Vacancy Announcement

Position: **Electronic Case Management System (ECMS) Administrator (Full-Time)**
Department: Public Information/Strategic Planning
Location: Montserrado County, Liberia
Application Deadline: May 28 - June 17, 2025

Introduction:

As part of its rebranding efforts to strengthen the rule of law, promote judicial efficiency, and ensure an effective operation, maintenance, and user support of the ECMS, the Judiciary of the Republic of Liberia is seeking qualified and motivated individual to serve as **ECMS Administrator**. This position forms a part of the Judiciary's strategic leadership structure and supports the effective implementation and deployment of an Electronic Case Management System (ECMS) that will streamline case filing, tracking, and management for all courts. The Liberian Judiciary is an equal opportunity employer and encourages applications from qualified individuals regardless of gender, religion, or other background.

Key Responsibilities:

- Managing the day-to-day operations and performance of the ECMS.
- Serving as the system administrator for all ECMS modules across the courts and departments.
- Creating and managing user accounts, roles, and access levels according to operational requirements.
- Monitoring system functionality, user activity, and data integrity.
- Providing technical support to judges, court clerks, lawyers, and other system users.
- Coordinating regular system updates, backups, and data recovery procedures.
- Assisting in the configuration and customization of workflows within the ECMS.
- Supporting training initiatives and developing user manuals and technical documentation.
- Collaborating with software vendors, developers, and stakeholders for upgrades, patches, and enhancements.
- Ensuring system compliance with judicial rules, data protection standards, and security protocols.
- Generating reports and statistics from the ECMS to support decision-making and transparency.

Qualifications and Experience

- Bachelor's degree (minimum) in Information Systems, Computer Science, Information Technology, or related field; Master's degree is an advantaged.
- At least 3 years of professional experience in system administration, IT operations, or case management software platforms.

Preferred Experience and Skills:

- Familiarity with case management systems used in justice or public sector institutions.
- Experience in administering web-based platforms or enterprise resource planning (ERP) systems.
- Strong understanding of user management, system configuration, and database operations.
- Competence in SQL and basic programming/scripting (Python, PHP, Java, etc.).
- Experience in data backup, recovery, and information security best practices.
- Excellent communication skills and the ability to train end users.
- Strong analytical, documentation, and problem-solving skills.

8. Key Competencies

- High level of integrity, professionalism, and confidentiality.
- Ability to work under pressure and meet deadlines.
- Strong attention to detail and commitment to quality service delivery.
- Knowledge of the justice sector or prior work in judicial institutions is a strong advantage.

9. Duration and Terms

This is a full-time position with a three-month probationary period based on satisfactory performance and program needs. The selected candidate will receive a competitive salary and benefits in accordance with the Judiciary HR guidelines.

10. Application Process

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 "**ECMS Administrator**" in the subject line of your email or on the envelope if applying by mail.

Signed: **PERSONNEL DIRECTOR**

Position: **Software Developer (Full-Time)**
Department: Public Information/Strategic Planning
Location: Montserrado County, Liberia
Application Deadline: May 28 - June 17, 2025

Introduction:

As part of its rebranding efforts to strengthen the rule of law, promote judicial efficiency, and uphold constitutional governance in supporting the development, customization, and maintenance of software systems that meet the Judiciary's evolving technological needs, the Judiciary of the Republic of Liberia is seeking qualified and motivated individual to serve as **Software Developer**. This position forms a part of the Judiciary's strategic leadership structure and supports its digital transformation and modernization efforts in the development, customization, and maintenance of software systems that meet the Judiciary's evolving technological needs. The Liberian Judiciary is an equal opportunity employer and encourages applications from qualified individuals regardless of gender, religion, or other background.

Key Responsibilities:
- Designing, developing, testing, and maintaining web and desktop-based applications tailored to the Judiciary's operations.
- Collaborating with cross-functional teams to gather and analyze system requirements.
- Writing clean, scalable, and efficient code using appropriate programming languages and frameworks.
- Customizing and integrating existing systems or third-party software.
- Creating and maintaining documentation for developed software, including user manuals, system architecture, and version logs.
- Identifying and resolving software defects and issues promptly.
- Ensuring data security, software integrity, and compliance with relevant IT policies.
- Providing user support and training for the Judiciary staff on developed applications.
- Assisting in IT system upgrades, backups, and deployment processes.
- Supporting other digital initiatives as directed by the IT Department.

Qualifications and Experience

- Bachelor's degree (minimum) in Computer Science, Software Engineering, Information Technology, or related field; Master's degree is an advantaged.
- At least 3 years of professional experience in software development in a professional environment.

- Preferred Experience and Skills:

- Proficient in programming languages such as Java, C#, Python, PHP, or JavaScript.

- Experience with frameworks such as Laravel, Django, .NET, React, or Angular.
- Strong understanding of relational databases (e.g., MySQL, PostgreSQL, SQL Server).
- Experience with RESTful APIs and system integration.
- Familiarity with source code management tools like Git.
- Understanding of software development life cycle (SDLC), Agile methodology is a plus.
- Ability to write technical documentation and conduct system testing.
- Excellent problem-solving, communication, and interpersonal skills.
- Ability to work independently and in a team under minimal supervision.

8. Key Competencies

- Strong commitment to ethics, confidentiality, and integrity.
- High attention to detail and quality assurance.
- Ability to manage multiple tasks and meet deadlines.
- Knowledge of the justice sector or public service domain is an advantage.

9. Duration and Terms

This is a full-time, on-site position with a three-month probationary period based on satisfactory performance and program needs. The selected candidate will receive a competitive salary and benefits in accordance with the Judiciary HR guidelines.

10. Application Process

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 "**Software Developer** " in the subject line of your email or on the envelope if applying by mail.

Signed: **PERSONNEL DIRECTOR**