



REPUBLIC OF LIBERIA  
ENHANCED INTEGRATED FRAMEWORK/NATIONAL IMPLEMENTATION UNIT  
MINISTRY OF COMMERCE & INDUSTRY  
MONROVIA



## **VACANCY ANNOUNCEMENT**

The Single Project Implementation Unit (SPIU) of the Ministry of Commerce is seeking application from qualified individuals for the position of **National Coordinator** for its programs.

### **POSITION SUMMARY:**

The Ministry of Commerce with funding from the Enhanced Integrated Framework (EIF) is transforming its National Implementation Unit (NIU) to a Single Project Implementation Unit (SPIU) to improve coordination in project implementation processes. This will allow all donor funded projects within the MoCI under one umbrella unit for better coordinated work, ease of oversight, retention of staff expertise and reduction in duplication of work.

### **DUTIES AND RESPONSIBILITY:**

1. Represent the SPIU to donors, donors facilitators and stakeholders;
2. Coordinates between government, the different Executive Secretariats and Trust Fund Managers of donors of the SPIU;
3. Follow up on sources of donor funds by generating complete proposals and responding to Requests for Proposals (RFP) promptly at standards fully satisfactory to donors;
4. On behalf of the Ministry's authorities, coordinate the negotiation of agreements and conditions including ensuring project quality through effective project planning with donors on scope, work to be done, and timing;
5. Coordinates the day-to-day work of the SPIU with a view to effectively realizing the goals of the SPIU processes;
6. Monitor all project agreements with donors managed by the SPIU to ensure MoCI compliance;
7. Manages the implementation of all projects under the SPIU and works to build direct linkages with other ongoing or planned trade and private sector related projects;
8. Manages the implementation of Aid for Trade technical assistance to the MoCI under the SPIU including the EIF Tier 1 projects;
9. Coordinates the formulation, approval and implementation of Tier 2 projects with a view to translating the Diagnostic Trade Integration Study (DTIS) Action Matrix into bankable projects for the EIF Trust Fund and in-country donor funding;
10. Facilitates the elaboration and implementation of resource mobilization strategies in support of trade related technical assistance;
11. Coordinates and supervises the project implementation of established EIF Tier 2 projects;
12. Assist the MoCI to promote trade mainstreaming in sector Ministries such as Agriculture as well as prepare inputs to the National Development Plan;
13. Manages the SPIU staffing and operations;

14. Serves as signatory to all of the SPIU accounts;
15. Ensure production of the Matrix of Donor Projects and an annual combined report of trade related projects (e.g. Tier 1, Tier 2, SIDA, AfDB, UNIDO, ITC, etc.)
16. Approves payments of payable accounts, coordinates expenditures and reports to the Executive Secretariats and Trust Fund Managers of all SPIU donors;
17. Serves as Secretary to all Steering Committees of the SPIU;
18. Facilitates the timely submission of reports to partners/donors according to the reporting schedules of the MoUs;
19. Reports no less than quarterly to the Focal Point of the SPIU and the Minister of Commerce and Industry;
20. Performs other tasks as assigned by the Minister of Commerce.

### **QUALIFICATION**

1. Master degree in Business Administration, Management, Public Administration, Finance or any related field;
2. At least 10 years' experience in working with donors and trade related projects;
3. Ability to deliver results and communicate them effectively;
4. Ability to meet project reporting deadlines and to work under pressure;
5. Ability to work effectively with teams.
6. Excellent oral and written communication skills;
7. Familiarity with Micro soft programs such as MS Word, MS Excel, Power Point, etc.;

### **SELECTION PROCESS**

After initial screening of applications, only short-listed applicants will be contacted and invited for an interview. Applicants selected for interview will also be evaluated on their reference checks.

### **HOW TO APPLY**

Complete applications must be submitted no later than September 30, 2014 at 5:00pm and shall include the following:

1. A clearly typed application letter which briefly summarizes why you believe you are qualified for the position;
2. A complete curriculum vitae which will include the names and contact details of three references that can attest to your professional qualification and/or work experience;
3. Documentations i.e., copies of degrees and certificates that addresses the minimum requirements of the position.

All applications must be address to:

The Deputy Minister for Administration  
Ministry of Commerce  
3rd Floor  
Ashmun & Gurley Streets  
Monrovia, Liberia