



LIBERIA ELECTRICITY REGULATORY COMMISSION
JOB VACANCY ANNOUNCEMENT



BACKGROUND

The Liberia Electricity Regulatory Commission (LERC) was established as the independent electricity industry regulator under the 2015 Electricity Law of Liberia. 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. LERC is tasked to ensure the coordinated and accelerated growth and development of the electricity sector in a conducive and competitive environment for sustainability. LERC is governed by a three-member Board of Commissioners (BoC) headed by a chairperson that provides oversight for the operations of the Commission. The management team is headed by the Managing Director who provides operational support to the BoC and leads the management team in undertaking the day-to-day administrative and operational duties of the Commission.

The LERC is seeking a qualified Liberian to fill the position of ***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 description.
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 jbropleh@lerc.gov.lr no later than midnight (00 hours GMT) on July 21, 2023:

***Human Resources & Administrative Manager
Liberia Electricity Regulatory Commission
Kaba Building, Behind LoneStar MTN Headquarters
Congo Town, Monrovia, Liberia***

4. Kindly indicate the position title in your email subject line.

Please NOTE that LERC is an equal-opportunity employer, and equally qualified female candidates will be given preference.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED!



LIBERIA ELECTRICITY REGULATORY COMMISSION (LERC) TERM OF REFERENCE FOR PROCUREMENT OFFICER



1 BACKGROUND

The Liberia Electricity Regulatory Commission (LERC) was established as the independent electricity industry regulator under the 2015 Electricity Law of Liberia. 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. LERC is tasked to ensure the coordinated and accelerated growth and development of the electricity sector in a conducive and competitive environment for sustainability. LERC is governed by a three-member Board of Commissioners (BoC) headed by a chairperson that provides oversight for the operations of the Commission.

The management team is headed by the Managing Director who provides operational support to the BoC and leads the management team in undertaking the day-to-day administrative and operational duties of the Commission. The Managing Director, therefore, provides oversight for Legal, Licensing, and Public Affairs; Technical Regulations; Economic Regulations; Information Technology; Finance; and Human Resources and Administration. The Commission is transitioning from the development and rollout of regulatory instruments to full implementation, monitoring, compliance, and enforcement, all of which are enshrined in a Five-Year Strategic Plan (2023 – 2027). As the Commission scale up its activities, there is a need for a Procurement Officer to assist in conducting procurement activities.

2 OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to carry out the procurement of goods and works, consulting and non-consulting services in accordance with the Public Procurement Law of Liberia. Under the supervision of the LERC Administration, the Procurement Officer will ensure that the procurement activities of the Commission comply with the applicable procurement laws of Liberia. The Procurement Officer will ensure items are purchased from specified eligible suppliers that meet the quality standards and are delivered according to the agreed terms and conditions of contracts.

III. DUTIES AND RESPONSIBILITIES

The specific tasks to be performed by the procurement Officer shall include but not be limited to the following:

- ***Prepare and update the Annual Procurement Plan (PP) for the Commission.*** The Procurement Officer will prepare an annual procurement plan and update it quarterly or as required by emergency needs. The procurement plan shall show the scope, estimated value, and expected starting and completion dates of key procurement steps, i.e. drafting of bidding/proposal documents, advertising, bid/proposal evaluation and contract award, budget requirement flows, and projected contract cash flows;
- Guide user departments on the initiation of specific procurement activities in the approved procurement plan and how to initiate procurement requisitions and technical specifications for goods, Bills of Quantities (BoQs) for works, Statement of Services for non-consulting services, and Terms of Reference (ToRs) for Consulting Services.

- As soon as it is available, submit to the Administration all procurement information for dissemination through the Commission's website, and the PPCC website, including, summary procurement plans, procurement notices, bid evaluation reports, details on contract awards (name, number, scope, value, contractor, expected contract starting and completion dates);
- Update and arrange the publication of specific procurement notices in accordance with applicable procurement laws and the Public Procurement and Concession Commission (PPCC) regulations.
- Draft and issue specific Bidding Documents (BD) and Request for Proposals (RFP) on the basis of Liberia's procurement laws and regulations. The user department shall furnish the Procurement Officer with ToRs and Technical Specifications for inclusion in the BD and RFP. The Procurement Officer shall coordinate the preparation of relevant inputs to standard bidding documents, such as TORs, specifications, and BoQs from subject matter specialists and concomitantly review them for completeness, consistency, and fairness, and if necessary, suggest amendments.
- Coordinate the receipt, securing, and opening of Bids/Proposals immediately after the deadline for submission has passed in accordance with the procedures and bidding requirements (instructions) of the BD and RFP. During the bidding period, the Procurement Officer shall respond to questions from bidders and issue amendments to the procurement documents in accordance with relevant clauses of the BD and RFP.
- Coordinate the evaluation of bids/proposals and provide recommendations to the user department in accordance with the respective clauses and confidentiality requirements of the BD or RFP. Bid evaluation reports shall be submitted using the forms included in the BDs as applicable. Upon contract award, the Procurement Officer shall proceed to issue the notice of award to the winning contractor/supplier or invite the highest-ranked Consultant to negotiate as applicable. Upon signing a contract, the Procurement Officer shall notify the bidders/consultants that have lost of the final award decision.
- Liaise with the legal department to ensure the drafting of contracts for goods, services, and works or negotiated consultant proposals except for contracts for the supply of certain goods and equipment.
- Supervise contracts for the supply of goods and equipment in accordance with the respective contracts, including the processing of payments, physical inspection and testing that meet quality standards, receipt, and transfer of the goods to the user department, and closing of respective contracts that comply with the pre-defined scope of work.

IV. Expected Outputs:

- Updated Procurement Plan for the Commission
- Up-to-date comprehensive procurement files, both physical and electronic
- Drafted Bidding Documents, as and when required
- Timely preparation and submission of Evaluation Reports for clearance or approval as and when evaluations are done
- Timely preparation and submission of monthly and quarterly procurement reports to the managing Director
- Timely preparation and submission of an annual procurement report

V. Reporting Obligations

The Procurement Officer under the supervision of Human Resources and Administrative Manager shall compile all monthly and quarterly procurement reports and submit same to the Managing Director ten days after the end of the reporting period. Functional supervision will be carried out by the Managing Director, who serves as Chairperson of the Procurement Committee of the Commission.

VI. Qualifications, Experience, and Competencies

- Must possess a minimum of a bachelor's degree in Procurement, Economics, Business Administration, Social Sciences, or a related discipline.
- Must possess at least 2 Professional purchasing/procurement certificates. The inclusion of a third certification in any form of logistics is an added advantage.
- Must possess a minimum of 5 years of procurement experience.
- Knowledge of/experience with other international development organizations' procurement procedures is desirable.
- Fluency in spoken English and the ability to write lucid reports and documents in English are required.
- Strong organizational skills and ability to work in a team-oriented, culturally diverse environment.
- Excellent interpersonal skills, sound judgment, communication skills, training experience, and ability to identify and resolve policy and operational constraints.
- Demonstrated computer skills and knowledge of Microsoft Office Suite preferred.
- Ability to handle multiple tasks simultaneously, set priorities, and work independently, or under minimum supervision for timely delivery

VII. Duration of the Assignment

The Procurement Officer will be engaged on a fixed-term contract for the period of one year renewable.

VIII. Performance Evaluation

Within three months after the commencement of the assignment, performance standards and evaluation criteria shall be agreed upon and signed by the Commission. Based on the agreed performance standards, performance shall be evaluated in line with the Commission's periodic performance evaluation schedule.