



The Human
Resource Division

REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
MONROVIA



P.O. Box 9041
1000 Monrovia,
10 Liberia

Website: www.moci.gov.lr

VACANCY ANNOUNCEMENT

Post Title	:	Consumers Education/Sensitization Consultancy
Duration	:	1 Month
Start Date	:	Upon the award of Contract
Duty Station	:	Ministry of Commerce and Industry (MoCI), Monrovia, Liberia

1.0 BACKGROUND

It has been observed very often that a consumer does not get the right goods and services. And that the consumer is charged a very high price or low quality goods are sold to them. This continues unabated, enabling manufacturers and traders get away with such unscrupulous practice.

The consideration of awareness raising on consumers' rights therefore cannot not be overemphasized. The perennial problem of consumers' complaints has overwhelmed the Ministry of Commerce & Industry however these consumers lack information on the procedures of filing and follow-up complaints which has only exacerbated their problem causing confusion.

In order to reduce the frequency of complaints being filed and adjudicated at the Consumers' Protection Unit of the Ministry of Commerce & Industry, the need for a robust consumer's rights awareness for stakeholders' producers is essential.

2.0 GOAL/OBJECTIVES

- To raise awareness on consumers issues especially regarding inferior products and the processes in seeking redress, and
- To reduce the number of consumers' complaints filed into the Consumers Protection Unit of the Ministry of Commerce annually by 50%.

3.0 SUMMARY APPROACH

The project will be implemented utilizing the following approach or methods:

- Design a training and awareness materials

- Hire a consultant to conduct consumers education for a period of 3 days.
- Carry out awareness tours by reaching out to consumers and business leaders alike and distributing awareness leaflets

4.0 KEY PROJECT OUTPUTS

The project outputs are as follows:

- A 3 day awareness workshop conducted with 60 persons trained in consumers rights awareness
- 75 pcs of T-shirts printed with awareness messages

5.0 SCOPE OF WORK

The consultant will work closely under the supervision of the Consumers Education Unit, the Assistant Minister for Commerce & Trade. Specifically, the scope of work of the consultant will be to hold consultations with stakeholders on consumers' education issues in the country to gain understanding of the problems and conduct a 3 days consumers' education workshop in Gbarnga, Bong County.

6.0 KEY DELIVERABLES AND OUTPUTS

The duration commenced upon the award of contract 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
3. Prepare training materials to be used in delivery of training. And such materials must be approved by the Asst. Minister for Commerce before use.
4. Prepare training report acceptable to the Bureau of Trade Services.

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

Deliverables for Local Consultant- 1 month	Timeframe
Preliminary consultation and inception report along with work plan	Week 1
Consultation with relevant stakeholders and review relevant data on consumers complaints	Week 2
Prepare consumers awareness training manual	Week 3
Conduct training	Week 4
Prepare training report acceptable to the Bureau of trade services.	

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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

- ✓ Postgraduate Degree in (Economics, 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 March 7, 2017 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;

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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