



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

**Employment Type: Full Time**

**Job Title: Facility Civil Engineer**

**Job Grade: P-2**

**Duty Station: Monrovia, Liberia**

**Department: General Services**

### **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 Facility Civil Engineer is central to the safety, functionality, and sustainability of LRA's Organizational infrastructure. This multidisciplinary role requires technical excellence, strong leadership, and a deep commitment to ethical and sustainable engineering practices. The Facility Civil Engineer is responsible to demonstrate a blend of civil engineering expertise, project management capability, and interpersonal skills to successfully deliver facility projects that support our organizational objectives.

### **Main Responsibilities:**

- Develop, review, and approve engineering designs for facility structures, roads, drainage, utilities, and other civil infrastructure. Prepare detailed drawings, specifications, and project plans leveraging contemporary engineering software and methodologies.
- Oversee all phases of facility-related civil engineering projects, from conception through completion. This includes budgeting, scheduling, procurement, quality assurance, and risk management. Coordinate with multidisciplinary teams including architects, mechanical and electrical engineers, contractors, and stakeholders.
- Supervise on-site construction activities, ensuring compliance with design specifications, building codes, safety regulations, and environmental standards. Conduct site inspections, review progress, and resolve technical issues as they arise.
- Assess the condition of existing structures and recommend maintenance, repairs, or upgrades to extend facility lifespan, improve safety, and enhance operational efficiency. Implement preventative maintenance programs and troubleshoot facility-related problems.
- Ensure all civil engineering activities adhere to local, regional, and national building codes, safety guidelines, and environmental laws. Prepare and submit necessary documentation for permits and approvals.

- Prepare accurate cost estimates for civil engineering works, monitor budgets, and ensure projects are delivered within financial parameters.
- Generate comprehensive technical reports, maintenance records, and project documentation. Present findings and recommendations to management and stakeholders.
- Integrate sustainable design principles and innovative technologies into civil engineering solutions to minimize environmental impact and optimize resource utilization.
- Mentor junior engineers and technical staff. Foster a collaborative work environment and contribute to ongoing professional development within the team.
- Participate in emergency preparedness planning and provide engineering support during facility incidents such as structural failures, natural disasters, or hazardous material events.

### Evaluation Rubric:

No.	Criteria	Points
1	<b>Education and Experience:</b> <ul style="list-style-type: none"> <li>• Bachelor's degree in Civil Engineering or closely related discipline (required).</li> <li>• Master's degree in Civil Engineering, Facility Management, or related field (preferred).</li> <li>• Professional Engineer (PE) license or equivalent national/regional certification (required or in process).</li> <li>• Additional certifications in Project Management (e.g., PMP), Occupational Safety, or Sustainability (a plus).</li> <li>• Continuing education in new technologies, materials, and sustainable practices.</li> <li>• Minimum 3-5 years of experience in civil engineering, ideally within facilities management, commercial, industrial, or institutional projects.</li> </ul>	10
2	<b>Skills and Knowledge:</b> <ul style="list-style-type: none"> <li>• Open to feedback and constructive criticism for personal and professional growth.</li> <li>• Customer-oriented with a dedication to delivering value-driven engineering solutions.</li> <li>• Strong sense of responsibility and accountability for project outcomes.</li> <li>• Respect for diversity and inclusion within project teams and the broader organization.</li> <li>• Ability to manage Project</li> <li>• Ability to perform field inspections in a variety of environments (indoor, outdoor, hazardous conditions).</li> <li>• Capability to stand, walk, and climb for extended periods; lift up to 50 pounds as necessary.</li> <li>• Ability to oversee project from start to finish</li> <li>• Math and problem-solving skills to design and develop infrastructure projects</li> <li>• Ability to projects meet safety and quality standard</li> </ul>	25
3	<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>• Commitment to maintaining confidentiality and protecting the organization's financial interests.</li> </ul>	25
4	<b>Communication and Interpersonal Skills:</b> <ul style="list-style-type: none"> <li>• Excellent verbal, writing and communication skills.</li> <li>• Proactive, self-motivated, and committed to continuous improvement.</li> </ul>	15

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	<ul style="list-style-type: none"> <li>Effective communication and interpersonal abilities.</li> <li>Excellent analytical and problems solving skills to evaluate data and finding solution to complex problems</li> </ul>	
5	<b>Interview Performance</b> <ul style="list-style-type: none"> <li>Ability to articulate knowledge and experience effectively during interview</li> </ul>	10
6	<b>Time Management and Organization</b> <ul style="list-style-type: none"> <li>Ability to work under pressure and meet tight deadlines while maintaining creativity and quality.</li> <li>Ability to manage multiple task and meet deadlines in a fast-paced environment.</li> <li>Effective time management skills to manage multiple task/prioritize tasks and meet deadlines</li> <li>Team Collaboration and Leadership</li> <li>Work planning, and organization skills</li> </ul>	15
<b>Total</b>		<b>100</b>

**Only shortlisted candidates will be contacted.**

**Deadline for application: July 27, 2025**

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

**How to apply:**

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

Click here to Apply: <https://eservices.lra.gov.lr/apply/apply?vacCode=GSD-100>