

<p style="text-align: center;">TERM OF REFERENCE – BUREAU OF MOBILE AND VEHICLES PROGRAM MANAGER</p>

Background

The General Service Agency was established under chapter 51 of the Executive Law 1972 to respond to the need for more organized approach to purchases, registration, management, and maintenance of all Government assets. Over the past two decades and several administrations the GSA has been transformed from an organization with 4 bureaus instituted by statute to 14 bureaus and internal units. This organization created overlapping roles and responsibilities between the bureaus and internal units. This also allowed for the abuse of Government's resources and threatened the ability of various agencies to provide adequate service delivery. The GSA became the agency charged with controlling the fuel, maintenance and vehicles assigned to each Ministry and Agency.

GSA current management has adopted the organizational structure of the original 4 bureaus created by statute and aims to accommodate the mandates of the Public Procurement and Concession Act (PPCA) of 2005. With GSA no longer a centralized procurement agency, its responsibility became limited to register, monitoring use, ensuring adequate maintenance, establishing standards, dispose of all Government assets.

SOURCE OF FUNDING:

This project is being funded by the Liberian Government.

FOR WHOM IS THE ASSIGNMENT REQUIRED:

The GSA is seeking to employ an individual that has extensive experience in asset accounting, budgeting, asset management system implementation and operations. A combination of these skill sets will ensure that the Liberian Government assets located in the fifteen counties in Liberia will be adequately tracked and properly managed and accounted for.

POSITION: Mobile and Vehicle Manager

DUTIES:

1. Exercise administrative control over the Government's mobile equipment and vehicle management program,
2. Maintain mobile equipment registry and service records
3. Coordinate servicing of Government mobile equipment
4. Assign automotive equipment to agencies based on predetermined and approved assignment
5. Maintain individual equipment records and equipment historical records

QUALIFICATIONS AND EXPERIENCE:

1. Master Degree (or equivalent) in Automotive or Mechanical Engineering.
2. 10years plus experience in Automotive Service Industry
3. Working Knowledge of automotive repair systems and processes
4. Heavy duty equipment servicing is a plus.

REQUIREMENTS:

1. Must be a Liberian.
2. Must be available for work within 30 days of hire
3. No relocation allowance
4. All recruits must be available to work in a 6 days working environment and be task driven
5. A proven record in working with multiple funding agencies
6. Excellent track record in financial and technical management
7. Ability to successfully perform multiple tasks
8. Excellent interpersonal communication, networking and negotiating skills, including working in teams in a culturally diversified environment
9. Facilitation skills a strong plus
10. Excellent oral and written communication skills in English including capacity to prepare and deliver formal presentations on project progress and results
11. Demonstrate experience in supervising, coaching, and training of personnel
12. Strong analytical skills, sound judgement and strategic planning a plus
13. Good analytical skills in troubleshooting and problem solving
14. Must be able to work with minimum supervision within a stressful environment
15. Knowledge of Government and private sector institutional and organizational structures experience in Liberia is an added advantage
16. Knowledge of Microsoft Word, Excel and PowerPoint
17. Team oriented
18. Must be available for travel throughout Liberia and Internationally
19. Must be a professional.

ASSIGNMENT LOCATION:

GSA Headquarters or other designated locations.

DEADLINE FOR SUBMISSION:

The deadline for submission is July 16, 2012 at GSA Head Office, U.N. Drive, Monrovia or electronically at JOBS@GSA.GOV.LR

FOR ADDITIONAL INFORMATION:

WWW.GSA.GOV.LR