



Republic of Liberia
Ministry of Planning & Economic Affairs



P.O.BOX 10-9016
The Executive Mansion Grounds
Capitol Hill
1000 Monrovia 10, Liberia

VACANCY ANNOUNCEMENT:

Background:

The LRDC structure was organized with the intent of providing the President a means of 1) coordinating and monitoring the implementation of the national reconstruction and development agenda through the Cabinet and Heads of autonomous agencies and 2) enhancing coordination with external partners, thus assuring key senior officials and partners are consistently on the same development agenda.

The recently completed Poverty Reduction Strategy Paper (PRSP), captures succinctly, national priorities structured around the Four Pillars; Security, Governance and Rule of Law, Economic Revitalization, and Infrastructure and Basic Services. It provides a framework to guide interventions in the reconstruction and development efforts in Liberia. It defines expected results agreed upon by partners and government and ensures accountability by identifying the party responsible for producing the defined results.

Through the Poverty Reduction Strategy (PRS), the Government of Liberia (GoL) has set a national strategy aimed at achieving growth, reconstruction and development over the next three years (2008 – 2011). Similarly, each of the fifteen counties of Liberia has set its development goals and priorities through the formulation of the County Development Agenda (CDA) for a five year period (2008 - 2013.) As outlined in the PRS, each Pillar identified a list of priority interventions (ranging from operational programs, policy formulation and capacity development) to be delivered within a specified timeframe. These deliverables, not only reflect the national interest, but also, county specific measurable indicators and targets to be achieved. Both the PRS and CDA are therefore tools that coherently articulate priorities, and at the same time guide implementation, delivery and monitoring of county specific as well as overall national development goals.

In order to strengthen the coordination and monitoring of PRS implementation, the Ministry seeks application for qualified Liberians to fill the four positions of **Program Assistant for each Pillar, namely: (Economic Revitalization; Governance and the Rule of Law; Infrastructure and Basic Services and Peace and Security):**

1. **Program Assistant – Peace and Security Pillar – (No-PA0001)**
2. **Program Assistant- Economic Revitalization – (No-PA0002)**
3. **Program Assistant- Governance and Rule of Law– (No-PA0003)**
4. **Program Assistant- Infrastructure & Basic Services– (No-PA0004)**

Organizational Unit: Liberia Reconstruction and Development Committee (LRDC)
Duty Station: Monrovia, Liberia
Duration: 6 months-Renewable based on operational performance and availability of funds.
Start Date: October 1, 2010

This vacancy is open to only Liberian applicants. Preference will be given to equally qualified women candidates.

Scope of Work:

The Program Assistant will work closely with the Pillar Technical Advisor (PTA), members of the Pillar, and the LRDC Secretariat to ensure implementation of policy decisions agreed at LRDC. The Program Assistant will report directly to the PTA on a daily basis or as is required and will be subject to quarterly and final evaluations by the LRDC with input from the Pillar Chairs.

Working closely with the LRDC and the PTA for the each Pillar, the Program Assistant will be responsible for the following:

- i. Provide assistance to ensure that Ministries and Agencies are in fact working together and coordinating relevant policy projects. Identify areas where line Ministries and Agencies may need particular additional assistance and expertise and report findings to Pillar Technical Advisor.
- ii. Ensure that PRS indicators are duly transmitted to all stakeholders and assist each Pillar ministry, autonomous line agency and public corporation in updating respective draft results matrix from PRS goals and objectives.
- iii. Support the role of the Pillar Technical Advisor in reporting on monitoring the implementation process (in line with the M & E Framework) to the LRDC Steering Committee;
- iv. Ensure that the Pillar is functional and holding regular meetings and maintain full records of the proceedings of the Pillar Meetings, issue citations, serve as a clearing house on LRDC Pillar information and inform all stakeholders on a regular basis upon direction from the Pillar Technical Advisor;
- v. Perform other duties and responsibilities relating to the implementation of the Lift Liberia agenda as may be assigned.

Qualifications

- i. University degree (or equivalent) preferably in Public Administration, Business, or other relevant field; or the equivalent combination of education and experience in a related area;
- ii. At least 2 years of work experience with good organizational, analytical and time management skills. Understanding of the legal and governance structures in place in Liberia, the reform processes currently being undertaken in the country, some of the various actors in the each Pillar arena. Knowledge of the PRS/CDA processes and the expected goals as they relate to the Pillar.
- iii. Full working knowledge of English, including excellent drafting and presentation skills;
- iv. Excellent computer skills (especially Microsoft office applications) and ability to use information technology as a tool and resource.
- v. Prepared to undertake lots of local travel to the counties.

OPERATIONAL SKILLS

- i. Capacity to perform effectively under pressure and hardship conditions.
- ii. Good interpersonal and teamwork skills, networking aptitude, ability to work in a multicultural environment.
- iii. Excellent writing skills to draft reports for submission to the LRDC Secretariat.
- iv. Excellent interpersonal skills and cultural and political sensitivity to effectively interact with a cross section of government officials, members of donor organizations, international and national NGOs, civil society representatives, etc.
- v. Excellent organizational and presentation skills.
- vi. Strong inter-personal skills with ability to promote participation and teamwork.
- vii. Ability to undertake field travel in order to achieve objectives.
- viii. Active commitment to promoting the interest of marginalized people.
- ix. Highly motivated, flexible, and capable of working under pressure.

Please insert Vacancy Announcement Number in the Subject of the email or written application. Applications without the Vacancy Announcement Number or with the incorrect Vacancy Announcement Number will not be accepted. Attach photocopies of qualifications (i.e. technical certificates and academics) and a one-page cover letter indicating your interest and suitability for the position.

Deadline for the submission of applications: Wednesday, September 15, 2010

Please note that applications received after the closing date will not be considered. Only short-listed applicants will be contacted for a written test followed by an interview.

E-mail application to this vacancy should be sent to:

hrunit@mopea.gov.lr and hyonton@mopea.gov.lr.

Please forward all written applications to:

**Human Resource Bureau
Ministry of Planning & Economic Affairs
Executive Mansion Grounds
Monrovia, Liberia**

FOR FURTHER INQUIRIES CALL: 027212008