

Looking to jump-start your career? Need experience?

APPLY FOR ON-THE-JOB TRAINING



Apprenticeships available in many professional/trade areas with Liberian and international companies – see opportunities in the catalog below.

How does it work?

1. Mercy Corps is offering 3-month apprenticeships to match YOUR skills

An apprenticeship can give you on-the-job experience, build your skills, and give you the chance to secure a job. Find the apprenticeship that matches your skills, education and interests from Mercy Corps' Apprenticeship Catalogue.

2. Mercy Corps provides a stipend of \$70 per month for the duration of the apprenticeship

We provide a stipend to help facilitate your transport. You can focus on work!

How to apply

- 1.** Find the opportunity which suits you from the Apprenticeship Catalogue if you meet the criteria required for each position
- 2.** Collect application form from the Mercy Corps Paynesville Youth Opportunity Center, Adjacent to Effort Baptist School, Hope Recreation center, SKD Sports complex community, ELWA Road, Gardnersville Town Hall, Robert Kpadeh Intellectual Center, 12TH Street, Sinkor around Tubman High school, & The Borough Cooperation Hall, Central New Kru Town.
- 3.** Fill in an application form and submit it with a passport size photo at Mercy Corps Youth Opportunity Center, Adjacent to Effort Baptist School, Robert Kpadeh Intellectual Center, 12th street, Sinkor, around Tubman High School, Hope Recreation and Resource center (Right to play), SKD Sports complex community ELWA Road, Gardnersville Town Hall, & The Borough Cooperation Hall, Central New Kru Town.
- 4.** Take part in an interview if shortlisted with Mercy Corps and the Host Business that is providing this apprenticeship position

1.1 Auto Electrician (Intern)

Apprenticeship #:	1.1 Auto Electrician
Business Name	CERRA AUTOMOTIVE LLC
Business Location	Congo Town, Adjacent to WAEC Office
Description of business activity:	<p>Mechanical (engine, gearbox, under carrier, drive-train, etc...)</p> <ul style="list-style-type: none"> -Electrical work (control Modules, wiring lights, etc...) -Computer Diagnostics and Scanning. -Key Duplicating and Programming -Air Condition Service and Repair. -Tires, Batteries, and Lubricants. -Body Work and Spray Paint. -Sales of Genuine Spare Parts for the Toyota , Nissan and the Ford Brands.
Description of work-training activities:	Diagnoses, tests, adjusts and repairs automotive, trucks and construction equipment, electrical and fuel supply parts ,system and accessories; and does related works
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen between 18 and 35 years (Females are encouraged to apply) • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: high school graduate and above • Vocational skills: Should have vocational knowledge • Other success factors: Having the ability to work for 8 hours daily, willing to learn, work and is a Team player, motivational and take initiatives
Number of vacancies:	2

1.2 AUTO MECHANIC (Intern)

Apprenticeship #:	1.2 Auto Mechanic
Business Name	CERRA AUTOMOTIVE LLC
Business Location	Congo Town, Adjacent to WAEC Office
Description of business activity:	<p>Mechanical (engine, gearbox, under carrier, drive-train, etc...)</p> <ul style="list-style-type: none"> -Electrical work (control Modules, wiring lights, etc...) -Computer Diagnostics and Scanning. -Key Duplicating and Programming -Air Condition Service and Repair. -Tires, Batteries, and Lubricants. -Body Work and Spray Paint. -Sales of Genuine Spare Parts for the Toyota , Nissan and the Ford Brands.
Description of work-training activities:	- Keep shop equipment operating by following operating instructions; troubleshooting breakdowns, maintaining supplies; performing preventive maintenance; calling for repairs.

	-maintains vehicle records by recording service and repairs.
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen between 18 and 35 years (Females are encouraged to apply) • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: high school graduate and above • Vocational skills: Should have vocational knowledge. • Other success factors: Having the ability to work for 8 hours daily, willing to learn, work and be obedient, Team player, motivational and take initiatives
Number of vacancies:	3

2.1 Marketing Officer(Intern)

Apprenticeship #:	2.1 Marketing Officer(Intern)
Business Name	Nerisa Solutions INC.
Business Location	11th Street, Sinkor, Monrovia , Liberia
Description of business activity:	IT Consultancy, Print Services, Vehicle Rental Services, Training and Research, etc.
Description of work-training activities:	Distribute Marketing Content, eg: Brochures, flyers, etc.; Serves as Marketing Agent for the Company; Follow-up on clients, and serve as focal person b/w clients and company
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen between 18 and 35 years (Females are encouraged to apply) • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: University Graduate/student • Vocational skills: Computer Skills, Research skills, communication skills • Other success factors: Having the ability to work for 8 hours daily, willing to learn, work and have passion for the job, Team player, motivational and take initiatives
Number of vacancies:	2

2.2 Website Developer (Intern)

Apprenticeship #:	2.2 Website Developer
Business Name	Nerisa Solutions INC.
Business Location	11th Street, Sinkor, Monrovia , Liberia
Description of business activity:	IT Consultancy, Print Services, Vehicle Rental Services, Training and Research, etc.
Description of work-training activities:	Develop comprehensive application testing procedure; Designing, coding and modifying website; create application that address the phases of SDLC (Software Development Life Cycle)
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 35 years

	<ul style="list-style-type: none"> • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: Undergraduate Degree or its equivalent • Vocational skills: Should have vocational knowledge. <p>Other success factors: Having the ability to work for 8 hours daily, willing to learn, work and have passion for the job, Team player, motivational and take initiatives</p>
Number of vacancies:	1

2.3 Finance Assistant(Intern)

Apprenticeship #:	2.3 Finance Assistant
Business Name	Nerisa Solutions INC.
Business Location	11th Street, Sinkor, Monrovia , Liberia
Description of business activity:	IT Consultancy, Print Services, Vehicle Rental Services, Training and Research, etc.
Description of work-training activities:	Processing Financial Data using Quick Book; Payroll Processing, Cash Management.
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 35 years • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: BBA or AA in Accounting • Vocational skills: Computer Skills, Microsoft Excel, Quick Book, etc. <p>Other success factors: Having the ability to work for 8 hours daily, willing to learn, work and have passion for the job, Outspoken, fluent ,good communicator and listener , motivational and take initiatives</p>
Number of vacancies:	1

3.1 Finance Administrator(Intern)

Apprenticeship # :	3.1 Finance Administrator(Intern)
Business Name	Modern Image Consultancy, INC.
Business Location	Jubilee Plaza, Congo Town, Monrovia
Description of business activity:	We Brand, Design, Print, and manage Events. We do Corporate and individual branding, Online (Design of website, logo, social media, etc.) and offline branding (Print of promotional and marketing items), and Personal and Professional Development (Training).
Description of work-training activities:	Create business documents (Pro-forma, invoices, receipts, sales notes, etc.) for all business transaction; Take all necessary actions to manage production cost and improve profitability; Assist in the accounting process, and generate and interpret financial reports.

Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 35 years • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: BBA Degree • Other skills: Excellent verbal and written communication skills, attention to details, Good general computer operation skills and basic knowledge of word processing and spreadsheet software <p>Other success factors: Ability to incubate the skills of customer service manager, sales manager, editor, graphic designer, project manager and accountant. A passion for learning the craft of printing and the latest equipment that encourage efficient flow and high quality in printed materials</p>
Number of vacancies:	1

3.2 Operations Team Member

Apprenticeship #:	3.2 Operations Team Member
Business Name	Modern Image Consultancy, INC.
Business Location	Jubilee Plaza, Congo Town, Monrovia
Description of business activity:	We Brand, Design, Print, and manage Events. We do Corporate and individual branding, Online (Design of website, logo, social media, etc.) and offline branding (Print of promotional and marketing items), and Personal and Professional Development (Training).
Description of work-training activities:	Meet Clients, educate clients on our products and services, take orders for production, maintain an automated workflow system that interfaces order entry, prepress and digital print production; Meet all customer commitment through the production of timely, efficient and high quality products and services. Ensure preventive maintenance of all production equipment; Perform other functions
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen between 18 and 35 years (Females are encouraged to apply) • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: Undergraduate Degree or its equivalent • Other skills: Excellent inter-personal skills, familiarity with team building techniques, some knowledge of all facet of print production (Press, bindery, and graphics; or willing to learn. Soft skills on preventive maintenance of all production equipment. <p>Other success factors: Ability to fully run a business independently, great hospitality skills, fast thinker</p>

Number of vacancies: 1

3.3 Production Team Member

Apprenticeship #:	3.3 Production Team Member
Business Name	Golden Image Consultancy, INC.
Business Location	Jubilee Plaza, Congo Town, Monrovia
Description of business activity:	We Brand, Design, Print, and manage Events. We do Corporate and individual branding, Online (Design of website, logo, social media, etc) and offline branding (Print of promotional and marketing items), and Personal and Professional Development (Training).
Description of work-training activities:	Print Clients work (Sublimation, screen, digital, etc.) and maintain a safe work environment and ensure the maintenance and upkeep of the physical work location and equipment. Coordinate and manage all inventory supplies to ensure minimum waster and spoilage
Eligibility criteria:	<ul style="list-style-type: none">• Liberian citizen between 18 and 35 years (Females are encouraged to apply)• Personal traits: honest, hardworking, and committed to achieving personal success• Education level: high school graduate• Other skills: Ability to read and comprehend complex instructions; Meets or exceeds test requirements and deadlines as established by the Team Leader; Attention to details, ability to think on your feet and to troubleshoot and solve problems at short notice, some knowledge of all facets of print production Other success factors: Waste management. Tidiness, Time management, a passion for learning the craft of printing and the latest equipment that encourage efficient flow and high quality in printed materials
Number of vacancies:	2

4.1 Customer Service (Intern)

Apprenticeship #:	4.1 Customer Service
Business Name	Infinity Shuttle Service
Business Location	12th Street, Tubman Blvd, Sinkor
Description of business activity:	Car Rental, Airport Shuttle Services
Description of work-training activities:	Answer phone calls and provide information to customers; Dispatch drivers; Give directions, Sell tickets; Photocopy and filling; Assist staff and customers with other tasks.

Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen between 18 and 35 years (Females are strongly encouraged to apply) • Personal traits: Outgoing personality, motivated to learn • Education level: High School Graduate • Vocational skills: Basic Computer Skills is an added advantage <p>Other success factors: Having the ability to work for 8 hours daily, willing to learn, work and have passion for the job, Team player</p>
Number of vacancies:	2

5.1 Customer Service Agent (Intern)

Apprenticeship #:	5.1 Customer Service Agent
Business Name	Monroe Chicken
Business Location	Tubman Blvd, Opposite Fish Market
Description of business activity:	Food & Beverages – Fast Food Restaurant and Diner. Fried Chicken, Grilled Chicken and Hamburgers, Pizza, African Dishes and Smoothies
Description of work-training activities:	Customer Services, and team work
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen between 18 and 35 years (Females are highly encouraged to apply) • Personal traits: honest, hardworking, and committed to learn • Education level: Reading and Writing skills required • Vocational skills: None <p>Other success factors: Having the ability to work for 8 hours daily, willing to learn, work and have passion for the job, Team player, trustworthy, motivational and take initiatives, willing to learn, has a good personality</p>
Number of vacancies:	1

6.1 BEAUTICIANS

Apprenticeship #:	6.1 Hair Stylist
Business Name	Big Mark Unisex Saloon
Business Location	Old Road, Joe Bar Market
Description of business activity:	Hair Styling/Braiding; and Barbing
Description of work-training activities:	Braiding, Weaving, Comb and finger twist, and cleaning of braiding/weaving equipment
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 35 years • Personal traits: honest, hardworking, and committed to

	<p>achieving personal success</p> <ul style="list-style-type: none"> • Education level: knows how to read and write • Vocational skills: Vocation Education in Beauty care <p>Other success factors: Having the ability to work for 8 hours daily, willing to learn, work and is trustworthy.</p>
Number of vacancies:	1

7.1 Electronic Technician (Intern)

Apprenticeship #:	7.1 Electronic Technician
Business Name	Mugabe Electronics
Business Location	Congo Town, (opposite KIA Motor)
Description of business activity:	Repairing of Household Electronics Appliances
Description of work-training activities:	Assist with technical work, eg: board installation, power supply diagnosis, and troubleshooting of mother board
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen between 18 and 35 years • Personal traits: honest, hardworking, obedient, team player, and committed to achieving personal success • Education level: High School graduate • Vocational skills: Knowledge in Electronics <p>Other success factors: Having the ability to work for 8 hours daily, willing to learn, hardworking, obedient and is trustworthy.</p>
Number of vacancies:	2

8.1 Book Keeper (Intern)

Apprenticeship #:	8.1 Book Keeper
Business Name	Duan Plumbing Services
Business Location	Congo Town, Opposite KIA Motor
Description of business activity:	Digging of wells, repairing of all kinds of pumps, do different kinds of plumbing jobs. We buy and sell all kinds of plumbing materials.
Description of work-training activities:	Preparing of cash and pro-forma invoices; depositing of check and cash; maintaining of cash book, etc.
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen between 18 and 35 years (Females are highly encouraged to apply) • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: High School Graduate • Vocational skills: Basic knowledge in accounting is an added advantage <p>Other success factors: Having the ability to work for 8 hours</p>

daily, willing to learn, hardworking, obedient and is trustworthy.

Number of vacancies: 1

9.1 CAFÉ ATTENDANT

Apprenticeship #:	10.1 CAFÉ ATTENDANT
Business Name	REOGOMM Group Inc.
Business Location	Jallah Town
Description of business activity:	Installations of VISAT , MIKROTIK, Internet Services, IT trainings, and Internet Cafe
Description of work-training activities:	Attending to café users, activities related to our IT services
Eligibility criteria:	<ul style="list-style-type: none">• Liberian citizen (preferably female) between 18 and 35 years• Personal traits: honest, hardworking, and committed to achieving personal success• Education level: High School Graduate• Vocational skills: Certificate in IT related area Other success factors: Having the ability to work for 8 hours daily, willing to learn, hardworking, obedient and is trustworthy.
Number of vacancies:	1

10.1 Operations Officer(Intern)

Apprenticeship #:	10.1 Operation Officer(Intern)
Business Name	Global Logistics Services Inc.
Business Location	Broad & Johnson Street, Monrovia
Description of business activity:	Freight forwarding, transportation, storage, shipping and cargo handing
Description of work-training activities:	Apprentice will be involve with operations activities, such as: Documentation, processing, dispatching of shipments; scanning of documents; clients daily updates and updating of management
Eligibility criteria:	<ul style="list-style-type: none">• Liberian citizen between 18 and 35 years (Females are encouraged to apply)• Personal traits: honest, hardworking, and committed to achieving personal success• Education level: Associate Degree or above in Business administration• Vocational skills: Computer skills required. Other success factors: Having the ability to work for 8 hours

	daily
Number of vacancies:	2

10.2 Admin Officer(Intern)

Apprenticeship #:	10.2 Admin Officer(Intern)
Business Name	Global Logistics Services Inc.
Business Location	Broad & Johnson Street, Monrovia
Description of business activity:	Freight forwarding, transportation, storage, shipping and cargo handling
Description of work-training activities:	Development and implementation of HR strategy; establish and oversee all information and filling; file and maintain all finance record in each department.
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen between 18 and 35 years (Females are encouraged to apply) • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: Associate Degree or above in Business administration • Vocational skills: Computer skills required. <p>Other success factors: Having the ability to work for 8 hours daily</p>
Number of vacancies:	2

10.3 Office Assistant (Intern)

Apprenticeship #:	10.4 Office Assistant
Business Name	Global Logistics Services Inc.
Business Location	Broad & Johnson Street, Monrovia
Description of business activity:	Freight forwarding, transportation, storage, shipping and cargo handling
Description of work-training activities:	Office Management and setup, filling and processing of documents, also work as expeditor
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen between 18 and 35 years (Females are encouraged to apply) • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: High School Graduate • Vocational skills: Secretarial Science knowledge is an added advantage <p>Other success factors: Having the ability to work for 8 hours daily</p>
Number of vacancies:	1

11.1 DISPENSARY AID (Intern)

Apprenticeship #:	11.1 DISPENSARY AID
Business Name	Barba Medical Clinic

Business Location	Barnesville Estate Football field, Adj. to the Police Station
Description of business activity:	Clinical and Medical services
Description of work-training activities:	Will be taught the rules and regulations of pharmacy, assist the pharmacy in dispensing drugs, in collaboration with the pharmacist, participants will be taught the daily tally coms.
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 35 years • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: High School Certificate/ Diploma and above • Vocational skills: Certificate or Diploma in Pharmaceutical • Other success factors: Having the ability to work for 8 hours daily, good writing and communication skills
Number of vacancies:	1

12.1 DISPENSER (Intern)

Apprenticeship #:	12.1 DISPENSER
Business Name	GUMA INCOPORATED
Business Location	Tweh Farm, Monrovia , Liberia
Description of business activity:	Currently trading pharmaceutical products at Tweh Farm, Afrindo shopping center and also providing Clinical Services at Iron Gate Community
Description of work-training activities:	Conducting sales based medical prescription from license medical practitioners, record sales on the tally sheet for record purpose, operate efficient stock control to ensure continuity of supply of drugs and other pharmaceutical products at all times, acquire and maintain customers through patience, clear communication, attentiveness, knowledge of products, ability to read customers and acting skills. Prepare and submit daily sales reports to supervisor
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 35 years • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: Graduate from any reputable Nursing school • Vocational skills: Completion Drug dispensing Program Other success factors: Having the ability to work for 8 hours daily, ability and willing to learn, committed and dedicated.
Number of vacancies:	1

12.2 Operations Officer(Intern)

Apprenticeship #:	12.2 Operation Officer(Intern)
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Business Name	GUMIA INCORPORATED
Business Location	Tweh Farm, Monrovia , Liberia
Description of business activity:	Currently trading pharmaceutical products at Tweh Farm, Afrindo shopping center and also providing Clinical Services at Iron Gate Community.
Description of work-training activities:	Inventory management; procurement and supply; conducting training activities; expedite process at government Agencies and other trade partners; and implement GUMA operational management policies
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen between 18 and 35 years • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: AA Degree in Business Administration or its equivalent • Vocational skills: Basic IT knowledge will be an added advantage <p>Other success factors: Having the ability to work for 8 hours daily, willing to learn, committed, dedicated and motivational</p>
Number of vacancies:	1

12.3 Human Resource Officer(Intern)

Apprenticeship #:	12.3 Human Resource Officer(Intern)
Business Name	Last Hope Medical Laboratory Clinic
Business Location	Tweh Farm, Monrovia, Liberia
Description of business activity:	Currently trading pharmaceutical products at Tweh Farm, Afrindo shopping center and also providing Clinical Services at Iron Gate Community.
Description of work-training activities:	Conduct recruitment for new/existing position(s); conduct and manage staff appraisal; in collaboration with departmental heads follow-up on staff annual sick and other leaves; keep HR files for each staff up to date; prepare monthly staff payroll; manage staff contracts and job descriptions; organize meetings and training venues; in collaboration with the Proprietor, review GUMA HR policies.
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen between 18 and 35 years (Females are strongly encouraged to apply) • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: Diploma in Business Administration • Vocational skills: • Other success factors: Having the ability to work for 8 hours daily, willing to learn, committed and motivational
Number of vacancies:	1

13.1 Laboratory Technician

Apprenticeship #:	13.1 Laboratory Technician
Business Name	Medicover Health Center #3
Business Location	ELWA Junction, (Opposite Save Way Supermarket)
Description of business activity:	Involve in Medical Services (Primary Health)
Description of work-training activities:	Collect patient specimen; conduct laboratory test; record testing processes and results; write monthly report
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen between 18 and 35 years (Female are encouraged to apply) • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: High School Diploma • Vocational skills: Advance Diploma in Lab Science <p>Other success factors: Having the ability to work for 8 hours daily, willing to learn, hardworking, tidy, pays attention to details and is trustworthy.</p>
Number of vacancies:	1

13.2 Registered Nurse

Apprenticeship #:	13.2 Register Nurse
Business Name	Medicover Health Center #3
Business Location	ELWA Junction, (Opposite Save Way Supermarket)
Description of business activity:	Involve in Medical Services (Primary Health)
Description of work-training activities:	Assist in receiving of patients, screening, sending patients to the lab, receive and interpret lab results to patients, and provide appropriate treatment for the patients.
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen between 18 and 35 years (Female are encouraged to apply) • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: AA Degree in Nursing, or BSN an added advantage • Vocational skills: <p>Other success factors: Having the ability to work for 8 hours daily, willing to learn, hardworking, tidy, pays attention to details , tolerant and is trustworthy.</p>
Number of vacancies:	1

14.1 Auto Mechanic

Apprenticeship #:	14.1 Auto Mechanic
Business Name	Vasco Direct Inc.
Business Location	Bobah, BIA Highway, Near TOTAL Filling Station

Description of business activity:	Repair of vehicles, sales of used cars and order parts for vehicles.
Description of work-training activities:	Vehicle diagnoses; repairs; changing of oil, filters; etc.
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 35 years • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: Ability to read and write • Vocational skills: Must have prior knowledge <p>Other success factors: Having the ability to work for 8 hours daily, willing to learn, hardworking, and trustworthy.</p>
Number of vacancies:	2

15.1 Beautician

Apprenticeship #:	15.1 Beautician
Business Name	Scissor's N Razor's
Business Location	Copper's Beach Junction, ELWA Road
Description of business activity:	Involve with Beauty culture, sales of Ladies and Gents wear, etc.
Description of work-training activities:	Assist to cut, color, braid, weave, and style client hair to enhance client's appearance. Assist with providing many types of beauty and personal care services
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 35 years • Personal traits: honest, hardworking, have good listening skills and committed to achieving personal success • Education level: High School and above • Vocational skills: Basic knowledge in beauty care (vocational knowledge is an advantage) <p>Other success factors: Having the ability to work for 8 hours daily, willing to learn, effective, and is a good team player</p>
Number of vacancies:	2

15.2 Pedicure & Manicure Technician

Apprenticeship #:	15.2 Pedicure & Manicure Technician
Business Name	Scissor's N Razor's
Business Location	Copper's Beach Junction, ELWA Road
Description of business activity:	Involve with Beauty culture, sales of Ladies and Gents wear, etc.
Description of work-training activities:	Assist with engaging customer's, cleaning, filling, trimming, shaping, and applying nail polish to clients nails; provides consultations, takes off polish; prepare and apply fresh nail polishes

Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 35 years • Personal traits: honest, hardworking, have good listening skills and committed to achieving personal success • Education level: High School Graduate • Vocational skills: Basic knowledge in beauty care (vocational knowledge is an advantage) <p>Other success factors: Having the ability to work for 8 hours daily, willing to learn, effective, and is a good team player</p>
Number of vacancies:	1

16.1 Beautician (Intern)

Apprenticeship #:	16.1 Beautician
Business Name	Classic Beauty Saloon
Business Location	ELWA Community (around ELWA Market)
Description of business activity:	Braiding, Weaving, Styling, Manicure & Pedicure
Description of work-training activities:	Braiding, Weaving, Manicure & Pedicure, and styling
	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 35 years • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: Ability to read and write • Vocational skills: Knowledge in beauty care <p>Other success factors: Having the ability to work for 8 hours daily, good interpersonal and communication skills</p>
Number of vacancies:	2

17.1 MARKETING AGENT

Apprenticeship #:	17.1 MARKETING AGENT
Business Name	Barclay and Group Consultancy, Outsourcing and Marketing Firm
Business Location	Thinker Village, RIA Highway
Description of business activity:	Providing Professional Services, hiring and training interns for vacancy, job opportunity and Marketing
Description of work-training activities:	<ul style="list-style-type: none"> - Marketing of services (Vacancies, Businesses and Newsletter) - Recruiting clients and developing a database of clients and interns - Develop marketing strategy to sell newsletter
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 35 years • Personal traits: honest, hardworking, and committed to achieving personal success

	<ul style="list-style-type: none"> • Education level: High School Graduate • Vocational skills: Computer literacy <p>Other success factors: Having the ability to work for 8 hours daily, marketing and good interpersonal and communication skills</p>
Number of vacancies:	1

18.1 Seamstress/Tailor

Apprenticeship #:	12.4 Seamstress/Tailor
Business Name	Lumars Fashion Inc.
Business Location	Neezoe Junction, Paynesville
Description of business activity:	Sewing of wedding clothes and other occasions; sew for both ladies and gents; fix hand bags.
Description of work-training activities:	Taking of measurement, cutting and sewing of clothes for both ladies and gents.
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 35 years • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: Ability to read and write • Vocational skills: Must have prior knowledge <p>Other success factors: Having the ability to work for 8 hours daily, hardworking, punctual, and reliable.</p>
Number of vacancies:	2

18.2 Hand-Bag Designer

Apprenticeship #:	18.2 Hand-Bag Designer
Business Name	Lumars Fashion, Inc.
Business Location	Neezoe Junction, Paynesville
Description of business activity:	Sourcing materials and specification for design, and designing of hand bags, and other fashion bags
Description of work-training activities:	- Taking of measurement, cutting and sewing of clothes for both ladies and gents.
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 35 years • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: Ability to read and write • Vocational skills: Must have prior knowledge <p>Other success factors: Having the ability to work for 8 hours daily, hardworking, punctual, and reliable.</p>
Number of vacancies:	1

19 .1 Accounts Clerk/Loan Officer(Intern)

Apprenticeship #:	19.1 Accounts Clerk/Loan Officer(Intern)
Business Name	In God We Trust Multi-Purpose Credit Union
Business Location	Double Bridge, Somalia Drive
Description of business activity:	Micro-loan services, and money transfer services (Western Union, Money Gram, Mobile Money)
Description of work-training activities:	Conduct Bank reconciliation, deposit with-holding taxes appropriately; conduct risks analysis on clients requesting loan; and other functions assigned by the CEO or supervisor
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 35 years • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: AA or BBA in Business Administration or its equivalent. • Vocational skills: Basic computer knowledge <p>Other success factors: Having the ability to work for 8 hours daily, and good working relationship</p>
Number of vacancies:	1

20.1 Carpenter

Apprenticeship #:	20.1 Carpenter
Business Name	New Trends Furniture
Business Location	Chicken Soup Factory Junction, Somalia Drive
Description of business activity:	Production of wooden furniture of all kinds
Description of work-training activities:	Manufacture beds, closets, chairs, tables, kitchen cabinets, and other types of wooden furniture
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen between 18 and 35 years (Females are encouraged to apply) • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: Ability to read and write • Vocational skills: Basic training in carpentry <p>Other success factors: Having the ability to work for 8 hours daily, committed, hardworking, willing to learn and good working relationship</p>
Number of vacancies:	2

21.1 Accountant(Intern)

Apprenticeship #:	21.1 Accountant(Intern)
Business Name	Garden Fish Farm
Business Location	Bokes Town, Kebba, Bardnersville
Description of business activity:	Aquaculture/Fish Farming. Breeding and growing of fish (Tilapia) for sales

Description of work-training activities:	Setting up of all financial tools and establish a financial management system, recording and filling of all financial documents; keep track of all financial transactions
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen between 18 and 35 years (Females are strongly encouraged to apply) • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: Associate Degree or above in Accounting • Vocational skills: Other success factors: Having the ability to work for 8 hours daily, experience in managing financial transactions and good working relationship
Number of vacancies:	1

21.2 Feed Assistant (intern)

Apprenticeship #:	21.2 Feed Assistant
Business Name	Garden Fish Farm
Business Location	Bokes Town, Kebba, Bardnersville
Description of business activity:	Aquaculture/Fish Farming. Breeding and growing of fish (Tilapia) for sales
Description of work-training activities:	- Fetching of feed materials for feed mill; preparation of feed materials as feed for fish; feeding of fish by prescribed schedule
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen between 18 and 35 years (Females are strongly encouraged to apply) • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: Ability to read and write • Vocational skills: Other success factors: Having the ability to work for 8 hours daily, willing to learn, patient, discipline, and good working relationship
Number of vacancies:	2

22.1 Registered Nurse (Intern)

Apprenticeship #:	22.1 Registered Nurse
Business Name	Ricks Institute Clinic
Business Location	Virginia, Bomi Highway, Lower Montserrado
Description of business activity:	Providing medical services (Primary health care) to students and surrounding communities
Description of work-training activities:	- Assist in receiving of patients, screening, sending patients to the lab, receive and interpret lab results to patients, and provide appropriate treatment for the patients.
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen between 18 and 25 years (Female are

	<p>encouraged to apply)</p> <ul style="list-style-type: none"> • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: AA Degree in Nursing, or BSN an added advantage • Vocational skills: <p>Other success factors: Having the ability to work for 8 hours daily, willing to learn, hardworking, tidy, pays attention to details , tolerant and is trustworthy.</p>
Number of vacancies:	2

22.2 Nurse Aid (Intern)

Apprenticeship #:	22.2 Nurse Aid
Business Name	Ricks Institute Clinic
Business Location	Virginia, Bomi Highway, Lower Montserrado
Description of business activity:	Providing medical services (Primary health care) to students and surrounding communities
Description of work-training activities:	<ul style="list-style-type: none"> - Register patients, do vital signs, record keeping; care for patients and attend to emergencies at all times; and perform other responsibilities assigned thereto
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen between 18 and 35 years (Female are encouraged to apply) • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: Advanced Diploma in Nurse Aid • Vocational skills: <p>Other success factors: Having the ability to work for 8 hours daily, willing to learn, hardworking, tidy, pays attention to details , tolerant and is trustworthy.</p>
Number of vacancies:	1

22.3 Dispenser (Intern)

Apprenticeship #:	22.3 Dispenser
Business Name	Ricks Institute Clinic
Business Location	Virginia, Bomi Highway, Lower Montserrado
Description of business activity:	Providing medical services (Primary health care) to students and surrounding communities
Description of work-training activities:	<ul style="list-style-type: none"> - Receive prescription and interpret to patients; serve medication to patients and tally on a daily basis; maintain inventory supply of drugs within the pharmacy
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen between 18 and 35 years (Female are encouraged to apply) • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: Advance Diploma in Dispensing

	<ul style="list-style-type: none"> • Vocational skills: <p>Other success factors: Having the ability to work for 8 hours daily, willing to learn, hardworking, tidy, pays attention to details, tolerant and is trustworthy.</p>
Number of vacancies:	1

23.1 COMPOST TECHNICIAN

Apprenticeship #:	23.1 COMPOST TECHNICIAN
Business Name	AGRO-GREEN LIBERIA
Business Location	Kollieman Town, Bensonville, Montserrado County
Description of business activity:	Producing compost, poultry farming, organic vegetable farming
Description of work-training activities:	<ul style="list-style-type: none"> - Producing compost using organic materials - Application of compost - Collection of organic waste
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 35 years • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: High School Graduate • Vocational skills: Some agriculture knowledge <p>Other success factors: Having the ability to work for 8 hours daily, and good working relationship</p>
Number of vacancies:	1

23.2 POULTRY FARMER

Apprenticeship #:	23.2 POULTRY FARMER
Business Name	AGRO-GREEN LIBERIA
Business Location	Kollieman Town, Bensonville, Montserrado County
Description of business activity:	Producing compost, poultry farming, organic vegetable farming
Description of work-training activities:	<ul style="list-style-type: none"> - Observing the day-to-day behavior of the fowl - Identifying poultry disease, creative measures as well as feeding habits
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 35 years • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: High School Graduate • Vocational skills: Agriculture knowledge <p>Other success factors: Having the ability to work for 8 hours daily, and good working relationship</p>
Number of vacancies:	1

23.3 ORGANIC VEGETABLE FARMER

Apprenticeship #:	23.3 ORGANIC VEGETABLE FARMER
Business Name	AGRO-GREEN LIBERIA
Business Location	Kollieman Town, Bensonville, Montserrado County
Description of business activity:	Producing compost, poultry farming , organic vegetable farming
Description of work-training activities:	<ul style="list-style-type: none"> - Producing all vegetables using compost organic compost - Replacing lost soil nutrients using compost - He/she is to use cultural and biological methods in vegetable production
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 35 years • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: High School Graduate • Vocational skills: Agriculture knowledge <p>Other success factors: Having the ability to work for 8 hours daily, and good working relationship</p>
Number of vacancies:	1

23.4 DRIVER

Apprenticeship #:	23.4 DRIVER
Business Name	AGRO-GREEN LIBERIA
Business Location	Kollieman Town, Bensonville, Montserrado County
Description of business activity:	Producing compost, poultry farming , organic vegetable farming
Description of work-training activities:	<ul style="list-style-type: none"> - Transport materials to and from the farm Do other work assigned relating to driving
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 35 years • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: High School Graduate • Vocational skills: A good license driver <p>Other success factors: Having the ability to work for 8 hours daily, and good working relationship, trustworthy, motivational and take initiatives</p>
Number of vacancies:	1

24.1 MARKETING AGENT

Apprenticeship #:	24.1 MARKETING AGENT
Business Name	GREEN CITIES, INC.
Business Location	Jorkpen Town, 8 th Street, Sinkor
Description of business	Processing of recyclables and collection of waste

activity:	
Description of work-training activities:	<ul style="list-style-type: none"> - Create awareness and sensitization - Recruit customers - Market the products and services of the company
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 35 years • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: High School Graduate • Vocational skills: Some computer skills (mainly MS Word & Excel) <p>Other success factors: Having the ability to work for 8 hours daily, strong marketing and customer service skills, good working relationship, trustworthy, motivational and take initiatives</p>
Number of vacancies:	2

24.2 DRIVER

Apprenticeship #:	24.2 DRIVER
Business Name	GREEN CITIES, INC.
Business Location	Jorkpen Town Market, 8 th Street, Sinkor
Description of business activity:	Processing of recyclables and collection of waste
Description of work-training activities:	<ul style="list-style-type: none"> - Transport waste from customers to dumping sites. - Do regular routine checks on the car
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 35 years • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: High School Graduate • Vocational skills: A good license driver <p>Other success factors: Having the ability to work for 8 hours daily, and good working relationship, trustworthy, motivational and take initiatives</p>
Number of vacancies:	1

25.1 RADIO ANNOUNCER(Intern)

Apprenticeship #:	25.1 RADIO ANNOUNCER(Intern)
Business Name	ROYAL COMMUNICATIONS, INC.
Business Location	Front Street
Description of business activity:	Media outlet and professional broad casting
Description of work-training activities:	<ul style="list-style-type: none"> - Produce or prepare radio programs/news - Read radio announcements
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 25

	<p>years</p> <ul style="list-style-type: none"> • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: High School Graduate • Vocational skills: Certificate in journalism <p>Other success factors: Having the ability to work for 8 hours daily, strong written and oral English skills, and good working relationship, trustworthy, motivational and take initiatives</p>
Number of vacancies:	1

25.2 NEWS WRITER(INTERN)

Apprenticeship #:	25.2 NEWS WRITER (INTERN)
Business Name	ROYAL COMMUNICATIONS, INC.
Business Location	Front Street
Description of business activity:	Media outlet and professional broad casting
Description of work-training activities:	<ul style="list-style-type: none"> - Collect stories/news from the field - Edit stories/news and report in writing
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 35 years • Personal traits: honest, hardworking, and committed to achieving personal success • Education level: High School Graduate • Vocational skills: Certificate in journalism <p>Other success factors: Having the ability to work for 8 hours daily, strong written and oral English skills, and good working relationship, trustworthy, motivational and take initiatives</p>
Number of vacancies:	1

25.3 TV SWITCH Board Technician

Apprenticeship #:	25.3 TV SWITCH Board Technician
Business Name	ROYAL COMMUNICATIONS, INC.
Business Location	Front Street
Description of business activity:	Media outlet and professional broad casting
Description of work-training activities:	<ul style="list-style-type: none"> - Collect news from the field and cover programs - Edit the news and programs - Air the news/programs
Eligibility criteria:	<ul style="list-style-type: none"> • Liberian citizen (preferably female) between 18 and 35 years • Personal traits: honest, hardworking, and committed to achieving personal success <p>Education level: High School Graduate</p>

- vocational skills: Certificate in journalism
- Other success factors: Having the ability to work for 8 hours daily, strong written and oral English skills, and good working relationship, trustworthy, motivational and take initiatives

Number of vacancies: 1

Call 0 886106172 /0778012668 for more information, or email wajavon@lr.mercycorps.org

Applications Period: May 31 – June 14, 2018

