



Liberia Electricity Regulatory Commission

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



Terms of Reference and Scope of Services

Title: Legal Counsel

Department: Legal, Licensing, and Public Affairs

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 is a corporate entity that enters contracts/agreements with other parties and produces different legal documents to support its operations.

The terms of reference outlined below are for a Lawyer who will provide In-house Counsel services to the entity.

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 hrvacancy@lerc.gov.lr with a copy to pvarmah@lerc.gov.lr no later than midnight on September 27, 2024:

*Human Resource Manager
Liberia Electricity Regulatory Commission
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.



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II. Scope of Services

The Legal Counsel will provide basic legal services to the entity. These services shall include legal representation of the entity, provision of legal advice to the entity, and the preparation of legal documents and instruments for the entity.

III. Main Responsibilities

The Legal Counsel shall perform the following duties and responsibilities:

- 1) provide legal advice and recommendations to the Director of Legal, Licensing and Public Affairs on legal matters related to the Commission's responsibilities to ensure compliance with the provision of the ELL and other related laws of Liberia.
- 2) draft policies, agreements, answers/responses to complaints and legal inquiries, and other legal documents and instruments for the LERC
- 3) Periodically review departments activities to ensure legal compliance to the appropriate law/regulation.
- 4) Conduct extensive legal research and assist the Director of Legal, Licensing and Public Affairs to conduct legal interviews with licensees for application to the Commission.
- 5) Promptly notify the Commission of changes in national regulations and statutes that affect its operations.
- 6) Represent the commission in (and prepare the appropriate legal documents for) legal conferences, court proceedings, arbitration hearings, negotiation meetings, and mediation meetings/hearings.
- 7) Will carry out all other tasks relative to this assignment, given by the Director of Legal, Licensing and Public Affairs.
- 8) Attend functions of the Commission or related parties when the need arises.

IV. Minimum Academic Qualifications

Must have a Bachelor of Law Degree or its equivalent. Must be an Attorney-at-Law recognized and in good standing with the Liberia National Bar Association or a Counsellor-at-Law recognized and in good Standing with the Supreme Court Bar of Liberia.

V. Minimum Experience:

Must have some experience as a lawyer for a corporation and/or law firm and must have relevant experience in preparing advice, policies or other documents for a corporation of similar nature like LERC.

VI. Key Competencies

Abilities and Skills

- 1) Demonstrated ability to provide reports, prepare documents, and draft instruments on time.
- 2) Excellent in oral and written English.



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- 3) Tolerant and culturally sensitive, knowledgeable in dealing with local environment.
- 4) Strong communication skills and the ability to transfer knowledge.
- 5) Computer proficiency and working knowledge of Microsoft programs.

VII. Performance Criteria:

The Legal Counsel's performance will be evaluated by his 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 Legal Counsel shall be a permanent staff. He/She shall be given an indefinite contract that may only be terminated with cause.

IX. Duty Station

The Legal Counsel shall be stationed in Monrovia and shall only travel to other counties in Liberia and Countries when the need arises.

X. Reporting

The Legal Counsel shall report to the Director of Legal, Licensing, and Public Affairs.