



REPUBLIC OF LIBERIA
ENVIRONMENTAL PROTECTION AGENCY

4th Street Sinkor, Tubman Boulevard
 1000 Monrovia, 10 Liberia
 P.O. Box 4024

CALL FOR EXPRESSION OF INTEREST
RECRUITMENT OF THE EXECUTIVE DIRECTOR/ CHIEF
EXECUTIVE OFFICER OF THE EPA

TERMS OF REFERENCE FOR THE EXECUTIVE DIRECTOR OF THE EPA

Job Title		Executive Director/CEO	
Division/Department		Environmental Protection Agency/EPA	
Assignment		The Executive Director/ Chief Executive Officer of the Agency who will be responsible for the day-to-day operations of the Agency.	
Location		Monrovia, Liberia	
Reports to	The Board & National Environment Policy Council (The Council)	Duration: Seven (7) years	2024-2030

BACKGROUND

The Environmental Protection Agency (EPA) of Liberia was established by an act of the Legislature on November 26, 2002 and published into hand bill on April 30, 2003 to serve as the regulatory Institution of the Government of Liberia for the sustainable management of the environment and its natural resources. The EPA operates on three basic legal Instruments: The National Environmental Policy (NEP), The Environmental Management and Protection Law of Liberia and the Act Creating the Environmental Protection Agency. The Act creating the Agency provides the legal mandates and authority to manage coordinate, monitor and supervise in consultation with relevant line Ministries, Agencies and organization, and other relevant stakeholders for the protection of the environment and sustainable use of natural resources.

The national Policy Council referred to as “ the Policy Council” is mandated by the law establishing the EPA as the ultimate body responsible for policy formulation and directions for the purpose of this Act; set priorities for national goals and objectives for the protection of the environment; promote co-operation among Line Ministries, local authorities, the private sector, non-governmental organizations engaged in environmental protection programs and the public; approve the Audited Report and Accounts of the Agency as provided for under Section (48) of this Act.

Accordingly, Section 16 of the EPA Act provides that, there shall be an Executive Director who is a person with wide environmental knowledge and recognized comment to sustainable management of the environment, appointed by the President from a list of three names recommended by the Council, except that the President may appoint an interim Executive Director pending the formation of the Council.

Section 24 through 27 of the Act also provides for the setting up of sub-national structures including County Environment Committees and District Environmental Committees for the purpose of decentralization of the Environmental Protection Agency (EPA). This process involves shifting some of the decision-making power and responsibilities from the central government to local authorities or regional offices. This approach aims to improve environmental governance, enhance efficiency, and address environmental issues more effectively at the local level.

It is in this regard that the Environmental Protection Agency (EPA) of Liberia through its National Environment Policy Council requests the services of a competent individual with wide environmental knowledge and recognized comment to sustainable management of the environment to work and serve as the Executive Director/CEO of the EPA.

The Executive Director/CEO will be responsible for the following:

- The Executive Director shall be the Chief Executive Officer of the Agency and shall be responsible for the day-to-day operations of the Agency;
- By general supervision and control of the Board, the Executive Director shall be responsible for the management of funds, property and business of the Agency and for the administration, organization and control of the staff of the Agency;
- The Executive Director shall, from time to time, keep the Board and the Policy Council informed of the progress and activities of the agency;
- The Executive Director shall serve as secretary to and be responsible to the Board.

Functional Competencies:

- An Environmental professional, and administrator with over 10 years of experience and with a wide range of expertise in environmental management, administration, development and program management and environmental policies, laws and regulations.
- Excellent and effective communication (verbal and written) skills, including ability to clearly formulate positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; ability to convey difficult issues and positions to the public.
- Have a considerable knowledge of research and environmental governance.

QUALIFICATION

Education:

- Ph.D., Master's Degree or Law degree in Environmental Management, Environment and Resources Climate Change, Environment Land Resources, Sustainable Development, Public Policy, Development Studies, and related Social Sciences Experience.
- Not less than Ten (10) years of documented experience of working in related field of study in regions across the world, especially in Liberia and West Africa.
- Knowledge of capacity development, and Policy Analysis.
- Documented social skills and networking capabilities is an advantage; Experience in management and organizational development.
- Experience of working in fragile states and/or post-conflict countries.
- Excellent ability to communicate clearly in written and spoken English.
- **MUST BE A LIBERIAN**

Other Skills

- Excellent team player with good interpersonal skills
- Ability to manage workload with minimum supervision
- Ability to work under pressure and tight deadlines
- Ability to accommodate additional demands at short notice
- Ability to work in a multi-cultural environment
- Proactive mindset

Addressed ALL application package to:

Attention: National Environment Policy Council

or through email (epadrecruitment@gmail.com), indicating in subject area “**Recruitment of the Executive Director/Chief Executive Officer of the EPA**”. Closing date for submission of Expression of Interest (EOIs) is 4PM, May 3, 2024. Any submission coming/received after this deadline will not be given consideration. Only submissions that meet the requirement/criteria as contained in the EOI will be

considered for evaluation and selection. The application package must include a Cover letter, Resume and copy of educational certificates.

NOTE: This information is also posted in the local dailies and EPA website.

SELECTION CRITERIA

The Policy Council shall recruit the Executive Director/CEO through an open, transparent and competitive process and shall be guided by *inter alia* the Procurement and Public Concessions Act of Liberia. The process shall conform to the Government of Liberia's laws on anti-bribery and anti-corruption. Notice is hereby issued to all interested candidates that failure to adhere to conflict-of-interest restrictions and anti-fraud and corruption rules constitutes grounds for potential debarment from participation in the process.