



REPUBLIC OF LIBERIA

LIBERIA SPECIAL ECONOMIC ZONES AUTHORITY (LSEZA)

Old Road VP Road
Monrovia Liberia



VACANCY ANNOUNCEMENT:

INVESTMENT & PROMOTIONS OFFICER

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 **Investment & Promotion Officer** who will be responsible to provide on-field technical leadership for the provision and delivery of Investment Promotion Policies and programs.

DUTIES AND RESPONSIBILITIES

The Investment and Promotions Officer will be responsible for:

- Assisting in the development and implementation of investment promotion strategies.
- Conducting market research and identifying potential investors.
- Supporting the organization and participation in international investment conferences and events.
- Assisting in building relationships with potential investors and partners.
- Providing initial support and guidance to potential investors.
- Assisting in the facilitation of communication between investors and relevant government agencies.
- Providing information on investment opportunities and incentives.
- Assisting in streamlining the investment process for investors.
- Maintaining accurate records of investment inquiries and activities.
- Preparing reports and presentations on investment promotion activities.

QUALIFICATIONS

- Bachelor's degree in business administration, economics, international relations, or a related field.
- At least two years of experience in investment promotion, business development, or a related field.
- Strong understanding of the Liberian investment climate and economic development challenges.
- Proficiency in Microsoft Office Suite.
- Excellent communication, interpersonal, and organizational skills.
- Proven ability to work independently and as part of a team.
- Strong analytical and problem-solving skills.

KNOWLEDGE AND SKILLS

- **Investment Promotion Principles:**
 - Understanding of investment promotion strategies and best practices.
 - Knowledge of international investment trends and global investment flows.
 - Familiarity with different types of foreign direct investment (FDI).
- **Economic and Business Fundamentals:**
 - Basic understanding of economic principles (e.g., macroeconomics, microeconomics).

“Think Trade, Attract Investment and Provide New Job Opportunities”

- o Knowledge of business operations, market analysis, and financial concepts.
- o Understanding of industry trends and market research methodologies.
- **Country and Sectoral Knowledge:**
 - o Knowledge of the investment climate in the target country (e.g., Liberia).
 - o Understanding of specific sectors with investment potential within the target country.
 - o Awareness of government policies and incentives related to foreign investment.
- **Communication and Networking:**
 - o Understanding of different communication channels for investment promotion (e.g., digital marketing, public relations, events).
 - o Knowledge of networking protocols and building relationships with potential investors.
- **Communication and Interpersonal Skills:**
 - o Excellent written and verbal communication skills in English (and other relevant languages).
 - o Strong interpersonal and networking skills for building relationships with investors.
 - o Ability to effectively present investment opportunities to potential investors.
- **Research and Analysis:**
 - o Ability to conduct market research and analyze investment opportunities.
 - o Ability to gather and analyze data on potential investors and market trends.
 - o Strong analytical and problem-solving skills.
- **Organization and Planning:**
 - o Ability to plan and execute investment promotion activities effectively.
 - o Strong organizational and time management skills.
 - o Ability to work independently and as part of a team.
- **Customer Service:**
 - o Providing excellent customer service to potential investors.
 - o Addressing investor inquiries and resolving issues effectively.
- **Technology Skills:**
 - o Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
 - o Familiarity with CRM (Customer Relationship Management) software.
 - o Basic understanding of digital marketing tools and social media.

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@liberialseza.gov.lr with the job title as Subject