



REPUBLIC OF LIBERIA

LIBERIA SPECIAL ECONOMIC ZONES AUTHORITY (LSEZA)

Old Road VP Road
Monrovia Liberia



VACANCY ANNOUNCEMENT:

RESEARCH, POLICY PLANNING 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 **Research, Policy Planning Officer** who will be responsible for conducting research, analyzing data, and providing informed recommendations to inform policy development and strategic planning at the Liberia Special Economic Zones Authority (LSEZA), by identifying key issues, gathering relevant data, and crafting evidence-based policy proposals to guide decision-making.

DUTIES AND RESPONSIBILITIES

The Research, Policy Planning will be responsible for:

- Conducting comprehensive research on relevant policy areas, including literature reviews, data collection through surveys, interviews, and analysis of existing data sets.
- Analyzing complex data to identify trends, patterns, and key insights to inform policy development for SEZs.
- Developing and maintaining research databases to track relevant information and trends.
- Assisting in the formulation and review of policies and strategies aligned with research findings and organizational objectives.
- Drafting policy documents, including background analysis, options, and recommendations.
- Identifying potential impacts and challenges associated with proposed policies.
- Conducting consultations with relevant stakeholders, including experts, clients, community groups, and government agencies, to gather feedback and perspectives.
- Facilitating dialogue and consensus building on policy issues.
- Developing frameworks to monitor and evaluate the implementation of policies, including key performance indicators.
- Conduct post-implementation reviews to assess policy effectiveness and identify areas for improvement.
- Preparing concise and informative reports summarizing research findings and policy recommendations for senior management and decision-makers.
- Presenting research findings and policy proposals to stakeholders through presentations and briefings.

QUALIFICATIONS

- A minimum of a Bachelor degree in Public Policy, Public Administration, Social Sciences, or a related field.
- Must have at least five (5) years relevant working experience in similar department in a comparable private or public sector organization

KNOWLEDGE AND SKILLS

- Strong analytical skills to interpret complex data and draw meaningful conclusions.
- Expertise in qualitative and quantitative research methodologies, including data collection techniques and statistical analysis.
- Understanding of policy development processes and the ability to assess the potential impacts of policies.
- Strong understanding of relevant laws, regulations, and industry standards
- Proven experience in policy development and implementation
- Excellent analytical and problem-solving skills
- Effective communication and presentation abilities
- Ability to build relationships and collaborate with cross-functional teams
- Detail-oriented with strong organizational skills
- Legal or compliance-related degree preferred
- Strong Leadership capabilities
- Strong conflict resolution skills
- Sound Decision Maker and Problem solver

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