



Join us!

PSI seeks a **County Level Team Leader** to join our team for the USAID-funded Countywide Sanitation Activity. The project aims to achieve universal coverage of basic sanitation in five counties of Liberia. This ambitious project seeks equally ambitious staff who bring creativity, energy, and an entrepreneurial spirit to their work.

The **County-Level Team Leader** will be supporting the day-to-day operations of the PSI/Liberia field offices and will ensure adherence to PSI's policies and procedures. A successful applicant will be there to support effective operational procedures; ensure high levels of workplace health and safety and produce monthly reports on time.

Responsible for coordinating field activities by providing support to program activities, and logistical operations including office management, fleet, and all CWSA assets at the field locations. He/she will oversee the implementation of security protocols and guide the county teams in their safety & security planning.

In this role, you will:

- Responsible for the daily operations of the county field office.
- Responsible for coordinating meetings in the county.
- Ensure that all communications are properly referenced and recorded.
- Plan for workshops, and work with local partners, vendors, and communities in collaboration with the PSI Procurement Manager and Finance
- Maintain and manage a suitable stock of office stationery and all CWSA Assets.
- Ensure that all major financial or other commitments with others are covered by a legal written agreement including preparing contracts for Implementing partners.
- Manage office operational/petty cash.
- Support procurement activities in the county.
- Arrange fleet by Scheduling vehicle movements, Monitoring fuel consumptions, and
 - ✓ Fleet and facility management.
 - ✓ Assist in the coordination of vehicles and motorbike movements.
 - ✓ Custodian of fuel and gasoline Tom cards
 - ✓ Assist driver to prepare and submit monthly fuel reports.
 - ✓ Maintain records and management of office stationery and supplies.
 - ✓ Manage all domestic arrangements. This includes managing domestic staff (Cleaners, Drivers, and Security Guards and running of the office (monitoring costs),
 - ✓ .
- ✓ Serve as county HR/Security focal point in the County.
- ✓ Maintain all administration files.



What are we looking for?

The basics

- Bachelor's degree in public administration, accounting, or related fields.
- At least 4 years' experience in Operational work within INGO
- Accuracy and attention to detail
- Good Interpersonal relationship and communication skills
- Ability to write narrative and analytical spreadsheet reports.
- Proven computer literacy in MS Word, MS Excel, MS Access, PowerPoints or related programs required.
- Strong planning and organization skills.
- Systems-oriented individual
- Willingness to put in extra hours in emergencies and to travel to field locations.
- **Must be a Liberian.**

How to apply: Submit your soft copy application letter and Curriculum Vitae (CV) to:

The Human Resources Manager
Population Services International (PSI) Liberia
Countywide Sanitation Activity
Opposite Fish Market, Tubman Boulevard
Sinkor
Monrovia, Liberia.

Email: LR_HR@PSI.ORG

The deadline for submission of the application is October 2, 2023 @4: oop.m

Note: Hard copies and late applications will not be considered, and only shortlisted candidates will be contacted.

STATUS

Full-time (100% Level of Effort)

PSI is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of actual or perceived race, religion, color, sex, age, national origin, disability, sexual orientation, marital status, personal appearance, matriculation, political affiliation, family status or responsibilities, gender identity or expression, pregnancy, childbirth, related medical conditions or breastfeeding, genetic information, amnesty, veteran, special disabled veteran or uniform service member status or employment status.