



REPUBLIC OF LIBERIA

INDEPENDENT NATIONAL COMMISSION ON HUMAN RIGHTS (INCHR)  
20<sup>th</sup> Street Fiamah Road, Sinkor  
Cell#: 07701455748/0886711332; Email: [humanrightscommission@inchrliberia.com](mailto:humanrightscommission@inchrliberia.com)  
Website: [www.inchrliberia.com](http://www.inchrliberia.com)



## VACANCY NOTICE

POSITION: DIRECTOR FOR LEGISLATIVE ASSISTANT TREATY MATTERS & LAW

**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 Director of Legislative Assistant Treaties Matters and Law.

### Summary

Under the direct supervision of the Executive Director, the Director of Legislative Assistance, Treaty Matters and Law shall be responsible for providing legal assistance on human rights issues; Specific tasks:

- a) Shall propose amendments or reforms of laws, regulations or administrative practices to the competent authorities, especially of the laws, regulations or administrative practices to the competent authorities, especially if the laws, regulations or administrative practices have hindered or unreasonably complicated the filing of a complaint by a complainant;
- b) Shall liaise with Legislative Standing Committee on Judiciary, Claims, Petitions and Human Rights to reviewing, repealing, amending or approbating National Laws and International Protocols, Conventions and Treaties to which the Republic of Liberia is a State Party;
- c) Shall support the preparation of human rights situation report and assist in the preparation of thematic reports of the Commission;
- d) Shall draw the attention of the Board of Commission through the Executive Director on any advisory basis, either at the request of the BoC or on his/her opinion, recommendations, proposals and reports on any matters concerning the protection and promotion of human rights;
- e) Shall contribute to the preparation of reports which the Republic of Liberia is required to submit to the relevant United Nations bodies and committees and to regional institutions;

- f) Shall draw the attention of the BoC to human rights violations in any part of the country and make proposals to it for initiatives to put an end to such situations and where necessary to express an opinion on the actions of the Government in response to violations.
- g) Shall work with human rights monitors assigned in the fifteen counties for the purpose of coordination and collaboration.

#### *Qualification/ Requirement*

- Degree in Law or its equivalent with five (5) years of progressive professional or knowledge on issues relating to international human rights law, human rights mechanisms etc. ;
- Interact and prepare draft responses to human rights treaty body/charter based bodies as well as regular submission upon request from special rapporteurs AU or UN), mandate holders and the UN Human Rights Council on thematic issues.
- Computer literate with Strong knowledge of Micro-soft Office Suite (PowerPoint Presentation, Word, Excel, Access, Internet Surfing, etc.);
- Ability to plan, organize and monitor work to ensure achievement of desired results, MANAGE LARGE PROJECTS; must be Diverse and Culturally Tolerant;
- Excellent project and report writing skills;
- Must have a strong organizational (interpersonal) and communication skills, make decision in a timely manner; the ability to communicate effectively both orally and in writing ; analyze data for decision making; and the ability to gain other's support for ideas, proposal & solutions and get others to take action in order to advance work objectives; maintain high 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 Director of Legislative Assistant Treaty Matters & Law.

The Office of the Human Resource

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