appropriately documents results • Develops and oversees the implementation of work schedules and work plans of monitoring and assessment officers • Works closely with the Training and Development Section to ensure that all performance monitoring and assessment officers are adequately trained on the use and application of approved monitoring tools, techniques and procedures, and personnel assessment criteria • Analyses performance assessment reports and communicates results to superior officers • Ensures appropriate documentation and storage of performance assessment reports • Ensures appropriate documentation of all activities of the Unit • Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Assistant Director from time to time 	
27	PERFORPMANCE MONITORING OFFICER	<ul style="list-style-type: none"> • Assists in the development of the monitoring component of M&E systems and processes • Assists in the development of monitoring indicators and performance benchmarks • Assists in the determination of baseline data for monitoring • Directly responsible for field monitoring and the application of 	<ul style="list-style-type: none"> • A minimum of a 1st Degree in Public Administration, Economics, Social Science, Statistics, M&E or relevant discipline from a recognized university • At least two (2) year post-graduate relevant experience one (1) year

		<p>approved quantitative and qualitative performance indicators</p> <ul style="list-style-type: none"> • Directly responsible for the use and application of approved performance monitoring tools and instruments to collect data from ministries and agencies • Implements performance monitoring mechanisms and procedures including undertaking field visits and preparation of field work plans and schedules. • Organizes stakeholder meetings and records proceedings and decisions • Undertakes initial analysis of field data and prepares weekly field reports • Assists Ministries and Agencies to respond to performance monitoring tools and instruments • Participates in training programs for monitoring and assessment officers on the use and application of approved performance monitoring and assessment tools, instruments, techniques and mechanisms • Collaborates effectively with Research Officers and Monitoring and Evaluation Officers from the Research Unit, and M&E Section respectively to ensure proper synchronization and timely analysis of field data • Ensures appropriate documentation and storage of findings from field monitoring 	<p>of which must have been in M&E/performance monitoring in the public service of Liberia.</p>
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		<ul style="list-style-type: none"> Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Senior Monitoring Officer from time to time 	
28	SENIOR MANAGEMENT ANALYST, MANAGEMENT SYSTEMS AND PROCEDURES DEVELOPMENT	<ul style="list-style-type: none"> Assists in assessing the adequacy of civil service organizational objectives Assists in assessing the adequacy of civil service organizational functions and ensures that functions remain relevant Assesses the effectiveness of civil service organizational structures in terms of logical grouping of functions, delegation of functions and authority, communication levels, etc. Develops organizational improvement proposals and assists ministries and agencies to implement approved proposals Assists in the development and production of organizational manuals for purpose of reference and training Develops sound methodology for systematically analyzing contents and requirements of approved civil service jobs/posts Analyses job contents within the civil service and develops standard job descriptions and job specifications according approved format Maintains up-to-date record of approved job descriptions and job specifications 	<ul style="list-style-type: none"> A minimum of a 1st Degree in Public Administration, Business Administration, Organisational Management/Development, Management or relevant discipline from a recognized university Six (6) years post graduate relevant experience three (3) years of which must have been in the public service of Liberia. Experience in organizational management/development is a necessary requirement

		<ul style="list-style-type: none"> • Develops and introduces effective systems for periodic review of existing job descriptions and job specifications • Advises on human resource utilization needs • Defines job standards and advises on staffing patterns • Advises on modernization and civil service facilities requirements for productivity improvement • Supervises field activities of Management analysts to ensure adequate capture of organizational development data • Develops and oversees the implementation of work schedules and work plans of Management Analysts • Works closely with the Training and Development Section to ensure that staff are adequately trained on organizational structures and use of organizational manuals • Ensures appropriate documentation of all activities of the Unit • Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Assistant Director from time to time 	
29	MANAGEMENT ANALYST (2 POSITIONS) JOB INSPECTION AND	<ul style="list-style-type: none"> • Assists in the development of management reviews and job inspection framework • Responsible for data collection, specialized research, organizational studies and statistical analysis 	<ul style="list-style-type: none"> • A minimum of a 1st Degree in Public Administration, Business Administration, Organisational Management/Developmen

	<p>MANAGEMENT REVIEWS</p>	<ul style="list-style-type: none"> • Assists civil service institutions to undertake regular management reviews (self-cleansing exercises) of their staffing levels to eliminate waste and ensure efficiency and effectiveness in the delivery of public services • Assists in the preparation of job inspection guidelines and procedures • Assists in the development of job inspection methods and data collection tools and instruments • Administers questionnaires/tools to gather field data from ministries and agencies • Undertakes job inspection field work in ministries and agencies • Ensures adequate planning of job inspection exercises • Prepares for approval job inspection schedules • Participates in training programs on interview techniques and facts collection methods • Apply workload measurement techniques to assess workload of civil service posts 	<p>t, Management or relevant discipline from a recognized university</p> <ul style="list-style-type: none"> • Four (4) years post graduate relevant experience three (2) years of which must have been in the public service of Liberia. • Experience in organizational management/development and reviews will be an advantage
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		<ul style="list-style-type: none">• Undertakes initial examination and analysis of information gathered and submits report to superior officers• Undertakes job analysis and job evaluation• Undertakes organizational, functional and management reviews and submits reports to superior officers• Organizes stakeholder meetings and records proceedings and decisions• Assists Ministries and Agencies to respond to job inspection tools and instruments• Assists in the development and use of job inspection procedures and manual• Collaborates effectively with Research Officers and Monitoring and Evaluation Officers from the Research Unit, and M&E Section respectively to ensure proper synchronization and timely analysis of field data• Ensures appropriate documentation and storage of findings from job inspections• Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Senior Monitoring Officer from time to time	
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30	SENIOR EMPLOYEE RELATIONS OFFICER	<ul style="list-style-type: none"> • Develops technical inputs to assist industrial relations policy formulation process • Develops and ensures the implementation of employee relations guidelines • Develops and administers tools and instruments to gather information on civil service employee relations • Undertakes analysis of information and submits recommendations for improving employee relations in the civil service • Liaises effectively with the Public Relations Unit to develop and implement education and awareness programs for purposes of improving employee relations in the civil service • Facilitates the establishment of structures in ministries and agencies to promote social dialogue and manage effectively employee relations • Organizes workshops and training programs to educate civil servants on labour laws and regulations • Liaises with Performance Management Section to educate civil servants on employer and employee obligations of employment 	<ul style="list-style-type: none"> • A minimum of a 1st Degree in Public Administration, Business Administration, Human Resource Management, labour administration or relevant discipline from a recognized university • Six (6) years post graduate relevant experience three (3) years of which must have been in the public service of Liberia. • Experience in industrial /employee relations is a necessary requirement

		<p>contracts</p> <ul style="list-style-type: none"> • Develops and monitors implementation of civil service disciplinary guidelines • Identifies potential breaches of employee relations standards and advises on preventive measures and actions • Ensures appropriate documentation of all activities of the Employee Relations Unit • Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Assistant Director from time to time 	
31	<p>SENIOR OCCUPATIONAL ANALYST, JOB CLASSIFICATION AND GRADING</p>	<ul style="list-style-type: none"> • Provides technical inputs for the development and implementation of job classification and grading system including job families, occupational groups, occupational broad band levels and specific occupations for the Liberia civil service • Develops standardized occupational information to support civil service employment including the use of uniform occupational language • Develops Liberian Standard Skills-Based Classification of Occupations for the civil service 	<ul style="list-style-type: none"> • A minimum of a 1st Degree in Public Administration, Business Administration, Human Resource Management or relevant discipline from a recognized university • Six (6) years post graduate relevant experience three (3) years of which mus

		<ul style="list-style-type: none"> • Develops position classification standards for the civil service • Develops job grading standards for the civil service • Develops classification system and salary structure guide for the civil service • Develops rewards and benefits strategy for the civil service • Develops occupational research program to collect information on job classification and grading • Develops tools and instruments to facilitate field data collection and oversees their administration • Supervises job analysis undertaken by Occupational Analysts • Develops job evaluation system and scheme and ensures their application to address equality issues and provide unbiased promotion and rewards system • Develops job grading systems and ensures their implementation • Develops and facilitates implementation of job grading criteria for wage classification • Ensures consistency between job evaluation, salary 	<p>have been in the public service of Liberia.</p> <ul style="list-style-type: none"> • Experience in job classification and grading is a necessary requirement
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		<p>benchmarking and rewards and benefits</p> <ul style="list-style-type: none">• Develops procedures for handling classification appeal to ensure speedy civil service employees request for classification (pay system, occupational series, grade and position, etc) review• Liaises closely with the Training and Development Section to develop training program to enhance the capacity of Occupational Officers and Human Resource Officers in the civil service• Undertakes periodic review of standards, guidelines, procedures and instruments• Approves work plan of Occupational Analysts and supervises the implementation of field work schedules• Maintains up-to-date records and ensures appropriate documentation of all activities of the Unit• Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Assistant Director from time to time	
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32	SENIOR REDEPLOYMENT OFFICER	<ul style="list-style-type: none"> • Develops technical inputs for the formulation of redundancy and redeployment policies • Assists in the development of guidelines and procedures for declaring redundancies • Develops and implements strategies to prevent 'backdoor' re-entry of out-placed civil servants • Implements redundancy and redeployment plans and programs including alternative employment services such as alternative job placement, business counselling, skills training, investment and early retirement schemes and private sector promotion • Undertakes research on alternative employment opportunities outside the civil service and submits report for decision-making • Develops tools and instruments to capture data/information on civil service redundancies • Administers tools and instruments and submits report including recommendations to facilitate decision-making • Organizes awareness programs to educate civil service workers and Management on redundancy and redeployment guidelines and procedures including early retirement issues 	<ul style="list-style-type: none"> • A minimum of a 1st Degree in Public Administration, Business Administration, Human Resource Management Social Sciences, Economics or relevant discipline from a recognized university • Six (6) years post-graduate relevant experience three (3) years of which must have been in the public service of Liberia. • Experience in redundancy management will be an advantage

		<ul style="list-style-type: none"> • Organizes stakeholder meetings to build consensus on critical redeployment and redundancy issues • Facilitates the organization of counseling programs for potential redundant civil service staff • Liaises with ministries and agencies to ensure compliance with redundancy and redeployment guidelines • Collates redundancy and redeployment-related complaints and grievances and monitor their resolution • Undertakes periodic review of guidelines and procedures • Maintains up-to-date records on redundancies in the civil service and reconcile records with those of the HRMIS Directorate • Ensures appropriate documentation and storage of all activities of the Unit • Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Assistant Director from time to time 	
33	CHIEF TECHNICAL ADVISOR TO THE	<ul style="list-style-type: none"> • Provides policy and implementation advice on civil service 	<ul style="list-style-type: none"> • A 1st Degree in Public Administration, Business Administration, Political

	<p>DIRECTOR-GENERAL</p>	<p>reform to the Director-General</p> <ul style="list-style-type: none"> • Advises the Director-General on best practice civil service reform coordination • Prepares regular policy papers on best practice civil service governance and its impact on the development agenda of the Government of Liberia • Advises the Director-General on the political, social, economic, administrative and management implications of human resource policy decisions • Assists the Director-General in the planning and prioritization of activities and preparation of work plans and implementation schedules for carrying out the duties and responsibilities of the Director-General • Assists the Director-General to develop mechanisms for coordinating strategic policy inputs for sound decision-making 	<p>Science, Social Sciences, HRM or related discipline from a recognized University or an equivalent professional qualification.</p> <ul style="list-style-type: none"> • A Masters Degree preferably MBA, MPA, in HRM from a recognized University. • 10 years of working experience, five (5) of which must have been at Senior Management level in the Public Service with at least three (3) years in the public service of Liberia. • Experience in civil service reform and civil service leadership and governance is a necessary qualification requirement • Must be computer literate
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		<ul style="list-style-type: none"> • Assists the Director-General to prepare technical papers for meetings including Cabinet and Civil Service Commission meetings • Prepares speeches for the Director-General • Performs other duties as may be assigned by the Director-General from time to time 	
34	SENIOR HR POLICY ADVISOR TO THE DEPUTY DIRECTOR-GENERAL (HRM POLICY)	<ul style="list-style-type: none"> • Provides policy and implementation advice on civil service reform to the Director-General • Advises the Director-General on best practice civil service reform coordination • Prepares regular policy papers on best practice civil service governance and its impact on the development agenda of the Government of Liberia 	<ul style="list-style-type: none"> • A 1st Degree in Public Administration, Business Administration, Political Science, Social Sciences, HRM or related discipline from a recognized University or an equivalent professional qualification. • A Masters Degree preferably MBA, MPA, in HRM from a recognized University.

		<ul style="list-style-type: none"> • Advises the Director-General on the political, social, economic, administrative and management implications of human resource policy decisions • Assists the Director-General in the planning and prioritization of activities and preparation of work plans and implementation schedules for carrying out the duties and responsibilities of the Director-General • Assists the Director-General to develop mechanisms for coordinating strategic policy inputs for sound decision-making • Assists the Director-General to prepare technical papers for meetings including Cabinet and Civil Service Commission meetings • Prepares speeches for the Director-General • Performs other duties as may be assigned by the Director- 	<ul style="list-style-type: none"> • 10 years of working experience, five (5) of which must have been at Senior Management level in the Public Service with at least three (3) years in the public service of Liberia. • Experience in civil service reform and civil service leadership and governance is a necessary qualification requirement <p>Must be computer literate</p>
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