



REPUBLIC OF LIBERIA

WITNESS PROTECTION UNIT

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OFFICE OF THE DIRECTOR

INVITATION FOR APPLICATION FOR THE POSITION OF EXECUTIVE SECRETARY AT THE WITNESS PROTECTION UNIT/AGENCY OF LIBERIA

Position Title: Executive Secretary

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

Reports To: Chief of Staff to the Director

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 **Executive Secretary**.

POSITION SUMMARY

The Executive Secretary to the Director provides high-level administrative and clerical support to ensure the efficient functioning of the Office of the Director of the Witness Protection Unit/Agency. The position requires professionalism, discretion, and organizational efficiency in handling correspondence, records, scheduling, and confidential information related to witness protection operations.

Duties and Responsibilities

Administrative and Clerical Support

- Provide day-to-day administrative support to the Director.
- Manage office files, records, and document tracking systems.
- Draft, type, format, and proofread letters, memoranda, reports, and other official documents.
- Receive, log, and route incoming correspondence and ensure timely responses.
- Maintain an orderly filing system, both physical and electronic.

Scheduling and Office Coordination

- Manage the Director's calendar, appointments, and meeting schedules.
- Arrange meetings, prepare agendas, take minutes, and track action points.
- Coordinate logistics for meetings, workshops, and official engagements.
- Handle telephone calls, emails, and official visitors in a professional manner.

Confidentiality and Information Management

- Handle sensitive and classified information with strict confidentiality.
- Ensure proper storage and controlled access to confidential files and records.
- Adhere to security protocols governing witness-related information.

Records and Reporting

- Assist in compiling reports, briefing notes, and presentations.
- Maintain registers for correspondence, assets, and office supplies.
- Track deadlines, follow up on pending tasks, and remind relevant officers accordingly.

Office Logistics and Support

- Monitor office supplies and coordinate procurement requests.
- Assist with travel arrangements, duty travel requests, and mission documentation.
- Support the smooth day-to-day operations of the Office of the Director.

Technical Skills:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong typing, filing, and document management skills.
- Familiarity with office equipment and administrative procedures.

Working Conditions

- Primarily office based with occasional extended working hours.
- May be required to support urgent or time-sensitive operations.
- Must comply with institutional security and confidentiality requirements.

Performance Indicators

- Accuracy and timeliness of administrative support.
- Proper handling and safeguarding of confidential information.
- Efficiency in scheduling, filing, and correspondence management.
- Professional interaction with staff and external stakeholders.

Qualifications and Experience

- Associate Degree or its equivalent
- Candidates with Bachelor Degree and additional Professional Certificates will be an advantage
- At least 3–5 years of relevant administrative or secretarial experience, preferably in a government, justice, security, or law enforcement institution.
- Experience working in a confidential or sensitive environment is an advantage.
- Female candidates are encouraged to apply

Core Competencies

- High level of integrity, discretion, and confidentiality.
- Excellent organizational and time-management skills.
- Strong written and verbal communication abilities.
- Attention to detail and accuracy.
- Ability to work under pressure and manage multiple tasks.
- Professional demeanor and interpersonal skills.
- Dependability and initiative.

Confidentiality Requirement

Due to the sensitive nature of the Witness Protection Unit's operations, the Executive Secretary must maintain strict confidentiality and sign a Non-Disclosure Agreement (NDA) prior to assumption of duty

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.