



REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
MONROVIA



*Office of the
Assistant Minister
for Administration*

*P.O. Box 9041
1000 Monrovia,
10 Liberia
Website: www.moci.gov.lr*

Vacancy Announcement

The Ministry of Commerce and Industry has secured funding from the United Nations Development Programme (UNDP) under the private sector development support program for the hiring of a consultant to work with the Division of Trade (Bureau of Trade Services) to produce major economic journals of the Ministry. To this end, the Ministry is seeking applications from qualified Liberian for the position of **Consultant**.

Purpose:

The purpose of this position is to help the Ministry formulate and develop major economic bulletins that explain the trend of trade development and Liberia's performance in major economic and doing business indicators. It will be used as a guide for the achievement of Liberia's national trade policy and help policy makers formulate policies that will increase trade and improve the business climate in Liberia.

Duties and Responsibilities:

- Gather economic data and indicators about Liberia trading regime and the business climate from Government Ministries, Agencies and the Private Sector.
- Work with staff of the Division of Trade, Division of Price Analysis and Marketing, and other Divisions and Bureaus of the Ministry of Commerce and Industry.

Qualification:

- The ideal candidate must have at least a Master Degree in Economics, Trade or related field, from a recognized University in the World.
- The person must have at least 5 years of working experience in similar role.
- The person must be a Liberian

Skills and Knowledge:

The applicant must have excellent knowledge of computer software programs such as MS word, excel, power point, etc.

The applicant must have excellent inter personal relationship and be prepare to work in a complex environment.

The applicant must have excellent verbal and written skills in communication.

The applicant must be excellent in the use of the English Language.

Duration: 1.5 months

How to apply:

Completed application packages must be submitted no later than Friday, May 26, 2017. A completed application package must include the following:

- A one or two page typed written application summarizing why you believe you are the best candidate for this job.

- A complete curriculum vitae will include the names and contact details, three references that can attest to your professional qualification, character, integrity and/or work experience.
- Documents such as copies of Degrees, and Certificates that address the minimum requirement for the position.

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

The Human Resource Director
Ministry of Commerce and Industry
3rd Floor, Ashmun and Gurley Streets
Monrovia, Liberia
Or Email: jsblango@staff.moci.gov.lr , ddean@moci.gov.lr