

REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
HUMAN RESOURCES DIVISION
JOB VACANCY ANNOUNCEMENT

POSITION: DIRECTOR OF INFORMATION TECHNOLOGY (IT)

Department/Division: Information Technology

Duty Station: Ministry of Commerce & Industry, Monrovia, Liberia

Employment Status: Full-Time

Reports To: Deputy Minister for Administration / Senior Management

Supervises: IT Officers, Systems Administrators, IT Technicians, ICT Support Staff, and other assigned ICT personnel

All interested applicants,

The Ministry of Commerce & Industry invites applications from suitably qualified, competent, and results-oriented professionals for the position of Director of Information Technology (IT). The Director of IT will provide strategic leadership and overall technical direction for the Ministry's Information and Communication Technology (ICT) operations, digital infrastructure, information systems, cybersecurity, data management, and digital transformation initiatives. The successful candidate will be responsible for ensuring that the Ministry's technology environment is secure, reliable, innovative, cost-effective, user-focused, and aligned with the Government of Liberia's digital transformation priorities and the Ministry's institutional objectives. The position requires a forward-looking technology leader capable of using ICT as a strategic tool to improve organizational efficiency, evidence-based decision-making, public service delivery, institutional resilience, and employee productivity.

1. KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

The Director shall: Develop and implement the Ministry's ICT strategy, policies, standards, procedures, and annual operational plans. Provide strategic leadership for the Ministry's digital transformation agenda. Assess emerging technologies and recommend appropriate digital solutions to senior management. Lead the modernization, integration, and optimization of the Ministry's ICT systems and digital platforms. Ensure that ICT investments are aligned with institutional priorities and deliver measurable organizational value. Establish ICT service standards and performance indicators for the Division. Advise senior management on technology-related risks, opportunities, investments, and institutional requirements.

A. ICT Infrastructure and Systems Management:

Oversee the management, maintenance, upgrading, and continuous improvement of the Ministry's ICT infrastructure.

Provide strategic oversight of networks, servers, databases, cloud services, software applications, communication systems, and end-user computing environments.

Ensure effective deployment, configuration, maintenance, and troubleshooting of ICT systems and equipment. Establish appropriate systems for ICT asset management, inventory control, licensing, and lifecycle management.

Ensure business continuity and minimum disruption to critical ICT services. Lead the implementation of technology projects and systems upgrades.

B. Cybersecurity, Data Governance and Information Protection:

Develop and enforce a comprehensive ICT security and cybersecurity framework. Protect Ministry information, systems, networks, applications, and digital assets against unauthorized access, cyber threats, data loss, misuse, and disruption.

Establish appropriate access-control, authentication, monitoring, backup, and recovery mechanisms. Develop and maintain disaster recovery and business continuity plans for critical ICT systems.

Conduct or coordinate regular assessments of ICT vulnerabilities and cybersecurity risks. Promote a strong institutional culture of cybersecurity awareness and responsible use of technology.

Ensure that sensitive and confidential institutional information is appropriately protected.

C. ICT Service Delivery and User Support:

Ensure timely, efficient, and professional ICT support to all Ministry departments, divisions, and employees.

Establish mechanisms for receiving, tracking, resolving, and reporting ICT service requests. Monitor ICT service quality and user satisfaction.

Ensure that technical problems are resolved efficiently and within established service standards. Promote user training and digital literacy across the Ministry.

D. ICT Human Resource and Performance Management:

Provide effective leadership, supervision, coaching, and performance management for IT personnel.

Develop appropriate staffing structures and workforce requirements for the IT Division. Establish clear job responsibilities, performance objectives, work plans, and measurable Key Performance Indicators (KPIs) for IT staff.

Identify skills gaps and develop appropriate capacity-building and professional-development programs. Promote teamwork, innovation, accountability, discipline, ethical conduct, and professional excellence.

Ensure compliance with Ministry HR policies, applicable Civil Service regulations, and Government of Liberia administrative requirements.

E. ICT Planning, Budgeting, Procurement and Resource Management:

Develop annual ICT plans, budgets, procurement requirements, and implementation schedules.

Provide technical input into procurement specifications for ICT equipment, software, systems, licenses, and related services. Work closely with the Human Resource, Finance, Procurement, and Administration functions to ensure effective utilization of ICT resources.

Ensure transparency, value for money, accountability, and proper documentation in ICT-related resource management. Monitor ICT projects, contracts, deliverables, and service-level agreements.

F. Data, Systems Integration and Digital Services:

Promote effective use of institutional data for planning, monitoring, reporting, and decision-making.

Support integration and interoperability among relevant Ministry information systems.

Establish appropriate data-management and information-governance practices.

Lead initiatives aimed at digitizing manual processes and improving electronic service delivery. Promote innovative technology solutions that improve efficiency and reduce operational costs.

G. Institutional Coordination and Stakeholder Engagement:

Collaborate with all departments and divisions to identify and address ICT needs.

Coordinate with relevant Government of Liberia institutions, technology partners, development partners, and service providers when authorized.

Represent the Ministry in ICT-related meetings, technical committees, workshops, and inter-agency engagements. Establish productive relationships with internal and external stakeholders.

Perform other duties as may be assigned by authorized management.

1. MINIMUM EDUCATIONAL QUALIFICATIONS

Applicants must possess:

A master's degree in information technology, Computer Science, Information Systems, Computer Engineering, Software Engineering, Cybersecurity, Information Security, or a closely related discipline from a recognized institution.

A bachelor's degree in one of the above-mentioned fields may be considered where the applicant demonstrates substantial progressive professional experience, strong technical expertise, and proven managerial competence.

Professional certifications in relevant areas will be an added advantage, including but not limited to:

Cybersecurity and Information Security

IT Governance

Project Management

Network Administration

Systems Administration

Cloud Computing

Data Management

Digital Transformation

IT Service Management

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PROFESSIONAL EXPERIENCE

Applicants should possess:

A minimum of seven (7) years of progressively responsible professional experience in Information Technology, ICT management, information systems, or a related field.

At least three (3) years of demonstrated managerial or supervisory experience leading IT personnel and institutional ICT operations.

Demonstrated experience managing IT infrastructure, networks, databases, systems, cybersecurity, digital platforms, and technology projects.

Proven experience in developing and implementing ICT strategies, policies, systems, and operational plans.

Demonstrated experience in staff supervision, performance management, capacity development, and team leadership.

Experience working within a public-sector or government environment will be an advantage.

Demonstrated ability to manage technology projects from planning through implementation, monitoring, and evaluation.

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CORECOMPETENCIES

The successful candidate must demonstrate:

- √ Strategic ICT leadership and digital transformation capability.
- √ Strong knowledge of ICT governance and institutional technology management.
- √ Strong understanding of cybersecurity, information security, and data protection.
- √ Excellent systems and technology-management skills.
- √ Strong human resource and performance-management capabilities.
- √ Excellent analytical, critical-thinking, and problem-solving skills.
- √ Strong project, change, and risk-management capabilities.
- √ Excellent written, oral, presentation, and interpersonal communication skills.
- √ Ability to translate complex technical matters into practical recommendations for senior management.
- √ Ability to manage confidential and sensitive institutional information.
- √ Strong organizational, planning, and decision-making skills.
- √ High integrity, professionalism, accountability, discretion, and ethical conduct.
- √ Ability to work effectively in a multidisciplinary and high-level institutional environment.
- √ Proficiency in Microsoft Office and relevant ICT management, collaboration, systems, and reporting tools.

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LEADERSHIP ANDPERFORMANCEEXPECTATIONS

The Director of IT will be expected to:

Build and maintain a highly competent, innovative, motivated, and accountable ICT workforce.

Establish measurable performance objectives and KPIs for the IT Division.

Promote continuous learning, professional certification, and knowledge sharing.

Foster innovation and the responsible adoption of emerging technologies.

Ensure effective delegation and utilization of human and technological resources.

Maintain high standards of service delivery and technical support.

Address performance and disciplinary matters in accordance with established Ministry policies and applicable regulations.

Promote an inclusive, professional, ethical, collaborative, and results oriented workplace.

Demonstrate measurable improvements in ICT service delivery, cybersecurity, system reliability, and digital efficiency.

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REQUIRED APPLICATION DOCUMENTS

Interested and qualified applicants must submit the following:

A formal application letter;

An updated Curriculum Vitae (CV);

Copies of academic credentials;

Copies of relevant professional certifications, where applicable;

Evidence of relevant professional experience, where applicable;

And Contact details for at least two (2) professional references.

Applicants should ensure that all submitted documents are clear, complete, and verifiable.

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APPLICATION PROCEDURE

All interested and qualified applicants are required to submit their applications electronically.

Email: hr@moci.gov.lr

Email Subject: Application– Director of Information Technology

Applications should be addressed to:

The Director

Human Resource Division

Ministry of Commerce & Industry

Monrovia, Republic of Liberia

Application Deadline: August 25, 2026

Only applicants who meet the stated minimum qualifications and are successfully shortlisted will be contacted for further assessment and interview.

9. RECRUITMENT AND SELECTIONPROCESS

The Ministry of Commerce & Industry is committed to a transparent, competitive, merit-based, competency-driven, and professional recruitment process. Shortlisted candidates may be required to participate in one or more of the following:

- i). Technical and competency-based assessment;
- ii). Structured panel interview;
- iii). ICT leadership and management assessment;
- iv). Practical or scenario-based assessment;
- v). Reference and credential verification; and
- vi). Other appropriate pre-employment assessments determined by the Ministry.

Selection will be based on the applicant's qualifications, professional experience, technical competence, leadership capability, integrity, demonstrated performance, and suitability for the position. The Ministry reserves the right to verify all information and credentials provided by applicants. The Ministry of Commerce & Industry is committed to promoting a professional, inclusive, equitable, transparent, and merit-based workplace. Qualified Liberians, particularly candidates with strong technical, managerial, leadership, and digital-transformation competencies, are encouraged to apply.

The Ministry does not charge applicants any fee at any stage of the recruitment process.

ISSUED BY:

HUMAN RESOURCE DIVISION

MINISTRY OF COMMERCE & INDUSTRY

REPUBLIC OF LIBERIA

Date of Publication: August 10, 202