



Job Vacancy Announcement

EMPLOYMENT TYPE: Full Time

JOB TITLE: Graphic Designer and Content Creator

JOB GRADE: P-2

MONTHLY GROSS SALARY: USD \$956.25

DUTY STATION: Monrovia, Liberia

DEPARTMENT: Communication, Media, and Public Affairs

Organizational Background:

Established in 2013, the Liberia Revenue Authority is responsible for administering and enforcing the revenue laws for the purpose of assessing, collecting, auditing, and accounting for all national revenues and to facilitate legitimate international trade and customs border management-enforcement. In addition, the LRA facilitates legitimate trade, customs clearance through the borders and ensure social protection through policies and procedures that promote efficiency simplify and enhance taxpayer compliance.

Position Overall Objective:

The **Graphic Designer and Content Creator** is responsible to enhance its branding, visibility, and digital communication strategies. The role involves positively shaping the LRA's public image and effectively communicating its activities across multiple platforms.

Main Responsibilities:

- Design high-quality visual content, including reports, banners, infographics, and marketing materials.
- Capture and edit professional-grade photos and videos for official events and public engagements.
- Develop engaging multimedia content for social media platforms, including Facebook, YouTube, Instagram, LinkedIn, and others.
- Manage and update the LRA's website with relevant, timely, and engaging content.
- Ensure brand consistency across all digital and print media assets.
- Monitor industry trends and leverage innovative digital storytelling techniques to enhance audience engagement.

Qualifications Requirements:

- College degree or university education in Graphic Design, Media Studies, Communication, Fine Arts, or a related field.

Evaluation Rubric:

No.	Criteria	Points
1	Education and Experience: College degree or university education in Graphic Design, Media Studies, Communication, Fine Arts, or a related field. Demonstrated experience in graphic design, video production, and content creation. Experience with website content management and basic web design principles.	10
2	Skills and Knowledge: <ul style="list-style-type: none">• Strong understanding of social media marketing, audience engagement strategies, and platform-specific content optimization.• Proficiency in industry-standard design and editing software (e.g., Adobe Photoshop, Illustrator, InDesign, Premiere Pro, After Effects).• Digital Literacy: Familiarity with content management systems, social media platforms, and basic knowledge of HTML/CSS will be beneficial.• Ability to develop engaging written and visual content tailored to target audiences.• Strong command of language and storytelling enhances content quality.• Expertise in graphic design software such as Adobe Creative Suite (Photoshop, Illustrator, and InDesign) is crucial.	25
3	Ethical Conduct and Integrity: <ul style="list-style-type: none">• Adherence to ethical standards and professional codes of conduct.• Integrity in handling financial transactions, data, and sensitive information• Commitment to maintaining confidentiality and protecting the organization's financial interests.	25
4	Communication and Interpersonal Skills: <ul style="list-style-type: none">• Excellent verbal, writing, communication, and storytelling skills.• Skills and experience in writing compelling press releases and feature articles is an added advantage.	15
5	Interview Performance <ul style="list-style-type: none">• Ability to articulate knowledge and experience effectively during the interview	10
6	Time Management and Organization <ul style="list-style-type: none">• Ability to work under pressure and meet tight deadlines while maintaining creativity and quality.• Ability to manage multiple projects and meet deadlines in a fast-paced environment.	15

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	<ul style="list-style-type: none"> A keen eye for detail ensures the production of high-quality, error-free designs and content. Self-motivated and capable of working independently as well as within a team.	
Total		100

Requirements:

Applications must comprise of:

- A cover letter briefly stating the candidate's motivation and suitability for the position
- A complete CV
- A copy of education degree/certificate/diplomas

Application must be address to:

Chupée W.G. Howe
Assistant Commissioner
Human Resource Division
Liberia Revenue Authority (LRA)
ELWA Junction
Paynesville, Liberia

To apply for this position, kindly send your application to hrjobs@lra.gov.lr no later than June 14, 2025, at 5:00pm. No hard copies will be accepted. Only shortlisted candidates will be contacted.

Note: Qualified female candidates and persons with disability are highly encouraged to apply.