



## **VACANCY NOTICE**

### **POSITION: DEPUTY HEAD OF SECRETARIAT**

#### **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.

Since the establishment of the LEITI, it has made significant progress resulting in Liberia being bestowed the “Best EITI Implementing Country Award” in 2009.

The LEITI is overseen by a Multi-Stakeholder Steering Group (MSG), comprising government, civil society, representatives of companies in Liberia’s extractive industry, 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 the **Deputy Head of Secretariat**.

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

Under the supervision of the Head of Secretariat, the Deputy Head of Secretariat (DHoS), who is the deputy head of the management team of LEITI Secretariat, shall perform the below specific responsibilities, which shall include, but not be limited to:

1. Serve as the principal assistant to the Head of the Secretariat, and perform such duties as are associated with, inherent, and required of a principal assistant, including assuming the responsibilities of the Head of Secretariat in the event of his or her absence;
2. In consultation with the HOS, task with administrative oversight of day-to-day Secretariat operations;
3. Responsible for working with the independent auditors on the preparation of Liberia EITI Reports;
4. Lead staff for implementing the LEITI Communications and Outreach Strategy;
5. Supervise updating and maintaining the contents of the LEITI website;

6. In consultation with the HOS, responsible for recruitment of LEITI consultants, including auditors and Reconcilers/ Independent Administrators;
7. Responsible for supervising procurement processes to ensure the integrity and best value for money;
8. Develop summary reports of the complete EITI Reports of Liberia;
9. Draft annual costed work plans for LEITI with inputs from other Secretariat staff;
10. Write funding proposals in consultation with Head of Secretariat;
11. Supervise the Technical Department to undertake financial/economic analysis, evaluation, and monitoring of issues and trends of developments in the oil, mining, agriculture, and forestry sectors of Liberia;
12. Perform such other duties and tasks assigned by the Head of Secretariat, and the LEITI Multi-Stakeholders Steering Group

### **REPORTING PROCEDURE:**

The Deputy Head of Secretariat shall report to the Multi-Stakeholder Steering Group through the Head of Secretariat.

### **QUALIFICATIONS:**

1. A Master's Degree in natural resource management, economics, law, public administration, or related field or a Bachelor's degree in any of the above fields with at least ten years of progressive working experience within the government, private, or public sector;
2. A minimum of two (2) years of progressive work experience in a managerial position;
3. Knowledge of auditing or accounting standards is an advantage;
4. Familiarity with the principles and procedures of EITI International will be an added advantage;
5. Previous engagement with private, public, and civil society actors;
6. Excellent research, writing, and analytical skills;
7. Have good interpersonal skills as well as communication and negotiation skills;
8. Ability to write at a professional level;
9. Excellent organizational skills, time management, and attention to detail;
10. Some prior managerial experience desired;
11. Experience (1) with extractive industries and (2) in governance-related work;
12. Ability to work independently and to manage various projects daily with minimal supervision;
13. Proficient in using computers and standard software (word, excel, PowerPoint, etc.)

### **APPLICATION INSTRUCTIONS:**

To be considered for this position, qualified applicants must submit the following as part of their application:

- A letter of application summarizing individual qualifications for this position;
- A current resume in a reverse chronological format;
- A list of at least three professional references, including name, contact information, and statement of relationship to the applicant, and
- Soft copies of all credentials.

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 Deputy Head of Secretariat”:**

**Mr. T. Ojuku Nyenpan**

**Chairman**

**Finance and Administration Committee**

**LEITI- MSG**

**Monrovia, Liberia**

Applications should also be submitted via email to: [tonyenpan@mfdp.gov.lr](mailto:tonyenpan@mfdp.gov.lr),  
[tojuk101@gmail.com](mailto:tojuk101@gmail.com)

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

**QUALIFIED FEMALES ARE ENCOURAGED TO APPLY.**