



Liberia Anti-Corruption Commission

Tupee Taylor Curve, God Give Community, Old Road Monrovia, Cell: 0886.667.439/0777.014.098
Email: laccliberia@gmail.com | Website: <https://lacc.gov.lr>

INTERNAL AND EXTERNAL VACANCY ANNOUNCEMENT

Position:	Program Manager Adm. & Sup
Reports to	Executive Chairperson
Department	Administration & Supervision
Employment type:	Indefinite
Application Period	February 4-18 , 2025
Starting Date	Immediate

Female candidates are encouraged to apply

Organizational Context

Under the direct guidance and supervision of the Executive Director and the overall supervision of the Executive Chairperson who is also the Oversight Commissioner for Administration and Supervision, the Program Manager will perform the following duties.

Functions / Key Results Expected

- Be responsible for the day-to-day operation of the Commission;
- Supervise all of the Units of the Administration and Supervision Department,
- Develop sound administrative policies, principles and procedures;
- Be responsible for the conduct and discipline of officers of all Units within the Administration and Supervision Department and the other three (3) Departments, and ensure that they fully understand and adhere to Commission Standing Orders and Code of Conduct;
- Coordinate the Units of the Administration Department in preparing Quarterly and Annual work plans
- Collate accomplishments of all units of the Administration & Supervision Departments into reports and submit same to the Executive Director for inclusion in the Commission's Quarterly and Annual reports;
- Ensure that recruitment processes are handled in accordance with the Commission's HR policy
- Be a Member of and attend the LACC task and Coordinating Committee Meeting and the LACC Management Board Meeting when required;
- Assist the Executive Director in preparing Departmental budget;
- Take lead to negotiate terms and conditions of contracts, including Group Insurance, Lease Agreement, Security Agreement, among others, with technical support from the Prosecution & Legal Department;



Liberia Anti-Corruption Commission

Tupee Taylor Curve, God Give Community, Old Road Monrovia, Cell: 0886.667.439/0777.014.098

Email: laccliberia@gmail.com | Website: <https://lacc.gov.lr>

- Promulgate administrative notices as directed by management from time to time to enhance and support the smooth operation of the LACC
- Maintain safe and secure work environment;
- Lead the Commission's decentralization program, with specific emphasis on the establishment and operationalization of regional offices;
- Lead the LACC efforts with GoL and donors on the acquisition of land and construction of a permanent office complex for the Commission;
- Assist the Executive Director in the development of programs and projects;
- Assist the Executive Director to coordinate programs and projects, including the, World Bank Grant and other Donors;
- Assist the Executive Director in preparing departmental budget
- Assist the Executive Director in preparing Annual Report;
- Assist the Executive Director in tracking the implementation of the LACC Strategic Plan.

Core Competencies

- Substantial knowledge about or experience in Public Administration, Economics or any of the Social Sciences;
- Ability to formulate and introduce the Commission condition of service;
- The ability to develop sound administrative principles and procedures.
- Good understanding of administrative planning and program development and Management,
- Knowledge of and experience devoted to program management, Able to formulate and evaluate policy; analyze and track strategic plan implementation;
- Ability to coordinate teamwork
- Computer literate with excellent writing and communication skills;
- Fluent in English;
- Have knowledge and experience of the Liberian economic, political, judicial, legal and social systems



Liberia Anti-Corruption Commission

Tupee Taylor Curve, God Give Community, Old Road Monrovia, Cell: 0886.667.439/0777.014.098
Email: laccliberia@gmail.com | Website: <https://lacc.gov.lr>

Qualifications and Experience

- A University Degree in law or a relevant field;
- A postgraduate qualification desirable;
- 5-8 years' experience working in similar or related fields

Please address all applications along with necessary credentials to the below address

Email Address: vacancy@lacc.gov.lr; you may also drop hard copy of your application documents

Human Resources Officer
Liberia Anti-Corruption Commission
Tupee Taylor Curve, God Give Community Old Road
Monrovia, Liberia

Please note that only short-listed applicants will be contacted