



MINISTRY OF FINANCE AND DEVELOPMENT PLANNING



VACANCY ANNOUNCEMENT

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

INTERNAL/EXTERNAL RECRUITMENT

POSITION TITLE	Technical Focal Point – Administration
REPORT TO	Deputy 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 Ministry of Finance and Development Planning (MFDP) was established in 2013 by an Act of the National Legislature as the fiscal arm of the Government of Liberia. It is mandated to formulate, institutionalize, and administer economic development, fiscal, and tax policies to ensure the effective management of public financial resources. As the lead institution in economic governance, the MFDP integrates public finance, development planning, and economic management expertise to drive Liberia's economic growth and stability.

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 Department of Administration to 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) is the bridge between the Office of the Deputy Minister for Administration and the other departments, providing 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. Additionally, the TFP will facilitate collaboration between the MDU and the department, provide guidance on government fiscal operations, and support decision-making processes to enhance efficiency within the MFDP.

Duties General Management Functions:

Strengthening Administrative Systems and Policies

- Provide practical recommendations and technical support to enhance administrative policies, processes, and service delivery across the Ministry.
- Assist in the development, review, and implementation of administrative policies, ensuring efficiency, transparency, and effectiveness in government operations.
- Work with the department to streamline internal processes, making them more responsive and aligned with best practices in public administration.
- Support the Deputy Minister for Administration in addressing operational challenges and improving service delivery models.
- Support the development and implementation of an MFDP-wide institutional performance framework aligned with the government's Results-Based Management (RBM) approach.

Budget Monitoring, Procurement Alignment, and Cash Management

- Ensure departmental budgets are aligned with the Ministry's approved procurement and cash plans, preventing over-expenditure and inefficiencies.
- Monitor the implementation of budget allocations, ensuring compliance with financial management regulations and proper utilization of resources.
- Provide technical guidance on cash flow management, ensuring that the department has adequate funding to meet its operational needs.
- Work with the Procurement Unit and Finance Division to ensure that spending follows approved procurement plans and financial policies.
- Track expenditures, ensuring that payments are made in line with approved budgets, procurement schedules, and cash flow forecasts.
- Support financial planning efforts by identifying budgetary risks and recommending corrective measures to prevent financial mismanagement.
- Conduct organizational diagnostics to identify process inefficiencies and recommend reforms in HR, procurement, logistics, and asset management systems.
- Manage the preparation of annual departmental operational plans and monitor progress against key performance indicators (KPIs).

Strengthening Procurement and Financial Oversight

- Work closely with the Department of Administration and Procurement Unit to oversee procurement activities, ensuring adherence to financial regulations and government policies.
- Provide technical advice on procurement planning, contract management, and vendor selection, ensuring transparency and efficiency in the process.
- Monitor procurement activities, ensuring that goods and services are acquired in line with approved budget allocations and procurement schedules.

- Identify and address delays or inefficiencies in procurement and budget execution, ensuring that services and operations are not disrupted.

Monitoring and Ensuring Accountability

- Regularly track the implementation of administrative policies, projects, and budgets, ensuring they align with the Ministry's strategic direction.
- Ensure financial reports, procurement records, and budget execution reports are well-documented, promoting transparency and accountability.
- Provide technical recommendations to improve financial management systems, ensuring that resources are efficiently allocated and utilized.
- Support the department in ensuring full compliance with the Public Financial Management (PFM) Act, procurement regulations, and cash management guidelines.

Providing Advisory Support and Capacity Building

- Offer expert guidance to the Department of Administration on administrative, financial, and operational matters.
- Act as a resource for staff capacity building, ensuring administrative and finance teams have the necessary skills and tools to manage resources effectively.
- Work with teams to develop structured training programs aimed at improving administrative efficiency, procurement processes, and financial planning.

EXPECTED DELIVERABLES:

- Annual Institutional Performance Report.
- Operational manuals, SOPs, and HRM policy guidelines.
- Staff development and training plans aligned with capacity gaps.
- Updated compliance tracking dashboards and audit action matrices.

REQUIRED QUALIFICATIONS:

- Advanced degree (Masters) in Public Administration, Public Policy, Human Resources Management, or Organizational Development, or related fields.
- 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.
- Record and document notes taken at public engagement events; develop feedback reports; prepare information for dissemination to the public.
- Capacity to prioritize tasks and manage multiple responsibilities within tight deadlines Required
- 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.