



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: PUBLIC INFORMATION OFFICER

BACKGROUND:

The Independent National Commission on Human Rights (INCHR) was created in 2005 by the Act of the Legislature with the statutory mandate to protect and promote 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 is responsible to sensitize public awareness of the understanding of the role and functions, improve and maintain favorable image of the commission, develop, execute and supervise all training programs; and promoting the protection and defense of human rights, also fundamental freedom and good governance, and the rule of law and maintaining advocacy and media production of newsletter, curriculum development which is headed by a Director.

The Education Training & Information Department of (INCHR) is in search of a competent and qualified staff to serve as Public Information officer.

Summary

The Public Information Officer shall assist in planning, developing and implementing the public information strategy of the commission.

Specific Tasks

- Shall prevent leakage of confidential information from the Commission;
- Work directly under the supervision of the **Director of Education Training & Information**;
- Assist in planning, developing and implementing the public information strategy of the commission.
- Receives, select and organize articles for the newsletters: and expedites press releases.
- Organize photographing, video, and type recording of activities for publications.
- Facilitates the promotion and propagation of Human Rights, fundamental freedom, good governance and the rule of law: submit monthly report to the Director.
- Assist in arranging the arrival, accommodation and departure of guest for the commission.
- Facilitate the promotion and preparation of congratulatory messages; assist in organizing press conferences, radio talk shows, dramas, etc. for the commission.
- Shall work with Human Rights Monitor assigned in the fifteen (15) counties for the purpose of coordination and collaboration.

QUALIFICATIONS & OTHER SKILLS

- **Minimum of a Bachelor Degree Associate Degree in Mass Communication, Sociology Political Science related areas and experience in the area of journalism;**
- **Computer literate with Strong knowledge of Micro-soft Office Suite (Word. Excel, Access, Internet Surfing, etc.);**
- **Ability to plan, organize work, make sound judgment and ensure achievement of desired results, COMMUNICATE EFFECTIVELY, must be Tolerant and Respect Culture Diversity;**
- **Must Be GENDER SENSITIVE**
- **Excellent Media relations and organizing skills;**
- **Must have strong organizational (interpersonal) and communication skills; make decision in a timely manner; the ability to communicate effectively both orally and in writing; analyzed data for decision making, maintain high ethical/ professional standard and integrity.**
- **Ability to plan, organize work, make sound judgment and ensure achievement of desired results;**

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