



CENTRAL AGRICULTURAL RESEARCH INSTITUTE

VACANCY ANNOUNCEMENT

CODE: DDGR/10/06/25/CARI

POSITION TITLE	DEPUTY DIRECTOR GENERAL FOR RESEARCH PROGRAMS (DDGRP)
REPORT TO	DIRECTOR-GENERAL
ASSIGN UNIT/DEPARTMENT	DEPARTMENT OF RESEARCH
DEPARTMENT/FUNCTIONAL RELATIONS	DG/DFA/DPI/DPME/BOARD
EXTERNAL RELATIONSHIPS	GOL, WB, IFAD, AFDB, FAO, NATIONAL, REGIONAL AND INTERNATIONAL RESEARCH INSTITUTIONS, OTHER STAKEHOLDERS
APPLICATION START DATE	OCTOBER 8, 2025
APPLICATION CLOSING DATE	OCTOBER 31, 2025 at 16:00 GMT
OFFICIAL START DATE	DECEMBER 1, 2025

BACKGROUND:

CARI is an Autonomous Apex Public Agricultural Research Institute, the main institution for agricultural research in Liberia evolved from the Central Agricultural Experimental Station (CAES) in the 1980s into a reputable center of excellence in applied and adaptive research in West Africa before Liberia's civil crisis which devastated it. CARI is currently faced with various problems including a lack of human resources and financial resources to implement its research programs. The agriculture research strategic plan is meant to provide a framework for CARI which sets the direction, new organization structure, research priorities, and time frame for research, capacity development, and related activities; all of which are consistent with Liberian government policies and programs including the National Food Security and Nutrition Strategy (FSNS) (2008), The Pro-poor Agenda for prosperity and development (PADP) (2018), and the Liberia Agriculture Sector Investment Program (LASIP II) (2018-2021). In conformity with the key government policies, the Central Agriculture Research Institute's (CARI) research strategy covers seven thematic research programs: 1) Crops Program, 2) Livestock and Fisheries Program 3) Natural Resource Management 4) Agricultural Biotechnology and Laboratory Services Program 5) Mechanization and irrigation 6) Socio-economics

and Applied statistics, and 7) Post-harvest and food processing. The overall objective of the Agricultural Research Strategy for CARI is to contribute to meeting the food needs of the population, ensuring economic and social development, and the eradicating of poverty in Liberia through the development and dissemination of demand-driven agriculture technologies and innovations.

ABOUT THE ROLE:

The Deputy Director-General for Research Programs (DDGRP) shall serve as the principal Deputy to the Director-General (DG), and will lead all programs in close consultation with the DG, heads of programs, and research team. Under the supervision and consultation with the Director General of CARI, the DDGRP will play a key role in the formulation of agricultural research policies and programs in the context of national agricultural policies, poverty alleviation, food security, and improved livelihoods; and supervises and conducts broad-based research on food and cash crops, livestock, fisheries, land and water management, natural resource management, agro-forestry, socioeconomics studies, postharvest activities, bio-safety, and climate change.

KEY RESPONSIBILITIES:

Under the supervision of the Director General of CARI, the DDGRP:

- Plays key role in the formulation of agricultural research policies and programs in the context of national agricultural policies, poverty alleviation, food security, and improved livelihoods.
- Supervises and conducts broad-based research on food and cash crops, livestock, fisheries, land and water management, natural resource management, agro-forestry, socioeconomics studies, postharvest activities, bio-safety, and climate change.
- Monitors and evaluates the adoption and impact of agricultural research on productivity.
- Maintains registers of research scientists, projects, and results and produces annual reports highlighting the management, scientific, training, and disseminate knowledge on improved technologies to stakeholders that strengthen local capacity.
- Sets up a functional innovation platform(s) of diverse public and private stakeholders (farmers, social and academic actors, etc.) to foster interaction among the groups to ensure demand-driven research.
- Prepares and forwards to the Government of Liberia, through the Director General and Governing Board of Directors of CARI, annual work plan and budget, and annual performance of research activities at CARI.
- Represents the DG in regional and international agricultural research forums.
- Ensures the management of a national crop and livestock gene banks; quality assurance of technologies developed, adapted, multiplied and disseminated through the uptake pathways.

- Works with the heads of the various research program units and scientists to develop coordinated comprehensive annual work plan and budget based on prioritized research activities of CARI.
- Enhances public awareness of the importance of scientific research to agricultural and economic development and mobilizes human, financial, and capital resources from the government, donors, the private sector, and within the institute for the benefit of CARI.
- Ensure transparency, accountability and cost-effectiveness in managing CARI effectively, and efficient utilization of all resources entrusted to the various research program units.
- Establishes and manages effective partnerships/linkages with relevant institutions and agencies within and outside the Liberia.
- Promotes the transfer of technology to industry/agricultural business and commercialization of research in general.

REQUIRED QUALIFICATIONS:

- A highly qualified and experienced individual with a Ph.D. degree in agriculture or closely related disciplines from a recognized university.
- Not less than 8 years of experience in agricultural research, including at least 3 years of successful experience as Head of a Research Program Unit in an agricultural research institution, or academic programs in an agricultural college or university.
- Distinguished research contribution as evidenced by at least 5 peer-reviewed scientific publications.
- Ability to write research grant proposal to attract funding, both internally and externally, to support research activities.
- Ability to organize, direct, and co-ordinate research activities within a research institute or an agricultural college or university.
- Proven ability to inspire other research staff and supporting personnel.
- Good knowledge of the agencies in the relevant sectors, as well as the ability to interact with top management in government and other institutions and agencies.
- Ability to translate policy decisions into action programs.
- Proven experience in fiscal management, public budgeting, and economic analysis.
- Proven experience in liaising with governmental and non-governmental stakeholders, ensuring effective communication and collaboration.
- Knowledge of best practices in Project Management, ensuring successful project delivery within the public sector.

APPLICATION REQUIREMENTS:

- Cover Letter expressing intent
- Copies of academic diplomas/certificates and transcripts
- Resume/CV
- References

Forward your applications and required documents listed above electronically via the following E-mail addresses below:

The Chairman of Recruitment Committee

CARI Job Vacancies

Suakoko, Bong County

E-mail: zinnahmm@ul.edu.lr and copy akarnuah9@gmail.com

NOTE: Due to the high volume of applications we normally received, ONLY shortlisted candidates will be contacted.



CENTRAL AGRICULTURAL RESEARCH INSTITUTE

VACANCY ANNOUNCEMENT

CODE: DFA/10/06/25/CARI

POSITION TITLE	DIRECTOR FOR FINANCE & ADMINISTRATION (DFA)
REPORT TO	DIRECTOR-GENERAL
ASSIGN UNIT/DEPARTMENT	DIVISION OF FINANCE & ADMINISTRATION
DEPARTMENT/FUNCTIONAL RELATIONS	DDGRP/DPI/DPME/BOARD/LEGAL
EXTERNAL RELATIONSHIPS	GOL, WB, IFAD, AFDB, FAO, NATIONAL, REGIONAL AND INTERNATIONAL RESEARCH INSTITUTIONS, OTHER STAKEHOLDERS
APPLICATION START DATE	OCTOBER 8, 2025
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BACKGROUND:

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The overall objective of the Agricultural Research Strategy for CARI is to contribute to meeting the food needs of the population, ensuring economic and social development, and the eradicating of poverty in Liberia through the development and dissemination of demand-driven agriculture technologies and innovations.

ABOUT THE ROLE:

The Director for Finance and Administration is a senior leader responsible for overseeing an organization's financial operations, administrative functions, and human resources to ensure operational efficiency, financial integrity, and strategic alignment. Their duties typically include budgeting, financial reporting, managing cash flow, overseeing HR, and ensuring compliance with policies and regulations. This role is crucial for an organization's overall success and often requires strong leadership, strategic planning, and extensive experience in financial and administrative management.

DFA shall serve as the head of Division of Finance and Administration working with all programs and Units. The DFA acts as a bridge between financial performance and administrative functions, supporting the organization's strategic goals by ensuring efficient resource allocation, compliance, and operational smoothness. DFA is key in providing financial stability and fostering growth within the organization.

KEY RESPONSIBILITIES:

Under the supervision of the Director General of CARI, the DFA of CARI:

- Provides information and advice to the CARI Board and senior management to ensure that the financial and physical resources of the institute are managed optimally and sustainably.
- Ensures that an effective framework is in place for informed decision making including the appropriate financial and risk management strategies, internal and external audits, compliance policies, corporate financial planning and reporting.
- Oversees the preparation and timely distribution of CARI's annual budget, long-term forecasts, and regular financial and management reports in accordance with financial management laws of the Government of Liberia and other related statutory obligations through the Ministry of Finance and Development Planning (MFDP).
- Directly supervises the staff in the Division of Finance and Administration at CARI in carrying out their duties, and providing them with information, advice, general support and capacity building as needed.
- Monitors budget and expense trends; recommends and implements corrective actions as required.
- Reviews financial policies, procedure and practices; recommends improvements to financial processes and controls.
- Develops and implements systems that ensure the smooth operations of central administration.
- Perform other related duties, as required by the CARI management.

EXPECTED DELIVERABLES:

- Supported preparation of the National Budget.
- Consolidated MTEF submissions for Board's Approval
- Sectoral budget guidance notes and alignment matrices.
- Monthly Budget Transfer Reports.
- Budget performance scorecards and sectoral variance analyses.
- Reports on PSIP implementation and financing alignment.
- Technical input into national planning and budgeting workshops.

REQUIRED QUALIFICATIONS:

- A highly qualified and experienced individual with a minimum of an MBA/CPA or equivalent.
- Minimum of 5 years of experience in public budgeting or integrated planning.
- Not less than 5 years of experience in broad knowledge of finance and corporate service functions in a research institution or related organizations.
- Demonstrated leadership, management, and supervisory skills including the ability to recommend or make decisions.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Senior level experience in procurement and contract administration.
- Excellent written and verbal English communication skills.
- Demonstrated ability to work in multi-cultural settings and to build productive relationships with diverse internal and external stakeholders.
- Effectively communicate and present the critical financial matters to the board of directors.
- Essential personal qualities: integrity, responsiveness and decisiveness.
- Good knowledge of the agencies in the relevant sectors, as well as the ability to interact with top management in government and other institutions and agencies.
- Proficiency in fiscal simulation tools, public financial management systems, and policy analysis.
- Proven experience in fiscal management, public budgeting, and economic analysis.
- Advanced knowledge of fiscal policy, public finance management, and economic forecasting.
- Proven experience in liaising with governmental and non-governmental stakeholders, ensuring effective communication and collaboration.
- Familiarity with government budgeting processes, development planning frameworks, and donor compliance regulations.
- Operational understanding of Integrated Financial Management Information Systems (IFMIS) to support efficient budget planning and execution.
- Knowledge of best practices in Project Management, ensuring successful project delivery within the public sector.

APPLICATION REQUIREMENTS:

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CENTRAL ARGICULTURAL RESEARCH INSTITUTE

VACANCY ANNOUNCEMENT

CODE: DPI/10/06/25/CARI

POSITION TITLE	DIRECTOR FOR PROJECT IMPLEMENTATION (DPI)
REPORT TO	DEPUTY DIRECTOR GENERAL FOR RESEARCH PROGRAMS
ASSIGN UNIT/DEPARTMENT	DIVISION OF PROJECT IMPLEMENTATION
DEPARTMENT/FUNCTIONAL RELATIONS	DDGRP/DFA/DPME/BOARD/LEGAL
EXTERNAL RELATIONSHIPS	GOL, WB, IFAD, AFDB, FAO, NATIONAL, REGIONAL AND INTERNATIONAL RESEARCH INSTITUTIONS, OTHER STAKEHOLDERS
APPLICATION START DATE	OCTOBER 8, 2025
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OFFICIAL START DATE	DECEMBER 1, 2025
<p>BACKGROUND:</p> <p>CARI is an Autonomous Apex Public Agricultural Research Institute, the main institution for agricultural research in Liberia evolved from the Central Agricultural Experimental Station (CAES) in the 1980s into a reputable center of excellence in applied and adaptive research in West Africa before Liberia's civil crisis which devastated it. CARI is currently faced with various problems including a lack of human resources and financial resources to implement its research programs. The agriculture research strategic plan is meant to provide a framework for CARI which sets the direction, new organization structure, research priorities, and time frame for research, capacity development, and related activities; all of which are consistent with Liberian government policies and programs including the National Food Security and Nutrition Strategy (FSNS) (2008), The Pro-poor Agenda for prosperity and development (PADP) (2018), and the Liberia Agriculture Sector Investment Program (LASIP II) (2018-2021). In conformity with the key government policies, the Central Agriculture Research Institute's (CARI) research strategy covers seven thematic research programs: 1) Crops Program, 2) Livestock and Fisheries Program, 3) Natural Resource</p>	

Management, 4) Agricultural Biotechnology and Laboratory Services Program, 5) Mechanization and irrigation, 6) Socio-economics and Applied statistics, and 7) Post-harvest and food processing.

The overall objective of the Agricultural Research Strategy for CARI is to contribute to meeting the food needs of the population, ensuring economic and social development, and the eradicating of poverty in Liberia through the development and dissemination of demand-driven agriculture technologies and innovations.

ABOUT THE ROLE:

The Director for Project Implementation (DPI) provides strategic and operational oversight for the successful execution of projects, overseeing timelines, budgets, resources, and cross-functional teams to ensure projects align with an organization's goals. This leadership role involves planning, managing execution, and monitoring performance to meet quality expectations and client needs. Key responsibilities include risk mitigation, stakeholder communication, and fostering a successful program environment to drive efficiency and achieve organizational objectives.

The Director for Project Implementation (DPI) will provide oversight over all project management, coordination and administrative support towards the effective and timely implementation of the Project. The DPI will be responsible to formulate and coordinates the development and implementation of projects within and outside Liberia in liaison with CARI management teams, and complementing the inputs of various specialists, and other team members. The DPI will support and monitors the value chain development formulation of projects, facilitating linkages between stakeholders, including the formation of Multi-stakeholder Partnerships, and the organization of workshops.

He/She will collaborate closely with consultants (national and international) responsible for value chain development and ensures the creation of a sustainable systems-based value chain approach, and develops and maintains partnerships with relevant institutions, country and regional stakeholders who can contribute to achieving CARI's program objectives. The DPI will act as a bridge between financial performance and administrative functions, supporting the organization's strategic goals by ensuring efficient resource allocation, compliance, and operational smoothness.

KEY RESPONSIBILITIES:

Under the supervision of the Director General of Research Programs (DDGRP), and consultation with the Director General of CARI, DFA of CARI:

- Formulates and coordinates the development and implementation of projects within and outside Liberia in liaison with CARI management teams, and complementing the inputs of various specialists, and other team members.

- Supports and monitors the value chain development formulation of projects, facilitating linkages between stakeholders, including the formation of Multi-stakeholder Partnerships, and the organization of workshops.
- Collaborates closely with consultants (national and international) responsible for value chain development and ensures the creation of a sustainable systems-based value chain approach.
- Develops and maintains partnerships with relevant institutions, country and regional stakeholders who can contribute to achieving CARI's program objectives.
- Integrates the M&E of projects in consultation with the Director for Planning, Monitoring and Evaluation and other scientists at project level.
- Supports the inclusion of global learning across projects by exchanging information with related value chains, share lessons learned and best practices to improve the methodology, and its application to diverse projects at CARI.
- Collaborates closely with project managers and partners to design and maintain databases to effectively manage project-related data as well as develop budgets and expenditure monitoring systems.
- Perform other related duties, as required by the CARI management.

REQUIRED QUALIFICATIONS:

- A highly qualified and experienced individual with a Master's degree or its equivalence in a relevant field, such as project management, business administration, planning, monitoring and evaluation or related fields; economic development, agribusiness, evaluation, international development studies or a related field.
- At least 5 years of relevant experience in funding applications and project development and management international, capacity building, assessment, value chain, economic, or program development.
- Project management and planning skills, including project management methodologies.
- Excellent written and verbal English communication skills.
- Demonstrated ability to work in multi-cultural settings and to build productive relationships with diverse internal and external stakeholders.
- Data analysis and interpretation skills
- Knowledge of best practices in Project Management, ensuring successful project delivery within the public sector.

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CENTRAL ARGICULTURAL RESEARCH INSTITUTE

VACANCY ANNOUNCEMENT

CODE: DPME/10/06/25/CARI

POSITION TITLE	DIRECTOR FOR PLANNING, MONITORING & EVALUATION (DPME)
REPORT TO	DEPUTY DIRECTOR GENERAL FOR RESEARCH PROGRAMS
ASSIGN UNIT/DEPARTMENT	DIVISION OF PLANNING, MONITORING & EVALUATION (DPME)
DEPARTMENT/FUNCTIONAL RELATIONS	DDGRP/DFA/DPI/BOARD/LEGAL
EXTERNAL RELATIONSHIPS	GOL, WB, IFAD, AFDB, FAO, NATIONAL, REGIONAL AND INTERNATIONAL RESEARCH INSTITUTIONS, OTHER STAKEHOLDERS
APPLICATION START DATE	OCTOBER 8, 2025
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4) Agricultural Biotechnology and Laboratory Services Program, 5) Mechanization and irrigation, 6) Socio-economics and Applied statistics, and 7) Post-harvest and food processing. The overall objective of the Agricultural Research Strategy for CARI is to contribute to meeting the food needs of the population, ensuring economic and social development, and the eradicating of poverty in Liberia through the development and dissemination of demand-driven agriculture technologies and innovations.

ABOUT THE ROLE:

As a senior management position, the Director for Planning, Monitoring, and Evaluation is in charge of managing the strategic planning process, making sure that data is collected and analyzed on time, and assessing the success and results of an organization's projects and programs in order to support ongoing development and guide decision-making. This role includes establishing objectives, creating metrics, updating stakeholders and leadership on performance, and making sure the company gets the outcomes it wants.

This DPME role involves planning, managing execution, and monitoring performance to meet quality expectations and client needs. Key responsibilities include risk mitigation, stakeholder communication, and fostering a successful program environment to drive efficiency and achieve organizational objectives. The DPME will support and monitors the value chain development formulation of projects, facilitating linkages between stakeholders, including the formation of Multi-stakeholder Partnerships, and the organization of workshops.

KEY RESPONSIBILITIES:

- Under the supervision of the Director General for Research Programs (DDGRP), and consultation with the Director General of CARI, the DFA of CARI:
- Strengthens the CARI's capacity for strategic planning, robust monitoring, rigorous evaluation, and knowledge management to achieve its research and development objectives.
- Supports the development of strategic and operational plans for research programs and projects.
- Designs and implement monitoring systems to track project progress, outputs, and outcomes against log frames and strategic goals.
- Leads the design and implementation of various evaluation types, including process, outcome, and impact evaluations.
- Prepares and disseminate timely and accurate monitoring and evaluation reports to different audiences.
- Facilitates the capture and dissemination of lessons learned to promote continuous improvement and adaptive management.

- Trains and supports staff and partners on PM&E principles, tools, and data collection methods.
- Performs other duties that CARI management may deem necessary.
- Supports and monitors the value chain development formulation of projects, facilitating linkages between stakeholders, including the formation of Multi-stakeholder Partnerships, and the organization of workshops.
- Collaborates closely with consultants (national and international) responsible for value chain development and ensures the creation of a sustainable systems-based value chain approach.
- Integrates the M&E of projects in consultation with the Director for Planning, Monitoring and Evaluation and other scientists at project level.
- Supports the inclusion of global learning across projects by exchanging information with related value chains, share lessons learned and best practices to improve the methodology, and its application to diverse projects at CARI.
- Collaborates closely with project managers and partners to design and maintain databases to effectively manage project-related data as well as develop budgets and expenditure monitoring systems.
- Perform other related duties, as required by the CARI management.

REQUIRED QUALIFICATIONS:

- A highly qualified and experienced individual with a minimum of Master's degree in social sciences, development studies, statistics or related field. Computer/Data processing specialization and Master's degree will be an added advantage.
- Minimum of five (5) years' experience in data management and implementation of M&E systems.
- Knowledge and skills of log frame-based project design, monitoring and evaluation Experience in conducting M&E in the development sectors, preferably in participatory and related processes.
- Experience in training in M&E with different stakeholders, analysis of qualitative and quantitative data and report writing.
- Experience in facilitating learning-orientated analysis with multiple stakeholders.
- Knowledge and skills in developing and implementing communications strategies.
- Experience in analysis of qualitative and quantitative data and report writing.
- Project management and planning skills, including project management methodologies.
- Excellent written and verbal English communication skills.
- Demonstrated ability to work in multi-cultural settings and to build productive relationships with diverse internal and external stakeholders.

- Data analysis and interpretation skills
- Knowledge of best practices in Project Management, ensuring successful project delivery within the public sector.

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