



Republic of Liberia

Ministry of Public Works
South Lynch Street

Monrovia Integrated Development Project



REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

INDIVIDUAL CONSULTANT'S SELECTION

COUNTRY:	Republic of Liberia
NAME OF PROJECT:	Monrovia Integrated Development Project
CREDIT/GRANT No.:	CLR 1014 01 U
ASSIGNMENT:	Recruitment of Finance Assistant
REFERENCE No.:	LR-MIDP-004-CS-INDV
ISSUE DATE:	July 29, 2025

The Government of Liberia, through the Ministry of Public Works, has received financing from the Agence Française de Développement ("AFD") and intends to use part of the funds for payments under the Monrovia Integrated Development Project, for the recruitment of a **Finance Assistant**.

The objective of the assignment is to ensure compliance with the procedures and requirements of the World Bank and the AFD. The Financial Assistant will support the Financial Management Officer in the PMU in the implementation of all financial and accounting activities and actions required for the implementation of the LURP and MIDP Projects.

The scope of the assignment includes, but is not limited to : Assist the Finance Officer in the PMU in preparing day-to-day bank and petty cash payment vouchers with appropriate supporting documents; Assist in preparation and reviewing of the petty cash replenishment request and ensure the correctness; Assist in recording / entering the payments and receipts (replenishment and others) into the Cash Book; Maintain sequential numbering of receipts and payments; Assist in maintaining proper financial files and carry out daily filing of vouchers and records; Assist in maintaining the security of the financial accounting system and accounting records of the project; Assist in properly recording and controlling project assets and assist during the physical verification of the assets; Assist the Finance Officer in the PMU during the audit of the projects; and Assist the finance unit in any other tasks reasonably related to the above.

The Ministry of Public through the Project Management Unit invites Applicants to show their interest in delivering the Services described above.

Eligibility criteria for AFD financing are specified in sub-clause 1.3 of the "Procurement Guidelines for AFD-Financed Contracts in Foreign Countries", available online on AFD's website: <http://www.afd.fr>.

Interested Applicants must provide information (CV and credentials) evidencing that they are qualified and experienced to perform those Services. For that purpose, documented evidence of

recent and similar services shall be submitted. The selection shall be based on the candidate's qualifications, experience, and skills and followed by an interview. The qualifications, experience, and competencies include :

- Diploma in Accounting, Business Finance or Public Finance with minimum five years relevant experience. Possession of a degree in a relevant will be an added advantage
- Experience in financial and/or administrative operations is required
- Experience in donor funding project, local and/or international Non-Governmental Organizations will be an added advantage
- Good computer skills including the ability to use MS Word and MS Excel and familiarity with any accounting software
- Good mathematical skills
- Ability to work as part of a team and to meet deadlines
- Experience in preparing primary accounting records and preliminary accounting reports would be an advantage
- Fluency in the English language

An application that does not meet any of these requirements will be rejected.

Interested applicants may obtain further information from the address given below during office hours from 8.00 a.m.– 4:30 p.m. Monday to Friday, excluding weekends and public holidays.

Expressions of Interest and CV must be shared through hard copy or via the email address provided below to be received on or before August 19, 2025, at 15:00 hours (Monrovia Time) –marked **“RECRUITMENT OF FINANCE ASSISTANT”**; and addressed to:

Eng. Gabriel S. Flaboe, Sr.
Project Coordinator
Liberia Urban Resilience Project/ Monrovia Integrated Development Project
Ministry of Public Works
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