



## MINISTRY OF FINANCE AND DEVELOPMENT PLANNING



# VACANCY ANNOUNCEMENT

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

## INTERNAL/EXTERNAL RECRUITMENT

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

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.

To 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 Technical Focal Point (TFP) will provide expert support in the areas of fiscal policy, budget management, public finance management, and economic forecasting. The TFP will provide technical expertise in fiscal affairs, covering budgeting, taxation, economic forecasting, and debt management, ensuring these align with the Ministry's broader goals. The TFP will provide technical input to the design and implementation of Liberia's Domestic Revenue Mobilization (DRM) Strategy. This position is essential for ensuring the smooth execution of fiscal policies and the effective coordination of fiscal-related activities between the Deputy Minister's office and relevant departments, agencies, and stakeholders.

## **Duties General Management Functions:**

### **Fiscal Policy, Public Finance Management, and Domestic Revenue Mobilization**

- Provide technical support to the Department in budgeting, taxation, cash management, debt service payment, and expenditure control, ensuring policies align with the Ministry's priorities and national economic goals.
- Assist in developing and updating domestic revenue mobilization policies, ensuring tax and non-tax revenue measures are practical, enforceable, and contribute to fiscal sustainability.
- Support the Department in monitoring tax policy implementation, ensuring compliance with revenue laws and improving revenue collection efficiency.
- Work with revenue-generating agencies to analyze revenue performance trends and identify strategies to enhance tax compliance and collection.

### **Cash Management and Expenditure Control**

- Assist in developing and implementing cash management strategies, ensuring the government has sufficient liquidity to meet expenditure needs without excessive borrowing.
- Monitor and analyze government expenditure trends, ensuring spending remains within approved budgetary ceilings and aligns with fiscal sustainability targets.
- Support the enforcement of expenditure control mechanisms, preventing overcommitments and unnecessary arrears accumulation.
- Work with the relevant departments to ensure efficient fund disbursement, improving the predictability of government cash flows.
- Provide technical guidance on commitment control, ensuring Ministries, Agencies, and Commissions (MACs) only commit expenditures within available resources.

### **Reporting, Compliance, and Accountability**

- Prepare and present reports, policy briefs, and recommendations on fiscal policy execution, cash management, budget implementation, and donor-funded project performance.
- Maintain accurate and up-to-date records of project activities, ensuring proper documentation for reporting and audits.
- Ensure compliance with Liberia's Public Financial Management (PFM) Act, PFM Regulations, and international donor requirements, strengthening fiscal accountability.

### **KEY RESPONSIBILITIES:**

- Provide technical input to the design and implementation of Liberia's Domestic Revenue Mobilization (DRM) Strategy.
- Support tax policy evaluations and simulations for legislative and regulatory changes and implementation of tax measures, including VAT, excise tax, digital economy taxation, among others.
- Monitor execution of fiscal policies and their implications for Liberia's macroeconomic stability and debt position.

- Analyze revenue and expenditure trends and prepare fiscal risk assessments and mitigation strategies.
- Coordinate with LRA, Central Bank, and GAC on joint fiscal reviews and compliance frameworks.
- Support annual and medium-term revenue forecasting, modelling and sectoral engagements for resource mobilization
- Contribute to national budget process: stakeholder engagements, preparation, execution, and reporting
- Liaise with internal and external stakeholders to rollout the Government's fiscal decentralization strategy
- Assist in aligning national fiscal targets with regional and international commitments (ECOWAS convergence criteria, SDGs financing).

#### **EXPECTED DELIVERABLES:**

- Monthly and quarterly Fiscal Operations Reports (FORs).
- Draft fiscal policy papers and reform briefs.
- Fiscal risk matrices and contingent liability registers.
- Technical inputs for bilateral and multilateral fiscal reform assessments.

#### **REQUIRED QUALIFICATIONS:**

- Master's degree in Fiscal Policy, Public Finance, or Economics.
- Minimum 5–7 years of experience in fiscal planning, revenue analysis, or expenditure management.
- 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.
- 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, 3<sup>rd</sup> Floor, Ministry of Finance and Development Planning, Broad & Mechlin Streets, Monrovia, Liberia**, or via [hrrservices@mfdp.gov.lr](mailto: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.**