



**REPUBLIC OF LIBERIA**  
**ENHANCED INTEGRATED FRAMEWORK/NATIONAL IMPLEMENTATION UNIT**  
**MINISTRY OF COMMERCE & INDUSTRY**  
**MONROVIA**



## **VACANCY ANNOUNCEMENT**

The Single Project Implementation Unit (SPIU) of the Ministry of Commerce & Industry is seeking application from qualified individuals for the position of **Economist** for its programs.

### **POSITION SUMMARY:**

The Ministry of Commerce with funding from the Enhanced Integrated Framework (EIF) is transforming its National Implementation Unit (NIU) to a Single Project Implementation Unit (SPIU) to improve coordination in project implementation processes. This will allow all donor funded projects within the MoCI under one umbrella unit for better coordinated work, ease of oversight, retention of staff expertise and reduction in duplication of work.

### **DUTIES AND RESPONSIBILITY:**

1. Assist the SPIU Coordinator with the formulation, approval and implementation of EIF Tier 2 projects with a view to translating the Diagnostic Trade Integration Study (DTIS) Action Matrix activities into bankable projects for the EIF Trust Fund and in-country donor funding;
2. Support the SPIU Coordinator in the development and implementation of established SPIU projects and the EIF work-plans;
3. Support the SPIU Coordinator and relevant high officials to develop and maintain relations with senior government officials and development partners organizations to harmonize the work of the SPIU with on-going initiatives and explore avenues for future collaboration for the SPIU;
4. Prepare an annual matrix of Donor projects related to trade;
5. Support the SPIU Coordinator and relevant high officials to engage relevant agencies of government, donors, and private sector stakeholders to ensure that trade related aid projects are properly mainstreamed into the National Development Plan of Liberia (PRSP/Agenda for Transformation, etc.);
6. Assist in the organization and support to coordination meetings such as for the National Steering Committee;
7. Analyze the status of and support the development of Liberia's trade environment (including policies, laws, strategies, and participation in the global trading system);
8. Review and analyze regional and multilateral trade initiatives including ECOWAS, MRU, WTO, AGOA, EPA, etc.;
9. Support the monitoring and evaluation of projects of the SPIU;
10. Engage in report writing of all technical and narrative reports of the SPIU;
11. Support in the capacity building drive of the Ministry of Commerce and Industry as may be requested by the Coordinator, Focal Point and the Minister of Commerce;
12. Support the Ministry of Commerce & Industry and other trade related stakeholders;
13. Perform other tasks as assigned by the SPIU Coordinator, Focal Point and Minister of Commerce.

## **QUALIFICATION**

1. A degree in Economics or any related field. A Master's degree in Economics or related field would be an advantage;
2. At least 7 years' experience in working with donors and trade related projects;
3. Ability to deliver results and communicate them effectively;
4. Ability to meet project reporting deadlines and to work under pressure;
5. Ability to work effectively with teams.
6. Excellent oral and written communication skills;
7. Familiarity with Micro-soft programs such as MS Word, MS Excel, Power Point, etc.;

## **SELECTION PROCESS**

After initial screening of applications, only short-listed applicants will be contacted and invited for an interview. Applicants selected for interview will also be evaluated on their reference checks.

## **HOW TO APPLY**

Complete applications must be submitted no later than September 30, 2014 at 5:00pm and shall include the following:

1. A clearly typed application letter which briefly summarizes why you believe you are qualified for the position;
2. A complete curriculum vitae which will include the names and contact details of three references that can attest to your professional qualification and/or work experience;
3. Documentations ie., copies of degrees and certificates that addresses the minimum requirements of the position.

All applications must be address to:

The Deputy Minister for Administration  
Ministry of Commerce  
3rd Floor  
Ashmun & Gurley Streets  
Monrovia, Liberia