



**Liberia Telecommunications Authority  
Building No. D-186 - Congo Town Back Rd.  
Monrovia, Liberia**



**Vacancy Announcement**

**Job Title:** Legal Officer  
**Department:** Administration, Operations and Legal  
**Reports To:** General Counsel  
**Deadline:** December 14, 2016 at 4:00

The Legal Officer will provide legal research, critical analysis; prepare research systems and tools to support the LTA's Board of Commissioners. Serve as a key participant in strategic planning activities which seek to promote the sustainability of the LTA. The Legal officer will be designated as the Ethics Officer of the LTA, in recognition of the importance the Authority attaches to the high standers of legal compliance and business ethics.

**JOB DESCRIPTION:**

- Responsible for the development, implementation and monitoring of the ethics culture at the highest level
- Responsible for consistent adherence and compliance with the ethics policy
- Serves as a resource for Commissioners, Directors and other Senior staff
- Develops confidentiality criteria and mechanisms for handling and protecting documents ruled confidential.
- Develops the mechanism for managing documents subject to a confidentiality claim and implements processes for applying the public criteria to confidentiality claims and the information required to support such claims
- Develops and manages the process for receiving and responding to complaints from the industry regarding anti-competitive activities.
- Mediates and resolves disputes between customers and service providers
- Provides legal counsel on issues arising from actual or anticipated lawsuits
- Anticipates and guards against legal risks facing the LTA
- Conducts and coordinates research into a variety of legal issues
- Collaborates with key personnel to develop and promote policy and procedural improvements
- Develops archival record system for the LTA
- Provides daily or frequent reports to the LTA Chairperson through the General Counsel
- Makes periodic reports and conducts special projects as assigned by the General Counsel/LTA Chairperson as needed or as requested.

- Serve as a permanent member of the Procurement Committee, representing the Legal section.
- Perform other responsibilities as may be assigned from time to time.

**Minimum Qualification & Experience:**

- Law Degree and member of Liberian Bar Association.
- Minimum of four years of experience as Counsel to or within an organization.
- A Masters degree in Law may be substituted for the required experience. Demonstrated ability to perform investigations of a highly sensitive nature.

**Other Requirements:**

- Honesty, Personal Integrity and Confidentiality are essential.
- Proven ability and experience working with senior levels of management.
- Excellent ability to make convincing presentation and good analytical skills.
- Ability to organize resources and establishing priorities.
- Ability to foster a cooperative work environment and to work collaboratively in a diverse setting.
- Excellent interpersonal and persuasive skills.
- Excellent oral and written communication skills.
- 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.

Interested applicants can drop their applications to following address:

**Liberia Telecommunications Authority  
Building D68  
Congo Town Backroad  
Monrovia, Liberia**

**DEADLINE FOR RECEIPT OF APPLICATIONS IS November 14, 2016 at 4:00**