



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



Position Title	Public Financial Management Reforms Deputy Coordinator
Report To:	Coordinator, Public Financial Management (PFM) Reforms Unit
Directly Supervises	Financial Management Specialist and other RCU Staff
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 Unit (SOEU), etc.
External Relations	International 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)

Purpose:

Support the Coordinator in managing Government's reforms programs and the Reform Coordination Unit

Key Results:

- Effective implementation of Integrated Financial Management Information System (IFMIS)
- Ensure national budget preparation in line with the PFM Act
- Support the roll out of county treasury activities
- Lead discussions on budgeting for program activities
- Lead Quarterly and Annual Reporting activities
- Lead Public Expenditure Financial Assessment (PEFA)

Terms of Reference (General Management and Functions)

- Provide support to the IFMIS Implementation – overall support to the roll-out of IFMIS with emphasis on financial reports design and preparation; the Deputy Coordinator will serve as a local counter-part to the IFMIS financial management specialist (international position);
- Ensure PFM components adhere to PFM Operations Manual – ensure the PFM program is coordinated in accordance with the mechanisms outlined in the operations manual. Update the manual consistent with evolving themes. The Deputy Coordinator will work with the key stakeholders on the planning, budgeting, reporting and strategic issues of the PFM program within the ambit of the PFM Operations Manual;
- Ensure adherence to provision of the 2009 PFM Law regarding budget preparation, execution, and reporting
- Provide support to the Department of Budget and Development Planning – supporting the theme relating to the credibility of the budget, the Deputy Coordinator will work closely with the ministries/departments/units in the following areas:

- ✓ Streamline the budget calendar to ensure budget is prepared and approved

- timely by the legislature; reduce undue delays in the approval process
- ✓ Transition to Medium Term Budget Framework (MTBF) and the Medium Term Expenditure Framework (MTEF)

- Generally, assist the Department of Budget and Development Planning in annual budget preparation;
- Roll out of County Budget Offices – work with the Budget Department on the establishment of County Budget Office/Treasury activities – tasks will include capacity building through training and reporting
- Work with the State Owned Enterprises (SOE) Reporting unit in ensuring the timely submission of strategic plans (quarterly, semi –annually, annually;) to the Ministry of Finance and Development Planning
- Work on all critical issues related to the Public Expenditure Financial Assessment (PEFA) on budget credibility (P1 through P4), comprehensiveness and transparency of the budget (P5 through P10), and policy based budgeting (P11 through P12)
- Work with the Department of Administration at the Ministry of Finance and Development Planning (MFDP) in the development of the Ministry’s budget, and
- Provide other services and duties as may be assigned by the Coordinator and officials of the MFDP in connection with their functions and mission.

Supervisory Functions

- Working with the Coordinator, ensure that the Reform and Coordination Unit activities are well coordinated and managed
- All reform projects are effectively managed.

Education

- Master Degree in either of the following: Accounting, Finance, Economics, Management and related areas. Knowledge/certification of IPSAS Requirements is an added advantage.

Work Experience

- **At least 7 years of working experience in project management**
- **Must have at least 4 years working in Public Sector reporting**
- **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 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.
- Knowledge of the MFDP Act, 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)

3th 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: 0886234450/0777005308

Deadline for submitting Application : March 17, 2017