



# FINANCIAL INTELLIGENCE AGENCY OF LIBERIA



Airfield Sinkor, After the James Spriggs Payne Airport Intersection

Monrovia, Liberia

**This job posting is open for Liberians only (Females are encouraged to apply)**

**Position title: Executive Secretary**

**Duration: Fixed term**

**Application Deadline: July 17, 2026**

## **I. Background:**

The Financial Intelligence Agency ( **FIA**) is an independent and autonomous agency established to serve as the central, national agency of Liberia responsible for the receipt, analysis, and conduct preliminary investigations of suspicious transactions or activities reports, currency transactions or activities reports, other information relevant to money laundering, associated predicate offenses, terrorist financing, financing proliferation of weapons of mass destruction and proceeds of crime and other transactions or activities reports determined by the FIA and in the AML/CFT Act (**FIA Act 2021, Chapter 67.2, Section (1)**).

The Financial Intelligence Agency (**FIA**) vision is to build a well-equipped Agency dedicated to an effective Anti-Money Laundering and Combating Financing of Terrorism (**AML/CFT**) regime in Liberia. The FIA seeks to protect Liberia's financial system from abuse of financial and economic crime for the enhancement of national, regional, and global peace and economic stability.

Against this backdrop, the FIA is recruiting an Executive Secretary to support the activities of the office of the Officer-In-Charge/Director General. This person will be responsible, amongst other things to perform the following roles and:

## **II. Duties and Responsibilities:**

- With a mandate to report to the Chief-of-Office Staff, the Executive Secretary will be responsible to draft, prepare and disseminate routine inter-office correspondences.
- Coordinate, arrange and manage the Officer-In-Charge/ Director General's schedule of appointments and presents him/her with updates on a daily basis.
- Coordinate, arrange and attend meetings with the Officer-In-Charge/Director General and prepare meeting minutes.
- Coordinate the travels of the Officer-In-Charge/ Director General, and provide all necessary information and documents needed for his/her trip.
- Manage, update and coordinate information about all government institutions, as well as the addresses and telephone numbers of government officials, members of diplomatic missions and the center's partners.
- Organize, maintain and coordinate a proper filing system for all correspondences going in and out of the office of the OIC/DG.
- Other duties as required by the office of the DG/OIC.

## **III. Competences:**

- Proficiency in MS Office Suite (Word, Excel, etc).

- Ability to conduct him/herself in a professional manner;
- Ability to take responsibility for one's own performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly;
- Excellent administrative skills are required and strong qualities in working with teams;
- Organizational skills: Proven ability to demonstrate initiative in dealing with a large volume of work under time pressure, setting priorities, organizing work independently while meeting deadlines and adapting to a constantly developing working environment;
- Ability to work with a high degree of accuracy and attention to detail;
- Excellent communication (oral & written) and interpersonal skills. Ability to act with tact, diplomacy, discretion and respect for confidentiality.

#### **IV. Education:**

- University degree in communication or other relevant field. A Master's degree is an asset.

#### **V. Work Experience**

- 5 years of relevant experience in administration or program support service.

#### **VI. Languages**

- Mastery of English is required. A second language would be a valuable asset.

#### **VII. Assessment Method**

- Assessment Method Evaluation of qualified candidates for this position will include a substantive assessment, which will be followed by a competency-based interview with the recruitment panel.

**Note:** Please address applications to: [jkballah@fialiberia.gov.lr](mailto:jkballah@fialiberia.gov.lr) and [info@fialiberia.gov.lr](mailto:info@fialiberia.gov.lr) with the subject heading “**Executive Secretary Vacancy**”. Applications should include a full CV and letter of motivation. Only shortlisted applicants will be contacted.