

***March 7, 2024***

***LRA/PSA-04/FY-24***

**Advertisement for the post of Executive Secretary**

**For the Commissioner General’s Office**

The Liberia Revenue Authority (LRA) was established to replace the Department of Revenue with an ACT approved by the legislature. The primary objective of the Authority is to administer and enforce the revenue laws per the Code to assess, collect, audit, and account for all national revenues and to facilitate legitimate international trade and customs border management enforcement.

The Office of the Commissioner General is responsible for managing the strategic direction of the LRA. The Commissioner General (CG) is the Chief Executive Officer of the Authority. There are two major departments and two divisions within the office of the CG: namely, the Legal Department and the Internal Audit Department. The two divisions are the Policy, Statistics & Strategic Planning Division, and the Transformation & Modernization Division.

The Liberia Revenue Authority is seeking applications from qualified candidates to fill the position of Executive Secretary for the Commissioner General Office.

**Please see attached the Job Description for your information.**

**Requirements:**

Applications MUST comprise of:

* **A cover letter briefly stating the candidate’s motivation and suitability for the position**
* **A completed CV**
* **The name, position, and contact number of three references. One of them being from the last place of employment**
* **A copy of education certificate/diplomas/degrees**

Application should be forwarded to this email address [hrjobs@lra.gov.lr](mailto:hrjobs@lra.gov.lr) **no later than March 22, 2024, at 5 pm local time**. Only short-listed candidates will be contacted.

***Note: Qualified female candidates are highly encouraged to apply.***

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| **Job Title – Grade:** | Executive Secretary, C4 | | | |
| **Department– Division– Section:** | Data, Secretarial & Office Assistant Services | | | |
| **Reports to:** | Commissioner General | | | |
| **Supervises:** | Other staff | | | |
| **Overall Objectives:** | To contribute to the effectiveness of executives (top management) by providing information management support; representing the executive to others. | | | |
| **Main Responsibilities:** | 1. **Responsible for Correspondence handling.** 2. **Responsible for meeting administration.** 3. **Responsible for office planning and management.** | | | |
| **Main Tasks:** | **R1: Responsible for Correspondence Handling.**   1. Processing all incoming emails, letters and other correspondence. 2. Prepare responses to correspondence, containing routine enquiries, read and analyse incoming memo and reports to determine their significance. 3. Keep record of all incoming correspondences.     **R2: Responsible for meeting administration.**   * 1. Plan, co-ordinate and schedule executive and other meetings, preparing meeting agendas and distribute accordingly; transcribe meeting minutes and distribute to attendees.   2. Schedule and contact meeting facilities and refreshments as may be required by the office boss, arrange teleconferences and high-level meetings.     **R3: Responsible for office planning management.**   * 1. Establishes priorities in response to work flow in the Office of the Commissioner General.   2. Locates and assembles information for various reports, briefings, and conferences. Make travel arrangements. Plan and organizes conferences, retreats, and / or events for administrator.   3. Perform other duties as may be required. | | | |
| **Competencies:** | **Title of Competency** | **Proficiency Level** | | |
| **Required** | **Acquired** | **Variance** |
| Customs Legislations & procedures | 1 |  |  |
| Tax Legislations & procedures | 1 |  |  |
| LRA Core Function Knowledge | 3 |  |  |
| Resource (Time & People Management) | 3 |  |  |
| Document Management | 4 |  |  |
| Information System Security | 3 |  |  |
| Secretarial Services | 4 |  |  |
| Data Management | 3 |  |  |
| IT Fundamentals | 3 |  |  |
| Communication (Oral & Written) | 3 |  |  |
| Work Planning | 3 |  |  |
| Report Writing | 3 |  |  |
| **Qualifications:** | Bachelor’s degree in Management, Project Management, Sociology; Information Science, or related field. | | | |
| **Work Environment/ Conditions:** | Office work, Intellectual Effort; Periodic Travel; possibility of working beyond normal work hours, and may be called upon to perform other duties as required. | | | |