



Liberia Electricity Regulatory Commission

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



LIBERIA ELECTRICITY REGULATORY COMMISSION (LERC) JOB VACANCY ANNOUNCEMENT

Terms of Reference and Scope of Services

Title: Human Resource and Administrative Assistant

Department: Human Resource and Administration

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 with employees and contractors that must be supervised, recruited, and evaluated as well as maintain office assets and coordinate events, travel arrangements and storing sensitive information by a Human Resource and Administration Department/Unit.

The terms of reference outlined below are for a Human Resource and Administrative Assistant (HRAA) who shall serve under the supervision of the Human Resource and Administrative Manager (HRAM).

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 HRAA shall aid the HRAM in planning, directing and coordinating Human Resource and Administrative management activities of the commission- including but not limited to evaluating personnel performance, coordinating recruitment, drafting personnel policies, recommending compensation/appreciation for personnel, regulatory compliance, and regulating staff compliance to existing policies and regulations. He/she shall assist the HRAM in administering, coordination and directing the day-to-day operations of the Commission.

III. Main Responsibilities

The HRAA shall perform the following duties and responsibilities:

- 1) Assist the HRAM in review of staff handbook and all existing Human Resource and Administrative policies and recommend improvement as per the “Decent Work Act of 2015’ and other regulatory requirements.
- 2) Assist HRAM to conduct recruitment and hiring exercises, staff orientation/onboarding, draft and request compensation & benefits, create and implement performance management systems, develop and monitor safety protocol, create and propose recreational programs, settle disputes and disciplinary actions.
- 3) Represent the Human Resource and Administration Department, when the need arises, at staff hearings, meetings, and other functions.
- 4) Assist in ensuring a proper and efficient staff attendance system for all leave requests, registry of training undertaken during the year, conduct periodic analysis of training needs and maintain staff records (electronic and hard copies) in an orderly manner for ease of reference and auditing purposes, extensions and renewals
- 5) Assist in the review and development of Key Performance Indicators for all positions to enable semi-annual and annual performance reviews.
- 6) Assist in answering frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.
- 7) Assist the HRAM to serve as a link between management and staff.
- 8) Assist in the preparation of contract letters for local staff and consultants and ensure their timely submission to the HRAM for review.



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- 9) Maintain a separate staffing list (soft and hard) which could be used as a monitoring tool as well as enhancing sound management decision on Human Resource and Administrative planning, reconciliation of monthly payroll, etc.
- 10) Assist the HRAM to ensure new and existing staff are regularly informed on new Human Resource rules and regulations.
- 11) Assist in review of Performance Evaluation Reports for correctness regarding proper procedures being followed.
- 12) Assist to maintain office equipment, supplies, sensitive documents and
- 13) Carry out all other tasks relative to this assignment given by the HRAM.

IV. Minimum Academic Qualifications

Must have an Undergraduate degree in Human Resource and Administration, Business Management, Administration or a related discipline.

V. Minimum Experience:

Must have five years' experience in Human Resource and Administrative management or a related function.

VI. Key Competencies

Abilities and Skills

- 1) Demonstrated ability to prepare reports/documents, and complete tasks on time.
- 2) Excellent knowledge of staff information management systems.
- 3) Ability to develop and review Job and staff performance indicators and measurements.
- 4) Excellent in oral and written English.
- 5) Tolerant and culturally sensitive, knowledgeable in dealing with local environment.
- 6) Strong communication skills.
- 7) Computer proficiency and working knowledge of Microsoft programs.
- 8) Knowledge on the appropriate regulations and policies for employees and labor in Liberia (i.e. Decent Work Act, 2015, NASSCORP employee benefit scheme).
- 9) Ability to be thorough and pay attention to detail

VII. Performance Criteria:



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The HRAA 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 HRAA shall be a permanent staff. He/she shall be given an indefinite contract that may only be terminated with cause.

IX. Duty Station

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

X. Reporting

The HRAA shall report to the HRAM.