

POSITION DESCRIPTION**DAI LIBERIA – LAVI, LEGIT, RG3
HUMAN RESOURCES/LOGISTICS OFFICER****1. PROJECT BACKGROUND:**

DAI's three projects in Liberia are Liberia Local Empowerment for Government Inclusion and Transparency (LEGIT), Liberia Accountability and Voice Initiative (LAVI), and Revenue Generation for Governance and Growth (RG3). LEGIT aims improve Liberia's decentralization conditions and capacity by linking improved government performance with stronger accountability to citizens. LAVI aims to strengthen multi-stakeholder partnerships to advocate for and monitor policy and accountability reforms, and to increase the influence of citizens and media in the governance of public goods and services, as well as to create more effective, accountable, and inclusive governance in Liberia. The RG3 activity aims to build the capacity of targeted GOL institutions, particularly the Ministry of Finance and Development Planning (MFDP) and the Liberia Revenue Authority (LRA), to improve domestic revenue mobilization in Liberia. RG3 will support the MFDP to develop the capacity to formulate sound, predictable, and fair revenue policies.

2. LOCATION: Monrovia, Liberia**3. ROLE'S PURPOSE:**

The Human Resources/Logistics Officer will support all project operations. The Human Resources/Logistics Officer is responsible for overall management of office operations and administration including the supervision of an Administrative Assistant.

4. TASKS AND RESPONSIBILITIES:

- Support recruitment of short and long term personnel for the Operations Team through collection and verification of candidate documentation and conducting reference checks
- Maintain project personnel records in accordance with DAI record retention and documentation requirements
- Liaise with local newspapers to place job vacancy announcements
- Maintain information management for operational support of all three project teams
- Support work permit requirements for expatriate staff
- Supervise the booking of travel and accommodation arrangements for traveling staff and consultants
- Manage utilities service agreements for office operations
- Allocate and track staff cell phone top up cards on a monthly basis, and perform spot checks of usage as requested by the Deputy Chief of Party
- Maintain documentation on insurance, including office equipment and property
- Manage project inventory, ensuring regular physical audits are conducted and that that inventory is properly marked.
- Manage project petty cash accounts
- Perform other duties as assigned

5. REPORTING AND SUPERVISION:

- Reports to the Operations Manager
- Supervises the Administrative Assistant

6. QUALIFICATIONS

- Bachelor's degree in Business Administration or related field
- 5+ years of relevant experience and progressive responsibility in human resources/office administration
- Minimum 1 years' experience working in an administrative role for USAID funded projects
- Accuracy in working with large amounts of data
- Ability to respond effectively to time sensitive demands & inquiries
- Proficiency using Microsoft office suite, and other relevant software

- Demonstrated strong problem solving skills as well as exceptional customer relations (both internally & externally); provides sound business judgment and contractual oversight
 - Excellent communications and personnel management skills and ability to relate to people at all levels of an organization and of different multi-cultural backgrounds
 - Extremely well organized and self-directed individual
 - Fluency in English is required
7. **HOW TO APPLY:** If you are interested, please send the following to LAVIrecruitment@dai.com by February 16, 2018.
- CV
 - Name of three professional, academic, or community service references

USAID LAVI, RG3, LEGIT values diversity and inclusion and strongly encourages women and persons from marginalized groups to apply