



OFFICE OF THE CLERK OF PARLIAMENT  
PARLIAMENT OF THE REPUBLIC OF SIERRA LEONE  
PARLIAMENT BUILDING  
O&U DRIVE, TOWER HILL  
FREETOWN  
E-mail: [apply@parliament.gov.sl](mailto:apply@parliament.gov.sl)



Position Title: Economist/Public Finance Analysts (2)  
Job Grade: 09  
Institution: Parliament  
Location: Parliament Building, Tower Hill, Freetown  
Reports to: Director of Finance  
Supervises: (No supervisory role)

### JOB DESCRIPTION

The Parliamentary Budget Office (PBO) has been recently established in the Parliament of Sierra Leone to support its oversight and law-making functions raise the quality of debates and ensure evidenced-based decision making through the provision of independent and objective analysis of the country's public finances, the national budget, and the economy for Members of Parliament (MPs). The core functions of the PBO include: preparation of analyses and briefs relating to the economy and public finances, analysis of government budget policies and intentions, costing of legislative proposals, and the strengthening of the work of Parliamentary committees responsible for budget oversight.

The Parliament of Sierra Leone requires two Economic/Public Finance Analysts for the PBO to conduct budget analysis, undertake high quality research and studies to provide information on economic and financial interests, provide advisory to the Legislature on budget matters, and support the legislative process through the costing of proposals initiated by the Executive.

### DUTIES AND RESPONSIBILITIES

- i. Analyze and deliver budgetary reports and briefs on key budget documents to MPs to enable them to scrutinize the budget and make informed decisions in line with their mandate in the budget process.
- ii. Consolidate Appropriation Committee reports on the Budget Policy Statements, Annual Budget and Supplementary Budget, and help them draft terms of engagement, tools for information collection and inquiries.
- iii. Analyze fiscal and macroeconomic data and reports, examine the financial risks associated with government's policy options, and prepare briefs which provide detailed information to MPs on budget implementation.
- iv. Prepare cost estimates of various legislative proposals and policies to determine their financial and economic impact on government expenditures and revenues.



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- v. Assist in drafting legal instruments which touch on Public Finance, and work with Committee Clerks in writing reports on matters touching on public finance, the budget and the economy.
- vi. Assist Parliament in assessing the strengths and weaknesses of government policies relating to allocation and utilization of resources to curb wastage in resource allocation and provide alternate scenarios to assist the Legislature to check the executive.
- vii. Prepare macroeconomic and fiscal forecasts; and carry out expenditure tracking of public resources to enhance Parliament's budget oversight responsibilities.
- viii. Build an information base on the budget, public finances and taxation laws and policies, and create a network of academic institutions, NGOs, think tanks and the media, in support of Parliament's budget oversight work.

#### KNOWLEDGE AND FUNCTIONAL COMPETENCIES

- Knowledge of economic, financial or quantitative analysis approaches.
- Ability to conduct revenue and expenditure analysis, research, budget analysis, and produce high quality briefs and reports.
- Knowledge of activity-based budgeting, public financial management issues, the national budget making process.
- Flair for parliamentary practices and procedures, and an understanding of regulations, economic related Acts, and the relevant provisions of the Constitution of Sierra Leone.
- Skill in the use of statistical/econometrics software for modeling and forecasting such as Reviews, Stata and SPSS; experience with computer applications and office software packages.
- Teamwork, professionalism, adaptability and ability to be multi-task.



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### EDUCATION AND EXPERIENCE

- Successful applicants must possess a Master's degree in economics, statistics, and public policy or in a similar field from a recognized university.
- Four years progressive experience at the national level in providing policy related support on the national budget, public finance and taxation issues or macroeconomic matters. Additional experience would be an added advantage.