



LIBERIA ELECTRICITY REGULATORY COMMISSION (LERC)



JOB VACANCY ANNOUNCEMENT

1. Background

The 2015 Electricity Law of Liberia (Electricity Law) provides the legal basis for the establishment of the Liberia Electricity Regulatory Commission (LERC) as the national Regulator, an independent agency with respect to its budget, management, staffing and in the exercise of its duties and authorities (Section 13:3 of the Electricity Law).

LERC aims to ensure such universal access to environmentally, economically and socially sustainable services and contributes to NEP's goal by protecting the interests of consumers and investors that are currently compromised by the abuse of the *de facto* but no longer *de jure* self-regulating powers of public and private operators. LERC's draft business plan, which is still subject to review and finalization once there is a critical mass of key staff, highlights the core values of transparency, fairness and integrity and the following near term strategic objectives of the LERC are designed to enable LERC to become a visible, credible and financially sustainable organization within three years:

- a. To ensure that regulatory functions are efficiently coordinated with the LERC according to the Electricity Law
- b. To build human and financial capacity of LERC to be able to sustainably discharge all its functions in a transparent, fair and ethical manner
- c. To implement regulatory procedures as well as licensing, technical and tariff regulations to ensure compliance with the 2015 Electricity Law timelines
- d. To ensure the orderly and formal development of the electricity sector
- e. To promote public awareness, education and participation in the regulatory processes

POSITION AVAILABLE

The LERC, as part of the process to its formation, is seeking qualified Liberian to fill the Receptionist position:

HOW TO APPLY

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

1. Check the www.emansion.gov.lr, www.lerc.gov.lr websites and the LERC Facebook Page for details of the job descriptions.
2. Only email applications will be accepted
3. Please address your Letter of Application (signed), CV, and all supporting documents in portable document format (PDF) to the following address below and submit via email to hrvacancy@lerc.gov.lr no later than midnight on **24th September 2021:**

Human Resource & Administrative Manager
Liberia Electricity Regulatory Commission(LERC)
Kaba Building, Behind LoneStar Cell MTN
Oldest Congo Town - Monrovia, Liberia

4. Please indicate position title in your email subject line

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED!

Position : Receptionist
Reports to : Human Resources & Administrative Manager

A. SCOPE OF RESPONSIBILITIES

A.1. Key Performance Areas: The key roles and responsibilities of this position are to:

- Answer, screen and forward phone calls.
- Receive, sort, record and distribute incoming mails
- Liaise with Executive Assistant to book and schedule appointments where necessary
- Collaborate with Executive Assistant in receiving guests/clients and preparing for training and meetings

A.2. Principal Areas of Accountability: The principal areas of accountability shall include but not be limited to the following:

- Serve as custodian and account for attendance logbook and out-going mail dispatch logbook
- Assist with a variety of administrative tasks including copying, filing, taking notes and making specific arrangements as required by functional or matrix reports.
- Prepare meeting, interview and training rooms.
- Answer phones in a professional manner and route calls as necessary.

A.3. Specific Duties

- Greet clients and visitors with a positive, helpful attitude.
- Announce guests/clients as necessary
- Usher guests/clients appropriately to assist them find their way around the office.
- Help maintain workplace security by issuing, checking and collecting badges as necessary and maintain visitor logs.
- Perform other duties as required by Supervisor

B. Qualifications

- Minimum High School Diploma or Higher Learning Certificate in any secretarial/administrative area
- Associate degree in related area is an added advantage
- Fluent in Spoken & Written English

B.1. Experience

- Prior experience as a receptionist or related area
- High degree of professional ethics and integrity
- Outstanding communication skills
- Basic knowledge in MS Word, PowerPoint, etc.
- Good time-management skills
- Experience with administrative and clerical procedures
- Capable of contributing positively as part of a team, helping out with various tasks as required.

B.2. Competencies

- **Conceptual Thinker** – is capable of executing tactical plans to achieve strategic requirements
- **Problem Solver** – has the mental agility to identify and solve relevant challenges on the job
- **Improvement Driver** – continuously executes and identifies opportunities for improvement
- **Change Champion** – has the ability to role-model ethical practices and apply all relevant standard operating procedures in situations that require standard interpretation.
- **People Supportive Assistant** – Is self-aware and supports team capability through opportunity provided to realize potential
- **Relationship Manager** – has the ability to build professional networks across teams through collaboration by applying the necessary standard operating procedure in situations presenting unique challenges.
- **Results Oriented** – is capable of producing sustainable results through ethical practices and anticipates outcomes base on an understanding of the prevailing situation.
- **Operationally Astute** – has the ability to set priorities, plans, organize and co-ordinate the work of others