



**REPUBLIC OF LIBERIA**

# **WITNESS PROTECTION UNIT**

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OFFICE OF THE DIRECTOR

## **INVITATION FOR APPLICATION FOR THE POSITION OF CHIEF OF OFFICE STAFF TO THE DIRECTOR AT THE WITNESS PROTECTION UNIT/AGENCY OF LIBERIA**

**Position Title: Chief of Office Staff (COS) to the Director**

**Duty Station:** Monrovia, Liberia

**Reports To: The 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 professional to serve as **Chief of Office Staff (COS)** to the **Director**.

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### **Position Summary**

The Chief of Office Staff serves as the principal aide and supervisor of staff in the office of Director of the Witness Protection Unit (WPU). The incumbent ensures effective management of the Office of the Director by coordinating administrative, operational, and policy activities. This role is pivotal in maintaining timely execution of duties assigned by the Director and fostering collaboration between and amongst internal divisions and sections as well as external partners.

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## **Duties and Responsibilities**

- Manage and coordinate the daily operations of the Office of the Director.
  - Support relevant divisions in policy formulation, planning, and implementation of the Agency's strategic objectives and report to the Director.
  - Draft, edit, and review official correspondence, briefing notes, and reports.
  - Prepare background materials, talking points, presentations, and agenda notes for meetings and official engagements.
  - Track decisions and ensure effective follow-up and implementation across departments.
  - Serve as a central coordination point between the Director, Deputy Director, Coordinator/Head of Secretariat and internal divisions and sections.
  - Ensure effective communication flow, task delegation, and follow-up on assignments.
  - Liaise with external partners, including government institutions, law enforcement agencies, the judiciary, and international organization as assigned by the Director.
  - Represent the Office in meetings and coordination forums as delegated.
  - Supervise administrative and support staff in the Office of the Director.
  - Ensure effective management of records, filing systems, and confidential data.
  - Oversee logistical arrangements for official missions, meetings, and events.
  - Coordinate the preparation of periodic and annual reports, board resolutions and minutes, presentations, and performance reviews.
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## **Qualifications and Experience**

- Bachelor's degree in Public Administration, Business Administration, Criminal Justice, Secretarial Science, or related field.
  - Minimum of three (3) years of relevant administrative experience, preferably in government, donor or law enforcement institutions.
  - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
  - Strong writing and verbal communication skills.
  - Demonstrated ability to manage multiple tasks with attention to detail and timeliness.
  - High level of professionalism, discretion, and ethical conduct.
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## **Core Competencies**

- Integrity and Confidentiality: Demonstrates high moral character, discretion, and reliability.
- Leadership: Inspires and manages a diverse team effectively.
- Analytical Thinking: Evaluates information critically to support decision-making.
- Results Orientation: Focused on achieving objectives within deadlines.
- Adaptability: Able to manage competing priorities in a sensitive and high-pressure environment.
- Excellent interpersonal and diplomatic skills.
- Respect for hierarchy, protocol, and institutional values.
- Ability to work under pressure and maintain composure.

- Commitment to national service and the mission of the Witness Protection Unit.
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### **Confidentiality and Security Requirements**

Due to the sensitive nature of the Witness Protection Unit's mandate, the **Chief of Office Staff (COS)** to the **Director** 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.*