

UNITED NATIONS DEVELOPMENT PROGRAMME
VACANCY ANNOUNCEMENT NO UNDP /ISSA /2009/013UNDP



Post Title	International Consultant, Support for the Recruitment Process of Financial Management Training Program
Level	International SSA
Organizational Unit	UNDP/ Ministry of Finance
Duty Station:	Monrovia, Liberia
Duration:	1 month
Start Date:	Immediately
Date of Issue:	23 March 2009
Closing Date:	30 March 2009

Background

Ministry of Finance in cooperation with the University of Liberia, Civil Service Agency and Liberia Institute of Public Administration is running a Financial Management Training Program, which is providing for a Master's program in public financial management and short term training for MDA's financial management staff.

The first batch of Master's students will finish their two-year program in March and be placed in key positions within the MoF and other Ministries. The graduates will be replaced by recruiting a third batch of students. The recruitment process is open to Liberian citizens in the age group of 21-30, having a Bachelor's degree in the field of Accounting, Economics, Business Management or Public Administration.

The Governing Body of the program is chaired by the Minister of Finance with the other members being the Director General, Civil Service Agency; President of University of Liberia and Director General, Liberia Institute of Public Administration. The GB provides strategic direction for the training program. This program is funded by the World Bank.

Scope of Work

- Prepare elaborated concept paper on eligibility criteria based on previous exams and create a recruitment plan in cooperation with MoF and CSA
- All applications received should be reviewed against the prescribed eligibility criteria
- In Collaboration with the FMTP-Registrar, PFM Advisor and CSA, prepare the short list of all applications eligible to participate in the written test
- Compile and prepare report on applications that are not found eligible for the written exam as the prescribed criteria.
- Organize using FMTP's professors a training for women applicant in preparing them for the entrance exam
- With the support of the FMTP Director and Registrar and PFM Advisor prepare the exam and organize examination for short-listed candidates.

- Develop a seating plan to be displayed outside the exam venue on the date of the test and ask candidates to report thirty minutes prior to the commencement of the test.
- In collaboration with PFM Advisor and Registrar, should do the evaluation and test check to ensure the correctness of scores.
- Compile results and ensure publication of result at the CSA and MOF Websites, specifying date, time and venue of the interviews.
- Organize composition of the interview committee. The interview Committee should include representatives from CSA, LIPA, UL MOF, PFM Advisor and Registrar
- In consultation with the PFM Advisor and Director, prepare a summary of the selected candidates CV's and the scoring sheet, for interview committee members and signed by each member of the panel.
- Prepare final report on the selection process, signed by the interview committee members and submit to the Governing Board for approval.
- Declare final result through the CSA and MOF Website, specifying the date and time for signing contracts.
- Prepare folder containing the application and other credentials for each successful candidate.
- Develop performance based contracts with the support of the Director and CSA for graduating students entering the civil service using the SES contracts as a model

Qualifications

- Relevant Bachelors degree (Masters' preferred)
- Familiarity with the public financial management and HR-management
- At least five (5) years of relevant work experience in HR-management
- Experience of working in a post-conflict environment

Deliverables

- Finalization of third batch recruitment process
- Finalization of performance based contracts for graduating student moving into the Civil Service
- Completion report

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