



**REPUBLIC OF LIBERIA**

# **WITNESS PROTECTION UNIT**

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OFFICE OF THE DIRECTOR

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

**Position Title: Manager – Protection & Psycho-Social Services**

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

**Reports To:** Director

**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 **Manager – Protection & Psycho-Social Services**.

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### **Position Summary**

The Manager – Protection & Psycho-Social Support Services is responsible for the design, coordination, and supervision of witness protection and psycho-social support services for witnesses, whistleblowers, and other protected persons. The position ensures that protection measures, counseling, and social support programs are implemented effectively, professionally, and in compliance with legal, ethical, and human rights standards.

### **Duties and Responsibilities**

#### **Protection Services**

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

- Monitor and evaluate protection interventions and recommend improvements for temporary or permanent relocation for witnesses, whistleblowers and family members as may be necessary.

### **Psycho-Social Support**

- Lead the design and delivery of psycho-social support services, including counseling, trauma care, and social reintegration programs.
- Supervise psychologists, social workers, and counselors providing support to witnesses, whistleblowers and victims and their families.
- Ensure individualized care plans are developed and regularly reviewed.
- Monitor the mental health and welfare of witnesses, reporting critical cases to the Director.

### **Case Management**

- Establish and oversee 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

### **Training & Capacity Building**

- Plan and coordinate 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 Director on policies, programs, and procedures related to witness protection and psycho-social support.
- Develop 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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### **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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## **Qualifications & Experience**

- Bachelor's Degree in Public Policy, International Relations, Social Work, Psychology, 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.
- 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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## **Confidentiality and Security Requirements**

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