

OFFICE OF THE  
DIRECTOR- GENERAL

REPUBLIC OF LIBERIA  
**CIVIL SERVICE AGENCY**  
POST OFFICE BOX 9019

63 CAREY STREET, MONROVIA, LIBERIA



CSA/LWJ/DG/cmt-djs/600/2019

January 28, 2019

Prof. John F. Josiah  
**Hearing Officer**  
Examining Committee of the Board of Appeal  
Civil Service Agency  
P. O. Box 9019  
Monrovia, Liberia

Dear Prof. Josiah:

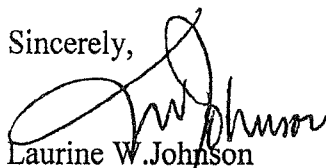
With compliments, we wish to inform you that your three months probationary period as **Hearing Officer on the Examining Committee of the Civil Service Board of Appeal** ended on November 30, 2018. The continuation of your contract was to be determined by your performance during the three months period. Having been duly satisfied with your performance, we wish to inform you that your contract has been **renewed** for additional nine months as of **December, 2018**. You will be paid **retroactively** for the months preceding this contract.

Together with other members of the Examining Committee, your duties are **to hear and review cases, deliberate and enter just and fair decisions.**

Your monthly wage is **US\$400.00**. In compliance with the government of Liberia financial regulation, **60% of said amount will be paid in Liberian dollars and %40 will be paid in United States dollars.** The amount is also subjected to **tax deductions.**

The Civil Service Agency avails itself of this opportunity to express felicitations and looks forward to including you on its team of professionals.

Sincerely,

  
Laurine W. Johnson  
Director-General

Republic of Liberia)  
Montserrado County)

### Contract of Hearing Officer

THIS AGREEMENT made as of the 24<sup>th</sup> day of January, 2019, between Civil Service Agency (CSA) an autonomous Agency under the laws of the Republic of Liberia, and having its Head Office on 63 Carey Street (the" **Employer** "); and Prof. John F. Josiah of the City of Monrovia ("**HEARING OFFICER/ CONSULTANT**").

WHEREAS the Employer desires to obtain the benefit of the services of the Hearing Officer, and the Hearing Officer desires to render such services on the terms and conditions set forth.

IN CONSIDERATION of the promises and other considerations the parties agree as follows:

#### **1. Service**

The Hearing Officer agrees that he will at all times faithfully, diligently, and to the best of his skills, ability and experience, perform all of the duties required of his assignment. In carrying out these duties and responsibilities, the Hearing Officer shall comply with all of Employer's policies, procedures, rules and regulations, both written and oral, as are announced by the Employer from time to time.

#### **2. Duties and Responsibilities**

The Hearing Officer is required to perform the following duties and undertake the following responsibilities in a professional manner.

- a. Hear and review cases
- b. Deliberate and enter just and fair decisions
- c. Performs other duties as may be assigned by the Employer.

#### **3. Hours of work**

The Hearing Officer's normal working hours are:

- a) Thursday of each week from 10:00 a.m. to 3:00 p.m.

#### **4. Place of work**

The Hearing Officer's normal place of work will be at CSA Head Office. However, the Employer reserves the right to change this to any place under its jurisdiction.

#### **5. Duration**

It is mutually agreed and accepted by the parties thereto that the life, tenure and duration of this agreement shall commence as of December, 2018 and terminates 9 months thereafter with provision for renewal, extension and or revision.

## **6. Compensation**

(a) The Hearing Officer shall be paid for all services provided in an amount of US\$400.00 monthly.

(b) The Hearing Officer salary shall be paid in accordance with the government of Liberia financial regulations for consultancy which also requires **60% in Liberian dollars and %40** in United States dollars.

## **7. Performance Reviews**

The Hearing Officer will be provided with a written performance appraisal at the end of his performance period and said appraisal will be reviewed at which time all aspects of the assessment can be fully discussed.

## **8. Termination**

(a) The Hearing Officer may at any time terminate this agreement and his employment by giving not less than one month written notice to the Employer.

(b) The Employer may terminate this Agreement and the Hearing Officer's contract at any time with one month written notice to the Hearing Officer.

(c) The Employer may terminate the contract of the Hearing Officer without notice at any time depending on the gravity of his negligence.

## **10. Laws**

This agreement shall be governed by the laws of the Republic of Liberia.

## **11. Independent Legal Advice**

The Hearing Officer acknowledges that the Employer has provided him with a reasonable opportunity to obtain independent legal advice with respect to this Contract, and that either:

- (a) The Employee has had such independent legal advice prior to executing this agreement or;
- (b) The Employee has willingly chosen not to obtain such advice and to execute this agreement without having obtained such advice.

## **12. Severability**

The parties hereto agree that in the event any paragraph or part thereof of this agreement is held to be unenforceable or invalid then said paragraph or part shall be struck and all remaining paragraph or part shall remain in full force and effect.

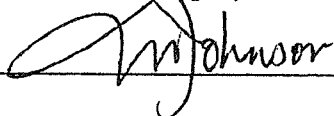
## **13. Entire Agreement**

This agreement contains the entire agreement between the parties, superseding all respects any and all prior oral or written agreements or understandings pertaining to the employment of the

Hearing Officer by the Employer and shall be amended or modified only by written instrument signed by both of the parties hereto.


IN WITNESS WHEREOF the Employer has caused this agreement to be executed by its duly authorized Director-General and the Hearing Officer has set his hand as of the date first above written.

Signed: For the Employer

A handwritten signature in cursive script, appearing to read "L. Johnson", is written over a horizontal line.

Hon. Laurine W. Johnson  
**Director-General, CSA**

Signed: For the Hearing Officer

A handwritten signature in cursive script, appearing to read "John F. Josiah", is written over a horizontal line.

Prof. John F. Josiah  
**Hearing Officer/Consultant**

## CONFIDENTIALITY CLAUSE

I, John F. Josiah, hereby subscribe to the contents of this confidentiality clause without being unduly influenced or coerced to do so, and declare as follows:

That I may not disclose or divulge any information gained by me whether as a result of my official responsibilities as Hearing Officer or whether orally or in writing, without the written authority of the Civil Service Agency.

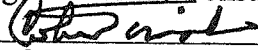
I furthermore agree that the disclosure of information is not limited to the supplying of documentation, but also the disclosure of facts by word of mouth or in any other way, whether by means of photographs, videos, tape recordings, computers, plans, sketches or in manner of which knowledge of facts may be revealed.

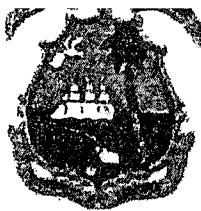
I furthermore understand and agree that I may not disclose to anyone information regarding any function of the Civil Service Agency concerning civil servants issues or any matter that may have an adverse effect on the maintenance of law and order and the preservation of internal security of the Republic of Liberia.

I also agree that I will reveal information only when I am authorize to do so by my Employer or when I am legally obliged to disclose such information by an institution of competent jurisdiction.

That I further agree and affirm that any material failure due to my negligence or that of my agent may subject me to pecuniary penalties of an amount not to exceed the value of my annual contract or termination of my contract.

Signed: For the Consultant

  
Prof. John F. Josiah  
Hearing Officer



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POST OFFICE BOX 9019

63 CAREY STREET, MONROVIA, LIBERIA



CSA/LWJ/DG/cmttd-djs/602/2019

January 28, 2019

Mr. Philip G. William  
**Hearing Officer**  
Examining Committee of the Board of Appeal  
Civil Service Agency  
P. O. Box 9019  
Monrovia, Liberia

Dear Mr. William:

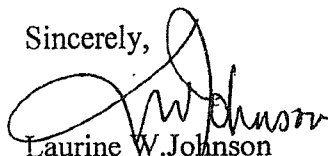
With compliments, we wish to inform you that your three months probationary period as **Hearing Officer on the Examining Committee of the Civil Service Board of Appeal** ended on November 30, 2018. The continuation of your contract was to be determined by your performance during the three months period. Having been duly satisfied with your performance, we wish to inform you that your contract has been **renewed** for additional nine months as of **December, 2018**. You will be paid **retroactively** for the months preceding this contract.

Together with other members of the Examining Committee, your duties are to **hear and review cases, deliberate and enter just and fair decisions**.

Your monthly wage is **US\$400.00**. In compliance with the government of Liberia financial regulation, **60% of said amount will be paid in Liberian dollars and %40 will be paid in United States dollars**. The amount is also subjected to **tax deductions**.

The Civil Service Agency avails itself of this opportunity to express felicitations and looks forward to including you on its team of professionals.

Sincerely,

  
Laurine W. Johnson  
Director-General

Republic of Liberia)  
Montserrado County)

### **Contract of Hearing Officer**

THIS AGREEMENT made as of the 24<sup>th</sup> day of January, 2019, between Civil Service Agency (CSA) an autonomous Agency under the laws of the Republic of Liberia, and having its Head Office on 63 Carey Street (the" **Employer** "); and Mr. William of the City of Monrovia ("**HEARING OFFICER/ CONSULTANT**").

WHEREAS the Employer desires to obtain the benefit of the services of the Hearing Officer, and the Hearing Officer desires to render such services on the terms and conditions set forth.

IN CONSIDERATION of the promises and other considerations the parties agree as follows:

#### **1. Service**

The Hearing Officer agrees that he will at all times faithfully, diligently, and to the best of his skills, ability and experience, perform all of the duties required of his assignment. In carrying out these duties and responsibilities, the Hearing Officer shall comply with all of Employer's policies, procedures, rules and regulations, both written and oral, as are announced by the Employer from time to time.

#### **2. Duties and Responsibilities**

The Hearing Officer is required to perform the following duties and undertake the following responsibilities in a professional manner.

- a. Hear and review cases
- b. Deliberate and enter just and fair decisions
- c. Performs other duties as may be assigned by the Employer.

#### **3. Hours of work**

The Hearing Officer's normal working hours are:

- a) Thursday of each week from 10:00 a.m. to 3:00 p.m.

#### **4. Place of work**

The Hearing Officer's normal place of work will be at CSA Head Office. However, the Employer reserves the right to change this to any place under its jurisdiction.

#### **5. Duration**

It is mutually agreed and accepted by the parties thereto that the life, tenure and duration of this agreement shall commence as of December, 2018 and terminates 9 months thereafter with provision for renewal, extension and or revision.

## **6. Compensation**

- (a) The Hearing Officer shall be paid for all services provided in an amount of US\$400.00 monthly.
- (b) The Hearing Officer salary shall be paid in accordance with the government of Liberia financial regulations for consultancy which also requires **60% in Liberian dollars and %40** in United States dollars.

## **7. Performance Reviews**

The Hearing Officer will be provided with a written performance appraisal at the end of his performance period and said appraisal will be reviewed at which time all aspects of the assessment can be fully discussed.

## **8. Termination**

- (a) The Hearing Officer may at any time terminate this agreement and his employment by giving not less than one month written notice to the Employer.
- (b) The Employer may terminate this Agreement and the Hearing Officer's contract at any time with one month written notice to the Hearing Officer.
- (c) The Employer may terminate the contract of the Hearing Officer without notice at any time depending on the gravity of his negligence.

## **10. Laws**

This agreement shall be governed by the laws of the Republic of Liberia.

## **11. Independent Legal Advice**

The Hearing Officer acknowledges that the Employer has provided him with a reasonable opportunity to obtain independent legal advice with respect to this Contract, and that either:

- (a) The Employee has had such independent legal advice prior to executing this agreement or;
- (b) The Employee has willingly chosen not to obtain such advice and to execute this agreement without having obtained such advice.

## **12. Severability**

The parties hereto agree that in the event any paragraph or part thereof of this agreement is held to be unenforceable or invalid then said paragraph or part shall be struck and all remaining paragraph or part shall remain in full force and effect.

## **13. Entire Agreement**

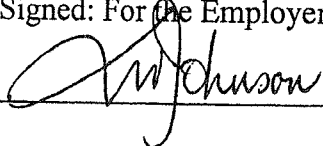
This agreement contains the entire agreement between the parties, superseding all respects any and all prior oral or written agreements or understandings pertaining to the employment of the Hearing Officer by the Employer and shall be amended or modified only by written instrument



signed by both of the parties hereto.

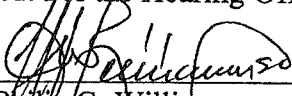
IN WITNESS WHEREOF the Employer has caused this agreement to be executed by its duly authorized Director-General and the Hearing Officer has set his hand as of the date first above written.

Signed: For the Employer

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Hon. Laurine W. Johnson  
**Director-General, CSA**

Signed: For the Hearing Officer

A handwritten signature in cursive script, appearing to read "P. G. William", written over a horizontal line.

Mr. Philip G. William  
**Hearing Officer/Consultant**

CONFIDENTIALITY CLAUSE

I, Philip G. Williams, hereby subscribe to the contents of this confidentiality clause without being unduly influenced or coerced to do so, and declare as follows:

That I may not disclose or divulge any information gained by me whether as a result of my official responsibilities as Hearing Officer or whether orally or in writing, without the written authority of the Civil Service Agency.

I furthermore agree that the disclosure of information is not limited to the supplying of documentation, but also the disclosure of facts by word of mouth or in any other way, whether by means of photographs, videos, tape recordings, computers, plans, sketches or in manner of which knowledge of facts may be revealed.

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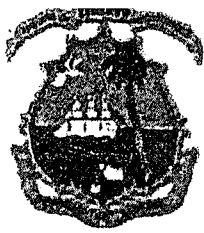
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That I further agree and affirm that any material failure due to my negligence or that of my agent may subject me to pecuniary penalties of an amount not to exceed the value of my annual contract or termination of my contract.

Signed For the Consultant

Philip G. Williams  
Mr. Philip G. William

Hearing Officer



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CSA/LWJ/DG/cmt-djs/601/2019

January 28, 2019

Madam Antoinette B. Johnson  
**Hearing Officer**  
Examining Committee of the Board of Appeal  
Civil Service Agency  
P. O. Box 9019  
Monrovia, Liberia

Dear Johnson:

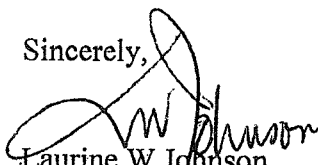
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Director-General

Republic of Liberia)  
Montserrado County)

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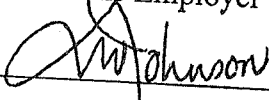
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IN WITNESS WHEREOF the Employer has caused this agreement to be executed by its duly authorized Director-General and the Hearing Officer has set her hand as of the date first above written.

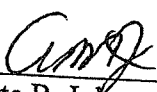
Signed: For the Employer



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Hon. Laurine W. Johnson  
**Director-General, CSA**

Signed: For the Hearing Officer



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Antoinette B. Johnson  
**Hearing Officer/Consultant**

# CONFIDENTIALITY CLAUSE

I, Antoinette B. Johnson, hereby subscribe to the contents of this confidentiality clause without being unduly influenced or coerced to do so, and declare as follows:

That I may not disclose or divulge any information gained by me whether as a result of my official responsibilities as Hearing Officer or whether orally or in writing, without the written authority of the Civil Service Agency.

I furthermore agree that the disclosure of information is not limited to the supplying of documentation, but also the disclosure of facts by word of mouth or in any other way, whether by means of photographs, videos, tape recordings, computers, plans, sketches or in manner of which knowledge of facts may be revealed.

I furthermore understand and agree that I may not disclose to anyone information regarding any function of the Civil Service Agency concerning civil servants issues or any matter that may have an adverse effect on the maintenance of law and order and the preservation of internal security of the Republic of Liberia.

I also agree that I will reveal information only when I am authorize to do so by my Employer or when I am legally obliged to disclose such information by an institution of competent jurisdiction.

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Signed: For the Consultant

Antoinette B. Johnson  
Hearing Officer