

**REPUBLIC OF LIBERIA  
MINISTRY OF FINANCE**

**URGENT JOB VACANCIES**

**DEPARTMENT OF ADMINISTRATION**

**Terms of Reference: Senior Human Resource Specialist**

**Background:**

Liberia has undergone profound changes over the past two years. The Ministry of Finance (MOF) of the Republic of Liberia lies at the core of macroeconomic and financial management. The Department of Administration ensures that the ministry functions effectively and efficiently, managing (among other functions) the Personnel and Human Resource Management processes. The Human Resource unit has historically been rather weak, and strengthening it – including infusions of new capacity – is critical to ensuring the proper operation of the Ministry of Finance.

**Objective:**

The Senior HR Expert, will be supervised by the director of personnel, and will support the director in carrying out the statutory functions, as well as working to strengthen the Personnel Section through improved business processes.

**Scope of Work:**

The scope of work shall include but not necessarily be limited to the following tasks:

- Conduct a comprehensive review of MOF personnel processes and operations.
- Assess the strengths and weaknesses of the current Human Resource and Personnel Management system of the Ministry.
- Ensure the design of an automated personnel database for the Ministry.
- Design a program for Training and development of MOF staff
- Design and/or improve process and standard format for periodic personnel evaluation
- Reviews Personnel Action Notice (PAN) pertaining to new employment and ensure compliance with Civil Service Standing Orders and other Personnel, HR and Labor regulations.
- Develop and help manage system for verifying/counter-checking payrolls, Personnel Listing and, benefit structures.
- Improving tracking systems (including databases) for requests;
- Working to improve automation in the department;
- Assist in efforts to build capacity of staff in the unit;
- Assist with interviews

- Assist with monthly personnel movement report
- And perform other HR functions as may from time to time be assigned.

### **Qualifications:**

- Degree in Management, Management Studies, Public Administration, Economics, Personnel Management or related studies. Graduate degree or certification in Human Resource Management, Organizational Behavior and strategic planning is a definite advantage.
- Minimum of 2 years of progressively responsible professional experience in the area of Human Resource and Personnel Management.
- A clearly identified capability (supported by previous client references) to impart real knowledge and understanding of modern systems and solutions
- Ability to work independently and as a team member.
- Proficiency in application of web technologies for knowledge systems; standard computer software (word-processing, excel, databases, power point and internet).

### **Duration:**

Contracts will be for a period of two years.

### **Compensation:**

Compensation will be commensurate with training and experience. The position is funded with the support of external partners, and thus remuneration will be significantly better than that offered under the normal GoL salary structure.

### **How to Apply:**

Candidates should address their application to the Deputy Minister of Finance for Administration and submit their applications to Mr. Michael Moifolley, Technical Focal Point to the Deputy Minister of Finance for Administration, 8<sup>th</sup> Floor, Ministry of Finance. Please indicate on the envelope that the application Concerns the Department of Administration.

The Application should contain:

- A statement with a maximum length of 1 & ½ A4 page indicating the reasons for wishing to take the position;
- Detailed CV covering education and professional experience
- Three (3) names to be contacted for confidential references
- Statement of recent salary history.

Documents may also be submitted electronically to [michael.moifolley@mof.gov.lr](mailto:michael.moifolley@mof.gov.lr) or [mmoifolley@yahoo.com](mailto:mmoifolley@yahoo.com)

Please ensure your application is received by **Monday, November 16, 2009**. Only short-listed candidates will be contacted.

**REPUBLIC OF LIBERIA**

**MINISTRY OF FINANCE**

**URGENT JOB VACANCIES**

**DEPARTMENT OF ADMINISTRATION**

**Department of Administration**  
**Terms of Reference: Budget Specialist**

**Background:**

Liberia has undergone profound changes over the past two years. The Ministry of Finance (MOF) of the Republic of Liberia lies at the core of macroeconomic and financial management. The Department of Administration ensures that the ministry functions effectively and efficiently, managing (among other functions) the Budget and Procurement processes. These units have historically been weak, and strengthening them – including infusion of new capacity – is critical to ensuring the proper operation of the Ministry of Finance.

**Objective:**

The Budget Expert will be supervised by the director of Budget and Finance and will support the director in carrying out the statutory functions, as well as working to strengthen the unit through improved business processes.

**Scope of Work:**

The scope of work shall include but not necessarily be limited to the following tasks:

- Help improve the preparation process for the Ministry of Finance's budget;
- Design an automated system for the recording and financial reporting of MOF budget transactions;
- Assist in the preparation of periodic allotment for the smooth operation of the Ministry of Finance;
- Liaise with the Budget Bureau with regards to the Budget;
- Design and help manage an automated system for the preparation of monthly, quarterly and yearly report of Ministry of Finance vouchers raised and the status of Appropriation / Allotment and report to the Director of Finance, Procurement & Personnel for onward submission to relevant senior staff of the Ministry.
- Ensuring requests (procurement, budget, or personnel) are processed in a timely manner;
- Improving tracking systems (including databases) for requests;
- Working to improve the automation in the department;
- Assisting in efforts to build capacity of staff in the unit;

**Qualifications:**

- Degree in Accounting, Finance, Financial Management, Management Studies, Economics, or related studies. Graduate degree or certification in Accounting, Budget and Finance, Financial Management is an advantage.
- Minimum of 2 years of progressively responsible professional experience in the area Accounting, Budgeting, or Financial Management.
- A clearly identified capability (supported by previous client references) to impart real knowledge and understanding of modern systems and solutions
- Ability to work independently and as a team member.
- Proficiency in application of web technologies for knowledge systems; standard computer software (word-processing, excel, databases, power point and internet).

**Duration:**

Contracts will be for a period of two years.

**Compensation:**

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**REPUBLIC OF LIBERIA  
MINISTRY OF FINANCE**

**URGENT JOB VACANCIES**

**DEPARTMENT OF ADMINISTRATION**

**Terms of Reference: Senior Procurement Specialist**

**Background:**

Liberia has undergone profound changes over the past two years. The Ministry of Finance (MOF) of the Republic of Liberia lies at the core of macroeconomic and financial management. The Department of Administration ensures that the ministry functions effectively and efficiently, managing (among other functions) the Budget and Procurement processes. These units have historically been rather weak, and strengthening them – including infusions of new capacity – is critical to ensuring the proper operation of the Ministry of Finance.

**Objective:**

The Senior Procurement Expert will be supervised by the Director of Procurement, and will provide support in carrying out the statutory functions of the unit, as well as working to strengthen the procurement unit through improved business processes.

**Scope of Work:**

The scope of work shall include but not necessarily be limited to the following tasks:

- Assist in developing Ministry of Finance Annual Procurement Plan
- Design and help implement a procurement process chain that cuts processing time while conforming to the provisions of the PPCA.
- Design a system of stock keeping that tracks supplies, inventory in warehouse and outflow to various units of the Ministry of Finance.
- Review and streamline the current procurement processes to achieve economy of time and assure efficiency.
- Ensuring requests (procurement, budget, or personnel) are processed in a timely manner;
- Developing a reporting system and providing status updates for the Deputy Minister for Administration and other MoF senior management, including monthly procurement and budget execution reports;
- Improving tracking systems (including databases) for requests;
- Working to improve automation in the department;
- Put into place a Ministry-wide asset management system
- Assisting in efforts to build capacity of staff in the unit;

### **Qualifications:**

- Degree in Management, Management Studies, Public Administration, Supply Chain Management or related studies. Graduate degree or certification in Procurement, Supply Chain Management or Six Sigma is preferred.
- Minimum of 2 years of progressively responsible professional experience in the area of Procurement.
- A clearly identified capability (supported by previous client references) to impart real knowledge and understanding of modern systems and solutions
- Ability to work independently and as a team member.
- Proficiency in application of web technologies for knowledge systems; standard computer software (word-processing, excel, databases, power point and internet).

### **Duration:**

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**MOF PUBLIC AFFAIRS**

November 7, 2009

Director Spencer:

The art should be laid out in this order

1. Budget Specialist
2. Human Resource Specialist
3. Procurement Specialist

Procurement Specialist should be the last in the series because it carries MOF PUBLIC AFFAIRS which represents the usual signature or authorization.

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