



Vacancy Announcement

Job Title: NOC Support Assistant
Department: International Gateway Service
Reports To: IGS Manager
Duration: Full Time
Deadline: November 6, 2019

Job Summary:

Under the direct supervision of the IGS Manager. The NOC Support Assistant will supervise, manage, direct, plan and implement programs and activities designed by the Manager. The NOC Support Assistant will also assist in the planning and implementation duties of coordinating and organizing programs and events. This includes developing meetings, conferences and training. He/She is scheduled to work from Monday- Friday; beginning at 9 A.M to 5 P.M and some weekends as needs arises.

JOB DESCRIPTION:

- Help manage the day-to-day administrative activities of the offices of the International gateway Service department.
- Help establish and maintain database for activities of the IGS.
- Help establish a comprehensive calls registry in consultation with the network providers.
- Gather, reconcile, and prepare financial data pertaining budgetary control.
- Make sure that all financial reports are submitted in a timely manner.
- Liaise with the various network providers to establish calls tracking system that will strategically position the IGS/LTA to determine the volume of traffic in and out of the country.
- Supervise and coordinate staff weekly activities plans and reports.
- Attend meetings or programs to take minutes, collect information and prepare correspondence for participants.
- Adhere to protocol for the transfer and dissemination of project information.
- Support communications objectives and communications plans.
- Conduct sub-editing and proof reading of articles.
- Contribute to planning and arrangements for IGS events, in particular, regarding the design and production of materials.
- Remain informed of issues affecting the IGS staff, the IGS network and wider policy areas.
- Liaise with other staff to design and edit materials for the Program by laying out reports and materials for the public, including brochures, newsletters, flyers, etc.
- Attend meetings or programs to take minutes, collect information and prepare correspondence for participants.
- Perform other duties as maybe required by the Director

QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in Business Administration or other related fields with focus on management is required.
- Minimal of 5 years' relevant working experience is required.

- Computer skills and knowledge of relevant software is required
- Knowledge of operation of standard office equipment is required.
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping is required.
- Knowledge of principles and practices of basic office management is required.

OTHER REQUIREMENTS:

- Excellent communication skills - written and verbal
- Planning and organizing skills a must.
- Must possess problem assessment and problem solving ability
- Must possess information gathering and information monitoring skills
- Must be Customer Service and detail oriented
- Must be a team player
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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:

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.

Each application must be submitted in a sealed envelope, addressed to:

Liberia Telecommunications Authority
Application for NOC Support Assistant
Administration & Operations Office
ELWA Road, Cooper's Beach Community
Liberia

DEADLINE FOR RECEIPT OF APPLICATIONS IS November 6, 2019 at 4pm.