



REPUBLIC OF LIBERIA

WITNESS PROTECTION UNIT

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OFFICE OF THE DIRECTOR

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

Position Title: Assistant Manager – Human Resource
Duty Station: Head Office, Mamba Point, Monrovia, Liberia
Reports To: Manager Human Resource & Administration
Position Type: Full-Time
Application Deadline: Friday, 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 – Human Resource.

Position Summary

The Assistant Manager – Human Resource plays a pivotal role in supporting the strategic and operational human resource functions of the Witness Protection Unit. This position ensures the effective implementation of HR policies, staff development, performance management, and administrative compliance in alignment with national civil service standards and the sensitive nature of witness protection operations.

Duties and Responsibilities

- **Recruitment & Onboarding**

Assist in planning and executing recruitment processes in line with agency needs and civil service guidelines.

Coordinate onboarding and orientation programs for new staff, ensuring confidentiality and security protocols are upheld.

- **HR Policy Implementation**

Support the development, dissemination, and enforcement of HR policies and procedures.

Ensure staff adherence to codes of conduct, ethical standards, and operational discipline.

- **Performance Management**

Facilitate the implementation of performance appraisal systems.

Monitor staff performance and support supervisors in identifying training and development needs.

- **Training & Capacity Building**

Coordinate internal and external training programs to enhance staff competencies, especially in areas of confidentiality, ethics, and trauma-informed care.

Maintain training records and evaluate program effectiveness.

- **Records & Compliance**

Maintain accurate and secure personnel records in compliance with data protection and agency confidentiality standards.

Prepare HR reports and support audits and reviews as required.

- **Employee Relations & Welfare**

Serve as a liaison between staff and management to address grievances, promote morale, and ensure a respectful workplace.

Support initiatives that promote staff well-being, resilience, and retention.

- **Security & Confidentiality**

Uphold the highest standards of discretion and confidentiality, especially in matters involving protected persons and sensitive operations.

Collaborate with security and legal teams to ensure HR practices align with the agency's protective mandate.

Qualifications & Experience

- Bachelor's degree in Management, Public Administration, Criminal Justice, Business Administration or a related field.
 - Minimum of 3–5 years of progressive HR experience, preferably within government, security, or justice-related institutions.
 - Strong knowledge of Liberian labor laws, civil service regulations, and HR best practices.
 - Proven ability to handle sensitive information with discretion and integrity.
 - Excellent interpersonal, communication, and conflict-resolution skills.
 - Proficiency in Microsoft Office Suite and HR information systems.
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Desirable Attributes

- Experience working in high-security or confidential environments.
 - Training in trauma-informed care, conflict sensitivity, or organizational psychology is an asset.
 - Commitment to public service, human dignity, and institutional integrity.
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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.