

VACANCY ANNOUNCEMENT

Vacancy Number: MOA/CAA/005/26

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.	County Administrative Assistant	15

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
COUNTY ADMINISTRATIVE ASSISTANT

SUPERVISORY RELATIONSHIP	The incumbent reports to District Agriculture Officer
SUPERVISORY RESPONSIBILITY	The incumbent has no direct supervisory responsibility.
INTERNAL/ EXTERNAL FUNCTIONAL RELATIONS	Ministry of Agriculture Administration Department
ISSUANCE DATE	August 3, 2026
APPLICATION DEADLINE	August 25, 2026, 5:00 p.m. (GMT)
POSITION SUMMARY Monitoring, Evaluation and Learning Specialist leads the design, implementation, and continuous improvement of the regional MEL system to support evidence-based planning, program implementation, performance measurement, and decision-making. The incumbent oversees data collection, quality assurance, analysis, reporting, and database management, while providing technical guidance and capacity building to Ministry staff and partners. The position supports monitoring, evaluations, learning, knowledge management, and the development of information systems and dashboards to improve program performance, accountability, and organizational learning.	
KEY RESULT AREAS • Office administration and coordination • Records and information management • Logistics and operation support. • Compliance and administrative governance	
MAJOR DUTIES AND RESPONSIBILITIES a. GENERAL MANAGEMENT RESPONSIBILITIES: • Oversee the day-to-day administrative operations of the county office, including managing office supplies, equipment, records, and facilities to ensure efficient office operations. • Coordinate office support services, including distributing official correspondence, reports, and other communications, while ensuring staff receive timely Ministry and regional information through proper supervisory channels. • Coordinate schedules, meetings, official travel, and other administrative activities for county staff in collaboration with the Regional Agriculture Coordinator. • Prepare, review, and manage official correspondence, reports, and other documents; maintain accurate electronic and physical records; and ensure the confidentiality and security of official information and filing systems. • Serve as the first point of contact for farmers, clients, visitors, and other stakeholders by providing administrative assistance, responding to inquiries, and facilitating meetings in accordance with Ministry policies and procedures. • Monitor office supply inventory and coordinate the procurement and replenishment of administrative and operational supplies to ensure uninterrupted office operations.	

• Support the preparation and administration of county office budgets. • Schedule meetings and other official activities, including logistical arrangements such as venues, catering, transportation, and accommodation for workshops, training, training, and other events. b. CORE TECHNICAL RESPONSIBILITIES: • Provide technical administrative support using office equipment and information technology, including computers, printers, scanners, photocopiers, and other systems, to facilitate efficient office operations. • Maintain organized electronic and physical records of official correspondence, reports, and administrative documents to ensure timely retrieval, preserve institutional memory, and comply with Ministry records management policies. • Prepare, format, edit, and disseminate reports, presentations, meeting minutes, correspondence, and other official documents following Ministry standards and administrative procedures. • Support the implementation and improvement of administrative procedures, records management systems, document control processes, and office information management practices within the Regional Agriculture Office. • Provide technical support for organizing and administering meetings, workshops, training sessions, and official events, including preparing agendas, recording minutes, tracking action points, and maintaining meeting documentation. • Support implementing and using digital administrative systems, document management platforms, and office information technologies to improve administrative efficiency, record management, and information sharing within the County Office.
MINIMUM QUALIFICATION REQUIRED FOR THE POSITION a. Education: Bachelor degree in Business Administration, Public Administration, Office Management, Human Resource Management, or a related field. b. Prior Work Experience: Minimum of two (2) years of professional experience in office administration, records management, or administrative support. c. Technical Knowledge: Demonstrated knowledge in preparing correspondence, reports, minutes, briefs, and other administrative documents 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
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.