



**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:** HR Analyst

**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 HR Analyst.

### **Duties and Responsibilities**

Under the direct supervision of the Assistant Human Resource, the HR Analyst shall assist in the development and management of the Commission's Human Resource in keeping with institutional Policies and International Best Practice;

### **Specific tasks:**

- a. Shall prevent leakage of confidential information from the Commission and work under the supervision of the Human Resource Manager;
- b. Shall be custodian of the Commission's Staff personnel records;
- c. shall ensure that all personnel records and documents are properly filed and protected.
- d. Data entry of all personnel information;
- e. Prepare contractors payroll;
- f. Shall Print and Photocopy human resource documents;
- g. Prepare contracts for project contractors;
- h. Shall Download information from website for human resource office;
- i. Shall Assist IT in problem solving;
- j. Shall Update personnel list;
- k. Shall perform other duties as may be requested by the Director of Administration and Budget;
- l. Shall assist in management and Maintenance of database system; imitate and coordinate system studies;

### **Qualification/ Requirements**

- Bachelors/Associate degree in Information Technology with work experience in Information Technology;
- Must have excellent skills in system Administration, Networking, Cisco, General Programming and & Hardware;

- Ability to plan, organized and monitor work to ensure achievement of desired results, **EXPERIENCE IN SYSTEM ADMINISTRATION; must be Diverse and Culturally Tolerant;**
- Excellent networking Kills;
- Must have strong organizational (interpersonal) and communication skills, analyze data
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#### **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 HR Analyst.

The Office of the Human Resource  
INDEPENDENT NATIONAL COMMISSION ON HUMAN RIGHTS (INCHR)  
20<sup>TH</sup> street fiamah Road Sinkor  
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ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED. QUALIFIED FEMALES ARE ENCOURAGE TO APPLY