

DEPARTMENT OF REVENUE

MINISTRY OF FINANCE

TERMS OF REFERENCE

MINISTRY	:	Finance
DEPARTMENT	:	Revenue
BUREAU	:	Revenue Headquarters
POSITION TITLE	:	Director of Internal Affairs
SUPERVISOR'S TITLE	:	Deputy Minister for Revenue

JOB SPECIFICATIONS

Under the supervision of the Deputy Minister for Revenue, the Director of Internal Affairs shall be responsible to manage all activities of the division, including conducting administrative investigations of personnel within the Department of Revenue; and implement procedures to ensure the security of the information of a highly sensitive and confidential nature, while determining the proper instances of appropriate disclosure.

Scope of Work

The director shall undertake the following activities/functions:

Conduct investigations, maintain required records of administrative investigations

Assist in the development of departmental policies and procedures

Ensure compliance by Department of Revenue employees to the Code of Conduct.

Manage, plan, organize, direct and lead the operations of the internal affairs division by setting goals and objectives for the division

Assist in the formulation of policies and procedures for DoR employees to verify compliance with DoR, Code of Conduct

Consult with the Commissioner of Internal Revenues, Commissioner of Customs & Excise Tax, and Commissioner of Common Services to review existing policies, determine needed revisions, and to advice on any changes in the laws, policies and procedures

Serve as a consultant and resource in the formulation of the policies for the other organizational components of the Department of Revenue

Supervise the preparation and maintenance of records and reports needed to document the activity of the internal affairs division including all records on investigations, make and implement changes when appropriate

Supervise the conducting of intelligence gathering on a continuous basis and consistent with existing laws and regulations

Prepare and implement approved strategy and annual work plan

Promote a positive image of the department in the daily performance of duties by interacting with the public

Help insure the integrity of the Department of Revenue. This responsibility is separate and distinct from any investigative unit that enforces the provisions of the Liberian Tax Code with emphasis on tax fraud

Supervise the review of Conflict of Interest (COI) cases, such investigations are focused on ensuring the accuracy of information

Supervise the review and verification of documents submitted by applicants seeking employment with the Department of Revenue as well as existing department employees under the Background Program (BP)

Assist in informing the tax-paying public about the existence and duties of the Division and how the public can assist in enhancing the ethics of the Department of Revenue and in protecting revenue

Assist in the future training courses as appropriate

The Director may be called upon from time to time perform other duties in keeping with his/her position not identified in the job description

QUALIFICATIONS

1. Minimum of Master degree in Criminal Justice and five years work experience preferably supervisory role in criminal investigation

Or

A Bachelor degree in Criminal Justice/Police Science with a ten years working experience in investigating criminal activities

2. Must be computer literate with good knowledge of Microsoft Word, Excel and Access and Internet Surfing

COMPETENCY/ABILITY

1. Must have demonstrated good communications skills
2. Must possess strong managerial and technical skills to supervise and coordinate departmental activities
3. Must have good ability to effectively convey technical and managerial information, findings and recommendations to policy makers
4. The successful candidate must be a self-motivated individual having the demonstrated ability to work with minimal supervision, guidance and direction.
5. The candidate must be able to refine general, broad issues into details and specific steps, actions and guidance for subordinate staff.
6. The Director must have the ability to lead organizational change.
7. Demonstrated ability to develop and implement an organizational vision that integrates key national and agency program goals, priorities, values, and other factors.
8. The ability to balance change and continuity – to continually strive to improve customer service and program performance within the Ministry’s framework, to create a work environment that encourages creative thinking, supports innovation in subordinate actions while maintaining focus, intensity, and persistence, even under adversity, regardless of the source of adversity or resistance.
9. Demonstrated ability to lead people. This involves the ability to design and implement strategies that maximize employee potential and foster high ethical standards in meeting the organization’s and Ministry’s vision, mission, and goals.
10. Result driven and continuous improvement. This includes the ability to independently make timely and effective decisions and produce results through strategic planning, implementation and evaluation of programs and policies.
11. The ability to acquire and administer human, financial, material, and information resources in a manner that instills public and organizational trust and accomplishes the organization’s mission when possible by using new technology to enhance decision-making.
12. Demonstrate the ability to build coalitions. This involves the ability to explain, advocate, and express facts and ideas in a convincing manner, to negotiate with individuals and groups internally and externally and to reach resolutions in a manner that benefits the Ministry as well as the other stakeholders. Also the ability to develop an expansive professional network with other governmental organizations and private firms and to identify the internal and external politics that impact the work of the organization.

13. A consultant will be selected for the position in accordance with the procedures set out in the African Development Bank's Guidelines: *Rules and Procedures for the Use of Consultants Procurement and Fiduciary Services Department (ORPF) May 2008.* Interested individual consultants may obtain further information at the address below from Monday to Friday between 0830 hrs and 1630 hrs. The deadline for submission of applications is 4 May 2010 ,Time 16:00 Hrs Sharp late applications will rejected and sent back unopened

All applications must be addressed to the Procurement Officer

PFMU

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