

## **Department of Legislative assistance Treaty Matters and Law**

### **Terms of reference for the positions requested**

#### **POLICIES REVIEW OFFICER:**

Working in a small team, the post will be responsible for assisting in the delivery of high quality authoritative research that will serve as the reliance for INHCR's advocacy and campaigns for law reform, ratification and domestication of Human Rights instruments.

#### **Responsibilities**

- Shall prevent leakage of confidential information from the Commission; Under the supervision of the **Assistant Director / Legal Affairs**;
- Reviews/ conducts research on legal/ policy issues of alleged abuse/ violation of Human Rights arising from administrative agencies (organizational policies of public/ private institutions) as it relates to its compliance with National Laws and International Human Rights Standards;
- Provides technical support to the Legal Department, and assists in the preparation of legal instruments.
- Assist in drafting of various materials for advocacy and policy change, such as reports, legislative bills, briefings, presentations, letters and other relevant outputs.

#### **Qualification:**

- **Minimum of a Bachelor Degree (Social Sciences), legal background is an advantage;**
- **Computer literate with Strong knowledge of Micro-soft Office Suite (Word, Excel, Access, Internet Surfing, etc.);**
- **Ability to plan, organize work, make sound judgment and ensure achievement of desired results, CONDUCT LEGAL RESEARCH; must be Tolerant and Respect Culture Diversity;**
- **Must Be GENDER SENSITIVE**
- **Excellent report writing skills;**
- **Must have strong organizational (interpersonal) and communication skills, make decision in a timely manner; the ability to communicate effectively both orally and in writing; analyze data for decision making; and the ability to gain others' support for ideas, proposals and solutions and get others to take action in order to advance work objectives; maintain high ethical/ professional standards and integrity.**

#### **LEGISLATIVE REVIEW OFFICERS:**

- Working in a small team, the post will be responsible for assisting in the Conducts of research on National and International Laws and liaising with the Legislature to obtain draft law for review and recommendations for INHCR's advocacy and campaigns for law reform, ratification and domestication of Human Rights instruments.
- Shall prevent leakage of confidential information from the Commission; Under the supervision of the **Assistant Director / Legal Affairs**;
- Shall obtains, reviews and compiles the requisite legal information on issues of legislative enactments, repealing, amendments of National Laws for public good;
- Conducts research on National and International Laws so as to settle issues arising from conflicts of National Laws with International Protocols, Treaties and Conventions to which the Republic of Liberia is a signatory; and
- Assists in preparing for submission relevant legal instruments, to the Legislative Standing Committee on Judiciary, Claims, Petitions & Human Rights for repealing, amending or approbating National Laws so as to promote its reconciliation with International Protocols, Conventions and Treaties to which the Republic of Liberia is a state party;
- Provides technical support to the Department.

***Qualification:***

- **Must be a Lawyer or a Candidate of LLB;**
- **Computer literate with Strong knowledge of Micro-soft Office Suite (Word, Excel, Access, Internet Surfing, etc.);**
- **Ability to plan, organize work, make sound judgment and ensure achievement of desired results, CONDUCT LEGAL RESEARCH; must be Tolerant and Respect Culture Diversity;**
- **Must Be GENDER SENSITIVE**
- **Excellent report writing skills;**
- **Must have strong organizational(interpersonal) and communication skills, make decision in a timely manner; the ability to communicate effectively both orally and in writing; analyze data for decision making; and the ability to gain others' support for ideas, proposals and solutions and get others to take action in order to advance work objectives; maintain high ethical/professional standards and integrity.**

**Kindly address your application and Resume to:**

**The Head, Human Resource  
Independent National Commission on Human Rights (INCHR)  
Adjacent Zone 3 Police Station  
Congo Town, Tubman Boulevard, Monrovia, Liberia**

**Or Email: [yorkvictoriat@gmail.com](mailto:yorkvictoriat@gmail.com)**

**Deadline for submission of application: Tuesday, January 24, 2017 by 4:00 P.M.**