

**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**VACANCY ANNOUNCEMENT NO. UNDP /SSA/2008/ 017 UNDP**

**Post Title** : **Financial Management Training Program (Director)**  
**Contract Type** : **Special Service Agreement (Equivalent to NPPP A)**  
**Salary** : **NPPP –A (\$1,290.70 - \$1,793.31)**  
**Duty Station** : **Monrovia/Liberia**  
**Duration** : **Six months (renewable on performance)**  
**Bureau/Office** : **Ministry of Finance**  
**Start Date** : **Immediately**  
**Date of Issue** : **7 July 2008**  
**Closing Date** : **21 July 2008**

<p><b>This vacancy is open to applicants of either sex. Preference will be given to equally qualified women candidates.</b></p>
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### **Background**

As part of its capacity building initiative, the Ministry of Finance, along with its collaborating partners – Civil Service Agency, University of Liberia, Liberia Institute of Public Administration - has established a Financial Management Training Program (FMTP). The Program has two components: short term training in financial management for civil servants and training of 30 trainee civil servants over a period of two-years in financial management leading to a Masters in Management degree awarded by the University of Liberia. The program is into its second semester of teaching and is being delivered through the Financial Management Training Unit in the Ministry of Finance.

### **Scope of Work**

The **Director** shall head the Training Unit and shall carry out all the tasks, which shall include but not necessarily limited to the under listed tasks:

1. Ensure that training programs are appropriately designed and effectively delivered;
2. Responsible for the general administration of the training unit and coordinate the activities in terms of logistics, finances and arrangement of instructors for the program.
3. Maintain the training premises and its equipment;
4. Ensure that the MOU governing the Program is fully implemented;
5. Assist the GB in administration of the Program, curriculum development, quality assurance, superintendence of the training and discipline related matters;
6. Shall submit a monthly progress report to the Governing Body of the FMTP;
7. Serve as secretary in the meetings of the GB and shall be responsible for preparing the correspondence, agenda and minutes of the meetings.
8. Assist the trainees with reference to any matter relating to the delivery of the training program.
9. Shall report to the Chairman of the Governing Body (GB).

## Qualifications, Knowledge and Experience

The successful candidate should;

- a) Have a **Master's degree** in one of the following disciplines: Accounting, Economics, Public Administration or Management;
- b) Have professional experience of not less than 5 years
- c) University experience in an academic or/and administrative position would be an advantage.
- d) Persons with higher qualifications may be entitled to slightly higher salary levels, in accordance with UNDP rules.

### Competencies:

- Capacity to perform effectively under pressure and hardship conditions;
- Strong interpersonal skills with ability to promote participation and team-work, networking aptitude, ability to work in a multicultural environment;
- Ability to take initiatives for pre-emptive measures and most efficient and effective approach to achieve results and highly motivated and flexible;
- Excellent interpersonal and organizational skills;
- Excellent cultural sensitivity to effectively interact with a cross section of government officials, UN staff, member of donor organizations, international and national NGOs and civil society representatives.
- Ability to undertake field travel in order to achieve objectives.
- Active commitment to promoting interest of marginalized people.

Email 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