



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 (Medium Tax Enforcement)

Applicants will be selected through a highly competitive evaluation process. Details of the ToR, requirements and application procedures can be obtained 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 (Enforcement) - P5
Department– Division - Section:	Domestic Tax
Reports to:	Assistant Commissioner -Large Tax
Supervises:	Senior Officers, Officers, and other staff
Overall Objectives:	To contribute to the collection of lawful Domestic Revenues 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 managing and overseeing the operations of the section.3. Responsible for the professional and personal 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. Monitor the section’s performance against plans and performance standards.3. Participate in the development, costing, and execution of enforcement operational plans.4. Educate taxpayers and respond to inquiries about the collections and enforcement process and procedure. <p>R2: Responsible for managing and overseeing the operations of the Section.</p> <ol style="list-style-type: none">1. Coordinate the raising of tax assessments for non-compliant taxpayers.2. Monitor the conduct of special recovery actions on non-compliant taxpayers.3. Supervise the update of taxpayer’s logs/credit record as payments are made.



4. Supervise the enforcement and or application of procedures and processes developed to deter tax fraud, avoidance and evasion.
5. Collaborate with relevant units and effect temporary closures on taxpayers who intentionally refuse to make payment of taxes due in line with the law and forward said taxpayers to MOJ for court prosecution.

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		
	Assurance	3		
	Tax Enforcement	4		
	Tax Investigation	3		



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