



**REPUBLIC OF LIBERIA
LIBERIA AGENCY FOR COMMUNITY EMPOWERMENT
(LACE)**



VACANCY ANNOUNCEMENT

YOUTH OPPORTUNITIES PROJECT (YOP) ID #:P146827 –CN#:5621-LR

Background

The Government of Liberia, with support from the World Bank, will implement a Youth Opportunities Project (YOP). The project development objective is to improve access to income generation opportunities for targeted youth and strengthen the Government's capacity to implement its cash transfer program. The 5-year project comprises of four major components namely: i) Pre-employment Social Support and Household Enterprises for Urban Youth; ii) Productive Public Works and Life Skills Support; iii) Capacity and Systems Building for Cash Transfer; and iv) Project Implementation and Coordination.

The project is being implemented by the Ministry of Youth and Sports (MYS); and the Liberia Agency for Community Empowerment (LACE). To effectively implement its components, LACE has set up a Project Technical Team (PTT) that is overseeing the implementation of activities under the Project and provide linkages to other subcomponents and implementing partners. Given the above, LACE seeks the services of qualified individual for the following position:

POSITION: Financial Management Officer

Location: Monrovia, Liberia

Duration: This assignment is for 12 months with possibility for extension subject to satisfactory performance.

Objectives of the Assignment:

The objective of this assignment is to provide technical support to the Youth Opportunities Project Management Teams, in ensuring that financial transactions are in compliance with the Public financial management guidelines of Liberia and the World Bank.

Scope of Assignment:

The Finance Officer shall work in close consultation with LACE Technical Team and MYS/PMT to undertake the following:

- Oversee all financial transactions of YOP components assigned to LACE and MYS
- Maintain complete financial and accounting records in compliance with established financial and procurement policies and procedures, including keeping a full audit trail to ensure that all expenses are posted;
- Ensure all financial transactions are in consonance with terms and conditions of the Subsidiary Agreement between LACE and MFDP.

- Provide financial oversight and guidance to the project technical teams on resource management, and on donor financial management and reporting requirements as it relates to the YOP;
- Exercise fiduciary responsibility over assigned components of YOP, including the development of budgets, to ensure the effective use of resources and to avoid losses;
- Contribute to the preparation of the annual work plan and withdrawal application;
- Prepare Quarterly Financial Report (QFR) for LACE/YOP and submit to the Project Technical Manager;
- Prepare Quarterly Financial Report (QFR) for MYS/YOP and submit to the YOP National Coordinator.
- Provide operations support to Service Providers in ensuring that financial transactions are in line with procedures of the project.
- Participate in periodic evaluation and financial audits;
- Contribute to the quarterly project reports for both MYS and LACE
- Perform any other related tasks as may be required to achieve the objectives of the YOP

Selection Criteria

The consultant shall have:

- **A Master's degree** in Accounting or Finance. A Professional Certification such as CPA, CA, and ACCA is an added Advantage;
- **Minimum of (5) years' experience** in executing Financial Management activities in World Bank funded projects(preferable), multilateral organization or INGO
- **Experience in donor resource management**, mobilization, and/or grant administration
- Strong written and verbal communications skills in English;
- Knowledge of International Financial Reporting Standards and International Standards on Auditing;
- **Experience in the use of QuickBooks, SUN** and other computer accounting software;
- Strong planning, organization and time management skills;
- Excellent interpersonal skills and a strong team player

Interested Individual Consultants may obtain further information at the address below during the office working hours between 8:00AM to 4:00 PM Local time.

Expressions of interest must be received by e-mail at laceyopproject@gmail.com or in hard copy to the address below no later than **Monday, June 18, 2018, at 12:00 Midnight Local time.**

Attn: Roseline Wiah Ben, Human Resource Director
Liberia Agency for Community Empowerment, Executive Mansion Grounds
Monrovia, Liberia