



# Republic of Liberia

## Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

### POSITION TITLE: Complaints, Appeals and Review Panel Member (5 posts)

#### Purpose of the Post

The Complaints, Appeals and Review Panel is an independent body of the Public Procurement and Concessions Commission. The Panel comprises of five (5) persons; three (3) of which are licensed lawyers, and the other two (2) are non-lawyers who have significant experience in the procurement or Concession process or in matters relating to the administration of procurement or Concession contracts. The Panel is responsible to independently investigate and/or review all complaints and appeals arising out of Public Procurement and Concession processes filed by either bidders or public procurement entities who feel aggrieved. The Panel is clothed with the authority to advise the Commission on legal matters.

The Public Procurement and Concessions Commission (PPCC) is seeking qualified Liberians to fill the position of **Member-Complaints, Appeals and Review Panel (5 Posts)**

#### Required Qualifications, Competencies and Experience

- Bachelor's Degree in Laws, Engineering, Business Administration, Economics, Procurement, Human Resource Management, Personnel Management or related field from a recognized university.
- Master's degree from a recognized university in any of the above disciplines will be an added advantage.
- Candidates with law decree must also be active members of the Liberian National Bar Association (LNBA), and in good standing;
- Candidates applying for membership to the Complaints, Appeals & Review Panel shall be in good standing with unimpeachable character, and should not be officers or employees of any ministry, agency, commission or other arm of the Government of Liberia;
- At least five years working experience in the public and private sector is required.
- Knowledge of undertaking needs assessment would be an advantage.
- Proven ability and experience to work with senior levels of government.
- Self-starter and able to develop and implement programs with minimal supervision.
- Excellent interpersonal and persuasive skills;
- Excellent oral and written communication skills.
- Ability to work with and build teams.
- Ability to solve problems and advise using established laws, policies and procedures.
- Observant, analytical and pay particular attention to details.
- Advanced working knowledge of MS Office Suite (Word, Excel, Access, and PowerPoint).

#### Additional Information

This vacancy is also published on the following websites: PPCC ([www.ppcc.gov.lr](http://www.ppcc.gov.lr)); Executive Mansion ([www.emansion.gov.lr](http://www.emansion.gov.lr)).

#### How to Apply

1. Please address Expression of Interest (signed), CV, and all supporting documents to the following address not later than 5:00pm on 30<sup>th</sup> April, 2024:

**Office of the Executive Director  
Public Procurement and Concessions Commission (PPCC)  
Executive Mansion Grounds, Capitol Hill  
Monrovia, Liberia**

2. Electronic submissions should be made to the department of Human Resource with the below address:  
[Recruitment@ppcc.gov.lr](mailto:Recruitment@ppcc.gov.lr)

**Note: Only shortlisted candidates will be contacted.**