



**Ministry of State for Presidential Affairs  
Executive Mansion  
Monrovia Liberia**



## **VACANCY ANNOUNCEMENT**

The Office of Diaspora Affairs invites qualified and experienced professionals to apply for the position of:

**Director of Communications, Programs and Media Relations  
(One-Year Service Contract – Renewable)**

### **Role Overview**

The Director will provide strategic leadership in managing communications, programs, and media relations for the Office of Diaspora Affairs. The position is responsible for promoting engagement with the Liberian diaspora and supporting national development initiatives.

### **Key Responsibilities**

- Develop and implement communication strategies to engage the diaspora community.
- Manage media relations, including press releases, social media, and digital platforms.
- Coordinate public relations events and stakeholder engagement.
- Design and implement programs and campaigns related to diaspora initiatives.
- Monitor public perception and address misinformation.
- Lead program planning, implementation, and reporting.
- Build partnerships with government institutions, diaspora groups, and international organizations.
- Support policy development and resource mobilization efforts.
- Lead on all Administrative Communications

### **Qualifications & Experience**

- Bachelor's degree in Communications, Public Relations, International Relations, or related field (Master's degree is an added advantage).
- Minimum of 5 years of relevant professional experience.
- Strong leadership, communication, and stakeholder engagement skills.
- Proven experience in program management and media relations.
- Experience working with international partners (e.g., UNDP) is an advantage.

**Key Performance Indicators (KPIs)**

- Successful implementation of diaspora programs
- Effective stakeholder engagement
- Timely reporting and program delivery
- Resource mobilization and funding secured

**Contract Terms**

- Duration: One (1) year
- Renewable based on performance and availability of funding

**Application Process**

Interested candidates should submit:

- Application letter
- Curriculum Vitae
- Copies of academic credentials

**Submission Address:**

Human Resource Department  
Ministry of State for Presidential Affairs  
Executive Mansion  
Monrovia, Liberia

**Email:** [hr@emansion.gov.lr](mailto:hr@emansion.gov.lr)

**Deadline:** June 14, 2026 @ 12 noon