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

VACANCY ANNOUNCEMENT

POSITION: DIRECTOR OF PROCUREMENT

The Ministry of Commerce and Industry (MoCI) invites applications from qualified, experienced, and results-oriented professionals for the position of Director of Procurement.

Vacancy No.: **MoCI/HRD/2026/013**
Duty Station: EJS Ministerial Complex, Congo Town, Monrovia

Department: Administration and Management

Immediate Supervisor: Deputy Minister for Administration

Employment Type: Full-Time

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

1. ABOUT THE MINISTRY

The Ministry of Commerce and Industry (MoCI) is a key institution of the Government of Liberia responsible for formulating, implementing, and coordinating national policies relating to domestic and international trade, commerce, industrial development, and private-sector growth.

The Ministry plays a central role in promoting a competitive business environment, facilitating trade, supporting small and medium-sized enterprises, strengthening consumer protection, and advancing Liberia's industrialization agenda. Through its various departments and agencies, MoCI works to create an enabling environment for investment, enterprise development, economic diversification, and sustainable national growth.

2. POSITION SUMMARY

The Director of Procurement will provide strategic, technical, and operational leadership in managing the Ministry's procurement functions. The successful candidate will ensure that the acquisition of goods, works, and services is conducted transparently, competitively, efficiently, and in accordance with applicable public procurement laws, regulations, and Government of Liberia administrative procedures.

The Director will also strengthen procurement planning, contract administration, supplier management, and institutional accountability while ensuring that the Ministry obtains value for money in all procurement transactions.

3. KEY RESPONSIBILITIES

The Director of Procurement shall:

1. Develop, coordinate, and implement the Ministry's annual procurement plans in consultation with relevant departments and agencies.

2. Coordinate the procurement of goods, works, and services in accordance with applicable procurement laws and regulations.

3. Ensure transparent, competitive, and cost-effective procurement processes.
4. Prepare and review bidding documents, requests for quotations, expressions of interest, and other procurement-related documentation.

5. Coordinate bid openings, evaluations, and contract award processes in accordance with established procedures.

6. Monitor contract implementation, delivery schedules, supplier performance, and compliance with contractual obligations.

7. Maintain accurate procurement records, contract files, procurement databases, and supplier information.

8. Provide technical advice to senior management on procurement policies, procedures, compliance, and risk management.

9. Coordinate with the relevant public procurement regulatory and oversight institutions.

10. Ensure compliance with procurement thresholds, approval procedures, and reporting requirements.

11. Promote ethical procurement practices and prevent conflicts of interest, fraud, and procurement irregularities.

12. Prepare and submit periodic procurement performance reports to the Deputy Minister for Administration.

13. Supervise and provide professional guidance to procurement staff.

14. Facilitate procurement audits and implement recommendations arising from internal and external reviews.

4. MINIMUM QUALIFICATIONS AND EXPERIENCE

Applicants must possess the following qualifications:

Bachelor's Degree in Procurement and Supply Chain Management, Business Administration, Public Administration, Finance, Economics, or a related discipline.
A Master's Degree in Procurement, Supply Chain Management, Business Administration, or a related field will be an added advantage.
At least five (5) years of progressive professional experience in procurement, supply chain management, or contract administration.

At least three (3) years of supervisory or managerial experience.

Demonstrated knowledge of Liberia's public procurement laws, regulations, and administrative procedures.
Proven experience in procurement planning, tender management, contract administration, and supplier evaluation.

Demonstrated ability to prepare procurement plans, bidding documents, evaluation reports, and contract management records.

Additional Advantage:

Applicants with practical procurement experience and demonstrated knowledge of public procurement processes in Liberia will have an added advantage.

5. REQUIRED COMPETENCIES

The ideal candidate must demonstrate:

Strong leadership, organizational, and negotiation skills.

Excellent knowledge of public procurement principles and procedures.

High standards of integrity, transparency, and accountability.

Strong analytical, communication, and report-writing abilities.

Excellent contract management and supplier relationship management skills.
Proficiency in Microsoft Office applications and electronic procurement management systems.
Ability to work independently, meet deadlines, and manage competing priorities.
Strong interpersonal and team management capabilities.

6. HOW TO APPLY

Interested and qualified candidates should submit their applications electronically to:

Email: **hr@moci.gov.lr**

Email Subject: Application Director of Procurement MoCI/HRD/2026/013

Applicants must submit the following documents:

1. Application/Cover Letter addressed to the Human Resource Division, Ministry of Commerce and Industry.
2. Updated Curriculum Vitae (CV), not exceeding three (3) pages.
3. Copies of academic credentials and relevant professional certifications.
4. Copy of National Identification Card.

7. GENERAL INFORMATION

Only shortlisted candidates will be contacted for competency based interviews and subsequent Civil Service Agency (CSA) processing.

Late or incomplete applications will not be considered.

The Ministry reserves the right to verify all submitted academic and professional credentials.

The Ministry of Commerce and Industry is an equal opportunity employer. Qualified female candidates are strongly encouraged to apply.

SIGNED:
HUMAN RESOURCE DIVISION
Ministry of Commerce and Industry