



Liberia Electricity Regulatory Commission

**Behind Lonestar MTN Headquarters, Tubman Boulevard
Congo Town, Monrovia, Liberia**



Job Vacancy Announcement

Terms of Reference and Scope of Services

Title: Regional Administrative Assistant (2 positions) – Ganta & Pleebo

Department: Human Resource and Administration

I. Background

The Liberia Electricity Regulatory Commission (LERC) was established as the independent regulator for the electricity industry under the 2015 Electricity Law of Liberia (2015 ELL). LERC oversees the transformation and development of the electricity sector to attract investment, improve availability and adequacy as well as quicken the pace of access to electricity in the liberalized market.

The LERC is a corporate entity with need for administrative support, drafting correspondence, support to meeting documents, reports, minutes and other documentations, dissemination to stakeholders and partners. Also organize the office calendar of activities. Maintain inventory of key stakeholders of the liaising within the relevant stakeholders and evaluate as well as maintain office assets and coordinate events, travel arrangements and storing sensitive information.

The terms of reference outlined below are for a Regional Administrative Assistant (RAA) who shall serve under the technical supervision of the Regional Distribution Network Assistant (RDNA) with overall oversight from the Human Resource and Administrative Manager (HRAM).

How To Apply

Applicants are urged to follow the below listed requirements for consideration of applications:

1. Check the LERC website www.lerc.gov.lr for details of the job descriptions.
2. Only email applications will be accepted.
3. Please address your signed Letter of Application, Curriculum Vitae (CV), and all support documents in portable document format (PDF) to the following address below and submit via email to application@lerc.gov.lr no later than midnight on July 22, 2025:

**Human Resource Manager
Liberia Electricity Regulatory Commission
D-1436 Tubman Boulevard, Adjacent NASSCORP
24th Street, Sinkor Monrovia, Liberia**

4. Kindly indicate the position title in your email subject line.



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II. Scope of Services

The RAA shall aid the HRAM in planning, directing and coordinating administrative management activities of the commission in the region. He/she shall assist the HRAM in administering, coordinating and directing the day-to-day operations of the Commission at the regional level.

III. Main Responsibilities

The RAA shall perform the following duties and responsibilities:

- 1) He/She will be responsible for planning, implementing and managing administrative activities.
- 2) He/She will be responsible for managing communication and accounts related activities
- 3) Will assist in ensuring a proper and efficient staff attendance system for all leave requests, registry of
- 4) As may be required, to support procurement activities, financial issues of the commission working in close collaboration with the procurement and finance staff at head office
- 5) Assisting in the preparation of reports, presentations, tables, lists, statistics and diagrams
- 6) Monitoring completeness and timelines of documentation and inputs for the development of reports
- 7) Operate a petty cash system at the regional level,
- 8) Assist to maintain office equipment, supplies, sensitive documents and
- 9) Carry out all other tasks related to this assignment.

IV. Minimum Academic Qualifications

Must have an undergraduate degree in Administration, Business Management and Administration or a related discipline.

V. Minimum Experience:

Must have three years' experience in administrative management or a related function.

VI. Key Competencies

Abilities and Skills

- 1) Demonstrated ability to prepare reports/documents, and complete tasks on time.
- 2) Excellent in oral and written English.
- 3) Tolerant and culturally sensitive, knowledgeable in dealing with local environment.
- 4) Computer proficiency and working knowledge of Microsoft programs.
- 5) Excellent communication (oral & written) and interpersonal skills.



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- 6) Ability to act with tact, diplomacy, discretion and respect for confidentiality.
- 7) Ability to conduct him/herself in a professional manner.
- 8) Ability to be thorough and pay attention to detail

VII. Performance Criteria:

The RAA performance will be evaluated by his/her supervisor. Key Performance Indicators of his/her performance shall be the timely completion of tasks and the quality of his/her output.

VIII. Duration of Contract

The RAA shall be a contract staff. He/she shall be given a One year contract that may be renewed or may only be terminated with cause.

IX. Duty Station

The RAA shall be stationed in Ganta and Pleebo (**Two positions**) and shall travel to other counties in Liberia when the need arises.

X. Reporting

The RAA shall report to the Regional Distribution Network Assistant in collaboration with the HRAM.