



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 (4)

The Office of the Ombudsman invites applications from experienced, competent, and qualified Liberians for the position of **Procurement Assistant**.

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: Procurement Assistant

Location: Monrovia (travel as required)

Job Type: Full-Time

Reports To: Procurement Director

Job Summary

The Procurement Assistant provides administrative and operational support to the Procurement Director to facilitate procurement activities of the Office. The role supports planning, documentation, coordination with suppliers, and records management, ensuring compliance with the Public Procurement and Concessions Act and related guidelines.

Key Responsibilities

- Support preparation and updating of the annual procurement plan.
- Organize and maintain procurement records, including purchase requests, quotations, contracts, and awards.
- Assist to prepare invitations to bid, requests for quotations, and related procurement documents.
- Coordinate with suppliers and vendors, track timelines, and follow up on deliveries.
- Receive and safeguard bid submissions and support documentation for bid openings and evaluations.
- Assist to monitor procurement contracts and maintain supplier and contract databases.
- Support compliance reporting, respond to audits and procurement inquiries, and draft procurement summaries as assigned.

- Maintain confidentiality, integrity, and ethical standards in all procurement processes.
- Perform other duties assigned by the Procurement Director.

Qualifications and Requirements

- Bachelor's degree in Procurement, Supply Chain Management, Accounting, Management, Public Administration, Economics, or related field.
- Additional training or certification in procurement is an advantage.
- At least two (2) years of relevant work experience in procurement, supply chain management, or related field.
- Knowledge of the Public Procurement and Concessions Act and procurement procedures is preferred.
- Strong organizational and communication skills, high integrity, and attention to detail.
- Proficiency in Microsoft Office Suite and procurement software.

Application Process

Interested candidates are invited to submit a cover letter, detailed résumé, and at least three professional references to **ombudsmanliberia@gmail.com**, using **Procurement Assistant** 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.