



Vacancy Announcement: LACC/003/24
Internal and External Vacancy Announcement

Position:	Public Relations Assistant
Reports to	Public Relations Officer
Department:	Administration and Supervision Department
Application Period	April 29- May 15, 2024
Employment type:	Indefinite
Starting Date	Immediate

Female candidates are encouraged to apply

Organizational Context

Under the direct guidance and supervision of the Public Relations Officer and the overall supervision of the Executive Chairperson, the Public Relations Assistant will perform the following duties.

Functions / Key Results Expected

- The Public Relation Assistant is responsible for helping the Public Relations Office for managing external communication and provision of public information as it relates to the work of the LACC through publications, Outreach to the press and community groups etc.
- The Public Relation Assistant report s to the Public Relations Officer.
- Provide effective responses to inquiries for public information materials
- Liaise with all Departments to develop articles, publication for local dailies and radio stations. Identifies and develops storylines for publication, press releases, newsletters, website and articles. He/she ensures that all publication is edited by supervisor and public correctly and on time
- Aid in developing and implementing core activities relative to outreach (Anti-corruption awareness campaign etc.)
- He/she must control the distribution of incoming dailies and articles, log them appropriately for easy reference.



- He/she must possess the ability to organize programs, photo gallery and prepare reports.

Competencies/ Experience

- Proven ability to provide timely and relevant publicity and information about the Commission and to produce high quality public information materials;
- Excellent writing and communication skills and proven ability to write speeches, press releases, and articles and be competent to prepare papers and education materials on corruption and integrity issues;
- Self-confident and must enjoy public speaking,
- Ability to work in a team and able to work closely with and have knowledge of the working of government institutions;
- He/She is expected to Promote transparency through information sharing
- He/ She must be proficient in written and spoken English

Qualifications and Experience

- A University degree,
- At least three years proven experience in a similar position,
- Exceptional creative writing skills;
- Excellent proven communication skills;
- An effective public speaker
- Ability to initiate and manage programmes
- Computer literate

Email Address: vacancy@lacc.gov.lr

Please address all applications to

Human Resources Officer
Liberia Anti-Corruption Commission
Tubman Boulevard, Congo Town
Monrovia, Liberia

Please note that only short-listed applicants will be contacted