



Vacancy Announcement

Job Title: Junior NOC Support Assistant
Reports to: Administration Assistant
Department: International Gateway Service (IGS)
Sector: Administration
Duration: Full time
Deadline: November 6, 2019

Summary:

Under the supervision of the Administrative Assistant, the Junior Network Operating Center (NOC Support Assistant will assist the NOC Assistant in supervising, managing, directing, planning and implementing programs and activities designed by the Commissioner of the Department of IGS. He/She will also assist in the area of planning and implementation duties between the NOC and the Central Office. This includes assisting the Administrative Section of the IGS with developing agenda for meetings, conferences and trainings. Key in this regard is the delivery of documents and supplies from Central Office to the IGS.

Job Description:

- Assist with the day-to-day administrative activities of the offices of the International Gateway Services
- Help establish and maintain database for activities of the IGS
- Assist with the supervising and coordinating of staff weekly activities plans and reports
- Assist with planning and arrangement for IGS events, in particular, regarding the design and production of materials
- Adhere to protocol for the transfer and dissemination of information
- Assist in the support of communications objectives and communications plans
- Assist in conducting sub-editing and proof reading of articles
- Remain informed of issues affecting the office of the Commissioner and other staff, the IGS network and wider policy areas
- Attend meetings or programs to take minutes, collect information and prepare correspondences for participants
- 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 Junior NOC Support Assistant
Administration & Operations Office
ELWA Road, Cooper's Beach Community
Liberia

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