

VACANCY ANNOUNCEMENT

Vacancy Number: MOA/FNS/010/26

Date of Issuance: August 3, 2026

Application Deadline: August 25, 2026, 5:00 p.m. (GMT)

Subject: Vacancy Announcement

Dear Prospective Applicants:

The Ministry of Agriculture (MoA) invites qualified individuals to apply for the position below.

No.	Position	Number of vacancies
1.	Food and Nutrition Specialist	5

Applications must meet all requirements in this Vacancy Announcement. Incomplete, unsigned, or late applications will not be considered. Applicants should keep copies of all submitted documents for their records.

The Ministry of Agriculture will assess applications based on the qualifications, experience, and competencies specified in this Vacancy Announcement. The Ministry promotes diversity, inclusion, and equal opportunity and encourages qualified individuals, including women, youth, and persons with disabilities who meet the minimum qualifications and job requirements to apply.

The Ministry reserves the right not to make an appointment under this Vacancy Announcement or to cancel the recruitment process at any stage without liability. The Ministry will not reimburse any costs applicants incur in preparing or submitting their applications.

Any questions regarding this Vacancy Announcement should be submitted in writing to the Human Resources Department at: vacancy@moa.gov.lr

Sincerely,

Agatha Mangou

Director of Human Resources

POSITION DESCRIPTION

FOOD AND NUTRITION SPECIALIST

SUPERVISORY RELATIONSHIP	The incumbent reports to the Regional Agriculture Coordinator and works closely with County Agriculture Coordinators, District Agriculture Officers, and other Regional Specialists.
SUPERVISORY RESPONSIBILITY	The incumbent has no direct supervisory responsibility but provides technical guidance, mentoring, and advisory support to Ministry staff and stakeholders involved in tree crop production and development.
INTERNAL/ EXTERNAL FUNCTIONAL RELATIONS	• Ministry of Agriculture Planning, Technical and Extension Departments • Research institutions • MoA Project Implementation Units • Development partners • Private sector actors • Cooperatives and farmer organizations
ISSUANCE DATE	August 3, 2026
APPLICATION DEADLINE	August 25, 2026, 5:00 p.m. (GMT)
POSITION SUMMARY The Food and Nutrition Specialist provides technical leadership and coordination for planning, implementing, monitoring, and evaluating food and nutrition security programs. The position leads the development and promotion of nutrition-sensitive agriculture interventions, food and nutrition policies, training, and technical guidance to strengthen household food security, dietary diversity, and food safety. The role supports evidence-based planning, stakeholder coordination, capacity building, and integrates nutrition across agricultural programs to improve nutrition outcomes and sustainable rural livelihoods.	
KEY RESULT AREAS • Food and Nutrition Security Improvement • Promotion of Nutrition-Sensitive Agriculture and Food Safety • Capacity Building and Knowledge Transfer • Food and Nutrition Program Coordination and Partnerships • Nutrition Information Management and Evidence-Based Planning	
MAJOR DUTIES AND RESPONSIBILITIES a. GENERAL MANAGEMENT RESPONSIBILITIES: • Provide leadership, coordination, supervision, and technical oversight for planning, implementing, monitoring, and evaluating food and nutrition security programs and activities.	

• Support the Director of Food Security, Ministry of Agriculture County Teams, Agricultural Extension and Advisory Services (AEAS) providers, and other stakeholders to deliver effective food and nutrition interventions and advisory services. • Support preparing, implementing, and reviewing annual work plans, budgets, operational plans, progress reports, and other program management documents related to food and nutrition security. • Monitor progress, identify operational challenges, provide recommendations, and support continuous improvement of food and nutrition programs and interventions. • Represent the Ministry in technical meetings, coordination platforms, working groups, and stakeholder consultations related to food security, nutrition, and nutrition-sensitive agriculture. • Coordinate collection, analysis, documentation, and dissemination of information, lessons learned, best practices, and program results to support evidence-based planning and decision-making. • Promote collaboration and teamwork with other technical specialists to integrate food and nutrition considerations across agricultural production, value chains, extension services, climate-smart agriculture, and rural development initiatives. b. CORE TECHNICAL RESPONSIBILITIES: • Provide technical leadership and advisory support on food and nutrition-sensitive agriculture programming, policies, strategies, and interventions. • Develop, review and support implementation of food and nutrition policies, guidelines, frameworks, and operational tools aligned with national priorities. • Design and implement nutrition-sensitive agriculture approaches to improve household food security, dietary diversity, and healthy food consumption practices. • Develop and deliver training programs on food and nutrition education, dietary diversity, food safety, food preparation, and preservation practices for extension agents, farmer organizations, and communities. • Provide technical support to Agricultural Extension and Advisory Services (AEAS) providers, county agriculture team, farmer groups, and community-based organizations on nutrition-sensitive agricultural practices. • Develop nutrition education materials, technical guidelines, and communication tools to support program implementation and outreach activities; • Establish and maintain nutrition-related databases, monitoring systems, and reporting mechanisms to track outcomes and impacts. • Promote food safety, post-harvest management, food preservation, and loss reduction practices among producer groups.
DUTY STATION: Applicants must indicate the Regional Office for which they are applying. The Ministry of Agriculture has five Regional Offices. Region 1 – Tubmanburg (Bomi County); Region 2 – Gbarnga (Bong County); Region 3 – Buchanan (Grand Bassa County); Region 4 – Zwedru (Grand Gedeh County); and Region 5 – Barclayville (Grand Kru County).
MINIMUM QUALIFICATION REQUIRED FOR THE POSITION: a. Education: Minimum of a Master's degree in Food and Nutrition, Food Security, or a related field. b. Past Work Experience: Minimum of five (5) years of professional experience in food and nutrition, nutrition-sensitive agriculture, food security, community nutrition, agricultural extension, or related fields.

c. Technical Knowledge: Demonstrated knowledge of data collection, analysis, reporting, and using digital tools, mapping applications, and information management systems relevant to food and nutrition management. d. Skills and Competencies: • Strong analytical, communication, report-writing, and stakeholder engagement skills. • Proficiency in Microsoft Office applications (Word, Excel and PowerPoint). • Ability to work independently and as part of a multidisciplinary team. • Ability to ride a motorcycle and undertake extensive field travel.
CORE VALUES: • Integrity • Credibility • Ethical Conduct • Transparency • Accountability • Teamwork
ELIGIBILITY REQUIREMENTS: • Applicants must submit a signed letter of application and a résumé or curriculum vitae (CV) not exceeding three (3) pages. • Applicants must submit copies of academic diplomas, certificates, or any other supporting documents relevant to the position. • Applicants must provide the names and contact information for three (3) professional references. • Applications must be received on or before the closing date and time specified in Section I and submitted to vacancy@moa.gov.lr • Applications must clearly reference the Vacancy Announcement Number. • Incomplete, unsigned, or late applications will not be considered. NOTE: Only shortlisted candidates will be contacted.
EQUAL OPPORTUNITY STATEMENT The Ministry of Agriculture is committed to promoting diversity, inclusion, and equal opportunity. Qualified applicants are encouraged to apply, especially women, youth, and persons with disabilities who meet the minimum eligibility requirements.