

## VACANCY ANNOUNCEMENT

**Position Title:** Director of Projects  
**Department:** Planning and Development  
**Duty Station:** Ministry of Agriculture, Monrovia  
**Reports to:** Assistant Minister for Planning and Development  
**Type of Employment:** Full-Time (Civil Servant Position)

### **Background**

The Ministry of Agriculture (MoA) plays a central role in driving Liberia's agricultural transformation and food security agenda. To effectively deliver on its mandate, the Ministry implements a range of projects that support national priorities in agricultural productivity, rural development, value chain improvement, and institutional strengthening.

To ensure these projects are designed, executed, and monitored efficiently, the Ministry seeks a qualified, dynamic professional to serve as Director of Projects.

**This is a Civil Servant position based at the Ministry's Central Office and covers only projects directly managed by the Ministry — not those under the Project Management Unit (PMU).**

The incumbent will be responsible for the overall coordination, management, and oversight of all agricultural projects implemented under the MoA Central Office. The role ensures that all initiatives are effectively planned, executed, monitored, and reported in line with government priorities, donor requirements, and the Ministry's strategic objectives.

This role requires a proactive leader with strong technical knowledge, project management expertise, and the ability to collaborate effectively with government institutions, development partners, and beneficiaries.

### **CORE DUTIES AND RESPONSIBILITIES**

#### **1. Project Planning and Development**

Lead the design and formulation of new agricultural projects, ensuring alignment with national agriculture and food security strategies.

Coordinate with relevant divisions (Planning, Technical Services, M&E, Finance, Procurement, etc.) in developing project concepts, logical frameworks, budgets, and work plans.

Ensure all project proposals meet the funding agencies' standards and reflect national development priorities.

Identify and propose opportunities for public-private partnerships and donor collaboration.

## **2. Project Implementation Management**

Ensure and guide the execution of approved projects in compliance with MoA policies, donor regulations, and national procedures.

Ensure project activities are executed on schedule, within budget, and in accordance with approved plans.

Supervise project teams to ensure the timely delivery of outputs and adherence to quality standards.

Oversee the recruitment and performance of project staff, consultants, and contractors.

Identify and address operational challenges affecting project delivery and recommend corrective measures to enhance efficiency and effectiveness.

## **3. Monitoring, Evaluation, and Learning**

Collaborate with the Monitoring and Evaluation (M&E) Division to establish performance indicators, targets, and results frameworks, and document results and lessons learned.

Conduct regular field monitoring visits to assess progress, verify data, and ensure accountability.

Facilitate mid-term and end-of-project evaluations, incorporating lessons learned into future programming.

Produce periodic progress reports (monthly, quarterly, annual) for the Assistant Minister for Planning and Development.

Ensure proper documentation and archiving of all project-related materials — including budgets, reports, and correspondence — in the MoA project management database.

## **4. Stakeholder Coordination and Engagement**

Foster collaboration among internal units, development partners, NGOs, and beneficiary communities.

Represent the Ministry in project-related meetings, technical working groups, and national or international forums.

Promote effective communication and partnership to enhance project synergy and visibility.

## **5. Resource and Financial Management**

Ensure efficient use and accountability of project financial and human resources.

Support the preparation of funding proposals, grant applications, and donor reports.

Liaise with the Finance Division to ensure sound budget management and financial reporting.

## **Qualification and Experience Requirements**

Bachelor's degree in Project Management, Public Administration, Business Administration, Agriculture, or a related field.

A Master's degree in a relevant discipline will be an advantage.

Minimum of three (3) to four (4) years of progressive experience in project management, preferably within the public sector or development organizations.

Demonstrated experience in managing multiple projects and coordinating with diverse partners.

## **Skills and Competencies**

Strong leadership, analytical, and communication skills.

Proficiency in project management software and MS Office tools.

Familiarity with agricultural programs, donor-funded project implementation, reporting, and national development policies is highly desirable.

Demonstrated ability to work effectively under pressure and within tight deadlines.

Knowledge of agricultural sector issues and development trends in Liberia is desirable.

## **APPLICATION REQUIREMENTS:**

An Application letter, a detailed Curriculum Vitae (CV), Names and contact information of three (3) confidential referees, Copies of academic and professional certificates/diplomas and a cover letter (maximum 250 words)

## **SUBMISSION GUIDELINES:**

Applications should be submitted no later than Friday, November 28, 2025, at 4:00 P.M. via email: [amangou@moa.gov.lr](mailto:amangou@moa.gov.lr) and [dwilliams@moa.gov.lr](mailto:dwilliams@moa.gov.lr). In hard copy: Delivered to the Human Resources Division, Ministry of Agriculture. Note: ONLY shortlisted candidates will be contacted. Qualified female candidates are strongly encouraged to apply.

For inquiries: Call 0777569386 or 0770023644