

INTERNAL VACANCY ANNOUNCEMENT

October 18, 2017

The Administration of the Ministry of Foreign Affairs announces a vacancy for the position of Special Assistant to the Deputy Minister of Foreign Affairs

Job Title: Special Assistant

Location: Home Office/ Ministry of Foreign Affairs, Monrovia

Department: Foreign Affairs

Main Duties and Responsibilities:

- Manages the workflow and priorities by managing the schedule of the Deputy Minister of Foreign Affairs;
- Follows up on internal and external meetings.
- Participates directly in external meetings and follow up with the relevant parties.
- Prioritizes and manages multiple assignments and follow through on issues in a timely manner.
- Identifies ways to improve the efficiency and effectiveness of staff in the Office of the Deputy Minister of Foreign Affairs;
- Oversees day-to-day operations and staff service;
- Identifies opportunities to create processes and systems to streamline office flow.

Other Requirements:

- Must have decision making skills.
- Must have excellent judgment skills. Must have strong analytical and problem solving skills;
- Must be able to take different kinds of input, quickly and effectively sort out action plans.
- Must have excellent communication skills;

- Demonstrated experience in handling a wide range of Technical and executive support related tasks independently with little or no supervision;
- Ability to adhere to sensitive deadlines, maintain confidential materials and work independently on multiple tasks / assignments simultaneously.
- Excellent interpersonal and communications skills with demonstrated ability to effectively interact and work well with all levels of staff as well as visitors.
- Strong organizational ability and problem solving skills;
- Must have excellent organizational ability and problem solving skills;
- Strong leadership skill; particularly the ability to make tough and objective decisions in the interest of the Ministry void of personal interest;
- Performs other relevant duties consistent with the function of the division as may be assigned by the Deputy Minister of Foreign Affairs;

EDUCATION QUALIFICATION

- Minimum of Bachelors in Management, Public Administration or related field; a Masters will be an added advantage;

WORK EXPERIENCE

- At least five (5) years of work experience is required;

All applications should be submitted to the Director of Human Resource Management on or before Wednesday, November 1, 2017.

INTERNAL VACANCY ANNOUNCEMENT

October 18, 2017

The Administration of the Ministry of Foreign Affairs announces a vacancy for the position of Accountant

Job Title: Accountant

Location: Home Office/ Ministry of Foreign Affairs, Monrovia

Department: Administration

Main Duties and Responsibilities

- Provides input in the development of policies, standard operating Procedures (SOPs), work plan and other support systems including Monitoring mechanisms to achieve set targets of the Finance Division.
- Participates in the preparation of the Ministry of Foreign Affairs annual budget and monitor its implementation;
- Develops accounts payable/receivable systems and monitors their implementation to ensure that all payments are in line with approved accounting polices/ guidelines;
- Reviews periodic bank reconciliation statements and accounts reconciliation of the Ministry of Foreign Affairs and initiates corrective actions where necessary;
- Analyzes and reviews financial accounting systems of the Ministry and advise; on any inconsistencies for remedial action;
- Maintains good working relationships with external auditors, MACs and other stakeholders in the area of financial and management accounting;
- Ensures the Preparation of monthly bank reconciliation statements for review and undertakes follow-up to Treasury and Banks for reconciliation Accounts;

- Monitors the preparation of Payments Vouchers and other value books;
- Prepares work schedules for Accounts officers and reports to Comptroller;
- Prepares monthly, quarterly and annual financial reports and any other report related to job function.
- Performs other relevant duties consistent with the functions of the Division as may be assigned by the Comptroller;

EDUCATIONAL QUALIFICATION

- Bachelor Degree in Accounting from a recognized university;

WORK EXPERIENCE

- At least five (5) years of working experience of which two years must have been in the public service of Liberia.

OTHER REQUIREMENTS

- Considerable knowledge in the use of accounting and auditing methodologies and tools;
- Good knowledge of the International Financial Reporting System (IFRS), Accounting and Auditing Standards and related regulations;
- Considerable experience in public sector accounting;
- Good knowledge/understanding of the operations of Civil Service proceedings/guidelines;
- Excellent oral and written communication skills;
- Ability to develop and maintain professional relationships with internal and external stakeholders;
- Excellent knowledge/understanding of tax laws and related regulations.
- Excellent planning and organizing skills;
- Ability to meet deadlines and execute projects;
- Ability to work in a fast paced environment;
- Great deal of attention to details;

- Absolute discretion in handling/dealing with confidential information/data.
- Knowledge of accounting software/tools with strong functionality skills in Microsoft Excel, Word and PowerPoint;
- Excellent analytical skills;
- Good managerial and coaching skills in a "team" setting;

All applications should be submitted to the Director of Human Resource Management on or before Wednesday, November 1, 2017.

INTERNAL VACANCY ANNOUNCEMENT

October 18, 2017

The Administration of the Ministry of Foreign Affairs announces a vacancy for the position of Assistant Chief Accountant

Job Title: Assistant Chief Accountant

Location: Home Office/ Ministry of Foreign Affairs, Monrovia

Department: Administration

Main Duties and Responsibilities:

- Participates in the preparation of Ministry of Foreign Affairs annual budget and monitor its implementation;
- Prepares variance analysis of revenue and expenditure against budget and reports/advices on any deviations for corrective action;
- Ensures efficient management of the Ministry's budgetary allocations and delivers specific financial services to ensure efficient and effective functioning and result-orientation of all technical Departments, Sections and Units;
- Provides relevant and appropriate information to assists Management respond to audit queries;
- Develops accounts payable/receivable systems and monitors its implementation to ensure that all payments are in line with approved accounting polices/ guidelines;
- Reviews periodic bank reconciliation statements and accounts reconciliation of the Ministry of Foreign Affairs and initiates corrective actions where necessary;
- Develops effective and efficient systems, processes, procedures and controls in support of financial and accounting functions including
- establishment of appropriate database and tracking scheme;
- Designs financial and accounting formats to capture on timely basis, financial information from Senior Management to promote timely financial accounting and reporting;
- Monitors closely financial returns documents from Senior Management to ensure that standard accounting principles are followed and financial laws

and regulations are adhered to;

- Supervises the preparation of the Ministry of Foreign Affairs Cash Book and other monthly bank reconciliation statements and treasury reconciliations;
Provides expert financial planning and expenditure advice on spending at the Ministry to the Comptroller;
- Develops effective Fixed Assets Register system and monitors to ensure its Implementation;
- Monitors compliance of statutory deductions and payments (i.e. tax, etc.).
- Monitors the Ministry's cost/expenditure and prepares relevant reports to guide Management in its decision-making;
- Disburses financial/budgeted resources in conformity with the priorities and decisions of the Minister and Senior Management of the Ministry;
- Provides accurate and timely Government of Liberia and Development Partners' financial statements to ensure good financial management and timely decision-making and financial reporting;
- Advises and sensitizes Senior Management on the use and timely accounting of financial resources allocated to them in order to speed up financial reporting to ensure timely releases of funds;
- Maintains good working relationships with external auditors, Ministries and Agencies and other stakeholders in the area of financial and management Accounting;
- Prepares monthly, quarterly and annual financial reports and any other report related to the job function;
- Monitors to ensure that all financial and management accounting reporting systems are in line with regulatory requirements and International Financial Regulatory Standards;
- Collaborates effectively with the Budget Unit of the Ministry of Finance and Development Planning (MFDP) and facilitates the preparation and implementation of the Ministry of Foreign Affairs budgets in accordance with financial and budget rules and regulations;
- Advises the Comptroller and Senior Management on the disbursement and utilization of funds;
- Represents the Comptroller on official committees as may be directed;
- Ensures appropriate and adequate documentation of all activities of the Financial Division;
- Develops annual plans and budgets for the Division;

EDUCATIONAL QUALIFICATION

- A minimum of Bachelor Degree in Accounting or Finance from a recognize university; Master's degree is an added advantage

WORK EXPERIENCE

- At least five (5) years of working experience of which two years must have been in the public service of Liberia.

OTHER REQUIREMENTS

- Considerable knowledge in the use of accounting and auditing methodologies and Tools;
- Good knowledge of the International Financial Reporting System (IFRS), Accounting and Auditing Standards and related regulations Considerable experience in public sector accounting;
- Good knowledge/understanding of the operations of Civil Service proceedings/guidelines;
- Excellent oral and written communication skills;
- Ability to develop and maintain professional relationships with internal and external stakeholders;
- Excellent knowledge/understanding of tax laws and related regulations;
- Excellent planning and organizing skills;
- Ability to meet deadlines and execute projects;
- Ability to work in a fast paced environment;
- Great deal of attention to details;
- Absolute discretion in handling/dealing with confidential information/data;
- Knowledge of accounting software/tools with strong functionality skills in Microsoft Excel, Word and PowerPoint;
- Excellent analytical skills;
- Good managerial and coaching skills in a "team" setting;

All applications should be submitted to the Director of Human Resource Management on or before Wednesday, November 1, 2017.

INTERNAL VACANCY ANNOUNCEMENT

October 18, 2017

The Administration of the Ministry of Foreign Affairs announces a vacancy for the position of Coordinator

Job Title: Coordinator of the Foreign Service Institute

Location: Home Office/ Ministry of Foreign Affairs, Monrovia

Department: Foreign Service Institute

Main Duties and Responsibilities:

- Acts as Administrative head in the absence of the Director-General;
- Assists in the implementation and coordination of programs and policies of the Institute;
- Assists in the design of measures necessary for the effective running of academic programs of the Institute;
- Supervises Staff of the Institute;
- Assists in the evaluation of programs, lecture materials and recommend areas for possible improvement;

EDUCATION QUALIFICATION

- Master Degree in Political Science, International Relations, Diplomacy, Public Administration or related fields;
- A good first degree with 5 years of Senior Management experience acceptable.

WORK EXPERIENCE

- At least three (3) years of work experience of which two years must have been in the public service;

OTHER REQUIREMENTS

- Knowledgeable in diplomacy and negotiation skills;
- Proven project management, administration and coordination skills;
- Excellent communication and interpersonal skills;
- Strong ability to develop and maintain professional relationship with internal and external stakeholders;
- Acts with honesty and integrity;
- Knowledgeable of Civil Service Standing Orders and relevant policies
- Knowledgeable of protocol procedures;
- Ability to meet deadlines and execute project;
- Sound decision-making based on thorough analysis;
- Proficient in Microsoft Application including Word, PowerPoint, and Excel.
- Problem solving skills;
- Must have qualified in CSA's test for this position;

All applications should be submitted to the Director of Human Resource Management on or before Wednesday, November 1, 2017.

INTERNAL VACANCY ANNOUNCEMENT

October 18, 2017

The Administration of the Ministry of Foreign Affairs announces a vacancy for the position of Deputy Director of General Services

Job Title: Deputy Director

Location: Home Office/ Ministry of Foreign Affairs, Monrovia

Department: Administration

Main Duties and Responsibilities:

- Monitors construction work undertaken by the Ministry of Foreign Affairs (locally and internationally) with relevant stakeholders such as: MPW, MLME, Foreign Missions etc;
- Tracks conditions of MFA properties (building and other assets) both at home and abroad and inform administration on repairs, renovations, and construction works;
- Maintain database of properties of MFA and alert administration on the needs for repairs and for the purchase of equipment and keep account of all;
- Works with relevant divisions/units to uphold the image and integrity of the facilities owned by MFA.
- Prepares regular general services reports and provides updates.
- Performs any other task as may be deemed appropriate by senior staff.

EDUCATION QUALIFICATION

A minimum of Bachelor Degree in Mechanical Engineering, Civil Engineering of related fields

WORK EXPERIENCE

- At least three to three (3) years of work experience of which two years must
- have been in the public service;

OTHER REQUIREMENTS

- Proven project management, administration and coordination skills
- Excellent communication and interpersonal skills
- Strong ability to develop and maintain professional relationship with internal and external stakeholders
- Acts with honesty and integrity
- Must have qualified in CSA's test for this position
- Ability to meet deadlines and execute project
- Sound decision-making based on thorough analysis
- Proficient in Microsoft Application including Word, PowerPoint, and Excel.
- Problem solving skills

All applications should be submitted to the Director of Human Resource Management on or before Wednesday, November 1, 2017.

INTERNAL VACANCY ANNOUNCEMENT

October 18, 2017

The Administration of the Ministry of Foreign Affairs announces a vacancy for the position of Administrative Officer for Travel Services

Job Title: Administrative Officer

Location: Home Office/ Ministry of Foreign Affairs, Monrovia

Department: Administration

Main Duties and Responsibilities:

- Provide overall supervision of all travels, (Foreign and Domestic);
- Makes travel arrangements at airlines or travel agencies for officials, delegates and employees of the Ministry of Foreign Affairs;
- Obtain quotations for travel tickets for decision making;
- Calculate DSA in accordance with GOL existing or approved travel regulations;
- Prepare various monthly reports on travels, indicating destination, cost and travelers;
- Countercheck all travel vouchers before submission for signature;
- Ensure that all travels made by officials of the Ministry are in line with GOL's travel Regulations;

EDUCATION QUALIFICATION

- Bachelor Degree in Procurement, Finance, Accounting, Public Administration, Management, Economics or related field;

WORK EXPERIENCE

- At least three (3) years of work experience of which two years must have been in the public service.

OTHER REQUIREMENTS

- Excellent communication and interpersonal skills;
- Acts with honesty and integrity;
- Knowledgeable of protocol procedures;
- Sound decision-making based on thorough analysis;
- Proficient in Microsoft Application including Word, PowerPoint, and Excel;
- Problem solving skills;
- Must have qualified in CSA's test for this position;

INTERNAL VACANCY ANNOUNCEMENT

October 18, 2017, 2017

The Administration of the Ministry of Foreign Affairs announces a vacancy for the position of Deputy Director of Passport

Job Title: Deputy Director of Passport & Visas

Location: Home Office/ Ministry of Foreign Affairs, Monrovia

Department: Legal Affairs

Main Duties and Responsibilities:

- Under the direct supervision of the Director of Passports & Visas, the Deputy Director of Passport & Visas will perform the following duties:
- Assists the Director of Passport in supervising staff of the Division
- Conducts interview for passports applicants
- Prepare passports;
- Assists in the detection and prevention of fraud in securing passports/visas

- Post biometrics screening
- Act as Director in the absence of the Director
- Performs other tasks as maybe assigned by the Director and other senior staff.

EDUCATION QUALIFICATION

A minimum of Bachelor's degree in Public Administration, Management, Sociology or related fields.

WORK EXPERIENCE

At least five (5) years of work experience of which two years must have been in the public service.

OTHER REQUIREMENTS

- Knowledgeable in diplomacy and negotiation skills
- Proven project management, administration and coordination skills
- Excellent communication and interpersonal skills
- Strong ability to develop and maintain professional relationship with internal and external stakeholders
- Acts with honesty and integrity
- Knowledgeable of Civil Service Standing Orders and relevant policies
- Knowledgeable of protocol procedures
- Ability to meet deadlines and execute project
- Sound decision-making based on thorough analysis
- Proficient in Microsoft Application including Word, PowerPoint, and Excel.
- Problem solving skills
- Must have qualified in CSA's test for this position.
- Must be a Team player

All applications should be submitted to the Director of Human Resource Management on or before Wednesday, November 1, 2017

INTERNAL VACANCY ANNOUNCEMENT

October 18, 2017

The Administration of the Ministry of Foreign Affairs announces a vacancy for the position of Special Assistant to the Deputy Minister of Foreign Affairs

Job Title: Special Assistant

Location: Home Office/ Ministry of Foreign Affairs, Monrovia

Department: Foreign Affairs

Main Duties and Responsibilities:

- Manages the workflow and priorities by managing the schedule of the Deputy Minister of Foreign Affairs;
- Follows up on internal and external meetings.
- Participates directly in external meetings and follow up with the relevant parties.
- Prioritizes and manages multiple assignments and follow through on issues in a timely manner.

- Identifies ways to improve the efficiency and effectiveness of staff in the Office of the Deputy Minister of Foreign Affairs;
- Oversees day-to-day operations and staff service;
- Identifies opportunities to create processes and systems to streamline office flow.

Other Requirements:

- Must have decision making skills.
- Must have excellent judgment skills. Must have strong analytical and problem solving skills;
- Must be able to take different kinds of input, quickly and effectively sort out action plans.
- Must have excellent communication skills;
- Demonstrated experience in handling a wide range of Technical and executive support related tasks independently with little or no supervision;
- Ability to adhere to sensitive deadlines, maintain confidential materials and work independently on multiple tasks / assignments simultaneously.
- Excellent interpersonal and communications skills with demonstrated ability to effectively interact and work well with all levels of staff as well as visitors.
- Strong organizational ability and problem solving skills;
- Must have excellent organizational ability and problem solving skills;
- Strong leadership skill; particularly the ability to make tough and objective decisions in the interest of the Ministry void of personal interest;
- Performs other relevant duties consistent with the function of the division as may be assigned by the Deputy Minister of Foreign Affairs;

EDUCATION QUALIFICATION

- Minimum of Bachelors in Management, Public Administration or related field; a Masters will be an added advantage;

WORK EXPERIENCE

- At least five (5) years of work experience is required;

All applications should be submitted to the Director of Human Resource Management on or before Wednesday, November 1, 2017

INTERNAL VACANCY ANNOUNCEMENT

October 18, 2017

The Administration of the Ministry of Foreign Affairs announces a vacancy for the position of Accountant

Job Title: Accountant

Location: Home Office/ Ministry of Foreign Affairs, Monrovia

Department: Administration

Main Duties and Responsibilities

- Provides input in the development of policies, standard operating Procedures (SOPs), work plan and other support systems including Monitoring mechanisms to achieve set targets of the Finance Division.
- Participates in the preparation of the Ministry of Foreign Affairs annual budget and monitor its implementation;
- Develops accounts payable/receivable systems and monitors their implementation to ensure that all payments are in line with approved accounting polices/ guidelines;
- Reviews periodic bank reconciliation statements and accounts reconciliation of the Ministry of Foreign Affairs and initiates corrective actions where necessary;
- Analyzes and reviews financial accounting systems of the Ministry and advise; on any inconsistencies for remedial action;
- Maintains good working relationships with external auditors, MACs and other stakeholders in the area of financial and management accounting;
- Ensures the Preparation of monthly bank reconciliation statements for

review and undertakes follow-up to Treasury and Banks for reconciliation

Accounts;

- Monitors the preparation of Payments Vouchers and other value books;
- Prepares work schedules for Accounts officers and reports to Comptroller;
- Prepares monthly, quarterly and annual financial reports and any other report related to job function.
- Performs other relevant duties consistent with the functions of the Division as may be assigned by the Comptroller;

EDUCATIONAL QUALIFICATION

- Bachelor Degree in Accounting from a recognized university;

WORK EXPERIENCE

- At least five (5) years of working experience of which two years must have been in the public service of Liberia.

OTHER REQUIREMENTS

- Considerable knowledge in the use of accounting and auditing methodologies and tools;
- Good knowledge of the International Financial Reporting System (IFRS), Accounting and Auditing Standards and related regulations;
- Considerable experience in public sector accounting;
- Good knowledge/understanding of the operations of Civil Service proceedings/guidelines;
- Excellent oral and written communication skills;
- Ability to develop and maintain professional relationships with internal and external stakeholders;
- Excellent knowledge/understanding of tax laws and related regulations.
- Excellent planning and organizing skills;

- Ability to meet deadlines and execute projects;
- Ability to work in a fast paced environment;
- Great deal of attention to details;
- Absolute discretion in handling/dealing with confidential information/data.
- Knowledge of accounting software/tools with strong functionality skills in Microsoft Excel, Word and PowerPoint;
- Excellent analytical skills;
- Good managerial and coaching skills in a "team" setting;
- All applications should be submitted to the Director of Human Resource Management on or before Wednesday, November 1, 2017

INTERNAL VACANCY ANNOUNCEMENT

October 18, 2017

The Administration of the Ministry of Foreign Affairs announces a vacancy for the position of Assistant Chief Accountant

Job Title: Assistant Chief Accountant

Location: Home Office/ Ministry of Foreign Affairs, Monrovia

Department: Administration

Main Duties and Responsibilities:

- Participates in the preparation of Ministry of Foreign Affairs annual budget and monitor its implementation;
- Prepares variance analysis of revenue and expenditure against budget and reports/advices on any deviations for corrective action;
- Ensures efficient management of the Ministry's budgetary allocations and delivers specific financial services to ensure efficient and effective functioning and result-orientation of all technical Departments, Sections and Units;
- Provides relevant and appropriate information to assists Management respond to audit queries;
- Develops accounts payable/receivable systems and monitors its implementation to ensure that all payments are in line with approved accounting polices/ guidelines;
- Reviews periodic bank reconciliation statements and accounts reconciliation of the Ministry of Foreign Affairs and initiates corrective actions where necessary;
- Develops effective and efficient systems, processes, procedures and controls in support of financial and accounting functions including
- establishment of appropriate database and tracking scheme;
- Designs financial and accounting formats to capture on timely basis, financial information from Senior Management to promote timely financial accounting and reporting;
- Monitors closely financial returns documents from Senior Management to ensure that standard accounting principles are followed and financial laws and regulations are adhered to;
- Supervises the preparation of the Ministry of Foreign Affairs Cash Book and other monthly bank reconciliation statements and treasury reconciliations;
Provides expert financial planning and expenditure advice on spending at the Ministry to the Comptroller;
- Develops effective Fixed Assets Register system and monitors to ensure its Implementation;

- Monitors compliance of statutory deductions and payments (i.e. tax, etc.).
- Monitors the Ministry's cost/expenditure and prepares relevant reports to guide Management in its decision-making;
- Disburses financial/budgeted resources in conformity with the priorities and decisions of the Minister and Senior Management of the Ministry;
- Provides accurate and timely Government of Liberia and Development Partners' financial statements to ensure good financial management and timely decision-making and financial reporting;
- Advises and sensitizes Senior Management on the use and timely accounting of financial resources allocated to them in order to speed up financial reporting to ensure timely releases of funds;
- Maintains good working relationships with external auditors, Ministries and Agencies and other stakeholders in the area of financial and management Accounting;
- Prepares monthly, quarterly and annual financial reports and any other report related to the job function;
- Monitors to ensure that all financial and management accounting reporting systems are in line with regulatory requirements and International Financial Regulatory Standards;
- Collaborates effectively with the Budget Unit of the Ministry of Finance and Development Planning (MFDP) and facilitates the preparation and implementation of the Ministry of Foreign Affairs budgets in accordance with financial and budget rules and regulations;
- Advises the Comptroller and Senior Management on the disbursement and utilization of funds;
- Represents the Comptroller on official committees as may be directed;
- Ensures appropriate and adequate documentation of all activities of the Financial Division;
- Develops annual plans and budgets for the Division;

EDUCATIONAL QUALIFICATION

- A minimum of Bachelor Degree in Accounting or Finance from a recognize university; Master's degree is an added advantage

WORK EXPERIENCE

- At least five (5) years of working experience of which two years must have been in the public service of Liberia.

OTHER REQUIREMENTS

- Considerable knowledge in the use of accounting and auditing methodologies and Tools;
- Good knowledge of the International Financial Reporting System (IFRS), Accounting and Auditing Standards and related regulations Considerable experience in public sector accounting;
- Good knowledge/understanding of the operations of Civil Service proceedings/guidelines;
- Excellent oral and written communication skills;
- Ability to develop and maintain professional relationships with internal and external stakeholders;
- Excellent knowledge/understanding of tax laws and related regulations;
- Excellent planning and organizing skills;
- Ability to meet deadlines and execute projects;
- Ability to work in a fast paced environment;
- Great deal of attention to details;
- Absolute discretion in handling/dealing with confidential information/data;
- Knowledge of accounting software/tools with strong functionality skills in Microsoft Excel, Word and PowerPoint;
- Excellent analytical skills;
- Good managerial and coaching skills in a "team" setting;

All applications should be submitted to the Director of Human Resource Management on or before Wednesday, November 1, 2017.

INTERNAL VACANCY ANNOUNCEMENT

October 18, 2017

The Administration of the Ministry of Foreign Affairs announces a vacancy for the position of Coordinator

Job Title: Coordinator of the Foreign Service Institute

Location: Home Office/ Ministry of Foreign Affairs, Monrovia

Department: Foreign Service Institute

Main Duties and Responsibilities:

- Acts as Administrative head in the absence of the Director-General;
- Assists in the implementation and coordination of programs and policies of the Institute;
- Assists in the design of measures necessary for the effective running of

- academic programs of the Institute;
- Supervises Staff of the of the Institute;
- Assists in the evaluation of programs, lecture materials and recommend areas for possible improvement;

EDUCATION QUALIFICATION

- Master Degree in Political Science, International Relations, Diplomacy, Public Administration or related fields;
- A good first degree with 5 years of Senior Management experience acceptable.

WORK EXPERIENCE

- At least three (3) years of work experience of which two years must have been in the public service;

OTHER REQUIREMENTS

- Knowledgeable in diplomacy and negotiation skills;
- Proven project management, administration and coordination skills;
- Excellent communication and interpersonal skills;
- Strong ability to develop and maintain professional relationship with internal and external stakeholders;
- Acts with honesty and integrity;
- Knowledgeable of Civil Service Standing Orders and relevant policies
- Knowledgeable of protocol procedures;
- Ability to meet deadlines and execute project;
- Sound decision-making based on thorough analysis;
- Proficient in Microsoft Application including Word, PowerPoint, and Excel.
- Problem solving skills;
- Must have qualified in CSA's test for this position;

All applications should be submitted to the Director of Human Resource Management on or before Wednesday, November 1, 2017

INTERNAL VACANCY ANNOUNCEMENT

October 18, 2017

The Administration of the Ministry of Foreign Affairs announces a vacancy for the position of Deputy Director of General Services

Job Title: Deputy Director

Location: Home Office/ Ministry of Foreign Affairs, Monrovia

Department: Administration

Main Duties and Responsibilities:

- Monitors construction work undertaken by the Ministry of Foreign Affairs (locally and internationally) with relevant stakeholders such as: MPW, MLME, Foreign Missions etc;
- Tracks conditions of MFA properties (building and other assets) both at home and abroad and inform administration on repairs, renovations, and construction works;

- Maintain database of properties of MFA and alert administration on the needs for repairs and for the purchase of equipment and keep account of all;
- Works with relevant divisions/units to uphold the image and integrity of the facilities owned by MFA.
- Prepares regular general services reports and provides updates.
- Performs any other task as may be deemed appropriate by senior staff.

EDUCATION QUALIFICATION

A minimum of Bachelor Degree in Mechanical Engineering, Civil Engineering of related fields.

WORK EXPERIENCE

- At least three to three (3) years of work experience of which two years must
- have been in the public service;

OTHER REQUIREMENTS

- Proven project management, administration and coordination skills
- Excellent communication and interpersonal skills
- Strong ability to develop and maintain professional relationship with internal and external stakeholders
- Acts with honesty and integrity
- Must have qualified in CSA's test for this position
- Ability to meet deadlines and execute project
- Sound decision-making based on thorough analysis
- Proficient in Microsoft Application including Word, PowerPoint, and Excel.
- Problem solving skills

All applications should be submitted to the Director of Human Resource Management on or before Wednesday, November 1, 2017.

INTERNAL VACANCY ANNOUNCEMENT

October 18, 2017

The Administration of the Ministry of Foreign Affairs announces a vacancy for the position of Administrative Officer for Travel Services

Job Title: Administrative Officer

Location: Home Office/ Ministry of Foreign Affairs, Monrovia

Department: Administration

Main Duties and Responsibilities:

- Provide overall supervision of all travels, (Foreign and Domestic);
- Makes travel arrangements at airlines or travel agencies for officials, delegates and employees of the Ministry of Foreign Affairs;
- Obtain quotations for travel tickets for decision making;

- Calculate DSA in accordance with GOL existing or approved travel regulations;
- Prepare various monthly reports on travels, indicating destination, cost and travelers;
- Countercheck all travel vouchers before submission for signature;
- Ensure that all travels made by officials of the Ministry are in line with GOL's travel Regulations;

EDUCATION QUALIFICATION

- Bachelor Degree in Procurement, Finance, Accounting, Public Administration, Management, Economics or related field;

WORK EXPERIENCE

- At least three (3) years of work experience of which two years must have been in the public service.

OTHER REQUIREMENTS

- Excellent communication and interpersonal skills;
- Acts with honesty and integrity;
- Knowledgeable of protocol procedures;
- Sound decision-making based on thorough analysis;
- Proficient in Microsoft Application including Word, PowerPoint, and Excel;
- Problem solving skills;
- Must have qualified in CSA's test for this position;

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INTERNAL VACANCY ANNOUNCEMENT

October 18, 2017

The Administration of the Ministry of Foreign Affairs announces a vacancy for the position of Coordinator of the Foreign Service Institute

Job Title: Coordinator

Location: Home Office/ Ministry of Foreign Affairs, Monrovia

Department: Administration

Main Duties and Responsibilities:

- Act as Administrative head in the absence of the Director-General;
- Assist in the implementation and coordination of programs and policies of the Institute;

- Assist in the design of measures necessary for the effective running of Academic programs of the Institute;
- Supervise staff of the Institute;
- Assist in the evaluation of programs, lecture materials and recommend areas for possible improvements;

EDUCATION QUALIFICATION

- Master Degree in Political Science, International Relations, Diplomacy, Public Administration or related fields;

WORK EXPERIENCE

- At least three (3) years of work experience of which two years must have been in the public service;

OTHER REQUIREMENTS

- Knowledgeable in diplomacy and negotiation skills
- Proven project management, administration and coordination skills
- Excellent communication and interpersonal skills
- Strong ability to develop and maintain professional relationship with internal and external stakeholders
- Acts with honesty and integrity
- Knowledgeable of Civil Service Standing Orders and relevant policies
- Knowledgeable of protocol procedures
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- Sound decision-making based on thorough analysis
- Proficient in Microsoft Application including Word, PowerPoint, and Excel.
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INTERNAL VACANCY ANNOUNCEMENT

October 18, 2017

The Administration of the Ministry of Foreign Affairs announces a vacancy for the position of Coordinator of the Foreign Service Institute

Job Title: Coordinator

Location: Home Office/ Ministry of Foreign Affairs, Monrovia

Department: Administration

Main Duties and Responsibilities:

- Act as Administrative head in the absence of the Director-General;
- Assist in the implementation and coordination of programs and policies of the Institute;

- Assist in the design of measures necessary for the effective running of Academic programs of the Institute;
- Supervise staff of the Institute;
- Assist in the evaluation of programs, lecture materials and recommend areas for possible improvements;

EDUCATION QUALIFICATION

- Master Degree in Political Science, International Relations, Diplomacy, Public Administration or related fields;

WORK EXPERIENCE

- At least three (3) years of work experience of which two years must have been in the public service;

OTHER REQUIREMENTS

- Knowledgeable in diplomacy and negotiation skills
- Proven project management, administration and coordination skills
- Excellent communication and interpersonal skills
- Strong ability to develop and maintain professional relationship with internal and external stakeholders
- Acts with honesty and integrity
- Knowledgeable of Civil Service Standing Orders and relevant policies
- Knowledgeable of protocol procedures
- Ability to meet deadlines and execute project
- Sound decision-making based on thorough analysis
- Proficient in Microsoft Application including Word, PowerPoint, and Excel.
- Problem solving skills
- Must have qualified in CSA's test for this position

All applications should be submitted to the Director of Human Resource Management on or before Wednesday, November 1, 2017.

