



** Office of the Ombudsman - Job Announcement **

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Office of the Ombudsman – Job Announcement (2)

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

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: Technical Assistant to the Chairperson

Location: Monrovia (travel as required)

Job Type: Full-Time

Reports To: Chairperson, Office of the Ombudsman

Supervises: Executive Secretary; Admin Assistant; Analysts

Job Summary

The Technical Assistant to the Chairperson provides high-level technical and research support by conducting analysis on public administration, Liberian law, and ethics governance, and producing technical reports and recommendations to guide decision-making. The role ensures efficient flow of information and correspondence in the Chairperson's office, supervises the Executive Secretary and Analysts, and supports technical representation and engagement to align the Chairperson's activities with the Office's strategic objectives and national governance standards.

Key Responsibilities

Technical and Research Support

- Conduct in-depth research and analysis on public administration, Liberian law, and ethics governance.
- Draft technical reports, policy briefs, and research papers for the Chairperson.
- Provide policy recommendations and strategic advice on governance-related matters.
- Supervise the Admin Assistant and Analysts to ensure timely preparation of correspondence, briefs, and reports.
- Review and finalize documents submitted to the Chairperson for approval or action.

- Manage the flow of technical information and official documentation in the Chairperson's office.
- Represent the Chairperson in technical meetings, workshops, and engagements as assigned.
- Liaise with departments and units to coordinate activities and ensure alignment with organizational goals.
- Facilitate communication between the Chairperson's office and external stakeholders.
- Prepare reports on office activities, including progress updates and policy recommendations.
- Maintain secure and organised records of technical documents and research outputs.
- Ensure adherence to organisational standards in all written materials.
- Mentor and guide the Executive Secretary and Analysts to strengthen performance and quality.
- Support skills-building activities for staff in the Chairperson's office as assigned.
- Support preparation of presentations, speeches, and talking points for the Chairperson.
- Maintain confidentiality and professionalism in handling sensitive matters.
- Perform other duties assigned by the Chairperson

Qualifications and Requirements

- Bachelor's degree in public administration, Law, Governance, Policy Analysis, or related field from a recognised university, advanced degree is preferred.
- At least 3 - 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, research, and confidential matters.
- Strong organisational and leadership skills, high ethical standards, and professionalism.
- Proficiency in Microsoft Office Suite, report writing, and data visualisation tools.
- Ability to work under pressure and meet tight deadlines.

Application Process

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