

<b>Job Title</b>	<b>Analyst - Open Market Operations - (Auction Section)</b>
<b>Job Level</b>	P-3
<b>Vacancy: Contract Type: Department:</b>	One (1) position Permanent Financial Markets Department
<b>Location</b>	Central Bank of Liberia, corner of Ashmun & Lynch Streets, Monrovia, Liberia
<b>Background Information</b>	<p>The Central Bank of Liberia (CBL) is seeking a highly competent and experienced Analyst who will assist the Senior and Principal Analyst in Auction Section.</p> <p>The selected candidate will assist in the implementation of monetary policy mainly through the issuance of appropriate instruments and the conduct of various auctions necessary to ensure the attainment of the price stability mandate of the bank (interest and exchange rate stability).</p>
<b>Duties &amp; Responsibilities of the Position</b>	<p><b>Key Functions:</b></p> <ul style="list-style-type: none"> <li>• Assist in the development of Monetary Policy (MP) implementation strategy in line with policy stance</li> <li>• Conduct CBL bills auction through the Script less Security Settlement System (Depo/x) in line with the MP strategy</li> <li>• Conduct FX auction through the Depo/x for monetary policy implementation and to meet the net international reserves target</li> <li>• Ensure timely and accurate settlement and redemption of monetary policy instruments and FX auctions</li> <li>• Conduct daily reconciliation of all OMO transactions to ensure accounts in RTGS and T-24 are consistent with Depo/X and FMD database; and ensure reconciliation finality.</li> <li>• Maintain up-to-date database for all OMO and FX transactions</li> <li>• Monitor and manage the Script less Securities Settlement System and immediately report any abnormalities for timely resolution</li> </ul>

	<ul style="list-style-type: none"> <li>• Conduct Money Market transactions through the Depo/X (Repo, Swap, Lending, ILF, SCF, and SDF, etc.)</li> <li>• Prepare monthly, quarterly and annual reports and/or as-and-when reports showing performance of open market operations and financial markets transactions.</li> <li>• Perform other administrative duties as assigned by supervisors</li> </ul>
<b>Minimum Job Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• BA or BS degree in Finance, Accounting, Economics or Business Administration</li> <li>• Minimum of two years' experience in the financial/accounting/economics arena</li> </ul>
<b>Required Competencies &amp; Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent written and oral English skills.</li> <li>▪ Proficiency in MS Excel, MS Word and PowerPoint presentation</li> <li>▪ Knowledge in financial analysis</li> <li>▪ Self-starter with an ability to prioritize multiple tasks</li> <li>▪ Moral and ethical attributes</li> <li>▪ Zero tolerance for corruption</li> <li>▪ Team Player</li> </ul>
<b>Documents Required</b>	<p>Updated Curriculum Vitae (CV).  Copies of relevant academic and professional certifications.  Cover letter detailing relevant experience  Three Professional references</p>
<p><b>General Application Requirements</b></p> <p>Both electronic and/or hard copy applications will be considered. Cover letters should be addressed to Mrs. Maway T. Cooper-Harding, Director of Human Resources Management Department, Central Bank of Liberia and sent to <a href="mailto:cbljobs@cbl.org.lr">cbljobs@cbl.org.lr</a> . Applicants must also attach copies of relevant academic credentials.</p> <p>The deadline for submission of applications is Friday, July 18, 2025.</p>	

<b>Job Title</b>	<b>Analyst - Government Securities Unit - (Auction Section)</b>
<b>Job Level</b>	P-3

<b>Vacancy:</b> <b>Contract Type:</b> <b>Department:</b>	One (1) position Permanent Financial Markets Department
<b>Location</b>	Central Bank of Liberia, corner of Ashmun & Lynch Streets, Monrovia, Liberia
<b>Background Information</b>	<p>The Central Bank of Liberia (CBL) invites applications from competent and experienced individuals for the position of Analyst/Government Securities who will assist the Senior and Principal Analyst in Auction Section.</p> <p>The selected candidate will assist in the issuance, redemption, reconciliation and management of government securities and maintain an up-to-date government securities data base.</p>
<b>Duties &amp; Responsibilities of the Position</b>	<p><b>Key Functions:</b></p> <ul style="list-style-type: none"> <li>• Assist in analyzing CBL financial transactions with GOL and ensure it conforms to current laws and policies.</li> <li>• Prepare weekly, monthly and quarterly incoming and past due obligations of GoL.</li> <li>• Prepare monthly, quarterly and annual reports and/or as-and-when reports showing performance of GOL transactions in the financial markets.</li> <li>• Conduct regular Government of Liberia Treasury securities auction through the Script less Security Settlement System (Depo/x)</li> <li>• Facilitate the processing of GOL financial transactions (Repo, Swap, Lending, etc.) with the domestic market.</li> <li>• Process the transfer of GOL securities in the secondary market and immediately update GOL debt database.</li> <li>• Conduct foreign exchange sales and purchase auctions on behalf of GoL through the Script less Security Settlement System (Depo/x).</li> <li>• Monitor the Depo/x and report any abnormalities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Update GOL debt databases of new issuances or agreements and redemptions of government debt on the day they occur.</li> <li>• Reconcile GOL domestic and external debt data.</li> <li>• Maintain up-to-date database for all GOL domestic and external debt</li> <li>• Perform other administrative duties as assigned by supervisors.</li> </ul>
<b>Minimum Job Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• BA or BSc degree in Finance, Accounting, Economics or Business Administration</li> <li>• Minimum of two years' experience in the financial/accounting/economic arena</li> </ul>
<b>Required Competencies &amp; Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent written and oral English skills.</li> <li>▪ Proficiency in MS Excel, MS Word and PowerPoint presentation</li> <li>▪ Knowledge in financial analysis</li> <li>▪ Self-starter with an ability to prioritize multiple tasks</li> <li>▪ Moral and ethical attributes</li> <li>▪ Zero tolerance for corruption</li> <li>▪ Team Player</li> </ul>
<b>Documents Required</b>	<p>Updated Curriculum Vitae (CV).</p> <p>Copies of relevant academic and professional certifications.</p> <p>Cover letter detailing relevant experience</p> <p>Three Professional references</p>
<p><b>General Application Requirements</b></p> <p>Both electronic and/or hard copy applications will be considered. Cover letters should be addressed to Mrs. Maway T. Cooper-Harding, Director of Human Resources Management Department, Central Bank of Liberia and sent to <a href="mailto:cblijobs@cbl.org.lr">cblijobs@cbl.org.lr</a> . Applicants must also attach copies of relevant academic credentials.</p> <p>The deadline for submission of applications is Friday, July 18, 2025.</p>	

<b>Job Title</b>	<b>Senior Analyst, Market Development (Market Development and Support Section)</b>
<b>Job Level</b>	P-4
<b>Vacancy: Contract Type: Department:</b>	One (1) position Permanent Financial Markets Department
<b>Location</b>	Central Bank of Liberia, corner of Ashmun & Lynch Streets, Monrovia, Liberia
<b>Background Information</b>	<p>The Central Bank of Liberia (CBL) is seeking a highly qualified and experienced Senior Analyst who will assist the Principal Analyst and Assistant Director in Market Development and Support Section.</p> <p>The selected candidate primary responsibilities will be to initiate and support activities for the development of domestic financial markets and integration into regional capital markets.</p>
<b>Duties &amp; Responsibilities of the Position</b>	<p><b>Key Functions:</b></p> <ul style="list-style-type: none"> <li>• Assist in driving development of the domestic financial markets (money and capital).</li> <li>• Identify the developmental needs and gaps within the domestic financial markets and provide policy recommendation.</li> <li>• Assist in financial product development.</li> <li>• Review and analyze market participant(s) application and prepare report in keeping with approved policies and market needs.</li> <li>• Conduct market research to assess/identify the developmental needs/gaps of the financial markets and provide recommendations for improvement.</li> <li>• Prepare quarterly domestic market development report and recommend policy actions.</li> <li>• Recommend the development of securities products and/or instruments needed in the market</li> <li>• Develop concept papers for market instruments and products to meet the needs of market participants.</li> <li>• Initiate the development of and assist in the implementation of capital market roadmap .</li> <li>• Initiate the development &amp; implementation of investor education program in close consultation with CBL's corporate communications.</li> <li>• Any other duties as assigned by supervisors</li> </ul>

<b>Minimum Job Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• MA or MS in Finance, Economics, Business Administration, or related field.</li> <li>• Experience in project management is an added advantage.</li> <li>• Minimum of 5 years cumulative work experience in the financial/economics/management/government arena of which 3 years should be with policy formulation.</li> </ul>
<b>Required Competencies &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral English skills.</li> <li>• Knowledge of financial markets &amp; Instruments</li> <li>• Strong skills in market research and policy drafting</li> <li>• Basic knowledge of exchange rate reporting and liquidity monitoring</li> <li>• Knowledge of financial markets regulatory and operational frameworks</li> <li>• Project planning and management techniques</li> <li>• Use of Data analysis tool/software and interpretation</li> <li>• Ability to facilitate stakeholder engagement</li> <li>• Strong Writing &amp; communication skills</li> <li>• Proficiency in MS Words, Excel, and Power point.</li> <li>• Strategic orientation and Analytical thinking</li> <li>• Administrative, Managerial &amp; Interpersonal Skills</li> <li>• Ability to multitask</li> <li>• Leadership and coaching</li> <li>• Creativity /Innovation</li> <li>• Adaptability</li> <li>• Moral and ethical attributes</li> <li>• Zero tolerance for corruption</li> <li>• Team player</li> </ul>
<b>Documents Required</b>	<p>Updated Curriculum Vitae (CV).</p> <p>Copies of relevant academic and professional certifications.</p> <p>Letter of Intent detailing your professional and academic relevance to the tasks.</p> <p>Three Professional references</p>
<p><b>General Application Requirements</b></p> <p>Both electronic and/or hard copy applications will be considered. Cover letters should be addressed to Mrs. Maway T. Cooper-Harding, Director of Human Resources Management Department, Central Bank of Liberia and sent to <a href="mailto:cbljobs@cbl.org.lr">cbljobs@cbl.org.lr</a> . Applicants must also attach copies of relevant academic credentials.</p> <p>The deadline for submission of applications is Friday, July 18, 2025.</p>	

<b>Job Title</b>	Analyst - Investment Performance & Compliance (Reserves Management Section)
<b>Job Level</b>	P-3
<b>Vacancy: Contract Type: Department:</b>	One (1) position Permanent Financial Markets Department
<b>Location</b>	Central Bank of Liberia, corner of Ashmun & Lynch Streets, Monrovia, Liberia
<b>Background Information</b>	<p>The Central Bank of Liberia (CBL) is seeking qualified and experienced candidates to fill the position of an Analyst who will assist the Senior and Principal Analyst in Reserves Management Section.</p> <p>The selected candidate will be responsible for risk management and reporting of Central Bank of Liberia (CBL) foreign exchange reserves management in line with Board and management approved policies and procedures.</p>
<b>Duties &amp; Responsibilities of the Position</b>	<p><b>Key Functions:</b></p> <p>Assist in developing investment guidelines and strategies in accordance with the CBL risk appetite.</p> <ul style="list-style-type: none"> <li>▪ Review existing investments guidelines and make recommendations, when and where necessary.</li> <li>▪ Monitor and assess risks related to CBL's foreign exchange reserves investments and report compliance or non-compliance with approved limits for immediate correction.</li> </ul> <p>Monitor and evaluate all CBL investments to ensure adequate safety and liquidity of the reserves in keeping with approved policies, guidelines</p> <ul style="list-style-type: none"> <li>▪ Prepare monthly, quarterly and annual reports or as-and-when report with recommendations on the performance of all CBL investment.</li> <li>▪ Perform any other tasks as may be assigned by supervisors.</li> </ul>

<b>Minimum Job Qualifications &amp; Experience</b>	<p>BA or BSc Finance, Accounting, Economics or Business Administration; Master's Degree in the above disciplines is an added advantage.</p> <ul style="list-style-type: none"> <li>• Minimum of 2 years' experience in finance/banking/financial risk management.</li> </ul>
<b>Required Competencies &amp; Skills</b>	<ul style="list-style-type: none"> <li>▪ Proficiency in Financial Risk Analysis</li> <li>▪ Good oral and written skills</li> <li>▪ Expertise in Computer Knowledge, with emphasis in Microsoft Excel, Microsoft Word, Power point.</li> <li>▪ Excellent written and oral English skills.</li> <li>▪ Self-starter with an ability to prioritize multiple tasks</li> <li>▪ Team Player</li> <li>▪ Self-starter with an ability to prioritize multiple tasks</li> <li>▪ Moral and ethical,</li> <li>▪ Zero tolerance for corruption.</li> <li>▪ Team Player</li> </ul>
<b>Documents Required</b>	<p>Updated Curriculum Vitae (CV).  Copies of relevant academic and professional certifications.  Cover letter detailing relevant experience  Three Professional references</p>
<p><b>General Application Requirements</b></p> <p>Both electronic and/or hard copy applications will be considered. Cover letters should be addressed to Mrs. Maway T. Cooper-Harding, Director of Human Resources Management Department, Central Bank of Liberia and sent to <a href="mailto:cbljobs@cbl.org.lr">cbljobs@cbl.org.lr</a> . Applicants must also attach copies of relevant academic credentials.</p> <p>The deadline for submission of applications is Friday, July 18, 2025.</p>	



<b>Job Title</b>	Secretary/Administrative Assistant
<b>Job Level</b>	P-1
<b>Vacancy: Contract Type: Department:</b>	One (1) position Permanent Financial Markets Department
<b>Location</b>	Central Bank of Liberia, corner of Ashmun & Lynch Streets, Monrovia, Liberia
<b>Background Information</b>	<p>The Central Bank of Liberia (CBL) invites applications from competent and experienced individuals for the position of Secretary/Administrative Assistant.</p> <p>The selected candidate will play a vital role in assisting the Director with secretarial and administrative day to day operations.</p>
<b>Duties &amp; Responsibilities of the Position</b>	<p><b>Key Functions:</b></p> <ul style="list-style-type: none"> <li>▪ Filing the department's documents in an orderly manner (electronically and physically).</li> <li>▪ Take messages and manage correspondence.</li> <li>▪ Type, prepare and collate letters and reports.</li> <li>▪ Manage schedules and meetings.</li> <li>▪ Keep records up to date.</li> <li>▪ Take minutes in all departmental meetings.</li> <li>▪ Answer the phone in Director's absence and take messages</li> <li>▪ Organize schedules</li> <li>▪ Update and maintain databases such as mailing lists, contact lists and client information</li> <li>▪ Retrieve information when requested.</li> <li>▪ Update and maintain internal staff contact lists</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Co-ordinate and maintain staff administrative records such as staff leave, training and other reports as assigned.</li> <li>▪ Organize travel arrangements for staff.</li> <li>▪ Co-ordinate and organize appointments and meetings.</li> <li>▪ Assist with event planning and implementation</li> </ul>
<b>Minimum Job Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Diploma from a Reputable Secretarial School or its equivalent.</li> <li>• At least three (3) years of previous relevant secretarial experience.</li> </ul>
<b>Required Competencies &amp; Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent written and oral English skills.</li> <li>▪ Organization and planning skills</li> <li>▪ Type 35 wpm</li> <li>▪ Work management and prioritizing skills</li> <li>▪ Verbal and written communication skills</li> <li>▪ Problem solving ability</li> <li>▪ Accuracy</li> <li>▪ Flexibility</li> <li>▪ Reliability</li> <li>▪ Team Player</li> <li>▪ Ability to maintain confidentiality and work independently</li> </ul>
<b>Documents Required</b>	<p>Updated Curriculum Vitae (CV).</p> <p>Copies of relevant academic and professional certifications.</p> <p>Cover letter detailing relevant experience</p> <p>Three Professional references</p>
<p><b>General Application Requirements</b></p> <p>Both electronic and/or hard copy applications will be considered. Cover letters should be addressed to Mrs. Maway T. Cooper-Harding, Director of Human Resources Management Department, Central Bank of Liberia and sent to <a href="mailto:cbljobs@cbl.org.lr">cbljobs@cbl.org.lr</a> . Applicants must also attach copies of relevant academic credentials.</p> <p>The deadline for submission of applications is Friday, July 18, 2025.</p>	