



# VACANCY

Vacancy # 12/17-18  
November 24, 2017

The Liberia Revenue Authority (LRA) was established by an Act of Legislature in September 2013 for the purposes of assessing and collecting national revenues as specified in the Revenue Code of Liberia and other related laws. The LRA is involved with administering, accounting, auditing, enforcing revenue collection laws and regulations by engaging and educating taxpayers to facilitate tax and customs compliance.

The LRA now seeks to recruit competent, hardworking, and committed individual with integrity for the below position:

1. Supervisor (Artisanal Sector, Mining)
2. Auditor (NRTS)
3. Auditor (Post Clearance Audit)

Applicants will be selected through a highly competitive evaluation process. Details of the ToR, requirements and application procedures can be obtained at:

- [www.lra.gov.lr](http://www.lra.gov.lr)

ONLY ELECTRONIC APPLICATIONS WILL BE ACCEPTED! Interested individuals are advised to submit their applications to: [hrjobs@lra.gov.lr](mailto:hrjobs@lra.gov.lr)

Kindly attention your application to:  
*Assistant Commissioner Human Resources*  
*Human Resource Division*  
*Liberia Revenue Authority*

The deadline for application is on or before Friday December 8, 2017 at 5:00 pm.

The LRA strongly encourages qualified females to apply.

Signed:  
D. Kaihenneh Sengbeh  
Manager - Communications, Media & Public Affairs



<b>Job Title – Grade:</b>	<b>Auditor (Post Clearance Audit) – P2</b>
<b>Department – Division – Section:</b>	Customs Department – Compliance & Enforcement – Post Clearance Audit
<b>Reports to:</b>	Manager (Post Clearance Audit)
<b>Supervises:</b>	N/A
<b>Overall Objectives:</b>	To contribute to the maximization of revenue collection by providing Post Clearance Audit series to the Authority.
<b>Main Responsibilities:</b>	<ol style="list-style-type: none"><li><b>1. Responsible for participating in the implementation of the goals of the section as defined in the Customs business plan.</b></li><li><b>2. Responsible for conducting post clearance audits and activities.</b></li><li><b>3. Responsible for filing and safekeeping of records.</b></li></ol>
<b>Main Tasks:</b>	<p><b>R1: Responsible for implementation the goals and policies of the section as defined in the business plan.</b></p> <ol style="list-style-type: none"><li>1. Assist in the preparation of audit and other engagements reports.</li><li>2. Implement of the goals of the PCA as indicated in the Staff Performance Plan.</li><li>3. Provide regular feedback to Manager in regard to progress on goals indicated in plan.</li><li>4. Prepare work paper summaries, contact memos, and other documents in accordance with approved formats.</li><li>5. Assists in maintaining an automated data base for tracking internal and external recommendations and reporting quarterly on status of implementation.</li></ol> <p><b>R2: Responsible for conducting post clearance audits and activities.</b></p> <ol style="list-style-type: none"><li>1. Conduct post-clearance audits in accordance with the risk-based audit program and Customs legislation.</li><li>2. Assist with the reviews of audits reports and findings.</li><li>3. Prepare amended declarations and assessment where the audit reveals and under declaration of Customs duties.</li><li>4. Report potential fraud cases to Manager.</li></ol>



5. Write and submit reports as required.  
**R3: Responsible for filing and safekeeping of records**

1. Make copies and file documents according to filing convention.
2. Take records of proceedings of meetings and discussions and prepare minutes.
3. Assist with the general upkeep of the office.
4. Perform other tasks as may be required.

Competencies:	Title of Competency	Proficiency Level		
		Required	Acquired	Variance
	Customs Legislations & procedures	3		
	Tax Legislations & procedures	1		
	LRA Core Function Knowledge	3		
	ASYCUDA	3		
	Post Clearance Audit	2		
	Examination	2		
	Valuation	3		
	Rules of Origin	3		
	Economic Regimes	3		
	Customs Declaration Processing	2		
	Tariff & Classification	3		
	IT Fundamentals	3		
	Report Writing	3		



	Work Planning	3		
	Communication (Oral & Written)	3		
<b>Qualifications:</b>	Bachelor's degree in Customs, Tax, Business Administration, Accounting, or related field.			
<b>Work Environment/ Conditions:</b>	Office work, wearing of uniform, periodic field visits to CBOs, possibility of working beyond normal work hours, and may be called upon to perform other duties as required.			
<b>Approval Date:</b>	April 1, 2017			