RDF National Specialist (Ministry of Mines and Energy) - 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.

Qualifications and experience

Required

- Bachelor’s degree in economics, business management, sociology, natural resource governance or related areas
- Basic ICT skills
- Excel – Data management
- Fluency in English, verbal and written communication
- The candidate must have a Liberian citizenship or residency and work permit to live and work in Liberia

Desired

- Knowledge in government processes
- Knowledge with NGOs/International Organization
- Work experience in the field of natural resource governance in Liberia and knowledge about the mining sector

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 managing the finances and expenses.
- 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

Remuneration

Salary will commensurate experience. Range: 600 USD-750 USD

Deadline for application:

We request interested candidates to apply by mid-night (GMT) 03 January, 2020.

Interested candidates can apply by visiting our website at: https://revenuedevelopment.org/jobs

If you have any questions, please do not hesitate to contact us at: info@revenuedevelopment.org