

# **TWO (2) VACANCIES ANNOUNCEMENT!**

**Position Title: Assistant Superintendent for Fiscal & Financial Management (1-Bong County & 1-Lofa County)**

## **Background**

In keeping with its “National Policy on Decentralization and Local Governance,” the Government of Liberia seeks to engage the service of two (2) experienced public financial administrators to implement the mandates of the law **“Amending Section 12 of the Local Government to provide for the Office of Assistant Superintendent for Fiscal and Financial Management in Bong County and in Lofa County.”**

The Assistant Superintendent for Fiscal and Financial Management position core objectives:

- Provide for efficient fiscal and financial management at county levels;
- Ensure fiscal accountability, proper checks and balances; and
- The eventual full and uncompromised implantation of the governance based decentralized Poverty Reduction Strategy.

## **Job Summary**

The Assistant Superintendent for Fiscal and Financial Management, who reports to the county Superintendent, is responsible for the overall management of the County’s budget. With the active support of the Superintendent, she/he works to efficiently improve fiscal decentralization, administrative performance of County public financial management systems, while maximizing the county’s local revenue.

## **Specific Power, Duties, and Functions**

The Assistant Superintendent for Fiscal and Financial Management is the Principal deputy to the Superintendent of the county and performs the following duties and functions:

- 1) Conducts and supervises the fiscal affairs of the county under the direct supervision of the Superintendent of the County;
- 2) Supervises and controls the annual budget preparation and execution for the county;
- 3) Supervises and takes responsibility for all financial reports of the county;
- 4) Represents the county at all financial reviews and audit exercises;
- 5) Exercises such other powers incidental to the office of the Assistant Superintendent for Fiscal and Financial Management of a county or major political sub-division of a county;
- 6) Performs all other duties as directed by the County Superintendent.

## **Minimum Qualifications and Experience**

1. The successful candidate should have profound and extensive knowledge of fiscal transactions, and at least 5 years of experience of working in, or supporting government in developing and implementing budgets and/or public financial management systems, while working with and through a variety of partners.
2. The successful candidate must possess a bachelor's degree in Public Administration, Finance, or a related field. Masters in Finance and/or Business Administration is an added advantage;
3. Must speak and write clearly and effectively, demonstrate excellent communication skills, and promote the sharing of knowledge;
4. Must demonstrate respect for the individual, gender and cultural differences, and promote the building of trust in multi-ethnic environment with sensitivity and respect for diversity;
5. Must possess good interpersonal skills, build relationships, and be effective with negotiation skills while working with others to achieve mutually beneficial and lasting results;
6. Must possess computer skills and the ability to use relevant software applications, including information databases, Internet services, and software that supports efficient public financial management;
7. Must possess maturity and sound judgment, impartiality, diplomacy, and the discretion and ability to work under pressure and in difficult parts of the country;
8. She/he must have and demonstrate detailed knowledge and familiarity with Liberia's process of reconstruction, with specific focus on the national poverty reduction initiatives and the Medium Term Expenditure Framework (MTEF);
9. Applicants must be Liberian citizens;
10. Women and Liberians with disability are encouraged to apply.
11. Benefits are attractive.

A short list of successful candidates will be forwarded to the President of Liberia who shall appoint with the advice and consent of the Senate, the Assistant County Superintendent for Fiscal and Financial Management.

**All interested applicants are asked to send their resumes along with a motivational letter to the address listed below or e-mail application to [sehbrown1@gmail.com](mailto:sehbrown1@gmail.com) with the subject title: Assistant Superintendent for Fiscal & Financial Management for Bong County or Assistant Superintendent for Fiscal & Financial Management for Lofa County**

**Postal Address:**Attn: Seh Morris Brown

Office of the Director-General  
Civil Service Agency  
63 Carey Street  
Monrovia, Liberia

**Deadline: November 20, 2016, 5pm Local Time in Monrovia, Liberia**

