



REPUBLIC OF LIBERIA

LIBERIA SPECIAL ECONOMIC ZONES AUTHORITY (LSEZA)

Old Road VP Road
Monrovia Liberia



VACANCY ANNOUNCEMENT:

HUMAN RESOURCES & ADMINISTRATIVE 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 **Human Resource & Administrative Manager** who is responsible for managing both human resources and administrative functions within an organization, ensuring smooth daily operations and supporting the overall success of the company. This role typically involves overseeing recruitment, onboarding, employee relations, benefits administration, and office management, as well as ensuring compliance with relevant laws and regulations.

DUTIES AND RESPONSIBILITIES

The Human Resource & Administrative Manager will be responsible for:

- Overseeing the hiring process, from job postings and interviewing to onboarding new employees.
- Addressing employee concerns, resolving workplace issues, and promoting a positive work environment.
- Managing employee benefits programs, including health insurance, retirement plans, and leave policies.
- Ensuring compliance with labor laws and regulations related to compensation, benefits, and employment practices.
- Developing and implementing training programs to enhance employee skills and knowledge.
- Managing office supplies, facilities, and vendor contracts.
- Overseeing the payroll processing and ensuring timely salary disbursement.
- Maintaining accurate and up-to-date employee records and HR databases.
- Serving as a point of contact for employee inquiries related to HR policies and procedures.
- Providing administrative support for various HR-related projects.

QUALIFICATIONS

- A minimum period of five (5) years relevant work experience at senior level.
- Bachelor Degree in Public Administration, Business Management or related Field
- Master's Degree in a related field from a recognized University.

KNOWLEDGE AND SKILLS

- Must have a demonstrative ability to initiate, plan and complete long range tasks.
- Must be able to work with and manage a broad variety of staff to foster consensus and lead change
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- Must be able to handle multiple competing priorities and meet deadlines

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- Excellent interpersonal skills and ability to work with and build teams.
- Excellent working knowledge in Soft Skills (Microsoft Word, Excel, Power Point, Access).
- Ability to make sound decision using established policies
- Ability to review and manage other's work and ability to work under pressure
- Ability to perform a variety of required computer application skills to effectively coordinate and organize a multitude of tasks required.
- Ability to expedite and effectively manage a large volume of records

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