

TABLE 2: MAIN RESPONSIBILITIES OF THE STAFF

Divisions/Departments	Responsibilities	Regular staff number	%
Office of the Managing Director	The Managing Director is the Chief Executive of the Company and the Secretary of the Board of Directors. He takes care of the general administrative supervision and the day-to-day management of the Company. The Managing Director is appointed by the President or Head of the Republic of Liberia and confirmed after consultation by the Board. He nominates the main managers including the Comptroller after consulting the Board of Directors.	10	20%
Administrative assistant	She is responsible for arranging appointments, meetings and correspondences assigned by the Managing Director		
Legal Affairs Department	It gives legal advices, draws up contracts and represents the Company in all legal proceedings. The Department attends conferences, negotiations and other matters in the interest of and on behalf of the Company	7	29%
Internal audit Department	It is basically responsible for ensuring checks and balances in the system. It serves to provide internal control to the Management personnel at all levels to control the operations for which they are responsible. The Department ensures that goods and services requisitioned and paid are properly documented, received and quartered	9	22%
Budget and Planning Section	It is responsible for preliminary consultations, budget hearings and final preparation of the principal financial monitoring instrument. This section provides progressive assessments of budgetary expenditures and advises Management on proposed and actual expenditures for each budget item	8	25%
Administrative Division	The Deputy Managing Director for Administration is the main deputy. He acts in the absence of the Managing Director. He is responsible for furnishing functional guidance to all heads of the organizational components of the company. He is appointed by the President or Head of the Republic of Liberia and confirmed after consultation by the Board.	8	25%
Administrative Department	It is responsible for the day-to-day administrative matters in the areas of employment, transfers, salary administration, disciplinary action, work hours, etc. This Department is in charge of furnishing functional guidance to heads of departments by developing plans, practices and procedures for personnel administration.	238	we suggest 49 drivers & 135 for Security for the whole company
Manpower & Training Department	It has the responsibilities to effectively access, plan and implement training programs that are geared towards the development of the manpower base	19	16%
Industrial Relations Department	It is responsible to ensure the preservation of industrial harmony. It reviews, updates and interprets corporate rules and regulations, thereby giving guidance to both Management and employees. It identifies the causes of labor problems and puts in place corrective measures.	9	22%
Public Relations Department	It is primarily responsible to project a positive reflection of the Company to the general public and the outside world. The Department disseminates relevant corporate information such as policy pronouncements, guidelines and regulations via the bulletin boards and the print and electronic media. It plays an image-building role to ward off any stated or published expressions with damaging effects on the existence and smooth operation of the Company	14	21%
Operations Division	The Deputy Managing Director for Operations is responsible for supervising and handling the technical functions of the company. He is appointed by the President or Head of the Republic of Liberia and confirmed after consultation by the Board	8	25%
Technical Services Department	It handles all engineering and technical activities. Its terms of reference include project design & supervision and assessment of facilities. The Department has the full responsibility to determine the plant and equipment status (inspection), writing specifications for the acquisition of equipment, materials and tools, drawing the scope of work for plant modifications and contractual arrangements, and supervising the compliance with plans and specifications	26	38%
Maintenance Department	It is responsible for constructions, modifications and expansion of facilities with the advice and recommendations of Management	67	31%
Operations Department	The responsibilities of the Department are to receive all petroleum vessels and discharge products into storage tanks. It stores and monitors the movements of all products from tanks to loading rack and keeps stocks for importers and distributors. It ensures that the quality of products imported meets international standard. It runs all rotating equipment such as generators and pumps, stores and distributes implant fuel and provides full fire protection and safety awareness through fire drill	78	26%
Fiscal Affairs Division	The Deputy Managing Director for Fiscal Affairs is responsible for supervising and regulating the financial affairs of the company. He is appointed by the President or Head of the Republic of Liberia and confirmed after consultation by the Board	3	67%
Comptroller	He assists Deputy Managing Director for Fiscal Affairs and is responsible for ensuring the supervision of accounting and the preparation of checks	1	100%
Marketing Department	It is responsible for the sales, distribution and constant supply of petroleum products. It has the responsibility and mandates to monitor all filling stations and ensure that they meet all standard guidelines formulated by Management in collaboration with the Ministry of Commerce. The department also formulates the criteria for both importers and distributors. It is a member of the National Committee appointed by the Government of Liberia to formulate price structure of petroleum products.	33	15%
Material Control Department	The responsibilities of the Department are to approve all purchases for materials, equipments and services prior to obtaining the authorization from the Comptroller, ensure that purchases are made in accordance with established company procedures and handle all purchases made by the company, dispatch all requests from the various departments. It maintains a minimum inventory for items that are stored in the warehouse to ensure availability of said items at all times	18	17%
Accounting Department	It is responsible for handling of all funds of the Company, including revenue generated from storage and handling activities. This department is directly involved in the preparation of income statements, balance sheets, accounts payable and receivable schedules and payroll as some of its major functions	39	13%
	<b>Total</b>	<b>595</b>	<b>21%</b>