



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

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 (3)**

The Office of the Ombudsman invites applications from experienced, competent, and qualified Liberians for the position of **Research Assistant to the Ombudsperson for Compliance (Monitoring, Evaluation, and Awareness)**.

### **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: Research Assistant (Compliance)**

**Location:** Monrovia (travel as required)

**Job Type:** Full-Time

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

### **Job Summary**

The Research Assistant supports the Commissioner for Monitoring, Evaluation, and Awareness to deliver evidence-based compliance monitoring, internal performance tracking, and public awareness work. The role focuses on research, data compilation, documentation, field support, and preparation of briefs that inform compliance follow-up, outreach priorities, and quarterly reporting.

### **Key Responsibilities**

- Support preparation of compliance monitoring plans, tools, and checklists for MAC engagements and follow-ups.
- Compile and clean monitoring and outreach data, including attendance lists, radio logs, county reports, and compliance visit records.
- Support internal performance tracking (case movement timelines, outreach reach, compliance visit frequency, reporting punctuality).
- Draft short briefs, memos, and summaries on compliance trends, issues flagged, and recommended actions.
- Support preparation of the Commissioner's monthly briefs and quarterly reports.

- Support coordination of stakeholder engagements, consultations, and feedback sessions under the Commissioner's portfolio.
- Maintain secure records and proper filing of monitoring reports, meeting notes, and research outputs.
- Protect confidentiality and handle information responsibly, especially where monitoring interfaces with active cases.
- Perform other duties assigned in support of the Commissioner's mandate.

## **Qualifications and Requirements**

- Bachelor's degree in Social Sciences, Public Administration, Development Studies, Statistics, Economics, Law, or related field.
- Minimum of two (2) years of relevant experience in research, data collection, reporting, or programme support.
- Strong writing and analytical skills, including ability to produce clear briefs and summaries.
- Proficiency in Microsoft Office and strong Excel skills; experience with data tools is an advantage.
- High integrity, discretion, and ability to work with diverse stakeholders.

## **Application Process**

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