

VACANCY ANNOUNCEMENT

Vacancy Number: **MOA/MELS/006/26**

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.	Monitoring, Evaluation & Learning 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

MONITORING, EVALUATION AND LEARNING 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 data collection and analysis.
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 Monitoring, Evaluation and Learning Specialist leads the design, implementation, and ongoing improvement of the regional MEL system to support evidence-based planning, program implementation, performance measurement, and decision-making. The position oversees data collection, quality assurance, analysis, reporting, and database management. It also provides technical guidance and capacity building to Ministry staff and partners. The role supports monitoring, evaluation, learning, knowledge management, and the development of information systems and dashboards to improve program performance, accountability, and organizational learning.	
KEY RESULT AREAS • Monitoring, Evaluation, and Learning (MEL) Systems • Performance Monitoring and Reporting • Data Quality, Information Management, and Evidence-Based Decision-Making • Program Evaluation and Impact Assessment • Knowledge Management, Learning, and Adaptive Management • Accountability and Stakeholder Reporting	

MAJOR DUTIES AND RESPONSIBILITIES

a. **GENERAL MANAGEMENT RESPONSIBILITIES:**

- Lead the design, implementation, and improvement of the regional Monitoring, Evaluation, and Learning (MEL) system to support planning, program implementation, performance measurement, and evidence-based decision-making;
- Coordinate the collection, management, analysis, quality assurance, and reporting of program performance data to monitor progress, assess results, and ensure compliance with Ministry and partner reporting requirements;
- Provide technical guidance and capacity building to Ministry staff, county teams, project personnel, and implementing partners on MEL frameworks, data collection methodologies, performance indicators, and reporting standards;
- Plan, coordinate, and support baseline studies, routine monitoring, data quality assessments, evaluations, and learning activities. Ensure findings and recommendations are integrated into program planning and implementation;
- Develop and maintain comprehensive regional agricultural information systems and databases. Ensure accuracy, integrity, accessibility, and timely dissemination of program and stakeholder information; and
- Promote organizational learning, knowledge management, and adaptive management by documenting, sharing, and applying lessons learned, best practices, innovations, and success stories to improve program effectiveness and policy development.
- Maintain database of all farmers, NGOs and other partners in the region of assignment; updated monthly, quarterly and annually.

b. **CORE TECHNICAL RESPONSIBILITIES:**

- Develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered from the field by MOA and partners.
- Develop monitoring and evaluation frameworks, plans, and indicators for projects or programs.
- Design data collection tools, surveys, and methodologies to gather qualitative and quantitative data.
- Implement data collection activities, including surveys, interviews, focus group discussions, and observations.
- Analyze data using statistical and qualitative analysis techniques to assess programs/projects performance and outcomes.
- Conduct field visits and assessments to verify data quality, monitor progress, and identify challenges.
- Prepare and present reports, dashboards, and visualizations to communicate findings and recommendations to stakeholders.
- Support MOA and stakeholders in setting up data management systems and databases to store and analyze data.
- Provide training and capacity building to MOA County Team (DRDRE & TSD) field staff and partners on monitoring and evaluation concepts and tools.
- Facilitate learning and knowledge sharing sessions to capture best practices and lessons learned from program implementation.

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 Monitoring and Evaluation, Statistics, Economics, Agricultural Economics, Demographics, International Development, Agricultural Statistics, or related field from a recognized institution of higher learning;
- b. Prior Work Experience:** Minimum of three (5) years of professional experience in an M&E position responsible for implementing M&E activities of agricultural or rural development projects.
- c. Technical Knowledge:** Demonstrated knowledge results-based management, climate risk assessment, and statistical and GIS software.
- 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.