

VACANCY ANNOUNCEMENT

Vacancy Number: **MOA/TCPS/003/26**

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.	Tree Crop 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

TREE CROP 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 tree crop production and development.
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 The Tree Crop Production Specialist provides technical leadership and coordinates the planning, implementation, and supervision of tree crop production and development programs in the assigned region. The position supports the delivery of quality Agricultural Extension and Advisory Services (AEAS), promotes the adoption of improved and climate-smart tree crop production practices, strengthens collaboration with research institutions and key stakeholders, and offers technical guidance to enhance the productivity, sustainability, and commercialization of Liberia's tree crop subsector.	
KEY RESULT AREAS • Tree Crop Production and Productivity • Adoption of Climate-Smart Agriculture, Good Agricultural Practices, and Integrated Tree Crop Management • Capacity Development • Coordination and Delivery of Tree Crop Extension and Advisory Services • Information Management, Monitoring, and Reporting	

MAJOR DUTIES AND RESPONSIBILITIES

a. **GENERAL MANAGEMENT RESPONSIBILITIES:**

- Provide leadership, coordination, supervision, and technical oversight for implementing tree crop development programs and activities within the assigned region.
- Support the Regional Agriculture Coordinator, County Agriculture Coordinators, and District Agriculture Officers in delivering effective and responsive Agricultural Extension and Advisory Services (AEAS) for tree crop production and development.
- Establish and maintain effective working relationships with farmer organizations, cooperatives, local authorities, private sector actors, and other stakeholders to promote sustainable tree crop production and value chain development.
- Contribute to the preparation and implementation of annual work plans, budgets, technical reports, and operational plans related to tree crop development programs.
- Assist in preparing brochures, reports, speeches, and presentations for special events, as and when required.
- Collaborate with research institutions, Project Implementation Units, private sector actors, development partners, and other stakeholders to strengthen tree crop value chains, improve access to quality planting materials, agricultural inputs, technologies, financial services, and markets, and promote sustainable commercial production.
- Support the preparation of technical reports, periodic progress reports, and annual performance reports in collaboration with the Monitoring, Evaluation and Learning (MEL) Specialist.

b. **CORE TECHNICAL RESPONSIBILITIES:**

- Provide technical expertise in the development of tree crop management tools, manuals, and guidelines.
- Contribute to the development and submission of tree crop production research proposals.
- Conduct yield forecasting and participate in risk management assessments related to tree crop production.
- Promote adoption and dissemination of improved tree crop technologies, climate-smart production systems, Good Agricultural Practices (GAP), integrated pest and disease management, and sustainable land management to improve tree crop productivity, quality, and resilience.
- Coordinate and supervise establishment of demonstration plots, adaptive technology trials, Farmer Field Schools (FFS), and other learning platforms to validate and promote improved tree crop technologies and production practices.
- Participate in technical discussions and contribute to the design and implementation of Ministry of Agriculture programs and projects related to tree crop production.
- Promote integration of gender, youth inclusion, nutrition, environmental sustainability, climate resilience, and occupational health and safety into tree crop development programs and extension activities.

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 Tree Crop Production, Plantation Crop Management, or a related field.
- b. **Prior Work Experience:** A minimum of Five (5) years of professional experience in tree crop production, plantation management, or a related field, including at least two (2) years of experience with the Ministry of Agriculture or another Government of Liberia institution in the agriculture sector.
- c. **Technical Knowledge:** Demonstrated knowledge of tree crop 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.