



Vacancy Announcement

Job Title: Network Operating Center (NOC) Agent/Monitor
Department: International Gateway Services (IGS)
Job grade: 4 (positions)
Section: Network Operating Center
Reports To: NOC Supervisor
Deadline: Monday, 29, 2018 at 4 pm

Summary: Under the direct supervision of the NOC Supervisors, The NOC Agents will be responsible to accurately record and submit reports of daily and weekly flow of communications. They are to keenly observe and detect fraud in the sector, if there exist any.

JOB DESCRIPTION:

- Monitor, record and analyze the flow of communications.
- Report daily and weekly traffic and fraud detection situations.
- Help to maintain the Network Operating Center in a safe and orderly manner.
- Other related tasks as maybe assigned by the Supervisors.

QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in any discipline.
- Minimum of 3 years' work experience, preferably within the telecommunications sector.
- Must have computer skills and knowledge of MS applications.

OTHER REQUIREMENTS:

- Must be highly organized with attention to detail.
- Must be exceedingly punctual.
- Honesty, Personal Integrity and Confidentiality are essential character traits required.
- Excellent oral and written communication skills.

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 **Network Operating Center (NOC) Agent/Monitor**
Administration & Operations Office
Menetamba Road, Cooper's beach community
Paynesville, Montserrado