



INDEPENDENT NATIONAL COMMISSION ON HUMAN RIGHTS  
(INCHR)  
REPUBLIC OF LIBERIA  
20<sup>th</sup> Street, Russell Avenue, Sinkor, Liberia  
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MONROVIA: 26 January 2020

**Title:** Investigator/Human Rights Officer  
**Grade:** Assistant Director  
**Reports To:** Director DCIM  
**Department:** Department of Complaints, Investigation and Monitoring (DCIM)

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### Summary

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Under direct supervision of the Director of the Department of Investigation Monitoring and Complaints (DCIM), and by virtue of the post of **Human Right Investigator**, shall exhibit administrative functions and serve as **Lead Investigator** responsible for all investigations in allegations of human rights violations. Furthermore, provides leadership to all Regional Coordinators and Monitors in investigatory processes of the DCIM in monitoring, documenting and reporting human rights violations as well as protecting the rights of victims, witnesses and those who cooperate with the INCHR in all matters of investigations.

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### Specific Tasks

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The **Human Right Investigator** shall spearhead the following human rights protection functions of the INCHR:

- i. Initiates and conducts substantive research, analysis of human rights issues/concerns including interviews and all other evidence-based gathering activities and assesses their impact on the human rights situation in specific and general human rights issues in the country;
- ii. Specifically, in line with DCIM annual workplan, and INCHR Strategic Plan and other relevant INCHR tools, defines human rights investigation work plans in accordance with the established terms of reference;

- iii. Drafts and submits a variety of documents, reports, communications, briefing notes, statements, etc., including to policymaking organ (Board of Commissioners) of INCHR through the office of the Director;
- iv. Undertakes efforts to supervise human rights data corroborations and verifications initiatives through periodic visits in the field, and conducts timely monitoring of trends and patterns of human rights violations;
- v. Strategizes, facilitates and conducts human rights investigations related to INCHR mandates on human rights protection and promotion, including from a gender standpoint/perspective;
- vi. Represents DCIM in human rights investigations related initiatives and activities at various assigned/designated working levels and thematic groups' meetings including Civil Society Organizations (CSOs), government and nongovernmental organizations/agencies;
- vii. Initiate and conducts full investigation into allegations of human rights violations, and from time to time ensures the inclusion of gender equality dimensions, considerations and integrations into political, humanitarian, developmental and economic perspectives and programmes;
- viii. Reviews relevant field reports and documents including those collected/submitted from Monitors; and liaises with Regional Coordinators and if necessary, Monitors in an effort to further clarify, verify and corroborate data/information before submitting/releasing reports to senior INCHR managers;
- ix. Supervises and considers complaints and petitions concerning human rights violations filed before the Commission by victims, their representatives third parties, non-governmental organizations, association or trade unions or any other representative organizations;
- x. Carry out mapping exercises, identifies and interviews stakeholders relevant to specific and general human rights concerns, abuses/violations in the country;
- xi. Establishes and maintains network relations with CSOs; conducts joint monitoring with such partners and identifies gaps in CSOs investigation and reporting methodology and mechanisms having due regard to the findings of the desk review;
- xii. Organizes and participates in various field missions, makes on sites visitations of alleged violations or other places of interest gears towards investigation, fact-findings and reporting;

- xiii. In all investigations surrounding allegations of human rights violations, immediately undertakes timely preliminary investigation and drafts analytical reports/briefings of the information gathered including a gender analysis of the human rights situation at hand;
- xiv. Key to the post of Human Rights Investigator, investigation must endeavor to establish victims of human rights violations and identifies alleged perpetrators in terms of duty bearers/state agents; and if a third part, ensures to establish whether said violation was committed with or without the acquiescence of the state, based on information the investigation has revealed/gathered;
- xv. Prepares and submits human rights report with specific, realistic and achievable recommendations and also ensure that lessons learned, challenges/problems and good practices are documented throughout the investigation process;
- xvi. As maybe necessary, act as amicus curiae in any proceedings involving an allegation of violation of human rights pending before a court of competent jurisdiction;
- xvii. Conducts investigations, including through interviews with victims and witnesses, to gather and corroborate information of human rights violations as stipulated in the INCHR act and mandate;
- xviii. Ensures that information and documentation related to any investigation is protected, stored and preserved safely in accordance with procedures established by INCHR including the Complaints Handling Manual, Filing System and Human Rights Case Database;
- xix. Ensures that relevant measures are taken for the protection of victims, witnesses and those who cooperate with INCHR fact-finding and investigation missions according to INCHR mandate and respect for the *'do no harm principle'*;
- xx. Develops action plan towards full investigation of all cases/complaints and reports of allegations of human rights violations at hands and provides supervision/guidance to junior/new colleagues; and,
- xxi. Performs other related duties/functions as maybe required and or assigned by the Director or the Director's designated staff.

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## ***Qualification/ Requirement***

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- a) Education: Bachelor degree in Human Rights, Political Science, Public Administration, Sociology;
- b) Work experience: at least 3 years of practice as a lawyer and 5 years of demonstrated professional experience in the field of Human Rights, Monitoring, Investigation, Reporting and Documentation
- c) Good knowledge of International Human Rights Law;
- d) Good knowledge and understanding of Human Rights and Governance Situation in Liberia;
- e) Computer literate, proficient in Microsoft Office Suite and IT packages;
- f) Good oral and written communication skills; ability to work closely with public, non-governmental, international and civil society organizations; and
- g) Must be highly motivated and committed to work in the field of Human Rights.
- h) Ability to plan, organize and monitor work to ensure achievement of desired results, MANAGE LARGE TEAMS; must be Diverse and Culturally Tolerant;
- i) 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.

All interested applicants are required to submit a formal letter of application and an attached curriculum vita at the head office of the INCHR located 20<sup>th</sup> street, Sinkor, Russell Avenue, beginning, February 5, 2020 to February 19, 2020 or by email address, [yorkvictoriat@gmail.com](mailto:yorkvictoriat@gmail.com), [kross2g5@yahoo.com](mailto:kross2g5@yahoo.com), the applicant must have at least two (2) years of experience in related or similar role.

Kind regards,