REPUBLIC OF LIBERIA
INDEPENDENT NATIONAL COMMISSION ON HUMAN RIGHTS
20th Street Fiamah Road, Sinkor, Monrovia- Liberia
Phone#:(+231) 770621941/775395535
awilson@inchrlib.org/gweah@inchrlib.org
Office of Human Resources

VACANCY NOTICE (Internal & External)

Background and Rationale

As part of the commission's ongoing institutional reform, and transformation agenda, the Commission seeks to strengthen its operational capacity, improve institutional effectiveness, and enhance the delivery of its statutory mandate through the recruitment of competent, qualified, and experienced professionals to fill existing vacancies.

The Commission recognizes that achieving meaningful and sustainable institutional reform requires not only an effective policy and administrative framework but also the engagement of skilled, ethical, and results-oriented personnel capable of advancing its objectives and responding to the demands of its mandate. Accordingly, the Commission intends to undertake a recruitment exercise aimed at attracting and selecting professionals with the requisite qualifications, technical expertise, practical experience, and demonstrated commitment to public service.

In furtherance of this objective, the Commission is pursuing this recruitment initiative in collaboration with the Civil Service Agency (CSA), the Liberia Anti-Corruption Commission (LACC), and other relevant development partners, including the United Nations (UN). This collaborative approach is intended to ensure transparency, fairness, accountability, merit-based selection, and adherence to applicable public service policies, administrative procedures, and recruitment standards.

The recruitment process will therefore be a joint institutional undertaking, involving the CSA, and other identified partners, who will provide the necessary technical guidance, professional support, and oversight throughout the selection process. The participation of these institutions and partners will help ensure that the recruitment exercise is credible, competitive, and guided by the highest standards of integrity and professionalism.

Ultimately, the Commission's objective is to identify and recruit the most qualified and capable individuals who can contribute meaningfully to its institutional strengthening, organizational development, and long-term sustainability. The Commission believes that this partnership-driven recruitment process will lay a solid foundation for a more efficient, professional, accountable, and results-oriented institution, fully equipped to advance its statutory responsibilities and serve the national interest.

Positions:

#	Vacancy	County		Qty/#
1	Internal Auditor	Montserrado County		1
2	Procurement Officer	Montserrado County		1
3	Maintenance Assistant	Montserrado County		1
4	HR Monitor	Gbarpolu & River Gee		2
6	HR Investigator	Montserrado County		1
7	Gender Coordinator	Montserrado County		1
8	RECEPTIONIST	Montserrado County		1
9	ICT Assistant	Montserrado County		1
10	Executive Secretary	Montserrado County		1
11	Expeditor	Montserrado County		1
12	Executive Director	Montserrado County		1
13	Assets and Maintenance officer	Montserrado County		1
14	Transitional Justice Officer	Montserrado County		1
15	Director Of Adm & Budget	Montserrado County		1
16	Facility Protector / Security	Montserrado County		2
	Total			**17**

APPLICATION INSTRUCTIONS:

Application Requirements and Submission Procedures

Interested and qualified applicants are invited to submit complete application packages in accordance with the requirements outlined below. Each application must include the following documents:

1. **Letter of Application:** A formal letter expressing interest in the position and outlining the applicant's relevant qualifications, professional experience, and suitability for the position(s) sought.
2. **Curriculum Vitae (CV):** An up-to-date CV presented in reverse chronological order, highlighting relevant educational qualifications, professional experience, skills, and competencies.
3. **Professional References:** A list of at least three (3) professional references, including their full names, contact information, and the nature of their professional relationship with the applicant.
4. **Academic and Professional Credentials:** Copies of all relevant academic certificates, professional certifications, licenses, and other supporting credentials.

Application Deadline: All applications must be submitted no later than **November 17, 2026, at 4:30 p.m.** Applications received after the stated deadline may not be considered.

Submission of Applications: Hard copies of complete application packages must be submitted to the following address:

The Office of Human Resources
Independent National Commission on Human Rights (INCHR)
20th Street, Fiamah Road, Sinkor
Monrovia, Liberia

OR soft copy to this email: gweah@inchrlib.org / inchr@inchrlib.org

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED; QUALIFIED FEMALES AND PEOPLE WITH REDUCED MOBILILTY ARE ENCOURAGE TO APPLY

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VACANCY NOTICE

POSITION: ICT ASSISTANT

1. POSITION SUMMARY

The ICT Assistant shall provide professional and technical support for the Commission's information technology infrastructure, systems, networks, digital platforms, cybersecurity arrangements, information management, and end-user support.

Working under the direction of the IT Coordinator, the ICT Assistant shall assist in ensuring that the Commission's computers, networks, software, internet connectivity, email systems, databases, digital platforms, and other technology resources remain functional, secure, reliable, and appropriately maintained.

The ICT Assistant shall troubleshoot technical problems, support users, maintain IT records, assist with cybersecurity and data-protection measures, support system backups and recovery, and contribute to the implementation of approved IT projects and improvements.

The position shall be primarily technical and operational and shall not independently exercise financial, procurement, contractual, personnel, disciplinary, policy-making, investigative, or executive authority.

2. KEY RESPONSIBILITIES

The ICT Assistant shall perform the duties and responsibilities outlined in the approved Terms of Reference, including:

IT technical support.

Computer and hardware maintenance.

Network and connectivity support.

Systems and software administration.

Cybersecurity support.

Data backup and recovery support.

Data protection and information security.

Email and user account support.

Website and digital platform support, where assigned.

IT asset and inventory support.

Helpdesk and user support.

IT training and digital literacy.

IT projects and system improvements.

Technical documentation and reporting.

The successful applicant shall carry out these responsibilities under the direction of the IT Coordinator and in accordance with the Commission's approved procedures and applicable authorization requirements.

3. QUALIFICATIONS AND EXPERIENCE

Applicants must possess a Bachelor's Degree or relevant professional qualification in any of the following fields:

Information Technology;

Computer Science;

Information Systems;

Computer Engineering;

Network Administration;

Cybersecurity;

Software Engineering; or

Another closely related discipline from a recognized institution.

Applicants must be able to provide technical support and assist with the maintenance, security, and effective operation of the Commission's information technology systems in accordance with the responsibilities outlined in the approved TOR.

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VACANCY NOTICE

POSITION: EXPEDITOR

1. POSITION SUMMARY

The Expeditor shall facilitate the timely movement, submission, collection, and delivery of official financial and administrative documents between the Commission and relevant government ministries, agencies, financial institutions, and other institutions.

Working under the direct supervision of the Comptroller and the Director of Administration and Budget, the Expeditor shall support the processing of payroll documents, travel-related documentation, official correspondence, and documents relating to the Commission's banking transactions.

The successful applicant shall ensure that official documents are handled securely, delivered promptly, and processed in accordance with the Commission's administrative procedures. The position requires a high level of confidentiality, integrity, accountability, reliability, and professionalism in the execution of assigned duties.

The Expeditor shall perform duties under the direction of the appropriate supervisor and shall not independently exercise financial, procurement, contractual, personnel, policy-making, or executive authority.

2. KEY RESPONSIBILITIES

The Expeditor shall perform the duties and responsibilities outlined in the approved Terms of Reference (TOR), including:

Document Handling and Confidentiality: Ensure the secure handling of official documents and prevent unauthorized disclosure or leakage of confidential information.

Payroll Documentation: Facilitate the submission, collection, and processing of payroll documents to and from the Ministry of Finance and Development Planning (MFDP).

Travel Documentation: Facilitate the movement and processing of travel-related documents to and from the Ministry of Foreign Affairs and other relevant agencies and institutions.

Dispatch of Official Correspondence: Deliver official letters, communications, and administrative documents to government ministries, agencies, financial institutions, and other relevant institutions.

Banking Documentation: Facilitate the submission, collection, and processing of documents relating to the Commission's banking transactions as authorized.

Document Tracking and Records: Maintain appropriate records of documents received, dispatched, submitted, and delivered, as required.

Safe Custody of Documents: Ensure the proper custody and timely delivery of documents entrusted to the Expeditor.

Administrative Coordination: Coordinate with relevant offices and institutions to support the timely completion of assigned administrative and financial processes.

Reporting: Report delays, missing documents, delivery challenges, or other issues affecting the proper movement and processing of official documents to the appropriate supervisor.

Other Duties: Perform other related duties as may be assigned by the Comptroller or the Director of Administration and Budget.

The successful applicant shall carry out these responsibilities under the direction of the appropriate supervisor and in accordance with the Commission's approved procedures and applicable authorization requirements.

3. QUALIFICATIONS AND EXPERIENCE

Applicants must possess an **Associate Degree or its equivalent** from a recognized institution.

Applicants must also demonstrate:

Basic experience in document delivery, administrative support, office operations, or a related field.

Effective oral and written communication skills.

The ability to handle official documents responsibly and maintain confidentiality.

Good organizational and time-management skills.

Integrity, professionalism, accountability, and reliability.

The ability to work effectively with individuals from diverse backgrounds and demonstrate cultural tolerance.

The ability to follow instructions and complete assigned tasks within established timelines.

Relevant experience in document dispatch, government administrative processes, or liaison services with public institutions will be an advantage.

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VACANCY NOTICE

POSITION: PROCUREMENT OFFICER

1. POSITION SUMMARY

The Procurement Officer shall coordinate, manage, and monitor the Commission's procurement activities to ensure the timely, transparent, efficient, economical, and accountable acquisition of goods, works, and services.

Working under the supervision of the officially designated authority within the Department of Administration and Finance, the Procurement Officer shall coordinate procurement planning, solicitation processes, supplier communication, procurement evaluation activities, contract administration, delivery monitoring, procurement documentation, and reporting.

The successful applicant shall ensure that procurement activities are conducted in accordance with applicable public procurement laws and regulations, institutional policies, approved budgets, and established internal controls.

The Procurement Officer shall also supervise the Procurement Assistant and other assigned personnel, where applicable, and coordinate with requesting departments, Finance, Stores, and other relevant units to ensure that procurement requirements are properly processed and documented.

The position requires integrity, impartiality, strong organizational skills, sound professional judgment, and a commitment to transparency and accountability. The Officer shall exercise procurement authority only where formally delegated and shall not independently approve transactions, award contracts, or commit institutional funds beyond authorized limits.

2. KEY RESPONSIBILITIES

The successful applicant shall perform the duties and responsibilities outlined in the approved Terms of Reference (TOR), including:

Procurement Planning and Coordination: Coordinate the preparation and updating of annual procurement plans, consolidate departmental requirements, review procurement requisitions, and monitor procurement schedules.

Solicitation and Supplier Management: Coordinate requests for quotations and other approved solicitation documents, maintain supplier records, and ensure fair, transparent, and properly documented supplier communication.

Procurement Evaluation and Award Processes: Coordinate procurement evaluation activities, maintain evaluation records, and submit recommendations to the authorized procurement committee or approving authority.

Purchase Orders and Contract Administration: Coordinate the preparation of purchase orders and contract documents, maintain contract registers, monitor delivery schedules and contractual obligations, and report supplier non-performance.

Delivery and Goods-Receipt Coordination: Coordinate with requesting departments, Stores, and relevant officers to monitor deliveries and ensure that receipt and acceptance documentation is completed by authorized personnel.

Budget Coordination and Payment Documentation: Coordinate with Finance on budget availability documentation, compile complete procurement files, and support the timely submission of authorized payment documentation.

Procurement Records and Compliance: Maintain accurate procurement registers and files, protect confidential procurement information, and ensure compliance with applicable laws, regulations, institutional policies, and internal controls.

Procurement Reporting and Performance Monitoring: Prepare periodic procurement reports, track implementation of procurement plans, monitor supplier performance, and recommend improvements to procurement processes.

Supervision and Administrative Coordination: Supervise assigned procurement personnel, review procurement documentation, coordinate with relevant departments, and promote compliance with established procedures.

Other Duties: Perform other related duties lawfully assigned by the Executive Director or other duly authorized supervisor.

The successful applicant shall carry out these responsibilities in accordance with the Commission's approved procedures and applicable authorization requirements.

3. QUALIFICATIONS AND EXPERIENCE

Applicants must possess a **Bachelor's degree** in Procurement and Supply Chain Management, Business Administration, Public Administration, Finance, Accounting, Logistics, or another relevant discipline from a recognized institution.

Applicants must also demonstrate:

At least three (3) to five (5) years of relevant professional experience in procurement, purchasing, supply chain management, contract administration, or a related field.

Knowledge of public procurement principles, procedures, documentation, and applicable regulatory requirements.

Experience in procurement planning, solicitation processes, supplier management, contract monitoring, and procurement reporting.

Knowledge of budget controls, financial documentation, accountability, and internal controls.

Proficiency in Microsoft Word, Excel, email, and other relevant office applications.

Strong analytical, organizational, communication, negotiation, and report-writing skills.

Demonstrated integrity, impartiality, confidentiality, and professional judgment.

Experience working in a public institution, civil society organization, or development organization will be an advantage. Relevant professional training or certification in procurement and supply chain management will also be an advantage.

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POSITION: GENDER COORDINATOR

1. POSITION SUMMARY

The Gender Coordinator shall coordinate and support the integration of gender equality and gender mainstreaming into the Commission's policies, programs, projects, and institutional operations.

The successful applicant shall support initiatives promoting gender equality, preventing gender-based discrimination and violence, strengthening awareness of human rights, and improving inclusive participation in institutional and community activities.

Working under the direction of the officially designated supervisor, the Gender Coordinator shall assist with policy reviews, training and awareness activities, stakeholder engagement, monitoring, data collection, and the preparation of gender-related reports and recommendations.

The position requires sound knowledge of gender equality and human rights principles, strong coordination and communication skills, professional integrity, confidentiality, and a commitment to non-discrimination and accountability.

2. KEY RESPONSIBILITIES

The successful applicant shall perform the duties and responsibilities outlined in the approved Terms of Reference (TOR), including:

Gender Mainstreaming: Support the integration of gender perspectives into institutional policies, work plans, programs, projects, and activities.

Gender Equality and Human Rights Promotion: Support initiatives promoting equal rights, participation, dignity, and non-discrimination in accordance with the Commission's mandate.

Prevention of Gender-Based Violence and Discrimination: Coordinate awareness activities and support appropriate referrals and follow-up in accordance with established procedures.

Policy Development and Advisory Support: Assist in reviewing institutional policies and preparing recommendations to strengthen gender-responsive practices.

Training and Capacity Building: Coordinate gender equality training, workshops, seminars, and awareness activities for staff and relevant stakeholders.

Stakeholder Engagement: Coordinate with relevant government institutions, civil society organizations, women's rights organizations, community groups, and development partners on approved gender-related initiatives.

Monitoring, Evaluation, and Reporting: Monitor approved activities, maintain relevant records, analyze available gender-related information, and prepare periodic reports.

Internal Coordination: Work with relevant departments to integrate gender-related activities into institutional plans and maintain accurate records of implementation.

Confidentiality and Accountability: Ensure that sensitive information is handled appropriately and that all assigned activities comply with institutional procedures.

Other Duties: Perform other related duties lawfully assigned by the supervisor or Executive Director.

The successful applicant shall carry out these responsibilities in accordance with the Commission's approved procedures and applicable authorization requirements.

3. QUALIFICATIONS AND EXPERIENCE

Applicants must possess a Bachelor's degree in Gender Studies, Gender and Development, Social Work, Sociology, Public Administration, Development Studies, Human Rights, Law, or another relevant discipline from a recognized institution.

Applicants must also demonstrate:

At least three (3) to five (5) years of relevant professional experience in gender programming, gender mainstreaming, human rights, social development, policy coordination, or a related field.

Knowledge of gender equality, non-discrimination, gender-based violence prevention, and human rights principles.

Knowledge of relevant national laws, policies, and international instruments relating to gender equality and human rights.

Experience in program coordination, stakeholder engagement, training, monitoring, and report writing.

Strong written and oral communication skills.

Proficiency in Microsoft Word, Excel, email, and other relevant office applications.

Demonstrated integrity, confidentiality, cultural sensitivity, and professional judgment.

Experience working with government institutions, civil society organizations, development partners, or human rights institutions will be an advantage. Relevant professional training in gender equality, human rights, or gender-responsive programming will also be an advantage.

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POSITION: MAINTENANCE ASSISTANT

1. POSITION SUMMARY

The Maintenance Assistant shall provide routine maintenance, repair, and operational support to ensure that the Commission's offices, facilities, equipment, furniture, fixtures, and related infrastructure remain safe, functional, and in good working condition.

Working under the supervision of the designated supervisor, the successful applicant shall assist with routine facility inspections, minor repairs, preventive maintenance, identification of maintenance needs, care of institutional property, and coordination with qualified technicians when specialized repairs are required.

The position requires practical maintenance skills, reliability, attention to detail, responsible use of institutional property, and compliance with workplace safety procedures.

The Maintenance Assistant shall not independently authorize major repairs, engage contractors, procure maintenance materials, or commit institutional funds without the required approval.

2. KEY RESPONSIBILITIES

The successful applicant shall perform the duties and responsibilities outlined in the approved Terms of Reference (TOR), including:

Building and Facility Maintenance: Conduct routine inspections, identify defects, perform minor repairs within assigned competence, and report major maintenance requirements.

Electrical, Plumbing, and Utility Support: Identify and report faults affecting lighting, water supply, drainage, and other utilities, and coordinate specialized repairs through qualified technicians.

Preventive Maintenance and Equipment Care: Support routine maintenance schedules and monitor the condition of office facilities, furniture, fixtures, generators, air-conditioning units, and other assigned equipment.

Furniture and Institutional Property: Assist with the arrangement, repair, assembly, and safe movement of office furniture and fixtures.

Safety and Environmental Management: Identify hazards, maintain safe work areas, follow safety procedures, and report conditions that may endanger staff, visitors, or institutional property.

Maintenance Materials and Tools: Maintain assigned tools and equipment, monitor routine maintenance supplies, and submit requests for required materials through approved procedures.

Contractor and Service Provider Coordination: Assist authorized technicians and service providers with access to facilities and report the progress or deficiencies of assigned maintenance work.

Records and Reporting: Maintain maintenance request registers, document completed repairs, report outstanding faults, and prepare basic maintenance reports.

Accountability and Compliance: Use institutional property responsibly, observe workplace safety requirements, and comply with the Commission's established procedures.

Other Duties: Perform other related duties lawfully assigned by the supervisor or Executive Director.

The successful applicant shall carry out these responsibilities under the direction of the designated supervisor and in accordance with the Commission's approved procedures and applicable authorization requirements.

3. QUALIFICATIONS AND EXPERIENCE

Applicants must possess a minimum of a high school diploma or its equivalent.

Applicants must also demonstrate:

Basic experience in building maintenance, facility support, repairs, or a related field.

Practical knowledge of routine maintenance tasks involving furniture, fixtures, and general office facilities.

Ability to identify maintenance problems and report faults accurately.

Basic record-keeping and communication skills.

Ability to follow instructions and comply with workplace safety procedures.

Reliability, punctuality, and the ability to work effectively with others.

Relevant technical or vocational training in building maintenance, plumbing, electrical installation, carpentry, or a related trade will be an advantage. Previous experience in an office, public institution, or comparable organization will also be an advantage.

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VACANCY NOTICE

POSITION: HUMAN RIGHTS INVESTIGATOR

1. POSITION SUMMARY

The Human Rights Investigator will conduct or assist with investigations into alleged human rights violations within the mandate of the Commission. The successful candidate will gather and verify information, conduct interviews, document evidence, undertake authorized field visits, and prepare factual investigation reports for supervisory review.

The position requires integrity, impartiality, confidentiality, analytical ability, and a strong commitment to human rights and the protection of human dignity.

2. KEY RESPONSIBILITIES

The successful candidate will:

Review and document complaints and referrals assigned for investigation.

Conduct preliminary assessments and develop appropriate investigation plans.

Investigate alleged human rights violations through interviews, field visits, and evidence gathering.

Interview complainants, alleged victims, witnesses, officials, and other relevant persons professionally and impartially.

Maintain accurate interview records, case files, evidence documentation, and case-tracking information.

Participate in authorized human rights monitoring visits to detention facilities, public institutions, communities, and other relevant locations.

Identify urgent protection concerns and report them through approved institutional channels.

Prepare clear, factual, evidence-based investigation reports for review by the designated supervisor.

Maintain confidentiality and protect sensitive information and the identities of persons involved in investigations.

Coordinate with relevant stakeholders when authorized and perform other related duties assigned by the supervisor.

3. QUALIFICATIONS AND EXPERIENCE

Education

Bachelor's degree in Law, Human Rights, Political Science, Public Administration, Sociology, Social Work, Criminology, Peace and Conflict Studies, or a related discipline from a recognized institution.

Experience

At least three (3) years of relevant professional experience in human rights monitoring, investigations, complaint handling, legal or social research, protection work, or a related field.

Experience in conducting interviews, documenting evidence, preparing reports, and maintaining confidential records is an advantage.

Experience working with a human rights institution, civil society organization, justice institution, or protection program is desirable.

Required Skills and Competencies

Good knowledge of human rights principles and relevant national and international standards.

Strong analytical, investigative, documentation, and report-writing skills.

Ability to assess information objectively and maintain professional impartiality.

Excellent communication and interpersonal skills.

Ability to maintain confidentiality and handle sensitive information responsibly.

Computer literacy and ability to maintain accurate electronic and physical records.

Fluency in English; knowledge of local Liberian languages is an advantage.

Willingness and ability to undertake authorized field assignments.

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VACANCY NOTICE

POSITION: EXECUTIVE SECRETARY

1. POSITION SUMMARY

The Executive Secretary will coordinate assigned Secretariat activities and provide administrative and documentation support to the Commission's authorized leadership. The position will ensure the proper preparation and maintenance of meeting records, official correspondence, action-point registers, schedules, and administrative reports.

The successful candidate must demonstrate integrity, confidentiality, excellent communication skills, sound judgment, and the ability to coordinate multiple assignments efficiently.

2. KEY RESPONSIBILITIES

The Executive Secretary will:

Coordinate the day-to-day administrative functions of the Secretariat.

Organize official meetings, schedules, agendas, notices, and briefing materials.

Prepare or coordinate meeting minutes, resolutions, records of proceedings, and action-point summaries.

Maintain registers of official decisions, directives, correspondence, and pending assignments.

Follow up with relevant departments and officers on authorized decisions and assigned actions.

Draft official letters, memoranda, notices, reports, and other communications for review and approval.

Facilitate communication between the Commission's leadership, departments, and authorized stakeholders.

Maintain accurate, organized, and secure Secretariat records.

Prepare periodic reports on Secretariat activities, pending matters, and follow-up actions.

Coordinate logistical and administrative arrangements for official meetings and engagements.

Protect confidential institutional information and ensure that restricted records are accessed only by authorized persons.

Perform other related duties assigned by the authorized supervisor.

3. QUALIFICATIONS AND EXPERIENCE

Education

A bachelor's degree in Public Administration, Management, Political Science, Business Administration, Office Administration, Law, or a related discipline from a recognized institution.

Experience

At least five (5) years of relevant experience in administration, secretariat services, executive support, records management, or institutional coordination.

Demonstrated experience preparing meeting minutes, official correspondence, reports, and administrative documents.

Experience coordinating meetings, tracking assignments, and maintaining confidential records.

Experience supporting senior officials, boards, commissions, or public institutions is an advantage.

Required Skills and Competencies

Excellent written and verbal communication skills in English.

Strong organizational, administrative, and coordination abilities.

Proficiency in Microsoft Word, Excel, email, and related office applications.

Ability to prepare accurate minutes, reports, and official correspondence.

Strong record-keeping, time-management, and follow-up skills.

Ability to maintain confidentiality and exercise sound judgment.

Professionalism, integrity, accountability, and attention to detail.

Ability to work effectively under pressure and manage competing priorities.

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VACANCY NOTICE

POSITION: INTERNAL AUDITOR

1. POSITION SUMMARY

The Internal Auditor will conduct risk-based reviews of financial, administrative, procurement, payroll, asset-management, and operational activities. The position will assess the adequacy of internal controls, compliance with applicable requirements, and the reliability of supporting documentation.

The successful candidate will prepare evidence-based audit reports, communicate significant findings through approved channels, and monitor the implementation of agreed corrective actions. Professional independence, impartiality, confidentiality, and integrity are essential requirements.

2. KEY RESPONSIBILITIES

The successful candidate will:

Assist in preparing and implementing an approved risk-based internal audit plan.

Review financial transactions, payment vouchers, expenditure records, reconciliations, and supporting documentation.

Examine payroll, procurement, contract administration, asset management, and other assigned administrative processes.

Assess compliance with applicable financial-management requirements, institutional policies, procedures, and delegated authorities.

Evaluate the design and effectiveness of internal controls and identify gaps or weaknesses.

Conduct audit testing, interviews, document reviews, and other procedures necessary to obtain reliable evidence.

Maintain complete audit working papers and secure records of audit activities.

Identify potential errors, irregularities, misuse of resources, or other significant risks and report them through authorized channels.

Prepare clear, factual, evidence-based audit reports and practical recommendations.

Maintain a register of audit findings, agreed corrective actions, responsible officers, and implementation deadlines.

Conduct follow-up reviews to assess the implementation of audit recommendations.

Provide objective advice on improving internal controls, accountability, risk management, and administrative efficiency.

Maintain confidentiality and professional independence throughout all audit assignments.

3. QUALIFICATIONS AND EXPERIENCE

Education

A bachelor's degree in Accounting, Auditing, Finance, Business Administration, Public Administration, or a related discipline from a recognized institution.

Experience

At least three (3) to five (5) years of relevant experience in internal audit, external audit, accounting, financial management, risk management, or compliance.

Demonstrated experience reviewing financial records, testing internal controls, examining supporting documentation, and preparing reports.

Experience in public-sector administration, a development organization, or a regulated institution is an advantage.

Professional Qualifications

A recognized professional accounting or auditing qualification, or progress toward one, such as CPA, ACCA, CIA, or an equivalent qualification, is an advantage.

Required Skills and Competencies

Good knowledge of auditing principles, internal controls, risk assessment, and financial documentation.

Strong analytical, investigative, and report-writing skills.

Ability to identify weaknesses, verify evidence, and make practical recommendations.

High standards of integrity, objectivity, confidentiality, and professional judgment.

Proficiency in Microsoft Word, Excel, and relevant accounting or audit-record systems.

Good communication, organizational, and time-management skills.

Familiarity with applicable Liberian public-sector financial-management requirements is an advantage.

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VACANCY NOTICE

POSITION: HUMAN RIGHTS MONITOR

Two Positions; (River Gee, Gbarpolu)

Human Right Monitor

1. POSITION SUMMARY

The Human Rights Monitor will conduct field monitoring and document alleged human rights violations, support preliminary inquiries and investigations, engage with rights holders and relevant stakeholders, and prepare objective reports with evidence-based findings and recommendations.

The successful candidate may be assigned to monitor detention facilities, police stations, child-protection institutions, workplaces, concession areas, communities, and other relevant locations, subject to the Commission's mandate and applicable authorization.

2. KEY RESPONSIBILITIES

The successful candidate will:

Conduct scheduled and authorized unannounced monitoring visits to relevant institutions and field locations.

Monitor and document alleged human rights violations, discrimination, abuse, and systemic human rights concerns.

Assess conditions and practices against applicable national laws and relevant international and regional human rights standards.

Receive and register complaints and conduct preliminary assessments in accordance with INCHR procedures.

Support investigations through interviews, evidence collection, information verification, and documentation.

Prepare accurate monitoring reports, case summaries, investigation briefs, and recommendations.

Engage respectfully with complainants, victims, witnesses, government institutions, civil society organizations, businesses, and community representatives.

Apply appropriate safeguards when working with children, persons with disabilities, detainees, survivors of abuse, and other vulnerable persons.

Follow up on complaints, referrals, and recommendations and report unresolved concerns.

Contribute to thematic reports, early-warning activities, risk assessments, and human rights awareness initiatives.

Maintain secure, accurate, and confidential records in accordance with approved procedures.

Promptly report urgent or serious human rights concerns through authorized institutional channels.

Perform other related duties assigned by the authorized supervisor, consistent with the position and the Commission's mandate.

3. QUALIFICATIONS AND EXPERIENCE

Education

A bachelor's degree in Law, Human Rights, Social Sciences, Political Science, Development Studies, Sociology, or a related field from a recognized institution.

A postgraduate qualification in human rights, law, international relations, or a related discipline is an advantage.

Professional Experience

At least three (3) to five (5) years of relevant experience in human rights monitoring, investigations, legal practice, social work, protection, research, or a related field.

Demonstrated experience in field monitoring, interviewing, evidence collection, report writing, and stakeholder engagement.

Experience working with vulnerable populations is highly desirable.

Experience with national human rights institutions, civil society organizations, government institutions, or international organizations is an advantage.

Required Skills and Competencies

Strong analytical, investigative, and report-writing skills.

Excellent communication, interviewing, and interpersonal skills.

Knowledge of human rights principles and applicable standards.

Integrity, impartiality, confidentiality, and professional judgment.

Ability to document and safeguard sensitive information and evidence.

Ability to work independently and as part of a team.

Cultural sensitivity and respect for diversity and human dignity.

Basic computer literacy and willingness to travel to assigned field locations.

REPUBLIC OF LIBERIA
INDEPENDENT NATIONAL COMMISSION ON HUMAN RIGHTS
20th Street Fiamah Road, Sinkor, Monrovia- Liberia
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awilson@inchrlib.org/gweah@inchrlib.org

Office of Human Resources

VACANCY NOTICE

POSITION: RECEPTIONIST

1. POSITION SUMMARY

The Receptionist will support the efficient operation of the Commission's front desk by receiving visitors, answering telephone calls, recording messages, handling correspondence, and maintaining an orderly reception area.

The successful candidate must demonstrate professionalism, good communication skills, patience, reliability, and the ability to handle personal and sensitive information confidentially.

2. KEY RESPONSIBILITIES

The successful candidate will:

Welcome visitors and direct them to the appropriate departments or officers.

Answer incoming telephone calls and direct calls to the appropriate staff members.

Record visitors and maintain accurate front-desk registers.

Take and deliver messages promptly and accurately.

Provide approved general information about the Commission and its office procedures.

Receive, record, and route incoming correspondence to the appropriate offices.

Assist with dispatching approved correspondence and performing routine clerical tasks.

Maintain a neat and professional reception area.

Refer complaints, sensitive inquiries, and specialized requests to the appropriate authorized officers.

Protect confidential information and ensure that visitors follow applicable access procedures.

Report reception-related administrative concerns to the designated supervisor.

Perform other related duties assigned by the authorized supervisor.

3. QUALIFICATIONS AND EXPERIENCE

Education

Minimum of a high school diploma or equivalent recognized qualification.

A certificate or diploma in Office Administration, Secretarial Studies, Customer Service, or a related field is an advantage.

Experience

At least one (1) to two (2) years of relevant experience in reception, customer service, clerical administration, or a related field.

Experience in a public-facing office or institution is an advantage.

Required Skills and Competencies

Good written and verbal communication skills in English.

Professional telephone etiquette and interpersonal skills.

Ability to maintain accurate records and handle correspondence.

Basic computer literacy, including Microsoft Word and email.

Good organizational skills and attention to detail.

Ability to maintain confidentiality and treat all visitors respectfully.

Courtesy, punctuality, patience, and reliability.

Ability to work effectively with people from diverse backgrounds.

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Office of Human Resources

VACANCY NOTICE

POSITION: **Executive Director**

1. POSITION SUMMARY

The Executive Director is the chief executive and administrative officer of the Independent National Commission on Human Rights, responsible for the effective management and administration of the Commission's Secretariat and the implementation of policies, decisions, programs, and strategic priorities approved by the Board of Commissioners.

The Executive Director provides strategic leadership, operational oversight, institutional coordination, and administrative direction to ensure that the Commission discharges its mandate effectively, independently, professionally, and in accordance with applicable law.

The position is responsible for translating the Board's policies and decisions into coordinated institutional action, ensuring that the Commission's human, financial, and material resources are managed responsibly, and promoting a culture of accountability, integrity, professionalism, and respect for human rights.

The Executive Director shall exercise the authority lawfully delegated by the Board of Commissioners and shall remain accountable to the Board for the performance of the Secretariat.

2. PRINCIPAL DUTIES AND RESPONSIBILITIES

A. Strategic Leadership and Institutional Management

The Executive Director shall:

1. Provide strategic and operational leadership to the Secretariat.
2. Implement policies, resolutions, and decisions of the Board of Commissioners.
3. Develop and submit institutional work plans, operational plans, and performance targets for Board consideration and approval.
4. Coordinate the implementation of the Commission's strategic priorities and institutional reform initiatives.
5. Ensure effective coordination among departments and promote a unified institutional direction.
6. Advise the Board on administrative, operational, financial, and programmatic matters.
7. Identify institutional risks, emerging challenges, and opportunities for improvement.

B. Administration and Operational Oversight

1. Direct and supervise the day-to-day administration of the Secretariat.
2. Ensure that departments and staff perform their assigned duties effectively and in accordance with approved work plans.
3. Establish appropriate systems for planning, coordination, reporting, and performance monitoring.

4. Ensure that institutional records, correspondence, and administrative processes are properly maintained.
5. Promote efficient use of Commission resources and effective delivery of services.
6. Ensure that the Secretariat operates in accordance with approved policies, procedures, and applicable law.

C. Human Resources and Personnel Management

1. Supervise the implementation of the Commission's approved human resource policies and procedures.
2. Ensure that recruitment, promotion, reassignment, performance evaluation, disciplinary action, and other personnel decisions are undertaken in accordance with applicable law and established procedures.
3. Promote merit, fairness, transparency, and equal opportunity in personnel administration.
4. Ensure that staff have clear job descriptions, reporting lines, and performance expectations.
5. Support staff development, training, and professional capacity-building.
6. Address personnel and administrative grievances through appropriate institutional procedures.
7. Maintain appropriate personnel records and ensure confidentiality of staff information.

D. Financial Management and Resource Mobilization

1. Oversee the preparation and implementation of the Commission's annual budget and financial plans.
2. Ensure that financial resources are managed in accordance with approved budgets, financial regulations, and applicable law.
3. Supervise the preparation of financial reports and ensure timely submission to the Board and relevant authorities.
4. Promote transparency, accountability, and prudent management of public and donor resources.
5. Support resource mobilization and institutional partnerships, subject to the authority of the Board and applicable procedures.
6. Ensure that procurement and expenditure processes comply with approved policies and applicable law.
7. Facilitate internal and external audits and ensure appropriate follow-up on audit recommendations.

E. Program Implementation and Performance Management

1. Oversee the implementation of the Commission's programs, projects, and activities.
2. Ensure that departmental work plans are aligned with the Commission's strategic priorities.
3. Establish systems for monitoring, evaluation, and reporting on institutional performance.
4. Review departmental reports and provide guidance to improve program delivery.
5. Ensure that program activities are implemented effectively, efficiently, and in accordance with approved plans.
6. Promote evidence-based decision-making and continuous institutional improvement.

F. Human Rights Mandate Support

1. Facilitate the effective implementation of the Commission's mandate to promote and protect human rights.
2. Support the work of the Board and relevant departments in monitoring, investigation, documentation, reporting, and public outreach.
3. Ensure that the Secretariat provides the administrative and technical support necessary for the Commission's human rights activities.
4. Promote institutional compliance with applicable national, regional, and international human rights standards.
5. Support the preparation of institutional reports, policy briefs, and recommendations.
6. Ensure that the Commission's programs and operations are guided by independence, impartiality, accountability, and respect for human dignity.

G. Institutional Coordination and External Relations

1. Serve as the principal administrative liaison between the Board of Commissioners and the Secretariat.
2. Coordinate institutional engagement with government ministries, agencies, and commissions, as authorized.
3. Support the Commission's engagement with civil society organizations, development partners, diplomatic missions, and other stakeholders.
4. Facilitate communication and coordination with relevant national and international human rights institutions.
5. Represent the Secretariat in meetings and engagements within the authority delegated by the Board.
6. Ensure that official external communications are issued through appropriate institutional channels.

H. Governance, Compliance, and Accountability

1. Ensure that the Secretariat operates in accordance with the INCHR Act, Staff Handbook, Standard Operating Procedures, and other applicable institutional policies.
2. Maintain effective internal controls and administrative accountability mechanisms.
3. Ensure that Board decisions are properly documented and implemented.
4. Provide regular reports to the Board on the performance and administration of the Secretariat.
5. Ensure that institutional policies and procedures are periodically reviewed and updated.
6. Promote a culture of ethical conduct, professionalism, and accountability.
7. Ensure that the Commission's resources and authority are not used for personal, political, or other improper purposes.

3. QUALIFICATIONS AND EXPERIENCE

A. Education

Applicants must possess:

1. A Master's degree in Law, Public Administration, Management, Human Rights, Political Science, International Relations, Development Studies, or a related field from a recognized institution.
2. Professional qualifications in law, public administration, finance, human resources, or institutional management will be an advantage.

B. Professional Experience

1. At least four (4) to five (5) years of progressively responsible professional experience, including substantial experience in senior management, administration, institutional governance, or program leadership.
2. Demonstrated experience in strategic planning, organizational management, human resource administration, financial oversight, and institutional reporting.
3. Experience working in a national human rights institution, government institution, civil society organization, international organization, or comparable public-interest institution is highly desirable.
4. Demonstrated experience in managing multidisciplinary teams and implementing institutional reforms.
5. Experience in human rights, governance, justice, or public administration will be an advantage.

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Office of Human Resources

VACANCY NOTICE

POSITION: **Asset & Maintenance Officer**

1. POSITION SUMMARY

The Assets and Maintenance Officer shall be responsible for the effective management, protection, maintenance, utilization, and accountability of the Commission's buildings, vehicles, equipment, furniture, fixtures, and other institutional assets.

The Officer shall maintain accurate asset records, coordinate preventive and corrective maintenance, monitor the condition and use of institutional property, and ensure that all assets are properly safeguarded and utilized for official purposes. The position shall also coordinate maintenance services, repairs, inspections, and related logistical arrangements in accordance with approved policies, financial procedures, procurement requirements, and applicable laws.

The Officer shall promote value for money, operational efficiency, asset longevity, transparency, and accountability in the management of the Commission's physical resources.

2. KEY DUTIES AND RESPONSIBILITIES

A. Asset Register and Inventory Management

1. Establish, maintain, and regularly update a comprehensive register of all institutional assets.
2. Record asset descriptions, identification numbers, acquisition dates, locations, conditions, custodians, values, and disposal status.
3. Ensure that newly acquired assets are properly recorded, tagged, and assigned to authorized custodians.
4. Conduct periodic physical verification and inventory checks of institutional assets.
5. Reconcile physical assets with procurement, finance, stores, and accounting records.
6. Maintain records of asset transfers, reallocations, loans, losses, damages, repairs, and disposals.
7. Ensure that assets are assigned only to authorized officers or units.
8. Prepare periodic asset verification and inventory reports for management.
9. Report missing, damaged, misused, obsolete, or unserviceable assets to the appropriate authority.
10. Support the development and implementation of an institutional asset-management system.

B. Asset Protection and Accountability

1. Ensure that institutional assets are adequately protected against loss, theft, damage, misuse, and unauthorized disposal.
2. Monitor the use of vehicles, equipment, furniture, and other assets to ensure compliance with official purposes.
3. Maintain custody and accountability records for assets assigned to staff and departments.

4. Ensure that officers receiving institutional property sign appropriate handover or acknowledgment documents.
5. Monitor the return of assets when an officer is transferred, separated, suspended, retired, or otherwise ceases to use the asset.
6. Coordinate with Human Resources and Administration on asset clearance procedures.
7. Report suspected misuse, unauthorized transfer, loss, or damage of institutional property.
8. Assist in investigations concerning missing or damaged assets by providing relevant records and documentation.
9. Recommend measures to strengthen asset security and accountability.
10. Ensure that institutional assets are not used for personal, political, commercial, or other unauthorized purposes.

C. Maintenance Planning and Coordination

1. Develop and maintain preventive maintenance schedules for buildings, vehicles, generators, office equipment, electrical systems, plumbing, furniture, and other facilities.
2. Conduct or coordinate regular inspections of institutional premises and assets.
3. Identify maintenance needs and prepare maintenance requests, cost estimates, and work plans.
4. Coordinate routine, preventive, and corrective maintenance activities.
5. Ensure that repairs are undertaken promptly and in accordance with approved standards.
6. Monitor the quality, timeliness, and cost of maintenance services.
7. Maintain records of maintenance activities, repairs, replacement parts, service providers, and related expenditures.
8. Recommend the replacement or rehabilitation of assets that are beyond economical repair.
9. Ensure that maintenance work does not unnecessarily disrupt Commission operations.
10. Provide management with periodic reports on maintenance requirements, completed works, outstanding repairs, and anticipated costs.

D. Buildings and Facilities Management

1. Monitor the condition, safety, cleanliness, and functionality of Commission buildings and facilities.
2. Coordinate repairs and maintenance of offices, meeting rooms, washrooms, electrical systems, water systems, air-conditioning units, generators, and other facilities.
3. Ensure that offices and common areas are properly maintained and fit for official use.
4. Monitor the availability and proper functioning of essential utilities and facility services.
5. Identify safety hazards and recommend corrective measures.
6. Coordinate with service providers for waste management, pest control, sanitation, and other facility-related services.
7. Maintain records of building maintenance, inspections, service contracts, and warranties.
8. Support emergency response arrangements relating to facilities and essential services.
9. Ensure compliance with applicable occupational health, safety, and environmental requirements.
10. Recommend improvements to enhance the safety, accessibility, and efficiency of Commission facilities.

E. Vehicle and Transport Asset Management

1. Maintain an accurate register of all Commission vehicles and transport-related assets.
2. Monitor vehicle allocation, usage, mileage, fuel consumption, servicing, and repair history.
3. Ensure that official vehicles are assigned and used in accordance with approved policies.
4. Coordinate regular servicing, inspection, licensing, insurance, and roadworthiness requirements.
5. Maintain vehicle logbooks and review entries for completeness and accuracy.
6. Monitor the condition and operational availability of vehicles.

7. Report accidents, misuse, breakdowns, and other vehicle-related incidents promptly.
8. Coordinate repairs and maintenance with approved service providers.
9. Monitor the use of fuel, lubricants, tires, spare parts, and other vehicle-related resources.
10. Prepare periodic vehicle utilization, maintenance, and fuel-consumption reports.

F. Procurement and Service-Provider Coordination

1. Identify and document maintenance and asset-related procurement needs.
2. Prepare technical specifications and statements of work for maintenance, repairs, and asset-related services.
3. Coordinate with the Procurement Unit in accordance with approved procurement procedures.
4. Assist in obtaining quotations, evaluating technical submissions, and verifying service-provider capacity, as authorized.
5. Monitor the performance of contractors, technicians, and maintenance service providers.
6. Verify that goods, parts, and services supplied meet approved specifications and quality standards.
7. Confirm completion of maintenance works before recommending payment, subject to the applicable approval process.
8. Maintain records of contracts, purchase orders, invoices, warranties, and service reports.
9. Report poor performance, delays, defective work, or suspected overcharging to the appropriate authority.
10. Ensure that no maintenance or asset-related commitment is made without the required authorization.

G. Asset Disposal and Decommissioning

1. Identify assets that are obsolete, damaged, unserviceable, surplus, or beyond economical repair.
2. Prepare technical condition reports and recommendations for disposal or replacement.
3. Support the establishment of asset-disposal committees or processes, where required.
4. Ensure that asset disposal is conducted transparently and in accordance with applicable laws, policies, and approved procedures.
5. Maintain complete records of approvals, valuation, disposal, sale, transfer, destruction, or write-off of assets.
6. Ensure that disposed assets are removed from the asset register only after proper authorization and documentation.
7. Report any unauthorized disposal, removal, or transfer of institutional assets.
8. Ensure that confidential information and data are properly removed from computers and electronic equipment before disposal.

H. Financial and Administrative Accountability

1. Prepare annual and periodic asset-management and maintenance plans.
2. Provide inputs to departmental budgets for maintenance, repairs, replacements, and asset acquisition.
3. Monitor asset-related expenditures against approved budgets.
4. Maintain supporting documentation for maintenance and asset-related transactions.
5. Coordinate with Finance and Procurement to ensure proper reconciliation of asset records and expenditures.
6. Promote cost-effective maintenance and replacement decisions.
7. Identify opportunities to reduce unnecessary costs and improve asset utilization.
8. Ensure that all asset and maintenance records are available for internal and external audits.
9. Respond promptly to audit queries and implement approved recommendations.
10. Report suspected fraud, waste, abuse, or financial irregularities involving institutional assets.

I. Reporting and Compliance

1. Prepare monthly, quarterly, and annual reports on asset management and maintenance activities.
2. Maintain records of outstanding maintenance issues and follow-up actions.
3. Provide management with recommendations concerning asset replacement, repair, acquisition, and utilization.
4. Ensure compliance with the Commission's policies, Staff Handbook, procurement procedures, financial regulations, and applicable laws.
5. Support internal control measures relating to asset custody, verification, maintenance, and disposal.
6. Cooperate with internal auditors, external auditors, inspectors, and authorized review teams.
7. Maintain confidentiality of institutional, financial, personnel, and security-related information.
8. Perform other related duties assigned by the appropriate authority.

3. KEY DELIVERABLES

The Assets and Maintenance Officer shall be responsible for ensuring:

1. A complete, accurate, and regularly updated institutional asset register.
2. Timely physical verification and reconciliation of Commission assets.
3. Proper tagging, allocation, custody, and tracking of institutional property.
4. Functional and well-maintained buildings, vehicles, equipment, and facilities.
5. Effective implementation of preventive maintenance schedules.
6. Timely coordination and documentation of repairs and maintenance works.
7. Accurate vehicle logbooks, fuel records, and maintenance histories.
8. Proper documentation of asset transfers, losses, damages, and disposals.
9. Compliance with procurement, financial, asset-management, and audit requirements.
10. Improved asset utilization, cost efficiency, and institutional accountability.

4. QUALIFICATIONS AND EXPERIENCE

Applicants must possess the following qualifications and experience:

1. A Bachelor's degree in Facilities Management, Asset Management, Business Administration, Public Administration, Engineering, Logistics, Procurement, or a related field.
2. A diploma or professional qualification in facilities management, property management, fleet management, or a related discipline may be considered an advantage.
3. At least three (3) to five (5) years of relevant professional experience in asset management, facilities management, fleet administration, maintenance coordination, or logistics.
4. Demonstrated experience maintaining asset registers and conducting physical inventories.
5. Experience coordinating repairs, maintenance contracts, service providers, and facility-related activities.
6. Experience in a public institution, human rights organization, development agency, or nonprofit organization is desirable.
7. Knowledge of procurement, financial control, inventory management, and public-sector administrative procedures.
8. Experience with computerized asset-management or inventory systems shall be an advantage.

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Office of Human Resources

VACANCY NOTICE

POSITION: **Transitional Justice Officer**

1. POSITION SUMMARY

The Transitional Justice Officer shall provide technical and professional support to the Commission in advancing human rights, accountability, truth-seeking, reparations, institutional reform, reconciliation, memorialization, and other transitional justice initiatives within the Commission's mandate.

The Officer shall monitor, research, document, and report on transitional justice issues arising from Liberia's history of armed conflict, human rights violations, impunity, institutional weaknesses, and the continuing needs of victims, survivors, affected communities, and other rights holders.

The Officer shall support the Commission's engagement with victims and survivors, civil society organizations, traditional leaders, government institutions, justice-sector actors, development partners, international organizations, and other stakeholders on transitional justice matters.

The Officer shall contribute to the development of evidence-based recommendations aimed at strengthening accountability, promoting truth and reconciliation, ensuring meaningful participation of victims, supporting appropriate reparations, preventing recurrence of violations, strengthening institutions, and promoting sustainable peace and national healing.

The Officer shall perform all duties independently, impartially, professionally, and with strict respect for the dignity, confidentiality, safety, and rights of victims, witnesses, survivors, and other affected persons.

The position shall not confer prosecutorial, judicial, investigative, legislative, or independent enforcement authority beyond the powers expressly assigned to the Commission and delegated to the Officer.

3. KEY DUTIES AND RESPONSIBILITIES

A. Transitional Justice Monitoring

1. Monitor developments relating to transitional justice, accountability, truth-seeking, reparations, reconciliation, institutional reform, and guarantees of non-recurrence in Liberia.
2. Monitor the implementation of approved transitional justice policies, programmes, recommendations, and institutional initiatives.
3. Identify continuing human rights concerns connected to unresolved legacies of conflict and past violations.
4. Monitor developments affecting victims, survivors, witnesses, communities, and other persons affected by past human rights violations.
5. Prepare periodic reports on transitional justice developments and emerging concerns.
6. Identify gaps in accountability, victim participation, reparations, institutional reform, and access to justice.

7. Provide evidence-based recommendations to the appropriate Commission authority.

B. Truth-Seeking and Documentation

1. Support initiatives aimed at establishing and documenting the truth concerning past human rights violations and abuses.
2. Conduct research into historical and contemporary transitional justice issues relevant to Liberia.
3. Assist in documenting information concerning patterns of human rights violations, institutional failures, conflict-related abuses, and their continuing effects.
4. Support the collection, organization, preservation, and analysis of relevant records and documentation.
5. Conduct authorized interviews and consultations with victims, survivors, witnesses, affected communities, civil society organizations, and other relevant stakeholders.
6. Ensure that information obtained from victims and witnesses is handled with appropriate confidentiality and sensitivity.
7. Distinguish verified information from allegations, testimony, historical accounts, and information requiring further corroboration.
8. Support the preparation of thematic reports, research papers, policy briefs, and other transitional justice documentation.

C. Victims' Rights and Survivor Engagement

1. Promote a victim-centered approach to transitional justice activities.
2. Support meaningful participation of victims and survivors in transitional justice processes.
3. Identify barriers preventing victims and survivors from accessing justice, truth, reparations, recognition, or other appropriate remedies.
4. Conduct consultations with victims, survivors, families, communities, and representative organizations as authorized.
5. Ensure that victims and survivors are treated with dignity, respect, sensitivity, and impartiality.
6. Pay particular attention to the needs of women, children, persons with disabilities, displaced persons, marginalized communities, and other persons who may face heightened vulnerability.
7. Document concerns regarding re-traumatization, intimidation, discrimination, stigmatization, or retaliation against victims and witnesses.
8. Refer victims and survivors to appropriate support, protection, legal, psychosocial, or other services where such referral falls within the Commission's mandate and established procedures.

D. Accountability and Justice

1. Monitor developments concerning accountability for serious human rights violations and international crimes, consistent with the Commission's mandate.
2. Conduct research on barriers to accountability and access to justice.
3. Monitor relevant judicial, legislative, administrative, and institutional developments affecting transitional justice.
4. Analyze patterns of impunity and institutional weaknesses that may undermine accountability.
5. Support the preparation of evidence-based recommendations concerning accountability mechanisms.
6. Monitor the implementation of relevant recommendations aimed at combating impunity.
7. Coordinate, where authorized, with relevant justice-sector institutions and stakeholders.
8. Maintain strict distinction between monitoring and analysis on the one hand and prosecutorial or judicial decision-making on the other.

E. Reparations

1. Monitor developments concerning reparations for victims and survivors of serious human rights violations.
2. Research appropriate forms of reparations, including restitution, compensation, rehabilitation, satisfaction, memorialization, and guarantees of non-recurrence, as applicable.
3. Document victims' and communities' perspectives concerning appropriate forms of remedy and redress.
4. Support assessments of barriers to accessing reparations.
5. Monitor the implementation of approved reparations-related recommendations and programmes.
6. Provide technical recommendations aimed at ensuring that reparations measures are victim-centered, inclusive, accessible, and responsive to identified needs.
7. Pay particular attention to the gendered and community-level impacts of conflict-related violations.

F. Reconciliation and National Healing

1. Support initiatives promoting reconciliation, social cohesion, dialogue, tolerance, and national healing.
2. Assist in designing and implementing approved community consultations and dialogue processes.
3. Monitor community perceptions concerning reconciliation and accountability.
4. Identify factors that may undermine sustainable reconciliation and social cohesion.
5. Support inclusive participation of victims, survivors, youth, women, traditional leaders, civil society, religious organizations, and other relevant groups.
6. Document community-level transitional justice experiences, concerns, and recommendations.
7. Promote approaches that acknowledge victims' experiences while contributing to peaceful coexistence and national healing.

G. Institutional Reform and Guarantees of Non-Recurrence

1. Monitor institutional reforms intended to prevent the recurrence of serious human rights violations.
2. Assess, within the Commission's mandate, institutional weaknesses that may contribute to violations or impunity.
3. Monitor reforms within relevant justice, security, governance, and public institutions where such reforms have human rights and transitional justice implications.
4. Document institutional lessons arising from Liberia's conflict and post-conflict experience.
5. Support recommendations concerning human rights-compliant institutional reform.
6. Monitor the implementation of recommendations designed to strengthen accountability, transparency, professionalism, and respect for human rights.
7. Support public education on the importance of institutional reform and guarantees of non-recurrence.

H. Gender and Transitional Justice

1. Integrate gender considerations into transitional justice monitoring and programming.
2. Document the distinct experiences of women and girls affected by conflict and serious human rights violations.
3. Monitor gender-specific barriers to truth, justice, reparations, and participation.
4. Support gender-responsive transitional justice initiatives.
5. Monitor risks of sexual and gender-based violence, exploitation, discrimination, and retaliation affecting victims and survivors.
6. Ensure that women are meaningfully represented and consulted in transitional justice processes.

I. Children and Other Vulnerable Groups

1. Monitor the transitional justice needs of children and persons affected by conflict during childhood.

2. Support child-sensitive approaches to truth, justice, reparations, and reconciliation.
3. Identify barriers faced by persons with disabilities, marginalized groups, displaced persons, and other vulnerable populations.
4. Promote inclusive participation in transitional justice processes.
5. Ensure that information involving children and vulnerable persons is handled in accordance with applicable safeguarding and confidentiality requirements.

J. Research and Legal/Policy Analysis

1. Conduct research on transitional justice principles, practices, mechanisms, and developments.
2. Review relevant Liberian legislation, policies, judicial decisions, institutional reports, and other authorized materials.
3. Research relevant international and regional human rights and transitional justice standards.
4. Analyze legal and institutional developments relevant to truth, justice, reparations, reconciliation, and guarantees of non-recurrence.
5. Prepare policy briefs, research papers, legal background notes, and technical memoranda as assigned.
6. Identify gaps in legal and institutional frameworks affecting transitional justice.
7. Provide technical input into Commission reports, policy recommendations, submissions, and advocacy initiatives.

K. Community Engagement and Public Participation

1. Support inclusive community consultations on transitional justice.
2. Engage with community leaders, traditional authorities, civil society organizations, victims' groups, youth, women's organizations, religious groups, and other relevant stakeholders.
3. Promote public understanding of transitional justice concepts and processes.
4. Ensure that affected communities have appropriate opportunities to express their views and concerns.
5. Document community perspectives and incorporate relevant findings into reports and recommendations.
6. Support conflict-sensitive and do-no-harm approaches to community engagement.

L. Monitoring of Transitional Justice Institutions and Processes

1. Monitor institutions, mechanisms, programmes, or processes established to address transitional justice issues, where authorized.
2. Assess whether such mechanisms operate in a manner consistent with human rights, fairness, transparency, victim participation, and accountability.
3. Document institutional strengths, weaknesses, challenges, and gaps.
4. Prepare monitoring reports and recommendations for improvement.
5. Track the implementation of recommendations arising from monitoring activities.
6. Maintain appropriate records of transitional justice-related institutional developments.

M. Advocacy and Public Education

1. Support public awareness programmes concerning transitional justice and human rights.
2. Develop or contribute to educational materials on truth, justice, reparations, reconciliation, accountability, and institutional reform.
3. Support public forums, workshops, conferences, community dialogues, and stakeholder consultations.
4. Promote informed public discussion on transitional justice without compromising the Commission's independence and impartiality.
5. Support advocacy for appropriate human rights-based transitional justice measures.

N. Reporting and Documentation

1. Prepare accurate, objective, and evidence-based transitional justice reports.
2. Contribute to the Commission's annual human rights situation reports.
3. Prepare thematic reports on transitional justice issues.
4. Maintain appropriate records of interviews, consultations, monitoring visits, research, correspondence, and recommendations.
5. Prepare periodic updates for the relevant Director or Head of Department.
6. Ensure that reports clearly distinguish allegations, testimony, observations, verified facts, analysis, and recommendations.
7. Maintain appropriate safeguards for confidential and sensitive information.

O. Stakeholder Coordination

The Transitional Justice Officer shall maintain professional working relationships with:

1. Victims and survivors and their representative organizations.
2. Civil society organizations and human rights defenders.
3. Government ministries, agencies, and justice-sector institutions.
4. Security institutions, where appropriate.
5. Traditional and community leaders.
6. Women and youth organizations.
7. Religious organizations.
8. Academic and research institutions.
9. Development partners and international organizations.
10. Other relevant transitional justice stakeholders.

All external engagement shall be conducted within the Officer's delegated authority and established Commission protocols.

4. REQUIRED QUALIFICATIONS AND EXPERIENCE

Applicants must possess the following qualifications and experience:

1. A Bachelor's degree in Law, Human Rights, International Relations, Political Science, Development Studies, Peace and Conflict Studies, Sociology, Social Work, Public Policy, or a related discipline.
2. A Master's degree in Human Rights, Transitional Justice, Peace and Conflict Studies, International Law, Development Studies, Public Policy, or a related field shall be an advantage.
3. At least three (3) to five (5) years of relevant professional experience in human rights, transitional justice, peacebuilding, conflict resolution, accountability, victim support, legal research, human rights monitoring, or related fields.
4. Demonstrated understanding of transitional justice principles and mechanisms.
5. Experience in human rights monitoring, research, interviewing, documentation, report writing, and stakeholder engagement.
6. Experience working with victims, survivors, civil society organizations, national institutions, development partners, or international organizations shall be an advantage.
7. Knowledge of Liberia's history of conflict, human rights developments, justice institutions, and transitional justice discourse shall be an advantage.

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Office of Human Resources

VACANCY NOTICE

POSITION: **Director of Administration and Budget**

1. POSITION SUMMARY

The Director of Administration and Budget shall be responsible for providing strategic leadership, management, coordination, and oversight of the Commission's administrative, human resource, financial planning, budgetary, logistical, and institutional support functions.

The Director shall ensure the effective administration of the Commission's human, financial, and material resources in accordance with approved institutional policies, applicable laws, financial regulations, and established administrative procedures.

The position shall provide leadership in institutional planning, budget preparation and implementation, personnel administration, asset management, procurement coordination, and the strengthening of administrative systems to support the effective delivery of the Commission's mandate.

The Director shall work under the supervision of the Executive Director and shall remain accountable for the effective performance of the Department of Administration and Budget.

2. PRINCIPAL DUTIES AND RESPONSIBILITIES

A. Administrative Leadership and Management

1. Provide overall leadership, supervision, and coordination of the Department of Administration and Budget.
2. Develop and implement departmental work plans, operational priorities, and performance targets.
3. Ensure effective coordination of administrative functions across the Commission.
4. Supervise departmental personnel and ensure that assigned duties are performed efficiently.
5. Advise the Executive Director on administrative, financial, budgetary, and operational matters.
6. Establish appropriate systems for administrative planning, coordination, reporting, and performance monitoring.
7. Ensure that institutional administrative activities comply with approved policies and procedures.
8. Prepare periodic departmental reports and recommendations for management consideration.

B. Budget Planning and Management

1. Coordinate the preparation of the Commission's annual budget in consultation with relevant departments and units.
2. Ensure that departmental budget proposals are aligned with approved institutional priorities and work plans.
3. Support the preparation of budget estimates, expenditure projections, and resource requirements.
4. Monitor the implementation of approved budgets and identify budgetary challenges.

5. Coordinate with the Finance Unit on budget execution, expenditure monitoring, and financial reporting.
6. Review budget performance reports and recommend corrective measures where necessary.
7. Promote efficient, transparent, and accountable utilization of approved budgetary resources.
8. Ensure compliance with applicable public financial management laws, regulations, and procedures.

C. Human Resources and Personnel Administration

1. Provide administrative oversight and support for the implementation of the Commission's approved human resource policies and procedures.
2. Coordinate with the Human Resources Unit on workforce planning, recruitment, staff placement, and personnel administration.
3. Ensure that personnel actions are processed in accordance with applicable laws and approved institutional procedures.
4. Support the implementation of staff performance appraisal and professional development programmes.
5. Promote fairness, transparency, merit, professionalism, and equal opportunity in personnel administration.
6. Ensure that departmental staffing needs are properly assessed and communicated to management.
7. Support the maintenance of accurate and confidential personnel records.
8. Coordinate the resolution of administrative and personnel matters through appropriate institutional channels.

D. Financial Administration and Accountability

1. Coordinate with the Finance Unit to ensure effective financial planning and administrative accountability.
2. Support the preparation and timely submission of financial and budgetary reports.
3. Monitor compliance with approved financial procedures and internal controls.
4. Ensure that administrative expenditures are supported by appropriate documentation and authorization.
5. Support the implementation of internal and external audit recommendations.
6. Identify financial and administrative risks and recommend appropriate corrective measures.
7. Promote prudent financial management and the responsible use of public resources.
8. Ensure that financial responsibilities are exercised within the authority lawfully assigned to the position.

E. Procurement and Logistics Coordination

1. Coordinate administrative planning for the procurement of goods, works, and services required by the Commission.
2. Ensure that departmental procurement needs are properly identified and documented.
3. Work with the Procurement Unit to support the implementation of approved procurement plans.
4. Monitor the availability and appropriate utilization of institutional supplies and logistical resources.
5. Ensure that procurement-related administrative processes comply with applicable laws and approved procedures.
6. Support effective coordination of transportation, office supplies, equipment, and other logistical services.
7. Promote transparency, accountability, and value for money in administrative and logistical operations.

F. Assets and Facilities Management

1. Supervise the effective administration and maintenance of the Commission's physical assets and facilities.
2. Ensure that institutional assets are properly recorded, safeguarded, maintained, and utilized for official purposes.
3. Coordinate with the Assets and Maintenance Officer on inventory management and physical verification of institutional property.
4. Oversee the implementation of preventive and corrective maintenance plans.
5. Ensure that Commission buildings, vehicles, equipment, and other facilities are maintained in appropriate working condition.
6. Review asset-management and maintenance reports and recommend necessary improvements.
7. Ensure that asset transfers, disposals, and related transactions follow approved procedures.
8. Promote efficient utilization and accountability of institutional resources.

G. Institutional Planning and Coordination

1. Coordinate departmental contributions to institutional strategic and operational planning.
2. Support the implementation of approved institutional policies, programmes, and reform initiatives.
3. Ensure that administrative and budgetary priorities support the Commission's human rights mandate.
4. Facilitate effective communication and coordination among departments and units.
5. Participate in management meetings and provide administrative and budgetary recommendations.
6. Monitor departmental performance against approved work plans and targets.
7. Identify operational challenges and propose appropriate institutional improvements.

H. Governance, Compliance, and Internal Controls

1. Ensure that departmental operations comply with the INCHR Act, Staff Handbook, Standard Operating Procedures, and other applicable institutional policies.
2. Promote compliance with public financial management, procurement, civil service, and other relevant laws and regulations.
3. Establish and maintain effective administrative internal control measures.
4. Support internal and external audits and authorized institutional reviews.
5. Ensure that departmental records and official documents are properly maintained and secured.
6. Promote ethical conduct, integrity, transparency, and accountability among departmental personnel.
7. Report suspected administrative irregularities, misuse of institutional resources, and noncompliance to the appropriate authority.
8. Ensure that delegated authority is exercised responsibly and within established legal and institutional limits.

I. Reporting and Performance Management

1. Prepare monthly, quarterly, and annual departmental performance reports.
2. Monitor the implementation of approved departmental work plans and performance targets.
3. Review reports submitted by personnel and units under the Department of Administration and Budget.
4. Provide management with recommendations for improving administrative efficiency and institutional performance.
5. Ensure timely submission of required administrative, budgetary, and operational information.
6. Perform other related duties assigned by the Executive Director or appropriate authority.

3. KEY DELIVERABLES

The Director of Administration and Budget shall be responsible for ensuring:

1. Effective leadership and coordination of the Department of Administration and Budget.
2. Timely preparation and implementation of departmental work plans.
3. Proper coordination of the Commission's annual budget preparation and monitoring.
4. Effective implementation of approved administrative and human resource procedures.
5. Improved financial accountability and administrative internal controls.
6. Proper management and maintenance of institutional assets and facilities.
7. Effective coordination of procurement and logistical support services.
8. Timely preparation and submission of departmental performance reports.
9. Compliance with applicable administrative, financial, procurement, and institutional requirements.
10. Improved operational efficiency, institutional accountability, and service delivery.

4. QUALIFICATIONS AND EXPERIENCE

A. Education

Applicants should possess:

1. A Master's degree in Public Administration, Business Administration, Management, Finance, Accounting, Economics, Human Resource Management, Public Financial Management, or a closely related discipline from a recognized institution.
2. Additional professional qualifications in public administration, accounting, financial management, procurement, human resources, or institutional management shall be an advantage.

B. Professional Experience

1. At least five (5) years of progressively responsible professional experience in administration, financial management, budget planning, human resource management, or institutional operations.
2. Demonstrated experience in a supervisory or management position.
3. Proven experience in budget preparation, implementation, financial oversight, and institutional reporting.
4. Experience in personnel administration, organizational management, and institutional coordination.
5. Knowledge of public financial management, procurement, and administrative procedures.
6. Experience working in a government institution, national human rights institution, development organization, or comparable public-interest institution shall be an advantage.
7. Demonstrated ability to manage multidisciplinary teams and coordinate institutional resources effectively.

C. Required Skills and Competencies

1. Strong leadership, management, and organizational skills.
2. Excellent written and verbal communication skills.
3. Sound knowledge of budget preparation, financial administration, and reporting.
4. Strong analytical, problem-solving, and decision-making abilities.
5. Proficiency in Microsoft Office applications, particularly Word, Excel, and PowerPoint.
6. Ability to maintain confidentiality and exercise sound professional judgment.
7. Demonstrated integrity, accountability, professionalism, and commitment to institutional objectives.
8. Ability to work effectively with diverse personnel and stakeholders.

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Office of Human Resources

VACANCY NOTICE

POSITION: **Facility Protector**

2 Positions

1. POSITION SUMMARY

The Facility Protector shall be responsible for safeguarding the Commission's premises, personnel, visitors, equipment, documents, and other institutional property against unauthorized access, theft, damage, vandalism, and potential security threats.

The position shall support the maintenance of a safe, secure, orderly, and professional working environment through regular security patrols, access control, incident reporting, visitor monitoring, and compliance with approved institutional security procedures.

The Facility Protector shall perform assigned duties professionally, impartially, and respectfully, ensuring that security measures are consistent with the Commission's mandate to promote and protect human rights.

2. KEY DUTIES AND RESPONSIBILITIES

A. Facility Security and Protection

1. Safeguard Commission buildings, offices, equipment, vehicles, and other institutional property.
2. Monitor assigned security posts and ensure that institutional premises remain protected during designated working hours and shifts.
3. Conduct regular patrols of Commission premises to identify potential security risks.
4. Monitor entrances, exits, corridors, parking areas, and other designated locations.
5. Prevent unauthorized access, theft, vandalism, and damage to institutional property through lawful and approved security measures.
6. Report suspicious activities, security breaches, and unsafe conditions to the appropriate supervisor.
7. Ensure that security arrangements are maintained in accordance with approved institutional procedures.

B. Access Control and Visitor Management

1. Monitor and control access to Commission premises in accordance with approved security procedures.
2. Verify the identity and authorization of visitors, contractors, and other persons entering restricted areas.
3. Maintain accurate visitor entry and exit records.
4. Direct visitors to appropriate offices and departments.
5. Ensure that unauthorized persons do not enter restricted offices or facilities.
6. Assist in maintaining orderly movement of personnel and visitors within Commission premises.
7. Treat all staff, visitors, complainants, and members of the public with courtesy, dignity, and respect.

C. Security Monitoring and Patrols

1. Conduct routine security inspections and patrols of assigned facilities.
2. Check doors, windows, gates, locks, and other security installations.
3. Identify and report damaged locks, defective lighting, broken doors, and other security vulnerabilities.
4. Monitor the condition and security of institutional assets within assigned areas.
5. Remain alert to unusual activities, potential disturbances, and emerging security concerns.
6. Maintain appropriate vigilance during assigned duty periods.
7. Report security concerns promptly through established reporting channels.

D. Incident Prevention and Reporting

1. Identify potential security threats and take appropriate preventive measures within assigned authority.
2. Report incidents involving theft, attempted unauthorized entry, property damage, disturbances, or threats to personnel.
3. Prepare accurate written reports concerning security incidents and observations.
4. Maintain security occurrence books, patrol records, and other required documentation.
5. Preserve relevant information concerning incidents for review by authorized officials.
6. Cooperate with institutional management and appropriate authorities during authorized security reviews.
7. Avoid unauthorized confrontation, excessive force, intimidation, or conduct inconsistent with human rights principles.

E. Emergency Preparedness and Response

1. Assist in responding to emergencies involving fire, accidents, security disturbances, or other threats to Commission premises.
2. Notify appropriate authorities and emergency services when necessary and authorized.
3. Support the safe evacuation of personnel and visitors during emergencies.
4. Identify and report potential fire hazards and unsafe conditions.
5. Assist in maintaining clear emergency exits and access routes.
6. Participate in approved security and emergency preparedness training.
7. Follow established emergency response and safety procedures.

F. Protection of Institutional Property

1. Monitor the movement of institutional equipment and other property through designated access points.
2. Verify appropriate authorization for the removal of Commission property.
3. Report suspected theft, misuse, damage, or unauthorized removal of institutional assets.
4. Coordinate with the appropriate administrative personnel on security concerns involving Commission property.
5. Ensure that security responsibilities are performed without interfering with authorized institutional operations.
6. Maintain confidentiality concerning sensitive institutional information encountered during duty.

G. Professional Conduct and Institutional Compliance

1. Perform assigned duties with discipline, integrity, impartiality, and professionalism.

2. Comply with the Commission's approved security procedures, Staff Handbook, and applicable administrative instructions.
3. Maintain punctuality and regular attendance at assigned duty posts.
4. Properly hand over security responsibilities at the end of assigned shifts.
5. Maintain a professional appearance and appropriate conduct while on duty.
6. Respect the dignity, privacy, and rights of staff, complainants, visitors, and members of the public.
7. Maintain confidentiality of institutional and security-related information.
8. Carry out other related duties assigned by the appropriate authority.

3. KEY DELIVERABLES

The Facility Protector shall be responsible for ensuring:

1. Safe and secure Commission premises during assigned duty periods.
2. Effective monitoring and control of access to institutional facilities.
3. Accurate maintenance of visitor records and security occurrence books.
4. Regular security patrols and inspections of assigned premises.
5. Timely identification and reporting of security risks and incidents.
6. Proper monitoring and protection of institutional property.
7. Effective support for emergency preparedness and response.
8. Compliance with approved security procedures and institutional policies.
9. Professional and respectful treatment of staff, visitors, and members of the public.
10. Improved security awareness, discipline, and accountability within assigned areas.

4. QUALIFICATIONS AND EXPERIENCE

A. Education

1. A minimum of a high school diploma or equivalent qualification from a recognized institution.
2. Additional training or certification in security management, facility protection, occupational safety, emergency response, or a related field shall be an advantage.

B. Professional Experience

1. Previous experience in security services, facility protection, premises monitoring, or a related field is desirable.
2. Experience working in a government institution, public facility, human rights organization, or similar professional environment shall be an advantage.
3. Familiarity with access control, security patrols, incident reporting, and basic emergency procedures is desirable.

C. Required Skills and Competencies

1. Good observation, vigilance, and security awareness.
2. Ability to communicate clearly and respectfully.
3. Demonstrated honesty, integrity, discipline, and reliability.
4. Ability to maintain confidentiality and follow established instructions.
5. Ability to prepare basic security reports and maintain accurate records.
6. Good interpersonal skills and the ability to work with diverse groups of people.
7. Ability to respond calmly and responsibly during emergencies.
8. Willingness to work assigned shifts and comply with institutional duty schedules.
9. Commitment to human rights principles, professionalism, and respectful treatment of the public.