



LIBERIA ELECTRICITY REGULATORY COMMISSION

JOB VACANCY ANNOUNCEMENT



BACKGROUND

The Liberia Electricity Regulatory Commission ("the Commission") was established as the independent electricity industry regulator under the 2015 Electricity Law of Liberia. The Commission oversees the transformation and development of the electricity sector to attract investment, improve availability and adequacy as well as quicken the pace of access to electricity in a liberalized market. The Commission is tasked to ensure the coordinated and accelerated growth and development of the electricity market in a conducive and competitive environment for sustainability.

The Commission's core mandate includes licensing operators or service providers, approving tariffs, establishing, and monitoring compliance with technical codes, standards, and commercial operations of licensees and permit holders, as well as resolving service-related disputes.

In fulfilling this mandate, the Commission is seeking qualified Liberians to fill the following positions:

- i. **Human Resource Manager**
- ii. **Finance Manager**

HOW TO APPLY

Applicants are urged to follow the below listed requirements for consideration of applications:

1. Check the LERC website www.lerc.gov.lr for details of the terms of reference/job descriptions.
2. Only email applications will be accepted.
3. Please address your signed Letter of Application, Curriculum Vitae (CV), and all supporting documents in portable document format (PDF) to the following address below and submit via email to apply@lerc.gov.lr no later than midnight (0:00 hrs. GMT) on May 8, 2024:

***Liberia Electricity Regulatory Commission
Kaba Building
Behind LoneStar MTN Headquarters
Congo Town, Monrovia, Liberia***

4. Kindly indicate position title in your email subject line
5. If you are applying for more than one positions, please submit a separate email along with the full application package for each position indicating the respective position title in the subject line.

PLEASE NOTE THAT LERC IS AN EQUAL OPPORTUNITY EMPLOYER, AND EQUALLY QUALIFIED FEMALE CANDIDATES WILL BE GIVEN PREFERENCE.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED!



Liberia Electricity Regulatory Commission Terms of Reference for Finance Manager



1. Objective

To provide support to the Managing Director (MD) and the Commission in general, by being a knowledgeable, organized, and efficient professional to manage, control and analyze financial related activities of the commission and to produce financial reports and develop strategies based on financial research.

2. Scope of Responsibilities

Responsible for the overall financial management of the Commission. Will provide high-level financial Management support and must have the ability to work well with all levels of internal management, staff, and external institutions. Sensitivity to critical and confidential information is required.

3. Responsibilities and Duties

- Review and/or develop and implement a financial management policies and procedures manual, which outlines all procedures necessary for financial management operations, effective internal control, and asset management that complies with the Public Finance Management Law, its Regulations and related laws and regulations.
- Conduct review of the commission's actual performance compared to the commission's financial/business plans; evaluate cost-reduction opportunities and identify areas for potential improvement in the short to medium term.
- Ensure internal controls over financial management and minimize financial risk.
- Oversee and lead the commission's annual budgeting planning process; administer and review financial plans and budgets and monitor progress and changes.
- Implement robust financial management and reporting systems for the commission; ensuring that financial data are up-to-date, accurate and support the commission's operational requirements.
- Timely prepare and submit monthly, quarterly, mid-year and annual financial and budget performance reports to the Board of Commissioners, Managing Director, and Senior Management Team of the Commission.
- Formulate strategic and long-term financial/business plans for the commission
- Lead engagements with regulated entities for the collection of regulatory levies, fees, and fines and produce reports on strategy(ies) to enhance resource mobilization.
- Ensure the Commission meets the regular annual audit requirements of the General Auditing Commission (GAC).
- Develop and implement corrective action for audit recommendations relating to accounting and financial management.
- Ensure the Commission's compliance with the Public Financial Management Law, GOL financial regulations and related legislations.

- Oversee staff of the Finance section and manage the day-to-day financial management and operations of the commission, such as payroll, invoicing, disbursements, and other related financial transactions.
- Develop external relationships with appropriate statutory organizations / institutions, such as, government ministries, audit institutions, commercial banks, service providers/operators, among others to enhance the operations of the Commission.

Qualifications, Experience, and Competencies

- Minimum of bachelor's degree or equivalent in Finance, Accounting, or related field
- Professional certification such as Certified Public Accountant (CPA) or Chartered Accountant (CA) is desirable.
- At least seven years of relevant experience in accounting and financial management, of which five years must be in a management role with excellent understanding of the Government of Liberia's Amended and Restated Public Finance management Law, its Regulation, and the International Public Sector Accounting Standards.
- Experience working in the public sector is highly desirable.
- High level of integrity and dependability with strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- Experience in developing and managing financial management systems and processes.
- Experience with operating accounting software such as QuickBooks.
- Advanced proficiency in MS Office – Excel, Word, and Power Point
- Strong organizational and time management skills
- Ability to work effectively within a fast-paced environment
- Must demonstrate the ability to collaborate effectively with peers, as well as work across departments or divisions
- Excellent written and verbal communication skills in English



Liberia Electricity Regulatory Commission

Terms of Reference for Human Resource Manager



1. Objective

The objective of the role is to be responsible for planning, directing, and coordinating human resource management activities of the Commission to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.

2. Scope of Responsibilities

Responsible for all Human Resource (HR) tasks as required by the Commission. Will provide high-level HR support and must have the ability to work well with all levels of internal management and staff and external institutions. Sensitivity to confidential information is required.

3. Responsibilities and Duties

- Review the Staff Handbook and all existing human resources and administrative policies of the Commission.
- Develop all required policies, systems, and procedures pursuant to the Staff Handbook, the Decent Work Act, and other relevant documents for the smooth operation of the Commission.
- Administer compensation, benefits and performance management systems, and safety and recreation programs.
- Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment and recommend needed changes.
- Develop, Analyze, and modify human resource related policies to establish competitive programs and ensure compliance with legal requirements.
- Identify and fill staff vacancies consistent with the Staff handbook and relevant policies.
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
- Plan, organize, direct, control or coordinate the personnel, training, or labor relations activities of the Commission.
- Lead the development of Key Performance Indicators for all positions and perform mid-year and annual performance review of all staff of the Commission.
- Represent the Commission at personnel-related hearings and investigations.
- Serve as a link between management and employees by handling questions and helping resolve work-related problems.

4. Qualifications, Experience, and Competencies

- Undergraduate degree in Human Resources, Business Management/Administration, Management, or related field. Master's degree in human resources is desirable
- Minimum ten (10) years of progressive experience in human resources with at least 5 years at the manager level. More specific requirements include expertise in the following:
 - human resource administration;
 - payroll preparation,
 - Decent Work Act of Liberia;
 - Republic of Liberia Ministry of Labor Employment Policy (2009)
 - health and safety;
 - National Social Security and Welfare Corporation;
 - task identification and task definitions;
 - job descriptions development;
 - job and staff performance indicators and measurements;
 - Disciplinary code and procedures
- Excellent knowledge of staff information management systems;
- Experience in data governance.
- Excellent communication, organization, presentation and analytical skills;
- Experience managing staff and resources;
- Excellent written and oral communication skills in English;