

<b>Job Title-Grade:</b>	<b>Investigator- P2</b>
<b>Department-Unit-Section:</b>	Fiscal Investigation Division
<b>Reports to:</b>	Senior Investigator
<b>Supervises:</b>	None
<b>Overall Objective:</b>	To contribute to the provision of Complaint handling & Investigation Administrative support services to the Liberia Revenue Authority.
<b>Main Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. <b>Responsible to assist with the implementation of the strategic goals and policies of the investigation section.</b></li> <li>2. <b>Responsible for implementing the operations of the section.</b></li> <li>3. <b>Responsible for filing, safekeeping of records, and general upkeep of office.</b></li> </ol>
<b>Main Tasks:</b>	<p><b>R1: Responsible to assist with the implementation of the strategic goals and policies of the investigation section.</b></p> <ol style="list-style-type: none"> <li>1. Perform deep dive analysis for complex and sensitive investigations on fraud and other tax invasion.</li> <li>2. Maintain all relevant data repositories and full data integrity.</li> <li>3. Evaluate the evidence or crime scene; use various types of equipment; develop, secure and package physical evidence for scientific evaluation and comparison.</li> <li>4. Prepare detailed reports on the observations and activities at the scene for law enforcement agency responsible for the investigation of the crime.</li> <li>5. Testify in court regarding the findings and processing methods used at the scene.</li> </ol> <p><b>R2: Responsible for Implementing the operations of the Section.</b></p> <ol style="list-style-type: none"> <li>1. Provide intelligence summaries and Risk profiling programs to enhance effective &amp; efficient Customs &amp; Domestic Tax Departments.</li> <li>2. Provide threat of crime analysis and advice Management.</li> <li>3. Perform others tasks as may be required.</li> </ol> <p><b>R2. Responsible for filing, safekeeping of records, and general upkeep of office</b></p>

	<ol style="list-style-type: none"> <li>1. Make copies and file documents in accordance with filing convention of the section.</li> <li>2. Keep and up-to-date inventory of the office equipment, furniture and materials.</li> <li>3. Supervise the general upkeep of the office.</li> <li>4. Participate and conduct weekly or monthly meetings with staff and other team members.</li> </ol>			
<b>nd Competencies:</b>	<b>Title of Competence</b>	<b>Proficiency Level</b>		
		<b>Required</b>	<b>Acquired</b>	<b>Variance</b>
	Customs Legislations & Procedures	<b>1</b>		
	Tax Legislation & Procedures	<b>1</b>		
	LRA Core Function Knowledge	<b>3</b>		
	Tax Investigation	<b>2</b>		
	Counterfeiting and Piracy	<b>2</b>		
	Intelligence Gathering & Analysis	<b>2</b>		
	Criminal Law	<b>2</b>		
	Investigative Ability	<b>3</b>		
	Work Planning	<b>2</b>		
	Report Writing	<b>3</b>		
	Resource (Time & People Management)	<b>2</b>		
	Communication (Oral & Written)	<b>2</b>		
IT Fundamentals	<b>2</b>			
<b>Qualifications:</b>	Bachelor's degree in Criminal Justice, Business Administration, Public Administration, Management or related field.			
<b>Work Environment:</b>	<b>Work Conditions:</b> Office Work; Intellectual Effort; Possibility of working beyond normal working days and hours			
<b>Approval Date:</b>				