



ENVIRONMENTAL PROTECTION AGENCY OF LIBERIA (EPA)
P.O. BOX 4024
SEKOU TOURE AVENUE, MAMBA POINT
1000 MONROVIA 10, LIBERIA

Job title		Project Administration & Finance Assistant	
Procuring Entity		Environmental Protection Agency	
Programme/Project		Strengthening Agricultural Resilience through Transformational Livelihood Adaptation in Liberia (SARTLA)	
Activity result		Effective human resources and administrative coordination and financial management of the Project	
Assignment		Ensure effective administrative coordination and proper financial management of the Project	
Location	Monrovia with travel to other project counties in Liberia	Duration	One year initially with possibility of renewal every year for 5 years (project duration) depending on performance and availability of funds.

BACKGROUND

Liberia possesses natural resources and fertile land along with valuable fishing areas; however, it grapples with development hurdles linked to environmental damage and inadequate infrastructure and institutions despite its abundance of resources. The nation encounters difficulties in enhancing smallholder agriculture and fisheries performance that impact people's livelihood opportunities well as food security and hinder overall economic progress.

The Country also faces challenges due to the extensive damage to its land and coastal regions caused mainly by unchecked human actions like building construction and roads as well as mining activities and urban growth that led to pollution issues. These harmful activities have greatly harmed the ecosystems for supporting agriculture and fishing industries. The impacts of climate change exacerbate these dangers by hastening land and coastal deterioration while diminishing the resources essential for the local communities' sustenance.

The ecosystems in the country are facing challenges with a focus specifically being placed upon wetlands and coastal areas such as mangroves which play a key role as protective barriers during storms and habitats for marine life growth; these areas are at high risk due to rising sea levels and temperatures along with more powerful storm surges present in the oceans today causing concerns for both biodiversity loss and increased threats of flooding and erosion to nearby coastal communities.



ENVIRONMENTAL PROTECTION AGENCY OF LIBERIA (EPA)

P.O. BOX 4024

SEKOU TOURE AVENUE, MAMBA POINT

1000 MONROVIA 10, LIBERIA

Liberia's economy and communities are greatly affected by the effects of climate change with a focus particularly toward increased flooding and coastal erosion caused by rising sea levels and severe weather conditions like storm surges in regions such as Monrovia and other cities in Liberia including Robertsport and Harper where informal settlements face significant risks due to lack of proper infrastructure leading to regular flooding incidents causing damage to buildings and infrastructure as well as health issues due to sanitation problems.

Rising ocean temperatures pose a threat to marine environments beyond physical dangers by putting fish stocks at risk. Crucial for the nation's fisheries and food security backbone. The issue of overfishing worsens with the deterioration of mangroves and coastal habitats leading to a decline in fish populations. As per the IPCCs Assessment Report, findings suggest that West Africa is anticipated to be heavily impacted by climate change with projections pointing towards elevated temperatures and more frequent occurrences of heatwaves and extreme precipitation events which could result in increased flooding, especially, in Liberia and neighboring regions.

Liberia's economy depends significantly on resources and is at high risk of being impacted by climate related events due to its low ability to adapt to such changes as indicated by its position as the 177th out of 185 countries as per the ND-GAIN index ranking. The vulnerability is exacerbated by poverty levels and inadequate infrastructure and education which impede communities from preparing for climate related risks.

Small scale farmers and fishers play a role in rural communities and are particularly at risk due to various challenges they face such as limited access to essential resources like fertilizers or quality livestock as well as issues with irrigation systems and lack of financial support for their operations. Adverse weather conditions like rainfall or drought coupled with extreme temperatures can negatively impact crop production leading to lower yields and a rise in pest related issues affecting the agricultural sector. For those involved in fishing activities, marine heatwaves and coastal floods can harm fish populations and damage infrastructure crucial for their livelihoods, putting food security and income sources at risk.

Around 80% of the agricultural labor force is led by women and they play a role in producing about 93 percent of the food supply; however, they are especially impacted by climate change compared to men and other factors like higher illiteracy rates and restricted access to land and resources as well as cultural norms that limit their decision making authority in farming matters.

In the face of these obstacles and difficulties, lies the chance to enhance resilience by adopting innovative methods rooted in system based transformational strategies. One potential the project seeks is to enhance climate resilience within societies reliant on natural assets through ecosystem restoration efforts and enhancements through extension services while also enabling financial access and fostering sustainable value chains.

The project will employ a combination of interventions that focus on i) the adoption of resilient and regenerative practices among farmers and fisherfolks to improve productivity while at the same time reducing environmental impacts, ii) linking local livelienabling innovative value chains, developing alternative livelihood strategies such as those linked to eco-tourism, and fostering market access through business skills training, and iii) providing an enabling innovative finance environment that fosters



ENVIRONMENTAL PROTECTION AGENCY OF LIBERIA (EPA)

P.O. BOX 4024

SEKOU TOURE AVENUE, MAMBA POINT

1000 MONROVIA 10, LIBERIA

private sector engagement, links actors along the value chain and scales the development of sustainable enterprises based along the value chain.

The project is expected to enhance the management of 3,640 hectares of land and coastal regions in efforts to promote climate resilient practices; target an overall 81,800 individuals spread across seven project counties. These efforts aim to empower them to recognize climate related challenges and implement appropriate adaptive strategies. Additionally, the initiative strives to attract 500,000 (US\$) investments from private sector entities and support the growth of 30 micro-small and medium enterprises (MSMEs) involved in climate resilience initiatives through a combination of technical guidance, financial partnerships, or direct funding. The Environmental Protection Agency as the National Designated Authority (NDA) and focal entity for the management of the environment and natural resources in Liberia is empowered to coordinate monitor, supervise and consult with relevant stakeholders on all activities in the protection of the environment and sustainable use of natural resources. The Environmental Protection Agency (EPA), in close collaboration with the Ministry of Agriculture (MOA), Ministry of Commerce and Industry (MoCI) and the Ministry of Information, Culture and Tourism (MICAT) will implement the project through a Project Management Unit, based at the MOA. The UNDP – as an Accredited Entity to the GEF – will oversee the project execution undertaken to ensure that the project is being carried out in accordance with UNDP and GEF policies and procedures and will provide quality assurance support services to the SARTLA project.

The Project Management Unit (PMU) will assist the implementation of the Project with support from the EPA and MOA. The PMU staff will be hosted at the MOA and will report to the Minister of MOA and the EPA-Executive Director through the Project Manager. The Project Manager is responsible for the overall day-to-day management of the project including the mobilization of all project inputs, supervision over project staff, responsible parties, consultants and sub-contractors. The PMU – through the project manager – provides strategic guidance and direction to the Project Board, Executive Director/CEO of the EPA, the Minister of MOA, and the UNDP Liberia Resident Representative.

OBJECTIVE

The Project Administration and Finance Assistant's primary responsibility is to ensure effective administrative coordination and efficient financial management of the project. The Administration and Finance Assistant will form part of the PMU staff and will work closely with the Procurement Officer, Monitoring & Evaluation Officer, Gender, Safeguard & Stakeholder Engagement Expert, Knowledge Management & Communication Officer, Innovative Finance Expert, and Driver under the direct supervision of the Project Manager.



ENVIRONMENTAL PROTECTION AGENCY OF LIBERIA (EPA)

P.O. BOX 4024

SEKOU TOURE AVENUE, MAMBA POINT

1000 MONROVIA 10, LIBERIA

DUTIES AND RESPONSIBILITIES

Under the guidance, direction and the supervision of the Project Manager, the project Administration and Finance Assistant will be responsible for performing the following but not limited to:

- Keep records of project funds and expenditure, and ensure all project-related financial documentation are well maintained and readily available when required by the Project Manager;
- Review project expenditures and ensure that project funds are used in compliance with the Project Document and GoL financial rules and procedures;
- Validate and certify FACE forms before submission to UNDP;
- Provide necessary financial information as and when required for project management decisions;
- Provide necessary financial information during project audit(s);
- Review annual budgets and project expenditure reports, and notify the Project Manager if there are any discrepancies or issues;
- Consolidate financial progress reports submitted by the responsible parties for implementation of project activities;
- Liaise and follow up with the responsible parties for implementing project activities in matters related to project funds and financial progress reports; and
- Perform other duties as may be assigned by the Project Manager.

EXPECTED OUTPUTS AND DELIVERABLES

Ensure effective administrative coordination and efficient financial management of the Project by means of effective project management and reporting on results and finances on a quarterly and annual basis to the EPA, MOA, the PSC and the UNDP as required by the project document and that of the GEF guidelines and standards.

INSTITUTIONAL ARRANGEMENTS

The Project Administration and Finance Assistant will be under the direct supervision of the Project Manager and will work closely with all the staff of the PMU.

The Project Administration and Finance Assistant will report to the Executive Director/Chief Executive Officer of the EPA, the Minister of MOA through the Project Manager and with the guidance or in consultation with the Project Manager.

The Project Administration and Finance Assistant shall be recruited for a period of 1 year (12 months) under a Service Contract appointment renewable for a period of 5 years (duration of the Project) subject to satisfactory performance and availability of funds. The EPA and the MoA reserve the right to rescind the contract during that period should the performance of Project Administration and Finance Assistant not meet its requirements.



ENVIRONMENTAL PROTECTION AGENCY OF LIBERIA (EPA)

P.O. BOX 4024

SEKOU TOURE AVENUE, MAMBA POINT

1000 MONROVIA 10, LIBERIA

QUALIFICATIONS

Education

- The Project Administration and Finance Assistant must have a Minimum of Bachelor's degree in Accounting; Business Administration; or related disciplines.

Experience

- At least 5 years of progressive relevant work experience in Accounting, and Financial-related works with good knowledge of the application of IPSAS or IFRS;
- Proficiency in use of spreadsheets, word processing and computerized accounting systems;
- Excellent computer skills and knowledge in use of computer software packages for word processing, excel, power point, databases and spreadsheets etc.
- Experience in working on multilateral or bilateral projects including GEF, GCF, World Bank, USAID or United nations funded project
- Experience in financial and administrative management within the agricultural/natural resource management sector is highly desirable

Competencies and skills

- Excellent interpersonal communication and facilitation skills;
- Strong computer skills, including experience with accounting software. Additionally, experience in budgeting, financial reporting, and compliance with relevant regulations is crucial
- Ability to follow deadlines, accuracy and attention to detail;
- Ability to work under minimum supervision to meet short deadlines;
- Ability to write and communicate clearly and logically;
- Excellent spoken and written English;
- A team player with strong interpersonal skills and the ability to deal with multiple teams located in multiple institutions;
- Ability to identify client needs and deliver them promptly and accurately;
- Ability to work under tight timelines;
- Demonstrated ability in team management and collaboration/ team player;

SUBMISSION OF APPLICATION

Interested candidates should send a CV and cover letter indicating their suitability for the post and copies of credentials to the Environmental Protection Agency. All interested candidates are to address their applications and to the following address:

ATTENTION:

Mr. Pescee T. Doe

Assistant Director/Procurement



ENVIRONMENTAL PROTECTION AGENCY OF LIBERIA (EPA)
P.O. BOX 4024
SEKOU TOURE AVENUE, MAMBA POINT
1000 MONROVIA 10, LIBERIA

Environment Protection Agency (EPA)
Bright Building 302 A, Sekou Toure Avenue
Mamba Point
1000 Monrovia, 10 Liberia
P.O. Box 4024

Application can also be received through email: (ptdoe@epa.gov.lr). Please indicate “*Administration and Finance Assistant - Strengthening agricultural resilience through transformational livelihood adaptation in Liberia (SARTLA)*” in the subject line.

The closing date for submission of applications is **4pm, October 23, 2025**. Any submission received after this deadline will not be considered. Only applicants that meet the requirements as outlined in the terms of reference will be considered for evaluation.

***Females are highly encouraged to apply!**

NOTE: This information is also posted on <https://www.emansion.gov.lr/>, <https://ekmsliberia.info/>, <https://www.epa.gov.lr/>, <https://www.undp.org/> and can be found in local dailies.

SELECTION CRITERIA

The EPA shall recruit the Project Administration and Finance Assistant through an open, transparent and competitive process and shall be guided by *inter alia* the Procurement and Public Concessions Act of Liberia but contract to be issued by the MOA. All PMU staff shall conform to the Government of Liberia’s laws on anti-bribery and anti-corruption. Notice is hereby issued to all interested candidates that failure to adhere to conflict-of-interest restrictions and anti-fraud and corruption rules constitutes grounds for potential debarment from future participation in procurement of goods, services or works that may result from the Project.