



CENTRAL BANK OF LIBERIA



VACANCY ANNOUNCEMENT

The Central Bank of Liberia (CBL) invites applications from competent and experienced individuals for the below listed positions in its Research Department.

1. Economist (1 Position)

Job Summary:

He/she is required to work with Analysts and other Economists to collect, compile, analyze macroeconomic data and recommend the appropriate policy decisions to be considered by the Bank. The post holder will also undertake assignments in support of the smooth implementation of the Department's main objectives, in strict compliance with the Bank's policies and guidelines.

Essential Functions:

- Monitor the performance of key macroeconomic indicators in the real, external, fiscal and monetary sectors of the economy;
- Conduct evidence-based research on relevant and prevailing macroeconomic subjects on both the domestic and external economies in support of Management's decision-making process;
- Design survey instruments and lead research analysts to collect both quantitative and qualitative data intended to build a historical database as well as analyze those data originating from the four sectors of the economy;
- Model and forecast data so as to determine their impact on economic developments and assess whether there is a need for policy actions;
- Serve on the editorial team for the production and publication of the Bank's Economic and Financial Bulletin, Annual Reports, Liberia Financial Statistics, Monthly Economic Review, and other key research papers;

- Work with other staff to draft briefing notes on activities relating to the sub-regional multilateral organizations, the IMF, the World Bank and the AfDB, as may be required;
- Periodically write topical papers on key sectoral performance of the Liberian economy as a contribution to the Bank's Working Paper Series;
- Conduct verification of data so as to improve their quality for the Central Bank of Liberia's key publications;
- Develop policy recommendations and suggestions based upon the trends of macroeconomic variables in the economy; and
- Verify data intended for the compilation of the Balance of Payments Statement for Liberia.

Education & Experience:

- Master's Degree in Economics from a recognized university, with a strong background in quantitative analysis;
- Minimum of 2 years of data compilation and data management experience;

Necessary Knowledge, Skills and Abilities:

- Strong computer skills,
- Knowledge in research methodologies, modelling, forecasting and data management, with the ability to monitor performance of key macroeconomic fundamentals;
- Have good interpersonal, communication, and report writing skills
- Must be a self-starter and must have strong work ethics, professional attitude and good communication skills;
- Must be highly motivated and able to work in multi-cultural environments;

2. Senior Statistician (1 Position)

Job Summary

He/ she is required to work with analysts and economists in the four sectors to collect, compile, analyze macroeconomic data to inform policy decisions by the CBL, and undertake assignments in support of the smooth implementation of the Department's main objectives, in strict compliance with the Bank's policies and guidelines.

Essential Functions:

- The Statistician shall work in collaboration with economists in designing survey instruments and data analysis tools and lead analysts in collecting and compiling both quantitative and qualitative data from various sectors in updating the database of the Department;
- He/she shall work with other statisticians, economists and analysts in the four sectors to do data analyses and forecast key indicators that field into the Department's periodic publications;
- Monitor trends in key macroeconomic indicators in the 4 sectors of the economy and assess the potential impact on the state of the economy;
- Write topical papers on key sectoral performance, as contribution toward the publication of the Bank's Working Paper Series;
- Work with the editorial team of the Department for the production and publication of the Bank's Economic and Financial Bulletin, Annual Reports, Liberia Financial Statistics, Monthly Economic Review, and other key research papers; and
- Collaborate with other statisticians, sector-specific economists, and immediate supervisor in preparing briefing notes on activities relative to sub-regional multilateral organizations, the IMF, the World Bank and the AfDB, as may be required.

Education & Experience:

A Master's Degree in Statistics or Economics from a recognized university, with strong background in quantitative analysis and 3 years of data compilation and data management experience

Necessary Knowledge, Skills and Abilities:

- Computer literate, with exceptional strategic, conceptual, interpersonal communication, report writing and research skills;
- Research competencies in relevant areas,
- Knowledge in research methodology and data management with the ability to monitor performance of key macroeconomic fundamentals in the four sectors; and
- Highly motivated with strong work ethics, professional attitude and able to work in multi-cultural environment.

3. Research Analyst (1 Position)

Job Summary

He/she is to ensure that questionnaire quality, data cleaning and verification methods are maintained and improved in order to meet international standards.

Essential Functions:

- Conduct market survey, desk review and work under the supervision of an economist to compile data and report statistical information in support of the Department's publications;
- Provides support to economists in ensuring that the data collection tool is reviewed and finalized;
- He/she assists economists in designing data screen input format, preferably in Microsoft Excel, SPSS, and other econometric packages that may be needed for data analysis and management;
- Assists economists in designing a coding manual with a coding system, attributing a name or number for each linked variable, by question and by instrument;
- Perform data entry, either manually or using scanning technology as may be required;
- Generate routine and ad-hoc reports;
- Under the direct supervision of an economist, the research analyst writes designated portions of publications, creating tables, charts and conducting enquiries from data sources; and

- The Research Analyst works under the supervision of an economist to orientate interns and drill them through data entry procedures and input data in accordance with data analysis plan.

Education

- A Bachelor of Science Degree in Economics, Mathematics or Statistics;

Necessary Knowledge, Skills and Abilities:

- Computer literate, and have exceptional strategic, conceptual, interpersonal skills
- Communication, report writing and research skills;
- Research competencies in relevant areas
- Strong leadership and management skills
- Team player
- Comprehensive knowledge and expertise in data entry, data analysis, and data management
- Knowledge in the usage of SPSS is an added advantage;
- Must be highly motivated, with strong work ethics, professional attitude and able to work in a multi-cultural environment;

4. Junior Research Analyst (1 Position)

Job Summary

He /she is to ensure that questionnaire quality, data cleaning and verification methods are maintained and improved in order to meet international standards.

Essential Functions

- Conduct market survey, desk review and work under the supervision of an economist to compile data and report statistical information in support of the Department's publications;
- Provide support to economists in ensuring that data collection tool is reviewed and finalized;

- Assist economists in designing data screen input format preferably in Microsoft Office, SPSS, and other econometric packages that may be needed for data analysis and management;
- Assist economists in designing a coding manual, with a coding system attributing a name or number for each linked variable, by question and by instrument;
- Perform data entry, either manually or using scanning technology, as may be required;
- Generate routine and ad-hoc reports;
- Assist in the production of regular publications, by creating tables, charts and conduct enquiries from data sources.

Education

- At least a Bachelor of Science Degree in Economics, Mathematics or Statistics;

Necessary Knowledge, Skills and Abilities:

- Possesses comprehensive knowledge and expertise in data entry, data analysis, data management and quality report writing skill.
- Computer literate with proficiency in the use of Microsoft Office and knowledge of SPSS and other econometric packages is an added advantage;
- Knowledge in research methodology and data management;
- Motivated with a strong work ethic, professional attitude and able to work in a multi-cultural environment; and
- Must have good communications skills, both oral and written;

5. Librarian

Job Summary

The Librarian provides leadership and expertise in the selection, acquisition, evaluation and organization of information resources and technologies in all formats. He or she ensures equitable access and responsible use of information by developing and maintaining a collection of resources appropriate for use by staff of the CBL, researchers, students and the general public.

Essential Functions:

- Serve as the administrator of the Library;
- Responsible to undertake appropriate cataloguing, circulation and maintenance of the Bank's publications;
- Undertake documentation of periodicals from both internal and external sources;
- Assist staff of the CBL, researchers, students and the general public in accessing information and resources from the Library;
- Submit regular reports to the Director of Research, Policy and Planning;
- Systematically produce attendance records of library users; and
- Conduct orientation of staff of the Bank, students and other key users of the Library.

Education & Experience

A certification in library science and three (3) years of library administration and management experience;

Necessary Knowledge, Skills and Abilities:

- Must have thorough knowledge of professional library principles, practices, methods and administration;
- Knowledge of reader interest levels, books, authors and reference resources;
- Knowledge of office practices;
- Computer literate; and e-library skills;
- Human relations is desirable; and
- Must have good communications skills, both oral and written;

6. Assistant Legal Counsel

Job Summary:

He/she is responsible to assist the Legal Counsel in the exercise of all aspects of the Legal Counsel's responsibilities.

Duties & Responsibilities:

- Provide legal and administrative support to the Legal Counsel and enhance office effectiveness.
- Possess knowledge of day-day operations of a legal office.
- Prepare briefs for court cases.
- Assist in the drafting and/or review of all Bank agreements and to advise prior to the taking of decisions, when referred to.
- Assist in the review of all relevant human resource-related matters.
- Advise and where necessary assist in the drafting regulations to be issued by the Bank.
- Assist in representing the Bank in litigation and advocacy in legal actions brought by or against the Bank.
- Attend court hearings (and make the preparations beforehand)
- Draw up contracts and other legal documents
- Perform any other duties that may be assigned.

Education:

A Bachelor's degree in law or equivalent. A Master's degree in law will be an added advantage.

Experience:

- At least five (5) years relevant experience in a related position
- Must be a Counsellor-at-Law and member of the Supreme Court Bar

Necessary Knowledge, Skills and Abilities

- Advanced knowledge in Microsoft Excel, Word, and Power Point
- Legal writing and research skills
- Courtroom experience
- Ability to communicate effectively verbally and in writing;

- Establish and maintain effective working relationship with employees and the public;
- Presentation and organizational skills
- Team player
- Perform other tasks as instructed.

Application Requirements:

Only electronic applications will be considered. Cover letter and resume/CVs should be addressed to the Director of Human Resources Management, Central Bank of Liberia and sent to cbjobs@cbl.org.lr. Applicants must attach copies of academic credentials.

The deadline for all applications is March 19, 2018, no later than 4:00pm. Only short-listed candidates will be contacted for interview.