

VACANCY ANNOUNCEMENT

The Central Bank of Liberia (CBL) invites applications from competent and experienced individuals for the below listed positions in its General Support Services Department (GSSD).

1. Deputy Director, General Support Services (1 Position)

Background:

To support the efficient Internal operations of the bank, to ensure transparency and cost-efficiency in the procurement process, to ensure the efficient management and distribution of supplies and staff benefits, oversee the smooth holding of events and ensure the proper maintenance of vehicles and other assets.

Essential Functions:

- Assist the Director to develop and implement the department plans, goals, objectives, policies, and procedures;
- Manage the day-to-day coordination of work plans, programs and activities of the department;
- Implement the department's budget for staffing, equipment, materials, and supplies;
- Assist with the coordination of departmental work plan, oversee the management CBL facilitates thereby ensuring regular maintenance;
- Investigate and respond to inquiries and/or complaints arising within the department, other departments or from outside the bank and take the necessary action(s) or recommend to the Director for his/her action(s);
- Perform any other duty as may be required and assigned.

Education:

- Bachelor's degree in Business Management, Accounting, Procurement Management or related Field
- Minimum of six (6) years of work experience at managerial or supervisory level,
- Master's degree is a plus

Necessary Knowledge, Skills and Abilities:

- Strong computer skills, particularly with databases and spreadsheets
- Analytical Skills
- Ability to Multi Task
- Decision Making Skills
- Team Player

2. Assistant Director Procurement, General Support Services (1 Position))

Background

To ensure transparency and cost-efficiency in the procurement process, procure/purchase of all goods and services for the Central Bank of Liberia consistent with the procurement policy and standard operating procedures of the bank.

Essential Functions:

- Review, revise (where applicable) and implement procurement plans;
- Oversee the management of procurement processes, warehousing, supplies, services and works;
- Manage the distributions and maintain minimum stock level of supplies;
- Continuously review and update procurement and warehouse policies where applicable;
- Develop vendors and price listing;
- Work with the Legal Department, service provider and the users' departments of the bank in the preparation of service contract(s) ;
- Oversee the management procurement related records;
- Review and analyze proforma invoices in order to select the lowest price for the best quality goods or services;
- Prepare and process local purchase order (LPO) for goods or services that are requested and budgeted;
- Investigate any discrepancy between goods/services ordered and goods/services received;
- Process invoices of goods purchased to the Finance Department for payment;
- Ensure that contractors carry out satisfactorily the terms of service contracts signed ; make monthly reports; Reconcile monthly procurement payments with the Finance Department;
- Generate monthly procurement reports, identifying and investigating unused items;
- Perform any other duty as may be required and assigned.

Education:

- Bachelor's degree in Business Management, Accounting, Procurement Management or related Field;
- Minimum of five (5) years of work experience at managerial or supervisory level;
- Certificate/Diploma in procurement management;

Necessary Knowledge, Skills and Abilities:

- Strong computer skills, particularly with databases and spreadsheets.
- Have good interpersonal, communication, and report writing skills
- Team Player

- Customer Service Skills
- Analytical Skills
- Ability to Multi Task

Application Requirements

Only electronic applications will be considered. Cover letters and resumes/CVs should be addressed to the Director of Human Resources Management Department, Central Bank of Liberia and sent to cbjobs@cbl.org.lr. Applicants must also attach copies of relevant academic credentials.

The deadline for all applications is Friday, May 18, 2018 no later than 4:00 p.m. Please note that only short-listed candidates will be contacted to sit employment test where applicable and/or interviews.