



VACANCY

Vacancy # 12/17-18
November 24, 2017

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 individual with integrity for the below position:

1. Supervisor (Artisanal Sector, Mining)
2. Auditor (NRTS)
3. Auditor (Post Clearance Audit)

Applicants will be selected through a highly competitive evaluation process. Details of the ToR, requirements and application procedures can be obtained at:

- www.lra.gov.lr

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 Friday December 8, 2017 at 5:00 pm.

The LRA strongly encourages qualified females to apply.

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



Job Title – Grade:	Supervisor (Artisanal Sector, Mining)– P4
Department – Division–Section:	Domestic Tax – Natural Resource Tax
Reports to:	Manager-Natural Resources Tax Section
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 by managing taxpayers engaged in Natural Resources.
Main Responsibilities:	<ol style="list-style-type: none">1. Responsible to assist with the formulation and implementation of the Natural Resource Tax Section strategy and policies.2. Responsible for supervising the operations of the Natural Resource Tax section.3. Responsible for the professional and career development of staff supervised.
Main Tasks:	<p>R1: Responsible to assist with the formulation and implementation of the Natural Resource Tax Section strategy and policies.</p> <ol style="list-style-type: none">1. Participate in the development and execution of annual audit and operational plans of the NRTS.2. Developing strategies, systems, procedures & controls for assessment and collection of revenue in the Natural Resources Sector.3. Developing risk based Audit strategies for the Natural Resource Sector.4. Supervise the execution of audit and compliance plans. <p>R2: Responsible for supervising the operations of the Natural Resource Tax Section.</p> <ol style="list-style-type: none">1. Provide technical support and analysis during contract negotiations with taxpayers operating in the sector.2. Liaising with other government agencies and the private sector to enhance tax compliance monitoring.3. Advice management on technical and policy issues, pertaining to the natural resource sector including



recommending legislative changes in the revenue code and related legislation to plug any leakages identified in the sector.

4. Perform other duties as may be required.

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	3		
	LRA Core Function Knowledge	3		
	SIGTAS	2		
	Natural Resource	4		
	Financial Accounting	3		
	Tax Enforcement	3		
	Tax Audit	3		
	Taxation(General)	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			