RDF National Specialist - Liberia

Description of duties and responsibilities

The National Revenue Specialist undertakes duties and responsibilities that are focused on implementing a specific project in-country. S/he works as part of the in-country team, developing and implementing a range of programmatic activities under the relevant portfolio. When necessary s/he is charge of administrative tasks concerning his/her project. S/he is the internal point of contact in his/her country of responsibility.

Responsible to: Senior Revenue Specialist/Manager/Programme Officer

Effective Assurance and Oversight of Project Implementation

- Ensure appropriate usage and maintenance of RDF systems in Government, including data management and quality control, tracking and reporting system requirements to point of contact
- Responsible for completing project activities and milestones according to the project proposal
- Undertake necessary administrative tasks, including, but not limited to, managing the finances and expenses; managing national staff; rental contracts; security contracts; IT support
- Weekly call with programme officer to set priorities and evaluate project progress
- Submit Weekly/Monthly/Quarterly Reports

Effective Management and Development of the Programme

- Identify strategic and innovative programme areas of cooperation, follow up on and take initiative on possible in-country/regional leads
- Research policy advisory support in the area of Natural Resource Governance and Mobilisation of Domestic Revenues with focus on his/her country(s) of responsibility to the counterparts within the Ministry of Mines and Energy

Stakeholder Engagement and Business Development

- Ensure appropriate dissemination and regular update of informative and promotional material such as case studies, PowerPoint, briefs and generic proposals for different stakeholder groups
- Create positive and appreciative atmosphere for team-based work in RDF and be an advocate for the work of RDF, adhering to code of conduct

Liberia Specific Tasks

- Manage MCAS system implemented within the Cadastre Unit, ensure the smooth management of MCAS system (data upload and quality control, generating reports, requesting and delivering new updates to the system)
- Serve as a point of contact for the Government as relates to RDF systems
- Deliver project activities pertaining to MCAS, the Inspectorate, Office of Precious Minerals, Liberian Geological Survey and the Customs Verification Portal in accordance with the project proposal
- Organising workshops when necessary with all relevant stakeholders to discuss data access and availability, as well as MCAS functionality and outputs.
- Work together with GIZ Project Manager on a regular basis to keep her/him posted about the developments
- Quality control of the usage of the MCAS system, liaising with registrars and providing technical support when necessary
- Trains new users, administrators and trainers of both MCAS and CVP autonomously
- Support the Office for Precious Minerals on their effective data management

Necessary qualifications and experience

- Bachelor’s degree in economics, international development, sociology, natural resource governance or related areas
- 1-2 years of work experience in the field of natural resource governance in Liberia and knowledge about the mining sector
- Proficiency with Information Technology, knowledge of HTML, CSS, networking is an advantage
- Fluency in English, verbal and written communication
- Flexible team player and experience working with a diverse international team
- The candidate must have a Liberian citizenship or residency and work permit to live and work in Liberia
Remuneration

Salary will commensurate experience. Range: 600 USD-900 USD

Deadline for application:

We request interested candidates to apply by mid-night (GMT) 15 June, 2019.

Interested candidates can apply by visiting our website at: https://revenuedevelopment.org/jobs/detail/national-revenue-specialist-liberia-25

If you have any questions, please do not hesitate to contact us at:

info@revenuedevelopment.org