



Office of the Human Resource Manager

National Transit Authority (NTA) – Vacancies Announcement

Hiring Entity:	National Transit Authority (NTA)
Location:	Across NTA Functional Regions, Liberia
Job Title:	Graphics Design
Posted On:	July 23, 2025
Application Deadline	August 2, 2025
Employment	Contract
Salary Type	Negotiable

Position Summary

Graphics Design

Department: Corporate Affairs / ICT

Reports To: Assistant ICT Manager

The National Transit Authority is seeking a knowledgeable and reliable Graphic Designer to join the ICT Section. The successful candidate will assist the Assistant Corporate Affairs Manager for ICT, Data Analytics, and Research in creating visual content for print, digital platforms, and internal presentations. The successful candidate will work closely with the Corporate Affairs team.

Key Duties

- Design flyers, brochures, banners, and other print materials
- Create digital graphics for social media platforms
- Develop branding materials in line with NTA guidelines
- Edit and enhance photos and videos for internal and external use
- Collaborate with communications and ICT staff to support outreach projects
- Any other assignment that may require my management

Qualifications

- Certificate or diploma in Graphic Design or related creative field
- Proven experience with design tools such as Adobe Photoshop, Illustrator, and InDesign
- Strong understanding of layout, color, and typography
- Ability to manage multiple projects and meet deadlines
- Creativity and attention to detail

Application Instructions

Submit the following:

- Application Letter & Updated CV
- Attached all Credentials
- Three professional references (with emails and phone numbers)
- Clearly indicate position title in subject line

Email to: kvarmah@nta.com.lr/ magbollah2013@nta.com.lr Or submit hard copies to: Human Resources Department – NTA Office, Japan Freeway, Gardnersville

NTA is an Equal Opportunity Employer – Females are encouraged to apply

Submission Deadline is 5:00pm, August 2, 2025. Only short-listed candidates will be contacted.