Ministry of Finance and Development Planning
Department of Fiscal Affairs
Revenue & Policy Division
External Vacancy Announcement

Position Title	**Policy Analyst for Modeling (1 Position)**
Report To:	**Senior Policy Analyst for Modeling**
Directly Supervises	**N/A**
Department/Functional Relations	**Indirect Taxation, Non-Tax, and Direct Taxation, Macro and Fiscal Policy Section-Department of Economic Management**
External Relationships	**LRA, Legislature**
Vacancy Code	**FA/EVMF/15/GSR/002**

Purpose: The Policy Analyst within the Revenue Modeling and Forecasting Unit requires strong quantitative, analytical and modeling skills as well as understanding of the tax regime and how it is applied in order to provide accurate and timely forecasts, performance reports and revenue estimation of tax policies and legislation.

The Revenue Modeling and Forecasting Unit is responsible for provision of forecasts, revenue estimates and tax analysis to support the National Budget as well as inform policy decisions, advice and make on-going proposals, legislation and the negotiation as pertain to forecasting and modeling of all revenue estimations.

Key Results Area:
- ✓ *Assist the unit along with the LRA in the coordination of daily revenue modeling*
- ✓ *Work with the unit to craft policies relative to revenue estimation and modeling*
- ✓ *Provides forecasts and revenue estimates to support the National Budget*
- ✓ *Informs policy decisions and development of analytical models.*
- ✓ *Provide technical advice to the unit and the LRA on risk factors impeding revenue forecast and revenue generation.*

Technical Duties:
- ➢ Performs quantitative and spreadsheet modeling, working closely with other Units and Sections to provide modeling for past, actual and proposed legislation.
- ➢ Assists in fiscal policy research and analysis of fiscal variables using economic modeling and simulations, including preparing statistical impact analysis of fiscal variables to inform proposals for fiscal policy formulation, procedural design, and implementation.
- ➢ Assists in research, identify and monitor local, regional and international trends in economic activities and undertake regional benchmarking of these trends and update benchmarks as applicable quarterly.
- ➢ Develops and maintains data bases for tax analysis
- ➢ Interacts regularly with LRA, relevant statistics departments, economic policy department and the Central Bank to exchange information for tax policy analysis
- ➢ Supports the development and proposes improvements to models for tax analysis, including micro simulation models and income distribution effects of current and proposed laws.

> ➢ Provides ex-post analysis of past modeling outputs and makes improvements to the quality of models
> ➢ Provides input to responses to questions from the National Legislature in the area of revenue modeling.
> ➢ Any other assignment as required by the Senior Analyst Revenue Modeling.

Education
- o   Bachelor's degree in Economics, Statistics or related quantitative discipline is highly desirable.

Work Experience
- 2-3 years of experience in business administration, tax administration, and public policy
- Knowledge in tax policy, legislation, tax accounting skills.
- Ability to apply quantitative and modeling techniques to forecast revenues, estimate revenues from policy proposals and assess financial and economic effects of tax policy options (Spreadsheet, database etc.) and able to use econometric and statistical analysis software

Other Requirements
- Integrity and Accountability
- Analytical Skills
- Effective report writing and presentation skills
- Strategic planning
- Knowledge of the PPCC Act
- Knowledge of the Civil Service Standing Order
- Knowledge of the Act that created the MFDP
- Proficiency in Microsoft Application
- Coaching & developing, Problem Solving, and Effective delegation strategies
- Proficient in using computers and the standard office environment software (word processing, spread sheet, database etc.)

Please address your application to the address below:
The Director
Human Resource Section
Ministry of Finance and Development Planning (MFDP)
6th floor, MFDP Building
Broad Street, Monrovia Liberia

Optionally, you may send your application to this email address: mfdprecruitment@gmail.com
For Further information kindly contact: 088-659-5422 / 077-652-3192
Deadline for submission is:
Date: August 21, 2015
Time: 12:00pm