



REPUBLIC OF LIBERIA

WITNESS PROTECTION UNIT

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OFFICE OF THE DIRECTOR

INVITATION FOR APPLICATION FOR THE POSITION OF ADMINISTRATIVE ASSISTANT TO THE DEPUTY DIRECTOR AT THE WITNESS PROTECTION UNIT/AGENCY OF LIBERIA

Position Title: Administrative Assistant to the Deputy Director

Duty Station: Monrovia, Liberia

Reports To: Deputy Director

Position 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 commitment to ensure operational excellence and institutional integrity, the WPU seeks a qualified and professional **Administrative Assistant** to support the Office of the Deputy Director.

Position Summary

The Administrative Assistant will provide high-level administrative and clerical support to the Deputy Director, ensuring efficient coordination of daily operations, confidential communication, and timely execution of administrative tasks. The ideal candidate will demonstrate discretion, organizational discipline, and a strong sense of duty in service to national security and institutional development.

Duties and Responsibilities

- Manage the Deputy Director's schedule, appointments, and meeting arrangements.
 - Draft, edit, and format official correspondence, reports, and internal memos.
 - Maintain organized filing systems for confidential records and operational documents.
 - Serve as the first point of contact for the Deputy Director's office, handling inquiries with professionalism.
 - Coordinate internal and external communications, ensuring timely responses and follow-ups.
 - Prepare meeting agendas, take minutes, and track action items.
 - Organize travel logistics, accommodations, and protocol for official missions.
 - Support the planning and execution of trainings, workshops, and official events.
 - Uphold strict confidentiality in handling sensitive information related to protected persons and agency operations.
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Qualifications and Experience

- Bachelor's degree in Public Administration, Business Administration, Criminal Justice, Secretarial Science, or related field.
 - Minimum of three (3) years of relevant administrative experience, preferably in government or law enforcement institutions.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
 - Strong written and verbal communication skills.
 - Demonstrated ability to manage multiple tasks with attention to detail and timeliness.
 - High level of professionalism, discretion, and ethical conduct.
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Core Competencies

- Excellent interpersonal and diplomatic skills.
 - Strong organizational and time-management abilities.
 - Respect for hierarchy, protocol, and institutional values.
 - Ability to work under pressure and maintain composure.
 - Commitment to national service and the mission of the Witness Protection Unit.
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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.