



REPUBLIC OF LIBERIA
MINISTRY OF FINANCE & DEVELOPMENT PLANNING
1000 MONROVIA, 10 LIBERIA



VACANCY ANNOUNCEMENT

CODE: DOA/PU/04/30/25/MFDP

EXTERNAL RECRUITMENT

Position: DIRECTOR OF PROCUREMENT

Starting Date: April 14, 2025

Ending Date: April 30, 2025, at 5:00 pm

All applications shall be addressed to the Human Resource Unit, 3rd Floor, Ministry of Finance and Development Planning, Broad & Mechlin Streets, Monrovia, Liberia, via email:
hrservices@mfdp.gov.lr



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Department of Administration
Procurement Unit
Job Description

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| Position Title | Director – Procurement |
| Report To | Assistant Minister for Administration |
| Directly Supervises | Assistant Director Procurement, Administrative Assistant |
| Department/Functional Relations | Fiscal Affairs, Administration, Budget & Development Planning, Economic Management and Comptroller & Accounting-General |
| External Relationships | Public Procurement Concession Commission, Vendors, General Auditing Commission |
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| Job Description | |
| Responsible for the general supervision of all procurement related activities as approved by the Procurement Committee in line with the PPC Act of 2010 as well as directing and monitoring staff of the Procurement Unit | |

Key Results Area:

- Preparation of MFDP Procurement Plan
- Monthly, quarterly procurement Report
- MFDP Procurement Execution

Technical Duties

- Preparing the Entity's procurement plan as contemplated by Section 40 of this Act and updating such plan as required;
- Preparing invitations to bid, requests for quotation, requests for proposals and bidding documents including schedules and specifications;
- Publishing and distributing invitations to bid, requests for quotation, requests for proposals and bidding documents;
- Receive and safeguard bids conducting bid opening procedures in accordance with Section 61 of this Act;
- Perform secretarial and administrative services for the Entity's Procurement Committee;
- Ensure procurement procedures are followed in strict conformity with the provisions of the Act, its operating regulations and guidelines;

General Management Functions

- Monitor and administer the performance of vendors contracts;
- Assess the quality of the procured goods, works and services;

- Maintain a database of all vendors, suppliers, contractors and consultants;
- Maintain profile of the past performance of suppliers, contractors and consultants with respect to their performance of contracts awarded under PPCC Act.

Required Education

Master's Degree in Procurement, Business Management and/or Economics and related fields

Work Experience

- 6-8 years' work experience in Procurement and organization management
- Adequate knowledge of Procurement practices
- Ability to develop plans to accomplish procurement operation and objectives
- Ability to allocate resources, plan procurement and oversee budgets and contracts to ensure fiscal stability of MFDP
- Ability to develop and maintain strong relationship with vendors and end-users
- Computer skills (especially in Microsoft Office)
- Experience in managing people, be service oriented & processes improvement through performance management, development of staff, in-depth understanding of the Procurement Act and its regulations
- Advanced communication and interpersonal skills
- Verse in the Public Procurement and Concession Act of 2010 and au courant with practical application of its regulations

Other Requirements

Integrity, Commitment to the Organization, Coaching & Developing, Accountability, Teamwork & Cooperation Initiative, Analytical Thinking, Problem Solving, Delegation, Energetic and Sociable, Flexible working Relation
Objectivity