



**Ministry of Finance and Development Planning**  
**Department of Administration**  
**Public Financial Management Reforms Coordination Unit**

Position Title	Public Financial Management Reforms Coordinator
Report To:	Minister of Finance and Development Planning
Directly Supervises	Public Financial Management (PFM) Reforms Deputy Coordinator, Senior Financial Management Specialists, Capacity Building Officers, Data Center Manager
Department/Functional Relations	Project Financial Management Unit (PFMU), Department of Budget (DOB), Department of Administration (DOA) Department of Fiscal Affairs (DFA), Department of Economic Management (DEM), State Own Enterprise Financial Reporting Unit (SOEU), etc.
External Relations	Internal Monetary Fund (IMF), World Bank (WB), African Development Bank (AfDB), Swedish International Development Agency (SIDA), United States Agency for International Development (USAID), European Union (EU), General Auditing Commission (GAC), Liberia Revenue Authority (LRA), Civil Service Agency (CSA), Internal Audit Agency (IAA), Legislative Budget Office (LBO), etc.

**Key Responsibility:**

Management of Government's Public Financial Management Reforms Program. Project Manager of the multi-donor supported PFM Project at the Ministry of Finance and Development Planning. Secretary to PFM Steering Committee with responsibility to provide policy advise on key reform policy measures

**Key Results:**

- Effective management of the Reforms programs and report to the Steering Committee
- Advise the Public Financial Management Reform Steering Committee on key policies and operational issues
- Development and management of the PFM Reforms Strategy and Action Plan, in consultation with internal and external partners.
- Work with leadership of the MFDPA to generate funding (internal and external) for the reforms
- Support the Component Managers of the reforms in achieving objectives of the respective components within the Strategy.
- Provide lead on PFM and PFM-related Missions

**Terms of Reference (General Management and Functions)**

- Manage the Reforms Coordination Unit and ensure that quarterly Steering Committee meetings and monthly technical committee meetings are held;

- Produce planning, scoping and coordination documents and work plans;
- Provide a monitoring and review platform during the execution of the Public Financial Management (PFM) reform action plan and advise the Public Financial Management Reforms Steering Committee (PFMRSC) on outcomes of PFM interventions, key policy as well as operational issues;
- Develop for the adoption of the PFMSRC proposed budget for the entire reform program as well as operational budget for the Secretariat;
- Review budget allocations and propose adjustments/proposals for the approval of the PFMSRC;
- Generate working documents, term of references, minutes of meetings and any other technical document required for the review, deliberation and approval of the PFMSRC;
- Support Technical Working Committee (comprising of component managers) to enable them achieve their objectives;
- Report to the Steering Committee and coordinate the activities of the Component Managers, who together make up the Technical Working Committee (TWC);
- Coordinate donor interventions in the PFM reforms and ensure that they are aligned to the Government's overall reform plan;
- Manage the routine activities of the secretariat; and
- Provide other services and duties as may be assigned by MFDP in furtherance of the PFM Reforms Strategy and Action Plan and in connection with its functions and mission

#### **Supervisory Functions**

- Ensure that the Reform and Coordination Unit activities are well coordinated and managed
- All reform projects are effectively managed and aligned to GoL priorities.

#### **Education**

- Master Degree in either of the following: Accounting, Economics, Finance, Management or related areas.
- Post graduate diplomas and certificates in key PFM areas (budget, audit, financial reporting and analysis, financial management, etc) and project management will provide added advantages.

#### **Work Experience**

- **At least 8 years of working experience in project management**
- **Must have at least 7 years' experience in working with development partners**
- **Must have worked in a leadership position for at least five years**

#### **Other Requirements**

- Integrity and accountability
- Commitment to organization
- Ability to plan and execute
- Ability to work with a team of professionals
- Ability to coordinate donor activities

- Ability to lead during GoL-Donor negotiations
- Ability to interpret government policy decisions and to work with others to ensure they are reflected in legislation, agreements, regulation or administration.
- Ability to work independently and to respond quickly and effectively to changing priorities.
- Strong interpersonal skills, including tact and diplomacy.
- Working knowledge of the Ministry of Finance and Development Planning (MFDP) Act and attendant structure, PFM Act, and PFM Regulations
- Cognizant of the Civil Service Sanding Orders

Please address your application to the address below:

***The Director***

***Human Resources Section***

***Ministry of Finance and Development Planning (MFDP)***

***3<sup>th</sup> floor, MFDP Building***

***Broad Street, Monrovia Liberia***

Optionally, you may send your application to this email address:

[mfdphrunit@mfdp.gov.lr](mailto:mfdphrunit@mfdp.gov.lr)

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

**Deadline for submitting Application : March 17, 2017**