

### **VACANCY ANNOUNCEMENT**

**The Ministry of Transport hereby announces the existence of vacancy for the position of Assistant Director for Human Resource in the Department of Administration This is due to the elevation of the Assistant Director.**

#### **Terms of Reference:**

- ✓ Participates in the implementation of disciplinary actions, , promotions, and reward policies as part of staff management activity;
- ✓ Works with other staff to prepare and submit monthly, quarterly and annual reports for management decision making;
- ✓ Reports any irregularity in the various Divisions to the Director for appropriate actions to be taken;
- ✓ Settle disputes among employees in a professional and amicable manner to ensure sound industrial environment;
- ✓ Liaises with the Finance Section on financial remunerations for deserving/entitled staff;
- ✓ Organizes and monitors the record keeping system of the Division for safe and easy access;
- ✓ Informs Director on the status of activities taking place in the Division to facilitate monitoring and follow up;
- ✓ Supervises preparation of Personnel Action Notices (PAN's) and the Civil Service Agency for processing after approval from the Ministry; and
- ✓ Performs other duties consistent with the functions of the Section as may be assigned by the Director from time to time.

#### **Educational Requirements:**

- ✓ First Degree in Human Resource Management, Business Administration, Public Administration or related discipline from a recognized University;

#### **Work Experience**

- ✓ At least four (4) years working experience at the senior management level in the public services of Liberia

#### **Other requirements**

- ✓ Good knowledge in national labor laws and regulations

- ✓ Knowledge of strategic management, particularly Strategic Human Resources Management System, in particular, Human Resources Planning, Career and Succession Planning, Performance Management System, Compensation and Benefits, Industrial Relations, etc.;
- ✓ Knowledge/understanding of the operations of Civil Services proceedings/guidelines;
- ✓ Good planning and organizing skills;
- ✓ Negotiation and conflict management skills;
- ✓ Good oral and written communication skills; and
- ✓ Good interpersonal skills.

All interested persons are requested to apply. All applications should be addressed to :

**The Director  
Human Resource Division  
Ministry of Transport  
Central Bank of Liberia Former Building  
Carey/Warren Streets  
Monrovia, Liberia**

**Deadline** for submission of applications is Wednesday, August 25, 2016