



REPUBLIC OF LIBERIA  
ENVIRONMENTAL PROTECTION AGENCY  
4th Street Sinkor, Tubman Boulevard  
1000 Monrovia, 10 Liberia  
P.O. Box 4024



<b>Job title</b>		Administrative and Finance Assistant	
<b>Procuring Entity</b>		Environmental Protection Agency (EPA)	
<b>Programme/Project</b>		Monrovia Metropolitan Climate Resilience Project (MMCRP)	
<b>Activity result</b>		Effective coordination and financial management of the Project	
<b>Assignment</b>		To provide assistance in financial management, as well as programme, travel, human resources and general administrative support to the Project.	
<b>Location</b>	Monrovia, Liberia	<b>Duration</b>	6 years (1 January 2022– 31 May 2027)

## BACKGROUND

Liberia's capital Monrovia is particularly vulnerable to climate effects, namely sea level rise and the increased frequency of high-intensity storms. This has resulted in coastal erosion and shoreline retreat, which threatens the sustainability of ecosystem services and directly impacts Monrovia's fishery-based livelihoods.

The Environmental Protection Agency of Liberia (EPA) is the Executing Entity for the Monrovia Metropolitan Climate Resilience Project (MMCRP or Project), financed by the Green Climate Fund (GCF), the United Nations Development Program (UNDP) and the Government of Liberia (GoL). The core aim of the Project is to build the long-term climate resilience of coastal communities in Liberia by both addressing immediate adaptation priorities and creating an enabling environment for up scaling coastal adaptation initiatives to other parts of Monrovia and Liberia. This will be done through interventions in three interrelated focus areas: i) coastal protection; ii) coastal management; and iii) diversified climate-resilient livelihoods. The Project includes an infrastructure component for the construction of a rock revetment to protect West Point against coastal erosion and storms. The Project will run from 26 June 2021 to 25 June 2026.

The Project interventions of coastal protection, comprehensive, long-term planning for coastal zone management and the strengthening of local livelihoods — in conjunction with strong awareness-raising and knowledge management considerations — will address both the immediate and long-term impacts of climate change on the coast of Monrovia and facilitate the potential for up scaling these initiatives across Liberia. The Project will also catalyze a paradigm shift in the management of Monrovia's coastal zone towards an integrated, transformative and proactive approach that addresses current and anticipated climate change risks and which mixes both infrastructure (where necessary) and coastal ecosystems in adaptation efforts.



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The Environmental Protection Agency (EPA) is the principal authority in Liberia responsible for the management of the environment and natural resources and is empowered to coordinate, monitor, supervise and consult with relevant stakeholders on all activities in the protection of the environment and sustainable use of natural resources. The EPA, in close collaboration with the Ministry of Mines and Energy (MME), Ministry of Finance and Development Planning (MFDP), the Ministry of Public Works (MPW) will implement the MMCRP through a Project Management Unit, based at the EPA. The UNDP, as an Accredited Entity to the GCF will provide oversight and quality assurance services to the MMCRP.

The Project Management Unit (PMU) shall be responsible for the implementation of the Project with support from the EPA and UNDP. The PMU shall be administratively based at the EPA. PMU staff shall be seated at the EPA Building and shall report to the Executive Director of the EPA. The Project Manager shall run the project on a day-to-day basis on behalf of the EPA subject to the strategic guidance and direction of the Project Board and the PSC and the National Climate Change Secretariat.

### **OBJECTIVE**

The Administrative and Finance Assistant's primary responsibility is to provide assistance in financial management, as well as programme, travel, human resources and general administrative support to the Project.

The Administrative and Finance Assistant will form part of the PMU staff and will work closely with the Chief Technical Advisor, Coastal Engineer, the Procurement Expert, the Procurement Assistant, Gender Officer, Safeguards Officer, Monitoring and Evaluation Officer and Driver under the direct supervision of the Project Coordinator. The Administrative and Finance Assistant will also engage closely the EPA, the Responsible Parties, the Project Technical Sub-Committee and other stakeholders involved in the implementation of the Project.

### **DUTIES AND RESPONSIBILITIES**

Under the guidance and direction of the Executive Director/Chief Executive Officer of the EPA and the National Project Director and the supervision of the Project Coordinator, the Administrative and Finance Assistant shall perform the following duties and responsibilities:

(a) Project Administration:

- Maintain PMU staff attendance including recording of staff leave
- Assist in preparing annual reports/ project reports/ update project files
- Be responsible for day to day project correspondence / information sharing
- Organize regular and online meetings and act as the secretary to PMU and Project Technical Sub-Committee meetings
- Prepare first drafts of response to inquiries received by the PMU for action by the Project Coordinator;
- Provide logistical support to project activities and personnel including processing travel requests and collect travel reports; and
- Design and maintain proper filing and administrative system for the project documents;

(b) Project Financial Management:



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- Ensure all financial transactions are in order; manage records i.e. file invoices, receipts, delivery orders and contracts;
- Track project expenditures and monitor the expenditure using all available analytic tools (e.g. Atlas, Cognos, SIS, etc.);
- Assist the Project Coordinator in keeping track of all contracts entered into related to the Project and ensure that renewals are made on time;
- Manage all project assets; and
- Prepare monthly financial (revenue and expenditure) reports on the activities of the Project.

### EXPECTED OUTPUTS AND DELIVERABLES

The Administrative and Finance Assistant will be expected to deliver:

- Effective project management and reporting on results and finances on a quarterly and annual basis to the EPA, the PSC and the UNDP as required
- Timely facilitation of decision making processes for the Project
- Implementation of project-related lessons, best practices and evaluation on the course of the Project

### INSTITUTIONAL ARRANGEMENTS

The Administrative and Finance Assistant will report directly to the Project Coordinator and will work under the guidance of the Executive Director/Chief Executive Officer of the EPA through the National Project Director as appropriate.

Project reporting shall be undertaken at four levels:

1. **EPA/National Project Director:** the Project Coordinator shall be responsible for drafting reports on PMU activities and the respective activities of the Responsible Parties to the Executive Director/Chief Executive Officer of the EPA and the National Project Director as required for review by the PSC before being issued;
2. **Project Steering Committee:** Reporting shall be monthly, based on the minutes from the PSC highlighting: progress for the period; issues being managed; escalations to the Project Board and progress planned next period and/or aligned with the frequency of the Project Steering Committee meetings.
3. **Project Board:** Minutes and actions will be recorded for each Project Board meeting. Any additional reporting requirement shall be at the discretion of the Project Board.
4. **UNDP:** as the Accredited Entity, the UNDP shall receive the final project terminal evaluation report and other documentation related to project closure activities or as required by the GCF.

The Administrative and Finance Assistant shall be recruited for a period of 1 year (12 months) under a Service Contract appointment renewable for a period of 6 years (duration of the Project) subject to satisfactory performance. The EPA reserves the right to rescind the contract during that period should performance of the Administrative and Finance Assistant not meet its requirements.

### QUALIFICATIONS



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### Education

- Minimum Bachelor's degree in Accounting; Business Administration; or related disciplines.
- A Certified Public Accountant certification is an added advantage.

### Experience

- At least 5 years in Accounting, and Finance-related work with good knowledge of the application of IPSAS or IFRS.
- Proficiency in use of spreadsheets, word processing and computerized accounting systems.
- Excellent computer skills and knowledge in use of computer software packages for word-processing, excel, power point, databases and spreadsheets etc.
- Ability to write and communicate clearly and logically.
- Excellent spoken and written English.

### Competencies and skills

- Excellent interpersonal communication and facilitation skills.
- Ability to follow deadlines, accuracy and attention to detail.
- Ability in negotiating, diplomacy and lobbying skills.
- Ability to work under minimum supervision to meet short deadlines.
- Commitment and drive to achieve challenging goals, and problem solving attitude.
- A team player with strong interpersonal skills and the ability to deal with multiple teams located in multiple institutions.
- Ability to identify client needs and deliver them promptly and accurately.
- Ability to work under tight timelines.
- Demonstrated ability in team management and collaboration.

### SUBMISSION OF APPLICATIONS

Interested candidates should send a CV and one-page cover letter indicating their suitability for the post to the Environmental Protection Agency. All interested candidates are to address their applications and to the following address:

#### ATTENTION:

**Pescee T. Doe**  
**Officer in Charge, Procurement**  
**Environment Protection Agency (EPA)**  
**4th Street Sinkor**  
**1000 Monrovia, 10 Liberia**  
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Application can also be received through email [ptdoe@epa.gov.lr](mailto:ptdoe@epa.gov.lr). Please indicate 'MMCRP Administrative and Finance Assistant' in the subject line.



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The closing date for submission of applications is **16:00 GMT on 15 December 2021**. Any submission received after this deadline will not be considered. Only applicants that meet the requirements as outlined in the terms of reference will be considered for evaluation.

NOTE: This information is also posted on <https://www.emansion.gov.lr/>, <https://ekmsliberia.info/>, <https://www.epa.gov.lr/>, <https://www.undp.org/> and can be found in local dailies.

### **SELECTION CRITERIA**

The EPA shall recruit the Administrative and Finance Assistant through an open, transparent and competitive process and shall be guided by *inter alia* the Procurement and Public Concessions Act of Liberia. All PMU staff shall conform to the Government of Liberia's laws on anti-bribery and anti-corruption. Notice is hereby issued to all interested candidates that failure to adhere to conflict-of-interest restrictions and anti-fraud and corruption rules constitutes grounds for potential debarment from future participation in procurement of goods, services or works that may result from the Project.