



Vacancy Announcement

Job Title: Due Diligence Officer II
Department: Licensing & Regulations
Section: Due Diligence
Reports To: Director of LRD
Deadline: September 8, 2018 at 4:00

Summary:

- The Due Diligence Officer II needs to plan along with department staffs due diligence activities to include the preparation of due diligence checklist/questionnaires. In consultation with the director and senior staff members: Compile and report to the Commissioner of LRD and the Board of Commissioners (BOC) due diligence activities and the results thereof on a timely basis to enable the BOC make informed decision. Builds financial models utilizing results from due-diligence in order to determine the main assumptions and basis for the long-term projections.

Job Description:

- Plan along with department staffs due diligence activities to include the preparation of due diligence checklist/questionnaires. In consultation with the director and senior staff members:
- Compile and report to the Commissioner of LRD and the Board of Commissioners (BOC) due diligence activities and the results thereof on a timely basis to enable the BOC make informed decision.
- Researching and preparing cost-benefit analysis in relation to regulatory programs and projects to determine the economic and or financial benefits associated with undertaken such programs or projects.
- Reviewing and performing analysis of consumers' tariff, charges, fees, and interconnection charges; and their effects and impacts on service consumptions, quality of services, competition and other trends that could affect the seamless provision of telecommunications services.
- Collecting, recording and analyzing data/information, identifying problems, drafting regulatory analysis, and applying statistical methodology to solve economic problems.
- Partnering with the office of the general counsel and other departments in reviewing, analyzing and articulating the economic impact of existing and proposed regulations.
- Perform other duties that may be assigned.

QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in Economics, Finance, Statics and other related disciplines. A Master degree in any of the above is an added advantage.
- Good researching skills.
- Must be a team player.

- Good filing and organizing skills.
- Strong skills in research and quantitative analysis.

OTHER REQUIREMENTS:

- Honesty, Personal Integrity and Confidentiality are essential character traits
- Skills and experience in working on economic policy issues and data analysis. Prove strong analytical and evaluative skills in the foregoing.
- Communication and team skills: High level of personal and professional integrity. Self-starter. Strong ability to function well in a multicultural environment and working in teams. Results-oriented personality with proven problem-solving skills, and strong oral communications skills.
- Proficient in the development, maintenance and use of approved economic tools.
- Integrative Skills – Working to develop an integrated view across all facets of the current sector.
- Written and Verbal Communication – Delivers information effectively in support of team and workgroup.
- Proven ability and experience to work with all levels of management.
- Ability to foster a cooperative work environment and to work collaboratively to effectively resolve problems in a diverse setting.
- Strong interpersonal skills
- Strong oral and written communication skills including performing presentations and workshops
- Ability to solve problems and render advice using established policies and procedures
- Highly skilled in the use of personal computers and related software applications

Working knowledge of MS Word, Access, Excel and Power Point

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.

You can drop your applications to the following address:

**The Staffing & Employee Relations Manager
Liberia Telecommunications Authority
Menetamba Road, Cooper's beach Community
Paynesville, Liberia**