



## VACANCY NOTICE

### POSITION: STORE ROOM CLERK

#### **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 conventions that Liberia is a state party.

The Department of Administration & Budget of (INCHR) is in search of a competent and qualified staff to serve as Store Room Clerk.

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#### **Summary**

Under The direct supervision of Assets & maintenance Officer, the Store Room Clerk shall be responsible to ensure assets in the store room are properly secured;

#### **Specific Tasks**

- Shall prevent leakage of confidential information from the Commission;
- Shall Work directly under the supervision of the Assets & Maintenance Officer;
- Shall receive all stocks in the store room;
- Shall be responsible for arranging, keeping record of request form, from the various departments as custodian of all stocks;
- Shall assist with the inventory process;

#### **QUALIFICATION & OTHER SKILLS**

- Associate Degree/High School Diploma
- Computer literate with Strong knowledge of Micro-soft Office Suite (Word, Excel, Access, Power Point Presentation Internet Surfing, etc.);
- Must be Diverse and Culturally Tolerant;
- Must Be GENDER SENSITIVE
- Must have a basic writing skills, and must be respectful and neat at all times;

- **The ability to plan, organize work, make sound judgment and ensure achievement of desired results;**
- **Perform other duties assigned;**

### **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)

20<sup>TH</sup> street fiamah Road Sinkor

REPUBLIC OF LIBERIA

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