

POSITION DESCRIPTION

TITLE: Public Financial Management (PFM) Advisor

NUMBER OF OPENINGS: 01

BAND: I

LOCATION: Monrovia, Liberia

REPORTS TO: Chief of Party

BACKGROUND

The USAID is funding the Collaborative Support for Health (CSH) Program to support the Ministry of Public Health in Liberia and seeks to expand their coverage area into three new counties: Gran Bassa County, Margibi County, Montserrado County. The activities are expected to replicate those that have been implemented thus far to “Improve the Health Status of Liberians”, as laid out in USAID/Liberia’s Health Strategy, and Country Development Cooperation Strategy. This shall be achieved through: 1) Strengthened leadership and governance capacity of the Ministry of Health and Social Welfare (MOHSW) 2) Strengthened Ministry of Public Works (MPW) capacity to manage water supply infrastructure improvements, 3) Institutionalized Quality Assurance (QA) and Quality Improvement (QI) initiatives to improve health care service delivery, 4) Strengthened Human Resources for Health (HRH) Management, 5) Improved Supply Chain Management, 6) Increased financial sustainability of services, and 7) Strengthened Health Management Information System (HMIS).

OVERALL RESPONSIBILITIES:

The PFM advisor will work with Ministry of Health counterparts at county levels and collaborate with central level MOH to promote and strengthen MOH capacity in good Public Finance Management (PFM) practices. The advisor will contribute to assessment and development of a plan to strengthen the Ministry’s financial stewardship and procurement functions.

The advisor will primarily support and strengthen implementation of good PFM practices in assigned counties and assist on other tasks at central level as requested. Specifically, the mentor will support the development and implementation of transparent and accountable public financial management, financial reporting, budgetary controls, procurement and monitoring.

At the county level, the advisor will train, mentor and coach, build the capacity of the County Health Team in financial management; which include working with the County Health Officer, County Health Services Administrator, Community Health Department Director, Logistician, Accountant, Procurement Officer, Asset management and warehousing.

SPECIFIC RESPONSIBILITIES:

1. Build capacity of County Health Team to perform transparent and accountable public financial management, financial reporting, budgetary controls, monitoring, and internal control system;
2. Support and mentor county health staff to ensure that the internal controls provide an appropriate level of financial accountability and compliance with Government of Liberia and donors' financial instructions;
3. Coordinate with the Department of Administration to finalize the PFM Manual of the MOH for operation;
4. Support the Department of Administration and counties to implement risk mitigating actions in response to the Stage 2 Risk Assessment of the MOHSW (2012) and PFM Risk Mitigation Plan;
5. Build the capacity of counties to address weaknesses, errors, or omissions from audit report findings;
6. Work with CSH's Health Finance Advisor to support the Department of Administration of MOH to design and implement improvement plans for financial management;
7. Support and strengthen counties' capacity for proper and timely budgetary formulation and implementation;
8. Support the counties to determine whether the necessary financial management and procurement competencies are in place, review job descriptions to make sure that they are included; and
9. Assist on other CSH's health financing and performance based financing initiatives as requested.

QUALIFICATIONS:

- The proposed PFM Advisor must have a minimum of 4 years of experience in designing and implementing public finance interventions in developing or middle income countries.
- S/he must have at a minimum a Master's Degree in economics, accounting or a related advanced degree relevant to the field of public health or business or public administration. In absence of the Master's degree, a bachelor's degree with a minimum of 6 years in public financial management may also be considered.
- S/he should have demonstrated experience with Health Finance Policy, Financial Management, Public Expenditure Reviews, National Health Accounts, Health Service Contracting and Performance-based Financing, Procurement, Auditing, Risk management, Costing of Benefit Packages, Benefit Analysis, Financial Risk Protection and Health Insurance Models.
- Prior experience in capacity building of public (health) counterparts is strongly preferred.
- Professional proficiency in spoken and written English is required.

Candidates must meet all the criteria of minimum qualifications.

Send your application to hrliberia@msh.org stating the position in the subject line of your email.

Interested persons must send comprehensive resume with a brief cover letter not later than closing date of the application, **December 30, 2016.**