

REPUBLIC OF LIBERIA
OFFICE OF MINISTER OF STATE WITHOUT PORTFOLIO
DIASPORA AFFAIRS DEPARTMENT
LIBERIA DIASPORA ENGAGEMENT PROGRAM (LDEP)
Grant No: P124809

CONSULTANT SERVICES: ADMINISTRATIVE ASSISTANT

Request for Expressions of Interest

1. The Government of Liberia has received a grant from the International Development Association (IDA) toward the cost of establishing and operationalizing the Diaspora Affairs Department and the government intends to apply part of the proceeds for consulting services for an Administrative Assistant.
2. The objective of the assignment is to provide primary assistance and support to the Liberia Diaspora Engagement Program's (LDEP's) management team in handling all official, administrative functions for the Liberia Diaspora Engagement Program. This goal will be advanced through a very detail oriented, organized, diligent, hardworking Administrative Assistant capable of working on sensitive, confidential matters in a fast-paced environment.
3. The LDEP now invites eligible individual local consultants to indicate their interests in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (CVs, description of similar assignments, experience in similar conditions, etc.).
4. **Note:** If the selected candidate is a current World Bank Group staff member with a regular or open-ended appointment, s/he is required to resign said appointment before applying to this EOI. All others will be offered a 3 month term appointment, with the possibility of extension subsequent to additional program funding.

Qualifications and Experience

5. The Administrative Assistant shall have the following educational and professional qualifications:
 - a. At least two (2) years of experience in work of a similar nature;
 - b. Associate's degree or equivalent desired (Bachelor's degree preferred) in communication, public administration, law, international relations, or related field;
 - c. Attention to detail and demonstrated ability to take initiative;
 - d. Excellent written and verbal communication skills;

- e. Strong organizational skills and ability to prioritize and deliver assignments as required;
 - f. Excellent computer skills—ability to use standard technology packages, e.g., Microsoft Word, Lotus Notes, PowerPoint, Internet, Excel, HTML, etc.;
 - g. Experience working on World Bank-funded projects preferred.
6. **Duration of Assignment:** four (4) months, renewable based on performance and extension of program with donor funds.
 7. The consultant will be selected in accordance with the procedures set out in the World Bank’s Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers, dated January 2011. Interested individual consultants may obtain further information at the address below from Monday to Friday between 0830 hrs and 1630 hrs Monday—Friday, except holidays.
 8. Expressions of Interest, clearly marked “**Administrative Assistant**”, must be delivered to the address below by hand, mail or email, by 1500 on 11 November 2015. Only short listed candidates will be contacted.

Liberia Diaspora Engagement Program (LDEP)
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5th Floor Foreign Affairs Building
Capitol Hill
Monrovia, Liberia
Attention: Program Coordinator, LDEP
Email: diaspora.recruitment.lr@gmail.com