



National Fisheries & Aquaculture Authority (NaFAA)

P. O. Box 10-1384
United Nations Drive, Bushrod Island
1000 MONROVIA 10, LIBERIA



REQUEST FOR EXPRESSION INTEREST (REOI) FOR THE RECRUITMENT OF DIRECTOR FOR LEGAL AFFAIRS

Date: March 20, 2026

The National Fisheries and Aquaculture Authority (NaFAA) is the statutory body mandated to manage, conserve, and develop Liberia's fisheries and aquaculture resources in a sustainable manner. The Authority operates within a complex legal and regulatory environment involving national legislation, international fisheries agreements, donor-funded programs, and contractual engagements with private sector operators.

In line with its mandate and commitment to good governance, transparency, and accountability, NaFAA seeks to recruit a qualified **Director for Legal Affairs** to provide strategic legal leadership, ensure compliance with national and international legal obligations, and safeguard the legal interests of the Authority.

NaFAA is soliciting the services of a qualified individual to provide strategic and operational legal oversight, ensuring that all institutional activities, policies, contracts, and enforcement actions comply with Liberian law, international treaties, and best practices in fisheries governance and public administration. The selected candidate will undergo a three (3) month-probationary period with the signing of a full employment contract upon satisfactory performance.

The detailed Terms of Reference (TOR) for the position can be obtained from the address below and can be found at the following websites:

- a) www.nafaa.gov.lr
- b) www.emansion.gov.lr

NaFAA now invites eligible candidates to indicate their interest in occupying the position. Interested candidates should provide updated Curriculum Vitae (CV) and relevant documents indicating that they have the required qualifications and relevant experience to perform the Services.

The shortlisting criteria include the following qualification:

- Bachelor's degree in Law (LLB) from a recognized institution. Master's degree in Law (LLM), Public Administration, International Law, or a related field is an added advantage.
- Admission to the Liberian Bar and in good standing.
- At least **7 years** of progressive legal experience, preferably in the public sector, regulatory agencies, or donor-funded institutions.

- Demonstrated experience in contract law, administrative law, regulatory compliance, and litigation.
- Experience working with government institutions, international organizations, and development partners.
- Prior experience in fisheries, natural resources, or environmental law is an advantage.
- Strong knowledge of Liberian laws, regulations, and administrative procedures.
- Basic knowledge of the PPC Act, PFM Act, and international legal frameworks.
- Excellent legal drafting, negotiation, and analytical skills.
- High level of integrity, professionalism, and sound judgment.
- Strong leadership, communication, and interpersonal skills.
- Ability to manage complex legal issues and work under pressure.

Further information can be obtained at the address below during office hours, i.e. 0900 to 1600 hours GMT.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **Tuesday, April 7, 2026 @ 4:00PM GMT**.

National Fisheries and Aquaculture Authority

Attn: Siekula T. Vannie

Director, Human Resources and ManPower Development

Freeport of Monrovia, Adjacent LPRC

Tel: +231 777 002217

E-mail: stvannie@nafaa.gov.lr and copy pbkiadii@nafaa.gov.lr

Terms of Reference: Director for Legal Affairs

1. Position Information

Job Title: Director for Legal Affairs

Classification: Executive (E1)

Organization: National Fisheries and Aquaculture Authority (NaFAA)

Duty Station: Monrovia, Liberia (Headquarters)

Reports to: Director General

Functional Liaison: Ministry of Justice, National Legislature, Judiciary, Public Procurement and Concessions Commission (PPCC), Ministry of Finance and Development Planning, Development Partners

2. Background

The National Fisheries and Aquaculture Authority (NaFAA) is the statutory body mandated to manage, conserve, and develop Liberia's fisheries and aquaculture resources in a sustainable and economically viable manner. The Authority operates within a complex legal and regulatory environment involving national legislation, international fisheries agreements, donor-funded programs, and contractual engagements with private sector operators.

In line with its mandate and commitment to good governance, transparency, and accountability, NaFAA seeks to recruit a qualified **Director for Legal Affairs** to provide strategic legal leadership, ensure compliance with national and international legal obligations, and safeguard the legal interests of the Authority.

3. Purpose of the Position

The purpose of the Director for Legal Affairs position is to provide strategic and operational legal oversight to NaFAA, ensuring that all institutional activities, policies, contracts, and enforcement actions comply with Liberian law, international treaties, and best practices in fisheries governance and public administration.

4. Scope of Work and Key Responsibilities

The Director for Legal Affairs shall be responsible for the following:

4.1 Legal Advisory and Representation

- Serve as the principal legal adviser to the Director General, Senior Management, and the Board of NaFAA.
- Provide legal opinions on institutional policies, regulatory instruments, contracts, and strategic decisions.
- Represent NaFAA in legal proceedings, negotiations, mediations, and arbitration, or coordinate external legal counsel as required.
- Liaise with the Ministry of Justice on prosecutions, enforcement actions, and legal interpretations affecting NaFAA.

4.2 Regulatory and Legislative Compliance

- Ensure NaFAA's full compliance with national laws, including fisheries and aquaculture legislation, the PFM Act, PPCA Act, labor laws, and other applicable statutes.
- Lead the review, drafting, and revision of regulations, administrative rules, and legal instruments related to fisheries and aquaculture management.
- Monitor legal and regulatory developments and advise management on implications for NaFAA's operations.

4.3 Contracts and Agreements Management

- Oversee the drafting, review, negotiation, and management of all contracts, MoUs, licenses, concessions, and agreements entered into by NaFAA.
- Ensure contracts are legally sound, aligned with government policies, and protect NaFAA's interests.
- Maintain a centralized contract management and tracking system.

4.4 Fisheries Enforcement and Compliance Support

- Provide legal guidance on fisheries monitoring, control, and surveillance (MCS) activities and enforcement actions.
- Support the legal aspects of sanctions, penalties, and dispute resolution involving fisheries violations.
- Ensure due process and legal integrity in enforcement procedures.

4.5 Donor and International Legal Affairs

- Review and advise on donor agreements, grants, and financing arrangements to ensure legal compliance and risk mitigation.
- Support NaFAA's obligations under international fisheries agreements, conventions, and regional fisheries management organizations.
- Coordinate legal responses to development partners and international stakeholders as needed.

4.6 Institutional Governance and Risk Management

- Support corporate governance processes, including Board matters, policies, and legal risk assessments.
- Identify and mitigate legal risks associated with NaFAA's operations and investments.
- Contribute to the development of institutional policies, codes of conduct, and compliance frameworks.

4.7 Dispute Resolution and Claims Management

- Manage disputes, claims, and litigation involving NaFAA.
- Develop strategies for dispute prevention and resolution.
- Maintain records and reports on all legal cases and claims.

4.8 Supervision and Capacity Building

- Supervise legal officers and support staff within the Legal Affairs Department.
- Build internal legal capacity through training, mentoring, and performance management.
- Promote legal awareness and compliance across all departments of NaFAA.

5. Deliverables

The Director for Legal Affairs shall be expected to deliver:

- Legal opinions and advisory briefs for management and the Board.
- Drafted and reviewed contracts, agreements, and legal instruments.
- Updated legal and regulatory frameworks relevant to NaFAA.
- Reports on legal compliance, disputes, and litigation status.
- Institutional legal risk assessments and mitigation plans.
- Capacity-building initiatives and training materials for staff.

6. Required Qualifications and Experience

6.1 Education

- Bachelor's degree in Law (LLB) from a recognized institution.
- Master's degree in Law (LLM), Public Administration, International Law, or a related field is an added advantage.
- Admission to the Liberian Bar and in good standing.

6.2 Professional Experience

- Minimum of **7–10 years** of progressive legal experience, preferably in the public sector, regulatory agencies, or donor-funded institutions.
- Demonstrated experience in contract law, administrative law, regulatory compliance, and litigation.
- Experience working with government institutions, international organizations, and development partners.
- Prior experience in fisheries, natural resources, or environmental law is an advantage.

6.3 Skills and Competencies

- Strong knowledge of Liberian laws, regulations, and administrative procedures.
- Basic knowledge of the PPC Act, PFM Act, and international legal frameworks.
- Excellent legal drafting, negotiation, and analytical skills.
- High level of integrity, professionalism, and sound judgment.

- Strong leadership, communication, and interpersonal skills.
- Ability to manage complex legal issues and work under pressure.

7. Confidentiality and Ethics

The Director for Legal Affairs shall maintain strict confidentiality of all legal and institutional information and adhere to the highest ethical standards in the performance of duties, consistent with the laws of Liberia and NaFAA's Code of Conduct.

Approved by:

National Fisheries and Aquaculture Authority (NaFAA)