

Job Title-Grade:	Senior Officer, Special OPRS, (Investigation)- P3
Department-Unit-Section:	Fiscal Investigation Division
Reports to:	Manager-Investigation
Supervises:	ICT Specialist
Overall Objective:	To contribute to the provision of Special services in relations to Complaint handling & Investigation to the FID/Liberia Revenue Authority.
Main Responsibilities:	<ol style="list-style-type: none"> 1. Responsible to supervise the implementation of the strategic goals and policies of the Investigation section. 2. Responsible for supervising the operations of the section. 3. Responsible for the professional and career development of staff supervised.
Main Tasks:	<p>R1: Responsible to supervise the implementation of the strategic goals and policies of the Investigation section.</p> <ol style="list-style-type: none"> 1. Liaise with the investigation teams to make application search and seizure of assets. 2. Supervise the maintenance of active monitoring of seized assets. 3. Help develop a robust quick-response strategy to target individuals, groups or entities with record of under reporting their sales. 4. Planning search and seizure procedures according to court orders. 5. Manage the Case Management Software to provide needed information and maintaining the integrity of the Investigation files. <p>R2: Responsible for Supervising the operations of the Section.</p> <ol style="list-style-type: none"> 1. Coordinating sting operations and on-the-spot arrests. 2. Liaising with investigators in providing Crime analysis. 3. Ensure evidence gathered are useful for prosecution. 4. Assist the police in carryout arrest. 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. 			
Competencies:	Title of Competence	Proficiency Level		
		Required	Acquired	Variance
	Customs Legislations & Procedures	1		
	Tax Legislation & Procedures	1		
	LRA Core Function Knowledge	3		
	Tax Investigation	3		
	Counterfeiting and Piracy	3		
	Intelligence Gathering & Analysis	3		
	Criminal Law	2		
	Investigative Ability	3		
	Work Planning	2		
	Report Writing	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: