



**REPUBLIC OF LIBERIA  
MINISTRY OF HEALTH  
P. O. BOX 10-9009  
1000 MONROVIA, 10 LIBERIA  
WEST AFRICA**

**TERMS OF REFERENCE**

**Position Title:** FARA Finance Assistant  
**Supervisor:** FARA Finance Officer  
**Department/Unit:** Project Management Unit, Health Partnership Activity, Department of Health Services, Ministry of Health Central Office  
**Position Duration:** One year (Renewable) **SALARY:** Attractive  
**Report to:** FARA Finance Officer

**Organizational Background**

The United States Agency for International Development, as a way of further strengthening its support to the health care delivery system, using government systems, channels funds directly to the Ministry of Health through a Fixed Amount Reimbursement Agreement (FARA) scheme. The FARA has supported the MOH over a period of 10 years. Its scope of work and span of support have increased; require additional assistance for adequate financial management practices. There is a need to hire an assistant finance officer to meet the rising demands for financial technical support to the 8 counties and the central MOH.

**Purpose and Goal of the assignment**

Provide financial backing support to the MOH and counties through the Health Partnership Activity for Improved Health Outcomes, within the framework of the Fixed Amount Reimbursable Agreement (FARA). The aim of the support is to enhance the quality of financial management and control systems in line with the PFM Law and the MOH's Financial Management guidelines. The goal is to have all eight counties providing transparent and efficient financial management services.

**Brief Summary of the Position**

The Project Finance Assistant will assist the FARA Finance Officer carry out the accounting and financial management functions of the project.

***Responsibilities:***

- Assist in the preparation of the disbursement plans in accordance with the Project Guideline;
- Assist in the preparation of the quarterly financial forecasts and requests for advancement of funds;
- Assist in the preparation of the budget estimates for the implementation of the Essential Package of Health Services and all other project activities;
- Assist in the review, arrange payment and record all the project expenditure's vouchers in accordance with financial regulations of the USAID and the Government;
- Assist in carrying out procedures regarding personal income taxes;
- File all financial documents and prepare necessary conditions to work with GAC or the Ministry of Finance and Development Planning as required;
- Assist in providing guidance and update to other project staff within the project on financial and accounting procedures and regulations in the absence of the Finance Office
- Assist in the preparation of the procurement plan for all project assets;
- Perform other tasks in addition to those listed in the main areas of work, as may be assigned by the Ministry of Health.

## **Qualifications**

- Bachelor Degree or about in either accounting, finance or economics.
- A team player, willing to learn, professional toward maximum productivity with consensus building, negotiation and interpersonal skills.
- English reading, writing and speaking skills (highly desirable);
- Able to carry out his/her work in an organised manner;
- Demonstrated interpersonal and communication skills

## **Application Procedures:**

To apply: Candidates interested in this position shall submit their resume and cover letter to: [mgdavis1966@gmail.com](mailto:mgdavis1966@gmail.com) and cc: [gtokpabrown@gmail.com](mailto:gtokpabrown@gmail.com) Please state the title of job you are applying for in the subject line of your email.

Hardcopies of applications can be addressed and dropped at:

Program Coordinator  
FARA/Health Partnership Activity  
Ministry of Health  
Room #104

**Deadline for Application:** March 8, 2024 now later than 4:00 pm/1600 hours. A multi-disciplinary selection committee shall convene immediately upon the closure of the application window to review submissions. It should be noted that only shortlisted candidates shall be contacted for further interviews. The successful applicant shall be notified through a written notification letter