

REPUBLIC OF LIBERIA CIVIL SERVICE AGENCY SENIOR EXECUTIVE SERVICE

VACANCY ANNOUNCEMENT

The Civil Services Agency of the Republic of Liberia with support from Development Partners announces a rollout of positions in the Public Service under its Senior Executive Service (SES) Program.

The Senior Executive Service (SES) Program is an initiative intended to develop adequate surge capacity, provide leadership and management, implement priority programs and bring about strategic change as part of the Civil Service reform process. The SES has been established to attract and recruit competent and skilled Liberian professionals to help the Government work toward achieving effective management of public resources, promoting economic growth, and improving service delivery.

The general components of the SES competency framework are:

Leadership

Develops a strategic direction for the organization based on sound judgment, conceptual ability, integrity and fairness, commonsense, a broad range of information input and inspires others to adopt a shared vision

Managing Relationships

Proactively builds networks, partnerships and effective working relationships with staff, supervisors, Government officials and external partners in a tactful, diplomatic and sensitive manner

Managing Teams

Inspires a working environment free of discrimination, sensitive to gender and cultural differences, promotes family and work balance, adopts a learning culture, and maximizes the full strengths and competencies of all team members.

Communicate Effectively

Presents and speaks clearly, demonstrates well developed writing skills, listens to and respects the views of others and relies on communications to advocate for results

Achieve Results

Ensures that the organization has adequate resources and capabilities to deliver on its mandate and that all staff performs at the appropriate performance levels to contribute to overall results in an environment of continuous change

All applications should be addressed to:

The Program Coordinator
Senior Executive Service (SES) Program
Civil Service Agency, R.L.
63 Carey Street, Monrovia
Liberia

Email: ses@csa.gov.lr

Applications from qualified female candidates are particularly encouraged

Applicants are advised to apply for not more than two positions

Applicants for the position of County Development Officer may indicate the preferred County

Deadline for receipt of application is September 25, 2008

Any queries on the vacancies should be addressed to Email: **ses@csa.gov.lr**

Cell Phone #: **+231-077-875-005 OR 231-077-952-460**

	POSITION	OBJECTIVES	EDUCATIONAL QUALIFICATION REQUIREMENT	ANNUAL REMUNERATION
1.	LEGAL COUNSELOR MINISTRY OF JUSTICE	To strengthen the ability of the ministry, in particular, review all documents with legal implications, advise the Minister on issues relating to rule of law, provide legal assistance and advice to key stakeholders, represent the ministry in legal action, and manage the ministry's rule making process	JD/LLB IN CRIMINAL OR INTERNATIONAL LAW WITH DEMONSTRABLE/PRACTICAL EXPERIENCE	Up to \$36,000.00 p.a.
2.	LAWYER MINISTRY OF JUSTICE	To strengthen the ability of the ministry, in particular, the court; represent the ministry in legal actions, and manage the ministry's rule-making process	JD/LLB LITIGATION WITH DEMONSTRABLE/PRACTICAL WORK EXPERIENCE	Up to \$36,000.00 p.a.
3.	DIRECTOR/SENIOR ECONOMIST DEPARTMENT OF EXPENDITURE MINISTRY OF FINANCE	Responsible for all financial/Expenditure reports, and analysis; monitors all government (and donors) expenditures including those of the leeward counties	MASTER DEGREE OR EQUIVALENT IN ECONOMICS WITH DEMONSTRABLE EXPERIENCE	Up to \$36,000.00 p.a.

4.	DIRECTOR OF THE LARGE TAX UNIT DEPARTMENT OF REVENUE, MINISTRY OF FINANCE	Responsible for the general supervision activity planning and management of the LTU which include enforcement of filing and tax payment obligations evaluation and audit of tax returns, financial statements and general compliance, taxpayer education, revenue forecasting and modernization of the unit	BACHELOR DEGREE IN ACCOUNTING/FINANCE MASTER DEGREE WITH DEMONSTRABLE EXPERIENCE WILL BE PREFERRED	Up to \$36,000.00 p.a.
5.	SENIOR POLICY COORDINATOR MINISTRY OF GENDER AND DEVELOPMENT	To provide high quality policy and strategic advice to the Minister. To help ensure that the national development process and policies sufficiently address gender equality, women’s empowerment, and rights of the child. To provide technical direction and support in carrying out the coordination and liaison functions of the Ministry	MASTER DEGREE IN SOCIAL SCIENCE, DEVELOPMENT STUDIES OR RELEVANT FIELD WITH DEMONSTRABLE EXPERIENCE	Up to \$36,000.00 p.a.
6.	NATIONAL DATA PROCESSING SPECIALIST LIBERIA INSTITUTE FOR STATISTICS AND GEO- INFORMATION SYSTEM	To provide technical assistance in all aspects related to data collection processing and storage by the Liberia Institute for Statistical and Geo-Information System	BACHELORS DEGREE IN DEMOGRAPHY, STATISTICS, MATHEMATICS, ECONOMIC, COMPUTER SCIENCE OR RELEVANT FIELD WITH DEMONSTRABLE EXPERIENCE	Up to \$36,000.00 p.a.

7.	<p>DEVELOPMENT ECONOMIST</p> <p>MINISTRY OF PLANNING AND ECONOMIC AFFAIRS</p>	<p>The Development Economist will assist the Ministry in developing the National Medium Term Planning agenda; Spearhead the development of planning, monitoring and evaluation capacity within the Ministry; and build Micro-economic Analysis and Policy Formulation Capacity. The Economist will also conduct research, monitor data, analyze information and prepare reports and plans to resolve economic problems and develop models to analyze, explain and forecast economic behavior and patterns. He/she shall advise on matters such as finance, fiscal and monetary policy, international trade, agriculture and natural resource commodities and labor and industrial market</p>	<p>MASTER DEGREE IN ECONOMICS WITH DEMONSTRABLE EXPERIENCE</p>	<p>Up to \$36,000.00 p.a.</p>
8.	<p>PROCUREMENT SPECIALIST</p> <p>MINISTRY OF PUBLIC WORKS</p>	<p>To plan and coordinate the procurement activities of the Ministry of Public Works including the training of personnel in procurement of goods and services</p>	<p>BACHELORS DEGREE IN PROCUREMENT</p> <p>MASTER DEGREE WITH DEMONSTRABLE EXPERIENCE WILL BE AN ADVANTAGE</p>	<p>Up to \$36,000.00 p.a.</p>

9.	SENIOR BRIDGE ENGINEER MINISTRY OF PUBLIC WORKS	The bridge engineer will supervise the planning, designing and coordinating of construction of bridges and drainage structures in Liberia	MASTERS DEGREE IN STRUCTURAL ENGINEERING WITH PRACTICAL EXPERIENCE	Up to \$36,000.00 p.a.
10.	PRINCIPAL DIRECTOR OF ADMINISTRATION MINISTRY OF AGRICULTURE	To ensure effective integration and implementation of systems responsible for financial management, asset management, and information, communication technology management	MASTERS DEGREE IN ADMINISTRATION OR RELEVANT FIELD PHD WITH DEMONSTRABLE EXPERIENCE WILL BE AN ADVANTAGE	Up to \$36,000.00 p.a.
11.	SENIOR RESEARCH OFFICER MINISTRY OF TRANSPORT	Under general direction, plans, organizes and directs the major functions of the organizational unit, develops programs to solve identified problems; sets goals and objectives to visualize the end results of programs; prepares policy documents, program narratives and risk management plan; conducts institutional analysis to identify organizational and training need; carries out cost-benefit analysis and impact assessment of programs; prepares and submits periodic reports	BACHELOR DEGREE IN TRANSPORTATION ECONOMICS OR RELEVANT FIELD WITH DEMONSTRABLE EXPERIENCE	Up to \$12,000.00 p.a.

12.	YOUTH DEVELOPMENT SPECIALIST MINISTRY OF YOUTH AND SPORTS	Responsible for leading project planning and implementation of major youth development programs across the country; undertake analysis and provide inputs for the formulation of national youth policies; develops and maintains effective relationship with national youth organizations, communities, students, etc. and promotes the participation in youth development and leadership opportunities.	BACHELOR DEGREE IN YOUTH DEVELOPMENT OR RELEVANT AREAS MASTER DEGREE WITH DEMONSTRABLE EXPERIENCE WILL BE PREFERRED	Up to \$24,000.00 p.a.
13.	ECONOMIST BUREAU OF THE BUDGET	The Economist will provide strategic technical information (trend analysis, macro-fiscal data, etc.) for use by the key technical sectors in budget preparation and execution	BACHELOR DEGREE IN ECONOMICS MASTER DEGREE WITH DEMONSTRABLE EXPERIENCE WILL BE PREFERRED	Up to \$24,000.00 p.a.
14.	SENIOR LABOR ECONOMIST MINISTRY OF LABOR	Responsible for the collection, analysis, interpretation and storage of data on labor supply and demand; prepares manpower capacity development plans and policies; analyses employment, unemployment and underemployment trends and provides advice on policies to address employment development challenges; collects and analyses	BACHELOR DEGREE IN ECONOMICS OR STATISTICS MASTER DEGREE WITH DEMONSTRABLE EXPERIENCE WILL BE PREFERRED	Up to \$24,000.00 p.a.

		data on age and gender composition of the working population; collect and analyze the cost of labor in various industries in the labor sector; and provides policy direction for effective networking with international labor organizations including the United Nations International Labor Organization.		
15.	AGRICULTURE ECONOMIST MINISTRY OF AGRICULTURE	Responsible for monitoring and evaluating economic changes in agriculture especially food crops and commodities on international and regional markets; develops technical papers to guide policy planning and programming; prepares budget including crops budget for various Counties; undertakes analysis of the Agriculture Sector Investment Program and provides strategies to enhance its implementation; evaluates performance of agriculture projects, review their investment implications and provides capacity building support.	MASTER DEGREE IN AGRICULTURAL ECONOMICS WITH DEMONSTRABLE EXPERIENCE PHD WITH RELEVANT EXPERIENCE WILL BE AN ADVANTAGE	Up to \$24,000.00 p.a.
16.	STRATEGIC MANAGEMENT SPECIALIST	Responsible for the development of strategic framework through a participatory process involving all	MASTER DEGREE IN STRATEGIC MANAGEMENT, BUSINESS ADMINISTRATION,	Up to \$36,000.00 p.a.

	MINISTRY OF PUBLIC WORKS	key stakeholders to ensure effective recruitment, training and supervision within the ministry; establishes a framework to ensure internal control of resources to maximize project outputs and outcomes; plans and redesigns tasks into achievable projects with clear goals, objectives and timelines; helps to improve financial management, budgeting and auditing; and helps to design a system to track deliverables of sector and sub-sector organizations within the infrastructure and basic services pillar to ensure the achievement of PRS goals and objectives.	OR RELEVANT FIELD WITH DEMONSTRABLE EXPERIENCE IN STRATEGIC MANAGEMENT PHD WITH STRONG BACKGROUND IN STRATEGIC MANAGEMENT WILL BE AN ADVANTAGE	
17.	CONTRACT MANAGEMENT SPECIALIST MINISTRY OF PUBLIC WORKS	Prepares, reviews and manages contracts and other agreements and provides legal advice and recommendations for executing public works; participates in the procurement process and ensures compliance with public procurement rules and regulations, and Public Procurement Concessions Committee issues; participates in negotiating and leveraging favorable terms and conditions in contracts; collaborate	DEGREE IN LAW (JURIS DOCTOR) WITH DEMONSTRABLE EXPERIENCE IN PROJECT MANAGEMENT AND CONTRACT ADMINISTRATION	Up to \$36,000.00 p.a.

		effectively with other ministries, agencies and the private sector to facilitate timely execution of contracts; assist with mediation and resolution of disputes; prepares project implementation plans; and provides support to World Bank funded projects and projects of other development partners.		
18.	URBAN AND COMMUNITY PLANNING SPECIALIST MINISTRY OF PUBLIC WORKS	Responsible for providing advice in the reorganization of the Ministry for Public Works (MPW) and the possible creation of a new Roads Authority; participates in project and procurement planning processes; assist in the reorganization and management of the planning and programming bureau to prepare it for future infrastructural development and MPW activities; coordinates activities between MPW and international organizations seeking to invest in infrastructure in Liberia; assist in the development of master plans and zoning maps; provides support for the revision of existing zoning law; assists in the development a mapping center; and develops and	MASTER DEGREE IN URBAN/COMMUNITY /CITY PLANNING WITH DEMONSTRABLE EXPERIENCE	Up to \$36,000.00 p.a.

		implements capacity building and training programs		
19.	MANAGEMENT SPECIALIST CITY GOVERNMENT OF MONROVIA	Responsible for reviewing and designing policy framework for improving service delivery and to manage urban growth and development; identifies and prepares quick impact projects in line with the PRS to enable the Municipal Government address the immediate reconstruction needs, especially in sanitation and rehabilitation of public facilities; develops and leads implementation of participatory urban planning and management initiatives to address medium- to long-term municipal challenges; Formulates and implements interventions to cope with substantial migrant population in Monrovia; develops operational frameworks for management and quality assurance activities; develops and implements proposals for the rehabilitation of playgrounds and resource outreach centers within the city of Monrovia; and develops and implements capacity building programs including technical, managerial and skills training for	BACHELOR DEGREE IN EITHER ARCHITECTURE, ENGINEERING, PLANNING, ECONOMICS, MANAGEMENT OR RELATED DISCIPLINES WITH DEMONSTRABLE EXPERIENCE IN MUNICIPAL PLANNING MASTER DEGREE WITH EXPERIENCE IN MUNICIPAL PLANNING WILL BE PREFERRED	Up to \$24,000.00 p.a.

		employees of the Municipal Government.		
20.	SENIOR INDUSTRIAL POLICY ADVISOR MINISTRY OF COMMERCE AND INDUSTRY	Responsible for various analytical and quantitative work relating to financial/economic valuation modeling, portfolio engineering, etc. and development of business strategies for designated parastatals; undertakes research on areas of business and market-related issues and provide policy advice; develops and implements capacity building and training programs	MASTER DEGREE IN ECONOMICS, BUSINESS, STATISTICS OR RELEVANT FIELD WITH DEMONSTRABLE EXPERIENCE	Up to \$36,000.00 p.a.
21.	SENIOR COMMERCIAL POLICY ADVISOR MINISTRY OF COMMERCE AND INDUSTRY	Responsible for developing corporate commercialization and innovation strategic plan; evaluates knowledge translation impacts and develops policy options on commercialization; lead the ministry's knowledge translation policy positions related to commercialization including emerging issues; collaborate effectively with other relevant agencies, academic and research institutions and private stakeholders; develops and implements capacity building and training programs	MASTER DEGREE IN ECONOMICS, BUSINESS, STATISTICS OR RELEVANT FIELD WITH DEMONSTRABLE EXPERIENCE	Up to \$36,000.00 p.a.
22.	WAGES AND	Responsible for providing services	BACHELOR DEGREE IN	Up to \$24,000.00 p.a.

	SALARY ADMINISTRATOR CIVIL SERVICE AGENCY	in the area of salaries and wages administration to ensure internal equity, external competitiveness, enhanced individual performance and transparency; provides adequate information, policy advice and administrative support; undertakes effective consultations and create strong communication networks with stakeholders; creates and manages database on wages and salaries to support research, macro-economic policy planning and wage bill management	HUMAN RESOURCE MANAGEMENT, BUSINESS, ECONOMICS, FINANCE OR A RELATED FIELD WITH DEMONSTRABLE EXPERIENCE	
23.	HUMAN RESOURCES ADVISOR MINISTRY OF INTERNAL AFFAIRS	Train middle level personnel of the MIA at central and county levels, develop clearly defined TOR for each position in each bureau of central administration and Conduct from time to time manpower surveys for all MIA employees	MASTER DEGREE IN HUMAN RESOURCE MANAGEMENT WITH DEMONSTRABLE EXPERIENCE	Up to \$36,000.00 p.a.
24.	COUNTY DEVELOPMENT OFFICERS (15 POSITIONS FOR 15 COUNTIES) LIBERIA RECONSTRUCTION AND	Responsible for overseeing the day-to-day operations of the DCSC and its working committees; supports county administration to strengthen linkages between working committees and planning of Counties; develops strategies to track and monitor implementation	MASTER DEGREE OR EQUIVALENT PREFERABLY IN DEVELOPMENT STUDIES, SOCIAL SCIENCE, PROJECT MANAGEMENT, PUBLIC ADMINISTRATION, ECONOMICS, OR OTHER RELEVANT FIELD.	Up to \$24,000.00 p.a.

	DEVELOPMENT COMMITTEE (LRDC)	of poverty reduction strategy deliverables; supports county administration to manage projects and report on them; coordinates programming and development activities in the Counties including stakeholder engagement		