



Office of the
Assistant Minister
for Administration

REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
MONROVIA



P.O. Box 9041
1000 Monrovia,
10 Liberia

Website: www.moci.gov.lr

VACANCY ANNOUNCEMENT

The Ministry is seeking applications from qualified individuals for the position of **Director, Access to Market**.

DUTIES AND RESPONSIBILITIES

- Oversee the day-to-day operations and staff of the Access to Markets Division.
- Coordinate and facilitate all activities with the PPCC and all procurement directors of gov't ministries/agencies to ensure the implementation of 25% "set aside" for Liberian-owned Micro, Small and Medium-Sized Enterprise (MSME).
- Help with the design and implementation of special projects such as, stakeholder sponsored MSME promotion events, video-conferencing series, workshops and conferences
- Drive the field operations effort and serve as the focal point for business registration outreach and small business owners' education
- Develop relationship with MSME service providers, donors and trade associations to foster collaboration and coordination
- Carry out other duties as may be requested from time by the Assistant Minister

Qualifications

- The Director must have at least a Bachelor's Degree in Business Administration. Master's Degree from a well-recognized institution is a plus.
- At least, 2 years' experience in similar role and ability to develop programs for inclusive economic growth for MSMEs, as well as supervisory skills.

Knowledge and Skills:

- Excellent working knowledge in computer (Microsoft Word, Excel, Power Point, Access).
- Must be a self-starter with excellent teamwork skill.
- Sound judgment, excellent analytical skills, strong networking and interpersonal skills, ability to plan, organize and coordinate work and to cope with a demanding workload. Excellent oral and written communication skills.

HOW TO APPLY

Complete application package must be submitted no later than September 2, 2016 at 5:00 p.m. and shall include the following:

1. A one or two page typed application letter summarizing why you believe you are the most qualified for the position;
2. A complete curriculum vitae which will include the names and contact details, three references that can attest to your professional qualification, character, integrity and/or work experience;
3. Documentations i.e., copies of degrees and certificates that address the minimum requirements of the position

All applications must be sent via soft or hard copy and addressed to:

**The Human Resource Director
Ministry of Commerce & Industry
3rd Floor
Ashmun & Gurley Streets
Monrovia, Liberia**

Or by Email: jsblango@staff.moci.gov.lr, mmkamara@moci.gov.lr