



# REPUBLIC OF LIBERIA

## LIBERIA SPECIAL ECONOMIC ZONES AUTHORITY (LSEZA)

Old Road VP Road  
Monrovia Liberia



### VACANCY ANNOUNCEMENT: INSPECTOR

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 **Inspector** who will be responsible for monitoring and enforcing regulations within a designated Special Economic Zone (SEZ), ensuring that all activities within the zone comply with customs, trade, and operational guidelines, including inspecting goods movement, verifying documentation, and identifying potential violations to maintain the integrity of the SEZ ecosystem.

#### DUTIES AND RESPONSIBILITIES

The Inspector will be responsible for:

- Conducting thorough inspections of goods entering and leaving the SEZ to verify compliance with import/export declarations and SEZ regulations.
- Examining documentation for accuracy, including bills of lading, invoices, and customs declarations.
- Identifying and report any discrepancies or potential violations related to prohibited items, misclassification of goods, or duty evasion.
- Regularly monitoring SEZ units to ensure they are operating within the scope of their approved activities and compliance with SEZ regulations.
- Conducting on-site inspections of production processes, inventory management, and record-keeping practices.
- Verifying the proper utilization of duty-free imports by SEZ units.
- Reviewing and validate all necessary paperwork related to import/export operations within the SEZ, including customs declarations, invoices, and shipping documents.
- Ensuring proper documentation is maintained by SEZ units for audit purposes.
- Initiating appropriate actions for non-compliance, including issuing warnings, imposing penalties, and referring serious violations to relevant authorities.
- Conducting investigations into suspected irregularities within the SEZ.
- Collaborating with customs officials, SEZ developers, unit operators, and other relevant stakeholders to facilitate smooth operations within the SEZ.
- Providing guidance and clarification on SEZ regulations to businesses operating within the zone.

#### QUALIFICATIONS

- A minimum of a Bachelor degree from an accredited tertiary institution in a relevant discipline.
- Must have at least three (3) years of relevant working experience in a private or public sector organization

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## **KNOWLEDGE AND SKILLS**

- Strong understanding of customs laws, international trade regulations, and SEZ guidelines.
- Excellent analytical and problem-solving skills to identify potential violations and discrepancies.
- Detail-oriented with the ability to meticulously review documentation and conduct thorough inspections.
- Effective communication skills to interact with diverse stakeholders and explain complex regulations.
- Proficiency in data analysis and report writing to document findings and potential violations.
- Relevant experience in customs, trade, or regulatory compliance within a similar environment.
- Excellent working knowledge in soft skills (Microsoft Word, Excel, Power Point, Access).
- Must be a self-starter with excellent teamwork 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](mailto:hr@liberiaseza.gov.lr) with the job title as Subject**