



MINISTRY OF FINANCE AND DEVELOPMENT PLANNING



VACANCY ANNOUNCEMENT

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

INTERNAL/EXTERNAL RECRUITMENT

POSITION TITLE	Technical Focal Point – Division of Budget
REPORT TO	Assistant Finance Minister for Budget
ASSIGN UNIT/DEPARTMENT	Department of Budget & Development Planning
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 Budget & Development Planning Department at the Ministry of Finance and Development Planning (MFDP) is integral to the formulation and alignment of the national budget with Liberia's long-term development goals and strategies. This department plays a vital role in planning, tracking, and reporting on both national and donor-funded projects.

The Technical Focal Point (TFP) will work with Division of Budget to ensure robust and transparent budget formulation, execution, and performance monitoring aligned with Liberia's fiscal policies and national development objectives. The TFP will also ensure robust and transparent budget formulation, execution, and performance monitoring aligned with Liberia's fiscal policies and national development objectives. ensure the integration of national development priorities and cross-sectoral strategies into the public budgeting process while promoting fiscal transparency, results-based financing, and alignment with Liberia's ARREST and broader planning frameworks.

KEY RESPONSIBILITIES:

- Coordinate preparation of the Medium-Term Expenditure Framework (MTEF) with sector ministries, ensuring fiscal discipline and policy coherence.
- Monitor budget execution, conduct variance analysis, and support corrective actions.
- Develop guidelines and circulars for budget formulation and reporting.
- Produce performance-based budgeting frameworks linked to the ARREST.
- Create dashboards and visual tools to communicate budget performance to stakeholders.
- Engage with Legislature and external stakeholders to support budget oversight.

- Support the coordination of the Medium-Term Expenditure Framework (MTEF) process, ensuring linkage between planning and budgeting.

- Evaluate fiscal space analyses to inform public investment decisions and expenditure ceilings for line ministries.
- Collaborate with development partners and MACs on Public Investment Program (PIP) vetting and financing alignment.
- Contribute to reviews of Public Expenditure and Financial Accountability (PEFA) indicators related to budgeting.

EXPECTED DELIVERABLES:

- Annual budget call circulars and MTEF reports.
- Regular budget execution monitoring reports with variance analysis.
- Performance budgeting frameworks and sector-specific budget reviews.
- Stakeholder-friendly budget transparency tools.
- Consolidated MTEF submissions for Cabinet approval.
- Sectoral budget guidance notes and alignment matrices.

REQUIRED QUALIFICATIONS:

- Degree in Public Finance, Economics, or Development Planning.
- 5+ years' experience in budget management or planning.
- Skilled in budgeting software, Excel, and data visualization platforms.
- Effective communication and stakeholder engagement skills.
- Strong data analysis, visualization, and policy writing skills.
- Knowledge of Liberia's development priorities and global development frameworks.
- Proven experience working with government institutions, development partners and other stakeholders.

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.