



READVERTISEMENT (TECHNICAL ANALYST VACANCY)

Please Note: This is not an (IT) Information Technology position. Please also be informed that those who submitted applications in response to our initial announcement are being considered. You are therefore advised not to reapply.

**Job Title: Technical Analyst/Special Assistant
Section: Office of the Chairperson
Reports To: Chairperson**

JOB DESCRIPTION:

- Understand the role of the LTA Chairperson's office in the Government of Liberia development agenda including the Poverty Reduction Strategy 'Lift Liberia and Liberia Rising (Vision 2030) programs.
- Research and provide as may be required, expert advice and/or input on key ICT/Telecommunications policy matters.
- Provide support for the Chairperson by reviewing current sector issues and activities, review daily newspapers and serve as the first point of contact.
- Support the strategic planning activities of the Administration and Operations Department and assist with drafting reports.
- Track regulatory, legislative and other public input proceedings for pertinent information regarding telecommunications issues.
- Work closely with senior staff of the LTA to ensure that the Chairperson is kept abreast of key developments in the office, the sector and the industry as a whole.
- Serve as primary point of contact for corporate communications in/out of Chairperson's office.
- May be called upon to represent the Chairperson's office at meetings and other events when appropriate.
- Ensure the Chairperson has supplies and equipment to undertake her work, the office is maintained and supplies are available.
- Responsible for filing, record maintenance, mail and telephone correspondence responsibilities and other communication processes of the Chairperson's office
- Arrange meetings, book and prepare meeting rooms and arrange hospitality for the Chairperson's office.
- Manage and maintain the Chairperson's schedule for appointments, meetings etc.
- Prepare monthly maintenance reports (records, correspondence and filing).
- Perform other duties as may be required.

QUALIFICATIONS & EXPERIENCE:

- Degree in Administration, Business or other relevant discipline.
- Knowledge of the telecommunications landscape of Liberia desired but not required.
- Prior work in telecommunications and/or other regulatory/policy environment desired but not required.
- Work experience as a project coordinator or research assistant.
- Must be a team player.
- Good secretarial, administrative and organizing skills

OTHER REQUIREMENTS:

- Honesty, Personal Integrity and Confidentiality are essential character traits.
- Proven ability and experience to work with all levels of management.
- Ability to foster a cooperative work environment and to work collaboratively to effectively resolve problems in a diverse setting.
- Strong interpersonal skills.
- Strong oral and written communication skills including performing presentations and conducting workshops.
- Ability to solve problems and render advice using established policies and procedures.
- Highly skilled in the use of personal computers and related software applications.
- Working knowledge of MS Word, Access, Excel and Power Point.

SELECTION PROCESS:

The position is open to suitably qualified Liberians with the ability to work in a fast-paced, multi-tasking environment. After initial screening, qualified applicants will be invited for an interview. Only short-listed applicants will be contacted. Selected candidates will be required to submit, prior to being hired, ***a sworn / notarized statement / affidavit that he/she has not resigned, been investigated or dismissed from employment, for allegations of misconduct involving dishonesty or other venal acts; or if investigated, has been cleared of all allegations against him/her.***

Interested applicants must submit the following for the application to be considered:

- 1) Cover Letter indicating position applied for and a current resume or curriculum vitae (Please include contact information including full name, telephone number(s) and email address if available). All other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification requirements of the position for which application is being submitted.
- 2) Each application must be submitted in a sealed envelope, addressed to:
Liberia Telecommunications Authority
Application for Technical Analyst/Special Assistant
Building No. D-168
Congotown Back Road.
Monrovia, Liberia

Or send applications to humanresources@lta.gov.lr

DEADLINE FOR RECEIPT OF APPLICATIONS IS June 20, 2014 at 4pm.