



Republic of Liberia
Office of the National Road Fund
9TH & 10TH Streets, Payne Avenue, Building #134
Monrovia, Liberia



Job Advertisement

Position Title: Junior Media Relations Assistant

Department: Media and Communications

Supervisor: Media Relations Director

Employment Type: Full-Time

Background

The National Road Fund was established for the purpose of financing road and bridge maintenance works and directly associated planning, programming, and management activities. The governance and oversight of the Road Fund include the approval of the Annual Road Maintenance Expenditure Program submitted by agencies authorized to undertake roads and bridges works in Liberia. An Administrative structure that is capable of undertaking the core functions associated with collecting, managing, and disbursing funds to and on behalf of agencies authorized to undertake road and bridge works in Liberia.

Position Overview:

The Junior Media Relations Assistant will provide essential support to the Media Relations Director in executing media and communication strategies. The ideal candidate will assist in maintaining the NRF's positive public image, organizing media events, and ensuring effective communication with stakeholders.

General Responsibilities:

- Assist in the development and execution of media and communication strategies.
- Support the organization and coordination of press conferences, interviews, and media events.
- Help draft press releases, media advisories, and other communication materials.
- Monitor and track media coverage related to the NRF and prepare regular reports.
- Maintain and update media contact lists and databases.
- Assist in managing the NRF's social media platforms and website content.
- Respond to media inquiries and coordinate responses with the Media Relations Director.

- Assist in the creation and dissemination of newsletters and other internal communications.
- Support the development and implementation of communication plans for NRF projects and activities.

Qualifications:

- (i) Bachelor's degree in Communications, Journalism, Public Relations, or Public Administration a related field.
- (ii) Minimum of 1-2 years of experience in media relations, public relations, or communications.
- (iii) Excellent written and verbal communication skills.
- (iv) Strong organizational and time management abilities.
- (v) Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- (vi) Experience with social media management and content creation.
- (vii) Ability to work effectively in a team environment and independently.
- (viii) Knowledge of the road and infrastructure sector in Liberia is a plus.

Application:

All interested individuals must submit their sealed application letter, CV, and all requested information to the National Road Office and send a soft copy to fwolo@nrf.gov.lr or office@nrf.gov.lr / no later than or before **Friday, July 2, 2024**, between **9:00 a.m.** and **5:00 p.m.**

We will only contact the shortlisted individuals for further evaluation and interviews.

Further information can be obtained at the address below during office hours from **10:00am to 5:00pm daily** or visit the NRF's website on www.nrf.gov.lr

The NRF is an equal-opportunity employer. We encourage applications from all qualified individuals. Join the Liberia National Road Fund and help develop Liberia's road infrastructure. Your expertise and dedication will make a tangible impact on the lives of Liberians across the country.

Approved

Emmett P. Coker

Director, Media Relations

National Road Fund, R.L

