

VACANCY ANNOUNCEMENT

Vacancy Number: MOA/CSO/004/26

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.	Clan Statistics Officer	103

NB: These vacancies are open only to qualified applicants residing in the counties where the position is advertised.

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

CLAN STATISTICS OFFICER

SUPERVISORY RELATIONSHIP	The incumbent reports to District Agriculture Officer, and works closely with the other Clan Technicians.
SUPERVISORY RESPONSIBILITY	The incumbent has no direct supervisory responsibility but provides technical guidance and advisory support to Ministry staff and other stakeholders involved in agricultural data collection, management, and statistical reporting.
INTERNAL/ EXTERNAL FUNCTIONAL RELATIONS	• Database Specialist • Monitoring, Evaluation and Learning Specialist • 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 Climate-Smart Agriculture Specialist provides technical leadership and coordination to implement climate-smart agriculture programs in the assigned region. The incumbent supports the Regional Agriculture Coordinator, County Agriculture Coordinators, and District Agriculture Officers in strengthening Agricultural Extension and Advisory Services (AEAS) to promote climate resilience and sustainable agricultural production. The position offers technical guidance, develops climate-informed crop advisories, builds the capacity of extension staff and farmers, and collaborates with key stakeholders to promote adopting climate-smart technologies and practices.	
KEY RESULT AREAS • Agricultural Data Collection and Management • Data Quality Assurance and Validation • Agricultural Surveys, Censuses, and Assessments • Statistical Reporting and Information Management • Evidence-Based Planning and Decision Support	
MAJOR DUTIES AND RESPONSIBILITIES a. GENERAL MANAGEMENT RESPONSIBILITIES: • Coordinate with local agricultural offices, community leaders, Clan Agriculture Technicians, District Agriculture Officers, County Agriculture Coordinators, NGOs, farmer organizations, and other stakeholders to facilitate agricultural data collection and reporting. • Participate in monthly inter-sectoral meetings and inter-agency coordination platforms to strengthen linkages between agriculture statistics, sectoral plans, and county development priorities. • Plan and organize data collection activities according to approved work plans, methodologies, and reporting requirements.	

• Provide updates, progress reports, and feedback on data collection activities to the Division of Statistics, Department of Planning. • Prepare and submit statistical reports on a weekly, monthly, quarterly, and annual basis. • Participate in training and capacity-building activities on agricultural statistics, data collection methodologies, and digital data management systems. b. CORE TECHNICAL RESPONSIBILITIES: • Maintain updated records and databases on farmers, agricultural production, cultivated areas, yields, livestock populations, and other assigned indicators. • Enter, update, and maintain agricultural data in designated databases or reporting systems. • Maintain accurate records of statistical activities and ensure the confidentiality of official data. • Conduct field visits to collect agricultural statistics from farming households, farmer groups, cooperatives, markets, and other agricultural stakeholders. • Assist in conducting agricultural surveys, censuses, baseline studies, and special assessments. • Support data entry, cleaning, and basic analysis using approved Ministry data collection and management tools. • Record data using approved electronic devices or paper-based tools and conduct quality checks to verify accuracy and completeness. • Assist extension staff in maintaining accurate farmer registration records and agricultural databases. • Collect and document crop production information, including planted area, harvested area, yield, storage, labor utilization, production costs, and market prices.
MINIMUM QUALIFICATION REQUIRED FOR THE POSITION a. Education: Minimum of a Bachelor's degree in Statistics, Economics, Agricultural Economics, Mathematics, Demography, Information Management, or a related field. b. Prior Work Experience: Minimum of two (2) years of professional experience in agricultural statistics, data collection, statistical analysis, monitoring and evaluation, agricultural surveys, or related analytical work. c. Technical Knowledge: Demonstrated knowledge of statistical concepts, data collection methodologies, and agricultural information systems. d. Skills and Competencies: • Strong analytical, communication, report-writing, and stakeholder engagement skills. • Working knowledge 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

APPLICATION SUBMISSION 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.
- Applicants must submit proof of residence in the county where the advertised position is located.
- 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.