



Liberian National Bar Association

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VACANCY ANNOUNCEMENT

Job Title: **IT, Office Assistant**
Report to: Admin/Finance Officer
Duty Station: Monrovia
Deadline: January 28, 2026
Grade of Job: Administrative Support Staff

BACKGROUND:

An Act of the Legislature established the Liberian National Bar Association (LNBA) as a not-for-profit organization with a mandate to promote access to justice and strengthen the justice system in the Republic of Liberia through appropriate programs and activities. The LNBA is seeking applications from qualified Liberians to fill the **IT/Office Assistant** vacancy in the Secretariat

1. DUTIES AND RESPONSIBILITIES

- Resolve IT problems or make recommendations where applicable
- Manage LNBA website and social media platform
- Responsible for LNBA computer software and hardware.
- Carry out procurement assignments.
- Provide clerical services.
- Convey circulars or other communications when the need arises.
- Perform any other duties as may be assigned by the immediate supervisor or the Executive Director.

1. PROFESSIONAL QUALIFICATION AND COMPETENCE

- **Education**
The IT/Office Assistant must be a high school graduate with post-secondary IT training. A university degree is an added advantage. Must have demonstrated knowledge in office procedures and management.

- **Experience**

The IT/Office Assistant must have at least 3 years of working experience in an office environment.

- **Skills and Special Qualities**

Key desired skills and qualities of the IT/Office Assistant are: a) pays attention to details and is meticulous; b) has good interpersonal skills; c) has planning, organization, and implementation capabilities; and d) must be computer (IT) literate.

Application Process

Interested applicants should send their CV and cover letter to office@lnba.org.lr by January 28, 2026.

All applications will be reviewed and evaluated by the LNBA, and only applicants selected for a personal interview will be contacted by the LNBA Secretariat. Absolutely No Phone Calls.

LNBA is encouraging qualified female candidates to apply.