REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE AND INDUSTRY (MOCI)
Human Resource Division

VACANCY ANNOUNCEMENT

VACANCY NO: **MOCI/HRD/2026/011**

Post Details

Position Title: Monitoring & Evaluation (M&E) Officer

Department Administration and Management

Division / Unit Planning / M&E Unit
Immediate Supervisor: Director of Planning

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 and Organizational Context

The Ministry of Commerce and Industry (MOCI) is seeking a qualified and experienced Monitoring & Evaluation Officer to strengthen results-based management, accountability, and evidence-based reporting across all MOCI projects and programs.

The incumbent will provide technical oversight for the M&E function, ensuring timely, accurate, and compliant reporting of Performance Management Contract PMCs/ AAID Quarterly reporting and all PSIP activities.

2. Purpose of the Position

To design, coordinate, and manage the Ministry's M&E systems, track performance against approved work plans and results frameworks, assure data quality, and produce high-quality quarterly and periodic reports to support decision-making, transparency, and donor compliance.

3. Key Duties and Responsibilities

A. Monitoring, Reporting & Compliance
Develop and maintain M&E Plans, Results Frameworks, Performance Indicator Reference Sheets (PIRS), and Indicator Performance Tracking Tables (IPTT).
Lead quarterly data collection, validation, and analysis for all MOCI projects and activities.

Draft, review, and consolidate PMC Reports and AAID Quarterly Reports in line with approved templates, indicators, and submission deadlines.
Monitor progress against Annual Work Plans (AWP), Log frames, and Theory of Change (ToC) and flag variances for corrective action.

B. Data Management & Quality Assurance.
Establish and maintain project databases using Excel, Kobo Toolbox, ODK, SPSS/STATA, and Power BI. Conduct Data Quality Assessments (DQA), field verification visits, spot-checks, and data audits.
Ensure data is disaggregated by sex, age, location, and disability in accordance with MEAL standards.
Maintain a centralized filing system for Means of Verification (MoV) and evidence.

C. Evaluation, Learning & Capacity Building
Support baseline, midline, end line, and outcome evaluations, including development of ToRs, data collection tools, and sampling frames.
Facilitate After-Action Reviews, lessons-learned sessions, and adaptive management processes.
Provide technical coaching to project staff, PMCs, and partners on M&E tools, data collection, and reporting standards.

D. Coordination & Stakeholder Engagement
Liaise with Project Managers, PMCs, MOCI focal points, and AAID counterparts on indicator definitions and reporting timelines.
Represent the M&E Unit in internal and external technical meetings as delegated.

4. Minimum Qualifications and Experience

Education:
Bachelor's Degree in Monitoring & Evaluation, Statistics, Development Studies, Economics, Project Management, Public Administration, or related field.
A Master's Degree in a relevant field is an added advantage.

Experience:
Minimum of 3 years of progressive professional experience in M&E within government, NGO, or donor-funded projects.
Proven experience in preparing quarterly donor reports, PMC reports, and government performance reports.
Demonstrated experience in Log frames, Results-Based Management (RBM), and donor compliance (AAID, USAID, EU, UN, World Bank).

Technical Competencies:
Advanced proficiency in Excel, Kobo Toolbox/ODK, and data visualization (Power BI/Tableau).
Strong knowledge of quantitative and qualitative research methods, sampling, and data analysis.
Excellent analytical, report writing, and presentation skills.

Behavioral Competencies:

High level of integrity, accuracy, and attention to detail.
Strong organizational skills and ability to meet strict deadlines.
Effective communication, coordination, and interpersonal skills.
Ability to work independently, in the field, and under pressure.

5. Key Performance Indicators

100% timely submission of PMC and AAID Quarterly Reports.
Data accuracy and completeness verified through DQA.
Updated IPTT and M&E database maintained monthly.
Documented lessons learned and MoVs archived per reporting cycle.

6. Application Procedure

Interested and qualified applicants must submit the following:
Cover Letter (addressed to the Human Resource Division, MOCI)
Updated Curriculum Vitae (maximum 3 pages)
Copies of Academic Credentials and Relevant Certificates
Copy of National ID

Submission Method:
Email only
Email: **hr@moci.gov.lr**

Subject Line: Application – M&E Officer – **MOCI/HRD/2026/011**

7. General Information

Only shortlisted candidates will be contacted for written test and/or interview.
Late or incomplete applications will not be considered.
MOCI is an equal opportunity employer. Female candidates are strongly encouraged to apply.
MOCI does not charge any fee at any stage of the recruitment process.

Signed:
Human Resource Division
Ministry of Commerce and Industry