

# RUBBER DEVELOPMENT FUND INC.



Airfield New Road, Sinkor  
Monrovia, Republic of Liberia  
Email: [liberiardfi2021@gmail.com](mailto:liberiardfi2021@gmail.com)



## Job Vacancy

**Position Title:** Program Director  
**Vacancy End Date:** May 30, 2025  
**Duty Station:** Monrovia, Liberia  
**Report To:** Executive Director

The Rubber Development Fund Incorporated (RDFI) is an autonomous, not for profit entity established as a joint public-private partnership corporation by an Act of the Legislature in 2017 with the goal of insuring that the Liberian rubber industry attains sustainable competitiveness in global markets while retaining the position of leading rubber producer in Africa. Thus, as part of its expansion and to improve the effectiveness and efficiency in the delivery of needed services to the rubber sector farmers and other stakeholders in the industry, the RDFI requires the services of a professional who will be employed as **Program Director**.

### **JOB SUMMARY**

The Program Director will direct the technical arm of the Fund. The Program Director will be responsible to coordinate with the Rubber Planters Association of Liberia (RPAL) Field coordinators in the assistance of rubber farmers. S/he will provide technical advice and assistance to the Fund's management for the preparation of strategic planning, budget preparation and work plans. S/he will be the technical face of the Fund and liaise with the various stakeholders and attend technical meetings and conferences and assist in the writing of program proposals for funding.

### **RESPONSIBILITIES**

- Provide technical assistance and direction to the formulation of the Fund's annual work plan
- Provide extension work and technical assistance to the farmers
- Monitor the work of the RPAL Field Coordinators (FC) and give advice where necessary for the improvement of the FCs work.
- Serve as liaison and attend meetings between the Fund and the stakeholders including the RPAL members, processors, exporters, donors on all technical related matters to improve the industry.
- Maintain a database of all farmers (with GPS coordinates) of the farms in the rubber industry in Liberia
- Assist in the writing of proposals to be submitted to the Board for the funding of programs
- Write various assessment/progress reports, weekly, monthly, annually or as required for submission to the Executive Director for inclusion in the Executive Director's reports or onward transmission.
- Maintain and update data on the industry such as the world market pricing and data from the processors and exporters.

- Supervise, in coordination with RPAL, the establishment and maintenance of state-of-the-art rubber bud wood nurseries around the country.

### **JOB SPECIFICATIONS:**

#### **Education:**

- BSc in Agriculture
- Msc in Agriculture will be an added advantage

#### **Experience:**

- Minimum ten years of experience in the field of rubber
- Five years working in rubber production with a major natural rubber producer

#### **Knowledge, Skills and Abilities:**

- Best practices in establishment of bud wood nurseries
- Best practice in planting and maintenance of rubber
- Best practice in rubber tapping and bud-grafting
- Best practice in the production and preservation of latex/rubber
- Ability to communicate both orally and written
- Ability to research and keep abreast of improvement in the industry

### **PHYSICAL REQUIREMENTS**

- Good physical health
- Ability to walk and stand outdoors for extended periods

**How to apply:** Interested applicants should send CVs and cover letter to Rubber Development Fund Inc. Head Office: Airfield New Road, Sinkor, Monrovia, Liberia; HR Manager alternatively by email to: [jsameria@yahoo.com](mailto:jsameria@yahoo.com) / [williamnmorgan01@gmail.com](mailto:williamnmorgan01@gmail.com)  
Deadline for submission of all applications is Friday, May 30, 2025 at 4:00pm. Only shortlisted applicants will be contacted.

Contact #s: 0886 552 032 – 0775 736 179 – 0777534368