

<b>Job Title-Grade:</b>	<b>Senior Officer, (Investigation)- P3</b>
<b>Department-Unit-Section:</b>	Fiscal Investigation Division
<b>Reports to:</b>	Manager-Investigation
<b>Supervises:</b>	Investigators
<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 supervise the implementation of the strategic goals and policies of the Investigation section.</b></li> <li>2. <b>Responsible for supervising the operations of the section.</b></li> <li>3. <b>Responsible for the professional and career development of staff supervised.</b></li> </ol>
<b>Main Tasks:</b>	<p><b>R1: Responsible to supervise the implementation of the strategic goals and policies of the Investigation section.</b></p> <ol style="list-style-type: none"> <li>1. Help develop complaint handling &amp; investigation policies in alignment with the goals of the LRA.</li> <li>2. Supervise the investigation processes within the Authority for prosecution or tax recovery purposes.</li> <li>3. Supervise Asset tracing &amp; evidence analysis for prosecution and alternative dispute resolution.</li> <li>4. Ensure civil tax and Criminal Tax Investigations cases are investigated and reported, pursuant to Revenue Code and the Penal Code.</li> <li>5. Ensure cooperates in tax fraud are brought to book, statements are taken, arrests and execute sporadic cash counts within sector targeted entities with the record of under reporting their sales.</li> </ol> <p><b>R2: Responsible for Supervising the operations of the Section.</b></p> <ol style="list-style-type: none"> <li>1. Supervise the provision of intelligence summaries and Risk profiling programs to enhance effective &amp; efficient Customs &amp; Domestic Tax Departments.</li> <li>2. Help coordinate internal audit and ISO issues, operations risk management.</li> <li>3. Help provide threat of crime analysis and advice Management.</li> <li>4. Perform others tasks as may be required.</li> </ol>

	<p><b>R3. Responsible to enhance the professional and career development of staff supervised</b></p> <ol style="list-style-type: none"> <li>1. Develop performance plans with set targets, provide regular feedback and conduct annual performance appraisals on staff supervised.</li> <li>2. Develop and implement career development plan for staff supervised.</li> <li>3. Ensure adherence to LRA Act, Human Resource policies and procedures, Professional Ethics and Code of Conduct and all other related documents.</li> <li>4. Manage staff performance and conduct in the work place and serve as mentor and or coach.</li> </ol>			
<b>Competencies:</b>	<b>Title of Competence</b>	<b>Proficiency Level</b>		
		<b>Required</b>	<b>Acquired</b>	<b>Variance</b>
	Customs Legislations & Procedures	1		
	Tax Legislation & Procedures	1		
	LRA Core Function Knowledge	3		
	Tax Investigation	3		
	Counterfeiting and Piracy	3		
	Intelligence Gathering & Analysis	2		
	Criminal Law	2		
	Investigative Ability	3		
	Work Planning	2		
	Report Writing	3		
	Resource (Time & People Management)	2		
	Communication (Oral & Written)	3		
IT Fundamentals	2			
<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>	