



Liberia Electricity Regulatory Commission

**Behind Lonestar MTN Headquarters, Tubman Boulevard
Congo Town, Monrovia, Liberia**



Terms of Reference and Scope of Services

Title: Distribution Network Assistant (1)

Department: Technical Regulations Department

I. Background

The Liberia Electricity Regulatory Commission (LERC) was established as the independent regulator for the electricity industry under the 2015 Electricity Law of Liberia (2015 ELL). LERC 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 the liberalized market.

The LERC grants Licenses and Certification to Electrical Professionals (Electricians, Electrical Inspectors, Energy auditors, Artisans, Solar PV installers and Electrical Contractors) involved with electrical works, including the design, installation, commissioning, maintenance, repair, inspection and testing of such works as well as energy efficiency. The LERC also receives and resolves complaints from customers of licensed Electricity Distributors.

The Terms of Reference outlined below are for a Distribution Network Assistant, who shall report to the Inspectorate of the Technical Regulations Directorate.

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 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 application@lerc.gov.lr no later than midnight on **May 05, 2025**:

**Human Resource Manager
Liberia Electricity Regulatory Commission
D-1436 Tubman Boulevard, Adjacent NASSCORP
24th Street, Sinkor Monrovia, Liberia**

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



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II. Scope of Services

The scope of services of this assignment will include but not be limited to the following: He/She shall be responsible to verify through inspection, the compliance of service providers with licensing terms and conditions, regulations, and industry technical codes, verifying licensees' network planning design and guidance as provided for in the Regulations. and must have the ability to work well with all stakeholders. Sensitivity to confidential information is required.

III. Main Responsibilities

The Distribution Network Assistant shall perform the following duties and responsibilities:

- Prepare reports after inspections of the licensees' distribution network corridors.
- Carry out inspections on power quality and reliability of supply to customers.
- Inspect distribution substations and Network.
- Responsible for reporting, conducting inspection of power quality & reliability of supply to customers,
- Inspect distribution substations and distribution networks,
- Ensure adherence to electrical safety, ascertain periodic operational compliance, adherence to minimum and guaranteed service levels performance.
- Review the licensee's published weekly report on the power performance of the previous week.
- Carry out electrical safety inspections.
- Other functions incidental to the roles and responsibilities of the Directorate

IV. Minimum Academic Qualifications

Must have at least a B.Sc. Degree in Electrical Engineering.

V. Minimum Experience:

Minimum of four (4) years' experience in the power sector (generation, transmission, or distribution). Must possess verifiable experience in electrical installations and testing.

VI. Key Competencies

Abilities and Skills

The staff must demonstrate the following skills and competencies:

- Electric power system construction, installations, operations, and maintenance.
- Electrical materials and equipment installation and quality of supply.
- Knowledgeable of national electrical codes, regulations, and laws.
- Knowledgeable of occupational hazards, health, and safety precautions of the electrical industry.



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- Analyze and interpret wiring diagrams, sketches, drawings, and specifications of electrical installations.
- Hands-on competencies in the use of test equipment and apparatus.
- The ability to conduct energy audits and recommend actions to improve performance will be an added advantage.
- Have excellent technical and organizational skills
- Possess ability to write technical reports
- Have good reading, writing, and time management skills
- Possess excellent communication and interpersonal skills
- Must be computer literate (mandatory requirement) for technical analyses and production of legible, accurate and concise reports, and
- Be capable and enjoy working alone as well as in a team.

VII. Performance Criteria:

The Distribution Network Assistant performance will be evaluated by his/her supervisor. Key Performance Indicators of his/her performance shall be the timely completion of tasks and the quality of his/her output.

VIII. Duration of Contract

The Distribution Network Assistant shall be a permanent employee. He/She shall be given an indefinite contract that may only be terminated with cause.

IX. Duty Station

The Distribution Network Assistant shall be stationed in Monrovia and shall be required to travel to other counties in Liberia when assigned.



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The LERC grants Licenses and Certification to Electrical Professionals (Electricians, Electrical Inspectors, Energy auditors, Artisans, Solar PV installers and Electrical Contractors) involved with electrical works, including the design, installation, commissioning, maintenance, repair, inspection and testing of such works as well as energy efficiency. The LERC also receives complaints from customers of Electricity Distributors.

The terms of reference outlined below are for a Regional Customer Service Assistant who shall serve under the supervision of the Junior Electrical Engineer of the Technical Regulations Directorate.

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 job descriptions.
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II. Scope of Services

The scope of services of this assignment will include but not be limited to the following:

He/She shall be responsible for verifying, through inspection, high-level awareness and guidance to customers, investigate consumers complaints, investigate incidents/accidents resulting in loss of life or near misses as provided for in the Regulations and must have the ability to work well with all stakeholders. Sensitivity to confidential information is required.

III. Main Responsibilities

The Regional Customer Service Assistants shall perform the following duties and responsibilities in (Region 1: Bong and Nimba Counties) and (Region II: Grand Gedeh, Rivergee and Maryland Counties):

- Provide high-level awareness and guidance to consumers,
- Investigate consumer-complaint,
- Prepare reports
- Carry out power quality and reliability of supply inspections.
- Reporting, assisting in the investigation of customer complaints and incidents, carry out Customer service awareness,
- Carry out power quality and reliability of supply quality & reliability,
- ascertain periodic operational compliance to regulations performance standards, and minimum and guaranteed distribution service levels.
- Investigations of incidents/accidents resulting in loss of life or Near misses that occurred in connection with electrical installations or plant or apparatus and submission of findings to the relevant authorized official.
- Other functions incidental to the roles and responsibilities of the Directorate.

IV. Minimum Academic Qualifications

Must have at least a B.Sc. Degree in Electrical Engineering.

V. Minimum Experience:

Minimum of Three (3) years' experience in the power sector (generation, transmission, or distribution). The applicant must demonstrate experience working with stakeholders.

VI. Key Competencies

Abilities and Skills

The staff must demonstrate the following skills and competencies:

- Electric power system construction, installations, operations, and maintenance.
- Electrical materials and equipment installation and quality of supply.
- Knowledgeable of national electrical codes, regulations, and laws.



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- Knowledgeable of occupational hazards, health, and safety precautions of the electrical industry.
- Analyze and interpret wiring diagrams, sketches, drawings, and specifications of electrical installations.
- Hands-on competencies in the use of test equipment and apparatus.
- The ability to conduct energy audits and recommend actions to improve performance will be an added advantage.
- Have excellent technical and organizational skills
- Possess ability to write technical reports
- Have good reading, writing, and time management skills
- Possess excellent communication and interpersonal skills
- Must be computer literate (mandatory requirement) for technical analyses and production of legible, accurate and concise reports, and
- Be capable and enjoy working alone as well as in a team

VII. Performance Criteria:

The Regional Customer Service Assistant performance will be evaluated by his/her supervisor. Key Performance Indicators of his/her performance shall be the timely completion of tasks and the quality of his/her output.

VIII. Duration of Contract

The Regional Customer Service Assistant shall be a permanent employee. He/She shall be given an indefinite contract that may only be terminated with cause.

IX. Duty Station

The Region one Customer Service Assistant shall be stationed in Ganta, Nimba County and the region two Customer Service Assistant shall be stationed in Pleebo, Maryland County and shall travel to other counties in their region.