



REPUBLIC OF LIBERIA

WITNESS PROTECTION UNIT

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OFFICE OF THE DIRECTOR

INVITATION FOR APPLICATION FOR THE POSITION OF ASSISTANT MANAGER – PUBLIC AFFAIRS AT THE WITNESS PROTECTION UNIT/AGENCY OF LIBERIA

Position Title: Assistant Manager – Public Affairs

Duty Station: Monrovia, Liberia

Reports To: Program and Policy Manager

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 Assistant Manager – Public Affairs.

Position Summary

The Assistant Manager – Public Affairs will support the development and implementation of strategic communication initiatives that promote the Agency’s mission, engage stakeholders, and uphold the confidentiality and security of protected individuals. The incumbent will work closely

with the Manager – Program and Policy to manage media relations, public education campaigns, and institutional messaging.

Duties and Responsibilities

- Assist in formulating and executing public affairs strategies that align with the Agency's objectives.
 - Draft press releases, speeches, public statements, and communication materials for internal and external audiences.
 - Serve as a liaison with media houses, civil society organizations, and government partners.
 - Monitor media coverage and provide analysis on public perception and emerging issues.
 - Coordinate public awareness and civic education initiatives on witness protection and justice sector reforms.
 - Organize press briefings, stakeholder forums, and community outreach events.
 - Ensure all communications adhere to the Agency's confidentiality and security protocols.
 - Maintain a media contact database and support crisis communication efforts.
 - Contribute to the preparation of annual reports, newsletters, and internal bulletins.
 - Perform any other duties assigned by the Manager – Public Affairs.
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Qualifications and Experience

- Bachelor's degree in Criminal Justice, Mass Communication, Public Relations, Journalism, Political Science, or related field.
 - At least 3–5 years of relevant experience in public affairs, media engagement, or strategic communication.
 - Proven ability to draft official communications and manage public messaging.
 - Familiarity with Liberia's and regional media landscape and public sector communication protocols.
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Core Competencies

- Excellent written and verbal communication skills.
 - Strong interpersonal and stakeholder engagement abilities.
 - High ethical standards and discretion in handling sensitive information.
 - Ability to work under pressure and meet deadlines.
 - Proficiency in Microsoft Office and digital communication tools.
 - Knowledge of local languages and cultural dynamics is an advantage.
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Working Conditions

- Based in Monrovia with occasional travel to counties for outreach activities.
 - May require extended hours during public events or crisis communication periods.
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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.