



Liberia Anti-Corruption Commission

Tupee Taylor Curve, God Give Community, Old Road Monrovia,

Cell: 0886.667.439/0777.014.098

Email: laccliberia@gmail.com | Website: <https://lacc.gov.lr>

VACANCY ANNOUNCEMENT

Position: Program Assistant / Human Resource Office

Reports to Human Resource Officer

Department: Administration & Supervision

Application Period January 30, 2026 to February 12, 2026

Employment type: Permanent

Female candidates are encouraged to apply
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Organizational Context

Under the guidance of the Assistant Human Resource Officer and overall supervision of the Human Resource Officer, the Program Assistant will provide HR and secretarial services, ensuring quality, accuracy and consistency of work at the Liberia Anti-Corruption Commission.

Functions / Key Results Expected

The Program Assistant will perform the following duties and responsibilities

Support to implementing Human Resource Service

- Maintaining a proper filing system;
- Monitoring staff attendance activities and provide a monthly report;
- Assist in the management of recruitment processes;
- Assist in the drafting of communication including letters, reports, etc.; and receive and analyze incoming;

- Issuance of medical slips
- Must subscribe to upholding and maintaining integrity, particularly the integrity of the LACC at all times on or off the job, by conduct, expressions and dress code;
- Undertake other duties and responsibilities as may be assigned for the smooth implementation of LACC objectives

Routing of documents from the HR Unit to other departments and Units.

Support in sharing and building knowledge by focusing on the following:

- Assist in the preparing of training, workshops and presentations

Skills and attributes:

- Ability to perform a variety of repetitive and routine tasks and duties related to human resources;
- Demonstrates ability to quickly shift from one task to another to meet multiple support needs;
- Ability to handle a large volume of work under time constraints;
- Self-development and initiative taking;
- Ability to manage confidential information;
- Demonstrating ethics and integrity;

Operational skills

- Excellent organizational and presentation skills;
- Strong inter-personal skills with ability to promote participation and teamwork;
- Excellent written and oral communication skills; and
- Highly motivated, flexible, and capable of working under pressure.

Qualifications

- Completion of secondary education supplemented with a diploma in Business Administration, Management, Public Administration, and related disciplines;

Experience

- 3-5 years of progressively responsible administrative experience;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.),
- Prior experience in similar capacity will be an added advantage

Email Address: vacancy@lacc.gov.lr; you may also drop hard copy of your application documents.

Human Resources Officer

Liberia Anti-Corruption Commission

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Monrovia, Liberia

Please note that only short-listed applicants will be contacted