



Republic of Liberia
NATIONAL ELECTIONS COMMISSION
TUBMAN BOULEVARD, 9th & 10th STREETS, SINKOR – P.O. BOX 2044
MONROVIA, LIBERIA
Email: info@necliberia.org



Vacancy Announcement

The National Elections Commission, NEC, requires to fulfill the vacancies for the positions of Hearing Offices:

(1) Hearing Clerk Officer (22 positions)

Interested individuals are requested to submit their applications to the NEC HQ offices in Monrovia.

The NEC has Sub-Offices in each of the fifteen (15) Counties, with Four (4) additional offices in Brewerville, Totota, Tappita, and Kolahun, and three for the NEC HQ offices.

Overall Job Description

The Hearing Clerk Officer is responsible to keep all records of the cases tried and the dates of the judgment, together with all the legal documentation, as well is responsible to maintain and organize all legal documents of the office.

Qualification & experience required

Hearing Officer

- Active clerks of the Court
- Retired clerks of the Court.
- Experience organizing legal documents and filing legal cases.
- Administrative and computer skills
- Good legal writing skills

All applications must be submitted on or before Friday, September 22, 2017 at 5:00 P.M, to the NEC HQ Office(s).

Female candidates are encouraged to apply.