



OFFICE OF THE OMBUDSMAN

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** Office of the Ombudsman - Job Announcement **

The Office of the Ombudsman seeks experienced, competent, and qualified Librarians to support its mission for the (**Expeditor**) position. The roles involve supporting the office in its enforcement, investigation, monitoring, overseeing, and evaluating adherence to the Code of Conduct.

About Us:

The office of the Ombudsman is committed to fostering a fair and transparent environment for all its stakeholders. The Office plays a crucial role in addressing concerns, resolving conflicts, and ensuring that all voices are heard in the implementation of the Code of Conduct for Public Officials. We are seeking diligent and professional Liberians to join our team and to support the mission of the Ombudsman's Office. The person selected for this role will have the opportunity to contribute to a fair and transparent organizational culture; an inclusive and collaborative work environment; professional development and career growth opportunities, etc.

Job Title: **Expeditor**

Location: Monrovia, with the possibility of travels around Liberia

Job Type: Full-Time

Reports To: The Human Resource Director

Job Summary:

The Expeditor will support the Human Resource Director's office by ensuring the efficient flow of documents, materials, and correspondence. This vital role contributes to the smooth operation of the office through timely, accurate, and secure delivery of critical communications while upholding professionalism and confidentiality. To facilitate the efficient flow of documents, materials, and correspondence within and outside the Office of the Ombudsman. The Expeditor ensures that critical communications and deliveries are handled promptly, accurately, and securely to support the effective operations of the Human Resource Director's office.

Key Responsibilities:

- Documents or correspondence delivery
- Managing errands, and logistical support.
- Timely and secure delivery of documents and materials.
- Effective coordination of errands and logistical support tasks.
- Transport documents, correspondence, and materials to internal departments and external stakeholders.
- Ensure all deliveries are logged, tracked, and confirmed to ensure accountability.
- Handle time-sensitive deliveries to ensure deadlines are met.
- Assist in organizing and delivering office supplies, equipment, and materials as required.
- Coordinate with the Office Assistant to prioritize errands and ensure efficient workflow.

- Support the preparation and setup of meetings and events by transporting necessary items.
- Relay messages and information between the Executive Director's office and other departments.
- Serve as a point of contact for logistical queries related to deliveries and errands.
- Maintain accurate records of all deliveries and completed tasks.
- Report any delays, issues, or challenges encountered during errands or deliveries.
- Uphold confidentiality when handling sensitive documents and communications.
- Maintain professionalism in all interactions with stakeholders, both internal and external.
- Perform other tasks assigned by the HR Director to support office operations.
- Participate in in-service training and development to stay current with relevant techniques, legal requirements, and organizational policies.

Qualifications:

- A high school diploma or equivalent; and certification in related fields is an advantage.
- At least one (3) years of relevant experience in office support, logistics, or a similar role.

Application Process

Interested candidates are invited to submit a cover letter, detailed resume, and at least three professional references to ombudsmanliberia@gmail.com by Friday, February 28, 2025, at 5:00 PM, with the desired positions' titles as the subject of the email.

The Office of the Ombudsman is an equal-opportunity employer. Qualified females are especially encouraged to apply.

Note that extensive ethics checks will be carried out on all successful candidates.