



LIBERIA ANTI-CORRUPTION COMMISSION

Congo Town Back Road, Oldest Congo Town, Liberia

Internal and External Vacancy Announcement

Position:	Executive Director
Department:	Secretariat
Contract /Employment type:	Contractual
Reports to	Body of Commissioners
Application period:	May 10 – 24, 2017
Starting date:	Immediately

Female candidates are encouraged to apply

Background

The Liberia Anti-Corruption Commission was established by an Act of the National Legislature on August 28, 2008 to investigate and prosecute corruption cases, and to educate the public about the ills of corruption and the benefits of its eradication

The Secretariat was established to render technical, professional, administrative and clerical assistance and support to the Commission in pursuit of its mandate.

Organizational Context

Under the direct guidance and supervision of the Executive Chairperson, the Executive Director will perform the following duties.

Functions / Key Results Expected

- Serves as Head of the Secretariat and assists the Executive Chairperson in managing the affairs and operations of the commission
- Serve as Secretary to the Commission;
- Supervise and direct the Divisions of Administration, Enforcement and, Education and Prevention in their core business of the LACC;



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- Coordinate the development of work plans and budgets for each of the Divisions;
- Prepare the Commission Annual Report;
- Chair the LACC tasking and Coordinating Committee;
- Serve as a bridge between the Secretariat and the Commissioners, arrange and call meetings;
- In collaboration with the various Divisions, draft annual reports, budgets and other reports and submit same to the Commissioners;
- Assist the Executive Chairperson to negotiate and raise funds on behalf of the Commission from donors to strategically support the fight against corruption;
- Undertake other duties and responsibilities as may be assigned from time to time by the Commission for the smooth implementation of LACC mandate.

Core Competencies

- Knowledgeable in areas of Criminal justice /fraud and Economic;
- Crime investigation.
- Good understanding or planning and program development;
- At least five years of experience devoted to program management, formulation and evaluation, policy analysis and strategic planning;
- Ability to coordinate teamwork and able to work closely with government institutions, NGOs, civil society and development partners;
- Computer literate with excellent writing, negotiation, and communication skills;
- Fluent in English;
- Have knowledge and experience of the Liberian economic, political and social systems.
- Withholding the Vision of Transparency Accountability, Integrity



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Qualifications and Experience

The candidate is substantively knowledgeable about or experienced in at least one or more of the following discipline

- Law, Political Science, or any of the social sciences, and/or a post graduate qualification
- Accounting, Economic or Management
- 8-9 years' experience working in similar or related fields.
- Law degree and experience is an added advantage but not a requirement

Please address all applications to:

Human Resources Officer
Liberia Anti-Corruption Commission
Congo Town Back Road, Oldest Congo Town
Monrovia, Liberia

Please note that only short-listed applicants will be contacted