



**REPUBLIC OF LIBERIA**

# **WITNESS PROTECTION UNIT**

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OFFICE OF THE DIRECTOR

## **INVITATION FOR APPLICATION FOR THE POSITION OF ASSISTANT MANAGER –PROTECTION SERVICES AT THE WITNESS PROTECTION UNIT/AGENCY OF LIBERIA**

**Position Title: Assistant Manager – Protection Services**

**Duty Station:** Head Office, Mamba Point, Monrovia, Liberia

**Reports To:** Manager – Protection & Psycho-Social Services

**Position Type:** Full-Time

**Application Deadline:** Friday, January 26, 2026

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### **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 – Protection Services**

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### **Position Summary**

The Assistant Manager – Protection Services is responsible for the aiding design, coordination, and supervision of witness protection support services for witnesses, whistleblowers, and other protected persons. The position ensures that protection measures in keeping with the protection policy and social support programs are implemented effectively, professionally, and in compliance with legal, ethical, and human rights standards.

### **Duties and Responsibilities**

#### **Protection Services**

- Coordinate the delivery of witness protection services, including risk assessment, protection planning, safe relocation, and security monitoring.
- Assist in the development and implement protocols for the safety, security, and well-being of witnesses and other protected persons.
- Coordinate with Protective Services and law enforcement to ensure secure transport, accommodation, and participation of witnesses and whistleblowers in judicial proceedings.

Monitor and evaluate protection interventions and recommend improvements

### **Case Management**

- Assist in the establishment of case management system for all protected persons.
- Maintain confidential records on protection, psycho-social support, and case interventions.
- Coordinate with legal and program staff to ensure integrated support services.
- Ensure timely reporting and follow-up on all protection and psycho-social cases.

### **Training & Capacity Building**

- Assist in the Planning and coordination of training for protection officers, social workers, and relevant staff on trauma care, risk assessment, and protection protocols.
- Promote awareness of human rights, confidentiality, and ethical standards among staff.
- Ensure professional development of team members in line with institutional needs.

### **Policy, Planning, and Coordination**

- Advise the Manager on policies, programs, and procedures related to witness protection and psycho-social support.
  - Assist in the development of operational guidelines, SOPs, and protocols for protection and psycho-social interventions.
  - Coordinate with internal departments and external stakeholders, including law enforcement, courts, NGOs, and international partners.
  - Participate in strategic planning, monitoring, and evaluation of protection and social support programs.
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### **Qualifications & Experience**

- Bachelor's Degree in Social Work, Public Policy, International Relations, Psychology, Human Rights, Law, Criminal Justice or a related field.
  - Candidates with advance Degree and additional Professional Certificates will be an advantage
  - Minimum of 3-5 years of progressive experience in protection services, psycho-social support, social work, or related fields.
  - At least 3–5 years in a managerial or supervisory role.
  - Experience in trauma-informed care, human rights protection, and vulnerable populations are highly desirable.
  - Prior experience in the justice sector or witness protection environments is an advantage.
  - Female candidates are encouraged to apply
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### **Core Competencies**

- Leadership and team management
- Strategic planning and problem-solving
- Ethical decision-making and integrity

- Confidentiality and discretion
  - Interpersonal and counseling skills
  - Crisis management and adaptability
  - Commitment to human rights and psychosocial well-being
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## **Confidentiality and Security Requirements**

Due to the highly sensitive nature of witness protection operations, the Assistant Manager – Protection Services must maintain strict confidentiality, sign a Non-Disclosure Agreement (NDA), and successfully undergo security and background clearance before appointment.

## **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](mailto: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.***