



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 MANAGER – HUMAN RESOURCE AND ADMINISTRATION AT THE WITNESS PROTECTION UNIT/AGENCY OF LIBERIA

Position Title: Manager – Human Resource and Administration

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

Reports To: Coordinator/Head of Secretariat

Position Type: Full-Time

Application Deadline: Monday, January 26, 2026

Background

The Witness Protection Unit (WPU) is an autonomous Agency under the Executive Branch of the Republic of Liberia is a specialized agency mandated to ensure the protection, safety, confidentiality, and welfare of witnesses and whistleblowers. As part of its mandate to foster public trust and transparency, the Agency seeks a qualified and committed professional to serve as **Manager – Human Resource and Administration**.

Position Summary

The Manager – Human Resource and Administration plays a pivotal role in supporting the strategic and operational human resource and administrative functions of the Witness Protection Unit/Agency. The Manager-Human Resource and Administration is responsible to ensure the effective implementation of HR policies, staff development, performance management, and administrative compliance in alignment with national civil service standards and applicable laws.

Duties and Responsibilities

Recruitment & Onboarding

- Develop and implement human resource policies, procedures, and systems consistent with national laws and institutional mandates.
- Coordinate recruitment, selection, appointment, promotion, and deployment of staff.

- Manage staff performance appraisal systems and recommend training, promotion, or disciplinary actions.
- Oversee staff records, personnel files, and HR information systems.
- Coordinate staff induction, capacity building, and professional development programs.
- Advise management on workforce planning, succession planning, and organizational structure
- Plan and execute recruitment processes in line with agency needs and civil service guidelines.
- Onboard and orientation programs for new staff, ensuring confidentiality and security protocols are upheld.

Administrative Management

- Oversee day-to-day administrative operations of the Witness Protection Unit/Agency.
- Ensure effective office management, facilities maintenance, and administrative support services.
- Develop and monitor administrative budgets in collaboration with finance units.
- Oversee procurement planning and logistics coordination for office and operational needs.
- Ensure proper asset management, inventory control, and records management.

Staff Welfare, Discipline, and Ethics

- Promote staff welfare, occupational health, and safety.
- Ensure compliance with the code of conduct, human resource policy manual, ethical standards, and confidentiality obligations.
- Coordinate disciplinary processes in accordance with established procedures.

Address staff grievances and conflict resolution in a fair and timely manner.

- **HR Policy Implementation**

Support the development, dissemination, and enforcement of HR policies and procedures.

Ensure staff adherence to codes of conduct, ethical standards, and operational discipline.

- **Performance Management**

Facilitate the implementation of performance appraisal systems.

Monitor staff performance and support supervisors in identifying training and development needs.

- **Training & Capacity Building**

Coordinate internal and external training programs to enhance staff competencies, especially in areas of confidentiality, ethics, and trauma-informed care.

Maintain training records and evaluate program effectiveness.

- **Records & Compliance**

Maintain accurate and secure personnel records in compliance with data protection and agency confidentiality standards.

Prepare HR reports and support audits and reviews as required.

- **Employee Relations & Welfare**

Serve as a liaison between staff and management to address grievances, promote morale, and ensure a respectful workplace.

Support initiatives that promote staff well-being, resilience, and retention.

- **Security & Confidentiality**

Uphold the highest standards of discretion and confidentiality, especially in matters involving protected persons and sensitive operations.

Collaborate with security and legal teams to ensure HR practices align with the agency's protective mandate.

Qualifications & Experience

- Bachelor's degree in Public Administration, Management, Criminal Justice, Business Administration, Law or a related field.
- Minimum of 3–5 years of progressive HR experience, preferably within government, security, or justice-related institutions.
- Strong knowledge of Liberian labor laws, civil service regulations, and HR best practices.
- Proven ability to handle sensitive information with discretion and integrity.
- Excellent interpersonal, communication, and conflict-resolution skills.
- Proficiency in Microsoft Office Suite and HR information systems.

Desirable Attributes

- Experience working in high-security or confidential environments.
 - Training in trauma-informed care, conflict sensitivity, or organizational psychology is an asset.
 - Commitment to public service, human dignity, and institutional integrity.
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Core Competencies

- Integrity, discretion, and confidentiality
 - Strategic leadership and people management
 - Strong interpersonal and communication skills
 - Analytical and problem-solving ability
 - Fairness, objectivity, and professionalism
 - Ability to work under pressure and manage competing priorities
 - Commitment to institutional values and human rights principles
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Confidentiality and Security Requirements

Due to the sensitive nature of the Witness Protection Unit's mandate, the **Manager – Human Resource and Administration** shall maintain strict confidentiality, sign a Non-Disclosure Agreement (NDA), and successfully undergo background and security 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.