

JUDICIARY BRANCH REPUBLIC OF LIBERIA



Vacancy Announcement

Position: Research Officer (2)

Department: Research Bureau, Supreme Court of Liberia

Location: Montserrado County

Employment Type: Full-time

Application Deadline: April 30, 2025

Introduction:

As part of its rebranding efforts to strengthen the rule of law, promote judicial efficiency, and uphold constitutional governance, the Judiciary of the Republic of Liberia is seeking qualified and motivated individuals to serve as **Research Officers** within the Supreme Court of Liberia. These officers will play a pivotal role in supporting justices of the Supreme Court through high-quality legal research, analysis, and writing. The Liberian Judiciary is an equal opportunity employer and encourages applications from qualified individuals regardless of gender, religion, or other background.

Position Overview:

Under the overall supervision of the Chief Justice of the Supreme Court of Liberia, the Research Officer(s) shall carry out legal research and analysis on matters pending before the Supreme Court, and prepares draft opinions on cases heard by the Court for review by the Justices of the Supreme Court. This position offers a unique opportunity to contribute to the judicial system by conducting legal research, analyzing case law, and assisting in the development of legal opinions and reports.

Key Responsibilities:

- He/she shall provide support in editing opinions of the Supreme Court for publication.
- He/she shall engage in in-depth legal research on a wide range of legal topics and areas of the law as may be assigned by Justices of the Supreme Court.
- He/she shall be responsible to collect and analyze relevant data, legal documents, and case law to provide summaries and analyze relevant data, legal documents, and case law to provide summaries and analysis in an organized manner to Justices of the Supreme Court as may be requested.
- He/she shall organize and present research findings clearly and concisely to the Court or the requesting Justice.

- He/she shall stay updated on changes in the law, regulations, and legal precedents that may impact ongoing cases before the Supreme Court.
 - He/she shall provide advisory opinions in the form of recommendations to the Supreme Court based on research findings.
-
- He/she shall maintain confidentiality and adhere to ethical and legal standards in all research activities.
 - He/she shall be responsible for the retrieval and compilation of opinions of the Supreme Court for publication.
 - The Research Officers shall provide any other support that may be required by the Court or individual Justices of the Supreme Court in the effective discharge of the Court's constitutional mandate.

Qualifications:

- Bachelor's degree in Law (LL.B) from the Louis Arthur Grimes School of Law or any recognized law school.
- A Counsellor of the Supreme Court is preferred; however, an attorney with proven aptitude and proficiency in using legal research tools and databases is encouraged to apply.
- Excellent analytical and problem-solving skills.
- Advanced computer skills, including proficiency in MS Office and legal research software.
- Exceptional written and verbal communication skills.
- Ability to work under pressure and meet strict deadlines.
- Strong attention to detail and commitment to accuracy.
- Result-oriented and efficient in delivering high quality work.
- Self-Motivated and well organized.
- Highly responsible and reliable.
- Ability to work independently with minimal supervision.
- Demonstrates a high degree of integrity and discretion in handling sensitive legal information.
- Applies logical and systematic approach to tasks.

Interested candidates are to submit a cover letter, resume, and at least three (3) professional references to the Personnel Director, Judiciary Branch of Liberia, Room 511, Temple of Justice, Monrovia, or via email address: recruitment@judiciary.gov.lr. Please include "Research Application" in the subject line of your email or on the envelope if applying by mail.

Signed: **PERSONNEL DIRECTOR**

