

NATIONAL DECENTRALIZATION SECRETARIAT

Terms of Reference

Background

The Liberia Decentralization Support Program (LDSP) is a five-year Government of Liberia program to support the implementation of the National Policy on Decentralization and Local Governance. The program is one of the priority areas in the Agenda for Transformation. A National Decentralization Secretariat (NDS) has been set up in the Ministry of Internal Affairs (MIA) to manage the LDSP, support sector decentralization activities and coordinate donor support to decentralization reforms. The NDS will support capacity building, change management, and monitoring and evaluation of the Liberia Decentralization Implementation Plan (LDIP). In order to strengthen its capacity to promote decentralization and local development, MIA invites applications from qualified Liberian nationals to the following positions:

Position: National Program Director

The National Program Director will work under the general supervision of the Deputy Minister for Research and Development Planning, MIA.

Duties and Responsibilities

1. Provide day-to-day management over the NDS;
2. Liaise with line ministries, agencies, donors and development partners in sector decentralization activities;
3. Maintain responsibility for monitoring and evaluation (M&E) of the sector decentralization process nationwide;
4. Ensure all administrative and reporting activities for the program are produced according to government guidelines;
5. Communicate M&E results to all actors in the decentralization process;
6. Develop Strategic Plan and National Action Plan (NAP) based on the Liberia Decentralization Support Program, working closely with the members of the National Decentralization Program Board;

7. Produce report on existing decentralization policy, initiatives, activities, actors and studies, including best practices and critical unmet gaps;
8. Facilitate creation of a communication network for the exchange of information among actors involved in decentralization processes;
9. Prepare and map clear time frame, role and responsibilities of different stakeholders and ministries with specific outputs at each level;
10. Develop and/or update terms of reference and work-plan for the National Decentralization Program Board and serve as the Secretary to the Board;
11. Serve as liaison officer for soliciting, acquiring, and managing technical support from donors and other agencies as well as short term consultants;
12. Organize consultative and taskforce meetings;
13. Ensure NDS offices are adequately supported to facilitate its functions; and
14. Performs other tasks as required.

Required Qualifications, Competencies and Attributes

Education: Master's degree in Public or Business Administration, Law, Political Science, or related field

Work Experience: A minimum of five (5) years of progressively responsible program management activities and extensive hands-on experience working within their field at the county or district level of government, with a variety of stakeholders, including technical staff, elected officials, and civil society.

Communication: Ability to write in a clear and concise manner and to communicate effectively orally

Duty Station: Monrovia (must be willing to travel to counties)

Duration of contract: Three (3) years with possible extension

Submit Applications and CV to the Director, Human Resource Division, Ministry of Internal Affairs, Capitol Hill, Monrovia.

Deadline for submission of application and CV is Monday August 5, 2013

Position: National Communication Specialist

The National Communication Specialist will work under the general supervision of the National Program Director or other professional officer at NDS.

Duties and Responsibilities

1. Play a leading role in the ongoing design, development and implementation of a national communication strategy for decentralization program activities;
2. Work in collaboration with national, local and international media to ensure that program activities are understood by the public and local communities;
3. Create program to generate dynamic public awareness and inclusive local community outreach;
4. Research and identify the most effective methods for involving stakeholders in public awareness and sensitization campaigns;
5. Research and select appropriate messaging mechanism to link the program to local communities, local government and partners; and
6. Monitor and analyze on daily basis the national and local news; communicate news trends to the National Program Director;
7. Perform other duties as required.

Required Qualifications, Competencies and Attributes

Education: University degree in mass media, journalism, public relations or related field

Work Experience: Minimum of three (3) years of progressively responsible communication or media work, of which at least one year is closely related to support of decentralization activities

Communication: Ability to write in a clear and concise manner and to communicate effectively orally

Duty Station: Monrovia (must be willing to travel to counties)

Duration of contract: Three (3) years with possible extension

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Position: Program Financial Manager

The Program Financial Manager will work under the general supervision of National Program Director or other professional officer at NDS.

Duties and Responsibilities

1. Prepare financial statements for submission and review the monthly accounts;
2. Review accounts receivable and payable for clearance and handle petty cash accounts;
3. Review accounting transactions, including payroll, allowances, final payments and travel claims;
4. Prepare payments to staff, vendors and other clients;
5. Compute staff entitlements and process payments;
6. Reconcile bank statements for all program funds in foreign and local currencies;
7. Provide guidance and training to colleagues and staff as required;
8. Prepare response to audit queries;
9. Draft correspondence to respond to enquiries in respect of relevant financial matters; and
10. Perform other duties as assigned by the supervisor.

Required Qualifications, Competencies and Attributes

Education: University degree in Business, Economics or Public Administration; a combination of relevant certification/diploma or other academic qualifications and training in finances will be an added advantage

Work Experience: A minimum of three (3) years of progressively responsible experience in the field of finance, accounting, administrative services, or other related areas

Communication: Ability to write in a clear and concise manner and to communicate effectively orally

Duty Station: Monrovia (must be willing to travel to counties)

Duration of contract: Three (3) years with possible extension

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Position: Program Assistant

The Program Assistant will work under the general supervision of the National Program Director or other professional officer at NDS.

Duties and Responsibilities

1. Perform a variety of administrative services in support of program activities, including information gathering, monitoring, and technical tasks;
2. Organize data and information; prepare and maintain records, documents and control plans for the monitoring of program implementation;
3. Contribute to the preparation of reports, project documents and submissions to Government ministries/agencies and partners;
4. Provide administrative and logistic support, including during meetings and workshops; take notes, draft routine and non-technical correspondences and prepare a wide variety of program materials using different computer software (MS-Word, Excel, Power Point etc.); and
5. Perform other duties as required.

Required Qualifications, Competencies and Attributes

Education: University degree in Business, Economics or Public Administration

Work Experience: Three (3) years of progressively responsible clerical or administrative work, of which at least one year is closely related to support of decentralization activities

Communication: Ability to write in a clear and concise manner and to communicate effectively orally

Duty Station: Monrovia (must be willing to travel to counties)

Duration of contract: Three (3) years with possible extension

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Position: County Field Monitoring Officers (15)

The County Field Monitoring Officers are under the general supervision of the National Monitoring and Evaluation (M&E)/Reporting Specialist, National Program Director or other professional officer at NDS.

Duties and Responsibilities

1. Collect, review, analyze and monitor information collected at the county and district levels such as Liberia Decentralization Support Program (LDSP), Agenda for Transformation (AFT), PRS reviews, baseline development statistics and other monitoring data to assess the impact of various development interventions, including the County Development Fund (CDF), Local Development Fund (LDF), Social Development Fund (SDF) and communal farms in cooperation with the M&E Division of MIA;
2. Support Superintendent's Office to develop a results-based Monitoring and Reporting plan as per the agreed reporting formats by the M&E Division of MIA;
3. Ensure projects implemented by county and district administrations (and overseen by MIA) such as CDF, LDF, SDF and other community and county-wide projects reflect local needs and priorities, are gender-responsive and amenable for results-based monitoring with appropriate work plans providing objective timelines, budget, baseline and performance indicators;
4. Ensure MIA interventions for capacity development at county-level are coordinated with the local administrations and meet local needs and priorities to support the implementation of decentralization and strengthening local development;
5. Assess capacity building needs of county and district administrations in the formulation of short- and medium-term capacity development plans to support decentralization and local development; follow a consultative process taking into account core values such as gender sensitivity and human rights and consistent with the results-based management (RBM) framework;
6. Undertake regular field visits to all projects implemented by county and district administrations, including CDF, LDF and SDF, to undertake results oriented monitoring and reporting; Maintain detailed field travel logbook;
7. Establish and maintain an electronic central monitoring database of projects and programs overseen and/or implemented by the county administration following standard reporting guidelines approved by the M&E Division;
8. Revise project log frame matrix, including indicators and monitoring mechanisms, to facilitate production of periodic and results-oriented reports;
9. Strengthen the M&E capacity within the county and district administrations in collaboration with County Development Officers (CDOs), partnering communities and development committees to promote participatory monitoring;
10. Ensure that performance reporting meets the requirements of the M&E Division and that all M&E reports and other relevant information are maintained on the MIA website;

11. Inform and facilitate all monitoring and evaluation missions as directed by the M&E Division by furnishing relevant documents and details of field situation and organizing meetings; and
12. Perform other tasks as required.

Required Qualifications, Competencies and Attributes

Education: University degree in Economics, Statistics, Public Administration, Finance, Management, Agriculture or a closely related discipline

Work Experience: A minimum of (3) years of progressive work experience in the areas of Public Administration, Agriculture, planning and development, auditing and accounting. Formal training in M&E is preferred.

Communication: Ability to write in a clear and concise manner and to communicate effectively orally

Duty Station: Monrovia (must be willing to travel to counties)

Duration of contract: Three (3) years with possible extension

Submit Applications and CV to the Director, Human Resource Division, Ministry of Internal Affairs, Capitol Hill, Monrovia.

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Position: National Monitoring and Evaluation (M&E)/Reporting Specialist

The National M&E/Reporting Specialist is under the general supervision of the National Program Director or other professional officer at NDS.

Duties and Responsibilities

1. Oversee and provide supervision over the work of all NDS County Field Monitoring Officers;
2. Develop a results-based monitoring and reporting plan for NDS County Field Monitoring Officers;
3. Ensure projects implemented by NDS and/or local government administrations are amenable for results-based monitoring with an appropriate work plan providing objective timelines, budget, baseline and performance indicators;
4. Undertake and coordinate program donor reporting by formulating a reporting plan as per the agreed reporting formats and timeframes;
5. Train county monitors sufficiently in results-based monitoring and ensure that consolidated analytical monthly monitoring reports from the 15 counties are available to MIA for follow-up action;
6. Ensure that M&E reporting by NDS meets the requirements of MIA and partners;
7. Develop M&E capacity within the local government administrations as well as partnering communities promoting participatory monitoring; and
8. Perform other tasks as required.

Required Qualifications, Competencies and Attributes

Education: University degree in Economics, Sociology, Public Administration, Statistics or a closely related discipline

Work Experience: A minimum of (4) years of progressive work experience in the areas of Public Administration, Economics or a related field. Formal training in M&E is preferred

Communication: Ability to write in a clear and concise manner and to communicate effectively orally

Duty Station: Monrovia (must be willing to travel to counties)

Duration of contract: Three (3) years with possible extension

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Position: National Information & Communication Technology (ICT) Specialist

The National ICT Specialist is under the general supervision of the National Program Director or other professional officer at NDS.

Duties and Responsibilities

1. Formulate a computerized plan for various departments of MIA and local government administrations and support and guide its implementation, including staff training;
2. Establish and update periodically the specifications for ICT equipment, peripherals and software for procurement;
3. Ensure that all ICT resources are well maintained and optimally shared and fully utilized within MIA and local government administrations;
4. Establish formal procedures to fully secure system and data integrity, including periodic back-up data and system resources and effectively manage virus threats and other potential intrusions and unauthorized access;
5. Coordinate and manage the setting up of VSATs at MIA and the counties to ensure their full functionality and cost-effectiveness;
6. Support creation of an electronic registry and archive for MIA and local government administrations;
7. Create, update and maintain nationwide MIA email system and ICT network website, ensuring that the website becomes a major source of information dissemination within and outside MIA; and
8. Perform other tasks as required.

Required Qualifications, Competencies and Attributes

Education: University degree in Information Systems, Information Technology, Computer Science or a closely related discipline; one or more industry certifications such as MCSE, Cisco Certified Network Administration, HP Accredited Systems Engineer, etc. is an added advantage

Work Experience: A minimum of (4) years of progressive work experience in the ICT field including experience in design and deployment of LAN, WAN and VSAT and other customer premise equipment; experience in sizing, building and deploying applications and data servers and developing databases and decision support systems

Communication: Ability to write in a clear and concise manner and to communicate effectively orally

Duty Station: Monrovia (must be willing to travel to counties)

Duration of contract: Three (3) years with possible extension

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