



JOB VACANCY

Post Title	: Deputy Managing Director for Administration (DMDA)
Organization Unit	: Department of Administration
Hours of Work	: Full time (48 hours per week)
Status of Post	: Regular based on satisfactory performances/probation
Reports To	: Chief Executive Officer/CEO
Location	: LTC Headquarters and other locations as may be required

About Us

Liberia Telecommunications Corporation was established in 1973 to provide unified telecommunication services throughout Liberia. Current service structure includes but are not limited to wireless, 4G/LTE, fiber optics, MNOs operations.

Accordingly, LTC Mobile adopted a challenging program aiming to transform its business from government system to a recognized corporate business standard. The company has developed clear strategies focusing on internal re-organization, re-skilling and development of its staff, enhancement of its internal processes and studying its customers' needs and requirements while continuing carrying out its national and social duties and responsibilities.

Job Summary

The preliminary duty of the Deputy Managing Director for Administration is to ensure all activities of the Corporation are done effectively and efficiently so that all other operations will function well. The DMDA supervises the Administrative Department and is responsible for all human resource matters, including the design, enhancement, implementation, reporting on activities of the corporation.

Job responsibilities:

- Provides leadership, management, mentorship and project management oversight of the entity;

Be the administrative platform of the entity:

- Reports to the CEO and works as a key member of the LIBTELCO leadership team, the DMDA takes a leadership role in building, implementing, and oversees all of the company administrative systems, processes, workflows and procedures;
- Performs the functions of Chief Executive Officer in the absence of the incumbent whenever directed to do so;
- Plays a critical role in helping to shape and guide the future growth and development of the Company;
- Oversees all administrative matters of the company. Provides recommendations to the MD/CEO on all personnel-related matters;

- Assists the CEO in developing and maintaining relationships with governmental and non-governmental entities;
- Assists the CEO in the development of company policies and goals that cover operations, personnel, financial performance, and growth of the functions and/or business units;
- Directs administrative activities to achieve budgeted results and other financial targets;
- Directs the development and installation of procedures and controls to promote communication and adequate information flow, and thereby solidify management control and direction of LIBTELCO;
- **Develops and maintains a sound plan of organization;**
- Ensures adequate management development and to provide for capable management succession for those functions/business units falling under his/her responsibility;
- Directs the development , establishment, implementation and management of adequate and equitable personnel policies throughout the company, including compensation policies and employee benefit plans;
- Ensures that the interests and welfare of employees are preserved and protected;
- Oversees the development of a capacity-building framework for employees that align with the company's strategic direction;

Qualification and Experience

- Master Degree in Business Administration, Management or related field.
- Excellent interpersonal and people skills;
- Advanced knowledge in Excel, Microsoft Word and Power Point;
- A minimum of five (5) years' experience in an Administrative, HR or General Management position;
- Must have served as Department, Section head or Project lead in a profit-making entity;
- Must maintain confidentiality at all times;
- Excellent communication – written and oral -skills;
- Ability to work independently and as a team; and

- Strong attention to details.

What we offer

- A unique opportunity to shape the future of telecommunications in Liberia;
- Competitive compensation and executive package;
- A collaborative and innovative work environment; and
- A chance to make a meaningful impact on a national institution.

HOW TO APPLY:

Please address application to:

Human Resources Department
Liberia Telecommunications Corporation (LIBTELCO)
Broad and Lynch Streets
Monrovia, Liberia

Along with a Cover Letter, CV maximum 3 pages with the names of three (3) professional referees in a single document by email with the position title: **Deputy Managing Director for Administration** clearly stated in the subject line to: asherif@lcmobile.com.lr with copy to rndorbor@lcmobile.com.lr no later than 5:00pm, Monday, March 21, 2026.

Note: Only electronic applications will be accepted. Only shortlisted candidates will be contacted.

LIBTELCO is an equal opportunity employer. We celebrate diversity and we are committed to creating an inclusive environment for all employees. Qualified female candidates are strongly encouraged to apply.