



Republic of Liberia  
**Public Procurement & Concessions Commission**

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



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Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

**Advertisement for the Position of Executive Director**

**Purpose of the Post.**

The Public Procurement and Concessions Commission (PPCC) was established by an Act of the National Legislature in September 2005 to oversee all public procurement and concessions processes in Liberia. More specifically, it is to ensure that the economic and efficient use of public funds through public procurement and public procurement and concession processes are conducted in a fair, transparent and non-discriminatory manner to ensure value for the use of public funds.

The Public Procurement and Concessions Commission (PPCC) is in search of a qualified Liberian for the position of the Executive Director of the Commission. The Executive Director heads the Secretariat of the Commission. This is an equal opportunity employment.

**Reporting To:** The Executive Director reports to the Board of Commissioners, through the Chairperson of the Board.

**Job Summary:** The Executive Director leads the Secretariat, which handles the day-to-day affairs of the Commission. More specifically, the Executive Director is responsible for implementing the Public Procurement and Concessions (PPC) Law and related policies and regulations.

**Job Specifics:**

The Executive Director of the PPCC is responsible to:

- Lead the Secretariat in implementing the policies and regulations and carrying out the day to-day administrative and operational responsibilities of the Commission;
- Lead the Secretariat in carrying out the technical, professional, research, analytical, and investigative functions for the Commission;
- Lead the Secretariat in supervising the administrative, secretarial, and other support services for the Commission, including the Complaints, Appeals and Review Panel;
- Lead the preparation of the annual work plan and budget of the Commission; and
- Serve as a non-voting Secretary for meetings of the Commission.

**Required Qualifications:**

- At least a Master Degree in Public Administration or related disciplines
- At least five years' progressive working experience in managing an institution or large programs/projects
- Proven administrative and leadership skills and competencies
- Demonstrated personal and professional integrity
- Capacity for working with government institutions, bilateral and multilateral partners, and the larger donor community
- Capacity to coordinate public transactions involving multiple actors and demands

- Computer literate

**Duration of Assignment:** The newly recruited Executive Director will serve under a contractual arrangement for an initial period of two (2) years. He/she shall be eligible for re-appointment only once.

**How to Apply:** All interested applicants should submit their applications with a cover letter containing at least three (3) references and copies of their CVs and qualification credentials to [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) or at the following address:

**Executive Search Committee**

Board of Commissioners  
Public Procurement and Concessions Committee  
Executive Mansion Grounds, Capitol Hill  
Monrovia, Liberia

**Application Closure Deadline:** The deadline for the receipt of applications is **5:00 PM Monday, January, 21, 2019.**

**Other Information:** Only shortlisted candidates will be contacted and interviewed. Successful candidate must be prepared to commence work immediately