



OFFICE OF THE OMBUDSMAN
Congo Town Backroad, Montserrado County, Liberia
Cell# 0777-522-023 /0886-514-729 /0777-523-144
www.ombudsman.gov.lr



**** Office of the Ombudsman - Job Announcement ****

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Office of the Ombudsman – Job Announcement (5)

The Office of the Ombudsman invites applications from experienced, competent, and qualified Liberians for the position of **Hearing Officer (Contract)**.

About Us

The Office of the Ombudsman is an independent autonomous body established under Part XII of the National Code of Conduct for Public Officials and Employees of Government (2014). The Office is responsible for enforcement, oversight, monitoring and evaluation of adherence to the Code of Conduct.

Job Title: Hearing Officer (Contract)

Location: Monrovia (travel as required)

Job Type: Contract

Reports To: Ombudsman for Enforcement

Job Summary

The Hearing Officer conducts hearings on complaints and disputes before the Office of the Ombudsman, ensuring proceedings are fair, transparent, and consistent with the standards of good conduct under the Code of Conduct. The role includes hearing preparation, conduct of proceedings, and production of detailed findings and recommendations.

Key Responsibilities

- Conduct hearings fairly, transparently, and in line with applicable laws and Office procedures.
- Review case files, gather relevant evidence, and support orderly hearing preparation.
- Ensure parties are given a full opportunity to present their case.
- Maintain confidentiality of hearing processes and related information.
- Apply relevant laws, regulations, and policies to support fair outcomes.
- Prepare timely hearing reports, including findings and recommendations.
- Maintain accurate hearing records and secure documentation.
- Engage complainants, respondents, legal practitioners, and other stakeholders professionally.
- Support improvements to hearing procedures and assist staff capacity building as assigned.
- Perform other duties assigned by the Ombudsman for Enforcement.

Qualifications and Requirements

- Bachelor's degree in Law, Criminal Justice, Public Administration, or related field.
- Advanced degree or certification in mediation or conflict resolution is an advantage.
- Minimum of five (5) years of experience in legal practice, mediation, or conflict resolution; hearing experience preferred.
- Strong understanding of legal principles, hearing procedures, and conflict resolution.
- Strong analytical writing, attention to detail, confidentiality, integrity, and impartiality.
- Proficiency in legal research tools and MS Office applications.

Authority Limit

- Authority to conduct hearings and make recommendations as delegated by the Ombudsman for Enforcement.
- Responsibility for accuracy and quality of hearing records and reports.

Application Process

Interested candidates are invited to submit a cover letter, detailed résumé, and at least three professional references to ombudsmanliberia@gmail.com, using **Hearing Officer (Contract)** as the subject of the email.

Deadline: Saturday, February 8, 2026, at 5:00 PM.

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

Ethics checks will be conducted on successful candidates.

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