



VACANCY NOTICE

POSITION: 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 (MSSG), 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 MSSG and leads 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.

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

DUTIES AND RESPONSIBILITIES:

The Head of Secretariat (HoS) is the head of the management team of LEITI and is responsible for the effective implementation of all approved activities and programs of LEITI. The specific responsibilities of the HoS include, but not necessarily limited to, the followings:

1. To provide evidence-based information and advice to the LEITI MSSG to enhance policy-making decisions to strengthen LEITI interventions;
2. To support the MSSG in policy formulation that are consistent with EITI standards, local legislation and other government reform efforts in the oil, mining, agriculture and forestry sectors;
3. To coordinate and supervise implementation of all LEITI activities and programs articulated in an annual, time-bound and fully - costed work-plan;
4. Lead the articulation of a multi-year strategic plan for LEITI to outline opportunities for expansion and growth of the initiative;
5. To lead and supervise preparation of annual budgets for LEITI;

6. To work with the Government of Liberia and other donors to mobilize funding and material resources for the effective discharge of the functions of LEITI, and, in connection therewith, to draft project proposals and grant requests;
7. To develop programs and activities to implement the Communications Strategy of LEITI with the intention/desire of making the aims and objectives of LEITI known all over the country;
8. To identify, initiate and lead the execution of activities that are necessary, preparatory and/or required for regular annual publication and dissemination of Liberia EITI Reports;
9. To be the technical and media contact for LEITI implementation;
10. To edit and also supervise the production of LEITI Newsletters and other media items;
11. To organize meetings of the MSSG, and supervise the recording, preparation, dissemination and filing of the minutes of every meeting of the MSSG;
12. To facilitate a multi-stakeholder dialogue process leading to the establishment of a Regional EITI Center of Excellence linked to an academic or semi academic institution in Liberia that will identify and respond to natural resource capacity deficiencies across sectors in resource-rich countries through appropriate tailored made capacity building programs, including study visits/exchanges;
13. To establish a data base that will annually compile, review, research, document and analyze lessons and experiences from Liberia's implementation of EITI and make this information publicly available.
14. To establish and maintain good working relationships between LEITI and the international EITI Secretariat, other EITI countries, and current and potential donors;
15. To provide support to any visiting EITI international Secretariat and other partners;
16. To draft the Terms of Reference (ToR) of needed personnel and consultants;
17. To coordinate the timely annual recruitment of independent auditing or accounting firms to audit and reconcile payments and revenues data from extractive industry companies and Government ministries and agencies;
18. To report and remain answerable to the Chairperson and members of the LEITI MSSG in respect of all of his/her functions and responsibilities, and
19. All other activities associated with the successful implementation of the duties and functions of this position.

REPORTING PROCEDURE:

The Head of Secretariat shall report to the MSSG, through its Chair /Co-Chair or designated representative.

MINIMUM QUALIFICATIONS:

1. A master's or advanced degree in natural resource management, economics, law, public administration, or related field or bachelor's degree in any of the above fields with at least 15 years of progressive working experience within the government, private and public sector;
2. A minimum of five (5) years of progressive work experience in managerial position;
3. Excellent research, analytical writing and presentation skills;
4. Knowledge of auditing or accounting standards is an advantage;

5. Previous experience of engagement with multi-stakeholder groups, particularly private, public, and civil society actors;
6. Familiarity with the principles and procedures of EITI will be an added advantage;
7. Demonstrated strategic partnership building and maintenance abilities, professional maturity to engage senior-level government, donor and private sector representatives.
8. Proven organizational management skills, supervision of professional level staff, attention to detail and results oriented;
9. Experience (1) with extractive industries and (2) in governance-related work;
10. Proficient in the use of computers and Microsoft suites/office (word, excel, power point, etc.)

APPLICATION INSTRUCTION:

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.

Deadline for submission of applications is **May 9, 2014 at 4 pm GMT.** Hard copies of applications must be submitted to:

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

Applications can also be submitted via email to: leitirecruitment@leiti.org.lr

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