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# LIBERIA ANTI-CORRUPTION COMMISSION

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Tubman Boulevard, Congo Town, Liberia

## Internal and External Vacancy Announcement

Position:	Executive Director
Department:	Administration and Supervision
Employment type:	Three years tenure subject to as many renewal
Reports to	Board of Commissioners
Application period:	July 3- August 2, 2024 (one month)
Starting date:	Immediately

Female candidates are encouraged to apply

### Background

The Liberia Anti-Corruption Commission initially established by an Act of the National Legislature on August 28, 2008, and amended and restated in July 2022 investigate and prosecute corruption cases, and to educate the public about the ills of corruption and the benefits of its eradication

The Secretariat shall be headed by an Executive Director, appointed by the Commission under a written contract to serve for a term of three (3) years, renewable under terms and conditions determined by the Commission.

### Functions and responsibilities

The Executive Director shall be recruited through a competitive and transparent process. Free of membership in any political party, declaring assets, liabilities, and all interests in property before assuming office. Her/She must subscribe to an oath of office.

The Executive Director shall serve the Commission on a full-time basis and remain free from undue interference in the discharge of their duties.

Under the direct guidance and supervision of the Executive Chairperson, the Executive Director will perform the following duties.

1. Head the Secretariat and assists the Executive Chairperson in managing the affairs and operations of the commission
2. Serve as Secretary to the Commission
3. Provide Secretariat Support to the development of work plans and budgets for each of the Departments.
4. Chair the LACC tasking and Coordinating Committee;
5. Serve as a liaison between the Secretariat and the Commissioners, arrange and call meetings;
6. In collaboration with the various Department, draft annual reports, and other periodic reports, and submit same to the Commissioners;



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7. Assist the Executive Chairperson to negotiate and raise funds on behalf of the Commission from donors to strategically support the fight against corruption;
8. Undertake other duties and responsibilities as may be assigned from time to time by the Commission for the smooth implementation of LACC mandate.

## Core Competencies

1. Knowledgeable in areas of Criminal justice /fraud and Economic; Crime investigation.
2. Have knowledge and experience of the Liberian economic, political and social systems.
3. Good understanding or planning and program development skills;
4. Demonstrated leadership experience at an executive level within a significant organization.
5. Ability to coordinate teamwork and able to work closely with government institutions, NGOs, civil society and development partners;
6. Upholding the Vision of Transparency Accountability, Integrity
7. Proven track record of high integrity and ethical standards.
8. Strong analytical and problem-solving skills.
9. Experience in anti-corruption initiatives or similar fields.
10. Ability to engage and influence stakeholders at various levels.

## Qualifications and Experience

The candidate is substantively knowledgeable about or experienced in at least one or more of the following disciplines

1. Law, Political Science, or any of the social sciences, and/or a post graduate qualification; Law degree and experience is an added advantage but not a requirement;
2. Accounting, Economic or Management
3. 8-9 years' experience working in similar or related fields. four of these years should be at the managerial level;
4. At least five years of experience devoted to program management, formulation and evaluation, policy analysis and strategic planning;

Applications along with CV and credentials can be sent to [vacancy@lacc.gov.lr](mailto:vacancy@lacc.gov.lr)

Please address all applications to:

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

Please note that **ONLY SHORT-LISTED** applicants will be contacted