

Ministry of Youth and Sports

Youth Entrepreneurship & Employment Project (YEPP)



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Monrovia – Liberia

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VACANCY ANNOUNCEMENT

Background

The Ministry of Youth and Sports has been actively involved with Youth and Sports activities since the inception of the previous government in 2006 following years of inactiveness as a result of the civil unrest. Currently the Ministry is executing a number of programs including Youth Entrepreneurship and Employment Project (YEPP), Youth Opportunities project (YOP), youth on the job training, vocational and technical training, and a host of other programs. These programs are all efforts aim at strengthening youth capacity, building institution, and providing exposure to real life skills to the Liberian youth; bearing in mind that these initiatives are crucial to nation building and national security. The Ministry seeks the services of qualified individual for the following position:

POSITION: Finance Officer For Yeep

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 and financial support to the Youth Entrepreneurship and Employment Project (YEPP) PIU, in ensuring that financial transactions are in compliance with the Public financial management guidelines of Liberia and the African Development Bank.

Scope of services

The Finance Officer for YEPP will report directly to the Program Coordinator. In order to ensure skills transfer and to acquire hands on experience on the Bank's FM requirements, the Finance Officer will work closely with the PFMU at the Ministry of Finance and Development Planning and will be responsible for the following tasks:

- Ensuring there is adequate internal control for processing payment requests;
- Processing all payment requests and seeking appropriate approvals from Ministry and ensuring that all necessary supporting documentations are in place and attached to all payment requests prior to being submitted to PFMU for payments;
- Constantly liaising with PFMU to ensure that payments of all eligible transactions are effected timely;
- Liaising with PFMU to ensure the monitoring of fixed assets procured with project funds including regular update of the fixed assets register.

- 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 as may be required
- Perform any other duties that may be assigned from time to time

Selection Criteria

The Finance Officer will have the following qualifications and experience:

- **A Master's Degree** in Accounting or Finance with minimum of **five years of experience** or a **Bachelor Degree** with minimum of **eight years of experience**.
- **A professional certification** such as CPA, CA, and ACCA is an added advantage;
- **Experience in executing Financial Management** activities in African Development 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 mysveep@gmail.com or in hard copy to the address below no later than Monday, **August 6, 2018, at 12:00 Midnight Local time.**

**Attn: Mr. Henry Freeman
Human Resource Director
Ministry of Youth and Sports
Samuel K. Doe Sports Complex
Paynesville, Liberia**