



Vacancy Announcement

Job Title: Licensing Compliance Officer
Department: Admin Operation & Legal
Section: Legal
Reports To: General Counsel:
Work Schedule: 40 hour work week M-F
Deadline: September 17, 2018 at 4:pm

Job Summary:

The Licensing Compliance Officer 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. She/he will be responsible for the design of Licensing Compliance program and will perform the primary duties and responsibilities listed below. The Licensing Compliance Officer should be conscious of the internal control structure of the LTA and should be sufficient in rank/level and authority to carry out the duties assigned. She/he shall provide for proper reporting of matters requiring management's attention and to ensure that agreed upon corrective action is implemented.

JOB DESCRIPTION:

- In partnership and collaboration with Licensing and Regulations Department, initiate, review recommend policies and procedures for the general implementation of licensing program and its related activities to prevent illegal, unethical, or improper behavior on the telecom market. Manages day-to-day compliance operations.
- Assists the office of the General Counsel to ensure that licensees comply with the terms and conditions of their Licenses and all regulations issued by the LTA.
- Assists the office of the General Counsel to report on the status of compliance by Licensees and ensure that such reports are accurate and timely submitted.
- Work with the Finance section to ensure that all overdue receivable invoice balances are negotiated and received from Licensees.
- Assists the office of the General Counsel to ensure accuracy of information enshrined in licenses, including annexure, prior to signing.
- Recommend for intervention, any anomalies note form, the review of compliance process by Licensees.
- Attend all Licensing and Regulations meeting when required
- Develop quarterly and monthly operational plan and report relevant to the review of Licensing Regulations activities

- Undertake such other responsibilities from time to time as may be assigned by the General Counsel
- Responds to alleged violations of licenses orders, rules, regulations, policies, procedures, and ethics by evaluating or recommending the initiation of investigative procedures. Develops and oversees a system for uniform handling of such violations.

QUALIFICATIONS & EXPERIENCE:

- 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
- Good understanding of compliance related activities
- Master's desired and a minimum of 3 years experience in related fields to include demonstrated leadership skills and abilities, experience of compliance related activities
- Excellent knowledge of drafting regulations

OTHER REQUIREMENTS:

- 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
- 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
- Prior exposure or ability to develop a strong understanding of Compliances.
- Effective and persuasive communication skills.
- Strong understanding of and ability to implement effective preventative and detective controls in all areas of responsibility.
- Ability to tolerate ambiguity and to remain flexible under pressure.
- Ability to reflect and maintain integrity.

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.

Interested applicants can drop their applications to:

**Human Resources Section
Liberia Telecommunications Authority
Menetamba Road, Cooper's beach Community
Paynesville, Liberia**