



**REPUBLIC OF LIBERIA**

# **WITNESS PROTECTION UNIT**

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OFFICE OF THE DIRECTOR

## **INVITATION FOR APPLICATION FOR THE POSITION OF ASSISTANT MANAGER FOR ADMINISTRATION & LOGISTICS AT THE WITNESS PROTECTION UNIT/AGENCY OF LIBERIA**

**Position Title:** Assistant Manager for Administration & Logistics

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

**Reports To:** Manager- Human Resource & Administration

**Position Type:** Full-Time

**Application Deadline:** Monday, 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 commitment to ensure operational excellence and institutional integrity, the WPU seeks a qualified and dedicated professional to serve as **Assistant Manager for Administration & Logistics**.

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### **POSITION SUMMARY**

The Assistant Manager – Administration & Logistics supports the effective management of administrative and logistical operations to ensure smooth, compliant, and cost-effective organizational and program activities. The Assistant Manager Administration and Logistics assists the Manager in office administration, logistics coordination, storage and recording of supplies, asset management, and compliance with organizational policies and donor requirements.

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## **Duties and Responsibilities**

### **Administration & Office Management**

- Support day-to-day office administration and operational functions.
- Assist in managing office facilities, utilities, supplies, and service contracts.
- Support document management, filing systems, and records control.
- Coordinate meetings, travel arrangements, and administrative logistics.

### **Logistics Storage & Warehousing**

- Support logistics planning and coordination for program activities.
- Assist with procurement processes, including purchase requests, quotations, and vendor follow-up.
- Ensure timely delivery, distribution, and tracking of goods and services.
- Support logistics for trainings, workshops, field operations, and events.

### **Asset & Inventory Management**

- Maintain accurate asset and inventory records.
- Support asset tagging, tracking, verification, and periodic physical counts.
- Ensure proper use, maintenance, and disposal of assets in line with policy.

### **Fleet & Travel Management**

- Support management of vehicles, drivers, fuel usage, and maintenance schedules.
- Assist with staff travel arrangements, transport scheduling, and travel documentation.
- Ensure compliance with fleet and travel policies.

### **Compliance & Internal Controls**

- Support adherence to organizational policies, donor regulations, and SOPs.
- Assist in implementing internal controls and audit recommendations.
- Support risk management and fraud prevention measures.

### **Coordination & Communication**

- Coordinate with program, finance, HR, and field teams to support operations.
- Liaise with suppliers, service providers, and external stakeholders.
- Support supervision of administrative and logistics staff as delegated.

### **Reporting & Documentation**

- Prepare and maintain logistics and administrative reports and trackers.
- Support budget monitoring related to admin and logistics activities.
- Maintain complete and accurate documentation for audits and reviews.

## **Health, Safety & Security Support**

- Support office safety, security, and emergency preparedness measures.
  - Ensure compliance with health, safety, and security protocols.
  - Support incident reporting and follow-up actions.
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## **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree in Public Administration, Business Administration, Management, Logistics, Supply Chain, or a related field.
  - At least 3–5 years of relevant experience in administration and logistics roles.
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## **Core Competencies**

- Strong organizational and coordination skills
  - Knowledge of procurement and logistics procedures
  - High level of integrity and attention to detail
  - Good communication and interpersonal skills
  - Proficiency in MS Office and logistics tracking tools
  - Ability to work under pressure and meet deadlines
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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](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.*