



# REPUBLIC OF LIBERIA

## LIBERIA SPECIAL ECONOMIC ZONES AUTHORITY (LSEZA)

Old Road VP Road  
Monrovia Liberia



### VACANCY ANNOUNCEMENT :

### ENTERPRISE DEVELOPMENT MANAGER

The Liberia Special Economic Zone Authority (LSEZA) is mandated to promote, regulate, and develop Special Economic Zones (SEZs) in Liberia. SEZs are designated areas with specific economic regulations that differ from or are more favorable than those elsewhere in the country.

Against this background, the Liberia Special Economic Zones Authority (LSEZA) is seeking applications from qualified individuals for the position of **Enterprise Development Manager** who will be responsible to develop and issue technical guidelines on SEZ development, promotion and management, Initiate and apply engineering techniques in the conceptual master planning and design solutions.

#### DUTIES AND RESPONSIBILITIES

The Enterprise Development Manager will be responsible for:

- Developing and implementing a comprehensive enterprise development strategy for the SEZs.
- Providing technical assistance and advisory services to existing businesses within the SEZs.
- Facilitating access to finance, markets, and other resources for businesses.
- Conducting market research and identifying potential investors and businesses for the SEZs.
- Developing and implementing strategies to attract new businesses to the zones.
- Promoting the benefits of investing in Liberia's SEZs.
- Organizing training programs and workshops for businesses.
- Promoting the development of local entrepreneurship and skills development programs.
- Advocating for policies that support the growth and development of businesses within the SEZs.
- Representing LSEZA at relevant forums and conferences.
- Monitoring and evaluating the performance of businesses within the SEZs.
- Preparing regular reports on the progress of enterprise development activities.

#### QUALIFICATIONS

- Master's degree in business administration, economics, or a related field.
- At least five years of experience in business development, entrepreneurship, or a related field.
- Strong understanding of the Liberian business environment and economic development challenges.
- Excellent communication, interpersonal, and negotiation skills.
- Proven ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite.
- Strong analytical and problem-solving skills.

#### KNOWLEDGE

- **Business Management Fundamentals:**
  - **Financial Management:** Accounting, budgeting, financial statement analysis, access to finance (loans, equity).

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- o **Marketing & Sales:** Market research, product development, sales strategies, customer relationship management.
  - o **Operations Management:** Supply chain management, production planning, quality control, inventory management.
  - o **Human Resources Management:** Recruitment, training, employee relations, labor laws.
  - o **Business Planning:** Developing business plans, feasibility studies, and financial projections.
- **Entrepreneurship & Innovation:**
    - o Principles of entrepreneurship, innovation, and business incubation.
    - o Understanding of different business models and growth strategies.
    - o Knowledge of support systems for entrepreneurs (e.g., incubators, accelerators, mentorship programs).
- **Economic Development:**
    - o Understanding of economic development principles and policies.
    - o Knowledge of local and national economic conditions and their impact on businesses.
    - o Awareness of government programs and incentives for businesses.
- **Industry Knowledge:**
    - o Familiarity with the specific industries and sectors operating within the SEZ.
    - o Understanding of industry trends, challenges, and opportunities.

## SKILLS

- **Business Counseling & Mentoring:**
  - o Providing business advice, guidance, and support to entrepreneurs.
  - o Conducting business assessments and identifying areas for improvement.
  - o Developing and delivering training programs for entrepreneurs.
- **Project Management:**
  - o Planning, organizing, and managing enterprise development programs and projects.
  - o Monitoring and evaluating program effectiveness.
  - o Allocating resources effectively and managing budgets.
- **Communication & Interpersonal Skills:**
  - o Excellent communication and interpersonal skills for building relationships with entrepreneurs.
  - o Strong presentation and facilitation skills.
  - o Active listening and problem-solving skills
- **Networking & Relationship Building:**
  - o Building and maintaining relationships with key stakeholders (e.g., government agencies, investors, industry associations).
  - o Identifying and leveraging partnerships to support business growth.
- **Data Analysis & Reporting:**
  - o Collecting, analyzing, and interpreting data on business performance and program impact.
  - o Preparing reports and presentations to communicate program outcomes.

## HOW TO APPLY

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Complete application package must be submitted no later than April 28th , 2025 at 5:00 p.m. and shall include the following:

1. A one or two page typed application letter summarizing why you believe you are the most qualified for the position;
2. A complete curriculum vitae which will include the names and contact details, three references that can attest to your professional qualification, character, integrity and/or work experience;
3. Documentations i.e., copies of degrees and certificates that address the minimum requirements of the position

All applications must be sent via soft or hard copy and addressed to:

**The Human Resources & Administration Manager  
Liberia Special Economic Zones Authority  
VP Road, Old Road  
Monrovia, Liberia**

**Or by Email: [hr@liberiaseza.gov.lr](mailto:hr@liberiaseza.gov.lr) with the job title as Subject**