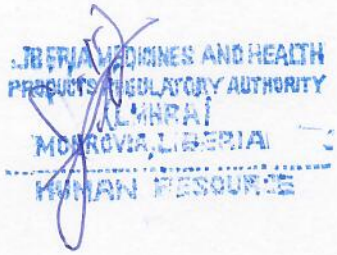
REPUBLIC OF LIBERIA
LIBERIA MEDICINES & HEALTH PRODUCTS REGULATORY AUTHORITY (LMHRA)
P. O. Box 1994, Sekou Toure Avenue, Mamba Point
2nd & 3rd Floors, Clay Building

TERMS OF REFERENCE FOR VARIOUS POSITIONS

LMHRA WASTE MANAGEMENT SITE – KOKO TOWN, LOWER MARGIBI COUNTY

Area of Assignment: LMHRA Waste Management Site, Koko Town, Lower Margibi County
Application Deadline: April 20, 2026
Employment Type: Full-Time
Duty Station: Koko Town, Lower Margibi County



1. GENERAL MINIMUM QUALIFICATIONS

Unless otherwise specified for a particular position, applicants should possess:

- A minimum of a **Bachelor's Degree or equivalent qualification** from a recognized institution;
- At least **five (5) years of relevant post-qualification working experience**;
- Relevant professional certification, license or technical qualification where required by the position;
- Experience in pharmaceutical waste management, healthcare waste management, environmental health, occupational health and safety, engineering, incineration, logistics, administration or related fields will be an advantage.

Required General Skills

Applicants should demonstrate:

- Computer literacy;
- Management and supervisory skills;
- Administrative and organizational skills;
- Excellent communication skills;
- Problem-solving and analytical skills;
- Planning and coordination skills;
- Strategic planning skills;
- Report-writing skills;
- Teamwork and interpersonal skills;

- Attention to detail;
- Ability to maintain accurate records;
- Ability to work independently and with minimal supervision;
- Ability to work in an operational/industrial environment;
- Commitment to safety and environmental protection; and
- Ability and willingness to **work under pressure and meet deadlines.**

2. SITE MANAGER

Reports To: Managing Director/Head of the responsible LMHRA Department
Supervises: All waste management site personnel

Purpose of Position

The Site Manager will have overall responsibility for the effective, safe and efficient management of the LMHRA Waste Management Site and ensure that all healthcare/pharmaceutical waste management activities are conducted in accordance with approved procedures, environmental, occupational health and safety requirements and LMHRA policies.

Key Responsibilities

1. Provide overall leadership and management of the waste management site.
2. Coordinate daily site operations and ensure continuity of services.
3. Develop and implement site operational plans and schedules.
4. Supervise all site personnel and ensure effective allocation of duties.
5. Ensure proper reception, segregation, storage, treatment and disposal of regulated waste.
6. Ensure that incineration and other treatment processes are conducted according to approved SOPs.
7. Monitor site productivity, safety, environmental compliance and service quality.
8. Ensure proper maintenance of buildings, equipment, vehicles and operational facilities.
9. Review daily operational reports from supervisors and site leads.
10. Ensure accurate documentation and reporting of waste received and treated.
11. Coordinate with hospitals, pharmacies, health facilities, government agencies and other stakeholders.
12. Identify operational risks and implement mitigation measures.
13. Ensure emergency preparedness and response arrangements are maintained.
14. Coordinate inspections, audits and regulatory assessments of the site.
15. Prepare monthly, quarterly and annual site performance reports.
16. Monitor staffing, attendance, performance and discipline.
17. Ensure proper use and accountability of site resources.
18. Ensure compliance with applicable environmental and occupational safety requirements.
19. Investigate incidents, accidents and operational failures and submit reports to management.
20. Perform any other duties assigned by the Authority.

3. HEALTH AND SAFETY OFFICER

Number Listed: 2

Purpose

To ensure that all activities at the waste management site are conducted in a manner that protects employees, visitors, communities and the environment.

Responsibilities

1. Develop and implement site health and safety procedures.
2. Conduct regular workplace safety inspections.
3. Identify and assess occupational hazards.
4. Recommend appropriate risk-control measures.
5. Ensure availability and proper use of PPE.
6. Train staff on occupational health and safety requirements.
7. Monitor compliance with safety SOPs.
8. Maintain records of accidents, injuries, incidents and near misses.
9. Investigate workplace accidents and recommend corrective actions.
10. Coordinate emergency preparedness and response drills.
11. Monitor fire prevention and emergency response systems.
12. Ensure proper handling of hazardous and infectious waste.
13. Monitor exposure risks associated with incineration and waste treatment.
14. Ensure appropriate signage and safety warnings are displayed.
15. Conduct routine safety briefings/toolbox talks.
16. Maintain safety inspection and incident registers.
17. Prepare periodic health and safety reports.
18. Advise the Site Manager on occupational health and safety matters.
19. Monitor environmental and community health risks associated with site operations.
20. Perform other duties assigned by management.

4. WASTE RECEPTION & RECORD OFFICER

Number Listed: 4

Purpose

To ensure accurate reception, verification, weighing, documentation, tracking and movement of waste entering the facility.

Responsibilities

1. Receive healthcare and pharmaceutical waste delivered to the site.
2. Verify waste against accompanying documentation.
3. Inspect waste containers for appropriate packaging and labeling.
4. Record source, type, quantity and date of waste received.
5. Operate and maintain waste weighing equipment.
6. Issue waste reception documentation/receipts where applicable.
7. Maintain daily waste reception registers.
8. Assign appropriate storage or treatment locations.
9. Ensure waste is properly categorized before treatment.
10. Report improperly packaged or unidentified waste.
11. Maintain accurate electronic and manual records.
12. Reconcile received quantities with treatment/disposal records.
13. Prepare daily, weekly and monthly waste-reception reports.
14. Maintain confidentiality of client and facility information.
15. Support preparation of waste tracking statistics.
16. Report discrepancies immediately to the supervisor.
17. Ensure reception areas remain clean and organized.
18. Participate in routine inventory and records verification.
19. Support audits and inspections by providing required records.
20. Perform other duties assigned by the supervisor.

5. SUPERVISOR – INCINERATOR

Purpose

To supervise the safe and efficient operation of the incineration facility and ensure compliance with approved operating procedures.

Responsibilities

1. Supervise daily incinerator operations.
2. Assign duties to incinerator operators.
3. Ensure operators follow approved incineration SOPs.
4. Verify appropriate waste before loading.
5. Monitor operating temperatures and other critical parameters.
6. Ensure proper loading and operation of the incinerator.
7. Monitor fuel consumption and operational efficiency.
8. Ensure proper handling of ash and residual waste.
9. Maintain incinerator operation logs.
10. Identify equipment abnormalities and report them promptly.
11. Coordinate routine cleaning and maintenance.
12. Ensure PPE is used appropriately.
13. Monitor safety procedures around the incinerator.
14. Coordinate with Maintenance Technicians on equipment problems.

15. Prepare daily operational reports.
16. Report accidents, breakdowns and unusual emissions immediately.
17. Monitor adherence to environmental and safety requirements.
18. Train and coach incinerator operators.
19. Maintain proper records of waste treated.
20. Perform other duties assigned by the Site Manager.

6. INCINERATOR OPERATOR

Number Listed: 4

Responsibilities

1. Operate the incinerator according to approved SOPs.
2. Conduct pre-operation checks.
3. Verify that waste is suitable for incineration.
4. Load waste safely and correctly.
5. Monitor incinerator temperature and operating conditions.
6. Adjust operating parameters as authorized.
7. Monitor fuel supply and consumption.
8. Maintain continuous operational logs.
9. Safely remove and handle ash and residues.
10. Maintain cleanliness around the incinerator.
11. Report equipment faults immediately.
12. Follow all occupational health and safety procedures.
13. Wear appropriate PPE at all times.
14. Participate in routine cleaning and preventive maintenance.
15. Prevent unauthorized persons from entering restricted operational areas.
16. Report abnormal smoke, odor, noise or other operating conditions.
17. Maintain records of quantities of waste incinerated.
18. Participate in emergency response activities.
19. Support maintenance activities as directed.
20. Perform other duties assigned by the Supervisor/Site Manager.

7. GLASS BOTTLE CRUSHING SITE LEAD

Purpose

To coordinate the safe collection, segregation, crushing, storage and management of waste glass generated from pharmaceutical and healthcare activities.

Responsibilities

1. Supervise glass bottle collection and segregation.
2. Ensure glass waste is appropriately separated from other waste streams.
3. Supervise safe operation of glass-crushing equipment.
4. Ensure appropriate PPE is worn.
5. Inspect equipment before use.
6. Maintain records of glass received and processed.
7. Ensure crushed glass is safely contained and stored.
8. Prevent unauthorized access to the crushing area.
9. Monitor workplace hazards associated with broken glass.
10. Ensure housekeeping standards are maintained.
11. Report equipment faults and safety incidents.
12. Train staff on safe glass-handling procedures.
13. Prepare daily operational reports.
14. Coordinate maintenance of crushing equipment.
15. Ensure compliance with site safety procedures.
16. Perform other duties assigned by the Site Manager.

8. DECANTATION SITE LEAD

Purpose

To supervise safe and controlled decantation activities and ensure proper handling of applicable liquid waste streams.

Responsibilities

1. Supervise decantation operations.
2. Ensure proper identification and segregation of liquid waste.
3. Verify that materials are suitable for the approved decantation process.
4. Ensure appropriate PPE and safety equipment are used.
5. Monitor decantation procedures.
6. Prevent spills, leaks and unauthorized discharge.
7. Maintain decantation records.
8. Ensure proper containment and storage of residual materials.
9. Conduct routine inspections of the decantation area.
10. Report spills, accidents or abnormal conditions immediately.
11. Ensure appropriate cleaning and housekeeping.
12. Coordinate maintenance of decantation equipment.
13. Prepare daily and periodic operational reports.
14. Ensure compliance with environmental and safety procedures.
15. Perform other duties assigned by management.

9. WASTE STORAGE SITE LEAD

Purpose

To ensure safe, secure and organized temporary storage of healthcare and pharmaceutical waste before treatment or final disposal.

Responsibilities

1. Supervise the waste storage area.
2. Ensure waste is segregated according to approved categories.
3. Ensure appropriate labeling and identification of waste.
4. Monitor storage capacity and prevent overloading.
5. Maintain waste storage records.
6. Ensure access to storage areas is restricted to authorized personnel.
7. Monitor storage conditions and identify hazards.
8. Ensure appropriate PPE is used.
9. Monitor waste movement into and out of storage.
10. Maintain proper housekeeping.
11. Report damaged containers, spills or other hazards.
12. Coordinate waste movement to treatment areas.
13. Ensure compliance with approved waste-storage procedures.
14. Prepare periodic storage reports.
15. Perform other duties assigned by the Site Manager.

10. MAINTENANCE TECHNICIAN

Number Listed: 2

Responsibilities

1. Conduct routine inspection of machinery, equipment and facilities.
2. Perform preventive and corrective maintenance.
3. Maintain incinerators, pumps, electrical/mechanical equipment and related systems within technical competence.
4. Diagnose equipment faults.
5. Repair equipment where technically appropriate.
6. Maintain maintenance schedules.
7. Maintain maintenance and repair records.
8. Respond promptly to equipment breakdowns.
9. Coordinate with external service providers when specialized repairs are required.
10. Inspect equipment after repairs before returning it to service.
11. Maintain an inventory of maintenance tools and spare parts.
12. Recommend replacement of obsolete or unsafe equipment.
13. Ensure maintenance activities comply with safety procedures.

14. Use appropriate PPE during maintenance work.
15. Report major equipment failures to the Engineering Supervisor/Site Manager.
16. Support preventive maintenance planning.
17. Perform other technical duties assigned by management.

11. MECHANICAL ENGINEERING SUPERVISOR

Purpose

To provide technical leadership for mechanical systems, equipment reliability and preventive maintenance at the waste management site.

Responsibilities

1. Supervise mechanical maintenance activities.
2. Develop preventive maintenance schedules.
3. Inspect mechanical equipment and machinery.
4. Diagnose and resolve mechanical faults.
5. Supervise Maintenance Technicians.
6. Ensure equipment operates within manufacturer and approved operational specifications.
7. Maintain equipment maintenance records.
8. Review equipment breakdowns and recommend corrective measures.
9. Develop technical specifications for repairs, spare parts and equipment.
10. Coordinate major equipment servicing.
11. Monitor availability and condition of critical spare parts.
12. Review contractor/service-provider performance.
13. Ensure maintenance activities are conducted safely.
14. Provide technical advice to the Site Manager.
15. Prepare periodic engineering and maintenance reports.
16. Recommend equipment upgrades or replacement when necessary.
17. Participate in procurement specifications for technical equipment.
18. Perform other duties assigned by management.

12. OPERATIONS SUPERVISOR

Purpose

To coordinate day-to-day operational activities across the waste management site.

Responsibilities

1. Coordinate daily site operations.
2. Supervise operational staff.
3. Develop daily work schedules.
4. Monitor waste reception, storage, treatment and disposal activities.
5. Ensure effective coordination between site leads.
6. Monitor staff attendance and deployment.
7. Ensure operational procedures are followed.
8. Monitor productivity and service delivery.
9. Identify operational bottlenecks and recommend solutions.
10. Coordinate equipment availability with maintenance personnel.
11. Review daily operational records.
12. Prepare operational reports.
13. Monitor compliance with health, safety and environmental requirements.
14. Support emergency response activities.
15. Ensure proper housekeeping and site organization.
16. Perform other duties assigned by the Site Manager.

13. ADMINISTRATIVE OFFICER

Responsibilities

1. Provide administrative support to the Site Manager and site management team.
2. Maintain site correspondence and filing systems.
3. Prepare letters, reports, memoranda and other administrative documents.
4. Maintain staff attendance and administrative records.
5. Assist with staff scheduling and documentation.
6. Maintain office supplies and stationery records.
7. Support procurement and logistics documentation.
8. Organize meetings and prepare minutes.
9. Maintain site asset and equipment documentation.
10. Maintain confidential personnel and administrative records.
11. Assist with travel and accommodation arrangements.
12. Prepare administrative reports.
13. Support audit and inspection exercises.
14. Maintain communication between the site and Head Office.
15. Perform other administrative duties assigned by the Site Manager.

14. OFFICE ASSISTANT – CLEANING SERVICES

Educational/Experience Requirement

For this support position, the minimum educational and experience requirements may be adjusted by LMHRA to reflect the nature of the work. Basic education and relevant cleaning/housekeeping experience may be considered appropriate.

Responsibilities

1. Clean offices, meeting areas and designated facility spaces.
2. Sweep, mop and sanitize floors and surfaces.
3. Clean windows, doors and other designated areas.
4. Maintain cleanliness of washrooms and common areas.
5. Empty office waste bins using appropriate procedures.
6. Ensure cleaning materials are properly stored.
7. Report shortages of cleaning supplies.
8. Follow health and safety requirements.
9. Use appropriate PPE when handling cleaning chemicals or contaminated materials.
10. Maintain a clean and hygienic working environment.
11. Immediately report spills, hazards or unsafe conditions.
12. Assist with preparation of meeting areas.
13. Avoid handling hazardous/regulated waste unless specifically trained and authorized.
14. Perform other cleaning and housekeeping duties assigned by the supervisor.

15. COMMON HEALTH, SAFETY AND ENVIRONMENTAL REQUIREMENTS

Because these positions are located at a **healthcare/pharmaceutical waste management site**, all employees must:

1. Comply with approved waste-management SOPs.
2. Wear designated PPE appropriate to their duties.
3. Follow waste segregation procedures.
4. Never manually handle hazardous waste without appropriate authorization, training and PPE.
5. Report spills, injuries, exposure incidents and unsafe conditions immediately.
6. Participate in safety training and emergency drills.
7. Follow fire prevention and emergency procedures.
8. Maintain good housekeeping.
9. Protect confidential information relating to healthcare facilities and clients.
10. Participate in occupational health and safety programs.
11. Follow environmental protection requirements applicable to site operations.
12. Cooperate with inspections, audits and investigations.

16. REPORTING AND ACCOUNTABILITY STRUCTURE

A recommended operational structure is:

LMHRA Management
↓
Site Manager
↓
Operations Supervisor / Mechanical Engineering Supervisor / Health & Safety Officer / Administrative Officer
↓
Site Leads / Incinerator Supervisor / Maintenance Technicians / Waste Reception & Record Officers
↓
Incinerator Operators / Office Assistant and other support personnel

This structure should be aligned with LMHRA's approved organizational structure and delegation of authority.

17. KEY PERFORMANCE INDICATORS

Area	Key Performance Indicator
Waste Reception	Waste accurately received, verified and recorded
Waste Treatment	Waste treated according to approved procedures
Incinerator Operations	Safe and reliable incinerator operation
Safety	Reduction/prevention of workplace incidents
Equipment	Preventive maintenance completed as scheduled
Records	Accurate and timely operational records
Environmental Compliance	Compliance with applicable environmental requirements
Staff Management	Effective attendance, deployment and supervision
Reporting	Timely submission of required reports
Housekeeping	Clean, safe and organized site
Accountability	Proper use and safeguarding of LMHRA resources
Service Delivery	Efficient and timely waste-management services

18. GENERAL CONDITIONS OF SERVICE

All successful candidates shall:

- Be subject to LMHRA's applicable employment policies and conditions of service;

- Observe the Authority's Code of Conduct;
- Maintain confidentiality of official information;
- Be accountable for equipment and resources assigned to them;
- Participate in performance appraisal;
- Undertake relevant training and professional development;
- Work shifts or extended hours where operational requirements necessitate;
- Comply with occupational health, safety and environmental requirements; and
- Perform other reasonable duties assigned by their supervisor or authorized LMHRA management.

Application Deadline

April 20, 2026

Area of Assignment:
LMHRA Waste Management Site, Koko Town, Lower Margibi County, Liberia

Note: Only shortlisted applicants will be contacted.