



REPUBLIC OF LIBERIA
INDEPENDENT NATIONAL COMMISSION ON HUMAN RIGHTS (INCHR)
20th Street Fiamah Road, Sinkor
Cell#: 07701455748/0886711332; Email: humanrightscommission@inchrliberia.com
Website: www.inchrliberia.com



VACANCY NOTICE

POSITION: Business & Human Rights Assistant

BACKGROUND: The Independent National Commission on Human Rights (INCHR) was created in 2005 by the Act of the National Legislature with the statutory mandate to promote and protect Human Rights inconsistent with the Constitution of the Republic of Liberia and other relevant laws including International Treaties and convention that Liberia is a state party.

The Independent National Commission on Human Rights (INCHR) is now looking for a competent dynamic Liberian to serve as the Business & Human Rights Assistant.

Duties and Responsibilities

Under the direct supervision of the Business & Human Rights officer, the Business & Human Rights Assistant shall serve as principle deputy to the Business & Human Rights Officer;

Specific tasks:

- a) Shall prevent the leakage of confidential information from the Commission, and work under the direct supervision of the Business & Human Rights Officer;
- b) Shall assist with the source of data information for the presentation and development of the monthly and annual business and human rights report
- c) Shall assist in the gathering of alleged allegation of information of wrongful dismissal of all employees;
- d) Shall serve as monitor/observer concession areas for possible Human Rights violations.
- e) Review all National and International instruments on business & Human Rights;
- f) Must be prepared to act in the absent of the Business & Human Rights Officer at all time
- g) Attend related meetings and/or programs on behalf of the commission;
- h) Must advocate the respect for human rights at all businesses & concession areas.

Qualification/ Requirements

- **Bachelor/Associate Degree in any of the Social sciences, with not less than 3 years' of work experiences,**
- **Must be Diverse and Culturally tolerant;**
- **Have good field work and supervisory skills, work in multicultural environments, and the ability to work with others;**
- **Computer literate with strong knowledge of Micro-soft Office suite (Word, Excel, Access, Internet Surfing, etc);**
- **Must have STRONG ANALYTICAL AND INVESTIGATIVE SKILLS; and the ability to communicate effectively both orally and in writing; main ethical/ professional standard and integrity;**

APPLICATION INSTRUCTIONS:

TO be considered for this position, qualified applicant must submit the following as part of the application.

- A letter of application summarizing individual qualifications for this position;
- A current resume in reverse chronological format;
- A list of at least (3) three professional references including name, contact information, and statement of relationship to the applicant;
- Copies of all credentials;

Deadline for submission of application is Wednesday July 17, 2024 at 16:00 hr. hard copies of application must be submitted to the below and clearly marked "Letter of Application for the Position for Business & Human Rights Assistant.

The Office of the Human Resource
INDEPENDENT NATIONAL COMMISSION ON HUMAN RIGHTS (INCHR)
20TH street fiamah Road Sinkor
REPUBLIC OF LIBERIA

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED. QUALIFIED FEMALES ARE ENCOURAGE TO APPLY