

## TERMS OF REFERENCE

### JOB TITLE: **LICENSING & COMPLIANCE CONSULTANT**

#### REPORTS TO: GENERAL COUNSEL

#### 1. Overview

The LTA has an urgent need for a short term consultancy of **2 months** for an Individual Consultant who will work with the Legal and Licensing Departments to provide technical assistance in reforming of our Licensing and Compliance Program in support of the Government of Liberia's mandate to the LTA to generate more revenues and improve access to telecommunications services in Liberia. Individuals are urged to send their resumes in expression of their interest in said consultancies to mharrison@lta.gov.lr by or before **Thursday, May 10, 2018**.

The purpose of the Licensing & Compliance Consultant is to coordinate all Licensees and ensure compliance with the terms of their licenses as well as with all regulations issued by the LTA and any other statutory requirements. The Licensing & Compliance Consultant will be responsible for the design of Licensing & Compliance program and will perform the primary duties and responsibilities listed below. The Licensing & Compliance Consultant should be conscious of the internal control structure of the LTA.

#### 2. Reporting Relationships

The Licensing Compliance Consultant will report to the General Counsel with dotted line to the Commissioner of AOL. The Licensing & Compliance Consultant should be sufficient in rank/level and authority to carry out the duties assigned and provide for proper reporting of matters requiring management's attention and to ensure that agreed upon corrective action is implemented.

#### 3. Access to Records, Personnel, and facilities

The Licensing & Compliance Consultant should have reasonable access to all documents, personnel, relating to Licensing. The Licensing & Compliance Consultant should request access to documents, personnel and other Licensing related activities through the office of the General Counsel and/or the office of the Commissioner for AOL.

#### 4. Job Description

##### General Activities

- In partnership and collaboration with Licensing and Regulations Department, the Licensing & Compliance Consultant, initiatives, maintains, and revises policies and procedures for the general implementation of licensing program.
- Assists the offices of the General Counsel in the drafting of Licensing.

- Assists the offices of the General Counsel to ensure that licensees comply with the terms and conditions of the Licenses and all regulations issued by the LTA.
- Assists the offices of the General Counsel reports on the status of compliance by Licensees and ensure that such reports are accurate and timely submitted.
- Works the Finance section to ensure that all overdue receivable invoice balances are negotiated and received from Licensees.
- Assists the offices of the General Counsel to ensure accuracy of information enshrined in licenses, including annexure, prior to signing.
- Recommends for intervention any anomalies noted from the review of compliance process by Licensees.
- Attend all Licensing and Regulations meeting as required
- Develop quarterly and monthly operational plan and report relevant to the review of Licensing and Regulations activities
- Undertake such other responsibilities as from time to time may be assigned by the general Counsel.

### **Qualifications and Experience**

#### Qualification

- A Bachelor's degree in Business related courses such as Management, Economics, Accounting, Finance or related qualification.
- A qualification in drafting regulations will be an added advantage

#### Experience

- A minimum of 3 years' experience in a similar role is desired
- Good understanding of compliance related activities
- Demonstrated experience of compliance related activities
- Excellent knowledge of drafting regulations

#### Skill and attributes

- Self-motivated individual, with the ability to work independently but also as working as part of a team
- Ability to manage a large portfolio of activities, with varying capacity levels
- Good analytical skills and reporting skills
- Strong verbal and written communication skills in English
- Proven knowledge of working in regulatory sector will be an added advantage
- Proven ability to function effectively in a high-pressure/ high workload environment
- Proven networking, communications and Partnership-building skills.