



## Vacancy Announcement

**Job Title:** Administrative Assistant  
**Department:** International Gateway Services (IGS) Department  
**Section:** Commissioner's Office  
**Reports To:** Commissioner of IGS  
**Deadline:** October 29, 2018 at 4:00

**Summary:** The Administrative Assistant provides office services by implementing administrative systems, and offering clerical support to the Commissioner of the Department of the International Gateway Services. This role involves verbal and written correspondence, record keeping, managing data files, dispatching messages, and managing the office of the Commissioner, so that it is running efficiently. The Administrative Assistant may be required to assist or cover for other administrative staff periodically, liaising and coordinating with other Commissioners, Directors, Managers, and Staff of LTA as directed by the Commissioner.

### *Job Description:*

- Ensures the Department has supplies and equipment for the effective/efficient running of the Commissioner's department, including monitoring inventory on a daily, weekly, monthly basis;
- Prepares monthly maintenance reports regarding records, correspondences, filing, and inventory balances;
- Ensures operation of office equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories;
- Ensures a hospitable and sanitary work environment in the department as well as managing the effective functioning of available utilities;
- Screens and ushers in visitors to the Commissioner's Office. Arranges meetings, coordinates the Commissioner's schedule, maintains conference room calendar, records meeting minutes, organizes shelves, opens, logs, and delivers mail, as well as prepares meeting rooms as requested by the Commissioner;
- Types and/or formalizes drafted documents;
- Manages a record of all assets assigned to Department and manages the maintenance schedule for those assets;
- Handles other office related duties assigned by the Commissioner.

***Minimum Qualifications & Experience:***

- A Bachelor's degree in **Business Administration, Public Administration, Communications**, or equivalent combination of experience and academic qualifications;
- Previous administrative experience;
- Must have proven skills in Microsoft Office (Word, Excel, PowerPoint) and other related software;
- Must have strong customer service skills

**Other Requirements:**

- Honesty, cleanliness, personal integrity, and confidentiality are essential character job traits;
- Ability to develop and maintain thorough and effective recordkeeping systems, procedures, and reports;
- Ability to organize/mobilize resources and establish priorities;
- Strong interpersonal and persuasive skills;
- Strong oral and written communications skills;
- Ability to work independently and exercise sound judgment and discretion.

**SELECTION PROCESS:**

The position is opened 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:

- 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.
- 2) Each application must be submitted in a sealed envelope, addressed to:

Liberia Telecommunications Authority  
Application for **Administrative Assistant**  
Administration & Operations Office  
Menetamba Road, Cooper's beach community  
Paynesville, Montserrado  
Liberia

