

## VACANCY ANNOUNCEMENT

**Vacancy Number:** MOA/DBS/012/26

**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.  | Database 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](mailto:vacancy@moa.gov.lr)

Sincerely,

Agatha Mangou

**Director of Human Resources**

## POSITION DESCRIPTION

### DATABASE SPECIALIST

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| SUPERVISORY RELATIONSHIP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | The incumbent reports to the <b>Regional Agriculture Coordinator</b> 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 data collection, analysis, management, and reporting.                                                                                             |
| INTERNAL/ EXTERNAL FUNCTIONAL RELATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Ministry of Agriculture Planning, Technical and Extension Departments</li> <li>• Research institutions</li> <li>• MoA Project Implementation Units</li> <li>• Development partners</li> <li>• Private sector actors</li> <li>• Cooperatives and farmer organizations</li> </ul> |
| ISSUANCE DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>August 3, 2026</b>                                                                                                                                                                                                                                                                                                    |
| APPLICATION DEADLINE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>August 25, 2026, 5:00 p.m. (GMT)</b>                                                                                                                                                                                                                                                                                  |
| <b>POSITION SUMMARY</b><br><br><p>The <b>Database Specialist</b> provides technical leadership for developing, managing, and continuously improving regional agricultural databases and information systems. The position ensures data quality, integrity, security, accessibility, and effective information management to support evidence-based planning, monitoring, reporting, and decision-making. The role coordinates database administration, data analysis, digital information systems, and stakeholder capacity building. It collaborates with Ministry teams, Project Implementation Units, and partners to strengthen agricultural information systems, data integration, knowledge management, and digital transformation.</p> |                                                                                                                                                                                                                                                                                                                          |
| <b>KEY RESULT AREAS</b> <ul style="list-style-type: none"> <li>• Database Administration</li> <li>• Data Quality and Governance</li> <li>• Systems Integration</li> <li>• Capacity Building and User Support</li> <li>• Strategic Information Management</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                          |
| <b>MAJOR DUTIES AND RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>a. <b>GENERAL MANAGEMENT RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>• Provide leadership, coordination, supervision, and technical oversight of regional database management and agricultural information systems.</li> <li>• Support the Regional Agriculture Coordinator and County Teams in managing and using agricultural information systems.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                          |

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| <ul style="list-style-type: none"> <li>• Coordinate with Ministry departments, Project Implementation Units (PIUs), research institutions, and development partners regarding agricultural data management.</li> <li>• Establish and maintain effective working relationships with stakeholders involved in agricultural information management.</li> <li>• Contribute to annual work plans, budgets, reports, and operational plans.</li> </ul> <p><b>b. CORE TECHNICAL RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Provide technical leadership and advisory support for developing, implementing, maintaining, and improving regional agricultural database and information management systems.</li> <li>• Design, administer, maintain, and optimize agricultural databases to ensure data integrity, security, accessibility, system performance, and compliance with Ministry of Agriculture policies and standards.</li> <li>• Develop and implement data quality assurance and control procedures to ensure accuracy, completeness, consistency, and reliability of agricultural data collected in the assigned region.</li> <li>• Support collection, validation, analysis, visualization, and dissemination of agricultural data to strengthen evidence-based planning, monitoring, reporting, and decision-making across Ministry programs and projects.</li> <li>• Develop and maintain database documentation, metadata, user guides, standard operating procedures, and data management protocols to support effective information management and knowledge sharing.</li> <li>• Provide technical support and capacity building to Ministry of Agriculture County Teams, Project Implementation Units (PIUs), Agricultural Extension and Advisory Services (AEAS) providers, and other stakeholders on database management, digital data collection, information management, and reporting tools.</li> <li>• Collaborate with the Regional Monitoring, Evaluation and Learning (MEL) Specialist and other technical staff to strengthen agricultural information systems, data integration, performance reporting, and digital transformation initiatives in the assigned region.</li> </ul> |
| <p><b>DUTY STATION:</b> 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).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>MINIMUM QUALIFICATION REQUIRED FOR THE POSITION</b></p> <p><b>a. Education:</b> Minimum of a Master's degree in Computer Science, Information Technology, Information Systems, Database Management, Management Information Systems (MIS), Data Science, Statistics, or a related field.</p> <p><b>b. Past Work Experience:</b> Minimum of five (5) years of professional experience in database administration, information systems, data management, digital information systems, or related fields.</p> <p><b>c. Technical Knowledge:</b> Demonstrated knowledge of data collection, analysis, reporting, and using digital tools, mapping applications, and information management systems.</p> <p><b>d. Skills and Competencies:</b></p> <ul style="list-style-type: none"> <li>• Strong analytical, communication, report-writing, and stakeholder engagement skills.</li> <li>• Proficiency in Microsoft Office applications (Word, Excel and PowerPoint).</li> <li>• Ability to work independently and as part of a multidisciplinary team.</li> <li>• Ability to ride a motorcycle and undertake extensive field travel.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>CORE VALUES:</b></p> <ul style="list-style-type: none"> <li>• Integrity</li> <li>• Credibility</li> <li>• Ethical Conduct</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

- 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](mailto: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.