



**LIBERIA ELECTRICITY CORPORATION**  
**Mt. Coffee Project Implementation Unit**  
P.O. BOX 10-165  
**MONROVIA, LIBERIA**



**VACANCY ANNOUNCEMENTS FOR FUTURE OPERATION & MAINTENANCE OF MT. COFFEE**  
**HYDROPOWER PLANT: Plant Manager; Operations Supervisor; Maintenance Supervisor; Technical Services**  
**Supervisor; Safety, Health and Fire Protection Supervisor; Performance Monitoring/Planner; Training Officer;**  
**Technician Trainees; Shift Operation Trainees**

**Organization: Liberia Electricity Corporation**

**Duty Station: Mt. Coffee Hydro Power Plant (Harrisburg)**

**Duration of Service: Full-time employment with LEC contingent on satisfactory performance (probationary period of 3 months)**

**Closing Date: 16:00 GMT on March 4, 2016**

The Government of Liberia (GOL) has prioritized the rehabilitation of the Mt. Coffee hydropower plant as the cornerstone of its objective to expand access to affordable and reliable electricity for its citizens. The project is being carried out on a fast-tracked basis, with first commercial power targeted for December 2016. The Liberia Electricity Corporation (LEC) is implementing the project through a semi-autonomous Project Implementation Unit (PIU) that reports directly to the Chief Executive Officer of LEC.

Training of LEC staff is a vital component of the Mt. Coffee rehabilitation project. Establishing the required skills to operate and maintain the hydropower plant will be targeted through a comprehensive training program, which the PIU will administer through external service providers in 2016 leading up to commissioning of the plant. Operation and maintenance managers, engineers, technicians, and administrators will then work alongside an Operation and Maintenance Management Contractor for the first five years of the plant's operation, to ensure the long-term sustainability of LEC's hydropower management capacity.

LEC now invites eligible candidates to indicate their interest in providing the below-described services. Only candidates possessing the requisite experience are requested to apply, and should submit their cover letters, indicating the position for which they are applying and their unique qualifications for the position, along with academic qualifications (copies of degrees obtained and relevant certificates), references, and CVs. CVs *must* contain a cell phone number as well as email address. Application packages not containing all four components may be rejected. Candidates will be selected in accordance with PPCC rules. Preference will be given to qualified Liberians. Only short-listed candidates will be contacted for interview.

Interested and qualified candidates may obtain further information including detailed Terms of Reference at the address below during office hours (9:00 to 17:00 daily). Indications of interest must be delivered to the address below by **16:00 GMT on March 4, 2016**. Electronic submission is highly encouraged, but should contain a signed letter of application. Hard copy applications can also be submitted to the address below:

*The Office Manager*  
*Mt. Coffee Project Implementation Unit*  
*Liberia Electricity Corporation*  
*P. O. Box 10-165*  
*Waterside, Monrovia*  
*Liberia*  
*Phone: +231 777544549*  
*Email: [hberrian-sillah@lecliberia.com](mailto:hberrian-sillah@lecliberia.com)*

**OBJECTIVES:**

The overall objective is to safeguard the Mt. Coffee plant asset and ensure that the plant is run in a safe and effective manner according to government regulations and in line with international best practices. The initial operations and maintenance (O&M) of the Mt. Coffee plant will be contracted to an international company (OMT Contractor) specializing in managing hydro power plants and training personnel.

The OMT contractor will be responsible for the achievement of the organizational set-up and main training objectives for the plant operation, while at the same time training the local Liberian staff to take over this responsibility during the 5-year OMT contract period.

The initial projection is that the plant staffing will consist of approximately 50 on-site persons, consisting of managers, operations staff, maintenance staff, finance and administration staff, and support staff such as engineering, safety, environment,

and fire protection. The OMT contractor will supply approximately 15-20 specialists for the O&M function. Counterpart management staff, as well other staff noted above will be hired as LEC employees, and trained by the OMT contractor.

**NOTE\*\*:"Scope of Responsibilities is intended to be an accurate reflection of the main duties essential for this position. It is not designed to be an exhaustive list of all duties, tasks and responsibilities."**

### **I. PLANT MANAGER – ONE (1) POSITION**

**PURPOSE:** Working as a counterpart to the OMT Plant Manager, will be responsible for the leadership and management of the Mt. Coffee Generating Station which will include ensuring that the plant is capable of meeting its designed purpose. The Plant Manager will place the highest priority on Safety and Environment as it relates to employees and the public. A strong focus on continuous improvement is also expected. As a member of the Generation Division, the Mt. Coffee Plant Manager will be integral to the development and achievement of the Strategic Plan and Goals of the Division and LEC.

#### **SCOPE OF RESPONSIBILITIES**

1. Accountable for the overall strategic planning for the Mount Coffee generating station, including formulation of policy, definition of mission statement, objectives, targets, and action items.
2. Responsible for the overall and on-going safe and efficient operation, maintenance, and fiscal sustainability of the Mt. Coffee generating station.
3. Responsible for the ongoing preparation of capital and operating budgets, and approving and controlling authorized expenditures.
4. Accountable for the overall performance of the Mt. Coffee generating station.
5. Ensuring that the Mt. Coffee generating station meets all safety and environmental requirements, regulatory requirements, licensing requirements, and other requirements defined by the government of Liberia.

#### **QUALIFICATIONS**

1. University Degree in an appropriate discipline and have considerable experience related to the management of a large hydro power plant. An equivalent combination of education and experience will also be considered.
2. Demonstrated commitment to safety, occupational health, and the environment is required.
3. Demonstrated managerial and leadership skills combined with excellent interpersonal skills and a proven track record as a team player are essential.
4. Possess good working knowledge of plant management processes and practices and have the ability to take a leadership role in resolving related technical issues.
5. Demonstrated abilities and experience in resolving complex and sensitive issues in a tactful and discrete manner, consistent with LEC's Operating Principles.

### **II. OPERATIONS SUPERVISOR – ONE (1) POSITION**

**PURPOSE:** Working as a counterpart to the OMT Operations Manager, the Operations Supervisor shall be responsible for the overall operation of all equipment in the power station and on the spillway and intake dam. In addition, he/she shall be responsible for establishing all necessary operational routines and procedures, based on relevant Liberian law and recommended international and national standards. He / she shall develop the operations staff structure, assist in the recruiting of operational staff, and identifying necessary training/ education for the operational staff, including a long term staff development plan ensuring a sustainable staff situation.

#### **SCOPE OF RESPONSIBILITIES**

1. Ensuring the ongoing safe, efficient, and reliable operation of the Mt. Coffee Hydro Power Plant.
2. Managing and approving all scheduled station outages to maximize generating station performance.
3. Coordinating plant outages with the other generating stations and the System Control Centre.
4. Establishing and maintaining procedures such as operating and emergency restoration procedures and ensure staff are fully trained in them. During times of system emergencies, must exercise independent judgment in directing restoration with respect to safety of personnel and equipment and the requirements of the system.
5. Ensuring detailed and accurate switching procedures exist for all equipment and that operating orders are accurate and properly carried out.
6. Ensuring that all necessary records are maintained.
7. Ensuring adherence to environmental standards within area of responsibility.
8. Implementing and monitoring of the Safety Management System within the operating group.
9. May be required to assume authority of other supervisors during their absences.
10. Recommending the selection, hiring, salary treatment, progression, termination and discipline of subordinates.
11. Preparing and maintaining shift schedules to ensure adequate staffing on each shift.
12. Preparing detailed reports of outages or disturbances in equipment under his/her jurisdiction. Analyse outages and prepare recommendations to prevent a recurrence.
13. Ensuring LEC safety rules and codes of practice are followed.
14. Ensuring that practices in his/her areas of responsibility are in compliance with Corporate and regulatory environmental requirements.

15. Ensuring that direct reports are adequately informed and trained in order to achieve compliance while taking action to prevent, or report to line management, activities, procedures or materials that may be harmful to the environment or in violation of Corporate or regulatory requirements.
16. Participating in and/or facilitating the development of the Mt. Coffee Strategic Business Plan.
17. Leading the team in achieving the business objectives, monitoring and reporting on progress on an ongoing basis.

### **QUALIFICATIONS**

1. University Degree in an appropriate discipline and have considerable experience related to the operations of a power plant (preferably a hydro power plant). An equivalent combination of education and experience will also be considered.
2. Demonstrated commitment to safety, occupational health, and the environment is required.
3. Demonstrated managerial and leadership skills combined with excellent interpersonal skills and a proven track record as a team player are essential.
4. Possess good working knowledge of plant operations processes and practices and have the ability to take a leadership role in resolving related operational issues.
5. Demonstrated abilities and experience in resolving complex and sensitive issues in a tactful and discrete manner, consistent with LEC's Operating Principles.

### **III. MAINTENANCE SUPERVISOR – ONE (1) POSITION**

**PURPOSE:** Under the general direction of the Plant Manager, and as a counterpart to the OMT Maintenance Manager, is responsible for the planning, coordinating, and supervision of staff engaged in maintenance of the Mt. Coffee Generating Station and associated facilities. In addition, he/she shall help develop the staff structure, and assist with recruitment of the relevant management / supervisory staff. Further he/she shall identify necessary training / education for the management / supervisory staff, including a long term staff development plan, ensuring a sustainable staff situation.

### **SCOPE OF RESPONSIBILITIES**

1. Promote safety and occupational health and environmental responsibility.
2. Provide leadership, motivation, training and development to subordinates and peers and foster a positive work climate to ensure the effectiveness and compatibility of a diverse work group.
3. Supervise the activities of all staff in the group, planning and directing all functions necessary to ensure the highest possible standard of maintenance.
4. Recommend plant and equipment replacement and/or revisions to plant layout or design, where necessary, to maintain the performance and availability of the equipment at the highest possible level.
5. Ensure that practices are in compliance with Corporate, regulatory and environmental requirements.
6. Ensure that subordinates are adequately informed and trained in order to achieve compliance. -Instruct and guide staff regarding correct maintenance methods, procedures and monitor trainee progression in training programs.
7. Requisition all necessary supplies, material and equipment required for maintenance.
8. Assist in the development and revision of maintenance procedures for new and existing equipment.
9. Assist in the preparation of the operating and capital budgets and monitor performance.
10. Responsible for the selection, progression, termination and discipline of subordinates.
11. In the absence of the O&M Manager, may be required to act on the Corporation's behalf.
12. In the absence of other Supervisors, may assume some responsibility for the continued performance of other departments.
13. May be required to deal with problems arising outside of normal working hours.

### **QUALIFICATIONS**

1. University Degree in an appropriate discipline and have considerable experience related to the maintenance of a power plant (preferably a hydro power plant). An equivalent combination of education and experience will also be considered.
2. Demonstrated commitment to safety, occupational health, and the environment is required.
3. Demonstrated managerial and leadership skills combined with excellent interpersonal skills and a proven track record as a team player are essential.
4. Possess good working knowledge of plant maintenance processes and practices and have the ability to take a leadership role in resolving related operational issues.
5. Demonstrated abilities and experience in resolving complex and sensitive issues in a tactful and discrete manner, consistent with LEC's Operating Principles.

### **IV. TECHNICAL SERVICES SUPERVISOR – ONE (1) POSITION**

**PURPOSE:** Under the general direction of the Plant Manager and as a counterpart to the OMT, the Technical Services Supervisor will be responsible for all aspects of providing skilled engineering support for the rehabilitation, repair, and maintenance of all equipment and systems at the Mt. Coffee hydraulic generating station.

### **SCOPE OF RESPONSIBILITIES**

1. Supervise Engineers responsible for maintenance engineering pertaining to power generating equipment, associated sub-station equipment, and auxiliary equipment.
2. Responsible for selecting, rating and disciplining Section's staff, and providing a climate for professional development.
3. Must participate actively in the development of the team and achievement of the team's goals
4. Ensure that designs, projects and activities are in compliance with corporate and regulatory environmental requirements and are consistent with the Corporation's Sustainable Development Policy.
5. Ascertain and establish work priorities for the Section, and prepare cost estimates and schedules for Section's work accordingly.
6. Coordinate required design modifications and new designs with the appropriate design departments and ensure that associated design criteria and details meet the ongoing requirements of hydraulic generating stations.
7. In cooperation with plant staff, develop and update maintenance standards and procedures for mechanical equipment and auxiliaries in hydro generating stations.
8. Plan, supervise and participate in field testing programs as required. This will include the re-commissioning of turbines and generators and carrying out special tests (e.g. index tests).
9. Provide high level Engineering expertise in the asset management program as well as input into new generation design requirements.
10. Maintain an awareness of utility and industrial standards through contacts with other utilities and manufacturing firms.

#### **QUALIFICATIONS**

1. University Degree in an appropriate discipline and have considerable experience related to the technical engineering support for the operations and maintenance of hydro power plants. An equivalent combination of education and experience will also be considered.
2. Demonstrated commitment to safety, occupational health, and the environment is required.
3. Demonstrated high level technical engineering skills combined with excellent interpersonal skills and a proven track record as a team player are essential.
4. Demonstrated abilities and experience in resolving complex and sensitive issues in a tactful and discrete manner, consistent with LEC's Operating Principles.

#### **V. SAFETY, HEALTH AND FIRE PROTECTION SUPERVISOR – ONE (1) POSITION**

**PURPOSE:** Under the general direction of the Plant Manager, and as a counterpart to the OMT Workplace Safety and Health Supervisor, and in liaison with all Regulatory and/or Corporate Safety authorities, is responsible for safe guarding the public and staff through the development and administration of safety, health and fire protection policies, programs, inspections, training and compliance.

#### **SCOPE OF RESPONSIBILITIES**

1. Ensures that work is performed in compliance with all company policy and legislated requirements.
2. Promotes safety awareness, measures and practices by identifying and providing safety training in accordance with best business practices
3. Inspects interior and exterior work areas to determine if there are any safety hazards (broken equipment and damaged equipment, slip-and-fall hazards and other potential hazards.)
4. Monitors workplace to ensure required personal protective clothing and or equipment is in use according to company safety policies.
5. Conducts accident investigations to determine the cause of the accident prepares reports and provides recommendations to help prevent future accidents.
6. Develops and monitors plans to ensure staff receive appropriate safety training
7. Prepares reports and record-keeping documents

#### **QUALIFICATIONS**

1. University Degree and have considerable experience related to planning and overseeing the training program for all staff at a power plant. An equivalent combination of education and experience will also be considered.
2. Demonstrated commitment to safety, occupational health, and the environment is required.
3. Demonstrated managerial and leadership skills combined with excellent interpersonal skills and a proven track record as a team player are essential.
4. Possess a working knowledge of plant operations and maintenance processes and practices and have the ability to take a leadership role in resolving related operational issues.

#### **VI. PERFORMANCE MONITORING/PLANNER – ONE (1) POSITION**

**PURPOSE:** Under the general direction of the Technical Services Supervisor, the Performance Monitoring/Planner will be responsible for all aspects of planning the maintenance and capital works at the Mt. Coffee hydraulic generating station. He/she will also develop an in-depth Performance Monitoring System, capable of monitoring and reporting on the performance of the plant, as per the KPIs developed by the Plant Management Team, and the reporting requirements dictated by legislation, etc.

## **SCOPE OF RESPONSIBILITIES**

1. Effectively plan all work for all crews at the plant ensuring that all resources required to execute the work are available at the optimum time
2. In conjunction with the Operations Manager and Maintenance Manager, develop an annual maintenance plan for the equipment at the plant
3. Develop a Performance Monitoring and Reporting System at the plant, to ensure that all data related to plant performance is consistently gathered, analyzed, and presented in a meaningful manner to plant management and other stakeholders as required.

## **QUALIFICATIONS**

1. University Degree in an appropriate discipline and have considerable experience related to planning the ongoing maintenance and capital works program and monitoring the performance of a large hydro power plant. An equivalent combination of education and experience will also be considered.
2. Demonstrated commitment to safety, occupational health, and the environment is required.
3. Demonstrated organizational and leadership skills combined with excellent interpersonal skills and a proven track record as a team player are essential.
4. Possess good working knowledge of plant operations and maintenance processes.

### **VII. TRAINING OFFICER – ONE (1) POSITION**

**PURPOSE:** Under the general guidance and direction of the Finance and Administrative Manager, the Training Officer is responsible for the assessment planning, implementation and maintenance of strategies associated with skill development in assigned Trainee Programs (Shift Operation, Electrical Technician, Mechanical Technician, Protection and Control Technician, and/or Civil Technician). This includes the budgeting, recruitment, training, discipline, guidance, and delivery of programs to a high standard and consistent treatment of trainees. Will ensure other trades training programs are identified/updated to meet Mt. Coffee's hydropower plant requirements. The position holder is a role model ensuring a highly skilled trades force within the organization.

## **SCOPE OF RESPONSIBILITIES**

1. Supervise the activities of all staff in the related training group(s): planning and directing all functions to ensure the highest standard.
2. Provide effective leadership to develop and train a highly skilled workforce and development of potential future leaders within that workforce.
3. Liaise with governing bodies responsible for trades such as Apprenticeship boards and/or Technical Colleges, on apprenticeship requirements and standards.
4. Develop, revise and deliver training materials including instructional materials, curricula, and examinations.
5. Assist with recruitment, prepare employee evaluations, provide recommendations, motivate, administer discipline, and when training standards are not met, recommend re-assignment or termination of trainee's employment.
6. Supervise and coordinate the administering of examinations including skills competency testing.
7. Keep abreast of changing industry practices or processes and makes changes as required
8. Develop and/or approve solutions for situations not covered within policy and procedures.

## **QUALIFICATIONS**

1. University Degree in Human Resource Management and have considerable experience related to planning and overseeing the training program for all staff at a power plant. An equivalent combination of education and experience will also be considered.
2. Demonstrated commitment to safety, occupational health, and the environment is required.
3. Demonstrated managerial and leadership skills combined with excellent interpersonal skills and a proven track record as a team player are essential.
4. Possess a working knowledge of plant operations and maintenance processes and practices and have the ability to take a leadership role in resolving related operational issues.

### **VIII. CIVIL WORKS TECHNICIAN TRAINEE – ONE (1) POSITION**

**PURPOSE:** Under the general direction of the Senior Technicians, the Civil Works Technician Trainee will participate in the on-going maintenance, repair, and rehabilitation works of the equipment at the Mt. Coffee Hydro Power Plant

## **SCOPE OF RESPONSIBILITIES**

1. Assist in the ongoing maintenance of the Mt. Coffee Hydro Power Plant.
2. Assist in the development of maintenance and repair procedures.
3. Under the instruction of the Senior Technicians, ensure that the equipment to be worked on has been properly removed from service, and all safety clearances have been observed
4. Ensuring LEC safety rules and codes of practice are followed and all necessary records are maintained.
5. Satisfactory completion of all training assignments, materials and skills testing
6. Demonstrate required working skills progression (basic working knowledge to fully competent technician)

## **QUALIFICATIONS**

1. Minimum Grade 12 Education
2. College Diploma or University Degree an asset
3. 5 years Electrical Utility Experience with 3 Years as a Civil Maintenance Technician
4. Experience working as an maintenance technician in a Hydro Power Plant a definite asset

### **IX. MECHANICAL MAINTENANCE TECHNICIAN TRAINEE – ONE (1) POSITION**

**PURPOSE:** Under the general direction of the Senior Technicians Engineers, the Mechanical Maintenance Technician Trainee will participate in the on-going maintenance, repair, and rehabilitation works of the equipment at the Mt. Coffee Hydro Power Plant.

#### **SCOPE OF RESPONSIBILITIES**

1. Assist in the ongoing maintenance of the Mt. Coffee Hydro Power Plant.
2. Assist in the development of maintenance and repair procedures.
3. Under the instruction of the Senior Technicians, ensure that the equipment to be worked on has been properly removed from service, and all safety clearances have been observed
4. Ensuring LEC safety rules and codes of practice are followed and all necessary records are maintained.
5. Satisfactory completion of all training assignments, materials and skills testing
6. Demonstrate required working skills progression (basic working knowledge to fully competent technician)

## **QUALIFICATIONS**

1. Minimum Grade 12 Education
2. College Diploma or University Degree an asset
3. 5 years Electrical Utility Experience with 3 Years as an Mechanical Maintenance Technician
4. Experience working as an maintenance technician in a Hydro Power Plant a definite asset

### **X. ELECTRICAL MAINTENANCE TECHNICIAN TRAINEE – ONE (1) POSITION**

**PURPOSE:** Under the general direction of the Senior Technicians Engineers, the Electrical Maintenance Technician Trainee will participate in the on-going maintenance, repair, and rehabilitation works of the equipment at the Mt. Coffee Hydro Power Plant

#### **SCOPE OF RESPONSIBILITIES**

1. Assist in the ongoing maintenance of the Mt. Coffee Hydro Power Plant.
2. Assist in the development of maintenance and repair procedures.
3. Under the instruction of the Senior Technicians, ensure that the equipment to be worked on has been properly removed from service, and all safety clearances have been observed
4. Ensuring LEC safety rules and codes of practice are followed and all necessary records are maintained.
5. Satisfactory completion of all training assignments, materials and skills testing
6. Demonstrate required working skills progression (basic working knowledge to fully competent technician)

## **QUALIFICATIONS**

1. Minimum Grade 12 Education
2. College Diploma or University Degree an asset
3. 5 years Electrical Utility Experience with 3 Years as an Electrical Maintenance Technician
4. Experience working as an maintenance technician in a Hydro Power Plant a definite asset

### **XI. PROTECTION AND CONTROLS MAINTENANCE TECHNICIAN TRAINEE – ONE (1) POSITION**

**PURPOSE:** Under the general direction of the Senior Technicians, the Protection and Controls Maintenance Technician Trainee will participate in the on-going maintenance, repair, and rehabilitation works of the equipment at the Mt. Coffee Hydro Power Plant.

#### **SCOPE OF RESPONSIBILITIES**

1. Assist in the ongoing maintenance of the Mt. Coffee Hydro Power Plant, by developing maintenance and repair procedures.
2. Ensure that the equipment to be worked on has been properly removed from service, and all safety clearances have been observed
3. Ensuring that all necessary records are maintained and LEC safety rules and codes of practice are followed.
4. Satisfactory completion of all training assignments, materials and skills testing
5. Demonstrate required working skills progression (basic working knowledge to fully competent technician)

## **QUALIFICATIONS**

1. Minimum Grade 12 Education
2. College Diploma or University Degree an asset

3. 5 years Electrical Utility Experience with 3 Years as an Protection & Controls Maintenance Technician
4. Experience working as a maintenance technician in a Hydro Power Plant a definite asset

## **XII. SHIFT OPERATION TRAINEES – FIVE (5) POSITIONS**

**PURPOSE:** Under the general direction of the Senior Shift Operators Engineers, the Shift Operation Trainee will ensure the safe, efficient, and reliable operation of Mt. Coffee Hydro Power Plant, in a manner that is congruent with the operating principles.

### **SCOPE OF RESPONSIBILITIES**

1. Assist in the ongoing safe, efficient, and reliable operation of the Mt. Coffee Hydro Power Plant.
2. Assist in establishing and maintaining operating and emergency restoration procedures and ensure that operating orders are properly carried out.
3. Assist in the development of detailed and accurate switching procedures for all equipment
4. Ensuring that all necessary records are maintained.
5. Ensuring LEC safety rules and codes of practice are followed.
6. Satisfactory completion of all training assignments, materials and skills testing
7. Demonstrate skill progression (basic working knowledge to fully competent technician)

### **QUALIFICATIONS**

1. Minimum Grade 12 Education
2. College Diploma or University Degree an asset
3. 5 years Electrical Utility Experience with 3 Years as a Power Plant Operator (Shift Operator)
4. Experience working as an Operator in a Hydro Power Plant a definite asset