

## **VACANCY ANNOUNCEMENT**

The Liberia Media Center is a legally registered not-for-profit media and communication firm that fosters local development through the utilization of communication and information sources. LMC exists to assist media and civil society with professional services in a wide range of areas, including research, training, outreach and mass communication. It was commissioned in 2005, August.

The reconstituted Governing Board of Directors of the Liberia Media Center is hereby informing the general public of the existence of a vacancy for the position of Executive Director for the center. In view of the above the Governing Board of Directors of the Liberia Media Center is seeking applications from qualified Liberians to serve as Executive Director. Upon selection by the board the Executive Director will serve a four year term.

### **Responsibilities:**

- Manage the center's day to day activities and report to the board
- Represent the center in juridical relations (however, on certain issues this right may be restricted by a decision of the Board)
- Operate the LMC's funds within the authorization determined by the Board
- Draw up annual and semi-annual financial and business plan and budgets, take measures for fulfilling main directions of business and annual business plans of LMC, and reports to the Board thereof
- Take actions to raise funds necessary for financing the center's activities, and for developing its activities
- Organize the daily work of the staff, appoint (on the basis of an employment contract), and discharge employees
- Determine other issues tasked by the Board or according to his/her responsibilities

### **Qualification:**

- A Bachelor's degree in journalism, mass communications, social sciences or related fields; a Masters degree in these areas will be an added advantage
- At least ten years of experience in the media sector with specific emphasis in media development works
- A good knowledge in project planning, design and management
- Knowledge of the media works and practices will be a definite asset.
- Knowledge of organizational capacity development/building.
- Knowledge of fundamental concepts, practices and procedures of media content analyses, and organizational capacity building in the media sector.
- Fluent in writing and reading English;

Applications should be sent to the following email : [charleskoffey@gmail.com](mailto:charleskoffey@gmail.com) or addressed to :

The Chairman  
The Governing Board, Liberia Media Center  
Press Union of Liberia Office  
44 Clay Street, Monrovia  
Liberia, West Africa

Deadline for application is February 15, 2018 at 5PM