



Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: www.ppcc.gov.lr | Email: info@ppcc.gov.lr | Phone Short Code: 4357

JOB VACANCY: LEGAL OFFICER

LEGAL OFFICER

REPORT DIRECTLY TO: THE DIRECTOR OF LEGAL AFFAIRS

DIRECTLY SUPERVISE:

- Legal Assistant

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Legal Affairs Division
- Complaints, Appeals and Review Panel
- Compliance and Monitoring
- Human Resource
- Procurement

EXTERNAL RELATIONSHIPS:

- Ministry, Agency, Commission
- Procuring and Concessions Entities
- Private Sector and Civil Society
- Anti-Corruption and Legal Authorities

PURPOSE:

- To ensure that Complaints, Appeals and Review matters are handled and responded in a timely and efficient manner.
- To provide legal research, analysis, and information for the effective operation of the Legal Affairs Division and the Complaints, Appeals and Review Panel
- To advise the Commission on contract formulation and contract review
- To provide legal representation for the Commission during court and quasi administrative hearings
- Review and investigate internal issues arising from improper staff behaviors (misconduct)

KEY RESULT AREAS

- Stakeholder Relationship and Management
- Employee Performance & Development
- Legal Record Management
- Information and Reporting

DUTIES:

A. GENERAL MANAGEMENT FUNCTIONS:

- Supports the development of the Division's annual work Plan.
- Provides professional policy advice on all legal issues, including outgoing and incoming contracts, procedures, and interpretation of the of the PPCA.
- Ensures that PPCC is in full compliance with relevant legislative and legal policies.

TECHNICAL DUTIES:

- Provides effective leadership, direction, and support to PPCC on legal research matters.
- Provides suggestions and advice to the Complaints, Appeals and Review Panel regarding the selection of legal information.
- Supports the development and maintenance of appropriate legal research topics including the formulation of research plans within established timeframe.
- Draws contracts for the Commission.
- Reviews all incoming contracts and advise the office of the Executive Director
- Provides legal representation during court proceedings and quasi-administrative hearings.
- Prepares files and documents for the Panel and provides the support activities to the Panel.
- Obtains all information necessary for the submission of complaints, appeals and review to the Panel.
- Obtains from Compliance and Monitoring Division any information obtained on resolution of complaints or reviews at the entity level during their reviews.
- Provides information to all stakeholders, through the Public Procurement and Concessions Bulletin and website, on the processes and procedures for filing complaints, appeals and review.
- Provides information through the Public Procurement and Concessions Bulletin and website of the resolution of complaints, appeals and reviews.
- Performs any other duties that may be assigned by the Director of Legal Affairs

B. SUPERVISORY FUNCTIONS:

- Accountable for optimal performance of staff and resources assigned to the Division.
- Identifies training needs and facilitates training for subordinates where necessary.
- Conducts performance appraisal and provides inputs for career development where required and recommends performance incentives for subordinates.

EDUCATIONAL QUALIFICATIONS

- Be a Counselor or Attorney

WORK EXPERIENCE

- At least three (3) years' experience in private or corporate counsel and court room practice, and in good standing with the Liberia National Bar Association (LNBA)
- Familiarity with the Public Procurement and Concessions Act would be an advantage.

OTHER REQUIREMENTS

- Proven ability to work with senior level of government as well as the private sector.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal and persuasive skills
- Excellent oral and written communication skills
- Ability to make reasoned decisions based on the information available, procedures and regulations.
- Ability to solve problems and advise accordingly using established laws, policies, and procedures.
- Observant, analytical and take particular attention to details.
- Advanced working knowledge in MS Word, Excel, and Power Point.

Additional Information

This vacancy is also published on the following websites: PPCC (www.ppcc.gov.lr); Executive Mansion (www.emansion.gov.lr).

How to Apply

Please address Expression of Interest (signed), CV, and all supporting documents to the following address not later than 5:00pm on Monday, September 11, 2023.

**Executive Director
Public Procurement and Concessions Commission (PPCC)
Executive Mansion Grounds, Capitol Hill
Monrovia, Liberia
Email: info@ppcc.gov.lr**