



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



VACANCY ANNOUNCEMENT

CODE: DOBDP/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, 3rd Floor, Ministry of Finance and Development Planning, Broad & Mechlin Streets, Monrovia, Liberia, via email: **hrservices@mfdp.gov.lr**



REPUBLIC OF LIBERIA
MINISTRY OF FINANCE AND DEVELOPMENT PLANNING
DEPARTMENT OF BUDGET AND DEVELOPMENT PLANNING
JOB DESCRIPTION



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

Background

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. Given the dynamic nature of development planning and fiscal management, the attachment of a **Technical Liaison Focal Point** in the department will facilitate more effective coordination between the department, the MDU, and external stakeholders, particularly in the alignment of the national budget with the national development priorities, including the "Arrest Agenda for Inclusive Development" (AAID).

The Technical Liaison Focal Point will streamline communication, improve project tracking, and ensure that budget activities are in sync with legal frameworks, including the Public Financial Management (PFM) Act and donor-specific requirements

Purpose of the Assignment

The purpose of this role is to serve as the key technical interface between the Budget & Development Planning Department and the Ministerial Delivery Unit (MDU). This position is tasked with supporting the department in the budget formulation process, ensuring compliance with national and donor fiscal regulations, enhancing budget efficiency, and supporting the effective monitoring of national development projects. The role will further strengthen coordination with stakeholders, ensuring that key priorities, particularly those related to the AAID, are integrated into budget planning and execution.

Key Responsibilities

Liaison and Coordination

- Act as the primary technical liaison between the Budget & Development Planning Department and the Minister's office via MDU, 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.

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.
- Develop monthly and quarterly budgetary status reports for the MDU, ensuring that all donor-funded projects and activities are tracked and reported accurately.
- 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.

Required Qualifications and Experience

- Bachelor's degree in Public Administration, Economics, Finance, or a related field (Master's degree preferred).
- Minimum of 5 years of experience in budget planning, financial management, or development planning, preferably in a government or large organizational setting.
- Proven experience in managing government budgets and development strategies, particularly related to national development goals.
- Deep understanding of the PFM Act and other relevant regulations.
- Strong knowledge of the AAID and national development planning processes.