



SEGAL

SECURITY EXPERT GUARD AGENCY OF LIBERIA

JOB VACANCY ADVERTISEMENT

(INTERNAL & EXTERNAL ANNOUNCEMENTS)

Monday, August 8, 2026

Post Title	Human Resources Officer
Number of Post	One (1)
Contract	Definite
Duty Station	SEGAL Central Headquarters, Monrovia
Department	Administration

SEGAL is seeking a **Human Resources Officer** who can develop effective relationships with line managers and provide a professional HR service to the business. The purpose of this position is to develop, manage and implement the human resource portfolio of the Security Expert Guard Agency of Liberia. The HR Manager is required to oversee the efficient running of the HR Department and to support staff and Management with HR advisory services, attracting, motivating, and retaining the most qualified talent, regulatory compliance and employee relations as well as all other HR matters. The HR Officer is part of the SEGAL Management Team, reporting directly to the Administrative and Acting General Manager.

Responsibilities Include:

- **Performance Management** – deliver performance management programs that drive a high-performance culture.
- **Recruitment and Selection** – direct and manage the recruitment and selection process, and train line managers in interviewing and assessment procedures.
- **Learning and Development** – implement and monitor effectiveness of training programs.
- **Human Resources Policy** – develop, implement and maintain human resources policies across the organisation, including training programs to educate and promote awareness of regulatory compliance.
- **Reporting and Management of Human Resources Metrics** – produce reports on key metrics, including remuneration and benefits, absenteeism and turnover.
- **Leadership** – mentor direct reports and provide coaching to help them reach their potential.

Qualifications & Experience

- B Degree in Human Resource Management or equivalent
- Minimum of 5 – 8 years' experience in Human Resources Management
- Experience in payroll administration and management a must
- Multilingual would be advantageous
- Experience working in community-based organisations and/or government will be advantageous
- Sound knowledge of Liberian labour legislation and regulations is essential.

Skills & Knowledge

- Demonstrated strategic skills in the development and implementation of HR strategy in small/medium sized organisation
- Project/programme implementation skills and knowledge
- Understanding of complexity of diversity and discrimination across all factors, including but not limited to class, race, gender, sexual orientation, ethnic origin, culture and religion
- Case management, documentation and reporting skills
- Excellent written, oral, interpersonal, and presentation skills and the ability to effectively interface with all team members and stakeholders (SEGAL clients)
- Proven ability to juggle a complex workload, prioritise effectively, take the initiative, problem solve, be flexible, and work with minimal supervision.
- Demonstrated ability to build consensus, facilitate collaboration and problem-solving and manage conflict among varied stakeholders in matrixed environments.
- Demonstrable proficiency in MS Word, Outlook, Excel, Power Point and internet use; ability to work effectively in an online environment
- A driver's license and car would be advantageous
- Ability to set boundaries and to make and stand behind tough decisions
- Resilient and comfortable with change and ambiguity

Other Key Responsibilities:

- Payroll Administration including calculations, payslips, tax documentation, leave management
- Implementation of SEGAL's HR policies, systems and procedures
- Support SEGAL's Management Team in the communication and implementation of policies

- Manage recruitment and contracting processes
- Manage the onboarding and offboarding of staff

Deadline for Submission of Applications

Tuesday, August 25, 2026 @ 1700 hours

Application along with resume plus credential copies should be submitted in hard or electronic copies (info@segalsecurityliberia.org) or segal_2006@yahoo.com and address to the Administrative Manager, Security Expert Guard Agency of Liberia (SEGAL), 10th Street Sinkor, Beachside of Gardiner Avenue, Monrovia – Liberia. For those applying in hard copy, please indicate on the back of the envelope: “**HUMAN RESOURCES OFFICER**” and hand deliver to the security gate at SEGAL Central Headquarters behind the National Elections Commission (NEC) Office.

SEGAL is an equal opportunity employer; therefore, FEMALE CANDIDATES ARE ENCOURAGED TO APPLY. ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED. NO APPLICATION WILL BE ACCEPTED BEYOND THE DEADLINE DATE.



10th Street Sinkor, Beachside of Gardiner Avenue, Monrovia-Liberia, info@segalsecurityliberia.org

Tel: 0880802700/ 0888661010/ 0880802701/ 0880802721

“Prima ed ultima opzion”

