



## **Vacancy Announcement**

Job Title: **Anti-Fraud Aid** (3 positions)  
Reports to: Anti Fraud Enforcement Officer  
Department: International Gateway Service (IGS)  
Sector: Anti-Fraud  
Duration: Full time  
Deadline: November 6, 2019

### **Summary:**

Under the supervision of the Anti-Fraud Enforcement Officer, the Anti-Fraud Aid will help to prevent fraud and leakages in the section by rogue operators and individuals. 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:**

- Support to identify and conduct investigation of fraudulent practice (s) in the sector
- Support in gathering, analyzing and reporting on fraud perspective situation of operators
- Support in conducting field operations to capture SIMBox (es)
- Transfer all fraud numbers from the system for reporting purposes
- Support in opening ticket(s) with partners to solve technical problems/issues
- Support in going through the system and collect fraud numbers and sent them to service providers for blocking
- Support the changing of SIM Cards on a monthly basis as require
- Attend regular staff meetings
- Liaise with the NOC supervisors to ascertain fraudulent activities in the gateway
- Support in liaising with operators to ensure reductions in fraud activities in the sector
- Perform other related tasks as maybe assigned by the Anti-fraud Enforcement Officer.

### **QUALIFICATIONS & EXPERIENCE:**

- Minimum of 2 years related experience.
- High school diploma is required.

### **OTHER REQUIREMENTS:**

- 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. 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 *Anti-Fraud Aid***  
**Administration & Operations Office**  
**ELWA Road, Cooper's Beach Community**  
**Liberia**

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