

<b>Job Title</b>	Communications Officer/Monetary Policy
<b>Job Level</b>	P-2
<b>Vacancy:</b> <b>Contract Type:</b> <b>Department:</b>	One (1) position Permanent Corporate Communications Unit
<b>Location</b>	Central Bank of Liberia, corner of Ashmun & Lynch Streets, Monrovia, Liberia
<b>Background Information</b>	The Central Bank of Liberia (CBL) invites applications from competent and experienced individuals for the position Communication Officer who will assist the Head of Communications in designing an over-arching communications strategy and working in collaboration with CBL senior management, key departments and units to enhance communications between CBL and its stakeholders, both internal and external.
<b>Duties &amp; Responsibilities of the Position</b>	<ul style="list-style-type: none"> <li>•Develop monetary policy communications strategy in collaboration with the economic policy and operations directorates.</li> <li>•Attend all meetings of the Secretariat of the Monetary Policy Committee and take notes.</li> <li>•Attend all meetings of the Monetary Policy Technical Committee and take notes.</li> <li>•Attend all meetings of the Monetary Policy Committee and take notes.</li> <li>•Disseminate final and signed version of the Monetary Policy communique to all media outlets.</li> <li>•Draft and seek approval of MPC press release, in collaboration with Corporate Communications and other relevant departments.</li> <li>•Syndicate approved MPC press release to local media and other relevant parties.</li> <li>•Ensure MPC press release and communique are uploaded on CBL website.</li> <li>•Develop talking points drawn from the Monetary Policy Communique</li> <li>•Organize at least two radio talk shows and brief panelists and hosts of the talk shows in advance of the talk shows</li> <li>•Assist in the design of CBL’s annual communications needs assessment survey</li> </ul>

	<ul style="list-style-type: none"> <li>•Assist in the formulation of a CBL Communications Strategy.</li> <li>•Undertake the annual monitoring and evaluation exercise of CBL Communications Strategy.</li> <li>•Assist in the development of a Communications Unit Work Plan.</li> <li>•Help identify and draft the social media content for CBL’s social media, i.e. Facebook, etc.</li> <li>•Provide support in the establishment, monitoring of e-communications and social media.</li> <li>•Help organize consultation and other stakeholder events in collaboration with relevant CBL departments.</li> <li>•Assist in drafting press releases on behalf of senior management and relevant CBL departments.</li> <li>•Contribute to organizing awareness campaigns for existing and new CBL products, in collaboration with relevant CBL departments.</li> <li>•Provide editorial support for CBL publications and radio programming.</li> <li>•Contribute to drafting CBL publications, including its magazine, leaflets/flyers and brochures.</li> <li>•Adhere to all CBL policies and procedures.</li> <li>•Availability to work outside of traditional business hours, including evenings and weekends.</li> <li>•Undertake any other tasks, commensurate with role and status, as may be required by the head of Communications or CBL Executive Governor.</li> </ul>
<p><b>Minimum Job Qualifications &amp; Experience</b></p>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in mass communications, Economics or a related field is an essential requirement. Experience in dealing with economic issues will be an added advantage.</li> <li>• At least two (2) years’ experience (with Economic degree) or five (5) years (without Economics) in public relations, communications or journalism</li> </ul>
<p><b>Required Competencies &amp; Skills</b></p>	<ul style="list-style-type: none"> <li>• Strong writing and oral communication skills.</li> <li>• Understanding of, and experience in reporting economic policy issues.</li> <li>• Comfortable with numbers &amp; willingness to learn in a fast-paced environment.</li> <li>• Strong leadership, interpersonal, time management and organizational skills</li> </ul>

<b>Documents Required</b>	Updated Curriculum Vitae (CV). Copies of relevant academic and professional certifications. Cover letter detailing relevant experience Three Professional references
<b>General Application Requirements</b>  Both electronic and/or hard copy applications will be considered. Cover letters should be addressed to Mrs. Maway T. Cooper-Harding, Director of Human Resources Management Department, Central Bank of Liberia and sent to <a href="mailto:cbljobs@cbl.org.lr">cbljobs@cbl.org.lr</a> . Applicants must also attach copies of relevant academic credentials.  The deadline for submission of applications is Tuesday, October 14, 2025.	

Job Title	Communications Officer/ Internal communication & /Stakeholder Relations
Job Level	P-2
Vacancy: Contract Type: Department:	One (1) position Permanent Corporate Communications Unit
Location	Central Bank of Liberia, corner of Ashmun & Lynch Streets, Monrovia, Liberia
Background Information	<p>The Central Bank of Liberia (CBL) is seeking a highly competent and experienced Communication Officer who will be responsible for leading and overseeing the department's internal communications, stakeholder relations, and financial literacy initiatives. The selected candidate will play a crucial role in enhancing employee engagement, building strong relationships with key stakeholders, promoting financial literacy, and ensuring effective communication of the CBL's strategic objectives. He/She will supervise and mentor a team of Regional Communications Officers, ensuring their effective performance and contributing to the overall success of the department's communication goals.</p>
Duties & Responsibilities of the Position	<ul style="list-style-type: none"> <li>❖ <b>Internal Communications</b> <ul style="list-style-type: none"> <li>• Develop and implement comprehensive internal communication strategies, including creating and maintaining clear and consistent communication channels (e.g., intranet, staff meetings, newsletters, magazine, email).</li> <li>• Develop and deliver engaging communication materials, such as presentations, videos, and infographics, to effectively communicate CBL's strategic plan, operational updates, and staff announcements.</li> <li>• Foster a culture of open and transparent communication within the CBL by encouraging feedback and addressing employee concerns.</li> <li>• Conduct regular staff surveys and feedback sessions to assess communication effectiveness and identify areas for improvement.</li> </ul> </li> <li>❖ <b>II. Stakeholder Relations</b> <ul style="list-style-type: none"> <li>• Build and maintain strong relationships with key stakeholders, including government agencies, financial institutions, international organizations, civil society organizations, media outlets, academic institutions, and community leaders.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>• Represent the CBL at relevant stakeholder meetings and events, building professional relationships and advocating for the Bank's interests.</li><li>• Coordinate stakeholder engagement activities, including planning and executing stakeholder consultations and feedback sessions.</li><li>• Develop and maintain a stakeholder database and analyze stakeholder feedback to incorporate it into CBL's communication strategies.</li></ul> <p>❖ <b>III. Financial Literacy Programs</b></p> <ul style="list-style-type: none"><li>• Support the development and implementation of financial literacy programs, including designing and delivering training programs for the public.</li><li>• Collaborate with educational institutions and community organizations to promote financial literacy.</li><li>• Develop and disseminate educational materials such as brochures, pamphlets, and online resources.</li><li>• Evaluate the effectiveness of financial literacy programs and make recommendations for improvement.</li></ul> <p>❖ <b>IV. Crisis Communication</b></p> <ul style="list-style-type: none"><li>• Contribute to the development and implementation of the CBL's crisis communication plan, including identifying potential crisis scenarios and developing appropriate communication strategies.</li><li>• Train CBL staff on crisis communication protocols.</li><li>• Monitor media coverage and forecast crisis situations and recommend intervention to mitigate crises.</li><li>• Coordinate communication efforts during crisis situations.</li></ul> <p>❖ <b>V. Budget Management</b></p> <ul style="list-style-type: none"><li>• Prepare and manage the Section's budget, including developing and submitting annual budget requests, monitoring expenditures, and ensuring efficient resource utilization.</li></ul> <p>❖ <b>VI. Supervision and Guidance</b></p> <ul style="list-style-type: none"><li>• Supervise and mentor junior staff members within the Section, including three Regional Communications Officers.</li><li>• Provide guidance and support to Regional Communications Officers in their day-to-day activities.</li><li>• Monitor the performance of Regional Communications Officers and provide feedback.</li><li>• Assist Regional Communications Officers in developing and implementing regional communication plans.</li></ul>
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	<ul style="list-style-type: none"> <li>• Conduct performance reviews for Regional Communications Officers.</li> <li>❖ <b>VII. Other Duties as Assigned</b> <ul style="list-style-type: none"> <li>• Perform other duties as assigned by the Director of Corporate Communications.</li> </ul> </li> </ul>
<p><b>Minimum Job Qualifications &amp; Experience</b></p>	<p>Bachelor`s degree in Communications, Journalism, Public Relations, Management or a related field.</p> <ul style="list-style-type: none"> <li>• Minimum of 5 years of relevant professional and progressive experience in public relations, communications, marketing or a related field, including Public Relations Manager, Communications Manager, or a similar role in a corporate, government, or non-profit organization.</li> </ul> <p><b>Experience in the following areas:</b></p> <ul style="list-style-type: none"> <li>• Developing and implementing internal communication strategies, including employee engagement programs, intranet management, and staff communication plans, managing stakeholder relations, including building and maintaining relationships with government agencies, media outlets, and other key stakeholders.</li> <li>• Planning and executing public relations campaigns, including media relations, public awareness campaigns, and event management, developing and delivering presentations, writing reports, and creating other communication materials.</li> <li>• Working with digital communication platforms, including social media, email marketing, and content management systems.</li> <li>• Managing social media campaigns and building online communities, de developing and implementing financial literacy programs, conducting media training and coaching., crisis in communication and managing reputational risks and working with multicultural and diverse teams.</li> </ul>
<p><b>Required Competencies &amp; Skills</b></p>	<ul style="list-style-type: none"> <li>• Must have clear, concise, and persuasive communication skills, both written and oral.</li> <li>• Excellent interpersonal and relationship-building skills.</li> <li>• Proficiency in using social media and other digital communication tools.</li> <li>• Strong project management and organizational skills.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Strong understanding of the Liberian media landscape.</li> <li>• Experience in the financial sector is a plus</li> <li>• Be able to adapts quickly to changing circumstances and priorities and remain flexible and open to new ideas and approaches.</li> </ul>

	<ul style="list-style-type: none"> <li>• Must demonstrates high ethical standards and maintains confidentiality, have expertise in utilizing various digital communication platforms (social media, email marketing, content management systems).</li> <li>• Proficiency in using digital communication tools for data analysis and reporting (e.g., Google Analytics, social media analytics dashboards)</li> <li>• Ability to create and manage engaging digital content (e.g., videos, infographics, social media posts), generate reports and presentations based on data analysis and understands the search engine optimization (SEO) and search engine marketing (SEM) principles</li> <li>• Ability to utilize and troubleshoot communication technologies effectively, collect, analyze, and interpret data related to communication campaigns and stakeholder engagement</li> <li>• Must have Strong understanding of communication technologies and their applications (e.g., video conferencing, webinars, online surveys), and make sound and informed decisions, delegates tasks effectively and empowers team members to take ownership.</li> </ul>
<p><b>Documents Required</b></p>	<p>Updated Curriculum Vitae (CV).  Copies of relevant academic and professional certifications.  Cover letter detailing relevant experience  Three Professional references</p>
<p><b>General Application Requirements</b></p> <p>Both electronic and/or hard copy applications will be considered. Cover letters should be addressed to Mrs. Maway T. Cooper-Harding, Director of Human Resources Management Department, Central Bank of Liberia and sent to <a href="mailto:cbljobs@cbl.org.lr">cbljobs@cbl.org.lr</a> . Applicants must also attach copies of relevant academic credentials.</p> <p>The deadline for submission of applications is Tuesday, October 14, 2025.</p>	

Job Title	Communications Officers/ Regional
Job Level	P-2
Vacancy: Contract Type: Department:	Three (3) positions Permanent Corporate Communication Unit
Location	Central Bank of Liberia (Rivergee, Gbarnga & Voinjama Payment Centers), Liberia
Background Information	The Central Bank of Liberia (CBL) is seeking highly competent, experienced and qualified individuals for the position of Regional Communications Officer who will be responsible for implementing and supporting the Bank's communication strategies within a designated region of Liberia. He/she will play a crucial role in enhancing the CBL's public image and fostering greater understanding of its role in the Liberian economy within their assigned region.
Duties & Responsibilities of the Position	<ul style="list-style-type: none"> <li>❖ <b>Regional Communication Strategy &amp; Implementation</b> <ul style="list-style-type: none"> <li>• Develop and implement regional communication plans in alignment with the overall CBL communication strategy and directives from the Assistant Director.</li> <li>• Coordinate and execute communication activities within the assigned region, including public awareness campaigns, stakeholder engagement events, and media relations.</li> <li>• Monitor and analyze the effectiveness of communication activities within the region and provide recommendations for improvement.</li> </ul> </li> <li>❖ <b>II. Stakeholder Engagement</b> <p>Build and maintain strong relationships with key stakeholders in the assigned region, including:</p> <ul style="list-style-type: none"> <li>o Local government officials (Mayors and County Superintendents)</li> <li>o financial institutions (commercial banks, microfinance institutions, cooperatives)</li> <li>o Media outlets (radio stations, newspapers, community newspapers)</li> <li>o Civil society organizations (NGOs, CSOs)</li> <li>o Academic institutions (universities, colleges)</li> <li>o The general public</li> </ul> <ul style="list-style-type: none"> <li>• Organize and facilitate stakeholder meetings, workshops, and consultations to gather feedback and address local concerns.</li> <li>• Represent the CBL at regional events, community gatherings, and public forums.</li> </ul> </li> <li>❖ <b>III. Financial Literacy Promotion</b></li> </ul>



- Coordinate and implement financial literacy programs within the assigned region, including:
  - o Conducting workshops, seminars, and public awareness campaigns.
  - o Collaborating with schools, community organizations, and financial institutions to promote financial literacy.
  - o Developing and disseminating relevant financial literacy materials in local languages.
  - o Evaluating the effectiveness of financial literacy programs and recommending improvements.
- ❖ **IV. Media Relations**
  - Build and maintain relationships with local media outlets in the assigned region.
  - Issue press releases, respond to media inquiries, and arrange media interviews for CBL representatives.
  - Monitor local media coverage and provide regular reports on media coverage and public sentiment.
  - Address any media inquiries or concerns related to the CBL's activities in the region.
- ❖ **V. Data Collection and Reporting**
  - Collect data on the reach and impact of communication activities within the assigned region.
  - Prepare regular reports on the progress and effectiveness of communication initiatives.
  - Submit timely reports to the Assistant Director for Communications & Stakeholder Relations.
- ❖ **VI. Project Management**
  - Assist in planning, organizing, and executing communication projects within the assigned region.
  - Contribute to the development and management of project budgets and resources.
  - Monitor project progress and ensure timely completion of objectives.
- ❖ **VII. Administrative Support**
  - Maintain accurate records of all communication activities and stakeholder interactions.
  - Assist in the preparation of presentations, reports, and other communication materials.
  - Provide support to other members of the Corporate Communications Department as needed.
- ❖ **VIII. Professional Development**
  - Stay abreast of current trends and best practices in communication, public relations, and stakeholder engagement.
  - Participate in professional development trainings and workshops to enhance communication skills and knowledge.
- ❖ **IX. Compliance**
  - Adhere to all CBL policies and procedures.

	<ul style="list-style-type: none"> <li>• Maintain confidentiality of sensitive information.</li> </ul>
<b>Minimum Job Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in communications, Journalism, Public Relations, Development Studies, or a related field; or</li> <li>• Minimum of 5 years of relevant professional experience in communications, public relations, or community development, or related fields.</li> </ul>
<b>Required Competencies &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Strong written and oral communication skills in English and local languages.</li> <li>• Excellent interpersonal and relationship-building skills.</li> <li>• Proficiency in using social media and other digital communication tools</li> <li>• Strong organizational and time-management skills</li> <li>• Ability to work independently and as part of a team</li> <li>• Must be able to prioritize tasks effectively, meet deadlines, and manage multiple projects simultaneously</li> <li>• Must be proactive and take initiative in identifying opportunities and addressing communication challenges within the region.</li> <li>• Must maintain the highest ethical standards, act with honesty and integrity in all interactions, and continuously seek opportunities to enhance their skills and knowledge to better serve the CBL and the Liberian public.</li> </ul>
<b>Documents Required</b>	Updated Curriculum Vitae (CV). Copies of relevant academic and professional certifications. Cover letter detailing relevant experience Three Professional references
<b>General Application Requirements</b>  Both electronic and/or hard copy applications will be considered. Cover letters should be addressed to Mrs. Maway T. Cooper-Harding, Director of Human Resources Management Department, Central Bank of Liberia and sent to <a href="mailto:cbljobs@cbl.org.lr">cbljobs@cbl.org.lr</a> . Applicants must also attach copies of relevant academic credentials.  The deadline for submission of applications is Tuesday, October 14, 2025.	

<b>Job Title</b>	Graphic Designer/Webmaster
<b>Job Level</b>	P-2
<b>Vacancy: Contract Type: Department:</b>	One (1) position Permanent Corporate Communication Unit
<b>Location</b>	Central Bank of Liberia, corner of Ashmun & Lynch Streets, Monrovia, Liberia
<b>Background Information</b>	The Central Bank of Liberia (CBL) invites applications from highly competent and experienced staff for the position of Graphic Designer/Webmaster who will be responsible to maintain and optimize the Central Bank of Liberia's official website. As this role is crucial for ensuring that the website effectively communicates the CBL's mission, objectives, and activities to the public, stakeholders, and the international community. The selected candidate will play a key role in enhancing the CBL's online presence, improving user experience, and ensuring that the website is a valuable resource for information and engagement.
<b>Duties &amp; Responsibilities of the Position</b>	<ul style="list-style-type: none"> <li>❖ <b>Website Management &amp; Maintenance</b> <ul style="list-style-type: none"> <li>● <b>Content Management</b> <ul style="list-style-type: none"> <li>○ Plan, create, and update website content, including news articles, press releases, speeches, publications, financial data, and other relevant information</li> <li>○ Ensure the accuracy, relevance, and timeliness of all website content</li> <li>○ Conduct regular content audits and identify areas for improvement</li> </ul> </li> <li>● <b>Website Design Development</b> <ul style="list-style-type: none"> <li>○ Maintain and update the website's design and layout to ensure a user-friendly and visually appealing experience.</li> <li>○ Implement website enhancements and new features as needed.</li> <li>○ Ensure the website is accessible to all users, including those with disabilities.</li> </ul> </li> </ul> </li> <li>● <b>Website Optimization</b> <ul style="list-style-type: none"> <li>○ Optimize website content for search engines (SEO) to improve search engine rankings and drive organic traffic.</li> <li>○ Conduct keyword research and implement SEO best practices</li> <li>○ Monitor website traffic and analyze user behavior using website analytics tools.</li> </ul> </li> <li>● <b>Website Security</b> <ul style="list-style-type: none"> <li>○ Monitor website security and implement measures to prevent cyberattacks and data breaches.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>○ Conduct regular website security audits and take necessary corrective actions.</li><li>○ Ensure the website is compliant with relevant security standards.</li><li>● <b>Web Maintenance</b><ul style="list-style-type: none"><li>○ Regularly update website software and plugins to ensure optimal performance and security.</li><li>○ Troubleshoot website issues and resolve technical problem promptly.</li><li>○ Ensure website is functioning correctly and is accessible to users at all times.</li></ul></li><li>● <b>Social Media Integration</b><ul style="list-style-type: none"><li>○ Integrate social media channels (Facebook, Twitter, LinkedIn) with CBL website.</li><li>○ Utilize social media to promote website content and engage with the public.</li><li>○ Manage social media feeds and ensure consistency in messaging across all platforms.</li><li>○ Monitor social media activity and respond to inquiries and comments promptly.</li></ul></li><li>❖ <b>Multimedia Content Management</b><ul style="list-style-type: none"><li>● Manage and upload multimedia content (videos, images, infographics) to the website.</li><li>● Ensure that all multimedia content is high-quality, relevant, and adheres to CBL Branding guidelines.</li><li>● Optimize multimedia content for web and mobile devices.</li></ul></li><li>❖ <b>Technical Support</b><ul style="list-style-type: none"><li>● Provide technical support to staff on website related issues.</li><li>● Assist staff with accessing and navigating the website.</li><li>● Troubleshoot website issues and resolve technical problems promptly.</li><li>● Collaborate with the IT Department to ensure the smooth functioning of the website.</li></ul></li><li>❖ <b>Reporting</b><ul style="list-style-type: none"><li>● Prepare regular reports on website traffic, user engagement and other key metrics.</li><li>Analyze website data and identify areas for improvements.</li><li>Generate reports for internal and external stakeholders as required.</li></ul></li><li>❖ <b>Collaboration and Communication</b><ul style="list-style-type: none"><li>● Collaborate with other members of the Corporate Communications Unit on communications strategies and initiatives.</li><li>● Communicate effectively with stakeholders, including staff, management, and external partners.</li></ul></li><li>❖ <b>Professional Development</b><ul style="list-style-type: none"><li>● Stay abreast of the latest web development technologies, trends, and best practices.</li></ul></li></ul>
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	<ul style="list-style-type: none"> <li>• Participate in relevant training and professional development opportunities to enhance skills and knowledge.</li> </ul>
<b>Minimum Job Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in computer science, Information Technology, Web Design, or a related field.</li> <li>• Minimum of 2 years of professional experience in web design, web development, or related field. Experience in managing and maintaining websites, content management, design and technical maintenance.</li> </ul>
<b>Required Competencies &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Ability to analyze to analyze website traffic</li> <li>• Ability to manage and organize website content effectively</li> <li>• Time Management</li> <li>• Teamwork &amp; Collaboration</li> <li>• Detail-oriented</li> <li>• Ability to work independently</li> </ul>
<b>Documents Required</b>	<p>Updated Curriculum Vitae (CV).  Copies of relevant academic and professional certifications.  Cover letter detailing relevant experience  Three Professional references</p>
<b>General Application Requirements</b>	
<p>Both electronic and/or hard copy applications will be considered. Cover letters should be addressed to Mrs. Maway T. Cooper-Harding, Director of Human Resources Management Department, Central Bank of Liberia and sent to <a href="mailto:cbljobs@cbl.org.lr">cbljobs@cbl.org.lr</a> . Applicants must also attach copies of relevant academic credentials.</p> <p>The deadline for submission of applications is Tuesday, October 14, 2025.</p>	

