



**REPUBLIC OF LIBERIA**

# **WITNESS PROTECTION UNIT**

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OFFICE OF THE DIRECTOR

## **INVITATION FOR APPLICATION FOR THE POSITION OF ASSISTANT MANAGER – PROCUREMENT AT THE WITNESS PROTECTION UNIT/AGENCY OF LIBERIA**

**Position Title:** Assistant Manager – Procurement

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

**Reports To:** 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 **Assistant Manager – Procurement**.

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### **POSITION SUMMARY**

The **Assistant Manager – Procurement** develop annual procurement plan and execute all procurement activities to ensure timely, cost-effective, and compliant acquisition of goods, works, and services. The role involves vendor registry management, contract support, documentation, and adherence to organizational and regulatory procurement policies as well as developing quarterly and annual procurement reports. Serve as Secretary to the Procurement Committee in keeping with the Public Procurement Concession Act (PPCA) of 2010 as amended.

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## **Duties and Responsibilities**

### **Procurement Operations**

- Prepare and implement annual procurement plans in line with Witness Protection Unit/Agency objectives.
- Support sourcing, purchasing, and delivery of goods and services within approved budgets and timelines.
- Prepare and review purchase requisitions, purchase orders, and procurement documentation.
- Ensure procurement activities comply with internal policies and applicable laws and regulations.

### **Supplier & Vendor Management**

- Identify, evaluate and maintain a database of approved suppliers.
- Support supplier negotiations to achieve best value for money.
- Monitor supplier performance and address delivery, quality, or service issues.

### **Contract & Documentation Support**

- Prepare and review of contracts, tenders, RFQs, and bid evaluation reports.
- Maintain accurate procurement records, contracts, and supplier files.
- Ensure proper documentation for audits and management reviews.

### **Inventory & Cost Control**

- Coordinate with stores and user departments to monitor stock levels and prevent shortages or overstocking.
- Prepare cost analysis, price comparisons, and budgeting activities.

### **Coordination & Reporting**

- Liaise with internal departments to understand procurement needs and specifications.
- Prepare periodic procurement reports, including spend analysis and supplier performance reports.
- Develop policy, procurement procedures and procurement process flow.

### **Compliance & Ethics**

- Ensure transparency, accountability, and ethical standards in all procurement activities.
- Support internal and external audits related to procurement processes.

### **Working Conditions**

- Office-based with occasional extended working hours.
- May require participation in audits, inspections, or field visits.
- Must operate within a highly-confidential environment.

### **Technical and Professional Skills:**

- Strong knowledge of procurement procedures and supply chain principles.
- Good negotiation and vendor management skills.
- Excellent organizational and documentation skills.
- Strong analytical and problem-solving abilities.
- Proficiency in MS Office and procurement or ERP systems.
- Good communication and interpersonal skills.

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## Qualifications and Experience

- Bachelor's degree in Procurement, Supply Chain Management, Business Administration, Public Administration, Criminal Justice or a related field.
- Have a 3–5 years of relevant experience in procurement or supply chain management.
- Experience assisting with tendering, supplier evaluation, and contract administration is an advantage.

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## Core Competencies

- Integrity, discretion, and confidentiality
- Strategic leadership and people management
- Strong interpersonal and communication skills
- Analytical and problem-solving ability
- Fairness, objectivity, and professionalism
- Ability to work under pressure and manage competing priorities
- Commitment to institutional values and human rights principles

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## Confidentiality and Security Requirements

Due to the sensitive nature of the Witness Protection Unit's mandate, the **Assistant Manager – Procurement** 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.*