



REPUBLIC OF LIBERIA

WITNESS PROTECTION UNIT

Mamba Point, Monrovia, Liberia
Cell: +231770-850-858 / 0886-850858

Email: witnessprotectionunitlib@gmail.com; tmgrigsbyii@gmail.com



OFFICE OF THE DIRECTOR

INVITATION FOR APPLICATION FOR THE POSITION OF SENIOR OFFICER – PUBLIC AFFAIRS AT THE WITNESS PROTECTION UNIT/AGENCY OF LIBERIA

Position Title: Senior Officer – Public Affairs

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

Reports To: Assistant Manager – Public Affairs

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 **Senior Officer – Public Affairs**.

POSITION SUMMARY

The Senior Officer – Public Affairs is responsible for managing and coordinating all communications, public relations, and stakeholder engagement activities of the Witness Protection Unit. The position ensures that the Unit's activities, programs, and achievements are effectively communicated to internal and external audiences while maintaining confidentiality and safeguarding sensitive information.

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 Preparation of press releases, media statements, speeches, talking points, and briefing notes for the Head of Entity.
- Help to manage media inquiries and coordinate official responses to sensitive matters.
- Provide assistance to Ensure consistent messaging that aligns with the policies, values, and objectives of the Witness Protection Unit.

Stakeholder Engagement

- Help to facilitate communication and collaboration with government institutions, law enforcement agencies, NGOs, civil society, and development partners.
- Manage the Unit's social media presence and online information dissemination while safeguarding sensitive data.
- Plan and coordinate public events, press briefings, workshops, and stakeholder meetings.

Internal Communications

- Ensure timely and effective communication of policies, updates, and directives to staff within the Witness Protection Unit.
- Draft internal memos, reports, and circulars to support operational coordination.
- Assist in raising awareness of the Unit's mission, programs, and successes among internal staff.

Crisis Communication

- Support the Head of Entity in handling sensitive, high-risk, or public-facing situations.
- Draft communication plans and statements for emergencies or operational incidents.
- Ensure that all communication is accurate, professional, and maintains confidentiality.

Monitoring and Reporting

- Track and analyze media coverage and public perception of the Unit.
- Prepare regular communication and media reports for senior management.
- Evaluate the effectiveness of public affairs strategies and recommend improvements.

Capacity Building

- Train staff on communication protocols, media engagement, and public relations practices.
- Promote awareness of confidentiality requirements and ethical standards in all communications.

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.

Performance Indicators

- Quality, clarity, and timeliness of communications and media materials
- Effectiveness of stakeholder engagement and public relations activities
- Responsiveness to media inquiries and crisis situations
- Compliance with internal protocols, ethical standards, and confidentiality requirements
- Improvement in public awareness and perception of the Witness Protection Unit

Qualifications and Experience

- Bachelor's Degree in Mass Communication, Criminal Justice, Sociology, Public Administration, Law, 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

Confidentiality and Security Requirements

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