



**Ministry of Finance & Development Planning
Department of Administration**

External Vacancy Announcement

Code : DOA /RCU /09/13/001
External Recruitment

Position : **IFMIS Security Specialist (1)**

Office : **Reforms Coordination Unit**

Starting Date : September 13, 2017

Ending Date : September 19, 2017 at 4: PM

By directive of the Deputy Minister of Administration, all applications and credentials shall be submitted to the Human Resource Unit, 3rd Floor Ministry of Finance and Development Planning, Broad & Mechlin Streets, Monrovia, Liberia.

Signed: **Nathan F. Reeves II**
Acting Director/Human Resources Unit
MFDP

**Ministry of Finance and Development Planning
Department of Administration
Reforms Coordination Unit**

Job Description

Position Title:	IFMIS Security Specialist
Report To:	PFM Reform Coordinator, RCU
Directly Supervises	N/A
Department/Functional Relations	All MFDP Departments
External Relationships:	GAC,IAS
<p>Purpose: The Reform Coordination Unit (RCU) within the Ministry of Finance and Development Planning is in search for a qualified IFMIS Security Administrator to perform a day to day Security Administration related activities.</p>	
<p>Terms of Reference:</p> <p><i>General Management Functions</i></p> <ul style="list-style-type: none"> • Under the supervision of the PFM Reform Coordinator within the MFDP, will be responsible for IFMIS Security designed, configuration, operation and controls. • He or she will ensure all IFMIS models are functional and secured. <p><i>Duties/Technical Functions</i></p> <ul style="list-style-type: none"> ➤ Ensure compliance of IFMIS Security policies .procedures, and control. ➤ Continuously improve security configuration to reflect best practices and to prepare for system audits. ➤ Conduct regular IFMIS Security service. ➤ Prepare weekly IFMIS security reports. ➤ Troubleshoot security and authorization related problems. ➤ Educated IFMIS users on security policy ➤ Review critical and sensitive authorizations, implement improvement s to meet audit requirements. ➤ Effective analyzed trace files and tracked missed authorized for user’s access problem and inserted missing authorizations manually. ➤ Worked with IFMIS functional team to define new security roles. ➤ Review critical and sensitive security roles and implement improvements to meet audit requirements. ➤ Support remediation effort for various modules in IFMIS Security area. 	
<p>Education Bachelor degree in Computer Science or information System, directly related to the duties and responsibilities specified.</p>	
<p>Work Experience At least Three (3) years of working experience in the related specified field of studies.</p>	

Other Requirements

- Good analytical skills.
- Team work and cooperation.
- Taking initiative.
- Flexible working relation.
- Writing skills.
- Result oriented.
- Self - management and transparent decision making.
- Computer knowledge (MS Word, Excel, PowerPoint, etc.).

Please address your application to the address below:

Office of the Human Resources Unit

Ministry of Finance and Development Planning (MFDP)

3th floor, MFDP Building

Broad Street, Monrovia Liberia

Or you may send your application to this email address: mfdphrunit@mfdp.gov.lr

For Further information kindly contact: **0880837201/ 088-657-0400/088-623-4450**

Deadline for submission is:

Date: September 19, 2017

Time: 4:00pm