



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



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

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### **Office of the Ombudsman – Job Announcement (1)**

The Office of the Ombudsman invites applications from experienced, competent, and qualified Liberians for the position of **Monitoring and Evaluation (M&E) Officer (Project-Based, Part-Time)** to support the EU-supported “**Know the OMBUDSMAN**” youth civic engagement project.

### **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 enforces, investigates, provides oversight, and conducts monitoring and evaluation of adherence to the Code of Conduct.

### **Job Title: Monitoring and Evaluation (M&E) Officer (Project-Based, Part-Time)**

**Location:** Monrovia, with travel as required

**Coverage Counties:** Bong, Nimba, Margibi, Grand Gedeh, and Montserrado

**Job Type:** Project-Based, Part-Time

**Duration:** Three (3) months

**Reports To:** Executive Director (technical); Commissioner for Monitoring, Evaluation and Awareness (functional)

### **Job Summary**

The M&E Officer will support project monitoring, learning, and reporting for the “Know the OMBUDSMAN” project, which aims to strengthen youth knowledge of public ethics, expand access to safe complaint channels, and connect youth-friendly civic actions to the Ombudsman’s mandate under the Code of Conduct and ARREST Pillar 4. The role will track results, verify outreach and club activities, support inclusion monitoring, and prepare timely progress and end-of-project reports.

## Key Responsibilities

- Develop and maintain a simple project M&E tracker covering targets, indicators, and reporting timelines.
- Support baseline and endline checks to measure youth awareness and knowledge gains, including the 70% outcome target for directly reached youth.
- Track delivery and reach of outreach activities, including town halls, mobile outreach desks, and digital/media activities (direct reach and media/digital reach).
- Track establishment and functionality of 20 school ethics clubs, including meeting frequency and at least one action per club linked to the Code of Conduct.
- Track inclusion measures for youth fellows, club leaders, and teacher liaisons, including participation of young women and youth with disabilities.
- Track youth enquiries/referrals linked to the project, including the target of at least 30 youth-linked enquiries/referrals to the Ombudsman.
- Conduct routine data quality checks and maintain secure filing of project monitoring evidence (attendance lists, photos where applicable, reports, field notes, verification logs).
- Produce concise weekly updates and monthly progress briefs, and support preparation of the final project results report.
- Support learning reviews and document what is working and what needs adjustment during implementation.
- Perform other M&E-related duties assigned by the Executive Director.

## Qualifications and Requirements

- Bachelor's degree in social sciences, i.e. Public Administration, Development Studies, Statistics, Economics, or related field. Master's Degree in a related discipline is an advantage.
- At least two (2) years of relevant experience in monitoring and evaluation or project reporting, preferably in governance, youth programming, or development work.
- Strong skills in Excel and data management; experience using statistical software (SPSS, STATA, or R) is an advantage.
- Strong writing skills and ability to produce clear, accurate, and timely reports.
- High integrity, discretion, and ability to handle sensitive information.
- Field readiness and ability to work with diverse youth and stakeholder groups.

## Application Process

Interested candidates are invited to submit a cover letter, detailed résumé, and at least three professional references to [ombudsmanliberia@gmail.com](mailto:ombudsmanliberia@gmail.com), using **Project M&E Officer (Part-Time)** 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 candidate.