

Job Description and Specifications

Title:	Intern Project Finance Administrator Assistant
Reports to:	Supervisory Engineer / Lead Engineer
Supervision of:	NA
Location:	Monrovia, Liberia

JOB SUMMARY:

The Intern Project Finance Administrator will be responsible for providing finance administrative assistance for the Engineering Department, directly supervised by Supervisory Engineer in coordination with Director of Finance and Administration.

MAIN RESPONSIBILITIES AND TASKS:

- Monitor and review the monthly collection of the water sales in the three project cities (RobertSPORT, Sanniquellie and Voinjama)
- Reporting if there are some discrepancies on monthly collection report with the meter reading
- Review the input on Kiosk Revenue Financial Report (KRFR) system from the private operator on a weekly and monthly basis
- Review the KRFR report against Monthly Collection and Bank Deposit Slip
- Develop a comprehensive filing system for monthly collection and KRFR
- Provide regular training for the private operator staff for the monthly collection report, KRFR and filing system
- Arrange schedule to visit the 3 project sites for review and training
- Be responsible for day-to-day Administrative correspondence
- Any additional task from Supervisor Engineer and Lead Engineer

QUALIFICATIONS: (MINIMUM REQUIREMENTS)

EDUCATION: Senior High School degree, or BBA degree in accounting with basic knowledge of administrative work

WORK EXPERIENCE: Not required

SKILLS: Using Excel and Microsoft Word, diligent, capable to work independently, willing to learn and discipline

LANGUAGES: working knowledge of English, both written and spoken, able to communicate effectively both verbally and writing

GENERAL: Discipline, follow any direction given by supervisor, trustworthy.

WORK HOURS: Able to work 8 hours/day (working day)

GENERAL QUALIFICATION: Enthusiasm to the job. Good Human Relation skills, integrity and ability to work with minimum supervision and under pressure.

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How to Apply

Interested and qualified candidates are asked to send their current curriculum vitae (CV), 3 references, and a brief cover letter explaining why they are qualified for the position to:

The Administrative/Human Resources Manager
USAID/Liberia Municipal Water Project II
6th Street Sinkor, Monrovia, Liberia (Behind Home City)
or email to HR@lmwpl.org

Subject of the email should read “Intern Project Finance Administrator Assistant”.

Closing date of submission is 31 May 2019

Short-listed candidates will be contacted for interview.

Selected candidates will be hired as soon as they are available.

Compensation will be commensurate with relevant experience.
Defines the minimum requirements that are needed for the specific job, or position that include education, work experience, skill sets and languages as well as any other general requirements.