



**LIBERIA ANTI-CORRUPTION COMMISSION**  
**Congo Back Road, Oldest Congo Town, Liberia**



**Vacancy Announcement: LACC/SECRETARIAT-2017**

Post Title : Project Officer  
Strengthen Transparency Accountability Oversight & Participation (STAOP) Project

Location : Liberia Anti-Corruption Commission (LACC) Monrovia, Liberia

Duration of assignment: one year with possibility for extension based on performance and Availability of funds

Starting Date : Immediately

Application period: 5 - 18 January 2017

**Females candidates are encouraged to apply**

**Project Brief Description:**

The Strengthen Transparency Accountability Oversight & Participation (STAOP) Project aims to support the achievement of the Agenda for Transformation and the objectives of the UN Development Assistance Framework (UNDAF) for Liberia (2012-2017) which prioritizes strengthening governance and promoting transparency and accountability. It aims to contribute to government and other actors' efforts to strengthen corruption prevention, transparency and accountability in Liberia as well as provide support to both state institutions and civil society organizations to increase transparency and accountability in governance processes by (i) establishing a broad consensus on need for incorporating the principles of integrity, transparency and accountability in governance (ii) strengthening institutional capacity and coordination to promote transparency and accountability and curb impunity (iii) creating opportunities for civic engagement to monitor public sector and engage in transparency and accountability mechanisms.

**General function:** The Project Officer will assist in strengthening the technical and managerial capacities of personnel of the Liberia Anti-Corruption Commission (LACC)

**Specific duties will include the following: -**

Working under the overall guidance of the Executive Chairperson and direct supervision of Executive Director of the LACC, the Project Officer will provide technical and managerial support for implementation of the STAOP document.

Specifically the Project Officer will be expected to:

1. Develop Annual Work Plan (AWP) and ensure implementation of activities;



**LIBERIA ANTI-CORRUPTION COMMISSION**  
**Congo Back Road, Oldest Congo Town, Liberia**



2. Support the Liberia Anti-Corruption Commission to undertake consultations, and to establish partnerships and dialogue with different stakeholders, with a view to building consensus and support for the Commission's programs for the promotion of good governance,
3. Provide support in the production and printing of survey reports undertaken by LACC.
4. Prepare quarterly work plans, procurement plans, FACE forms and other project-related requests to ensure the implementation of the STAOP project.
5. Provide supervision to project staff, including Project Assistant and the driver.
6. Prepare all monthly, quarterly and annual reports, indicating the achievement of project goals and specific objectives as well as activities, outputs and outcomes and Prepare donor reports.
7. Monitor and evaluate project, identification of operational and financial problems and develop solutions and participate in audit of project. Follow-up on audit recommendations.
8. Assist the Commission to develop and implement resource mobilisation plan to source additional funds so as to sustain the STAOP.
9. Support the LACC to fulfil its mandate and leadership as the national state machinery and focal point in the fight against corruption.
10. Serve as liaison between LACC, the UNDP and other partners.
11. Undertake any other appropriate responsibilities that may be assigned by the Executive Chairperson and the Executive Director within the framework of the UNDP technical assistance to the Liberia Anti-Corruption Commission.

### **Competencies**

- An understanding of transparency and integrity in governance issues
- In-depth knowledge of development issues.
- Ability to advocate and provide policy advice.
- Ability to lead strategic planning, results-based management and reporting.
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources.
- Demonstrates integrity by modelling ethical standards.
- Displays cultural, gender, religious, racial nationality and age sensitivity and adaptability.
- Strong organizational skills and demonstrated capacity to perform effectively within a multi-cultural work environment.
- Ability to work with minimum supervision
- Capacity to prioritize and perform tasks against tight deadline.
- Ability to participate effectively in a team based, information-sharing environment, to collaborate and cooperate with others.



**LIBERIA ANTI-CORRUPTION COMMISSION**  
**Congo Back Road, Oldest Congo Town, Liberia**



- Willingness to accept additional responsibilities as required by the demands of the work.
- Ability to communicate sensitively and effectively across different constituencies.
- Excellent command of English as demonstrated both orally and in writing.
- Demonstrated management and leadership skills,
- Personal initiative;
- Working experience within Government, NGOs, and the private sector;

**Qualifications:**

An undergraduate degree in the Social Sciences; (Accounting, Management, Economics, Sociology etc.)

Professional experience in project preparation, execution and reporting;

Minimum of three (3) years' work experience;

The successful candidate will have good knowledge of word-processing, excel, Internet applications, PowerPoint and other common computer software applications will be essential.

Hard Copies applications to this vacancy should be sent to **the below address**

**Human Resource Officer**

Liberia Anti-Corruption Commission

Congo Town Back Road

Oldest Congo Town

Liberia

Please attach photocopies of qualifications (i.e. technical certificates and academic degree) and a one-page cover letter indicating your interest and suitability for the position.