



## **Liberia Revenue Authority Job Vacancy Announcement**

**Employment Type: Full-time**

**Job Title: Commissioner, Domestic Tax Department**

**Job Grade: E-2**

**Annual Gross Salary Range: USD \$63,600.00 - \$87,600.00**

**Duty Station: Monrovia, Liberia**

### **Organizational Background**

Established in 2013, the Liberia Revenue Authority is in charge of 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.

### **Recruitment Process**

To enhance transparency and fairness in the process of recruiting a new Commissioner of Domestic Tax at the Liberia Revenue Authority, two independent panels have been established – one for the shortlisting of the applicants and the other for interviewing the shortlisted applicants. Five organizations have consented to participate in the process and will each nominate two persons – one to the shortlisting panel and the other to the interviewing panel. The participating organizations are the Liberian Institute of Certified Public Accountants (LICPA), the Center for Transparency and Accountability of Liberia (CENTAL) representing Civil Society, the Liberia National Bar Association (LNBA), the Chamber of Commerce, and the Association of Liberian Human Resource Professionals (ALHRP). The Swedish Tax Agency and the US Embassy in Monrovia have kindly consented to serve as observers on the two panels.

### **Position Overall Objective**

To contribute to the administration and oversee the collection of lawful Domestic Revenues in accordance with the Revenue Code and other related regulations.

### **Main Responsibilities and Tasks:**

1. Responsible for developing policies and providing operational direction for the Department.
2. Responsible for managing and overseeing the operations of the Department.
3. Responsible for the professional and personal development of staff supervised

### **R1: Responsible for developing policies and providing operational direction for the Department.**

1. Participate in the development, review and implementation of domestic tax strategies and policies.
2. Coordinate the implementation of tax processes and procedures.
3. Advice on tax policy initiatives and measures.
4. Coordinate the development and implementation of the Department's annual work plan.

5. Monitor the Department's performance against plans and performance standards.

**R2: Responsible for facilitating a robust domestic revenue collection and coordinating the activities of the Audit, Accounting, Assessment & Analysis, Enforcement and Compliance sections.**

1. Recommend and participate in the review of Tax legislation and procedures to conform to international best practices and standards.
2. Coordinate the activities of Audit processes
3. Coordinate the activities of the accounting, assessment & analysis operations
4. Coordinate the conduct of activities in Enforcement and ensure adherence to compliance techniques
5. Coordinate activities and the adherence to compliance techniques

**R3: Responsible to enhance the professional and career development of staff supervised.**

1. Agree and sign performance plans with set targets with staff supervised and provide regular feedback and conduct annual performance appraisals on staff supervised.
2. Develop and implement career development plan for staff supervised.
3. Ensure adherence to LRA Act, LRA Human Resource policies and procedures, Professional Ethics and Code of Conduct and all other related documents.
4. Manage staff performance and conduct in the work place and serve as mentor and or coach

**Qualifications requirements:**

- Master's degree in Taxation, Business Administration, Finance, Accounting, Economics, or related field.
- At least five years of relevant experience.
- Certified professional certification is an added advantage (ACCA, CA, CPA, etc.)

**Evaluation Rubric:**

No.	Criteria	Points
1	<b>Education and Certification</b> <ul style="list-style-type: none"> <li>• Master's degree in Taxation, Business Administration, Finance, Accounting, Economics, or related field</li> <li>• Professional certification (ACCA, CA, CPA, etc.)</li> </ul>	10
2	<b>Technical Competence</b> <ul style="list-style-type: none"> <li>• Demonstrates a strong understanding of tax law, regulation and compliance requirement</li> <li>• Understanding of financial management principles and practices to manage tax revenues effectively and ensure accountability</li> <li>• Experience in policy formulation, implementation and evaluation related to domestic tax</li> <li>• Familiarity with tax administration software and technology solution to enhance efficiency and effectiveness in tax collection and compliance</li> </ul>	20
3	<b>Strategic Planning and Decision Making</b> <ul style="list-style-type: none"> <li>• Strategic thinking to contribute to the development and implementation of financial strategies</li> </ul>	10

No.	Criteria	Points
	<ul style="list-style-type: none"> <li>• Ability to analyze financial data and trends to make informed business decisions</li> <li>• Capacity to identify opportunities for cost savings, revenue growth, or process improvements</li> </ul>	
4	<b>Time Management and Organization</b> <ul style="list-style-type: none"> <li>• Effective time management skills to prioritize tasks and meet deadlines, organization of financial documents, records, and reports.</li> <li>• Capacity to handle multiple projects or clients simultaneously.</li> <li>• Ability to work efficiently in a fast-paced environment.</li> </ul>	10
5	<b>Leadership and Collaboration</b> <ul style="list-style-type: none"> <li>• Leadership skills to guide and motivate accounting teams</li> <li>• Collaboration with other departments to support the department objectives</li> <li>• Delegation of tasks and responsibilities effectively within the accounting team,</li> <li>• Contribution to a positive and cooperative work environment.</li> </ul>	15
6	<b>Client Relationship Management</b> <ul style="list-style-type: none"> <li>• Ability to build and maintain strong relationships with clients/customers</li> <li>• Effective communication skills to understand client needs and expectations</li> <li>• Responsiveness to client inquiries, requests, and concerns</li> </ul>	5
7	<b>Ethical Conduct and Integrity</b> <ul style="list-style-type: none"> <li>• Adherence to ethical standards and professional codes of conduct.</li> <li>• Integrity in handling financial transactions, data, and sensitive information.</li> <li>• Transparency in financial reporting and communication with stakeholders.</li> <li>• Commitment to maintaining confidentiality and protecting the organization's financial interests.</li> </ul>	20
8	<b>Communication and Interpersonal Skills</b> <ul style="list-style-type: none"> <li>• Effective communication and interpersonal abilities.</li> </ul>	5
9	<b>Interview Performance</b> <ul style="list-style-type: none"> <li>• Ability to articulate knowledge and experience effectively during the interview</li> </ul>	5
<b>Total</b>		<b>100</b>

**How to apply:**

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

<https://shorturl.at/hitw1>

Only shortlisted candidates will be contacted.

**Deadline for application: June 7, 2024.**

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