REPUBLIC OF LIBERIA

LIBERIA WATER AND SEWER CORPORATION

Job Vacancy Announcement (Open to internal & external candidates)

Job Title:	Manager/Head of Human Resources Department
Job Grade:	Grade B
Employment Type:	Full Time
Duty Station:	Head Office, Monrovia, Liberia with opportunities for travel to local offices
Start Date:	January 4, 2027
Date of job Vacancy:	November 9, 2026

Background

Liberia Water and Sewer Corporation (LWSC) is a state-owned public utility established in 1973 by an Act of the Legislature to construct, install, establish, operate, manage, and maintain water and sanitation facilities in Liberia for the purpose of providing safe drinking water and sewerage services to urban and major rural communities in the country. Since its establishment, the Corporation has focused on ensuring *Water for all provided by a delighted workforce* through transformative, accountable and sustainable high-quality service delivery.

The LWSC is an equal opportunity employer that looks out for committed, reliable, self-driven, result oriented, and qualified employees with integrity. To this end, the Corporation seeks applications from qualified and competent Liberians to fill the vacant position of **Manager/Head of the Human Resources Department** within the Administration Division of the Corporation.

Job Summary Responsibility

The Human Resources (HR) Manager will head the HR Department and be accountable for HR administration including resourcing, succession planning, staff development, reward and employee relations in accordance with the Corporation's Human Resources Policies & Procedures Manual, its strategic and operational objectives, principles, and values as well as the Decent Work Law of Liberia and other applicable laws.

Key Responsibilities

1. **HR Policies & Strategies**
    - Ensure that the HR Policies & Procedures Manual of the Corporation is communicated to and well understood and implemented by all staff.
    - Keep up to date with any changes in the Decent Work Law of Liberia and other applicable laws of Liberia ensuring to advise Management and employees of the significant changes.
    - Coordinate with heads of directorates for review of the HR Policies & Procedures Manual and propose its revision ensuring that the Manual reflects best workplace practices and is legally compliant.
    - Advise Management on pay and other remuneration issues, including promotion and benefits of employees and review the existing Pay and Grade Scale, whenever necessary.
2. **Recruitment**
    - Participate in evaluating and planning staffing needs; coordinate recruitment and selection processes of new employees ensuring to conduct reference checks/screening of CVs, organize interviews, maintain recruitment records, and prepare recruitment reports for Management's consideration; and conduct induction for new employees.

Performance and Professional Development Management

- Ensure bi-annual staff appraisal, providing guidance for timely completion of the appraisal processes in line with set deadlines.
- In collaboration with heads of directorates and departments, coordinate the development of strategic staff training and development plan including facilitating its implementation as well as processing staff for study leave and monitoring and tracking their performances.
- Provide guidance to staff on career development.
- Promote, maintain and coordinate quarterly and/or annual employee motivation and recognition programs in collaboration with Management and heads of directorates.

HR Administration and Day-to-Day Management

- Maintain and utilize HR information system and processes to collect, store, manage, monitor and track employee information including personnel files, staff attendance, staff and contractors' monthly payrolls.
- Monitor and track HR data for renewal or non-renewal of short-term employment contracts; facilitate implementation of significant HR and workplace related events and anniversaries.
- Provide counsel to all employees on issues concerning employee relations guided by the HR Policies & Procedures Manual of the Corporation.
- Ensure that all employees are covered under the Social Security Schemes administered by the National Social Security & Welfare Corporation; monitor and track contribution payments as required by the Social Secueiity Act and Regulations; and ensure timely processing of employees' job-related injury claims and claims of pension benefits for employees retired and/or undergoing retirement by the LWSC.
- Assist in strengthening and implementing effective administrative procedures and internal controls; review audit recommendations on HR matters and coordinate the implementation of said recommendations.
- Coordinate staff exit processes, including exit interviews and retrieval of corporate assets from exiting staff.
- Through the Administrative Director, submit comprehensive monthly, quarterly and annual HR operational reports (inclusive of staff turnover and attrition data, and succession plans) to the Deputy Managing Director for Administration.

Required Qualification and Experience

- A Bachelor's degree in Human Resources, Business Administration or related field with minimum seven years' experience working in senior HR positions in reputable public or private sector organizations or a Master's degree in any of the above fields with minimum 4 years' experience working in senior HR positions in reputable public or private sector organizations.
- Knowledge and experience using MS-Office packages.
- Excellent communication skills, both written and verbal.

How to Apply

Letters of application with CVs (with three references) and professional certificates should be addressed to: Administrative Director, Liberia Water & Sewer Corporation, Monrovia, Liberia.
Email address: hrmanagerjobvacancy@lwsc.gov.lr with copies to tgaye@lwsc.gov.lr. Only soft copies of letters of application and corresponding documents will be accepted. Also, o**nly short-listed applicants will be contacted for interview.** Application deadline is: December 1, 2026. Applications received after **12:00 mid night** on this date will not be accepted.

Qualified females are highly encouraged to apply.