



**REPUBLIC OF LIBERIA**  
**MINISTRY OF FINANCE & DEVELOPMENT PLANNING**  
1000 MONROVIA, 10 LIBERIA



# **VACANCY ANNOUNCEMENT**

**CODE: DOA/DOP/04/14/30/MFDP**

**EXTERNAL RECRUITMENT**

**Position:** TECHNICAL LIAISON FOCAL POINT

**Starting Date:** April 14, 2025

**Ending Date:** April 30, 2025, at 4:00 pm

All applications shall be addressed to the Human Resource Unit, 3<sup>rd</sup> Floor, Ministry of Finance and Development Planning, Broad & Mechlin Streets, Monrovia, Liberia, via email: **[hrservices@mfdp.gov.lr](mailto:hrservices@mfdp.gov.lr)**



**REPUBLIC OF LIBERIA**  
**MINISTRY OF FINANCE AND DEVELOPMENT PLANNING**  
**ADMINISTRATION**  
**JOB DESCRIPTION**



<b>Position Title</b>	<b>TECHNICAL LIAISON FOCAL POINT</b>
<b>Report To:</b>	<b>Head/Ministerial Delivery Unit (MDU)</b>
<b>Directly Supervises</b>	N/A
<b>Department/Functional Relations</b>	FM/DOA/DFA/ DEM /DBDP/CAG
<b>External Relationships</b>	Public, Ministries, Agencies, and Commissions, Development Partners, Judiciary, Legislature, etc.

**Background**

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 attachment of a **Technical Liaison Focal Point** in this department will streamline communication between the department and the Minister's Office through the Ministerial Delivery Unit (MDU), ensuring that operational efficiency, regulatory compliance, and the smooth execution of the ministry's programs and budget are supported. Given the increasing complexity of donor-funded projects and the heightened demand for administrative transparency and efficiency, this role will serve to improve the Department's overall service delivery and enhance operational accountability and efficiency.

**Purpose of the Assignment**

The primary purpose of this role is to serve as the technical interface between the Administration Department and the MDU, ensuring seamless communication and efficient management of administrative processes, compliance with relevant regulations, and delivery of key government projects. The Technical Liaison Focal Point will focus on improving internal administrative procedures, monitoring donor-funded initiatives, tracking progress against key performance indicators (KPIs), and reporting back to the Ministry on progress

## **Key Responsibilities:**

### **Liaison and Coordination**

- Serve as the point of contact between the Administration Department and the MDU.
- Facilitate regular and effective communication regarding internal processes, compliance updates, and progress on all projects.
- Ensure the smooth exchange of information between the Administration Department and relevant stakeholders within the MFDP.

### **Delivery Support**

- Monitor the progress of administrative tasks, identifying operational challenges, and proposing corrective actions to enhance service delivery.
- Ensure that internal administrative actions align with both internal policies, CSA standing order, PPCC Act, PFM Act, and its Regulations, and compliance requirements.
- Support the management and oversight of logistics, procurement, and human resources.

### **Data and Reporting**

- Prepare technical reports on administrative efficiencies, including progress updates, compliance status, and issues impacting project timelines.
- Provide regular status updates on key administrative processes and performance benchmarks to the MDU.
- Analyze and report on the effectiveness of internal administrative processes, identifying areas for improvement.

### **Technical Advisory**

- Provide technical advice on the improvement and optimization of administrative workflows within the department.
- Advise on the implementation of regulatory frameworks and ensure adherence to government and donor compliance standards.
- Recommend best practices for increasing operational efficiency and minimizing bureaucratic delays.

### **Cross-Departmental Integration**

- Work closely with other MFDP departments to track progress on activities designated as Public Sector Investment Projects (PSIPs), ensuring they are accurately reflected in the Ministry's budget and are aligned with national strategic priorities.
- Facilitate the integration of administrative functions into broader departmental goals, particularly related to budget execution and project monitoring.

### **Competencies**

- 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 Qualifications and Experience**

- Bachelor's degree in Public Administration, Business Administration, or a related field (Master's preferred).
- 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.