REPUBLIC OF LIBERIA
LIBERIA MEDICINES & HEALTH PRODUCTS REGULATORY AUTHORITY (LMHRA)
P. O. Box 1994, Sekou Toure Avenue, Mamba Point
2nd & 3rd Floors, Clay Building
1000 Monrovia, 10 Liberia - West Africa

TERMS OF REFERENCE (TOR)

1. POSITION: MANAGER, MONITORING & EVALUATION (M&E)

Department/Directorate: Planning, Programs, Monitoring & Evaluation, Research & Statistics
Duty Station: Head Office
Reports To: Director, Planning, Programs, Monitoring & Evaluation, Research & Statistics
Supervises: M&E Officers and other assigned staff
Deadline: January 16, 2026

Educational Requirements

- Minimum of a **Bachelor's Degree or its equivalent** from a recognized institution.
- At least **five (5) years of relevant post-qualification working experience** in Monitoring & Evaluation, program management, planning, public health, development programs, statistics, research or a related field.
- A postgraduate qualification or professional certification in **Monitoring & Evaluation, Project Management, Public Health, Statistics, Development Studies or a related discipline** will be an added advantage.

Job Skills and Competencies

The candidate should possess:

- Strong computer and data-management skills;
- Monitoring and evaluation skills;
- Program and project management skills;
- Strong analytical and statistical skills;
- Administrative and organizational skills;
- Excellent communication and report-writing skills;
- Strategic planning skills;
- Problem-solving and critical-thinking skills;
- Ability to develop and use M&E tools and indicators;
- Ability to analyze and interpret program data;
- Strong presentation skills;
- Ability to work independently and as part of a team; and
- Ability to work under pressure and meet deadlines.

Key Responsibilities

1. Develop and maintain the Authority's **Monitoring and Evaluation framework**.
2. Develop appropriate indicators, targets and performance measurement tools for programs and projects.
3. Coordinate the development of departmental and institutional M&E plans.
4. Establish systems for tracking implementation of the Authority's strategic and operational plans.
5. Monitor progress against approved work plans, targets and Key Performance Indicators (KPIs).
6. Collect, validate, analyze and interpret program performance data.
7. Develop and maintain M&E databases and reporting systems.
8. Conduct periodic monitoring visits to assess program implementation.
9. Identify implementation gaps, challenges and risks and recommend corrective actions.
10. Coordinate baseline, mid-term, end-line and other program evaluations.
11. Develop M&E tools, questionnaires, checklists, reporting templates and data-collection instruments.
12. Ensure data quality, accuracy, completeness and timeliness.
13. Prepare monthly, quarterly, semi-annual and annual M&E reports.
14. Prepare performance dashboards and management briefs.
15. Provide technical support to departments and units on M&E methodologies.
16. Support program managers in developing measurable objectives and indicators.
17. Document lessons learned, best practices and program outcomes.
18. Monitor implementation of recommendations arising from evaluations, audits and reviews.
19. Participate in strategic planning and annual performance review exercises.
20. Provide technical input into program proposals and project design.
21. Supervise and provide technical guidance to M&E staff.
22. Identify capacity-building needs and organize relevant M&E training.
23. Liaise with government institutions, development partners and other stakeholders on M&E matters.
24. Maintain appropriate documentation and evidence for audits and program reviews.
25. Perform any other duties assigned by the Director or Managing Director.

Key Deliverables

- Institutional M&E framework;
- KPI tracking matrix;
- Departmental M&E plans;
- Program monitoring reports;
- Evaluation reports;
- Performance dashboards;
- Data-quality assessment reports;
- Annual performance report;
- M&E tools and templates; and
- Program lessons-learned reports.

2. POSITION: BUDGET OFFICER

Department/Directorate: Finance & Administration
Duty Station: Head Office
Reports To: Director/Controller, Finance & Administration
Supervises: As assigned
Deadline: January 16, 2026

Educational Requirements

- Minimum of a **Bachelor's Degree or its equivalent**, preferably in Accounting, Finance, Economics, Business Administration, Public Financial Management or a related field.
- At least **five (5) years of relevant post-qualification experience** in budgeting, financial management, accounting, financial planning or public-sector finance.
- Professional qualification or training in **Accounting, Public Financial Management, Budget Management or a related field** will be an advantage.

Job Skills and Competencies

The candidate should possess:

- Strong budgeting and financial analysis skills;
- Excellent computer skills, particularly Microsoft Excel and financial management systems;
- Strong analytical and numerical skills;
- Financial planning and forecasting skills;
- Administrative and organizational skills;
- Excellent communication and report-writing skills;
- Problem-solving and decision-making skills;
- Knowledge of budget preparation and monitoring;
- Knowledge of public-sector financial management principles;
- Attention to detail and accuracy;
- Ability to maintain confidentiality;
- Strategic planning skills; and
- Ability to work under pressure and meet strict deadlines.

Key Responsibilities

1. Coordinate the preparation of the Authority's **annual institutional budget**.
2. Obtain budget submissions from departments and units.
3. Review departmental budget proposals for completeness, accuracy and alignment with approved plans.
4. Consolidate departmental budget submissions into the institutional budget.
5. Ensure that budget proposals are aligned with the Authority's strategic and operational priorities.
6. Prepare budget estimates, projections and supporting schedules.
7. Monitor budget implementation against approved allocations.
8. Prepare monthly, quarterly, semi-annual and annual budget performance reports.
9. Analyze budget variances and recommend corrective actions.
10. Maintain accurate and up-to-date budget records.
11. Monitor commitments and expenditures against approved budget lines.

12. Assist management in financial forecasting and resource planning.
13. Provide technical advice to departments on budget preparation and implementation.
14. Ensure that budget requests are supported by approved work plans and activities.
15. Coordinate budget revisions, reallocations and supplementary budget requests as required.
16. Assist in preparing submissions to relevant government financial authorities.
17. Support management in identifying funding gaps and resource requirements.
18. Monitor utilization of program and departmental budgets.
19. Participate in annual budget reviews and institutional planning exercises.
20. Support internal and external audits by providing relevant budget records and documentation.
21. Maintain a budget tracking system and appropriate financial documentation.
22. Prepare budget presentations and briefing materials for management and the Board.
23. Ensure compliance with applicable government financial regulations and institutional policies.
24. Provide budget-related information required for strategic decision-making.
25. Perform any other duties assigned by the Director or Managing Director.

Key Deliverables

- Annual institutional budget;
- Departmental budget consolidation;
- Budget implementation plan;
- Monthly budget monitoring reports;
- Quarterly budget performance reports;
- Budget variance analysis;
- Budget projections and forecasts;
- Supplementary/revised budget submissions;
- Budget tracking database; and
- Annual budget performance report.

3. POSITION: DATA & SYSTEM ADMINISTRATOR

Department/Directorate: ICT Unit
Duty Station: Head Office
Reports To: ICT Manager

Supervises: Data/Systems Officers and other assigned staff
Deadline: January 16, 2026

Educational Requirements

- Minimum of a **Bachelor's Degree or its equivalent**, preferably in Information Technology, Computer Science, Information Systems, Data Management, Statistics, Computer Engineering or a related field.
- At least **five (5) years of relevant post-qualification working experience** in database administration, information systems, data management, IT systems or a related field.
- Professional certification or additional training in **database management, information systems, cybersecurity, data analytics or systems administration** will be an advantage.

Job Skills and Competencies

The candidate should demonstrate:

- Strong computer and information technology skills;
- Database administration and data-management skills;
- Systems administration skills;
- Data analysis and reporting skills;
- Knowledge of database security and data protection;
- Strong troubleshooting and problem-solving skills;
- Knowledge of data backup and recovery systems;
- Good understanding of information systems;
- Strong communication and interpersonal skills;
- Project and administrative management skills;
- Strategic planning skills;
- Attention to detail;
- Ability to work independently and collaboratively; and
- Ability to work under pressure and respond to system-related emergencies.

Key Responsibilities

1. Administer and maintain the Authority's databases and information systems.
2. Develop, implement and maintain appropriate systems for collecting, storing and retrieving institutional data.
3. Ensure the availability, accuracy, integrity and security of institutional data.
4. Establish appropriate user-access controls for databases and information systems.
5. Create and maintain user accounts and access privileges in accordance with approved policies.
6. Perform regular database backups and ensure appropriate data-recovery mechanisms are in place.
7. Monitor system performance and identify potential system failures or vulnerabilities.
8. Troubleshoot database and system-related problems.
9. Support departments and units in the use of approved information systems.
10. Develop data-entry, data-validation and reporting procedures.
11. Ensure data is properly classified, stored and protected.
12. Develop and maintain data dictionaries and system documentation.
13. Generate regular statistical and management reports from institutional databases.
14. Support the development of dashboards and management information systems.
15. Ensure integration and interoperability of relevant institutional databases where appropriate.

16. Conduct periodic data-quality assessments.
17. Identify duplicate, incomplete, inaccurate or inconsistent data and coordinate corrective actions.
18. Support the digitization of institutional records and processes.
19. Assist in the automation of administrative and regulatory processes.
20. Develop and maintain data-management protocols and standard operating procedures.
21. Ensure appropriate disaster-recovery and business-continuity arrangements for critical systems.
22. Work with relevant IT personnel to maintain system security and protect against unauthorized access.
23. Train users on approved data systems and database procedures.
24. Provide technical support for data collection, analysis and reporting.
25. Support M&E, Research and Statistics functions with reliable and timely data.
26. Maintain an inventory of databases, systems, applications and related documentation.
27. Monitor system licenses, renewals and technical requirements as assigned.
28. Assist with procurement specifications for data and information-system equipment and software.
29. Support internal and external audits relating to information systems and data.
30. Ensure compliance with applicable institutional data-management, confidentiality and information-security requirements.
31. Prepare periodic reports on system performance, data quality and database activities.
32. Perform any other duties assigned by the Director or Managing Director.

Key Deliverables

- Functional and secure institutional databases;
- Database administration and maintenance reports;
- Data-quality assessment reports;
- Data backup and recovery system;
- User-access management records;
- Data dictionaries and system documentation;
- Management information dashboards;
- Regular data/statistical reports;
- Data-management SOPs;
- System performance reports; and
- Staff/user training and support records.

4. COMMON TERMS AND CONDITIONS

All three positions require the successful candidates to:

- Maintain high standards of **integrity, professionalism and confidentiality**;
- Comply with the Authority's policies, procedures and applicable laws and regulations;
- Demonstrate accountability for assigned responsibilities;
- Maintain accurate and complete records;
- Work collaboratively across departments and units;
- Participate in institutional meetings, workshops and planning exercises;
- Support the Authority's strategic objectives and annual work plans;

- Work extended hours when necessary to meet institutional deadlines or urgent requirements; and
- Perform other duties reasonably assigned by the appropriate supervisor or Managing Director.

5. Core Competencies for All Positions

Integrity | Accountability | Leadership | Teamwork | Communication | Planning | Organization | Problem-Solving | Computer Literacy | Strategic Thinking | Confidentiality | Results Orientation | Ability to Work Under Pressure