



Vacancy Announcement

Job Title: Information Officer
Department: Admin Operations & Legal
Section: Public Affairs
Reports To: Director of Public Affairs
Duration: Full time
Deadline: November 6, 2019

JOB DESCRIPTION:

- Support the development of a Public Relations Plan for the LTA Commission
- Proactively ensure that public information about the LTA is accurate and the create the image the LTA wants portrayed to the public
- Develop information dissemination methods for the Telecom Law, regulations, fee schedules, etc.
- Monitor the press on a daily basis for any information that may affect the LTA.
- Ensure the promotion of the activities of the LTA in all areas of the media and produce relevant programs for the education of the public and service providers about the LTA and represent the organization on all media related issues.
- Develop format for the LTA website; including content and maintain the website on a daily/weekly basis and as needed basis
- Develop and communicate requirements to directorates for the inclusion of information on the LTA website
- Assist the commissioners in the dissemination of information related to their departments of the LTA
- Ensure the publication and distribution of the LTA annual report
- Perform any other duty as may be required by the Director of the Unit or the Commissioner.
- Prepare monthly maintenance reports (all procurement records)

QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in Communications, Computer Science, Public Relations or related field.
- Minimum of five years experience in public relations or communications.
- In depth knowledge of the media and public relations environment in Liberia
- Knowledge of website development
- Excellent written and communication skills.

OTHER REQUIREMENTS:

- Good honesty and personal integrity and confidentiality are a must.
- Excellent interpersonal skills
- Excellent written and oral communication skills.

- Ability to make convincing presentation.
- Advance knowledge in operating Ms Word, Excel, Access, etc
- Skill in establishing priorities and managing workload
- Perform other duties as may be needed

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 **Information Officer**
Administration & Operations Office
ELWA Road, Cooper's Beach Community
Liberia

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