



**Notice of Position Opening  
External/Internal  
Full Time**

**Job Vacancies Announcement**

To strengthen, reinforce and replace retired exited employees, Firestone Liberia, LLC is permanently seeking **qualified and dynamic applicants** who are suitable for the below vacancies with the requisite qualifications.

Applications will be accepted up to April 17, 2026

#	Positions	Grade	Qualification	General Responsibilities	Experience	Posting#
1	Chief Clerk	N4	Associate degree in related fields such as Accounting, Finance, Economics	The <b>Chief Clerk</b> is responsible for maintaining smooth clerical and administrative operations. Such as, ensuring accurate recordkeeping, supporting billing, cashiering and Medical Records functions. The incumbent is an essential part of the FHS team, contributing to efficient patient care and financial processes. Work assignments would be either in medical records, billing or cashiering office.	2Yrs.	NS_108
2	Midwife	N3 -N5	Must be a bachelor's degree or an associate degree holder of a Nursing and Midwifery diploma from an accredited program and licensed Nurse-Midwife or a licensed Nurse and licensed Midwife from the Liberian Board for Nursing and Midwifery.	The <b>Nurse Midwife</b> role will uniquely combine the expertise of a registered nurse with the specialized skills of a midwife, offering a holistic approach to women's health, pregnancy, childbirth, and post-natal care. As a Registered Nurse (RN) Midwife, you will blend advanced nursing skills with expertise in midwifery to provide holistic care to women and their families. This role encompasses comprehensive responsibilities, from general nursing care to specialized support during pregnancy, childbirth, and post-natal care. The RN Midwife performs medical tasks in compliance with state nursing regulations, including conducting blood tests, administering shots and medication, and following other doctor-recommended treatment plans while adhering to established standards and policies. The incumbent may be called upon to assist or work in other wards if needed, especially in situations where there is a shortage of staff.	2-3 Yrs.	NS_106
3	Business Office Supervisor	S1	Bachelor's degree in accounting, Business Administration, Finance, Health Administration, or related field required.	The <b>Business Office Supervisor</b> will be responsible for the direct daily oversight of the hospital's Business Office operations, ensuring accuracy, timeliness, and integrity of all financial and patient-related administrative transactions. The role ensures proper billing, cashiering, and Hospital Management Information System (HMIS) inputs to support revenue assurance and operational efficiency. The role ensures robust financial oversight, accurate data reporting, and full compliance with both internal hospital protocols and regulatory requirements.	3Yrs.	S_74
4	Operations Supervisor	S1	Bachelor's degree in business administration, Health Administration, Operations Management, or related field required.	<b>The Operations Supervisor</b> will be responsible for overseeing non-clinical hospital units, specifically Laundry, Dietary, Transport, and related ancillary support services. The role ensures efficient service delivery, regulatory compliance, and alignment of support services with hospital operational standards. This position exists to strengthen operational controls, improve service efficiency, and ensure a safe, clean, and functional hospital environment.	3 Yrs.	S_73

**Send resume (max. 3 pages) to: Human Resource Department  
Firestone Liberia LLC or [FSLBHR@bfusa.com](mailto:FSLBHR@bfusa.com)**

**Please reference posting number assigned to each vacancy of interest on all your documents.**