



Republic of Liberia
Ministry of Agriculture

P.O. Box 10-9010



POSITION:

PUBLIC RELATIONS SPECIALIST

PURPOSE:

- To implement the overall communication strategy for the MoA bridging gaps between stakeholders and the Ministry;
- To serve as the spokesperson for the Ministry;
- To convey the policies and interests of the Ministry to the public through various modes of media; and
- To promote the products and services of the Ministry of Agriculture which will help to create positive image of the Ministry thereby strengthening its credibility.

DUTIES AND RESPONSIBILITIES:

- Manage communications between the MoA and Stakeholders through collaboration with agriculture staff and the public;
- Ensure that the MoA mandates are widely understood, both by government officials across the public sectors and agencies, and by the citizens of the Country, in order to maintain continual political and popular support for government efforts to address food insecurity and food production;
- Assess perceived communications needs within or pertaining to the MoA. This will entail meeting with the Minister, Deputy Ministers, department heads and key stakeholders working in collaboration with the MoA;
- Establish communication channels extending to county, district, and community levels with individuals and civil society organizations in Liberia;
- Implement MoA communications' strategy by focusing on: producing a monthly newsletter, and weekly radio, or television program in Monrovia and on rural media stations;
- Under the directive of the Minister, organize public events related to agriculture and food security and nutrition;
- Assist in designing and maintaining MoA website focusing on:
 - a) Content preparation as well as provide materials to be updated to the website and other news agencies regarding activities of the MoA;

- As may be directed, represent the Ministry of Agriculture related forums/debates and contribute to technical interactions and discussions on the same;
- Submit monthly reports on the activities carried out, results achieved, challenges and make recommendations accordingly;
- Convey the policies and interests of the Ministry to the public;
- Promote the farmers, services and activities of the Ministry of Agriculture;
- Create a favorable public image of the Ministry;
- Promote the reputation of the Ministry; and
- Perform other duties as requested by the Minister.

MINIMUM REQUIREMENT:

One vying for the position of Communication Specialist, must be a Liberian with first degree in journalism, English, Mass communication and a minimum of MSc in Communications or its equivalent from a reputable university.

WORK EXPERIENCE:

The candidate must have at least five (5) years working experience with two (2) years of prior core experience in Mass communication.

DELIVERABLES:

The Communication Specialist will promote the activities and services of the Ministry of Agriculture by creating a positive image of the Ministry.

COMPETENCIES:

Applicants for the position of Public Relations Specialist MUST:

- Excellent communication skills both orally and written-able to communicate effectively and sensitively with staff at all levels, farmers and stakeholders;
- Excellent interpersonal, analytical and organization skills;
- An effective leader and team player;
- Good IT skills;
- Excellent presentations skills;
- Ability to plan effectively;
- Ability to work during periods of crisis;
- Strong editorial and grammar skills as well as knowledge of publishing principles and basics of publication design;
- Ability to take initiatives and be creative; and
- Ability to write and produce presentations and press releases.

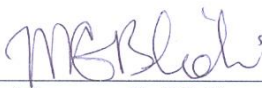
To apply for these positions: Apply to the address below and indicate the position.

You can hand deliver or e-mail your application along with detailed curriculum vitae (CV). Please include your contact number and e-mail account.

Address your letter to:

The Director of Human Resources
Ministry of Agriculture, Somalia Drive (Old LPRC Road)
Gardnerville, Liberia
Or email at mblidi@moa.gov.lr

Females are encouraged to apply. Only candidates meeting the required qualifications and competence will be considered. Application must be received on or before 16:00 GMT on Monday, August 15, 2017. Only Successful candidates will be contacted.

Signed: 
Maryann G. Bliidi
Director of Human Resources

Approved: 
Seklau E. Wiles
Minister