



LIBERIAN YOUTH ENTREPRENEURSHIP AND INVESTMENT BANK

Assignment Title: ADMIN/HR EXECUTIVE

Financing Agreement reference: **2100150043943**

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Reference No. **LR-YEIB-011**

Issue Date: **May 13, 2026**

End Date: **May 27, 2026**

1. INTRODUCTION

The Government of Liberia has received funds from the African Development Bank (AfDB) and intends to apply part of the funds for the recruitment of an Admin/HR Executive for the Liberian Youth Entrepreneurship and Investment Bank (YEIB) to be established. The Recruitment Committee hereby invites suitable candidates to indicate their interest for undertaking the aforementioned role

2. BACKGROUND

Liberia's youth entrepreneurship landscape faces several key challenges impeding the growth of youth entrepreneurship including: (1) a weak and highly fragmented early-stage business development ecosystem; (2) low-to-no access to finance for startups and MSMEs; (3) gaps in offering for startups and SMEs; and (4) difficulty in attracting investment (locally, regionally, and globally) for innovation¹. To address market failures in the provision of financial and non-financial services, a Youth Entrepreneurship and Investment Bank (YEIB) will be established to provide financial and non-financial services to young entrepreneurs to start and build businesses.

The YEIB will aim to create dynamic ecosystem for youth entrepreneurship in Liberia by unlocking capital for youth, leveraging private sector investments, and offering technical support to address market gaps and capitalize on opportunities. Through this vision, the YEIB will aim to empower numerous young entrepreneurs, enabling them to establish, enhance, and expand their businesses while generating employment opportunities.

2.1 The YEIB

The YEIB will be registered and licensed as a non-bank non-deposit taking financial institution in Liberia. It will be set up as a parent company and will oversee the operations of three funds, Investment Fund, Guarantee Fund and Technical Assistance Fund. The YEIB will aim to create dynamic ecosystem for youth entrepreneurship in Liberia by unlocking capital for youth, leveraging private sector investments, and offering technical support to address market gaps and capitalize on opportunities. Through this vision, the YEIB will aim to empower numerous young entrepreneurs, enabling them to establish, enhance, and expand their businesses while generating employment opportunities.

¹ Market Assessment Study

The three (3) core mandate of the YEIB include the following:

1. Management of an Investment Fund: This will involve deploying investments indirectly through impact, seed, and growth funds. Additionally, the YEIB may directly invest capital in promising MSMEs, including startups, with a focus on high growth potential.
2. Management of a Credit Guarantee Fund: The YEIB will raise and oversee a fund that provides credit guarantees to mitigate risks for financial institutions including banks and microfinance institutions, thus facilitating access to financing for youth-led businesses.
3. Provision of Technical Assistance and BDS Support: Through collaboration with third-party partners, the YEIB will offer technical assistance and business development support to young entrepreneurs, ensuring they have the necessary skills and resources to thrive.

2.2 The YEIB vehicles (SPVs):

YEIB Capacity building Trust (Private Foundation) – It is the heart of the YEIB non-financial services. It will be established to (1) provide technical assistance to SMEs as part of effort to improve SMEs’ technical, financial and managerial abilities and enhance their bankability and their investment readiness. This use of resources represents the bulk of the activity. The vehicle will also (2) strengthen the selected YEIB delivery partners, both non-financial (i.e. BDS providers) and financial (i.e. the PFIs) in areas such as financial literacy, fragility, climate and gender mainstreaming, as a way to enhance their services beyond business incubator and investment readiness for the target youth-MSMEs.

YEIB Investment Fund (LLC) – The investment vehicle provides long-term (LT) finance to SMEs in the form of equity or quasi-equity instruments, to allow them to start, grow and scale their businesses locally, regionally, and internationally. This LT-finance fills a major gap while the capital market evolves to host a number of asset allocators, for which this vehicle is set up to supporting.

YEIB Risk Sharing Mechanism (LLC) – The role of the Risk Sharing Mechanism (RSM) is to mitigate the risk of lending to MSMEs in the Liberian market. From a demand-side the RSM also serves to alleviate the collateral burden to the borrowers. This de-risking mechanism aims to incentivize financial institutions to increase their portfolio of youth-led businesses, with a special treatment of women-led and green businesses.

3. PURPOSE OF THE ASSIGNMENT

The Admin/HR Executive will be responsible for the recruitment of staff as well as core HR functions, establishing and managing YEIB’s human resources and administrative systems to ensure efficient operations, compliance, and a productive work environment. Key responsibilities will include payroll administration including capturing of payroll inputs, providing and ensuring compliance with applicable HR policies and procedures, and the Liberian labor laws. The Admin/HR Executive reports to the Director of Corporate Services.

The specific responsibilities of the Admin/HR Executive include but are not limited to the following:

- Coordinate the development and ensure the implementation of HR policies, procedures, and manuals in line with the Liberian labor laws and best practices.
- Lead recruitment, onboarding, and staff orientation processes.
- Manage employee records, preparation of offer letters, job descriptions, contracts, organogram, leave, and performance management systems.
- Design and implement staff appraisal and development frameworks.
- Oversee payroll administration, benefits, staff welfare, and inputs on the Payroll System.
- Support organizational structure design and workforce planning.
- Ensure compliance with Liberian labor laws and institutional policies.
- Support the Director of Corporate Services in the development and enforcement of internal administrative and HR policies.
- Support audits and regulatory reviews related to HR and administration.
- Coordinate day-to-day administrative operations of the YEIB MANCO
- Manage office facilities, logistics, and supplies in consultation with the Director of Corporate Services
- Ensure proper maintenance of office equipment, furniture, and utilities.
- Maintain inventory systems for office assets and consumables.
- Ensure proper tracking and control of assets.
- Facilitate coordination between departments to ensure smooth operations.
- Ensure a safe, secure, and conducive working environment.
- Implement health and safety policies and procedures.
- Oversee office security arrangements.
- Perform any other duties as may be assigned by the Director of Corporate Services

4. QUALIFICATIONS AND EXPERIENCE

The candidate must meet the following qualifications:

- A Bachelor's Degree in Human Resource Management, Business Administration, or related field
- A minimum of five (5) years of experience in HR and administration
- Previous experience working with financial institutions, development projects, or donor-funded programs preferred
- Demonstrated experience in payroll administration and use of payroll systems.
- Good knowledge of Liberian labor laws and HR legislation.
- Strong organizational skills with the ability to manage deadlines effectively.
- Strong team player with excellent interpersonal and communication skills.
- Ability to work under pressure and take initiative in resolving problems.
- Ability to work independently in a high-profile, fast-paced, and multitasking environment.
- Excellent working knowledge of Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
- Experience in setting up systems for new organizations is highly desirable

5. EXPECTED DELIVERABLES

- HR Policy and Procedures Manual
- Organizational Structure and Staffing Plan
- Recruitment and onboarding reports
- Performance management system
- Administrative and asset management systems
- Periodic HR and administrative reports

The Recruitment Committee now invites eligible individuals to indicate interest in providing these services by submitting their Curriculum Vitae (CV), demonstrating experience in performing similar assignments with references and showing responsiveness to the qualifications requirements outlined in this REOI. Eligibility criteria and the selection procedure shall be in accordance with the African Development Bank's *"Procurement Policy Framework for Bank Group Funded Operations"* October 2015 which is available on the Bank's website at <http://www.afdb.org>.

Further information can be obtained at the address below during office hours, i.e. from 0900 to 1700 hours (GMT) on working days.

Expressions of interest must be delivered in a written form to the address below by either hard copy or email by 27th May 2026 @ 1700 hours (GMT) and mention **"Expression of Interest for Admin/HR Executive of the Liberian Youth Entrepreneurship and Investment Bank"**.

Attn.

The Chairperson

Recruitment Committee

Liberian Youth Entrepreneurship and Investment Bank

Monrovia, Liberia

Email: recruitmentcommittee@yeib@gmail.com; mewaseh76@gmail.com; and copy yeibliberia@gmail.com