



LIBERIA ELECTRICITY REGULATORY COMMISSION (LERC)



Re-advertised

JOB VACANCY ANNOUNCEMENT

BACKGROUND

The Liberia Electricity Regulatory Commission (LERC) was established as the independent electricity industry regulator under the 2015 Electricity Law of Liberia. LERC oversees the transformation and development of the electricity sector to attract investment, improve availability and adequacy as well as quicken the pace of access to electricity in the liberalized market. LERC is tasked to ensure the coordinated and accelerated growth and development of the electricity sector in a conducive and competitive environment for sustainability. LERC is governed by a three-member Board of Commissioners (BoC) headed by a chairperson that provides oversight for the operations of the Commission.

The management team is headed by the Managing Director who provides operational support to the BoC. The Managing Director advises the BoC on general corporate obligations, attends BoC meetings and makes reports, takes minutes of BoC meetings, makes recommendations for relevant regulatory decisions by the BoC, etc. The Managing Director, as head of the management team undertakes the day-to-day administrative duties and carries out relevant research and analysis required to provide evidence-based advice to help the BoC in making regulatory decisions for implementation by the management team. The Managing Director also provides oversight for Legal, Licensing and Public Affairs; Technical Regulations; Economic Regulations; Information Technology; Finance; and Human Resources and Administration. The Commission is now transitioning from the development and rollout of regulatory instruments to full implementation, monitoring, compliance, and enforcement, all of which are enshrined in a Five-Year Strategic Plan (2023 – 2027).

In fulfilling this goal, the LERC is seeking a qualified Liberian to fill the position of **Technical Assistant to the Managing Director**

HOW TO APPLY

Applicants are urged to follow the below listed requirements for consideration of applications:

1. Check the LERC website www.lerc.gov.lr for details of the job descriptions.
2. Only email applications will be accepted.
3. Please address your signed Letter of Application, Curriculum Vitae (CV), and all supporting documents in portable document format (PDF) to the following address below and submit via email to hrrvacancy@lerc.gov.lr with a copy to jbropleh@lerc.gov.lr no later than midnight (00 hours GMT) on March 31, 2023:
*Human Resource & Administrative Manager
Liberia Electricity Regulatory Commission
Kaba Building, Behind LoneStar MTN Headquarters
Congo Town, Monrovia, Liberia*
4. Kindly indicate position title in your email subject line.

Please **NOTE** that LERC is an equal opportunity employer, and equally qualified female candidates will be given preference.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED!

ANNEX: DETAILED JOB DESCRIPTION

Position	:	Technical Assistant
Reports to	:	Managing Director

OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to provide technical, analytical, and administrative support services in the office of the Managing Director. The assignment will also include documents and reports review, strategy formulation, liaising with the various units and tracking of activities such as work plans, actions, and tasks on a regularly basis.

Responsibilities & Duties

- Assist the Managing Director in reviewing correspondences, reports, etc., and ensuring timely actions are taken or the appropriate responses are made
- Serve as liaison between the Executive Assistant to the Commission, various unit heads, and other staff members who may need to see, provide, or obtain information from the Managing Director.
- Support the preparation of annual work plans by various units and ensure they are consolidated into the Commission’s work plan.
- Monitor the implementation of annual work plans and the Commission’s Strategic Plan.
- Ensure every unit prepares and submit quarterly reports and assist in the preparation of annual reports.
- Support the Managing Director in taking notes at BoC meetings and preparing the minutes.
- Prepare talking points, notes, speeches, or presentations for the Managing Director for meetings or official events and accompany the Managing Director as needed.
- Facilitates internal and external communications and disseminate information and answer or direct inquiries in person, by email or on the telephone.
- Assist in drafting Terms of Reference (ToR) for various activities, tasks, or assignments identifies by the Managing Director.
- Perform other duties/tasks as may be assigned by the Managing Director from time to time.

Qualification and Experience

- Minimum master’s degree in economics, energy studies, business administration, development studies, planning, or fields related to energy or utility regulations.
- At least five (5) years’ work experience as technical assistant or technical advisor to an executive of a corporate or government entity.

Competencies and other skills

- Strong Communication skills (oral & written).
- Good analytical skills
- Ability to solve problems with innovative and creative solutions.
- Must have a level of organizing and methodical in working habits with time management skills.
- Good computer skills, ability to use the internet, and Micro Soft office Suite (MS-Word, Excel, PowerPoint, and Outlook,) or Microsoft 365 package.
- Exhibit teamwork and team building skills.
- Ability to work under pressure and meet critical deadlines.
- Ability to take initiative, self-motivation with little supervision.
- Must have record and document management skills.