



VACANCY NOTICE

POSITION: TECHNICAL OFFICER

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 industries, 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 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.

The Liberia Extractive Industries Transparency Initiative (LEITI) is now looking for a competent and dynamic Liberian to serve as TECHNICAL OFFICER.

DUTIES AND RESPONSIBILITIES:

The Technical Officer serves as the technical leader of the Secretariat, providing required leadership and technical support to LEITI’s operations, particularly in developing and implementing the Secretariat’s technical policies and procedures governing the review and quality outcomes of the annual audits and plans for remediation. The Technical Officer also leads in developing strategies for data capturing, system strengthening, and revenue management tracking, including performing the following specific duties and responsibilities:

- Develop operational policies and procedures in line acceptable to industry practice that will guide and facilitate the review of the annual audit report submitted to the Secretariat.
- Design and coordinate the planning and implementation of the technical component of the Secretariat’s technical audits of the extractive sectors.
- Design, develop and monitor the implementation of a technical capacity building strategy that will facilitate the building of the technical competence of in-house skills and other relevant stakeholders in understanding and interpreting key technical issues identified and or highlighted by the annual audits conducted by the secretariat.
- Conduct periodic technical systems assessment and review of activities to evaluate the quality and consistency of the annual audit reports submitted to the secretariat to provide second opinion and ensure accuracy of the reports.
- Guide, supervise, coordinate and oversees all the activities of the Technical Unit and ensure adequate utilization of human, material and other resources.
- Define overall operational plan for the management of the day-to-day technical related issues.
- Manage cross-functional relationships with other departments and units.
- Develop a system of gathering relevant information that may be required in the auditing of the industries and provide in a useful form when required.
- Provide technical advice on the preparation of the tender documents for the annual audits.
- Design, implement and manage a quarterly reporting framework and process, to enable the Secretariat to monitor revenue flows to the Government from the extractive sectors.
- Assist 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.
- Build capacity within the Technical Department, by providing advice and leadership and supporting the recruitment of additional technical staff.
- Support the extension of the annual LEITI audits to other extractive sectors not currently covered, as the need may arise.
- Responsible for 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 sectors.
- Ensure prompt generation of management information report as at when due.
- Perform other duties as assigned by the Deputy Head of Secretariat (and Head of Secretariat)

REPORTING PROCEDURE:

The Technical Officer shall report to the Deputy Head of Secretariat of the LEITI.

QUALIFICATION and EXPERIENCE:

Bachelor's degree in Mining Engineering or master's degree or additional qualification in any field directly related to extractive Industries operations is required.

Further training in the following is desired:

- Extractive Sector Auditing
 - Extractive Industries Operations
 - Auditing of Extractive Industries
 - Report Writing
 - Strategic Plan Development and Implementation
 - Change Management
 - Project/Program Management
 - Relationship Management
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- At least 10 years relevant experience, 5 of which should be at top senior supervisory level. Plus, in-depth experience and knowledge of the reform initiatives in the extractive sectors.

Special Skills & Abilities:***Knowledge***

- Knowledge of the business of EITI and LEITI
- Revenue Management system in the Liberian extractive sectors
- Extractive sector operations and auditing
- Extractive sector reform efforts/ initiatives
- Strategic plan development and implementation
- Ability to writing highly technical and or sensitive report
- Budgeting and budget control
- Knowledge of auditing standards and practice (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
- Proactive identification and elimination of inefficiencies
- Continual self and subordinate development
- Goal and quality oriented
- Able to work with others
- Able to work long and difficult hours
- Able to work without close supervision

INSTRUCTIONS: All applications should be addressed to:

Mr. Samson S. Tokpah
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: +231-0202002356
E-mail: sstokpah@leiti.org.lr or hliberian@leiti.org.lr

All envelopes **MUST** be marked "**TECHNICAL OFFICER**" 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.

CLOSING DATE FOR APPLICATIONS: Friday, October 19, 2012. ONLY short listed candidates will be contacted.

