



MINISTRY OF AGRICULTURE  
REPUBLIC OF LIBERIA



INTERNATIONAL FUND FOR AGRICULTURE DEVELOPMENT  
(IFAD)  
TREE CROPS EXTENSION PROJECT (TCEP)

**Assignment Title:**      **Finance and Administrative  
Assistant (Re-Advertised)**

**Past engagements**

The International Fund for Agricultural Development (IFAD) is a long-time trusted partner of the Government of Liberia. Prior to the civil war, IFAD has invested US\$11.1 for two completed projects with a total cost of US\$23.8. After a 20-year suspension, IFAD restarted its engagement in Liberia.

IFAD's country strategy, ongoing and future operations aim at addressing Liberia's challenges of low agricultural productivity, high post-harvest losses, substandard road access, widespread rural poverty, recurrent food insecurity and limited access to adapted financial services.

The Results-Based Country Strategic Opportunities Programme (RB-COSOP) 2011-2015, which has now expired, was the first RB-COSOP for Liberia. It has been followed by a Country Strategy Note (2017-2018) with the following strategic objectives:

- **Strategic objective 1: Smallholder farmers' access to finance, inputs, skills and markets is improved.**
- **Strategic objective 2: Smallholders' organizational capacities and access to MoA extension services are improved.**

A new Country Strategic Opportunities Programme (RB-COSOP) has been initiated in 2018. Currently, IFAD's portfolio in Liberia includes 3 completed, 2 ongoing and 1 pending (under ratification) projects.

The **Agricultural Sector Rehabilitation Project (ASRP)** was approved in 2009 and completed on 30 June 2017. The project closing date was 31 December 2017. Activities under that project are limited to those related to closure.

The **Smallholder Tree Crop Revitalization Support Project (STCRSP)** is in the amount of US\$ 24.9 million, and the IFAD financing of US\$ 16.8 million was approved in December 2011. It follows a value-chain approach and supports the rehabilitation of feeder roads and the rehabilitation of cocoa and coffee plantations. The project builds on a strong public-private partnership. STCRSP was aimed at strengthening the financial management and institutional development of seven cooperatives and the capacity building of the Ministry of Agriculture (MOA) at the decentralized level to enable the cooperatives to benefit from extension services, bargaining power and lower transaction costs. The STCRSP was completed on 30 September 2017 and the closing date 31 March 2018.

**Economic Recovery of Liberian Rice Farmers in Ebola Affected Counties (Japanese Grant)** is a Grant financed by the Government of Japan for an amount of US\$ 2.1 million. The Grant was declared effective on 17 March 2017. Its goal is to empower the rural poor, particularly women, to overcome the impact of the Ebola crisis, increase their food security and build sustainable, agricultural - rice bases - livelihoods. The project aims to reach 1,800 rural poor rice farmers (at least 60% women) in five counties: Grand Cape Mount, Bomi, Grand Bassa, Montserrado and Lofa. The Grant was completed on 31 August 2017 and the closing date 30 November 2017.

### **Current IFAD engagements**

Two projects were approved by IFAD's Executive Board in December 2015. The **Tree Crops Extension Project (TCEP)** was approved by the IFAD Executive Board on 30 December 2015. It became effective on 08 June 2017. TCEP includes an IFAD loan of US\$ 13 million and an Adaptation for Smallholder Agriculture Programme (ASAP) grant of US\$ 4.5 million. The project will consolidate and complement the on-going STCRSP project, towards developing a viable and sustainable smallholder cocoa and coffee sub-sector in Liberia's main producing belt.

The TCEP is intervening in Nimba County, in at least 8 statutory districts. Its duration is 6 years. The TCEP will adopt a value chain approach to link cocoa farmers, organized at grassroots level in traditional community-based labor groups and Farmers Field Schools (FFS), to markets and services through cooperatives and Private Sector Partners (PSPs).

**The Rural Community Finance Project (RCFP)** was also approved in December 2015. It was rectified on 11 October 2017. The project includes an IFAD loan of US\$ 5.5 million and a grant of US\$ 0.5 million and will improve access to rural financial services on a sustainable basis, enabling the development of the rural sector. It incorporates lessons-learned on financial inclusion from Sierra Leone, where the IFAD-financed RFCIP helped establish a

large network of Rural Financial Institutions, including both Financial Services Associations and Community Banks.

### **Country Programme Approach**

The Ministry of Agriculture is the implementing Agency for this and all IFAD funded projects in Liberia through a dedicated Programme Implementation Unit (PIU). In this regard the Ministry of Agriculture, (MOA) working in partnership with IFAD is recruiting a Finance and Administrative Assistant to support the tree crop projects in Liberia. It is thought that a single Programme Management Unit with the required additional thematic expertise in the team depending on the projects within the programme would be cost effective, while facilitating cross learning and knowledge management and building synergies between projects.

**Post Title: Finance and Administrative Assistant**

**Reports to: Procurement Officer, IFAD TCEP Project  
Programme Management Unit (PMU),  
Ministry of Agriculture**

**Primary Location: Saclepea, Nimba**

**Start Date: 1 October 2019**

**Contract Period: One (1) year renewable**

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### **Key results expected / major functional activities**

Specifically, the Field Finance & Administrative Assistant will:

- Assist the Financial Controller in the implementation of a sound financial management system at field level;
- Prepare monthly funds reconciliation, and monthly expenditure and statements;
- Review retirements and financial reports submitted by implementation partners (IPs) before submission to Head Finance Office in Monrovia;
- Process all payments at field level, ensuring that IFAD procedures are strictly adhered to;
- Responsible for the maintenance and accounting for petty cash at field level;
- Responsible for monthly Petty Cash Reconciliations and submit to Central PIU in Monrovia at the end of each month;
- Monitor financial returns from Implementing Partners(cooperatives) at field level, including periodic visits to their offices;
- Maintain a well-organized and up-to-date filing system for Project Documents;
- Perform physical inventory of projects assets in the field twice a year;

- Provide assistance to the external auditors as required;
- Prepare cash flow forecasts for field office as required;
- Responsible for day to day project correspondence / information sharing;
- Organize meetings at field level and act as the secretary to project meetings / prepare minutes;
- Responsible for the management of office stationery supplies including maintenance of stock list of stationery, as required by staff and keeping a log of distribution;
- Undertake any other activities assigned by Project management.

## **Competencies:**

### Organizational competencies

- **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture;
- **Problem solving and decision making:** Solves complex problems and makes decisions that have wider programme impact;
- **Managing time, resources and information:** Coordinates wider use of time, information and/or resources;
- **Team Work:** Fosters a cohesive team environment;
- **Building relationships and partnerships:** Builds and maintains strategic partnerships internally and externally;
- **Capable Team Builder** able to foster and build team spirit, focus and engagement at all levels.

### Technical/Functional competencies

- **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and accept consequences.
- ◆ **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.
- ◆ Strong analytical skills.

## **Education:**

Bachelor Degree in Accounting or Finance

## **Experience:**

- ◆ At least 3 years' experience working with donor funded projects
- ◆ Experience in working with accounting soft wares
- ◆ Highly computer literate including the use of Microsoft Excel

All Interested and qualified applicants should address their applications including letter of interest along with Curriculum Vitae and copies of relevant Diplomas/Certificate to the **below address via email. Kindly indicate in the email subject, the Title of the position you are applying for.**

**Recruitment Team  
IFAD Projects PIU  
Programme Management Unit  
Ministry of Agriculture  
Email: ifadrecruit@moa.gov.ir**

Deadline for submission of Applications: August 29, 2019 at 5PM GMT

Visit the [www.moa.gov.ir/careers\\_opportunities/vacancies](http://www.moa.gov.ir/careers_opportunities/vacancies) OR  
[www.emansion.gov.ir/careers\\_opportunities/vacancies](http://www.emansion.gov.ir/careers_opportunities/vacancies) for details on the Term of References and submission of your applications.

Female candidates are highly encouraged to apply.