



REPUBLIC OF LIBERIA

WITNESS PROTECTION UNIT

Mamba Point, Monrovia, Liberia
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OFFICE OF THE DIRECTOR

INVITATION FOR APPLICATION FOR THE POSITION OF ICT - ASSISTANT AT THE WITNESS PROTECTION UNIT/AGENCY OF LIBERIA

Position Title: ICT - Assistant

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

Reports To: Senior Officer - ICT

Position Type: Full-Time

Application Deadline: Saturday, January 31, 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 **ICT – Assistant** to assist in the strengthening of its digital security infrastructure and protect sensitive operational data on classified witnesses.

POSITION SUMMARY

The ICT - Assistant will assist in the implementation and management of cyber security systems and protocols that protect the Unit's classified information, communication channels, and digital assets. The role involve possessing strong technical background, high ethical standards, and a commitment to national service.

DUTIES AND RESPONSIBILITIES

- Assist in the development and enforcement of ICT security policies, procedures, and risk mitigation strategies.
 - Assist in the monitoring of digital systems, networks, and databases used by the WPU.
 - Assist in the configuration and manage firewalls, intrusion detection/prevention systems, and endpoint protection tools.
 - Assist investigations into cyber incidents and maintain incident response protocols.
 - Assist the compliance with national ICT laws and international data protection standards.
 - Assist in the conduct of regular security audits.
 - Assist the training of staff on cyber security awareness and secure data handling practices.
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Technical Skills:

- Microsoft Office Suite
 - Computer networking security and monitoring
 - Internet connectivity and browsing
 - Information security principles
 - Excellent report-writing, documentation, and communication skills.
 - Proficiency in office software and data management tools.
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QUALIFICATIONS AND EXPERIENCE

- High School Diploma or Certificate in Computer Hardware, Networking, System Administration or related field.
 - Minimum of three (3) years of relevant experience in IT Help Desk or computer maintenance, Microsoft Office Suite preferably in a government, donor or law enforcement setting.
 - Strong analytical, communication, and problem-solving skills.
 - High level of discretion, integrity, and commitment to confidentiality.
 - Female candidates are encouraged to apply
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CORE COMPETENCIES

- Proven 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

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.