



Liberia Electricity Regulatory Commission

Behind Lonestar MTN Headquarters, Tubman Boulevard
Congo Town, Monrovia, Liberia



Terms of Reference and Scope of Services

Title: Procurement Assistant

Department: Human Resource and Administration

I. Background

The Liberia Electricity Regulatory Commission (LERC) was established as the independent regulator for the electricity industry under the 2015 Electricity Law of Liberia (2015 ELL). LERC oversees the transformation and development of the electricity sector to attract investment, improve availability and adequacy as well as quicken the pace of access to electricity in the liberalized market.

The LERC is a corporate entity that has the right to procure goods, works, and services needed for its operations and programs.

The terms of reference outlined below are for a Procurement Assistant who shall serve under the supervision of the Procurement Officer.

HOW TO APPLY

Applicants are urged to follow the below listed requirements for consideration of applications:

1. Check the LERC website www.lerc.gov.lr for details of the job descriptions.
2. Only email applications will be accepted
3. Please address your signed Letter of Application, Curriculum Vitae (CV), and all supporting documents in portable document format (PDF) to the following address below and submit via email to hrvacancy@lerc.gov.lr with a copy to pvarmah@lerc.gov.lr no later than midnight on September 27, 2024:

*Human Resource Manager
Liberia Electricity Regulatory Commission
Behind LoneStar MTN Headquarters
Congo Town, Monrovia, Liberia*

4. Kindly indicate position title in your email subject line
5. If you are applying for more than one positions, please submit a separate email along with the full application package for each position indicating the respective position title in the subject line.



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II. Scope of Services

The Procurement Assistant shall aid the Procurement Officer in the different aspects of procurement activities-including planning, sourcing, evaluation, contracting, and contract management. He/she shall also aid the Procurement Officer in maintenance of records, preparation and submission of reports, and other procurement related functions.

III. Main Responsibilities

The Procurement Assistant shall perform the following duties and responsibilities:

1. Support the Procurement Officer to develop and update annual procurement plans as required by the PPC Act.
2. Assist the Procurement Officer in the Prepare bidding invitations (invitations for bids, requests for proposals, requests for expressions of interest) for all procurement packages in the plan as well as prepare responses to requests for clarifications from bidders, responses to complaints from bidders, communications with service providers, suppliers and vendors, minutes of pre-bid meeting, bid opening, negotiations, contract finalization meetings, and working documents with stakeholders.
3. Assist the Procurement Officer to prepare evaluation reports
4. Provide pertinent information for the preparation of procurement related contracts.
5. Assist the Procurement Officer to prepare purchase orders related to contracts and monitor their implementation.
6. Assist the Procurement Officer to manage contracts- this includes the monitoring of contracts and evaluation and recommendation to improve procurement activities including delivery of logistical supplies/services.
7. Assist the Procurement Officer to regularly update an archiving system, including all the documents that may be asked by auditors or donors
8. Carryout any other procurement related services by directive of the Procurement Officer or the Procurement Committee.

IV. Minimum Academic Qualifications

Must have relevant academic qualification in Procurement and an Undergraduate Degree. Relevant qualifications are a bachelor's degree in Procurement, a CIPS certification, LIPA certification, or an IPTP post-grad diploma.

V. Minimum Experience:

Must have three years' experience in public procurement or procurement in a related sector.



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VI. Key Competencias

Abilities and Skills

- 1) Demonstrated ability to produce reports, prepare procurement instruments and documents, and complete tasks on time
- 2) Excellent knowledge of PPC Act, PPC regulations, bid document preparation, RFQ preparation, and IFB preparation.
- 3) Knowledge on TOR development, REOI preparation, and RFP preparation.
- 4) Excellent in oral and written English
- 5) Tolerant and culturally sensitive, knowledgeable in dealing with local environment
- 6) Strong communication skills
- 7) Computer proficiency and working knowledge of Microsoft programs
- 8) Knowledge on the appropriate regulations and policies for procurement, especially all the PPCC policies and regulations.

VII. Performance Criteria:

The Procurement Assistant performance will be evaluated by his/her supervisor. Key Performance Indicators of his/her performance shall be the timely completion of tasks and the quality of his/her output.

VIII. Duration of Contract

The Procurement Assistant shall be a permanent staff. He/She shall be given an indefinite contract that may only be terminated with cause.

IX. Duty Station

The Procurement Assistant shall be stationed in Monrovia and shall only travel to other counties in Liberia and Countries when the need arises.

X. Reporting

The Procurement Assistant shall report to the Procurement Officer.