



REPUBLIC OF LIBERIA
MINISTRY OF FINANCE & DEVELOPMENT PLANNING
1000 MONROVIA, 10 LIBERIA



VACANCY ANNOUNCEMENT

CODE: DOEM/DOP/04/14/30/MFDP

EXTERNAL RECRUITMENT

Position: TECHNICAL LIAISON FOCAL POINT

Starting Date: April 14, 2025

Ending Date: April 30, 2025, at 4:00 pm

All applications shall be addressed to the Human Resource Unit, 3rd Floor, Ministry of Finance and Development Planning, Broad & Mechlin Streets, Monrovia, Liberia, via email: **hrservices@mfdp.gov.lr**



REPUBLIC OF LIBERIA
MINISTRY OF FINANCE AND DEVELOPMENT PLANNING
DEPARTMENT OF ECONOMIC MANAGEMENT
JOB DESCRIPTION



Position Title	TECHNICAL LIAISON FOCAL POINT
Report To:	Head/Ministerial Delivery Unit (MDU)
Directly Supervises	N/A
Department/Functional Relations	FM/DOA/DFA/ DEM /DBDP/CAG
External Relationships	Public, Ministries, Agencies, and Commissions, Development Partners, Judiciary, Legislature, etc.

Background

The Economic Management Department is pivotal in shaping Liberia’s macroeconomic policy, managing external aid, overseeing debt sustainability, and monitoring international financial commitments such as those linked to the IMF. This department is responsible for integrating national economic policies with development planning, ensuring that economic reforms and donor-funded initiatives are effectively implemented. Given the increasingly complex economic environment and the need for real-time data to inform policy decisions, embedding a **Technical Liaison Focal Point** assigned to this department will help to enhance coordination and accountability across economic projects, donor reporting, and fiscal analysis. This role ensures that the Minister’s office receives timely and accurate updates on economic performance, external aid management, and debt sustainability, thereby enabling informed decision-making at the highest levels.

Purpose of the Assignment

To serve as the strategic technical interface between the Economic Management Department and the Ministerial Delivery Unit (MDU). The **Technical Liaison Focal Point** will support the department in tracking and reporting on economic reforms, managing donor-related economic activities, and ensuring that macroeconomic strategies are aligned with national development objectives. This role is crucial for integrating economic data with broader fiscal planning, providing technical advisory support on aid effectiveness, debt management, and macroeconomic performance, and ensuring effective cross-departmental coordination to support national development goals.

Key responsibilities

Liaison and Coordination

- Act as the primary technical liaison between the Economic Management Department and the MDU, ensuring seamless communication on macroeconomic policy issues and donor-funded economic projects.
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- Attend strategic meetings with the Economic Policy Unit, donors, and international financial institutions to discuss and coordinate economic reform initiatives.
- Facilitate regular interactions between the department and key stakeholders to ensure economic policies are well-integrated with national priorities.

Delivery Support

- Monitor the implementation of economic reforms, including initiatives related to external aid management, debt sustainability, and macroeconomic policy adjustments.
- Provide support in the execution of donor-funded projects and ensure that economic interventions are delivered on schedule and in accordance with agreed benchmarks.
- Identify bottlenecks and challenges in policy execution and work with relevant teams to propose effective solutions.

Data and Reporting

- Develop and maintain comprehensive dashboards and reporting tools to track key economic indicators, external aid inflows, and debt metrics.
- Prepare detailed technical reports and briefs on economic performance, IMF Extended Credit Facility (ECF) targets, and compliance with donor conditions.
- Ensure that all data related to economic performance is accurately compiled and presented for ministerial reviews and donor meetings.

Technical Advisory

- Provide expert analysis and advice on macroeconomic trends, debt management strategies, and external aid effectiveness.
- Offer technical recommendations to refine economic policies and improve the integration of donor-funded projects into the national economic framework.
- Support the development of policy briefs and strategic documents that inform the Minister's decision-making on economic issues.

Cross-Departmental Integration

- Work collaboratively with other departments (Budget, Fiscal Affairs, and Comptroller & Accountant General) to ensure that economic initiatives, such as Public Sector Investment Projects (PSIPs), are aligned with the overall fiscal and development strategies.
- Facilitate the integration of economic data into broader planning and budgeting processes to support coherent national economic planning.

- Ensure that donor-funded economic projects are tracked, reported, and integrated into the national framework, promoting transparency and accountability.

Competencies

- Strong analytical and quantitative skills, with the ability to interpret complex economic data and derive actionable insights.
- Excellent written and verbal communication skills, with experience in preparing technical reports and policy briefs.
- Proven ability to work collaboratively across multiple departments and engage with diverse stakeholders, including international donors and regulatory bodies.
- Strategic thinking and proactive problem-solving skills to address economic challenges and drive policy improvements.
- In-depth understanding of Liberia's macroeconomic landscape and development priorities, particularly those related to external aid and debt management.

Required Qualifications and Experience:

- Bachelor's degree in Economics, Public Policy, International Development, or a related field (Master's degree preferred).
- Minimum of 5 years of experience in economic management, donor coordination, or policy analysis, preferably within a government or international development context.
- Demonstrated experience in managing economic projects, debt sustainability analysis, and donor-funded initiatives.
- Familiarity with international financial institutions, IMF conditionality, and macroeconomic monitoring tools.