



REPUBLIC OF LIBERIA

LIBERIA SPECIAL ECONOMIC ZONES AUTHORITY (LSEZA)

Old Road VP Road
Monrovia Liberia



VACANCY ANNOUNCEMENT: CORPORATE RESPONSIBILITY SUPERVISOR

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 **Corporate Responsibility Supervisor** who will be responsible for overseeing managing the SEZ's environmental, social, and governance (ESG) initiatives, ensuring compliance with regulations and promoting responsible business practices. This role focuses on mitigating environmental impacts, upholding ethical labor practices, and fostering positive community relationships within the SEZ and its surrounding areas.

DUTIES AND RESPONSIBILITIES

The Corporate Responsibility Supervisor will be responsible for:

- Developing, implementing, and maintaining corporate responsibility policies and procedures, ensuring compliance with relevant regulations and standards (e.g., environmental laws, labor laws, human rights guidelines).
- Identifying, assessing, and mitigating environmental, social, and governance risks associated with SEZ operations.
- Building and maintaining relationships with internal and external stakeholders, including employees, community members, regulatory bodies, and other relevant parties.
- Monitoring and evaluating the SEZ's ESG performance, using key performance indicators (KPIs) to track progress and identify areas for improvement.
- Preparing regular reports on ESG performance and communicating findings to relevant stakeholders.
- Developing and delivering training programs to employees and other stakeholders on corporate responsibility issues and best practices.
- Collaborating with other departments within the SEZ to integrate corporate responsibility into business operations.
- Identifying opportunities to improve the SEZ's ESG performance and promote sustainability initiatives.
- Developing and implementing crisis communication plans to address potential issues related to corporate responsibility.
- Managing projects related to corporate responsibility initiatives, such as environmental remediation, community development programs, or employee training initiatives.

QUALIFICATIONS

- Bachelor's degree in a related field (e.g., environmental science, social sciences, business administration).
- Relevant experience in corporate responsibility, environmental management, sustainability, or social impact.

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- Strong understanding of SEZ regulations, policies, and procedures
- Proven experience in project management, particularly infrastructure development.

KNOWLEDGE AND SKILLS

- Excellent interpersonal and communication skills.
- Investment and other negotiations skills.
- Knowledge of SEZ and general investment issues.
- Experience in project identification, appraisals and implementation
- Sound Decision Maker and Problem solver
- Excellent working knowledge in soft skills (Microsoft Word, Excel, Power Point, Access).
- Must be a self-starter with excellent teamwork skills.
- Sound judgment,
- Excellent analytical skills
- Strong networking and interpersonal skills
- Ability to plan, organize and coordinate work and to cope with a demanding workload.
- Excellent oral and written communication skills.

HOW TO APPLY

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

Or by Email: hr@liberiaseza.gov.lr with the job title as Subject