

**Republic of Liberia**  
**Civil Service Agency**  
**The Senior Executive Service Program**

Post Title: Senior Executive Service (SES) DIRECTOR – PROJECT MANAGEMENT OFFICE,  
MINISTRY OF PLANNING AND ECONOMIC AFFAIRS

Contract Type: SES Contract

Duty Station: Monrovia, Liberia

Duration: Two (2) years (renewable yearly based on performance and funding)

### **Background**

The SES is an innovative intervention intended to develop adequate surge capacity to provide leadership and management to implement priority programs and catalyze strategic change in the reform process. The SES program has been established to attract and recruit competent and skilled Liberian professionals to help the Government work toward achieving effective management of public affairs, promoting economic growth and improving service delivery.

### **Objective**

The Ministry of Planning and Economic Affairs seeks a Director for the Project Management Office. The individual should have strong project appraisal and management background and a desire to contribute to effective implementation of national investment and development projects. The individual should have the ability to assist clients in integrating business operations, enhancing performance, improving management and control, addressing crises and threats, and restructuring public sector investment operations. The individual will take a key role in fulfilling the MPEA's function as the lead for assessing and refining government run investment projects.

### **Primary Duties and Activities**

- Assist sector line Ministries in proposal and project development: Develop GOL proposal template based on best practices of vetting projects for feasibility, reliability and sustainability; provide technical support to sector Ministry staff in proposal assembly.
- Appraising project proposals: Design a system for appraising project proposals submitted by line ministries. The system should take account of projects' potential economic returns, cost effectiveness, alignment with PRS priorities, and the populations/geographies impacted.
- Monitoring on-going investment projects: In collaboration with the Monitoring and Evaluation Unit, review physical and financial progress, identifying any shortfalls in performance and propose necessary remedial action. Conduct formal review process on a quarterly basis that will be required for continual funding.
- Evaluate projects upon completion: In collaboration with the Monitoring and Evaluation Unit, evaluate and assess success of completed projects. Assess the social and economic benefits conferred by a successful project. Identify and communicate lessons learned from poor implementation to line ministries.
- Oversee the procurement for major projects: In collaboration with the Public Procurement and Concessions Committee (PPCC), ensure that the supply and delivery of goods and services are procured following a fair and open tender process, in a timely and transparent manner.
- Train MPEA staff: MPEA staff should be trained to use project management techniques and apply them in advanced project management software. Provide on the job training to MPEA staff in project appraisal techniques. Techniques should include cost effectiveness appraisal, cost-benefit analysis, and drafting project specific analytical briefs.
- Regularly produce a public report: Employ project management software to develop an electronically available report on project progress on a quarterly basis. Produce a report for

public consumption that justifies, in economic terms, the ranking of project proposals and presents relevant statistics on priority projects.

- Engage with relevant ministries: Engage with the Ministry of Finance, Department of Budget, to encourage participation in project appraisal and ensure that the project priority list represents the collective best view of both key central Ministries.

## **Reporting**

This position reports to the Deputy Minister of Planning and Economic Affairs.

## **Minimum Qualifications**

Master's degree in economics, financial management, program management or project management; five (5) years of post master experience at senior management level; work in public services, financial industry or private sector project management

## **Experience**

The successful candidate will have experience with the day-to-day operations of a high performing Project Management engagement.

- Demonstrated project management experience: Organized and managed all human, financial and technological resources essential for project delivery. Employed efficient processes, methodologies and project management tools for monitoring and post project evaluation.
- Experienced in fiscal policy & administration: Proven ability to assess the economic benefits of public investment projects. Experience in budgeting in coordination with multiple agencies.
- Demonstrated Business planning experience: Produced detailed project plans which mapped out deliverables, timeframes, and regular project review.
- Experienced in leading teams and projects
- Practical experience in on the job training.
- Perform risk management, quality management, and impact analysis.
- Excellent IT and Management Information System abilities

## **Other Competencies**

- Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations
- Displays willingness to make decisions; exhibits sound and accurate judgment
- Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments
- Excellent oral and written skills (English)

## **Must be a Liberian**

*If interested in this position please email cover letter and CV to D. Panna Bloe, Acting Assistant Minister for Economic Affairs and Policy, Ministry of Planning and Economic Affairs at [dbloe@mopea.gov.lr](mailto:dbloe@mopea.gov.lr).*