REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE AND INDUSTRY (MoCI)
HUMAN RESOURCE DIVISION

VACANCY ANNOUNCEMENT

Vacancy No: **MOCI/HRD/2026/012**
Post Details
Position Title: Director of Information Technology (IT)

Department Administration and Management
Division / Unit Information Technology (IT)

Immediate Supervisor: Deputy Minister for Administration

Duty Station: EJS Ministerial Complex, Congo Town, Monrovia, Liberia

Contract Type: Full-Time

Duration: Per Government of Liberia Terms and Conditions

Application Deadline
Tuesday, November 24, 2026 at 12:00 Noon (GMT)

1. Background

MoCI promotes, develops, regulates and facilitates commercial and industrial activities in Liberia. To strengthen technology-driven administration, digital transformation, and secure information management, the Ministry seeks a qualified and results-oriented.
Director of IT to provide strategic and technical leadership for all ICT operations.

2. Purpose of Position

To lead the Ministry's ICT strategy, infrastructure, networks, systems, cybersecurity, and digital services; ensure availability, integrity, confidentiality and security of institutional systems; and drive automation and digitalization in line with GoL ICT policies.

3. Key Duties and Responsibilities

A. Strategic Leadership & Planning
Develop and implement ICT Strategic Plan, annual work plans, budgets, policies, SOPs, and ICT projects.
Advise Senior Management on emerging technologies, digital innovation, and ICT investments.

B. Infrastructure & Systems Administration.
Oversee LAN/WAN, wireless networks, servers, internet connectivity, email, cloud, and domain services.
Ensure network monitoring, maintenance, upgrades, and 100% ICT asset inventory.

C. Cybersecurity & Data Protection.
Develop and enforce cybersecurity policies, access controls, MFA, and incident response.
Conduct vulnerability assessments, security audits, backups, disaster recovery, and business continuity.
Ensure compliance with GoL ICT and data protection standards.

D. Software, Database & Digital Transformation
Lead development and maintenance of applications, databases, HRIS/MIS, and digital platforms.

Support digitalization of HR, Finance, Procurement, and Records Management.
Oversee Ministry website and digital service channels.

E. Technical Support & Service Delivery.
Establish and supervise ICT Help Desk with defined service standards and response timelines.
Provide timely support to all offices on hardware, software, network, and connectivity issues.

F. Procurement, Vendor & Asset Management.
Provide technical specifications, evaluate ICT proposals, and monitor vendors, SLAs, warranties, and licenses.

G. Staff Supervision & Capacity Development.
Supervise ICT staff, set work plans and performance targets.
Conduct ICT awareness and digital literacy training for staff.

H. Reporting & Coordination.
Submit monthly, quarterly, and annual ICT reports to the Deputy Minister for Administration.
Liaise with Ministry of Posts & Telecommunications, ISPs, and other GoL ICT institutions.

4. Minimum Qualifications & Experience

Education:
Bachelor's Degree in IT, Computer Science, Computer Engineering, MIS, Information Systems, Software Engineering, Cybersecurity, or related field.
Master's Degree in relevant field is highly desirable. Professional certifications (Network, Cybersecurity, Cloud, and PM) are an added advantage.

Experience:
Minimum 5 years progressive experience in IT, ICT infrastructure, systems/network administration.
Minimum 3 years in supervisory/managerial capacity.
Proven experience in ICT strategy, enterprise networks, servers, databases, cybersecurity, ICT projects, budgets, and vendor management. Government/public sector experience is an added advantage.

Technical Competencies:
Networking: LAN/WAN, TCP/IP, DNS, DHCP, VLANs, VPNs, routers, switches, firewalls, Windows/Linux Server, Virtualization.
Cybersecurity: Firewall/IDS/IPS, IAM, MFA, encryption, incident response, ISO 27001 / NIST Framework. Systems: SQL Server, MySQL, PostgreSQL, ERP/HRIS/MIS, Microsoft 365, SharePoint, Cloud, Power BI.
Governance: ICT planning, policy, procurement, risk management, Agile/Scrum/PRINCE2.

Behavioral Competencies:
Strong leadership, strategic thinking, integrity, confidentiality, and accountability.
Excellent communication, analytical, problem-solving, and team-building skills.
Ability to deliver under pressure and manage competing priorities.

5. Key Performance Indicators

Approved ICT Strategic Plan implemented.
Minimum 98% network and critical system availability.
Cybersecurity policies and periodic assessments enforced.
Scheduled backups and tested disaster recovery in place.
90%+ Help Desk requests resolved within approved timelines.
100% updated ICT asset register.
Timely monthly/quarterly reports submitted.

6. How to Apply:

Submit by email only to: **hr@moci.gov.lr**
Subject: Application – Director of Information Technology – MOCI/HRD/2026/012

Required Documents:
Cover Letter addressed to Human Resource Division, MoCI

Updated CV (max 3 pages)
Copies of Academic Credentials and Professional Certifications
Copy of National Identification Card

7. General Information:

Only shortlisted candidates will be contacted for competency-based interview and subsequent CSA processing.

Late or incomplete applications will not be considered.
MoCI is an equal opportunity employer.

Qualified female candidates are strongly encouraged to apply.

Signed:
Human Resource Division
Ministry of Commerce and Industry