

Title: Human Rights Monitor

Grade: Monitor

Reports to: Human Rights Coordinator

Department: Complaints, Investigation and Monitoring

Summary

Under the direct supervision of the coordinator, the Human Rights Monitor shall serve as INCHR focal person and Human Rights Monitor.

Specific Task:

- a. Shall prevent leakage of confidential information from the Commission;
- b. Monitor, identify and report in detail all situations of abuse/violation of Human Rights in the county;
- c. Maintain contact and cordial relationship with Civil Society, public and Private institutions, communities and community-dwellers for the purpose of Achieving the established goals of the Commission;
- d. Shall coordinate field monitoring/operations within counties of control; Receives Complaints of alleged abuse/violation of Human Rights within the County
- e. Monitor National situations or events/special situations or events of potential Human Rights concern in the County; Conduct preliminary investigation of alleged abuse/violation of Human Rights within the County.
- f. Shall submit situational detailed reports of findings for alleged abuse/violation of Human Rights to the Supervisor for appropriate section
- g. Shall submit monthly activity Human Rights reports to Head Office, Human Rights Coordinator;
- h. Participate in county level Human Rights activities and represent the Commission At the Human Rights protection Cluster meetings,
- i. Shall work with Human Rights monitors assigned within the counties under the region; advocate for and educate the public on Human Rights and protection;
- l. Perform other assigned task, compile and submit monthly field reports to the Human Rights Coordinator;
- m. Visit the prisons and all detention centers and courts and police facilities (military

And Para military) prevailing situation.

- n. Monitor/observe concession area for possible Human Rights Violations;
- o. Recommend actions (s) to address Human Rights and Protection Issues.
- p. Perform other assigned tasks.

Qualification:

- **Associate Degree/High School Diploma & W A E C Certificate;**
- **Ethnic Friendly; and Culturally Tolerant; work under pressure and in a multicultural Environment;**
- **Good awareness of rural communities/institutions, and the ability to adapt to Environment and change;**
- **Must have the ability to communicate effectively both orally and n writing;**
- **Maintain ethical standards 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
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