MINISTRY OF EDUCATION
IMPROVING RESULTS IN SECONDARY EDUCATION (IRISE) PROJECT

PROJECT ID: P164932
IDA GRANT NUMBER: D5030

REQUEST FOR EXPRESSION OF INTEREST-(REOI)
Consultancy Services for the Recruitment of Finance and Administrative Assistant

SELECTION OF INDIVIDUAL CONSULTANT (SIC)
REFERENCE #:LR-MOE138789-CS-INDV
(Appointment Type: Local Hire)

1. **Background:**
The Government of Liberia’s application for an IDA financed- Improving Results in Secondary Education (IRISE) Project was approved by the World Bank and the Financing Agreement signed between the GOL and the World Bank. This US$47 Million Grant Project will support the Government in implementing a defined strategy in senior secondary education, as articulated in the Getting to Best Education Sector Plan (2017-2021) as well as the recently proposed ten-year Strategy for Education Transformation (2018-2028). To do this, the project will use a combination of investment project financing (IPF) and results-based financing (RBF).

2. **Objective of the assignment**
The objective of the assignment is to enhance smooth project operations by contributing to effective administration of the day-to-day activities of the Project Delivery Team (PDT). The recruitment of an experienced middle-level Administrative Assistant will also contribute to increasing management capacity within the MOE.

3. **Deliverables and Reporting**
The Finance and Administrative Assistant will work under the direction of the Project Coordinator, to whom he/she will be accountable and report. The Administrative Assistant is expected to be self-sufficient in his/her work relationship with other staff members, and to conduct him/herself in the highest professional manner.

4. **Qualifications and Experience**
Experienced finance and administrative professional who is dependable and highly organized with business acumen, maturity, discretion, enthusiasm, and a positive attitude, possessing:

   Bachelor’s degree Business/Public Administration, Management with skills in administration and Accounting/Finance.

   - Minimum of 5 years’ experience in office management.
   - Experience in donor-funded projects documentation processes and procedures.
• Knowledge of principles and practices of basic office management and organization.
• Technologically literate with strong computer skills including familiarity with Microsoft Word and Excel and other commonly used software. Access Database skills would be a plus.
• Good internet skills, including use of e-mail applications, group messaging and web applications including Zoom, WebEx, etc
• Good organizational and record keeping skills (attention to detail is critical)
• Very Good oral and written communication skills in the English Language is a must.
• Self-starter who can work independently with little supervision.
• Skill in establishing priorities and managing workload
• Ability to follow directions.

5. **Duration of the assignment**
This is a 3.5 year (42 months) assignment renewable annually based on satisfactory performance and availability of funding. There will be a probation period of 3 months followed by a second performance evaluation at the end of the first six months if probation evaluation proves unsatisfactory. There will also be an annual performance evaluation.

6. **Application Requirement:**
   1. Written application
   2. Curriculum Vitae
   3. Full disclosure on all previous places of work

7. Detailed Terms of Reference can be accessed from the link: [Terms of reference for IRISE Finance & Admin Assistant (Final - 062620).docx](#)


9. Further Information can be obtained by the below email during office hours between 09:00 to 15:00 hours GMT from Monday to Friday beginning **June 29 – July 12, 2020.**

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11. Interested Consultants who meets the qualifications requirement may submit an **Expression of Interest** marked “CONSULTANCY SERVICES FOR THE RECRUITMENT OF FINANCE AND ADMINISTRATIVE ASSISTANT”, to procurement at procurement.irise@gmail.com and copied to: abufahmed@yahoo.co.uk using the below address **not later than 3:00pm on July 12, 2020.**

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**Attention:**
Joe K. Gbasakollie, Education Portfolio Coordinator