



LIBERIA ANTI-CORRUPTION COMMISSION

Tubman Boulevard, Congo Town, Liberia



Vacancy Announcement: LACC/003/22

Internal and External Vacancy Announcement

Position:	Assets Verification Assistant
Department:	Assets Verification Division
Reports to	Assets Verification Specialist
Contract /Employment type:	Contractual
Duration:	Six Months (6 months)
Advertisement period	January 18-31, 2022 (2 weeks)

Females candidates are encouraged to apply

Background

The Liberia Anti-Corruption Commission is a Government institution established by an Act of the National Legislature on August 28, 2008 charged with the responsibility to investigate and prosecute corruption cases, and to educate the public about the ills of corruption and the benefits of its eradication. The Commission is consist of a five members Body of Commissioners, headed by the Executive Chairperson and a Secretariat comprising three divisions headed by an Executive Director.

The Commission seeks to hire the services of a qualified individual to serve as Assets Verification Assistant.

Organizational Context

Under the guidance and supervision of the Assets Verification Specialist, The Asset Verification Assistant will assist in the support of the overall management and control of the verification process.

Functions / Key Results Expected

The Assets Verification Assistant will perform the following duties and responsibilities

- Assist the Verification Specialist in the receipt and analysis of the reports of the In-house Assets Verification team;
- Assist in the research and establishment of database of public official (presidential appointees) who are required by law to declare their assets
- Assist the Assets Verification Specialist to prepare and update a matrix of declarants in order to give them (declarants) adequate notice to re-declare consistent with relevant laws;



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- Assist the Assets Verification Specialist to obtain listing of new appointees from the Office of the Director General of the Cabinet and ensure that they declare their assets within the statutory period subsequent to their appointments;
- Perform clerical and related administrative duties to enhance the efficiency and effectiveness of the Assets Verification Unit;
- Assist the Assets Verification Specialist to roll out innovative programs to bolster the assets declaration regime of the Commission;
- Perform such other duties as may be assigned

Skills and attributes:

- Interpersonal and communication skills
- Confidential and diplomatic
- Firm but yet courteous in dispositions on issues
- Mature and independent judgment
- Methodical, highly organized and thorough

Qualifications and Experience

- A degree in Economics, Public Administration, Statistics and related disciplines;
- Ability to work under pressure and manage confidential information;
- Prior experience in similar capacity will be an added advantage
- At least 2 years of experience in the field.

Please address all applications and submit to:

Human Resources Officer
Liberia Anti-Corruption Commission
Congo Town Back Road Oldest Congo Town
Monrovia, Liberia

Email Address: please send electronic copies to wneufville@lacc.gov.lr And dboakai@lacc.gov.lr

Please note that only short-listed applicants will be contacted