



REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
MONROVIA



*Office of the
Assistant Minister
for Administration*

*P.O. Box 9041
1000 Monrovia,
10 Liberia*

VACANCY ANNOUNCEMENT

Website: www.moci.gov.lr

The Ministry is seeking applications from qualified individuals who will serve as a **consultant** and hold consultation with stakeholders in the food and beverages manufacturing sector; the MOCI and the private sector and identify specific level of training in Good Manufacturing practice (GMP).

More specifically, the consultant will perform the following tasks:

- Hold consultation with stakeholders in the manufacturing sector; the MOCI and the private sector and identify specific levels of training in Good Manufacturing practice (GMP).
- Review available data and statistics on manufacturers of food and beverages over the past 5 years;
- Prepare training manual on GMP containing not less than 4 modules
- Prepare recommendations aimed at improving the food and beverages manufacturers sub-sector as part of consultation report.

SCOPE OF WORK

The consultant will work closely under the supervision of the Industrial Development and compliance support division, the Assistant Minister for Industry Specifically, the scope of work of the consultant will be to hold consultations with stakeholders of food and beverages manufacturing sector in the country to gain understanding as to their level of capacity and design training program and deliver such training.

Deliverables for Local Consultant- 1 month	Timeframe
Preliminary consultation and inception report along with work plan	Week 1
Consultation with relevant stakeholders and review of all secondary data on manufacturers of food and beverages.	Week 2
Prepare GMP training manual	Week 3
Conduct training	

Prepare training report acceptable to the Bureau	Week 4
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KEY DELIVERABLES AND OUTPUTS

The consultancy duration shall be for a period of four (4) weeks.

The expected results and deliverables are:

1. An inception report along with work plan;
2. Consultation with relevant stakeholders and review of all secondary data on manufacturers of food and beverages.
3. Prepare a comprehensive GMP training manual to be used in delivery of training. Such manual must be approved by the Asst. Minister for Industry before use.
4. Prepare training report acceptable to the Bureau

Pursuant to the main objectives of this the following table outlines the deliveries upon which consultant shall be paid.

COMPETENCIES

- Demonstrate integrity by modeling values and technical standards;
- Promote the vision, mission and strategic industrial goals of the Ministry of Commerce and Industry;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to lead strategic planning result-based management and reporting;
- Build strong relationship with the Ministers and Technicians of Industry and industrial stakeholders, and responds positively to feedback;
- Consistently approach work with energy and a positive and constructive attitude;
- Demonstrate good oral and written communication skills;
- Demonstrate ability to manage complexities and work under pressure, as well as conflict resolution skills.

QUALIFICATIONS AND EXPERIENCE

- ✓ Degree in (Standards Management, Public Policy, Development Studies and field) with over 5 years of working experience in the relevant areas of the assignment;
- ✓ Strong background in research, including the analysis of secondary data;
- ✓ Strong analytical writing and presentation skills;
- ✓ Knowledgeable in SDGs and related development paradigms;
- ✓ Understanding of value addition analysis and industrial statistics is essential;
- ✓ Strong computer skills, especially with MS Excel and MS Office applications;
- ✓ Immediate availability to start the assignment.

HOW TO APPLY

Complete application package must be submitted no later than September 23, 2016 at 5:00 p.m. and shall include the following:

1. A one or two page typed application letter summarizing why you believe you are the most qualified for the position;
2. A complete curriculum vitae which will include the names and contact details, three references that can attest to your professional qualification, character, integrity and/or work experience;
3. Documentations i.e., copies of degrees and certificates that address the minimum requirements of the position

All applications must be addressed to:

**The Human Resource Director
Ministry of Commerce & Industry
3rd Floor
Ashmun & Gurley Streets
Monrovia, Liberia**

Or via Email: jsblango@staff.moci.gov.lr, monger.samuel@yahoo.com