



REPUBLIC OF LIBERIA
MINISTRY OF INTERNAL AFFAIRS
Mamba Point, Monrovia, Liberia



**THE RULES AND REGULATIONS GOVERNING
LOCAL GOVERNMENT OFFICIALS OF THE
POLITICAL SUB-DIVISIONS OF LIBERIA**

(REVISED EDITION)

*COMPILED AND PUBLISHED BY THE MINISTERIAL
CONSULTANTS AND ADVISORS OF THE MINISTRY
OF INTERNAL AFFAIRS BY THE AUTHORITY*

OF

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MINISTER*

FEBRUARY 24, 2005

MOTTO: ONE PEOPLE, ONE NATION, ONE DESTINY

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INTRODUCTION

The Ministry of Internal Affairs has encountered a major disruption in its administrative structure since the 1980 military coup. The effect of this disruption is a Local Government workforce without terms of reference, guidelines or rules of engagement. This has greatly hampered the functions of Local government officials and good governance in the political subdivisions of Liberia.

There have been many attempts to produce or reproduce job descriptions for Local Government officials with the first amendments in December 22, 1949 by Hon. S. David Coleman, Secretary of the Interior. The second attempt was in 1971 with the amendment of the Executive Laws of the Ministry of Internal Affairs. Since then several other attempts have been made to harmonize all these regulations which includes the "Revised Rules and Regulations Governing The Hinterland of Liberia, (January 7, 2001)." ■■■

Upon our inception as Minister of Internal Affairs we constituted a Ministerial Committee of Advisors on Internal Affairs, Consultants and Legal practitioners to review all these regulations and laws. The cardinal objectives of the exercise is to ensure a uniform and systemic administrative structure of Local Government in conformity with the institutions and regulations of the Executive Laws establishing the Ministry of Internal Affairs (Liberian Codes Revised, Vol. III : Pages 348 - 351).

The Ministry of Internal Affairs was originally created as the Department of the Interior on January 23, 1868 during the reign of James Spriggs Payne the 4th President of Liberia and then later the Ministry of Local Government, Rural Development and Urban Reconstruction, which functioned rather similarly as the Ministry of Public Works. The Executive Law was further amended and a separation was made creating the Ministry of Internal Affairs and Rural Development as separate Ministries within the Executive Branch of Government. Prior legislation (1956 Code 13:260, Rev. Stat. Secs. 949, 950 (1), (2) L 1914, 16. 1971 -72). and others were considered in the compilation of this Manual.

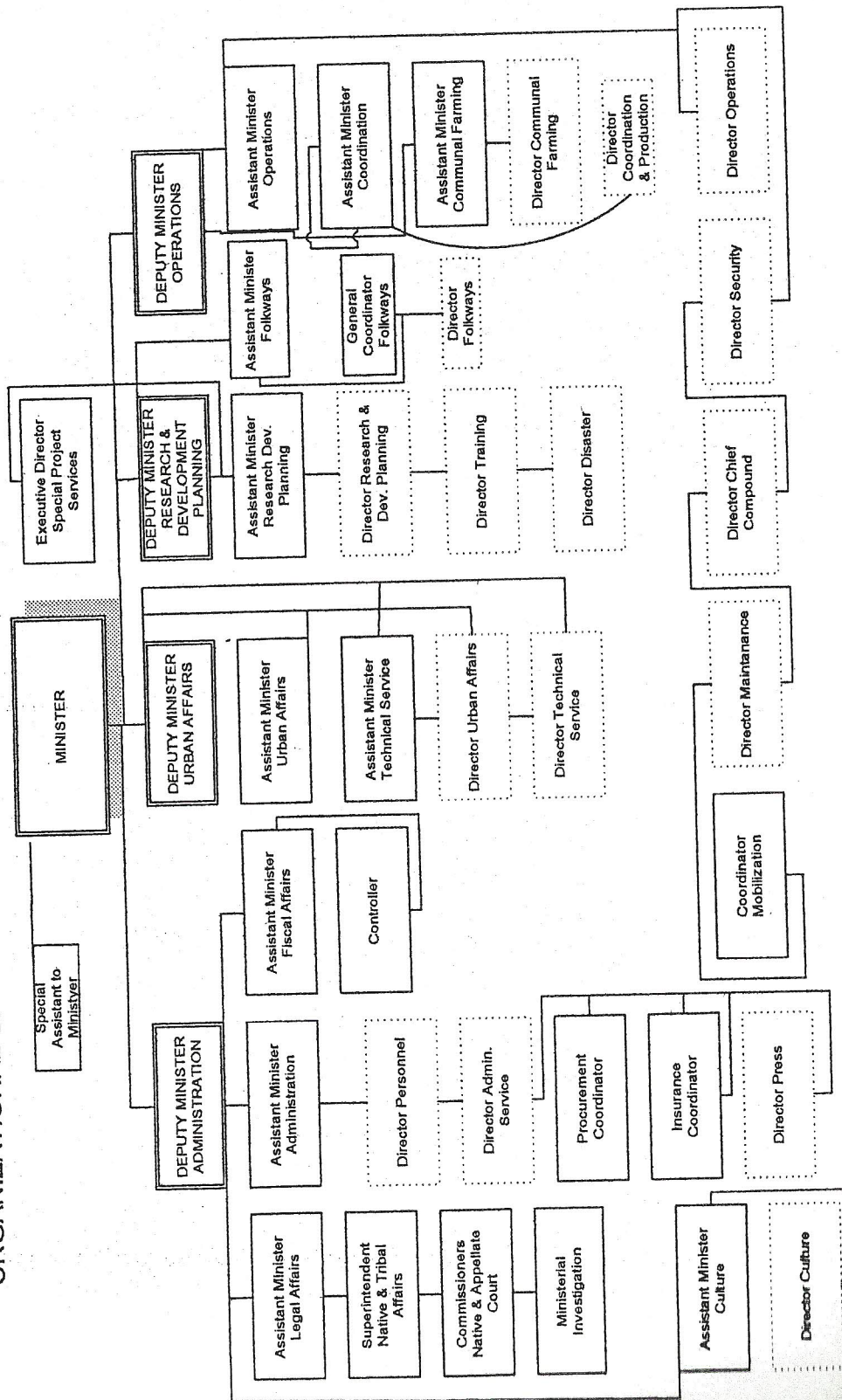
This manual is also prepared against the background of achieving Good Governance, the Millennium Development Goals and the District Development Committee (erstwhile known as the Consultative Board of the Superintendent).

Our attempt to providing a working guide for local government administrators is to avoid conflict of interest and present a revised edition of local government regulations since the one published by our predecessor Hon. David Coleman, Minister of Interior in 1949.

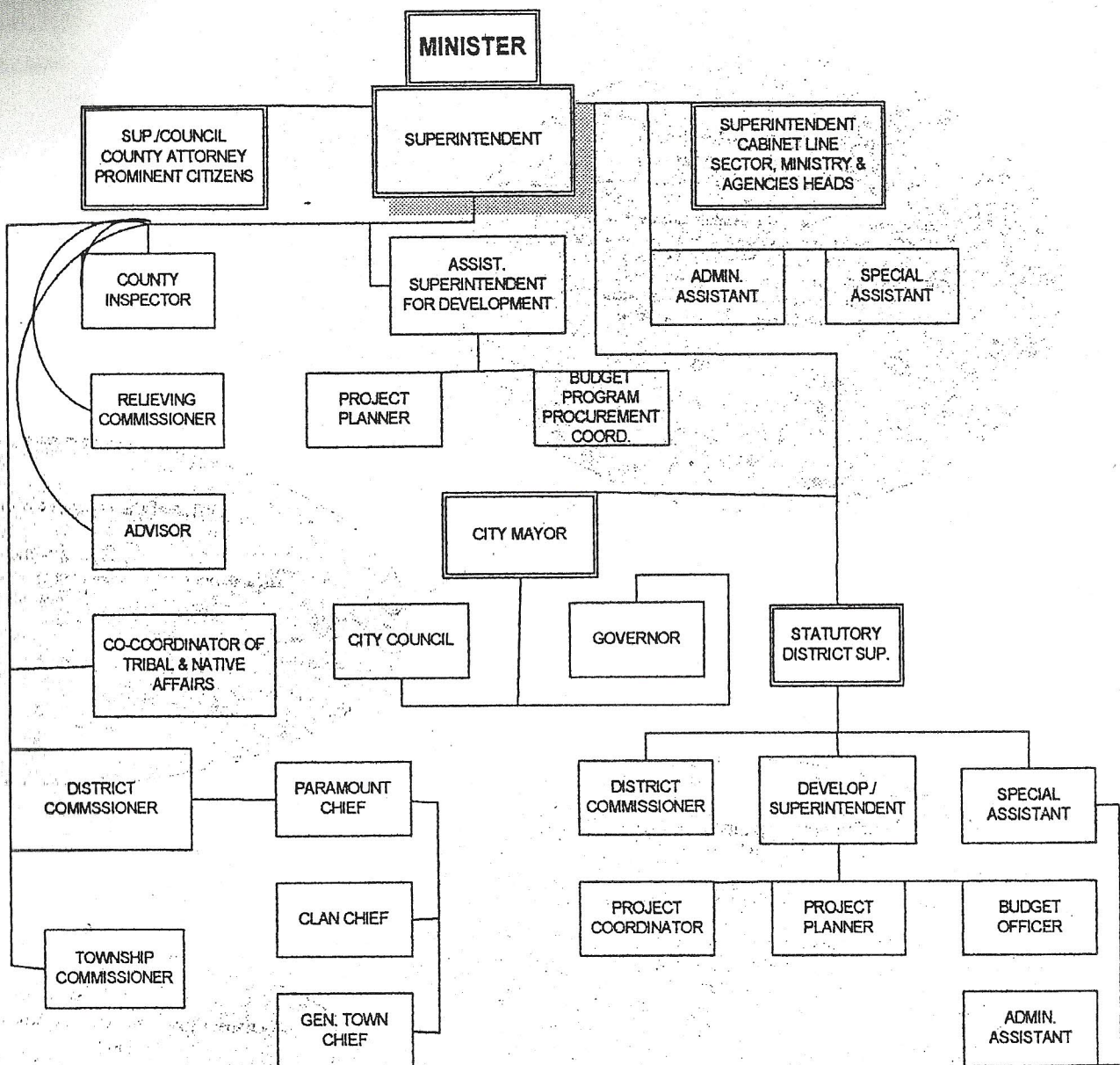
Signed: 

H. Dan Morais
MINISTER

ORGANIZATIONAL CHART CENTRAL OFFICE MINISTRY OF INTERNAL AFFAIRS



ORGANIZATION CHART MINISTRY OF INTERNAL AFFAIRS



BRIEF HISTORICAL BACKGROUND

Oral and written history by pre-eminent Liberians that have served Government through the homeland (Internal Affairs) Ministry speaks of the decades of the Ministry and the changes it has gone through.

The ideas of Hinterland Government now Ministry of Internal Affairs started during the rule of President Stephen Allen Benson, in 1864.

The idea was that the people of this nation become unified and the tribal elements be brought into the political and social economic limelight of the country's administration.

In pursuance of this realization, the Government created definite policy that amalgamated the rest of the hinterland to the rest of the Republic. In this regard, regulations were established, to provide adequate protection for all persons traveling through, or who desire to dwell permanently in those parts that they may enjoy in safety and tranquility, their natural rights and blessing of life, in keeping with the true spirit, purpose and intent of our declaration of independence and Organic Laws of the Country, the Constitution of Liberia.

To encourage by all practical means religious, industrial, commercial and agricultural pursuits; and to formulate plans calculated to bring about social and economic conditions for greater progress, improvement and national development. These revised Laws and Administrative Regulations were also meant to protect the secret heritage "the Porro and Sande societies" and all cultural performances as long as they operate or abide by the rules and regulations governing said societies and the Constitution of Liberia.

A. The Parish Era

During the reign of President Stephen Allen Benson, the second President of the Republic of Liberia, the Ministry of Internal Affairs was firstly created and known as the Interior Parish within the Justice Department.

The first Head of this Parish was Samuel Lorenzo Blyden and the position was referred to as General Coordinator.

B. Department Era

Consequently, to ensure proper organization, and to inaugurate a system for the Interior Administration as will tend to coordinate the various agencies of Government operating in the hinterland; the Interior Parish was transferred from the Department of Justice and set up as separate entity.

Following this on January 23, 1868, during the reign of President James Spriggs Payne, the fourth (4th) President of Liberia, the Interior Parish was transformed, named and styled: "THE DEPARTMENT OF INTERIOR".

At the heart of this transformation, was the need for extension of pro-active civil authority to the hinterland where there has been a continuous civil conflict among kings of the same tribal group and between various tribal groups going against each other.

Under this arrangement, the head of the department was first called commissioner and later referred to as Supervisor and lastly, given the name "SECRETARY". During these transitions, there were regulations drawn up by experts who were thought to have possessed a good knowledge in public administration. Some of those who were first hired included Messrs. Morris Mitchell, James Sawyer and Moses James. Mr. Mitchell served as Commissioner General, while Sawyer and James served as District Commissioners. The Mitchell's administration regulations lasted up to 1920 until the Suehn Regulations of 1924 replaced it.

- To make their presence more meaningful, and realized, the entire country was divided into three (3) political sub-divisions with each being headed by a provisional commissioner.

➤ The first three (3) political sub-divisions created were:

1. **Western Province** (Lofa, Bomi, Cape Mount, Gbarpolu, Montserrado)
2. **Central Province** (Nimba, Bong, Margibi, River Cess, Grand Bassa)
3. **Eastern Province** (Maryland, Grand Kru, Grand Gedeh, Sinoe, River Cess)

➤ The provinces were further sub-divided into districts, chiefdoms, and clans.

➤ During the Interior Parish and Interior Department era, the areas created were Common-Wealth District of (Monrovia), Montserrado County, Grand Bassa County, Grand Cape Mount, Sinoe and later Maryland Counties.

➤ In 1964, the idea of provinces came to an end by William V. S. Tubman, the 18th President of the Republic of Liberia.

➤ By this time, the title of provincial commissioner had been changed to superintendent.

➤ This number was increased to nine (9) COUNTIES AND FIVE (5) TERRITORIES IN THE EARLY 60s WITH THE CREATION of Nimba, Bong, Lofa and Grand Gedeh Counties.

C. Ministry (Era)

The Department of Interior was changed to The Ministry of Local Government, Rural Development and Urban Reconstruction in 1971 during the administration of President William R. Tolbert, the 19th President of the republic of Liberia. During this time, the Rural Development Department of the Ministry carried out development programs. This department had functions similar to that of the Ministry of Public Works. These functions were turned over to the Ministry of Rural Development in 1981 when this Ministry was renamed, the Ministry of Internal Affairs during the administration of MSGT. Samuel K.

Doe. The Ministry of Internal Affairs was created in the context of the Constitution of Liberia, Article 3: "Liberia is a Unitary Sovereign State divided into counties for administrative purpose". The Administrative purpose is defined in Article 25.2 (a) of the Statutory Laws of the Ministry of Internal Affairs, which mandate that the Ministry oversees "the successful conduct and improvement of local government through supervision and direction of activities of the political subdivision of central government", and 25.2 (o) "initiating and organizing programs for rural community development with emphasis on housing to transform rural communities into viable towns."

These laws and provisions were fully in operation and made Liberia a prosperous and wholesome functioning country from 1847 to 1980 until the stability of Liberia was punctuated by a military coup. The administrative structures of local government from lessons learned included a functional District Development Council in a district headed by a District Commissioner appointed by central government and elected corps of officials who assisted him in administering the socio-economic development of the district. The Constitution of Liberia under Article 56B states vividly the elections of "Paramount, Clan and Town Chiefs by the registered voters in their respective localities to serve for a term of six (6) years". This clearly is an indication of a system that was the hallmark of accountability up to the civil crisis when it was abrogated by conflicts.

JOB DESCRIPTION AND CHANNEL OF OPERATION OF RURAL ADMINISTRATION OF THE
MINISTRY OF INTERNAL AFFAIRS' OFFICIALS, MINISTRY OF INTERNAL AFFAIRS,
MONROVIA

I. COUNTY SUPERINTENDENT

- a. He shall be the executive head of the county and administer the oath of office to all county officials and shall recommend the employment, suspension and dismissal of all local officials and employees to the Minister of Internal Affairs for his perusal and consideration;
- b. He has the oversight responsibility of all public officials within the county;
- c. He shall initiate and organize all development programs for improvement of the county;
- d. He shall have oversight responsibilities and control over all public buildings and government's properties in the county, including their improvement;
- e. He shall review all administrative courts action of the county and shall review all appeal cases from the Commissioners' office including other matters from the county; from time to time;
- f. He shall tour his county quarterly and often. He shall keep the President fully informed via the Minister of Internal Affairs with reference to matters occurring within his county;
- g. He shall perform other duties that may be assigned to him from time to time by the President or the Minister of Internal Affairs;

2. SUPERINTENDENT'S COUNCIL:

- a. The above council shall have the following members, the county attorney, the A.D. Camp assigned in the county, the Chairman of the Joint Security and all Paramount Chiefs of the county, two paramount citizens from each county district, prominent citizens and other technocrats, taking gender into consideration;
- b. They shall advise the superintendent on all security matters and other issues that are administrative or otherwise required the central government immediate action;

- c. They shall consult the superintendent on other matters affecting the county from time to time and shall officially meet quarterly. The superintendent shall reserve the right to call them for consultation any time the need arises;

3. SUPERINTENDENT'S CABINET LINE:

- a. All sectoral ministry/agency heads residing in the county shall comprise the Superintendent's Cabinet and shall have cabinet meeting with the superintendent, who has oversight responsibility of his cabinet;
- b. They have the authority to call any security or sectoral heads within the county to give account of his men activities and make special recommendation concerning these activities for immediate action;
- c. The superintendent's cabinet shall make special report or briefing to his office of all their progress and constraints within the county from time to time;

4. ASSISTANT SUPERINTENDENT FOR DEVELOPMENT:

- a. He is the technical arm and engineer of the county, responsible to design, monitor, evaluate and implement all approved contracts and projects of the county;
- b. He shall coordinate and evaluate all development programs of the county along with the CBOs, NGOs and the citizens;
- c. He shall advise the superintendent on all new and old development projects undertaken by the county on both self-help, local initiative or government programs;
- d. He shall coordinate and monitor all county officials especially county commissioners of their projects or programs undertaken by them. He shall perform other duties which may be assigned to him by the superintendent's office;

5. COUNTY INSPECTOR:

- a. The County Inspector is the direct proxy of the county superintendent and responsible to the superintendent's office;
- b. He shall inspect all county commissioners, township commissioners, mayors, paramount and clan chiefs, including the entire Ministry of Internal Affairs' staff in the county from time to time and shall recommend to the superintendent's office of any mal-administrative practice;
- c. He shall make quarterly and special reports to the superintendent's office in coordination with the county commissioner's office;
- d. He shall hear all appeal cases presented to him by the superintendent's office from the county, and shall perform other duties that may be assigned to him by the superintendent from time to time;

6. STATUTORY DISTRICT SUPERINTENDENT:

- a. He is the district representative of the President within his statutory district and shall act as such, but accountable to the county superintendent in all administrative transactions;
- b. He shall make quarterly inspection within his district and make special report of same to the superintendent's office;
- c. He shall initiate and execute all development activities within his district, and review all appeal cases from the district commissioner's office and adjudicate same. He shall chair all special and development council meeting of his district.

7. ADMINISTRATIVE ASSISTANT:

- a. He is responsible to and for the superintendent's office;
- b. He shall handle all administrative matters of the superintendent's office, supervise the superintendent's staff, arrange the superintendent cabinet meeting and serve as secretary to the superintendent cabinet meetings;
- c. He shall represent the superintendent in all public functions as may be directed by the superintendent;
- d. He shall perform other duties that may be assigned to him by the superintendent from time to time;

8. SPECIAL ASSISTANT:

- a. He is responsible to and for the superintendent's office and all his junior staff for administrative and secretarial functions;
- b. He shall serve as press secretary to the superintendent and shall arrange all appointments for county tour and conferences in the superintendent's office;
- c. He shall handle personal and official matters for the superintendent as may be directed by the superintendent;

9. RELIEVING COMMISSIONER:

- a. He is commissioned official within the superintendent's office as stand-by commissioner who is used in case of suspension, sickness, incapacitated or death of a commissioner within the county;
- b. He shall be used to handle other administrative matters within the county that may be assigned to him by the superintendent from time to time;

10. ADVISOR:

- a. He shall advise the superintendent on all administrative and other matters that may be referred to him from time to time;

- b. He shall observe, peruse and make recommendation or opinion on all matters referred to him, submit same to the superintendent's office for his perusal and consideration;

11. COUNTY/DISTRICT COMMISSIONER:

- a. He is the district representative of the superintendent in the county district and act as such;
- b. He shall supervise, monitor and evaluate all administrative and other matters coming from the chieftom's office;
- c. He shall make quarterly inspection within the district and take report of same to the superintendent's office from time to time;
- d. He shall initiate and execute all self-help and Governmental activities within the district, and shall review all appeal cases from the paramount chief's office and adjudicate same. He shall chair all district council and development meetings of the district;
- e. He shall be the administrative head of the District Development Council DDC. His job description is found in the DDC manual.

12. PROJECT PLANNER:

- a. He is the assistant technical arm and engineer of the county responsible to plan all self-help projects, development programs, transformed same into blue print for execution;
- b. He shall supervise all repairs, renovations and construction works including self-help initiative development projects in the county;
- c. He shall be responsible to the assistant development superintendent's office, make quarterly report to the above office of all progress or constraints for upward transmission to the superintendent's office for over-all perusal consideration;
- d. He shall prepare all projects proposal cost estimate and forward same to the assistant superintendent for development office for perusal, evaluation and consideration;

- e. He shall be responsible for all staff within the assistant superintendent's office and shall perform other duties that may be assigned to him by the assistant superintendent from time to time;

13. LAND COMMISSIONER:

- a. He shall be responsible for all land matters within the county;
- b. He shall be responsible to the superintendent's office and shall conduct all land investigations between any opposing parties;
- c. He shall endorse all land certificates issued by the tribal and municipal authorities from the county/statutory district;
- d. He shall receive all executive land orders issued in favor of any citizen or any body of the county/statutory district for survey, and shall advise the superintendent's office accordingly;

14. BUDGET AND PROCUREMENT OFFICER:

- a. He shall be responsible for the preparation of the personnel listing of all employees of the Ministry of Internal Affairs within the county/statutory district, receiving and delivering of all county supplies, supplied by the General services Agency (GSA) and shall distribute same upon the directive of the superintendent;
- b. He shall coordinate all his activities with the county superintendent's office, the assistant superintendent for development office and Ministry of Internal Affairs functionaries of the county, and shall perform other duties that may be given to him by the superintendent's office from time to time;

15. BUDGET OFFICER:

- a. He shall be responsible to prepare all Personnel Action Notices (PAN) of all Ministry of Internal Affairs' employees within the county and shall work in closed cooperation and collaboration with the Central Personnel Director's Office to ensure that all county's employee names are processed on the Payroll;

- b. He shall be responsible to the Administrative Assistant to the Superintendent's Office. He may perform other duties that may be assigned to him by the Superintendent's office from time to time;

16. COUNTY COORDINATOR:

- a. He shall be responsible to coordinate all culture and native Matters within the county and all statutory district;
- b. He shall advise the Superintendent on all matters concerning the native Custom affairs, and collects data of birth and death within the county through The coordination of the paramount, clan and general town chiefs' offices and Report same to the superintendent's office for perusal and endorsement to the Minister of Internal Affairs;
- c. He shall coordinate all Poro, Sande and Bodio matters in coordination With the chiefs and elders of the county, and shall recommend for certificate By the Ministry of Internal Affairs, all qualified herbalists and other traditional Apparatus;

17. TOWNSHIP COMMISSIONER:

- a. He shall be the municipal authority within the township as such, he shall be Responsible to the County Commissioner who represents the superintendent In the district;
- b. He shall preside over the normal nine (9) council-men of the township for Development and other relevant matters concerning the township;
- c. He shall make all special and annual reports to the superintendent's Office through the district commissioner's office and shall supervise all legal Municipal taxation of his township;
- d. He shall initiate, coordinate and execute all development projects of the Township. He shall undertake other agricultural projects of the township For development;

18. PARAMOUNT CHIEF

- a. He shall be the head of the chiefdom, clan, zones, elders and indigenous Administrators within the chiefdom;
- b. He shall be the head of all cultural and indigenous activities, and shall act as A middle man between the central government and the indigenous people within the chiefdom. He shall tour his chiefdom from time to time to settle any issue between his people that may retard development of the chiefdom;
- c. He shall supervise the communal farming, all administrative activities within the Chiefdom. He shall adjudicate all domestic and cultural matters, including relevant matters from the chiefdom and to the clan chief's office;

19. CLAN CHIEF

- a. He shall be the head of the clan and shall represent the paramount chief within His clan and shall act as such;
- b. He shall investigate all indigenous matters from his clan and report same to the Paramount chief of the chiefdom, for his perusal and consideration; if need arise before endorsing it to the district commissioner;
- c. He shall issue all tribal land certificates in coordination with the general town Chief in the clan and in collaboration with the elders;
- d. He shall supervise all communal farming within his clan, initiate and execute all Developmental activities within his clan, and shall review all appeal cases from general town ship. He shall tour his clan from time to time and shall report to the paramount chief of all mal-administrative practices within his clan;

20. GENERAL TOWN CHIEF

- a. He shall be the head of that zone whose have 250 huts within the clan and Administratively shall be responsible to the clan chief;
- b. He shall collect all legal taxes within his zone and report same to the central Government upon official receipts;

- c. He shall supervise all sanitations, build all local bridges and make the communal Farms within his zone as requested by the paramount chief through the clan chief from time to time;
- d. He shall be the first hearing officer of all cases within his zone and shall report The result of same to the clan chief from time to time for his perusal and consideration; if need arise, forward same to the paramount chief,
- e. He shall visit (tour) his common town chief, elders from time to time, monitor, Evaluate all communal farming within his zone and report the proceeds to the clan chief for developmental purposes of the clan and zone;

21. CITY MAYOR

- a. He shall be the municipal head of the corporation area, with nine (9) elected Councilmen, representing the nine (9) zones within the city;
- b. He shall endorse all ordinance enacted by the city councilmen, supervise Municipal taxation for development of the corporation with full accountability and can sue and be sued;
- c. He shall be independent responsible to the superintendent and municipal Authority of the corporation, but all his recommendations, endorsement of ordinances and administrative actions must conform to the laws and constitution of Liberia;
- d. He shall be responsible to the superintendent, but in full connection with the Minister of Internal Affairs and the President;

22. CITY COUNCIL

- a. The city councilmen shall be elected along with the mayor, but responsible to and For their various zones within the city which they represent on the council;
- b. The councilmen are to advise the city mayor on all matters affecting the city and Its people;
- c. The councilmen report to their zone from time to time of all happenings, both Progress and constraints within the municipal administration;

- d. The councilmen shall call the city mayor to make a progress or constraints report At the end of every fiscal year for the city corporation in keeping with the statute and charter which created the said municipal corporation;

23. BOROUGH GOVERNOR

- a. He shall be the head of that municipal area which does not exceed six (6) miles With nine (9) nominative councilmen elected by the nominative district council of the Borough;
- b. He shall endorse all ordinances/rules and regulations of the Borough, submitted By the nominative councilmen; supervise all borough taxation for development and can sue and be sued. He is responsible to the county superintendent;
- c. He shall be independent municipal authority of the borough, but all his Recommendation, endorsement of the above ordinances, rules and regulations should conform to the laws and constitution of the Republic of Liberia. He shall perform other duties that may be assigned by the superintendent from time to time

24. TRIBAL GOVERNOR

- a. He shall be representative of his tribal people within any given municipal area, Responsible to coordinate all administrative activities between his tribal people and the government of Liberia;
- b. He shall assist the local government in disposing of all corpses of his people that Are not identified after their death;
- c. He is to investigate all tribal matters between his tribal men and settle all disputes As the case may be from time to time;
- d. He shall be responsible to the superintendent via the city mayor, township or District commissioner who may be residing in his jurisdiction and all his actions should conform to the constitution and laws of Liberia. He shall brief the above authorities of all his activities from time to time, and perform other duties that may be given to him by said authorities.
- e. There shall be no tribal governor in the county of the predominant tribe. All duties as Mentioned above shall be the responsibility of the commissioner.

Ministry of Internal Affairs Development Chart

Office of the Superintendent

All Agencies, institutions, NGOs, etc. visiting the counties must visit the office of the Superintendent, state purpose of visit and present (if already drawn) a plan of action for intervention. The Superintendent must invite requisite staff of his office to listen on. After the briefing, the Superintendent will write a letter to the District Commissioner or Superintendent to request the District's full cooperation.

Office of the District Commissioner (DDC)

Upon request of the institution, the District Commissioner convenes a meeting of the DDC with the institution.

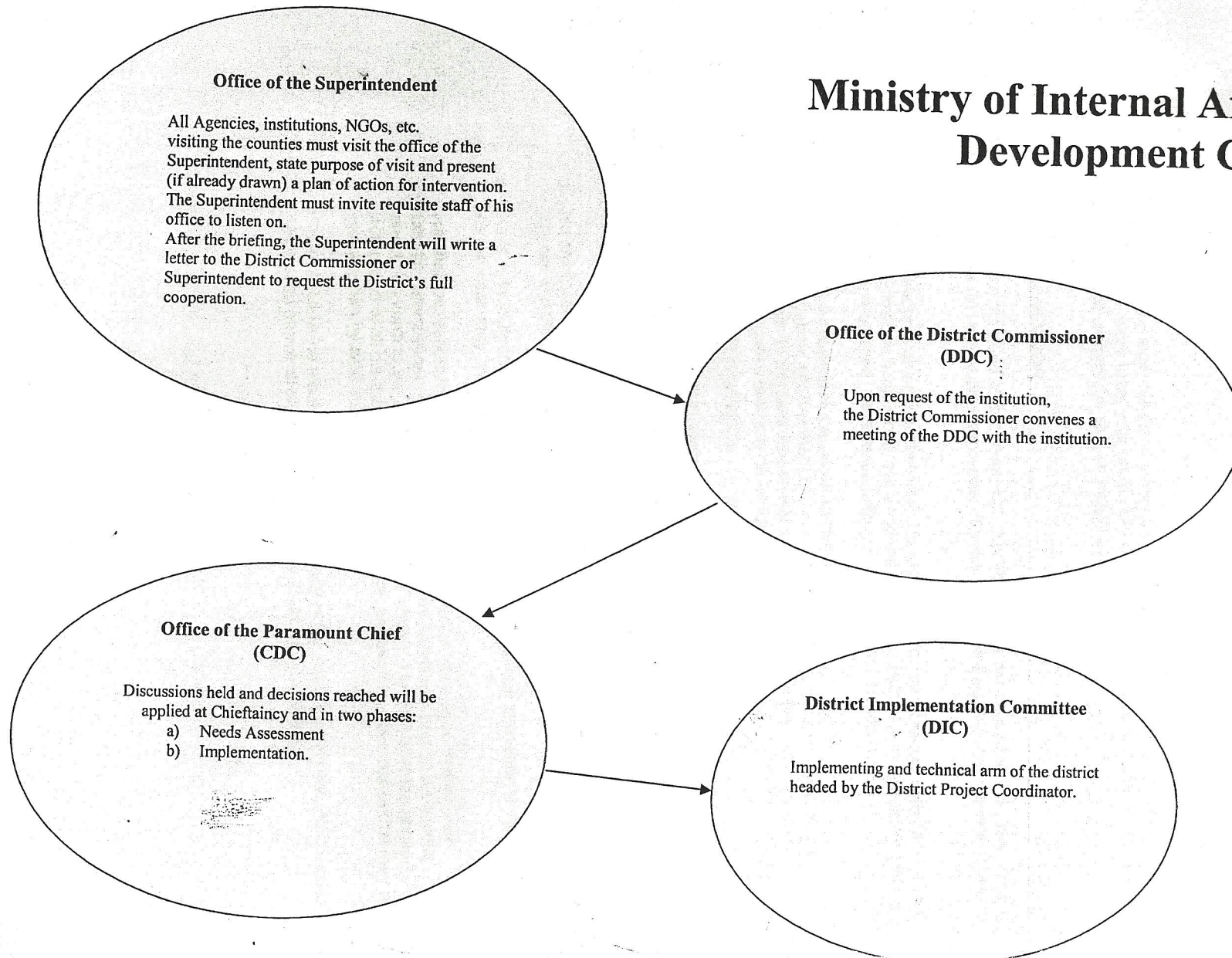
Office of the Paramount Chief (CDC)

Discussions held and decisions reached will be applied at Chieftaincy and in two phases:

- a) Needs Assessment
- b) Implementation.

District Implementation Committee (DIC)

Implementing and technical arm of the district headed by the District Project Coordinator.



A Close Look at the Development Cycle

