



Revenue Generation for Governance
and Growth (RG3)

Institution	Revenue Generation for Governance and Growth (RG3) Project
Department	Finance and Administration
Position Title	Human Resources and Administrative Officer
Supervisor	Finance Manager
Location	Monrovia, Liberia
Background	
<p>The RG3 project 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</p> <p>Develops the capacity to formulate sound, predictable, and fair revenue policies.</p>	
Objectives and Scope	
<p>The Human Resources/Administrative Officer is responsible for overall management of office operations and administration</p>	
1. TASKS AND RESPONSIBILITIES:	
Human Resources	
<ul style="list-style-type: none"> ○ 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 ○ Provide new employee orientations ○ In cooperation with the COP respond to employee concerns and complaints ○ Ensure that personnel policies and procedures are followed by all employees ○ Support work permit requirements for expatriate staff 	
Administration	
<ul style="list-style-type: none"> ○ Main focal point for all administrative tasks required by the COP ○ Liaises daily with Operations team ensuring the team is supported with logistical support and other needs ○ Coordinates with the procurement team for all procurement related project needs. ○ Other duties as assigned by supervisor and Chief of Party 	
REPORTING AND SUPERVISION:	
<ul style="list-style-type: none"> ○ Reports to the Finance Manager 	
Qualification	
<ul style="list-style-type: none"> ○ Bachelor's degree in Business Administration or related field ○ 3+ 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 ○ 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 	
How to apply	<p>Interested applicants may submit their application to RG3Recruit@dai.com and January 4, 2019 is the deadline at 4:30pm</p>
	<p>Submission requirement CV/A cover letter/Name of three professional, academic, or community service references on the CV</p>

USAID RG3 values diversity and inclusion and strongly encourages women and persons from marginalized groups to apply.