



**REPUBLIC OF LIBERIA
CIVIL SERVICE AGENCY**

VACANCY ANNOUNCEMENT NO S002

Post Title : Senior Executive Service (SES) Programme Coordinator
Contract Type: SES Contract
Remuneration: A very attractive salary
Duty Station : Monrovia
Duration : One Year (renewable based on performance and funding)
Start Date : September 15 2008
Date of Issue : 13 August 2008
Closing Date : 27 August 2008

This vacancy is open to applicants of either sex. Preference will be given to equally qualified women candidates.

Background

As part of the Government's efforts to mobilize capacity to implement the Poverty Reduction Strategy and meet its overall reconstruction and development objectives, a programme entitled the Senior Executive Service (SES) has been developed and is being implemented. The SES programme specifically seeks to identify and deploy competent and skilled Liberian professionals into the public service, working directly under various Ministries and Agencies to advance reforms and improve service delivery. This programme now seeks the services of a **Program Coordinator** to head the Programme Implementation Unit (PIU) based at the Civil Service Agency, providing technical and operational support to ensure that it meets its overall objectives.

Scope of Work

The Program Coordinator will be responsible for planning, directing, and coordinating the activities of the SES program to ensure that its goals and objectives are accomplished within the prescribed time frame.

Specific Responsibilities

Working under the overall supervision of the Director General of the Civil Service Agency, Chair of the Program Implementation Committee (PIC), the Programme Coordinator will carry out the following responsibilities:

- Manage and coordinate the day-to-day activities of the SES programme,
- Develop, oversee and monitor the implementation of the SES work plan.
- Provide support in preparing TOR for the professionals required under SES, coordinate their recruitment, and ensure the creation of a data bank of professionals under the program.
- Liaise with beneficiary agencies to ensure that recruited professionals are adequately monitored and that performance reports are prepared and submitted to the PIC;
- Organize workshops, meetings and other stakeholder consultations under SES, ensuring availability of documents/reports, proper scheduling, provision of facilitation, documentation of proceedings for these events as appropriate;

- Coordinate with UNDP and other partners in the planning, programming and implementation of SES and provide liaison with other GOL capacity development programmes;
- Plan, organize and coordinate the conduct of periodic review meetings and end of project evaluation, ensuring that lessons learned feed into the project;
- Supervise the Administrative/Finance Assistant and other project staff, fostering teamwork and efficiency, and ensure proper management of project funds in accordance with established rules and procedures;
- Maintain proper system and procedures for the safekeeping and maintenance of project documents & records inventory of assets and other equipment;
- Develop and implement an effective project information and communication strategy in collaboration with other project personnel;
- Coordinate the work of consultants fielded to support the SES programme and ensure proper documentation and record of support provided, including lessons learnt;
- In consultation with the Chair, prepare calendar and execute meetings of the PIC, record its proceedings and ensure follow-up action, including effective communications flow within the Committee and other relevant groups;
- Perform other duties as may be required by the Director-General, CSA as Chair of the PIC.

QUALIFICATION & EXPERIENCE

- A Master's Degree in management, public administration, human resources management or a closely related field.
- At least 7 years administrative experience with a reputable private or public sector organization.

Required Competencies

- Must be able to read, interpret, apply and explain rules, regulations, contract requirements, policies and procedures
- Mature personality and capable of handling sensitive situations
- Fluency in the English language. Working knowledge of a second UN language an added advantage
- Excellent report-writing skills
- Excellent command of MS Office applications
- Team player and self-starter
- Ability to work under pressure and meet strict deadlines
- Good judgment, hard working, and well-organized
- Must be a Liberian
- Open to change and new information

Email application to this vacancy should be sent to ses@csa.gov.lr Please insert Vacancy Announcement Number in the Subject of the email or written application. Applications without the Vacancy Announcement Number or with the incorrect Vacancy Announcement Number will not be accepted. Attach photocopies of qualifications (i.e. technical certificates and academics) and a one-page cover letter indicating your interest and suitability for the position.

Please note that applications received after the closing date will not be considered. Only short-listed applicants will be contacted for a written test followed by an interview. Please forward all written applications to:

**Special Assistant to the Director-General
Civil Service Agency
69 Carey Street
Monrovia, Liberia**

