



REPUBLIC OF LIBERIA

WITNESS PROTECTION UNIT

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OFFICE OF THE DIRECTOR

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

Position Title: Program Assistant

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

Reports To: Senior Officer- Program & Policy

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 **Program Assistant**.

POSITION SUMMARY

The Program Assistant provides administrative and programmatic support to the Program & Policy Division by assisting in the effective implementation, coordination, and reporting of program activities. The role supports day-to-day operations, documentation, monitoring, and coordination with internal teams and external stakeholders to ensure programs are delivered efficiently and in line with organizational objectives and donor requirements.

Duties and Responsibilities

Program Implementation Support

- Support implementation of program activities in accordance with approved work plans.
 - Assist in organizing trainings, workshops, meetings, and community activities.
 - Provide logistical and administrative support for field activities.
 - Support preparation of activity plans, schedules, and reports.
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Monitoring, Documentation & Reporting

- Assist in data collection, entry, and basic analysis of program indicators.
 - Maintain program records, activity files, and beneficiary documentation.
 - Support preparation of weekly, monthly, and quarterly reports.
 - Ensure proper documentation for donor and internal compliance.
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Coordination & Communication

- Support coordination with partners, service providers, and stakeholders.
 - Assist in communication with field staff and community focal points.
 - Participate in coordination meetings and take minutes as required.
 - Support follow-up on action points and deliverables.
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Administrative & Financial Support

- Assist in processing program-related requests, including travel, procurement, and payments.
- Maintain inventory and asset records related to program activities.
- Support budget tracking and expenditure monitoring under supervision.
- Coordinate with finance and logistics teams as needed.

Field & Community Support

- Support field visits and community engagement activities.
 - Assist in mobilizing beneficiaries and stakeholders for program events.
 - Support feedback and accountability mechanisms.
 - Ensure adherence to safeguarding, protection, and ethical standards.
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Compliance, Safeguarding & Quality

- Support compliance with organizational policies, donor guidelines, and SOPs.
 - Uphold safeguarding, confidentiality, and accountability principles.
 - Report any protection or safeguarding concerns following established procedures.
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Qualifications and Experience

- Bachelor's degree in Social Sciences, Development Studies, Public Administration, or a related field.
- Candidates with advance Degree and additional Professional Certificates will be an advantage
- 1–3 years of experience in program or administrative support roles.

Female candidates are encouraged to apply

Core Competencies

- Strong organizational and time-management skills
 - Good written and verbal communication skills
 - Proficiency in MS Office (Word, Excel, PowerPoint)
 - Ability to work independently and as part of a team
 - Attention to detail and documentation skills
 - Willingness to work in field and community settings
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Confidentiality and Security Requirements

Due to the highly sensitive nature of witness protection operations, the **Program Assistant** must maintain strict confidentiality, sign a Non-Disclosure Agreement (NDA), and successfully undergo security and background clearance before 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

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.