



PRESS UNION OF LIBERIA (PUL)

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January 23, 2020

Program Officer Vacancy Announcement

The Press Union of Liberia is seeking applications for the position of Project Officer at the Union.

Job Description

- ✓ Be responsible to, in consultation with the leadership, develop and manage project and programs
- ✓ Direct all projects as authorized by the Union's leadership
- ✓ Hardworking, reliable, experienced and competent team player

Responsibilities

- ✓ Formulate and write project proposals
- ✓ Develop short term concept notes
- ✓ Be proactive in networking with grant making organizations
- ✓ Work and Communicate effectively with co-workers and the leadership
- ✓ Conduct Administrative duties and errands as require

Requirements

- ✓ University graduate or its equivalent
- ✓ Five years of experience in project writing
- ✓ Friendly, Reliable and Punctual
- ✓ Have a strong written and spoken English Skills

Deadline is Friday, February 24, 2020

Therefore, all interested applicants should address their applications to the Leadership of the Press Union of Liberia, Clay Street, Monrovia, Liberia at working hours.