

**Liberia Telecommunications Authority**  
Building No. D-168, Congo Town Back Road  
Monrovia, Liberia



**Vacancy Announcement**

**Job Title:** Security Supervisor  
**Department:** Administration, Operations & Legal  
**Reports To:** Director of Administration  
**Deadline:** March 26, 2014 at 4:00pm

**Employment Status:** Full Time- 40 hour work week

**Job Summary:**

Under the supervision of the Director of Administration, the Security Supervisor provides supervision to the contracted security guards and monitors the shift schedules and periodically makes site visitations as required.

**Job Description:**

- Develop and maintain list of appropriate police depot and applicable security contacts/group or associations that benefit the LTA.
- Deals with incidents as and when required.
- Instructional and supervisory ability.
- Monitor security officers/contractual security firm to enforce security/safety programs.
- Recommends security/improvements that benefit the LTA's assets, visitors and employees.
- Plans and conducts Awareness meetings with contracted security firm as warranted.
- Responds to all security concerns from LTA personnel.

**Qualifications & Experience:**

- Minimum of 5 years security related experience or 5-7 years as a security officer.
- Must be able to speak effectively internally and externally both verbally and in writing and speak clearly using correct English.
- Must be able to interpret a variety of instructions furnished in written, oral, diagrammatic or scheduled form.
- Must be able to handle crisis.
- Must be able to compose edit, and proof read reports and correspondences.

**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.

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 addressed to:  
Human Resources  
Application for **Security Supervisor**  
Liberia Telecommunications Authority  
Building #D168  
Oldest Congo Town back road  
Monrovia, Liberia  
**Or send applications to [humanresources@lta.gov.lr](mailto:humanresources@lta.gov.lr)**