



The National Public Health Institute of Liberia (NPHIL) Vacancy Announcement

DIRECTOR OF LEGAL AFFAIRS (LEGAL COUNSEL)

GENERAL INFORMATION

Opening Date: January 30, 2025

Closing Date: February 13, 2025, at 5 PM GMT

Apply via email: nphilhrdivision01@gmail.com

Location: Monrovia, Liberia

Institution: National Public Health Institute of Liberia

Job Grade: E3

ABOUT THE NPHIL:

The National Public Health Institute of Liberia (NPHIL) was established by an Act of the National Legislature in 2016 to enhance public health research, disease prevention, and outbreak response. To ensure compliance with national laws and international standards, NPHIL seeks a qualified and experienced Legal Counsel to provide legal guidance and representation for the institute, being guided by the following core values:

- Ethics and integrity
- Transparency
- Accountability
- Equity
- Partnership
- Quality
- Productivity
- Innovation

POSITION SUMMARY:

The Legal Counsel will serve as the primary legal advisor to NPHIL, ensuring that all activities, policies, and contracts comply with applicable laws and regulations. Additionally, he/she will manage legal risks, support policy development, and provide guidance on governance and compliance matters.

KEY DUTIES & RESPONSIBILITIES:

- Provide legal advice to NPHIL’s management team on matters related to contracts, compliance, governance, labor laws, and other legal obligations.
- Interpret and advise on laws, regulations, and government policies impacting NPHIL’s operations.
- Draft, review, and negotiate contracts, MoUs, and agreements with stakeholders, vendors, and partners.
- Ensure that all agreements are legally sound and align with NPHIL’s objectives.
- Ensure that NPHIL complies with applicable laws and regulations, including labor laws, procurement standards, and international agreements.
- Represent NPHIL in legal proceedings, including disputes, claims, and court cases, in coordination with external counsel where necessary.
- Assist in drafting and reviewing public health policies, guidelines, and strategies to ensure legal conformity.
- Support advocacy for legislation and policies that strengthen public health governance.
- Provide guidance on legal aspects of public health emergencies and international collaborations.
- Identify potential legal risks to the institution and develop mitigation strategies
- Monitor compliance with legal and regulatory requirements for biosafety and biosecurity, including facility certification and pathogen handling protocols.
- Develop, implement, and update internal legal policies and procedures related to public health security.
- Identify legal risks related to biosafety, biosecurity, and health security, and develop mitigation strategies.
- Provide legal support during public health emergencies, including outbreak responses and international collaborations.
- Support the protection of NPHIL’s intellectual property, data, and biosecurity assets.

Selection Criteria:

- Master’s degree in law (LLM)
- Must be a Counselor-at-law, eligible to practice law in Liberia.
- At least 5 years of professional legal experience, preferably in a corporate setting, government institutions, or international organizations.
- Proven experience in contract drafting and negotiation.
- Demonstrated knowledge of labor laws, public health laws, and governance frameworks.
- Experience in dispute resolution and litigation.
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- High attention to detail and ability to manage multiple priorities.
- Knowledge in biosecurity and health security law is an advantage.
- Proficiency in legal research and drafting.

Core Competencies:

- In-depth Legal Expertise

- Strategic Legal Analysis and Policy Development
- Regulatory Compliance and Advisory Excellence
- Contract Negotiation and Documentation
- Conflict Resolution and Risk Management
- Leadership and Team Development
- Crisis Management and Emergency Legal Response

REPORTING:

The Legal Counsel will report directly to the Director General of NPHIL and work closely with other departments as needed.

APPLICATION PROCESS:

Interested candidates are invited to submit their CV, cover letter, and credentials via email to nphilhrdivision01@gmail.com. Please use the subject line “**Application-Position of Legal Counsel**”.

NOTE:

- Only LIBERIANS who meet the job requirements will be shortlisted for interview.
- The National Public Health Institute of Liberia is an equal opportunity employer, and female candidates are strongly encouraged to apply.