



LIBERIA ELECTRICITY REGULATORY COMMISSION (LERC)



JOB VACANCY ANNOUNCEMENT

BACKGROUND

The Liberia Electricity Regulatory Commission (LERC) was established as the independent electricity industry regulator under the 2015 Electricity Law of Liberia. The LERC is an independent agency with respect to its budget, management, staffing and in the exercise of its duties and authorities (Section 13:3 of the Electricity Law).

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 sector. LERC is tasked to ensure the coordinated and accelerated growth and development of the electricity sector in a conducive and competitive environment for sustainability.

In fulfilling this goal, the LERC is seeking qualified Liberians to fill the following positions:

- i. **Junior Electrical Engineer**
- ii. **Driver**

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 jbropleh@lerc.gov.lr no later than midnight (00 hours GMT) on October 28, 2022:

***Human Resource & Administrative Manager
Liberia Electricity Regulatory Commission
Kaba Building, Behind LoneStar MTN Headquarters
Congo Town, Monrovia, Liberia***

4. Kindly indicate position title in your email 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!

ANNEX: DETAILED JOB DESCRIPTIONS

Vacancy No. 1

Position	:	Junior Electrical Engineer
Reports to	:	Head of Technical Regulation

Responsibilities & Duties

- Assist in technical audits and inspections to verify compliance with technical regulations, codes, and standards.
- Review technical and quality of service reports and submit Quarterly performance reports with recommendations for supervisor's consideration
- Assist in disputes and complaints resolution processes of the commission.
- Undertake all other duties incidental to the functions of the Technical Regulation Unit from time to time as may be required.

Qualification and Experience

- Bachelor of Science Degree in Electrical Engineering
- At least two (2) years' work experience with an Electrical Engineering firm or progressive work in the Electric Power sector.

Competencies and other skills

- Strong Communication skills (oral & written).
- Good analytical skills
- Ability to solve problems with innovative and creative solutions.
- Must have a level of organizing and methodical in working habits.
- Good computer skills, ability to use the internet, and Micro Soft office Suite (MS-Word, Excel, PowerPoint, and Outlook,).
- Exhibit teamwork and team building skills.

Vacancy No. 2

Position	:	Driver
Reports to	:	HR & Administrative Manager

Responsibilities & Duties

- Transport LERC staff, assets, and materials safely in accordance with the vehicle and traffic laws of Liberia and any relevant LERC policy.
- Check that all the vehicle documents are correct, and valid. Keep the vehicle road worthy by carrying out daily checks every morning. Maintain the vehicle to a high standard of operation; ensure all vehicles are always serviced according to schedules and clean.
- Request for the fueling of the vehicle when necessary and log the gallons of fuel

received.

- Always fill the logbook before takeoff, ensuring that any staff on board the vehicle signs the logbook consistent with LERC Vehicle Policy.
- Before and after each trip, inspect the vehicle for damage and check that vehicle mileage corresponds with the written mileage in the logbook. Note any damage or mileage discrepancy in report form and return it to the Human Resource & Administrative Manager before departure.
- Immediately notify the immediate supervisor of any accident, security issues, technical failure, or damages of any kind on the vehicle.
- Perform related tasks as required.

Qualification and Experience

- Must have a minimum of 7 years' experience operating standard and automatic transmission vehicle
- High school graduate
- Certificate in Driving would be an added advantage

Competencies and other skills

- Must have excellent driving skills on bad roads and rough terrains
- Ability to understand and interpret road signs
- Ability to make long journeys, and work on weekends
- Must have a valid driver's license and a police clearance
- Must be flexible, a team player and willing to learn