



“Office of the Secretariat”  
Liberia

Liberia Extractive Industries  
Transparency Initiative

Old Bureau of the Budget Office ■ Behind the Executive Mansion ■ Monrovia,

## VACANCY NOTICE

### POSITION: DEPUTY HEAD OF SECRETARIAT

#### **BACKGROUND:**

The Liberia Extractive Industries Transparency Initiative (LEITI) is an autonomous public entity created by statute to promote transparency over extractive industry revenues. It is part of a global initiative known as Extractive Industries Transparency Initiative (EITI) International.

Since the establishment of the LEITI, it has made significant progress resulting in Liberia being bestowed the “Best EITI Implementing Country Award” in 2009.

The LEITI is overseen by a Multi-Stakeholder Steering Group (MSG), comprising of government, civil society, representatives of companies in Liberia’s extractive industry, the National Traditional Council of Liberia, with international development partners as observers. The LEITI Secretariat is responsible for the day-to-day implementation of the policy decisions and directives of the MSG and leading nationwide efforts in implementing Liberia’s LEITI law. The Secretariat’s role specifically includes outreach, advocacy, communication, monitoring and facilitating information sharing,

More information about the LEITI can be found on the LEITI website: [www.leiti.org.lr](http://www.leiti.org.lr).

The Liberia Extractive Industries Transparency Initiative (LEITI) is now looking for a competent and dynamic Liberian to serve as the **Deputy Head of Secretariat**.

#### **DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Head of Secretariat, the Deputy Head of Secretariat (DHoS), who is the deputy head of the management team of LEITI Secretariat, shall perform the below specific responsibilities which shall include, but not be limited to:

1. Serve as the principal assistant to the Head of the Secretariat, and perform such duties as are associated with, inherent, and required of a principal assistant, including assuming the duties of the Head of Secretariat in the event of his or her absence;
2. Tasked with administrative oversight of day-to-day Secretariat operations;
3. Responsible for working with the independent auditors on the preparation of Liberia EITI Reports;
4. Lead staff for implementing the LEITI Communications and Outreach Strategy;
5. Supervise updating and maintaining content of the LEITI website;

6. Responsible for recruitment of LEITI consultants, including auditors and Reconcilers/ Independent Administrators;
7. Responsible to supervise procurement processes to ensure integrity and best value for money;
8. Develop summary reports of the full EITI Reports of Liberia;
9. Draft annual costed work plans for LEITI with inputs from other Secretariat staff;
10. Write funding proposals in consultation with Head of Secretariat;
11. Supervise the Technical Department to undertake financial/economic analysis, evaluation and monitoring of issues and trends of developments in the oil, mining, agriculture and forestry sectors of Liberia;
12. Perform such other duties and tasks assigned by the Head of Secretariat and/or the LEITI Multi-Stakeholders Steering Group may assign to him or her.

### **REPORTING PROCEDURE:**

The Deputy Head of Secretariat shall report to the Multi-Stakeholder Steering Group, through the Head of Secretariat.

### **QUALIFICATIONS:**

1. A Masters Degree in natural resource management, economics, law, public administration, or related field OR A Bachelor degree in any of the above fields with at least 10 years of progressive working experience within the government, private, or public sector.
2. A minimum of two (2) years of progressive work experience in managerial position;
3. Knowledge of auditing or accounting standards is an advantage;
4. Familiarity with the principles and procedures of EITI International will be an added advantage;
5. Previous engagement with private, public and civil society actors;
6. Excellent research, writing, and analytical skills;
7. Have good interpersonal skills as well as communication and negotiation skills;
8. Ability to write at a professional level;
9. Excellent organizational skill, time management and attention to detail;
10. Some prior managerial experience desired;
11. Experience (1) with extractive industries and (2) in governance-related work;
12. Ability to work independently and to manage various projects on a daily basis with minimal supervision;
13. Proficient in the use of computers and standard software (word, excel, power point, etc.)

### **APPLICATION INSTRUCTIONS:**

To be considered for this position, qualified applicants must submit the following as part of their application:

- A letter of application summarizing individual qualifications for this position;
- A current resume in reverse chronological format;
- A list of at least 3 professional references including name, contact information, and statement of relationship to the applicant, and
- Copies of all credentials.

Deadline for submission of applications is Friday, January 23, 2015 at 1600 hr. Hard copies of applications must be submitted to the below address and clearly marked “**Letter of Application for the Post of Deputy Head of Secretariat**”:

**The Administration and Finance Committee  
C/o of the LEITI Secretariat  
Old Budget Bureau Building  
Behind the Executive Mansion**

Applications should also be submitted via email to: [leitirecruitment@leiti.org.lr](mailto:leitirecruitment@leiti.org.lr)

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED. QUALIFIED FEMALES ARE ENCOURAGED TO APPLY.**