



Liberia Revenue Authority Job Vacancy Announcement

Employment Type: Contract

Job Title: Deployment Officer

Job Grade: P-0

Duty Station: Monrovia, Liberia

Department: Domestic Tax

Organizational Background:

Established in 2013, the Liberia Revenue Authority is responsible for administering and enforcing the revenue laws for the purpose of assessing, collecting, auditing, and accounting for all national revenues and to facilitate legitimate international trade and customs border management-enforcement. In addition, the LRA shall facilitate legitimate trade, customs clearance through the borders and social protection through policies and procedures that promote efficiency simplify and enhance taxpayer compliance.

Position Overall Objective:

The Deployment Officer is responsible to facilitate the deployment of the electronic fiscal device deployment to taxpayers in all counties in Liberia for the monitoring of taxpayers' transactions.

Main Responsibilities and Tasks:

1. Responsible for the monitoring and deployment of Electronic Fiscal Devices (EFDs) to taxpayers as assigned

Tasks:

1. Identify unregistered taxpayer and report for registration and deployment.
2. Conduct survey for the collection of data for the deployment of electronic fiscal devices.
3. Onboard new taxpayer using the appropriate tool.
4. Deploy device at taxpayer premises.
5. Conduct training for taxpayers on the use of the devices.
6. Conduct follow-ups, where required, on the use of the devices.
7. Submit reports as due or upon request.

Qualifications Requirements:

- Bachelor's degree or Associate degree with at least two years job experience

Evaluation Rubric:

No.	Criteria	Points
1	Education: <ul style="list-style-type: none">• Bachelor's degree• Associate degree with 2 years of experience	10
2	Skills and Knowledge: <ul style="list-style-type: none">• strong understanding of regulatory requirements and compliance frameworks• excellent analytical and problem-solving skills	20
3	Ethical Conduct and Integrity: <ul style="list-style-type: none">• Adherence to ethical standards and professional codes of conduct.• Integrity in handling financial transactions, data, and sensitive information• Commitment to maintaining confidentiality and protecting the organization's financial interests.	25
4	Communication and Interpersonal Skills: <ul style="list-style-type: none">• Effective communication and interpersonal abilities.	15
5	Interview Performance <ul style="list-style-type: none">• Ability to articulate knowledge and experience effectively during the interview	15
6	Time Management and Organization <ul style="list-style-type: none">• Effective time management skills to prioritize tasks and meet deadlines• Capacity to handle multiple tasks or clients simultaneously.• Ability to work efficiently in a fast-paced environment• Ability to organize documents and manage records	15
Total		100

How to apply:

To apply for this position, kindly follow the link below:

<https://shorturl.at/TyJVj>

Only shortlisted candidates selected will be contacted

Deadline for application: June 3, 2024.

Note: Qualified female candidates and persons with disability are highly encouraged to apply.