



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 **Researcher** in the Bureau of Small Business Administration.

DUTIES AND RESPONSIBILITIES

- Provide research and analytical support to the Bureau with intend to promote and develop the MSME sector , with particular hub and emphasis on Liberian-owned MSMEs
- Review, analyze and conduct research aim at identifying MSME problems and making recommendations to improving these problems
- Draft articles, papers, briefings, technical reports and documents for use by an assortment of stakeholders in the MSME sector
- Help to design and implement projects or programs of the Bureau
- Assist the directors of the various pillars of the Bureau in their performance of duty
- Work closely with relevant staffs of the Bureau in developing/preparing periodical (monthly, quarterly and annually) work plan, schedules, budget, reports and statistics relating to Section 2.2c of the Small Business Empowerment Act, 2014
- Support in the development of data archival on MSME for the Bureau
- Participate in the attendance of workshops, forums, etc. aim at enhancing the skills and knowledge on research analytical support for small business development
- Perform such other function as may be assigned from time to time by the heads of the Bureau including directors to enhance small business development and entrepreneurship for MSMEs
- Other duties as assigned

Qualifications

- Must have at least, a Bachelor's Degree in Business Administration, Economics or related field, from a recognized institution.
- At least 2 years, experience in MSME's or related field

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 addressed to:

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

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

GROW: Good Policy for trade, Revitalizing the economy, Opening up the Private Sector and facilitation Work opportunities for the future