

Job Title-Grade:	Manager, (Investigation)- P5
Department-Unit-Section:	Fiscal Investigation Division
Reports to:	Assistant Commissioner-Fiscal Investigation Division (Chief Investigator)
Supervises:	Senior Investigators, TL Special OPS Services, and Other Staff.
Overall Objective:	To contribute to the provision of Complaint handling & Investigation Administrative support services to the Liberia Revenue Authority.
Main Responsibilities:	<ol style="list-style-type: none"> 1. Responsible to assist in developing policies and the implementation of the strategic goals of the section. 2. Responsible for managing and overseeing the operations of the Division. 3. Responsible for the professional and career development of staff supervised.
Main Tasks:	<p>R1: Responsible to assist in developing policies and the implementation of the strategic goals of the section.</p> <ol style="list-style-type: none"> 1. Developing complaint handling & investigation policies in alignment with the goals of the LRA. 2. Manage investigation processes within the Authority for prosecution or tax recovery purposes. 3. Manage all civil tax and Criminal Tax Investigations cases reported, pursuant to Revenue Code and the Penal Code. 4. Coordinate all Asset Tracings & and provide Evidence Analysis for cases in courts and alternative dispute resolution; coordinating the preservation of traced assets and properties pending investigation. 5. Manage frozen assets up to disposal, after determination by court, for the purpose of settling tax obligation. <p>R2: Responsible for managing and overseeing the operations of the Section.</p> <ol style="list-style-type: none"> 1. Ensure the provision of intelligence summaries and Risk profiling programs to enhance effective & efficient Customs & Domestic Tax Departments. 2. Ensure a rapid response to on-the-spot interventions by FID on tax fraud, take statements, make arrests

	<p>and execute sporadic cash counts targeted at individuals or entities underreporting their sales.</p> <ol style="list-style-type: none"> 3. Coordinate internal audit and ISO issues, operations risk management. 4. Provide threat of crime analysis and advice Management. 5. Perform others tasks as may be required. <p>R3. Responsible to enhance the professional and career development of staff supervised</p> <ol style="list-style-type: none"> 1. Develop performance plans with set targets, 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, 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.
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Competencies:	Title of Competence	Proficiency Level		
		Required	Acquired	Variance
	Customs Legislations & Procedures	1		
	Tax Legislation & Procedures	1		
	LRA Core Function Knowledge	4		
	Tax Investigation	4		
	Counterfeiting and Piracy	4		
	Intelligence Gathering & Analysis	2		
	Criminal Law	2		
	Investigative Ability	4		
	Work Planning	2		
Policy Development & Implementation	3			

	Resource (Time & People Management)	2		
	Communication (Oral & Written)	3		
	IT Fundamentals	3		
Qualifications:	Bachelor's degree in Criminal Justice, Business Administration, Public Administration, Management or related field.			
Work Environment:	Work Conditions: Office Work; Intellectual Effort; Possibility of working beyond normal working days and hours			
Approval Date:				