



## MINISTRY OF FINANCE AND DEVELOPMENT PLANNING



# VACANCY ANNOUNCEMENT

**CODE: DOFA/TFP/08/06/25/MFDP**

## INTERNAL/EXTERNAL RECRUITMENT

<b>POSITION TITLE</b>	<b>Technical Focal Point – Revenue &amp; Tax Policy</b>
<b>REPORT TO</b>	<b>Assistant Minister for Revenue &amp; Tax Policy</b>
<b>ASSIGN UNIT/DEPARTMENT</b>	<b>Department of Fiscal Affairs</b>
<b>DEPARTMENT/FUNCTIONAL RELATIONS</b>	<b>FM/DOA/DFA/ DEM /DBDP/CAG</b>
<b>EXTERNAL RELATIONSHIPS</b>	<b>Public, Ministries, Agencies, and Commissions, Development Partners, Judiciary, Legislature, etc.</b>
<b>APPLICATION START DATE</b>	<b>August 6, 2025</b>
<b>APPLICATION CLOSING DATE</b>	<b>August 18, 2025</b>
<b>OFFICIAL START DATE</b>	<b>September 1, 2025</b>

The Department of Fiscal Affairs is responsible for all fiscal matters relating to Expenditure and Revenue as well as Tax Policy. With the establishment of a semi-autonomous Revenue Authority, the Department of Fiscal Affairs deals with revenue and tax policy issues, including framing of tax laws and regulations, role of taxation and tax exemptions in the broader economic and development policy framework, and issues relating to non-tax revenue. The Department further deals with public expenditure issues ranging from framing of financial rules and regulations to matters pertaining to government accounting.

The Technical Focal Point (TFP) will work with the Revenue and Tax Policy Division to strengthen Liberia's domestic revenue mobilization by delivering expert analysis, forecasting, and policy advice on tax structures and compliance. The TFP will champion data-driven reforms that promote equity, efficiency, and fiscal sustainability. The TFP will support Ministry's fiscal reform objectives by supporting the development of sound revenue mobilization strategies, expenditure controls, and fiscal sustainability frameworks that align with medium- and long-term national goals.

### KEY RESPONSIBILITIES:

- Provide technical input to the design and implementation of Liberia's Domestic Revenue Mobilization (DRM) Strategy.
- Support tax policy evaluations and simulations for legislative and regulatory changes and implementation of tax measures, including VAT, excise tax, digital economy taxation, among others.

- Conduct comprehensive analysis of tax revenue trends, including sector-specific and informal economy assessments.
- Design and maintain dynamic revenue forecasting models that incorporate macroeconomic and policy changes.
- Evaluate the fiscal impact of proposed tax policy reforms, including exemptions, rate changes, and new tax instruments.
- Collaborate closely with the Liberia Revenue Authority (LRA) to ensure policy coherence and monitor compliance metrics.
- Prepare policy briefs and technical notes for submission to the Ministry's leadership, Legislature, and development partners.
- Lead capacity-building efforts with tax administrators to improve policy implementation and data quality.
- Coordinate with LRA, Central Bank, and GAC on joint fiscal reviews and compliance frameworks.
- Support annual and medium-term revenue forecasting, modelling and sectoral engagements for resource mobilization
- Contribute to national budget process: stakeholder engagements, preparation, execution, and reporting.

#### **EXPECTED DELIVERABLES:**

- Quarterly Revenue Forecast Reports integrating updated economic data and policy assumptions.
- Policy impact assessments and fiscal risk analyses.
- Technical notes on tax policy reforms and compliance strategies.
- Training materials and workshops for revenue officials.
- Contributions to the Medium-Term Revenue Strategy and ARREST revenue targets.

#### **REQUIRED QUALIFICATIONS:**

- Master's degree in Tax Policy, Public Finance, or Economics.
- At least 5-7 years of experience in tax policy analysis or revenue forecasting, fiscal planning, revenue analysis, or expenditure management.
- Proficiency with statistical software (Stata, R) and fiscal modelling tools.
- Proven experience in fiscal management, public budgeting, and economic analysis.
- Strong analytical skills, including the ability to interpret economic data and make informed recommendations. Advanced knowledge of fiscal policy, public finance management, and economic forecasting.
- Excellent written and verbal communication skills, with the ability to present complex fiscal information in a clear and concise manner. Proficiency in the use of Microsoft office suite: Word, Excel, PowerPoint, etc.

#### **APPLICATION REQUIREMENT:**

- Cover Letter expressing intent
- Resume/CV
- Address your application to: the **Human Resource Unit, 3<sup>rd</sup> Floor, Ministry of Finance and Development Planning, Broad & Mechlin Streets, Monrovia, Liberia**, or via [hrrservices@mfdp.gov.lr](mailto:hrrservices@mfdp.gov.lr) or deliver hardcopy to the same address.

**NOTE: Due to the high volume of applications we normally received, ONLY shortlisted candidates will be contacted due to the high volume of applicants.**