



REPUBLIC OF LIBERIA

WITNESS PROTECTION UNIT

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OFFICE OF THE DIRECTOR

INVITATION FOR APPLICATION FOR THE POSITION OF ASSISTANT MANAGER PROGRAM & POLICY AT THE WITNESS PROTECTION UNIT/AGENCY OF LIBERIA

Position Title: Assistant Manager Program & Policy

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

Reports To: Manager Program & Policy

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 professional to serve as **Assistant Manager Program & Policy**.

POSITION SUMMARY

The Assistant Manager – Program & Policy supports the Manager Program & Policy in the strategic planning, implementation, coordination, and monitoring of witness protection programs and related policy frameworks. The role ensures that program interventions align with national laws, institutional mandates, and international best practices on witness protection, human rights, and justice sector reform. The position also supports policy development, inter-agency coordination, and evidence-based programming to enhance the safety, wellbeing, and rights of protected witnesses

DUTIES AND RESPONSIBILITIES

Program Planning and Implementation

- Support the design, implementation, and monitoring of witness protection programs and interventions.
- Assist in translating policies, strategies, and legal frameworks into operational program activities.
- Coordinate program activities across protection, psychosocial support, legal support, and relocation services.
- Contribute to annual work plans, budgets, and implementation schedules.
- Ensure program activities are delivered in line with approved standards, protocols, and confidentiality requirements.

Policy Development and Review

- Support the development, review, and revision of policies, guidelines, SOPs, and operational manuals for witness protection services.
- Conduct policy analysis and research to inform program design and institutional reforms.
- Ensure alignment of program policies with national legislation and international conventions and best practices.
- Support the dissemination and institutionalization of approved policies and guidelines.

Coordination and Stakeholder Engagement

- Support coordination with justice sector institutions, including courts, prosecutors, police, corrections, and relevant ministries.
- Liaise with civil society organizations, service providers, and development partners involved in witness protection and victim support.
- Participate in inter-agency technical working groups and coordination meetings.
- Support partnership development and information-sharing while maintaining strict confidentiality.

Monitoring, Evaluation, and Reporting

- Support the development and implementation of monitoring and evaluation (M&E) frameworks for witness protection programs.
- Collect, analyze, and document program data, lessons learned, and best practices.
- Prepare timely program reports, policy briefs, and donor or management updates.
- Support program reviews, assessments, and evaluations.

Capacity Building and Technical Support

- Support training and capacity-building initiatives for staff and partners on witness protection policies, procedures, and ethics.
- Provide technical guidance to program staff on policy compliance and program quality.
- Support the development of training materials, manuals, and tools.

Compliance, Risk Management, and Ethics

- Ensure strict adherence to confidentiality, data protection, and security protocols.
- Identify programmatic risks and support mitigation measures related to witness safety and program integrity.
- Promote ethical conduct, accountability, and safeguarding standards across all program activities.

QUALIFICATIONS AND EXPERIENCE

- Bachelor degree in Public Administration, Business Administration, International Relations, Social Work, Public Policy, Law, Human Rights, Political Science, International Development, or a related field.
- 3–5 years of progressive experience in program management, policy development, protection programming, or justice sector work.
- Demonstrated experience working on protection-related programs, human rights, rule of law, or social services.
- Experience working with government institutions, NGOs, or international organizations is an advantage.
- Familiarity with witness protection, victim support, or safeguarding frameworks is highly desirable.

Female candidates are encourage to apply

CORE COMPETENCIES

- Confidentiality and ethical judgment
- Strategic and analytical thinking
- Program planning and coordination
- Policy development and compliance
- Teamwork and leadership support
- Results orientation and accountability

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.