

**Liberia Telecommunications Authority
Building D-168, Congo Town Backroad
Monrovia, Liberia**



Job Title: Technical Analyst/ Administrative Support
Reports to: Chairperson
Department: Administration, Operations & Legal
Deadline: May 9, 2014

Summary of Responsibilities:

- Must understand the role of the LTA Chairperson's office in the Government of Liberia development agenda including the Poverty Reduction Strategy 'Lift Liberia and Liberia Rising (Vision 2030) programs.
- Must be able to effectively research and provide as may be required, expert advice and/or input on key ICT/Telecommunications policy matters.
- Provide support for the Chairperson by reviewing current issues and activities, review daily newspapers and serve as the first point of contact.
- Ensure the Chairperson has supplies and equipment to undertake her work, the office is maintained and supplies are available.
- Responsible for filing, record maintenance, mail and telephone correspondence responsibilities and other communication processes of the Chairperson's office
- Arrange meetings, book and prepare meeting rooms and provide/arrange hospitality for the Chairperson.
- Manage and maintain the Chairperson's schedule for appointments, meetings etc.
- Prepare monthly maintenance reports (records, correspondence and filing).
- Support the strategic planning activities of the Administration and Operations Department and assist with drafting reports.
- Track regulatory and/or legislative proceedings and other public policy venues for pertinent information regarding telecommunications issues.
- Must work closely with senior staff of the LTA to ensure that the Chairperson is kept abreast of the key developments in the office, the sector and the industry as a whole.
- May be called upon to represent the Chairperson's office at the meeting and other events when appropriate.
- Perform other duties as may be required.

Qualification & Experience

- Degree in Administration, Business or other relevant discipline.
- Must have extensive knowledge of the telecommunications landscape of Liberia.
- Must have worked in telecommunications or other regulatory/policy environment.
- Minimum of three years working experience as a project coordinator or research assistant.
- Must be a team player
- Good secretarial, administrative and organizing skills.

Other Requirements

- Honesty, Personal Integrity and Confidentiality are essential traits.
- 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 conducting 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, Power Point and Excel.

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. Selected candidates may 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
Building No. D-168, Congo Town Back Rd.
Application for **Technical Analyst/Administrative Support**
Monrovia, Liberia

Or send applications to humanresources@lta.gov.lr

Deadline for Submission of application: **May 9, 2014** at 4pm.