



“Office of the Secretariat”
Liberia

Liberia Extractive Industries
Transparency Initiative

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

VACANCY NOTICE

POSITION: ADMINISTRATIVE MANAGER

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.

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

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Head of Secretariat, the Administrative Manager is responsible *to plan*, coordinate, and direct a broad range of services that support all units of LEITI and allow the organization to operate efficiently. The Administrative Manager oversees centralized operations that meet the needs of multiple departments, such as information and data processing, mail, materials scheduling and distribution, printing and reproduction, records management, telecommunications management, security, wellness, and transportation services, among others. The Administrative Manager shall perform the below specific responsibilities which shall include, but not be limited to:

- Administer and monitor all activities of the Administration Department, ensuring that it is operating smoothly, efficiently and in a timely manner.
- Ensure the development and management/application of LEITI’s administrative policies and procedures.
- Guide LEITI’s Employment Policies and manage staff employment and related issues
- Manage the storage and use of inventory and supplies.
- Manage cross-functional activities and events of LEITI, such as programs, meetings, etc.
- Organizes and maintains filing system for organizational documentations; employees' profiles, their related documents, and contracts; and all organizational policies: statute, policy and meeting minutes.

- Take minute for the meetings, as assigned by the Head of Secretariat or his/her designated person.
- Undertake all staff orientation.
- Manage organizational communication flow and ensure staff access to relevant information in the LEITI.
- Ensure that contracts, insurance requirements, and government regulations and standards are followed and up to date.
- Organize and maintain regular inventory list of property of the organization at every six months basis in cooperation with Finance Officer.
- Liaise with external contacts to assure smooth operation of the LEITI, i.e. local authorities, partner organizations, and so on.
- Regularly communicate and develop reports, work plan, time schedule, arising problems, and results of related works to the Head of Secretariat.
- Participate and contribute knowledge and experience to build team/institutional capacity.
- Perform effectively and in timely manner works assigned, and undertake any other support duties as may be required from time to time by the Head of Secretariat or the person designated by the Head of Secretariat.

REPORTING PROCEDURE:

The Administrative Manager shall report to the Head of Secretariat.

QUALIFICATIONS & OTHER SKILLS

1. Must be a bachelor's degree holder in Management or related fields.
2. Knowledge of a wide range of qualitative and/or quantitative methods for the development and management of major administrative programs,
3. Demonstrated analytical ability
4. Strong written and verbal communications skills.
5. People Management: able to work with and supervise others
6. Understanding of the business of LEITI
7. Able to work long and difficult hours
8. Able to work without close supervision
9. Have good interpersonal skills as well as communication and negotiation skills;
10. Ability to write at a professional level;
11. Excellent organizational skill, time management and attention to detail;
12. Some prior managerial experience desired;
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 Tuesday, April 7, 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 Administrative Manager**”:

**The Head of Secretariat
Liberia Extractive Industries Transparency Initiative
Old Budget Bureau Building
Behind the Executive Mansion
Capitol Hill, Monrovia, Liberia**

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

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