



REPUBLIC OF LIBERIA
ENVIRONMENTAL PROTECTION AGENCY (EPA)
Bright Building 302-A Old CID Road, Mamba Point
1000 Monrovia, 10 Liberia
P.O. Box 4024



Vacancy Announcement
Request for Applications

PROJECT: Enabling Activities to Support the ratification and early implementation of the Agreement under the UN Convention on the Law of the Sea on the conservation and sustainable use of Areas Beyond National Jurisdiction of (EA-BBNJ)

PROGRAM/PROJECT	NUMBER/	GEF	GEF ID:1656
PROJECT ID NUMBER			

1.0 PROJECT BACKGROUND:

The United Nations Convention on the Law of the Sea (UNCLOS), adopted in 1982, sets out the legal framework within which all activities in the oceans and seas must be carried out. It was then supplemented by two implementing agreements. Although UNCLOS contains provisions for the protection and preservation of the marine environment and the sustainable management of ocean resources, the United Nations (UN) General Assembly recognized that there was a need for the comprehensive legal regime under UNCLOS to better address the conservation and sustainable use of marine biodiversity of Areas Beyond National Jurisdiction (ABNJ). Ultimately, this recognition culminated in the adoption of the United Nations Convention on the Law of the Sea on the Conservation and Sustainable Use of Marine Biological Diversity of Areas Beyond National Jurisdiction” (the BBNJ Agreement) on 19 June 2023, after nearly two decades of negotiations under various format.

The BBNJ Agreement is the outcome of a long, iterative process that was initiated by the United Nations General Assembly (UNGA) in 2004. This process was completed with the adoption of the Agreement at the fifth session of the Intergovernmental conference on an international legally binding instrument under UNCLOS on the conservation and sustainable use of marine biological diversity of areas beyond national jurisdiction, in June 2023. The BBNJ Agreement is the third implementing agreement to the UNCLOS. The Agreement opened for signature in September 2023, sixty instruments of ratification, approval, acceptance or accession are required for the Agreement to enter into force. The UNGA, in its resolution emphasized the importance of the early entry into force and effective implementation of the Agreement. To this end, timely support to national processes towards becoming parties to the Agreement and implementation readiness is critical.

The African region is now united behind the urgent need to ratify the BBNJ treaty “at the earliest possible date,” as reiterated by the Addis Ababa Declaration adopted at the 19th ordinary session of the African Ministerial Conference on the Environment (AMCEN-19, 17-18 August 2023).

The Government of Liberia, having actively participated in the regional meeting of ECOWAS member States planned on 20-22 November 2023 proceeded to sign the agreement in September 2024 and later ratified in June 2025. The Biodiversity Beyond National Jurisdiction (BBNJ) Treaty stands as a pivotal instrument in this endeavor, reflecting Liberia's commitment to international cooperation and environmental stewardship.



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To further address national processes that led to the ratification and Liberia becoming a party to the Agreement and implementation readiness, the EPA through the Government of Liberia, with funding from the the Global Environment Facility (GEF) and support of United Nations Environment Program (UNEP) is leading a National Assessment and support for Implementation Readiness for the BBNJ Agreement and development of a national implementation readiness strategy to address identified gaps. This nationwide initiative is funded by the GEF through the UNEP and scheduled to be implemented for 180 days over a two (2) years period and will inform national planning and readiness for the implementation of the BBNJ Agreement in Liberia. This initiative aims to contribute to global efforts in conserving and sustainably managing marine biodiversity beyond national jurisdictions. The activity will include consultation involving various stakeholders, including government bodies, non-governmental organizations (NGOs), academic institutions, civil society organizations (CSOs), community-based organizations (CBOs), youth groups, and persons with disabilities (PWDs), etc.

JOB TITLE: Administration & Finance Assistant

DUTY STATION: EPA Headquarters, Monrovia

DURATION: 24 Months

REPORTS TO: Project Coordinator

KEY DUTIES:

- Manage project accounts, budgets, and expenditures.
- Maintain proper records, invoices, and audit files.
- Prepare quarterly and annual financial reports.
- Handle procurement and logistics for project activities.
- Support administrative tasks (meetings, contracts, HR support).

QUALIFICATIONS:

- Bachelor's in accounting, Finance, or Business Administration.
- 2+ years' experience in financial management and administration.
- Familiarity with donor-funded project finance (GEF/UN desirable).

DELIVERABLES:

- Accurate financial reports submitted on time.
- Procurement and logistics handled efficiently.



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- Positive audit results with no major findings.
- Project events supported with smooth administration.

HOW TO APPLY

Interested and qualified candidates should submit the following documents:

1. **Cover Letter**
2. **Curriculum Vitae (CV)** with three (3) professional references.
3. Copies of relevant **academic credentials** and **certificates**.
4. Any additional documents demonstrating relevant experience.

ALL APPLICATION SHOULD BE ADDRESS TO:

ATTENTION:

Mr. Pescee T. Doe
Assistant Director/Procurement
Environment Protection Agency (EPA)
Bright Building 302-A Old CID Road, Mamba Point
1000 Monrovia, 10 Liberia
P.O. Box 4024

or through emails (ptdoe@epa.gov.lr; info@epa.gov.lr), indicating in the subject area “**Administration & Finance Assistant**”. Closing date for submission is **4PM, December 22, 2025**. Any application coming/received after this deadline will not be given consideration. Only applicants that meet the requirement/criteria as contained in the vacancy announcement will be contacted.

NOTE: This information is also posted on these websites: www.emansion.gov.lr, www.ekmsliberia.info, www.epa.gov.lr and local dailies.