



**REPUBLIC OF LIBERIA**

# **WITNESS PROTECTION UNIT**

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OFFICE OF THE DIRECTOR

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

**Position Title: Public Affairs - Assistant**

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

**Reports To:** Senior Officer – Public Affairs

**Position Type:** Full-Time

**Application Deadline:** Saturday, January 31, 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 **Public Affairs - Assistant**.

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### **POSITION SUMMARY**

The Public Affairs – Assistant will assist the Senior Officer – Public Affairs in managing and coordinating all communications, public relations, and stakeholder engagement activities of the Witness Protection Unit. The position ensures providing assistance in the execution of the Unit's public relations activities and programs effectively while maintaining confidentiality and safeguarding sensitive information.

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## **Duties and Responsibilities**

### **Communication and Media Management**

- Assist in the development and implementation of communication strategies, including media engagement, public messaging, and awareness campaigns.
- Assist in the management of media inquiries and coordinate official responses to sensitive matters.

### **Stakeholder Engagement**

- Assist in facilitating communication and collaboration with government institutions, law enforcement agencies, NGOs, civil society, and development partners.
- Assist in managing the Witness Protection Unit social media presence and online information dissemination while safeguarding sensitive data.
- Assist in planning public events, press briefings, workshops, and stakeholder meetings.

### **Internal Communications**

- Assist in drafting internal memos, reports, and circulars to support operational coordination.
- Assist in raising awareness of the Unit's mission, programs, and successes among internal staff.

### **Monitoring and Reporting**

- Assist in tracking and analyzing media coverage and public perception of the Unit.
- Assist in preparing regular communication and media reports for senior management.

### **Technical Skills:**

- Excellent writing, editing, and presentation skills.
- Proficiency in Microsoft Office Suite and digital communication tools.
- Knowledge of media relations, branding, and public outreach strategies.
- Ability to handle sensitive or confidential information professionally.

### **Working Conditions**

- Primarily office-based, with occasional travel for public engagement events, workshops, or media coordination.
  - May require extended working hours during campaigns, emergencies, or press events.
  - Must maintain confidentiality due to the sensitive nature of the Unit's operations.
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## Qualifications and Experience

- Associate Degree in Mass Communication, Public Administration, Business Administration, Criminal Justice, Public Policy, Certificate in Journalism, 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 public affairs, communications, or media relations.
- Experience in sensitive or confidential work environments (e.g., justice, law enforcement, or security sectors) is highly desirable.
- Experience managing social media, media campaigns, or public outreach initiatives.
- Female candidates are encouraged to apply

## Core Competencies

- Integrity, discretion, and confidentiality
- Excellent oral and written communication
- Strong interpersonal and stakeholder engagement skills
- Media literacy and crisis communication ability
- Teamwork and collaboration
- Analytical and problem-solving capability
- Attention to detail and results orientation

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## Confidentiality and Security Requirements

Due to the sensitive nature of Witness Protection operations, the **Public Affairs -Assistant** must maintain strict confidentiality, sign a Non-Disclosure Agreement (NDA), and undergo security and background 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.*