***Vacancy: Administrative Manager***

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| Liberia Extractive Industries Transparency Initiative (LEITI)***Job Description 4*** | |
| **Job Title** | ***Administrative Manager*** |
| **Job No.& Grade** | LEITI-ADM-00\_-04 / 4A |
| **Salary Level** | SL-4A |
| **Reports to** | The Head of Secretariat |
| **Supervises** | * Administrative Assistants (IT, Logistics, HRM…..) |
| * Office Assistants |
| * Drivers |
| * Other Admin staff |
| **General Description** | The Administrative Manager is responsible for planning, coordinating, and directing a broad range of services that support all units of LEITI and allow the organization to operate efficiently. The Administrative Director oversees centralized operations that meet the needs of multiple departments, such as information and data processing, mail, materials scheduling and distribution, printing and reproduction, records management, telecommunications management, security, wellness, and transportation services, among others. |
| **Duties and Responsibilities** | *The Administrative Manager shall have the following duties and responsibilities:* |
| * Administer and monitor all activities of the Administration Department, ensuring that it operates smoothly, efficiently, and on time. * Ensure the development and management/application of LEITI’s administrative policies and procedures. * Guide LEITI’s Employment Policies and manage staff employment and related issues * Manage the storage and use of inventory and supplies. * Manage cross-functional activities and events of LEITI, such as programs, meetings, etc. * Organizes and maintains a filing system for organizational documentation, employees' profiles, related documents, contracts, and all organizational policies, including statutes, policies, and meeting minutes. * Take a minute for the meetings, as assigned by the Head of Secretariat or his/her designated person. * Undertake all staff orientation. * Manage organizational communication flow and ensure staff access to relevant information in the LEITI. * Ensure that contracts, insurance requirements, and government regulations and standards are followed and up to date. * Organize and maintain a regular inventory list of the organization's property every six months in cooperation with the finance officer. * Liaise with external contacts, such as local authorities, partner organizations, and so on, to ensure the smooth operation of the LEITI. * Communicate and develop reports, work plans, time schedules, arising problems, and related work results regularly with the Head of Secretariat. * Participate and contribute knowledge and experience to build team/institutional capacity. * Perform effectively and promptly work assigned, and undertake any other support duties as may be required from time to time by the Head of Secretariat or the person designated by the Head of Secretariat. |

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| Liberia Extractive Industries Transparency Initiative (LEITI)***Job Specification 4*** | |
| **Job Title** | ***Administrative Manager*** |
| **Job No.** | LEITI-ADM-00\_-04 |
| **Salary Level** | SL-4A |
| **Job Requirements** |  |
| *Education & Experience* | Must have a bachelor’s degree in management or a related field. |
| Extensive experience related to the duties of this position is also required because of the wide array of decisions and judgments that have to be made regarding the job. Thus, a minimum of 7 years of related work experience is required. |
| *Physical & Health* | Good health, emotionally stable |
| *Appearance* | Neat, well-groomed |
| *Special Skills & Abilities* | * Knowledge of a wide range of qualitative and/or quantitative methods for the development and management of major administrative programs, * Demonstrated analytical ability * Strong written and verbal communication skills. * People Management: able to work with and supervise others * Understanding of the business of LEITI * Able to work long and difficult hours * Able to work without close supervision |

***Please submit all applications to*** [*ekwhite@leiti.org.lr*](mailto:ekwhite@leiti.org.lr) *and* [*jnyates@leiti.org.lr*](mailto:jnyates@leiti.org.lr)

*Date of Publication: May 26th, 2025*

*Deadline for Application: June 8th, 2025*

***Vacancy: Communications and Outreach Officer***

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| Liberia Extractive Industries Transparency Initiative (LEITI) ***Job Description 7*** | |
| **Job Title** | ***Communications &Outreach Officer*** |
| **Job No.& Grade** | LEITI-ODHS-00\_-03 / 3B |
| **Salary Level** | SL-3A |
| **Reports to** | To the Head of Secretariat through the Deputy Head of Secretariat |
| **Supervises** | * Communication & Outreach Assistants (*media, production, advocacy, etc.)* |
| **General Description of the Job** | Under the direction and guidance of the Deputy Head of Secretariat, the Communications & Advocacy Officer is responsible for implementing the Communications Strategy of the LEITI, ensuring effective communication dissemination with all stakeholders and the public regarding the work, achievements, and image of the LEITI. The job holder is also responsible for organizing and implementing advocacy programs and strategies to ensure continued stakeholder and general public support for the ideals and work of the EITI in Liberia. |
| **Duties and Responsibilities** | *The Communications Officer of LEITI shall have the following specific duties and responsibilities:* |
| * Define an overall operational plan for the management of the day-to-day communication-related issues. * Share results of studies, Audits, issues, policy analysis, and other research that informs policy of critical issues in LEITI’s thematic areas regarding transparency, accountability, service delivery, and its design. * Develop, implement, and monitor LEITI’s communication policies, strategies, and plans to achieve its objectives. * Coordinate and act as the central communication point for national media activities in LEITI. * Act as media spokesperson in accordance with LEITI's aims and objectives and the developed communication plans, with the aim of ensuring optimal media exposure and proper information dissemination. * Develop professional communications materials, including press releases, information kits, workshop materials, talking points, speeches, brochures, scripts, and other related materials to achieve the objectives of LEITI; * Manage the production of LEITI’s Quarterly Newsletter, Press Statements, and other media items; * Interact with CSOs, ad agencies, and other relevant stakeholders to deliver compelling messages to targeted audiences. * Identify and maintain lists of relevant media contacts, editors, community leaders, other opinion leaders, industry contacts, and government contacts; * Manage the dissemination of information, organizing workshops, identifying participants, and associated logistical needs; * Manage cross-functional relationships with other stakeholders: Mass Media, Print Media, Consultants, Committees, and CSOs |

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| Liberia Extractive Industries Transparency Initiative (LEITI)***Job Specification 6*** | |
| **Job Title** | ***Communication &Outreach Officer*** |
| **Job No.** | LEITI-ODHS-00\_-03 / 3B |
| **Salary Level** | SL-3A |
| **Job Requirements** |  |
| *Education & Experience* | Degree in communications, journalism, public relations, or any other related area, with demonstrated ability to manage external and internal multimedia communications in a large, complex extractive industries-related project.  *Training in:*   * Mass Media operation * Print Media operation * Web Design and Hosting * Editing * Video and audio media operation * Employee Performance Management * Relationship Management * Manpower planning and management |
| At least 7 years relevant experience, 3 of which should be at Top supervisory level. |
| *Physical & Health* | Good health, emotionally stable |
| *Appearance* | Neat, well-groomed |
| *Special Skills & Abilities* | * Good English language (spoken and written skills) * Familiar with both LEITI and EITI’s structure and workings. * Excellent written, editorial, and interpersonal communication * Knowledge and connected to an extensive network of media contacts * Experience in developing and implementing social marketing strategies and policies. * Cross-cultural sensitivity and understanding of the political and ethical issues related to the Nigerian Extractive Industries * Ability to supervise the production of video, print, and audio media content. * Able to work with others * Able to work long and difficult hours * Able to work without close supervision |

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*Date of Publication: May 19th, 2025*

*Deadline for Application: June 4th, 2025*