



External Vacancy Announcement

Job Title: Senior Policy Analyst
Department: Administration, Operations, and Legal
Reports To: Chairperson
Employment Status: Full Time – 40-hours
Deadline: November 15, at 4:00 pm

JOB DESCRIPTION:

- Track trends and developments in the telecommunications ecosystem, including government policies, regional and international ICT/telecommunications treaties, standards, policies, initiatives, etc.
- Serve as subject matter expert on the application and adoption of emerging telecommunications/ICT policies, regulations, standards, and best practices
- Support the development of LTA's Strategic Plan in alignment with its core values, vision, mission, legal, and policy requirements.
- Provide periodic reports to the Chairperson on telecommunications Policy issues
- Make recommendations for organizational and structural adjustments required to streamline LTA operational processes and regulatory activities to meet strategic objectives
- Assist in assessing market dynamics/trends and performance
- Provide strategic advice on regulatory and policy interventions
- Contribute towards regulations/policies' review, development, and adoption
- Assist in performing risk assessment – corporate and sector-specific risks
- Assist in evaluating the effectiveness of regulatory interventions
- Work with departments and sections to develop internal policies, processes, and procedures to improve operational efficiency and synergy
- Develop telecommunication strategies

QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in Business Administration or Telecommunication or ICT, plus five (5) years of experience conducting policy analysis, strategic planning, and project management. A Master's degree in Business Administration is an added advantage. Experience in the telecommunications and ICT industry for 5 years plus, will be given priority/consideration.

OTHER REQUIREMENTS:

- Honesty, Personal Integrity, and Confidentiality are essential character traits.
- Proven ability and experience to work with senior levels of management.
- Organize resources and establish priorities.
- Strong analytical and interpersonal skills.
- Exception oral and written communication/presentation skills.
- Ability to solve problems and render advice using established policies and procedures
- Working knowledge of MS Word, Access, Excel, and PowerPoint.

Each application must be addressed to:

Human Resources Section
Liberia Telecommunications Authority
Menetamba Road, Cooper's Beach Community Paynesville, Liberia

Application for **Senior Policy Analyst**

Email: bmartol@lta.gov.lr