

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

POSITION: DIRECTOR OF PROCUREMENT

To All Interested Applicants,

The Ministry of Commerce & Industry (MoCI), through its Human Resource Division, invites qualified, competent, and experienced Liberian professionals to apply for the position of Director of Procurement. The successful candidate will provide strategic leadership and professional oversight of the Ministry's procurement functions in accordance with the applicable laws, regulations, policies, and procedures of the Government of Liberia.

1. POSITION INFORMATION

Position: Director of Procurement - Department Division.

Procurement Division Reports To: Deputy Minister for Administration/Head of Administration

Duty Station: Monrovia, Liberia

Employment Type: Full-Time

Closing Date: August 25, 2026

2.

PURPOSE

The Director of Procurement will be responsible for planning, coordinating, supervising, and monitoring all procurement activities of the Ministry. The position requires a highly competent professional capable of ensuring transparency, value for money, efficiency, accountability, and compliance throughout the procurement cycle. The Director will also provide technical advice to Management on procurement planning, contract management, supplier engagement, procurement risk management, and compliance with Government of Liberia procurement requirements.

3.

KEY FUNCTIONS AND RESPONSIBILITIES

The Director of Procurement shall:

Develop and implement the Ministry's annual procurement plan in collaboration with relevant departments and budget holders.

Lead and supervise the procurement function and ensure timely execution of approved procurement activities.

Ensure compliance with applicable Government of Liberia procurement laws, regulations, guidelines, and administrative procedures.

Manage and monitor the complete procurement cycle, from needs assessment and solicitation through evaluation, award, contract execution, and close-out.

Provide professional advice to Management on procurement policies, procedures, and contractual matters.

Prepare and review bidding documents, requests for quotations, requests for proposals, evaluation reports, contracts, purchase orders, and other procurement documentation.

Coordinate procurement evaluations and ensure that procurement processes are conducted fairly, transparently, competitively, and objectively.

Maintain accurate and complete procurement records and ensure proper documentation for audit and accountability purposes.

Monitor supplier and contractor performance and recommend appropriate actions where contractual obligations are not met.

Establish and maintain an effective supplier/vendor database in accordance with applicable procedures.

Coordinate with the Ministry of Finance and Development Planning, Public Procurement and Concessions Commission (PPCC), Civil Service Agency, and other relevant government institutions as required.

Ensure that procurement activities are properly aligned with the Ministry's approved budget and work plans.

Prepare periodic procurement reports for Management and relevant government oversight institutions.

Identify procurement risks and implement appropriate mitigation measures.

Promote ethical standards, integrity, confidentiality, transparency, and accountability throughout procurement operations.

Supervise, mentor, and evaluate procurement staff in accordance with the Ministry's human resource policies and performance management framework.

Ensure that procurement staff receive appropriate professional development and capacity-building opportunities.

Perform other procurement-related duties as may be assigned by Management

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E-PROCUREMENT SYSTEM REQUIREMENT

The successful candidate shall demonstrate practical and current working knowledge of the electronic procurement (e-Procurement) system. The candidate must be able to independently or effectively:

Initiate and manage procurement activities through the applicable government e-Procurement platform.

Prepare and upload procurement documentation electronically.

Manage electronic procurement processes and timelines.

Support electronic solicitation, bid/proposal submission, evaluation, and procurement award processes.

Generate and maintain electronic procurement records and reports.

Monitor procurement activities and status through the e-Procurement system.

Train and provide technical guidance to procurement personnel on the effective use of the system.

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EDUCATIONAL QUALIFICATIONS

Applicants must possess:

I. A master's degree in Procurement, Supply Chain Management, Logistics, Business Administration, Public Administration, Finance, Economics, or a closely related field from a recognized institution.

II. Bachelor's degree in Procurement, Supply Chain Management, Logistics, Business Administration, Public Administration, Finance, Economics, or a related discipline, with substantial progressive professional experience in procurement management.

III. Professional certification in procurement, supply chain management, or a related field will be an added advantage.

PROFESSIONAL EXPERIENCE

Applicants must have:

At least seven (7) years of progressively responsible professional experience in procurement, supply chain management, contract administration, or a closely related field.

At least three (3) years of experience in a senior procurement or management position.

Demonstrated experience managing institutional or public-sector procurement processes.

Proven experience in procurement planning, tendering, bid evaluation, contract management, and supplier performance monitoring.

Demonstrated practical experience with the Government of Liberia's current e-Procurement system.

Experience working within a public sector or government institutional environment will be highly desirable.

Demonstrated experience supervising and developing professional staff.

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CORECOMPETENCIES

The ideal candidate should demonstrate:

Strong knowledge of public procurement principles and practices.

Excellent leadership and team-management skills.

Strong analytical, negotiation, and decision-making abilities.

Excellent written and oral communication skills.

High level of integrity, professionalism, impartiality, and confidentiality.

Strong knowledge of procurement documentation and contract management.

Ability to work under pressure and meet procurement deadlines.

Strong computer literacy and proficiency in Microsoft Office applications.

Ability to use electronic procurement and other relevant digital government systems.

Strong organizational and record management skills.

Commitment to transparency, accountability, value for money, and ethical procurement practices.

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REQUIRED APPLICATION DOCUMENTS

Interested and qualified candidates should submit the following:

Updated Curriculum Vitae (CV);

Copies of academic certificates and relevant professional certifications;

Evidence of relevant professional experience;

At least two professional references;

Evidence of practical experience using the Government of Liberia's current e-Procurement system; and any other supporting documentation considered relevant to the application.

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APPLICATION PROCEDURE

All applications should be addressed to:

The Human Resource Division Ministry of Commerce & Industry Republic of Liberia

Applications should be submitted electronically via: Email:

hr@moci.gov.lr

Applicants should clearly indicate "Application – Director of Procurement" in the subject line of their email.

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CLOSING DATE

All applications must be received no later than August 25, 2026. Only applicants who meet the stated qualifications and experience requirements will be shortlisted for further consideration. The Ministry of Commerce & Industry is committed to a fair, transparent, merit-based, and competitive recruitment process and encourages qualified professionals with the required technical competencies and professional integrity to apply.

Issued by: Human Resource Division Ministry of Commerce & Industry

Republic of Liberia

Date of Announcement: August 10, 2026

REPUBLIC OF LIBERIA