



LIBERIA WATER AND SEWER CORPORATION

JOB VACANCY ANNOUNCEMENT

Vacant Position : Procurement Manager
Reporting to : Deputy Managing Director/Administration
Date of Announcement : May 13, 2024

1. BACKGROUND

The Liberia Water and Sewer Corporation (LWSC) is a public utility entity established by the Government of Liberia through a 1973 Act of the Legislature which was subsequently amended by the same Legislature in 1976 and further amended in 2017. The Act, among other things, mandates the LWSC to construct, install, establish, operate, manage, and maintain water and sanitation facilities for the purpose of providing safe, reliable, accessible and affordable drinking water and sewerage services to urban communities in Liberia. The Act also provides that the LWSC determines tariffs for water supply and sewage services in Monrovia and other parts of the country.

As part of effort to strengthen the operational efficiency of the Corporation, the LWSC is seeking a qualified Liberian to fill the position of **Procurement Manager of the Procurement Department** within the Corporation. The overall objective of the position is to carry out the procurement of goods, works and services in accordance with the Public Procurement and Concessions Law of Liberia. As such, under the supervision of the Deputy Managing Director for Administration and in consultation with the Managing Director, the Procurement Manager will supervise the Procurement Department and ensure that the procurement activities of the LWSC are meticulously implemented in compliance with the applicable procurement law and regulations of Liberia.

2. Duties and Responsibilities

The specific tasks to be performed by the Procurement Manager will include but not limited to the following:

- Develop and update the Corporation's Annual Procurement Plans. The Procurement Manager is required to prepare an annual procurement plan which shall be updated quarterly and/or as may be required by emergency needs consistent with the procurement regulations and law.
- Guide user departments of the Corporation in relation to procurement activities in accordance with the approved corporate procurement plan as well as coordinate the preparation and processing of procurement requisitions and technical specifications for goods, Bill of Quantities (BOQs) for works, and Statement of Services for non-consulting services.
- Draft Bidding Documents (BDs) and Requests for Proposals (RFPs) based on the national procurement laws and regulations.
- Coordinate the preparation of relevant inputs to standard bidding documents, such as term of references/scope of work, technical specifications, and bill of quantities (BOQs) developed by user departments and other relevant units, and thoroughly review the documentations for completeness, consistency, and fairness, and where applicable, suggest appropriate amendments.
- Coordinate the receipt, securing, and opening of Bids/Proposals in accordance with the procedures and bidding requirements (instructions) of the BD and RFP.
- Support any Ad Hoc Bid Evaluation Committee to ensure speedy and impartial evaluation of bids/proposals.
- Coordinate the issuance of Notices of Award to winning contractors/suppliers upon award of contracts.
- Liaise with the corporate legal counsel to ensure the drafting of contracts for goods, services, and works.
- Coordinate with user departments and other relevant units for the supply and delivery of goods and equipment in accordance with approved contracts, taking into consideration physical inspection and verification of goods and works, and testing of procured equipment to ensure that they meet quality standards for user departments of the Corporation.
- Serve as Secretary to the Procurement Committee.
- Produce monthly, quarterly and annual procurement reports.

3. Expected Deliverables

- Preparation of Annual Procurement Plans for the Corporation.
- Maintenance of comprehensive procurement files in both hard and soft copies.
- Drafting of bidding documents, as and when required.
- Preparation of timely bidding reports to the Procurement Committee for approval as and when bidding processes are completed.
- Timely preparation and submission of monthly, quarterly and annually procurement reports.

4. Required Qualifications, Experience, and Competencies

- Must possess a minimum of a bachelor's degree in procurement, economics, business administration, social sciences, engineering or a related discipline. A Master's degree in procurement, economics, business administration, social sciences, engineering or a related discipline will be an added advantage.
- Must possess a minimum of 5 years of experience in procurement operations in public sector organizations or international organizations. Knowledge of and experience with Public

Procurement and Concessions Commission's Regulations and international development organizations' procurement processes are required.

- Fluency in spoken English and the ability to write reports and documents in English are required.
- Demonstrated computer skills and knowledge of Microsoft Office Suite preferred.
- 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.
- Ability to handle multiple tasks simultaneously, set priorities, and work independently, or under minimum supervision for timely delivery.

5. Mode of Application

Please send all applications (**letter of application, CV, and academic records**) to: ***hrjobvacancy@lwsc.gov.lr*** with copies to [***tgaye@lwsc.gov.lr***](mailto:tgaye@lwsc.gov.lr). Females are encouraged to apply. Only shortlisted applicants will be contacted.

Deadline for all applications is **May 27, 2024 at 5:00 pm.**