



Vacancies

No. 1

Job Title: Mechanic
Reports to: Procurement/Logistics Supervisor
Department: Administration/Operations & Legal
Sector: Procurement
Duration: Full time -48 hours
Deadline: **November 19, 2018 at 4 pm**

Summary:

Perform minor mechanical repairs to ensure proper performance and safety of LTA vehicles. Work on projects assigned, follow established procedures. Be able to diagnose mechanical problems and perform repairs with general supervision

Job Description:

- Maintenance and Repair of vehicles
- Use diagnostic equipment to evaluate mechanical problems in vehicles.
- Perform minor mechanical repairs.
- Oversight of external vehicle repairs
- Do welding and minor body work as required
- Service vehicles according to established preventive maintenance schedule.
- Rotate and balance tires; change oil and filters; lubricate vehicle parts; inspect and replace hoses, belts, mirrors, lamps; and maintain all fluid levels.
- Maintain accurate, updated records of preventive maintenance.
- Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.
- Demonstrate process of preventive maintenance and visual inspections to drivers.
- Provide driving services as required.
- Operate tools, equipment, and machinery according to prescribed safety procedures.
- Perform other duties as may be assigned.

Qualifications and Experience:

- Must be a high School graduate
- Valid driver's license
- Two years experience as mechanic and driver

Special Knowledge/Skills:

- Ability to operate equipment and tools involved in vehicle repair
- Ability to diagnose mechanical and other vehicular problems

No. 2

Job Title: **Logistician**
Department: Administration, Operations and Legal
Section: Procurement/Logistics
Reports To: Procurement/Logistics Supervisor
Duration: Full time -M-F
Deadline: **November 19, 2018 at 4 pm**

JOB DESCRIPTION:

- Manage and maintain the storage/supplies room
- Support all departments with expediting and facilitating the flow of supplies/materials, documents to and from the various departments
- Issues supplies, maintains logs and prepares inventory reports
- Assists procurement with obtaining quotes and inspection of goods upon delivery to ensure the level of quality and quantity, and to ensure adherence to specifications.
- Ensures the maintenance of an acceptable level of basic office supplies; requisitions office supplies as required; repairs on office equipment, etc., when appropriate.
- Performs routine tasks as necessary for the operation and presentation of a professional office.
- Assist in photocopying as directed
- Perform general office or clerical work such as filing, distributing or running errands.
- Receives, inspects and signs for supplies delivered by vendors.
- Perform other duties as may be required.

QUALIFICATIONS & EXPERIENCE:

- High School diploma is required.
- Two years' experience in office etiquette and procedures

OTHER REQUIREMENTS:

- Honesty and personal integrity
- Good interpersonal and customer service skills.
- Good written and oral communication skills.
- Familiar with use of office equipment

No. 3

Job Title: Security Supervisor
Reports to: Director of Administration
Department: Administration, Operations and Legal
Section: Procurement/Logistics
Duration: Full time -48 hours
Deadline: **Monday, November 19, 2018 at 4: pm**

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.
- High school diploma is required.
- Attendance at a militia academy or institute 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.

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.

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

Human Resource Office
Liberia Telecommunications Authority
Menetamba Road, Cooper's beach Community Paynesville, Liberia

Application for:

DEADLINE FOR RECEIPT OF APPLICATIONS IS Monday November 19 at 4pm.