



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 Officer (19 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.

Overall Job Description

The Hearing Officer is responsible to provide high level assistance to the Magistrates to conduct hearing process, proper investigations, ensure due process and draft coherent decisions, and as well to increase the consistency of Magistrates actions and decisions related to hearings and its process.

Qualification & experience required

Hearing Officer

- Advance University degree in Law with at least 5 years of practical experience
- Senior law school students
- Draft and prepares rulings. This involve handling a wide range of multidisciplinary and complex legal matters involving substantive and procedural issues under the Liberian Law
- Undertakes analysis and legal research of legislation and jurisprudence (national and international)
- Draft and prepares briefs, motions, responses, and legal & factual memoranda as necessary.
- Administrative and computer skills
- Strong 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.