

UNITED NATIONS DEVELOPMENT PROGRAMME  
RE-ADVERTISEMENT VACANCY ANNOUNCEMENT NO UNDP /SSA /2008/029 UNDP



Post Title	Senior Policy Advisor
Level	SSA (max range)
Organizational Unit	UNDP/Liberia – seconded to the Liberia Reconstruction and Development Committee (LRDC)
Duty Station:	Monrovia, Liberia
Duration:	12 months
Start Date:	Immediately
Date of Issue:	10 November 2008
Closing Date:	24 November 2008

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

**Background:**

The Secretariat of the Liberia Reconstruction and Development Committee (LRDC) in the Office of President Mrs. Ellen Johnson-Sirleaf, seeks a full-time Senior Policy Advisor to assist the Government of Liberia (GOL) in high level technical, policy and analytical work involved in the execution and coordination by its Ministries and Agencies of Liberia's ongoing reconstruction and development agenda and the mobilization of resource support for that agenda.

With the conclusion of the mandate of the National Transitional Government of Liberia and the Inauguration of President Ellen Johnson-Sirleaf on January 16, 2006, the new Government of Liberia has embarked on an ambitious program of post-conflict reform and reconstruction. A more streamlined program of reform and reconstruction encapsulated in the four broad pillars - Enhancing National Security, Economic Revitalization, Governance and Rule of Law, and Infrastructure and provision of Basic Services - has been agreed upon and received strong support from key development partners. This program serves as the guiding framework for the current implementation of Liberia's Poverty Reduction Strategy (PRS) which will last until 2011.

To ensure coordination of Liberia's reconstruction and development program, the LRDC was established in early 2006, as a successor mechanism to an earlier Results-Focused Transitional Framework (RFTF) Implementation Committee (RIMCO) under the erstwhile National Transitional Government of Liberia. The LRDC provides Her Excellency the President with the means of enhancing both 1) coordination of development partners and 2) internal government management, by ensuring that key senior government officials and partners are consistently following the same development agenda and that deliverables agreed upon are systematically tracked for timely implementation. The LRDC monitors implementation of the national reconstruction and development agenda through the Cabinet and, where relevant, through heads of autonomous public agencies. A Steering Committee (SC), comprising the President (as Chair), key Ministers, and development partners from each of the four development Pillars provide oversight coordination for the work of the implementing agencies. The Steering Committee, in turn, is supported by a small Secretariat in the President's office. The National Coordinator, who heads the Secretariat, serves as Secretary to the Steering Committee

Implementation of agreed targets and deliverables, however, devolve solely to government line Ministries and Agencies, working closely with development partners. As outlined in the M & E Framework for the PRS, the LRDC, through a Technical Team consisting of the Pillar Focal Points (Technical Advisors), fifteen (15) key County Planning Specialist (SES), and key members of the LRDC Secretariat, periodic reports will be made on Pillar activities including the implementation of projects, substantive progress on concrete deliverables, county statistics and summaries of aid flows in support of the development agenda.

In terms of specific operational outputs and targets, the LRDC focuses primarily on ensuring implementation of a long-term, nationally inclusive, and results-focused post-conflict reconstruction and development program currently embodied in the PRS.

To effectively discharge its responsibilities, the LRDC relies on the support of a number of short and longer term advisors to provide specialized technical inputs and advice on strategy and policy issues. These advisors provide, from time to time, direct technical support in line with the implementation of the reconstruction and development agenda. The Senior Policy Advisor is one of these key experts.

### **Scope of Work:**

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The Senior Policy Advisor, who will be based in the LRDC Secretariat/Office of the President in Monrovia, will be tasked primarily with the provision of high-level technical, strategy development and policy support and advice to the LRDC in the coordination of Liberia's reconstruction and development agenda. In particular, the Advisor will:

- i. Provide technical advice and policy development support to the LRDC and the four development Pillars in the implementation of PRS' goals and objectives. Such assistance would center on their timely preparation, monitoring and dissemination of all relevant agreed-upon work plans and benchmarks.
- ii. Provide technical support and strategic guidance to the Pillar Technical Advisors as they undertake direct support to the Pillar Chairs to manage the work streams in the implementation of the PRS.
- iii. Provide substantive leadership and technical direction in the Secretariat's efforts to develop a more efficient aid architecture to better track donor funding, ensuring funding from partners is relevant (PRS aligned), timely in release, and effective in achieving government's development objectives.
- iv. Working closely with National Budget Committee, the Policy Advisor will assist in the external aid reporting process to ensure that programs funded by bilateral and multilateral assistance are more comprehensively reported as part of the national budget reporting process.
- v. Chair periodic meeting of the LRDC Technical Team as required and facilitate regular reporting on pillars' activities to the LRDC Steering Committee.
- vi. The Advisor will provide, from time to time, technical advisory support to relevant Pillar Ministries and Agencies of the government as needed. Such support would not involve management, or discharge of agency line functions or responsibilities, but would normally involve providing technical comments and substantive inputs on major outputs.
- vii. The Advisor, working in close coordination with relevant GOL ministries, agencies and development partners, will assist in monitoring and reporting on the efforts of Ministries and Agencies to identify gaps, rebuild, track and evaluate re-establishment of institutional capacities within the overall national reconstruction and development program.
- viii. Working closely with relevant Ministries and Agencies, the Advisor will identify and facilitate on a continuing basis, concrete and practical opportunities for cross- fertilization/exchange of ideas with other post-conflict countries, especially those in Sub-Saharan Africa. He/She will identify time-tested best practices that may benefit Liberia.
- ix. Supporting other activities identified from time to by the National Coordinator and Head of the LRDC Secretariat, or as may be directed occasionally by the President herself through the Secretariat.

### **Qualifications**

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- i. At least a Master's degree in Economics or related field, but preferably a PhD in Economics. S/he should have strong technical and analytical economics skills and ideally some management level experience. S/he should have specific expertise in the areas of development partner coordination, policy analysis and development, private sector and civil society engagement, and other related issues central to the consolidation of peace, reconstruction, and development in post-conflict environments.

- ii. At least 10 years of work experience with capabilities in policy or strategy development, public sector reform, legal reform, conflict management, peace building, and monitoring and evaluation;
- iii. Understanding of the reform processes currently being undertaken in the country, some of the various actors in the area of governance and the rule of law, and their respective roles and mandates.
- iv. Knowledge of the PRS/CDA processes and the expected goals as they relate to governance and the rule of law.
- v. Full working knowledge of English, including excellent drafting and presentation skills;
- vi. Excellent computer skills (especially Microsoft office applications) and ability to use information technology as a tool and resource.
- vii. Prepared to undertake lots of local travel to the counties.

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## **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.

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E-mail application to this vacancy should be sent to [vacancies.lr@undp.org](mailto:vacancies.lr@undp.org). 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.

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.

Please forward all written applications to:

Deputy Resident Representative (Operations)  
Attention: HR Unit  
United Nations Development Programme  
Simpson Apartment, Mamba Point  
Monrovia, Liberia

cc: All UN Agencies and UNDP Programmes/Projects and All Counties

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