



Office of the Secretariat Old Bureau of the Budget Office ■ Adjacent the Executive Mansion ■
Monrovia, Liberia

VACANCY NOTICE

POSITION: INDUSTRY / SECTOR ANALYST

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.

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.

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 seeking a competent and dynamic Liberian to serve as **INDUSTRY/SECTOR ANALYST**.

DUTIES AND RESPONSIBILITIES:

The Industry/Sector Analyst supports the Secretariat in developing and implementing technical policies and procedures governing the review and quality outcomes of the annual audits and plans for remediation. The Industry/Sector Analyst will support the Technical Officer in developing strategies for data capturing, system strengthening, and revenue management/tracking, including performing the following specific duties and responsibilities:

- Support the development of operational policies and procedures in line acceptable to industry standards that will guide and facilitate the review of the annual or periodic audit reports submitted to the Secretariat.
- Support the conduct of periodic technical systems assessment and review of activities to evaluate the quality and consistency of the annual and/or periodic audit reports submitted to the Secretariat to provide second opinion and ensure accuracy of the reports.

- Support a system of gathering relevant information that may be required in the auditing of the sectors and provide in a useful form when required.
- Support the design, implementation and management of reporting frameworks and processes, to enable the Secretariat monitor revenue flows to the Government from the extractive sectors.
- Assist the Technical Officer with the writing of terms of reference for reports and studies commissioned by LEITI, and provide critical feedback on interim reports provided by 3rd party consultant's appointed by LEITI.
- Support the extension of the annual and/or periodic LEITI audits to other extractive sectors not currently covered, as the need may arise
- Support the facilitation of the development of new and existing technical processes and procedures to ensure the Secretariat is abreast with the continuous changes in the extractive sectors.
- Follow-up with assigned sectors to ensure full LEITI compliance.
- Perform other duties as may be assigned from time to time by the Technical Officer and /or Deputy Head of Secretariat

REPORTING PROCEDURE:

The Industry / Sector Analyst shall report to the Technical Officer of the LEITI Secretariat.

QUALIFICATION and EXPERIENCE:

Bachelor's degree in mining, agriculture, forestry, oil, accounting, economics, business or additional qualification in any field directly related to extractive industries operations required.

Further training in the following is desired:

- Extractive industries operations
 - Auditing of extractive and/or other sectors
 - Report writing
 - Strategic plan development and implementation
 - Project/Program Management
- At least 5 years relevant experience and knowledge of the extractive industries sector operations and reforms initiatives.

Special Skills & Abilities:

Knowledge

- Knowledge of the business of EITI and LEITI
 - Revenue Management system in the Liberian extractive sector
 - Extractive sector operations and auditing
 - Extractive sector reform efforts/ initiatives

- Writing of a high level and or sensitive report
- Knowledge of auditing standards and practices (National and International)

Skills

- Research skills
- Economic analysis skills
- Project management skills
- Presentation skills
- Analytical skills
- English language and technical writing Skills

Behavioral

- Tactical and interpersonal skills
- Proactive identification and elimination of inefficiencies
- Continual self-development
- Goal and quality oriented
- Able to work long and difficult hours
- Able to work without close supervision

INSTRUCTIONS: All applications should be addressed to:

Head of Secretariat, LEITI
Old Bureau of Budget Building (Adjacent to Executive Mansion)
Redemption Road, Capitol Hill
Mon., Liberia
P.O Box 4074, Monrovia, Liberia
Tel: +231-0886546997/0770756852

All envelopes **MUST** be marked “**INDUSTRY / SECTOR ANALYST**” in the upper right hand corner of the envelope and deliver to the office of the Secretariat between the hours of 9am and 4pm daily. Electronic applications will also be accepted and marked as and when received. Kindly submit all electronic applications via: leitirecruitment@leiti.org.lr

CLOSING DATE FOR APPLICATIONS: Monday, March 23, 2017

ONLY short listed candidates will be contacted.