



REPUBLIC OF LIBERIA

WITNESS PROTECTION UNIT

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OFFICE OF THE DIRECTOR

INVITATION FOR APPLICATION FOR THE POSITION OF ASSISTANT MANAGER – PSYCHO-SOCIAL SERVICES AT THE WITNESS PROTECTION UNIT/AGENCY OF LIBERIA

Position Title: Assistant Manager – Psycho-Social Services

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

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

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 dedicated professional to serve as **Assistant Manager – Psycho-Social Services**.

POSITION SUMMARY

The **Assistant Manager – Psycho-Social Services** is responsible to support the Manager-Protection & Psycho-Social Support Services in the design, coordination, and supervision of psycho-social support services for witnesses, whistleblowers, and other protected persons including family members as maybe applicable. The position ensures counseling, and social support programs are implemented effectively, professionally, and in compliance with legal, ethical, and human rights standards.

Duties and Responsibilities

Psycho-Social Support

- Aid in the design and delivery of psycho-social support services, including counseling, trauma care, and social reintegration programs.
- Supervise counselors, social workers, providing support to witnesses, whistleblowers and victims.
- Assist in the development of individualized care plans and regularly reviewed.
- Monitor the mental health and welfare of witnesses, reporting critical cases to the Director.

Case Management

- Help in the establishment and supervision of a 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.

Policy, Planning, and Coordination

- Advise the Manager on programs, and procedures related to witness protection and psycho-social support.
- Aid 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.

Training and Capacity Building

- Coordinate logistics for 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.

Technical Skills:

- Strong knowledge of protection frameworks, trauma care, and psycho-social support methodologies.
- Familiarity with case management systems, risk assessment tools, and monitoring and evaluation practices.
- Excellent report-writing, documentation, and communication skills.
- Proficiency in office software and data management tools.

Working Conditions

- Primarily office-based with frequent field operations or site visits.
- May require irregular working hours, including nights, weekends, or emergencies.
- Exposure to sensitive, high-stress, or traumatic situations.
- Operates in a high-confidentiality environment.

Performance Indicators

- Effectiveness of protection measures and psycho-social support programs
 - Quality and timeliness of case management and reporting
 - Compliance with institutional protocols and ethical standards
 - Staff performance, training, and development
 - Stakeholder satisfaction and coordination effectiveness
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Qualifications and Experience

- Bachelor's Degree in Social Work, Public Policy, Public Health, International Relations, Clinical Psychology, Psycho-Social Counseling, 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 – Psycho-Social Support 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

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.