



LIBERIA ANTI-CORRUPTION COMMISSION

Congo Town Back Road, Oldest Congo Town, Liberia

Good moral character

Internal and External Vacancy Announcement

Position:	Prevention Officer
Department:	Education and Prevention
Contract /Employment type:	Employment
Application period:	May 8 – 19, 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.

Preventing corruption is the discovery and elimination of the causes and conditions of corruption through the development and implementation of a system of appropriate measures as well as deterrence of persons from the commission of crimes of corruption. Its purpose of prevention is to minimize, as much as possible; the crippling effect corruption has on the economy and the promotion of social welfare.

In view of this the LACC seeks to recruit a Prevention Officer with the Education and Prevention Division for the purpose of implementing corruption prevention measures

Organizational Context

Under the guidance and supervision of the Program Manager Education and Prevention and overall supervisor of the Commissioner with oversight / Education and Prevention, the Prevention Officer will perform the below tasks.

Functions / Key Results Expected.

Reviewing the systems, policies, procedures and practices related to financial management and other functions in public sector institutions;



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Preparing and developing an action plan highlighting priority areas for reform;

Providing advisories on prevention of corruption targeting public financial management and other processes;

Developing corruption prevention guidelines and best practices in public finance processes;

Mainstreaming standards and best practices in integrity and anti-corruption in financial management;

Reviewing, analyzing and providing feedback on the anti-corruption indicator under the PFMU framework;

Developing corruption prevention guidelines on functions related to financial management and other areas for use in both public and private sector institutions to promote sector integrity; and

Monitoring the implementation of corruption prevention interventions in various organizations and Participate in work-group discussions to review, analyze, and simplify administrative procedures and develop implementation plans based on the action plan

Perform other tasks/duties, as assigned by Head of Division

Skills and attributes:

- Demonstrates ability to quickly shift from one task to another to meet multiple support needs;
- Ability to handle a large volume of work under time constraints;
- Self-development and initiative taking;
- Ability to manage confidential information;
- Demonstrating ethics and integrity;

Operational skills / Competencies

- Ability to Transfer knowledge and skills to other colleagues and new team members.
- The ability to conduct institutional risks assessment or national risks assessment; and must have documentary evidence of such activity.
- The ability to manage and oversee daily activities of staff working on several on-going projects within the prevention unit
- The ability to establish/maintain close working relationship with the Independent Administrative Reform & Civil Services Commission



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- Excellent organizational and presentation skills;
- Strong inter-personal skills with ability to promote participation and teamwork;
- Excellent written and oral communication skills; and
- Highly motivated, flexible, and capable of working under pressure

Qualifications

Bachelor degree in Business Administration, Management, Public Administration; Auditing Accounting is required. Certified Financial Analyst is preferred but not a required.

Experience

3-5 years of progressively responsible and proven experience in prevention activities
Experience in the usage of computers and office software packages (MS Word, Excel, etc.),
Prior experience in similar capacity will be and added advantage
Financial controlling and analytical,

Please address all applications to:

Human Resources Officer
Liberia Anti-Corruption Commission
Gurley Street & UN Drive
Monrovia, Liberia

Please note that only short-listed applicants will be contacted