Overview

The Ministry of Transport is the policy and regulatory body for the transport sector in Liberia. As a ministry, it has a huge responsibility of managing both internal and external resources for efficient service delivery to its citizenry.

The ministry currently manages a series of projects sponsored by donors who are interested in proper financial management and reporting. All the current projects within the ministry are currently managed individually without proper coordination.

A project management unit has been established in order to facilitate proper coordination of donor funded projects.

The Ministry of Transport is seeking professional and experienced individuals for the below listed positions to be stationed at the head office of the ministry for the duration of one year, renewable based on satisfactory performance.

Terms of Reference of Project Coordinator

- The project director is the head of the PMU. He shall have the following responsibilities:
  - The primary duty of the Project Management Unit shall be but not restricted to coordinate all donor funded projects within the Ministry of Transport
  - Help coordinate and mobilize external resources for execution of projects;
  - Support project implementing units to ensure that all projects are delivered on-time, within scope and within budget;
  - Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility;
  - Ensure resource availability and allocation;
  - Develop a detailed project plan to monitor and track progress;
  - Support implementing units in managing changes to project scope, project schedule and project costs using appropriate verification techniques;
  - Measure project performance using appropriate tools and techniques;
  - Report and escalate to management as needed;
  - Manage the relationship with all stakeholders;
  - Perform risk management to minimize project risks;
  - Create and maintain comprehensive project documentation;
  - Delegate project tasks based on junior staff members' individual strengths, skill sets and experience levels;
  - Track project performance, specifically to analyze the successful completion of short and long-term goals;
  - Meet budgetary objectives and make adjustments to project constraints based on financial analysis;
- Develop comprehensive project proposal and plans to be shared with the minister and
- Support unit implementing donor funded projects;
- Report to the Minister of transport or his designee;

**Recruitment qualifications**

- Proven working experience in project management;
- Excellent communication skills;
- Solid organizational skills including attention to detail and multitasking skills;
- Strong working knowledge of Microsoft Office and public financial management;
- Excellent computer skills, in particular mastery of all applications of the MS Office package;
- Master’s degree in appropriate field of study or equivalent work experience.

**Terms of Reference for Assistant Project Coordinator**

The assistant Project Coordinator shall assist the Project Coordinator in the running of the PMU. He/She shall have the following responsibilities:

- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility;
- Assist the project coordinator in monitoring projects in all stages;
- Assist the project coordinator in mobilizing external resources for execution of projects;
- Provide support in the development of detailed project plan to monitor and track progress;
- Assist in the development of tool and techniques for the measurement of project performance;
- Assist in the creation and maintenance of comprehensive project documentation;
- Assist in tracking project performance, specifically to analyze the successful completion of short and long-term goals;
- Assist the project coordinator in meeting budgetary objectives and making adjustments to project constraints based on financial analysis;
- Assist in the development of comprehensive project proposal and plans to be shared with the project coordinator;
- Reports to the project coordinator;

**Recruitment qualifications**

- Proven working experience in project management
- Excellent communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office and public financial management
- Excellent computer skills, in particular mastery of all applications of the MS Office package
- Master’s degree project management or appropriate field of study is desired.
Terms of Reference of Senior Project Officer – Road Safety

- Collect, register and maintain all information on project activities;
- Contribute to the preparation and implementation of progress reports;
- Help monitor project activities, budgets and financial expenditures;
- Advise all project counterparts on applicable administrative procedures and ensures their proper implementation;
- Maintain project correspondence and communication;
- Support the preparations of project work-plans and operational and financial planning processes;
- Conduct training for road users including drivers of vehicles, motor cyclist etc.
- Work with the Driver’s License division to conduct testing for people applying for licenses in all categories.
- Prepare detailed action plans (including required training, equipment procurement and implementation resourcing requirements) for Police Department to support enhanced traffic enforcement in the demonstration corridor(s); these plans will include:
  - Speed management action plan (with a special focus on pedestrian safety) through appropriate devices (radar, speed cameras, point to point cameras, etc.)
  - Alcohol testing action plan
  - Occupant restraints checking action plan
  - Motorcycle helmets checking action plan
  - Heavy vehicle safety regulations enforcement action plan (especially for lighting, overloading, driver fatigue, speeding)

This set of interventions may present an opportunity for piloting of a specially trained and equipped Highway Patrol.

- Perform other duties as required.

Recruitment qualifications

- BSC in project management or equivalent and at least 10 years of experience in similar role or master degree with at least 5 years is an advantage.
- Demonstrable ability to administer project budgets, and track financial expenditure;
- Demonstrable ability to maintain effective communications with different stakeholders, and arrange stakeholder meetings and/or workshops;
- Excellent computer skills, in particular mastery of all applications of the MS Office package, Microsoft Project;
- Excellent written communication skills; and
- A good working knowledge of English is a requirement;
- Previous experience in the transport sector is an advantage.
- Degree in road safety is an advantage.
Terms of Reference of Senior Project Officer – Transportation Management

- Collect, register and maintain all information on project activities;
- Contribute to the preparation and implementation of progress reports;
- Help monitor project activities, budgets and financial expenditures;
- Advise all project counterparts on applicable administrative procedures and ensures their proper implementation;
- Plans design and implements appropriate transportation systems including country transport capacity, including establishment of Long Term Arrangements and frame agreements for e.g. customs clearance, storage, transport and distribution as might be required.
- Ensures appropriate processes and systems are in place to ensure efficiency of the transportation operations (e.g. customs clearance, transport requests, receipt and dispatch of goods).
- Maintain project correspondence and communication;
- Support the preparations of project work-plans and operational and financial planning processes;
- Assist in procurement and recruitment processes;
- Assist in the preparation of payments requests for operational expenses, salaries, insurance, etc. against project budgets and work plans;
- Receive, screen and distribute correspondence and attach necessary background information;
- Prepare routine correspondence and memoranda for Project Manager’s signature;
- Assist in logistical organization of meetings, training and workshops;
- Prepare agendas and arrange field visits, appointments and meetings both internal and external related to the project activities and write minutes from the meetings;
- Maintain project filing system;
- Maintain records over project equipment inventory; and
- Perform other duties as required.

Recruitment qualifications

- BSC in project management and at least 10 years of experience in similar role or Maters in Project Management or Transportation Management with at least 5 years’ experience.
- Demonstrable ability to administer project budgets, and track financial expenditure;
- Demonstrable ability to maintain effective communications with different stakeholders, and arrange stakeholder meetings and/or workshops;
- Excellent computer skills, in particular mastery of all applications of the MS Office package, Microsoft Project;
- Excellent written communication skills; and
- A good working knowledge of English is a requirement;
- Previous experience in the transport sector is an advantage.
- Degree in transport management is an advantage
Terms of Reference of Senior Project Officer – Meteorology

- Collect, register and maintain all information on project activities;
- Contribute to the preparation and implementation of progress reports;
- Help monitor project activities, budgets and financial expenditures;
- recording and analyzing data from worldwide weather stations, satellites, radars and remote sensors
- interpreting observations from the land, sea and upper atmosphere
- providing the public with weather reports/forecasts
- employing mathematical and physical formulae and using computer modelling applications to help make long and short range weather predictions
- researching and predicting climate change
- helping to improve weather prediction models
- writing research papers, reports, reviews and summaries
- keeping up to date with relevant scientific and technical developments
- Receive, screen and distribute correspondence and attach necessary background information;
- Prepare routine correspondence and memoranda for Project Manager’s signature;
- Assist in logistical organization of meetings, training and workshops;
- Prepare agendas and arrange field visits, appointments and meetings both internal and external related to the project activities and write minutes from the meetings;
- Maintain project filing system;
- Maintain records over project equipment inventory; and
- Perform other duties as required.

Recruitment qualifications
- BSC in project management and at least 10 years of experience in similar role or Maters in Project Management or Meteorology or other discipline with at least 5 years’ experience.
- Demonstrable ability to administer project budgets, and track financial expenditure;
- Demonstrable ability to maintain effective communications with different stakeholders, and arrange stakeholder meetings and/or workshops;
- Excellent computer skills, in particular mastery of all applications of the MS Office package, Microsoft Project;
- Excellent written communication skills; and
- A good working knowledge of English is a requirement;
- Previous experience in the transport sector is an advantage.
- Degree in meteorology is an advantage

How to apply: Send your CV/resume and cover letter to The Director of Personnel, Ministry of Transport, Carey and Warren Streets, Monrovia, Liberia.

Deadline for Application: July 15, 2019