

**Liberia Telecommunications Authority
Building No. D-168, Congo Town Back Rd.
Monrovia, Liberia**



Vacancy Announcement

Job Title: IGS Support Assistant (SA)
Department: International Gateway Services Department (IGS)
Reports To: Commissioner of IGS
Deadline: September 14, 2015
Employment Status: Full Time- 40 hour work week

Under the direct supervision of the Commissioner of IGS, the IGS Support Assistant (SA) will supervise, manage, direct, plan and implement programs and activities designed by the Commissioner. The SA will also assist in the planning and implementation duties of coordinating and organizing programs and events. This includes developing meetings, conferences and training. The SA is scheduled to work from Monday- Friday; beginning at 8 A.M to 5 P.M and some weekends as needs arises.

JOB DESCRIPTION:

- Help manage the day-to-day administrative activities of the offices of the International Gateway Services (IGS).
- Help establish and maintain database for activities of the IGS.
- Help establish a comprehensive calls registry in consultation with the network providers.
- Liaise with the various network providers to establish calls tracking system that will strategically position the IGS/LTA to determine the volume of traffic in and out of the country.
- Supervise and coordinate staff weekly activities plans and reports.
- Act as liaison between the Commissioner and other IGMS staff members.
- Attend meetings or programs to take minutes, collect information and prepare correspondence for participants.
- Adhere to protocol for the transfer and dissemination of project information.
- Perform other related tasks as maybe assigned by the Commissioner.
- Support communications objectives and communications plans
- Conduct sub-editing and proof reading of articles.
- Contribute to planning and arrangements for IGS events, in particular, regarding the design and production of materials.
- Remain informed of issues affecting the Commissioner and other staff, the IGS network and wider policy areas.
- Liaise with other staff to design and edit materials for the Program by laying out reports and materials for the public, including brochures, newsletters, flyers, etc.
- Attend meetings or programs to take minutes, collect information and prepare correspondence for participants.
- Perform other duties as maybe required by the Commissioner.

QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in Business Administration or other related fields with focus on management is required.

- Minimal of 5 years' relevant working experience is required.
- Computer skills and knowledge of relevant software is required
- Knowledge of operation of standard office equipment is required.
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping is required.
- Knowledge of principles and practices of basic office management is required.
- Knowledge of the Telecom sector and sector stakeholders
- **OTHER REQUIREMENTS:**
- Excellent communication skills - written and verbal
- Planning and organizing skills a must.
- Must possess problem assessment and problem solving ability
- Must possess information gathering and information monitoring skills
- Must be Customer Service and detail oriented
- Must be a team player

Selection Process:

The position is open 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.

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 addressed to:
Human Resources
Application for **IGS Support Assistant (SA)**
Liberia Telecommunications Authority
Building #D168
Oldest Congo Town back road
Monrovia, Liberia
Or send applications to humanresources@lta.gov.lr