



UNIVERSAL ACCESS FUND
BRIDGING THE COMMUNICATION GAP

Republic of Liberia

Universal Access Fund (UAF)
Menetamba Road, Cooper's Beach
Liberia Telecommunication Authority
Paynesville, Liberia

Job Title: Logistic/program officer

Background

The Universal Access Fund (UAF) was established out of the ICT policy of 2019- 2024 by the Government of Liberia to address the lack of services in areas that the market has proven to be deficient in meeting the communication needs of the people either due to lack of incentives or due to the lack of ability for end users to pay. Its provision is therefore need-based rather than being demand driven.

The Universal Access Fund (UAF) is seeking qualified and experienced individuals to apply for the position of **Logistic/program officer**. The Logistic/Program Officer shall be responsible for developing, planning and implementing projects in the telecommunication sector in addition to making recommendations that ensure a robust telecommunications infrastructure. This position reports directly to the Project coordinator.

YOUR MISSION

- Manage the documentation of projects and monitor the UAF website.
- Manage request for proposals (RFP) processes, and oversee contractors/vendors for research-related activities.
- Participate in the overall strategy and development of install plans, programs, and procedures to accomplish numerous sites construction.
- Assist with event logistics, including audio/visual and PowerPoint presentations, registrations and materials for the event.
- Act as counsel or work along on various litigation matters.
- Serve as project ambassador, liaising with management, the government and peer organizations.
- Utilize computers for communications, creation of excel spreadsheets, word documents, and PowerPoint presentations.
- Provide management oversight and direction for program operations with focus on operational optimization.
- Coordinate recruitment, logistics; negotiate venues, speaker fees, arrange speaker transportation/accommodation.
- Establish and maintain regular communication with project partners and other stakeholders.
- Maintain a real-time inventory tracking for all projects assets.

- Manage a fleet of vehicles (owned or leased), including maintenance schedules, fuel tracking, and driver assignments.
- Ensure all transport activities comply with local laws and safety protocols.
- Assisting with project planning and implementation.
- Tracking project timelines and deliverables.
- All other duties as assigned

YOUR PROFILE

QUALIFICATIONS & EXPERIENCE:

- Must have a Bachelor's degree in related fields.
- Demonstrated understanding of statistical concepts and theories.
- Experience with program planning, project implementation of other business-related fields or a minimum of 5-year experience in a related discipline.

OTHER REQUIREMENTS:

- Honesty, Personal Integrity and Confidentiality are essential character traits
- Proven ability and experience to work with all levels of management
- Ability to foster a cooperative work environment and to work collaboratively to effectively resolve problems in a diverse setting
- Strong interpersonal and persuasive skills
- Strong oral and written communication skills including performing presentations and workshops
- Ability to solve problems and render advice using established policies and procedures
- Highly skilled in the use of personal computers and related software applications
- Working knowledge of MS Word, Access, Excel and Power Point

Personal qualities:

- Results oriented.
- Good working skills: this position requires a strong commitment and perseverance.
- Moral qualities: honesty, humility, respect.

HOW TO APPLY:

Interested applicants are invited to send their applications and updated resumes to

the following email addresses:

- gondaa577@gmail.com
- jmonbo.monbo@gmail.com

The Subject of the email: **Logistic/program Officer**

Deadline: February 21, 2026

