



MINISTRY OF FINANCE AND DEVELOPMENT PLANNING



VACANCY ANNOUNCEMENT

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

INTERNAL/EXTERNAL RECRUITMENT

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

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 promote fiscal discipline by ensuring that public expenditures align with approved budgets and deliver value for money. The TFP is the guardian of expenditure efficiency, transparency, and compliance. The TFP will advance the 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. The TFP will provide expert support in the areas of fiscal policy, budget management, public finance management, and economic forecasting.

KEY RESPONSIBILITIES:

- Monitor monthly and quarterly expenditure reports, analyzing deviations and identifying bottlenecks.
- Lead expenditure rationalization reviews to improve cost efficiency and eliminate wasteful spending.

- Coordinate with line ministries to enhance compliance with budgetary allocations and reporting timelines.
- Develop tools and dashboards to track expenditure by program, ministry, and funding source.
- Advise on budgetary controls, commitment management, and arrears reduction strategies.
- Prepare briefing notes for senior management and parliamentary committees on expenditure performance.
- Analyze revenue and expenditure trends and prepare fiscal risk assessments and mitigation strategies.
- Assist in aligning national fiscal targets with regional and international commitments (ECOWAS convergence criteria, SDGs financing).

EXPECTED DELIVERABLES:

- Monthly budget execution and variance reports with clear recommendations.
- Annual expenditure efficiency assessment reports.
- Functional expenditure tracking and alert systems.
- Technical briefs for oversight bodies and donor partners.

REQUIRED QUALIFICATIONS:

- Monthly and quarterly Fiscal Operations Reports (FORs).
- Fiscal risk matrices and contingent liability registers.
- Strong analytical and report-writing skills
- Master Degree in Finance, Accounting, Economics, or Public Administration.
- Experience in public expenditure management or financial control (5+ years).
- Familiarity with IFMIS, BOOST, or related financial management information systems.
- Proficiency in fiscal simulation tools, public financial management systems, and policy analysis.
- Proven experience in fiscal management, public budgeting, and economic analysis.
- 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, 3rd Floor, Ministry of Finance and Development Planning, Broad & Mechlin Streets, Monrovia, Liberia**, or via 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.