



# **Liberia Electricity Corporation**

**P.O. Box 10-165 Waterside  
1000 Monrovia, 10 Liberia**

## **REQUEST FOR FORMAL APPLICATIONS (INTERNAL/EXTERNAL)**

### **BACKGROUND**

The Liberia Electricity Corporation (LEC), which was established by an act of National Legislature on July 12, 1973, is a Public Corporation solely owned by the Government of Liberia (GOL) with a mandate to produce and supply economic and reliable electric power to the entire nation.

LEC is an equal opportunity employer and applications from both male and female candidates are encouraged.

LEC invites applications from appropriately qualified and experienced candidates for the Company Secretary position to be responsible to coordinate the Board affairs in collaboration with the Chairman of the Board and the Chief Executive Officer. This position will be expected to ensure that Board Members have the proper advice and resources to discharge their fiduciary responsibilities in keeping with the law and the Board Charter or By-Laws. This position shall report directly to the Chairman of the Board, notwithstanding, the position shall fall under the administrative purview of management.

### **Key Duties and Responsibilities (but not limited to):**

- Serve as Principal Assistant to the Chairman of the Board, and coordinate key stakeholders engagements involving the Chairman;
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- Draft, finalize and maintain record of the Board Meeting Minutes and Board Resolutions;
- Ensure that Board members are fully informed of Board activities;
- Communicate the Board decisions to concerned division/unit heads and report actions taken on important Board decisions to the next Board for additional directives/further deliberation/to update the status;
- Assist the Board in its reporting and/or representation to statutory bodies, including Legislative Committees;
- Identify and advise on situations that may involve elements of fraud, corruption and/or conflicts of interest;
- Act as focal person to coordinate any Board related events as instructed by the Chairman or CEO;
- Advise on compliance requirements as per the Board By-laws and any related corporate governance laws and/or policies;
- Provide, among other things, access to statutory registers of the Company and the minutes of the Board Meetings, and clarification on Board related compliance issues, upon instruction and approval of the Chairman or CEO. Attend Audit Exit Meetings as directed by the Chairman or CEO;
- Provide basic legal advisory services on laws, regulations and policies that apply to the company in consultation with the supervisor/s and other legal personnel of the Legal Unit or any other law enforcing agencies of the Government;
- Act as custodian of Board documents;
- Coordinate stakeholders engagements relative to strategic policy and goals;

- Provide oversight on the preparation of press statements by the Communication Department relative to strategic policies, Board activities and decisions, achievement of major milestones by the company, and partnership activities with development partners;
- Review and advise communication department on outgoing statements to the public; and
- Assist management with the preparation of documents in response to requests from Legislative oversight committees and other regulatory bodies.

**Minimum Education and Experience (but not limited to):**

- Bachelor's Degree (third level of education - University Degree) in Law from an accredited university and/or specialized institution;
- University Degree in Public Relations, or Mass Communication from an accredited university and/or specialised institution would be preferred;
- Ten (10) + years' experience in working in a similar role in the public and private sector;
- Extensive and proven Public Relations experience;
- Previous experience in Journalism or Media Management would be advantageous;
- Strong presentation and communication (oral and written) skills;
- People Management and Leadership Skills;
- Excellent Interpersonal Skills;
- Proven Administrative and Problem Solving skills; and
- Excellent Computer Application skills.

**SUBMISSION AND DEADLINE FOR ALL APPLICATIONS:**

Formal applications should include a current and up to date CV should be forwarded to the Executive Director Human Resources, Mr. Dave Hochstadt at [dhochstadt@lecliberia.com](mailto:dhochstadt@lecliberia.com).

Submission deadline is **Friday, October 15th, 2021 at 4:00 P.M.**