



Office of the Minister
& Chief of Staff to the President

MINISTRY OF STATE FOR PRESIDENTIAL AFFAIRS

THE EXECUTIVE MANSION

MONROVIA, LIBERIA

Terms of Reference — Chief Information Officer (OTDI)

Office of Technology, Digitalization and Innovation (OTDI)

TERMS OF REFERENCE

Chief Technology, Digitalization and Innovation Officer
("Chief Information Officer" / CIO), Head of OTDI

Position title	Chief Technology, Digitalization and Innovation Officer (Chief Information Officer)
Institution	Office of Technology, Digitalization and Innovation (OTDI), Office of the President
Legal basis	Executive Order No. 163 (2026) establishing NDMI and OTDI
Appointed by	The President of the Republic of Liberia
Reports to	The President, through / with oversight of the Digital Government Steering Committee
Location	Executive Mansion (with national coordination responsibilities)
Tenure	Aligned to the one (1) year duration of EO 163, renewable pending statutory establishment

1. Background and Context

Executive Order No. 163 establishes the National Digitalization and Modernization Initiative (NDMI) as a Whole-of-Government policy initiative of the Executive Branch, and creates the Office of Technology, Digitalization and Innovation (OTDI) within the Office of the President as the central executive coordinating office for NDMI implementation, government digital governance, and cross-government technical standards.

OTDI is headed by a Chief Technology, Digitalization and Innovation Officer, designated in the Executive Order as the "Chief Information Officer" (CIO), appointed by the President. These Terms of Reference define the purpose, scope, functions, reporting relationships, deliverables, qualifications, and performance expectations of the CIO, consistent with EO 163 and applicable laws of the Republic of Liberia.

2. Purpose of the Role

The CIO provides executive leadership for the coordinated modernization and digitalization of government, ensuring that Liberia's digital investments are secured, interoperable, standards-

based, and aligned to national priorities. The CIO leads OTDI in reducing fragmentation, duplication, and waste across government technology systems while improving the quality of public services for citizens and businesses.

3. Reporting Lines and Governance

- The CIO is appointed by, and accountable to, the President of the Republic of Liberia.
- The CIO leads OTDI, which serves as the technical secretariat of the Digital Government Steering Committee and submits quarterly progress reports through that Committee.
- The Steering Committee — chaired by the Minister of State for Presidential Affairs (or a senior official designated by the President) — provides high-level oversight of NDMI implementation. The CIO supports and reports into this Committee.
- The CIO convenes and chairs regular technical coordination sessions of MAC ICT leadership and aligns the existing CIO coordination mechanism to NDMI.
- The CIO may organize OTDI into such units as the CIO may propose and the President may approve, subject to available resources and applicable laws.

4. Scope and Legal Boundaries

The mandate of the CIO applies to all ministries, agencies, and commissions (MACs) of the Executive Branch. In exercising this mandate, the CIO shall operate strictly within the following boundaries established by EO 163:

- The role does not amend, suspend, or supersede any statute, nor diminish the statutory powers of any ministry, agency, commission, or regulator established by law.
- The CIO holds no procurement regulatory powers; all ICT procurement remains subject to the Public Procurement and Concessions Act and the oversight of the Public Procurement and Concessions Commission (PPCC). Technical Clearance is not a procurement approval, contract award approval, or budget appropriation.
- The CIO shall not impair the functional independence or statutory governance of autonomous institutions, including the Central Bank of Liberia and the Liberia Revenue Authority.
- The CIO shall not exercise law-enforcement powers; criminal investigations and prosecutions remain with institutions holding statutory authority.
- Where any provision or action is inconsistent with an Act of the Legislature, the Act prevails to the extent of the inconsistency.

5. Core Duties and Responsibilities

5.1 Enterprise Architecture and Standards

- Develop and maintain a Government Enterprise Architecture Framework and related standards, including reference architectures for common government capabilities.
- Develop and maintain a Government Interoperability Framework, including standards for secure data exchange, APIs, and system integration.
- Serve as the Executive Branch enterprise architecture and interoperability standards authority for Government Digital Systems.

5.2 Digital Systems Inventory and Technical Clearance

- Establish and maintain a Government Digital Systems Inventory — a register of major systems, their owners, primary functions, interconnections, and data classification level as declared by the owning MAC.
- Operate the Technical Clearance function so that no MAC initiates, procures, develops, substantially modifies, deploys, or integrates a system materially affecting cross-government interoperability, sensitive personal data, public financial management, or core registries without OTDI Technical Clearance.
- Publish, within ninety (90) days of issuance of the Executive Order, a Technical Clearance Procedure defining thresholds, documentation requirements, review timelines, and an expedited pathway for urgent public service needs.

5.3 Cybersecurity and Data Protection

- Issue and coordinate Government-wide baseline cybersecurity requirements, including minimum controls for identity and access management, logging, backup, vulnerability management, and incident response readiness.
- Embed security-by-design requirements in new Digital Investments and coordinate with the Ministry of Posts and Telecommunications, the Ministry of Justice, and other security-sector institutions on incident response and national cybersecurity alignment.
- Uphold the constitutional right to privacy and the “do-no-harm” principle — minimizing collection and duplication of personal data and promoting trusted verification over unnecessary replication.

5.4 Shared Platforms and Service Delivery

- Coordinate the design and delivery of selected shared government digital platforms and reusable components approved by the President — including, where appropriate, digital service portals, identity verification integration, payments integration, and messaging/notification components.
- Provide technical advisory support to MACs for business process redesign, service digitization, and system integration.

5.5 Interoperability and Data-Sharing Governance

- Develop government-wide interoperability rules enabling secure data exchange among Government Digital Systems, consistent with constitutional privacy protections and applicable sectoral laws.
- Ensure that data-sharing is conducted pursuant to written agreements approved by the heads of participating institutions, addressing purpose limitation, access controls, logging, retention, and accountability.

5.6 Coordination and Institutional Leadership

- Serve as technical secretariat of the Digital Government Steering Committee and convene regular technical coordination sessions of MAC ICT leadership.
- Coordinate with the Ministry of Finance and Development Planning so that MAC budget submissions for Digital Investments include evidence of Technical Clearance (or a pending clearance reference) as a condition of inclusion for major Digital Investments.

- Build OTDI's institutional capacity, recruit and develop technical staff, and mobilize resources with MFDP and development partners without making commitments contrary to law.

5.7 Legal and Policy Institutionalization

- Prepare and submit, through the office of the Legal Council and Minister of Justice, draft legislation and policy instruments required to institutionalize digital government reforms on a statutory basis, including (as applicable) a Digital Government Act and related amendments.

6. Key Deliverables and Timelines

The CIO is responsible for delivering the following against the timelines set in EO 163 (measured from issuance of the Executive Order):

Timeline	Deliverable
Within 60 days	Prescribe the inventory template and collect baseline inventories of major Government Digital Systems and active Digital Investments from every MAC.
Within 90 days	Publish the Technical Clearance Procedure (thresholds, documentation, review timelines, expedited urgent pathway).
Within 180 days	Submit to the President, through the Steering Committee: (i) a prioritized NDMI Implementation Roadmap; (ii) a first release of the Government Enterprise Architecture Framework; (iii) a first release of the Government Interoperability Framework; and (iv) a proposed list of shared platforms to be developed or strengthened.
Quarterly	Submit progress reports through the Digital Government Steering Committee.
Within 12 months	Submit, through the Minister of Justice, draft legislation to institutionalize reforms (including, as applicable, a Digital Government Act).
60 days before EO expiry	Submit to the President a review report recommending extension, replacement, or transition into a statutory framework.

7. Qualifications and Competencies

7.1 Education and Experience

- Advanced degree (Master's preferred) in Computer Science, Information Systems, Engineering, Public Administration, Digital Government, or a related field; equivalent senior professional experience may be considered.
- Substantial senior-level experience (typically 10+ years) in ICT leadership, enterprise architecture, digital transformation, or public-sector technology governance, including experience leading multi-institutional programs.
- Demonstrated experience with enterprise architecture and interoperability frameworks, cybersecurity governance, data protection, and shared digital platforms.

7.2 Technical and Leadership Competencies

- Strong command of government digital governance, standards development, and technical clearance/assurance processes.
- Proven ability to coordinate across ministries and autonomous institutions while respecting statutory mandates and regulatory boundaries.
- Sound understanding of public procurement, public financial management, and the constitutional and legal framework of Liberia, including privacy protections under Article 16.
- Excellent strategic, analytical, stakeholder-management, and communication skills, with the ability to advise the President and senior officials.
- High integrity, sound judgment, and a service-oriented, do-no-harm approach to citizen data.

8. Performance Indicators

Performance of the CIO will be assessed against, at minimum, the following indicators:

- Timely delivery of the statutory milestones in Section 6 (inventory, Technical Clearance Procedure, roadmap, framework releases, legislative drafts, review report).
- Completeness and accuracy of the Government Digital Systems Inventory and coverage of MACs.
- Proportion of major Digital Investments proceeding with valid Technical Clearance and evidence of clearance in budget submissions.
- Adoption of enterprise architecture, interoperability, and cybersecurity baseline standards across MACs.
- Functioning of the Steering Committee secretariat and regularity of quarterly reporting and MAC ICT coordination sessions.
- Measurable reduction in duplication of systems and personal-data collection, and improvements in service quality and security posture.

9. Duration and Review

The engagement is aligned to the one (1) year duration of EO 163, during which the Government pursues legislative enactment to institutionalize digital government governance on a permanent basis. Not later than sixty (60) days prior to expiration of the Executive Order, the CIO shall support submission to the President of a review report recommending extension, replacement, or transition into a statutory framework. Continuation of the role is subject to that determination and to any successor legal instrument.

10. Resources and Funding

The CIO exercises these responsibilities subject to the availability of appropriated funds and lawful budget execution processes. In coordination with the Ministry of Finance and Development Planning and development partners, the CIO may propose resource mobilization plans for consideration, provided that no commitment is made contrary to law.

These Terms of Reference are issued pursuant to and shall be read together with Executive Order No. 163 and applicable laws of the Republic of Liberia.

11. How to Apply

Note: Please address applications to: wnmassaquoi@emansion.gov.lr with the subject heading "Chief Technology, Digitalization and Innovation Officer (Chief Information Officer)". Applications should include a full CV and letter of motivation. Only shortlisted applicants will be contacted.

Deadline: 24th July 2026