



Liberia Extractive
Industries Transparency
Initiative

“Office of the Secretariat” Old Bureau of the Budget Office ■ Behind the Executive Mansion ■ Monrovia, Liberia

VACANCY NOTICE

POSITION: PROCUREMENT OFFICER

BACKGROUND:

The Liberia Extractive Industries Transparency Initiative (LEITI) is an autonomous public entity created by statute to promote transparency over extractive industry revenues. It is part of a global initiative known as Extractive Industries Transparency Initiative (EITI) International.

Since the establishment of the LEITI, it has made significant progress resulting in Liberia being bestowed the “Best EITI Implementing Country Award” in 2009.

The LEITI is overseen by a Multi-Stakeholder Steering Group (MSG), comprising government, civil society, representatives of companies in Liberia’s extractive industry, the National Traditional Council of Liberia, and international development partners as observers. The LEITI Secretariat is responsible for the day-to-day implementation of the policy decisions and directives of the MSG and leading nationwide efforts in implementing Liberia’s LEITI law and the EITI Standard. The Secretariat’s role specifically includes outreach, advocacy, communication, monitoring and facilitating information sharing,

More information about the LEITI can be found on the LEITI website: www.leiti.org.lr.

The Liberia Extractive Industries Transparency Initiative (LEITI) is now looking for a competent and dynamic Liberian to serve as the **Procurement Officer**.

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Deputy Head of Secretariat, the Procurement Officer is responsible

- Plan, supervise and coordinate procurement activities of the LEITI Secretariat for goods and services;
- Prepare and submit the annual procurement plans of the Secretariat promptly under the PPCC laws and donor’s procurement requirements;
- Examine relevant documents and liaise with suppliers to verify and develop specifications of purchase requests to determine the need for purchases;
- Consult price lists and catalogs and communicate with possible suppliers to obtain information on prices and services available, quality and availability of products and compare data to determine the best suppliers;
- Advise the LEITI Secretariat of inherent contractual rights and obligations and values

- contract performance for compliance;
- Prepare and evaluate bidding documents and associated contracts under established procurement procedures, laws, and regulations;
 - Draw up tender lists based on requirements and study bids, comparing prices and specifications;
 - Arrange for the Selection Committee to review tenders and prepare relevant paperwork;
 - Complete and forward Purchase Orders or Contracts to Suppliers or Consultants; negotiate and follow-up as required concerning delivery of goods and services;
 - Maintain records and support documents that are necessary to account for all purchases and distribution of goods and services related to the implementation of the Secretariat's activities;
 - Arbitrate claims or complaints occurring during the performance of Contracts;
 - Undertake the procurement activities, such as reviewing technical specification for goods and works; researching the market for procurement bid lists; reviewing Terms of Reference for consultant services; preparation of bidding documents; writing evaluation reports; training of bid evaluation committees;
 - Lead the development of the Procurement Plan and generate regular updates for the guidance of the Secretariat;
 - Develop tools for capturing procurement data and identify progress towards the achievement of the procurement schedules;
 - Update the monthly/ annual procurement plan;
 - Participate in technical committees or component team meetings to ensure timely implementation progress and a focus on procurement-related activities;
 - Work closely with the Finance Department to assist in the preparation of reports;
 - Undertake any other duties and responsibilities that may, from time to time, be reasonably requested by the Deputy Head of Secretariat

REPORTING PROCEDURE:

The Procurement Officer shall report to the Deputy Head of Secretariat.

QUALIFICATIONS & OTHER SKILLS

- A Bachelor's Degree in Supply Chain Management, Finance, or Procurement Management or another related field from a recognized university
- Computer competence in software packages: Microsoft Word, Excel PowerPoint, and Programme Management.
- More than five years in Government Procurement Management;
- Familiarity with Donors procurement procedures,
- Demonstrated ability to motivate and promote collaboration among the diverse team and teammembers.
- Demonstrated analytical and problem solving and negotiating skills to balance program objectives and procurement requirements.
- Excellent written, oral and interpersonal skills and ability to communicate effectively with the financiers.

APPLICATION INSTRUCTIONS:

To be considered for this position, qualified applicants must submit the following as part of their application:

- A letter of application summarizing individual qualifications for this position;
- A current resume in a reverse chronological format;
- A list of at least three professional references, including name, contact information, and statement of relationship to the applicant, and
- Soft copies of all credentials.

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The deadline for submission of applications is Wednesday, July 28, 2021, at 1600 hr. **ONLY ELECTRONIC APPLICATIONS WILL BE ACCEPTED. PLEASE INDICATE IN THE SUBJECT LINE "Letter of Application for the Post of Procurement Officer":**

ONLY short-listed candidates will be contacted.

QUALIFIED FEMALES ARE ENCOURAGED TO APPLY!!!