

VACANCY ANNOUNCEMENT

Vacancy Number: MOA/HPS/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.	Horticulture Production 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

HORTICULTURE PRODUCTION 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 horticulture production.
INTERNAL/ EXTERNAL FUNCTIONAL RELATIONS	• Ministry of Agriculture 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 Horticulture Production Specialist provides technical leadership and coordination for planning, implementing, supervising, and improving horticulture development programs in the assigned region. The position supports effective Agricultural Extension and Advisory Services (AEAS) by promoting sustainable vegetable production, quality seed systems, climate-smart technologies, and integrated crop management practices. The position offers technical guidance to County Agriculture Teams, extension providers, farmer organizations, and other stakeholders.	
KEY RESULT AREAS • Horticulture Production and Productivity • Climate-Smart Horticulture and Good Agricultural Practices • Capacity Development • Post-Harvest Management and Value Chain Development • Quality Seed and Planting Material Systems • Monitoring, Information Management, and Reporting	
MAJOR DUTIES AND RESPONSIBILITIES a. GENERAL MANAGEMENT RESPONSIBILITIES: • Contribute to the leadership, coordination, supervision, coordination, management and continuous improvement of horticulture programs and activities within assigned region.	

• Represent the Ministry of Agriculture in technical forums and committees on horticulture, vegetable production, and seed systems. • Support the Regional Agriculture Coordinator, County Agriculture Coordinators, and District Agriculture Officers in delivering effective and responsive Agricultural Extension and Advisory Services (AEAS) for horticulture production and development. • Establish and maintain effective working relationships with farmer organizations, cooperatives, local authorities, private sector actors, and other stakeholders to promote sustainable horticulture production and value chain development. • Contribute to the preparation and implementation of annual work plans, budgets, technical reports, and operational plans related to horticulture development programs. • Assist in preparing brochures, reports, speeches and presentations for special events, as and when required. • Support the drafting of annual work plans and budgets, technical reports, and periodic progress reports with the Regional Monitoring, Evaluation and Learning (MEL) Specialist. b. CORE TECHNICAL RESPONSIBILITIES: • Develop technical manuals, production guides, and extension materials for vegetable crop production. • Promote sustainable seed production systems among farmer groups and link them with the Seed Development and Certification Agency to support seed certification and quality assurance. • Conduct vegetable surveys, yield estimation, and seasonal crop assessments. • Promote the adoption and dissemination of improved horticultural technologies, climate-smart production systems, and integrated crop management techniques to improve productivity and sustainability. • Provide technical support to Ministry of Agriculture County Teams, Agricultural Extension and Advisory Services providers, farmer organizations, and other stakeholders to strengthen horticultural production, post-harvest handling, value addition, and market linkages; • Coordinate and supervise establishment of demonstration plots, adaptive technology trials, Farmer Field Schools, and other learning platforms to validate and promote improved horticultural technologies and practices. • Provide technical guidance on open-field and protected vegetable farming systems. • Collect, analyze, and maintain horticultural databases to support planning and policy formulation.
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 Horticulture, Crop Science, Agronomy, or related field. b. Prior Work Experience: Minimum of five (5) years’ experience in horticulture, vegetable production, seed systems, or related fields, c. Technical Knowledge: Demonstrated knowledge of horticulture production systems, Good Agricultural Practices (GAP), pest and disease management, and value chain development.

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.
- 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.