



Department of Economic Management
Job Vacancy
EM072718

Position Title	Grant Coordinator (Internal & External Vacancy)
Period of Application	Mode of Application: All interested applicants should send a complete resume and cover letter. Explaining why you think that you are the best fit for the job. He/she should enclose three active references one of which should be the most recent employer, also include e-mail address and contact number of the references. The Ministry of Finance & Planning provides opportunities for all regardless of sex, religion, disability, or political belief. Application should be sent to hrrecruitment@mfdp.gov.lr no later than 12:00 PM, August 20, 2018. No Phone call please. Position Salary : MFD Classification Grid – G7 – Level 1
Report To:	Assistant Minister for External Resources & Debt Management
Directly Supervises	2 Grant Writers
Department/Functional Relations	Departments of Economic Management, Administration, Budget and Development Planning, Fiscal Affairs, and Other Specialized Units.
External Relationships	GoL External Bilateral Partners.
<p>Purpose: The Ministry of Finance & Development Planning is the Fiscal House of Liberia and the lead Ministry of the Government of Liberia Pro-Poor Agenda. Therefore, the Government of Liberia through the Ministry of Finance & Development Planning is keen on achieving its deliverables on Fiscal issues and the Pro-Poor Agenda as mentioned by the President, H.E. George M. Weah. One of the ways it intends to achieve these deliverables by elevating more people from the bottom line of poverty, by developing methodology through national and international related financing strategies; Domestic Resources mobilization and Grants funding mobilization. To achieve its strategy, the Ministry of Finance & Development Planning is interested in hiring a seasoned/experienced Grant Coordinator that will be responsible to identify, write, coordinate, and plan strategies for the Government of Liberia Grants at the Ministry of Finance & Development Planning; by liaising with the GoL international partners both locally and internationally based on the GoL strategies.</p>	
<p>Who are we looking for: The Ministry of Finance & Development Planning, is an exciting place to work. With more than 600+ employees. From diverse cultural backgrounds and is an employer of choice, MFD is looking for an experienced, professional, a team player and a dynamic person to join the MFD family as a Grant Coordinator. The individual selected will be responsible to identify, write, coordinate, and define funding sources to support plan and existing activities based on strategies of the Government of Liberia (GoL).</p>	
<p>Key Roles & Responsibilities:</p> <ul style="list-style-type: none"> • Oversee the identification, writing, coordination, and development of concept notes/grant proposal for GoL existing and plan activities. • Coordinate the preparation of proposal and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing, and responding to public and private grant opportunities consistent with plan objectives/programs. • Generate proposal and supporting documentations in response to grant solicitation. 	



- Generate funding for GoL programs and services through timely submission of well research, well written, and well-documented grant/funding proposals.
- Engage with program officers/representatives at public and private bilateral institutions/organizations to solicit invitation to submit proposal for grants.
- Serves as a Liaison with organizations to identify funding opportunities and new program areas to match GoL priorities, using research tools.

General Work Competencies:

- **Analytical:** Synthesizes complex or diverse information; collect and research data; uses intuition and to complement data; design work flow and procedures.
- **Design:** Generates creative solutions; translate concepts and information into images; demonstrate attention to details.
- **Problem Solver:** identifies and solve problems in a timely and calm manner; gather and analyzes information in a skillfully; develop alternative solutions; work well in group problem solutions situation; uses reasoning even when dealing with emotional topics.
- **Cost Consciousness:** Works within approved budget; develop and implement cost saving measures in driving the grant proposal/submission for the Ministry.
- **Strategic Thinker:** understands the Ministry strengths and weakness, analyzes local and international grant competition trends; identify external threats and opportunities; adapt strategy to changing conditions.
- **Written Communication:** Writes clearly and informatively; varies writing styles to meet needs; presents numerical data effectively; able to read and interpret written information.
- **Organization Support:** Follows policies and procedures; complete administrative tasks correctly and on time; support organization goals and values; support affirmative action policies and respect diversity.
- **Computer Skills:** Experienced and knowledgeable of computer operations; MICROSOFT Office Suite (MS Word, Excel, Power Point, Outlook, etc.) and database applications.
- **Human Resource Representative:** Acts as a human representative in your respective area; ensures the preparation of performance appraiser; regular and timely attendance at work; team spirit; and the coaching and evaluation of team members.

Work Experience

- 5-8 years of relevant working experience in grant coordination/ management; grant writing and project proposal.
- Experience in contract administration and