



**REPUBLIC OF LIBERIA**



# **WITNESS PROTECTION UNIT**

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## **INVITATION FOR APPLICATION FOR THE POSITION OF COORDINATOR/HEAD OF SECRETARIAT AT THE WITNESS PROTECTION UNIT/AGENCY OF LIBERIA**

**Position Title:** Coordinator/Head of Secretariat  
**Duty Station:** Head Office, Mamba Point, Monrovia, Liberia  
**Reports To:** Deputy Director  
**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 **Coordinator/Head of Secretariat**.

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### **POSITION SUMMARY**

The Secretariat serves as the administrative, technical, and coordination arm of the Witness Protection Unit (WPU). The Coordinator/Head of Secretariat is responsible for providing overall leadership, coordination, and operational management of the technical secretariat to ensure effective implementation of the mandate, strategic objectives, and multi-year strategic plan of the Agency.

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## **Duties and Responsibilities**

### **Leadership and Management**

- Provide strategic leadership and overall management of the Secretariat.
- Supervise and support Secretariat staff and consultants.
- Develop work plans, performance targets, and reporting systems in line with applicable laws.
- Promote a results-oriented, collaborative, and ethical work culture.

### **Coordination and Stakeholder Engagement**

- Serve as Head of Secretariat and facilitate coordination with stakeholders and partners in line with the strategic goals approved by management.
- Facilitate communication between the Secretariat and the Senior Management.
- Organize and support meetings, workshops, and consultations.
- Represent the Secretariat in internal and external engagements, as delegated.

### **Strategic and Technical Support**

- Support the development and implementation of strategic plans, policies, and programs.
- Provide technical advice and inputs to the Senior Management.
- Ensure follow-up and implementation of decisions and resolutions from Senior Management.

### **Administrative and Operational Management**

- Oversee day-to-day operations of the Secretariat.
- Ensure effective systems for documentation, record-keeping, and knowledge management.
- Manage procurement, logistics, and administrative processes in line with policies.

### **Financial and Resource Management**

- Review and advice on the management of budgets in line with annual work plan as well as strategic plan.
- Support the Program and Policy division to develop proposals for resource mobilization donor reporting among others.

### **Monitoring, Evaluation, and Reporting**

- Develop and oversee monitoring and evaluation frameworks.
- Prepare periodic progress and technical reports as may be necessary.
- Ensure timely submission of reports to Senior Management, relevant bodies and partners.

### **Deliverables**

- Annual and multi-year work plans and budgets
- Timely progress and performance reports
- Well-coordinated meetings and documented decisions
- Effective implementation of approved programs and activities

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## **Qualifications and Experience**

- Bachelor's degree in Business Administration, Public Administration, Development Studies, Law, Criminal Justice, Public Policy etc.
- Minimum of 3-5 years of relevant professional experience, including leadership or coordination roles.
- Demonstrated experience in stakeholder coordination and program management.
- Strong analytical, communication, and organizational skills.

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## **Core Competencies**

- Leadership and strategic thinking
- Strong coordination and facilitation skills
- Financial and administrative management
- Excellent written and verbal communication
- Ability to work under pressure and manage multiple priorities

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## **Confidentiality and Security Requirements**

Due to the sensitive nature of the Witness Protection Unit's mandate, the **Coordinator/Head of Secretariat** shall maintain strict confidentiality, sign a Non-Disclosure Agreement (NDA), and successfully undergo background and security clearance prior to appointment.

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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.*