



Office of the Human Resource Manager

National Transit Authority (NTA) – Vacancies Announcement

Hiring Entity:	National Transit Authority (NTA)
Location:	Across NTA Functional Regions, Liberia
Job Title:	Human Resource Officer
Posted On:	July 23, 2025
Application Deadline	August 2, 2025
Employment	Contract
Salary Type	Negotiable

Position Summary

HR Officer

Department: Human Resource Department

Reports To: Assistant HR Manager

Support and manage key HR operations including recruitment, employee relations, policy implementation, and compliance.

Key Duties

- Manage employee records, attendance and time off
- Keep track on NTA employee's paperwork and help answer question (s)
- Ensure compliance with labor laws, rules, regulations and best practices
- Support the development and implementation of HR initiatives and system
- Prepare memo and leave
- Monitor all employees relating to all positions, recruitments, earnings, and deductions
- Answer inquiries about personnel matters made internally or externally
- Perform other duties as may be required by management; Maintain accurate and up-to-date human resource files, record, and documentations
- Keep up-to date with the latest HR trends and best practices
- Maintains the integrity and confidentiality of human resource files and records

Qualifications

- Must be a College Student or University Graduate
- Possess 2 years essential working experience in human resource management or administrative roles;
- Be computer literate and versed in Microsoft office suit;
- Be fluent in English language;
- Proven ability to communicate orally and in writing;
- Must have respect for diversity and confidentiality;

Application Instructions

Submit the following:

- Application Letter & Updated CV
- Attached all Credentials
- Three professional references (with emails and phone numbers)
- Clearly indicate position title in subject line

Email to: kvarmah@nta.com.lr/ magbollah2013@nta.com.lr Or submit hard copies to: Human Resources Department – NTA Office, Japan Freeway, Gardnersville

NTA is an Equal Opportunity Employer – Females are encouraged to apply

Submission Deadline is 5:00pm, August 2, 2025. Only short-listed candidates will be contacted.