



MINISTRY OF FINANCE AND DEVELOPMENT PLANNING



VACANCY ANNOUNCEMENT

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

INTERNAL/EXTERNAL RECRUITMENT

POSITION TITLE	Technical Focal Point – Assistant Min. for Adm.
REPORT TO	Assistant Finance Minister for Administration
ASSIGN UNIT/DEPARTMENT	Department of Administration
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 Administration Department within the Ministry of Finance and Development Planning (MFDP) plays a crucial role in ensuring that internal administrative and operational processes run smoothly and efficiently. The department is responsible for supporting the Ministry's overall governance framework by ensuring compliance with regulatory requirements, managing logistics, overseeing human resources, and ensuring the effective implementation of various internal projects

The Technical Focal Point (TFP) will work with the Office of the Assistant Minister for Administration to promote a high-performing institutional culture within MFDP through operational excellence, staff performance management, and compliance with governance standards. The TFP will ensure smooth coordination of internal systems and resources to support service delivery and strategic execution. The TFP will help enhance institutional efficiency, drive organizational reform, and support improved delivery of administrative services and compliance systems across MFDP departments and units. The Technical Focal Point (TFP) will provide expert support in administrative operations, policy development, strategic planning, and budget management. The TFP will play a critical role in ensuring effective coordination, communication, and implementation of policies and projects within the Ministry.

KEY RESPONSIBILITIES:

- Modernize human resource systems, including digital personnel files and competency-based recruitment tools.
- Track departmental performance using KPIs tied to service efficiency and institutional delivery.
- Draft internal control manuals and risk management protocols.

- Coordinate logistics, asset management, and office space optimization across all MFDP divisions.
- Support change management and team-building initiatives to improve workplace culture.
- Ensure staff training plans align with institutional goals and evolving job roles.
- Develop internal audit support mechanisms and compliance dashboards.
- Serve as liaison between administrative support units and technical departments to resolve cross-cutting operational bottlenecks.
- Represent the Assistant Minister for Administration in other capacities as required.

EXPECTED DELIVERABLES:

- Annual institutional performance scorecard.
- Standard operating procedures (SOPs) for all administrative departments.
- Audit readiness reports and compliance matrices.
- HR analytics reports covering staff performance, training, and attrition.
- Quarterly logistics and asset management updates.

REQUIRED QUALIFICATIONS:

- Advanced Degree in Public Administration, HR, or Organizational Management.
- Minimum 5 years of experience in administrative reform and internal governance systems.
- Strong command of HRMIS, procurement regulations, and audit frameworks.
- Demonstrated capacity to streamline systems and promote institutional accountability.
- Demonstrated experience in administrative systems reform and public sector institutional governance.
- Familiarity with civil service law, procurement regulations, and performance-based management.
- Strong organizational skills and attention to detail in managing administrative functions.
- Excellent communication and interpersonal skills for liaising with both internal teams and external stakeholders.
- Problem-solving abilities to address challenges within administrative systems.
- In-depth understanding of government operations, compliance standards, and donor regulations.
- Minimum of 5 years' experience in administrative management, preferably within a government or large organizational setting.
- Proven ability to work with regulatory frameworks, project management systems, and compliance standards.

- Experience working on donor-funded programs and managing multiple stakeholder relationships

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..