



# 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 (**Special Assistant**) 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: Special Assistant to the Chairman**

**Location:** Monrovia, with the possibility of travels around Liberia

**Job Type:** Full-Time

**Reports To:** Chairperson

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### **Job Summary**

The Special Assistant to the Chairperson is responsible for overseeing daily operations within the Chairperson's office, including supervising support staff and managing schedules, meetings, and itineraries. This role requires exceptional organizational, communication, and interpersonal skills to handle local and international engagements, represent the Chairperson at events, and maintain confidentiality in all matters.

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### **Key Responsibilities:**

- Manage the Chairperson's calendar, scheduling meetings, appointments, and events.
- Coordinate and prepare materials for meetings, ensuring the Chairperson is well-informed.
- Oversee local and international travel arrangements, including visa processing, itinerary planning, and accommodation.
- Handle correspondence and communications on behalf of the Chairperson.
- Supervise the Administrative Assistant, Security Staff, and Messenger Driver to ensure the Chairperson's office functions efficiently.
- Assign tasks to support staff and monitor their performance.
- Ensure that the office environment is professional and secure at all times.
- Represent the Chairperson at events and meetings, delivering messages or updates as needed.

- Accompany the Chairperson to high-level engagements to provide logistical and operational support.
  - Maintain strict confidentiality in handling sensitive information related to the Chairperson's work and personal matters.
  - Manage and organize the Chairperson's files, ensuring secure access and retrieval of documents.
  - Handle personal tasks for the Chairperson as required, ensuring discretion and efficiency.
  - Assist with personal scheduling, errands, and other matters as assigned.
  - Ensure the Chairperson's office aligns with organizational policies and standards.
  - Perform any other duties assigned by the Chairperson.
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### **Qualifications**

- Bachelor's degree in Public Administration, Business Administration, Office Management, or a related field from a recognized university.
- Specialized training in office administration or executive support is an advantage.
- At least five (5) years of experience in executive, diplomatic or administrative support, preferably in a public, governance or NGO setting.
- Experience in an ethics administration institution is an advantage.
- Demonstrated experience in managing schedules, travel logistics, and confidential matters.
- Exceptional organizational and time-management skills.
- Strong communication and interpersonal abilities.
- High ethical standards, integrity, and professionalism.
- Proficiency in Microsoft Office Suite and scheduling tools.
- Ability to work independently, under pressure and overtime.

### **Application Process**

Interested candidates are invited to submit a cover letter, detailed resume, and at least three professional references to [ombudsmanliberia@gmail.com](mailto: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.

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