



“Office of the Secretariat”
Liberia

Liberia Extractive Industries
Transparency Initiative

Old Bureau of the Budget Office ■ Behind the Executive Mansion ■ Monrovia,

VACANCY NOTICE

POSITION: ADMINISTRATIVE MANAGER

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.

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

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Head of Secretariat, the Administrative Manager is responsible *for planning*, coordinating, and directing a broad range of services that support all units of LEITI and allow the organization to operate efficiently. The Administrative Manager oversees centralized operations that meet the needs of multiple departments, such as information and data processing, mail, materials scheduling and distribution, printing and reproduction, records management, telecommunications management, security, wellness, and transportation services, among others. The Administrative Manager shall perform the below specific responsibilities, which shall include, but not be limited to:

- Administer and monitor all activities of the Administration Department, ensuring that it is operating smoothly, efficiently, and promptly;
- Ensure the development and management/application of LEITI’s administrative policies and procedures;
- Guide LEITI’s Employment Policies and manage staff employment and related issues;
- Manage the storage and use of inventory and supplies;
- Manage cross-functional activities and events of LEITI, such as programs, meetings, etc;
- Organizes and maintains filing system for organizational documentation; employees' profiles, related documents, and contracts; and all administrative policies: statute, policy, and meeting minutes;

- Take minutes for the meetings, as assigned by the Head of Secretariat or his/her designated person;
- Undertake all-staff orientation;
- Manage organizational communication flow and ensure staff access to relevant information in the LEITI;
- Ensure that contracts, insurance requirements, and government regulations and standards are followed and up to date;
- Organize and maintain a regular inventory list of property of the organization on every six months basis in cooperation with the Finance Officer;
- Liaise with external contacts to assure smooth operation of the LEITI, i.e., local authorities, partner organizations, etc;
- Regularly communicate and develop reports, work plan, schedule, arising problems, and results of related works to the Head of Secretariat;
- Participate and contribute knowledge and experience to build team/institutional capacity;
- Perform effectively and in timely manner works assigned, and undertake any other support duties as may be required from time to time by the Head of Secretariat or the person designated by the Head of Secretariat

REPORTING PROCEDURE:

The Administrative Manager shall report to the Head of Secretariat.

QUALIFICATIONS & OTHER SKILLS

1. Must be a bachelor's degree holder in Management or related fields;
2. Knowledge of a wide range of qualitative and/or quantitative methods for the development and management of major administrative programs;
3. Demonstrated analytical ability;
4. Strong written and verbal communications skills;
5. People Management: able to work with and supervise others;
6. Understanding of the business of LEITI;
7. Able to work long and arduous hours;
8. Able to work without close supervision;
9. Have good interpersonal skills as well as communication and negotiation skills;
10. Ability to write at a professional level;
11. Excellent organizational skills, time management, and attention to detail;
12. Some prior managerial experience desired;
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.

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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 Administrative Manager":**

ONLY short-listed candidates will be contacted.

QUALIFIED FEMALES ARE ENCOURAGED TO APPLY!!!