



LIBERIA ANTI-CORRUPTION COMMISSION
Tubman Boulevard, Congo Town, Monrovia Liberia



RE-ADVERTISEMENT

Vacancy Announcement: LACC/002/24

Internal and External Vacancy Announcement

Position: Procurement Officer
Reports to Program Manager
Department: Administration and Supervision Department
Application Period March 12 - 31, 2024 (3 weeks)
Employment type: Indefinite
Starting Date Immediate

Female candidates are encouraged to apply

Organizational Context

Under the direct guidance and supervision of the Program Manager/Administration and Supervision Department, and the overall supervision of the Oversight Commissioner for the Department, the Procurement Officer will perform the following duties.

- Preparation of yearly procurement plan using the Public Procurement and Concession Commission act as a guide.
- Responsible for all purchasing including technical and specialized procurement of supplies, equipment and services using extensive knowledge of policies, procedures, and practices.
- Monitor and obtain best price for office expenditures.
- Approve requisitions and prepares payment documents to be forwarded to the finance section.
- Draw up term of references, scope of works for consulting services and works.
- Represent department at various meetings with administration, vendors, external agencies, professional and non-governmental organizations, and other groups. Correspond with same groups. Liaison between LACC and Donors on implementation of grants.
- Liaise with various sections of the commission to facilitate the timely purchases of goods and services and to liquidate accruals.



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- Prepare local purchase orders as an instrument for the delivery of goods or service; verified by the Procurement Officer and the Internal Auditor.
- Prepare, compile, and file all procurement records to include invoices, delivery notes, bidding documents, evaluation reports, contract award letters, minutes, contracts etc.
- Manage all stores and prepare monthly inventory report, ensures that store is replenish on time.
- Custodian of all logistics records and maintenance contracts to include vehicles, ICT equipment and furniture etc.
- Supervise procurement and logistics staff including Information Technology Officer, Office Assistants, Electrician, and drivers to ensure general maintenance of the Commission's assets and upkeep; undertake other duties and responsibilities assigned by Supervisor in the attainment of the Commission objectives and goals.

Competencies/ Experience

- Knowledgeable of the PPCC Act
- Familiar with various Inventory methods
- Operationally supportive, trustworthy, punctual, and organized.
- Ability to work under stress.
- Cost sensitive with skills in efficient resource management

Qualifications and Experience

- Bachelor of Business Administration Degree-BBA(Procurement) or its equivalent,
- 4-5 years' experience in logistics management

Email Address: vacancy@lacc.gov.lr

Please address all applications to

Human Resources Officer
Liberia Anti-Corruption Commission
Tubman Boulevard, Congo Town
Monrovia, Liberia

Please note that only short-listed applicants will be contacted.