



MINISTRY OF FINANCE AND DEVELOPMENT PLANNING



VACANCY ANNOUNCEMENT

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

INTERNAL/EXTERNAL RECRUITMENT

POSITION TITLE	Technical Focal Point – Budget & Dev. Planning
REPORT TO	Deputy Finance Minister for Budget & Development Planning
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 Divisions of Budget and Development Planning to 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. The TFP will also ensure robust and transparent budget formulation, execution, and performance monitoring aligned with Liberia's fiscal policies and national development objectives. The TFP will also support the alignment of Liberia's development strategies with fiscal realities, sector priorities, and Sustainable Development Goals (SDGs), fostering coherent, evidence-based planning across government.

KEY RESPONSIBILITIES:

- Act as the primary technical liaison between the Office of the Deputy Minister for Budget & Development Planning Department and the Department, ensuring that the budgeting processes are efficient and align with all fiscal instruments and national development priorities, including the "Arrest Agenda for Inclusive Development" (AAID).

- Coordinate with internal stakeholders, donors, and external partners to ensure smooth integration of budget planning with national and donor objectives.
- Facilitate ongoing communication to track progress on AAID implementation and ensure alignment with government priorities.
- Support the preparation of National Budget and advise on transfers and re-allocation issues.
- Collaborate with respective departments and units to foster budget modernization.
- Lead the coordination of the Medium-Term Expenditure Framework (MTEF) process, ensuring linkage between planning and budgeting.

BUDGET PROCESS SUPPORT

- Provide technical guidance and oversight in budget formulation, ensuring all budget allocations comply with the PFM Act, PFM Regulations, and donor expectations.
- Work with relevant departments to ensure that activities contributing to the AAID are accurately reflected as Public Sector Investment Projects (PSIPs) in the ministry's budget.
- Support the development of budget performance reports and ensure that budgetary allocations are consistent with strategic development goals and PFM Act and its Regulations.
- Assist in the analysis and validation of budget transfers approved by the Budget Management Committee (BMC) and ensure proper documentation for submission to the President for final approval.

DATA AND REPORTING:

- Prepare and deliver technical reports on the budget performance, including progress updates and performance against strategic objectives.
- Support data collection and monitoring efforts to ensure all budget transfers are accurately documented and aligned with national development strategies, including the preparation of monthly Budget Transfer reports.

TECHNICAL ADVISORY:

- Provide technical advice on the interpretation and application of the PFM Act and its regulations and associated policies.
- Assist in ensuring that the budgeting process adheres to national and international standards, including the integration of the AAID and other key development strategies.

- Offer insights to the department on optimizing budget practices, improving financial reporting, and ensuring legal compliance with fiscal policies.

INTEGRATION OF PSIPS:

- Work with other internal departments to identify and track PSIPs for inclusion in the ministry's budget.
- Monitor and report on the implementation of PSIPs, ensuring they align with national development priorities and donor requirements. Competencies
- Excellent coordination skills, with a proven ability to work across departments and with external stakeholders.
- Strong analytical abilities, with an eye for detail in tracking budgets and ensuring compliance with regulations.
- Exceptional written and verbal communication skills, including the ability to write clear, concise reports and briefings.
- Proven ability to manage multiple tasks and priorities in a fast-paced environment.
- Expertise in budget planning, financial management, and understanding of key government regulations and donor policies.
- In-depth understanding of the AAID and how to integrate it into budget processes.

- Evaluate fiscal space analyses to inform public investment decisions and expenditure ceilings for line ministries.
- Collaborate with development partners and ministries on Public Investment Program (PIP) vetting and financing alignment.
- Support the development and periodic update of sector budget guidelines and program budgeting formats.
- Build capacity among planning officers across government in integrated budget and development planning.
- Contribute to reviews of Public Expenditure and Financial Accountability (PEFA) indicators related to budgeting.

EXPECTED DELIVERABLES:

- Budget preparation supported.
- Consolidated MTEF submissions for Cabinet approval.
- Sectoral budget guidance notes and alignment matrices.
- Budget performance scorecards and sectoral variance analyses.

- Technical input into national planning and budgeting workshops.

REQUIRED QUALIFICATIONS:

- Master's Degree in Development Economics, Public Financial Management, International Development Planning, or other related fields of studies.
- Minimum of 5 years of experience in public budgeting or integrated planning.
- Strong knowledge of performance-based budgeting and expenditure analysis tools (e.g., BOOST, Excel-based dashboards).
- Proficiency in fiscal simulation tools, public financial management systems, and policy analysis.
- 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.
- Proven experience in liaising with governmental and non-governmental stakeholders, ensuring effective communication and collaboration.
- Familiarity with government budgeting processes, development planning frameworks, and donor compliance regulations.
- Operational understanding of Integrated Financial Management Information Systems (IFMIS) to support efficient budget planning and execution.
- Knowledge of best practices in Project Management, ensuring successful project delivery within the public sector.

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 hrservices@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.