



REPUBLIC OF LIBERIA

WITNESS PROTECTION UNIT

Mamba Point, Monrovia, Liberia
Cell: +231770-850-858 / 0886-850858

Email: witnessprotectionunitlib@gmail.com; tmgrigsbyii@gmail.com



OFFICE OF THE DIRECTOR

INVITATION FOR APPLICATION FOR THE POSITION OF MANAGER – PROGRAM AND POLICY AT THE WITNESS PROTECTION UNIT/AGENCY OF LIBERIA

Job Title: Manager – Program and Policy

Division: Programs and Policy

Reports To: Coordinator/Head of Secretariat

Location: Head Office, Mamba Point, Monrovia, Liberia

Employment Type: Full-time

Application Deadline: Monday, January 26, 2026

Background

The Witness Protection Unit (WPU) is an autonomous Agency under the Executive Branch of the Government of the Republic of Liberia. The Agency is mandated to ensure the protection, safety, confidentiality, and welfare of witnesses and whistleblowers. As part of its mandate to foster public trust and transparency, the Agency seeks a qualified and committed professional to serve as Manager – Program and Policy.

Position Summary

The Manager – Program and Policy is responsible for leading the design, implementation, and evaluation of strategic programs and policy initiatives aligned with the organization's mission. This role ensures that programs are evidence-based, policy-relevant, and effectively managed to achieve measurable impact. The manager will also play a key role in policy analysis, stakeholder engagement, and advocacy efforts.

Key Responsibilities

Program Management

- Design, plan, and oversee the implementation of programs and projects.
- Develop work plans, budgets, and performance indicators for program activities.
- Monitor and evaluate program outcomes, ensuring alignment with strategic goals.
- Lead program reporting, documentation, and knowledge-sharing efforts.

Policy Development and Analysis

- Conduct research and analysis on relevant policy issues.
- Draft policy briefs, position papers, and recommendations.
- Track legislative and regulatory developments affecting the organization's work.
- Support the integration of policy insights into program design and advocacy.

Stakeholder Engagement

- Build and maintain relationships with collaborating agencies, donors, partners, and civil society.
- Represent the agency in policy forums, working groups, and public events.
- Facilitate consultations and dialogues with stakeholders to inform program and policy work.

Team Leadership and Capacity Building

- Supervise and mentor program and policy staff.
- Foster a collaborative and high-performance team culture.
- Identify training needs and support professional development.

Qualifications

- Bachelor's degree in Public Administration, Business Administration/ Criminal Justice, Public Policy, International Development, Social Sciences, or a related field.
- Minimum of 3-5 years of progressive experience in program management and policy work.
- Strong understanding of policy processes, advocacy strategies, and development programming.
- Excellent analytical, writing, and communication skills.
- Proven ability to manage teams and complex projects.
- Experience working with government, donors, and multi-stakeholder platforms is an asset.

Preferred Skills

- Familiarity with monitoring and evaluation frameworks.
- Budget management and grant reporting experience.
- Strategic thinking and problem-solving abilities.
- Proficiency in data analysis and policy research tools.

Working Conditions

- Office-based with occasional travel and external meetings.
- May require extended hours during peak periods or urgent deadlines.

Application Procedure

Interested applicants should submit the following documents:

1. Cover Letter addressed to the Director, Witness Protection Unit/Agency
2. Updated Curriculum Vitae (CV)
3. Copies of academic and professional credentials
4. At least two (2) professional references

Applications should be submitted via email to:

witnessprotectionunitlib@gmail.com

or delivered in person to: Director, Witness Protection Unit/Agency, Ministry of Justice, Mamba Point, Monrovia, Liberia. **Only shortlisted candidates will be contacted for interviews.**

The Witness Protection Unit/Agency is an equal opportunity employer committed to diversity, integrity, and national service.