



**REPUBLIC OF LIBERIA**

# **WITNESS PROTECTION UNIT**

*Mamba Point, Monrovia, Liberia  
Cell: +231770-850-858 / 0886-850858*

*Email: [witnessprotectionunitlib@gmail.com](mailto:witnessprotectionunitlib@gmail.com); [tmgrigsbyii@gmail.com](mailto:tmgrigsbyii@gmail.com)*



OFFICE OF THE DIRECTOR

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

**Position Title: Senior Officer – Procurement**

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

**Reports To: Assistant Manager– Procurement**

**Position Type:** Full-Time

**Application Deadline:** Friday, January 30, 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 **Senior Officer – Procurement**.

---

### **POSITION SUMMARY**

The **Senior Officer – Procurement** supports the Assistant Manager - Procurement in planning, coordinating, and executing procurement activities to ensure timely, cost-effective, and compliant acquisition of goods, works, and services. The role involves vendor management, contract support, documentation, and adherence to organizational and regulatory procurement policies.

---

## **Duties and Responsibilities**

### **. Procurement Operations**

- Assist in preparing and implementing procurement plans in line with Witness Protection Unit objectives.
- Support sourcing, purchasing, and delivery of goods and services within approved budgets and timelines.
- Assist in the preparation and revision of purchase requisitions, purchase orders, and procurement documentation.
- Assist the Assistant Manager of Procurement to ensure that procurement activities comply with internal policies and applicable laws and regulations.

### **Supplier & Vendor Management**

- Assist in identifying, evaluating, and maintaining 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**

- Assist in the preparation 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.
- Assist in 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.
- Support the Procurement Manager in policy development and process improvement initiatives.

### **Compliance & Ethics**

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

## Qualifications and Experience

- Bachelor's degree in Procurement, Supply Chain Management, Business Administration, Management Information Systems, 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.

## 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

## Working Conditions

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

## Confidentiality and Security Requirements

Due to the sensitive nature of the Witness Protection Unit's mandate, the **Senior Officer – Procurement** shall maintain strict confidentiality, sign a Non-Disclosure Agreement (NDA), and successfully undergo background and security clearance prior to 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](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.*