



Ministry of Finance and Development Planning
Department of Fiscal Affairs
Comptroller Division
Office of the Deputy Controller/Director for Accounting Services

External Vacancies Announcement
Job Description

POSITION TITLE	: ADMINISTRATIVE ASSISTANT
REPORT TO	: Director
DIRECTLY SUPERVISES	: N/A
DEPARTMENT/FUNCTIONAL RELATIONS	: All Departments of MFDP
EXTERNAL RELATIONS	: All MFDP Customers & Stakeholders

PURPOSE:

- To ensure that the office of the Director is properly managed and sustained administratively.
- Coordinate activities of the office by giving maximum support in planning, organizing and implementing all administrative and clerical functions.

KEY RESULTS AREAS:

- Coordinate administrative activities in the office of the director.
- Timely handling of incoming and outgoing communications.
- Filing
- Assists in documents classification in the clerical areas.
- Office Management

DUTIES:

Managerial Functions

- Shall work in the area of documents classification and aid in secretarial functions.
- Record transactions in and out of the unit.
- Carry out systematic filing of all documents including memos, contracts, personnel attendance and other information.
- Liaise with Assistant Director and Director for Administrative issues

Technical Functions

- Provide various kinds of administrative support to the director, office staffs & external clients.
- Provide support to other staff of the Unit in the handling of communications.
- To draft all memos emanating from Director.
- Take minutes during meetings, prepare draft and circulate to staff.
- Perform any other work related duties as assigned by the Director.

AUTHORITY LIMIT**Management of Budget**

- N/A

Staff Management

- Minimum supervisory level

Assets Management

- Required to manage assigned assets.

EDUCATIONAL QUALIFICATION

- BBA/BPA/BA Degree in Management, Public Administration, Sociology, etc.
- Certificate/Diploma in related area is an added advantage

WORK EXPERIENCE

- At least 2-4 years work experience
- Knowledge in Office Management
- Computer Skills (Excel, Word, Power Point)
- Good Human Relations Skills
- Analytical skills

OTHER REQUIREMENTS

- Honesty
- Integrity
- Communications skills
- Minutes taking and reports writing skills
- Team Player

Please address your application to the address below:

The Director

Human Resource Section

Ministry of Finance and Development Planning (MFDP)

6th floor, MFDP Building

Broad Street, Monrovia Liberia

Optionally, you may send your application to this email address: mfdphrunit@mfdp.gov.lr

For Further information kindly contact: 088-659-5422 / 077-652-3192

Application Date: September 23, 2016

Deadline for submission of Application:

Date: September 27, 2016