



Vacancy # 13/17-18
March 21, 2018

Internal vacancies

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 Liberians with integrity from **within the LRA** for the below position:

Manager (Sector Ministries)

Applicants will be selected through a highly competitive evaluation process. Details of the ToR, requirements and application procedures are just below this announcement.

ONLY ELECTRONIC APPLICATIONS WILL BE ACCEPTED! Interested individuals are advised to submit their applications to: 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 Wednesday, April 4, 2018 at 5:00 pm. The LRA strongly encourages qualified females to apply.

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



Job Title – Grade:	Manager (Sector Ministries) – P5
Department– Division -Section:	Domestic Tax – Sector Ministries
Reports to:	Commissioner (Domestic Tax)
Supervises:	Senior Officers, Officers, and other staff
Overall Objectives:	To contribute to the collection of lawful Domestic Revenues emanating from other Governmental agencies in accordance with the Revenue Code and other related regulations.
Main Responsibilities:	<ol style="list-style-type: none"> 1. Responsible for participating in the formulation and implementation of the strategic goals and policies of the section. 2. Responsible for overseeing the collection of revenue emanating from other government agencies clothed with authority to collect revenue. 3. Responsible for the professional and career development of staff supervised.
Main Tasks:	<p>R1: Responsible for participating in the formulation and implementation of the strategic goals and policies of the section.</p> <ol style="list-style-type: none"> 1. Participate in the development, review and implementation of the goals of the Domestic Tax department business plan as it relates to the section. 2. Design strategies of how to monitor and effectively collect revenue. 3. Build relationships with Sector Ministries, stakeholders and regularly meet with them. 4. Monitor the section’s performance against plans and performance standards to include submitting monthly/weekly reports. <p>R2: Responsible for overseeing the collection of revenue emanating from other government agencies clothed with authority to collect revenue.</p> <ol style="list-style-type: none"> 1. Execute a robust oversight and collection program to ensure revenues are collected.



2. Coordinate periodic enforcement activities for delinquent Ministries when any fails to report collection of revenue.
 3. Maintain current database on Sector Ministries to track collection activities.
 4. Monitor and analyse trends in non-compliance and conduct programs to increase awareness and compliance.
 5. Identify areas of leakages and recommend solutions.
- R3: Responsible to enhance the professional and career development of staff supervised.**

1. Agree and sign performance plans with set targets with staff supervised and provide regular feedback and conduct annual performance appraisals on staff supervised.
2. Develop and implement career development plan for staff supervised.
3. Ensure adherence to LRA Act, LRA Human Resource policies and procedures, Professional Ethics and Code of Conduct and all other related documents.
4. Manage staff performance and conduct in the work place and serve as mentor and or coach.

Competencies:	Title of Competency	Proficiency Level		
		Required	Acquired	Variance
	Customs Legislations & procedures	1		
	Tax Legislations & Procedures	4		
	LRA Core Function Knowledge	3		
	SIGTAS	4		
	Enforcement Manual	4		
	Financial Accounting	3		
	Tax Enforcement	3		
	Taxation(General)	3		



	Refunds Processing	3		
	Analytical Thinking	3		
	Resource (Time & People Management)	3		
	Communication (Oral & Written)	3		
	Report Writing	3		
	IT Fundamentals			
	Work Planning	3		
Qualifications:	Bachelor's degree in Taxation, Customs, Accounting or Business Administration, Economics, or related field.			
Work Environment/ Conditions:	Office work, intellectual effort, periodic field visits, possibility of working beyond normal work hours, and may be called upon to perform other duties as required.			
Approval Date:	April 1, 2017			