



**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** : STAFF ASSISTANT  
**REPORT TO** : Director/Assist Director  
**DIRECTLY SUPERVISES** : N/A  
**DEPARTMENT/FUNCTIONAL RELATIONS** : All Departments of MFD  
**EXTERNAL RELATIONS** : All MFD Customers & Stakeholders

**PURPOSE:**

- To ensure that the office of the Director/Assistant is properly managed.
- To provide administrative support to the Administrative Assistant.
- Perform activities of the office by giving support in implementing all administrative and clerical functions.

**KEY RESULTS AREAS**

- Timely handling of incoming and outgoing communications.
- Filing Clerical Management
- Office Management

**DUTIES**

**General Managerial Functions**

- Work in providing various kinds of administrative support to the Director, Assistant Director, office staffs & external clients.
- Work in providing support to other staff of the Unit/Section in the handling of communications.
- Work in providing support for all record transactions in and out of the unit/Section.
- **Technical Functions**
  - Work in carrying out systematic filing of all documents including memos, contracts, personnel attendance and other information.
  - Work in supervising staff attendance within the unit/Section.
  - Expedite communication and other document as directed
  - Ensure hospitality in the Unit/Section
  - Perform any other duties as may be assigned by the supervisor.

### **Supervisory Duties**

- N/A.

### **AUTHORITY LIMIT**

#### **Management of Budget**

- N/A.

### **Staff Management**

- N/A

### **Asset Management**

- Basic care and handling of delicate documents information.

### **EDUCATIONAL QUALIFICATION**

- High school diploma from a notable school.
- Advance certificate administration, secretarial science, and management or related fields.

### **WORK EXPERIENCE**

- At least 1-3 years work experience in office management especially in Public Sector or government entity.
- Knowledge in Office Management

### **OTHER REQUIREMENTS**

- Computer Skills (Excel, Word)
- Good Human Relations Skills
- Analytical skills
- Other Requirements
- Honesty
- Integrity
- Communications skills
- Writing skills
- Team Player

Please address your application to the address below:

***The Director***

***Human Resources Section***

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

***6<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

**Application Date: September 23, 2016**

**Deadline for submission of Application:**

***Date: September 27, 2016***