



Liberia Extractive Industries  
Transparency Initiative

"Office of the Secretariat" Old Bureau of the Budget Office ■ Adjacent the Executive Mansion ■  
Monrovia, Liberia

## **VACANCY NOTICE**

### **POSITION: TECHNICAL OFFICER**

#### **BACKGROUND:**

The Liberia Extractive Industries Transparency Initiative (LEITI) is an autonomous public entity created by statute to promote transparency over extractive industry revenues. It is part of a global initiative known as Extractive Industries Transparency Initiative (EITI) International.

The LEITI is overseen by a Multi-Stakeholder Steering Group (MSG), comprising the government, civil society, representatives of companies in Liberia's extractive industries, the National Traditional Council of Liberia, and international development partners as observers. The LEITI Secretariat is responsible for the day-to-day implementation of the policy decisions and directives of the MSG and leading nationwide efforts in implementing Liberia's LEITI law and the EITI Standard. The Secretariat's role specifically includes outreach, advocacy, communication, monitoring, and facilitating information sharing.

More information about the LEITI can be found on the LEITI website: [www.leiti.org.lr](http://www.leiti.org.lr).

The Liberia Extractive Industries Transparency Initiative (LEITI) is now looking for a competent and dynamic Liberian to serve as a **TECHNICAL OFFICER**.

#### **DUTIES AND RESPONSIBILITIES:**

The Technical Officer serves as the technical leader of the Secretariat, providing required leadership and technical support to LEITI's operations, particularly in developing and implementing the Secretariat's technical policies and procedures governing the review and quality outcomes of the annual audits and plans for remediation. The Technical Officer also leads in developing strategies for data capturing, system strengthening, and revenue management tracking, including performing the following specific duties and responsibilities:

- Develop operational policies and procedures in line with acceptable industry practice that will guide and facilitate the review of the annual audit report submitted to the Secretariat;
- Design and coordinate the planning and implementation of the technical component of the Secretariat's technical audits of the extractive sectors;
- Design, develop and monitor the implementation of a technical capacity-building strategy that will facilitate the building of in-house skills and other relevant stakeholders in understanding and interpreting vital technical issues identified and or highlighted by the annual audits conducted by the Secretariat;
- Conduct periodic technical systems assessment and review of activities to evaluate the quality and consistency of the annual audit reports submitted to the Secretariat to provide a second opinion and ensure accuracy of the reports;
- Guide, supervise, coordinate, and oversee all the Technical Unit activities and ensure adequate utilization of human, material, and other resources;
- Define an overall operational plan for the management of the day-to-day technical-related issues.
- Manage cross-functional relationships with other departments and units;
- Develop a system of gathering relevant information required to audit the industries and provide proper form when needed;
- Provide technical advice on the preparation of the tender documents for the annual audits;
- Design, implement and manage a quarterly reporting framework and process to enable the Secretariat to monitor revenue flows to the Government from the extractive sectors;
- Assist with writing terms of reference for reports and studies commissioned by LEITI and provide critical feedback on interim reports provided by 3rd party consultant appointed by LEITI;
- Build capacity within the Technical Department by providing advice and leadership and supporting

- the recruitment of additional technical staff;
- Support the extension of the annual LEITI audits to other extractive sectors not currently covered, as the need may arise;
  - Responsible for facilitating the development of new and existing technical processes and procedures to ensure the Secretariat is abreast with the continuous changes in the sectors;
  - Ensure prompt generation of management information report as at when due;
  - Perform other duties as assigned by the Deputy Head of Secretariat (and Head of Secretariat)

**REPORTING PROCEDURE:**

The Technical Officer shall report to the Deputy Head of Secretariat of the LEITI.

## **QUALIFICATION and EXPERIENCE:**

*Bachelor's degree in any of the following disciplines: Mining, Agriculture, Forestry, Economics, Business, and Accounting. A master's degree or additional qualification in any field directly related to Extractive Industries Operations is an added advantage.*

Further training in the following is desired:

- Extractive Sector Auditing
  - Extractive Industries Operations
  - Auditing of Extractive Industries
  - Report Writing
  - Strategic Plan Development and Implementation
  - Change Management
  - Project/Program Management
  - Relationship Management
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- At least ten years relevant experience, 5 of which should be at the top senior supervisory level. Plus, in-depth expertise and knowledge of the reform initiatives in the extractive sectors.

### **Special Skills & Abilities:**

#### ***Knowledge***

- Knowledge of the business of EITI and LEITI
- Revenue Management system in the Liberian extractive sectors
- Extractive sector operations and auditing
- Extractive sector reform efforts/ initiatives
- Strategic plan development and implementation
- Ability to writing a highly technical and or sensitive report
- Budgeting and budget control
- Knowledge of auditing standards and practice (National and International)

#### ***Skills***

- Research skills
- Economic analysis skills
- Project management skills
- Presentation skills
- Analytical skills
- English language and technical writing skills

#### ***Behavioral***

- Tactical and interpersonal
- Proactive identification and elimination of inefficiencies
- Continual self and subordinate development
- Goal and quality-oriented
- Able to work with others
- Able to work long and arduous hours
- Able to work without close supervision

**INSTRUCTIONS:** All applications should be addressed to:

Mr. Jeffrey N. Yates  
Head of Secretariat, LEITI  
Old Bureau of Budget Building  
(Adjacent to Executive Mansion) Redemption Road, Capitol Hill  
Mon., Liberia  
P.O Box 4074, Monrovia, Liberia  
E-mail: [j.yates2007@yahoo.com](mailto:j.yates2007@yahoo.com) or [jefferynukatayates2000@gmail.com](mailto:jefferynukatayates2000@gmail.com)

The deadline for submission of applications is Wednesday, July 28, 2021, at 1600 hr. **ONLY ELECTRONIC APPLICATIONS WILL BE ACCEPTED. PLEASE INDICATE IN THE SUBJECT LINE "Letter of Application for the Post of Technical Officer":**

**ONLY short-listed candidates will be contacted.**

**QUALIFIED FEMALES ARE ENCOURAGED TO APPLY.**