

Ministry of Finance and Development Planning
Department of Fiscal Affairs
Expenditure Division



External Vacancies Announcement

Position Title	Junior Economists: Financial Approval (3 positions)
Report To:	Economist-Cash management and Financial Approval
Directly Supervises	N/A
Department/Functional Relations	Departments of Fiscal, Economic Management, and Budget and Development Planning, ASU, Internal Audit, & Procurement.
External Relationships	All Governmental ministries, Agencies, Commissions, State-owned Enterprises and Business Community
Vacancy Code	FA/IVEXFA/15/GSR/002

Purpose: The Expenditure Management Division, headed by an Assistant Minister, is responsible for overseeing the expenditure and financial management systems for GOL. The Division is also responsible for reviewing, revising, producing and overseeing the implementation of GOL financial laws, regulations and procedures. The Division advises the MAs of their core, contingent and supplementary budget approvals. It also monitors and analyses MAs expenditure and proposes improvements thereof. The Division additionally coordinates cash management. The Division has three Units: Financial Approval; Financial Regulation; and Expenditure Monitoring.

The Financial Approval Unit, headed by a Director Financial Approval, is responsible for advising the MAs of their approved core, contingent and supplementary budget allocations and specific approvals and ensures that this is done accurately and on time. The Unit liaises with the MAs in the course of the financial year to determine the funds to be released to them. The Assistant Director provides technical oversight of the staff in the Unit.

Key Results Area:

- ✓ *Produces technical analysis and briefs on the approved core, contingent and supplementary budget allocations and specific approval*
- ✓ *Liaises with MAs in the course of financial year to determine the funds to be released to M/As*
- ✓ *Manages, guides, and mentors unit's staff*

Duties

• General Management Functions

- Assigned duties are carried out with minimum supervision
- Seek advisory for any task not fully understood
- Demonstrate positive attitude and be a good referenced example
- Agreed performance targets should be met

Technical Duties

- Collect economic data and aid in the analysis of historical data to feed into the development of the cash management framework,
- Collect and analyse performance information from performance reports submitted by spending entities
- Provide analysis of spending plans, procurement plans, and other relevant information to

- ensure fiscal discipline, transparency and accountability in public expenditure
- Assist in the issuance of allotment/releases to spending entities through the IFMIS system
- Any other assignment as required by the Economist

Supervisory Functions

- Supervises the processes for the implementation of GOL National Budget.

Education

- Bachelor Degree in Economics or Public Administration is desirable
- Good working knowledge of GOL PFM System is valuable

Work Experience

- At least 2 years of relevant experience
- Good knowledge of how to prepare and analyze technical reports

Other Requirements

- Understanding of Civil Service Standing Orders laws, practices, and procedures
- Thorough understanding of the Budget Process and PFM laws & Regulations
- Knowledgeable of the Act that created the MFDP, governance and leadership
- Process oriented in implementing GOL Budget
- Proven ability to develop and maintain strong professional relationships with internal and external stakeholders and employees
- Integrity and Accountability
- Proficiency in Computer (Excel, Word, Power Point)

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

Application Date: September 23, 2016

Deadline for submission of Application:

Date: September 27, 2016